



Hastings and Prince Edward District School Board

A Great Place to Learn and A Great Place to Work!

Dwayne Inch, Chair of the Board

Kathy Soule, Director of Education

NOTICE OF MEETING

This notice is to confirm that a special meeting of the
Executive Committee and interested trustees
will be held on:

Monday, August 29, 2011
at 2:30 p.m.
in the Board Committee Room, Education Centre
156 Ann Street, Belleville, Ontario

The agenda and supporting documents for this meeting are attached to this notice.

Dwayne Inch
Chair of the Executive Committee

Rob McGall
Director Designate

Membership:
S. Clements, T. Goodfellow, M. Hall, D. Inch, D. Patterson



Hastings and Prince Edward District School Board

A Great Place to Learn and A Great Place to Work!

Dwayne Inch, Chair of the Board

Kathy Soule, Director of Education

**Executive Committee
PUBLIC AGENDA
Special Meeting
August 29, 2011
Immediately following the closed session at 2:30 p.m.
Board Committee Room**

Section	Item	Report No.	Resp.
A	Call to order Delegations / presentations - none Approval of agenda		
B	Recommendations		
C	Information Reports from staff <ul style="list-style-type: none">Trustee interview questionsSummer update	C-1 Verbal	R. McGall R. McGall
D	Draft agenda review		
E	Correspondence Adjournment		

Next regular meeting: Monday, September 6, 2011

Membership
S. Clements, T. Goodfellow, M. Hall, D. Inch, D. Patterson



**Hastings and Prince Edward
District School Board**

Executive Committee Meeting

Report No. C-1

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August 29, 2011

Decision _____ Information X

To: Chair and Members of the Executive Committee

From: Rob McGall, Director of Education

Re: Trustee representative for Centre Hastings – interview questions

Purpose

To develop a list of questions for the interviews of qualified candidates for the trustee representative for the electoral districts of Municipality of Centre Hastings, Marmora and Lake Township, Madoc Township and Stirling-Rawdon Township for the remaining term ending November 30, 2014.

Background

At the June 6, 2011 Executive Committee meeting, it was passed that the Board would advertise in local media for a trustee representative for Centre Hastings, prescreen and interview qualified candidates.

Current situation

During the period of August 8 – 23, 2011, the Board publicly advertised in local media for the trustee vacancy for Centre Hastings which resulted in the receipt of eighteen letters of application. Interviews with qualified candidates will be scheduled for September 6, 2011.

Appendices

Appendix A – Notice of Vacancy of Public School Board Trustee

Appendix B – Board Policy No. 9 Role of the Board Member

Respectfully submitted,

**Rob McGall, Director of Education
Secretary of the Board**



Hastings and Prince Edward
District School Board

Executive Committee Meeting
Report C-1 Appendix A
August 29, 2011

Notice of Vacancy of Public School Board Trustee INVITATION TO APPLY TO BE TRUSTEE

Due to a vacancy, the Hastings and Prince Edward District School Board is seeking one qualified public school board trustee to represent the Municipality of Centre Hastings, Marmora/Lake and Deloro Township, Madoc Township and Stirling-Rawdon Township for the remaining term which ends November 30, 2014.

To be an eligible trustee, an applicant must be 18 years of age or older, a Canadian citizen, an eligible public school tax supporter and voter, residing in the jurisdictional area of Hastings and Prince Edward District School Board.

Eligible candidates must not be disqualified by any legislation from holding public office. It is the responsibility of each candidate to determine whether he or she is qualified to be elected and hold the office of trustee.

Applicants should submit a letter with complete contact information, an overview of related experience they believe has prepared them for the trustee role, why they are interested in the role, a commitment to becoming familiar with the educational issues, policies and system plan of Hastings and Prince Edward District School Board, and a willingness to commit the time required to fulfill the trustee role. A résumé is optional.

**If you would like to be considered for this position,
please apply by Tuesday, August 23, 2011 at 4:30 p.m. to:**

Rob McGall, Director Designate
Hastings and Prince Edward District School Board
156 Ann Street, Belleville, Ontario K8N 1N9

Additional information is posted online at www.hpedsb.on.ca, or can be obtained through the contact information noted below.

Information is collected under the authority of the *Education Act* and will be used in accordance with the *Municipal Freedom of Information and Protection of Privacy Act* to determine eligibility for the position.

Hastings and Prince Edward District School Board
156 Ann Street, Belleville, Ontario K8N 1N9
613.966.1170 • 1.800.267.4350

www.hpedsb.on.ca



Hastings and Prince Edward District School Board

BOARD POLICY NO. 9

Adopted	May 26, 2008
Last Revised	May 26, 2008
Review Date	May, 2011

ROLE OF THE BOARD MEMBER

1. PURPOSE

Hastings and Prince Edward District School Board is accountable to the provincial government and to the community and must set local policies, priorities and budgets within the framework of provincial legislation. The Board provides overall direction for the district and evaluates the achievement of the system plan and the director of education's job performance. The Board promotes a positive working relationship with the director and fosters a sense of shared responsibility with students, the staff, parents/guardians, the local community and the Ministry of Education.

This policy describes the role of Board members as they contribute to the achievement of the Board's mandate and system plan.

2. THE ROLE OF THE BOARD MEMBER

ACCOUNTABILITY

- 2.1 The declaration of office made by each Board member when he or she assumes office binds that person to work faithfully in the cause of education.
- 2.2 A trustee's primary task is to act as a member of a corporate Board. A trustee must serve the community as an elected representative. As members of the corporate Board, trustees are accountable to the public for the collective decisions of the Board.
- 2.3 Each Board member has a duty to support the corporate Board in providing accountability for the educational, financial and operational performance of the school system. All trustees are responsible for the Board's mandate as described in Board Policy No. 4 Corporate Board Job Description.
- 2.4 The decisions of the Board of trustees in a properly constituted meeting are those of the corporation. A Board member who is given corporate authority to act on behalf of the Board by means of written policy or resolution may carry out specific duties, but only as an agent of the Board. In such cases, the actions of the trustee are those of the Board, which is then responsible for them. A Board member acting individually has only the authority and status of any other citizen of the district.

Role of the Board Member

COMMUNITY REPRESENTATION

- 2.5 Board members bring a range of skills, experience, knowledge, values, beliefs and opinions to their role. Their background does not necessarily include teaching, administration, or any other aspect of education. Their diversity ensures that Board processes are truly democratic. This diversity contributes to good decision-making. It also helps Board members provide a balance between the interests of a broader community and the interests of those involved in the delivery of education.
- 2.6 Board members provide information about the local community's history, traditions and experiences when such information will be helpful for the context of decision-making by the Board or the director of education.
- 2.7 Trustees bring to the attention of the Board or director any community issues that may affect the Board, and interpret the needs of the community to the Board.

DECISION-MAKING

- 2.8 Board members are responsible for staying informed about developments in education. They have a responsibility to learn about the school system and the many issues that face publicly funded education.
- 2.9 Trustees also need to be familiar with Hastings and Prince Edward District School Board policies, meeting agendas and reports in order to participate effectively in Board business.
- 2.10 Trustees actively participate in and contribute to the decisions of the Board in order to provide the best solutions possible for the education of students in Hastings and Prince Edward District School Board.

COMMUNICATION

- 2.11 Board members serve large constituencies, and fulfilling the representational role is challenging. A democratic system entitles everyone to a voice but does not ensure that everyone will always be content with decisions that are made. Effective, regular two-way communication will enhance a Board member's ability to represent constituents and help to build understanding and consensus in the community.
- 2.12 Hastings and Prince Edward District School Board strives to maintain open and fair communication with parents, guardians and members of the school community. In so doing, the Board endorses and follows a fair and consistent process for the handling of issues and concerns.
- 2.13 Trustees refer governance issues and problems that are not covered by Board policy to the corporate Board for discussion and determination of decision-making authority.
- 2.14 Board members support the belief that the most efficient way to run an organization is to deal with issues or problems as close as possible to the place where they occurred. If a parent calls with a concern about a student, the Board member will advise the parent to discuss the issue with the teacher or the staff member most directly involved.
- 2.15 Depending upon the seriousness of the issue, the Board member may also inform the director of education or the appropriate superintendent immediately.

- 2.16 The Board member will leave the investigation and solution of the matter in the hands of the professional staff. The appropriate administrator will ensure that the issue is investigated and resolved.
- 2.17 If an employee or a group of employees is named in a complaint, the employee or group of employees will be provided with written notice of the details of the complaint and will be given an opportunity to respond to the complaint.
- 2.18 In cases where the concern or complaint cannot be resolved by administration or is related to Board policy, the director may refer the issue to a Board committee to be heard in open or closed session as appropriate to the circumstances.
- 2.19 If the concern is related to a governance issue, Board Policy No. 3 Board Operations provides an opportunity for a delegation to make a request or influence a decision. In accordance with the terms of Policy No. 3, a person or group that is officially elected or appointed to represent another or others may address the Board or committee of the Board.

ADVOCACY AND LEADERSHIP

- 2.20 Trustees act as education advocates at various levels. At the local level, trustees work on behalf of the community and must consider the unique needs of that community when deciding what position to take on an issue. They encourage constituents to participate in the school system. This involves familiarizing people with the avenues for involvement, such as school council or volunteer work. It also involves informing people about the procedures for bringing their views before the Board through public or written submissions.
- 2.21 The trustee's role as an education advocate often extends beyond the boundaries of the district school Board. Trustees are education advocates across the province and with the provincial government. Board Policy No. 12 Board Representatives on External Committees describes one aspect of this advocacy role at the provincial level.
- 2.22 Trustees participate in Board and trustee development so that the quality of leadership and service in Hastings and Prince Edward District School Board will be enhanced.

Legal References:

Education Act, sections 170-171 Duties and Powers of Boards; section 209 Trustee Declaration; Part VIII Compliance with Board Obligations; Part IX Finance

Board References:

Board Policy Handbook

Resources:

The Road Ahead: A Report on the Role of School Boards and Trustees. The Education Improvement Commission. 1997

Educating Together: A Handbook for Trustees, School Boards and Communities. Ontario Public School Board's Association. 2003