



Hastings and Prince Edward District School Board

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

Chair of the Board: Carl Pitman

Director of Education: Kathy Soule

NOTICE OF MEETING

This notice is to confirm that the next regular meeting of the
Executive Committee
will be held on:

Monday, April 4, 2011
at 1:30 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.

Carl Pitman
Chair of the Executive Committee

Kathy Soule
Director of Education
Secretary of the Board

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



Hastings and Prince Edward District School Board

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Chair of the Board: Carl Pitman

Director of Education: Kathy Soule

**Executive Committee
PUBLIC AGENDA
April 4, 2011
immediately following closed session at 1:30 p.m.
Board Committee Room**

Section	Item	Report No.	Resp.
A	Call to order		
	Delegations / presentations - none		
	Approval of agenda		
	Approval of the minutes: March 7, 2011	A-1	
	Business arising from the minutes		
B	Recommendations		
	Report from staff		
	• Policy Review	B-1	KS
	○ Board Policy No. 3-I: Indemnification of Board Members	B-1a	
	○ Board Policy No. 11-E: The Budget Committee	B-1b	
	○ Board Policy 11-G: Special Education Advisory Committee	B-1c	
	○ Board Policy No. 17: Transportation of Students	B-1d	
C	Information		
	Trustee Retreat Agenda	C-1	KS
D	Draft agenda review		
	Operations and Finance Committee	D-1	D. Inch
	Program and Human Resources Committee	D-2	T. Goodfellow
	Public Board	D-3	C. Pitman
E	Correspondence		

Adjournment

Next regular meeting: Monday, May 2, 2011

Membership
S. Clements, T. Goodfellow, M. Hall, D. Inch, and C. Pitman



- DRAFT -
HASTINGS AND PRINCE EDWARD DISTRICT SCHOOL BOARD
EXECUTIVE COMMITTEE
PUBLIC MEETING MINUTES
Monday, March 7, 2011

Members present: T. Goodfellow, M. Hall, D. Inch, C. Pitman, S. Clements

Regrets: None

Guests: None

Resource: R. McGall, Superintendent of Education, Human Resources
(Designate for Kathy Soule in her absence)

Minutes: S. Cole, Secretary

Chair Pitman called the meeting to order at 3:12 p.m.

Delegations/presentations

None

Approval of agenda

Moved: S. Clements

Seconded: T. Goodfellow

That the agenda be approved.

Carried

Approval of minutes

Moved: M. Hall

Seconded: T. Goodfellow

That the minutes of the meeting of February 7, 2011 be approved.

Carried

Business arising from the minutes

Trustee Clements made reference to Board Policy No. 2 – Governance By-Laws and Standing Rules indicating that the policy requires clarification on the absence of language as it refers to by-laws and standing rules. Conversation ensued among Trustees on the suspension of standing rules. Trustee Clements felt there is a different threshold for by-laws and governance and that there is no mention of standing rules in the policy. He also advised that he searched Roberts Rules of Order for clarification.

Trustee Clements noted he received 10 copies of the Director's Annual Report and questioned his responsibility for the additional copies. He was advised that copies can be shared at council meetings, school parent council meetings, other constituents and

the county as a whole. Clarification was also given on the change to Trustee name plates. Trustees preferred not to make any changes.

Recommendations

Policy Review

Trustee Clements requested that the report from staff referring to Board Policy 3-D Communications and Media Relations be moved forward. Chair Pitman agreed.

Board Policy No. 3-D Board Communications & Media Relations

Trustee Clements stated that the words “*Director of Education*” and “*Chair*” be capitalized and be applied to all Board policy and procedures. He questioned the word ‘stakeholders’ and the meaning as referred to in the policy. Chair Pitman advised that the word ‘stakeholders’ is the term used to describe those who have a vested interest in education; those stakeholders would be all those involved in the educational system, i.e. – students, teachers, etc.

Moved by: S. Clements

Seconded: M. Hall

That the Executive Committee recommend Hastings and Prince Edward District School Board approve the changes, as amended, to Board Policy No. 3-D Board Communications & Media Relations, and as contained in Executive Committee Report No. B-2, dated March 7, 2011.

On a question by Trustee Goodfellow, Superintendent McGall explained the process for the review of Board policies and procedures. Recommendations would flow through the Executive Committee for recommendation to the Board and be included as information items to the Operations and Finance and Program and Human Resources Committees. A question was raised by Trustee Clements regarding whether or not a notice of motion is required to bring policy/procedures changes forward. Trustee Clements was advised that this is not required for changes to policies and procedures.

Carried

Board Policy No. 3-B Electronic Meetings

Board Policy No. 11-J Student Discipline Committee

Superintendent McGall referred Trustees to report B-1 and asked if Trustees wished to review each policy as a single report or prefer one report for all changes. Trustees concurred that their preference would be to review each policy as a single report with a separate recommendation. It was also noted that reviewing the changes in the colour format made it easier to view the revisions.

Revisions to the above policies were reviewed by Superintendent McGall.

Referencing Policy No. 3-B Electronic Meetings, an additional change was recommended to section 3.7 replacing “*closed meeting*” with “*Committee of the Whole Board*” meeting and addition of “*or closed session at Committee level*”, before “dealing with disclosure of intimate, personal or financial information....”

In reference to Policy No. 11-J Student Discipline Committee, it was suggested that under the heading “Purpose”, the words “*to determine appeals of student suspensions*”

and recommendations for expulsion” be moved to the beginning of the sentence. Discussion followed on the definition of the word “closed” and “Committee of the Whole”. Trustees agreed that the wording should be consistent throughout. Dialogue followed on attendance of student trustees at closed meetings noting that students could attend as long as there are no personnel or financial issues to be discussed.

**Moved by: T. Goodfellow
Seconded by: S. Clements**

That the Executive Committee recommend Hastings and Prince Edward District School Board approve the changes, as amended, to Board Policy No. 3-B Electronic Meetings, and as contained in Executive Committee Report No. B-1, dated March 7, 2011.

Carried

**Moved by: D. Inch
Seconded by: M. Hall**

That the Executive Committee recommend Hastings and Prince Edward District School Board approve the changes, as amended, to Board Policy No. 11-J Student Discipline Committee, and as contained in Executive Committee Report No. B-1, dated March 7, 2011.

Carried

Board Policy No. 11-B Program and Human Resources Committee
Superintendent McGall reviewed the proposed changes to Board Policy No. 11-B Program and Human Resources Committee. Revisions are recommended to reflect current practice and the system plan.

**Moved: T. Goodfellow
Seconded: S. Clements**

That the Executive Committee recommend Hastings and Prince Edward District School Board approve the changes, as amended, to Board Policy No. 11-B Program and Human Resources Committee, and as contained in Executive Committee Report No. B-3, dated March 7, 2011.

Carried

Board Policy No. 3-C Student Representation on the Board

On a question by Trustee Goodfellow, Superintendent McGall explained the difference between a binding and non-binding vote. A binding vote is a recorded vote. The student trustee’s vote is not included as a recorded vote at a Board meeting. Trustee Clements advised that the term ‘closed’ be changed to reflect language as previously discussed.

**Moved: M. Hall
Seconded: D. Inch**

That the Executive Committee recommend Hastings and Prince Edward District School Board approve the changes, as amended, to Board Policy

No. 3-C Student Representation on the Board, and as contained in the Executive Committee Report No. B-4, dated March 7, 2011.

Carried

**Information
Policy Review**

**Board Policy No. 3-A Delegations and Presentations
Board Policy No. 14 Hearings on Termination of Teacher Employment**

Superintendent McGall advised there are no changes to the policies. Trustee Clements stated in clause 3.2 the name of the form should precede the number F003-1. Trustees concurred.

Leadership Development Survey

Superintendent McGall advised the survey was developed to collect data from a variety of groups to assist in new learning opportunities for all employees. He noted an excellent response has been received. Comments received from Trustees included that the survey made no reference to community relationships and dealing with adults. Trustee Pitman stated he has received questions from the community regarding why administrators are moved so often. Superintendent McGall stated there is an emerging trend by principals requesting that they remain in their school communities for longer periods and that principal moves were done to fill system needs and individual requests. Notification was given on the professional development opportunity "Having Hard Conversations" on March 30, 2011.

Trustee Retreat/Governance Modules

Superintendent McGall advised that Director Soule will provide further information at the Trustee Retreat on timelines and costs involved in pursuing additional training for the governance modules. The Trustee Retreat is scheduled for Monday, April 4, 2011 from 3:00 – 7:00 p.m. at Earl & Angelos, Belleville.

**Draft agenda review
Operations and Finance Committee**

- Reviewed the agenda.

Program and Human Resources Committee

- Reviewed the agenda.

Public Board agenda

- Reviewed the agenda.

Correspondence

None.

The Executive Committee adjourned at 4.23 p.m.



**Hastings and Prince Edward
District School Board**

**Executive Committee
Report No. B-1
April 4, 2011**

Decision X Information _____

To: C. Pitman, Chair and Members of the Executive Committee

From: K. Soule, Director of Education

Re: Board Policy Review

Purpose

Board Policy No. 7- Board Policy Development and Review, Section 7: Policy Review requires the Board to establish a process to examine policies as the review date comes in effect.

This report brings forward the following Board Policies, as reviewed for information at the Operations and Finance and Program and Human Resources Committees and recommended for approval by the Executive Committee:

- a) Board Policy No. 3-I: Indemnification of Board Members (no change)
- b) Board Policy No. 11-E: The Budget Committee
- c) Board Policy No. 11-G: Special Education Advisory Committee
- d) Board Policy No. 17: Transportation of Students

According to Procedure 110 Board Policy Development and Review, Board Policies are required to be reviewed every three years to ensure they are still relevant and have been implemented effectively. The Director was authorized to review the Board Policies at the meeting held on Monday, January 24, 2011.

Current situation

As contained in Executive Committee Report C-2, dated January 10, 2011, amendments to the above policies are presented to the Executive Committee for review and recommendation to Board for approval.

Appendices:

Appendix A - Revised Board Policy No. 3-I: Indemnification of Board Members

Appendix B - Revised Board Policy No. 11-E: The Budget Committee

Appendix C - Revised Board Policy No. 11-G: Special Education Advisory Committee

Appendix D – Revised Board Policy No. 17: Transportation of Students

- a) **Board Policy No. 3-I: Indemnification of Board Members** – no change or revision is recommended to this policy. The review date will be changed to May, 2014.
- b) **Board Policy No. 11-E: The Budget Committee** – amended by strikeout, insertion of language, and re-numbering.

Recommendation

Moved:

Seconded:



That the Executive Committee recommend that Hastings and Prince Edward District School Board approve amendments to Board Policy No. 11-E: Budget Committee, as contained in Executive Committee Report No. B-1b, dated April 4, 2011.

- c) **Board Policy No. 11-G: Special Education Advisory Committee** – amended by both strikeout and insertion of language to reflect the current practice and system plan.

Recommendation

Moved:

Seconded:

That the Executive Committee recommend that Hastings and Prince Edward District School Board approve amendments to Board Policy No. 11-G: Special Education Advisory Committee, as contained in Executive Committee Report No. B-1c, dated April 4, 2011.

- d) **Board Policy No. 17: Transportation of Students** - amended by both strikeout, insertion of language and renumbering to reflect the changes to Board Procedure References, current practice and correct terminology.

Recommendation

Moved:

Seconded:

That the Executive Committee recommend Hastings and Prince Edward District School Board approve amendments to Board Policy No. 17: Transportation of Students, as contained in Board Report No. B-1d, dated April 4, 2011.

Respectfully submitted,

**Kathy Soule
Director of Education and Secretary of the Board**

BOARD OPERATIONS

POLICY NO. 3-I	
Adopted	May 26, 2008
Last Revised	May 26, 2008 May, 2011
Review Date	May, 2014 May, 2014

INDEMNIFICATION OF BOARD MEMBERS

1. OBJECTIVE

Hastings and Prince Edward District School Board provides insurance to protect members of the Board from loss and/or liability incurred as a result of their public service.

2. PROCEDURE

- 2.1 As permitted under section 176 of the *Education Act*, Hastings and Prince Edward District School Board provides group accident insurance to indemnify a member of a Board or his or her estate against loss in case he or she is accidentally injured or killed, while traveling on the business of the Board or in the performance of duties as a member of the Board, either within or outside the area over which the Board has jurisdiction.
- 2.2 The Board also provides group public liability and property damage insurance to indemnify a member of the Board or his or her estate in respect of loss or damage for which he or she has become liable by reason of injury to persons or property or in respect of loss or damage suffered by him or her by reason of injury to his or her own property, while traveling on the business of the Board or in the performance of duties as a member of the Board, either within or outside the area over which the Board has jurisdiction.

Legal References:

Education Act, section 176 Benefits

Board References:

Board Policy No. 2 - Governance By-Laws and Standing Rules

STANDING COMMITTEE

POLICY NO. 11- E	
Adopted	May 26, 2008
Last Revised	May, 2011 May 26, 2008
Review Date	May, 2014 May, 2011

~~THE~~ BUDGET COMMITTEE

1. PURPOSE

The Budget Committee is responsible for the review and recommendation of the annual budget to the Board.

2. POWERS AND DUTIES

~~2.1~~ 2.1 The committee shall consider budget recommendations from the staff, other Board committees and the community, as appropriate.

~~2.2~~ 2.2 The committee shall review the estimates of Board revenue and expenditures for the fiscal year and ensure that the estimated expenditures do not exceed the estimated revenues.

~~2.3~~ 2.2 The committee shall provide direction as to budget application when significant adjustments are required.

~~2.4~~ 2.4 The committee shall establish a balanced annual operating budget based on Ministry of Education funding and the goals and priorities of the Board.

~~2.5~~ 2.3 The committee shall present a recommended budget to the Board each year that is based on the goals and priorities of the Board and is compliant with the requirements of the Education Act.

3. MEMBERSHIP

Committee membership includes all members of the Board.

4. MEETINGS

The chair of the Board shall set the meeting date or dates and preside at each meeting of the Budget Committee.

Legal References:

~~Education Act, sections 170-171 230-232~~ Duties and Powers of Boards ~~Estimates~~; Part IX Finance

Board References:

Board Policy No. 1 - Board Mission and Goals

STATUTORY COMMITTEE

POLICY NO. 11- G	
Adopted	May 26, 2008
Last Revised	May 26, 2008
Review Date	May, 2011

SPECIAL EDUCATION ADVISORY COMMITTEE

1. PURPOSE

Hastings and Prince Edward District School Board (the Board) is a system of character that supports the success of each student through effective community relationships, and safe, respectful, inclusive learning and working environments. The Board is committed to establishing and maintaining effective partnerships and committees through mutual respect and cooperation. Under the *Education Act*, the Board is required to establish a Special Education Advisory Committee (SEAC). The purpose of the Special Education Advisory Committee is to act in an advisory capacity to the Board on Special Education matters. All appointments to the Special Education Advisory Committee will be guided by Board Policy No. 1 Board Mission and Goals.

~~The Board shall establish a Special Education Advisory Committee (S.E.A.C.) as required under the *Education Act*.~~

2. POWERS AND DUTIES

- 2.1 The powers and duties of the Special Education Advisory Committee are mandated by Ontario Regulation 464/97. The committee may make recommendations to the Board on any matter affecting the establishment, development and delivery of Special Education programs and services for exceptional students of the Board.
- 2.2 Under the authority of the Board and in accordance with the *Education Act*, the SEAC S.E.A.C. may advise the Board in such policy areas of Special Education as follows:
 - a) the delivery model;
 - b) program development;
 - c) identification and assessment of special needs;
 - d) transportation practices;
 - e) interaction with other boards or committees in related areas; and
 - f) any other matter in special education as requested by the Board.
- 2.3 The committee shall facilitate the exchange of information and ideas among the committee members representing the local associations, the director or designate(s), and the corporate Board.
- 2.4 The Special Education Advisory Committee will participate in the Board's annual review of the Special Education Plan in accordance with Ontario Regulation 306 Special Education Programs and Services.
- 2.5 The committee will participate in the Board's annual budget process as that process relates to Special Education.
- 2.6 The committee shall review the financial statements of the Board as those statements relate to Special Education.

3. MEMBERSHIP

- 3.1 Voting members of the Special Education Advisory Committee are appointed as follows:
- 3.1.1 two members and one alternate member for each, appointed by the Board from among its own members;
 - 3.1.2 one representative of the Mohawks of the Bay of Quinte in accordance with the legislation;
 - 3.1.3 one representative from each of the local associations, not to exceed twelve, in the area of jurisdiction of the Board, as nominated by the local association and appointed by the Board;
 - 3.1.4 one alternate for each representative of a local association, nominated by each local association and appointed by the Board; and
 - 3.1.5 if the Board so chooses, up to two members appointed by the Board who are not representatives of a local association, are not members of the Board or another committee of the Board that is appointed by the Board.
- 3.2 Each of the persons appointed under paragraphs 3.1.2, 3.1.3, 3.1.4 and 3.1.5 above shall have the qualifications required for being a member of the Board that appointed them.
- 3.3 The Board shall establish membership of the Special Education Advisory Committee at the inaugural meeting of the Board during an election year. Members of this committee will hold office for the duration of the Board that appoints them.
- 3.4 A member or alternate member for a member of the Special Education Advisory Committee vacates his or her seat if he or she:
- a) is convicted of an indictable offence;
 - b) absents himself or herself from three consecutive meetings without being authorized by resolution entered in the minutes;
 - c) ceases to hold the qualifications to be appointed to the committee or ceases to hold the qualifications to be appointed as an alternative.
- 3.5 The Board shall, if a seat or position on the Special Education Advisory Committee becomes vacant, appoint a qualified person to fill the vacancy for the remainder of the term of the person whose seat or position has become vacant.
- 3.6 Nominations by local associations apply with respect to appointments.
- 3.7 Where a seat of a member is vacant and has not yet been filled, the alternate for the member, if there is an alternate, shall act in the member's place.
- 3.8 A member of senior administration will act as the administrative liaison to the committee and will be responsible for minutes for the committee, but is not a voting member.
- 3.9 At the completion of the terms of office of the SEAC S.E.A.C. members, the Hastings and Prince Edward District School Board shall advertise in the local papers for representation from the associations and for members at large for the next term of the Board.

4. MEETINGS

The Special Education Advisory Committee will meet regularly, at least ten times over the school year. Unless ruled otherwise by the chair, these meetings will be open to the public.

5. PROCEDURES

- 5.1 Election of Chair and Vice-Chair

At the first meeting of the Special Education Advisory Committee after the Board's annual organization meeting, a chair and a vice-chair shall be elected. Any voting member of the **SEAC S.E.A.C.** is eligible for election.

5.2 Meeting Conducted by Chair

The meeting will be conducted by the chair under the same procedures as the Board uses. All members shall have access to, and become familiar with, the Board policies.

5.3 Agenda of Meeting

The chair, in collaboration with the supervisory officer responsible for **Special Education**, will determine the agenda for each meeting, its scheduling and location, and ensure that committee members are appropriately informed of such details.

5.4 Quorum

A quorum shall consist of a simple majority of the voting members of the committee.

5.5 Meeting Content

The meetings will be concerned, in addition to other items, with:

- a) discussions of existing programs and services and current practices; and
- b) suggestions for enhancement of existing programs and services.

5.6 Recommendation to the Board

Before making a decision on a recommendation of the **SEAC S.E.A.C.**, the Board shall provide an opportunity for the committee to be heard before the Board and before any committee of the Board to which the recommendation is referred.

5.7 Individual/Personal or Staffing Concerns

The committee shall not address individual/personal or staffing concerns, as this is the responsibility of the director of education or designate.

5.8 Contact with School Personnel

For the purposes of the committee functioning, all contact with school personnel shall be channeled through the supervisory officer responsible for **Special Education**.

5.9 Contact with the Board

For the purposes of the committee functioning, contact with the Board or its standing committees shall be channeled through the chair of the **SEAC S.E.A.C.** and the supervisory officer responsible for special education.

Legal References:

- *Education Act: section 57.1 Special Education Advisory Committees*
- Ontario Regulation 306 Special Education Programs and Services
- Ontario Regulation 464/97 Special Education Advisory Committees

Board References:

- Board Policy No. 1 - Board Mission and Goals
- Board Policy No. 2 - Governance By-Laws and Standing Rules



**Hastings and Prince Edward
District School Board**

BOARD POLICY NO. 17

Adopted	May 26, 2008
Last Revised	May 26, 2008 May, 2011 2011
Review Date	May, 2011 2014

TRANSPORTATION OF STUDENTS

1. PURPOSE

Hastings and Prince Edward District School Board, Algonquin and Lakeshore Catholic District School Board and Limestone District School Board are equal members of ~~The~~ Tri-Board Student Transportation Services Inc., a corporation incorporated under the laws of the Province of Ontario, subject to the *Ontario Corporations Act*.

The principal business of the corporation is the provision of safe, secure, on-time transportation and related services to the students of the member boards.

2. POLICY

- 2.1 The three members of ~~The~~ Tri-Board Student Transportation Services have entered into a student transportation agreement to provide effective service in accordance with the *Education Act* and its regulations, the *Highway Traffic Act* and Ministry of Education guidelines.
- 2.2 The Transportation of Students policy applies to each of the member boards and is administered by the Chief Executive Officer of ~~The~~ Tri-Board Student Transportation Services.

Legal References:

- *Education Act, Part II—School Attendance; section 181 Agreements with Other Boards; section 190 Transportation of Pupils*
- *Highway Traffic Act*
- Ontario Regulation 298—Operation of Schools: section 23 Requirements for Pupils on Buses

Board References:

- Administrative Procedure 155 - Shut Down of Building/School
- Administrative Procedure ~~365-145- School Code of Conduct~~ District Code of conduct – School Codes of Conduct
- Administrative Procedure 378 - Student Discipline, Bullying Prevention and Intervention
- Administrative Procedure ~~597590- Student Safety Patrols~~ Transportation of Students



THE TRI-BOARD STUDENT TRANSPORTATION SERVICES INC

TRANSPORTATION OF STUDENTS

POLICY STATEMENT

The Tri-Board Student Transportation Services Inc. may provide transportation to and from school for school programs for a student:

- a) who is enrolled by the Boards, including all international students;
- b) who is traveling to a school within the jurisdiction of the Boards where the Boards are providing education services to students from another Board;
- c) who is traveling to a school operated by another Board to which the above Boards provide educational services.

It is the policy of the Boards to provide transportation in accordance with Ministry of Education guidelines and the *Highway Traffic Act*, subject to provisions of the *Education Act* and regulations.

It is the prime objective of the Boards to ensure the safety of all transported students and not only to maintain but also to improve the level of education and to meet the aim of equalized education opportunity for all students in the jurisdiction.

REGULATIONS

The following regulations concerning the walking limits are to be administered by the Manager of The Tri-Board Student Transportation Services: Chief Executive Officer of Tri-Board Student Transportation Services Inc.

1. TRANSPORTATION ELIGIBILITY

- 1.1 A student may be required to walk from his or her property entrance where the starting point of the walking distance shall be the point located on an assumed and maintained city, township or county road or on a provincial highway, of normal access to the residence of the student.

The Boards will endeavor to provide transportation for any elementary or secondary student who would otherwise be required to walk more than the following distances to the school in which he or she would normally be enrolled or to the nearest existing bus route to that school.

STUDENT WALKING DISTANCES

	<u>Distance To School</u>	<u>Distance To Bus Pick-up</u>
Jr. Kindergarten to Grade 6	1.6 km	.8 km
Grade 7 & 8	3.2 km	.8 km
Grade 9 to 12	3.2 km	1.6 km

1.1.1 In built up areas or in rural areas where a bus stop would be required on a hill, curve or any other location that would be a hazardous area, students will be required to walk to a reasonable collection point. It is the responsibility of ~~The~~ Tri-Board Student Transportation Services Inc. to establish where these pick up points might be.

1.1.2 It is expected that the length of time that students would spend riding the bus from their home or pick up point to the school in which attendance area they reside, would not be longer than one hour. However, there may be exceptions should students opt to attend a school outside of their regular attendance area or if there is no school in the immediate area and students must travel to the nearest school facility or if the attendance area is a significant geographic area. In taking the above exceptions into consideration, it would be expected that a student would not be required to spend more than 90 minutes on a bus to attend these schools.

2. SPECIAL CONSIDERATION

2.1 In most instances rural students will be picked up and dropped off at their residence. Students may be transported from a care giver's residence as long as the care giver is on an existing bus route and there is room on the bus. Transportation for out of boundary students requiring transportation from the residence of a care giver may be approved if the care giver's residence is within the attendance area of the school being attended and there is no additional cost to the Boards. Parents must apply for permission for the student to be picked up at a location other than home and approval for such a request must come from ~~The~~ Tri-Board Student Transportation Services Inc. Transportation, if approved, will be provided to and from one location only.

~~2.1.4~~ 2.2 All changes to a child's pick up or drop off location must be in the form of a signed note by the parent. The note will then be signed by the school principal and a copy given to the bus driver. The school may issue a note if the parent calls during the day with a change to transportation arrangements. A properly signed note must be provided before any change to the student's transportation is made.

~~2.2~~ 2.3 Special consideration for transportation may be approved when:

~~2.2.4~~ 2.3.1 there are unusual circumstances adversely affecting the safety of a student or students;

~~2.2.2~~ 2.3.2 there are unusual circumstances owing to a disability of a student and the request for transportation is supported by a doctor's certificate to confirm such disability;

~~2.2.3~~ 2.3.3 there are unusual circumstances resulting from a Board's action to close a school or to relocate the program;

~~2.2.4~~ 2.3.4 there are other usual circumstances as identified by the ~~Manager~~ Chief Executive Officer of ~~The~~ Tri-Board Student Transportation Services Inc. and approved by the Director of the applicable Board.

3. BUS TICKETS

3.1 If necessary, the Boards shall provide bus tickets when regular school bus transportation is not available for the transportation of exceptional students who have been identified by a special education Identification, Placement and Review Committee (IPRC) as requiring instruction outside their own secondary school or elementary school attendance area to attend a special program. These students must present a request for such assistance signed by the student's parent or guardian, subject to the walking distances in subsection 1.1.

4. PROVISION OF CHARTERED SERVICES

- 4.1 Since most vehicles are performing double and triple bus runs, the availability of school buses to accommodate field trips during a school day is limited. A list of bus operators who have additional buses available for field trips and excursions will be provided to all schools.

5. BUS OPERATIONS

5.1.1 5.1 All bus operators shall maintain kindly, firm control of students and shall adhere to the following regulations:

5.1.2 5.2 Transportation shall be provided according to contract agreement for each and every school day, roads and weather permitting, unless the operator has been notified in advance that transportation will not be required on a certain day.

5.1.3 5.3 All bus operators shall provide ~~The~~ Tri-Board Student Transportation Services Inc. with proof of insurance by August 15th preceding the start of a school year.

5.1.4 5.4 All bus operators shall provide ~~The~~ Tri-Board Student Transportation Services Inc., for each vehicle being operated, proof that the regular six month safety inspection and the annual brake inspection have been completed. Failure to do so will be considered a breach of contract and disciplinary action will be taken.

5.1.5 5.5 Should a bus operator deem it impossible or too dangerous to drive his/her route, he/she shall contact the appropriate radio stations with cancellation information. The operator will contact the school principal(s) concerned by 7:00 a.m. All cancellations must be reported to The Tri-Board Student Transportation Services office immediately. In the event that the driver has proceeded on the run but determines that it is not safe to continue, students may be returned home after contacting the operator. A general cancellation of buses will be determined by ~~The~~ Tri-Board Student Transportation Services Inc. after consultation with the Director(s) of Education. Radio stations will be contacted by The Tri-Board Student Transportation Services staff. Any decision to have buses leave the schools before regular dismissal time will be determined by the Director(s) of Education, after consultation with the ~~Manager/Chief Executive Officer~~ of ~~The~~ Tri-Board Student Transportation Services Inc.. Such a decision should be made by 10:30 a.m.

5.1.6 5.6 Parents/guardians are responsible for seeing that their children arrive at their pick up point safely and punctually. Parents/guardians are also responsible for the **supervision** of their children going to, coming from and waiting at the bus stop.

5.1.7 5.7 "Every pupil is responsible for his or her conduct to the principal of the school that the pupil attends...while travelling on a school bus that is owned by a board or on a bus or school bus that is under contract to a board." (Subsection 23 (4) Ontario Regulation 298—Operation of Schools). Authority for the maintenance of discipline on the bus is delegated to the driver. In case of misconduct on a school bus, the driver shall not resort to physical or verbal abuse. In the event of misconduct on the bus, a Student Behaviour Form should be completed and taken into the school. The principal is ultimately responsible for dealing with all problems of discipline on Board provided transportation routes. A list of bus rules should be posted at the front of the bus. These rules, plus the rules set out in the School Code of Conduct, must be adhered to by the students.

5.1.8 5.8 Large items such as school projects, large musical instruments, hockey sticks, skateboards, etc. shall not be allowed on the school bus. These large items could pose a safety hazard should they block the aisle in the event of an emergency evacuation and they also take up seating space required for students. All items should be in a back pack or held securely on the student's lap. Animals are **NOT** allowed on school buses.

~~5.1.9~~ 5.9 All school buses will be equipped with the required safety equipment. As well, any other device that will enhance the safety of the school bus will be given consideration for use in the bus fleet. This would include items such as strobe lights, swing arms, video cameras, mirrors, etc. Communication equipment is mandatory on all buses.

6. CHANGES IN 'AGREEMENT FOR TRANSPORTATION' CONTRACT

6.1 When a contractor (operator) for school bus transportation service to Tri-Board Student Transportation Services Inc. alters his or her financial interest in or ownership of the firm, which is a party to the agreement for such transportation services, the following shall apply:

6.1.1 The existing 'Agreement for Transportation' shall be terminated as provided for in Section 13 of the said agreement.

~~6.2~~ 6.1.2 The board may enter into a new 'Agreement for Transportation' with the contractor or new owner for 'home to school' routes and the terms and conditions of the previous 'Agreement for Transportation' may apply. It is understood that any transportation service other than 'home to school' routes shall be considered separately by the board before a contract may be let.

~~6.3~~ 6.1.3 Further 'Agreements' for ensuing transportation periods shall be dealt with as if the change in financial interest or ownership of the previous contractor has not taken place.

7. RESTRICTION OF BUS ROUTES

7.1 The number of bus routes (excluding feeder routes) an operator can operate in any one secondary school attendance area must be less than half of the total number of elementary and secondary school bus routes in that area.

8. BASIS OF PAYMENT FOR BUS SERVICE

8.1 The basis of payment to bus operators for student transportation service provided shall be as set out in an agreement between the board and the Tri-Board School Bus Operators' Association entitled 'Formula For Basis of Payment To School Bus Operators'.

~~8.1.1~~ 8.2 This agreement shall be reviewed annually.

9. AWARDING CONTRACTS

9.1 When new bus routes are established, the following procedure for awarding contracts in terms of the 'Formula For Basis of Payment to School Bus Operators' described in subsection 8.1 will apply:

9.1.1 The first step shall be to offer the route to any bus operator who may have lost a route as a result of the new route being formed.

9.1.2 The second step shall be to openly advertise the route and invite applications, with applicants to be interviewed.

9.2 If, in following the steps in paragraphs 9.1.1 and 9.1.2 it has not been possible to negotiate a contract in terms of the 'Formula', transportation will be provided on the route by tendering or by any other arrangements authorized by the board.

10. SCHOOL BUS PATROLLERS

10.1 ~~The~~ Tri-Board Student Transportation Services Inc., in conjunction with CAA and local police departments, offers the School Bus Patroller Program to students. Patrollers are trained to help students cross the road by walking with them to a position in front of the left front fender of the bus and, when the driver indicates it is safe to do so, motioning the children to cross. They are also trained to assist in an evacuation. A person at the school is required to act as a liaison for the patrollers.

11. SPECIAL EDUCATION

11.1 Education Services will provide requests for transportation for students in special classes not offered in their home school to ~~The~~ Tri-Board Student Transportation Services Inc.. Once approved, regular transportation will be used if possible, or if necessary, specialized transportation will be arranged.

12. FIRST AID TRAINING

12.1 First Aid Training will be available for new drivers and refresher courses in First Aid will be offered to all drivers through ~~The~~ Tri-Board Student Transportation Services Inc..

13. LATE BUS TRANSPORTATION

13.1 Late busing may be provided, at the discretion of the secondary school principals, subject to funding available from the school.

14. INFORMATION FOR PARENTS

14.1 Information, ~~in the form of a flyer, will be given to parents/guardians at the beginning of the school year, outlining the bus rules and the responsibility of parents related to the safe transportation of their child or children to school. Information will also be provided about whom to contact should there be a concern with their child's transportation.~~ for parents is available on the Tri-Board Student Services Inc. website (www.triboard.on.ca) regarding proper student behavior on the bus, bus safety, school eligibility from an address, student transportation information, Student Transportation Applications, as well as direct links to the Boards within the Tri-board jurisdiction.

15. SHARED TRANSPORTATION

15.1 ~~The~~ Tri-Board Student Transportation Services Inc. will undertake to share the transportation available through the Boards to operate an efficient, cost effective system which will provide the safest transportation for all students within ~~The~~ Tri-Board Student Transportation Services Inc..

16. STANDARDIZED REPORTS ON BUS SERVICE

16.1 ~~The~~ Tri-Board Student Transportation Services Inc. will prepare a standardized report card system to report on the performance of each bus operator. All areas of service provided by the bus operator will be evaluated to ensure that the Boards are receiving the best service possible from the companies transporting students under the terms of this ~~Tri-Board p~~Policy.



Trustee Retreat AGENDA

- **REVISED** -

**Thursday, April 7, 2011
At Linguine's Italian Restaurant (upstairs)
257 North Front Street **
(613) 962-5444**

10:00 a.m. to 2:00 p.m.

A

Governance Development / Next Steps

- Self Assessment
- Code of Conduct
- Other – Training
 - Marilyn Gouthro, Consultant, Trainer
Available Dates – May 9-12, 18-21, 30,31;
June 7-11, 15-18, 2011

B

Selection of Director

- Board Policy No. 16: Selection of Director
- Board Policy No. 05: Director Job Description

C

AiM System Plan

D

Adjournment

**** Parking and Entrance to the Restaurant at the Rear**



Hastings and Prince Edward District School Board

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

Chair of the Board: Carl Pitman

Director of Education: Kathy Soule

Operations and Finance Committee PUBLIC AGENDA

Regular meeting of
April 11, 2011 – 7:00 p.m.
Board Committee Room, Education Centre

Section	Item	Report No.	Resp.
A	Call to order		
	Delegations/presentations – None		
	Approval of agenda		
	Approval of minutes – March 7, 2011		
	Business arising from the minutes		
B	Recommendations		
	Capital borrowing resolutions	B-1	D. Rutherford
	Tender: Athol South Marysburgh Project (htf)	B-2	D. Tregenza
C	Information		
	Capital projects update (verbal report)		D. Tregenza
	Compliance benefit audit	C-1	D. Rutherford
	OSBIE membership renewal	C-2	D. Rutherford
	Policy Review	C-3	D. Rutherford
	<ul style="list-style-type: none">Board Policy No. 3-I: Indemnification of Board MembersBoard Policy No. 11-E: The Budget CommitteeBoard Policy No. 17: Transportation of Students		
	Trustee expense reimbursement	C-4	D. Rutherford
D	Correspondence		
	None		

Next regular meeting: May 9, 2011 – 7:00 p.m.

Committee Membership: *M. Brant, S. Clements, Vice-chair, T. Goodfellow, M. Hall, D. Inch, Chair, D. Patterson, C. Meyette (student trustee)*



Hastings and Prince Edward District School Board

Executive Committee
Report D-2
April 4, 2011

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

Chair of the Board: Carl Pitman

Director of Education: Kathy Soule

DRAFT Program and Human Resources Committee PUBLIC AGENDA

Regular meeting of
Monday, April 18, 2011 - 7:00 p.m.
Board Committee Room, Education Centre

Section	Item	Report No.	Resp.
A	Call to order		
	Delegations / presentations – none Approval of agenda Approval of minutes – March 7, 2011 Business arising from the minutes	A-1	
B	Recommendations		
C	Information		
7:00 p.m.	OFIP/Schools in the Middle	C-1	T. FitzGibbon J. Robb
	Textbook/novel approval	C-2	T. FitzGibbon
	Headship/coordinator process review	C-3	R. McGall
	Preliminary 2011-2012 administrative assignments	C-4	R. McGall
	Policy review: <ul style="list-style-type: none">• Policy 3-I: Indemnification of Board Members• Policy 11-E: The Budget Committee• Policy 17: Transportation of Students	C-5	D. Rutherford
	Policy review: <ul style="list-style-type: none">• Policy 11-G: Special Education Advisory Committee	C-6	J. Rogers
	Administrative Procedure review: <ul style="list-style-type: none">• Procedure 406: Criminal Background Checks• Procedure 498: Volunteers in Schools	C-7	R. McGall
D	Correspondence		

Move into closed session

Next regular meeting: Monday, May 16, 2011

Committee members: Jennifer Cobb, Thelma Goodfellow, Chair, Lucille Kyle, Carl Pitman, Jim Williams, Vice-chair
Emily Tetzlaff (Student Trustee)

Education Centre, 156 Ann Street, Belleville, Ontario K8N 1N9
Telephone: 613-966-1170 Toll-free: 1 800 267-4350 Fax: 613-966-6023
www.hpedsb.on.ca



Hastings and Prince Edward District School Board

Executive Committee
Report D-3
April 4, 2011

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

Chair of the Board: Carl Pitman

Director of Education: Kathy Soule

BOARD MEETING PUBLIC AGENDA` Regular meeting of April 26, 2011 – 7:00 p.m. Board Room, Education Centre

Section	Item	Report No.	Resp.
A	Call to order		
	Board prayer		
	Delegations/presentations – Harmony Public School		C. Portt
	Approval of agenda		
	Approval of minutes: March 28, 2011	A-1	
	Business arising from the minutes		
	Report from Committee of the Whole Board		
	• School Administrator Placements for 2011-2012	A-2	M. Hall
B	Recommendations		
	Report from Executive Committee		
	• Board Policy Review	B-1	C. Pitman
	○ Board Policy No. 3-I - Indemnification of Board Members	B-1a	
	○ Board Policy No. 11-E - The Budget Committee	B-1b	
	○ Board Policy No. 11-G - Special Education Advisory Committee	B-1c	
	○ Board Policy No. 17 - Transportation of Students	B-1d	
	Report from Operations and Finance Committee		
	• Tenders for Athol-South Project	B-2	D. Inch
	• Capital Borrowing Resolutions	B-3	D. Inch
C	Information		
	Calendar of events	C-1	K. Soule
	Report from Chair	Verbal	C. Pitman
	Report from Executive Committee	Verbal	C. Pitman
	Report from Operations and Finance Committee	Verbal	D. Inch
	Report from Program and Human Resources Committee	Verbal	T. Goodfellow
	• Principal/vice-principal assignments		
	Reports from staff	Verbal	All
	Reports from Trustees – Board committees and events	Verbal	All
	Trustee proposals and queries	Verbal	All
D	Correspondence		

Adjournment

Next regular meeting: Monday, 24, 2011 – 7:00 p.m.

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