



## **NOTICE OF MEETING**

This notice is to confirm that the initial meeting of  
**Hastings and Prince Edward District School Board**  
will be held on:

**Monday, December 1, 2014**

**at 7:00 p.m.**

**in the Board Room of the Education Centre  
156 Ann Street, Belleville, Ontario**

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

**Mandy Savery-Whiteway**  
Director of Education and  
Secretary of the Board

**Trustees:** **Tom Biniaris**  
*Trenton/CFB Trenton*  
**Bonnie Danes**  
*Centre Hastings*  
**Lucille Kyle**  
*North Hastings*  
**Jim Williams**  
*Sidney/Frankford*

**Michael Brant**  
*Tyendinaga Mohawk Territory*  
**Mary Hall**  
*Belleville/Thurlow*  
**Dave Patterson**  
*Belleville/Thurlow*  
**Cameron Barry**  
*Student Trustee*

**Jennifer Cobb**  
*North Prince Edward*  
**Dwayne Inch**  
*South Prince Edward*  
**Larry Whitfield**  
*Southeast Hastings*  
**Alyssa Mifflin**  
*Student Trustee*



**BOARD MEETING  
PUBLIC AGENDA  
Initial Meeting of December 1, 2014 – 7:00 p.m.  
Board Room**

<b>Section</b>	<b>Item</b>	<b>Report No.</b>	<b>Resp.</b>
<b>A</b>	<b>Call to order</b>		
	Reading of official returns and declarations and oaths of allegiance		M. Savery-Whiteway
	Approval of agenda		M. Savery-Whiteway
<b>B</b>	<b>Recommendations</b>		
	Review of election process	B-1	M. Savery-Whiteway
	Appointment of scrutineers		M. Savery-Whiteway
	Motion to appoint the First Nations Representative from the Mohawks of the Bay of Quinte		M. Savery-Whiteway
	Election of Board chair		M. Savery-Whiteway
	Election of Board vice-chair		Chair
	Report from the Director of Education		
	Recommendation for Trustee membership on <b>standing</b> committees of the Board	B-2	M. Savery-Whiteway
	<ul style="list-style-type: none"> <li>• Program and Human Resources Committee – membership confirmation</li> <li>• Program and Human Resources Committee - election of chair and vice-chair</li> <li>• Operations and Finance Committee – membership confirmation</li> <li>• Operations and Finance Committee - election of chair and vice-chair</li> <li>• Executive Committee – election of the 5<sup>th</sup> member (if required)</li> <li>• Student Enrolment/School Capacity Committee – election of chair and vice-chair</li> </ul>		
	Recommendation for Trustee membership on <b>statutory</b> committees of the Board		
	<ul style="list-style-type: none"> <li>• Special Education Advisory Committee – membership confirmation</li> <li>• Supervised Alternative Learning – membership confirmation</li> <li>• Audit Committee – membership confirmation</li> <li>• Accessibility Committee – membership confirmation</li> <li>• Parent Involvement Committee – membership confirmation</li> </ul>		
	Report from Staff		
	Special Education Advisory Committee (SEAC) membership recommendation and members-at-large recommendation	B-3	J. Rogers
	Election of representative and alternate to the Ontario Public School Boards' Association		Chair



Report from the Director of Education

Recommendation for Trustee membership on **administrative** committees

B-4

M. Savery-Whiteway

- Aboriginal Education Advisory Committee
- Equity and Inclusivity Advisory Committee
- Great Place Awards Committee
- Instructional Technology Advisory Committee
- Leadership Development Steering Committee
- Safe Schools Advisory Committee
- Specialist High Skills Majors Advisory Committee

Recommendation for Trustee membership on **external** committees

- Food for Learning Partnership

Motion to destroy the ballots

Chair

**Adjournment**

**(Light refreshments will be available at 6:00 p.m.)**

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



**PUBLIC MOTIONS AND REPORTS  
DECEMBER 1, 2014**

<b>Report</b>	<b>Info.</b>	<b>Decision</b>	<b>Motion</b>
Approval of agenda		X	<b>That the agenda be approved.</b>
B-1 – Review of process for elections as contained in Board Policy No. 2 and Committees of Hastings and Prince Edward District School Board as contained in Board Policy No. 11	X		Information
Appointment of First Nations Representative from the Mohawks of the Bay of Quinte.		X	<b>That Hastings and Prince Edward District School Board appoint Mike Brant as First Nations Representative from the Mohawks of the Bay of Quinte.</b>
B-2 – Trustee membership on standing and statutory committees of the Board.		X	<b>That Hastings and Prince Edward District School Board approve the membership of the standing Committees: Program and Human Resources Committee, Operations and Finance Committee, Executive Committee and Student Enrolment/School Capacity Committee, as contained in Board Report B-2 Appendix A dated December 1, 2014, and as resolved at the initial meeting of December 1, 2014, for the period of one year commencing December 1, 2014.</b>
		X	<b>That Hastings and Prince Edward District School Board approve the trustee membership on the statutory Committees: Audit Committee, Special Education Advisory Committee and Supervised Alternative Learning Committee as contained in Board Report B-2 Appendix A dated December 1, 2014, and as resolved at the initial meeting of December 1, 2014.</b>
B-3 – Special Education Advisory Committee (SEAC) membership		X	<p><b>That Hastings and Prince Edward District School Board approve the following local association appointments to the Special Education Advisory Committee for the four-year term of the Board, commencing December, 2014.</b></p> <ul style="list-style-type: none"> <li>• Children’s Mental Health Services – Linda Tighe</li> <li>• Community Living Prince Edward – Lee Quann</li> <li>• Community Living Quinte West – Connie McLean</li> <li>• Counselling Services of Belleville &amp; District – Susan Seaman</li> <li>• Easter Seals Ontario – Richelle Glenn</li> <li>• FASworld Canada – Kathy Kennedy</li> <li>• Family Space Quinte Inc. – Kelly Allan</li> <li>• Highland Shores Children’s Aid Society – Angus Francis</li> <li>• Loyalist College – Cara Facette-Grondin</li> <li>• Quinte Children’s Treatment Centre – Carolyn Baldwin</li> </ul> <p><b>That Hastings and Prince Edward District School Board approve the following Member-at-Large appointments to the Special Education Advisory Committee for the four-year term of the Board, commencing December, 2014.</b></p> <ul style="list-style-type: none"> <li>• Ernie Parsons</li> <li>• Benzie Sangma</li> </ul>



**Hastings and Prince Edward  
District School Board**

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

Mandy Savery-Whiteway, Director of Education

B-4 – Trustee membership on administrative and external committees of the Board.	X	<b>That Hastings and Prince Edward District School Board approve the membership on the administrative committees; Aboriginal Education Advisory Committee, Equity and Inclusivity Advisory Committee, Great Place Awards Committee, Instructional Technology Advisory Committee, Leadership Development Steering Committee, Safe Schools Advisory Committee and Specialist High Skills Majors Advisory Committee, as contained in Board Report B-4 Appendix A dated December 1, 2014, and as resolved at the initial meeting of December 1, 2014.</b>
	X	<b>That Hastings and Prince Edward District School Board approve the membership on the external committee; Food for Learning Partnership, as contained in Board Report B-4 Appendix A dated December 1, 2014, and as resolved at the initial meeting of December 1, 2014.</b>
Motion to destroy ballots	X	<b>That Hastings and Prince Edward District School Board authorize the scrutineers to destroy the ballots for the elections.</b>
Adjournment		

**2.1 Election process**

- a) Until the chair is elected, the director shall preside at the initial or annual meeting of the Board.
- b) The director shall appoint scrutineers to conduct the election as necessary, but not fewer than two.
- c) Nominations shall be received from the floor and shall be seconded. A member may move or second his or her own nomination. In the event a member nominated for office is not present, the nominator or nominators shall satisfy the presiding officer that the member's consent to nomination has been obtained.
- d) The vote shall take place by closed ballot. Election shall require a majority of the valid votes cast.
- e) All trustees shall record the name of a valid candidate of his/her choice (one choice only) on the designated ballot.
- f) Scrutineers will collect the ballots, count them and report the recorded results to the director.
- g) The director shall announce the results of the vote for the chair, but shall not declare the count. The chair shall announce the results of the votes for all subsequent offices, but shall not declare the count.
- h) The member receiving the votes of the majority of the trustees present shall be declared elected.
- i) If no member receives a clear majority, a second ballot shall be held. The names of the candidates shall be announced in order of the number of votes cast, beginning with the highest.
- j) Should no member receive a clear majority on the second ballot, the name of the person receiving the fewest votes shall be dropped from the ballot and the members shall vote again and so continue until a member receives a majority vote.
- k) Where a tie vote occurs after the second ballot during an election, the members involved shall draw lots to fill the position.
- l) Following the election of the chair and vice-chair of the Board, the chair shall bring forward a recommendation to the full Board for approval of trustee representation on standing and other committees. Following the approval, elections will be held for the chair and vice-chair of each of the standing committees (in accordance with the elections process identified in 2.5 a-k.) In a municipal election year, the Board shall also elect the representative to Ontario Public School Boards' Association Board of Directors.
- m) By resolution of the Board or committee, all ballots shall be destroyed after the elections have been completed and the results declared.

**COMMITTEES OF HASTINGS AND PRINCE EDWARD  
DISTRICT SCHOOL BOARD**

**STANDING COMMITTEES:**

Policy No. 11-A	Committee of the Whole Board	page 4
Policy No. 11-B	Program and Human Resources Committee	page 5
Policy No. 11-C	Operations and Finance Committee	page 7
Policy No. 11-D	Executive Committee	page 9
Policy No. 11-E	Budget Committee	page 11
Policy No. 11-F	Student Enrolment/School Capacity Committee	page 12

**STATUTORY COMMITTEES:**

Policy No. 11-G	Special Education Advisory Committee	page 14
Policy No. 11-H	Supervised Alternative Learning (SAL) Committee	page 18
Policy No. 11-I	Audit Committee	page 22
Policy No. 11-J	Accessibility Committee	page 28
Policy No. 11-K	Parent Involvement Committee	page 30

**LEGISLATED COMMITTEES:**

Policy No. 11-L	Student Discipline Committee	page 33
-----------------	------------------------------	---------

**AD HOC COMMITTEES:**

Policy No. 11-M	<i>Ad Hoc</i> Committees	page 36
-----------------	--------------------------	---------



**Decision X Information \_\_\_\_\_**

**To:** Chair and members of the Hastings and Prince Edward District School Board

**From:** Mandy Savery-Whiteway, Director of Education and Secretary of the Board

**Re: Trustee membership on standing and statutory committees**

---

**Purpose**

To approve trustee membership on standing and statutory committees for 2014-2015.

**Background**

At the regular meeting of the Board held on November 17, 2014, the Board authorized the Director of Education, in the capacity of Secretary of the Board, to draft and bring forward a list of representatives of the Board to the various committees.

**Current situation**

Board Report B-2 Appendix A is a summary of the feedback from trustees regarding standing and statutory committee preferences for the upcoming year, commencing December 1, 2014. As indicated, elections will be required for committee chairs and vice-chairs as well as for representatives and membership where there are more applications than required. Pursuant to the Board Policy No. 2 Governance By-laws and Standing Rules Section 2, the Board must approve trustee representation on Board committees at its annual or initial meeting in December.

**Appendices**

Appendix A – Trustee Membership on Standing and Statutory Committees 2014-2015

**Recommendation**

Moved:

Seconded:

**That Hastings and Prince Edward District School Board approve the membership of the standing committees; Program and Human Resources Committee, Operations and Finance Committee, Executive Committee and Student Enrolment/School Capacity Committee, as contained in Board Report B-2 appendix A dated December 1, 2014, and as resolved at the initial meeting of December 1, 2014, for the period of one year commencing December 1, 2014.**

Moved:

Seconded:

**That Hastings and Prince Edward District School Board approve the membership of the statutory committees; Special Education Advisory Committee, Supervised Alternative Learning, Audit Committee, Accessibility Advisory Committee and Parent Involvement Committee, as contained in Board Report B-2 appendix A dated December 1, 2014, and as resolved at the initial meeting of December 1, 2014.**

Respectfully submitted,

**Mandy Savery-Whiteway  
Director of Education and Secretary of the Board**





**TRUSTEE MEMBERSHIP ON COMMITTEES  
2014-2015**

**Standing Committees of the Board**

<b>Committee Name</b>	<b>Applications</b>	<b>Notes</b>
<b>Program and Human Resources Committee</b>	<ul style="list-style-type: none"> <li>• Tom Biniaris</li> <li>• Jennifer Cobb</li> <li>• Bonnie Danes</li> <li>• Mary Hall</li> <li>• Dwayne Inch</li> <li>• Lucille Kyle</li> <li>• Dave Patterson</li> <li>• Larry Whitfield</li> <li>• Jim Williams</li> </ul>	Election of chair and vice-chair.
<b>Operations and Finance Committee</b>	<ul style="list-style-type: none"> <li>• Mike Brant</li> <li>• Bonnie Danes</li> <li>• Mary Hall</li> <li>• Dwayne Inch</li> <li>• Dave Patterson</li> <li>• Larry Whitfield</li> </ul>	Election of chair and vice-chair.
<b>Executive Committee</b>  <b>Fifth member if required</b>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>	Determine if required.
<b>Student Enrolment/School Capacity</b> <b>(includes all members of the Board – election required for chair and vice-chair)</b>	<ul style="list-style-type: none"> <li>• Chair</li> <li>• Vice-chair</li> </ul>	Election of chair and vice-chair.



**TRUSTEE MEMBERSHIP ON COMMITTEES  
2014-2015**

**Statutory Committees of the Board**

<b>Committee Name</b>	<b>Applications</b>	<b>Notes</b>
<b>Special Education Advisory Committee (SEAC) (2 active and 2 alternates – will hold these positions until the end of their term)</b>	<ul style="list-style-type: none"><li>• Lucille Kyle</li><li>• Dave Patterson</li><li>• Jim Williams</li></ul>	One additional member required and election to determine the alternates.
<b>Supervised Alternative Learning (SAL) (2 active and 1 alternate required)</b>	<ul style="list-style-type: none"><li>• Mike Brant</li><li>• Jennifer Cobb</li><li>• Mary Hall</li><li>• Larry Whitfield</li></ul>	Election required to determine the 2 active members and alternate.
<b>Audit Committee (3 required)</b>	<ul style="list-style-type: none"><li>• Jennifer Cobb</li><li>• Bonnie Danes</li><li>• Mary Hall</li><li>• Dave Patterson</li></ul>	Election to determine the 3 members.
<b>Accessibility Committee (1 active and 1 alternate required)</b>	<ul style="list-style-type: none"><li>• Jennifer Cobb</li><li>• Bonnie Danes</li></ul>	Election to determine alternate.
<b>Parent Involvement Committee (1 active and 1 alternate required)</b>	<ul style="list-style-type: none"><li>• Mary Hall</li><li>• Dave Patterson</li></ul>	Election to determine alternate.
<b>Ontario Public School Boards' Association (OPSBA) (1 required and 1 alternate required)</b>	<ul style="list-style-type: none"><li>• Bonnie Danes</li><li>• Mary Hall</li><li>• Dave Patterson</li></ul>	Election to determine the representative and alternate.



Decision  X  Information      

**To:** Chair and members of Hastings and Prince Edward District School Board

**From:** June Rogers, Superintendent of Education – Special Education Services

**Re:** **Special Education Advisory Committee (SEAC) Membership**

---

### **Purpose**

To approve the appointments to the Special Education Advisory Committee for the four-year term of the Board, commencing December, 2014.

### **Background**

The *Education Act R.S.O. 57.1 (a)* and *Regulation 464/97* requires school boards to establish a Special Education Advisory Committee (SEAC). Hastings and Prince Edward District School Board Policy No. 11-G, Section 3.0 describes the composition of the committee. Advertisements seeking applications for membership were placed in local newspapers and posted on the board website.

### **Current situation**

*Regulation 464/97* requires that the Board select up to twelve local associations as members of SEAC. In addition, one representative from the Mohawks of the Bay of Quinte be appointed in accordance with the legislation. If the Board so chooses, up to two members appointed by the Board who are not representative of a local association, and who are not members of the Board or another committee of the Board, be selected (Members-at-Large).

The Director's Office received the following applications up to Friday, November 14, 2014:

### **Local associations:**

- Bayfield Treatment Centres – Rick Duvall
- Children's Mental Health Services – Linda Tighe
- Community Living Prince Edward – Lee Quann
- Community Living Quinte West – Connie McLean
- Counselling Services of Belleville & District – Susan Seaman
- Easter Seals Ontario – Richelle Glenn
- FASworld Canada – Kathy Kennedy
- Family Space Quinte Inc. – Kelly Allan
- Highland Shores Children's Aid Society – Angus Francis
- Loyalist College – Cara Facette-Grondin
- Quinte Children's Treatment Centre – Carolyn Baldwin

All applications meet the requirements outlined in *Regulation 464/97* with the exception of Bayfield Treatment Centres, which does not meet the criteria of being a local association. Superintendent Rogers has so advised Rick Duvall of same.



**Members-at-Large:**

- Ernie Parsons
- Benzie Sangma

All applications from Members-at-Large, meet the requirements outlined in *Regulation 464/97*.

**Recommendation**

**Moved:**

**Seconded:**

**That Hastings and Prince Edward District School Board approve the following local association appointments to the Special Education Advisory Committee for the four-year term of the Board, commencing December, 2014.**

- **Children's Mental Health Services – Linda Tighe**
- **Community Living Prince Edward – Lee Quann**
- **Community Living Quinte West – Connie McLean**
- **Counselling Services of Belleville & District – Susan Seaman**
- **Easter Seals Ontario – Richelle Glenn**
- **FASworld Canada – Kathy Kennedy**
- **Family Space Quinte Inc. – Kelly Allan**
- **Highland Shores Children's Aid Society – Angus Francis**
- **Loyalist College – Cara Facette-Grondin**
- **Quinte Children's Treatment Centre – Carolyn Baldwin**

**Recommendation**

**Moved:**

**Seconded:**

**That Hastings and Prince Edward District School Board approve the following Member-at-Large appointments to the Special Education Advisory Committee for the four-year term of the Board, commencing December, 2014.**

- **Ernie Parsons**
- **Benzie Sangma**

Respectfully submitted,

**June Rogers, Superintendent of Education  
Special Education Services**



**Decision X Information \_\_\_\_\_**

**To:** Chair and members of the Hastings and Prince Edward District School Board

**From:** Mandy Savery-Whiteway, Director of Education and Secretary of the Board

**Re:** **Trustee membership on administrative and external committees**

---

**Purpose**

To approve trustee membership on administrative and external committees for 2014-2015.

**Background**

At the regular meeting of the Board held on November 17, 2014, the Board authorized the Director of Education, in the capacity of Secretary of the Board, to draft and bring forward a list of representatives of the Board to the various administrative and external committees.

**Current situation**

Board Report B-4 Appendix A is a summary of the feedback from trustees regarding their administrative and external committee preferences for the upcoming year, commencing December 1, 2014. Elections will be required in some instances where there are more applications than required.

**Appendices**

Appendix A – Trustee Membership on Administrative and External Committees 2014-2015

**Recommendation**

Moved:

Seconded:

**That Hastings and Prince Edward District School Board approve the membership on the administrative committees; Aboriginal Education Advisory Committee, Equity and Inclusivity Advisory Committee, Great Place Awards Committee, Instructional Technology Advisory Committee, Leadership Development Steering Committee, Safe Schools Advisory Committee and Specialist High Skills Majors Advisory Committee, as contained in Board Report B-4 Appendix A dated December 1, 2014, and as resolved at the initial meeting of December 1, 2014, for a period of one year commencing December 1, 2014.**

Moved:

Seconded:

**That Hastings and Prince Edward District School Board approve the membership on the external committee; Food for Learning Partnership, as contained in Board Report B-4 Appendix A dated December 1, 2014, and as resolved at the initial meeting of December 1, 2014, for a period of one year commencing December 1, 2014.**

Respectfully submitted,

**Mandy Savery-Whiteway  
Director of Education and Secretary of the Board**



**TRUSTEE MEMBERSHIP ON COMMITTEES  
2014-2015**

**Administrative Committees of the Board**

<b>Committee Name</b>	<b>Applications</b>	<b>Notes</b>
<b>Aboriginal Education Steering Committee (1 requested and First Nation Trustee)</b>	<ul style="list-style-type: none"> <li>• Mike Brant</li> <li>• Lucille Kyle</li> <li>• Larry Whitfield</li> </ul>	Election to determine the second member.
<b>Equity and Inclusivity Advisory Committee (1 requested and First Nation Trustee)</b>	<ul style="list-style-type: none"> <li>• Mike Brant</li> <li>• Mary Hall</li> <li>• Lucille Kyle</li> </ul>	Election to determine the second member.
<b>Great Place Awards Committee (2 requested)</b>	<ul style="list-style-type: none"> <li>• Jennifer Cobb</li> <li>• Bonnie Danes</li> <li>• Mary Hall</li> </ul>	Election to determine the two members.
<b>Instructional Technology Advisory Committee (ITAC) (1 requested)</b>	<ul style="list-style-type: none"> <li>• Tom Biniaris</li> <li>• Dave Patterson</li> <li>• Jim Williams</li> </ul>	Election to determine the single member.
<b>Leadership Development Steering Committee (2 requested)</b>	<ul style="list-style-type: none"> <li>• Mary Hall</li> <li>• Dave Patterson</li> </ul>	Complete
<b>Safe Schools Advisory Committee (1 requested)</b>	<ul style="list-style-type: none"> <li>• Tom Biniaris</li> <li>• Lucille Kyle</li> <li>• Larry Whitfield</li> </ul>	Election to determine the single member.
<b>Specialist High Skills Majors Advisory Committee (1 requested)</b>	<ul style="list-style-type: none"> <li>• Dwayne Inch</li> <li>• Dave Patterson</li> </ul>	Election to determine the single member.

**External Committees of the Board**

<b>Food for Learning Partnership (1 requested)</b>	<ul style="list-style-type: none"> <li>• Lucille Kyle</li> </ul>	Complete
--	--	----------