



Hastings and Prince Edward District School Board

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

Director of Education: Kathy Soule

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 6, 2010
at 7:00 p.m.

in the Board Room, Education Centre
156 Ann Street, Belleville

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

Kathy Soule
Director of Education and
Secretary of the Board

Trustees: **Michael Brant**
Tyendinaga Mohawk Territory
Thelma Goodfellow
Southeast Hastings
Lucille Kyle
North Hastings
Jim Williams
Sidney/Frankford

Samuel Clements
Trenton/CFB Trenton
Mary Hall
Belleville
Dave Patterson
Belleville
Carmen Meyette
Student Trustee

Jennifer Cobb
North Prince Edward
Dwayne Inch
South Prince Edward
Carl Pitman
Centre Hastings
Emily Tetzlaff
Student Trustee



Hastings and Prince Edward District School Board

BOARD MEETING PUBLIC AGENDA Initial Meeting of December 6, 2010 – 7:00 p.m. Board Room

Section	Item	Report No.	Resp.
A	Call to order		
	Approval of agenda		
	Reading of official returns and declarations and oaths of allegiance		K. Soule
	Trustee introductions		K. Soule
B	Recommendations		
	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	B-1	K. Soule
	Motion to appoint the First Nations Representative from the Mohawks of the Bay of Quinte		K. Soule
	Appointment of scrutineers		K. Soule
	Election of Board chair		K. Soule
	Election of Board vice-chair		Chair
	Report from the Director of Education		
	Trustee membership on standing and statutory committees of the Board <ul style="list-style-type: none">• Operations and Finance Committee - election of representation• Operations and Finance Committee - election of chair and vice-chair• Program and Human Resources Committee - election of chair and vice-chair• Special Education Advisory Committee – identify alternates	B-2	K. Soule
	Report from Staff		
	Special Education Advisory Committee (SEAC) membership	B-3	J. Rogers
	Election of representative and alternate to the Ontario Public School Boards' Association		Chair
	Report from the Director of Education		
	Trustee membership on administrative and external committees <ul style="list-style-type: none">• Accessibility Advisory Committee election• Character Development Committee election• Great Place Awards Committee election• Information Technology Advisory Committee election• Parent Involvement Committee election• Safe Schools Advisory Committee election• Specialist High Skills Majors Advisory Committee election• Food for Learning election	B-4	K. Soule
	Motion to destroy the ballots		Chair
	Adjournment		

**Light refreshments will be served following the meeting.
Next regular meeting: Monday, January 24, 2011 – 7:00 p.m.**



**PUBLIC MOTIONS AND REPORTS
DECEMBER 6, 2010**

Report	Info.	Decision	Motion
Approval of agenda		X	That the agenda be approved.
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		For review.
Appointment of First Nations Representative from the Mohawks of the Bay of Quinte.		X	That Hastings and Prince Edward District School Board appoint Mike Brant as First Nations Representative from the Mohawks of the Bay of Quinte.
Appointment of scrutineers.		X	That Hastings and Prince Edward District School Board appoint Superintendents McGall and Rutherford as scrutineers for the elections.
B-2 – Trustee membership on standing and statutory committees of the Board.		X	That Hastings and Prince Edward District School Board approve the standing and statutory committee memberships for the period of one year commencing December 6, 2010 and concluding November 30, 2011.
B-3 – Special Education Advisory Committee (SEAC) membership		X	<p>That the Hastings and Prince Edward District School Board approve the following appointments to the Special Education Advisory Committee for the four-year term of the Board, commencing January 1, 2011:</p> <ul style="list-style-type: none"> • Katie Cudmore – Quinte Children’s Treatment Centre • Megan Luke – Children’s Mental Health Services • Dwayne Stacey – Hastings Children’s Aid Society • Susan Seaman – Counselling Services of Belleville and District • Jennifer Vincent – Loyalist College, Disability Services Office • Kelly Mathieson – Family Space Quinte Inc. • Kimberly Doyle – Community Living Prince Edward • Lorrie Arsenault – Community Living Quinte West • TBD - Members-at-Large
B-4 – Trustee membership on administrative and external committees of the Board.		X	That Hastings and Prince Edward District School Board approve the administrative and external committee memberships for the period of one year commencing December 6, 2010 and concluding November 30, 2011.
Motion to destroy ballots		X	That Hastings and Prince Edward District School Board authorize the scrutineers to destroy the ballots for the elections.
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 for Excused Pupils Committees	page 17
Policy No. 11-I	Audit Committee	page 20

LEGISLATED COMMITTEES:

Policy No. 11-J	Student Discipline Committee	page 26
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AD HOC COMMITTEES:

Policy No. 11-K	<i>Ad Hoc</i> Committees	page 29
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Decision X Information _____

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

From: Kathy Soule, 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 2010-2011.

Background

At the regular meeting of the Board held on November 15, 2010, 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 6, 2010. An election will be required for the Operations and Finance Committee as there are more applications than required and alternates determined for the Special Education Advisory Committee. 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 2010-2011

Recommendation

Moved:

Seconded:

That Hastings and Prince Edward District School Board approve the appointments to the standing and statutory committees as declared at the initial meeting of December 6, 2010.

Respectfully submitted,

Kathy Soule

Director of Education and Secretary of the Board

APPENDIX A

TRUSTEE REPRESENTATION ON STANDING AND STATUTORY COMMITTEES FOR 2010-2011

	Committee Name	Applications	Notes
STANDING COMMITTEES OF THE BOARD			
1.	5 th Member of the Executive Committee (if required)	<ul style="list-style-type: none"> • Sam Clements 	
2.	Operations and Finance Committee (min. of 5)	<ul style="list-style-type: none"> • Mary Hall • Mike Brant • Sam Clements • Thelma Goodfellow • Dave Patterson • Carl Pitman • Dwayne Inch 	<ul style="list-style-type: none"> • Election required
3.	Program and Human Resources Committee (min. of 5)	<ul style="list-style-type: none"> • Lucille Kyle • Jennifer Cobb • Thelma Goodfellow • Jim Williams • Carl Pitman 	<ul style="list-style-type: none"> • Complete
STATUTORY COMMITTEES OF THE BOARD			
4.	Audit Committee (3)	<ul style="list-style-type: none"> • Sam Clements • Carl Pitman • Dwayne Inch 	<ul style="list-style-type: none"> • Complete
5.	Special Education Advisory Committee (SEAC) (2) + (2) Alternates	<ul style="list-style-type: none"> • Thelma Goodfellow • Dwayne Inch • Dave Patterson • Lucille Kyle 	<ul style="list-style-type: none"> • Determine alternates
6.	Supervised Alternative Learning (SAL) (2) + (1) Alternate	<ul style="list-style-type: none"> • Jennifer Cobb • Mike Brant • Jim Williams 	<ul style="list-style-type: none"> • Complete



Decision X Information _____

To: The 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 January 1, 2011.

Background

The Education Act R.S.O. 57.1 (a) and Regulation 464/97 requires each District School Board 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 on the Board website.

Current situation

Regulation 464/97 requires that the Board select up to twelve associations as members of SEAC. In addition, one representative of 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 19, 2010:

Associations:

- Katie Cudmore – Quinte Children's Treatment Centre
- Megan Luke – Children's Mental Health Services
- Dwayne Stacey – Hastings Children's Aid Society
- Susan Seaman – Counselling Services of Belleville and District
- Jennifer Vincent – Loyalist College, Disability Services Office
- Kelly Mathieson – Family Space Quinte Inc.
- Kimberly Doyle – Community Living Prince Edward
- Lorrie Arsenault – Community Living Quinte West

Members-at-Large:

- Handout and information to follow.

All association applicants meet the requirements outlined in Regulation 464/97.



Recommendation

Moved:

Seconded:

That the Hastings and Prince Edward District School Board approve the following appointments to the Special Education Advisory Committee for the four-year term of the Board, commencing January 1, 2011:

- Katie Cudmore – Quinte Children’s Treatment Centre
- Megan Luke – Children’s Mental Health Services
- Dwayne Stacey – Hastings Children’s Aid Society
- Susan Seaman – Counselling Services of Belleville and District
- Jennifer Vincent – Loyalist College, Disability Services Office
- Kelly Mathieson – Family Space Quinte Inc.
- Kimberly Doyle – Community Living Prince Edward
- Lorrie Arsenault – Community Living Quinte West
- TBD - Members-at-Large

Respectfully submitted,

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



Decision X Information

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

From: Kathy Soule, 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 2010-2011.

Background

At the regular meeting of the Board held on November 15, 2010, 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 6, 2010. Elections will be required in several instances where there are more applications than required. Pursuant to the Board's By-laws and Standing Rules the Board must approve trustee representation on Board committees at its annual or initial meeting in December.

Appendices

Appendix A – Trustee Membership on Administrative and External Committees 2010-2011

Recommendation

Moved:

Seconded:

That Hastings and Prince Edward District School Board approve the appointments to the administrative and external committees as declared at the initial meeting of December 6, 2010.

Respectfully submitted,

Kathy Soule

Director of Education and Secretary of the Board

APPENDIX A

TRUSTEE REPRESENTATION ON ADMINISTRATIVE AND EXTERNAL COMMITTEES FOR 2010-2011

ADMINISTRATIVE COMMITTEES OF THE BOARD			
1.	Aboriginal Education Steering Committee (1) + Aboriginal Representative	<ul style="list-style-type: none"> Jennifer Cobb Mike Brant 	<ul style="list-style-type: none"> Complete
2.	Accessibility Advisory Committee (1)	<ul style="list-style-type: none"> Mary Hall Carl Pitman 	<ul style="list-style-type: none"> Election required
3.	Character Development Committee (1)	<ul style="list-style-type: none"> Lucille Kyle Thelma Goodfellow Jim Williams 	<ul style="list-style-type: none"> Election required
4.	Equity and Inclusivity Advisory Committee (1) + Aboriginal Representative	<ul style="list-style-type: none"> Mike Brant Jim Williams 	<ul style="list-style-type: none"> Complete
5.	Great Place Awards Committee (1)	<ul style="list-style-type: none"> Mary Hall Thelma Goodfellow 	<ul style="list-style-type: none"> Election required
6.	Information Technology Advisory Committee (ITAC) (1)	<ul style="list-style-type: none"> Dave Patterson Dwayne Inch 	<ul style="list-style-type: none"> Election required
7.	Leadership Development Steering Committee (1)	<ul style="list-style-type: none"> Thelma Goodfellow 	<ul style="list-style-type: none"> Complete
8.	Marketing Committee (1)	<ul style="list-style-type: none"> Carl Pitman 	<ul style="list-style-type: none"> Complete
9.	Parent Involvement Committee (PIC) (1)	<ul style="list-style-type: none"> Jennifer Cobb Thelma Goodfellow Jim Williams 	<ul style="list-style-type: none"> Election required
10.	Safe Schools Advisory Committee (1)	<ul style="list-style-type: none"> Jennifer Cobb Carl Pitman 	<ul style="list-style-type: none"> Election required
11.	Specialist High Skills Majors Advisory Committee (1)	<ul style="list-style-type: none"> Thelma Goodfellow Dave Patterson Carl Pitman 	<ul style="list-style-type: none"> Election required

APPENDIX A

TRUSTEE REPRESENTATION ON ADMINISTRATIVE AND EXTERNAL COMMITTEES FOR 2010-2011

EXTERNAL COMMITTEES/TRUSTEE ADVOCACY		
1.	Food for Learning Committee (1)	<ul style="list-style-type: none">• Lucille Kyle• Thelma Goodfellow <ul style="list-style-type: none">• Election required