



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
February 14, 2011 – 7:00 p.m.
Board Committee Room, Education Centre

Section	Item	Report No.	Resp.
A	Call to order		
	Delegations/presentations – D. McFarlane/D. Armstrong – THS Track Approval of agenda Approval of minutes – January 10, 2011, January 24, 2011 Business arising from the minutes		
B	Recommendations		
	Athol -South Marysburgh Integration Committee school name	B-1	T. FitzGibbon
C	Information		
	Proposed changes to Policy No. 11H: Supervised Alternative Learning for Excused Pupils	C-1	T. FitzGibbon
	Proposed changes to Policy No. 2: Governance By-Laws and Standing Rules	C-2	K. Soule
	Proposed changes to Policy No. 3F: Trustee Expense Reimbursement	C-3	K. Soule
	2009-2010 Audit Recommendations	C-4	D. Rutherford
	Revised estimates update	C-5	D. Rutherford
	Capital projects update (verbal report)		D. Tregenza
	2011-2012 budget timelines	C-6	D. Rutherford
	Trustee expense reimbursement	C-7	D. Rutherford
D	Correspondence		
	None		

Next regular meeting: March 7, 2011 – 5:30 p.m.

Membership

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



FORM F003-1	
Adopted	October 23, 2006
Last Revised	May 26, 2008
Review Date	May, 2011

REQUEST FOR DELEGATIONS AND PRESENTATIONS

Please provide the following information no later than the end of business on the Tuesday before the meeting date.

Person(s) requesting: Duncan Armstrong and Paul Whitley

On behalf of: (organization) Trenton High School Alumni Association

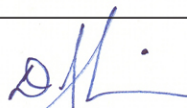

**For the board/committee meeting of:
(name and date of meeting)** Operations and Finance Committee, February 14, 2011

Subject/title: Trenton High School Alumni Track Quest Proposal

Written outline (attach extra pages if needed):
To obtain permission from the Board to proceed with a fundraising initiative toward re-surfacing the THS track. Further, to gain access to the HPED Learning Foundation in order to provide receipts for donations in kind. Please see thorough project outline attached.

List of attachments to be included in the board agenda package (attach to this request):
NOTE: Additional materials brought to the meeting will be handed out at the chair's discretion.

Authority to speak: (if applicable)
Darren McFarlane (Principal of THS)
Name of presiding officer


Signature of presiding officer

Signature of requesting person

Equipment required:
(i.e. mic, projector, VCR/DVD, TV, etc.)

Computer (with sound) and projector to display a narrated dvd for the committee.

Special set-up required:
(table, bulletin board, etc.)

Easel to display a large plaqued picture of the proposed project.

Please specify length of time required: 15 min. Please note that the presentation shall not exceed 15 min.

Mailing address: Trenton High School
Telephone: (613) 392-1227

Fax: (613) 392-7118

RETURN TO: Director's Office, The Education Centre
Hastings and Prince Edward District School Board
156 Ann Street, Belleville, Ontario, K8N 1N9
Phone: 613-966-1170 Ext. 2201 FAX: 613-962-1048

Date received: _____



**HASTINGS AND PRINCE EDWARD DISTRICT SCHOOL BOARD
OPERATIONS AND FINANCE COMMITTEE
PUBLIC MEETING MINUTES**

January 10, 2011

DRAFT

Members present: M. Brant, S. Clements, T. Goodfellow, M. Hall, D. Inch, Chair,
D. Patterson

Student Trustee: C. Meyette

Guests: C. Pitman, S. Smith, J. Williams

Resource: J. Rogers, D. Rutherford, K. Soule, D. Tregenza

Minutes: J. Newman

Call to order

The meeting was called to order at 7:00 p.m.

Delegations/presentations

CML Snider School Track

Lisa Lindsay, Mark Henry, Vic Alyea and Ken Howe representing the Lakeshore Track Association presented a proposal to resurface the track at CML Snider School. The Lakeshore Track Association is requesting that Hastings and Prince Edward D.S.B. share in 1/3 of the cost to resurface the track at CML Snider School along with the County of Prince Edward, the Lakeshore Track Association and community fundraising. The board's maximum share would be approximately \$43,000.00.

Moved: D. Patterson

Seconded: M. Hall

That the Operations and Finance Committee recommend that the request from the Lakeshore Track Association for Hastings and Prince Edward District School Board to share in one third of the cost to resurface the track at CML Snider School be forwarded to the Budget Committee for consideration as part of the 2011-2012 budget deliberations.

Carried

Approval of agenda

Moved: T. Goodfellow

Seconded: M. Hall

That the agenda be approved.

Carried

Approval of minutes

Minutes of the regular meeting of November 8, 2010 and the special meeting of November 15, 2010 were approved at the Ad Hoc Committee meeting on November 29, 2010.

Business arising from minutes

Superintendent Rutherford provided an update on the Audit Committee.

Recommendations

Name for Kindergarten to Grade 8 School in Bancroft

Superintendent Rogers introduced Kim Isaac, Kim Reid and Debbie Speck, representing the North Hastings Integration Committee who provided an overview of the process to determine a name for the Kindergarten to Grade 8 school in Bancroft.

Moved: S. Clements
Seconded: T. Goodfellow

That the Operations and Finance Committee recommend that Hastings and Prince Edward District School Board approve the name York River Public School for the Kindergarten to Grade 8 school in Bancroft as contained in the Operations and Finance Committee public report no. B-1 dated January 10, 2011.

Carried Unanimously

Community Use: Grand Tour Village Site at Centennial Secondary School

Sandy Smith, Community Engagement Coordinator was present to seek approval for Velo Quebec, organizers of the Grand Tour event, to apply for a liquor license for use at the Grand Tour Village site at Centennial Secondary School from August 8-10, 2011. The Grand Tour is a cycling tourism event that provides organized vacations for bicycle enthusiasts across the country.

In accordance with Board Procedure 540: Community Use of Schools, alcohol may be permitted on board property only on formal motion of the Board and with an applicable license.

Moved: D. Patterson
Seconded: T. Goodfellow

That the Operations and Finance Committee recommend that Hastings and Prince Edward District School Board give approval to Velo Quebec to apply for a liquor license for use at the Grand Tour Village to be hosted at Centennial Secondary School from August 8-10, 2011, as contained in the Operations and Finance Committee public report no. B-2 dated January 10, 2011.

Carried

Capital Priorities Submission

Superintendent Rutherford presented report no. B-3 outlining a number of capital priority business cases for submission to the Ministry of Education. School boards were requested by the Ministry to provide business cases reflecting capital priorities that could be completed up to and including the 2015-16 school year. The intent of the submission is to support the Ministry in understanding and explaining the need for ongoing capital investments in the education sector.

Moved: T. Goodfellow
Seconded: D. Patterson

That the Operations and Finance Committee recommend that Hastings and Prince Edward District School Board submit the business cases outlined in Appendix A to the Ministry of Education as contained in the Operations and Finance Committee public report no. B-3 dated January 10, 2011.

Carried

Draft Floor Plan for Addition and Renovations at Athol Central Public School

D. Tregenza provided an overview of draft floor plans for the proposed addition and renovations at Athol Central Public School. He noted that administrative staff and the Integration Committee provided input into the preliminary floor plan which requires approval to allow staff and architects to proceed with preparation of detailed working drawings for the tendering process.

Moved: M. Hall
Seconded: T. Goodfellow

That the Operations and Finance Committee recommend that Hastings and Prince Edward District School Board approve the draft preliminary floor plan for the proposed addition and renovations at Athol Central Public School with an estimated budget of \$781,000 contingent on Ministry funding as contained in Operations and Finance Committee public session report no. B-4 dated January 10, 2011.

Carried

Director Soule left the meeting at 8:20 p.m.

Geothermal Renewable Energy Project Update

Superintendent Rutherford presented report no. B-5 and provided an update on geothermal projects planned or underway at various schools. As part of the Ministry of Education Renewable Energy Funding Program, boards were requested to submit business cases for projects such as solar panels, wind turbines and geothermal heating systems. In response to the Ministry request, Hastings and Prince Edward DSB submitted business cases for geothermal systems at Coe Hill School, the new Bancroft JK-8 school, and Prince Charles School (Belleville).

As part of the Ministry funding process, it is required that a formal board motion be approved to select contractors for projects based upon a Ministry pre-approved vendor list.

Moved: D. Patterson
Seconded: T. Goodfellow

That the Operations and Finance Committee recommend that Hastings and Prince Edward District School Board award a contract to Ameresco Canada in the amount of \$346,124 to install a geothermal heating system at Coe Hill School as contained in the Operations and Finance Committee public session report no. B-5 dated January 10, 2011.

Carried

Information

Policy No. 11-C

Superintendent Rutherford provided an overview of Policy No. 11-C: Operations and Finance Committee and noted a number of changes in responsibility with the formation of the new Audit Committee. A revised copy of the policy was distributed noting a change to the date the policy was last revised and the review date.

Capital Project Update

Superintendent Rutherford presented Report No. C-1 and provided an update on various capital projects currently underway and the various sources of funding for each project. Student integration into completed facilities was also discussed.

Trustee Expense Reimbursement

Superintendent Rutherford provided an update on trustee expenses for the period ending December 31, 2010.

Feasibility Study for a Shared Service Strategy for Eastern Ontario School Boards

Superintendent Rutherford provided information on a feasibility study for a shared service strategy for Eastern Ontario School Boards. Over the past few years the Ministry of Education through the School Business Support Branch has introduced a number of initiatives to assist school boards in understanding their operational strengths and weaknesses and to aid in building management capacity.

The nine English language school boards in Eastern Ontario have received approval from the School Business Support Branch to undertake a feasibility study to determine if there are operational/administrative areas that would benefit from a shared services business delivery model. The core business functions to be assessed include but are not limited to: finance and accounting, human resources and payroll/benefits, information technology, procurement, facility and planning. A request for proposal funded by the Ministry of Education is being developed by the two lead boards, Ottawa-Carleton District School Board and Renfrew County District School Board. The potential for additional partnerships (i.e. municipalities, colleges, universities) was also discussed.

Correspondence - None

The meeting adjourned at 9:12 p.m.



**HASTINGS AND PRINCE EDWARD DISTRICT SCHOOL BOARD
OPERATIONS AND FINANCE COMMITTEE
PUBLIC MEETING MINUTES**

January 24, 2011
Draft

Members present: M. Brant, T. Goodfellow, M. Hall, D. Inch, D. Patterson,
Regrets: S. Clements
Guests: J. Cobb, L. Kyle, C. Pitman, J. Williams
Student Trustee: Absent
Resource: D. Rutherford, K. Soule, D. Tregenza
Minutes: J. Newman, Administrative Assistant

Call to order

The meeting was called to order at 5:00 p.m.

Delegations/presentations

None

Approval of agenda

Moved: M. Hall
Seconded: T. Goodfellow

That the agenda be approved.

Carried

Recommendations

Capital Project Tender: Prince Charles School, Belleville (T-1011-005)

Superintendent Rutherford and Don Tregenza, Controller of Facility Services provided an overview of the tender results for the capital project at Prince Charles School (Belleville). It was noted that this project was originally tendered in October 2010 but only one valid tender was received at that time. In addition, subsequent to the last tender, the Ministry of Education indicated they would provide financial support for a geothermal heating and cooling system which resulted in the project being re-tendered to include the geothermal system with an estimated construction cost of \$5,700,000.

Administration also provided clarification regarding the use of local subcontractors.

Moved: T. Goodfellow
Seconded: M. Hall

That the Operations and Finance Committee recommend to Hastings and Prince Edward District School Board that a tender in the amount of \$5,747,525 be awarded to QuadPro Construction for an addition and renovations to Prince Charles School, Belleville as contained in Operations and Finance Committee public session Report No. B-1 dated January 24, 2011.

Carried

Information

None

The meeting adjourned at 5:28 p.m.



Decision x **Information** _____

To: The Chair and Members of the Operations and Finance Committee

From: Trish FitzGibbon, Superintendent of Education - Curriculum Services

Re: **Name for Kindergarten to Grade 8 School in Prince Edward County**

Purpose

To approve the new name recommended for the Kindergarten to Grade 8 School in Prince Edward County.

Background

Athol Central Public School and South Marysburgh Central School are currently twinned schools sharing a principal and vice principal and uniting under one school council. Following the 2009–2010 Athol Central Public School and South Marysburgh Central School ARC process, the decision was made by the board to close South Marysburgh Central School and integrate the Kindergarten to Grade 2 students into Athol Central Public School, thus making it a Kindergarten to Grade 8 School. As per Procedure 188, an Integration Committee was established in October 2010. The committee is composed of representatives from Athol Central Public School, South Marysburgh Central School and community members from each school area. The Integration Committee members are as follows:

- Heather Zantingh, School Council Chair and Chair of the Integration Committee
- Marg Thompson, Principal
- David Fry, Vice Principal
- Krista Overberg, Teacher, South Marysburgh Central School
- Amira Loney, Teacher, Athol Central Public School
- Dee Evans, Community Representative
- Bruce Dowdell, Community Representative
- Andrew Miller, Community Representative
- Trish FitzGibbon, Superintendent for Prince Edward School Group

Current situation

Surveys were sent home with students at Athol Central Public School and South Marysburgh Central School as well as distributed throughout the community and highlighted in local media releases for suggestions regarding naming the new Kindergarten to Grade 8 School. The Athol Central Public School name could remain the same or new names could be recommended. There were 41 submissions that were provided to the school through email, drop-offs at the school, student balloting and balloting at the South Marysburgh December Concert. The names suggested were as follows:

- Athol Central Public School
- Athol Marysburgh School
- Athol-South Public School
- South Valley Public School
- Southern County Public School
- Athol Public School
- Cherry Valley Public School
- ASM Central Public School
- Centennial Public School
- Athol & South Marysburgh Public School
- Athol South Marysburgh Public School
- Juniper Public School



- Cherrymill Central Public School
- Athol South Central Public School
- Athol South District School
- Valley District
- Cherry Valley & District
- South Athol Central School
- Atholburgh
- Valley Heights

Upon review of the submissions at the January 12, 2011 Integration Committee meeting, three names were identified by the Integration Committee for a final survey of students, parents and community members. The three names chosen were considered by the committee to be inclusive of the whole school community. The three names were:

- Athol - South Marysburgh Public School
- South Valley Public School
- Southern County Public School

The results of the final survey were discussed at the February 7, 2011 Integration Committee meeting. 160 submissions were received. Survey results showed that Athol–South Marysburgh received 67%, Southern County 15%, and South Valley 18% of the vote by students, parents and community members. In addition, 95% of the respondents indicated a desire for “public school” as the full designation of the school name.

Given the results of the final survey, the Integration Committee at their February 7, 2011 meeting voted unanimously to recommend to the Operations and Finance Committee the renaming of Athol Central Public School to Athol–South Marysburgh Public School.

Recommendation

Moved:

Seconded:

That the Operations and Finance Committee recommend that Hastings and Prince Edward District School Board approve the name Athol–South Marysburgh Public School for the Kindergarten to Grade 8 School in Prince Edward County as contained in the Operations and Finance Committee Report No. B-1 dated February 14, 2011.

Respectfully submitted,

**Trish FitzGibbon
Superintendent of Education – Curriculum Services**



Decision _____ **Information** X

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

From: Trish FitzGibbon, Superintendent of Education – Curriculum Services

Re: **Board Policy No. 11- H: Supervised Alternative Learning (SAL) Committee**

Purpose

To update trustees on amendments to Board Policy No. 11-H: Supervised Alternative Learning for Excused Pupils Committees.

Background

Hastings and Prince Edward District School Board is a system of character that delivers a quality learning experience to support high levels of achievement for each student. The Ministry of Education has released Ontario *Regulation 374/10 – Supervised Alternative Learning* for implementation in all schools effective February 1, 2011. The purpose of Supervised Alternative Learning (SAL) is to provide students who have significant difficulties with regular attendance at school with an alternative learning experience and individualized plan to enable the student to progress towards obtaining an Ontario Secondary School Diploma or achieving his or her other education and life goals.

Current situation

In response to the new regulation, the Learning to 18 SAL Committee has developed Policy 11–H: Supervised Alternative Learning (SAL) Committee, Procedure 395 Supervised Alternative Learning (SAL), and all SAL forms to align statutory committee 11–H with AIM – Achievement in Motion for Student Success System Plan and the new Ministry regulation. Members of the Learning to 18 SAL Committee are: the system principal for student success, two secondary administrators, the SAL coordinator, two attendance counsellors, the child and youth counsellor supervisor, a student success lead teacher, two child and youth counsellors, and the information technology applications administrator.

As per Board Policy No. 2, Article XII: Policies, the Program Human Resources Committee will provide notice of motion to the Board to amend Policy No. 11-H: Supervised Alternative Learning for Excused Pupils Committees at its meeting on February 28, 2011.

Appendices

Appendix A – Board Policy No. 11–H: Supervised Alternative Learning (SAL) Committee.

Respectfully submitted,

Trish FitzGibbon
Superintendent of Education – Curriculum Services

STATUTORY COMMITTEE 11-H

<u>POLICY NO. 11- H</u>	
<u>Adopted</u>	<u>May 26, 2008</u>
<u>Last Revised</u>	<u>May 26, 2008</u>
<u>Review Date</u>	<u>May, 2011</u>

SUPERVISED ALTERNATIVE LEARNING FOR (SALEP) COMMITTEES^[MSOffice1]

1. PURPOSE

~~The Board shall establish Supervised Alternative Learning for Excused Pupils (SALEP) Committees as required under the *Education Act*.~~

2. ^[H2]DEFINITIONS

Parent—A parent includes a guardian and is the parent of the student participating in SAL.

Primary Contact Person— Aan employee of the Board who is assigned to facilitate the development of the Supervised Alternative Learning Plan and to monitor the student's progress.

Principal - Principal of the school where the student is enrolled.

Supervised Alternative Learning Plan (SALP) Program—~~A SALP program means a supervised alternative learning plan program for a student that is approved by a SALEP Committee. The SALP shall include the pupil's education and life goals and that may include one or more of the following activities:~~
a) ~~full-time or part-time employment at an approved work station for such term or period of time as is fixed or determined under the program;~~
b) ~~completion of a life-skills course; and~~
e) a) such continuing studies or other activity directed towards the student's needs and interests as may be acceptable to the committee.

^[MSOffice3]

Regular contact with the student is maintained by a primary contact person ~~teacher or other staff member~~ to ensure that the student continues to participate in the SALP conform to the program and, therefore, to continue to be excused from attendance at school.

Approved Work Station—~~An approved work station means the place of work approved by the school principal a SAL Committee where the student is employed during school hours when the student is excused from attendance at school either full-time or part-time.~~^[H4]

3. POWERS AND DUTIES

3.1 Exceptions to Compulsory Attendance

The Board shall establish Supervised Alternative Learning Committee as required under the *Education Act*. A Supervised Alternative Learning ~~for Excused Pupils~~ Committee decides whether a student may be excused from compulsory school attendance, in accordance with the *Education Act* and Ontario Regulation 374/10308.

3.2 Referral of Student to SAL Committee Parent Application

The principal or parent of a student of compulsory school age, who has attained the age of fourteen years and is not benefiting from existing school programs, may referred the student to the SAL Committee apply

~~in writing to the principal to have the child to~~ participate in an alternative program, ~~stating the reasons for the application. The principal shall forward the application to the SAL Committee school attendance counsellor.~~ This referral is made in writing by the principal ~~or~~ parent. If a student is at least 16 years old and ~~has withdrawn from parental control, any authority or right that is vested in, or any obligation that is imposed upon, a parent of a student under this Part is vested in or imposed upon the student~~[H5].

3.3 Notice of Committee Meeting Consideration

~~The SALEP Committee for the region where the student is enrolled or has the right to attend shall consider SALP the application and any oral or written submission made by any person in support of the application or in opposition to it. The committee may require the principal and any other staff members to report to the committee regarding the student and to make recommendations in respect of the application. The parent may examine any reports or recommendations made in respect of the student.~~[H6]

3.4 Committee Decision

The SALEP Committee shall, after reviewing the SALP and after interviewing the student, his or her parent, and, where the committee considers it appropriate, any other person:

- a) not approve participation by the pupil as described in the plan reject the application, in which case the student shall attend school as required by the *Education Act*; or
- b) approve participation by the pupil as described in the plan the application, in which case the committee shall prescribe a program directed towards the student's needs and interests.
- ~~b)c)~~ modify the plan and approve participation by the pupil in supervised alternative learning as described in the plan as modified[MSOffice7]

Where the committee considers that it is in the best interests of a student, it may designate a school for the purposes of a program that is not the school where the student is currently enrolled.[MSOffice8]

If a SALP was not submitted to the committee, the committee shall,

- a) require the principal of the pupil's school to cause a plan to be developed for the pupil , or
- b) not approve participation by the pupil in supervised alternative learning.

3.5 Communication Notification of Decision

Within 5 days of the decision, tThe secretary of the committee shall communicate notify in writing to the principal, ~~the school attendance counsellor,~~ the student and the parent of the decision of the committee.

3.6 Request for Reconsideration [MSOffice9]Review

If the parent of a student disagrees with the determination of the SALEP Committee and wishes to request reconsideration bring further relevant information to the attention of the committee, the parent must notify the school principal secretary of the committee in writing within 10 days of receiving the SAL Committee's written decision. The[MSOffice10] ~~notification shall describe the reasons for the request for review.~~

~~The committee may review the decision with which the parent disagrees and, as appropriate to the case, with or without hearing the parent:~~

- a) ~~approve the application, reverse the original decision, and describe the alternative program;~~
- b) ~~confirm or alter the original decision; or~~
- c) ~~refuse to review the original committee determination.~~

3.7 ~~Notification-Communication of Reconsideration Review~~ Decision

~~Within 5 days of the decision, t~~The SALEP Committee shall ~~notify-communicate~~ in writing ~~to~~ the principal, ~~the school attendance counsellor~~, the student and the parent of its decision in respect to the request for ~~review reconsideration~~. ~~The Committee decision is final.~~

~~3.8 Final Appeal of Committee Decision~~

~~3.93.8~~

~~If the parent disagrees with the determination of the committee to refuse to change its decision or to reject the parent's application for review, the parent may notify the provincial school attendance counsellor of the disagreement and provide reasons in writing. The provincial attendance counsellor may inquire into the parent's request and either recommend that the student attend school as required by the Act or recommend that the student be excused from attendance and have a program prescribed.~~

~~If the provincial attendance counsellor recommends that the student be excused from attendance, a copy of the recommendation shall be delivered to the Board, the principal, the school attendance counsellor, the student and the parent. Where the provincial attendance counsellor remits an application to the SALEP Committee, the committee shall reconsider the application.~~

[MSOffice11]

~~3.103.9 The Alternative Program Legal Excusal from School Attendance~~

The student shall ~~participate conform to the program in the SALP as approved prescribed for the student~~ by the SALEP Committee. The student is excused from attendance at school so long as the student ~~participates in the SALP conforms to this program. A school attendance counsellor shall have the same powers and perform the same duties in respect of pupils enrolled in supervised alternative learning as the counsellor has in respect of other pupils, as may be applicable~~ [112].

~~3.11 Modifying Altering the Plan Program After Committee Approval~~

~~If the parent of a student or the student wishes to alter the learning program prescribed for the student, the parent may apply in writing to the secretary of the committee for approval of such alteration by the committee. The committee may, after discussion of the application with the student and parent, alter the prescribed program. The committee shall notify in writing the principal, the school attendance counsellor, the student and the parent of the decision of the committee.~~

~~3.123.10~~ [MSOffice13] Reports to the Committee

The ~~key primary contact person~~ staff member responsible for maintaining regular contact with the ~~student~~ shall report on the student's progress to the SALEP Committee when requested by the committee, and to the principal of the school where the student is enrolled.

3.11 Renewal of the SALP

Before the expiry of the plan, if in the opinion of the principal of the ~~pupils~~ student's school it would be in the ~~pupil student's~~ best interests to continue to participate in supervised alternative learning, the principal shall,

- (a) submit a recommendation to the committee to renew the plan, with the written consent of the parent ~~student~~;
- or

- (b) refer ~~the pupil~~ student to a committee under clause ~~8 (1) (a)~~ 3.2
- (2) Within 20 school days after the day a committee receives a recommendation ~~under clause (1) (a)~~, for renewal the committee shall.
- (a) renew the pupil's plan;
- (b) renew the pupil's plan with specified modifications; or
- (c) require the principal to refer the pupil to a committee under clause 3.2.
- (3) The committee may only renew the pupil's plan under clause (2) (a) or (b) in accordance with the following:
1. For non-semestered schools, the plan may be renewed for a maximum of one school year in total.
 2. For semestered schools, the plan may be renewed for a maximum of one school year ~~or two consecutive semesters in total.~~

4. **SAL COMMITTEE MEMBERSHIP**

- 4.1 The SALEP Committee shall be composed of such persons, not fewer than three, as may be appointed by the Board in each year. A quorum of the committee shall consist of:
- At least ~~2~~ a 1 members of the Board ~~and one alternate~~;
 - At least one a-supervisory officer who is qualified as such as a teacher and is employed by the Board, or designate; and
 - at least one person who is not a member or an employee of the Board.
- 4.2 The committee shall designate a member as chair and as secretary. |

[H14]

5. **MEETINGS**

Meetings of a SALEP Committee are held regularly regionally upon receipt of an referrals application for a supervised alternative learning program.

Legal References:

- *Education Act, section 21 Compulsory Attendance*
- Ontario Regulation 374/10 308 Supervised Alternative Learning for Excused Pupils

Board References:

Administrative Procedure 395 - Exceptions to Compulsory School Attendance

Notice of Motion: Board Policy No. 2 – Governance By-Laws and Standing Rules

PROPOSED by Trustee Patterson, 01/2010:

The following Notice of Motion is being brought forward to strike the word “shall” and insert “may” from the following sections of Board Policy No. 2:

Board Policy No. 2, Article XII, Section 2.5 (l) by striking out the word “shall” and insert “may”.

- 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 may also elect the representative to Ontario Public School Boards’ Association Board of Directors.

Section 3: Board Policy No. 2 to be likewise altered addressing non-election years.

The Ontario Public School Boards’ Association (OPSBA) Board of Directors representative and alternate shall may be elected at the June Board meeting in non-election years. In an election year, the OPSBA Board of Directors representative and alternate shall may be elected at the initial meeting of the Board. Board policy related to support of the role of the Ontario Public School Boards’ Association is found in Board Policy No. 12 Board Representatives on External Committees.

Rational for the proposed amendment:

In the section titled Role of Board Member under the heading Accountability, is the following statement:

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.”

The proposed amendment replacing “shall” with “may” makes the election action permissive rather than obligatory. It allows us as a Board to take responsibility for determining ongoing commitment to belong to the Ontario Public School Board Association. The act of selection automatically endorses, by association a budgetary commitment of approximately \$40 404.28 (subject to annual correction).

To be accountable requires ownership for action taken. The present wording does not empower the Board to be accountable but requires the Board to comply, or be deemed out of order or noncompliant. a majority of all members of the Board present at that meeting.

Notice of Motion: Board Policy No. 3F – Trustee Expense Reimbursement

PROPOSED by Trustee Patterson, 01/2010:

The following Notice of Motion is being brought forward to insert a new 3.1.2 and subsequent renumbering of the current 3.1.2 to 3.1.3:

3.1.1 Board members will be provided with the following equipment and associated services throughout their term of office:

- a) home based computer (desktop or laptop) and printer/fax
- b) paper shredder
- c) high speed internet service
- d) office software

In addition, the chair of the board will be provided with a wireless communication device.

3.1.2 *In lieu of 3.1.1 (a) any Board member, upon filing a written request with the Board secretary, will be provided with a wireless communication device in place of the home based computer (desktop or laptop).*

3.1.23 All equipment and services will adhere to board standards and be returned to the board at the end of the member's term of office.

Rational for the proposed amendment:

The presentations at the Director's Meeting, Thursday, December 9, 2010 underscore the significance of 21st century communication. The social communication network of today requires of its leaders the ability to act, as well as promote responsible, responsive communication. All of our school leaders and senior leadership team are equipped with wireless communication devices. Noted below are some fundamental duties of trustees.

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.

2.3 "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."

The proposed amendment:

Addresses an inequity of access that presently exists with Policy No 3F. The opportunity to elect what communication device to receive is financially responsible and removes the redundant allocation of resources to Board members, who are in the best position to determine their and personal communication need.



Decision _____ Information X

To: The Chair and Members of the Operations and Finance Committee

From: Dave Rutherford, Superintendent of Business Services

Re: **2009-2010 Audit Recommendations**

Purpose

To provide a response to the external audit memorandum of recommendations.

Background

Each year as part of the financial statement audit, our auditors review different areas of the Board's operations with the goal of commenting on matters that will strengthen control over the board's assets.

Current situation

Administration has prepared a response to the audit recommendations as outlined in Appendix A.

Appendices

Appendix A – Memorandum of Recommendations and Administration Response

Recommendation

For information only.

Respectfully submitted

Dave Rutherford
Superintendent of Business Services



Appendix A

Memorandum of Recommendations and Administration Response

Audit Recommendation #1 – School Generated Funds

Two instances were noted where schools had not correctly recorded guaranteed investment certificates and interest earned on these funds. These differences were identified by board office personnel who made the appropriate corrections in the Board's records.

It is recommended that the Board reinforce the importance of the supervision of school generated funds by visiting more schools and providing guidance to the custodians of the funds to enhance the internal control function and to provide higher level of assurance that the financial records are accurate.

Administration Response:

In 2008-09 administration instituted a schedule of internal audits of school generated funds. As of January 26, 2011, 21 schools have been audited. During 2009-10 emphasis and support was placed on implementing a new school fund software system (KEV) which improves accounting and reporting on these funds. Emphasis is also being placed on ensuring all assets are properly identified and recorded.

Audit Recommendation #2 – Rental Revenues

During the year, the Board installed a new program for its rental operations. Its purpose essentially is to improve scheduling of rental activities. Unfortunately, management felt that it could not rely on this program for an accurate accounts receivable balance at the year-end and did not include a receivable for rental revenue in its financial statements as at August 31, 2010.

If the books and records do not report an accurate accounts receivable at a point in time, there is a concern that appropriate collection procedures might not be enforced.

It is recommended that the Board review the attributes of the program and make the necessary adjustments to ensure that the software is being fully utilized and is providing accurate balances that can be relied upon.

Administration Response:

A full on-site review of the ActiveNet program has been scheduled for February/March 2011. All attributes of the program will be reviewed with a strong focus on the financial capabilities. Appropriate staff, including the Supervisor of Accounting Services will be included.

Additional training has been provided to Community Use of Schools staff regarding invoicing and payments through the online facility reservation system with the goal of more accurate reporting.



Decision _____ **Information** **X**

To: The Chair and Members of the Operations and Finance Committee

From: Dave Rutherford, Superintendent of Business Services

Re: Revised Estimates Update

Purpose

To provide an update on the Revised Estimates submitted to the Ministry of Education on December 15, 2010.

Background

School board budgets are referred to as “Estimates” and are required to be submitted to the Ministry of Education by June 30 of each year. In the late Fall, boards are required to update key data included in the Estimates and submit the revised information by December 15. Revisions include updated enrolment information, year-end results and any other known changes since the budget was completed.

Current situation

Key changes in board revenues and expenditures are based on the following:

- Additional resources provided by the Ministry of Education under the Education Program Other (EPO) category of initiatives and offsetting expenditure increases;
- Changes to the board’s entitlement to provincial funding due to enrolment changes and offsetting expenditure increases;
- Updated cost benchmarks based on year-end results/new information not known at budget approval.

A summary of both revenue and expenditure changes is provided in the attached appendix.

Education Program Other Funding

Throughout the school year various new and/or expanded program initiatives are introduced by the province. These initiatives are usually of a short term nature and are therefore funded outside of the provincial funding model. These initiatives all require entering into specific transfer payment agreements and involve extensive report back provisions. The funding received must be spent on the program initiative. While some EPO grants were known at budget approval, an additional \$800,000 has subsequently been received. Offsetting expenditures have also been added to the budget.

Enrolment Based Changes

Provincial funding is primarily based on enrolment tabulated at two official count dates, October 31 and March 31. The revised estimates reflect updates on enrolment projections based on October 31 actuals.

The October 31 enrolment count indicates actual enrolments for the 2010-2011 school year will be 115 higher than projected in the budget. This will generate additional funding across many grant components. The estimated increase is \$750,000. The



additional enrolment and provincial class size requirements resulted in 6 additional teachers being hired including one for an additional Full Day Kindergarten (FDK) class that was required at Queen Victoria Public School. This class also required an additional early childhood educator based on the class enrolment. Since funding for FDK is capped in year one, these additional staffing costs must be absorbed by the board. Additional staffing costs based on the provincial framework agreement are reflected in the revised expenditures and are funded by the province.

Year End Adjustments

The completion of the year-end audit assists in identifying cost updates that need to be reflected in the revised estimates. It also records any budget surpluses that were identified for carry forward into the new fiscal year. A number of years ago the board introduced the practice of allowing school budget surpluses and deficits to be carried forward into the succeeding year. This allowed for better financial planning. The net carry forward amount from the 2009-2010 fiscal year is \$225,000.

The increased emphasis on safe schools and the wide variety of identified needs for special education students has required an increase in the need to replace educational assistants when they are absent from work much like the use of occasional teachers when the regular classroom teacher is absent. For the past 2 years actual replacement costs have exceeded budget and a benchmark update to the special education budget is necessary.

External Factors

The OMERS pension plan has approved rate increases that are effective January 1, 2011. Additional rate changes are planned in 2012 and 2013 in order to offset a funding shortfall. The projected impact on the 2010-2011 budget is \$140,000 (8 months) and \$220,000 over a full year. Specific rate changes for 2012 and 2013 are not yet known. The various adjustments described above and outlined on the attached appendix result in an increase in the drawdown of the Board's accumulated surplus from \$500,000 to \$1,500,000 which has been reflected in the Revised Estimates submitted to the Ministry of Education on December 15. The Revised Estimates are compliant with Ministry of Education requirements.

Appendices

Appendix A – Revenue and Expenditure Update

Recommendation

For information only.

Respectfully submitted,

**Dave Rutherford
Superintendent of Business Services**

2010-2011 Revised Estimates

Revenue and Expenditure Update

Revenue Items

Education Program Other Grants	\$800,000
Grants for Student Needs	\$750,000
Miscellaneous Revenues	<u>\$200,000</u>
	\$1,750,000

Expenditure Items

OMERS Pension Contributions	\$140,000
Education Program Other Expenditures	\$800,000
Additional Teaching Resources	\$700,000
Full Day Kindergarten	\$260,000
2009-2010 Budget Carryforward	\$225,000
Educational Assistant Replacement Costs	<u>\$700,000</u>
	\$2,825,000



Decision _____ **Information** **X**

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

From: Dave Rutherford, Superintendent of Business Services

Re: 2011-2012 Budget Timelines

Purpose

To provide an update on the 2011-2012 budget development process.

Background

The Ministry of Education has set June 30 as the deadline for school boards to submit budget estimates for the coming school year. In order to meet this deadline, Ministry of Education staff indicated that they will make every effort to seek approval to have the 2011-12 funding announcements released by March 31, 2011.

Current situation

Senior administration has developed budget time lines and key task analysis for the 2011-2012 budget in Appendix A attached. The tasks reflect the key milestones required to compile revenues and expenditures in order to meet the June 30, 2011 deadline.

Administration anticipates a very challenging budget process. Financial restraint measures introduced by the province and the continued decline in enrolment has resulted in an estimated \$1.5 Million operational deficit in 2010-11.

Without changes to operations, through either service or program changes, the deficit will increase as another year of provincial restraint and enrolment decline reduces board funding.

Appendices

Appendix A - Budget Task Analysis and Timelines

Recommendation

For information only.

Respectfully submitted,

**Dave Rutherford
Superintendent of Business Services**



Appendix A

2011-2012 BUDGET TASK ANALYSIS AND TIMELINES

Task	Responsibility	Time Line	Comment
Review and finalize budget task analysis/ timelines	Senior Administration	February 1	
Establish assumptions and direction for base budget development	Senior Administration/ Board	February 28	Reflects economic situation and government restraint measures
Establish preliminary enrolment projections, circulate to schools for review and staffing calculations	Business Services	Elementary– March 4 Secondary – March 25	
Prepare budget input forms and communicate base budget assumptions to system	Business Services	March 1	
Review and analyse provincial funding announcement	Business Services	March 31	Date dependent on release of GSN and supporting data from Ministry
Determine preliminary teaching staff numbers	Senior Administration	Secondary – April 6 Elementary – April 28	Based on enrolments and collective agreements
Prepare revenue projections using ministry database	Business Services	April	Date dependent on Ministry funding release
Receive budget input	Board/Senior Administration	April	
Finalize base budget expenditures; Identify possible budget adjustments	Business Services/Senior Administration	April 30	
Prepare preliminary financial position	Business Services	May 9	Date dependent on Ministry funding release
Present initial package to board and commence board budget meetings	Senior Administration/ Board	May	
Incorporate budget adjustments and finalize budget package	Senior Administration/ Board	May/June	Ministry deadline of June 30



Decision _____ **Information** **X**

To: The Chair and Members of the Operations and Finance Committee

From: Dave Rutherford, Superintendent of Business Services

Re: Trustee Expense Reimbursement

Purpose

To review trustee expense reimbursement for the period ending January 31, 2011.

Background

In accordance with Policy 3-F: Trustee Expense Reimbursement, it is the responsibility of the Operations and Finance Committee to review board members' expenditures on a monthly basis.

Current situation

Trustee expenditures for the period ending January 31, 2011 are included for review.

Appendices

Appendix A – Trustee expenditures for the period ending January 31, 2011.

Recommendation

For information

Respectfully submitted,

**Dave Rutherford
Superintendent of Business Services**



HASTINGS AND PRINCE EDWARD DISTRICT SCHOOL BOARD
TRUSTEE EXPENDITURES
FOR THE PERIOD FROM SEPTEMBER 1, 2010 TO JANUARY 31, 2011

		BUDGET	ACTUAL	VARIANCE
Internet / Communications - Policy 3F Section 3.1				
611	Student Trustees	-	10.50	
640	Dwayne Inch	-	-	
641	Cliff Cotton	-	63.24	
642	Monica Walker	-	156.79	
643	Mike Brant	-	289.75	
644	S. Clements	-	302.16	
645	T Goodfellow	-	257.78	
646	Mary Hall (Vice Chair)	-	-	
647	Harry Marissen	-	173.85	
648	Carl Pitman (Chair)	-	459.42	
649	Jim Williams	-	240.64	
651	Budget	8,950.00	-	
652	Lucille Kyle	-	760.42	
653	Dave Patterson	-	31.79	
654	Jennifer Cobb	-	-	
		8,950.00	2,746.34	6,203.66
Travel - Policy 3F Section 3.3				
611	Student Trustees	-	431.35	
640	Dwayne Inch	-	1,183.51	
641	Cliff Cotton	-	36.01	
642	Monica Walker	-	1,935.85	
643	Mike Brant	-	933.50	
644	S. Clements	-	702.60	
645	T Goodfellow	-	791.62	
646	Mary Hall (Vice Chair)	-	766.15	
647	Harry Marissen	-	238.46	
648	Carl Pitman (Chair)	-	1,103.14	
649	Jim Williams	-	737.74	
651	Budget	22,500.00	-	
652	Lucille Kyle	-	1,197.16	
653	Dave Patterson	-	622.84	
654	Jennifer Cobb	-	638.45	
		22,500.00	11,318.38	11,181.62



HASTINGS AND PRINCE EDWARD DISTRICT SCHOOL BOARD
TRUSTEE EXPENDITURES
FOR THE PERIOD FROM SEPTEMBER 1, 2010 TO JANUARY 31, 2011

		BUDGET	ACTUAL	VARIANCE
Workshops & Conferences - Policy 3F Section 3.4				
611	Student Trustees	6,000.00	2,785.54	3,214.46
640	Dwayne Inch	2,500.00	(555.50)	3,055.50
641	Cliff Cotton	625.00	-	625.00
642	Monica Walker	625.00	-	625.00
643	Mike Brant	2,500.00	-	2,500.00
644	S. Clements	2,500.00	104.78	2,395.22
645	T Goodfellow	2,500.00	104.78	2,395.22
646	Mary Hall (Vice Chair)	2,500.00	104.78	2,395.22
647	Harry Marissen	625.00	-	625.00
648	Carl Pitman (Chair)	2,500.00	-	2,500.00
649	Jim Williams	2,500.00	-	2,500.00
652	Lucille Kyle	1,875.00	-	1,875.00
653	Dave Patterson	1,875.00	104.78	1,770.22
654	Jennifer Cobb	1,875.00	-	1,875.00
		<u>31,000.00</u>	<u>2,649.16</u>	<u>28,350.84</u>
		<u>62,450.00</u>	<u>16,713.88</u>	<u>45,736.12</u>