



Hastings and Prince Edward District School Board

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

Chair of the Board: Carl Pitman

Director of Education: Kathy Soule

NOTICE OF MEETING

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

Monday, March 7, 2011
commencing at 5:30 p.m.
in the Board Committee Room at the Education Centre
156 Ann Street, Belleville, Ontario

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

Dwayne Inch
Chair, Operations and Finance Committee

Dave Rutherford
Superintendent, Business Services

**Committee Members: M. Brant S. Clements, T. Goodfellow, M. Hall, D. Inch, D. Patterson,
C. Meyette, (student trustee)**



Hastings and Prince Edward District School Board

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Chair of the Board: Carl Pitman

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Operations and Finance Committee PUBLIC AGENDA

Regular meeting of
March 7, 2011 – 5:30 p.m.
Board Committee Room, Education Centre

Section	Item	Report No.	Resp.
A	Call to order		
	Delegations/presentations – None Approval of agenda Approval of minutes – February 14, 2011; February 28, 2011 Business arising from the minutes		
B	Recommendations		
	None		
C	Information		
	Board Policy review:		
	• Policy No. 3-A: Delegations and Presentations; Policy No. 14: Hearings on Termination of Teacher Employment	C-1	R. McGall
	• Policy No. 3-B: Electronic Meetings; Policy No. 11-J: Student Discipline Committee	C-2	R. McGall
	• Policy No. 3-C: Student Representation on the Board	C-3	R. McGall
	• Policy No. 3-D: Communications and Media Relations	C-4	R. McGall
	• Policy 11-B: Program and Human Resources Committee	C-5	R. McGall
	Trenton High School Track Quest proposal	C-6	D. Rutherford
	Video surveillance project update	C-7	M. Norton
	Capital projects update (verbal report)		D. Tregenza
	Trustee expense reimbursement	C-8	D. Rutherford
D	Correspondence		
	None		

Next regular meeting: April 11, 2011 – 7:00 p.m.

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



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

February 14, 2011
DRAFT

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

Regrets: M. Brant, S. Clements

Student Trustee: C. Meyette (absent)

Guests: J. Cobb, L. Kyle, C. Pitman

Resource: R. McGall, 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

Trenton High School Track

Darren McFarlane, Principal, Trenton High School and Duncan Armstrong, Teacher, Trenton High School and Paul Whitley representing Trenton High School Alumni Association presented a proposal to resurface the track at Trenton High School. The Trenton High School Alumni Association is seeking approval to proceed to the fundraising, design, tendering and construction phases of the project and is requesting charitable receipts to be issued through the Learning Foundation.

Approval of agenda

The following item was added under Recommendations:

- Trenton High School Track

Moved: T. Goodfellow

Seconded: M.Hall

That the agenda be approved as amended.

Carried

Approval of minutes

Moved: D. Patterson

Seconded: T. Goodfellow

That the minutes of the regular meeting of January 10, 2011 be approved.

Carried

Moved: M. Hall

Seconded: T. Goodfellow

That the minutes of the special meeting of January 24, 2011 be approved.

Carried

Business arising from minutes

None

Recommendations

Athol-South Marysburgh Integration Committee School Name

Superintendent FitzGibbon provided an overview of the process to determine a new name for the Kindergarten to Grade 8 School in Prince Edward County.

Moved: T. Goodfellow

Seconded: M. Hall

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.

Carried

Trenton High School Track

In response to the proposal from the Trenton High School Alumni Association to proceed with the project to resurface the track at Trenton High School the Operations and Finance Committee recommends the following:

Moved: T. Goodfellow

Seconded: M. Hall

That the Operations and Finance Committee recommend that the proposal from Trenton High School Alumni Association to proceed with the project to resurface the track at Trenton High School including the issuance of charitable receipts be referred to senior administration for study and report back to the Operations and Finance Committee meeting on March 7, 2011.

Carried

Information

Proposed Changes to Policy No. 11-H: Supervised Alternative Learning for Excused Pupils Committees

Superintendent FitzGibbon provided an overview of amendments to Policy No. 11-H: Supervised Alternative Learning for Excused Pupils Committees. In response to *Regulation 374/10 – Supervised Alternative Learning* the Learning to 18 SAL Committee 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 the Board's system plan AiM.

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

Proposed Changes to Policy No. 2: Governance By-Laws and Standing Rules

Trustee Patterson brought forward a notice of motion to amend Board Policy No. 2 as follows:

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

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.

Trustees and senior administration discussed and provided input to the proposed changes.

Proposed Changes to Policy No. 3F: Trustee Expense Reimbursement

Trustee Patterson brought forward a notice of motion to amend Board Policy No. 3F by inserting a new 3.1.2 and subsequent renumbering of the current 3.1.2 to 3.1.3 as follows:

- 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.

Trustees and senior administration discussed and provided input to the proposed changes.

Jennifer Cobb, Lucille Kyle, and Superintendent McGall left the meeting at 8:15 p.m.

2009-2010 Audit Recommendations

Superintendent Rutherford noted that each year as part of the financial statement audit, the 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. Superintendent Rutherford reviewed administration's response to the Memorandum of Recommendations prepared by the board's auditors following the 2009-2010 financial audit. It was noted that a response to the recommendations will be forwarded to Wilkinson and Company.

Revised Estimates Update

Superintendent Rutherford provided an update on the Revised Estimates submitted to the Ministry of Education on December 15, 2010. It was noted that key changes in board revenues are based on additional resources provided by the Ministry, changes to the board's entitlement to funding due to enrolment changes and updated cost benchmarks based on year-end results/new information not known at budget approval. A summary of both revenue and expenditure changes was provided in Appendix A.

Capital Projects Update

Don Tregenza provided a verbal update on the capital projects currently underway in North Hastings, Prince Edward County, Prince Charles School, Belleville and Sir John A. Macdonald School.

2011-2012 Budget Timelines

A decision was made to forego this item as Superintendent Rutherford provided an update to all committee members who were in attendance at the Trustee Orientation Session prior to commencement of the Operations and Finance Committee meeting. It was noted that this report will be included in the board agenda on February 28, 2011.

Trustee Expense Reimbursement

Superintendent Rutherford provided an update on trustee expenses for the period ending January 31, 2011.

Correspondence - None

The meeting adjourned at 8:45 p.m.



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

February 28, 2011

Members present: S. Clements, Vice-chair, T. Goodfellow, M. Hall, D. Patterson,
Regrets: M. Brant, D. Inch
Guests: J. Cobb, C. Pitman
Student Trustee: Absent
Resource: R. McGall, D. Rutherford, D. Tregenza
Minutes: J. Newman, Administrative Assistant

Call to order

The meeting was called to order at 5:45 p.m.

Delegations/presentations

None

Approval of agenda

Moved: D. Patterson
Seconded: T. Goodfellow

That the agenda be approved.

Carried

Recommendations

By-law 13.5 – Capital Borrowing – Good Places to Learn

Superintendent Rutherford provided an overview of By-law 13.5 to authorize a loan from the Ontario Financing Authority for capital construction in the amount of \$626,024 under the Good Places to Learn program. In order for the loan amount to be advanced on March 11, 2011, the Board must approve the by-law authorizing the loan agreement prior to March 8, 2011.

Moved: T. Goodfellow
Seconded: M. Hall

That the Operations and Finance Committee recommend that Hastings and Prince Edward District School Board approve the adoption of the attached By-law 13.5 authorizing the borrowing of \$626,024 through the Ontario Financing Authority to finance capital projects of a high and urgent need under stage IV of the Ministry of Education's Good Places to Learn program as contained in the Operations and Finance Committee public session report no. B-1, dated February 28, 2011.

Carried

The meeting adjourned at 6:54 p.m.



Decision _____ **Information** X

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

From: Rob McGall, Director of Education Designate

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

Purpose

To provide an update on the review of Board Policy No. 3-A: Delegations and Presentations and Board Policy No. 14: Hearings on Termination of Teacher Employment.

Background

According to Procedure 110 Board Policy Development and Review, Board Policies are required to be reviewed every three years to ensure they are still relevant and have been implemented effectively.

Current situation

On January 10, 2011 the Executive Committee recommended that the Director of Education be authorized to review the policies contained in Executive Committee Report C-2 and bring recommendations forward to the Executive Committee for discussion.

Board Policy No. 3-A: Delegations and Presentations was reviewed. No changes or revisions are recommended to this policy. The review date will be changed to January, 2014.

Board Policy No. 14: Hearings on Termination of Teacher Employment was reviewed. No changes or revisions are recommended to this policy. The review date will be changed to May, 2014.

Appendix:

Appendix A – Board Policy No. 3-A: Delegations and Presentations

Appendix B – Board Policy No. 14: Hearings on Termination of Teacher Employment

Respectfully submitted,

**Rob McGall
Director of Education Designate**

BOARD OPERATIONS

POLICY NO. 3-A	
Adopted	October 23, 2006
Last Revised	May 26, 2008
Review Date	May, 2014

DELEGATIONS AND PRESENTATIONS

1. OBJECTIVE

Hastings and Prince Edward District School Board shall hear delegations and presentations as provided for in the procedures outlined below.

2. DEFINITIONS

Delegation—A person or group of persons officially elected or appointed to represent another or others to address the Board or committee of the Board to make a request or influence a decision.

Presentation—The sharing of information before the Board or a committee of the Board by a person or group of persons external to the Board after submitting a request to appear for this purpose.

3. PROCEDURE

- 3.1 A person or persons presenting or a delegation wishing to appear before the Board, at a regularly scheduled closed session or public meeting of the full Board or a standing committee of the Board, may request to do so by contacting the director's office.
- 3.2 The person or persons presenting or a delegation shall submit to the director a completed Form F003-1 Request for Delegations and Presentations for inclusion in the agenda of the Board or standing committee. The form must be submitted no later than five days prior to the meeting. Failure to do so shall result in deferral until such material is made available. Any additional material will be distributed to the Board or a committee only with the prior approval of the chair of the Board or the chair of the standing committee.
- 3.3 No more than two persons shall be designated to be speakers for the delegation or presentation and no other member of the delegation or presentation shall address the Board or committee except by request of a trustee and with the permission of the chair of the Board or standing committee.
- 3.4 At a closed meeting of the Board, persons presenting or delegations will be heard at approximately 6:00 p.m.
- 3.5 At a public meeting of the Board, persons presenting or delegations shall be heard at approximately 7:00 p.m.
- 3.6 At a closed or public session of a committee meeting, persons or delegations shall be heard at a time to be determined by the chair of the committee.
- 3.7 The duration of any person's or delegation's presentation shall not be more than fifteen minutes in total.

- 3.8 Any specific recommendation for action suggested by a person or delegation shall not be voted upon at the same meeting in which that person or delegation appears before the Board but may be referred by the chair to an appropriate standing committee or member of staff for study and report to the Board or standing committee of the Board.
- 3.9 The Board reserves the right, at its sole discretion, to limit the number of delegations or presentations at any regularly scheduled closed or public meeting of the Board or standing committee of the Board.
- 3.10 The Board or committee, by motion, may choose, also at its sole discretion, to receive a person or delegation without the prior notice outlined in this section.

Legal References:

Education Act, section 207 Access to Meetings and Records

Board References:

- Board Policy No. 2 - Governance By-Laws and Standing Rules
- Form F003-1 - Request for Delegations and Presentations



Hastings and Prince Edward District School Board

BOARD POLICY NO. 14

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

HEARINGS ON TERMINATION OF TEACHER EMPLOYMENT

1. PURPOSE

Hastings and Prince Edward District School Board has a duty to ensure that students receive the benefits of an education system staffed by teachers who are performing their duties in a satisfactory way.

The teacher performance appraisal system is described in the *Education Act, Part X.2*. When a teacher's performance is on review status under the terms of *Part X.2*, and the principal's feedback and recommendations to help the teacher improve his or her performance do not result in a satisfactory rating, the following steps shall be taken.

2. RECOMMENDATION TO THE BOARD

- 2.1 Where a performance appraisal results in an unsatisfactory rating after the teacher has been placed on review status as set out in sections 277.37 and 277.38 of the *Education Act*, or in subsections 277.40.2 and 277.40.3 in the case of a new teacher, the principal, in consultation with the director of education or designate, shall promptly transmit a recommendation in writing to the Board that the teacher's employment with the Board should be terminated.^[11]
- 2.2 If, at any time during the 120 school days starting with the day on which the teacher is advised that he or she is on review status, the principal and appropriate supervisory officer jointly determine that the delay necessitated by conducting an additional performance appraisal during the review process is inconsistent with the protection of the best interests of students, they shall refrain from conducting the appraisal and shall promptly transmit a joint recommendation in writing to the Board that the teacher's employment with the board should be terminated.
- 2.3 In accordance with the *Education Act*, subsection 277.15 (5), nothing in *Part X.2* or any regulation, guideline, policy or rule under it shall be interpreted to limit the right of the Board to terminate the employment of a teacher for disciplinary reasons, whether or not a performance appraisal process relating to the teacher is being conducted under *Part X.2* of the *Education Act*. Administrative Procedure 405 Personnel Rules General provides examples of just cause for the dismissal of teaching staff.

3. INFORMATION SHARING

- 3.1 The recommendation to the Board for termination of employment shall be accompanied by the following:
 - 3.1.1 written reasons for the recommendation;
 - 3.1.2 a copy of the performance appraisal document; and
 - 3.1.3 copies of all documents relied upon in making the recommendation.

3.2 The principal shall promptly provide the teacher with:

- 3.2.1 a copy of the recommendation to the Board;
- 3.2.2 a copy of the written reasons for the recommendation; and
- 3.2.3 copies of all documents relied upon in making the recommendation.

4. THE BOARD HEARING

- 4.1 The Board hearing shall demonstrate procedural fairness. The teacher must be aware of the reasons for the recommendation and must have a fair chance to respond.
- 4.2 Notes of the Board hearing shall be recorded for the purpose of the Board's records.
- 4.3 The Board shall rule on any matter of procedure that may arise during the course of the hearing.
- 4.4 The director of education or designate and the teacher or teacher's representative shall be given an opportunity to make introductory statements.
- 4.5 The director of education or designate shall make the first presentation. If the director considers it necessary to have witnesses appear on behalf of the recommendation, they shall be called to appear prior to the teacher or the teacher's representative making any presentations or calling witnesses.
- 4.6 The presentation of the teacher's case shall commence after the director of education or designate has presented his or her evidence.
- 4.7 Trustees shall ask questions of a witness only after the party calling the witness has completed his or her presentation.
- 4.8 After the teacher or the teacher's representative has made a closing statement, the director of education or designate shall have an opportunity to respond.
- 4.9 Board members will have the opportunity to ask questions of clarification from both parties.
- 4.10 The Board will meet without the respective parties to the hearing in attendance to arrive at a decision regarding the recommendation. The secretary of the Board and recording secretary will remain in attendance. The Board may have legal counsel in attendance.
- 4.11 If the Board requires additional information or clarification in order to make its decision, both parties will be requested to return to the hearing to provide the additional information.

5. BOARD DECISION

- 5.1 The Board, upon receiving a recommendation to terminate a teacher's employment under *Part X.2* of the *Education Act*, shall determine, based on the competencies provided for in Ontario Regulation 99/02 whether or not the teacher is performing satisfactorily in the position to which he or she was assigned immediately before any action of the director of education to suspend or reassign the teacher, pending the Board's decision.
- 5.2 The determination of the Board shall be by majority vote of the members of the Board present at a meeting of the Board at which there is a quorum, within sixty (60) days of receiving the recommendation.

- 5.3 Where the Board determines that the teacher is not performing satisfactorily in the position to which he or she was assigned immediately before any action of the director of education, or determines the need to terminate employment for other reasons, the Board shall terminate the teacher's employment with the Board.
- 5.4 Where the Board does not make the determination described in subsection 5.3, the teacher's suspension or reassignment, as the case may be, shall cease and, except where the teacher and the Board agree otherwise, the teacher shall resume his or her former position.

6. COMMUNICATION OF DECISION

- 6.1 The Board decision will be communicated to the teacher by telephone and confirmed in writing following the hearing.
- 6.2 Where the Board terminates a teacher's employment for unsatisfactory performance, the secretary of the Board shall promptly file a complaint under section 26 of the *Ontario College of Teachers Act*, regarding the reasons for the termination.
- 6.3 Where a teacher employed by the Board resigns while he or she is on review status, the secretary of the Board shall promptly file a complaint under section 26 of the *Ontario College of Teachers Act*, regarding the reasons for the teacher having been placed on review status.
- 6.4 The Board shall promptly provide to any other school board requesting teacher performance appraisal documents all documents relating to termination of the employment of a teacher.

Legal References:

- *Education Act, paragraph 171(1) 3 Powers of Boards to Remove Teachers*
- *Education Act Part X.2 Teacher Performance Appraisal*
- *Ontario College of Teachers Act, section 26 Duties of Investigation Committee*
- *Ontario Regulation 298 Operation of Schools—General, paragraph 11(3) (j) Principal's Recommendation*
- *Ontario Regulation 99/02 Teacher Performance Appraisal*

Board References:

- Board Policy No. 4 - Corporate Board Job Description
- Board Policy No. 5 - Director of Education Job Description
- Administrative Procedure 405 - Personnel Rules General
- Administrative Procedure 460- Reporting Teacher Professional Misconduct



Decision _____ **Information** X

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

From: Kathy Soule, Director of Education

**Re: Board Policy No. 3-B: Electronic Meetings
Board Policy No. 11-J: Student Discipline Committee**

Purpose

To provide an update on amendments to Board Policy No. 3-B: Electronic Meetings and Board Policy No. 11-J: Student Discipline Committee as outlined in Appendix A and Appendix B.

Background

According to Procedure 110 Board Policy Development and Review, Board Policies are required to be reviewed every three years to ensure they are still relevant and have been implemented effectively. These changes were presented to the Executive Committee on February 7, 2011.

Current situation

On January 10, 2011 the Executive Committee recommended that the Director of Education be authorized to review the policies contained in Executive Committee Report C-2 and bring recommendations forward to the Executive Committee for discussion.

Board Policy No. 3-B: Electronic Meetings was amended by both strikeout and insertion of language to reflect the current practice and system plan.

Updates to Board Policy No. 11-J: Student Discipline reflect changes in the name of *Ontario Regulation 472/07* and definitions.

Appendix:

Appendix A – Board Policy No. 3-B: Electronic Meetings (revised)

Appendix B – Board Policy No. 11-J: Student Discipline Committee (revised)

Recommendation

For information only.

Respectfully submitted,

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

BOARD OPERATIONS

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

ELECTRONIC MEETINGS

1. OBJECTIVE

Hastings and Prince Edward District School Board recognizes the value of using electronic modes of communication in conducting its business. The Board realizes the need to make provision for the use of electronic means for participation in the meetings of the Board and its committees.

The Board has, as required by Ontario Regulation 463/97 Electronic Meetings made under the *Education Act*, developed and implemented this policy providing for the use of electronic means for the holding of meetings of the Board.

2. DEFINITIONS

Meetings of the Board—The term “meetings of the Board” throughout this policy refers to meetings of the Board and meetings of a committee of the Board, including a committee of the whole Board.

3. PROCEDURE

- 3.1 At the request of a Board member or student trustee, in situations where it is not possible for the member or student trustee to attend a regularly scheduled or special meeting of the Board, the Board shall provide electronic means for participation where the technology and infrastructure to support it are available, (i.e., teleconference phone, video conferencing). Except in emergency situations, such requests ~~s~~ must be made to the chair or secretary of the Board at least forty-eight hours before the commencement of said meeting.
- 3.2 The following persons must be physically present in the Board meeting room for any meeting of the Board or committee of the whole:
- the chair of the Board or designate;
 - at least one additional member of the Board; and
 - the director of education or designate.
- 3.3 The following persons must be physically present in the committee meeting room for any meeting of the Board's committees, except for a committee of the whole:
- the chair of the committee or designate; and
 - the director of education or designate.
- 3.4 The chair of the Board or committee will conduct the electronic meeting as if it were a regular meeting of the Board.
- 3.5 A Board member who participates in a meeting by electronic means is considered to be present at the meeting and will be recorded in the attendance for the meeting. Under section 228 of the *Education Act*, Board members must not absent themselves without being authorized by resolution entered in the minutes from three consecutive regular meetings of the Board. Also, in spite of

participation by electronic means, section 229 of the *Education Act* requires a physical presence in the meeting room of the Board for at least one regular meeting of the Board for each period of four full calendar months.

~~a.~~

~~3.53.6~~ The electronic means used for these meetings shall permit the member(s) to hear and be heard by all other participants in the meeting.

~~3.63.7~~ Student trustees who are participating through electronic means shall not participate in any part of a closed meeting of the Board dealing with the disclosure of intimate, personal or financial information in respect of a member of the Board or committee, an employee or prospective employee of the Board or a pupil or his or her parent or guardian.

~~3.73.8~~ The electronic means shall be provided in a way that ensures compliance with the rules governing conflict of interest of Board members.

~~3.83.9~~ The chair of the Board or secretary of the Board shall have authority to refuse to provide a Board member or student trustee with electronic means of participation in a meeting of the Board where it is deemed impossible to ensure compliance with subsections 3.7 or 3.8 above, or where the technology and infrastructure to support it are not available.

~~3.93.10~~ The Board may provide, at one or more locations within its jurisdiction, electronic means to permit participation in meetings by members of the public. Such participation shall be in accordance with Policy No. 3-A Delegations and Presentations. The extent and manner of public participation shall be determined by the Board chair based on the electronic means available.

~~3.103.11~~ _____ The Board shall ensure that the Board meeting room is open to permit physical attendance by members of the public at every meeting of the Board except a meeting closed to the public.

Legal References:

- *Education Act, section 208.1 Electronic Meetings*
- Ontario Regulation 463/97 Electronic Meetings

Board References:

LEGISLATED COMMITTEE

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

STUDENT DISCIPLINE COMMITTEE

1. PURPOSE

The Board formally delegates to the Student Discipline Committee the powers set out in the *Education Act*, Regulations under the *Act*, and the *Statutory Powers Procedure Act* to determine appeals of student suspensions and recommendations for expulsion.

Board Policy No. 13 - Appeals and Hearings Regarding Student Matters prescribes the procedures for the conduct of appeals and hearings by the Student Discipline Committee. This Board policy provides a summary of the key responsibilities of the committee.

2. DEFINITIONS

Adult Student—An adult student is 18 years of age or older, or 16 or 17 and has removed himself or herself from parental control.

Board Expulsion—A Board expulsion is an expulsion from all schools of the Board.

Mitigating and Other Factors—These factors are described in Ontario Regulation 472/07 – [Behaviour, Discipline and Safety of Pupils](#) and include, but are not limited to, the student's ability to control or understand the consequences of his or her behaviour; the student's history; the age of the student.

Parent—A reference to "parent" in this policy refers to both parents if applicable or to a guardian or guardians. ~~Parent means the custodial parent or guardian~~ of a minor child who is not an adult student.

School Expulsion—A school expulsion is from the school of the Board that the student was attending at the time of the incident.

3. POWERS AND DUTIES

3.1 Conducting a Suspension Appeal

3.1.1 If a superintendent's review of the suspension imposed by the principal does not resolve the issue, the Student Discipline Committee shall hear and determine a suspension appeal within fifteen school days of receiving the notice of intention to appeal.

3.1.2 When making its determination, the Student Discipline Committee shall consider the principal's report and submissions and the submissions and any other information provided by the parent or adult student. The Committee shall also consider the analysis and application of any mitigating and other factors which may or may not be applicable in the circumstances.

3.1.3 The Committee shall determine whether the decision to suspend and the suspension imposed were reasonable in the circumstances.

Deleted: the

Deleted: means

Deleted: the custodial parent

3.1.4 The Student Discipline Committee of the Board shall either:

- a) confirm the suspension and its duration;
- b) confirm the suspension but shorten its duration and amend the record accordingly;
- c) quash the suspension and order that the record be expunged;
- d) confirm the suspension and its duration, but order that the record be removed at some future date if certain conditions are met; or
- e) make such other appropriate order.

3.1.5 The decision of the Student Discipline Committee regarding the suspension appeal is final.

3.2 Conducting an Expulsion Hearing

3.2.1 When a principal, in consultation with the appropriate superintendent, recommends that a student be expelled, the Student Discipline Committee shall conduct an expulsion hearing. The hearing shall be held within twenty school days from the date the principal suspended the student pending a possible recommendation for expulsion.

3.2.2 The Student Discipline Committee shall consider whether the principal considered all relevant criteria and information, including mitigating or other factors, in reaching the decision to expel the student.

3.2.3 If the Student Discipline Committee considers that the student should not be expelled, the Committee shall make a determination to deal with the suspension in one of the ways described in paragraph 3.1.4 above.

3.2.4 The Student Discipline Committee's decision with respect to the suspension is final.

3.2.5 In the event the Student Discipline Committee decides to recommend that the student be expelled, the Committee must decide whether to impose a school expulsion or a Board expulsion. In determining the type of the expulsion, the Student Discipline Committee shall consider:

- a) the mitigating and other factors that apply;
- b) all submissions and views of the parties;
- c) any written response to the principal's report provided before the completion of the hearing; and
- d) such other matters as the Student Discipline Committee considers appropriate.

3.2.6 If the Student Discipline Committee decides to recommend a school expulsion, then the Committee must assign the student to another school.

3.2.7 If the Student Discipline Committee decides to recommend a Board expulsion, then the Committee must assign the student to a program for expelled students.

3.2.8 The Student Discipline Committee shall promptly provide written notice of the decision to expel the student to both parties and to the student, if he or she was not a party. This written notice shall include:

- a) the reason for the expulsion;
- b) a statement indicating whether the expulsion is a school expulsion or a Board expulsion;

- c) information about the school or program to which the student has been assigned; and
- d) information about the right to appeal the expulsion to the Child and Family Services Review Board.

4. MEMBERSHIP

- 4.1 All trustees will be appointed to the Student Discipline Committee annually, to serve on a rotating basis, with a minimum of three trustees required to conduct a suspension appeal or an expulsion hearing.
- 4.2 The Discipline Committee shall elect a chair from among its members.
- 4.3 A member of senior staff will act as secretary to the Student Discipline Committee, and serve in an advisory capacity to the committee on procedural matters.

5. MEETINGS

Committee meetings are called upon receipt of an appeal of a suspension, and upon a request for an expulsion hearing by the Board.

Legal References:

- *Education Act, Part XIII; Statutory Powers Procedure Act*
- Ontario Regulation 472/07 Suspension and Expulsion of Pupils
- Ontario Student Record Guideline
- Policy/Program Memorandum No. 128 The Provincial Code of Conduct and School Board Codes of Conduct
- PPM No. 141 School Board Programs for Students on Long-Term Suspension
- PPM No. 142 School Board Programs for Expelled Students
- PPM No. 145 Progressive Discipline and Promoting Positive Student Behaviour

Board References:

- Board Policy No. 13 - Appeals and Hearings Regarding Student Matters
- Administrative Procedure 145 - District Code of Conduct and School Codes of Conduct;
- Administrative Procedure 378 - Student Discipline, Bullying Prevention and Intervention
- Form F013-1 - Notice of Suspension Appeal
- Form F013-2 - Board Suspension Appeal Decision
- Form F013-3 - Board Expulsion Decision



Decision _____ **Information** X

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

From: Mary Hall, Trustee Representative, Student Senate
Kathy Soule, Director of Education

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

Purpose

To provide an update on amendments to Board Policy No. 3-C: Student Representation on the Board as outlined in Appendix A.

Background

According to Procedure 110 Board Policy Development and Review, Board Policies are required to be reviewed every three years to ensure they are still relevant and have been implemented effectively.

Current situation

On January 10, 2011 the Executive Committee recommended that the Director of Education be authorized to review the policies contained in Executive Committee Report C-2 and bring recommendations forward to the Executive Committee for discussion.

At the Student Senate meeting held on February 8, 2011, the policy was reviewed with the following recommendation being brought forward to align the policy with *Ontario Regulation 7/07 Student Trustee*.

Appendix:

Appendix A – Board Policy No. 3-C Student Representation on the Board (revised)

Recommendation

For information only.

Respectfully submitted,

Mary Hall
Trustee Representative, Student Senate

Kathy Soule
Director of Education and Secretary of the Board

POLICY NO. 3-C	
Adopted	March 26, 2001
Last Revised	May 26, 2008
Review Date	May, 2011

BOARD OPERATIONS

STUDENT REPRESENTATION ON THE BOARD

1. OBJECTIVE

Hastings and Prince Edward District School Board is committed to involving students in the educational decision-making process and supports student trustees as representatives of the interests of pupils within the Board.

2. DEFINITIONS

None

3. POLICY STATEMENT

3.1 Student Involvement

The Board recognizes the benefits which accrue when students are involved in the educational decision-making process. To enable students to participate in this manner, the position of student trustee is established.

3.2 Student Perspectives

The Board expects that students who serve as student trustees shall bring student perspectives to Board discussions; will develop as student leaders; will bring to the Board an increased awareness of issues of concern to students; will assist the Board in determining student issues and student opinion; and will foster effective communication between the Board and students.

3.3 Parameters for Student Representation

The Board shall provide for the appointment of two student trustees to the Board. This representation shall be within the following parameters:

- 3.3.1 Representation shall be in accordance with the *Education Act* and attendant regulations.
- 3.3.2 Representatives shall be students enrolled in a secondary school within the jurisdiction of the Board for the period of representation.
- 3.3.3 Representatives may participate in all public Board discussions and be recognized by the chair, but shall not be entitled to a binding vote.
- 3.3.4 Representatives may participate in closed meetings of the Board, except when dealing with the disclosure of intimate, personal or financial information in respect of a member of the Board or committee, an employee or prospective employee of the Board or a pupil or his or her parent or guardian.
- 3.3.5 A student trustee is not a member of the Board and is not entitled to exercise a binding vote on any matter before the Board or any of its committees.
- 3.3.6 A student trustee is entitled to require that a matter before the Board or one of its committees on which the student trustee sits be put to a recorded vote, and in that case there shall be:
 - a) a recorded non-binding vote that includes the student trustee's vote; and
 - b) a recorded binding vote that does not include the student trustee's vote.

- 3.3.7 A student trustee is not entitled to move a motion, but is entitled to suggest a motion on any matter at a meeting of the Board or of one of its committees on which the student trustee sits, and if no member of the Board or committee, as the case may be, moves the suggested motion, the record shall show the suggested motion.

3.4 Board and Committee Agenda Packages

The Board shall ensure that student trustees receive and review regular copies of the public session of the Board and Board committee agenda packages in accordance with Board policy and procedures.

4. PROCEDURE

4.1 Student Senate

A student senate, composed of up to eighteen representatives in total, from secondary schools within the jurisdiction of the Board, shall be formed and meet a minimum of four times within their term.

4.2 The Student Senate:

- 4.2.1 shall consist of two representatives from each secondary school unless otherwise provided for within this procedure.

- 4.2.2 shall require students, in order to be eligible for this role, to meet the following criteria:

- a) Students must be sixteen years of age or older and entering or enrolled in year 3 or 4 as a full-time student at the secondary school.
- b) Students should have achieved in a previous school year and maintained a minimum average of 70% in all subjects.
- c) Students should have demonstrated an interest and prior involvement in school and/or community-based activities.

- 4.2.3 is a committee of student representatives responsible for the election of two students from the student senate for appointment by the Board as student trustees for Board consideration by no later than the regular May Board meeting preceding the term of the student trustees.

- 4.2.4 shall be elected on or before May 1 by a method decided upon by each secondary school's student council.

- 4.2.5 shall elect the two student trustees at the first meeting to be held ~~within the first week of May~~ not later than April 30.

- 4.2.6 shall assist the student trustees in determining student issues, gathering student opinion and communicating with students.

- 4.2.7 shall serve for the term of June 1 through to May 31.

4.3 Responsibilities of Student Trustees

Student trustees must be willing to commit the necessary time to attend meetings and perform duties and responsibilities as follows:

- 4.3.1 to regularly attend all public Board meetings;
- 4.3.2 to be knowledgeable about and be willing to comply with Board policies and procedures;
- 4.3.3 to attend and participate in standing committees whenever possible;
- 4.3.4 to serve as the student liaison representatives to the student senate;
- 4.3.5 to consult with and to keep the student senate informed about Board issues of interest and concern to students;
- 4.3.6 to represent the views of the student senate when participating in Board discussions;

-
- 4.3.7 to demonstrate confidentiality and discretion at all times; and
 - 4.3.8 to undertake a mentoring role with the incoming student senate.
 - 4.3.9 Even though student trustees are not members of the Board, they will have the same opportunity for participation at meetings of the Board or committees of the Board as granted to elected Board members.
 - 4.3.10 If attendance is not possible, the director of education shall be notified. Attendance of the student trustees does not affect the quorum.

4.4 Mentor/Advisor

- 4.4.1 The vice-chair of the Board and the director of education shall serve as mentors/advisors to the student trustees. Further, the director of education and vice-chair shall serve as the mentors/advisors to the student senate.
- 4.4.2 Orientation for the newly-selected student trustees shall be provided by the vice-chair of the Board and the director of education prior to the regular meeting of the Board in September. During their term, student trustees may request additional information or assistance, as required.

4.5 Term of Office

- 4.5.1 The term of office for student trustees shall be the school year (September through June) with the student trustees commencing office following their election by the student senate and approval by the Board.
- 4.5.2 Student trustees shall normally occupy the position for a one-year term only.
- 4.5.3 Notwithstanding paragraph 4.5.2, a student trustee can stand for re-election for one further one-year term providing he/she continues to meet all qualifying requirements.
- 4.5.4 In the event of a student trustee being elected for a second term, the secondary school in which that student is registered will be entitled to name a third representative.

4.6 Vacancies

In the event that one or more of the student trustees is not able to complete the term of office, the student senate shall elect a replacement for Board approval at the next regularly scheduled Board meeting.

4.7 Budget

- 4.7.1 The student senate, at its first meeting shall set the budget for the upcoming year at an amount not exceeding the amount allotted by the Ministry in the student focussed funding model for the purpose of student representation.
- 4.7.2 The setting of the budget will take into account the following: cost of attendance at student senate and Board and committee meetings; membership fee in the Ontario Student Trustees Association; attendance at OSTA meetings and workshops and other related conferences; student senate activities (i.e. Youth Forum) and any other costs associated with the operation of the student senate.

4.8 Reimbursement of Expenses

- 4.8.1 Student trustees shall receive an honorarium of \$2,500.00 to be provided to the student trustee at the June meeting of the Board in the year in which they served.
- 4.8.2 Student trustees and other members of the student senate will be reimbursed for their out-of-pocket expenses reasonably incurred in connection with carrying out their duties and responsibilities. Such reimbursement of expenses shall be in accordance with the same rules that govern the reimbursement of elected Board members' expenses.

4.9 Co-operative/Community Service Credit

4.10 Due to the time commitment inherent in the position as student trustee, the student trustees may submit a request to the principal prior to the commencement of their participation to be considered eligible for obtaining a co-operative or community service credit.

4.11 The principal, at his/her discretion, will determine such eligibility.

Legal References:

- *Education Act, section 55 Student Trustees*
- *Ontario Regulation 7/07 Student Trustees*

Board References:

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



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

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

From: Kathy Soule, Director of Education

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

Purpose

To provide an update on amendments to Board Policy No. 3-D: Board Communications & Media Relations as outlined in Appendix A.

Background

According to Procedure 110 Board Policy Development and Review, board policies are required to be reviewed every three years to ensure they are still relevant and have been implemented effectively.

Current situation

On January 10, 2011 the Executive Committee recommended that the Director of Education be authorized to review the policies contained in Executive Committee Report No. C-2 and bring recommendations forward to the Executive Committee for discussion.

Board Policy No. 3-D: Board Communications & Media Relations was amended by both strikeout and insertion of language to reflect the current practice and system plan.

Appendix:

Appendix A – Board Policy No. 3-D: Board Communications & Media Relations (revised)

Recommendation

For information only.

Respectfully submitted,

Kathy Soule
Director of Education and Secretary of the Board

BOARD OPERATIONS

POLICY NO. 3-D	
Adopted	November 28, 2000
Last Revised	May 26, 2008
Review Date	May, 2011 May 2014

BOARD COMMUNICATIONS ~~AND~~ & MEDIA RELATIONS

1. OBJECTIVE

Hastings and Prince Edward District School Board is committed to fostering positive relationships and effective communication within the educational system ~~and with~~ ~~and with~~ the ~~broader community at large public and media~~. The Board strives to ensure efficient and effective communication ~~founded in Growing with Character to promote~~ ~~of the Board's philosophy, goals, plans and developments.~~ AIM—Achievement in Motion for Student Success System plan, events, activities and legislated requirements.

~~Board members recognize newspapers, radio and television broadcasting stations, the Board website and other information media to be important means of keeping people informed about school services, programs, initiatives, challenges and needs. The Board welcomes the interest and assistance of media representatives.~~

~~The Board values the assistance of all media in the promotion of Hastings and Prince Edward District School Board as the education system of choice.~~

2. DEFINITIONS

~~None~~

~~Stakeholders – include students, parents/guardians, employees, the broader public and the media.~~

3. PROCEDURE

3.1 All communications between the Board ~~and stakeholders, the educational system and the community at large shall endeavour to~~ will be clear, concise and timely to ensure ~~that all stakeholders have~~ access to relevant information ~~as promptly as possible.~~ in a timely manner.

3.2 The ~~director of education~~ Director of Education or designate shall be responsible for maintaining effective and consistent channels of communication with all stakeholders. ~~in the educational system and the community at large.~~

3.3 The Board shall provide to stakeholders information that reflects current trends in education.

3.4 The Board shall provide to stakeholders information that is necessary to build a sense of pride in the success of programs and projects established by the system.

3.5 Legislative requirements for communications will be met. ~~All Board communications shall meet the goals set by the Board and the responsibilities as set out in existing legislation and contracts.~~

3.6 The Board recognizes the right of the ~~information~~ media to seek facts that are ~~of special interest pertinent~~ in the conduct of their work and will cooperate with the media in the release of such facts such that they do not violate legislation, contractual obligations and/or Board policy. ~~expects staff co-operation with the media as long as the release of such facts does not violate legislated and contractual obligations and Board policy.~~

~~3.7—Every attempt shall be made to release information in a consistent manner to all appropriate media.~~

~~3.83.7~~ The ~~chair~~ Chair of the Board and the ~~director of education~~ Director of Education, or designate, are the Board's primary spokespersons in all situations where a system level comment or response is required. The ~~chair~~ Chair, as the Board's elected representative, provides comments from a political perspective. The ~~director of education~~ Director of Education, or designate, provides the administrative view as the Board's ~~chief executive officer~~ Chief Executive Officer and Chief Education Officer.

~~3.93.8~~ Agendas, reports and minutes, ~~reports and other documents~~ of public Board and/or standing committee public meetings shall be posted on the website and also made available to ~~the staff; employee group leaders; the media; and, if requested, community associations and municipal representatives in Hastings and Prince Edward counties.~~ stakeholders, if requested.

~~3.103.9~~ News releases shall be written in accordance with the established guidelines.

~~3.11~~ News releases may will be posted on the Board website.

Legal References:

- *Education Act, section 207 Access to Meetings and Records*
- *Municipal Freedom of Information and Protection of Privacy Act*
- *Charter of Rights and Freedoms*

Board References:

- Board Policy No. 1 - Board Mission and Goals
- Board Policy No. 2 - Governance By-Laws and Standing Rules
- Board Policy No. 4 - Corporate Board Job Description

- Board Policy No. 5 - Director of Education Job Description
- Board Policy No. 7 - Board Policy Development and Review
- Guidelines for News Releases



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

To: The Chair and Members of the Operations and Finance Committee
From: Kathy Soule, Director of Education
Re: **Board Policy No. 11-B: Program and Human Resources Committee**

Purpose

To provide an update on amendments to Board Policy No. 11-B: Program and Human Resources Committee as outlined in Appendix A.

Background

According to Procedure 110 Board Policy Development and Review, Board Policies are required to be reviewed every three years to ensure they are still relevant and have been implemented effectively.

Current situation

On January 10, 2011 the Executive Committee recommended that the Director of Education be authorized to review the policies contained in Executive Committee Report C-2 and bring recommendations forward to the Executive Committee for discussion.

Board Policy No. 11-B: Program and Human Resources Committee was amended by strikeout and insertion of language to reflect current practice and the system plan.

Appendix:

Appendix A – Board Policy No. 11-B: Program and Human Resources Committee (revised)

Recommendation

For information only.

Respectfully submitted,

Kathy Soule
Director of Education and Secretary of the Board

STANDING COMMITTEE

POLICY NO. 11- B	
Adopted	May 26, 2008
Last Revised	May 26, 2008 Draft: January 11, 2011
Review Date	May, 2011 January 2014

PROGRAM AND HUMAN RESOURCES COMMITTEE**1. PURPOSE**

The Program and Human Resources Committee shall review and make recommendations to the Board on matters concerning educational programs, special education services and human resources/personnel issues.

2. POWERS AND DUTIES

- 2.1 The committee shall support the achievement of the Board's major areas of responsibility that relate to educational programs, special education services and human resources issues, as described in Board Policy No. 4 Corporate Board Job Description.
- 2.2 The committee is responsible for reviewing and recommending to the Board the goals in the Board's system plan and the means whereby these goals may be achieved.
- 2.3 The committee will review and monitor, through the director of education, matters relating to the quality of programs and program delivery within the system.
- 2.4 The committee will receive, through the director of education, reports relating to the development of special education programs and make recommendations to the Board concerning the need for and the impact of these special ~~provisions~~ programs.
- 2.5 The committee will review and monitor, through the director of education, matters relating to the use of instructional and assistive technology to expand learning opportunities for all students and provide essential support for students with special education needs.
- 2.6 The committee will receive, through the director of education, presentations and reports relating to the progress of students, student discipline and school safety, and any other matters which influence the effectiveness of the schools.
- 2.7 The committee will monitor that the Board acts in accordance with the *Education Act*, regulations and other statutory requirements to ensure the implementation of provincial education standards and policies.
- 2.8 The committee is responsible for ensuring that all employees of the Board are valued and treated with respect, that the principles of fairness, ~~-and~~ equity and inclusivity are practiced, and that the provisions of all current employment and labour laws and Board agreements are implemented.
- 2.9 The committee will monitor the success of administrative procedures related to the management of the Board's human resources and programs that provide benefits and services to employees.

2.10 The committee will discuss with the director any issue about educational programs, special education services, or human resources matters that might require the development of an administrative procedure.

3. MEMBERSHIP

3.1 Membership is appointed each year at the annual meeting held in December.

3.2 Membership shall consist of a minimum of five trustees.

4. MEETINGS

4.1 The Program and Human Resources Committee shall schedule meetings for the third Monday evening of each month in which a regular meeting of the Board is held, with the following exceptions:

- a) There will be no regular committee meeting in December.
- b) In June the meeting shall be held on the second Monday evening.
- c) Where the third Monday of any month falls on a statutory holiday, the meeting shall be held on the Tuesday immediately following the holiday.

4.2 Any change in meeting dates shall require advance notice to be publicly posted at least seventy-two hours in advance.

Legal References:

- *Education Act, sections 170-171 Duties and Powers of Boards; Part XIII Behaviour, Discipline and Safety*
- *Education Quality and Accountability Office Act*
- *Labour Relations Act*

Board References:

- Board Policy No. 1 - Board Mission and Goals
- Board Policy No. 4 - Corporate Board Job Description
- Board Policy No. 5 - Director of Education Job Description
- Achievement in Motion System Plan



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

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

From: Dave Rutherford, Superintendent of Business Services

Re: **Trenton High School Track Quest Proposal**

Purpose

To provide an update on the proposed project to replace the track and field facility at Trenton High School.

Background

Trenton High School Track Quest (Track Quest) is a Trenton High School Alumni Association initiative. Representatives of Track Quest made a presentation to the February 14, 2011 Operations and Finance Committee meeting. The presentation recounted the history of the existing facility, described its' current condition and provided an informal cost estimate (\$500,000) for reconstruction as well as possible sources of funding.

Track Quest requested permission to proceed with the project and to undertake fundraising with the assistance of the Hastings and Prince Edward Learning Foundation (HPELF). Administration was asked to study and report on the request.

Current situation

Based on the presentation and documentation submitted by Track Quest, administration is supportive of the project. HPELF has provided Track Quest with a fundraising application form to complete to assist in coordinating fund raising efforts for the project. Once the fundraising application is completed and reviewed by the foundation, fundraising initiatives supported by HPELF will be able to proceed.

Since the proposed facility will be located on board property administration recommends that the Facility Services department manage the construction of the project. The first step would be to retain a design professional to review the scope of work and establish a preliminary cost estimate which would confirm the fundraising goals of the project. Upon acceptance of the preliminary cost estimate for the project, the design professional would prepare detailed drawings and specifications for tender by the board to qualified contractors. Project construction would proceed upon Board acceptance of the tender and confirmation of sufficient funds from Track Quest.

Recommendation

Moved:

Seconded:

That the Operations and Finance Committee supports in principle the replacement of the track and field facility at Trenton High School and that administration work with the Trenton High School Alumni Association to retain a design professional to prepare a preliminary cost estimate and to develop drawings and specifications to tender the project as contained in the Operations and Finance Committee Public Session Report No. C-6, dated March 7, 2011.

Respectfully submitted,

**Dave Rutherford
Superintendent of Business Services**



Decision _____ **Information** X

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

From: Matt Norton, Senior Information and Technology Services Officers

Re: Video Surveillance Project Update

Purpose:

To provide an update on the Video Surveillance Project.

Background:

In the spring of 2009 the Video Surveillance Committee, composed of superintendents, system principals, the senior ITS officer, and secondary school administrators, presented to Administrative Council the framework for the implementation standards for video surveillance systems in secondary schools. This presentation included the criteria for the deployment of cameras in interior and exterior locations. A Request for Proposal was issued on November 23, 2009 with a closing date of January 14, 2010. The contract was awarded to a.p.i. Alarm Incorporated.

Work began at the secondary schools in June 2010, with all eight secondary schools being completed as of January 2011.

Prior to the deployment of this project, there were 19 DigiOp DVR's in the secondary schools with a total of 254 cameras. At the completion of the project, 17 Divis DVR's with a total of 481 colour cameras, which are comprised of 142 external cameras and 338 internal cameras, have been installed.

The installation of interior and exterior cameras was completed at the following nine elementary schools as of the beginning of February 2011:

- Bayside Public School and annex
- Harry J. Clarke Public School
- Madoc Public School
- Prince of Wales Public School
- Queen Elizabeth Public School (Trenton)
- Queen Elizabeth School (Belleville)
- Sir Winston Churchill School
- Tyendinaga Public School

In October 2010, the Video Surveillance Committee selected the next group of elementary schools to receive video surveillance equipment during the 2010/2011 school year. The selected elementary schools were:

- Athol Central Public School
- College Street Public School
- North Hastings Senior Elementary School
- Prince Charles School (Belleville)



- Prince Charles Public School (Trenton)
- Queen Elizabeth School (Picton)
- Sir John A. MacDonald School
- Susanna Moodie Elementary School

Current Situation:

As of mid February 2011 Prince Charles Public School (Trenton) was completed.

Cabling of the four ARC schools will be completed by the construction contractors within the respective completion timelines.

The order of installation for the remaining schools is as follows:

- College Street Public School
- Susanna Moodie Elementary School
- Queen Elizabeth School (Picton)

They will be complete by the end of June.

Respectfully submitted,

**Matt Norton
Senior Information and Technology Services Officer**



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 February 28, 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 February 28, 2011 are included for review.

Appendices

Appendix A – Trustee expenditures for the period ending February 28, 2011.

Recommendation

For information only.

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 FEBRUARY 28, 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	-	313.15	
646	Mary Hall (Vice Chair)	-	-	
647	Harry Marissen	-	173.85	
648	Carl Pitman (Chair)	-	475.40	
649	Jim Williams	-	288.60	
651	Budget	8,950.00	-	
652	Lucille Kyle	-	822.75	
653	Dave Patterson	-	63.54	
654	Jennifer Cobb	-	97.59	
		<u>8,950.00</u>	<u>3,057.32</u>	<u>5,892.68</u>
Travel - Policy 3F Section 3.3				
611	Student Trustees	-	1,380.42	
640	Dwayne Inch	-	2,012.79	
641	Cliff Cotton	-	36.01	
642	Monica Walker	-	1,935.85	
643	Mike Brant	-	1,311.49	
644	S. Clements	-	702.60	
645	T Goodfellow	-	1,277.22	
646	Mary Hall (Vice Chair)	-	1,283.19	
647	Harry Marissen	-	238.46	
648	Carl Pitman (Chair)	-	1,505.36	
649	Jim Williams	-	1,188.50	
651	Budget	22,500.00	-	
652	Lucille Kyle	-	2,008.19	
653	Dave Patterson	-	1,265.83	
654	Jennifer Cobb	-	1,187.15	
		<u>22,500.00</u>	<u>17,333.06</u>	<u>5,166.94</u>



HASTINGS AND PRINCE EDWARD DISTRICT SCHOOL BOARD
TRUSTEE EXPENDITURES
FOR THE PERIOD FROM SEPTEMBER 1, 2010 TO FEBRUARY 28, 2011

		BUDGET	ACTUAL	VARIANCE
Workshops & Conferences - Policy 3F Section 3.4				
611	Student Trustees	6,000.00	3,202.29	2,797.71
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	294.87	2,205.13
646	Mary Hall (Vice Chair)	2,500.00	423.66	2,076.34
647	Harry Marissen	625.00	-	625.00
648	Carl Pitman (Chair)	2,500.00	779.97	1,720.03
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>4,354.85</u>	<u>26,645.15</u>
		<u>62,450.00</u>	<u>24,745.23</u>	<u>37,704.77</u>