



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, April 11, 2011
commencing at 7:00 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

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

Chair of the Board: Carl Pitman

Director of Education: Kathy Soule

Operations and Finance Committee PUBLIC AGENDA

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

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

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

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



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

March 7, 2011

DRAFT

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

Regrets: None

Student Trustee: C. Meyette (Absent)

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

Resource: R. McGall, D. Rutherford, D. Tregenza

Minutes: J. Newman

Call to order

The meeting was called to order at 5:28 p.m.

Delegations/presentations

None

Approval of agenda

Report No. C-6: Trenton High School Track Quest Proposal was moved to "Recommendations"

Moved: D. Patterson

Seconded: M. Hall

That the agenda be approved as amended.

Carried

Approval of minutes

Moved: T. Goodfellow

Seconded: M. Hall

That the minutes of the regular meeting of February 14, 2011 be approved.

Carried

Business Arising

None

Moved: M. Hall

Seconded: D. Patterson

That the minutes of the special meeting of February 28, 2011 be approved.

Carried

Business Arising

None

Recommendations

Trenton High School Track Quest Proposal

Superintendent Rutherford provided an update on the proposal from the Trenton High School Alumni Association to replace the track and field facility at Trenton High School. Based on the presentation and documentation submitted by Track Quest, administration is supportive of the

project. The committee discussed maintenance of the new track facility and the need for the partnership agreement to include details regarding maintenance responsibility.

Moved: D. Patterson
Seconded: S. Clements

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.

Carried

Information

Board Policy Review:

Superintendent McGall provided an overview of proposed changes to the following policies that were reviewed as part of the regular board policy review. It was noted that policies with substantial change will be brought forward at the next board meeting for approval. Superintendent McGall also noted that some further changes related to consistency of terms and capitalization will be addressed as a result of the policy review at the Executive Committee meeting.

- Policy No. 3-A: Delegations and Presentations – no changes
- Policy No. 14: Hearings on Termination of Teacher Employment – no changes
- Policy No. 3-B: Electronic Meetings
Input was provided regarding the current requirement for electronic meeting requests to go to the chair or secretary of the board.
- Policy No. 11-J: Student Discipline Committee
- Policy No. 3-C: Student Representation on the Board
- Policy No. 3-D: Communications and Media Relations
- Policy No. 11-B: Program and Human Resources Committee

Video Surveillance Project Update

Matt Norton, Senior ITS Officer provided an update on the Video Surveillance Project involving elementary schools. Included in the update was a list of completed elementary schools and a status report on the elementary schools scheduled to have video surveillance equipment installed during this school year.

Capital Projects Update

Don Tregenza provided a verbal update on the capital projects currently underway at York River Public School, Athol-South Marysburgh Public School, Prince Charles School, Belleville and Sir John A. Macdonald School. Input was provided regarding the need for additional custodial staff while construction is taking place.

Superintendent Rutherford advised that the Ministry has confirmed funding for Athol-South Marysburgh Public School in the amount of 1.45 Million and funding for Full Day Learning year 3 sites in the amount of 2.4 Million which includes just over \$400,000 of the Athol-South Marysburgh funding.

Trustee Expense Reimbursement

Superintendent Rutherford provided an update on trustee expenses for the period ending February 28, 2011. Trustees Clements, Hall, Goodfellow and Pitman requested further clarification of the expenses noted.

Correspondence – None

The meeting adjourned at 6:33 p.m.



Decision X **Information**

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

From: Dave Rutherford, Superintendent of Business Services

Re: **Short Term Borrowing**

Purpose

To approve a borrowing resolution for short term financing for:

- the addition and renovations to Sir John A. Macdonald School and Prince Charles School, Belleville under the Prohibitive to Repair and Enrolment Pressures programs.
- the cost of renovations for Full Day Kindergarten, Energy Efficiency, Geothermal and School Renewal Projects at various sites.

Background

The board is undertaking a number of capital projects during this school year as a result of accommodation reviews in west Belleville and North Hastings, as well as special projects tied to specific Ministry of Education capital funding such as Full Day Kindergarten, Energy Efficient Schools, Geothermal Projects and School Renewal.

Current situation

In order to finance capital projects funded by the Ministry of Education, the Board is required to have a capital borrowing resolution in place in order to arrange short term financing. Once the projects are completed the Prohibitive to Repair and Enrolment Pressures projects will be financed over a 25 year period by the Ontario Financing Authority. The Full Day Kindergarten, Energy Efficiency, Geothermal and School Renewal projects are paid as capital grants based on specific milestones being attained.

Appendices

Appendix A - Capital Borrowing Resolution – Sir John A. Macdonald School, Prince Charles School, Belleville

Appendix B - Capital Borrowing Resolution – Full Day Kindergarten

Recommendation

Moved:

Seconded:

That the Operations and Finance Committee recommend that Hastings and Prince Edward District School Board, in order to meet short term borrowing requirements for the addition and renovations to Sir John A. Macdonald School and Prince Charles School, Belleville, approve the borrowing resolution authorizing the borrowing of a sum of up to six million, eight hundred thousand dollars (\$6,800,000) from the Canadian Imperial Bank of Commerce as contained in the Operations and Finance Committee Public Report No. B-1 dated, April 11, 2011.

Moved:

Seconded:

That the Operations and Finance Committee recommend that Hastings and Prince Edward District School Board, in order to meet short term borrowing requirements for the cost of renovations for Full Day Kindergarten, Energy Efficiency, Geothermal and School Renewal Projects, approve the borrowing resolution authorizing the borrowing of a sum of up to three million, two hundred thousand dollars (\$3,200,000) from the Canadian Imperial Bank of Commerce as contained in the Operations and Finance Committee Public Report No. B-1, dated April 11, 2011.

Respectfully submitted,

**Dave Rutherford
Superintendent of Business Services**

HASTINGS AND PRINCE EDWARD DISTRICT SCHOOL BOARD

BORROWING RESOLUTION

**A RESOLUTION AUTHORIZING THE BORROWING OF MONEY BY WAY OF DEMAND BRIDGE
LOAN**

WHEREAS the Hastings and Prince Edward District School Board (hereinafter called the Board) finds it necessary to borrow up to the sum of \$6,800,000 by way of demand bridge loan for the addition/renovations to Sir John A. Macdonald and Prince Charles (Belleville) schools under the Prohibitive to Repair and Enrolment Pressures programs.

AND WHEREAS the estimated current revenues of the Board have not yet been received or fully received and such revenues hereafter to be received are sufficient to repay all unpaid sums borrowed hereunder and interest thereon:

THEREFORE the Board enacts as follows:

1. That the Chair and Treasurer are hereby authorized on behalf of the Board, pursuant to the orders to borrow by way of demand bridge loan, a sum or sums not exceeding the aggregate of \$6,800,000 to meet capital expenditures of the Board for the addition/renovations to Sir John A. Macdonald and Prince Charles (Belleville) schools under the Prohibitive to Repair and Enrolment Pressures programs and are hereby authorized to give, on behalf of the Board, to the lender a promissory note or credit agreement signed by the Chair and Treasurer for the monies borrowed hereunder with interest and other charges that may be agreed upon from time to time with the bank.
2. The Treasurer of the Board is hereby authorized and directed to apply in payment of all sums borrowed as aforesaid, together with interest thereon, all monies comprising of current revenue of the Board hereafter received.

We hereby certify that the foregoing is a true copy of a resolution of the Hastings and Prince Edward District School Board, duly passed at a meeting of the said Board regularly held and that the said resolution is in full force and effect.

DATED THIS 28th day of March, 2011.

HASTINGS AND PRINCE EDWARD DISTRICT
SCHOOL BOARD

CHAIR

SECRETARY

HASTINGS AND PRINCE EDWARD DISTRICT SCHOOL BOARD

BORROWING RESOLUTION

**A RESOLUTION AUTHORIZING THE BORROWING OF MONEY BY WAY OF DEMAND BRIDGE
LOAN**

WHEREAS the Hastings and Prince Edward District School Board (hereinafter called the Board) finds it necessary to borrow up to the sum of \$3,200,000 by way of demand bridge loan for the cost of renovations for full day kindergarten, energy efficiency, geothermal and school renewal projects.

AND WHEREAS the estimated current revenues of the Board have not yet been received or fully received and such revenues hereafter to be received are sufficient to repay all unpaid sums borrowed hereunder and interest thereon:

THEREFORE the Board enacts as follows:

1. That the Chair and Treasurer are hereby authorized on behalf of the Board, pursuant to the orders to borrow by way of demand bridge loan, a sum or sums not exceeding the aggregate of \$3,200,000 to meet capital expenditures of the Board for the cost of renovations for full day kindergarten, energy efficiency, geothermal and school renewal projects and are hereby authorized to give, on behalf of the Board, to the lender a promissory note or credit agreement signed by the Chair and Treasurer for the monies borrowed hereunder with interest and other charges that may be agreed upon from time to time with the bank.
2. The Treasurer of the Board is hereby authorized and directed to apply in payment of all sums borrowed as aforesaid, together with interest thereon, all monies comprising of current revenue of the Board hereafter received.

We hereby certify that the foregoing is a true copy of a resolution of the Hastings and Prince Edward District School Board, duly passed at a meeting of the said Board regularly held and that the said resolution is in full force and effect.

DATED THIS 28th day of March, 2011.

HASTINGS AND PRINCE EDWARD DISTRICT
SCHOOL BOARD

CHAIR

SECRETARY



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

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

From: Dave Rutherford, Superintendent of Business Services

Re: Health and Dental Claims Audit

Purpose

To update trustees on the compliance audit results of the board's benefit carrier.

Background

One of the recommendations coming out of the Operational Review Report released in May 2010 was to consider having a compliance audit of the board's benefit carrier (Sun Life) to ensure adherence to the benefit plans terms and conditions. This would also ensure the accuracy and validity of claims paid.

Current situation

School Boards' Co-Operative Inc. (SBCI) which already provides Workplace Safety Insurance Board support to the board was engaged to carry out a health and dental claims audit. The objectives of the audit were:

- To review a representative sample size of health and dental claims that occurred in the most recent one year period.
- Assess the accuracy of the health and dental claim amounts paid to claimants and charged to the Board under the Board's service agreements with its' provider.
- Produce a written report of the findings of the audit.

The audit encompassed claims paid within the period of January 1, 2009 to September 30, 2010 and was completed in December 2010 with a final report and teleconference to review the results in February 2011.

The audit results indicate that Sun Life is adjudicating claims within the terms of the contract with only one area of non-compliance. The one exception noted was that several drugs used as fertility treatment were not classified as such in Sun Life's system. As a result, the expenses were not applied towards the \$2,400 lifetime maximum. The resulting overpayment of \$870 was relatively small but could be significant over time if not corrected. Other findings that originally appeared to be errors were traced back to provisions that were not reflected correctly in the employee benefits booklet.

Recommendations coming out of the audit are:

1. Request and receive confirmation from Sun Life that all drugs used in the treatment of infertility are classified as such in their system.

According to our account executive at Sun Life, the manufacturer's packaging is the issue for the drug identified by the audit. The Drug Identification Number (DIN) defaults to a general code on Sun Life's system but the expenses are correctly coded towards the employee's lifetime maximum.

2. Review booklet changes to ensure they accurately reflect Plan provision changes or changes in administrative procedure.



The items identified as incorrect in the benefit booklet were discovered before the booklets were distributed to employees. The booklets had been received from Sun Life and given to SBCI for the audit and before they had been reviewed by board staff.

Recommendation

For information only

Respectfully submitted

**Dave Rutherford
Superintendent of Business Services**



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

To: The Chair and Members of the Operations and Finance Committee
From: Dave Rutherford, Superintendent of Business Services
Re: **Ontario School Boards' Insurance Exchange (OSBIE) Membership Renewal**

Purpose

To advise trustees of the membership renewal with the Ontario School Boards' Insurance Exchange.

Background

The Hastings and Prince Edward District School Board has been a member of the Ontario School Boards' Insurance Exchange (OSBIE) since 1986.

Ontario School Boards' Insurance Exchange (OSBIE) was formed under the Reciprocal Insurance Exchange Agreement for school boards in the province of Ontario. OSBIE is licensed by the Financial Services Commission of Ontario to provide automobile, fidelity, legal expense, liability and property insurance to its subscribers. The exclusive nature of OSBIE makes it possible to customize projects and insurance coverage for school boards. Subscriptions to OSBIE come up for renewal at the end of a five-year subscription period.

Current situation

December 31, 2011 marks the end of the board's current five year subscription period with OSBIE. As outlined in the Subscribers' Agreement boards must give written notice before July 1, 2011 of intent to withdraw from membership in the Ontario School Boards' Insurance Exchange. If written notice is not received by OSBIE before July 1, 2011 membership is automatically renewed for another five year term.

Currently 75 school boards, 44 transportation consortiums as well as school authorities and a few other education related organizations are members of OSBIE.

Senior administration are not providing a notice of termination therefore membership for Hastings and Prince Edward District School Board will automatically be renewed with OSBIE for another five year term.

Appendices

Appendix A – OSBIE notification letter regarding subscription renewal

Recommendation

For information only

Respectfully submitted,

**Dave Rutherford
Superintendent of Business Services**



OSBIE

ONTARIO SCHOOL BOARDS'
INSURANCE EXCHANGE

FEB 14 2011

Operations and Finance Committee
Report No. C-2
April 11, 2011
Appendix A

February 7, 2011

Mr. Dave Rutherford
Superintendent of Finance
Hastings & Prince Edward District School Board
156 Ann Street
BELLEVILLE, Ontario
K8N 1N9

RE: Subscription Renewal

December 31, 2011 marks the end of the current 5 year subscription period with OSBIE. As outlined in the Subscribers' Agreement you must give written notification before July 1st, 2011, that it is your intent to withdraw from membership in the Ontario School Boards' Insurance Exchange. If we do not receive written notice of cancellation before July 1st, 2011, the Subscribers' Agreement indicates that membership is *automatically renewed* for another 5-year term.

If a Board decides to submit a Notice of Termination, our Board of Directors has set out the following policy to be followed:

- a) a Subscriber must provide written "Notice of Intention to Terminate Subscription" before July 1st of the final year of the applicable Subscription Period.
- b) Conditional notices of termination will not be accepted.
- c) Reinstatement of Subscriber will be subject to a reinstatement fee of 1% of the first year's annual premium, subject to a minimum of \$200 and a maximum fee of \$1,000.
- d) A Subscriber may request reinstatement of membership by November 30th of the final year of the applicable Subscription Period, subject to c) above, with no loss of rights under the Subscribers Agreement. Reinstatement after November 30th will result in forfeit of all rights under the previous Subscribers' Agreement.

As a member of OSBIE, you have ownership in the organization. The value of membership is a portion of the \$57M guarantee fund, which has grown by \$17.5M since the last subscription renewal. Since December 2005, subscribers have also shared in premium refunds of \$15.5M. If a board is to terminate OR not reinstate by November 30th, they will be forfeiting their portion of these benefits.

Should you have any questions or concerns, please do not hesitate to contact the OSBIE office.

Sincerely,

Traci Decaro, BA, CIP, CRM
Marketing and Member Services Coordinator

91 Westmount Road, Guelph, Ontario N1H 5J2 • Tel 519-767-2182
Fax 519-767-0281 • www.osbie.on.ca • info@osbie.on.ca

EVOLVING TO THE ULTIMATE BENEFIT OF SUBSCRIBERS



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

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

From: Dave Rutherford, Superintendent of Business Services

Re: **Board Policy No. 3-I: Indemnification of Board Members**
Board Policy No. 11-E: The Budget Committee
Board Policy No. 17: Transportation of Students
Board Policy No. 11-G: Special Education Advisory Committee

Purpose

To provide an update on the review of Board Policy No. 3-I: Indemnification of Board Members; Board Policy No. 11-E: The Budget Committee; Board Policy No. 17: Transportation of Students and Board Policy No. 11-G: Special Education Advisory Committee.

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. The following policies were reviewed and amended as noted in the attached appendices.

Board Policy No. 3-I: Indemnification of Board Members

No change.

Board Policy No. 11-E: The Budget Committee

Amended by strikeout, insertion of language, and re-numbering as noted in Appendix B.

Board Policy No. 17: Transportation of Students

Amended by strikeout, insertion of language and re-numbering to reflect changes to Board Procedure References, current practice and correct terminology as noted in Appendix C.

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

Amended by both strikeout and insertion of language to reflect the current practice and system plan as noted in Appendix D.

Appendix

Appendix A – Board Policy No. 3-I: Indemnification of Board Members (no change)

Appendix B – Board Policy No. 11-E: Budget Committee (revised)

Appendix C – Board Policy No. 17: Transportation of Students (revised)

Appendix D – Board Policy No. 11-G: Special Education Advisory Committee (revised)



**Hastings and Prince Edward
District School Board**

**Operations and Finance Committee
Report No. C-3
Page 2
April 11, 2011**

Recommendation

For information

Respectfully submitted,

**Dave Rutherford
Superintendent of Business Services**

BOARD OPERATIONS

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

INDEMNIFICATION OF BOARD MEMBERS

1. OBJECTIVE

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

2. PROCEDURE

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

Legal References:

Education Act, section 176 Benefits

Board References:

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

STANDING COMMITTEE

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

THE BUDGET COMMITTEE

1. PURPOSE

The Budget Committee is responsible for the review and recommendation of the annual budget to the Board. ~~It is the responsibility of the Board to establish a budget that is compliant with the requirements of the Education Act and aligns resources to support high levels of achievement for each student.~~

2. POWERS AND DUTIES

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

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

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

~~2.4~~ 2.3 ~~The committee shall establish a balanced annual operating budget based on Ministry of Education funding and the goals and priorities of the Board.~~

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

3. MEMBERSHIP

Committee membership includes all members of the Board.

4. MEETINGS

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

Legal References:

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

Board References:

Board Policy No. 1 - Board Mission and Goals



Hastings and Prince Edward District School Board

BOARD POLICY NO. 17

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

TRANSPORTATION OF STUDENTS

1. PURPOSE

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

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

2. POLICY

2.1 The three members of ~~The~~ Tri-Board Student Transportation Services have entered into a student transportation agreement to provide effective service in accordance with the *Education Act* and its regulations, the *Highway Traffic Act* and Ministry of Education guidelines.

2.2 The Transportation of Students policy applies to each of the member boards and is administered by the Chief Executive Officer of ~~The~~ Tri-Board Student Transportation Services.

Legal References:

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

Board References:

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



THE TRI-BOARD STUDENT TRANSPORTATION SERVICES INC

TRANSPORTATION OF STUDENTS

POLICY STATEMENT

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

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

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

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

REGULATIONS

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

1. TRANSPORTATION ELIGIBILITY

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

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

STUDENT WALKING DISTANCES

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

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

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

2. SPECIAL CONSIDERATION

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

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

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

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

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

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

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

3. BUS TICKETS

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

4. PROVISION OF CHARTERED SERVICES

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

5. BUS OPERATIONS

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

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

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

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

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

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

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

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

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

6. CHANGES IN 'AGREEMENT FOR TRANSPORTATION' CONTRACT

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

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

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

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

7. RESTRICTION OF BUS ROUTES

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

8. BASIS OF PAYMENT FOR BUS SERVICE

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

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

9. AWARDING CONTRACTS

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

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

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

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

10. SCHOOL BUS PATROLLERS

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

11. SPECIAL EDUCATION

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

12. FIRST AID TRAINING

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

13. LATE BUS TRANSPORTATION

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

14. INFORMATION FOR PARENTS

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

15. SHARED TRANSPORTATION

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

16. STANDARDIZED REPORTS ON BUS SERVICE

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

STATUTORY COMMITTEE

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

SPECIAL EDUCATION ADVISORY COMMITTEE

1. PURPOSE

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

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

2. POWERS AND DUTIES

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

3. MEMBERSHIP

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

4. MEETINGS

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

5. PROCEDURES

- 5.1 Election of Chair and Vice-Chair

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

5.2 Meeting Conducted by Chair

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

5.3 Agenda of Meeting

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

5.4 Quorum

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

5.5 Meeting Content

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

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

5.6 Recommendation to the Board

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

5.7 Individual/Personal or Staffing Concerns

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

5.8 Contact with School Personnel

For the purposes of the committee functioning, all contact with school personnel shall be channeled through the supervisory officer responsible for **S**pecial **E**ducation.

5.9 Contact with the Board

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

Legal References:

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

Board References:

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



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 March 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 March 31, 2011 are attached as Appendix A for review.

Appendices

Appendix A – Trustee expenditures for the period ending March 31, 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 MARCH 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	-	797.40	
644	S. Clements	-	302.16	
645	T Goodfellow	-	313.15	
646	Mary Hall (Vice Chair)	-	-	
647	Harry Marissen	-	173.85	
648	Carl Pitman (Chair)	-	587.42	
649	Jim Williams	-	336.56	
651	Budget	8,950.00	-	
652	Lucille Kyle	-	894.71	
653	Dave Patterson	-	95.29	
654	Jennifer Cobb	-	97.59	
		<u>8,950.00</u>	<u>3,828.66</u>	<u>5,121.34</u>
Travel - Policy 3F Section 3.3				
611	Student Trustees	-	1,380.42	
640	Dwayne Inch	-	2,278.45	
641	Cliff Cotton	-	36.01	
642	Monica Walker	-	1,935.85	
643	Mike Brant	-	1,390.07	
644	S. Clements	-	807.38	
645	T Goodfellow	-	1,382.00	
646	Mary Hall (Vice Chair)	-	1,747.51	
647	Harry Marissen	-	238.46	
648	Carl Pitman (Chair)	-	3,364.56	
649	Jim Williams	-	1,659.06	
651	Budget	22,500.00	-	
652	Lucille Kyle	-	3,482.87	
653	Dave Patterson	-	1,411.83	
654	Jennifer Cobb	-	1,366.79	
		<u>22,500.00</u>	<u>22,481.26</u>	<u>18.74</u>



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

		BUDGET	ACTUAL	VARIANCE
Workshops & Conferences - Policy 3F Section 3.4				
611	Student Trustees	6,000.00	3,343.75	2,656.25
640	Dwayne Inch	2,500.00	(486.65)	2,986.65
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	-	2,500.00
645	T Goodfellow	2,500.00	190.09	2,309.91
646	Mary Hall (Vice Chair)	2,500.00	318.88	2,181.12
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	-	1,875.00
654	Jennifer Cobb	1,875.00	-	1,875.00
		<u>31,000.00</u>	<u>3,366.07</u>	<u>27,633.93</u>
		<u>62,450.00</u>	<u>29,675.99</u>	<u>32,774.01</u>