



# Hastings and Prince Edward District School Board

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

Dwayne Inch, Chair of the Board

Rob McGall, Director of Education

## NOTICE OF MEETING

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

**Monday, January 30, 2012**

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

**at the Education Centre, Board Room  
156 Ann Street, Belleville**

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

If you would prefer to receive an electronic copy of the agenda package, please email  
[phoskin@hpedsb.on.ca](mailto:phoskin@hpedsb.on.ca) .

**Dwayne Inch**  
Chair of the Board

**Rob McGall**  
Director of Education and  
Secretary of the Board

**Trustees:** **Michael Brant**  
*Tyendinaga Mohawk Territory*  
**Bonnie Danes**  
*Centre Hastings*  
**Dwayne Inch**  
*South Prince Edward, Chair*  
**Jim Williams**  
*Sidney/Frankford, Vice-chair*

**Samuel J. J. Clements**  
*Trenton/CFB Trenton*  
**Thelma Goodfellow**  
*Southeast Hastings*  
**Lucille Kyle**  
*North Hastings*  
**Indigo Christ**  
*Student Trustee*

**Jennifer Cobb**  
*North Prince Edward*  
**Mary Hall**  
*Belleville*  
**Dave Patterson**  
*Belleville/Thurlow*  
**Ally Martin**  
*Student Trustee*



# Hastings and Prince Edward District School Board

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Rob McGall, Director of Education

## BOARD MEETING PUBLIC AGENDA

Regular meeting of January 30, 2012 – 7:00 p.m.  
Education Centre, Board Room

Section	Item	Report No.	Resp.
<b>A</b>	<b>Call to order</b>		
	Board prayer		B. Danes
	Delegations/presentations:		
	Character Moment – “All it Takes is One Friend” Earl Prentice Public School		J. Rogers
	Approval of agenda		D. Inch
	Approval of minutes:		
	• Regular meeting - November 14, 2011	A-1	D. Inch
	• Annual meeting – December 5, 2011	A-2	
	Business arising from the minutes		
	• Regular meeting – November 14, 2011		D. Inch
	• Annual meeting – December 5, 2011		
	Report from Committee of the Whole Board		D. Inch
<b>B</b>	<b>Recommendations</b>		
	Report from Executive Committee		
	• Director of Education Performance Appraisal	B- 1	D. Inch
<b>C</b>	<b>Information</b>		
	Calendar of events	C-1	R. McGall
	Report from the Chair	Verbal	D. Inch
	Report from Executive Committee	Verbal	D. Inch
	Report from Operations and Finance Committee	Verbal	D. Patterson
	Report from Program and Human Resources Committee	Information	
	• Program Review Update-French Immersion	attached	T. Goodfellow
	Report from Student Enrolment/School Capacity Committee	Verbal	T. Goodfellow
	Reports from staff		
	• Capital project update (Stirling & Tweed projects)	Verbal	D. Rutherford
	• Director’s Annual Report	(htf)	R. McGall
	Questions, reports and proposals from trustees (including “notices of motion”)	Verbal	All
<b>D</b>	<b>Correspondence</b>		
	Correspondence to former Minister of Education – L. Dombrowsky	D-1	R. McGall

### Adjournment

**Next regular meeting: Monday, February 27, 2012 – 7:00 p.m.**

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# Hastings and Prince Edward District School Board

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

Dwayne Inch, Chair of the Board

Rob McGall, Director of Education

## PUBLIC MOTIONS AND REPORTS January 30, 2012

Report	Info.	Decision	Motion
Approval of agenda		X	That the agenda be approved.
A-1 – Approval of minutes of the regular meeting of		X	That the minutes of the regular meeting of November 14, 2011 be approved.
A-2 – Approval of minutes of the annual meeting		X	That the minutes of the annual meeting of December 5, 2011 be approved.
Report from Committee of the Whole Board		X	That Hastings and Prince Edward District School Board approve the following recommendation from the January 30, 2012 Committee of the Whole meeting: 1. The placement of Ken Dostaler to the Secondary principal pool
B-1 – Report from Executive Committee		X	That the Board proceed with the Director's performance appraisal following the schedule and criteria as outlined in Executive Committee Report B-1, Appendix A-Performance Appraisal Process and Schedule, dated January 16, 2012, by way of a report with management letter and recommendation to the Committee of the Whole no later than May 28, 2012. This process will include using a series of questions developed by the Executive Committee and soliciting input from all trustees.
C-1 – Calendar of Events	X		For information only.
Adjournment			

**- D R A F T -**



**HASTINGS AND PRINCE EDWARD DISTRICT SCHOOL BOARD  
PUBLIC MEETING MINUTES  
NOVEMBER 14, 2011**

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**Members present:** S. Clements, J. Cobb, B. Danes, T. Goodfellow, M. Hall,  
D. Inch - chair, L. Kyle, D. Patterson, J. Williams

**Student Trustees:** Indigo Christ and Ally Martin

**Regrets:** M. Brant, M. Norton and D. Tregenza

**Absent:** None

**Resource:** C. DeMille, K. Donnell, T. FitzGibbon, R. McGall, C. Portt,  
J. Rogers, D. Rutherford, M. Savery-Whiteway.

**Guests:** None

**Minutes:** S. Cole, Secretary, Director's Office.

**Call to order**

Chair Inch called the meeting to order at 7:00 p.m.

**Board prayer**

Trustee Cobb said the Board prayer.

**Delegations/presentations**

**Sir John A. Macdonald Students**

Assistant Superintendent Cathy Port introduced Carol Fisher, Principal, and welcomed students from Sir John A. Macdonald School. She thanked Principal Fisher and Facilities Services, Manager, Nick Pfeiffer, for the guided tour of the newly renovated school. She acknowledged the time, energy and commitment that Principal Fisher has given to ensure that the multiple moves and transitions have gone smoothly. Sir John A. Macdonald School is an outstanding learning environment and will serve the students and community well.

Principal Fisher introduced four students who spoke about their experiences at Sir John A. Macdonald School. Leah in Grade 8 spoke about her years at SJAM and her appreciation for the new gym, new lockers and larger classrooms. Leah stated the new school colours, green and yellow will tie in with Centennial Secondary School, to which students transfer to for Grade 9. Elijah in Grade 5 spoke about learning about the five senses and learning to read Braille. Adena in Grade 5 spoke about the school's newsletter, *Grade 6/5 Times* written and designed by her class. Jackie in Grade 2 read a story she wrote called *The Adventures of Bella the Spider*. Principal Fisher commented that SJAM is one of the board's most diverse schools and is one that will prepare students for their place in the global village.

Chair Inch thanked Principal Fisher and the students for welcoming Trustees into their school and for their excellent presentations.

**Approval of the agenda**

**Moved: D. Patterson**  
**Seconded: M. Hall**

**That the agenda be approved.**

Carried

Director McGall called upon Superintendent Mandy Savery-Whiteway to comment on the purple t-shirts worn tonight by Trustees and Senior Administration.

Superintendent Savery-Whiteway indicated that today is the kick-off in recognition of Bullying Awareness and Prevention Week. The local slogan, "Be Kind to Me" was suggested by students for a second year. Colour posters were provided to schools and office buildings. All schools will be hosting activities, events and guest speakers. Secondary school students will be presenting a drama performance at Trenton High on Wednesday, November 16, 2011. The public is invited to attend.

**Timed Item:**

**BRAVO! Award**

Chair Inch called upon Superintendent FitzGibbon to present Kerry Donnell, Communications Officer and Erna Sorensen, Curriculum Coordinator with certificates in honour of their national BRAVO Awards. The BRAVO! Awards through the Canadian Association of Communicators in Education showcase Canada's best work in the field of educational communications.

Superintendent FitzGibbon commented that she is pleased to recognize two of our employees who have received this national award for their work on an outstanding project for the benefit of students. The Award of Distinction certificate recognizes the planning, production and evaluation of a document called *Planning for Grade 9 ... Taking the Next Step*. It's an online booklet containing detailed information for students and parents about how to make a successful transition from Grade 8 to 9.

Superintendent FitzGibbon congratulated Kerry and Erna for being recognized for their excellence and commitment in the development of this very resourceful document.

**Timed Item**

**Capital projects update**

Chair Inch called upon Superintendent Rutherford to speak to capital projects. Superintendent Rutherford introduced Nick Pfeiffer, Facility Services Manager, to give an update on school renovations and renewal. Mr. Pfeiffer presented a series of photographs of each school to illustrate the scope of work. A summary of the four major school renovations projects undertaken during the 2010-2011 school year is noted below:

**Athol-South Marysburgh Public School**

- Two classroom addition and creation of a new kindergarten room within the existing building.
- School office and staff room were renovated and enlarged.
- Additional washrooms were created within the addition.
- Fire alarm system and roof were replaced.

- Various site improvements.

**Prince Charles School (Belleville)**

- Addition that includes a new gymnasium with associated change rooms, two kindergarten rooms, a multi-purpose room and a community hub space.
- School office and staff room were renovated and enlarged.
- Existing gymnasium was converted to a library resource centre.
- Existing washrooms were relocated and renovated.
- Heating system was replaced with a geothermal system that provides heating, cooling and ventilation.
- Electrical services and site services were upgraded.
- Improved traffic flow with the creation of a roundabout and enlarged parking.

**Sir John A. Macdonald School**

- Addition that includes a new gymnasium with associated change rooms, two kindergarten rooms and a multi-purpose room.
- School office and staff room were renovated and enlarged.
- Existing gymnasium was converted to a library resource centre.
- Existing heating system was replaced with a heat pump system that provides heating, cooling and ventilation.
- Electrical services and site services were upgraded.

**York River Public School**

- Six classroom addition and improved access to the primary area.
- School office and staff room were renovated and enlarged.
- Additional washrooms were created and existing open concept classroom areas received permanent walls.
- Heating system was replaced with a geothermal system that provides heating, cooling and ventilation.
- Electrical services and storm water systems were upgraded.

Director McGall expressed his appreciation to Superintendent Rutherford, Facility Services personnel and respective school teams for their positive work ethic and team efforts. He thanked Trustees for their decisions and commented we are fortunate as a Board to have such terrific school facilities.

Chair Inch thanked Nick Pfeiffer for his presentation and expressed his appreciation for the work completed.

**Approval of the minutes**

**Moved: T. Goodfellow**  
**Seconded: B. Danes**

**That the minutes of the regular meeting of October 24, 2011 be approved.**

Carried

**Business arising from the minutes of the regular meeting of October 24, 2011**

No business arising from the minutes.

**Report from the Committee of the Whole Board**

**Moved: D. Inch**  
**Seconded: S. Clements**

**That Hastings and Prince Edward District School Board approve the following recommendation from the November 14, 2011 Committee of the Whole meeting:**

- 1. Annual internal audit plan**

Carried

**Recommendations**  
**Report from Executive Committee**  
**Policy Review**

**Moved: S. Clements**  
**Seconded: M. Hall**

**That Hastings and Prince Edward District School Board approve amendments to the following Board Policies as contained in Board Report B-1, dated November 14, 2011:**

- o Board Policy No. 2 Governance By-Laws and Standing Rules**
- o Board Policy No. 3 Board Operations**
- o Board Policy No. 4 Corporate Board Job Description**
- o Board Policy No. 7 Board Policy Development and Review**
- o Board Policy No. 11 Committees of the Board**
- o Board Policy No. 12 External Committees and Trustee Advocacy**

Director McGall noted that revisions to Board Policies are reflected in colour. He commented that some of the policies do not contain any changes, however, are being brought forward as a package for approval. A copy of the policy handout was distributed to Operations and Finance, Program and Human Resources and Executive Committees at their last meeting. Any additional changes were requested to be forwarded prior to the Board meeting

Trustee Clements indicated that after review, he would recommend a further amendment change to Board Policy 11-I: Audit Committee. In Section 4.1, he requested the addition of the word "*Board*" at the beginning of the second sentence "*Board Members are to be appointed .....*" and also an additional sentence at the end of section 4.1 as follows: "*Non-Board members are appointed by the Board through motion based upon recommendations from the Selection Committee as referenced in Section 4.7 below, according to Ministry regulations, when vacancies occur.*"

Trustee Clements also referenced Board Policy 11-K: Ad-Hoc Committees. He felt that the examples of ad-hoc committees created confusion and should be removed. Trustees agreed.

Trustee Hall made reference to Board Policy No. 11: Committees of the Board questioning the revised wording in Section 2 – Definition: Ad hoc Committee. After discussion it was agreed that that revised wording would remain.

After further discussion, the motion was voted on and

Carried, with amendments.

**Report from Audit Committee  
2010-2011 Audited Financial Statements**

Moved        J. Cobb  
Seconded    D. Patterson

**That Hastings and Prince Edward District School Board approve the audited Financial Statements for the 2010-2011 year as contained in Board Report No. B-2 dated November 14, 2011.**

Superintendent Rutherford referred Trustees to the Board Report contained in the Board package. He noted that the audited Financial Statements reflect the board's financial results for the 2010-2011 fiscal year. The Audit Committee is responsible for reviewing the Financial Statements and the results of the external audit and to recommend, if appropriate, that the Board approve the audited Financial Statements. The Audit Committee reviewed the external auditor's audit plan which outlined the obligations of management, Board of Trustees and external auditor as well as the audit approach, audit risks and audit management. As required by legislation, the Audit Committee, Director of Education and Superintendent of Business Services met with the external auditor on November 8, 2011 to review the Financial Statements, Auditor's Report and management letter.

District school boards are required to adopt Public Sector Accounting Board (PSAB) recommendations for local government as their financial standard and publish financial statements that are in accordance with this standard.

The Ministry of Education also requires school boards to submit annual financial forms. These Ministry forms have been designed so that they comply with PSAB recommendations and provide reconciliations that comply with the funding requirements of the Education Act. .

In February 2011 the Board received a financial update from administration based on the revised budget estimates as required to be submitted to the Ministry of Education. It was reported that the 2010-2011 operating deficit was projected to increase from \$500,000 to \$1,500,000. As reported to the board, the increase in the projected deficit was due to an increase in the OMERS pension contributions effective January 2011, the need to create two additional full day kindergarten classes based on student registrations that were not funded by the Ministry of Education, an increase in the replacement costs for educational assistants for high needs students and school budget balances carried forward from the previous year.

The audited Financial Statements result in an actual decline in the accumulated surplus of \$877,000. The improved financial result over management's earlier projection is due to funding announced late in the spring to recognize the additional OMERS pension costs boards incurred along with funding to offset some energy efficiency projects completed in 2009-2010.

Chair Inch asked Trustees if they had any questions. He expressed appreciation to Superintendent Rutherford for his efforts and hard work regarding the preparation of the financial statements.

Carried

### **Report from Staff**

#### **Trustee representation on committees**

**Moved D. Patterson**  
**Seconded by T. Goodfellow**

**That Hastings and Prince Edward District School Board authorize the director of education to draft and bring forward a list of proposed committee members, through the chair of the Board, for approval at the annual meeting of the Board on December 5, 2011 as outlined in Board Report B-1, dated November 14, 2011.**

Director McGall referred Trustees to the committee organizational chart included in their agenda package regarding trustee representation on committees for 2011-2012. He noted that the chart gives an overview of committee membership requirements and a short description of committees. The report also includes cross references to Board Policy, the *Education Act* and *Ontario Regulations* for each committee.

Director McGall requested that Trustees return the committee selection sheet by November 25, 2011 to the Director's Office in advance of the annual board meeting.

Carried

### **Information**

#### **Calendar of events**

Trustees and staff noted the following additions to the Calendar of Events:

- November 14 to 18, 2011: Bullying Awareness & Prevention Week recognized at all schools and administrative offices.
- Thursday, November 17, 2011: Centennial Secondary School fundraiser and Peter Pan preview hosted at Chapters Belleville.
- Saturday, November 19, 2011: Sir John A. Macdonald School singing O'Canada at the Belleville Bulls hockey game.
- Wednesday, November 30, 2011: Youth Forum for secondary school students focusing on equity and inclusivity.
- Tuesday, December 6, 2011: V.P. Carswell Elementary school performing Puss & Boots at the Stirling Festival Theatre.
- 10,000 Villages sale at Moira Secondary School.
- Feed the Meter campaign in several communities to support Food for Learning programs.

The Director informed Trustees that a number of remarkable school Remembrance Day recognition ceremonies took place over the past week. A trustee remarked on the enthusiasm shown by the students during bullying prevention week activities in the schools.

### **Report from Chair**

Chair Inch reported on:

- attendance at the Junior Achievement Awards at Prince Edward Collegiate Institute

### **Report from Executive Committee**

Chair Inch reported on the following items from the Executive Committee meeting that took place on November 7, 2011

- Board policy review and committees.
- AiM System Plan summary/reference document.

### **Operations and Finance Committee**

Trustee Patterson reported on the following items from the Operations and Finance Committee meeting that took place on November 7, 2011:

- 14.9% reduction (approximately \$14,000) in premiums for Ontario School Boards' Insurance Exchange due to good claims experience.
- Draft fundraising guideline.
- Update of the impact of fees for learning materials, curricular and non-curricular
- Trustee expenses.

### **Program and Human Resources Committee**

Trustee Goodfellow reported on the following items from the Program and Human Resources Committee meeting that took place on November 7, 2011:

- Instructional Technology Advisory Committee update.
- Board policy review.
- AiM System Plan summary/reference document.
- Positive results from Full-day Kindergarten and plans for the Year 3 schools in September 2012.
- Board Improvement Plan for Student Achievement.

### **Reports from Staff**

#### **Board Improvement Plan for Student Achievement**

Superintendent FitzGibbon presented the 2012 Board Improvement Plan for Student Achievement (BIPSA). She informed Trustees that over the past several years important lessons have been learned about teaching and learning – if we are to engage our students, the Board must engage all of our educators and to do that, the Board must value and support the critical role they play in the learning process.....the relationship between educators and the curriculum and the students they instruct. Improvement plans need to incorporate professional capacity building for educators, with professional learning that is embedded within the schools and classrooms and grounded in evidence-informed pedagogy supported with 21<sup>st</sup> Century learning skills and tools.

Superintendent FitzGibbon called upon Assistant Superintendent Cathy Portt to provide an overview of the 2012 BIPSA. She expressed appreciation for Assistant Superintendent Portt's leadership in the development of the plan.

Assistant Superintendent Portt gave a power point overview of the 2012 BIPSA for K-12. The presentation outlined Board achievement targets, learning skills and work habits in the areas of Pathways; Reading; Writing; Numeracy; and Community, Culture & Caring. She indicated that entire school staff were involved in analyzing their plans and will also be involved in the development of their own individual plans. She further indicated that schools and Board may identify goals and strategies differently.

Assistant Superintendent Portt responded to questions and comments from Trustees. Chair Inch thanked Superintendent FitzGibbon and Assistant Superintendent Portt for their presentation.

**Reports from Trustees – Board committees and events**

Trustees provided updates on events they attended:

- Be Kind to Me as the slogan for Bullying Awareness & Prevention Week.
- Attendance at the Academic Awards at Bayside Secondary School.
- Upcoming Youth Forum on Wednesday, November 30, which will focus on equity and inclusivity.
- Participation in Remembrance Day ceremonies.
- Appreciation to media partners for their positive coverage of Remembrance Day ceremonies at schools.

**Trustee proposals and queries**

- None.

**Correspondence**

- Letters forwarded to recently-elected members of provincial parliament Rob Milligan, Northumberland-Quinte West; Todd Smith, Prince Edward; and new Minister of Education Laurel Broten.

**Adjournment**

The meeting was adjourned at 8.58

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Chair

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Secretary

**- D R A F T -**



**HASTINGS AND PRINCE EDWARD DISTRICT SCHOOL BOARD  
ANNUAL PUBLIC MEETING MINUTES  
DECEMBER 5, 2011**

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- Members present:** M. Brant, S. Clements, J. Cobb, B. Danes, T. Goodfellow, M. Hall, D. Inch, L. Kyle, D. Patterson, J. Williams
- Student Trustees:** Indigo Christ, Ally Martin
- Regrets:** None
- Absent:** None
- Resource:** C. DeMille, K. Donnell, T. FitzGibbon, R. McGall, M. Norton, C. Portt, J. Rogers, D. Rutherford, M. Savery-Whiteway, D. Tregenza.
- Guests:** None
- Minutes:** P. Hoskin

**Call to order**

Director McGall called the meeting to order at 7:00 p.m.

**Presentations**

The Director called on Mandy Savery-Whiteway, Superintendent of Education to introduce a presentation on Bullying Awareness by district secondary students.

Superintendent Savery-Whiteway noted that through a Student Success strategy two years ago, one week in November was designated Bullying Awareness and Prevention Week. Drama teachers quickly incorporated this initiative into their curriculum to share messages about bullying.

Curriculum Coordinator Susan Davies introduced the 15 drama students from 9 secondary schools who performed three bullying segments which included a poem and performances of an inner-outer circle original performance and a forum theatre original presentation which involved audience participation. Students Thomas Perry from Quinte Secondary School and Sam Blogett from Trenton High School spoke on behalf of the group.

Trustees thanked the students and teachers for the wonderful presentation. Students responded to questions from the trustees.

The Director thanked the students and noted that letters of appreciation will be distributed to the students.

**Approval of the agenda**

Director McGall called for a mover and seconder to approve the agenda. Trustee Patterson asked to have a special presentation added to the agenda.

Moved: J. Cobb  
Seconded: M. Hall

**That the agenda be approved with the addition of a special presentation.**

Carried

**Special presentation**

On behalf of the Board of Trustees, the Director was presented with a framed picture in appreciation of his work with the trustees. The Director thanked everyone for the gift and advised that it has been a pleasure to work with this outstanding group.

**Review of the election process**

Director of Education, Rob McGall, reviewed the election process as contained in Board Policy No. 2 Board Governance and By-Laws and Board Policy No. 11 Committees of the Board. The Director noted that Student Trustees may participate in the vote although their vote is non-binding.

When questioned, the Director agreed that nominees would be given an opportunity to speak to the Board.

The Director noted that a revised Board Report No. C-1 Trustee membership on committees has been distributed.

**Appointment of scrutineers**

The Director called for a mover and seconder to approve the appointment of the scrutineers.

Moved: L. Kyle  
Seconded: B. Danes

**That Hastings and Prince Edward District School Board appoint Superintendents FitzGibbon and Rutherford as scrutineers for the elections.**

Carried

**Election of Board chair**

The Director called for nominations for chair.

Trustee Cobb nominated Trustee Inch. Trustee Inch accepted the nomination. Trustee Kyle seconded the nomination.

The Director called for nominations a second and third time. There were no further nominations.

**The director declared that:**

**The chair of Hastings and Prince Edward District School Board, for the period of one year, shall be Trustee Inch.**

**Remarks by the Chair**

Chair Inch thanked trustees for their support and said he is pleased to represent the Board. He stated that he has enjoyed working in this capacity since the passing of our dear friend and former chair, Carl Pitman. Chair Inch thanked the director for his encouragement and support

and the administrative staff in the Director's Office for their assistance, and wished everyone Merry Christmas.

Chair Inch proceeded with the balance of the agenda.

**Election of Board vice-chair**

Chair Inch called for nomination for the position of vice-chair.

Trustee Clements nominated Trustee Williams. Trustee Williams accepted the nomination. Trustee Kyle seconded the nomination.

Trustee Hall nominated Trustee Goodfellow. Trustee Goodfellow accepted the nomination. The nomination was seconded by Trustee Danes.

The Chair called for nominations to the position of vice-chair a second and third time. There were no further nominations.

Trustee Williams reviewed his educational background and his career in the district, noting that he has been a trustee since 1991. He listed the various committees he has worked on, events and conferences he has attended and educational symposiums he participated in through the Ontario Public School Board Association. He advised that the children and goals of the board are his first priority.

Trustee Goodfellow noted that she has been a trustee for 26 years and is a director on the Ontario Public School Board. She promised she would be the best vice-chair she can and will express her views quite clearly.

A vote was held and the scrutineers reported the results to the chair.

**The chair declared that:**

**The vice-chair of Hastings and Prince Edward District School Board, for the period of one year, shall be Trustee Williams.**

**Remarks by the Vice-chair**

Vice-chair Williams thanked trustees for their encouragement and support. He noted his desire to see students do well and appreciates working with a great director and board staff.

**Committee of the Whole**

The chair reminded trustees that according to Board Policy No. 11-A sections 3 and 4.4, membership on the Committee of the Whole includes all members of the Board. The vice-chair of the Board will be the chair of the Committee of the Whole.

**Confirmation of members of the Program and Human Resources Committee**

The chair noted that Trustees Cobb, Danes, Hall, Goodfellow, Inch, Kyle, Patterson and Williams have declared their interest in being members of the Program and Human Resources Committee.

The chair asked if any trustees would like to add or remove their name. Trustees Inch and Patterson withdrew their names.

The chair asked a second and third time if any trustees would like to add or remove their name.

**The chair declared that:**

**The membership of the Program and Human Resources Committee for the period of one year shall consist of Trustee Cobb, Danes, Goodfellow, Hall, Kyle and Williams.**

**Chair Program and Human Resources Committee**

The chair called for nomination for chair of the Program and Human Resources Committee.

Trustee Goodfellow offered her name for the position of chair of the Program and Human Resources Committee. Trustee Hall seconded this nomination.

Trustee Brant nominated Trustee Cobb. Trustee Cobb accepted the nomination.

The chair called a second and third time for nominations. There were no further nominations.

Trustee Goodfellow advised that she has an interest in all areas of Program and Human Resources and has enjoyed the past year as chair of this committee.

Trustee Cobb noted that she has participated on this committee for the past year and would now like to take on the challenge of learning the skills of chairing this committee.

A vote was held and the scrutineers reported that it was a tie vote. A second ballot was held

**The chair declared that:**

**The chair of the Program and Human Resources Committee for the period of one year shall be Trustee Cobb.**

**Vice-chair Program and Human Resources Committee**

The chair called for nominations for vice-chair of the Program and Human Resources Committees:

Trustee Hall nominated Trustee Goodfellow. Trustee Cobb seconded the nomination. Trustee Goodfellow accepted.

The Chair called a second and third time. There were no further nominations.

**The chair declared that:**

**The vice-chair of the Program and Human Resources Committee for the period of one year shall be Trustee Goodfellow.**

**Confirmation of members of the Operations and Finance Committee**

The chair noted that Trustees Brant, Clements, Goodfellow, Inch and Patterson have declared their interest in being members of the Program and Human Resources Committee. The chair asked if any trustees would like to add or remove their name.

The chair asked if any trustees would like to add or remove their name a second and third time.

**The chair declared that:**

**The membership of the Operations and Finance Committee for the period of one year shall consist of Trustees Brant, Clements, Goodfellow, Inch and Patterson.**

**Chair Operations and Finance**

The chair called for nomination for chair of the Operations and Finance Committee.

Trustee Kyle nominated Trustee Patterson who accepted the nomination. Trustee Goodfellow seconded the nomination.

The chair called a second and third time for nominations. There were no further nominations.

**The chair declared that:**

**The chair of the Operations and Finance Committee for the period of one year shall be Trustee Patterson.**

**Vice-chair Operations and Finance Committee**

The chair called for nominations for vice-chair of the Operations and Finance Committee.

Trustee Brant nominated Trustee Clements who accepted the nomination. Trustee Kyle seconded the nomination.

The chair called a second and third time for nominations. There were no further nominations.

**The chair declared that:**

**The vice-chair of the Operations and Finance Committee for the period of one year shall be Trustee Clements.**

**Election of the fifth member of the Executive Committee**

The chair advised that according to Board Policy No. 11-D Section 3.1 and 3.2, the Executive Committee membership is comprised of 5 members including the chair, vice-chair, past chair and chairs of the Program and Human Resources Committee and Operations and Finance Committee. If there is no past chair currently serving on the Board, or where one of the members already holds one of the positions previously listed, the fifth member shall be elected by the Board.

As there is not a past chair on the Board, an election will be required for the 5<sup>th</sup> member.

The following trustees expressed an interest in participating on the Executive Committee: Trustees Clements, Goodfellow and Inch. As chair of the Board, Trustee Inch will automatically become a member of the Executive Committee.

The chair asked if there were any other trustees who would like to put their name forward.

Trustee Williams nominated Trustee Clements who accepted the nomination.

Trustee Patterson nominated Trustee Kyle who accepted the nomination.

The chair called a second and third time for nominations. There were no further nominations

A vote was held and there was not a clear majority. The results of the ballot were announced with Trustee Kyle holding the majority of votes and Trustees Clements and Goodfellow tied.

Another ballot was held and the results were reported to the chair.

**The chair declared that:**

**The fifth member of the Executive Committee for the period of one year will be Trustee Kyle.**

The Executive Committee will be comprised of chair - Dwayne Inch, vice-chair – Jim Williams, chair of Program and Human Resources Committee – Jennifer Cobb, chair of Operations and Finance Committee – Dave Patterson, and the fifth member – Lucille Kyle.

#### **Budget Committee**

The chair reminded trustees that according to Board Policy No 11-E Section 3 and 4, membership on the Budget Committee includes all members of the Board. The chair of the Board will set the meeting dates and preside at each meeting.

#### **Election of the chair of the Student Enrolment/School Capacity Committee (SE/SC)**

According to Board Policy No. 11-F Section 3, membership on the Student Enrolment/School Capacity Committee shall include all members of the Board. The chair and vice-chair of the committee are elected at the initial/annual meeting of the Board held in December.

The chair called for nominations for chair of the SE/SC Committee.

Trustee Williams nominated Trustee Goodfellow. Trustee Goodfellow accepted the nomination. Trustee Hall seconded the nomination.

The chair called a second and third time. There were no further nominations.

**The chair declared that:**

**The chair of the Student Enrolment/School Capacity Committee for the period of one year will be Trustee Goodfellow.**

The chair called for nominations for vice-chair of the SE/SC Committee.

Trustee Patterson nominated Trustee Hall. Trustee Brant seconded the nomination. Trustee Hall accepted.

The chair called a second and third time for nominations. There were no further nominations.

**The chair declared that:**

**The vice-chair of the Student Enrolment/School Capacity Committee for the period of one year will be Trustee Hall.**

**Special Education Advisory Committee (SEAC)**

The chair noted that according to Board Policy No. 11-G Section 3.3, membership on SEAC will be established 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.

At the inaugural meeting held on December 6, 2010, Trustees Goodfellow and Kyle were approved as members with Trustees Inch and Patterson acting as alternates. These trustees will hold these positions until November 30, 2014.

Director McGall noted that there was an error on the agenda regarding SEAC. The agenda item should have been "Confirmation of trustee representative on the Special Education Advisory Committee".

**Supervised Alternative Learning (SAL) Committee**

The chair noted that according to Ontario Regulation 374/10 Supervised Alternative Learning, two trustees plus one alternate are required with at least one member of the Board required for a quorum.

The chair advised that Trustees Brant, Cobb, Hall and Williams have declared their interest in participating on this committee.

The chair asked if any trustees would like to add or withdraw their name.

Trustee Hall withdrew her name.

The chair called for the addition or withdrawal of names a second and third time.

The chair asked if one of the trustees would like to volunteer to act as alternate on the SAL Committee to which none responded.

After a discussion regarding the order of the ballots, it was agreed that trustees would vote for the alternate member only. The highest results of the ballot would determine the alternate member with the remaining two trustees becoming active members.

The scrutineers collected the ballots and reported the results to the chair.

The chair declared that:

**Trustees Brant and Cobb will be active members and Trustee Williams will be the alternate member of the Supervised Alternative Learning Committee for the period of one year.**

#### **Audit Committee**

The chair advised that according to Ontario Regulation 361/10 Audit Committee Article 3(1) 2 and Board Policy No. 11-I, the committee shall consist of five members, including three board members and two persons who are not members, The chair is elected at the first meeting of the fiscal year.

Trustees Clements, Inch and Patterson have declared their interest in participating on this committee. The chair asked if any other trustees would like to participate on the committee or any who would like to withdraw their name.

The chair called a second and third time for any trustees who would like to participate on the committee or any who would like to withdraw their name.

The chair declared that:

**Trustees Clements, Inch and Patterson will be members of the Audit Committee for the period of one year.**

#### **Audit Committee Selection Committee**

The chair noted that according to Ontario Regulation 361/10 Audit Committee Article 5(2). the chair of the board or designate shall sit on the Audit Committee Selection Committee.

#### **Student Discipline Committee**

The chair advised that 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 expulsion hearing.

#### **Ad Hoc Committees**

The chair noted that Ad Hoc Committees are established as the Board deems appropriate for one or more special purposes with specific target dates for completion of specific tasks. In each case the Board shall determine the composition, terms of reference, reporting relationships and expected date of completion of the mandate. The chair and vice-chair of the committee shall be elected when established using the election process described in Board Policy No. 2 section 2.5.

#### **Administrative/External Committees**

The director noted that members will participate on these committees for a period of one year. Trustees may add or remove their name from the committee selection and there can be more than one trustee representative on any of the Administrative/External Committees.

**Aboriginal Education Steering Committee**

The chair advised that this committee requires the First Nation Trustee representative and requests one additional trustee. Trustees Cobb and Patterson have declared an interest in participating on this committee.

The chair asked if any trustees would like to add or withdraw their name to this committee.

**The chair declared that:**

**The representatives on the Aboriginal Education Steering Committee shall be Trustee Brant as the First Nation Trustee Representative, and Trustees Cobb and Patterson.**

**Accessibility Advisory Committee**

The chair noted that one trustee representative has been requested for this committee. Trustees Danes and Hall have declared their interest.

The chair asked if any trustees would like to add or withdraw their name to this committee.

Trustee Hall withdrew her name.

**The chair declared that:**

**The representative on the Accessibility Advisory Committee will be Trustee Danes.**

**Character Development Committee**

The chair advised that that one trustee representative has been requested for this committee. Trustee Williams has declared his interest.

The chair asked if any trustees would like to add or withdraw their name to this committee.

**The chair declared that:**

**The representative on the Character Development Committee will be Trustee Williams.**

**Equity and Inclusivity Advisory Committee**

The chair noted that this committee requires the First Nation Trustee representative and requests one additional trustee. Trustees Cobb and Hall have declared their interest.

The chair asked if any trustees would like to add or withdraw their name to this committee.

**The chair declared that:**

**The representatives on the Equity and Inclusivity Advisory Committee will be Trustee Brant as the First Nation Trustee representative and Trustees Cobb and Hall.**

**Great Place Award Committee**

The chair advised that Trustee Goodfellow has declared her interest in participating on the Great Place Award Committee. Only one representative has been requested.

The chair asked if any trustees would like to add or withdraw their name to this committee.

**The chair declared that:**

**The representative on the Great Place Award Committee will be Trustee Goodfellow.**

**Information Technology Advisory Committee (ITAC)**

The chair advised that Trustee Patterson has declared his interest in participating on this committee. Only one representative has been requested.

The chair asked if any trustees would like to add or withdraw their name to this committee.

**The chair declared that:**

**The representative on the Information Technology Advisory Committee will be Trustee Patterson.**

**Leadership Development Steering Committee**

The chair noted that Trustee Goodfellow has declared her interest in participating on the Leadership Development Steering committee. Only one representative has been requested.

The chair asked if any trustees would like to add or withdraw their name to this committee.

Assistant Superintendent DeMille responded to a trustee question regarding the mandate of the committee and meeting schedule.

Trustee Williams put his name forward to participate on this committee.

**The chair declared that:**

**The representatives on the Leadership Development Steering Committee will be Trustees Goodfellow and Williams.**

**Marketing Committee**

The chair stated that one representative has been requested. Trustees Hall, Inch and Patterson have declared their interest in the participating on the Marketing Committee.

The chair asked if any trustees would like to add or withdraw their name to this committee.

**The chair declared that:**

**The representatives on the Marketing Committee will be Trustees Hall, Inch and Patterson.**

**Parent Involvement Committee (PIC)**

The chair stated that Trustee Goodfellow has declared her interest in participating on the Parent Involvement Committee. Only one representative has been requested.

The chair asked if any trustees would like to add or withdraw their name to this committee.

**The chair declared that:**

**The representative on the Parent Involvement Committee will be Trustee Goodfellow.**

**Safe Schools Advisory Committee**

The chair noted that Trustees Danes, Hall and Kyle have declared their interest in participating on the Safe Schools Advisory Committee. Only one representative has been requested.

The chair asked if any trustees would like to add or withdraw their name to this committee.

**The chair declared that:**

**The representatives on the Safe Schools Advisory Committee will be Trustees Danes, Hall and Kyle.**

**Specialist High Skills Majors Advisory Committee**

The chair advised that Trustee Inch has declared his interest in participating on the Specialist High Skills Majors Advisory Committee. One representative has been requested.

The chair asked if any trustees would like to add or withdraw their name to this committee.

Trustee Goodfellow declared her interest in participating on this committee.

**The chair declared that:**

**The representatives on the Specialist High Skills Majors Advisory Committee will be Trustees Goodfellow and Inch.**

**Food for Learning Partnership**

The chair noted that one representative has been requested for this committee and that Trustee Kyle has declared her interest.

The chair asked if any trustees would like to add or withdraw their name to this committee.

**The chair declared that:**

**The representative on the Food for Learning Partnership will be Trustee Kyle.**

The Director thanked trustees for their time and participation on these committees noting that their input is appreciated. A complete list of Trustee Membership on Committees for 2011/12 will be distributed to trustees.

**Recommendations**

**Board Report No. C-1 – Trustee membership on committees**

**Moved: D. Patterson**  
**Seconded: T. Goodfellow**

**That Hastings and Prince Edward District School Board approve the membership of the standing committees; Program and Human Resources, Operations and Finance, Executive and Student Enrolment/School Capacity Committees as contained in Appendix A as finalized following elections, for the period of one year.**

Carried

**Moved: J. Cobb**  
**Seconded: M. Hall**

**That Hastings and Prince Edward District School Board approve the membership of the statutory committees, Supervised Alternative Learning (SAL) and Audit Committee, as contained in Appendix A, as finalized following elections, for the period of one year.**

Carried

**Moved: L. Kyle**  
**Seconded: T. Goodfellow**

**That Hastings and Prince Edward District School Board approve the representatives to administrative (non-Board) and external committees, as contained in Appendix A as finalized, for the period of one year.**

Carried

**Motion to destroy ballots**

**Moved: B. Danes**  
**Seconded: L. Kyle**

**That Hastings and Prince Edward District School Board authorize the scrutineers to destroy the ballots.**

Carried

**Adjournment**

The meeting was adjourned at 8:50 p.m.

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Chair

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Secretary



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

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

**From:** Dwayne Inch, Chair, Executive Committee

**Re:** Director's performance appraisal

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**Purpose**

To approve a performance appraisal process for the Director of Education.

**Background**

According to Board Policy No. 4 Corporate Board Job Description, section 5.4, trustees are directed to *“evaluate the director in the first year of service and annually or biannually thereafter”*. Use the Director's job description and district's system plan as the basis for the evaluation.

**Current situation**

At the Executive Committee meeting of January 16, 2012, the committee discussed various options for completing the evaluation; criteria, method, responsibility and timeline.

**Appendix:**

Appendix A – Performance Appraisal Process and Schedule

Appendix B – Board Policy No. 4 Corporate Board Job Description

Appendix C – Board Policy No. 5 Director of Education Job Description

**Recommendation**

**Moved:** Jennifer Cobb

**Seconded:** Lucille Kyle

**That the Board proceed with the Director's performance appraisal following the schedule and criteria as outlined in Board Report B-1, Appendix A- Performance Appraisal Process and Schedule, dated January 30, 2012, by way of a report with management letter and recommendation to the Committee of the Whole no later than May 28, 2012. This process will include using a series of questions developed by the Executive Committee and soliciting input from all trustees.**

Respectfully submitted,

**Dwayne Inch, Chair, Executive Committee**

## Performance Appraisal Process and Schedule

### Appraisal Committee:

The Executive Committee will conduct the performance appraisal of the Director of Education. .

### Criteria:

Based on Board Policy No. 5 Director of Education Job Description Areas of Responsibility:

1. Student Welfare
2. Educational Leadership
3. Fiscal Responsibility
4. Organizational Management
5. System Planning
6. Personnel Management
7. Policy/Procedures
8. Director/Board Relations
9. Communications and Community Relations
10. Student, Staff and District Recognition/Public Relations
11. System Leadership

### Process:

The Director will provide the Executive Committee with a report outlining his accomplishments, evidence and future plans/recommendations related to the job responsibilities as outlined in Board Policy No. 5. The Executive Committee will evaluate each section of the report, collect additional information where necessary, and summarize their findings in a Management Letter to the director and recommendation to the Board.

At a session prior to the final report being presented to the Board, the Executive Committee will meet with the Director to debrief and will also meet with the Board to finalize the appraisal.

A final report with recommendation will be presented to the Board for approval.

### Timeline:

Task	Date	Responsibility
Confirm motion to Board	January 16, 2012	Executive Committee
Recommendation to Board for approval of motion to proceed with appraisal process	January 30, 2012	Committee of the Whole Board
Task	Date	Responsibility
Director's Report – Part 1 to	February 6, 2012	R. McGall

Executive Committee		
Director's Report - Part 2 to the Executive Committee	March 5, 2012	R. McGall
Evaluate evidence and identify areas requiring further information / identify process for writing appraisal report. Support will be provided to assist in the writing of the management letter as required	April 2, 2012	Executive Committee
Meet with Director to debrief on process and present the management summary letter.	April 23, 2012	Executive Committee
Special Meeting of the Committee of the Whole to discuss the process, draft management letter and recommendation.	April 23, 2012	Committee of the Whole Board
Present recommendation to COW for approval.	May 28, 2012	Board



## Hastings and Prince Edward District School Board

### BOARD POLICY NO. 4

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

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## CORPORATE BOARD JOB DESCRIPTION

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### PURPOSE

To describe the corporate board role. The *Education Act* provides for the establishment of four types of district school boards: English Public, English Catholic, French Public, and French Catholic. Under the *Education Act*, locally elected school Boards are responsible for operating publicly-funded schools within their jurisdiction and for the delivery and quality of educational programs and services. Legal accountability for Board decisions applies to the Board as a corporate entity rather than to individual trustees. The corporate board acts as a single person.

The Hastings and Prince Edward District School Board's major areas of responsibility are:

#### 1. ACCOUNTABILITY FOR STUDENT ACHIEVEMENT IN THE DISTRICT

- 1.1. Promote a culture that supports student success.
- 1.2. Ensure that effective educational programs are available for every student.
- 1.3. Make decisions that reflect Hastings and Prince Edward District School Board's philosophy and beliefs that all students can learn.
- 1.4. Promote clear, consistent expectations that focus on a successful outcome for students.

#### 2. ACCOUNTABILITY TO THE PROVINCIAL GOVERNMENT

- 2.1. Act in accordance with the *Education Act*, Regulations, and other statutory requirements to ensure the implementation of provincial and education standards and policies.
- 2.2. Perform Hastings and Prince Edward District School Board functions required by provincial legislation and board policy.
- 2.3. Provide advice to the Ministry of Education through the Ontario Public School Boards' Association (OPSBA) regarding regional and local implications of government policy recommendations.

#### 3. ACCOUNTABILITY TO THE COMMUNITY

- 3.1. Make decisions that reflect Hastings and Prince Edward District School Board's philosophy, goals and system plan that represent the interests of the entire district.
- 3.2. Establish processes that provide the community with opportunities for input.
- 3.3. Provide two way communications between Hastings and Prince Edward District School Board and School Councils.
- 3.4. Provide reports outlining district results in accordance with provincial policy.
- 3.5. Develop Board policies to conduct appeals and hearings in accordance with the *Education Act*, Regulations, and other appropriate statutes.
- 3.6. Model a culture that reflects the system Character Attributes.

#### 4. POLICY DEVELOPMENT, IMPLEMENTATION AND REVIEW

- 4.1. Develop policies that outline how the district will successfully function.

- 4.2. Ensure that all new policies have in place a purpose statement prior to development.
- 4.3. Approve policy statements that meet the criteria identified by the district.
- 4.4. Review Hastings and Prince Edward District School Board policies to ensure that they are current and reflect the desired impact and/or purpose.

## **5. DIRECTOR/BOARD RELATIONS**

- 5.1. Select the Director of Education.
- 5.2. Provide the Director with a clear job description and corporate direction.
- 5.3. Delegate through policy, administrative authority and responsibility subject to the provisions and restrictions of the *Education Act* and Regulations.
- 5.4. Evaluate the Director in the first year of service and annually or biannually thereafter. Use the Director's job description and district's system plan as the basis for the evaluation.
- 5.5. At least once a year at the Director's request, provide the Director with an opportunity to meet alone with the board in closed session.
- 5.6. Periodically review the compensation of the Director and senior staff.
- 5.7. Promote a positive working relationship with the Director of Education.

## **6. BOARD DEVELOPMENT**

- 6.1. Annually or biannually evaluate Hastings and Prince Edward District School Board's effectiveness and performance.
- 6.2. Develop an annual plan for trustee development (both collectively and individually by increasing knowledge of a) Role, b) Processes, c) Issues).
- 6.3. Use the expertise of the Director of Education, and other provincial organizations (Ontario Public School Boards' Association - OPSBA, Council of Ontario Directors of Education - CODE, Ontario Public Supervisory Officers' Association - OPSOA) to help develop and support the district's development plan.

## **7. SYSTEM PLANNING**

- 7.1. Provide overall direction for Hastings and Prince Edward District School Board by establishing the Board mission and goals.
- 7.2. Annually set priorities with outcomes (system plan).
- 7.3. Annually approve the system plan in public session for district distribution.
- 7.4. Annually use the system plan to drive the budget process.
- 7.5. Annually evaluate the effectiveness of Hastings and Prince Edward District School Board in relation to the system plan.
- 7.6. Monitor progress of student achievement.

## **8. FISCAL RESPONSIBILITY**

- 8.1. Develop a budget review process to help determine annual resource allocations. (Use the system plan and other provincial and local directions.)
- 8.2. Annually approve the budget to ensure that the financial resources are allocated to achieve the desired results.
- 8.3. Approve as per legislation all capital plans and other planning documents that will drive budget decisions.
- 8.4. Have in place an audit committee to ensure that the district is compliant with the provincial audit regulations and that the district has in place appropriate accountability processes.
- 8.5. Ratify Memoranda of Agreements/Letters of Agreement with all employee groups.
- 8.6. Approve borrowing, both short and long-term, according to Board By-laws.

## 9. **ADVOCACY AND COMMUNICATION**

- 9.1. Annually develop a plan for district connections. Consider in the plan the focus, key messages and advocacy mechanisms.
- 9.2. Annually develop a plan to ensure that the district is communicating with the community and beyond.

## 10. **RECOGNITION**

- 10.1. Ensure that Hastings and Prince Edward District School Board recognizes students and student achievement.
- 10.2. Ensure that Hastings and Prince Edward District School Board recognizes staff and staff achievements.
- 10.3. Ensure that Hastings and Prince Edward District School Board recognizes community members and volunteers.

## 11. **ADDITIONAL RESPONSIBILITIES**

The board also has the following responsibilities including, but not limited to:

1. Approval of school year calendars
2. Naming of educational facilities
3. Approval of tender selection for major building construction and modernization as per board procedure.
4. Approval of disposition of land and buildings
5. Approval of education development charges
6. Approval for the issuance of debentures
7. Designation of the "head" for Freedom of Information and Protection of Privacy
8. Involvement in principal interviews with final approval of placement into the administrative pool
9. Involvement in superintendent interviews, with final approval brought forward to Board.

### ***Legal References:***

*Education Act, section 170 – 171 Duties and Powers of Boards*

### ***Board References:***

- Board Policy Handbook
- Board Procedure 505 Purchasing
- Achievement in Motion System Plan



## Hastings and Prince Edward District School Board

### BOARD POLICY NO. 5

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

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## DIRECTOR OF EDUCATION JOB DESCRIPTION

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The Director of Education is both the Chief Education Officer and the Chief Executive Officer of Hastings and Prince Edward District School Board. The Director reports directly to the Corporate Board. The Director is accountable to the Board of Trustees and, through Statute, to the Minister of Education for the organization and operation of the district. All Board authority delegated to staff is delegated through the Director of Education.

### AREAS OF RESPONSIBILITY

#### 1. STUDENT WELFARE

- 1.1 Takes the necessary steps to provide a safe and caring environment that fosters and maintains respectful and responsible behaviour for each student.
- 1.2 Takes the necessary steps to provide for the safety and welfare of students while participating in school programs or while being transported to or from school programs on transportation provided by Hastings and Prince Edward District School Board.
- 1.3 Takes the necessary steps to provide facilities to accommodate Hastings and Prince Edward District School Board students.
- 1.4 Acts as, or designates, the local attendance counsellor for the district.

#### 2. EDUCATIONAL LEADERSHIP

- 2.1 Provides leadership in all matters relating to education in the district.
- 2.2 Ensures that students in the district have the opportunity to meet the standards of education mandated by the Ministry of Education.
- 2.3 Provides leadership to promote clear, consistent expectations that focus on successful outcomes for students.
- 2.4 Develops and maintains positive and effective relations with staff at the provincial and local government levels.
- 2.5 Develops and maintains positive and effective relations with schools and Board departments.

#### 3. FISCAL RESPONSIBILITY

- 3.1 Ensures that the fiscal management of the district is in accordance with the Ministry's Funding Model, other applicable grant regulations, and in accordance with the provisions of the *Education Act* and Regulations.
- 3.2 Serves as a director on The Hastings and Prince Edward Learning Foundation.

#### 4. ORGANIZATIONAL MANAGEMENT

- 4.1 Demonstrates effective organizational skills that result in district compliance with all legal, Ministerial, Board and all other government mandates and timelines.

- 4.2 Reports to the Minister with respect to matters identified in and required by the *Education Act* and Regulations.

**5. SYSTEM PLANNING**

- 5.1 Provides leadership for the development of an annual system plan.
- 5.2 Ensures appropriate involvement of the Board (approval of process and timelines, establishment of Board priorities and outcomes, key results and final Board approval).
- 5.3 Reports regularly on results achieved.

**6. PERSONNEL MANAGEMENT**

- 6.1 Takes the necessary steps to provide a safe and caring environment that fosters and maintains respectful and responsible behaviour for each employee.
- 6.2 Has overall authority and responsibility for all personnel-related issues, save and except those personnel matters precluded by Board policy, legislation or collective agreements.
- 6.3 Ensures effective processes are in place for the selection, supervision, development and performance review of all staff.
- 6.4 Ensures effective processes are in place for capacity building for succession planning.

**7. POLICY/PROCEDURES**

- 7.1 Facilitates the planning, development, implementation, review and evaluation of Board policies.
- 7.2 Provides leadership in the planning, development, implementation, review and evaluation of administrative procedures.

**8. DIRECTOR/BOARD RELATIONS**

- 8.1 Establishes and maintains positive working relations with Hastings and Prince Edward District School Board.
- 8.2 Supports Hastings and Prince Edward District School Board in performing its role and facilitates the implementation of its role as outlined in Board policy.
- 8.3 Communicates effectively with the Board and individual trustees.

**9. COMMUNICATIONS AND COMMUNITY RELATIONS**

- 9.1 Establishes effective communication strategies to keep the district informed of key monitoring reports; student, volunteer and staff successes; local issues and Board decisions.
- 9.2 Ensures open, transparent and positive internal and external communications.
- 9.3 Ensures that School Councils have the opportunity to provide appropriate advice and support as required in the regulations and/or Board policy.
- 9.4 Participates in community affairs in order to enhance and support the district and promote public education.

**10. STUDENT, STAFF AND DISTRICT RECOGNITION/PUBLIC RELATIONS**

- 10.1 Establishes effective recognition programs and strategies to ensure that the internal and external audiences are aware of student, volunteer, staff and district successes.

**11. SYSTEM LEADERSHIP**

- 11.1 Demonstrates positive and proactive leadership that has the support of the staff with whom the Director works most closely.
- 11.2 Makes succession plans to ensure strong future leadership for Hastings and Prince Edward District School Board.

***Legal References:***

*Education Act, section 283 Chief Executive Officer; section 286 Duties of Supervisory Officers*

***Board References:***

- Board Policy Handbook
- Administrative Procedures Manual
- Achievement in Motion System Plan



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

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

**From:** Rob McGall, Director of Education and Secretary of the Board

**Re:** **Calendar of events**

**Purpose:**

To provide a list of upcoming meetings, conferences and conventions.

<b>Board and Committee meetings</b>			
<b>DATE</b>	<b>TIME</b>	<b>EVENT</b>	<b>LOCATION</b>
Monday, February 6	9:00 a.m.	Executive Committee Members (Special Meeting to review Board Policies)	Board Committee Room
Monday, February 6	1:00 p.m.	Executive Committee Meeting	Board Committee Room
Monday, February 13	7:00 p.m.	Operations & Finance	Board Committee Room
Tuesday, February 21	5:30 p.m.	Program / Human Resources	Board Committee Room
Thursday, February 23	5:00 p.m.	Special Education Advisory Committee	Board Committee Room
Monday, February 27	6:00 p.m.	COW & Public Board Meeting	Board Committee / Board Room

<b>Conferences and Conventions</b>		
OPSBA Labour Relations & Human Resources 2012 Symposium	Thursday, March 29 to Saturday, March 31, 2012	Sheraton Centre Hotel Toronto

<b>System and School Events</b>			
<b>DATE</b>	<b>TIME</b>	<b>EVENT</b>	<b>LOCATION</b>
Monday, January 30	6:30 p.m.	School Council Meeting	Birds Creek Public School
Tuesday, January 31	9:00 a.m.	Celebration Assembly – JSKB Class Bucket Drumming	Sir John A. Macdonald School
Tuesday, January 31	2:30 p.m.	Terrific Kids Assembly	Athol-South Marysburgh Public School
Tuesday, January 31	10:00 a.m. - 11:00 a.m.	Celebration of Song	Hermon Public School at the Bancroft Pentecostal Tabernacle
Tuesday, January 31	10:00 – 11:00 a.m.	Celebration of Song	Bird's Creek Public School at Bancroft Pentecostal Church
Tuesday, January 31	6:30 p.m.	School Council Meeting	CML Snider Elementary School
Tuesday, January 31	6:30 p.m.	School Council Meeting	Marmora Senior Public School
Tuesday, January 31	11:50 a.m.	Character Awards Assembly	Marmora Senior Public School
Wednesday, February 1	9:00 a.m. – 2:00 p.m.	Kente Public School Grade 8 Orientation	Centennial Secondary School & Prince Edward Collegiate Institute
Wednesday, February 1	10:00 a.m. – 2:00 p.m.	Marmora Senior Public School Grade 8 Orientation	Centre Hastings Secondary School



<b>System and School Events - continued</b>			
Wednesday, February 1	11:45 a.m.	Terrific Kids Assembly	Frankford Public School
Wednesday, February 1	10:00 a.m.	Grade 8 Orientation Day	Centennial Secondary School
Wednesday, February 1	10:00 a.m. – 2:00 p.m.	Grade 8 Orientation Day	Quinte Secondary School
Wednesday, February 1	6:30 p.m.	Grade 8 Parent Information Night	Quinte Secondary School
Thursday, February 2	9:30 a.m.	School Council Meeting	Hermon Public School
Friday, February 3	All Day	Elementary & Secondary P.A. Day	All Schools
Monday, February 6	7:00 p.m.	School Yard Improvement Meeting	Frankford Public School
Monday, February 6	2:45 p.m.	Celebration Assembly	Hermon Public School
Tuesday, February 7	Primary – 11:20 a.m. Junior – 11:40 a.m.	Terrific Kids Assembly	Bayside Public School
Tuesday, February 7	7:00 p.m.	School Council Meeting	Centennial Secondary School
Tuesday, February 7	12:30 p.m.	Terrific Kids Assembly	Prince Charles Public School (Trenton)
Wednesday, February 8	5:30 p.m. – 8:00 p.m.	Grade 8 Parent Night	Prince Edward Collegiate Institute
Friday, February 10	10:30 a.m.	Terrific Kids Assembly	Kente Public School
Saturday, February 11	7:00 p.m.	The students sings 'O' Canada @ the Belleville Bulls Game	V.P. Carswell Elementary School at the Belleville Yardmen Arena
Sunday, February 12	11:30 a.m.	Kente Public School Public Speaking	Consecon Legion
Monday, February 13	3:30 p.m. – 4:30 p.m.	Valentine's Day Dance Grades 4 to 8	Kente Public School
Tuesday, February 14	All Day, All Classrooms	Valentine Day Activities	Hermon Public School
Wednesday, February 15	11:45 a.m.	Prince Edward Collegiate Institute Rocks tour visits the Grade 8's	Kente Public School
Wednesday, February 15	7:00 p.m.	School Council Meeting	Kente Public School
Wednesday, February 15	All Day	Volleyball	Birds Creek Public School
Wednesday, February 15	6:55 p.m.	School night at the Bulls Hockey game (fundraiser)	Breadner Elementary School at the Belleville Yardmen Arena
Thursday, February 16	6:30 p.m.	Grade 8 Parent Night	Deseronto Public School at Moira Secondary School
Thursday, February 16	7:00 p.m.	Grade 8 Night	Centennial Secondary School
Monday, February 20	All Day	Family Day Holiday	---
Tuesday, February 21	6:30 p.m.	School Council Meeting	Prince Edward Collegiate Institute
Wednesday, February 22	All Day	Junior Kindergarten Registration	Sir John A. Macdonald School
Thursday, February 23	7:00 p.m.	Grade 8 Parent Night	Frankford Public School



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District School Board**

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Thursday, February 23	All Day	Intermediate Basketball Tournament	Kente Public School at Prince Edward Collegiate Institute
Friday, February 24	9:15 a.m.	Celebration Assembly "Responsibility"	Breadner Elementary School

Please refer to the System Calendar of Events, school websites and newsletters for a complete listing of school and system activities.

Respectfully submitted,

**Rob McGall**  
**Director of Education and Secretary of the Board**



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

**To:** The Chair and members of the Program and Human Resources Committee

**From:** Trish FitzGibbon, Superintendent of Education - Curriculum Services

**Re: Program Review Update – French Immersion**

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### **Purpose**

To inform trustees of the results of the French Immersion program review regarding viability for program expansion

### **Background**

The Hastings and Prince Edward District School Board established a French Immersion program in 1980's to meet the needs of students looking for a more in-depth language experience than offered through regular Core French programming. French Immersion programs are designed as a French As A Second Language program, in which French is not only taught as a subject but is the language of instruction in other subjects. Since inception, the board has offered a Middle Immersion program beginning at Grade 4, which has remained relatively unchanged. Bayside Public School and Harry J. Clarke Public School offer immersion classes in Grades 4-8 and Bayside Secondary School offers classes in Grades 9 – 12. As of June 2011 there were 653 elementary and secondary students enrolled in French Immersion. Referencing enrolment data for the last 5 years, Grade 4 enrolment has increased from 57 students in 2005 to 108 students in 2010 choosing to enter the immersion program. Students participating in immersion programming in Grades 4-8 increased from 311 in 2005 to 482 in 2010. Student enrolment in secondary immersion programming has decreased from 239 in 2005 to 171 in 2010. Provincially, 46 school boards offer French Immersion and provide varying models of delivery, such as early or mid immersion entry points.

In recognition of a sustained interest and increasing elementary enrolment numbers of students entering the board's Middle French Immersion program, a French Immersion review was conducted to determine the viability of expanding the program to early French Immersion.

### **Current situation**

During November 2011 a survey was provided in hard copy and electronically to all families with students in Junior Kindergarten to Grade Eight. Electronic versions were also made available on the board's website. 1291 surveys were returned. The following chart provides a summary of the survey results:



<b>NORTH HASTINGS REGION</b>		
Coe Hill, Maynooth, York River, Bird's Creek, other outside board		
<b>Grade</b>	<b>Interested if FI in their school</b>	<b>Interested if FI hosted in another school</b>
JK	20	9
SK	12	2
Gr.2	11	2
Gr.3	8	3

<b>CENTRE HASTINGS REGION</b>		
Harmony, Earl Prentice, Madoc Twp, Madoc, SH Connor, Stirling P/J		
<b>Grade</b>	<b>Interested if FI in their school</b>	<b>Interested if FI hosted in another school</b>
JK	24	5
SK	25	6
Gr.2	15	3
Gr.3	18	5

<b>PRINCE EDWARD REGION</b>		
Frankford, HJC, Kente, Mass-Rednersville, Athol, Sophiasburg, Pinecrest, CML Snider, Queen Elizabeth		
<b>Grade</b>	<b>Interested if FI in their school</b>	<b>Interested if FI hosted in another school</b>
JK	36	10
SK	24	7
Gr.2	16	4
Gr.3	23	4

<b>QUINTE WEST REGION</b>		
College, Prince Charles, Frankford, Queen Elizabeth, Foxboro, Susanna Moodie, Stirling P/J, Bayside		
<b>Grade</b>	<b>Interested if FI in their school</b>	<b>Interested if FI hosted in another school</b>
JK	29	9
SK	39	18
Gr.2	21	6
Gr.3	26	11

<b>BELLEVILLE REGION</b>		
Mass-Rednersville, Prince Charles, Prince of Wales, Hillcrest, Deseronto, Queen Elizabeth, Foxboro, Tyendinaga, Park Dale, Queen Victoria, Harmony, Harry J Clarke, other outside board		
<b>Grade</b>	<b>Interested if FI in their school</b>	<b>Interested if FI hosted in another school</b>
JK	61	28
SK	58	21
Gr.2	47	16
Gr.3	51	22



### **Recommendation**

Given the results of the survey for the various regions, the following viability decisions have been determined:

1. North Hastings, Centre Hastings and Prince Edward regions are deemed not viable for expansion of early or mid French Immersion programming.
2. While Quinte West results indicate a somewhat greater interest in SK early French Immersion, the continued interest in JK drops significantly and thus this region is deemed not viable for early or mid French Immersion expansion.
3. The Belleville region demonstrates the greatest numbers of interest in French Immersion programming, whether it is offered within a home school or delivered at a designated school within the region. Further analysis of these numbers provides the following recommendations:
  - a. The Mid French Immersion numbers are an appropriate indication of continued interest in mid French Immersion programming but are not compelling enough to warrant expansion of the mid French Immersion program. Expansion of Mid French Immersion in the Belleville region is deemed as not viable at this time.
  - b. The Early French Immersion numbers indicate that a potential SK or Grade One early French Immersion program could be established. However, when considerations regarding the following are taken into account, expansion into Early French Immersion is deemed not viable at this time:
    - i. Stability of the current numbers indicating an interest to attend a designated school within the region
    - ii. Differentiated delivery models (one site with early French Immersion and the other site with Mid French Immersion)
    - iii. School location (preference for a site in which a student remains throughout their French Immersion elementary years versus changing schools)
    - iv. Expansion of the Full Day Kindergarten program

### **Next steps**

An analysis of the French Immersion Review survey results indicate that an expansion of the Early and Mid Immersion programs is not deemed viable at this time. Results demonstrate a continued interest and ability to sustain the current Mid French Immersion delivery model and thus recruitment practices for Mid French Immersion should continue to be promoted.

For information only.

Respectfully submitted,

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



## Hastings and Prince Edward District School Board

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January 30, 2012

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

Dwayne Inch, Chair of the Board

Rob McGall, Director of Education

December 9, 2011

Leona Dombrowsky  
P.O. Box 778  
Tweed, ON  
K0K 3J0

COPY

Dear Ms. Dombrowsky:

On behalf of Hastings and Prince Edward District School Board, we would like to thank you for your commitment to education and our community during your term as the local member of provincial parliament and as Minister of Education.

We sincerely appreciated your many visits to our schools and enjoyed your presence at many of the district functions. Your ability to relate to the children was evident and made your visits meaningful. Of special note was your commitment to the Full Day Kindergarten program.

Your support of the school renewal program enabled our board to update the schools within our district so that children would have access to safe, clean and modern learning environments.

We would like to wish you well in your future plans which we hope will include continued support of the Ontario education system.

Sincerely,

Dwayne Inch  
Chair of the Board

Rob McGall  
Director of Education and  
Secretary of the Board

c.c. Board of Trustees