



# 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, October 24, 2011**

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

**in the Board Room of the Education Centre  
156 Ann Street, Belleville, Ontario**

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*

**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, Vice-chair*  
**Dave Patterson**  
*Belleville/Thurlow*  
**Ally Martin**  
*Student Trustee*



# 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

**BOARD MEETING  
PUBLIC AGENDA**  
Regular meeting of October 24, 2011 – 7:00 p.m.  
Board Room, Education Centre

Section	Item	Report No.	Resp.
<b>A</b>	<b>Call to order</b>		
	Board prayer		
	Delegations/presentations: OASBO Presentation		D. Inch
	Approval of agenda		
	Approval of minutes: September 26, 2011 – regular meeting	A-1	D. Inch
	Business arising from the minutes		
	Report from Committee of the Whole Board		
<b>B</b>	<b>Recommendations</b>		
	None		
<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	S. Clements
	Report from Program and Human Resources Committee	Verbal	T. Goodfellow
	Reports from staff		
	• Student Achievement update	Verbal	T. FitzGibbon//C. Portt
	• Summer Literacy Program	Verbal	T. FitzGibbon
<b>Timed Item 7:10 p.m.</b>	Questions, reports and proposals from trustees (including “notices of motion”)	Verbal	All
	• Notice of Motion – Policy review	C-2	R. McGall
<b>D</b>	<b>Correspondence</b>		
	None		

## Adjournment

**Next regular meeting: Monday, November 14, 2011 – 7:00 p.m.  
at Sir John A. Macdonald School, 22 Harder Drive, Belleville**

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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 October 24, 2011

Report	Info.	Decision	Motion
Approval of agenda		X	<b>That the agenda be approved.</b>
A-1 – Approval of minutes of the regular meeting of September 26, 2011		X	<b>That the minutes of the regular meeting of September 26 be approved.</b>
Report from Committee of the Whole Board		X	<b>That Hastings and Prince Edward District School Board approve the following recommendation from the October 24, 2011 Committee of the Whole meeting:</b> <b>1. Probationary Status of Elementary Teachers</b>
C-1 – Calendar of Events	X		For information only.
C-2 – Notice of Motion: Policy review	X		For information only.
Adjournment			

- D R A F T -



**HASTINGS AND PRINCE EDWARD DISTRICT SCHOOL BOARD  
PUBLIC MEETING MINUTES  
SEPTEMBER 26, 2011**

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

Chair Inch called the meeting to order at 7:05 p.m.

**Celebrating Learning**

The chair called on Assistant Superintendent DeMille who thanked the schools and Communications Officer, Kerry Donnell, for their part in the creation of this picture show.

A celebratory video entitled *We Celebrate Learning in Hastings and Prince Edward District School Board* was shown to trustees. This video featured photographs from all 50 schools during the first few weeks of school in September 2011.

**Board prayer**

Trustee Brant said the board prayer.

**Delegations/presentations**

None

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

Nothing to report.

**Approval of the agenda**

**Moved:** J. Cobb

**Seconded:** M. Hall

**That the agenda be approved.**

Carried

**Approval of the minutes**

Moved: T. Goodfellow

Seconded: J. Williams

That the minutes of the regular meeting of June 20, 2011 be approved as corrected.

Carried

**Approval of the minutes**

Moved: D. Patterson

Seconded: M. Hall

That the minutes of the special meeting of September 12, 2011 be approved as corrected.

Carried

**Business arising from the minutes of the regular meeting of June 20, 2011**

Discussions took place regarding committee meeting schedule start times. Director McGall noted that Program and Human Resources Committee had approved a 5:30 p.m. start time except on dates when both committees would be meeting. Operations and Finance will have further discussions at their next meeting to determine if the committees should alternate start times on evenings when the meetings need to be doubled up.

Director McGall referred trustees to handout Board Report A-3 – Student Exceptionality Data Revisions and explained that the data contained in Appendix B of Board Report B-5 reporting students with exceptionalities presented at the June 20, 2011 meeting was incorrect. Superintendent Rogers added that this error was due to the migration of data from individual schools to Maplewood Enterprise as well as a group of children being missed when the data was extracted.

Board Report A-3 Student Exceptionality Data Revisions Appendix A dated September 26, 2011, details the original data reported on June 20, 2011 and the corrected data. Superintendent Rogers noted that the error was found when the research team delved into the data to answer a question from Trustee Goodfellow.

Trustees suggested that the report and appendix should be titled Data Corrections and not Revisions.

It was agreed that this report would be received as information and would not require an additional motion to approve.

**Business arising from the minutes of the special meeting of September 12, 2011**

Nothing.

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

There were no recommendations from the Committee of the Whole.

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## Recommendations

### Report from the Executive Committee Change of venue for the November Board Meeting

Moved: T. Goodfellow

Seconded: M. Hall

**That Hastings and Prince Edward District School Board hold its regular meeting on November 14, 2011 at Sir John A. Macdonald School, Belleville, as outlined in Board Report No. B-1, dated September 26, 2011.**

Trustee Goodfellow noted that it will be exciting to hold this meeting in the newly renovated, state-of-the art facility.

Carried

### Report from Operations and Finance Committee

#### Architect selection

Moved: T. Goodfellow

Seconded: S. Clements

**That Hastings and Prince Edward District School Board award a project management and architectural design services contract for the new Stirling and Tweed unnamed schools to Ventin Group Limited as contained in public Board Report No. B-2, dated September 26, 2011.**

Trustee Goodfellow advised that she attended the RFP opening and that there were a large number of submissions.

Carried

### Report from Program and Human Resources Committee

#### AiM – Achievement in Motion for Student Success system plan Year 2

Moved: L. Kyle

Seconded: B. Danes

**That Hastings and Prince Edward District School Board approve the Year 2, AiM – Achievement in Motion for Student Success System Plan, for the 2011-2012 school year, as contained in Board Report No. B-3 dated September 26, 2011.**

Director McGall noted that recommendations from the Trustee Retreat on September 19, 2011 have been included in the revised plan and advised that this is a “living document” that will be refined and adjusted as we work through it over the upcoming year. A condensed version of the plan will be publicly distributed.

Carried

## Information

### Calendar of events

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

- Bullying Awareness Steering Committee meeting – Monday, October 3, 2011, 1:00–3:30 p.m. at Pathways to Independence

- Parent Involvement Committee Annual General Meeting – Tuesday, October 25, 2011, 6:00-8:00 p.m., Education Centre Board Room
- Terry Fox Run at Moira Secondary School, Wednesday, September 28, 2011 at 1:00 p.m.
- Terry Fox Run at Centennial Secondary School, Friday, September 30, 2011 at 9:00 a.m.

### **Report from Chair**

Chair Inch welcomed the new trustee from Centre Hastings, Bonnie Danes, to the Board.

### **Report from Executive Committee**

Chair Inch reported on the following items from the Executive Committee meeting that took place on September 6, 2011:

- Location of the November regular board meeting
- Review of agendas

### **Operations and Finance Committee**

Trustee Patterson reported on the following items from the Operations and Finance Committee meeting that took place on September 12, 2011:

- Capital projects update
- Enrolment update
- Student Trustee Ally Martin will be the student representative on the Operations and Finance committee

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

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

- The Hastings and Prince Edward Learning foundation update
- Year 2 AiM System plan approval
- Elementary and secondary enrolment
- Police protocol and procedure
- 2010-2011 suspension and expulsion data report
- Special education plan update
- EQAO update
- Textbook was reviewed and not approved
- Student Trustee Indigo Christ will be the student representative on the Program and Human Resources Committee

### **Reports from Staff**

#### **Capital Projects update**

Superintendent Rutherford noted that 2010-2011 has been both exciting and challenging with fifteen million dollars in construction projects at four schools being completed in less than a single school year. Not all four schools were ready to fully move into on September 6, 2011 but other schools were available to house the students until the renovations at Sir John A. Macdonald School and York River Public School were complete. Superintendent Rutherford recognized the extraordinary commitment of staff in getting the four facilities ready for students.

Controller of Facility Services, Don Tregenza, agreed that it had been a challenging year coming down to last minute approvals and requirements by authorities for occupancy permits. Controller Tregenza noted the tremendous gymnasium and ground source heat pump system that had been installed at Prince Charles School (Belleville).

Assistant Superintendent Cathy Portt advised that these are amazing state-of-art learning facilities and recognized the extraordinary team effort and support of all staff.

Director McGall and Chair Inch extended their thanks to staff and encouraged trustees to visit these world class facilities.

### **Elementary and Secondary enrolment update**

Superintendent Rutherford presented Board Report No. C-2–Enrolment Update noting that all funding, staff levels and expenditures are based on our enrolment. The actual enrolment numbers are very close to the projections completed in June with a few more students in elementary and a few less in secondary.

### **School district survey**

Director McGall reminded trustees of the school district survey that is available to employees and the public noting that over 200 surveys were completed within the first twelve hours it was posted on the web. The results of the survey will be compiled after the October 28, 2011 cut-off date and a summary will be presented at the AiM System Plan meeting on December 8, 2011.

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

Trustees provided updates on events they attended:

- Bullying awareness week will be held from October 14 – 18, 2011
- International Student Program reception
- Ontario Public School Boards' Association board of directors' meeting
- Student Trustee Indigo Christ presented Chair Inch with a plaque from the Ontario Student Trustee Association in cooperation with the Coalition for Mental Health, reminding the Board to focus their thinking on the Charter of Rights for Children and Youth
- Canadian School Board Congress and Ontario Public School Boards' Association annual general meeting held in Ottawa on July 7, 2011
- First day of school at Athol-South Marysburgh Public School
- Minister of Education, Leona Dombrowsky's visit to Prince Charles School (Belleville) and Hillcrest Public School
- Tour of classrooms at York River Public School and Bancroft Public School on September 8, 2011
- CML Snider School track opening on Thursday, September 22, 2011

### **Trustee proposals and queries**

Trustee Cobb noted that the Ontario Public School Boards' Association Public Education Symposium will be held on January 26-28, 2012. Information is available on the OPSBA web site.

### **Correspondence**

#### **Thank You notes**

Circulated to trustees.

**CUPE – Early Childhood Educators Awareness Day**

The Director advised that the board is being asked to endorse a day of recognition to celebrate the work of Early Childhood Educators and child care staff in our community and noted that a system email will be sent out to all staff on Wednesday, October 26, 2011 to honour these dedicated individuals.

**Adjournment**

The meeting was adjourned at 8:07 p.m.

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Chair

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Secretary



**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, October 24	5:45 p.m.	Special Executive Committee Meeting	Board Committee Room
Monday, October 24	6:00 p.m.	COW and Public Board Meeting	Board Room
Thursday, October 27	5:00 p.m.	Special Education Advisory Committee Meeting	Board Committee Room
Monday, November 7	1:00 p.m.	Executive Committee Meeting	Board Committee Room
Monday, November 7	7:00 p.m.	Operations and Finance Committee Meeting	Board Committee Room
Monday, November 7	5:30 p.m.	Program and Human Resources Committee Meeting	Board Committee Room
Monday, November 14	6:00 p.m.	COW & Public Board Meeting	Sir John A. Macdonald School

<b>Conferences and Conventions</b>		
OPSBA Public Education Symposium	Thursday, January 26 to Saturday, January 28, 2012	Sheraton Centre Hotel Toronto

<b>System and School Events</b>			
<b>DATE</b>	<b>TIME</b>	<b>EVENT</b>	<b>LOCATION</b>
Tuesday, October 25 to Thursday, October 28	---	Halloween for Hunger Food Drive	Prince Charles Public School, Trenton
Tuesday, October 25	9:45 – 11:00 a.m.	School Bus Safety presentation for Grades K-8	Kente Public School
Wednesday, October 26	9:15 a.m.	Terrific Kids Assembly – Integrity	Deseronto Public School
Wednesday, October 26	2:00 p.m.	Terrific Kids Assembly	V.P. Carswell Public School
Wednesday, October 26	6:00 – 8:00 p.m.	Harvest Fun Fair	Marmora Public School
Thursday, October 27	2:00 p.m.	Celebration Assembly – Cooperation	Breadner Elementary School
Thursday, October 27	2:30 – 4:00 p.m.	Black & Orange Day / Harvest Dance	Bayside Public School
Thursday, October 27	7:00 p.m.	School Council Meeting	Foxboro Public School
Thursday, October 27	6:30 p.m.	Academic Awards Night	Moira Secondary School (gym)
Thursday, October 27	7:00 p.m.	Academic Awards Night	Centennial Secondary School
Friday, October 28	6:00 – 9:00 p.m.	Annual Halloween Bash	Kente Public School
Friday, October 28	1:30 p.m.	School Arts – Rag & Bone “Wind in the Willows” presentation	Bird’s Creek Public School (at Our Lady of Mercy School)



<b>DATE</b>	<b>TIME</b>	<b>EVENT</b>	<b>LOCATION</b>
Friday, October 28	9:00 – 11:00 a.m.	Fred Penner Presentation	V.P. Carswell Public School (at Calvary Temple)
Friday, October 28	2:00 – 3:20 p.m.	Dance for Grades 6-8	Prince Charles Public School, Trenton
Friday, October 28	4:30- 6:00 p.m.	Halloween Dance	V.P. Carswell Public School
Friday, October 28	7:00 – 9:00 p.m.	Much Music Halloween Dance	Prince Edward Collegiate Institute
Monday, October 31	----	National UNICEF Day – “Bring a loonie to school”	Marmora Public School
Monday, October 31	9:00 a.m.	Celebration Assembly	Sir John A. MacDonald School
Monday, October 31	n/a	Black and Orange Spirit Day	Sir John A. Macdonald School
Monday, October 31	2:00 p.m.	Halloween Parade & Dance Grades 3-8	Breadner Elementary School
Monday, October 31	2:20 p.m.	Halloween Parade	Earl Prentice Public School
Monday, October 31		Halloween Parade	Madoc
Tuesday, November 1	5:30 p.m.	School Council Meeting	Queen Victoria School
Tuesday, November 1	7:00 p.m.	School Council Meeting	Centennial Secondary School
Tuesday, November 1	8:45 a.m.	“Start of Day” Rick Hansen Ceremony	Quinte Secondary School (gym)
Tuesday, November 1	4:30 – 9:00 p.m.	ITC Family Portrait Evening	Kente Public School
Wednesday, November 2	11:45 a.m.	Terrific Kids Assembly	Frankford Public School
Thursday, November 3	5:30 – 8:00 p.m.	Undergrad Awards	Prince Edward Collegiate Institute
Wednesday, November 9	6:30 p.m.	School Council Meeting	Prince Charles Public School, Belleville
Thursday, November 10	11:30 a.m.	Remembrance Day Service	Bird’s Creek Public School
Friday, November 11	10:30 a.m.	Remembrance Day Assembly	Susanna Moodie Public School
Friday, November 11	11:00 a.m.	Remembrance Day Assembly	Sir John A. Macdonald School
Friday, November 11	10:30 a.m.	Remembrance Day Assembly	Centennial Secondary School
Friday, November 11	9:30 a.m.	Remembrance Day Assembly	V.P. Carswell Public School
Friday, November 11	9:30 a.m.	Remembrance Day Assembly	Frankford Public School
Friday, November 11	8:15 a.m.	Remembrance Day Assembly	Prince Edward Collegiate Institute
Tuesday, November 15	6:15 p.m.	School Council Meeting	Queen Elizabeth Public School, Belleville
Wednesday, November 16	7:00 p.m.	School Council Meeting	Kente Public 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 X Information \_\_\_\_\_**

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

**From:** Dwayne Inch, Chair, Executive Committee  
Rob McGall, Director of Education

**Re: Board Policy Review**

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### **Purpose**

To give notice of motion that a recommendation will be brought forward to the November 14, 2011 Board meeting to approve changes to the following board policies:

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

### **Background**

Board Policy No. 2 Governance By-Laws and Standing Rules outlines that amendments to by-laws shall be given in advance as a notice of motion and be confirmed by a two-thirds majority of all members of the Board present at that meeting. Amendments to board policies shall be given in advance as a notice of motion and are to be confirmed by a majority of the Board.

According to Procedure 110 Board Policy Development and Review, board policies are reviewed every three years to ensure they are still relevant and have been implemented effectively. A list of approximately 12 policies will be reviewed this school year (see Appendix G).

### **Current situation**

At special meetings of the Executive Committee held on October 18, 2011 and October 24, 2011, the proposed changes to the policies noted above were reviewed and requested that the amendments be brought forward for Board approval.

### **Appendix:**

- Appendix A – Revised Board Policy No. 2 Governance By-Laws and Standing Rules
- Appendix B – Revised Board Policy No. 3-B Electronic Meetings
- Appendix C – Revised Board Policy No. 4 Corporate Board Job Description
- Appendix D – Revised Board Policy No. 7 Board Policy Development and Review
- Appendix E – Revised Board Policy No. 11 Committees of the Board
- Appendix F – Revised Board Policy No. 12 External Committees and Trustee Advocacy
- Appendix G – Policy Review Schedule

### **Notice of motion**

The Executive Committee hereby gives notice that it will move the following motion at the November 14, 2011 Board meeting:



**That Hastings and Prince Edward District School Board approve the amendments to the following board policies as outlined in appendices A, B, C, D, E, and F and as contained in Board Report C-2, dated October 24, 2011:**

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

Respectfully submitted,

**Dwayne Inch, Chair  
Executive Committee**

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



Hastings and Prince Edward  
District School Board

BOARD POLICY NO. 2	
Adopted	October 23, 2006
Last Revised	November 2011
Review Date	November 2014

Deleted: February 23, 2009

Deleted: February, 2012

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## GOVERNANCE BY-LAWS AND STANDING RULES

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### INTERPRETATION

In these by-laws and standing rules:

- a) "Board" means the Hastings and Prince Edward District School Board (District School Board 29)
- b) "chair" means the chairperson of the Board
- c) "member" means an elected member of the district school Board, including the chair
- d) "trustee" means an elected member of the Board
- e) "committee chair" means the chairperson of a standing, ad hoc or other special purpose committee
- f) "director" means the director of education, chief executive officer and secretary of the Board
- g) "treasurer" means the treasurer of the Board and chief financial officer
- h) "advance notice" excludes Saturday, Sunday and statutory holidays
- i) "closed session" means closed to the public
- j) "majority vote" shall be fifty percent plus one
- k) "past chair" is the immediate past chair
- l) "district" refers to the system organization
- m) "written notice" refers to either email or paper copy

### ARTICLE I: OBJECT

Being the rules governing the establishment and composition of the Board as provided for in the *Education Act* of Ontario and regulations made thereunder, which rules shall apply to the structure and proceedings of the Board until amended by resolution of the Board.

### ARTICLE II: NAME

The official name of the corporation shall be Hastings and Prince Edward District School Board as confirmed by the *Education Act* and accompanying regulations.

### ARTICLE III: JURISDICTION

The Hastings and Prince Edward District School Board shall have such jurisdiction in all areas commonly known as the counties of Hastings and Prince Edward, as provided for in the *Education Act* and its regulations.

### ARTICLE IV: HEADQUARTERS

The headquarters of the Board shall be the Education Centre located at 156 Ann Street, Belleville, Ontario.

### ARTICLE V: SEAL AND SYMBOL

The corporate seal and the official corporate logo are as approved by the Board and the seal shall bear the full official name of the corporation.

### ARTICLE VI: BOARD OF TRUSTEES

The affairs of the corporation shall be governed by a Board of trustees consisting of nine (9) members elected in accordance with the *Municipal Elections Act* of Ontario or as may otherwise be prescribed in Ontario regulations as provided for in the *Education Act*.

## Governance By-Laws and Standing Rules

## Board Policy No. 2

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In addition to the members elected above, the Council of the Mohawks of the Bay of Quinte may name one person to represent the interests of the native pupils in the Board's schools and the Board shall appoint that person as a member of the Board and the member so appointed shall be deemed to be an elected member of the Board, as provided for in the *Education Act*.

Up to two student trustees will be elected each year by the student body to represent the interests of students on the Board. The student trustees are not members of the Board, but have responsibilities and entitlements as provided for in the *Education Act*.

### Section 1: Disqualification of members

The reasons for which a member of the Board is automatically considered to have vacated an elected position include, but are not limited to, the following:

- a) The member is absent without being authorized in the minutes from three consecutive regular meetings of the Board; or
- b) The member ceases to hold residence requirements or any other qualifications required to act as a member of the Board.

### Section 2: Vacancy in office—trustee

Any vacancy in the office of a trustee shall be filled in accordance with and subject to the limitations as provided for in the *Education Act*. Should the Board choose to fill the vacancy by appointment, the Board will do so according to the provisions of Board Policy No. 3 Board Operations.

### Section 3: Vacancy in office—chair, vice-chair or chair of the Board and of specific standing committees

At the first regular meeting of the Board after a vacancy occurs in the office of chair or vice-chair of the Board and the following standing committees: Program and Human Resources, Operations and Finance and Student Enrolment/School Capacity, the Board shall elect one of its members to hold the office for the remainder of the year.

Deleted: or chair

Deleted: of a

## ARTICLE VII: MEETINGS OF THE BOARD

The meetings of the Board shall be held at the Education Centre, unless otherwise determined by resolution of the Board, or by the chair of the Board with the consent in writing, by electronic means or by voice, of a majority of Board members.

### Section 1: Electronic meetings

It may be necessary from time to time for certain members of the Board to participate in a Board or committee meeting by electronic means. In such case, participation by electronic means shall be according to the provisions of Board Policy No. 3 Board Operations.

### Section 2: Annual and initial meetings

#### 2.1 Initial meeting

In December following a municipal election, the Director shall first read into the record the official returns from the designated election officer or officers, whereupon the elected members shall take their places and subscribe to declarations of office and oaths of allegiance as provided for in legislation.

#### 2.2 Annual meeting

The annual meeting of the Board shall be held on the first Monday in December or on a date and time agreed to by a majority of Board members, or as provided for in legislation or regulation. At the appointed hour, the director shall call the meeting to order and shall preside until a chair has been elected as described in the election process contained in subsection 2.5 below.

#### 2.3 Business of the Board at the initial/annual meeting

At the annual or initial meeting of the Board, the Board shall:

**Governance By-Laws and Standing Rules**

**Board Policy No. 2**

- a) elect a chair;
- b) elect a vice-chair;
- c) approve trustee representation on Board committees;
- d) elect chairs and vice-chairs for the following standing committees: Program and Human Resources, Operations and Finance and Student Enrolment/School Capacity;
- e) elect a fifth member to the Executive Committee, if required; and
- f) pass a resolution to destroy all ballots when the elections are completed and the results declared.

Deleted: ;

**2.4 Application of the election process**

- a) The election process described in subsection 2.5 below will be followed to elect the chair and vice-chair of the Board.
- b) The same process will be followed to elect committee chairs and vice-chairs as outlined in Section 2.3 (d).
- c) Where it has been determined that selection to committee membership or as a Board representative is by means of an election, this process shall be followed.

Deleted: except where the committee chair is designated by these by-laws

**2.5 Election process**

- a) Until the chair is elected, the director shall preside at the initial or annual meeting of the Board.
- b) The director shall appoint scrutineers to conduct the election as necessary, but not fewer than two.
- c) Nominations shall be received from the floor and shall be seconded. A member may move or second his or her own nomination. In the event a member nominated for office is not present, the nominator or nominators shall satisfy the presiding officer that the member's consent to nomination has been obtained.
- d) The vote shall take place by closed ballot. Election shall require a majority of the valid votes cast.
- e) All trustees shall record the name of a valid candidate of his/her choice (one choice only) on the designated ballot.
- f) Scrutineers will collect the ballots, count them and report the recorded results to the director.
- g) The director shall announce the results of the vote for the chair, but shall not declare the count. The chair shall announce the results of the votes for all subsequent offices, but shall not declare the count.
- h) The member receiving the votes of the majority of the trustees present shall be declared elected.
- i) If no member receives a clear majority, a second ballot shall be held. The names of the candidates shall be announced in order of the number of votes cast, beginning with the highest.
- j) Should no member receive a clear majority on the second ballot, the name of the person receiving the fewest votes shall be dropped from the ballot and the members shall vote again and so continue until a member receives a majority vote.
- k) Where a tie vote occurs after the second ballot during an election, the members involved shall draw lots to fill the position.
- l) Following the election of the chair and vice-chair of the Board, the chair shall bring forward a recommendation to the full Board for approval of trustee representation on standing and other committees. Following the approval, elections will be held for the chair and vice-chair of the following standing committees: Program and Human Resources, Operations and Finance and Student

Deleted: each of

**Governance By-Laws and Standing Rules**

**Board Policy No. 2**

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Enrolment/School Capacity (in accordance with the elections process identified in 2.5 a-k.) In a municipal election year, the Board shall also elect the representative to Ontario Public School Boards' Association Board of Directors.

- m) By resolution of the Board or committee, all ballots shall be destroyed after the elections have been completed and the results declared.

**Governance By-Laws and Standing Rules**

**Board Policy No. 2**

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**Section 3: Regular meetings**

Unless otherwise directed by resolution of the Board, the regular meetings of the Board shall be held on the fourth Monday of each month, except July and August, commencing in closed session at 6:00 p.m. followed by an open public session at 7:00 p.m. The following exceptions will apply:

- a) where a meeting would fall on a recognized statutory holiday, it shall be held on the following Tuesday;
  - b) during July and August, meetings of the Board shall be held at the call of the chair as required, or as pre-determined by resolution of the Board;
  - c) in December, the regular meeting shall be held on the same evening as and immediately following the annual and/or initial meeting; and
  - d) in June, the regular meeting shall be held on the third Monday evening, to permit trustee attendance at school graduations.
- 3.2 The times and sequencing of public and closed session Board meetings may be varied in advance of the meeting by the chair, provided that each member shall be given advance notice of such change seventy-two hours in advance of the meeting by either email or notice delivered to his or her official address. The public shall be given advance notice on the Board's web site at least seventy-two hours in advance of the scheduled meeting.
- 3.3 The director shall notify each member of regular meetings of the Board, by [email or](#) written advance notice delivered to his or her official address, at least twenty-four hours in advance of the meeting, together with the agenda for such meeting and, when possible, all reports and other written documentation to be considered.
- 3.4 The agenda for the regular meetings of the Board shall be in the order set out in subsections 3.5 and 3.6 below. The chair may alter the regular patterns of business as circumstances warrant, subject to confirmation by the Board under the item "approval of agenda".

3.5 Closed session

**Call to order**

Delegations/presentations  
Approval of agenda  
Approval of minutes  
Business arising from the minutes

**Recommendations**

Reports from committees

**Information**

Report from chair  
Report from committee chairs  
Report from staff  
Questions, reports and proposals from trustees

**Correspondence**

Motion to rise and report

3.6 Public session

**Call to order**

Board prayer  
Delegations/presentations  
Approval of agenda  
Approval of minutes  
Business arising from the minutes  
Report from the closed session

**Recommendations**

Reports from committees

**Information**

Calendar of events  
Report from chair  
Report from committee chairs  
Report from staff  
Questions, reports and proposals from trustees (including "notices of motion")

**Correspondence**

Adjournment

**Section 4: Special meetings**

Special meetings of the Board shall be held at the call of the chair, or at the written request of at least five members filed with the director, subject to confirmation that a quorum will be present. The printed notice of every special meeting shall state all the business to be transacted or considered and no other business shall be considered unless all members of the Board are present and consent.

At least forty-eight hours written advance notice of all special meetings shall be given to each member at his or her official address except when an extenuating circumstance imposed on the Board requires immediate action.

**Section 5: Access to meetings**

Meetings of the Board and its committees shall be open to the public with the exception of meetings dealing with:

- a) the security of the property of the Board;
- b) the disclosure of intimate personal or financial information in respect of a member of the Board or committee, an employee or prospective employee of the Board or a pupil or his or her parent or guardian;
- c) the acquisition or disposal of a school site;
- d) decisions in respect of negotiations with employees of the Board; and
- e) litigation affecting the Board.

Recommendations from any closed session of an ad hoc or standing committee meeting shall be forwarded to the closed session of the Board. The report of the closed session of the Board shall be presented to the public Board meeting for consideration.

No person shall be excluded from a meeting that is open to the public except for improper conduct.

## Governance By-Laws and Standing Rules

## Board Policy No. 2

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### Section 6: Board quorum

The presence of a majority of all the members constituting a Board is necessary to form a quorum. As soon after the time of meeting as a quorum is present, the presiding officer shall call the members to order.

### Section 7: Committee quorum

A quorum of any committee shall consist of fifty percent of the members.

### Section 8: Delegations and presentations

The Board shall hear delegations and accept presentations according to the provisions of Board Policy No. 3 Board Operations.

### Section 9: Adjournment

At 11:00 p.m. the chair shall interrupt any item under discussion and conduct a vote on whether to continue the meeting. Board members will vote on a motion to continue the meeting, which may limit the continuation to the item under discussion, or may specify additional agenda items, or a time for adjournment. The meeting will adjourn unless there is majority consent from those present to continue.

The chair shall declare a meeting adjourned when:

- a) there is no other business to be transacted;
- b) the chair observes lack of quorum; or
- c) a motion to adjourn has been adopted by the Board.

During the course of a meeting, the chair may declare one or more recesses of up to fifteen minutes, which shall not be construed as adjourning the meeting.

## ARTICLE VIII: OFFICERS

The officers of the corporation shall be:

- a) chair
- b) vice-chair
- c) director of education (secretary)
- d) treasurer

The director of education shall be the chief executive officer and secretary of the Board.

The superintendent of financial and facility services shall be the chief financial officer and the treasurer of the Board.

### Section 1: Duties of officers

#### 1.1 The chair:

The duties of the chair are set out in Board Policy No. 10 Duties of the Board Chair and Vice-Chair.

#### 1.2 The vice-chair:

The duties of the vice-chair are described in Board Policy No. 10.

#### 1.3 The director shall, as secretary of the Board:

- a) collaborate with the chair and the Executive Committee in the preparation of agendas for meetings of the Board and ensure the preparation of timely and accurate staff reports as may be required;
- b) provide advice and assistance to the chair and members as required during meetings;
- c) ensure that the decisions and the policies of the Board are implemented;
- d) be responsible for circulating notices, agendas, reports and minutes of meetings to the Board and others who are entitled to receive such materials;

**Governance By-Laws and Standing Rules**

**Board Policy No. 2**

- e) ensure that accurate minutes are prepared of all Board meetings and that the minutes, when confirmed, are signed by the chair or presiding member and are safeguarded in a book provided for that purpose; and
- f) produce the minute book at any reasonable time during normal business hours to anyone entitled to see the minute book.

**1.4 The treasurer shall:**

- a) receive and account for all money of the Board and deposit all money received on account of the Board into a bank account or accounts opened in the name of the Board in such place of deposit as may be approved by the Board;
- b) disburse all money as directed by the Board in accordance with the annual budget plan or by other resolutions or directions;
- c) prepare and submit to the Board or a committee or committees of the Board such financial reports as the Board may direct by policy or by resolution; and
- d) produce, when required by the Board, the auditors, or other competent authority, all papers and money in the treasurer's possession, power or control belonging to the Board.

**Section 2: Signing authority**

The signing officers of the Board for official purposes shall be one of the chair and vice-chair and one of the director of education, superintendent of business services, or one other member of senior administration duly designated by the director of education.

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For current accounts, facsimile signatures may substitute for the actual signatures of the officers previously named.

**2.1 Delegation of signing authority**

The director of education and superintendent of business services are authorized to sign contracts and documents on behalf of the board provided that adequate funding is included in the approved budget of the board and board purchasing processes have been followed. The director of education and superintendent of business may further delegate signing authority as per board procedure.

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**ARTICLE IX: COMMITTEES**

The Board may establish by resolution such standing, special purpose and ad hoc committees as it deems appropriate or as required under legislation or through contractual obligations, and subject to any relevant legislation or contract:

- a) determine their composition and the manner of selecting chairs and members;
- b) fix their terms of reference, reporting relationships and expected date of completion of mandate;
- c) alter their composition, terms of reference, reporting relationships and expected date of completion of mandate, as it may deem appropriate from time to time; and
- d) dissolve committees.

**Section 1: Board committees**

Board policy related to standing committees, statutory committees, legislated committees and *ad hoc* committees is set out in Board Policy No. 11 Committees of the Board.

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**Section 2: Trustee representation on committees**

Each November the trustees shall indicate to the Board chair the standing and statutory committees on which they wish to serve for the following calendar year. The chair shall bring forward a recommendation to the full Board for approval at the annual meeting held in December.

**Section 3: Ontario Public School Boards' Association Board of Directors representative**

The Ontario Public School Boards' Association (OPSBA) Board of Directors representative and alternate shall be elected at the June Board meeting in non-election years. In an election year, the OPSBA Board of Directors representative and alternate shall be elected at the initial meeting of the Board. Board policy

**Governance By-Laws and Standing Rules**

**Board Policy No. 2**

related to support of the role of the Ontario Public School Boards' Association is found in Board Policy No. 12 Board Representatives on External Committees.

**Section 4: Appointment of representatives to other organizations**

The Board may from time to time appoint one or more representative to other organizations in the community at the request of those groups.

**Section 5: Representatives to other administrative committees**

The Director of Education may establish administrative committees as deemed appropriate and may request trustee participation on specific committees.

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**ARTICLE X: RULES OF ORDER**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the meetings of the Board in all cases to which they are applicable and in which they are not inconsistent with the Board's by-laws, approved special rules of order and the *Education Act*.

**ARTICLE XI: AMENDMENTS TO BY-LAWS**

The by-laws and rules as outlined in Board Policy No. 2, that are governed by statutes and regulations made thereunder are not subject to amendment that would subvert or conflict with the statute or regulation.

No amendment, alteration or addition to the by-laws as outlined in Board Policy No. 2, shall be made unless due notice thereof in writing setting forth the proposed amendment, alteration or addition, shall have been given at a meeting previous to that at which the proposed change comes before the Board for consideration. The amendment, alteration or addition must then be confirmed by a two-thirds majority of all members of the Board present at that meeting.

**ARTICLE XII: POLICIES**

Policies may be made under these by-laws, including a policy to define the process for making policy under these by-laws. The process for making policy is described in Board Policy No. 7 Board Policy Development and Review.

No new policy or amendment, alteration or addition to a policy made under this by-law shall be made unless due notice is given in writing setting forth the proposed new policy, amendment, alteration or addition at a meeting previous to that at which the proposed change comes before the Board for consideration. The new policy or amendment, alteration or addition to a policy must then be confirmed by a majority of all members of the Board present at that meeting.

**ARTICLE XIII: BORROWING BY-LAWS**

From time to time the Ministry of Education requires school boards to establish long term financing arrangements through the Ontario Financing Authority for multi-stage projects. The Ministry of Education funds the costs associated with this borrowing and requires that boards authorize the long term financing through borrowing by-laws. Mandated Ministry of Education financing arrangements do not require a notice of motion.

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**Legal References:**

- *Education Act, s. 55 Student Trustees; Part VI Boards—Duties and Powers; Part VII Board Members – Qualifications, Resignations and Vacancies*
- *Municipal Conflict of Interest Act*
- *Municipal Freedom of Information and Protection of Privacy Act*
- Ontario Regulation 463/97 Electronic Meetings
- Ontario Regulation 7/07 Student Trustees

**Board References:**

## Governance By-Laws and Standing Rules

## Board Policy No. 2

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- Board Policy Handbook
- [Board Procedure No. 505 Purchasing](#)
- Form F002-1 Parliamentary Procedure

**Resources:**

The current edition of Robert's Rules of Order Newly Revised

## BOARD OPERATIONS

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

Deleted: March, 2011

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## ELECTRONIC MEETINGS

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### 1. OBJECTIVE

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

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

### 2. DEFINITIONS

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

### 3. PROCEDURE

- 3.1 At the request of a Board member or student trustee, in situations where it is not possible for the member or student trustee to attend a regularly scheduled or special meeting of the Board or meeting of a committee of the Board, the Board shall provide electronic means for participation where the technology and infrastructure to support it are available, (ie: teleconference phone, video conferencing). Except in emergency situations, such requests must be made to the chair or secretary of the Board at least forty-eight hours before the commencement of said meeting.
- 3.2 The following persons must be physically present in the Board meeting room for any meeting of the Board or committee of the whole:
  - a) the chair of the Board or designate;
  - b) at least one additional member of the Board; and
  - c) the director of education or designate.
- 3.3 The following persons must be physically present in the committee meeting room for any meeting of the Board’s committees, except for a committee of the whole:
  - a) the chair of the committee or designate; and
  - b) the director of education or designate.
- 3.4 The chair of the Board or committee will conduct the electronic meeting as if it were a regular meeting of the Board.
- 3.5 A Board member who participates in a meeting by electronic means is considered to be present at the meeting and will be recorded in the attendance for the meeting. Under section 228 of the *Education Act*, Board members must not absent themselves without being authorized by resolution entered in the minutes from three consecutive regular meetings of the Board. Also, in spite of participation by electronic means, section 229 of the *Education Act* requires a physical presence in

**Board Operations**

**Board Policy No. 3**

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the meeting room of the Board for at least one regular meeting of the Board for each period of four full calendar months.

- 3.6 The electronic means used for these meetings shall permit the member(s) to hear and be heard by all other participants in the meeting.
- 3.7 Student trustees who are participating through electronic means shall not participate in any part of the Committee of the Whole Board or closed session at Committee level dealing with the disclosure of intimate, personal or financial information in respect of a member of the Board or committee, an employee or prospective employee of the Board or a pupil or his or her parent or guardian.
- 3.8 The electronic means shall be provided in a way that ensures compliance with the rules governing conflict of interest of Board members.
- 3.9 The chair of the Board or secretary of the Board shall have authority to refuse to provide a Board member or student trustee with electronic means of participation in a meeting of the Board where it is deemed impossible to ensure compliance with subsections 3.7 or 3.8 above, or where the technology and infrastructure to support it are not available.
- 3.10 The Board may provide, at one or more locations within its jurisdiction, electronic means to permit participation in meetings by members of the public. Such participation shall be in accordance with Policy No. 3-A Delegations and Presentations. The extent and manner of public participation shall be determined by the Board chair based on the electronic means available.
- 3.11 The Board shall ensure that the Board meeting room is open to permit physical attendance by members of the public at every meeting of the Board except a meeting closed to the public.

**Legal References:**

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

**Board References:**



**Hastings and Prince Edward  
District School Board**

<b>BOARD POLICY NO. 4</b>	
<b>Adopted</b>	May 26, 2008
<b>Last Revised</b>	November 2011
<b>Review Date</b>	November, 2014

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## **CORPORATE BOARD JOB DESCRIPTION**

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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 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 new 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 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.

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**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:

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 of the position.

**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

**Corporate Board Job Description**

**Board Policy No. 4**

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**Hastings and Prince Edward  
District School Board**

<b>BOARD POLICY NO. 7</b>	
<b>Adopted</b>	May 26, 2008
<b>Last Revised</b>	<del>November 2011</del>
<b>Review Date</b>	<del>November 2014</del>

Deleted: May 26, 2008

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## **BOARD POLICY DEVELOPMENT AND REVIEW**

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### **1. PURPOSE**

Hastings and Prince Edward District School Board has developed this policy to govern its approach to policy development. This policy provides broad direction for the effective operation of the Board and a framework for consistent decision-making by the director of education and staff.

Policy development is a key responsibility of the Board. Policies establish directions for the district, assign authority, and establish controls that make Board governance and management possible. Policies are the means by which the Board, director and district employees are accountable to the community as a whole. Adoption of new Board policies or revision of existing policies is solely the responsibility of the Board.

The Board recognizes that policies, to be effective, must be reviewed regularly and changed in keeping with circumstances. This policy provides for regular review of all policies of the Board. The Board also recognizes that a number of groups have an interest in and may provide valuable contributions in the development and revision of policies.

Board policies provide an appropriate balance between the responsibility of the Board to develop directing principles for the system, and the opportunity for the director of education to exercise professional judgement in the administration of the district.

### **2. DEFINITIONS**

**Board Policy**—A Board policy is a statement that provides a framework for the development of a course of action consistent with the Board's priorities and values. A policy becomes a commitment by which the Board is held accountable.

**By-Law**—A by-law is a Board policy which establishes rules for Board governance such as the order of business, rules of order, officers of the Board, and establishment of committees. The by-laws of the Board are set out in Policy No. 2 Governance By-laws and Standing Rules.

**Administrative Procedure**—An administrative procedure is a prescribed course of action by which the director of education directs the staff. Administrative procedures supplement Board policy and must be entirely consistent with Board priorities, values and policies. A Guideline or Implementation Handbook may also serve as an administrative procedure or support such a procedure.

**Guideline**—A guideline is an administrative instruction issued by the director of education or designate which prescribes a course of action to be taken in a given situation, or provides additional detail about the implementation of an administrative procedure.

**Implementation Handbook**—An implementation handbook is a collection of administrative instructions issued by the director or designate which consolidates implementation for staff and others in a particular field. For example, the director or a superintendent might issue a Special Education Handbook or a School Council Handbook. A handbook may also be a similar collection issued by a principal for the school staff, students and parents.

**Protocol**—A protocol is a policy or procedure which sets out the rules for interaction between the Board of trustees or the staff and outside agencies. For example, a Police Protocol confirms working relationships between a school district or districts and police services.

### 3. PRINCIPLES

It is the Board's intent that policy development will be governed by the following principles:

- 3.1 Policies give substance to the priorities and values of the Board.
- 3.2 Policies are public statements through which the Board can be held accountable.
- 3.3 Policies comply with legal requirements and set parameters by which the director or designate can develop administrative procedures.
- 3.4 The process of policy development will afford the opportunity for consultation with students, staff, parents and community representation through school councils.
- 3.5 The consultation will involve all parties who are affected by the proposed policy.
- 3.6 The timelines for consultation will be clear so that participants can plan their involvement.

### 4. INITIATING POLICIES

The identification of the need for a policy may be initiated by any of the following groups:

- 4.1 board members;
- 4.2 members of the public (parents/guardians, community);
- 4.3 students;
- 4.4 staff members;
- 4.5 the Ministry of Education; and/or
- 4.6 other levels of government (federal, provincial, municipal).

### 5. IDENTIFICATION OF POLICY ISSUES

Consideration of policy development will address the following questions:

- 5.1 Is a policy required by an *Act* or regulation?
- 5.2 Is there an operational need?
- 5.3 Is there a governance need?
- 5.4 Is there a finance need?
- 5.5 Is there a health and safety need?
- 5.6 Is there an equity issue?
- 5.7 Is there a community issue?

Policy Development and Review

Board Policy No. 7

- 5.8 Is the issue important and is the development of a policy the appropriate response?
- 5.9 Is the proposed policy consistent with the governance role of the Board as described in Board Policy No. 4 Corporate Board Job Description?

6. **POLICY DEVELOPMENT AND IMPLEMENTATION**

- 6.1 ~~Act in accordance with the *Education Act*, Regulations, and other statutory requirements to ensure compliance with provincial and education standards and policies.~~
- 6.2 Policies will be clearly written, easily understood and in language that is inclusive.
- 6.3 Responsibility for the writing of policy according to Board direction is undertaken by the director of education or designate.
- 6.4 The policy development and policy review process will follow the directions outlined in Administrative Procedure 110 Board Policy Development and Review.
- 6.5 Following Board approval of a policy, the Board assumes responsibility for the successful implementation of the policy.

Deleted: The Board's policies shall comply with the *Education Act* and provincial legislation.

- 6.6 ~~Correction of articles or section numbers, cross references, nomenclature, spelling and grammar, that do not result in a change of meaning are delegated to the secretary of the board to deal with.~~
- 6.7 The director of education will issue administrative procedures to support the implementation of policies. For example administrative procedures will support implementation of Board Policy No. 1 Board Mission and Goals and Board Policy No. 5 Director of Education Job Description.

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7. **POLICY REVIEW**

- 7.1 Board policies shall be reviewed as necessary to ensure:
  - 7.1.1 they are still relevant; and
  - 7.1.2 they have been implemented effectively.
- 7.2 The Board, with the assistance of the director of education, is responsible for developing a review process that includes a process for revising the policy, if needed.
- 7.3 The director of education is responsible for making the policy revisions and ensuring that changes are announced and posted on the Board website.
- 7.4 Once a policy has been approved or amended by the Board, all former policies or Board motions that are superseded in whole or in part by the new policy or amendment shall be considered revoked.

8. **SUMMARY OF POWERS AND DUTIES**

- 8.1 The Board is responsible for the implementation of policies governing its own processes. The Board and director of education share the responsibility for implementation of policies relating to the Board/director relationship. The Board has delegated to the director the authority to develop administrative procedures to address all other issues, and the director is responsible for the implementation of these procedures.

**Policy Development and Review**

**Board Policy No. 7**

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- 8.2 The Board may request the director to change an administrative procedure to a draft Board policy, and will provide the rationale for this change.
- 8.3 The Board may also delete a policy and subsequently delegate the director authority over this area. The director may choose to develop an administrative procedure relative to this matter.
- 8.4 The director shall develop administrative procedures as specified in Board Policy No. 6 Delegation of Authority and may develop such other procedures as deemed necessary for the effective operation of the district.
- 8.5 All administrative procedures must be entirely consistent with Board policies.

**Legal References:**

*Education Act: sections 170-171 Duties and Powers of Boards; subsection 283 (2) Chief Executive Officer; section 286 Duties of Supervisory Officers*

**Board References:**

- Board Policy Handbook
- Administrative Procedures Manual
- Administrative Procedure 110 Board Policy Development and Review



**Hastings and Prince Edward  
District School Board**

<b>BOARD POLICY NO. 11</b>	
<b>Adopted</b>	May 26, 2008
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<b>Review Date</b>	<del>November 2014</del>

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## COMMITTEES OF THE BOARD

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### 1. PURPOSE

Hastings and Prince Edward District School Board may establish by resolution such standing, special purpose and *ad hoc* committees as it deems appropriate or are required under legislation or through contractual obligations, and subject to any relevant legislation or contract.

The Board may determine the composition of the committees and the manner of selecting chairs and members. The Board may fix their terms of reference, reporting relationships and expected date of completion of their mandate. The Board may alter the composition of committees, their terms of reference, reporting relationships and expected date of completion of their mandate, as the Board may deem appropriate from time to time. The Board may also dissolve committees.

### 2. DEFINITIONS

**Ad Hoc Committee**—An *ad hoc* committee is appointed to make recommendations on a particular issue. The ~~Board shall dissolve the~~ committee once the final report to the Board has been made. An *ad hoc* committee may be a sub-committee of a standing committee.

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**Advance Notice**—Advance notice excludes Saturday, Sunday and statutory holidays.

**Closed Meeting**—A closed meeting is closed to the public as provided by subsection 207 (2) of the *Education Act*.

**Committee Chair**—Committee chair means the chairperson of a standing, *ad hoc* or other special purpose committee.

**Legislated Committee** – A committee required by legislation.

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**Majority Vote**—A majority vote shall be fifty percent plus one.

**Past Chair**—The past chair is the immediate past chair of the Board.

**Standing Committee**—A standing committee is a committee established by the Board to perform a continuing function, dealing with work of an ongoing or recurring nature.

**Statutory Committee**—A statutory committee is a committee required by the *Education Act*.

**Committees of the Board**

**Board Policy No. 11**

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**3. POLICY**

- 3.1 Board committee meetings shall be open to the public except when the subject matter under consideration is covered by section 207(2) of the *Education Act*.
- 3.2 The rules of order contained in the current edition of Robert's Rules of Order Newly Revised shall govern committee meetings of the Board in all cases to which they are applicable and in which they are not inconsistent with the Board's by-laws, approved special rules of order and the *Education Act*.
- 3.3 A quorum of any committee shall consist of fifty percent of the members. It is the duty of the chair of the committee to determine that a quorum is present.
- 3.4 A report of a committee is that of a majority of the committee.
- 3.5 Committees shall report to the Board in writing after each meeting and the chair of the committee, or where the chair is not a Board member, a Board member appointed to the committee shall present the committee's report to the Board. Recommendations shall be moved by the committee member who moved the motion at the committee level.
- 3.6 A committee report shall not be amended by the Board, but the Board may refer the report back to the committee for further consideration or with instruction to amend the report in some way.
- 3.7 Committee recommendations may be acted on separately when they are presented with the committee report or be postponed to a definite time.
- 3.8 The motion shall be stated in a form that will allow the Board to vote directly on the proposal itself, rather than a motion to agree or disagree with the recommendation of the committee. A motion embodying a committee recommendation is considered and acted on as any other main motion.
- 3.9 The secretary of the Board, in consultation with the chair of the Board, determines whether items of business go directly to the Board or to a committee for study, investigation and recommendation. This decision is generally based upon the urgency of the issue and the depth of investigation required. Nothing in this process prevents the Board from referring a matter to a committee for investigation and recommendation.

**4. DEVELOPMENT OF COMMITTEE STRUCTURE**

- 4.1 Each November the Board members shall indicate to the Board chair the standing and statutory committees on which they wish to serve for the following calendar year. The chair shall bring forward a recommendation to the Board for approval at the annual meeting held in December.
- 4.2 Board members are expected to serve on more than one committee.
- 4.3 Resource staff to the committees shall include the appropriate supervisory officer(s), as well as coordinators or other officers where required.

**5. BOARD COMMITTEES**

The policies consolidated in this document describe the purpose, powers and duties, membership and meetings of committees that the Board has established in order to govern the district in an effective and efficient manner.

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**COMMITTEES OF HASTINGS AND PRINCE EDWARD  
DISTRICT SCHOOL BOARD**

**STANDING COMMITTEES:**

Policy No. 11-A	Committee of the Whole Board	page 4
Policy No. 11-B	Program and Human Resources Committee	page 5
Policy No. 11-C	Operations and Finance Committee	page 7
Policy No. 11-D	Executive Committee	page 9
Policy No. 11-E	Budget Committee	page 11
Policy No. 11-F	Student Enrolment/School Capacity Committee	page 12

**STATUTORY COMMITTEES:**

Policy No. 11-G	Special Education Advisory Committee	page 14
Policy No. 11-H	Supervised Alternative Learning for Excused Pupils Committees	page 18
Policy No. 11-I	Audit Committee	page 22

**LEGISLATED COMMITTEES:**

Policy No. 11-J	Student Discipline Committee	page 28
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**AD HOC COMMITTEES:**

Policy No. 11-K	<i>Ad Hoc</i> Committees	page 31
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**6. CHAIR/VICE-CHAIR VACANCIES**

**6.1 Vacancies in the Chair or Vice-chair positions of a committee shall be filled through a similar process as outlined in the committee descriptions in Board Policy No. 11, at the next regular meeting or as soon as reasonably possible.**

## STANDING COMMITTEE

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

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## COMMITTEE OF THE WHOLE BOARD

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### 1. PURPOSE

When it is required by law or when the Board, on motion of a member, decides that it would be appropriate to discuss a matter in the Committee of the Whole Board, the Board, by resolution, shall move into a Committee of the Whole Board meeting for a closed session.

### 2. POWERS AND DUTIES

- 2.1 Discussion in the Committee of the Whole Board shall be strictly limited to the subject referred to the Committee of the Whole Board.
- 2.2 The Committee of the Whole Board shall, at the conclusion of its business and on a motion of one of its members duly resolved, rise and report its findings to the Board, which shall deal with such report in the same fashion as any committee report.

### 3. MEMBERSHIP

All members of the Board are voting members of the Committee of the Whole Board.

### 4. MEETINGS

- 4.1 Meetings of the Committee of the Whole Board may be in public or closed session. The reasons for the closing of certain meetings are set out in the *Education Act*.
- 4.2 Regular meetings of the Board include a Committee of the Whole Board meeting in closed session at 6:00 p.m. on the fourth Monday of each month, with the exceptions noted in Board Policy No. 2 Governance By-Laws and Standing Rules.
- 4.3 Preparation and distribution of the notice of meetings, agenda and minutes shall be as for regular and special meetings of the Board.
- 4.4 The vice-chair shall be the chair of the Committee of the Whole Board in closed session and shall preside at all meetings of this committee. The chair of the Board shall be the chair of the Committee of the Whole Board in open session.

#### **Legal References:**

*Education Act, sections 170-171 Duties and Powers of Boards; section 207 Open and Closed Meetings*

#### **Board References:**

- Board Policy No. 2 - Governance By-Laws and Standing Rules
- Board Policy No. 3 - Board Operations

## STANDING COMMITTEE

POLICY NO. 11- B	
Adopted	May 26, 2008
Last Revised	<del>November 2011</del>
Review Date	<del>November, 2014</del>

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## PROGRAM AND HUMAN RESOURCES COMMITTEE

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### 1. PURPOSE

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

### 2. POWERS AND DUTIES

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

**Committees of the Board**

**Board Policy No. 11**

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

**3. MEMBERSHIP**

3.1 Membership is appointed each year at the initial/annual meeting of the Board held in December.

3.2 Membership shall consist of a minimum of five trustees.

3.3 Chair and vice-chair of the Program and Human Resources Committee are elected each year at the initial/annual meeting of the Board held in December.

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**4. MEETINGS**

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

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

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

**Legal References:**

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

**Board References:**

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

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## STANDING COMMITTEE

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

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## OPERATIONS AND FINANCE COMMITTEE

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### 1. PURPOSE

The Operations and Finance Committee shall review and make recommendations to the Board on matters related to operations of facility services, transportation, information and technology services, purchasing, accounting and payroll and benefits.

### 2. POWERS AND DUTIES

- 2.1 The committee shall support the achievement of the Board's major areas of responsibility that relate to Board operations, transportation, information and technology services, and financial matters, as described in Board Policy No. 4 Corporate Board Job Description.
- 2.2 The committee is responsible for reviewing and recommending to the Board the goals in the Board's system plan and the means whereby these goals may be achieved.
- 2.3 The committee shall review and make recommendations to the Board on the purchase and sale of land and buildings and on the scope of capital projects and contracts for construction.
- 2.4 The committee shall keep the Board informed regarding all facility matters and make recommendations to the Board about facility work plans and capital planning.
- 2.5 The Board is an equal member, along with Algonquin and Lakeshore Catholic District School Board and Limestone District School Board, of Tri-Board Student Transportation Services. The committee will monitor the operation of school bus transportation services, and make recommendations for changes to the Tri-Board Student Transportation Services transportation policy.
- 2.6 The committee will review and make recommendations to the board on borrowing and investing of funds according to government regulation.
- 2.7 The committee will monitor the success of administrative procedures related to business matters.

### 3. MEMBERSHIP

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

3.2 The Operations and Finance Committee shall be comprised of a minimum of five trustees.

- 3.3 Chair and vice-chair of the Operations and Finance Committee are elected each year at the initial/annual meeting of the Board held in December.

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### 4. MEETINGS

**Committees of the Board**

**Board Policy No. 11**

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- 4.1 The Operations and Finance Committee shall schedule meetings for the second Monday evening of each month in which a regular meeting of the Board is held, with the following exceptions:
- a) There will be no regular committee meeting in December.
  - b) In June the meeting shall be held on the first Monday evening.
  - c) Where the second Monday of any month falls on a statutory holiday, the meeting shall be held on the Tuesday immediately following the holiday.
- 4.2 Any change in meeting dates shall require advance notice to be publicly posted at least seventy-two hours in advance.

**Legal References:**

*Education Act, sections 170-171 Duties and Powers of Boards; Part IX Finance*

**Board References:**

- Board Policy No. 4 - Corporate Board Job Description
- Board Policy No. 17 - Transportation
- Achievement in Motion System Plan
- Administrative Procedure 500 - Financial Integrity

## STANDING COMMITTEE

POLICY NO. 11- D	
Adopted	May 26, 2008
Last Revised	<del>November 2011</del>
Review Date	<del>November 2014</del>

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## EXECUTIVE COMMITTEE

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### 1. PURPOSE

The Executive Committee shall deal with special issues not specifically related to the mandates of the other standing committees.

### 2. POWERS AND DUTIES

- 2.1 The Executive Committee shall support, coordinate and monitor the overall achievement of the Board's major areas of responsibility as described in Board Policy No. 4 Corporate Board Job Description.
- 2.2 The committee shall oversee the implementation of Board Policy No. 6 Delegation of Authority and Board Policy No. 7 Board Policy Development and Review to ensure that the appropriate distinction between the Board's responsibility to govern and the director of education's executive and administrative duties is maintained.
- 2.3 The Executive Committee will coordinate the development of the system plan, recommend appropriate Board and district support for the plan, and evaluate the overall achievement of the Achievement in Motion system plan.
- 2.4 The committee shall review and provide input on committee and Board agendas.
- 2.5 The committee shall review and provide input related to Board and district communications.
- 2.6 The committee shall review and provide input into matters related to the working relationship with the director of education, and into issues involving the administration of the district.

### 3. MEMBERSHIP

- 3.1 The Executive Committee shall be comprised of five members consisting of the chair, vice-chair, past chair and chairs of the Program and Human Resources Committee and the Operations and Finance Committee.

3.2 Where there is no past chair currently serving on the Board or where one of the members already holds more than one of the positions previously listed in 3.1, the fifth member of the Executive Committee shall be elected by the Board.

- 3.3 The chair of the Board shall preside at each meeting of the Executive Committee. In the chair's absence, the vice-chair shall preside at the meeting.

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**4. MEETINGS**

- 4.1 The Executive Committee shall schedule meetings for the first Monday of each month in which a regular meeting of the Board is held, with the following exceptions:
- a) There will be no regular committee meeting in December.
  - b) Where the first Monday of any month falls on a statutory holiday, the meeting shall be held on the Tuesday immediately following the holiday.
- 4.2 Any change in meeting dates shall require advance notice to be publicly posted at least seventy-two hours in advance.

**Legal References:**

*Education Act, sections 170-171 Duties and Powers of Boards; section 283 Chief Executive Officer*

**Board References:**

- Board Policy No. 4 - Corporate Board Job Description
- Board Policy No. 5 - Director of Education Job Description
- Board Policy No. 6 - Delegation of Authority
- Board Policy No. 7 - Board Policy Development and Review
- Achievement in Motion System Plan

## STANDING COMMITTEE

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

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## BUDGET COMMITTEE

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### 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 The committee shall consider budget recommendations from the staff, other Board committees and the community, as appropriate.
- 2.2 The committee shall review and consider estimated board revenue and expenditures.
- 2.3 The committee shall provide direction as to budget application when significant adjustments are required.
- 2.4 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 230-232 Estimates; Part IX Finance*

#### **Board References:**

Board Policy No. 1 - Board Mission and Goals

## STANDING COMMITTEE

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

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## STUDENT ENROLMENT/SCHOOL CAPACITY COMMITTEE

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### 1. PURPOSE

The Student Enrolment/School Capacity Committee shall review and make recommendations on matters relating to school enrolments, school capacities, including projected trends, and any implications arising from such matters.

### 2. POWERS AND DUTIES

- 2.1 The committee shall consider the school board's long term capital plan in order to provide the best educational opportunities for students and to enhance the learning environment in all schools, while ensuring fiscal responsibility.
- 2.2 The committee shall review a preliminary report prepared by senior administration identifying a school or group of schools in which challenges may be faced in providing a suitable and equitable range of learning opportunities for students, as described in Policy No. 15: Student Enrolment/School Capacity.
- 2.3 After reviewing the preliminary report, the committee may recommend that the Board direct senior administration to form an Accommodation Review Committee for a group of schools or for a single school.
- 2.4 If the Board supports the committee's recommendation, an Accommodation Review Committee will be formed in accordance with Policy No. 15: Student Enrolment/School Capacity. The Student Enrolment/School Capacity Committee shall review and consider reports and recommendations from senior administration and the Accommodation Review Committee and receive public input into those reports in accordance with Policy No. 15.
- 2.5 The committee shall prepare its report and recommendations regarding pupil accommodation options to the Board.

### 3. MEMBERSHIP

- 3.1 The membership of the Student Enrolment/School Capacity Committee includes all members of the Board.
- 3.2 Chair and vice-chair of the Student Enrolment/School Capacity Committee are elected each year at the initial/annual meeting of the Board held in December.

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### 4. MEETINGS

The Chair of the committee shall call meetings as needed and in accordance with Board Policy No. 15: Student Enrolment/School Capacity when an Accommodation Review Committee (ARC) has been initiated.

**Legal References:**

- *Education Act, paragraph 8 (1) 26 School Closing; section 171 Powers of Boards*
- Ministry of Education Pupil Accommodation Review Guidelines
- Ministry of Education Administrative Review of Accommodation Review Process

**Board References:**

Board Policy No. 15 - Student Enrolment/School Capacity  
Administrative Procedure 178: Accommodation Review Committee (ARC)

## STATUTORY COMMITTEE

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

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## SPECIAL EDUCATION ADVISORY COMMITTEE

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### 1. PURPOSE

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.

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).

### 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 may advise the Board in such 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 alternated.
- 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 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 initial meeting, a chair and a vice-chair shall be elected. Any voting member of the SEAC is eligible for election.

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### 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 Special Education, 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, 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 Special Education.

### 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 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

## STATUTORY COMMITTEE

POLICY NO. 11- H	
Adopted	May 26, 2008
Last Revised	<del>November</del> , 2011
Review Date	<del>November</del> , 2014

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## SUPERVISED ALTERNATIVE LEARNING (SAL) COMMITTEE

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### 1. PURPOSE

The Hastings and Prince Edward District School Board (the Board) is a system of character that delivers a quality learning experience to support high levels of achievement for each student. The purpose of supervised alternative learning (SAL) is to provide students who have significant difficulties with regular attendance at school with an alternative learning experience and individualized plan to enable the student to progress towards obtaining an Ontario secondary school diploma or achieving his or her other education and life goals.

### 2. DEFINITIONS

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

**Primary Contact Person** – An employee of the Board who is assigned by the principal to facilitate the development of the Supervised Alternative Learning Plan and to monitor the student's progress.

**Principal** – Principal of the school where the student is enrolled.

**Student** – A pupil of the Board as defined in the Education Act.

**Supervised Alternative Learning Plan (SALP)** – A SALP means a supervised alternative learning plan for a student that is approved by a SAL Committee. The SALP shall include the student's education and life goals and may include one or more of the following activities:

- a) Enrolment in a course or class in which a student may earn a credit;
- b) Enrolment in a non-credit life skills course or other non-credit course;
- c) Preparation for employment and development of general employment skills;
- d) Training for a specific job or type of employment;
- e) Full-time or part-time employment;
- f) Counselling;
- g) Volunteering;
- h) Any other activity with the potential to help the student achieve their goals.

Regular contact with the student is maintained by the primary contact person to ensure that the student continues to participate in the SALP and, therefore, to continue to be excused from attendance at school.

### 3. SAL COMMITTEE MEMBERSHIP

3.1 The Board shall establish a Supervised Alternative Learning Committee as required under the Education Act. The Sal Committee shall be composed of such members, not fewer than three, as may be appointed by the Board in each year. A quorum of the committee shall consist of:

- a) At least one member of the Board;

**Committees of the Board**

**Board Policy No. 11**

- b) At least one supervisory officer who is qualified as such as a teacher and is employed by the Board, or designate; and;
- c) At least one person who is not a member or an employee of the Board.

3.2 The SAL coordinator shall act as chair and as secretary each time a Supervised Alternative Learning Committee meeting is called.

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**4. POWERS AND DUTIES**

**4.1 Exceptions to Compulsory Attendance**

A Supervised Alternative Learning Committee decides whether a student may be excused from compulsory school attendance, in accordance with the *Education Act* and Ontario Regulation 374/10.

**4.2 Referral of Student to the SAL Committee**

The principal or parent of a student of compulsory school age, who has attained the age of fourteen years and is not benefiting from existing school programs, may refer the student to the SAL Committee to participate in an alternative program. This referral is made in writing by the principal or parent. If a student is at least 16 years old and has withdrawn from parental control, any authority or right that is vested in, or any obligation that is imposed upon, a parent of a student under this Part is vested in or imposed upon the student.

**4.3 Notice of Committee Meeting**

The committee shall give notice of the meeting to the following:

1. The student;
2. The parent;
3. The principal;
4. Any member of the staff of the school or the board who was listed by the principal in the referral and in the opinion of the committee may have information that is relevant to the referral;
5. Any other individual who in the opinion of the committee has information that is relevant to the referral.

Any individual who receives notice has a right to attend and be heard at the meeting.

**4.4 Committee Decision**

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

- a) Approve participation by the student as described in the plan;
- b) Modify the plan and approve participation by the student in Supervised Alternative Learning as described in the plan as modified;
- c) Not approve participation by the student as described in the plan, in which case the student shall attend school as required by the *Education Act*; or

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

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

- a) Require the principal of the student's school to cause a plan to be developed for the student;  
Or
- b) Not approve participation by the student in Supervised Alternative Learning.

**4.5 Communication of Decision**

Within 5 days of the decision, the secretary of the committee shall communicate in writing to the principal, the student and the parent of the decision of the committee.

**4.6 Request for Reconsideration**

If the parent of a student disagrees with the determination of the SAL Committee and wishes to request reconsideration, the parent must notify the school principal in writing within 10 days of receiving the SAL Committee's written decision. The principal shall forward the written request to the SAL Committee as soon as possible after receiving the request. Within 20 school days after the day the committee receives the request, the committee shall hold a meeting to reconsider its decision. The individuals listed in 4.3 are entitled to receive notice of the meeting and attend. After a meeting, the committee shall make a decision in accordance with 4.4 outlined above.

**4.7 Communication of Reconsideration Decision**

Within 5 days of the decision, the SAL Committee shall communicate in writing to the principal, the student, and the parent of its decision in respect to the request for reconsideration. The Committee decision is final.

**4.8 Legal Excusal from School Attendance**

The student shall participate in the SALP as approved by the SAL Committee. The student is excused from attendance at school as long as the student participates in the SALP. A school attendance counsellor shall have the same powers and perform the same duties in respect of students enrolled in Supervised Alternative Learning as the counsellor has in respect of other students.

**4.9 Modifying the Plan after Committee Approval**

4.9.1 The primary contact person may make modifications to the plan at any time if,

- a) The plan remains substantially the same; and;
- b) He or she first requested input from the student and the parent.

4.9.2 If the primary contact person modifies a plan, he or she shall inform the principal, the student and the parent.

4.9.3 If in the opinion of the primary contact person it would be in the student's best interests to make modifications to the plan that would result in the plan being substantially different, he or she shall review the proposed modifications with the principal.

4.9.4 The principal shall make the proposed modifications to the plan if,

- a) In the opinion of the principal it would be in the student's best interests;
- b) A supervisory officer qualified as such as a teacher agrees; and;
- c) The principal first requested input from the student and the parent.

4.9.5 If a plan is modified, the principal shall provide a copy of the modified plan to the student and the parent.

**4.9.6 Reports to the Committee**

The primary contact person shall report on the student's progress to the SAL Committee when requested by the committee, and to the principal of the school where the student is enrolled.

**4.10 Renewal of the SALP**

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

- a) Submit a recommendation to the committee to renew the plan, with the written consent of the parent; or

**Committees of the Board**

**Board Policy No. 11**

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b) Refer the student to the SAL Committee

4.10.2 Within 20 school days after the day a committee receives a recommendation for renewal the committee shall,

- a) Renew the student's plan;
- b) Renew the student's plan with specified modifications; or
- c) Require the principal to refer the student to the SAL Committee.

4.10.3 The committee may only renew the student's plan in accordance with the following:

1. For non-semestered schools, the plan may be renewed for a maximum of one school year in total
2. For semestered schools, the plan may be renewed for a maximum of one school year

**5. MEETINGS**

Meetings of a SAL Committee are held regularly upon receipt of referrals for Supervised Alternative Learning.

**Legal References:**

- *Education Act, section 21 Compulsory Attendance*
- *Education Act, section 36 (1) Resident Pupil Qualifications, Secondary*
- *Ontario Regulation 374/10 Supervised Alternative Learning*

**Board References:**

- Administrative Procedure 395 – Supervised Alternative Learning
- Administrative Procedure 394 – Compulsory School Attendance

## STATUTORY COMMITTEE

POLICY No. 11-I	
Adopted	November 15, 2010
Last Revised	November, 2011
Review Date	November, 2014

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## AUDIT COMMITTEE

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### 1. PURPOSE

The board shall establish an audit committee as required under the Education Act. The audit committee shall review and make recommendations to the board on matters concerning financial reporting, internal and external audits, internal control and compliance matters.

### 2. DEFINITIONS

**external auditor** – an auditor appointed by a board under subsection 253 (1) of the Act to perform the duties referred to in subsection 253(4) of the Act.

**fiscal year** – currently defined in the Education Act Section 230.20(3) as the period September 1 to August 31

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**internal auditor** – a contractor or employee of a board who examines and evaluates a board's records and procedures related to the board's risk management, internal controls and governance processes and makes recommendations on ways to improve the board's risk management, internal controls and governance processes.

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**reporting entity** – with respect to a board, an organization that is required to prepare reports for the purposes of the board regarding the organization's financial affairs and resources.

**senior business official** – means a senior business official described in subsection 3(2) of Regulation 309 of the Revised Regulations of Ontario, 1990 (Supervisory Officers) made under the Act or subsequent Acts.

### 3. POWERS AND DUTIES

3.1 The audit committee has the following duties related to the board's financial reporting process:

- 3.1.1 The committee shall review with the director of education, the senior business official and the external auditor the board's financial statements, with regard to the following:
- Relevant accounting and reporting practices and issues.
  - Complex or unusual financial and commercial transactions of the board.
  - Material judgments and accounting estimates of the board.
  - Any departures from the accounting principles published from time to time by the Canadian Institute of Chartered Accountants that are applicable to the board.

- 3.1.2 The committee shall review with the director of education, the senior business official and the external auditor, before the results of an annual external audit are submitted to the Board,
- the results of the annual external audit,

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**Committees of the Board**

**Board Policy No. 11**

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- b) any difficulties encountered in the course of the external auditor's work, including any restrictions or limitations on the scope of the external auditor's work or on the external auditor's access to required information.
  - c) any significant changes the external auditor made to the audit plan in response to issues that were identified during the audit, and
  - d) any significant disagreements between the external auditor and the director of education or the senior business official and how those disagreements were resolved.
- 3.1.3 To review the board's annual financial statements and consider whether they are complete, are consistent with any information known to the audit committee members and reflect accounting principles applicable to the board.
  - 3.1.4 To recommend, if the audit committee considers it appropriate to do so, that the board approve the annual audited financial statements.
  - 3.1.5 To review with the director of education, a senior business official and the external auditor all matters that the external auditor is required to communicate to the audit committee under generally accepted auditing standards.
  - 3.1.6 To review with the external auditor material written communications between the external auditor and the director of education or a senior business official.
  - 3.1.7 To ask the external auditor about whether the financial statements of the board's reporting entities, if any, have been consolidated with the board's financial statements.
  - 3.1.8 To ask the external auditor about any other relevant issues.
- 3.2 The audit committee has the following duties related to the board's internal controls:
- 3.2.1 To review the overall effectiveness of the board's internal controls.
  - 3.2.2 To review the scope of the internal and external auditor's reviews of the board's internal controls, any significant findings and recommendations by the internal and external auditors and the responses of the board's staff to those findings and recommendations.
  - 3.2.3 To discuss with the board's officials the board's significant financial risks and the measures the officials have taken to monitor and manage these risks.
- 3.3 The audit committee has the following duties related to the board's internal auditor:
- 3.3.1 To review the internal auditor's mandate, activities, staffing and organizational structure with the director of education, the senior business official and the internal auditor.
  - 3.3.2 To make recommendations to the Board on the content of annual or multi-year internal audit plans and on all proposed major changes to plans.
  - 3.3.3 To ensure there are no unjustified restrictions or limitations on the scope of the annual internal audit.
  - 3.3.4 To review at least once in each fiscal year the performance of the internal auditor and provide the board with comments regarding his or her performance.

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Committees of the Board

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- 3.3.5 To review the effectiveness of the internal auditor, including the internal auditor's compliance with the document *International Standards for the Professional Practice of Internal Auditing*, as amended from time to time, published by The Internal Auditors and available on its website.
  - 3.3.6 To meet on a regular basis with the internal auditor to discuss any matters that the audit committee or internal auditor believes should be discussed.
  - 3.3.7 To review with the director of education, the senior business official and the internal auditor,
    - a) significant findings and recommendations by the internal auditor during the fiscal year and the responses of the board's staff to those findings and recommendations.
    - b) any difficulties encountered in the course of the internal auditor's work, including any restrictions or limitations on the scope of the internal auditor's work or on the internal auditor's access to required information, and
    - c) any significant changes the internal auditor made to the audit plan in response to issues that were identified during the audit.
  - 3.4 The audit committee has the following duties related to the board's external auditor:
    - 3.4.1 To review at least once in each fiscal year the performance of the external auditor and make recommendations to the Board on the appointment, replacement or dismissal of the external auditor and on the fee and fee adjustment for the external auditor. Deleted: b
    - 3.4.2 To review the external auditor's audit plan, including,
      - a) the external auditor's engagement letter,
      - b) how work will be coordinated with the internal auditor to ensure complete coverage, the reductions of redundant efforts and the effective use of auditing resources, and
      - c) the use of independent public accountants other than the external auditor of the board.
    - 3.4.3 To review and confirm the independence of the external auditor.
    - 3.4.4 To meet on a regular basis with the external auditor to discuss any matters that the audit committee or the external auditor believes should be discussed.
    - 3.4.5 To resolve any disagreements between the director of education, a senior business official and the external auditor about financial reporting.
    - 3.4.6 To recommend to the Board a policy designating services that the external auditor may perform for the board and, if the Board adopts the policy to oversee its implementation. Deleted: b  
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  - 3.5 The audit committee has the following duties related to the board's compliance matters:
    - 3.5.1 To review the effectiveness of the board's system for monitoring compliance with legislative requirements and with the board's policies and procedures, and where there have been instances of non-compliance, to review any investigation or action taken by the board's director of education, supervisory officers or other persons employed in management positions to address the non-compliance.
    - 3.5.2 To review any significant findings of regulatory entities, and any observations of the internal or external auditor related to those findings.
    - 3.5.3 To review the board's process for communicating any codes of conduct that apply to board members or staff of the board to those individuals and the board's process for administering those codes of conduct.

**Committees of the Board**

**Board Policy No. 11**

- 3.5.4 To obtain regular updates from the director of education, supervisory officers and legal counsel regarding compliance matters.
- 3.5.5 To obtain confirmation by the board's director of education and supervisory officers that all statutory requirements have been met.
- 3.6 The audit committee has the following duties related to the board's risk management:
  - 3.6.1 To ask the board's director of education, the senior business official, the internal auditor and the external auditor about significant risks, to review the board's policies for risk assessment and risk management and to assess the steps the director of education and a senior business official have taken to manage such risks, including the adequacy of insurance for those risks.
  - 3.6.2 To perform other activities related to the oversight of the board's risk management issues or financial matters, as requested by the board.
  - 3.6.3 To initiate and oversee investigations into auditing matters, internal financial controls and allegations of inappropriate or illegal financial dealing.

3.7 In carrying out its functions and duties, an audit committee of a board has the power to,

- 3.7.1 With the prior approval of the **B**oard, retain counsel, accountants or other professionals to advise or assist the committee;
- 3.7.2 Meet with or require the attendance of **B**oard members, the board's staff, internal or external auditor or legal counsel or representatives from a reporting entity of the board at meetings of the committee, and require such persons or entities to provide any information and explanation that may be requested;
- 3.7.3 Where the committee determines it is appropriate, meet with the board's external or internal auditor, or with any staff of the board, without the presence of other board staff or **B**oard members, other than **B**oard members who are members of the committee;
- 3.7.4 Require the board's internal or external auditor to provide reports to the committee; and
- 3.7.5 Have access to all records of the board that were examined by the internal or external auditor.

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**4 MEMBERSHIP**

- 4.1 The audit committee will consist of five members including three **B**oard members and two persons who are not **B**oard members. Members are to be appointed in accordance with the board's by-laws.
- 4.2 If the number of persons required is not appointed to the audit committee, the Minister may appoint a person to each vacant position.
- 4.3 A person appointed under section 4.2 holds the position until the **B**oard appoints another to the position.
- 4.4 A person who is not a **school** board member is eligible to be appointed to the board's audit committee only if he or she,

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**Committees of the Board**

**Board Policy No. 11**

- (a) has accounting, financial management or other relevant business experience that would enable him or her to understand the accounting and auditing standards applicable to the board;
- (b) is not an employee or officer of the school board or any other school board at the time of his or her appointment;
- (c) does not have a conflict of interest, as described in subsection 4.4, at the time of his or her appointment; and
- (d) was identified by the selection committee described in section 4.7 as a potential candidate for appointment to the audit committee.

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4.5 For the purposes of clause 4.4( c ), a person has a conflict of interest if his or her parent, child or spouse is employed by the board.

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4.6 Clause 4.4 (d) does not apply if the person is appointed by the Minister under section 4.2.

**Selection Committee**

4.7 Each board shall have a selection committee for the purpose of identifying persons who are not Board members as potential candidates for appointment to the board's audit committee. The selection committee shall be composed of,

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- (a) the board's director of education;
- (b) the senior business official of the board; and
- (c) the chair of the Board or a Board member designated by the chair.

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**Chair of the committee**

4.8 At the first meeting of the audit committee in each fiscal year, the members of the committee shall elect the chair of the committee for the fiscal year of the board from among the Board members appointed to the committee.

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4.9 If at any meeting of the audit committee the chair is not present, the members present may elect a chair for that meeting.

**Term of appointment**

4.10 The composition of the trustees on the audit committee shall be in alignment with Board Policy No. 11, Section 4.1.

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4.11 The term of office of a member of the audit committee who is not a Board member shall be for three years.

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4.12 Subject to section 4.13, a member of the audit committee may be reappointed.

4.13 An individual who is not a Board member may not be appointed to the audit committee more than twice unless,

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- (a) the board advertised the position for at least 30 days; and
- (b) after 30 days, the selection committee did not identify any potential candidates.

4.14 When the term of a member of the audit committee expires, he or she continues to be a member until a successor is appointed or the member is reappointed.

**Vacancies**

Committees of the Board

Board Policy No. 11

4.15 A member who is a board member vacates his or her position on the audit committee if,

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- (a) he or she is convicted of an indictable offence; or
- (b) he or she is absent from two consecutive regular meetings of the committee and the committee has not authorized those absences by a resolution at the first regular meeting of the committee that follows the second absence.

4.16 A member who is not a board member vacates his or her position on the audit committee if,

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- (a) he or she is convicted of an indictable offence;
- (b) he or she is absent from two consecutive regular meetings of the committee and the committee has not authorized those absences by a resolution at the first regular meeting of the committee that follows the second absence;
- (c) he or she becomes an employee or officer of the board or of any other school board; or
- (d) it is discovered that he or she had a conflict of interest as described in subsection 4.5. at the time of his or her appointment and failed to disclose it.

4.17 Despite any by-law of the board, if a position on the audit committee becomes vacant, the position shall be filled as soon as possible in accordance with sections 4.2 and 4.7.

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4.18 A person who is appointed to fill a vacancy shall hold the position for the remainder of the term of the member whose position became vacant.

5. MEETINGS

5.1 The first meeting of the audit committee in each fiscal year shall take place no later than September 30.

5.2 The audit committee shall meet at least three times in each fiscal year at the call of the chair of the committee and at such other times as the chair considers advisable.

6. DECISION MAKING

6.1 Each member of the audit committee has one vote.

6.2 The audit committee will make decisions by resolution.

6.3 In the event of a tie vote, the chair is entitled to cast a second vote.

6.4 A majority of the members of the audit committee constitutes a quorum and must include one member who is not a board member.

7. REPORTING

7.1 The audit committee shall provide annual reports as specified in the regulation.

Legal References:

*Ontario Regulation 361/10 Audit Committees*  
*Education Act: Sections 230.20(3), 253(1), 253(4)*  
*Regulation 309 1990 Subsection 3(2)*

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District References:

- Board Policy No. 4 – Corporate Board Job Description
- Achievement in Motion System Plan
- Administrative Procedure 500 – Financial Integrity

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## LEGISLATED COMMITTEE

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

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## STUDENT DISCIPLINE COMMITTEE

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### 1. PURPOSE

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

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

### 2. DEFINITIONS

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

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

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

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

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

### 3. POWERS AND DUTIES

#### 3.1 Conducting a Suspension Appeal

- 3.1.1 If a superintendent's review of the suspension imposed by the principal does not resolve the issue, the Student Discipline Committee shall hear and determine a suspension appeal within fifteen school days of receiving the notice of intention to appeal.
- 3.1.2 When making its determination, the Student Discipline Committee shall consider the principal's report and submissions and the submissions and any other information provided by the parent or adult student. The Committee shall also consider the analysis and application of any mitigating and other factors which may or may not be applicable in the circumstances.
- 3.1.3 The Committee shall determine whether the decision to suspend and the suspension imposed were reasonable in the circumstances.

The Student Discipline Committee of the Board shall either:

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

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

### 3.2 Conducting an Expulsion Hearing

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

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

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

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

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

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

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

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

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

- a) the reason for the expulsion;
- b) a statement indicating whether the expulsion is a school expulsion or a Board expulsion;
- c) information about the school or program to which the student has been assigned; and
- d) information about the right to appeal the expulsion to the Child and Family Services Review Board.

**Committees of the Board**

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**4. MEMBERSHIP**

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

**5. MEETINGS**

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

**Legal References:**

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

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**Board References:**

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

## AD HOC COMMITTEES

POLICY NO. 11- K	
Adopted	May 26, 2008
Last Revised	<del>November, 2011</del>
Review Date	<del>November, 2014</del>

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## AD HOC COMMITTEES

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### 1. PURPOSE

The Board ~~shall~~ establish *ad hoc* committees as it deems appropriate from time to time, for one or more special purposes and 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.

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An *ad hoc* committee shall elect a chair using the process described in subsection 2.5 of Board Policy No. 2 Governance By-Laws and Standing Rules. The Board shall dissolve by motion an *ad hoc* committee when it has completed its work.

Some examples of *ad hoc* committees are provided below in sections 2, 3 and 4.

### 2. DIRECTOR'S REVIEW COMMITTEE

#### 2.1 PURPOSE

2.1.1 The corporate Board will provide an evaluation for the director of education.

2.1.2 The Board will evaluate the director's performance, using the director's job description and the system plan as the basis for the evaluation.

#### 2.2 POWERS AND DUTIES

The Director's Review Committee shall:

2.2.1 review the annual report(s) of the director of education on the action the director has taken in the system;

2.2.2 review the system plan prepared by the director;

2.2.3 evaluate the director's performance in achieving the responsibilities set out in Board Policy No. 5 Director of Education Job Description; and

2.2.4 present an evaluation report for ratification by the Board.

#### 2.3 MEMBERSHIP

2.3.1 Members of the Executive Committee; and

2.3.2 The director of education.

#### 2.4 MEETINGS

2.4.1 In the first year of the director's service and annually or biannually thereafter.

### 3. BOARD REVIEW/SELF-EVALUATION COMMITTEE

#### 3.1 PURPOSE

- 3.1.1 The Board review/self-evaluation provides a pre-determined process for evaluation to strengthen the governance function and credibility of the Board.
- 3.1.2 This review complements the director of education evaluation process.

#### 3.2 POWERS AND DUTIES

The powers and duties of the committee are:

- 3.2.1 to review the action the Board has taken during the preceding twelve months; and
- 3.2.2 to review the Board's success in fulfilling its defined role and in developing and maintaining effective Board/director relations.

#### 3.3 MEMBERSHIP

3.3.1 Committee of the Whole Board; and

3.3.2 The director of education.

3.3.3 Each Ad Hoc Committee shall select a chair and vice-chair using the election process outlined in Board Policy No. 2 Section 2.5.

#### 3.4 MEETINGS

The review shall be held annually.

### 4. OTHER AD HOC COMMITTEES

- 4.1 The Board will also establish *ad hoc* committees for such purposes as the following:
- 4.1.1 To select a director of education as set out in Board Policy No.16 Selection of the Director;
- 4.1.2 To appoint a trustee when a trustee vacancy occurs as described in Policy No. 3-G Filling Vacancies on the Board under Board Policy No. 3 Board Operations.

#### **Legal References:**

*Education Act, Part VII Board Members; section 283 Chief Executive Officer; section 286 Duties of Supervisory Officers*

#### **Board References:**

- Board Policy No. 2 - Governance By-Laws and Standing Rules
- Board Policy No. 3 - Board Operations
- Board Policy No. 4 - Corporate Board Job Description
- Board Policy No. 5 - Director of Education Job Description
- Board Policy No. 6 - Delegation of Authority
- Board Policy No. 16 - Selection of the Director
- Achievement in Motion System Plan

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**Hastings and Prince Edward  
District School Board**

<b>BOARD POLICY NO. 12</b>	
<b>Adopted</b>	March 26, 2007
<b>Last Revised</b>	<del>November 2011</del>
<b>Review Date</b>	<del>November 2014</del>

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## EXTERNAL COMMITTEES AND TRUSTEE ADVOCACY

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### 1. **PURPOSE**

Hastings and Prince Edward District School Board may from time to time appoint one or more of its members as representatives to organizations external to the Board.

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The Board shall appoint members as representatives to the Ontario Public School Boards' Association. This annual appointment supports the Board's responsibility for political advocacy and communication in accordance with Board Policy No. 4 Corporate Board Job Description.

### 2. **DEFINITIONS**

**OPSBA**—The Ontario Public School Boards' Association represents public district school boards and public school authorities across Ontario, which together serve more than 1.2 million public elementary and secondary students and more than a half-million adult learners. The Association advocates on behalf of the best interests and needs of the public school system in Ontario.

**Advocacy**—Advocacy means influencing government decision-making.

### 3. **TRUSTEE ADVOCACY**

- 3.1 The Board believes that communication with the Ontario government is an important activity to identify, discuss and find solutions to policy and financial issues to support student success.
- 3.2 Public education in Ontario has governance structures that enable open and ongoing communication between school boards and the provincial government. These structures include partnership tables, regular meetings, open forums and other means as determined by need.
- 3.3 Hastings and Prince Edward District School Board supports the role of the Ontario Public School Boards' Association (OPSBA) as the key advocacy partner in publicly-funded education. The Board is committed to maintaining membership in OPSBA and to electing a representative and alternate to participate on the OPSBA Board of Directors as described in section 3, Article IX of Board Policy No. 2 Governance By-Laws and Standing Rules.

### 4. **STUDENTS AND SCHOOLS NOT USED**

At no time will students be used to promote a political position for the Board or a school to the public, education partners or the government. Content intended to advocate support for a particular political position will not be placed with school materials such as report cards, annual reports and newsletters.

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## 5. THE OPSBA REPRESENTATIVE

### 5.1 Purpose

The OPSBA representative shall serve as the Hastings and Prince Edward District School Board director on the Board of Directors of OPSBA to discuss issues of mutual interest and to influence government decision-making.

### 5.2 Powers and Duties

#### 5.2.1 The OPSBA representative shall:

- a) attend OPSBA meetings;
- b) represent the Board's positions, interests and concerns at OPSBA;
- c) report to the Board on issues raised at OPSBA;
- d) work with OPSBA to make recommendations to the provincial government; and
- e) attend other OPSBA meetings, conferences, and seminars as appropriate, to represent the Board for the mutual benefit of OPSBA and the Board.

#### 5.2.2 The OPSBA alternate representative shall:

- a) Perform duties as assigned by the OPSBA representative when he or she is unable to represent the Board at OPSBA events.

### 5.3 Membership

5.3.1 The Ontario Public School Boards' Association Board of Directors representative and alternate shall be elected at the June Board meeting in non-election years.

5.3.2 In an election year, the OPSBA Board of Directors representative and alternate shall be elected at the initial meeting of the Board.

5.3.3 Membership fees will be forwarded annually through the treasurer of the Board or as designated by the director of education.

### 5.4 Meetings

Meetings will be as called by the Ontario Public School Boards' Association.

## 6. REPRESENTATIVES TO OTHER ORGANIZATIONS

6.1 The Board may from time to time appoint one or more representatives to other organizations in the community at the request of those groups.

6.2 Representation to such organizations is established at the discretion of the Board to facilitate the exchange of information on matters of mutual concern and/or to discuss possible agreements between the Board and other organizations.

6.3 Co-operative committees shall function within the terms of reference determined by each committee and approved by both organizations.

6.4 Membership dues and or fees for trustees to organizations other than OPSBA must be approved by the Board.

**7. REPRESENTATION AT SPECIAL EVENTS**

**7.1 The Board may from time to time appoint one or more representatives to attend a special event or function on behalf of the Board.**

**Legal References:**

- *Education Act, paragraph 171 (1) 17 Membership Fees*
- Ministry of Education Memorandum 2006: B15

**Board References:**

- Board Policy No. 1 - Board Mission and Goals
- Board Policy No. 2 - Governance By-Laws and Standing Rules
- Board Policy No. 4 - Corporate Board Job Description
- Board Policy No. 9 - Role of the Board Member

**Resources:**

*The Ontario Public School Boards' Association Constitution and By-laws*

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<b>Policy Number</b>	<b>Title</b>	<b>Review Date</b>	<b>Staff Responsibility</b>
No. 3-G	Hospitality	May 2011	RM/DR
No. 3-H	Filling Vacancies on the Board	May 2011	RM
No. 3-J	Board Review / Self-Evaluation	May 2011	RM
No. 5	Director of Education Job Description	May 2011	RM
No. 6	Delegation of Authority	May 2011	RM
No. 7	Board Policy Development and Review	May 2011	RM with Executive
No. 8	Board Members' Code of Conduct	May 2011	RM with Executive
No. 9	Role of the Board Member	May 2011	RM with Executive
No. 11-A	Committee of the Whole Board	May 2011	RM with Executive
No. 11-D	Executive Committee	May 2011	RM
No. 11-K	Ad Hoc Committees	May 2011	RM
No. 12	External Committees and Trustee Advocacy	May 2011	RM with Executive
No. 16	Selection of the Director	May 2011	RM with Executive
No. 2	Governance By-Laws & Standing Rules	February 2012	RM with Executive
No. 13	Appeals & Hearings regarding Student Discipline	February 2012	MSW
No. 3-F	Trustee Expense Reimbursement	February 2014	*minor changes were made in February 2011 to add "wireless devices" – requires a complete review
No. 15	Student Enrolment/School Capacity	October 2012	DR/SS
No. 3-E	Trustee Honorarium	November 2012	DR/RM with Executive
No. 4	Corporate Board Job Description	November 2012	RM with Executive
No. 10	Duties of the Board Chair and Vice-chair	November 2012	RM with Executive