



Hastings and Prince Edward District School Board

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

Rob McGall, Director of Education

NOTICE OF MEETING

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

Monday, December 5, 2011

at 7:00 p.m.

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

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

If you would prefer to receive an electronic copy of the agenda package, please email
phoskin@hpedsb.on.ca .

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
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
Dave Patterson
Belleville/Thurlow
Ally Martin
Student Trustee



Hastings and Prince Edward District School Board

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Rob McGall, Director of Education

PUBLIC MOTIONS AND REPORTS December 5, 2011

| Report | Info. | Decision | Motion |
|---|-------|----------|---|
| Approval of agenda | | X | That the agenda be approved. |
| B-1 – Review of the process for elections as contained in Board Policy No. 2 and review of the Committees of Hastings and Prince Edward District School Board as contained in Board Policy No. 11 | X | | Information. |
| C-1 – Report from director of education – Trustee membership on committees | | X | That Hastings and Prince Edward District School Board approve the membership of the standing committees; Program and Human Resources, Operations and Finance, Executive and Student Enrolment/School Capacity Committees as contained in Appendix A as finalized following elections, for the period of one year commencing December 1, 2011. |
| | | X | That Hastings and Prince Edward District School Board approve the membership of the statutory committees, Supervised Alternative Learning (SAL) and Audit Committee, as contained in Appendix A, as finalized following elections, for the period of one year commencing December 1, 2011. |
| | | X | That Hastings and Prince Edward District School Board approve the representatives to administrative (non-Board) and external committees, as contained in Appendix A as finalized, for the period of one year commencing December 1, 2011. |
| Motion to destroy the ballots | | X | That Hastings and Prince Edward District School Board authorize the scrutineers to destroy the ballots for elections of the Board. |
| Adjournment | | X | That the meeting be adjourned. |



Hastings and Prince Edward District School Board

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

Rob McGall, Director of Education

**BOARD MEETING
PUBLIC AGENDA**
Annual meeting of December 5, 2011 – 7:00 p.m.
Education Centre, Board room

| Section | Item | Report No. | Resp. |
|----------------|---|-------------------|--------------------|
| A | Call to order | | |
| | Bullying Awareness presentation by secondary students | | M. Savery-Whiteway |
| | Approval of agenda | | R. McGall |
| B | Elections | | |
| | Review of the election process | B-1 | R. McGall |
| | Appointment of scrutineers | | R. McGall |
| | Election of Board chair | | R. McGall |
| | Election of Board vice-chair | | Chair |
| | Confirmation of members to Program and Human Resources Committee | | Chair |
| | Election of chair and vice-chair of Program and Human Resources Committee | | Chair |
| | Confirmation of members to the Operations and Finance Committee | | Chair |
| | Election of chair and vice-chair of Operations and Finance Committee | | Chair |
| | Election of fifth member of Executive Committee (if required) | | Chair |
| | Election of the chair and vice-chair of Student Enrolment/School Capacity Committee | | Chair |
| | Confirmation of Special Education Advisory Committee Chair and Vice-chair | | Chair |
| | Election of members and alternate to Supervised Alternative Learning Committee | | Chair |
| | Confirmation of members to Audit Committee | | Chair |
| | Confirmation of representative(s) to Administrative (non-Board) and External Committees | | Chair |
| C | Recommendations | | |
| | Report from the director of education | | |
| | • Trustee membership on committees | C-1 | R. McGall |

Adjournment

Next regular meeting: Monday, January 30, 2012 – 7:00 p.m.

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Excerpt from Board Policy No. 2 Governance By-laws and Standing Rules

2.1 Business of the Board at the initial/annual meeting

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

- 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.

2.2 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.

2.3 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 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.

Excerpt from Board Policy No. 11 -
Committees of the Board



Hastings and Prince Edward
District School Board

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

COMMITTEES OF THE BOARD

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.

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/law.

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*.

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.

**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 |
|-----------------|------------------------------|---------|

AD HOC COMMITTEES:

| | | |
|-----------------|--------------------------|---------|
| Policy No. 11-K | <i>Ad Hoc</i> Committees | page 31 |
|-----------------|--------------------------|---------|

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.



Decision X Information

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

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

Re: **Trustee membership on committees**

Purpose

To approve trustee membership on committees commencing December 2011.

Background

At the regular meeting of the Board held November 14, 2011, the Board authorized the director of education, in the capacity of secretary of the Board, to draft and bring forward a list of Board representatives to the various committees.

Current situation

The director of education reviewed the trustee interests and preferences which were received in advance and has prepared a draft proposal for committee membership for the upcoming year, commencing December 1, 2011. Pursuant to the Board's Policy No. 2, By-laws and Standing Rules the Board must approve trustee representation on Board committees at its annual or initial meeting in December.

Appendices

Appendix A – Trustee Membership on Committees 2011-2012

Recommendation

Moved:
Seconded:

That Hastings and Prince Edward District School Board approve the membership of the standing committees; Program and Human Resources, Operations and Finance, Executive and Student Enrolment/School Capacity Committees as contained in Appendix A as finalized following elections, for the period of one year commencing December 1, 2011.

Moved:
Seconded:

That Hastings and Prince Edward District School Board approve the membership of the statutory committees, Supervised Alternative Learning (SAL) and Audit Committee, as contained in Appendix A, as finalized following elections, for the period of one year commencing December 1, 2011.

Moved:
Seconded:

That Hastings and Prince Edward District School Board approve the representatives to administrative (non-Board) and external committees, as contained in Appendix A as finalized, for the period of one year commencing December 1, 2011.

Respectfully submitted,

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



**TRUSTEE MEMBERSHIP ON COMMITTEES
2011-2012**

Standing Committees of the Board

| | |
|---|--|
| <p>Program and Human Resources Committee (min. of 5 required)</p> | <ul style="list-style-type: none"> • Jennifer Cobb • Bonnie Danes • Thelma Goodfellow • Dwayne Inch • Lucille Kyle • Mary Hall • Dave Patterson • Jim Williams |
| <p>Operations and Finance Committee (min. of 5 required)</p> | <ul style="list-style-type: none"> • Mike Brant • Sam Clements • Bonnie Danes • Thelma Goodfellow • Dwayne Inch • Dave Patterson |
| <p>Executive Committee (to be determined) Chair of the Board Vice-chair of the Board Chair – Program and Human Resources Committee Chair – Operations and Finance Committee Past Chair or Elected 5th member</p> | <ul style="list-style-type: none"> • • • • • |
| <p>Student Enrolment/School Capacity (includes all members of the Board) (election required)</p> | <ul style="list-style-type: none"> • (chair) • (vice-chair) |

Statutory Committees of the Board

| | |
|---|--|
| <p>Special Education Advisory Committee (SEAC) (2 active & 2 alternates)</p> | <ul style="list-style-type: none"> • Thelma Goodfellow (active) • Dwayne Inch (alternate) • Lucille Kyle (active) • Dave Patterson (alternate) |
| <p>Supervised Alternative Learning (SAL) (2 active & 1 alternate required)</p> | <ul style="list-style-type: none"> • Mike Brant • Jennifer Cobb • Bonnie Danes • Mary Hall • Jim Williams |



**TRUSTEE MEMBERSHIP ON COMMITTEES
2011-2012**

| | |
|-------------------------------------|---|
| Audit Committee (3 required) | <ul style="list-style-type: none"> • Sam Clements • Dwayne Inch • Dave Patterson |
|-------------------------------------|---|

Administrative Committees of the Board

| | |
|---|--|
| Aboriginal Education Steering Committee (1 requested and First Nation Trustee) | <ul style="list-style-type: none"> • Mike Brant • Jennifer Cobb • Thelma Goodfellow • Jim Williams |
| Accessibility Advisory Committee (1 requested) | <ul style="list-style-type: none"> • Bonnie Danes • Mary Hall |
| Character Development Committee (1 requested) | <ul style="list-style-type: none"> • Thelma Goodfellow • Jim Williams |
| Equity and Inclusivity Advisory Committee (1 requested and First Nation Trustee) | <ul style="list-style-type: none"> • Mike Brant • Jennifer Cobb • Mary Hall |
| Great Place Awards Committee (1 requested) | <ul style="list-style-type: none"> • Thelma Goodfellow |
| Information Technology Advisory Committee (ITAC) (1 requested) | <ul style="list-style-type: none"> • Dave Patterson |
| Leadership Development Steering Committee (1 requested) | <ul style="list-style-type: none"> • Thelma Goodfellow |
| Marketing Committee (1 requested) | <ul style="list-style-type: none"> • Bonnie Danes • Mary Hall • Dwayne Inch • Dave Patterson |
| Parent Involvement Committee (PIC) (1 requested) | <ul style="list-style-type: none"> • Thelma Goodfellow |
| Safe Schools Advisory Committee (1 requested) | <ul style="list-style-type: none"> • Bonnie Danes • Mary Hall • Lucille Kyle |



**TRUSTEE MEMBERSHIP ON COMMITTEES
2011-2012**

| | |
|---|---|
| Specialist High Skills Majors Advisory Committee (1 requested) | <ul style="list-style-type: none">• Dwayne Inch• Thelma Goodfellow |
|---|---|

External Committees of the Board

| | |
|--|--|
| Food for Learning Partnership (1 requested) | <ul style="list-style-type: none">• Thelma Goodfellow• Lucille Kyle |
|--|--|