



# Hastings and Prince Edward District School Board

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

Director of Education: Kathy Soule

## NOTICE OF MEETING

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

**Tuesday, June 7, 2011**

**at 3:00 p.m.**

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

The agenda for this meeting is 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)

**Mary Hall**  
Vice-chair of the Board

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

**Trustees:** *Michael Brant*  
*Tyendinaga Mohawk Territory*  
*Thelma Goodfellow*  
*Southeast Hastings*  
*Lucille Kyle*  
*North Hastings*

*Samuel J. J. Clements*  
*Trenton/CFB Trenton*  
*Mary Hall*  
*Belleville, Vice-chair*  
*Dave Patterson*  
*Belleville/Thurlow*

*Jennifer Cobb*  
*North Prince Edward*  
*Dwayne Inch*  
*South Prince Edward*  
*Jim Williams*  
*Sidney/Frankford*



# Hastings and Prince Edward District School Board

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

Director of Education: Kathy Soule

**- REVISED -  
BOARD MEETING  
PUBLIC AGENDA**  
Special meeting of June 7, 2011 – 3:00 p.m.  
Board Room, Education Centre

Section	Item	Report No.	Resp.
<b>A</b>	<b>Call to order</b>		
	Approval of agenda		M. Hall
<b>B</b>	<b>Recommendations</b>		
	Report from the Executive Committee		
	Replacement of the trustee representative from Centre Hastings	B-1	M. Hall
<b>C</b>	<b>Information</b>		
	Report from the Executive Committee		
	a) Position of Chair for the period June 2011 to November 2011	C-1	M. Hall
	b) Any subsequent vacancies that may occur as a result of item a)	Verbal	M. Hall
<b>D</b>	<b>Correspondence</b>		
	None		
	<b>Adjournment</b>		

**Next regular meeting: Monday, June 20, 2011 – 7:00 p.m.**

**Trustees**

*M. Brant, S. Clements, J. Cobb, T. Goodfellow, M. Hall (Vice-chair), D. Inch, L. Kyle, D. Patterson, J. Williams*



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

**From:** Executive Committee

**Re:** **Filling vacancies on the Board**

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**Purpose**

To seek approval of a process to fill the vacancy on the Board due to the recent passing of Chair Carl Pitman.

**Background**

According to Board Policy No. 3-H Filling Vacancies on the Board Section 2, the Board may either require the municipality to hold a by-election or appoint a qualified person to the position when a vacancy on the Board occurs. Board Policy No. 2 Governance By-Laws and Standing Rules Section 2: Vacancy in office – trustee, states, *“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.”*

**Current situation**

During the October 24, 2010 municipal elections, Carl Pitman was the only candidate running for the position School Board Trustee representing Centre Hastings and was therefore acclaimed to the position. Board Policy No. 3-H Filling Vacancies on the Board gives the Board options of either appointing a replacement or offering the position to a broader range of electors.

**Appendices**

Appendix A – Timelines for the Selection of Trustee Representative for the electoral district of Centre Hastings

**Recommendation**

Moved: S. Clements  
Seconded: T. Goodfellow

**That Hastings and Prince Edward District School Board advertise in local media for a Trustee to represent the electoral district of Municipality of Centre Hastings, Marmora/Lake and Deloro Township, Madoc Township and Stirling-Rawdon Township, as defined in the *Education Act Part VII Section 221.1 Vacancies*, and in accordance with the timelines outlined in Board Report B-1 Appendix A, dated June 7, 2011.**

Respectfully submitted,

**Mary Hall, Vice-chair**

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



**Appendix A**

**Timelines for the Selection of Trustee Representative for Centre Hastings**

<b>Date</b>	<b>Action</b>
August 8 – 15, 2011	Advertise in local media for a trustee representative from the electoral district of Centre Hastings
August 29, 2011	Executive Committee together with interested trustees will prescreen candidates and develop interview questions
September 6, 2011	Executive Committee together with interested trustees will interview candidates
September 12, 2011	Special Board Meeting to select the trustee representative from the electoral district of Centre Hastings



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

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

**From:** Executive Committee

**Re:** **Selection of the Chair**

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**Purpose**

To discuss the selection of the Chair of the Board for the period June 2011 to November 2011.

**Background**

The recent passing of Chair Carl Pitman, Trustee from Centre Hastings, has left the position of chair of the Board vacant. The next regular election for chair and vice-chair will occur December 5, 2011 at the Annual Board Meeting.

**Current situation**

During Chair Pitman's absence, Vice-chair Hall has led the Board according to Board Policy No.10 Duties of the Board chair and vice-chair, fulfilling the duties of the chair, assisting in the development of the Board meeting agenda.

Governance By-Laws and Standing Rules Section 3: Vacancy in office-chair, vice-chair, or chair of standing committee, states "*At the first regular meeting of the Board after a vacancy occurs in the office of chair or vice-chair or chair of a standing committee, the Board shall elect one of its members to hold the office for the remainder of the year.*"

**Appendices**

Board Policy No. 3-H Filling Vacancies on the Board

Respectfully submitted,

**Mary Hall, Chair of the Executive Committee**

**Kathy Soule, Director  
Secretary of the Board**

## BOARD OPERATIONS

POLICY NO. 3-H	
Adopted	May 26, 2008
Last Revised	<del>May 26, 2008</del> June 2011
Review Date	May, 2011

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## FILLING VACANCIES ON THE BOARD

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### 1. OBJECTIVE

This policy establishes the process by which the Board shall fill a vacancy on the Board when a Board member (trustee) resigns, becomes ineligible or otherwise creates a vacancy on the Board during the term of the Board.

### 2. BACKGROUND

2.1 The *Education Act*, section 221 allows a Board to fill a trustee vacancy in one of two ways:

- 2.1.1 require the municipality to hold a by-election; or
- 2.1.2 appoint a qualified person to the position.

2.2 A by-election may not be held after March 31 in a municipal election year (i.e., within the last eight months of a Board's ~~three~~four-year mandate). All costs of a by-election are borne by the Board, in accordance with the *Municipal Elections Act*, subsection 7 (3).

2.3 The method of appointment is not specified in the *Education Act*.

### 3. PROCEDURE FOR BOARD DECISION

#### 3.1 By-Election

If the Board chooses to fill a trustee vacancy through a by-election in the vacated electoral zone, the process becomes the responsibility of the local municipality to provide to the Board information regarding the implications of holding a by-election, including previous election results and estimated costs

#### 3.2 Appointment Process

3.2.1 If the Board chooses to appoint a replacement, the *Education Act* requires that the vacancy be filled within ~~60-90~~ days after the office becomes vacant.

3.2.2 The *Education Act*, subsection 219 (1) specifies the qualifications necessary to be elected as a member of a Board—and, presumably, to be appointed to a Board. A person must be:

- a) qualified to vote for members of the Board; and
- b) a resident in the area of jurisdiction of the Board.

Disqualifications are outlined in subsections 219 (4) and (7) of the *Education Act*. Subsection 219 (5) states that an employee of a district school board or the clerk, treasurer, deputy clerk or deputy treasurer of a municipality or upper-tier municipality within the area of jurisdiction of the

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Board, who would otherwise be ineligible to become a Board member, may become eligible by taking an unpaid leave of absence.

- 3.2.3 The Board may choose to appoint one of the unsuccessful trustee candidates from the last municipal election, providing that the candidate secures the number of votes sufficient to secure return of deposit, remains a qualified person and is willing to serve.

### OR

- 3.2.4 If the Board chooses to offer the position to a broader range of electors, the following actions shall occur:

- a) The vacancy shall be advertised in the local media.
- b) Persons interested in the position shall be required to submit an application in writing to the secretary of the Board.
- c) Applicants will be required to provide the following information:
  - why they are interested in the position;
  - their background, qualifications, interests, experience;
  - concerns regarding the position; and
  - other information that they think is pertinent.

- 3.2.5 Any person expressing interest in applying for the position shall be offered a package of information to be picked up from the secretary of the Board containing:

- a) information with respect to the Board;
- b) the schedule of Board and committee meetings; and
- c) committee membership lists.

- 3.2.6 If filling the position by appointment, the Board shall conduct an interview process.

### 3.3 Interview Process

- 3.3.1 Only candidates who have submitted written applications as described in paragraph 3.2.4 (c) by the deadline date shall be interviewed.

- 3.3.2 Interviews shall be conducted on Board premises, which may be a school or the Education Centre.

- 3.3.3 The secretary of the Board shall ask trustees to indicate their intention about their attendance and participation in the interviews.

- 3.3.4 Trustees participating shall constitute an *ad hoc* selection committee.

- 3.3.5 Committee membership shall be a minimum of three trustees.

- 3.3.6 The selection committee shall select its chair from among its members.

### 3.4 The Committee Decision

- 3.4.1 Only trustees who have participated in all interviews shall vote on the committee recommendation.

- 3.4.2 The committee shall make its recommendation to the Board at the next meeting of the Board.

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- 3.4.3 The secretary of the Board shall be the resource support to the selection committee.
- 3.4.4 The selection committee shall establish its operating practices but these shall include a common set of questions for all applicants.
- 3.4.5 The appointed candidate shall be advised promptly of the Board's decision and shall be sworn in at the next Board meeting following the appointment, if the appointment occurs within the ~~60~~90 day time period.
- 3.4.6 If a regular meeting of the Board will not be held until a time beyond ~~60~~90 days after the trustee vacancy occurred, the secretary of the Board will provide an appropriate opportunity for the swearing in of the appointed candidate.

### **Legal References:**

- *The Municipal Elections Act*
- *The Education Act, Part VII Board Members—Qualifications, Resignations and Vacancies*

### **Board References:**

Board Policy Handbook