



**Program and Human Resources Committee
PUBLIC AGENDA**

**Regular meeting of
Monday, January 13, 2014 - 5:30 p.m.
Board Committee Room, Education Centre**

Section	Item	Report No.	Resp.
A	Call to order		
	Delegations / presentations – None Approval of agenda Approval of minutes – November 11, 2013 Business arising from the minutes		
B	Recommendations		
	None		
C	Information		
	Information and Technology Advisory Committee (ITAC) Update	C-1	K. MacQuarrie
	Revised Policies	C-2	M. Savery-Whiteway
	Regional AiM Focus Groups	C-3	M. Savery-Whiteway
	Curriculum Review Update	C-4	C. Portt
	Response from EQAO	Verbal	M. Savery-Whiteway
	Regulation 274 Update	Verbal	T. FitzGibbon
	Trustee Proposals and Queries	Verbal	All
D	Correspondence - None		

Move into closed session

Next regular meeting: Monday, February 10, 2014

Committee members: *Jennifer Cobb, Bonnie Danes, Thelma Goodfellow, Mary Hall, Dwayne Inch, Lucille Kyle, Dave Patterson, Jim Williams*



**HASTINGS AND PRINCE EDWARD DISTRICT SCHOOL BOARD
PROGRAM AND HUMAN RESOURCES COMMITTEE
PUBLIC MEETING MINUTES**

**November 11, 2013
DRAFT**

- Members present:** T. Goodfellow, Vice-chair; M. Hall; D. Inch; L. Kyle; D. Patterson;
J. Williams, Chair
- Student Trustees:** M. Peckham
- Regrets:** J. Cobb, B. Danes
- Guests:** None
- Resource:** C. DeMille, K. Donnell, T. FitzGibbon, L. Miller, C. Portt, J. Rogers,
M. Savery-Whiteway
- Minutes:** C. Reid, Administrative Assistant

Call to order

The meeting was called to order at 5:30 p.m.

Delegations/presentations - None

Approval of agenda

Moved: M. Hall
Seconded: D. Patterson

That the agenda be approved.

Carried

Approval of minutes

Moved: T. Goodfellow
Seconded: D. Inch

That the minutes of the October 15, 2013 regular meeting be approved.

Carried

Business arising from the minutes

Trustee Patterson distributed a list of questions related to the School Climate Survey. In response to these questions and to provide an opportunity for trustees to review the information related to the School Climate Survey, System Memo #24 and attached Administrator Guide were distributed and reviewed by Superintendent DeMille. She noted that a consultation took place on May 23, 2013 with a cross section of board personnel. The draft survey was also reviewed by the Equity and Inclusivity Committee, the Safe Schools Advisory Committee, the Character Development Steering Committee and the Parent Involvement Committee. The Parent Involvement Committee was asked to promote the survey to parents at its Annual General Meeting. In addition, the survey was a focus for staff on the October 11 PA day. Staff members at schools were encouraged to complete the survey that day and to brainstorm ideas about how the survey would be conducted with students in the classroom.

Concerns were raised regarding the varying survey background at each site, the lack of gender identification, inconsistent grade groupings and parents having the option of completing only one survey when they have more than one child in the system. It was felt that all of these factors would not allow for comparable data. Additional concerns included confidentiality and the use of an in-house survey tool rather than a third party provider. A question was raised regarding why Ministry developed templates were not used.

In response to these concerns, it was stated that board staff worked closely with a researcher hired as a consultant who works with other boards across the province. The Ministry provides templates for school boards to use if they wish. The templates were used the last time the board conducted the survey but feedback indicated that the survey was too complex and lengthy. The decision to use a researcher was

based on previous feedback to ensure that the survey asked consistent questions. While the questions are worded slightly different depending on who is completing survey, the questions are very similar and along the same theme. The Ministry requires that questions be specific to certain themes and components. The intent this year was to shorten the survey to encourage more participation.

It was suggested that a bibliography be provided to provide background information regarding the process. Director Savery-Whiteway stated that a great deal of learning came out of the last survey. In order to get parents to engage, parents were given the option to provide one response for all children rather than completing a survey for each child. The data will be organized by school and provided to the school for their use. Central staff will look at trends and statistics at the board level. A decision was made to use the in-house survey tool used due to the costs involved with using a third party provider. The data collected is cleansed of any personal information by the board's internal researcher working with the external researcher to ensure anonymity. The process did not incorporate the use of passwords because of the need to make it easy for parents to access and complete. Students in classrooms were given individual links, as well as staff.

A concern was raised regarding the length of the reply window being established as two months rather than two weeks, which is standard for internet surveys. The reason was to allow for Safe Schools teams at the school level to work within the school to determine the best process for each site. It was important for the completion of the survey to fit into timelines for events at the schools when parents would be engaged in other activities to make it easier for them to participate. In the north, hunting season was also taken into consideration. It was confirmed that any hard copies that are completed will be combined with the online data. A question was raised regarding the link to the survey not being visible on the board's home page. The link was originally there but more recent articles that have since been posted have moved the survey down the list. The Communications Officer has confirmed that this will be addressed by morning.

Recommendations

Textbook/Novel Approval

Superintendent Portt reviewed Report No. B-1. The titles attached as Appendix "A" to the report have been reviewed by the school principal, curriculum services staff or superintendent, and trustees on the Program and Human Resources Committee.

Moved: M. Hall
Seconded: T. Goodfellow

That the Program and Human Resources Committee recommend that Hastings and Prince Edward District School Board approve the list for use in schools described in Appendix A as contained in the Program and Human Resources Committee Report No. B-1 dated November 11, 2013.

Concerns were raised regarding the novel *The Taming* specifically relating to the link to the curriculum and the grade levels for which the novel is being submitted. Information was provided regarding the specific curriculum links. It was noted teachers bring these kinds of novels forward as a way to engage all students in reading in a thoughtful way with a rationale that connects to curriculum.

A recommendation was made to amend Appendix A to the report to indicate that *The Taming* would be used for Grades 10-12 rather than Grades 9-12. The committee was in favour of this recommendation. The report being brought forward to the Board for approval on November 18 will reflect this change.

Carried

Information

Board Improvement Plan for Student Achievement

Superintendent Portt distributed a report and introduced Tina Jones, Student Success Lead. Superintendent Portt reviewed the information contained in the report. The BIPSA learning Fairs were held on October 16 at PECL and October 18 at CHSS. These two events brought together representative staff and students from K-12 schools and central staff representing all departments to make learning

visible, share successes and ask questions about improving teaching and learning. These fairs also provided an opportunity to hear from students about what makes learning engaging and impactful to them. The Learning Fairs provide input from across the district to review and revise the BIPSA for the next cycle of implementation in January 2014.

Superintendent Portt and Tina Jones reviewed the handout provided which contained a summary of the Learning Fair 2013, including the Student Voice insert. They stated that they will bring the draft Board Improvement Plan to the November Board meeting. Clarification was provided regarding transferrable literacy skills, consolidated learning and inquiry based learning. Two short video clips were viewed, showing students sharing their work at the end of their sessions.

Trustee proposals and queries

Trustees requested an overview of what were schools were doing for Remembrance Day at the Board meeting on November 18.

Trustee Goodfellow will be attending an OPSBA work committee concerning the review of EQAO. Any questions or information should be shared with her prior to Friday, November 15. The work committee will be reviewing the purpose, testing and drawbacks. Director Savery-Whiteway indicated that directors and superintendents have been asked to complete a survey on this topic. She will email any relevant information to Trustee Goodfellow before Friday

Correspondence – None

The Program and Human Resources Committee moved into closed session at 6:52 p.m.



Decision _____ **Information** X

To: The chair and members of the Program and Human Resources

From: Kelvin MacQuarrie, Senior ITS Officer

Re: Instructional Technology Advisory Committee Update

Purpose

The purpose of this report is to provide the chair and members of the Program and Human Resources Committee an update on the Instructional Technology Advisory Committee (ITAC).

Background

Hastings and Prince Edward District School Board is a system of character that delivers a quality learning experience to support high levels of achievement for each student, and where every employee is valued, benefits from opportunities to learn and grow, and is engaged in and contributes to the success of each student.

2013-2014 AiM Goals and Priorities that ITAC has a direct effect on are:

- **Reach High Levels of Student Achievement:** Mindful Use of Technology has been carried forward
- **Support Conditions for Student Success:** Continue to support best practices for learning management systems
- **Communicate & Engage with our Communities:** Enhance parent engagement in their child's education by expanding the use of the Maplewood Parent Portal
- **Support Employee Growth & Wellness:** Continue to build capacity in the integration of learning and business technology for school administrators, teaching and support staff.

Current situation

The Information & Technology Advisory Committee met twice during the 2013-2014 school year. This year Trustee Dave Patterson returned to the committee and we also welcomed the following new members to the committee:

Thelma Goodfellow, Trustee
Cathy Portt, Superintendent of Education
Kim SeoJin, Student at MSS
River Barnwell-McCoy, Student at MSS

One priority that has been carried forward from last year is the cloud computing and the Google Apps for Education pilot which has expanded to over 20 teachers in the elementary panel. For this particular pilot we have combined funding from the Learning Connections and MISA initiatives to support the professional development sessions. We expect to conclude the pilot at the end of this school year. Privacy is still a big concern with cloud computing and several ITAC committee members attended a MISA regional privacy in the cloud workshop in November.



**Hastings and Prince Edward
District School Board**

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Another priority this year is to standardize our business and academic platforms to ensure consistency for all our users. Even though our district embraces different learning technologies in our schools and allows for different platforms to connect to our network, our core infrastructure is Microsoft and that includes all our servers, computers, mail system, databases, and various systems in our board. In other words we need to move away from WordPerfect Office and have all systems with Microsoft Office. The most cost effective way to provide Microsoft Office to all our users is to enroll in a Microsoft Volume Licensing Program or Enrollment for Education Solutions (EES).

Professional development for all staff in the integration of technology is still a concern for many of our committee members and we look forward to further discussions on how to address the **Support Employee Growth & Wellness** priority in our upcoming meetings.

Respectfully submitted,

Kelvin MacQuarrie
Senior Information and Technology Services Officer



Decision _____ **Information** X

To: Members of the Program and Human Resources Committee

From: Dwayne Inch, Chair, Executive Committee
Mandy Savery-Whiteway, Director of Education

Re: 2013-14 Board Policy Review

Purpose

To give notice of motion that a recommendation will be brought forward to the January 27, 2014 Board meeting to approve changes to the following board policies:

- Board Policy No. 1 Board Mission and Goals
- Board Policy No. 2 Governance By-laws and Standing Rules
- Board Policy No. 3-A Delegations and Presentations
- Board Policy No. 3 Form 003-1 Request for Delegation
- Board Policy No. 3-D Board Communications and Media Relations
- Board Policy No. 3-I Indemnification of Board Members
- Board Policy No. 4 Corporate Board Job Description
- Board Policy No. 11-D Executive Committee
- Board Policy No. 12 External Committees and Trustee Advocacy

Background

According to Procedure 110 Board Policy Development and Review, Board policies are reviewed every three years.

The list of revised policies above represents 9 of the 18 policies requiring a review during the 2013/2014 school year. The remaining 9 policies will be brought forward to Board on the following timeline:

1. March 24, 2014 – notice of motion at the Public Board Meeting
2. April 28, 2014 – motion at the Public Board Meeting

At meetings of the Executive Committee held on November 4, 2013 and a special meeting held on November 12, 2013, changes to the policies noted above were reviewed, wording was clarified and input was considered and incorporated. A notice of motion was provided at the public Board meeting held on November 18, 2013 and the recommendation will be presented for approval at the January 27, 2014 Board meeting.

Current situation

The revised policies are being provided as information.

Appendix:

- Appendix A – Overview of 2013 Policy Revisions and Changes
- Appendix B – Board Policy No. 1 Board Mission and Goals



**Hastings and Prince Edward
District School Board**

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- Appendix C – Board Policy No. 2 Governance By-laws and Standing Rules
- Appendix D - Board Policy No. 3-A Delegations and Presentations
- Appendix E - Board Policy No. 3 Form 003-1 Request for Delegation
- Appendix F – Board Policy No. 3-D Board Communications and Media Relations
- Appendix G – Board Policy No. 3-I Indemnification of Board Members
- Appendix H – Board Policy No. 4 Corporate Board Job Description
- Appendix I – Board Policy No. 11-D Executive Committee
- Appendix J – Board Policy No. 12 External Committees and Trustee Advocacy

Respectfully submitted,

**Dwayne Inch,
Chair, Executive Committee**

**Mandy Savery-Whiteway,
Director of Education and Secretary of the Board**

OVERVIEW OF 2013-2014 POLICY REVISIONS AND CHANGES

The following is an overview of revisions and changes that were made to Board Policies under review:

Policy No. 1 – Board Mission and Goals

- Minor change in wording of item 2. Mission and removal of the term of the AiM System Plan from item 3. This policy will be reviewed again in 2015 so it can be aligned with the AiM System Plan goals and priorities.

Policy No. 2 – Governance By-laws and Standing Rules

- Inclusion of the “chief education officer” in Interpretation item f) and Article VIII. Changes to the selection of the Student Trustees to align with current practice. Addition of Section 3 to provide an interpretation of designate. Inclusion of “vice-chair or designate in section 4.2 and addition of email as a form of notification in section 4.3 and section 5. Addition of “presiding officer” in section 6.

Policy No. 3-A – Delegations and Presentations

- Addition of “vice-chair or designate” in section 3.6 and 3.8.

Policy No. 3-Form 003-1 – Request for Delegation

- Update to postal code and addition of email address.

Policy No. 3-D – Board Communications and Media Relations

- No changes.

Policy No. 3-I – Indemnification of Board Members

- No changes.

Policy No. 4 Corporate Board Job Description

- Update to wording in section 3.5.

Policy No. 11-D – Executive Committee

- Update to wording in section 2.3 and the addition of the current OPSBA representative to the committee membership in section 3.1.

Policy No. 12 – External Committees and Trustee Advocacy

- Update to OPSBA definition to align with OPSBA description. Addition of section 3.1. Update to section 5.3.2 to align with current practice.



Hastings and Prince Edward District School Board

BOARD POLICY NO. 1

Adopted	May 26, 2008
Last Revised	October 18, 2010
Review Date	October 2013 <u>May 2015</u>

BOARD MISSION AND GOALS

1. PURPOSE

This policy identifies the Board's mission and goals. Hastings and Prince Edward District School Board, through both desire and obligation, is committed to providing programs and services to help each student reach full potential. The Board shares this responsibility with parents/guardians and the community.

2. MISSION

Hastings and Prince Edward District School Board is *A Great Place to Learn and A Great Place to Work!* The Growing with Character attributes embraced by the Board—caring, cooperation, honesty, humour, integrity, respect, responsibility and trustworthiness—provide foundations for high levels of student achievement and for making connections with students, each other and the community in an environment that ~~is free from bias and harassment~~ fosters freedom from bias and harassment.

3. AiM—ACHIEVEMENT IN MOTION FOR STUDENT SUCCESS SYSTEM PLAN ~~2010—2015~~

The Board has a multi-year system plan, AiM—Achievement in Motion for Student Success 2010 – 2015, which is reviewed and updated annually through a public consultation process. The three goals, Success for Each Student, Employee Excellence and Community Connections, are supported through action plans and steps that are grounded in and reflect the Growing with Character attributes. The goals and their foundational attributes are described as follows:

Success for Each Student

Hastings and Prince Edward District School Board is a system of character that delivers a quality learning experience to support high levels of achievement for each student.

- **RESPONSIBILITY:** We have a sense of duty to fulfill commitments. We take ownership for our own thoughts and actions. We are reliable and accountable in our words and actions.
- **COOPERATION:** We work together as a team for a common good. We value the opinions of others and show a willingness to work towards a common goal.
- **INTEGRITY:** We do what is right for ourselves and others. We demonstrate values and ethics that are good for all. We speak directly, clearly and respectfully.

Employee Excellence

Hastings and Prince Edward District School Board is a system of character where every employee is valued, benefits from opportunities to learn and grow, and is engaged in, and contributes to, the success of each student.

- **RESPECT:** We value ourselves, others and our environment. We give consideration to the thoughts and actions of others. We treat others as we would want to be treated ourselves, with courtesy and dignity.

- **CARING:** We demonstrate concern for self and others. We show empathy and express genuine concern. We consider the long-term effect of our actions.
- **HUMOUR:** We celebrate the fun in life. We lighten the emotions of others by interacting in a joyful manner

Community Connections

Hastings and Prince Edward District School Board is a system of character that supports the success of each student through effective community relationships, and safe, respectful and inclusive learning and working environments.

- **COOPERATION:** We work together as a team for a common good. We value the opinions of others and show a willingness to work towards a common goal.
- **RESPECT:** We value ourselves, others and our environment. We give consideration to the thoughts and actions of others. We treat others as we would want to be treated ourselves, with courtesy and dignity.
- **CARING:** We demonstrate concern for ourselves and each other. We show empathy and express genuine concern. We consider the long-term effects of our actions.
- **HONESTY:** We choose to live truthfully. We communicate and act in a sincere and respectful way.
- **TRUSTWORTHINESS:** We can all be counted on to do what is right. We instill confidence in one another through our actions.

Legal References:

Education Act, Purpose 0.1 (1), (2), (3)
Education Act, sections 169-171 Duties and Powers of Boards

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
- AiM - Achievement in Motion for Student Success System Plan



Hastings and Prince Edward
District School Board

BOARD POLICY NO. 2	
Adopted	October 23, 2006
Last Revised	February 23, 2009 January 27, 2014
Review Date	February, 2012 January 2017

**GOVERNANCE BY-LAWS AND
STANDING RULES**

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

Comment [lph1]: From the Education Act

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.

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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.

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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.

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ARTICLE IV: HEADQUARTERS

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

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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.

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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*.

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Governance By-Laws and Standing Rules

Board Policy No. 2

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~~ from the student senate 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*.

Comment [lph2]: 55(1) The Minister may make regulations providing for elected student trustees to represent, on district school boards and on boards established under section 67, the interests of pupils in the last two years of the intermediate division and in the senior division. 2006, c. 10, s. 6.

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 standing committee

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.

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 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.

2.2 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.

2.3 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;

Governance By-Laws and Standing Rules

Board Policy No. 2

- c) approve trustee representation on Board committees;
- d) elect chairs for standing committees;
- 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.

2.4 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 except where the committee chair is designated by these by-laws.
- 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.

2.5 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 each of the standing committees (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.

Governance By-Laws and Standing Rules

Board Policy No. 2

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

Section 3: Designate

A presiding officer/temporary chair, designated by the chair of the Board, in consultation with members of the Executive Committee, when both the chair and vice chair cannot be present at a regular or special meeting. In the event the chair was unable to designate a temporary chair, the members will designate the temporary chair by electing one of themselves.

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Section 3.4: 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.

3.24.2 The times and sequencing of public and closed session Board meetings may be varied in advance of the meeting by the chair, or in the chair's absence, vice-chair or designate, 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.

3.34.3 The director shall notify each member of regular meetings of the Board, either 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.

Comment [Iph3]: Referenced Ed. Act.

3.44.4 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".

3.54.5 **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

| ~~3-64.6~~ 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 45: 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 ~~by email or written notice~~ at his or her official address except when an extenuating circumstance imposed on the Board requires immediate action.

| **Section 56: 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.

Governance By-Laws and Standing Rules

Board Policy No. 2

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 ~~as determined by the presiding officer.~~

Comment [lph4]: 207 (3). The presiding officer may expel or exclude from any meeting any person who has been guilty of improper conduct at the meeting. R.S.O. 1990, c. E.2, s. 207 (3).

Section 67: 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.

Field Code Changed

Section 78: Committee quorum

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

Section 89: Delegations and presentations

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

Section 910: 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 education officer, chief executive officer and secretary of the Board.

Comment [lph5]: Education Act Part XI – Supervisory Officers 283. (1)

The superintendent of financial-business 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;

Governance By-Laws and Standing Rules

Board Policy No. 2

- d) be responsible for circulating notices, agendas, reports and minutes of meetings to the Board and others who are entitled to receive such materials;
- 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.

Comment [Iph6]: Language from Education Act – Part VI 198. (5)

Section 2: Signing officers

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

For current accounts, facsimile signatures of the chair and one of the officers identified above may substitute for the actual signatures of the officers previously named.

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.

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 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

Governance By-Laws and Standing Rules

Board Policy No. 2

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

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 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 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 interest costs associated with this borrowing and requires that boards authorize the long term financing through borrowing by-laws.

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:

- Board Policy Handbook
- Form F002-1 Parliamentary Procedure

Resources:

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

BOARD OPERATIONS

POLICY NO. 3-A	
Adopted	October 23, 2006
Last Reviewed	November, 2014 January 27, 2014
Review Date	November, 2014 January 2017

DELEGATIONS AND PRESENTATIONS

1. OBJECTIVE

Hastings and Prince Edward District School Board shall hear delegations and presentations as provided for in the procedures outlined below.

2. DEFINITIONS

Delegation—A person or group of persons officially elected or appointed to represent another or others to address the Board or committee of the Board to make a request or influence a decision.

Presentation—The sharing of information before the Board or a committee of the Board by a person or group of persons external to the Board after submitting a request to appear for this purpose.

3. PROCEDURE

3.1 A person or persons presenting or a delegation wishing to appear before the Board, at a regularly scheduled closed session or public meeting of the full Board or a standing committee of the Board, may request to do so by contacting the director’s office. Field Cod

3.2 The person or persons presenting or a delegation shall submit to the director a completed Request for Delegations and Presentations Form F003-1 for inclusion in the agenda of the Board or standing committee. The form must be submitted no later than five business days prior to the meeting. Failure to do so shall result in deferral until such material is made available. Any additional material will be distributed to the Board or a committee only with the prior approval of the chair of the Board or the chair of the standing committee. Field Cod

3.3 No more than two persons shall be designated to be speakers for the delegation or presentation and no other member of the delegation or presentation shall address the Board or committee except by request of a trustee and with the permission of the chair of the Board or standing committee. Field Cod

3.4 At a closed meeting of the Board, persons presenting or delegations will be heard at approximately 6:00 p.m. Field Cod

3.5 At a public meeting of the Board, persons presenting or delegations shall be heard at approximately 7:00 p.m. Field Cod

3.6 At a closed or public session of a committee meeting, persons or delegations shall be heard at a time to be determined by the chair of the committee, or in the chair’s absence, vice-chair or designate. Field Cod

3.7 The duration of any person’s or delegation’s presentation shall not be more than fifteen minutes in total. Field Cod

- 3.8 Any specific recommendation for action suggested by a person or delegation shall not be voted upon at the same meeting in which that person or delegation appears before the Board but may be referred by the chair, or in the chair's absence, vice-chair or designate to an appropriate standing committee or member of staff for study and report to the Board or standing committee of the Board. Field Cod
- 3.9 The Board reserves the right, at its sole discretion, to limit the number of delegations or presentations at any regularly scheduled closed or public meeting of the Board or standing committee of the Board. Field Cod
- 3.10 The Board or committee, by motion, may choose, also at its sole discretion, to receive a person or delegation without the prior notice outlined in this section. Field Cod

Legal References:

- *Education Act, section 207 Access to Meetings and Records*

Board References:

- Board Policy No. 2 - Governance By-Laws and Standing Rules
- Form F003-1 - Request for Delegations and Presentations



Hastings and Prince Edward
 District School Board

FORM F003-1

**REQUEST
 FOR
 DELEGATIONS AND PRESENTATIONS**

Adopted	October 23, 2006
Last Revised	May 26, 2008 <u>January 27,</u> 2014
Review Date	June, 2014 <u>January</u> 2017

Please provide the following information no later than five business days prior the meeting date.

Person(s) requesting: _____

On behalf of: (organization) _____

**For the board/committee meeting of:
 (name and date of meeting)** _____

Subject/title: _____

Written outline (attach extra pages if needed):

List of attachments to be included in the board agenda package (attach to this request):
NOTE: Additional materials brought to the meeting will be handed out at the chair's discretion.

Authority to speak: (if applicable)

 Name of presiding officer

 Signature of presiding officer

 Signature of requesting person

Equipment required:
 (i.e. mic, projector, VCR/DVD, TV, etc.)

Special set-up required:
 (table, bulletin board, etc.)

Please specify length of time required: _____ Please note that the presentation shall not exceed 15 min.

Mailing address: _____
Telephone: _____ **Fax:** _____

RETURN TO: Director's Office, The Education Centre
 Hastings and Prince Edward District School Board
 156 Ann Street, Belleville, Ontario, K8N 4N9 ~~L3~~
 Phone: 613-966-1170 Ext. 2201 FAX: 613-962-1048
Or Email: directors.office@hpedsb.on.ca

Date received: _____

~~Revision Dates~~

BOARD OPERATIONS

POLICY NO. 3-D	
Adopted	November 28, 2000
Last Reviewed	November, 2014 January 27, 2014
Review Date	November, 2014 January 2017

BOARD COMMUNICATIONS AND MEDIA RELATIONS

1. OBJECTIVE

Hastings and Prince Edward District School Board is committed to fostering positive relationships and effective communication within the educational system and with the broader public and media. The Board strives to ensure efficient and effective communication founded in Growing with Character to promote the AiM—Achievement in Motion for Student Success System plan, events, activities and legislated requirements.

The Board values the assistance of all media in the promotion of Hastings and Prince Edward District School Board as the education system of choice.

2. DEFINITIONS

Stakeholders – include students, parents/guardians, employees, the broader public and the media.

3. PROCEDURE

- 3.1 All communications between the Board and stakeholders will be clear, concise and timely to ensure access to relevant information in a timely manner.
- 3.2 The Director of Education or designate shall be responsible for maintaining effective and consistent channels of communication with all stakeholders. .
- 3.3 The Board shall provide to stakeholders information that reflects current trends in education.
- 3.4 The Board shall provide to stakeholders information that is necessary to build a sense of pride in the success of programs and projects established by the system.
- 3.5 Legislative requirements for communications will be met.
- 3.6 The Board recognizes the right of the media to seek facts that are pertinent in the conduct of their work and will cooperate with the media in the release of such facts such that they do not violate legislation, contractual obligations and/or Board policy.
- 3.7 The Chair of the Board and the Director of Education, or designate, are the Board's primary spokespersons in all situations where a system level comment or response is required. The Chair, as the Board's elected representative, provides comments from a political perspective. The Director of Education, or designate, provides the administrative view as the Board's Chief Executive Officer and Chief Education Officer.
- 3.8 Agendas, reports and minutes of public Board and/or standing committee meetings shall be posted on the website and also made available to stakeholders, if requested.
- 3.9 News releases will be posted on the Board website.

Legal References:

- *Education Act, section 207 Access to Meetings and Records*
- *Municipal Freedom of Information and Protection of Privacy Act*
- *Charter of Rights and Freedoms*

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. 5 - Director of Education Job Description
- Board Policy No. 7 - Board Policy Development and Review
- Guidelines for News Releases

BOARD OPERATIONS

POLICY NO. 3-I	
Adopted	May 26, 2008
Last Reviewed	November, 2014 <u>January 27, 2014</u>
Review Date	November, 2014 <u>January 2017</u>

INDEMNIFICATION OF BOARD MEMBERS

1. OBJECTIVE

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

2. PROCEDURE

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

Legal References:

Education Act, section 176 Benefits

Board References:

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



Hastings and Prince Edward District School Board

BOARD POLICY NO. 4

Adopted	May 26, 2008
Last Revised	November 2011 <u>January 27, 2014</u>
Review Date	November 2014 <u>January 2017</u>

CORPORATE BOARD JOB DESCRIPTION

PURPOSE

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

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

1. ACCOUNTABILITY FOR STUDENT ACHIEVEMENT IN THE DISTRICT

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

2. ACCOUNTABILITY TO THE PROVINCIAL GOVERNMENT

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

3. ACCOUNTABILITY TO THE COMMUNITY

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

4. POLICY DEVELOPMENT, IMPLEMENTATION AND REVIEW

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

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

5. DIRECTOR/BOARD RELATIONS

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

6. BOARD DEVELOPMENT

- 6.1. Annually or biannually evaluate Hastings and Prince Edward District School Board's effectiveness and performance.
- 6.2. Develop an annual plan for trustee development (both collectively and individually by increasing knowledge of a) Role, b) Processes, c) Issues) [d\) Procedures](#).
- 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 [and report on](#) the effectiveness of Hastings and Prince Edward District School Board in relation to the system plan.
- 7.6. Monitor progress of student achievement.

8. FISCAL RESPONSIBILITY

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

9. **ADVOCACY AND COMMUNICATION**

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

10. **RECOGNITION**

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

11. **ADDITIONAL RESPONSIBILITIES**

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

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

Legal References:

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

Board References:

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

STANDING COMMITTEE

POLICY NO. 11- D	
Adopted	May 26, 2008
Last Revised	November 2014 January 27, 2014
Review Date	November 2014 January 2017

EXECUTIVE COMMITTEE

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 and comment on 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 up to six members consisting of the chair, vice-chair, past chair, and chairs of the Program and Human Resources Committee, and the Operations and Finance Committee, and the incumbent OPSBA representative.
- 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.

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



Hastings and Prince Edward District School Board

BOARD POLICY NO. 12	
Adopted	March 26, 2007
Last Revised	November 2014 <u>January 27, 2014</u>
Review Date	November 2014 <u>January 2017</u>

EXTERNAL COMMITTEES AND TRUSTEE ADVOCACY

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.

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 Trustee advocacy is accomplished through the voice of the Board of Trustees.

~~3.13.2~~ 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.

~~3.23.3~~ 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.

~~3.33.4~~ 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.

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 incumbent OPSBA Board of Directors representative and alternate shall continue in this role until ~~be~~ electedions at the initial meeting of the Board in December.

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



To: Chair and Members of the Program and Human Resources Committee

From: Mandy Savery-Whiteway, Director of Education

Re: Regional AiM focus groups

Purpose

To provide an update on planning for the regional AiM focus groups.

Background

One of the actions in the AiM System Plan for the Communicate and Engage with Our Communities priority is to *“Engage students, employees, families and community members in the review and development of the AiM-Achievement in Motion for Student Success Success System Plan (AiM).”* To achieve this goal, focus groups will be conducted in the spring of 2014 for input on the next AiM System Plan, and to find ways in which HPEDSB can better communicate and engage with employees, families and the community.

Current situation

Initial discussions have focused on determining categories of participants, session format, questions and locations, and the requirement for a follow-up report. Appendix A contains a communications plan.

Appendix:

- Appendix A – Communication plan for AiM focus groups

Respectfully submitted,

**Mandy Savery-Whiteway,
Director of Education and Secretary of the Board**



Hastings and Prince Edward District School Board

Communications Plan for Regional AiM Focus Groups Sessions to take place in late February/early March 2014

Background

Engaging students, employees, families and community members in the development of school board priorities is an action in the AiM System Plan. These groups are essential partners who play an important role in students being successful at school, and also in students becoming contributing citizens of the future.

Purpose of the focus groups

The focus group sessions will provide a setting for students, employees, families and community members to have a voice in school board planning.

Participants will:

- learn about the 2013-2014 district priorities (current year); and
- provide input on the 2014-2015 priorities.

Format of the sessions

1. Combined sessions will be held for parents/guardians and community members. Separate sessions will be held for employees, and also students.
2. The sessions will be conducted as follows:
 - 1 ½ hour sessions in the 11:30 a.m. to 1:00 p.m. timeframe
 - Hosted in five regions: Belleville, Centre Hastings, North Hastings, Picton, Trenton, in secondary schools
 - Approximately 10 - 12 people per session
 - A light lunch will be provided. This is an accepted practice when conducting focus groups. It acknowledges participants' time and commitment
 - Participants will be asked 5 - 6 questions related to the AiM System Plan
 - Participants will be provided with a summary report

Invitation list

Invitations will be sent to the following groups in each region:

- School council chairs
- Parents/guardians
- Community partners
- Employees from each employee group
- Students in Grades 6 - 12

Planning dates for the 2014-2015 AiM System Plan

- Thursday, February 27, 2014 Internal AiM System Meeting
- Late February/early March Focus groups
- May 2014 Senior/middle management planning for AiM 2014-2015
- June 2014 Trustee input
- July 2014 Senior/middle management consolidation meeting



To: The Chair and Members of the Program and Human Resources Committee

From: Cathy Portt, Superintendent of Education – Curriculum Services

Re: Curriculum Review - Update

Purpose

To provide Trustees with information regarding the AiM System Plan priority: Reach High Levels of Student Achievement and the continued promotion of a culture of collective responsibility for ensuring that our students become global-minded citizens (e.g., collaborate and communicate, think critically and problem solve, create, innovate, grow with character, demonstrate resiliency and persevere). Specifically, this update will provide Trustees with information regarding recently released curriculum and related policy documents.

Background

The Ministry of Education is responsible for the development of curriculum and policy documents. In 2003, the Ministry established an ongoing cycle of curriculum review, such that a number of subject disciplines enter the review process each year ensuring that curriculum remains current and relevant and is age appropriate from Kindergarten to Grade 12 in all subjects. The review process supports the identification of target areas for support and revision, analysis and synthesis by teams of experts in subject disciplines and revision and feedback consultation on draft revisions. Once released, board teams receive training about the revised curriculum supports for board training and implementation specific to the revised curriculum.

Current situation

Recently revised curricula in 2013 include:

- Social Sciences and Humanities, Grades 9 to 12
- Canadian and World Studies, Grades 9 and 10 Social Studies, History and Geography, Grades 1 to 8
- French As a Second Language, Extended French, Grades 4-8; French Immersion, Grades 1-8

Recently revised policy and resource documents 2013 include:

- Creating Pathways to Success: An Education and Career/Life Planning Program for Ontario Schools K – 12 (Policy and Program document)
- School Effectiveness Framework: A Support for School Improvement and Student Success K-12 (Resource document)

Curricula currently in the review cycle

(* anticipated for spring 2014,** review/ consultation stage)

- Health and Physical Education, Grades 9 and 10
- Health and Physical Education, Grades 11 and 12
- Canadian and World Studies, Grades 11 and 12



- *French As a Second Language – Core, Extended, and Immersion French, Grades 9 and 10
- *French As a Second Language – Core, Extended, and Immersion French, Grades 11 and 12
- **Native Studies, Grades 9 and 10
- **Native Studies, Grades 11 and 12
- **Native Languages, Grades 1-8
- **Native Languages, Grades 9 and 10
- **Native Languages, Grades 11 and 12
- **Classical and International Languages, Grades 9 and 10
- **Classical Studies and International Languages, Grades 11 and 12
- Interdisciplinary Studies, Grades 11 and 12

Next Steps

The Ministry of Education is completing the curriculum review cycle that began in 2003. The Ministry is gathering information from schools and boards in order to inform future plans.

Respectfully submitted,

Cathy Portt
Superintendent of Education – Curriculum Services