



**Program and Human Resources Committee
PUBLIC AGENDA**

**Regular meeting of
Tuesday, October 13, 2015 - 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 – September 14, 2015 Business arising from the minutes		
B	Recommendations		
	None		
C	Information		
5:30 p.m.	Board Improvement Plan for Student Achievement and Well-Being (BIPSAW)	C-1 Handout	C. Portt/M. Fisher/ C. DeMille/T. FitzGibbon T. Jones/H. McMaster
	Public Service Announcement campaign for bullying awareness	Verbal	M. Fisher
	2015-2016 policy review	C-2	M. Savery-Whiteway
	Trustee proposals and queries	Verbal	All
D	Correspondence - None		

Move into closed session

Next regular meeting: Monday, November 9, 2015

Committee members: Tom Biniaris, Justin Bray, Jennifer Cobb, Bonnie Danes, Mary Hall-Chair, Dwayne Inch, Lucille Kyle, Dave Patterson, Jim Williams-Vice-chair



**HASTINGS AND PRINCE EDWARD DISTRICT SCHOOL BOARD
PROGRAM AND HUMAN RESOURCES COMMITTEE
PUBLIC MEETING MINUTES
September 14, 2015
DRAFT**

Members present: T. Biniaris; J. Cobb; B. Danes; M. Hall, Chair; D. Inch; L. Kyle;
J. Williams, Vice-chair, D. Patterson

Student Trustees: M. Hillier

Regrets: J. Bray

Absent: None

Guests: None

Resource: C. DeMille, K. Donnell, M. Fisher, T. FitzGibbon, T. Jones, L. Miller, N. Pfeiffer,
C. Portt, M. Savery-Whiteway

Minutes: C. Reid, Administrative Assistant

Call to order

Chair Hall called the meeting to order at 5:30 p.m.

Delegations/presentations

None

Approval of agenda

Moved: B. Danes
Seconded: J. Cobb

That the agenda be approved.

Carried

Approval of minutes

Moved: J. Williams
Seconded: J. Cobb

That the minutes of the June 8, 2015 regular meeting be approved.

Carried

Business arising from the minutes

Trustees expressed appreciation for the encouraging report from The Hastings and Prince Edward Learning Foundation highlighting the work being done by the Learning Foundation to allow students to participate and thrive in their communities.

Recommendations

None

Information

Multi-year Strategic Plan 2015-2020

Director Savery-Whiteway referred to Report No. C-1 and provided an update on the strategic planning process. As outlined in the report, feedback has been collected and collated from trustees and leaders from across the system, including school administrators, staff at the Education Centre and Student Senate members. Following the August 27, 2015 System Meeting, feedback was further invited on the draft strategic plan through the Board website and Twitter as well as through the "Welcome back" message from the Director of Education to all employees. Feedback from the committee meetings and from the website will be reviewed and considered through Administrative Council prior to the Board

meeting in September. The draft strategic plan will be presented to trustees for approval at the September 28, 2015 Board meeting. Director Savery-Whiteway reviewed key pieces of feedback received to date and made comments about the refinements that have been made based on that feedback.

Discussion/clarification items included:

- Length of mission statement;
- The use of the word “ensuring” in the strategic priorities; and
- The use of the word “inclusive” and the possibility of using the word “all” in the vision statement to refer to students.

Director Savery-Whiteway stated that it is important to pick language that we will demonstrate very strong commitment, is highly clear and articulates our intention over the next 5 years to have students succeed and sets high expectations for the district.

Kerry Donnell distributed copies of three sample designs for the strategic plan and requested feedback. She noted that students, the Chair of the Parent Involvement Committee, some trustees and the planning group have already provided input and feedback will continue to be received over the next few days.

Board Improvement Plan for Student Achievement (BIPSA) update

Superintendent Portt stated that districts are required to have a Board Improvement Plan for Student Achievement (BIPSA). It is the key framework that supports the work of the strategic plan and connects to School Improvement Plans for Student Achievement (SIPSA). She stated that a number of changes will be made to the BIPSA process, including changing its name to Board Improvement Plan for Student Achievement and Well-Being (BIPSAW) which integrates the work of the School Climate and Student Well-Being department. In addition, the planning cycle will be shifted to align with the strategic plan and school year calendar. The draft BIPSAW will be completed at the beginning of October rather than the former January to December cycle. Achievement results are now being received in August which will allow teams to evaluate the progress of professional learning earlier. This shift will also align with other districts across the province. Schools will follow the same cycle and will have their SIPSA in place for early October. The new BIPSAW for the current school year will be brought forward to the Program and Human Resources Committee in October for information.

Enrolment update

Superintendent Miller provided a progress report on enrolment data. Elementary enrolment collection was cut off on Friday, September 11, 2015 and is in the process of being finalized. The numbers are trending to align with projections. Secondary enrolment cut off will take place on Friday, September 18, 2015. Early indications appear to be on track with target enrolments. A more specific update will be presented at the public Board meeting on September 28, 2015.

Trustee proposals and queries

None

Correspondence

None

The Program and Human Resources Committee moved into closed session at 6:14 p.m.



Hastings and Prince Edward District School Board

BOARD POLICY NO. 1

Adopted	May 26, 2008
Last Revised	January 27, 2014
Review Date	October, 2015

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. VISION MISSION

Hastings and Prince Edward District School Board is *A Great Place to Learn and A Great Place to Work!* All students prepared and empowered for the possibilities of today and tomorrow. 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 fosters freedom from bias and harassment.

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

The Board has a multi-year system plan, *Possibilities, today and tomorrow 2015 – 2020 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.~~

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- ~~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.~~

The Strategic Priorities and Goals:

Achieving Excellence & Equity

- Increase graduation rates and reduce achievement gaps for students not yet at the provincial standard
- Provide programs and services to help each student achieve success
- Support all students to be globally-minded and learners

Learning & Leadership

- Collaborate as a learning organization to engage all employees in developing their growth plans
- Involve students, cultivate student leadership and voice
- Implement a renewed succession planning process for school and system leaders

Public Confidence

- Ensure effective management of all resources (e.g. human, financial, environmental, etc.)
- Operate through good governance
- Be leaders in public education

Well-Being

- Develop the elements of well-being for students and employees collaboratively
- Create welcoming, inclusive and safe learning environments that optimize students' potential
- Build the capacity of employees to deliver positive social and emotional learning experiences

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	January 27, 2014
Review Date	October, 2015

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

ARTICLE I: OBJECT

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

ARTICLE II: NAME

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

ARTICLE III: JURISDICTION

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

ARTICLE IV: HEADQUARTERS

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

ARTICLE V: SEAL AND SYMBOL

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

ARTICLE VI: BOARD OF TRUSTEES

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

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~~ **Board member**

Any vacancy in the office of a ~~trustee~~ **Board member** 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;
- c) approve ~~trustee~~ **Board member** representation on Board committees;
- d) elect chairs for standing committees;
- e) elect a ~~fifth~~ **sixth** member to the Executive Committee, if required; and

Governance By-Laws and Standing Rules

Board Policy No. 2

- 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 **Board members** ~~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 **Board members** ~~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 **Board members** ~~trustees~~ 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.
- 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.

Section 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.

4.2 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.

4.3 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.

4.4 The agenda for the regular meetings of the Board shall be in the order set out in subsections 4.5 and 4.6 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".

4.5 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

4.6 Public session

Call to order

~~Board prayer~~ **Character Attribute Moment of Reflection**

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 5: 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 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, 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 6: Access to meetings

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

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

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

No person shall be excluded from a meeting that is open to the public except for improper conduct as determined by the presiding officer.

Section 7: Board quorum

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

Section 8: Committee quorum

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

Section 9: Delegations and presentations

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

Section 10: 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.

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

Section 1: Duties of officers

1.1 The chair:

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

1.2 The vice-chair:

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

1.3 The director shall, as secretary of the Board:

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

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

1.4 The treasurer shall:

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

Section 2: Signing 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: Board member Trustee representation on committees

Each November ~~Board members~~ **Board members** 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

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



Hastings and Prince Edward District School Board

BOARD POLICY NO. 4

Adopted	May 26, 2008
Last Revised	January 27, 2014
Review Date	October, 2015

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 Board members 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 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 with reference to the Ontario Education Service Corporation Modules and OPSBA's Good Governance for Schools document, for trustee development (as a corporate body and individually) by increasing knowledge and understanding of the a) Role, b) Process, c) Issues and d) Procedures and Best Practices.
- 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 vision and mission priorities 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.

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9. ADVOCACY AND COMMUNICATION

- 9.1. Annually develop a plan for district connections. Consider in the plan the focus, key messages, 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



Hastings and Prince Edward District School Board

BOARD POLICY NO. 9

Adopted	May 26, 2008
Last Revised	November, 2014
Review Date	October, 2015

ROLE OF THE BOARD MEMBER

1. PURPOSE

This policy describes the role of Board members as they contribute to the achievement of the Hastings and Prince Edward District School Board's **vision, mission, priorities and goals.** ~~goals and system plan.~~

2. DEFINITIONS

Board Member—commonly referred to as trustee and is the elected/appointed representative for a defined area. A member is one member of a board of ten members who are collectively charged with governing the Hastings and Prince Edward District School Board according to the responsibilities described in Board Policy No. 4 Corporate Board Job Description.

Trustee—a commonly used term for an elected/appointed member of a school Board.

Student Trustee— Up to two student trustees will be elected each year 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*.

3. ACCOUNTABILITY

3.1 The declaration of office made by each Board member when he or she assumes office binds that person to work faithfully in the cause of education.

3.2 A Board member's primary task is to act as a member of a corporate Board and serve the community as an elected/appointed representative. Members of the corporate Board are accountable to the public for the collective decisions of the Board.

3.3 Each Board member has a duty to support the corporate Board in providing accountability for the educational, financial and operational performance of the school system. All Board members are responsible for the Board's mandate as described in Board Policy No. 4 Corporate Board Job Description.

3.4 The decisions of the Board in a properly constituted meeting are those of the corporation. A Board member who is given corporate authority to act on behalf of the Board by means of written policy or resolution may carry out specific duties, but only as an agent of the Board. In such cases, the actions of the Board member are those of the Board, which is then responsible for them. A Board member acting individually has only the authority and status of any other citizen of the district.

4. COMMUNITY REPRESENTATION

- 4.1 Board members bring a range of skills, experience, knowledge, values, beliefs and opinions to their role. Their background does not necessarily include teaching, administration, or any other aspect of education. Their diversity ensures that Board processes are truly democratic. This diversity contributes to good decision-making. It also helps Board members provide a balance between the interests of a broader community and the interests of those involved in the delivery of education.
- 4.2 Board members provide information about the local community's history, traditions and experiences when such information will be helpful for the context of decision-making by the Board or the director of education.
- 4.3 Board members bring to the attention of the Board or director any community issues that may affect the Board, and interpret the needs of the community to the Board.
- 4.4 Board members support the Board's responsibility to consult with parents and the community about the Board's multi-year system plan and report to stakeholders about progress in implementing the system plan.

5. DECISION MAKING

- 5.1 Board members are responsible for staying informed about developments in education. They have a responsibility to learn about the school system and the many issues that face publicly funded education.
- 5.2 Board members also need to be familiar with Hastings and Prince Edward District School Board policies, meeting agendas and reports in order to participate effectively in Board business.
- 5.3 Board members actively participate in and contribute to the decisions of the Board in order to provide the best solutions possible for the education of students in Hastings and Prince Edward District School Board.

6. COMMUNICATION/DEALING WITH ADDRESSING CONCERNS

- 6.1 Board members serve large constituencies, and fulfilling the representational role is challenging. A democratic system entitles everyone to a voice but does not ensure that everyone will always be content with decisions that are made. Effective, regular two-way communication will enhance a Board member's ability to represent constituents and help to build understanding and consensus in the community.
- 6.2 Hastings and Prince Edward District School Board strives to maintain open and fair communication with parents, guardians and members of the school community. Board members are responsible for staying informed about what the Board has determined are good communication practices.
- 6.3 Board members refer governance issues and problems that are not covered by Board policy to the corporate Board for discussion and determination of decision-making authority.
- 6.4 Board members support the belief that the most efficient way to run an organization is to deal with issues or problems as close as possible to the place where they occurred. If a parent calls with a concern about a student, the Board member will advise the parent to discuss the issue with the teacher or the staff member most directly involved.
 - 6.4.1 Depending upon the seriousness of the issue, the Board member may also inform the director of education or the appropriate superintendent immediately.

- 6.4.2 The Board member will leave the investigation and solution of the matter in the hands of the professional staff. The appropriate administrator will ensure that the issue is investigated and resolved. Staff will advise the Board member in a timely manner when the issue has been resolved.
- 6.4.3 If an employee or a group of employees is named in a complaint, the employee or group of employees will be provided with written notice of the details of the complaint and will be given an opportunity to respond to the complaint.
- 6.5 In cases where the concern or complaint cannot be resolved by administration or is related to Board policy, the director may refer the issue to a Board committee to be heard in open or closed session as appropriate to the circumstances.
- 6.6 If the concern is related to a governance issue, Board Policy No. 3 Board Operations provides an opportunity for a delegation to make a request or influence a decision. In accordance with the terms of Policy No. 3, a person or group that is officially elected or appointed to represent another or others may address the Board or committee of the Board.

7. **ADVOCACY AND LEADERSHIP**

- 7.1 Board members act as education advocates at various levels. At the local level, Board members work on behalf of the community and must consider the unique needs of that community when deciding what position to take on an issue. They encourage constituents to participate in the school system. This involves familiarizing people with the avenues for involvement, such as school council, the parent involvement committee or volunteer work. It also involves informing people about the procedures for bringing their views before the Board through public or written submissions.
- 7.2 The Board member's role as an education advocate often extends beyond the boundaries of the district school Board. Board members are education advocates across the province and with the provincial government. Board Policy No. 12 Board Representatives on External Committees describes one aspect of this advocacy role at the provincial level.
- 7.3 Board members participate in Board and Board member development so that the quality of leadership and service in Hastings and Prince Edward District School Board will be enhanced.

Legal References:

Education Act, sections 169.1, 170-171 Duties and Powers of Boards; section 209 Trustee Declaration; Part VIII Compliance with Board Obligations; Part IX Finance

Board References:

Board Policy Handbook
Policy No. 2 By-Laws: Article VI
Policy No. 4 Corporate Board Job Description

Resources:

The Road Ahead: A Report on the Role of School Boards and Trustees. The Education Improvement Commission. 1997

Educating Together: A Handbook for Trustees, School Boards and Communities. Ontario Public School Board's Association. 2003

Good Governance: A Guide for Trustees, School Boards, Directors of Education and Communities, The Ontario Education Services Corporation (OESC)