



Hastings and Prince Edward District School Board

BOARD POLICY NO. 3

Adopted	May 26, 2008
Last Revised	November, 2014
Review Date	November 2017

BOARD OPERATIONS

PURPOSE

Hastings and Prince Edward District School Board is established under the *Education Act*, with power to perform all the duties conferred or imposed upon a public school board by that or any other Act of the Legislative Assembly of the Province of Ontario. It shall operate in accordance with the provisions of the *Education Act*, other applicable legislation, the pertinent regulations of the Ministry of Education, and Board Policy No. 2 Governance By-Laws and Standing Rules.

Hastings and Prince Edward District School Board believes that a fundamental obligation is to preserve and enhance public trust in education generally, and in the affairs of Hastings and Prince Edward District School Board operations in particular. The Board believes that its ability to discharge its obligations in an efficient and effective manner is dependent upon the development and implementation of a sound organizational design. The Board has adopted policies in addition to the Governance By-Laws and Standing Rules to ensure that the business of the Board will be conducted in an open, transparent and orderly way.

The following operations policies are consolidated in Policy No. 3 Board Operations:

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POLICY NO. 3-A	
Adopted	October 23, 2006
Last Reviewed	January 27, 2014
Review Date	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.
- 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.
- 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.
- 3.4 At a closed meeting of the Board, persons presenting or delegations will be heard at approximately 6:00 p.m.
- 3.5 At a public meeting of the Board, persons presenting or delegations shall be heard at approximately 7:00 p.m.
- 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.
- 3.7 The duration of any person's or delegation's presentation shall not be more than fifteen minutes in total.

- 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.
- 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.
- 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.

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

BOARD OPERATIONS

POLICY NO. 3-B	
Adopted	May 26, 2008
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ELECTRONIC MEETINGS

1. OBJECTIVE

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

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

2. DEFINITIONS

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

3. PROCEDURE

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

spite of participation by electronic means, section 229 of the *Education Act* requires a physical presence in the meeting room of the Board for at least one regular meeting of the Board for each period of four full calendar months.

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

Legal References:

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

Board References:

POLICY NO. 3-C	
Adopted	March 26, 2001
Last Reviewed	March, 2015
Review Date	March, 2018

STUDENT REPRESENTATION ON THE BOARD

1. OBJECTIVE

Hastings and Prince Edward District School Board is committed to involving students in the educational decision-making process and supports student trustees as representatives of the interests of pupils within the Board.

2. DEFINITIONS

None

3. POLICY STATEMENT

3.1 Student Involvement

The Board recognizes the benefits which accrue when students are involved in the educational decision-making process. To enable students to participate in this manner, the position of student trustee is established.

3.2 Student Perspectives

The Board expects that students who serve as student trustees shall bring student perspectives to Board discussions; will develop as student leaders; will bring to the Board an increased awareness of issues of concern to students; will assist the Board in determining student issues and student opinion; and will foster effective communication between the Board and students.

3.3 Parameters for Student Representation

The Board shall provide for the appointment of two student trustees to the Board. This representation shall be within the following parameters:

- 3.3.1 Representation shall be in accordance with the *Education Act* and attendant regulations.
- 3.3.2 Representatives shall be students enrolled in a secondary school within the jurisdiction of the Board for the period of representation.
- 3.3.3 Representatives may participate in all public Board discussions and be recognized by the chair, but shall not be entitled to a binding vote.
- 3.3.4 Representatives may participate in closed meetings of the Board, except when dealing with the disclosure of intimate, personal or financial information in respect of a member of the Board or committee, an employee or prospective employee of the Board or a pupil or his or her parent or guardian.
- 3.3.5 A student trustee is not a member of the Board and is not entitled to exercise a binding vote on any matter before the Board or any of its committees.
- 3.3.6 A student trustee is entitled to require that a matter before the Board or one of its committees on which the student trustee sits be put to a recorded vote, and in that case there shall be:
 - a) a recorded non-binding vote that includes the student trustee's vote; and
 - b) a recorded binding vote that does not include the student trustee's vote.

- 3.3.7 A student trustee is not entitled to move a motion, but is entitled to suggest a motion on any matter at a meeting of the Board or of one of its committees on which the student trustee sits, and if no member of the Board or committee, as the case may be, moves the suggested motion, the record shall show the suggested motion.

3.4 Board and Committee Agenda Packages

The Board shall ensure that student trustees receive and review regular copies of the public session of the Board and Board committee agenda packages in accordance with Board policy and procedures.

4. PROCEDURE

4.1 Student Senate

A student senate, composed of up to sixteen representatives in total, from secondary schools within the jurisdiction of the Board, shall be formed and meet a minimum of five times within their term.

4.2 The Student Senate:

- 4.2.1 shall consist of two representatives from each secondary school unless otherwise provided for within this procedure.
- 4.2.2 shall require students, in order to be eligible for this role, to meet the following criteria:
- a) Students must be sixteen years of age or older and entering or enrolled in year 3 or 4 as a full-time student at the secondary school or an exceptional pupil in a special education program for whom the board has reduced the length of the instructional program on each school day under subsection 3 (3) of Regulation 298 of the Revised Regulations of Ontario, 1990 (Operation of Schools-General) made under the Act, so long as the pupil would be a full-time pupil if the program had not been reduced.
 - b) Students should have achieved in a previous school year and maintained a minimum average of 70% in all subjects.
 - c) Students should have demonstrated an interest and prior involvement in school and/or community-based activities.
 - d) Students should be in and maintain good standing with regard to behaviour both at school and in the community in order to present a positive role model to all students.
- 4.2.3 is a committee of student representatives responsible for the election of two students from the student senate for appointment by the Board as student trustees for Board consideration by no later than April 30.
- 4.2.4 shall be elected/selected on or by April 30 by a method decided upon by each secondary school's student council/principal.
- 4.2.5 Student senators shall serve for a term that begins after the election in April (no later than April 30) and continue until the subsequent Student Senate election in April of the following year.
- 4.2.6 the two student trustees shall be elected at the first meeting of student senate to be held not later than April 30.
- 4.2.7 the student senate shall assist the student trustees in determining student issues, gathering student opinion and communicating with students.
- 4.2.8 student trustees shall serve for the term of August 1 through to July 31.

4.3 Responsibilities of Student Trustees

Student trustees must be willing to commit the necessary time to attend meetings and perform duties and responsibilities as follows:

- 4.3.1 to regularly attend all public Board meetings;
- 4.3.2 to be knowledgeable about and be willing to comply with Board policies and procedures;
- 4.3.3 to respect the provisions in the Board's Trustee Code of Conduct.
- 4.3.4 to attend and participate in standing committees whenever possible;
- 4.3.5 to serve as the student liaison representatives to the student senate;
- 4.3.6 to consult with and to keep the student senate informed about Board issues of interest and concern to students;
- 4.3.7 to represent the views of the student senate when participating in Board discussions;
- 4.3.8 to demonstrate confidentiality and discretion at all times; and
- 4.3.9 to undertake a mentoring role with the incoming student senate.
- 4.3.10 Even though student trustees are not members of the Board, they will have the same opportunity for participation at meetings of the Board or committees of the Board as granted to elected Board members.
- 4.3.11 If attendance is not possible, the director of education shall be notified. Attendance of the student trustees does not affect the quorum.

4.4 Mentor/Advisor

- 4.4.1 The vice-chair of the Board and the director of education shall serve as mentors/advisors to the student trustees. Further, the director of education and vice-chair shall serve as the mentors/advisors to the student senate.
- 4.4.2 Orientation for the newly-selected student trustees shall be provided by the vice-chair of the Board and the director of education prior to the regular meeting of the Board in September. During their term, student trustees may request additional information or assistance, as required.
- 4.4.3 A staff advisor will be appointed by the Superintendent of Curriculum Services to support student trustees and the student senate.

4.5 Term of Office

- 4.5.1 The term of office for student trustees shall be August 1 to July 31 with the student trustees commencing office following their election by the student senate and approval by the Board.
- 4.5.2 Student trustees shall normally occupy the position for a one-year term only.
- 4.5.3 Notwithstanding paragraph 4.5.2, a student trustee can stand for re-election for one further one-year term providing he/she continues to meet all qualifying requirements.
- 4.5.4 In the event of a student trustee being elected for a second term, the secondary school in which that student is registered will be entitled to name a third representative to the student senate.

4.6 Vacancies

In the event that one or more of the student trustees is not able to complete the term of office, the student senate shall elect a replacement for Board approval at the next regularly scheduled Board meeting.

4.7 Budget

- 4.7.1 The student senate, at its first meeting shall set the budget for the upcoming year at an amount not exceeding the amount allotted by the Ministry in the student focussed funding model for the purpose of student representation.
- 4.7.2 The setting of the budget will take into account the following: cost of attendance at student senate and Board and committee meetings; membership fee in the Ontario Student Trustees Association; attendance at OSTA meetings and workshops and other

related conferences; student senate activities (i.e. Youth Forum) and any other costs associated with the operation of the student senate.

4.8 Reimbursement of Expenses

- 4.8.1 Student trustees shall receive an honorarium of \$2,500.00 to be provided to the student trustee at the June meeting of the Board in the year in which they served.
- 4.8.2 Student trustees and other members of the student senate will be reimbursed for their out-of-pocket expenses reasonably incurred in connection with carrying out their duties and responsibilities. Such reimbursement of expenses shall be in accordance with the same rules that govern the reimbursement of elected Board members' expenses.

4.9 Community Involvement Hours and Cooperative Education Credit

- 4.9.1 Due to the time commitment inherent in the position as student trustee, the student trustees may submit a request to the principal prior to the commencement of their participation to be considered eligible to earn a Cooperative Education credit and/or have hours recognized toward the community involvement requirement of the Ontario Secondary School Diploma. Students wishing to pursue a Cooperative Education credit must notify their principal in advance of the start of the semester and be willing to complete the associated requirements for the credit.
- 4.9.2 The principal, at his/her discretion, will determine such eligibility.

Legal References:

- *Education Act, section 55 Student Trustees*
- Ontario Regulation 7/07 Student Trustees

Board References:

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

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

POLICY NO. 3-E	
Adopted	October 23, 2006
Last Revised	November, 2014
Review Date	November, 2017

HONORARIA FOR BOARD MEMBERS

1. OBJECTIVE

Hastings and Prince Edward District School Board recognizes the importance and value of providing fair levels of honoraria for Board members as set out in Ontario Regulation 357/06 Honoraria for Board Members.

2. DEFINITIONS

Year of term of office—A year of a member's term of office begins on December 1 and ends on the following November 30, as described in the *Education Act*.

ADE—The Board's average daily enrolment as calculated in the regulation issued under Section 234 of the *Education Act*.

3. PROCEDURE

Components of Honorarium

The honorarium for a member of the Board, in respect of any year of his or her term of office, shall consist of the following components.

3.1 Base Amount

For each member of the Board, for each year of the term of office beginning on December 1, 2014, the base amount paid shall be five thousand nine hundred dollars (\$5,900.00).

For each year of a term of office beginning after December 1, 2018, the amount calculated for the first year of the previous term of office, increased by the percentage increase in the Ontario Consumer Price Index as published by Statistics Canada for the period between:

- a) July 1 of the calendar year in which the previous term of office started; and
- b) June 30 of the calendar year in which the term of office starts.

The amount paid to the chair shall be the base amount above plus five thousand dollars (\$5,000.00).

The amount paid to the vice-chair shall be the base amount above plus two thousand five hundred dollars (\$2,500.00).

Subject to any change in the legislation.

3.2 Enrolment Amount

For each member of the Board, the enrolment amount paid shall be one hundred percent (100%) of the calculation described in Ontario Regulation 357/06. The calculation will reflect the ADE for each fiscal year of the term of office.

The amount paid to the chair shall be the enrolment amount above plus the sum of the ADE multiplied by five cents (\$0.05) with a minimum of five hundred dollars (\$500.00) and a maximum of five thousand dollars (\$5,000).

The amount paid to the vice-chair shall be the enrolment amount above plus the sum of the ADE multiplied by two and one-half cents (\$0.025) with a minimum of two hundred fifty dollars (\$250.00) and a maximum of two thousand five hundred dollars (\$2,500.00).

Subject to any change in the legislation.

3.3 Attendance Amounts

A member of the Board, chair or vice-chair who is a member of the Accessibility Committee, Audit Committee, Parent Involvement Committee, Special Education Advisory Committee (SEAC) or Supervised Alternative Learning Committee (SAL) shall receive fifty dollars (\$50.00) for each meeting of those committees that he or she attends. Subject to any change in the legislation.

3.4 Distance Amount

The distance component of the honorarium does not apply to Hastings and Prince Edward District School Board.

Legal References:

- *Education Act, section 191 Honoraria and Travel Expenses; section 234 Legislative Grants*
- Ontario Regulation 357/06 Honoraria for Board Members

POLICY NO. 3-F	
Adopted	February 28, 2000
Last Reviewed	March 2015
Review Date	March 2018

EXPENSE REIMBURSEMENT FOR BOARD MEMBERS

1. OBJECTIVE

Hastings and Prince Edward District School Board shall provide equipment and support services required by board members to carry out their responsibilities as members of the board.

In addition, it will reimburse board members for workshop and conference activities and specified out-of-pocket expenses incurred in carrying out their duties.

2. DEFINITIONS

Ontario Public School Boards' Association (OPSBA)

The Ontario Public School Boards' Association represents public district school boards by helping member boards fulfill their mandates and providing a voice for public education in Ontario.

Board Business

Includes the following events:

- a) board member association meetings or events
- b) board and board committee meetings
- c) events or professional development that allow board members to become knowledgeable and remain current with educational trends and directions.

3. PROCEDURE

3.1 Equipment

- 3.1.1 Board members will be provided with the following equipment and associated services throughout their term of office:

- a) home based computer (desktop or laptop) and printer
- b) paper shredder
- c) high speed internet service
- d) office software

In addition, the chair of the board will be provided with a wireless communication device.

- 3.1.2 A mobile communication device will be provided upon filing a written request with the Board secretary.

- 3.1.3 All equipment and services will adhere to board technology and updates will follow our administrative systems upgrade cycle.

- 3.1.4 All equipment and services be returned to the board at the end of the member's term of office.

3.2 Support Services

- 3.2.1 Board members will have access to the following services as required to carry out their duties throughout their term of office:

- a) administrative support through the director of education's office

- b) photocopying
- c) business cards and/or board identification
- d) consumable supplies for home office
- e) board courier delivery as required

3.3 Travel on Board Business

- 3.3.1 Reimbursable expenditures are those that relate directly to board business. Disputes about the eligibility of any expense shall be directed to the senior business official who will reference the Broader Public Sector Expense Directive. If the issue is not resolved at this level, the dispute will be referred to an external member of the Audit Committee. If a satisfactory resolution is not reached, then the affected party shall contest the decision during a public session of the board.
- 3.3.2 Board members may be reimbursed for travel expenses incurred while on board business. For the purpose of distance calculations, trustees' working base shall be their home.
- 3.3.3 Travel authorization guidelines and rates of reimbursement for the authorized use of personal vehicles on board business are described in Administrative Procedure 510 – Travel Expense Reimbursement.
- 3.3.4 Board members working within the board's jurisdiction will be eligible for reimbursement of transportation costs at the board approved rate.
- 3.3.5 Board members travelling outside the board's jurisdiction are eligible for reimbursement of costs. Guidelines related to hotel room charges, meals, transportation and other travel costs are included in Administrative Procedure 510.
- 3.3.6 Cash advances for travel may be provided to Board members who are unable to use their own credit.
- 3.3.7 Claims for reimbursement must be made using Form F510-1 Travel and Expense Claims. The claimant must sign and date the form and attach all original receipts. Credit/debit slips must be accompanied by the original receipts. The purpose of the trip must be stated and the specific budget code recorded.
- 3.3.8 The chair of the Board approves payment of individual trustee claims, thereby certifying that they meet the requirements of policy 3-F. The senior business official approves the chair of the Board's expense claims, thereby certifying they meet the requirements of policy 3-F.

3.4 Workshops and Conferences

- 3.4.1 Ontario Public School Boards' Association events such as the annual business meetings, regional meetings, the labour relations symposium and/or executive/committee meetings are charged to the OPSBA travel account.
- 3.4.2 The budget amount for workshop and conference expenditures is set annually by the Board through the budget process and is to be divided equally among board members. Board members may transfer funds to the conference account of another Board member in order to address an identified need.
- 3.4.3 Board members may attend educational conferences, conventions or workshops to become knowledgeable and remain current with educational trends and directions.
- 3.4.4 Advance discounts should be realized on registration fees where possible.

- 3.4.5 Workshop and conference expenditures may include:
- a) course, conference or workshop registration
 - b) travel to the event as outlined in Administrative Procedure 510
 - c) standard hotel accommodation as outlined in Administrative Procedure 510
 - d) meals for the registrant not included in the registration fee as outlined in Administrative Procedure 510.
- 3.4.6 For out-of-district travel to workshops and conferences, distance calculations for workshop and conference expenditures will be calculated based on the lesser of the distance from the Education Centre or the individual's place of residence.
- 3.4.7 During the school year in which an election is held, twenty-five (25) per cent of the annual allocation will be allotted to trustees. Once the new board is sworn in, the remaining seventy-five (75) per cent will be released.
- 3.4.8 It is the responsibility of the Operations and Finance Committee to monitor the individual accounts that make up the total board's budget for these expenditures.
- 3.5 **Reporting**
- 3.5.1 All board member expenditures will be reviewed monthly by the Operations and Finance Committee.

Legal References:

- *Education Act, section 191 Honoraria and Travel Expenses; section 234 Legislative Grants*
- *Ontario Regulation 357/06 Honoraria for Board Members*
- Broader Public Sector Expense Directive

Board References:

- Board Policy No.2 Governance By-Laws and Standing Rules
- Board Policy No. 3-G: Hospitality
- Administrative Procedure 510 Travel Expense Reimbursement
- Form F510-1 Travel and Expense Claims

POLICY NO. 3-G	
Adopted	March 26, 2007
Last Reviewed	March 2015
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HOSPITALITY

1. OBJECTIVE

Hastings and Prince Edward District School Board supports the provision of approved hospitality expenses incurred on behalf of the Board to foster the development of partnerships and community relationships. The Board actively partners with individuals, communities and organizations to build engaging learning environments.

2. DEFINITIONS

Hospitality - The provision of food, beverages, accommodation, transportation or other amenities at Board expense. Hospitality does not include functions offered solely for the benefit of employees or people engaged to work for the Broader Public Sector organization or any Ontario Government Ministry.

3. PROCEDURE

3.1 Reimbursement of Expenses

Reimbursement is subject to the following parameters:

- 3.1.1 Approval of the director of education or a supervisory officer is required prior to incurring hospitality expenditures.
- 3.1.2 Hospitality should be extended in an economical, consistent and appropriate way when it will facilitate Board business or is desirable as a matter of courtesy.
- 3.1.3 Reimbursement for the reasonable cost of alcohol is permitted for formal events with advance consultation at committee or Board. The cost of alcoholic beverages should not exceed the cost of the food.
- 3.1.4 Token gifts of appreciation valued up to \$50.00 may be extended to persons in exchange for donated services. Gifts above \$50.00 must be approved by the director or chair of the Board as appropriate.

3.2 Consultants and Other Contractors

In no circumstances are hospitality, incidental or food expenses considered as allowable expenses for consultants and contractors in any contract between the board and a consultant or contractor. Reimbursement for allowable expenses can be claimed and reimbursed only when the contract specifically provides for it.

3.3 Reporting

- 3.3.1 Claims for reimbursement must be made using Form F510-1 Travel and Expense Claims or through the employee's purchasing card statement, if applicable. The claimant must sign and date the form and attach all original receipts. Credit/debit slips must be accompanied by original receipts. All hospitality expense claims will be reviewed by the director of education/chair of the Board, as appropriate.

3.3.2 The following information must be submitted on the expense report:

- a) the form of hospitality (meal, reception, refreshments, etc.);
- b) name and location of event;
- c) names of individuals entertained, titles and employer; and
- d) budget code to be charged.

Legal References:

- *Broader Public Sector Expense Directive*

Board References:

- Board Policy No. 1 - Board Mission and Goals
- Board Policy No. 4 - Corporate Board Job Description
- Board Policy No. 5 - Director of Education Job Description
- Form F510-1 - Travel and Expense Claims

POLICY NO. 3-H	
Adopted	May 26, 2008
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FILLING VACANCIES ON THE BOARD

1. OBJECTIVE

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

2. BACKGROUND

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

2.1.1 require the municipality to hold a by-election; or

2.1.2 appoint a qualified person to the position.

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

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

3. FIRST NATIONS REPRESENTATION ON BOARDS

3.1 If a vacancy of a member of the Board, appointed in accordance with *Ontario Regulation 462/97 First Nations Representation on Boards* occurs, the Council of the Band will appoint a member to the Board. The member appointed will hold office for the remaining term of his or her predecessor.

4. PROCEDURE FOR BOARD DECISION

4.1 By-Election

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

4.2 Appointment Process

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

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

- a) qualified to vote for members of the Board; and

- b) a resident in the area of jurisdiction of the Board.

Disqualifications are outlined in subsections 219 (4) and (7) of the *Education Act*. Subsection 219 (5) states that an employee of a district school board or the clerk, treasurer, deputy clerk or deputy treasurer of a municipality or upper-tier municipality within the area of jurisdiction of the Board, who would otherwise be ineligible to become a Board member, may become eligible by taking an unpaid leave of absence.

- 4.2.3 The Board may choose to appoint one of the unsuccessful Hastings and Prince Edward District School Board candidates for Board member from the last municipal election, providing that there was such a candidate, and the candidate secures the number of votes sufficient to secure return of deposit, remains a qualified person and is willing to serve.

OR

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

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

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

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

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

4.3 Interview Process

- 4.3.1 Only candidates who have submitted written applications as described in paragraph 3.2.4 (c) by the deadline date may be shortlisted for interview, with preference to individuals from the representative area.
- 4.3.2 Interviews shall be conducted on Board premises, which may be a school or the Education Centre.
- 4.3.3 The secretary of the Board shall ask Board members to indicate their intention about their attendance and participation in the interviews.
- 4.3.4 Board members participating shall constitute an *ad hoc* selection committee.
- 4.3.5 Committee membership shall be a minimum of three Board members.

4.3.6 The selection committee shall select its chair from among its members.

4.4 The Committee Decision

4.4.1 Only board members who have participated in all interviews shall vote on the committee recommendation.

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

4.4.3 The secretary of the Board shall be the resource support to the selection committee.

4.4.4 The selection committee shall establish its operating practices but these shall include a common set of questions for all applicants.

4.4.5 The appointed candidate shall be advised promptly of the Board's decision and shall be sworn in at the next Board meeting following the appointment, if the appointment occurs within the 90 day time period.

4.4.6 If a regular meeting of the Board will not be held until a time beyond 90 days after the Board member vacancy occurred, the secretary of the Board will provide an appropriate opportunity for the swearing in of the appointed candidate.

Legal References:

- *The Municipal Elections Act*
- *The Education Act, Part VII Board Members—Qualifications, Resignations and Vacancies*
- *Ontario Regulation 462/97 First Nations Representation on Boards*

Board References:

Board Policy Handbook

BOARD OPERATIONS

POLICY NO. 3-I	
Adopted	May 26, 2008
Last Reviewed	January 27, 2014
Review Date	January 2017

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

POLICY NO. 3-J	
Adopted	May 26, 2008
Last Revised	November, 2014
Review Date	November, 2017

BOARD REVIEW

1. OBJECTIVE

Hastings and Prince Edward District School Board will endeavour to conduct a review process at least once per term to enhance its performance and to complement the Board's review of the performance of the director of education and the multi-year system plan.

2. PROCEDURE

2.1 The principles upon which the Board review/self-evaluation is based are as follows:

- (a) A learning organization is focused on the improvement of practice.
- (b) A pre-determined process for evaluation strengthens the governance function and builds credibility for the Board.
- (c) An evidence-based approach provides objectivity

2.2 The components of the Board review/self-evaluation are:

- (a) review of role of Board;
- (b) review of Board support for the Achievement in Motion system plan;
- (c) monitoring of interpersonal and intra-personal working relationships;
- (d) monitoring of Board representation and communication;
- (e) monitoring relations between the Board and director of education;
- (f) review of Board governance policies; and
- (g) monitoring effective stewardship of the Board's fiscal responsibility

2.3 The board review/self-evaluation is intended to answer such questions as the following:

- (a) How well have we fulfilled our roles in relation to our mission and goals, job description, Code of Conduct and other governance policies?
- (b) How well have we adhered to our Achievement in Motion annual system plan?
- (c) How do we rate our interpersonal working relationships?
- (d) How well do we receive input and communicate?
- (e) How would we rate our Board/director relations?
- (f) What have we accomplished this past year? How do we know?
- (g) How have we effectively managed Board resources?

3. EVALUATION GUIDE

3.1 The Board will use a variety of evaluation tools and activities. The Board will determine in advance of the review/self evaluation:

- (a) what information will be collected;
- (b) how it will be collected and by whom;
- (c) who will have access to the information; and
- (d) how it will be analyzed and compiled;

- (e) when and how it will be discussed and whether a facilitator will be asked to assist in the discussions;
- (f) how reporting and feedback will occur;
- (g) how assessment results will be acted upon; and
- (h) how recommendations related to approved changes will be monitored.

3.3 Collection of information to inform the review may include:

- (a) a review of Board motions
- (b) the reflective evaluation process provided in Form F003-2 Board Review
- (c) surveys of Board, district and community members
- (d) focus groups with community members and other stakeholders;
- (e) interviews with Board members and the director of education
- (f) use of an outside facilitator/consultant

Board References:

- *Board Policy Handbook*
- *Board Multi-year System Plan*
- *Form F003-2 Board Review*

Resources:

- *Good Governance for School Boards: Trustee Development Program. Module 5b "Board Self-Assessment: Governance Performance".*
- *Ontario Education Services Corporation (OESC) offers facilitator/consultant assistance to work with a Board to complete a comprehensive Governance Review (Audit) of all or selected Board governance functions*