



Shannon Binder, Chair of the Board
Mandy Savery-Whiteway, Director of Education

**AGENDA, PUBLIC SESSION
EXECUTIVE COMMITTEE
Monday May 6, 2019
Immediately following closed session at 11:00 a.m.
Board Committee Room**

Section	Item	Report No.	Responsibility
A	Call to order		
	Delegations / presentations - none		
	Approval of agenda		S. Binder
	Approval of the minutes: April 1, 2019	A-1	S. Binder
	Business arising from the minutes		S. Binder
B	Recommendations		
	• November 2019 Public Board Meeting	B-1	M. Savery-Whiteway
C	Information		
	2018-2019 Policy Review Part B (h)	C-1	M. Savery-Whiteway
	Trustee proposals/queries	Verbal	All
	OPSBA update	Verbal	L. A. Chatten
	Privacy and Information Management	Verbal	M. Savery-Whiteway
D	Draft agenda review		
	Program and Human Resources Committee	D-1	S. Hutchison
	Operations and Finance Committee	D-2	M. Rush
	Public Board Meeting	D-3	L. A. Chatten
E	Correspondence		

Adjournment

Next Executive Committee Meeting: Monday June 3, 2019 at 11:00 a.m.

Membership
S. Binder, L. A. Chatten, B. Danes, S. Hutchison, L. Kyle, M. Rush



**Executive Committee Meeting Minutes
Public Session
April 1, 2019**

Members present: S. Binder, L.A. Chatten, B. Danes, L. Kyle, M. Rush

Regrets: S. Hutchison

Absent:

Guests:

Resources: M. Savery-Whiteway, Director of Education

Minutes: D. Lucas, Administrative Assistant, Director's Office

Chair Binder called the meeting to order at 12:03 p.m.

Delegations/presentations

- None

Approval of agenda

Moved: M. Rush

Seconded: L. Kyle

That the agenda for April 1, 2019 be approved.

Carried

Approval of minutes

Moved: B. Danes

Seconded: L. A. Chatten

That the minutes of the regular meeting of March 4, 2019 be approved.

Carried

Business arising from the minutes

Director Savery-Whiteway noted that during the March 4, 2019 Executive Committee, Public Session, Trustee Rush inquired about receiving an update on the consolidations of Grade 7 and 8 students for Bayside Secondary School and North Hastings Secondary School. Director Savery-Whiteway noted that an update on this will be brought forward at the April Operations and Finance Committee meeting.

Director Savery-Whiteway noted that Trustee Hutchison mentioned that Mayor Panciuk would be reaching out to our office to set up a meeting with all trustees and City of Belleville council members. This meeting has been scheduled for Monday April 29, 2019 at 4:00 p.m. Location yet to be determined.

Director Savery-Whiteway reminded the Executive Committee that Saturday April 27, 2019 has been set aside for a Trustee Professional Learning opportunity beginning at 10:00 a.m.

Recommendations:

2019-2020 Draft Policy Review

Chair Binder asked Director Savery-Whiteway to provide an update on this recommendation. Director Savery-Whiteway noted that a copy of the most recent updated policies were attached to the agenda package. Director Savery-Whiteway noted we will continue to accept any updates/changes to these policies until they are received and come forward for approval at the May 27, 2019 Public Board meeting. A notice of motion will be provided at the April 23, 2019 Public Board meeting. If there are any further changes, please forward to the Director's office.

**Moved: L. Kyle
Seconded M. Rush**

That the Executive Committee recommends that Hastings and Prince Edward District School Board approve amendments to the Board policies as outlined in appendices A, B, C, & D as contained in Executive Committee Report B-1, dated April 1, 2019.

Carried

**Information:
Trustee proposals/updates**

OPSBA update

Vice-chair Chatten provided a written report on the February 22 and 23, 2019 Ontario Public School Board Association (OPSBA) Board of Directors meeting. Some of the highlights from that meeting were:

- Bill 66, Resorting Ontario's Competitiveness Act
- Bill 57, Restoring Trust Transparency and Accountability Act
- Bill 48, Safe and Supportive Classroom Act
- Bill 56, An Act to Prevent and Stop Bullying and Violence in Schools
- Federal Legislation: Bill C-369, Bills of Exchange Act
- Indigenous Trustee Council Report
- Labour Relations Symposium
- Changes to the Ontario Autism Program

Letter to Minister of Education: Modernizing Classrooms in Ontario:

Chair Chatten asked Director Savery-Whiteway to provide an update on this report. Director Savery-Whiteway noted that a request at the March 25, 2019 Committee of the Whole Board meeting came forward to write Minister Thompson about recent proposed changes to public education in Ontario. Director Savery-Whiteway noted that everyone worked collaboratively to compose the letter. Chair Binder, Trustee Kelly, the Executive Committee and the senior staff have reviewed the letter prior to distribution. All public Ontario Public School Board Chairs were also sent a copy of this letter.

Trustee Rush asked if an update on the Sophiasburgh Community Hub could be provided. Director Savery-Whiteway noted that she would check with Superintendent Pfeiffer and an update will be provided at the May Operations and Finance Committee meeting. Trustee Rush also inquired about receiving an overview of the budget process and Director Savery-Whiteway noted that that this will occur through the Budget Committee meeting on April 23, 2019.

**Draft agenda review:
Program and Human Resources Committee**

Highlights on the agenda are:

- Educational Programs in Care and/or Treatment, Custody and Correctional Programs
- Overview of Curriculum Services
- 2018-2019 Policy Review Part B

Operations and Finance Committee

Highlights on the agenda are:

- Facility Services Overview
- Community Use Overview
- 2018-2019 Policy Review Part B
- Board Planning Process
- Trustee Expense Report

Public Board meeting

Highlights on the agenda are:

- Policy 8: Board Members' Code of Conduct
- Notice of Motion: 2018-2019 Board Policy Review Part B

Correspondence

- **None**

The meeting adjourned at 12:58 p.m.

DRAFT



Hastings and Prince Edward District School Board

**Executive Committee
Report B-1
May 6, 2019**

Decision X Information

To: Chair and members of the Executive Committee

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

Re: **Location of the November 2019 Board Meeting**

Purpose

To recommend that the Board approve changing the location of the regular November, 2019, Committee of the Whole (closed session) and the Public Board meeting to Eastside Secondary School, Belleville.

Background

Board Policy No. 2, Article VII, Section 3 Meetings of the Board states that regular meetings of the Board will be held on the fourth Monday of the month at the Education Centre unless otherwise determined by resolution of the Board. In 2006, the Board determined that it is reasonable to hold one meeting per year at an alternate location.

Current situation

To accommodate submission of the approved audited financial statements within the time frame set by the Ministry of Education, it is necessary to move the November meetings to the third Monday of November.

November Board meetings are offsite in schools. An historical list of offsite locations where Public Board meetings have been held since 2006 is noted below. This practice supports the Public Confidence priority in the 2015-2020 Strategic Plan.

History of Board Meetings held off-site

- 2006-2007 – Quinte Mohawk School
- 2007-2008 – North Hastings High School
- 2008-2009 – North Trenton Public School
- 2009-2010 – Prince Edward Collegiate Institute
- 2010-2011 – Earl Prentice Public School
- 2011-2012 – Sir John A. Macdonald School
- 2012-2013 – Harmony Public School
- 2013-2014 – Stirling Public School
- 2014-2015 – Quinte Mohawk School
- 2015-2016 – York River Public School
- 2016-2017 – Prince Edward Collegiate Institute
- 2017-2018 – Trent River Public School
- 2018-2019 – Marmora Public School

Over the past few years, the November Committee of the Whole (closed session) and the Public Board meeting has been held in new or consolidated schools. The November Board meetings



**Hastings and Prince Edward
District School Board**

**Executive Committee
Report B-1
May 6, 2019**

have not been held in Belleville since 2012. The recommendation is to hold the November Board meetings at Eastside Secondary School in Belleville.

Recommendation

Moved:

Seconded:

That the Executive Committee recommends that Hastings and Prince Edward District School Board approve holding the regular Board meeting on November 18, 2019 at Eastside Secondary School as outlined in Executive Committee Report B-1, dated May 6, 2019.

Respectfully submitted,

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



Hastings and Prince Edward
District School Board

Shannon Binder, Chair of the Board
Mandy Savery-Whiteway, Director of Education

Possibilities
TODAY & TOMORROW

Executive Committee
Report C-1
May 6, 2019

Decision _____ Information X

To: Chair and members of the Executive Committee

From: Mandy Savery-Whiteway, Director of Education

Re: 2018-2019 Board Policy Review Part B

Purpose

A recommendation will be going forward to the May Public Board meeting to approve the revisions/updates on the following policies:

- Policy No. 1: Board Vision, Mission and Priorities
- Policy No. 2: Governance By-Laws and Standing Rules
- Policy No. 3-D: Board Communications and Media
- Policy No. 11-D: Executive Committee

Background

According to Procedure 110 Board Policy Development and Review, board policies are reviewed every three years to ensure they are still relevant and have been implemented effectively. Changes to legislation and new guidelines also necessitate updates to current policy. Revisions and updates were made to the policies listed above to comply with legislation or regulations.

Board Policy No. 2 Governance By-Laws and Standing Rules outlines that amendments to by-laws shall be given in advance as a notice of motion and be confirmed by a two-thirds majority of all members of the Board present at that meeting. Amendments to board policies shall be given in advance as a notice of motion and are to be confirmed by a majority of the Board.

Current situation

The Board policies/forms listed above are being reviewed by staff and administration and revisions/updates have been incorporated into the appendices.

Trustees have been provided with the revised policies/forms for their review and feedback to the Director of Education. Through discussions, trustee responses will be incorporated into the final policy revisions that will be presented at the May Public Board meeting for approval.

Appendix A

Policy Package

Respectfully submitted,

Mandy Savery-Whiteway
Director of Education



BOARD POLICY # 1

Adopted	May 26, 2008
Last Revised	November, 2015 May, 2019
Review Date	November, 2019 May, 2022

BOARD VISION, MISSION AND PRIORITIES

1. PURPOSE:

This policy identifies the Board's vision, mission and priorities. Hastings and Prince Edward District School Board (HPEDSB), is committed to student achievement and well-being to help each student move toward graduation in their chosen pathway. The Board shares this responsibility with parents/ guardians and the community.

The HPEDSB Growing with Character attributes - caring, cooperation, honesty, humour, integrity, respect, responsibility and trustworthiness – provide foundations for high levels of student achievement and well-being. They also contribute to making connections with students, employees and the community in an environment that fosters freedom from bias and harassment.

The goals in the Board's multi-year system plan, are reviewed and updated annually through a public consultation process.

2. VISION:

All students prepared and empowered for the possibilities of today and tomorrow.

3. MISSION:

We create dynamic, inclusive educational experiences that develop capable, confident, curious learners who thrive and contribute to their communities.

4. PRIORITIES:

Achieving Excellence & Equity
Learning & Leadership
Public Confidence
Well-Being

Goals which identify action steps taken in support of each of The Strategic Plan will be reviewed, revised and communicated throughout the system and community annually.

Legal references

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

Board references

- Board Policy # 4: Corporate Board Job Description
- Board Policy # 5: Director of Education Job Description
- Board Policy # 6: Delegation of Authority
- Board Policy # 7: Board Policy Development and Review
- Board Multi-Year Strategic Plan 2015 – 2020



BOARD POLICY # 2

Adopted	October 23, 2006
Last Revised	November, 2016 May, 2019
Review Date	November, 2019 May, 2022

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
- 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 50% 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 Hastings County and Prince Edward County, 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 members elected in accordance with the *Municipal Elections Act* 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 First Nations, Métis and Inuit students 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*.

As per Policy 3C: Student Representation on Board, Up to two three student trustees, one of whom will be an indigenous student 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—Board member

Any vacancy in the office of a 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 # 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, vice-chair or chair of a standing committee, the Board shall elect one of its members to hold the office until the Annual Board Meeting.

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 # 3: Board Operations.

Section 2: Annual and initial meetings**a. 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 of education and secretary to the board 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~~ section 2.e below.

b. Initial meeting

In December following a municipal election, the director of education and secretary to the board 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.

c. Business of the Board at the initial/annual meeting

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

- i. elect a chair;
- ii. elect a vice-chair;
- iii. approve Board member representation on Board committees;
- iv. elect chairs for standing committees;
- v. elect a sixth member to the Executive Committee, if required; and
- vi. pass a resolution to destroy all ballots when the elections are completed and the results declared.

d. Application of the election process

- i. The election process described in ~~subsection 2.5~~ **section 2.e** below will be followed to elect the chair and vice-chair of the Board.
- ii. The same process will be followed to elect committee chairs except where the committee chair is designated by these by-laws.
- iii. 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.

e. Election Process

- i. Until the chair is elected, the director of education shall preside at the initial or annual meeting of the Board.
- ii. The director of education shall appoint scrutineers to conduct the election as necessary, but not fewer than two.
- iii. 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. Nominees shall be afforded up to two minutes to address colleagues as to why they are standing for office.
- iv. The vote shall take place by closed ballot. Election shall require a majority of the valid votes cast.
- v. All Board members shall record the name of a valid candidate of his/her choice (one choice only) on the designated ballot.
- vi. Scrutineers will collect the ballots, count them and report the recorded results to the director.
- vii. 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.
- viii. The member receiving the votes of the majority of the Board members present shall be declared elected.
- ix. 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.
- x. 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.
- xi. Where a tie vote occurs after the second ballot during an election, the members involved shall draw lots to fill the position.
- xii. 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 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, section 2.i-xiii**) in a municipal election year, the Board shall also elect the representative to the Ontario Public School Boards' Association Board of Directors.

- xiii. 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

- a. 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:
- i. where a meeting would fall on a recognized statutory holiday, it shall be held on the following Tuesday;
 - ii. 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;
 - iii. in June, the regular meeting shall be held on the third Monday evening, to permit trustee attendance at school graduations.
- b. 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 Board member be given advance notice of such change 72 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 HPEDSB's website at least 72 hours in advance of the scheduled meeting.
- c. The director shall notify each Board member of regular meetings of the Board, either by email or written advance notice delivered to his or her official address, at least 24 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.
- d. The agenda for the regular meetings of the Board shall be in the order set out in subsections e and f 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".
- e. 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
- f. Public session
Call to order
 Character 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 48 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 student 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 50% of the members.

Section 9: Delegations and presentations

The Board shall hear delegations and accept presentations according to the provisions of Board Policy # 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 15 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
- 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**a. The chair**

The duties of the chair are set out in Board Policy #10: Duties of the Board Chair and Vice-chair.

b. The vice-chair

The duties of the vice-chair are described in Board Policy #10: Duties of the Board Chair and Vice-chair.

c. The director of education, as secretary of the Board, shall:

- i. 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;
- ii. provide advice and assistance to the chair and members as required during meetings;
- iii. ensure that the decisions and the policies of the Board are implemented;
- iv. be responsible for circulating notices, agendas, reports and minutes of meetings to the Board and others who are entitled to receive such materials;
- v. ensure that accurate minutes are prepared of all Board meetings and that the minutes, when approved are signed by the chair or presiding member and are safeguarded in a book provided for that purpose; and
- vi. produce the minute book at any reasonable time during normal business hours to anyone entitled to see the minute book.

d. The treasurer shall:

- i. 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;
- ii. disburse all money as directed by the Board in accordance with the annual budget plan or by other resolutions or directions;

- iii. prepare and submit to the Board or a committee(s) of the Board such financial reports as the Board may direct by policy or by resolution; and
- iv. 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, digital 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 #11: Committees of the Board.

Section 2: Board member representation on committees

Each November, Board members shall indicate to the Board chair the standing and statutory committees on which they wish to serve for the following calendar year. The chair shall bring forward a recommendation to the full Board for approval at the initial/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 May Board meeting in years when there is no municipal election. In a municipal election year, the OPSBA Board of Directors representative and alternate shall be elected at the initial meeting of the Board. Board Policy #12: Board Representatives on External Committees describes the support role to the OPSBA.

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 #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*



Adopted	November 28, 2000
Last Revised	November, 2016 May, 2019
Review Date	November, 2019 May, 2022

BOARD OPERATIONS

BOARD COMMUNICATIONS AND MEDIA RELATIONS

1. OBJECTIVE

Hastings and Prince Edward District School Board is committed to fostering positive relationships and effective communication **with stakeholders.** ~~and the media. within the educational system and with the broader public and media.~~ All communications will support ~~efforts related to~~ student achievement and well-being and align with the Public Confidence priority in the 2015-2020 Strategic Plan.

2. OBJECTIVE DEFINITION

Stakeholders: Includes students, parents/guardians, employees, the broader public and the media.

3. PROCEDURE

- a. All communications between the Board and stakeholders will be clear, concise and timely to ensure access to relevant information in a timely manner.
- b. The director of education or designate shall be responsible for maintaining effective and consistent channels of communication with all stakeholders.
- c. The Board shall provide to stakeholders information that:
 - i. reflects current trends in education; and
 - ii. **is necessary to build** a sense of pride in **the success of programs and projects established by the system.** **Hastings and Prince Edward District School Board.**
- d. Legislative requirements for communications will be met.
- e. The Board recognizes the right of the media to seek facts that are **pertinent relevant to the media's work** ~~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.
- f. 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, **provides comments from the operational perspective.**
- g. 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.
- h. News releases will be posted on the Board website **and shared through the normal social media channels.**

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 reference

- Board Policy #1: Board Vision, Mission and Priorities
- Board Policy #2: Governance By-Laws and Standing Rules
- Board Policy #4: Corporate Board Job Description
- Board Policy #5: Director of Education Job Description
- Board Policy #7: Board Policy Development and Review
- **Guidelines for News Releases**

DRAFT



BOARD POLICY #11-D

Adopted	May 26, 2008
Last Revised	November, 2016 May, 2019
Review Date	November, 2019 May, 2022

STANDING COMMITTEE

EXECUTIVE COMMITTEE

1. PURPOSE

The Executive Committee shall deal with special issues not specifically related to the mandates of the other standing committees.

2. POWERS AND DUTIES

- a. The Executive Committee shall support, coordinate and monitor the overall achievement of the Board's major areas of responsibility as described in Board Policy #4: Corporate Board Job Description.
- b. The committee shall oversee the implementation of Board Policy #6: Delegation of Authority and Board Policy #7: Board Policy Development and Review to ensure that the appropriate distinction between the Board's responsibility to govern and the director of education's executive and administrative duties is maintained.
- c. The Executive Committee will coordinate the development of the strategic plan, recommend appropriate Board and district support for the plan, and evaluate and comment on the overall achievement of the 2015-2020 Strategic Plan.
- d. The committee shall review and provide input on committee and Board agendas.
- e. The committee shall review and provide input related to Board and district communications.
- f. The committee shall review and provide input into matters related to the working relationship with the director of education, and into issues involving the administration of the district.

3. MEMBERSHIP

- a. The Executive Committee shall be comprised of up to six members consisting of the chair, vice-chair, past chair, chairs of the Program and Human Resources Committee and Operations and Finance Committee, and the incumbent OPSBA representative.
- b. Where there is no past chair currently serving on the Board or where one of the members already holds more than one of the positions previously listed in 3.1, 3.a, the fifth member of the Executive Committee shall be elected by the Board.
- c. The chair of the Board shall preside at each meeting of the Executive Committee. In the chair's absence, the vice-chair shall preside at the meeting.

4. MEETINGS

- a. The Executive Committee shall schedule meetings for the first Monday of each month in which a regular meeting of the Board is held, with the following exceptions:
 - i. There will be no regular committee meeting in December.
 - ii. Where the first Monday of any month falls on a statutory holiday, the meeting shall be held on the Tuesday immediately following the holiday.
- b. Any change in meeting dates shall require advance notice to be publicly posted at least **72** ~~seventy-two~~ hours in advance.

Legal reference

Education Act, sections 170-171 Duties and Powers of Boards; section 283 Chief Executive Officer

Board references

- Board Policy # 4 - Corporate Board Job Description
- Board Policy # 5 - Director of Education Job Description
- Board Policy # 6 - Delegation of Authority
- Board Policy # 7 - Board Policy Development and Review
- Board Multi-Year 2015-2020 Strategic Plan



AGENDA, PUBLIC SESSION
PROGRAM AND HUMAN RESOURCES COMMITTEE
Monday, May 13, 2019 – 5:30 p.m.
Board Committee Room, Education Centre

Section	Item	Report No.	Resp.
A	Call to order		
<u>5:30 p.m.</u>	Delegations / presentations <ul style="list-style-type: none">• OFSAA Athletics - Importance of High School Sport	A-1	B. Poste
	Approval of agenda		
	Approval of minutes – April 8, 2019		
	Business arising from the minutes		
B	Recommendations		
	Textbook/novel approval	B-1	T. Elliott
	Special Education Plan 2019-2020	B-2	K. Dostaler
C	Information		
<u>Timed</u> 5:45 p.m.	Achieving Excellence & Equity: Student Success Teams – Centre Hastings	Verbal	T. Elliott, H. McMaster
<u>Timed</u> 6:00 p.m.	Achieving Excellence & Equity: Early Years Report	C-1	T. Elliott, M. Thompson
	Trustee Proposals / Queries		
D	Correspondence		
	None		

Move into closed session

Next regular meeting: Monday, June 10, 2019

Committee members: Shannon Binder, Mike Brant, Lisa Anne Chatten, Jennifer Cobb, Bonnie Danes, Spencer Hutchison (Chair), Alison Kelly, Lucille Kyle (Vice-chair), Kristen Parks, Michael Rush



**AGENDA, PUBLIC SESSION
OPERATIONS AND FINANCE COMMITTEE
Monday, May 13, 2019 – 7:00 p.m.
Board Committee Room, Education Centre**

Section	Item	Report No.	Resp.
A	Call to order		
	Delegations/presentation – None		
	Approval of agenda		M. Rush
	Approval of minutes: April 8, 2019	A-1	M. Rush
	Business arising from the minutes		
B	Recommendations		
<u>Timed 7:05 pm</u>	New Belleville Elementary School Name	B-1	L. Andrews/ K. MacLaurin/T. Whittaker
	Roofing Tenders – Various Schools	B-2	N. Pfeiffer
	Borrowing Resolutions	B-3	N. Pfeiffer
C	Information		
	Prince Edward County Food Hub Update	C-2	N. Pfeiffer
	Foxboro Classrooms Tender	C-3	N. Pfeiffer
	Trustee Expense Report	C-4	N. Pfeiffer
	Trustee Proposals / Queries		
D	Correspondence		
	None		

Move into closed session

Next meeting: Monday, June 10, 2019

**Committee members: M. Brant, L.A. Chatten, B. Danes, S. Hutchison (Vice-chair), A. Kelly,
L. Kyle, K. Parks, M. Rush (Chair)**



Shannon Binder, Chair of the Board
Mandy Savery-Whiteway, Director of Education

**AGENDA, PUBLIC SESSION
BOARD MEETING**
following Committee of the Whole-Closed Session
Monday, May 27, 2019 7:00 p.m.
Board Room, Education Centre

Section	Item	Report No.	Resp.
A	Call to order		
	Character Moment of Reflection – Responsibility		J. Cobb
	Delegations/presentations:		S. Binder
	Approval of agenda		S. Binder
	Approval of minutes:		
	• Regular meeting April 23, 2019 (h)	A-1	S. Binder
	Business arising from the minutes		S. Binder
	Report from Committee of the Whole Board:	Verbal	S. Binder
	• Queen Elizabeth School (Picton) Agreement of Purchase and Sale (h)		
B	Recommendations		
	• 2018-2019 Board Policy Review (h)	B-1	S. Binder
	• Location of November 2019 Board Meeting (h)	B-2	M. Savery-Whiteway
	• 2018-2019 Special Education Plan (h)	B-3	S. Binder
	• Appointment of Student Trustees for 2019-2020 (h)	B-4	L.A. Chatten
	• Borrowing Resolution (h)	B-5	M. Rush
	• Roofing Tender (h)	B-6	M. Rush
	• Name for the Belleville Elementary School (h) (K. MacLaurin/T. Whittaker)	B-7	L. Andrews
	Timed item 8:00 p.m.		
C	Information		
	Calendar of events	C-1	M. Savery-Whiteway
	Report from the Chair	Verbal	S. Binder
	Report from Executive Committee	Verbal	S. Binder
	Report from Director's Selection Committee	Verbal	J. Cobb
	Report from Operations and Finance Committee	Verbal	M. Rush
	Report from Program and Human Resources Committee	Verbal	S. Hutchison
	Reports from staff:		
	Achieving Excellence & Equity:		
	• Great Place Awards Ceremony	Verbal	M. Savery-Whiteway/ K. Donnell
	Draft Board and Committee meeting schedule 2019-2020 (h)	Verbal	M. Savery-Whiteway
	Questions, reports and proposals from trustees	Verbal	All
D	Correspondence		
	Adjournment		

**Next meeting: Public Board Meeting, Monday, June 17, 2019 - 7:00 p.m.
Education Centre, Board Room**

(h) handout attached
(htf) handout to follow