

AGENDA

Regular Public Board Meeting		Monday, October 23, 2023	
Item		Responsibility	Page #
1	Call to Order – 7:00 p.m.	S. Binder	
2	Motion to Convene into Closed Committee of the Whole	nil	
3	Reconvene to Regular Public Board Meeting	nil	
4	Acknowledgement of Traditional Lands	R. Speck	
5	Presentation: Math Presentation – Park Dale School	T. Elliott/S. Cholasta	
6	Roll Call	S. Binder	
7	Approval of Agenda	S. Binder	
8	Declarations of Conflict of Interest	S. Binder	
9	Consent Agenda Items	S. Binder	
	(a) Regular Public Board Meeting Minutes September 25, 2023		4
	(b) Committee Meeting Minutes (for information only)		
	i) Student Learning, Well-Being, and Equity May 29, 2023		10
	ii) Student Learning, Well-Being, and Equity September 6, 2023		13
	iii) Parent Involvement Committee May 30, 2023		15
	iv) Special Education Advisory June 8, 2023		18
	v) Physical Planning, Finance and Building September 11, 2023		20
	vi) Governance and Policy September 18, 2023		23
10	Rise and Report from Committee of the Whole Closed Session	nil	
11	Report from External Organizations		
	(a) Ontario Public School Board Association (OPSBA)	A. Robertson	
	(b) Food for Learning	nil	
12	Report from Standing Committee Reports		
	(a) Governance and Policy Meeting October 16, 2023	S. Binder	
	i) By-Law Revisions October 2023 Recommendation		26
	(b) Student Learning, Well-being, and Equity meeting October 2, 2023	S. Lewis	
	(c) Physical Planning, Finance and Building meeting October 10, 2023	K. Kramp	
13	Report from Statutory Committee Reports		
	(a) Audit Committee	A. Robertson	
	i) 2023-2024 Regional Internal Audit Plan Recommendation		86
	(b) Parent Involvement Committee-October 18, 2023	R. Speck	
	(c) Special Education Advisory Committee-September 26, 2023	S. Binder	
	(d) Supervised Alternative Learning-September 21 & 27, 2023 and October 4 & 19, 2023	K. Hambly	
14	Report from Advisory Committee Reports		
	(a) Accessibility Advisory	nil	
	(b) Equity and Inclusivity Advisory October 11, 2023	E. Charlton	
	(c) Indigenous Education Advisory Committee October 4, 2023	S. Maracle	
	(e) Student Voice Plan 2023-2024	Student Trustees	

Item	Responsibility	Page #
15	Administrative Committee Reports	
	(a) Information Technology Advisory	nil
	(b) Mental Health Leadership Team September 19, 2023	R. Prinzen
16	Ad Hoc Committee Report	nil
17	Chair's Report	S. Binder
18	Director's Report	K. Maclver
19	HPEDSB Staff Reports	
	(a) Capital and Building Renewal Projects Update	N. Kishinchandani/ K. Horrigan 91
	(b) EQAO Results - 2022-2023	T. Elliott 93
	(c) Math Achievement Action Plan	T. Elliott/S. Cholasta 94
20	Calendar of Events - November 2023	S. Binder
	Trustee Events: Public Education Symposium Jan. 25-26, 2024, registration will open in November	
	Committee Meetings:	
	(a) October 26, 2023 Special Education Advisory Committee	
	(b) November 1, 2023 Supervised Alternative Learning	
	(c) November 6, 2023 Student Learning, Well-Being and Equity Committee	
	(d) November 8, 2023 Audit Committee	
	(e) November 13, 2023 Physical Planning, Finance and Building Committee	
	(f) November 15, 2023 Supervised Alternative Learning	
	(g) November 15, 2023 Parent Involvement Committee	
	(h) November 20, 2023 Inaugural Meeting of the Board	
	(i) November 21, 2023 Governance and Policy Committee	
	(j) November 21, 2023 Mental Health Leadership Team	
	(k) November 23, 2023 Special Education Advisory Committee	
	(l) November 23, 2023 Food for Learning Committee	
	(m) November 27, 2023 Organization Meeting of the Board	
	(n) November 29, 2023 Supervised Alternative Learning	
	Public School Events:	
	(a) Bird's Creek Public School: intro to new Social Emotional Learning Skill – Social Awareness, Nov. 1; Responsibility Assembly, Nov. 3; Remembrance Day Assembly with guest speakers from the Canadian Peace Museum, Nov. 9; School wide Math Problem Solving Challenge, Nov. 15; Graduation pictures and retakes, Nov. 27.	
	(b) Deseronto Public School: Indigenous Veterans and Remembrance Day assembly, Nov. 8; Bus Safety Presentations, Nov. 23.	
	(c) Eastside Secondary School: IB Parent's night, Nov. 2; Grade 8 Parent Information Night, Nov. 23; Ontario University Fair, Nov. 14.	
	(d) Madoc Township Public School: Bus Safety Presentations, Nov. 8; Remembrance Day assembly, Nov. 9; Grade 8 Orientation at Central Hastings, Nov. 30.	
	(e) Prince Edward Collegiate Institute: Remembrance Day assembly, Nov. 9.	
	(f) Queen Elizabeth Public School: Remembrance Day assembly, Nov. 9; Community Assembly, Nov. 27; Grade 8 Information night and Open House at Eastside Secondary School, Nov. 23; Queen Elizabeth Belleville hosts a hot lunch every Thursday.	

Item	Responsibility	Page #
(g) Tweed Elementary School: Grade 7 Immunizations, Nov. 14; Grade 8 Day at Central Hastings School, Nov 28; Grade 8 Information Night at Centre Hastings School, Nov. 30 th .		
(h) V.P. Carswell School: Remembrance Day assembly, Nov. 9; Anti-Bullying Assembly, Nov. 14; Scholastic Book Fair, Nov. 27.		
21 Correspondence	nil	
22 Unfinished Business	nil	
23 Trustee Motions for Consideration	nil	
24 Trustee Notice of Motion	nil	
25 Adjournment	S. Binder	

Members present: E. Charlton-(v), S. Binder, K. Hambly, K. Kramp, S. Lewis, S. Maracle, E. Parsons-(v), R. Prinzen, A. Robertson, R. Speck-(v),

Student Trustees: A. Shah, C. Vance, J. Webster

Absent:

Guests: none

Resources: K. Donnell, K. Dostaler, T. Elliott, N. Kishinchandani, K. MacIver, K. Niemi, D. McFarlane

Minutes: D. Lucas, Executive Assistant

1. Call to order

Chair Binder called the meeting to order at 7:00 p.m. and welcomed everyone to the Public Board meeting.

2. Motion to convene into a closed Committee of the Whole – not required

3. Reconvene to Regular Public Board meeting - not required

4. Acknowledgement of Traditional Lands

Trustee Kramp offered the Land Acknowledgement.

5. Presentation: Swearing in of new and returning Student Trustees

Director MacIver welcomed each of the student trustees; Aashvi Shah, Clara Vance and Julia Webster to come forward and be sworn in and sign their declaration of office for the 2023-2024 school year.

6. Roll Call

Chair Binder requested a roll call of Trustees and Student Trustees. All members present.

7. Approval of the agenda

Mover: K. Kramp

Seconder: A. Robertson

That the agenda for the September 25, 2023 Regular Public Board Meeting be approved.

Carried

8. Conflict of Interest – None declared.

9. Consent Agenda Items

Recommendation

Mover: K. Hambly

Seconder: A. Robertson

That the following Consent Agenda items be approved:

(a) Regular Public Board Meeting Minutes June 19, 2023

(b) Special Public Board Meeting Minutes July 11, 2023

(c) Committee Meeting Minutes (for information only)

i) Audit Committee June 7, 2023

- ii) Physical Planning, Finance and Building June 5, 2023
- iii) Governance and Policy June 10, 2023

Carried

10. Rise and Report from the Closed Committee of the Whole – Vice-chair Prinzen reported a Special Closed Committee of the Whole meeting was held on September 18, 2023; Human Resource matters were discussed.

11. Report from External Organizations:

(a) Food for Learning Steering Committee – no report

- (b) Ontario Public School Board Association (OPSBA)** – Trustee Robertson attended the OPSBA Board of Directors meeting on September 24-25, 2023, highlights from that meeting were:
- OPSBA was approached by the Ontario Catholic School Trustees' Association regarding social media litigation; several individual Catholic School Boards are considering joining,
 - Local Government week takes place October 16-20, 2023; Trustees are encouraged to reach out to schools to schedule visits and to share materials that can be modified to include board specific items,
 - draft policy update to be shared within the next few days regarding the Updated Draft Legal Defense Fund Policy,
 - three motions were voted on and passed; they included motions to continue holding in-person only Public Education Symposium and Annual General Meetings, and to continue holding hybrid Board of Directors meetings.
 - next Board of Directors meeting will take place in November and paired with the OPSBA Advocacy Day at Queens Park.

12. Standing Committee Reports:

(a) Governance and Policy Committee - Chair Binder shared highlights from the September 18, 2023:

- reviewed the draft Board and Communications and Media Relations Policy,
- reviewed the Student Representation on Board Policy,
- reviewed the 2023-2024 Trustee Learning Sessions, and
- reviewed suggested By-Law revisions.

Chair Binder noted that there is one recommendation coming forward from the Governance and Policy Committee for Board approval.

Recommendation:

Mover: S. Lewis
Seconder: A. Robertson

That the Hastings and Prince Edward District School Board give public notice that revisions to the HPEDSB By-Laws will be coming forward to the October 23, 2023, Regular Public Board meeting for review and approval.

Carried

(b) Student Learning, Well-Being and Equity Committee – Trustee Lewis shared highlights from the September 6, 2023, meeting:

- reviewed an information report on the Ministry of Education Student Achievement Plan outlined in *The Better Schools and Student Outcomes Act, 2023*.

Chair Binder noted that there is one recommendation coming forward from the Student Learning, Well-being, and Equity Committee.

Recommendation

Mover: A. Robertson
Seconder: K. Hambly

That Hastings and Prince Edward District School Board acknowledge that the three Provincial Priorities are embedded and serve as the foundation for the current 2020-2025 HPEDSB Multi-Year Strategic Plan.

Secondary Motion

Moved: R. Prinzen
Seconded:

That the above recommendation be postponed to the next meeting.

The secondary motion was not seconded.

Not Carried

The main recommendation was discussed and brought forward for approval.

Carried

(c) Physical Planning, Finance and Building Committee – Trustee Kramp shared highlights from the September 11, 2023, meeting:

- reviewed a report on the 2023-2024 Capital Priorities Program,
- reviewed a report on Long-Term Capital and Accommodation Plan,
- reviewed a report on Easthill Elementary School,
- reviewed a report on Interim Financial Report (as of July 31, 2023),
- received a verbal update on Enrolment updates,

Chair Binder noted that there are two recommendations coming forward from the Physical Planning, Finance and Building Committee.

Recommendation

Moved: A. Robertson
Seconded: S. Lewis

That the Hastings and Prince Edward District School Board approve the borrowing resolution in order to meet 2023-2024 capital expenditures of the board.

- Authorizing the borrowing of a sum of up to \$11,606,364 from the Canadian Imperial Bank of Commerce, in order to meet short-term borrowing requirements for the demolition of an existing building and the construction of a new K-8 elementary school, Easthill Elementary School, on the Queen Elizabeth (Belleville) site under the Capital Priorities Grant, Full Day Kindergarten and Child Care programs.

Carried

Trustees asked questions regarding the occupancy of Easthill Elementary School, Director MacIver responded to their questions.

Recommendation

Moved: K. Hambly
Seconded: S. Lewis

That the Hastings and Prince Edward District School Board approve the proposed trustee mileage allocation to differentiate the distances travelled. This allocation will be reviewed annually after the Organization Meeting held in November.

Carried

Trustees asked questions regarding this mileage allocation, Director MacIver responded to their questions.

13. Statutory Committee Reports:

- (a) Audit Committee** – Trustee Robertson provided highlights from the September 20, 2023 meeting:
- re-elected Trustee Robertson as Chair of the Audit Committee,
 - reviewed the 2023-2024 Annual Report on Internal Audit Activities,
 - reviewed the Annual Report to the Board of Trustees,
 - reviewed the report on the Annual Report to the Ministry of Education,
 - received a verbal update on External Audit, and
 - approved a recommendation to go forward to the Board on October 23rd for approval of the Regional Internal Audit Plan.
- (b) Parent Involvement Committee** – no report
- (c) Special Education Advisory Committee** – no report
- (d) Supervised Alternative Learning Committee** – no report.

14. Advisory Committee Reports:

- (a) Accessibility Advisory Committee** – no report
- (b) Equity and Inclusivity Advisory Committee** – no report
- (c) Indigenous Education Advisory Committee** – no report
- (d) Student Discipline Committee** – no report
- (e) Student Voice Committee** – no report

15. Administrative Committee Reports

- (a) Information Technology Advisory Committee** – no report
- (b) Mental Health Leadership Team** – no report

16. Ad Hoc Committee Report - no report

17. Chair's Report - Report included the following highlights:

- attended the Learning Foundation Open House “*New Year, New Look, New Faces*” held on September 8, 2023,
- attended an information session on Community Planning and Partnerships meeting held at Kente Public School on September 21, 2023,
- attended the OPSBA Board of Directors meeting September 22-23, 2023.

18. Director's Report – Report included the following highlights:

- introduced new Superintendent of Business Services, Narin Kishinchandani,
- shared unfortunate news circulating throughout the province about gender politics, and noted that as a system HPEDSB made a public statement clarifying HPEDSB's commitment to safe and inclusive spaces for all,
- shared the system focus on Student Achievement; literacy, math, and de-streaming in grade 9 pathway,
- reviewed a number of operational items upcoming for decisions such as; Boundary reviews, transportation adjustments,
- joined students at Marmora Public School for the first day of school,
- attended an assembly at Eastside Secondary School,

- interviewed by Mix 97 and 95.5 Hits FM radio stations,
- thanked staff who attended the Military Family Resource Centre Lawn Party on September 16th,
- welcomed 55 International Students from 11 countries, and
- thanked facilities and custodial staff for their work over the summer.

19. HPEDSB Staff Reports:

- (a) Enrolment Update:** A verbal update was provided on the elementary and secondary enrolment to date. Current student enrolment is 15,343; elementary is 10,779 which is 98 fewer students than projected; secondary is 4,565 which is 28 higher than projected. Enrolment is still changing and will be updated. Current Kindergarten enrolment is 148 students higher than projected. Trustees asked questions regarding enrolment and Superintendent McFarlane responded to their questions. A request to bring forward information back to Trustees regarding the “leavers” was requested, Superintendent McFarlane noted he would provide that information when it becomes available.
- (b) Summer Learning and Mental Health Supports:** Report included an update of the Summer Learning and Mental Health supports delivered to students in 2023. Trustees asked questions and Superintendent Dostaler responded to their questions. To review the report, click [here](#) and go to page 25.
- (c) 2023 Ontario Scholars:** Report included the percentage of graduating students from seven secondary schools. In June 2023, there were a total of 336 students across HPEDSB eligible for this provincial award. To review the report, click [here](#) and go to page 3025.
- (d) Multi Year Strategic Plan 2022-2023 Year End:** Report included an update to Trustees on the goals of the HPEDSB 2020-2025 Multi Year End Strategic Plan. To review the report, click [here](#) and go to page 31.
- (e) Boundary Review Ad Hoc Committee:** Report included information on a Boundary Review Ad Hoc Committee (BRAC) being created. As a result of this committee being created, there is a need to identify two Trustees to serve on the Boundary Review Ad Hoc Committees; one for Harmony-Foxboro area and one for Trenton-Bayside area. To review the report, click [here](#) and go to page 32.

Chair Binder noted that there is a recommendation for the Board to approve two trustee members for this committee: one for Harmony-Foxboro and one for Trenton-Bayside.

Chair Binder asked for nominations from Trustees for the Harmony-Foxboro area Boundary Review Ad Hoc Committee.

Trustee Hambly nominated Trustee Charlton to represent the committee for the Harmony-Foxboro area. Trustee Kramp seconded the motion, Trustee Charlton accepted the motion.

Chair Binder asked a second and third time for nominations, no further nominations came forward.

Recommendation:

Moved: A. Robertson
Seconded: R. Prinzen

That the nominations be closed.

Carried

Chair Binder declared Trustee Charlton has been elected to represent the Boundary Review Ad Hoc Committee for the Harmony-Foxboro area.

Chair Binder asked for nominations from Trustees for the Trenton-Bayside area Boundary Review Ad Hoc Committee.

Trustee Lewis nominated Trustee Hambly to represent the committee for the Trenton-Bayside area. Trustee Kramp seconded the motion, Trustee Hambly accepted the motion.

Chair Binder asked a second and third time for nominations, no further nominations came forward.

Recommendation:

Moved: A. Robertson
Seconded: S. Lewis

That the nominations be closed.

Carried

Chair Binder declared Trustee Hambly has been elected to represent the Boundary Review Ad Hoc Committee for the Trenton-Bayside area.

20. Calendar of Events and meetings scheduled for September 2023:

Trustee events, committee meetings and school events are noted on the agenda. Trustee Hambly shared information that the City of Belleville would be hosting a National Day for Truth and Reconciliation on Saturday September 30, 2023, at Lions' Pavilion in West Zwick's Park beginning at 10:00 am. Trustee Parsons shared information about Frankford Public School celebrating 100 Years on Saturday September 30, 2023, at 36 Adelaide Street, Frankford with an open house scheduled for 9:00 a.m. – 3:30 p.m., formal presentations at 10:00 a.m.

21. Correspondence – nil

22. Unfinished Business – nil

23. Trustee Motions for Consideration - nil

24. Trustee Notice of Motions - nil

25. Meeting adjourned at 8:28 p.m.

Chair

Secretary

Members present: K. Dostaler, T. Elliott, S. Lewis, S. Maracle, K. Niemi, R. Prinzen, R. Speck

Regrets: E. Parsons

Resources: K. Donnell

Minutes: E. Power, Executive Assistant, Curriculum Services

1. Call to Order

Chair Lewis called the meeting to order at 3:34 p.m.

2. Acknowledgement of Traditional Lands

Chair Lewis offered the Land Acknowledgement.

3. Roll Call

Chair Lewis requested a roll call of committee members.

4. Approval of agenda

Moved: S. Maracle

Seconded: R. Prinzen

That the agenda for the May 29, 2023 Student Learning, Well-being and Equity Committee meeting be approved.

Carried

5. Declaration of Conflict of Interest

- None declared

6. Approval of Minutes from Previous Meeting

Moved: R. Prinzen

Seconded: S. Maracle

That the minutes from the May 1, 2023 Student Learning, Well-being and Equity Committee meeting be approved.

Carried

7. Delegations

- No delegations

8. Reports from Staff:

(a) Superintendent Update

i. Mathematics Teaching and Learning Supports and Practices

Superintendent Elliott, System Lead Stelatos, Coordinators Melanie Howard and Stefanie Cranshaw shared the five guiding questions used in determining the Mathematic supports provided throughout the 2022-23 school year:

1. Who are our students as learners?
2. What do we want them to be able to know and do?
3. How will we program to support student learning?
4. How will we know if students are progressing and achieving?
5. What will we do for those who continue to struggle?

Professional development was provided to 155 teachers, 23 designated early childhood educators, and 52 administrators. The Learning Partners (LPs) supported the schools in three-week cycles. Over the course of the school year, they visited 39 schools, supporting 39 administrators, 480 teachers, and 9600 students. Priority was placed on building a solid conceptual understanding of mathematics concepts by using mathematical models and hands-on manipulatives. The LPs start out in the classroom with the numeracy assessment tool to determine where our learners are at and where we want to get them. The data guides the instruction. Our system resources used to support Mathematics learning include MathUP licenses for every K-8 teacher in the system and aligns with the 2020 Ontario Mathematics curriculum and high-impact instructional practices. Sum It UP documents, within MathUP, provides communication for families about mathematics learning.

ii. Adult Education

Superintendent Niemi, System Lead Jones, and Coordinator Kate Primeau shared that Quinte Adult Education at HPEDSB offers a continuous intake adult education program, offering high school credits through independent study for students who are 18 years and older. It offers the flexibility to study anywhere, anytime. Most courses are offered online and are a 20-lesson format with a course culminating activity (project or exam). Students are assessed for potential Prior Learning Assessment and Recognition (PLAR) credits. Prior experiences of adult learners can be recognized for secondary credit, minimizing duplication of learning, saving the learner time and opportunity costs. Adult Education students include those upgrading marks, working towards their OSSD, from all over Ontario, working with community agencies, working full-time, caring for others, those incarcerated and trying to improve their situation.

As of May 26, 2023 there were 1000 students with one or more courses, 643 new registrations and approximately 100 graduates from the Quinte Adult Education program. There were 444 courses completed, 260 PLAR assessments, and 1332 credits granted through the PLAR assessments. Of those credits granted, 375 were senior PLAR credits and 957 junior PLAR credits.

iii. Process for Collecting and Determining Student Special Education Needs and Priorities

Superintendent Dostaler shared with the committee the process for determining the needs of students with special education requirements within HPEDSB, and how those needs determine the allotment and deployment of support staff.

Over the past few years, a new process was established to determine the Educational Assistant (EA) allotment to schools. An Independence Rubric was created to flag the highest needs students in each school to equitably allocate the limited supply of EAs in a consistent manner, based on specific criteria. The information collected includes the following areas: medical, safety, adaptive functioning and communication. Annually, system data is reviewed. School aggregate scores are used to create comparable percentages based on overall system needs with the baseline percentage converted to a school full time equivalent (FTE) allotment to ensure schools with similar aggregate scores receive similar FTE allotments. Other factors considered in the allocation include:

- Current school allocation;
- Data around temporary EA support allocated during the previous school year;
- School audits of new and emerging student needs by Student Services Lead, Resource Officer, and LSCs;
- Awareness of unique situations not captured in the completion of the Independence Rubric;

- Recognition of unique school characteristics such as transportation/busing, supervision, facility factors, school size, etc;
- Collective agreement language

Typically, the EA staffing process takes place in June (based on seniority) and takes into account a notification process for any affected employees, application to new positions, as well as bumping provisions in alignment with the Canadian Union of Public Employees (CUPE) Collective Agreement.

9. Advisory Committee Report

(a) Review of Draft Indigenous Education Advisory Committee Minutes

No formal minutes from the last meeting.

(b) Review of Draft Equity and Inclusivity Advisory Committee Minutes

There was a date change and minutes were not available.

10. Chair's Report

(a) Draft 2023 2024 Committee Meeting Dates

Chair Lewis shared the draft committee meeting dates for all committees of the Board for the 2023 2024 school year as presented at the May 15 Governance and Policy Committee meeting. It was noted that there was a change to the April 2024 Student Learning, Well-being and Equity committee meeting date from the originally approved date of Monday, April 8 to Tuesday, April 2.

11. Trustee Motions for Considerations

- Nil

12. Trustee Notices of Motion

- Nil

13. The meeting adjourned at 5:07 p.m.

Members present: K. Dostaler, T. Elliott, S. Lewis, S. Maracle, K. Niemi, E. Parsons, R. Prinzen, R. Speck

Regrets:

Resources: S. Binder, K. Donnell, K. MacIver

Minutes: E. Power, Executive Assistant, Curriculum Services

1. Call to Order

Chair Lewis called the meeting to order at 3:30 p.m.

2. Acknowledgement of Traditional Lands

Superintendent Elliott offered the Land Acknowledgement.

3. Roll Call

Chair Lewis requested a roll call of committee members.

4. Approval of agenda

Moved: S. Binder

Seconded: S. Maracle

That the agenda for the September 6, 2023 Special Student Learning, Well-being and Equity Committee meeting be approved.

Carried

5. Declaration of Conflict of Interest

- None declared

6. Reports from Staff:

(a) Superintendent Update

i. Student Achievement Plan

Superintendent Elliott provided information on the Ministry of Education Student Achievement Plan outlined in *The Better Schools and Student Outcomes Act, 2023* and the responsibilities associated with the Trustees and school boards. A requirement of the Act is to draw alignment and acknowledgement that the priorities the Ministry has set out are embedded in our Strategic Plan.

Discussion included a review of the Board 2020-2025 Multi-year Strategic Plan to ensure the three Ministry priorities are included:

- Achievement of Learning Outcomes in Core Academic Skills;
- Preparation of Students for Future Success; and,
- Student Engagement and Well-being

Chair Lewis asked for a mover and a seconder to bring the following recommendation to the floor for discussion.

Recommendation

Moved: S. Binder

Seconded: S. Maracle

That Hastings and Prince Edward District School Board acknowledge that the three Provincial Priorities are deeply embedded and serve as a foundation for the current 2020-2025 HPEDSB Multi-year Strategic Plan.

Trustee Prinzen brought forward the following motion:

Secondary motion

Moved by: R. Prinzen

Seconded:

That the Board of Trustees revise the Multi-year Strategic Plan to include improved communications with parents.

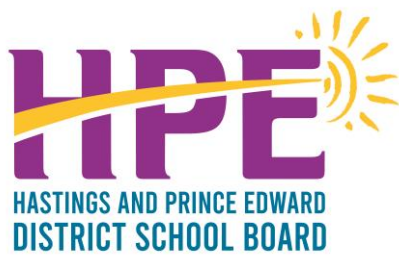
The secondary motion was not seconded.

Not carried

The main recommendation from the Student Learning, Well-being, and Equity Committee was discussed and brought forward for approval.

Carried

11. The meeting adjourned at 4:52 p.m.



**Parent Involvement Committee
Meeting, May 30, 2023
@ 6:00 p.m. (via google meet)**

Members Present:

Katherine MacIver, Director of Education
Debbie Lucas, Executive Assistant, Director of Education
Trustee Charlton, Belleville/Thurlow
Trustee Prinzen, North Prince Edward
Trustee Speck, North Hastings

Louise Gunning, Principal Central Hastings School
Brent Jewell, Vice-principal Central Hastings School
Tanya Whittaker, Principal, Prince Charles Belleville School

Angela Burr, Central Hastings School Patricia Blanc, Prince Charles Belleville School Nancy Cherwinka, Athol-South Marysburgh School Jessica Guan, Bayside Public School Marc Henshaw, Eastside Secondary School	Martina Hill, North Hastings High School Jennifer Houghton, Prince Edward Collegiate Jamie McFadden, Frankford Public School Mal Nurse, CML Snider School Ashley Welch, Susanna Moodie PS
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1. Chair Cherwinka called the meeting to order at 6:00 p.m. and welcomed everyone to the Parent Involvement Committee hosted by Centre Hastings School.
2. Chair Cherwinka offered the land acknowledgement.
3. Roll Call – Chair Cherwinka asked everyone in attendance to introduce themselves.
4. Approval of Agenda
Moved: P. Blanc
Seconded: A. Welch

That the agenda for the May 30, 2023 Parent Involvement Committee be approved.

Carried

5. Declarations of Conflict of Interest – there were none
6. Approval of Minutes
Moved: P. Blanc
Seconded: A. Welch

That the minutes from the April 18, 2023 Parent Involvement Committee be approved.

Carried

7. Committee Reports:

(a) Family Symposium Debrief

Chair Cherwinka noted that planning an event of this size is difficult at the most of times, due to conflicts in families' schedules, however we managed to partner with YMCA to utilize space at this event; with a food truck arranged to be on site for families to purchase dinner prior to the event. For the cost of this event and the low number of registrations, this event was cancelled, and the PIC Committee would look at next school year to determine a more suitable time for an event to be scheduled. Chair Cherwinka reached out to the keynote speaker that had been scheduled for this event and noted that perhaps we would be able to utilize him at another time.

**Hastings and Prince Edward District School Board
Parent Involvement Committee
May 30 2023**

Page | 2

Chair Cherwinka asked parents in the audience about rescheduling and asked about timing and what would work best for families; April and early October seemed to be the consensus.

(b) Trustee Report

Trustee Speck provided a written report from meetings held by Board. A couple of highlights from this report are:

- a revised Memorandum of Understanding between HPEDSB and the HPE Learning Foundation was signed,
- a new Chairperson for the Food for Learning has been appointed, Joanne Belanger who is with the Catholic School Board,
- June 2nd is the Spring auction, being held at The Grand in Belleville with over 100 auction items,
- HPEDSB approved the special education plan for the 2023-2024 school year,
- a report on de-streaming from the Student Learning, Well-ness Committee,
- three student trustees have been elected for the 2023-2024 school year, two new student trustees with one returning student trustee for a second term,
- 2023-2024 school budget will be submitted to the Board for approval in June.

(c) School Council Reports Update

Chair Cherwinka asked for schools to submit a summary on their activities this year in order to get some ideas on fundraising ideas. We will create a file folder where these reports can be found. Central Hastings shared one of their fundraising ideas that was partnered with Madoc Township school. North Hastings shared one of their fundraising ideas regarding a Loonie auction, great attendance, possibly doing this fundraising activity again in the Fall. Athol-South Marysburgh School did a “walk and readathon” to raise funds to purchase new books for their library.

(d) Information Gathering regarding Fundraising Ideas

Chair Cherwinka noted that a folder would be created on fundraising activities, and this would be shared with all Administrators to share at their first school council meeting.

(e) Future Guest Speakers/Information Sessions

Chair Cherwinka asked if there were any topics of interest that parents would like to hear about, please forward information so ideas can be gathered and discussed next school year.

8. Staff Reports

(a) Building System and Community Trust – Director MacIver shared a report to provide feedback that was received from school councils on scheduled fall break and how to build confidence and trust in HPEDSB as a system.

(b) 2023-2024 Committee Meeting Dates – Director MacIver shared a draft report on 2023-2024 Committee Meeting dates, this report will go forward to Board for approval in June.

(c) Director of Education update – acknowledgement of the many events happenings at our schools, very busy time of year.

- reported that ten area secondary students took the DELF exam at HPEDSB as a pilot. DELF is a standardized exam that denotes French Language proficiency,
- congratulations to Ian Ketcheson, Bayside Secondary School student, won Gold in welding for the second year in a row at Skills Ontario. Ian will be attending the Canada Skills Competition in Winnipeg,
- congratulations to Qwin Goodwin, a graduating student from North Hastings High School has been awarded a \$120,000. Schulich Leadership Scholarship to pursue his interest in space. Qwin will be attending Queens University in September,
- provided information regarding Bill 98 *Better Schools and Student Outcomes Act*,
- focus for next school year will be reading, math and de-streaming, looking at an equitable practice.

9. Notice of Motion - nil

10. Correspondence

- (a) “Fresh from the Farm” correspondence received regarding a fundraising idea for Ontario Schools was shared in the agenda package. PIC members were asked to share this idea with school councils for future fundraising opportunities.

11. Meeting adjourned at 7:25 p.m.

**Special Education Advisory Committee
(SEAC) Meeting
June 8, 2023 - 4:00 p.m.**

Members present: S. Binder, S. Lewis, N. Hamilton, A. Brennan, R. Glenn, W. Haystead, D. Vanderkloet, R. Howard, E. Cotman, A. James, L. Solski, E. Reynolds

Absent: A. Card, L. Rashotte, J. Christie, S. Ward, J. Parker

Resource: T. Whittaker, C. Breau, K. Dostaler, S. Taylor-Harvey

Minutes: J. Kezar

1. Call to order

Chair Brennan called the meeting to order at 4:00 p.m. and welcomed everyone to the Special Education Advisory Committee meeting.

2. Acknowledgement of Traditional Lands

Trustee Lewis offered the Land Acknowledgement.

3. Roll Call

Chair Brennan requested a roll call of members.

4. Approval of the agenda

Mover: Nancy Hamilton

Seconder: Eve Cotman

That the agenda for the June 8, 2023 Special Education Advisory Committee meeting be approved.

Carried

5. Declaration of Conflict of Interest

There was no conflict of interest declared.

6. Approval of Minutes from Previous Meetings

(a) May 31, 2023

Mover: Wendy Haystead

Seconder: Nancy Hamilton

That the minutes of the May 31, 2023 meeting be approved.

Carried

7. Delegations/Presentations

There were no delegations or presentations.

8. Committee Reports

There were no committee reports.

9. Staff Reports

a) **ChatGPT demonstration**

Superintendent Dostaler welcomed Geoff Courneya, Assistive Technology Learning Coach, to the meeting to demonstrate ChatGPT, which is a website/app, and one of many language models available online. The app is trained on a vast amount of text data from the internet, allowing it to learn patterns, grammar, and context. It can engage in conversations to provide information, answer questions, offer suggestions, and assist with

a wide range of topics. You can interact with the app, the same as if you were interacting with a person. It will also create an answer for you, which is very impressive.

The education world is concerned about the future of education, questioning if it will impact the integrity of academic institutions. Geoff shared that the use of artificial intelligence is growing fast and is set to replace millions of humans working as developers. Organizations are reflecting on how they want to leverage/integrate the app, as many concerns are being shared regarding the integrity of academic institutions.

Geoff demonstrated the use of ChatGPT, to leverage it with SEAC, centrally, teachers, and students. Chair Brennan thanked Geoff for presenting.

b) Goal setting 2023-2024

Chair Brennan referred to the valuable work of sub-committees to date and noted that work would continue in the fall.

Looking forward to the 2023-2024 school year, members were asked if there were new goals or priorities they would like to focus on, or if there were topics/presentations that they would like to learn more about. Members shared the following:

- Trustee Lewis suggested a presentation on the Giftedness exceptionality.
- Wendy Haystead suggested information on Modified Days
- ChatGPT – Part 2
- Student Services website
- Universal Design for Learning (UDL)
- Executive Functions

c) Sub-committee update

Mental Health

- Nancy shared that the survey was distributed, and a good response was received.
- Members will review the data, look at themes, build a report to return to SEAC in the fall.
- Next steps will be determined after the data is analysed.

Individual Education Plans (IEPs)

- Trustee Lewis shared that members are working on creating a draft/parent-friendly brochure regarding IEPs, which will be shared with SEAC.
- Members reviewed the draft document for schools to use around guiding questions and best practices on IEPs.
- Members are anxious for a follow-up presentation in the fall.

Early Years/Early Years and Transitions

- No update was shared as their next meeting is June 27, 2023. Invitation was received and representative will attend from HPEDSB.

10. Correspondence

There was no correspondence received.

11. Adjournment

The meeting was adjourned at 5:05 p.m. Superintendent Dostaler thanked members for their time and commitment in supporting students with special education needs, and wished everyone a safe and relaxing summer.

**Physical Planning, Finance and Building Committee
Public Session Minutes
September 11, 2023**

Members present: S. Binder, E. Charlton (Vice-Chair), K. Hambly, K. Kramp (Chair), A. Robertson

Regrets: J. Webster (Student Trustee)

Absent: None

Guests: None

Resources: K. Donnell, K. Horrigan, N. Kishinchandani, K. MacIver, D. McFarlane, T. Rodgers

Minutes: J. McLaren, Executive Assistant

1. Call to order

The meeting was called to order at 3:31 p.m. by Chair Kramp.

2. Acknowledgement of Traditional Lands

Trustee Binder offered the Land Acknowledgement.

3. Roll Call

Chair Kramp requested a roll call of Trustees.

4. Approval of agenda

Moved: S. Binder

Seconded: A. Robertson

That the agenda be approved for Monday, September 11, 2023.

Carried

5. Declarations of Conflict of Interest

None.

6. Delegations

None.

7. Approval of Minutes from Previous Meeting

Moved: K. Hambly

Seconded: A. Robertson

That the minutes of the Monday, June 5, 2023 meeting be approved.

Carried

8. Staff Reports

Launch of the 2023-2024 Capital Priorities Program

Superintendent Kishinchandani and Senior Manager, Facility Services referred to Report 8(a), dated September 11, 2023.

Clarification/discussion items included:

- A question arose regarding the government prioritizing funding partnerships and whether HPEDSB had discussions taking place about joint student spaces. It was advised that a series of Community Planning and Partnership meetings would be taking place the week of September 18, 2023 to determine community interest in collaboration.
- It was further advised that the Ministry of Education releases a Capital Priorities Program each year (released mid-August in 2023), reviews all submissions received based on criteria within the document and processes based on information that boards will submit.

Long-Term Capital and Accommodation Plan Update

Superintendent Kishinchandani and Senior Manager, Facility Services referred to Report 8(b), dated September 11, 2023.

Clarification/discussion items included:

- A question arose regarding Tri-Board's response to potential boundary changes. It was confirmed that they will work with HPEDSB to ensure alignment once decisions are finalized.
- It was inquired whether all community drop-in feedback was captured. It was advised that all feedback was obtained for transparency and analyzed to determine possible solutions.
- A question was raised regarding communication plans to provide the public with details on unfeasible projects (i.e. new school build). It was confirmed that communication will continue to be provided in various formats (website, social media, meetings, etc.).

Easthill Elementary School Update

Superintendent Kishinchandani and Senior Manager, Facility Services referred to Report 8(c), dated September 11, 2023.

Clarification/discussion items included:

- Clarification was sought regarding Queen Victoria Public School students' start date at Easthill Elementary School not aligning with Queen Elizabeth Public School's start date. It was advised that through school family feedback and the contingency plan, there would be limited yard space prior to the demolition of Queen Elizabeth Public School.

Interim Financial Report as at July 31, 2023

Superintendent Kishinchandani and Senior Manager, Finance referred to Report 8(d), dated September 11, 2023.

Trustee Expenses for 2022-2023 School Year

The Director of Education referred to Report 8(e), dated September 11, 2023.

That the Physical Planning, Finance and Building Committee recommend the Hastings and Prince Edward District School Board approve the proposed trustee mileage allocation to differentiate the distances travelled. This allocation will be reviewed annually after the Organization Meeting held each November.

Moved: S. Binder
Seconded: A. Robertson

Carried

Clarification/discussion items included:

- A question arose regarding trustee professional development and whether unused individual allocations could be shared amongst trustees. It was confirmed that allocation amounts are based per individual and cannot be shared.
- It was clarified that all trustees receive additional funds for travel and expense allowance but that a proposal to differentiate for those travelling a further distance should be recommended, with an annual review taking place at the Organization Meeting held each November.

Amended Borrowing Resolution

The Director of Education and Senior Manager, Finance referred to Report 8(f), dated September 11, 2023.

That the Physical Planning, Finance and Building Committee recommend the Hastings and Prince Edward District School Board approve the borrowing resolution in order to meet 2023-2024 capital expenditures of the board.

Authorizing the borrowing of a sum of up to \$11,606,364 from the Canadian Imperial Bank of Commerce, in order to meet short-term borrowing requirements for the demolition of an existing building and the construction of a new K-8 elementary school, Easthill Elementary School, on the Queen Elizabeth (Belleville) site under the Capital Priorities Grant, Full Day Kindergarten and Child Care programs.

Moved: A. Robertson
Seconded: S. Binder

Carried

Enrolment Updates

Superintendent McFarlane provided a verbal update on Item 8(g). Elementary enrolments are changing frequently but are currently trending to be under projection, potentially requiring some reorganizations in schools to ensure we are within compliance with both Ministry Regulation and local collective agreement articles. Data is being reviewed as per our normal September enrolment processes. Secondary data is in progress but experiencing technical issues which are being resolved on an urgent basis.

Clarification/discussion items included:

- It was asked if there were early indicators of specific groups with lower enrolment. It was clarified that the low enrolments are impacting all school groups.
- A question was raised regarding timelines if a reconfiguration was required. It was confirmed that action to address issues will start the week of September 18, with stability for students being top priority.

9. Ontario School Safety

The Director of Education referred to Communications Item 9(a), dated September 11, 2023.

Clarification/discussion items included:

- Clarification was sought whether there were Carbon Dioxide (CO₂) monitors in all schools. It was advised that monitors are not provided as it is not a requirement.
- It was asked who would report back to Ontario Safety Committee if further questions arose. It was confirmed that the Director of Education would communicate with them.

10. Trustee Motions for Consideration (Introduced at Previous Meeting)

None.

11. Trustee Notices of Motion (Discussion for Next Meeting)

None.

12. Adjournment

The meeting adjourned at 4:40 p.m. The next meeting will be on Tuesday, October 10, 2023.

Members present: S. Binder, K. Hambly, S. Lewis, S. Maracle, R. Prinzen

Absent:

Student Trustee: A. Shah

Resources: K. Donnell, K. MacIver

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

1. Call to Order

Chair Binder called the meeting to order at 3:00 p.m.

2. Motion to Convene into a closed Governance and Policy Committee meeting - not required.

3. Reconvene to Public Governance and Policy Committee meeting - not required.

4. Acknowledgement of Traditional Lands

Trustee Hambly offered the Land Acknowledgement.

5. Roll Call

Chair Binder requested a roll call of committee members, all members present.

6. Approval of agenda

Moved: K. Hambly

Seconded: S. Maracle

That the agenda for September 18, 2023 be approved.

Carried

7. Declaration of Conflict of Interest - none declared

8. Approval of minutes

Moved: K. Hambly

Seconded: S. Lewis

That the minutes from the June 12, 2023 meeting be approved.

Carried

9. Delegations - none

10. Report from Staff

(a) Suggested By-Law Revisions September 2023

Director MacIver noted that it has been one year since the HPEDSB By-Laws were instituted and a few items require clarification and/or remedy. This is not meant to be a full review, nor change the By-Laws substantively, but to address a few items.

Recommendation:

Moved: K. Hambly

Seconded: S. Lewis

That the Governance and Policy Committee recommends to the Hastings and Prince Edward District School Board that public notice be given of revised HPEDSB By-Laws coming forward to the October 23, 2023, Regular Public Board meeting for review and approval.

Secondary Motion:

Moved: R. Prinzen

Seconded:

That the recommendation be amended to bring forward the HPEDSB By-Law revisions to the next Governance and Policy Committee after Trustees have had more time to review the changes.

The secondary motion was not seconded.

Not Carried

The main recommendation was discussed and brought forward for approval.

Carried

(b) Policy XX: Board Communications and Media Relations

Director MacIver noted that a number of changes have been made to this policy. Trustees also suggested a few minor changes. Director MacIver noted that these suggestions will be incorporated into this draft and will be sent out to union leaders and posted on our website for public consultation. Director MacIver noted if no further revisions are required, a final recommendation will go forward to the Board in October once approved by the Governance and Policy Committee.

(c) Policy XX: Student Representation on Board

Director MacIver noted that this policy has been completely overhauled due to the number of changes. Director MacIver noted that this draft policy will be sent out to union leaders and posted on our website for public consultation. If there are no further revisions required, a final recommendation will go forward to the Board in October once approved by the Governance and Policy Committee.

(d) Trustee Professional Learning Sessions 2023-2024

Director MacIver noted that a draft schedule was shared at the May Governance and Policy Committee meeting, revisions have been finalized and a schedule has been put into place until the November 27, 2023 Regular Public Board Meeting.

(e) Draft Agenda

- (i) Public Board Meeting September 25 2023 highlights:
- Public Notice for Suggested By-Law Revisions Recommendation
 - Student Achievement Plan (SAP) Recommendation
 - Amended Borrowing Resolution Recommendation
 - Trustee Mileage Allocation Recommendation
 - Enrolment Update
 - Summer Learning and Mental Health Supports
 - 2023 Ontario Scholars
 - MYSP 2022-2023 Year End

11. Trustee Motions for Considerations – nil

12. Trustee Notices of Motion – nil

**Hastings and Prince Edward District School Board
Governance and Policy Committee Minutes
September 18, 2023**

Page 3

13. Correspondence - nil

14. Adjournment - the meeting adjourned at 4:09 p.m.

Decision X Information

To: Hastings and Prince Edward District School Board

From: Shannon Binder, Chair of Governance and Policy Committee

Re: By-Laws Revisions October 2023

Purpose

To recommend revisions to the HPEDSB By-Laws one year after they were instituted.

Link to Strategic Plan

1.7 Advocate for public education and demonstrate sound decision making through good governance

Background

The HPEDSB By-Laws were approved by the Board of Trustees in September 2022. By-Laws are in place to support a policy model of governance, prescribe the actions of Members and Student Trustees and advance democratic decision-making through fair and respectful dialogue and debate.

Current situation

After using the By-Laws for one Board year, there are a few items that need clarification and/or remedy. This is not meant to be a full review, nor change the By-Laws substantively, but to address these items:

- Timing of Closed Committee of the Whole (reference 4.5.5, 5.17.2(b) and 5.3.2) to 6:05 pm.
- Timing of Board Meetings (reference 5.1.3 and 5.1.4) to 6 pm.
- Ex-officio Members (reference 1.6 and 4.6.4) alignment of definition and duties.
- Clarification of Chair of Committee of the Whole (reference 4.5.4) is Chair of the Board and the Vice Chair serves as the Presiding Officer for the meeting.
- Committee agenda (reference 5.19.2(f), 5.19.2(h) and 5.12) to include a Consent Agenda.
- Removal of Administrative Committees from Board Meeting Agenda (reference 5.17.2).
- Clarity on promoting student achievement and well-being (reference 2.1.2(a)).
- Additions to responsibilities of individual trustees, (reference 2.2.1(d), (i) and (k)).
- Clarity on duties of Vice-chair (reference 2.3.2)
- Clarity on Presiding Officer (reference 5.13.1)
- Addition of Special Meeting of the Committee of the Whole (reference 5.16.1)

Recommendation

Moved:

Seconded:

The Hastings and Prince Edward District School Board approve the suggested By-Law Revisions effective October 23, 2023.

Appendix A: Draft Revision of HPEDSB By-Laws



**HASTINGS AND PRINCE EDWARD
DISTRICT SCHOOL BOARD**

BY-LAWS

September 2022

TABLE OF CONTENTS

	Page
SECTION 1: GENERAL	1
1.1 Purpose of By-Laws.....	1
1.2 Application and Scope	1
1.3 Rules of Order	2
1.4 Amendments to By-Laws.....	2
1.5 Governance Directives for HPEDSB By-Laws	3
1.6 Definitions.....	3
1.7 Borrowing By-Laws	9
SECTION 2: ROLES AND RESPONSIBILITIES.....	10
2.1 Board of Trustees.....	10
2.2 Trustees	10
2.3 Board Chair and Vice-Chair.....	11
2.4 Committee Chair or Vice-Chair	12
2.5 Student Trustees.....	13
2.6 Director of Education.....	14
2.7 Treasurer.....	15
2.8 Signing Officers	15
SECTION 3: INAUGURAL AND ORGANIZATIONAL MEETINGS.....	16
3.1 Scheduling of Inaugural Meeting.....	16
3.2 Purpose of Inaugural Meeting	16
3.3 The Director as Presiding Officer	16
3.4 Election Process	16
3.5 Scheduling of Organizational Meeting	19
3.6 Purpose of Organizational Meeting.....	19
SECTION 4: COMMITTEE MEETING STRUCTURE AND COMPOSITION.....	20
4.1 Establishment of Committees	20
4.2 Dissolution of Committees	20
4.3 Role of Committees	20
4.4 Membership of Committees.....	21
4.5 Committee of the Whole	22
4.6 Standing Committees	22
4.7 Statutory Committees	23
4.8 Ad Hoc Trustee Committees.....	23
4.9 Advisory Committees.....	24
SECTION 5: BOARD AND COMMITTEE MEETING RULES AND PARLIAMENTARY PROCEDURE	25
Board and Committee Meeting Rules.....	25

TABLE OF CONTENTS (continued)

5.1	Scheduling a Meeting	25
5.2	Cancelling a Meeting	25
5.3	Open (Public) Sessions.....	26
5.4	Closed (Private) Sessions	26
5.5	Attendees at a Closed (Private) Session	27
5.6	Confidential Information	28
5.7	Special Board and Committee Meetings	28
5.8	Notice of Special Meeting and Agenda	28
5.9	Board and Committee Meeting Minutes.....	29
5.10	Board Meeting Attendance and Vacancies	30
5.11	Committee Meeting Attendance and Vacancies.....	31
5.12	Electronic Participation.....	31
5.13	Presiding Officer	33
5.14	Quorum.....	33
5.15	Acknowledgement of Traditional Lands.....	34
5.16	Board and Committee Meeting Agendas and Notice Requirements.....	34
5.17	Regular Board Meeting – Order of Business	35
5.18	Regular Standing Committee Meeting - Order of Business.....	36
5.19	Regular Committee of the Whole Closed (Private) Session – Order of Business	36
5.20	Agenda Amendments at Board and Committee Meetings	37
5.21	Consent Agenda (Board Meeting Only).....	37
	Board and Committee Meeting Parliamentary Procedure.....	37
5.22	Debate.....	37
5.23	Speaking Time	38
5.24	Ending Debate.....	38
5.25	Voting.....	39
5.26	Recorded Votes.....	39
5.27	Motions.....	40
5.28	Notice of Motion.....	40
5.29	Motions - Order of Precedence	41
5.30	Ruling a Motion Out of Order	42
5.31	Amendments to a Motion	42
5.32	Motion to Refer	43
5.33	Motion to Reconsider	43
5.34	Motion to Rescind or Amend Something Previously Adopted.....	43
5.35	Point of Order	44
5.36	Question of Privilege.....	44
5.37	Appeal the Ruling of the Presiding Officer	45
5.38	Lay on the Table.....	45
5.39	Extending Meeting Time.....	45

SECTION 6:	GOVERNANCE AND ACCOUNTABILITY FRAMEWORK	46
6.1	Public Participation in Board and Committee Meetings	46
6.2	Delegations	46
6.3	Conflict of Interest Registry	47
6.4	Board Members' Code of Conduct	48
SECTION 7:	GOVERNANCE DIRECTIVES	49
7.1	Board Members' Code of Conduct	49
7.2	Committees.....	49
7.3	Public Participation and Delegations.....	49
SECTION 8:	RESOURCE DOCUMENTATION.....	50
8.1	Legislation	50
8.2	Other Documents	50
8.3	Parliamentary Procedure Chart.....	50

SECTION 1: GENERAL

SECTION 1: GENERAL

1.1 Purpose of By-Laws

- 1.1.1 These By-Laws are enacted and administered by the Board of Trustees with support from the Director of Education and designated staff.
- 1.1.2 The By-Laws are the fundamental rules that support a policy model of governance and together, with the Rules of Order, prescribe the actions of Members and Student Trustees in Board and Committee Meetings and advance democratic decision-making through fair and respectful dialogue and debate.
- 1.1.3 The By-Laws are based on the following principles of effective governance:
- (a) The majority of Members have the right to decide on a matter;
 - (b) The minority of Members have a right to be heard; and
 - (c) All Members and Student Trustees have the right to:
 - (i) appropriate information to assist in decision-making, unless prohibited by law;
 - (ii) efficient, effective and professional meetings;
 - (iii) be treated with respect and courtesy, and
 - (iv) equal rights, privileges and obligations.

1.2 Application and Scope

- 1.2.1 The Board will make every effort to ensure that these By-Laws are consistent and up to date with the most current legislative requirements. In circumstances where the By-Laws are found to be inconsistent with or contradict any legislation or regulation, the legislation or regulation will prevail.

These By-Laws apply to all Members and to the following Committees comprised of Trustees only; Committee of the Whole, Standing Committee(s), and Ad Hoc Trustee Committee(s), as defined in Section 1.6.

Certain provisions apply to Student Trustees.

Statutory Committees, which include Trustees and the Educational Community members, are governed by applicable legislation.

Advisory Committees, which include Trustees and Educational Community members, will follow Governance Directives approved by the Board, in accordance with Section 1.5.

SECTION 1: GENERAL

1.2.2 The head office of the HPEDSB shall be the Education Centre located at 156 Ann Street, Belleville, Ontario.

1.2.3 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 Board.

1.3 Rules of Order

1.3.1 The rules contained in the current edition of Robert's Rules of Order shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with these By-Laws, any special rules of order the Board may adopt or legislation.

1.4 Amendments to By-Laws**1.4.1 Review Cycle**

These By-Laws will be amended (Robert's Rules of Order defines amend to include any change or substitution/revision of the By-Law) as required and reviewed at a minimum every four (4) years.

The Board's Governance and Policy Committee is authorized to consider and make recommendations to the Board regarding any amendments to the HPEDSB By-laws, including recommendations regarding amendments to the Governance Directives, and any Board special rules of order.

1.4.2 Advance Notice

Only the Governance and Policy Committee may give advance written notice of a By-Law amendment, including for Governance Directives and Board special rules of order. No individual Member or Student Trustee may give advance written notice of a By-Law, Governance Directive or Board special rules of order amendment.

Advance notice must be given at the previous regular Board Meeting for consideration to amend the By-Laws at a subsequent regular Board Meeting or Special Meeting.

1.4.3 Two-Thirds Vote Requirement

These By-Laws may be amended at any regular Board Meeting or Special Meeting by a Two-Thirds (2/3) Vote, provided that the amendment has been submitted in advance as described above.

1.4.4 Housekeeping Changes

The Director or Designate may make any of the following non-substantive changes to the By-Laws:

SECTION 1: GENERAL

- (a) Correction of spelling, punctuation or grammar and typographical errors;
- (b) Correction of format or layout of information to improve accessibility or electronic/print presentation;
- (c) Correction of cross-reference errors or discrepancy in the numbering of provisions; and
- (d) Updates to position or organizational titles.

1.4.5 Technical Errors and Omissions

A technical error or omission regarding the notice of a Meeting (and related Agenda) or the application of these By-Laws will not affect the validity of subsequent decisions undertaken by the Board or its Committees, unless the error or omission results in a violation of law.

1.5 Governance Directives for HPEDSB By-Laws

- 1.5.1 The Board may adopt Governance Directives to support good governance practices in alignment with the HPEDSB By-Laws.
- 1.5.2 Members and Student Trustees will abide by the provisions in the HPEDSB Governance Directives.
- 1.5.3 The Board's Governance and Policy Committee is authorized to consider and make recommendations to the Board regarding the amendment, repeal, replacement or addition of Governance Directives related to the HPEDSB By-Laws.
- 1.5.4 The provisions outlined in Section 1.5.3 require advance notice and a Two-Thirds Vote in accordance with 1.4.2 and 1.4.3.

1.6 Definitions

For the purpose of these By-Laws, the following definitions will apply:

"Abstain Due to a Conflict of Interest" means the act of not voting at a Board or Committee Meeting as a result of having declared a pecuniary conflict of interest in accordance with the *Municipal Conflict of Interest Act*. Members who declare a conflict of interest on a matter cannot vote on that matter. The number of Members required to pass a motion is subsequently reduced by the number of Members who declared a conflict of interest;

"Act" means the *Education Act*; the regulations thereunder, and any related Ministry of Education policies, directives, memoranda, etc.;

"Ad Hoc Trustee Committee" means a Committee of Trustees established by the Board to fulfil a specific task or objective, which is dissolved after the completion of its task. An Ad Hoc Trustee Committee typically reports to a Standing Committee or directly to the Board;

SECTION 1: GENERAL

“Adjourn” means to end a meeting;

“Advisory Committee” means an Advisory Committee approved by the Board which includes members of the Educational Community, in addition to Trustees, for the purpose of providing community advice and input on specified areas of the Board’s responsibilities. Special Education Advisory Committee and Parent Involvement Committee are Statutory Committees and not advisory committees within this definition;

“Agenda” means a list of items that form the Order of Business to be discussed at a Board or Committee Meeting;

“Amend” means a proposal to alter or modify a motion presented to the Board or Committee. An amendment cannot be contrary to, or change the intent of, the main motion;

“Annual Schedule of Meetings” means the official schedule of Board, Committee, and Advisory Committee Meetings approved by the Board, posted on the HPEDSB website, and that may be amended from time-to-time;

“Appeal Ruling of Presiding Officer” means to move a motion to appeal a ruling of the Presiding Officer regarding parliamentary procedure, including on a point of order, or applicability of these By-Laws, HPEDSB Governance Directives, HPEDSB policies or law;

“Board” or **“Board of Trustees”** means the collective governing body of the HPEDSB, constituted as a Board pursuant to the Act, including section 208(1) of the Act;

“Board Meeting” means a meeting of the “Board of Trustees”;

“Board Work Plan” means a plan developed by the Chair and Director of Education and used by the Governance and Policy Committee and HPEDSB senior staff to schedule and monitor the Board’s work at Board Committees;

“Call the (Previous) Question” means to end debate and vote on the motion that is before the Board or Committee; a motion to Call the (Previous) Question is not debatable and requires a Two-Thirds Vote;

“Chair” means the Chairperson of the Board;

“Closed Session”, which may be referred to as **“Private Session”**, means a Meeting or a portion of a Meeting of the Board or Committee, which is closed to the public in accordance with the Act and in accordance with Section 5.3.5 of these By-Laws;

“Code of Conduct” means the Board Members Code of Conduct for the Hastings and Prince Edward District School Board;

SECTION 1: GENERAL

“Committee” means the following Committees comprised of only Trustee Members, established pursuant to these By-Laws, Committee of the Whole, Standing Committee(s), and Ad Hoc Trustee Committee(s);

“Committee Chair” means the chair of a Committee;

“Committee of the Whole” means a Committee with a membership composition that includes all Board Members with full participation and voting privileges, as outlined in the *Act*. A Committee of the Whole meeting may be held in Open (Public) or Closed (Private) Session;

“Committee Vice-Chair” means the vice-chair of a Committee;

“Conflict of Interest Registry” means the registry of Trustees’ conflict of interest declarations, established in accordance with the *Municipal Conflict of Interest Act*;

“Consent Agenda” means the portion of the Board Meeting with routine agenda items presented together and adopted at once without further debate. The Consent Agenda typically consists of matters that were discussed and voted on previously at a Committee and presented for approval by the Board and minutes of previous Board Meetings and Special Board Meetings;

“Delegate” means the individual who speaks or submits a written statement to a Standing Committee or Committee of the Whole as described in the Board’s Governance Directive, Delegations and Community Engagement;

“Delegation” means the action of speaking or submitting a written statement by a Delegate to a Standing Committee, or Committee of the Whole Meeting as described in the Board’s Governance Directive, Delegations and Community Engagement;

“Designate” means the person authorized to carry out certain and specific tasks on behalf of the **“Director”**, as appropriate;

“Director” means the Director of Education, Secretary, Chief Education Officer, and Chief Executive Officer of the HPEDSB;

“Educational Community” means parents/guardians of students, students, staff members, volunteers, community organizations, and other individuals who reside in the community serviced by HPEDSB and have an interest in matters related to public education;

“Emergency Business” means a situation, or the threat of a situation, adversely affecting health, safety and/or well-being of a person(s), or resulting in significant legal risk or financial consequences to the Board, which by its nature and seriousness requires an immediate response;

“Ex-Officio Member” means a member of a Committee by virtue of holding the office of the Chair ~~or Vice Chair~~ of the Board. An Ex-Officio member is not a regular member of a Committee and does not through their attendance at a Committee Meeting increase the size of the

SECTION 1: GENERAL

Committee for the purposes of calculating a simple majority for Quorum purposes (i.e. the minimum number of regular members of a Committee necessary to conduct a Committee Meeting). ~~An Ex-Officio Member's attendance does count towards reaching the minimum number of members necessary for a Quorum.~~ Ex-Officio Members have the same voting rights and privileges as a regular member of a Committee; ~~The Chair is not an Ex-Officio member of any Statutory Committee;~~

“External Organization” means organizations external to the HPEDSB with Trustee representation by invitation;

“Governance Directive” means a set of rules for specific aspects of Board governance matters, including, but not limited to, the terms of reference for Committees, the Code of Conduct;

“HPEDSB” means the Hastings and Prince Edward District School Board;

“Inaugural Meeting” means the first annual Board Meeting at which the Board's Chair, Vice-Chair and members of the Governance and Policy Committee are elected;

“Lay a Motion on the Table” means to put aside the current business and consider it later in the meeting to deal with another matter. See also **“Take from the Table”**;

“Main Motion” means a proposal put forward by a Member, or as suggested by a Student Trustee, for the consideration of the Board or Committee;

“Majority Vote” means a voting threshold that requires the majority of the Members Present and voting (also stated as a majority of the votes cast) to pass a motion, unless otherwise prescribed in these By-Laws or Robert's Rules of Order;

“Meeting” means any meeting of the Board or its Committees (defined in Section 1.6);

“Member” means an elected, acclaimed or appointed Member of the Board of Trustees that may be referred to as a “Trustee” pursuant to the *Act*. A Student Trustee, although not an elected Member of the Board, has certain privileges and duties which are outlined in the *Act*;

“Minutes” means the minutes of a Board Meeting, once approved by the Board, or the minutes of a Committee, Statutory or Advisory Committee, approved by that committee, as applicable, which form a portion of the Board's Official Record. All Board motions are in effect upon adoption, unless the motion provides for some other adoption of effective date. Committee motions are not effective and do not bind the Board to any action until approved by the Board, unless otherwise permitted by law;

“Notice of Motion” means an advance notification, in writing, of a motion to be brought forward by a Member for consideration to a future Board or Standing Committee meeting, with the intent to inform other Trustees, staff and the community about an upcoming matter;

SECTION 1: GENERAL

“Official Record” means the complete and official record of agendas, minutes, reports and delegation submissions (where applicable), that is required for all HPEDSB Public and Private Board, Committee, Statutory and Advisory Committee Meetings, maintained by the Director or Designate;

“Official Recording Secretary” means the staff member(s) assigned responsibility for producing the Official Record that is required for all Board, Committee, Statutory and Advisory Committee Meetings;

“Open Session”, which may be referred to as **“Public Session”**, means a Meeting or a portion of a Meeting of the Board or a Committee of the Board open to the public in accordance with the Act. Board and Committee Meetings will always begin and end in Open Session but may be closed in limited circumstances, as outlined in the Act;

“Order of Business” means the order that the items of business will be taken up on a Board or Committee Agenda;

“Organizational Meeting” means the first Board Meeting following the Inaugural Meeting at which Members are appointed to Committees (with the exception of the Governance and Policy Committee), Board Standing Committee Chair and Vice-Chair elections are held, Trustees are appointed to External Organizations and Statutory and Advisory Committee memberships are approved;

“Parliamentary Inquiry” is used when a Member wishes to ask the Presiding Officer a question about Parliamentary Procedure or the Rules of Order to understand the rationale for application in the current Meeting/context. The Presiding Officer’s response in this situation is an opinion, not a ruling, and therefore cannot be appealed. See also, *Point of Order and Appeal Ruling of Presiding Officer*;

“Point of Order” is used by a Member in a Board or Committee Meeting to address a perceived breach of law, parliamentary procedure, rules of order, or HPEDSB By-Laws, policies or Governance Directives;

“Postpone Indefinitely” means to postpone a motion under consideration, which, when postponed indefinitely, cannot be discussed or reintroduced at the same Meeting. The matter can only be brought up again at a later date in accordance with Section 5.34.4, *Failed Motion or Motion Previously Not Dealt With*;

“Present”, for the purpose of these By-Laws, means in attendance at a Board or Committee Meeting, either physically or by electronic means, in accordance with the Act;

“Presiding Officer” means the person who presides over a Board or Committee Meeting;

“Private Session” means **“Closed Session”**, as defined above;

“Public Session” means **“Open Session”**, as defined above;

SECTION 1: GENERAL

“Question of Privilege” means a request to the Presiding Officer to immediately consider and take action (despite any other pending business before the Board or Committee) to remedy a situation in which a Member believes the rights or privileges of the Board, any individual Member, or a Student Trustee, are being affected (such as concerns re excessive noise or temperature or a correction that is required to the Official Record);

“Quorum” means the minimum number of Members necessary to conduct a Meeting, which represents a simple majority of Members on the Board, Committee, or Advisory Committee, as applicable. Ex Officio Members may count towards Quorum when they are Present. The presence of an Ex-Officio Member does not increase the total number of Members required to constitute a quorum;

“Receive” means to receive information and to include it in the Official Record of a Board or Committee Meeting;

“Recess” refers to a short intermission, at the call of the Presiding Officer, or by a Member (through a motion), which does not end the Meeting, and after which business will be resumed at exactly the point where it was stopped;

“Recorded Vote” means a written record of the name and vote of Members and Student Trustees relating to a motion at a Board, Special Board or Committee of the Whole Meetings (Public or Private Session). Student Trustee votes are non-binding. Recorded votes are not taken at other Committee Meetings;

“Refer” means to refer a matter for consideration to another body under the jurisdiction of the HPEDSB (e.g., the Board, a Committee, Statutory or Advisory Committee(s), or the Director of Education);

“Rise and Report” means to move a motion in a Committee of the Whole (Private Session) to report to the Board of Trustees in a Public Board or Special Meeting of the Board a recommendation from a Private Committee Meeting;

“Robert’s Rules of Order” means the current version of Robert’s Rules of Order *Newly Revised*, which is the internationally recognized manual on parliamentary procedure used as the guide for conducting efficient, effective and fair meetings;

“Secunder” means a Member who is interested in discussing a motion, proposed by another Member at a Board or Committee Meeting. Seconding a motion does not necessarily indicate that the seconder favors the motion. “To Second” means to support the introduction of a motion for discussion and debate;

“Signing Officers” means those individuals with signing authority for the HPEDSB. See 2.8.1 ;

“Special Meeting” means a Meeting that is called to deal with time-sensitive matters (including matters that may require extensive time to consider) or Emergency Business, in accordance with Section 5.7 of these By-Laws;

SECTION 1: GENERAL

“Standing Committee” means a committee, generally of a permanent nature, established by the Board in accordance with its responsibilities, as outlined in the *Act*. The current Standing Committees are: (1) Physical Planning, Finance and Building Committee, (2) Governance and Policy Committee, and (3) Student Learning, Well-Being and Equity Committee;

“Statutory Committee” means any committee that the Hastings and Prince Edward District School Board is required to establish by law. The current Statutory Committees are: (1) Audit Committee, (2) Parent Involvement Committee (3) Special Education Advisory Committee, (4) Supervised Alternative Learning Committee, and (5) Student Discipline Committee;

“Student Trustees” means those students elected by their peers to represent their interests, in accordance with the *Act*;

“Take from the Table” is to resume consideration of a Motion that has been tabled or put aside earlier at the same Meeting. See also **“Lay a Motion on the Table”**;

“Temporary Absence” means the Chair is unable to carry out their duties of the position of Chair for up to one month after which the Chair is deemed to vacate the position of Chair and a new Chair will be elected in accordance with the *Education Act*.

“Term of Office” means the period of time during which Trustees have been elected or appointed to serve, pursuant to the *Municipal Elections Act* and the *Act*;

“Trustee” means **“Member”**, as defined above;

“Two-Thirds Vote” means a voting threshold that requires at least two-thirds (2/3) of the Members of the Board or Committee Present and voting;

“Vice-Chair” means the vice-chair of the Board, who may be authorized to act on behalf of the Board Chair in their absence, in accordance with the *Act*;

“Year” means calendar year, unless otherwise indicated.

1.7 Borrowing By-Laws

- 1.7.1 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 school boards authorize the long term financing through borrowing bylaws.

SECTION 2: ROLES AND RESPONSIBILITIES

SECTION 2: ROLES AND RESPONSIBILITIES**2.1 Board of Trustees**

- 2.1.1 The Board of Trustees is the collective governing body of the Hastings and Prince Edward District School Board. Its decision-making authority rests with the entire Board of Trustees and not with individual Trustees.

As outlined in the *Act*, the Board of Trustees is expected to govern in a manner that is responsive to the needs of all students in the Board. Individual Trustees must balance their role as representatives of the constituents who elected them with their responsibilities as Members of the Board of Trustees as a whole.

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SECTION 2: ROLES AND RESPONSIBILITIES

2.1.2 In broad terms, the Board of Trustees is required to:

- (a) Promote student achievement and well-being and comply with Minister of Education policies and guidelines respecting provincial priorities in education in the area of student achievement prescribed by the Ontario government;
- (b) Promote a positive school climate that is inclusive and accepting of all pupils;
- (c) Promote the prevention of bullying;
- (d) Ensure the effective stewardship of the HPEDSB's resources;
- (e) Deliver effective and appropriate education programs to its pupils;
- (f) Develop and maintain policies and organizational structures that promote the goals in (a) to (e) above and encourage pupils to pursue their educational goals;
- (g) Monitor and evaluate the effectiveness of policies developed by the HPEDSB under (f) above in achieving its goals and the efficiency of the implementation of those policies;
- (h) Develop a multi-year strategic plan aimed at achieving the goals referred to in (a) to (e) above;
- (i) Annually review the multi-year strategic plan with the Director; and
- (j) Monitor and evaluate the performance of the Director.

2.1.3 The Hastings and Prince Edward District School Board is committed to building learning and working environments that are free from any form of bias, racism and/or discrimination. The Board strives at all times to create a climate of understanding and mutual respect and to provide all students with optimal and inclusive learning opportunities, regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability and any other grounds protected under the *Ontario Human Rights Code* and related policies.

2.2 Trustees

2.2.1 Individual Trustees are required to do the following;

- (a) Make and file with the Secretary of the Board the Declaration of Office;
- (b) Sign the Code of Conduct acknowledgement and undertaking each year on or before the date of the Organizational Meeting;
- (c) Attend and participate in Meetings of the Board and Committees, including Statutory and Advisory Committees of which they are a member;
- (d) Carry out their responsibilities in a manner that assists the Board in fulfilling its duties under the Act
- (e) Bring the concerns of parents/guardians, students and the HPEDSB's supporters to the attention of the Board (using Board-approved methods);
- (f) Uphold the implementation of any Board resolution after it is passed by the Board;

SECTION 2: ROLES AND RESPONSIBILITIES

- (g) Entrust the day-to-day management of the HPEDSB to its staff through the Director;
- (h) Maintain a focus on student achievement and well-being;
- (i) Consult with parents/guardians, students and the HPEDSB's stakeholders on the Board's Multi-Year Strategic Plan **in the manner prescribed the Minister of Education and the Act**;
- (j) Comply with the Code of Conduct;
- (k) **Comply with the Minister of Education policies and guidelines for training**;
- (l) Declare any pecuniary interest, whether direct, indirect, or deemed, in accordance with the *Municipal Conflict of Interest Act* at Board and Committee Meetings, including Statutory and Advisory committee meetings;
- (m) Not be Present at a Closed Session for matters where they have declared a conflict of interest; and
- (n) Maintain confidentiality by not disclosing to anyone confidential information acquired by virtue of their office or during Closed Sessions.

2.3 Board Chair and Vice-Chair

- 2.3.1 The Board, in electing one of their peers to be Chair, confer on the Chair a leadership role. The Chair, as an individual Member, has no greater voting rights than any other Member of the Board.
- 2.3.2 The Vice-Chair shall perform the duties of the Chair during a Temporary Absence of the Chair **(except to be an Ex-Officio member of Standing Committees or otherwise a member of a committee of the Board or HPEDSB)** (See 4.6.4 and 4.4.3) and act as liaison to the student voice and the Student Trustees.
- 2.3.3 The Board Chair;
 - (a) Presides over Meetings of the Board;
 - (b) Must be physically present in the meeting room for Board and Committee of the Whole Meetings, unless all schools of the HPEDSB are closed, as described in s. 7 of Regulation 463/97;
 - (c) Notwithstanding Section 2.3.3(b), is permitted to participate by electronic means in accordance with Section 5.12, "*Electronic Participation*", or if their designate is the Presiding Officer of the Board or Committee of the Whole Meeting;
 - (d) Establishes Agendas for Board Meetings, in consultation with the Board's Director or Designate and the Governance and Policy Committee;
 - (e) Conducts Meetings in accordance with these Board By-Laws;
 - (f) Ensures that Members and Student Trustees have the information needed for informed discussion of the Agenda items;
 - (g) Acts as spokesperson to the public on behalf of the Board of Trustees, unless otherwise decided by the Board;

SECTION 2: ROLES AND RESPONSIBILITIES

- (h) Conveys the decisions of the Board to the Director;
 - (i) Provides leadership to the Board in maintaining the Board's focus on the Multi-Year Strategic Plan established under the *Act*;
 - (j) Provides leadership to the Board in maintaining the Board's focus on the HPEDSB's mission and vision; and
 - (k) Assumes such other responsibilities as may be specified by the Board.
- 2.3.4 A Chair and Vice-Chair will be elected each year at the Inaugural meeting in accordance with the election process in Section 3.4. The term of office of the Chair and Vice-Chair shall be for one (1) year or until their successors are elected and will commence upon the date of their election.
- 2.3.5 There is no limit to the number of terms a Chair or Vice-Chair may serve.
- 2.3.6 If a vacancy occurs in the office of the Chair or Vice-Chair, at the first meeting of the Board after a vacancy occurs, the Board shall elect one of themselves to be Chair or Vice-Chair, as the case may be, and the newly elected person will hold the office from the date of their election until the election of a Chair or Vice-Chair at the next Inaugural Meeting or until their successor is elected. Any election will be conducted in accordance with the election process in Section 3.4.
- 2.4 Committee Chair or Vice-Chair**
- 2.4.1 The Committee Chair or Vice-Chair (in the Chair's absence):
- (a) Presides over Meetings of the Committee;
 - (b) Establishes Agendas for Committee Meetings, in accordance with Section 5.16;
 - (c) Conducts Committee Meetings in accordance with these Board By-Laws;
 - (d) Ensures that members of the Committee have the information needed for informed discussion of the Agenda items; and
 - (e) With the assistance of assigned staff, puts forward minutes and recommendations to the Board on behalf of the Committee.
- 2.4.2 A Standing Committee chair and vice-chair will be elected each year at the Inaugural Meeting or Organizational Meeting, as the case may be, in accordance with the election process in Section 3.4. The term of office of the Standing Committee chair and vice-chair shall be for one (1) year or until their successors are elected and will commence upon the date of their election. There is no limit to the number of terms a Standing Committee chair or vice-Chair may serve.

SECTION 2: ROLES AND RESPONSIBILITIES

2.4.3 If a vacancy occurs in the office of the Standing Committee chair or vice-chair, at the first meeting of the Board after a vacancy occurs, the Board shall elect one of themselves to be chair or vice-chair, as the case may be, and the newly elected person will hold the office from the date of their election until the election of a chair or vice-chair for Standing Committees at the next Inaugural Meeting or Organizational Meeting, as the case may be, or until their successor is elected. Any election will be conducted in accordance with the election process in Section 3.4.

2.4.4 In the case of an Ad Hoc Trustee Committee, the terms of reference will specify when the chair and vice-chair of the committee will be elected, their term of office, and the process for filling a vacancy in those offices; and may specify that the committee chair and vice-chair may serve a term that coincides with the length of mandate of the Ad Hoc Trustee Committee or until their successors are elected.

2.5 Student Trustees

2.5.1 Student Trustees are not municipally elected members of the Board but play an important role in representing the interests of students of the HPEDSB in the last two years of the intermediate division and in the senior division through their participation in Board and Committee Meetings. As outlined in the *Act* and Ministry of Education Directives, Student Trustees:

- (a) Have the same opportunities to participate at Meetings of the Board and Committees, including Advisory and Statutory Committees, as Members of the Board, except as restricted by the *Act*;
- (b) May request that a matter before the Board be put to a Recorded Vote;
- (c) Must disclose any conflict of interest in the same manner as a Member on a matter before the Board or one of its Committees on which the Student Trustee sits;
- (d) May not move or second a motion but are entitled to cast a non-binding vote on a matter before the Board or one of its Committees on which the Student Trustee sits, (subject to clause 2.5.1(c));
- (e) May suggest a motion on a matter before the Board or one of its Committees on which the Student Trustee sits which, if not moved by a Member, will be shown in the Minutes;
- (f) May attend Closed Session, except when declaring a conflict of interest or when matters under consideration include the disclosure of intimate, personal or financial information with respect to a Member, a member of a Statutory or Advisory Committee, an employee or prospective employee of the HPEDSB, and/or a pupil or their parent or guardian;
- (g) Must not disclose to anyone, confidential or personal information acquired during their term as Student Trustee or during Closed Session(s);
- (h) Must comply with the Code of Conduct for Board Members;

SECTION 2: ROLES AND RESPONSIBILITIES

- (i) Have the same access to HPEDSB resources and opportunities for training as a Member;
- (j) Are entitled to receive an honorarium from HPEDSB, and to be reimbursed for out-of-pocket expenses as if they were Members, in accordance with the *Act*; and
- (k) Must resign from their position if they are absent from three (3) consecutive regular meetings of Board without being authorized by a resolution of the Board.

2.6 Director of Education

- 2.6.1 The Director of Education is appointed by the Board, responsible for the day-to-day management and administration of all schools and departments and, within policies established by the Board, the development and maintenance of an effective organization and the programs required to implement such policies. The Director has the additional duties prescribed in s.283.1 of the *Act*.
- 2.6.2 The Director serves as the Chief Education Officer, Chief Executive Officer and Secretary to the Board.
- 2.6.3 The Director presides at the Inaugural Meeting until the Chair is elected.
- 2.6.4 As Secretary to the Board, the Director or Designate will:
 - (a) Determine the times and location for the Meetings of the Board and Committees in conjunction with the Board of Trustees;
 - (b) Keep a full and correct set of Minutes of every Board Meeting (including Special Meetings of the Board), and ensure that the Minutes are approved by the Board and signed by the Chair or Presiding Officer for the HPEDSB's Official Record;
 - (c) Maintain the Board's complete Official Record, which includes minutes, agendas, reports and delegation submissions (where applicable) for all HPEDSB Public and Private Board, Special Board, Committee, Statutory and Advisory Committee meetings;
 - (d) Provide copies of any reports requested by the Ministry of Education;
 - (e) Give notice of all Meetings of the Board and Committees, including Statutory (where applicable) and Advisory Committees, to each of the Members and Student Trustees; and
 - (f) Call a Special Board Meeting on the request, in writing, of a majority of the Members.
- 2.6.5 The Director may delegate their authority in writing to staff of the HPEDSB to carry out duties and responsibilities as defined by these By-Laws.

2.7 Treasurer

SECTION 2: ROLES AND RESPONSIBILITIES

- 2.7.1 The superintendent of business for the HPEDSB shall be the chief financial officer and the treasurer of the HPEDSB and perform all the duties described in the Act and as assigned by the Board through policy or by the Director (the “Superintendent of Business”).

2.8 Signing Officers

- 2.8.1 The Signing Officers of the HPEDSB for official purposes shall be one of the Chair or the Vice-Chair and one of the Director or Designate.
- 2.8.2 For current accounts, digital signatures of the Signing Officers may be substituted for the actual signatures of the Signing Officers.

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SECTION 3: INAUGURAL AND ORGANIZATIONAL MEETINGS

SECTION 3: INAUGURAL AND ORGANIZATIONAL MEETINGS**3.1 Scheduling of Inaugural Meeting**

- 3.1.1 In an election year of the whole Board, the Inaugural Meeting will be held no later than seven days after the day on which the Term of Office of the Board commences. In each year thereafter, the Inaugural Meeting will be held on or after the anniversary of the date the term of office of the Board began.

3.2 Purpose of Inaugural Meeting

- 3.2.1 The purpose of the Inaugural Meeting will be:
- (a) In an election year, after the Director reads into the record the official returns from the designated election officer or officers, to make and subscribe the Declaration for Members, as outlined in Section 209(1) of the *Act*;
 - (b) In an election year, as outlined in Section 209 (3) to provide members with an option to take and subscribe the Oath or Affirmation of Allegiance;
 - (c) To receive nominations and conduct the election for the Chair and Vice-Chair of the Board;
 - (d) Subject to Section 3.2.1(c), to confirm the automatic appointment of the newly elected Chair as a member of the Governance and Policy Committee and its chair;
 - (e) Subject to Section 3.2.1(d), to receive nominations and conduct the election of a vice-chair of the Governance and Policy Committee and three (3) additional members of the Governance and Policy Committee; and
 - (f) To provide the newly elected Chair with an opportunity to deliver an inaugural address.

3.3 The Director as Presiding Officer

- 3.3.1 The Director will call the Inaugural Meeting to order and preside until the Chair of the Board is elected. In their absence, the Board shall designate the Presiding Officer, in accordance with the *Act*.

3.4 Election Process

- 3.4.1 The election process will be used to select a Member for each of the following positions of responsibility during the Inaugural and Organizational Meetings of the HPEDSB:
- (a) Chair and Vice-Chair of the Board (Inaugural Meeting);
 - (b) Three Members of the Governance and Policy Committee, subject to Sections 3.2.1(d) and 3.2.1(e) (Inaugural Meeting); and
 - (c) Chair and Vice-Chair of two remaining Board Standing Committees (Organizational Meeting).

SECTION 3: INAUGURAL AND ORGANIZATIONAL MEETINGS

3.4.2 The election process for the HPEDSB will be as follows:

- (a) Voting will be by secret ballot;
- (b) A ballot vote may be taken by paper, electronic means (including fax, email, text, survey software to permit voting on-line or telephone) provided the means ensures the Member only voted once and can indicate a Member's choice without revealing how the individual Member voted, except to the scrutineer;
- (c) Members participating in a meeting to elect candidates must be Present during the discussion leading up to any vote;
- (d) Proxy voting is not permitted;
- (e) The Director shall appoint scrutineers to conduct the election as necessary, but no fewer than two scrutineers shall be appointed;
- (f) The scrutineers will be responsible for distributing, collecting, counting and confirming voting results to the Presiding Officer, without disclosing the count, nor the order of the results;
- (g) The Presiding Officer will call for nominations from Members for positions of responsibility described in Section 3.4.1;
- (h) All nominations require a mover and a seconder;
- (i) Candidates may nominate themselves;
- (j) After each nominee is nominated, the Presiding Officer will ask nominees whether they accept the nomination;
- (k) Following a final call for nominations, the Presiding Officer will call for a motion to close nominations. The motion to close nominations requires a mover, a seconder and a Majority Vote;
- (l) Where only one nomination is received for a position described in Section 3.4.1, the Presiding Officer will declare that Member acclaimed to the position;
- (m) Where more than one nomination for any position is received and accepted, the election process will be conducted by secret ballot;
- (n) Following the motion to close nominations, the Presiding Officer will ask nominees who accepted the nomination to speak, in the order of nomination, for up to two minutes regarding their candidacy;
- (o) 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;
- (p) Nominees who have not already declared otherwise, may also decline a nomination at this time;
- (q) The scrutineers will distribute ballots to the Members present in the Board room, and collect the ballots when completed by the Members;

SECTION 3: INAUGURAL AND ORGANIZATIONAL MEETINGS

- (r) Members shall record one name of a valid candidate of their choice on the ballot
- (s) The scrutineers will withdraw from the meeting room to count the ballots or verify the votes if cast electronically, and will share the name of the successful candidate with the Presiding Officer, who shall announce the name of the successful candidate to the Members;
- (t) To be declared elected to any position, the winning candidate must receive a Majority Vote of ballots cast by Members;
- (u) 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;
- (v) Where a simple majority cannot be determined on the second ballot, and there are more than two candidates, the candidate with the least number of votes will be dropped from the ballot and voting will continue with the remaining candidates until a simple majority can be determined. The scrutineers will share the name only of the candidate with the least votes with the Presiding Officer who shall announce the name before a new vote continues;
- (w) In the case of multiple candidates and a two-way tie vote for last place, a drawing of lots will take place among the candidates who are tied after the Presiding Officer is advised of the names by the scrutineers and the Presiding Officer announces those names. The name drawn is an affirmative vote in favour of the candidate and the candidate whose name is drawn will result in the candidate remaining on the ballot for the next vote.
- (x) A Member who is participating remotely or is not Present and is a candidate who is part of a tie may appoint another Member or Board staff to draw lots on their behalf;
- (y) In the case of a three or four way tie, each name drawn will result in the candidate remaining on the ballot for the next vote;
- (z) In the case of a tie vote with only two candidates remaining on the final ballot, one additional vote will be conducted before the drawing of lots by the candidates, as outlined in the Act (or in the case of the candidate participating electronically or not Present, as drawn by an appointed Member or Board staff); and
- (aa) The Presiding Officer will announce the name of the newly elected Board Chair following the final ballot or drawing of lots.

SECTION 3: INAUGURAL AND ORGANIZATIONAL MEETINGS

- 3.4.3 Following the election result for Board Chair, the newly elected Chair will preside at the Inaugural Meeting. The Board Chair will conduct the elections for Vice-Chair of the Board and for members of the Governance and Policy Committee, in accordance with the HPEDSB election process.
- 3.4.4 The Board Chair will conduct the elections for the chair and vice-chair of Board Standing Committees during the Board's Organizational Meeting, in accordance with the HPEDSB election process.
- 3.4.5 In accordance with the *Education Act*, the Board Chair may cast a vote for all elected positions.
- 3.4.6 At the conclusion of the Inaugural and Organizational Meeting(s) the scrutineers will destroy all ballots.

3.5 Scheduling of Organizational Meeting

- 3.5.1 The Organizational Meeting will be held no later than seven days after the date of the Board's Inaugural Meeting, annually.

3.6 Purpose of Organizational Meeting

- 3.6.1 The purpose of the Organizational Meeting will be:
- (a) To consider and approve the appointment of Members to Committees (defined in Section 1.6), Advisory Committees and Statutory Committees, as recommended by the Governance and By-Law Committee;
 - (b) To receive nominations and elect Members to the position(s) of chair and vice-chair of the Board's Standing Committees: Student Learning, Well-Being and Equity Committee, and Physical Planning, Finance and Building Committees;
 - (c) To consider and approve Statutory and Advisory Committees' memberships (where applicable); and
 - (d) To consider and approve the appointment of Members to represent the Board on External Organizations, including the Ontario Public School Boards' Association.
- 3.6.2 The election or appointment of a chair and/or vice-chair of Ad Hoc Trustee Committees, Statutory Committees, or other Advisory Committees will be as described in its Governance Directive or applicable legislation.

SECTION 4: COMMITTEE MEETING STRUCTURE AND COMPOSITION

SECTION 4: COMMITTEE MEETING STRUCTURE AND COMPOSITION**4.1 Establishment of Committees**

- 4.1.1 The Board will consider and approve the Board's Committee Meeting schedule and composition on an annual basis, in accordance with Section 4.1.4 or at any other time, as required, subject to applicable legislation.
- 4.1.2 The Board may establish by resolution any committee it deems appropriate, including but not limited to Standing, Statutory, Ad Hoc Trustee Committees, or Advisory Committees, subject to applicable legislation.
- 4.1.3 The Board must approve terms of reference for all Committees (defined in Section 1.6), as well as Advisory Committees, which clearly outline the membership composition, including diversity of membership, where possible, reporting mechanisms and timelines, as well as renewal and dissolution provisions (where applicable).
- 4.1.4 Upon recommendation of the Governance and Policy Committee, the Board shall review annually, before the Inaugural Meeting, the terms of reference for all Committees and Advisory Committees and confirm, amend or repeal them. The advance notice and voting requirements applicable to the amendment of the By-Laws shall apply (Sections 1.4.2 and 1.4.3). If the recommendation is to confirm only a particular Committee, or Advisory Committee terms of reference advance notice and voting requirements do not apply.
- 4.1.5 The Board's Standing Committees, and the Committee of the Whole may recommend the striking of an Ad Hoc Trustee Committee or Advisory Committee to the Board for approval, subject to the provisions in Section 4.4.7.

4.2 Dissolution of Committees

- 4.2.1 The Board may dissolve any Committee (defined in Section 1.6), or Advisory Committee at the Inaugural or Organizational Meeting, or by resolution at any other time as required, subject to Section 4.1.3, and applicable legislation.

4.3 Role of Committees

SECTION 4: COMMITTEE MEETING STRUCTURE AND COMPOSITION

- 4.3.1 Committees, including Advisory Committees (defined in Section 1.6), are not decision-making bodies and may only make recommendations to the Board for consideration and final approval. Recommendations will be provided in the form of a written report together with background information and rationale for the recommendation. A main motion to take a recommended action may be suggested by the Committee or Advisory Committee. A motion to adopt a Committee or Advisory Committee report is not in order unless that is the express intention of the Board.
- 4.3.2 All Committees, including Advisory Committees, are required to produce Minutes, which will be included in the Board's Official Record.
- 4.3.3 Minutes or records of Statutory Committees will be kept in accordance with the legislation applicable to each committee, and will be included in the Board's Official Record.

4.4 Membership of Committees

- 4.4.1 Members may be elected or appointed to Committees, as well as Statutory and Advisory Committees, at the Inaugural or Organizational Meeting(s), as the case may be, or as may be appointed by the Board from time-to-time, or as vacancies arise.
- 4.4.2 Each November prior to the Inaugural Meeting, every Member shall provide to the Chair their written expression of interest to serve as Chair; Vice-Chair; member of a Standing Committee, Ad Hoc Committee, Advisory Committee, Statutory Committee (where applicable), and, in an election year, Ontario Public School Boards Association positions; and chair and vice-chair of the Standing Committees.
- 4.4.3 Each Trustee shall serve on at least one Standing Committee and one other of the following committees:
- (a) Accessibility Advisory Committee
 - (b) Audit Committee
 - (c) Equity and Inclusivity Advisory Committee
 - (d) Indigenous Education Advisory Committee
 - (e) Parent Involvement Committee
 - (f) Special Education Advisory Committee
 - (g) Supervised Alternative Learning Committee
- 4.4.4 All Trustees shall be members of the Student Discipline Committee and a minimum of three (3) Trustees shall serve on any hearing.
- 4.4.5 A Member whose term on a Committee, or Advisory Committee, has expired may be re-appointed to a subsequent term by the Board at the Inaugural/Organizational Meeting(s) each year.

SECTION 4: COMMITTEE MEETING STRUCTURE AND COMPOSITION

- 4.4.6 Student Trustees may attend and participate in Committee Meetings in the same manner as Trustees(see 4.4.8) , subject to provisions contained in the *Act*.
- 4.4.7 The membership of an Advisory Committee or Ad Hoc Trustee Committee will be a) determined by the Board, or b) approved by the Board upon recommendation from a Standing Committee, Committee of the Whole, or Governance and Policy Committee.
- 4.4.8 A Trustee who is not a member or an Ex-Officio Member of a Committee cannot move a motion, vote or be counted towards Quorum, but may attend the Meeting and speak to a motion under consideration by the Committee but only after all members of a Committee have spoken and time permits (see 5.23.2).
- 4.4.9 The Board may appoint Trustees to serve on other agencies, boards and commissions, including those external to the HPEDSB, at the Organizational Meeting, or as it deems necessary or when requested, if supported by the Board and consistent with legislation.
- 4.4.10 Except in a municipal election year, the Ontario Public School Boards' Association Board of Directors' representative and alternate shall be elected at the May Board meeting. In a municipal election year, the incumbent Ontario Public School Boards' Association representative and alternate shall continue in the role until elections at Organizational Meeting.
- 4.5 Committee of the Whole**
- 4.5.1 Committee of the Whole will be composed of all Members with full participation and voting privileges, as outlined in the *Act*. Student Trustees may also attend and participate, in accordance with legislation.
- 4.5.2 Quorum to hold a Committee of the Whole Meeting will be the presence of a simple majority of the Members as defined in Section 1.6.
- 4.5.3 The Board may convene a Committee of the Whole Meeting (Public or Private Session) to consider matters which require more informal and detailed discussion by all Members and Student Trustees:
- (a) at any time, in accordance with the notice provisions in Section 5.16;
 - (b) at any time during a regularly scheduled Board Meeting or a Special Meeting, upon a Majority Vote by the Members; or
 - (c) in accordance with the Governance Directive, Delegations.
- 4.5.4 ~~The Chair of the Board is the Co-Chair for Committee of the Whole Meetings.~~ The Presiding Officer for Committee of the Whole Meetings (Public and Private Sessions) will be the Board Vice-Chair.

SECTION 4: COMMITTEE MEETING STRUCTURE AND COMPOSITION

4.5.5 ~~A Committee of the Whole Closed (Private) Session will be scheduled to proceed before each regular public Board Meeting when needed. The Closed (Private) Session will usually begin at 6 p.m. unless otherwise noted in the notice of meeting.~~

4.6 Standing Committees

4.6.1 In accordance with Sections 4.1 - 4.4 inclusive, the Board may establish Standing Committees to consider matters related to education, finance, policy, and property as cited in the *Act*.

4.6.2 The Board's Standing Committees are as follows:

- (a) Physical Planning, Finance and Building Committee;
- (b) Governance and Policy; and
- (c) Student Learning, Well-Being and Equity Committee.

4.6.3 Each Member will be appointed to at least one (1) Standing Committee, subject to the provisions in Section 4.6.4.

4.6.4 The Chair of the Board will be an Ex-Officio Member of each Standing Committee of which they are not a permanent member (as described in Section 4.6.3), ~~with no voting privileges.~~

4.6.5 Governance and Policy Committee membership will include the Board Chair who shall serve as its Committee Chair.

4.6.6 Four (4) additional Trustees will also be elected to serve on the Governance and Policy Committee at the Inaugural Meeting, in accordance with the Board's election process, outlined in Section 3.4. During the term of the Board, best efforts will be made to have every Trustee serve on this committee at least once.

4.6.7 The terms of reference for the Board's Standing Committees are outlined in the Board's Governance Directives.

4.7 Statutory Committees

4.7.1 Statutory Committees are governed by applicable legislation. General information about the Board's *Statutory Committees* can be found in the Board's *Governance Directives*.

4.7.2 The Board will establish the following Statutory Committees, as prescribed by the *Act*:

- (a) Audit Committee (Ontario Regulation 361/10);
- (b) Parent Involvement Committee (Ontario Regulation 612/00);
- (c) Special Education Advisory Committee (Ontario Regulation 464/97);

SECTION 4: COMMITTEE MEETING STRUCTURE AND COMPOSITION

- (d) Supervised Alternative Learning Committees (Ontario Regulation 374/10); and
- (e) Board Student Discipline Committee (*Education Act*, s.309 (12), and s.311.3 (9)).

4.8 Ad Hoc Trustee Committees

- 4.8.1 In accordance with Sections 4.1 - 4.4 inclusive, the Board may establish an Ad Hoc Trustee Committee to undertake a specific task regarding any matter within the Board's jurisdiction under the *Act* that requires in-depth study on a specific issue.
- 4.8.2 The Board, when establishing an Ad Hoc Trustee Committee, will approve the terms of reference, membership composition, reporting mechanisms and timelines, as well as renewal and dissolution provisions (where applicable).
- 4.8.3 The Ad Hoc Trustee Committee will make recommendations regarding its responsibilities to the Board, or through a Standing Committee to the Board, for approval.
- 4.8.4 The term of an Ad Hoc Trustee Committee will expire upon completion of its mandate, via Board motion or when a new committee is constituted at the Organizational Meeting each year, unless otherwise decided by the Board.

4.9 Advisory Committees

- 4.9.1 The Board may establish Advisory Committees to provide community advice on specified areas of HPEDSB policy, as well as on educational issues of community interest.
- 4.9.2 In accordance with Sections 4.1 - 4.4 inclusive, the establishment of an Advisory Committee will be approved by the Board and will prescribe the terms of reference, membership, composition, reporting mechanisms, as well as renewal and dissolution provisions (where applicable).
- 4.9.3 The current Advisory Committees are: Indigenous Education Advisory Council; Equity and Inclusivity; and Accessibility Advisory Committee.

SECTION 5: BOARD AND COMMITTEE MEETING RULES AND PARLIAMENTARY PROCEDURE

SECTION 5: BOARD AND COMMITTEE MEETING RULES AND PARLIAMENTARY PROCEDURE

Board and Committee Meeting Rules

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SECTION 5: BOARD AND COMMITTEE MEETING RULES AND PARLIAMENTARY PROCEDURE

5.1 Scheduling a Meeting

- 5.1.1 A Meeting of a Quorum of Members whether held electronically or in person to materially advance the business of the HPEDSB is prohibited, unless a proper notice and Agenda are given and published in accordance with these By-Laws. Meetings can never be held by email, text or other written medium.
- 5.1.2 The Annual Schedule of Meetings will be prepared by the Governance and Policy Committee in consultation with the Director and the Committee Chairs or Vice-Chairs (in the Chair's absence) and approved by the Board no later than the June Board Meeting.
- 5.1.3 Subject to Section 5.1.4, Regular Board Meetings (Open Session) will generally be held on the fourth Monday of the month, at the head office (Section 1.2.2) or as otherwise determined by the Board beginning at 6:00 ~~7:00~~ p.m., (except July and August), and except in June, when it will be held on the third Monday at 6:00 ~~7:00~~ p.m. (to permit Trustee attendance at school graduations), unless otherwise indicated in the Board's Annual Schedule of Meetings, or approved by a Two-Thirds Vote of the Board .
- 5.1.4 If the fourth Monday of the month is a HPEDSB recognized statutory holiday, the Regular Board Meeting (Open Session) will be held on the next following Tuesday at 6:00 ~~7:00~~ p.m. that is not a statutory holiday.
- 5.1.5 Subject to Section 5.1.3, Committee Meetings (Open Session) (except Ad Hoc Committees) will be held at a time when Board Meetings are not being held and as described in the Annual Schedule of Meetings, unless otherwise called by the Committee Chair in consultation with the Chair of the Board and the Director or Designate.
- 5.1.6 Special Meetings of the Board and its Committees may be scheduled from time-to-time, in accordance with Section 5.7 of these By-Laws.
- 5.1.7 Ad Hoc Trustee Committees and Advisory Committees will meet when required and at the call of the respective Committee Chair, in consultation with the Chair of the Board, the Director or designate and/or the Supervisory Officer assigned to support the committee.

5.2 Cancelling a Meeting

- 5.2.1 The Chair (or Vice-Chair in the Chair's absence) may cancel a Board or Committee Meeting in consultation with the Director or designate when there is:
- (a) insufficient business to be conducted;
 - (b) lack of Quorum;
 - (c) an unforeseen event; or

SECTION 5: BOARD AND COMMITTEE MEETING RULES AND PARLIAMENTARY PROCEDURE

- (d) if all the schools of the HPEDSB are closed in accordance with s. 7 (1) of Regulation 463/97.

5.3 Open (Public) Sessions

- 5.3.1 Unless all schools of the HPEDSB are closed pursuant the *Act*, in particular s. 7 of Regulation 463/97, members of the public are welcome to physically attend, as observers, any public Board or Committee Meetings, as well as Advisory and Statutory Committee meetings, as permitted in law and the Governance Directives (terms of reference).
- 5.3.2 The Board or Committee will pass a motion in order to convene into Closed (Private) Session (section 5.4).
- 5.3.3 No person will be excluded from a Meeting that is open to the public, except for: a) improper conduct in accordance with section 207(3) of the *Act*; b) as required pursuant to a sanction under the Code of Conduct; or c) as otherwise required by law.
- 5.3.4 No person will engage in conduct that is negative, critical, or derogatory towards any other person, or engage in any behaviour that is disruptive to the Meeting. Where a member of the public, a Trustee or a Student Trustee engages in such conduct, the Chair may advise the person to cease such behaviour, or the person may be required to leave the Meeting.
- 5.3.5 Recommendations made in any Board or Committee Meeting in Closed (Private) Session will not come into effect until approved at a Board Meeting (Open Session).

5.4 Closed (Private) Sessions

- 5.4.1 The Board will ensure the security and confidentiality of proceedings held during Closed (Private) Sessions, including when using electronic participation, in accordance with the *Act*.
- 5.4.2 At the appropriate time during a Board or Committee Meeting, a Member may move a motion to convene a portion of the meeting in Closed (Private) Session. The matter under consideration must be consistent with sections 207(2), 207(2.1), or 218.3(10) of the *Act* which permits Closed (Private) Sessions when the subject-matter involves:
- (a) The security or property of the HPEDSB;
 - (b) The disclosure of intimate, personal or financial information in respect of a member of the Board of Trustees, or a member of a Statutory or Advisory Committee, a current or prospective employee, a student, parent or guardian of the student
 - (c) Acquisition or disposal of a school site;

SECTION 5: BOARD AND COMMITTEE MEETING RULES AND PARLIAMENTARY PROCEDURE

- (d) Decisions in respect of negotiations with employees of the HPEDSB;
- (e) Litigation affecting the HPEDSB; or
- (f) An ongoing investigation under the Ombudsman Act respecting the HPEDSB; or
- (g) As necessary to comply with the *Youth Criminal Justice Act* or the *Municipal Freedom of Information Act*, including solicitor and client privilege.

5.4.3 Any recommendations considered by the Members in a Closed (Private) Session, will be reported to the Board in an Open (Public) Session. A motion to Rise and Report will include the recommendations or, in some cases, a brief description of the nature of the recommendation(s) to be reported in Public Session. Discussion, opinions, and reports which are not specified in the Motion to Rise and Report will remain confidential.

5.4.4 The motion to Rise and Report will usually take place at a Public Board Meeting held on the same date as a Committee of the Whole Meeting in Closed (Private) Session. In exceptional circumstances, the motion to Rise and Report may occur at a Board Meeting held on a later date, pending the conclusion of a matter of business or other legal considerations.

5.4.5 The Director or Designate will maintain a complete set of Minutes during Closed (Private) Session(s), including recorded votes and declarations for the Board's Conflict of Interest Registry, where applicable.

5.4.6 Minutes and reports from all Closed (Private) Sessions will be included in the Board's Official Record and remain confidential.

5.5 Attendees at a Closed (Private) Session

5.5.1 Members of the public will be required to leave the meeting room before a Closed (Private) Session commences.

5.5.2 A Trustee or Student Trustee who declares a conflict of interest must withdraw from the Closed (Private) Session and leave the meeting room or otherwise disconnect from electronic participation for the entire discussion of the matter about which they have declared a conflict.

5.5.3 Sessions closed to the public may have individuals in attendance other than Trustees (e.g., HPEDSB senior staff as determined by the Director or Designate, or Delegates who have permission from the Presiding Officer and the Director or Designate to speak on a matter as described under Section 5.3.5 of these By-Laws) in accordance with the *Act*.

SECTION 5: BOARD AND COMMITTEE MEETING RULES AND PARLIAMENTARY PROCEDURE

5.5.4 Student Trustees may attend Closed (Private) Sessions, except when discussion of a matter gives rise to conflict of interest (declared by the Student Trustee) or when matters under consideration include the disclosure of intimate, personal or financial information with respect to a Member, a committee member, an employee or prospective employee of the Board, a student or their parent or guardian.

5.5.5 The Director or Designate will be Present in all Closed (Private) Sessions, except when the topic is the recruitment, hiring, termination or performance review of the Director. In the absence of the Director or Designate or the Official Recording Secretary during a Closed (Private) Session, the Presiding Officer shall appoint any Member or other staff person to act as Secretary for that Meeting, in accordance with the *Act*.

5.6 Confidential Information

5.6.1 Matters discussed in Private Session must not be communicated to any person not Present at the Private Session, except to a HPEDSB Trustee or Student Trustee who otherwise would have been permitted to attend the Private Session, unless required by law or as necessary to seek legal advice. Deliberations may never be disclosed, even when the motion is made public.

5.6.2 Trustees and Student Trustees are required to maintain strict confidentiality around any issue that is dealt with in Closed (Private) Sessions even after they no longer hold the office, and are bound by the confidentiality and protection of privacy provisions under the *Act* and the *Municipal Freedom of Information and Protection of Privacy Act*.

5.7 Special Board and Committee Meetings

5.7.1 The Board may hold Special Meetings of the Board (as defined in Section 1.6) if called by the:

- (a) Board Chair (or Vice-Chair in the Chair's absence), in consultation with the Director or Designate; or
- (b) Director or Designate, at the written request of a majority of the Members of the Board.

5.7.2 Committee of the Whole and Committees may hold Special Meetings from time to time if called:

- (a) By the Committee Chair (or Committee Vice-Chair in their absence), in consultation with the Board Chair and the Director or Designate; or
- (b) By the Director at the written request of a majority of the Members of the Board.

5.8 Notice of Special Meeting and Agenda

SECTION 5: BOARD AND COMMITTEE MEETING RULES AND PARLIAMENTARY PROCEDURE

- 5.8.1 The Director or Designate will notify all Members and Student Trustees, as applicable, in writing (or via e-mail communication) of a Special Meeting at least forty-eight (48) hours in advance of the Meeting, except if agenda item requires action sooner, and will include the Agenda for the Meeting with the notice.
- 5.8.2 Notice of a Special Meeting and the Agenda will be published on the HPEDSB's public website.
- 5.8.3 The Agenda for a Special Meeting will include only the time-sensitive or Emergency Business item(s) for which it was called, including a brief statement of the item(s) to be considered at the Meeting, including related materials when available, and indicating whether any part of the Meeting should be held in Public or in Private Session.
- 5.8.4 A matter that is not included on the Special Meeting Agenda cannot be considered, unless it also qualifies as time sensitive or Emergency Business and a Two-Thirds Vote of the Members Present and voting at the Meeting wish to consider the matter.
- 5.8.5 If such a matter is added to the Agenda of a Special Meeting, in order for any action taken to become legal, any motion(s) must be ratified by the Board at the next regularly scheduled Board Meeting or, in extreme circumstances, at another Special Meeting of the Board, properly called for that purpose, in accordance with the notice provisions in the HPEDSB By-Laws.

5.9 Board and Committee Meeting Minutes

- 5.9.1 The Director or Designate will maintain a complete set of Minutes (Open and Closed Session) for all Board Meetings, including Special Meetings of the Board, which includes the following information:
- (a) Trustee attendance, including specific notations when a Member enters a Meeting while in progress or permanently withdraws from a Meeting prior to adjournment;
 - (b) Amendments to the Agenda (if any), in accordance with Section 5.20.1;
 - (c) A brief summary of the discussion/rationale regarding Agenda Items (including oral and written reports) but will not be a verbatim transcript of the Meeting;
 - (d) Motions and related amendments;
 - (e) Recorded Votes; where applicable; and
 - (f) Declarations for inclusion in the Conflict of Interest Registry, (where applicable).
- 5.9.2 The Director or Designate will maintain a complete set of Minutes (Open and Closed Session) for all Committees, including Advisory Committees. Minutes or records of Statutory Committee meetings will be kept in accordance with the legislation applicable to each committee. The following information will be included:

SECTION 5: BOARD AND COMMITTEE MEETING RULES AND PARLIAMENTARY PROCEDURE

- (a) Trustee Attendance;
- (b) Attendance of other members of Statutory and Advisory Committees, where applicable;
- (c) Amendments to the Agenda (if any);
- (d) A brief summary of the discussion/rationale regarding Agenda Items but will not be a verbatim transcript of the Meeting;
- (e) Motions and related amendments, where applicable, for the Board's consideration; and
- (f) Declarations for inclusion in the Conflict of Interest Registry, (where applicable).

5.9.3 At each Board Meeting the Director or Designate will present:

- (a) Minutes of Board Meetings (including Special Meetings of the Board), for the Board's approval;
- (b) Committee, Statutory (as applicable) or Advisory Committee Minutes for information only; and
- (c) Where applicable, Committee, Statutory or Advisory Committee recommendations for the Board's consideration.

5.10 Board Meeting Attendance and Vacancies

5.10.1 In accordance with subsection 228 (1) of the *Act*, a Trustee vacates their seat if:

- (a) Subject to Section 5.10.1(b) below, the Trustee fails to be physically present in the meeting room of the HPEDSB for at least three (3) regular Board Meetings during each 12-month period beginning November 15, 2022;
 - 1.
- (b) The Trustee was elected or appointed to fill a vacancy on the Board and the Trustee fails to be physically present in the meeting room of the HPEDSB for at least one regular Board Meeting for each period of four full calendar months that occurs during the period beginning on the day the Trustee is elected or appointed and ending the following November 14; or
 - 2.
- (c) The Trustee is absent without being authorized by resolution of the Board entered in the Minutes, from three (3) consecutive regular Board Meetings. This requirement does not apply to a Trustee of the HPEDSB who is absent for twenty (20) consecutive weeks or less if the absence is a result of the Trustee's pregnancy, the birth of the Trustee's child or the adoption of a child by the Trustee.

5.10.2 Sections 5.10.1(a) and 5.10.1(b) do not apply for a period described therein if all schools of the HPEDSB are closed for a total of two or more months during those periods pursuant to an order made as described in Ontario Regulation 463/97 under the *Act*.

SECTION 5: BOARD AND COMMITTEE MEETING RULES AND PARLIAMENTARY PROCEDURE

5.10.3 When a seat becomes vacant under the terms of section 228(1) of the *Act*, the provisions of the *Act* will apply with respect to filling such vacancy.

5.11 Committee Meeting Attendance and Vacancies

5.11.1 At a Committee, with the exception of Committee of the Whole, a Trustee loses their Committee membership if they are absent, without authorization of the Committee, from three (3) consecutive regular Committee Meetings unless schools are closed as described in Section 5.10.2.

5.11.2 A Committee vacancy will be reported to the Board in the next Committee report.

5.11.3 The Board will appoint a Member, where possible, to fill a Committee vacancy that occurs for any reason.

5.12 Electronic Participation

5.12.1 Except as provided below, HPEDSB will provide an opportunity to Members and Student Trustees when requested by any one of them to participate electronically in any Board and Committee Meetings in accordance with the provisions of the *Act* and, in particular, Ontario Regulation 463/97 – Electronic Meetings. The electronic means shall be provided in such a way that the rules governing conflict of interest of Members and Student Trustees are complied with. Except in emergency situations, the request to participate electronically in any Board or Committee Meetings must be made to the Chair or the Director at least twenty-four (24) hours before the commencement of the meeting.

5.12.2 The electronic means permitted shall permit the Member or Student Trustee to hear and be heard by all other participants in the meeting.

5.12.3 A Member, Student Trustee or Committee member shall have all the rights permitted to them as if participating in a meeting in person.

5.12.4 The Board may refuse to provide a Member or Student Trustee with electronic means of participation in Meetings, where to do so is necessary to ensure:

- (a) the security and confidentiality of proceedings that are closed to the public and/or Student Trustees, or
- (b) compliance with the rules governing conflict of interest of Members and Student Trustees.

SECTION 5: BOARD AND COMMITTEE MEETING RULES AND PARLIAMENTARY PROCEDURE

- 5.12.5 The Board will ensure the security and confidentiality of electronic participation in proceedings held during Closed Session, including that members of the public do not participate in any proceedings that are closed to the public and that Student Trustees do not participate in proceedings that are closed to the public under clause 2017 (2) (b) of the *Act*. The Member or Student Trustee participating by electronic means shall be in a private and/or secure location.
- 5.12.6 Members and Student Trustees attending the Meeting electronically must advise the Presiding Officer when joining a Meeting to be deemed present at a Meeting.
- 5.12.7 Members and Student Trustees who leave a Meeting, whether temporarily or permanently, before the Meeting is declared adjourned by the Presiding Officer will advise the Presiding Officer and the Official Recording Secretary.
- 5.12.8 Subject to Section 5.12.10, and in accordance with Regulation 463/97, at every Board Meeting (including Special Meetings of the Board) or Committee of the Whole Meeting, the following persons must be physically present in the meeting room of the HPEDSB unless all schools of the HPEDSB are closed, as described in s. 7 of Regulation 463/97;
- (a) The Chair or designate;
 - (b) At least one additional Member of the Board; and
 - (c) The Director of Education or Designate.
- 5.12.9 Subject to Section 5.12.10, and in accordance with Regulation 463/97, at every Committee Meeting, except Committee of the Whole Meetings, the following persons must be physically present in the meeting room of the HPEDSB unless all schools of the HPEDSB are closed, as described in s. 7 of Regulation 463/97:
- (a) The Committee Chair or designate; unless the Committee Chair participates electronically pursuant to Section 5.12.10, then one additional member of the Committee must be present; and
 - (b) The Director of Education or Designate.
- 5.12.10 Notwithstanding Sections 5.12.8 and 5.12.9, the Chair, Committee Chair or their designates may preside over a Meeting by electronic means when:
- (a) weather conditions do not allow the Presiding Officer to travel to the meeting location safely; or
 - (b) the Presiding Officer cannot be physically present at the meeting for health reasons.

SECTION 5: BOARD AND COMMITTEE MEETING RULES AND PARLIAMENTARY PROCEDURE

- 5.12.11 Notwithstanding Section 5.12.10, the Chair, or their designate must be physically present at a meeting for at least half of the regular Board Meetings in a twelve (12) month period beginning November 15th in each year, unless all schools of the HPEDSB are closed, as described in s. 7 of Regulation 463/97.
- 5.12.12 All Members or Student Trustees participating via electronic means who are not speaking must use the mute function on their device. Members and Student Trustees will make every effort to avoid disrupting a meeting by turning personal and electronic devices to a non-audible function, reducing all background noise and refraining from private conversations.
- 5.12.13 The HPEDSB shall provide members of the public with electronic means as described on its public-facing website for participating in meetings of the Board and Committees that are open to the public. When a Delegate is participating in a Standing Committee or Committee of the Whole Meeting, the electronic means must permit members of the public to hear and be heard by all other participants in the meetings.

5.13 Presiding Officer

- 5.13.1 The Chair (or Vice-Chair in their absence) or Committee Chair **(except for Committee of the Whole Meetings as the Vice-Chair the Presiding Office for those meetings (see 4.5.4(or Committee Vice-Chair))** will act as the Presiding Officer at a Meeting of the Board or Committee, as the case may be.
- 5.13.2 In the absence of a Presiding Officer, as prescribed in Section 5.13.1, the Board or Committee will elect another Member to preside in the interim.
- 5.13.3 No Member of the Board or a Committee will preside at a Meeting during the consideration of a motion when that Member has declared a conflict of interest.
- 5.13.4 A Presiding Officer pursuant to the Act (s.207 (3)) may expel or exclude from any meeting of the Board, Committee, or Advisory Committee any person (including a Member or Student Trustee) who has been guilty of improper conduct at the meeting. In the case where the person is participating electronically, the electronic means will be disconnected.

5.14 Quorum

- 5.14.1 There must be a Quorum throughout every Board and Committee Meeting in order for the Board to conduct business. Members who cannot attend Board and Committee Meetings shall advise the Director or Designate as early as possible if the Member is unable attend such meetings. If the non-attendance will cause the Board or Committee to not have Quorum at a Meeting, then the Director or Designate will notify the Chair and all Members and Student Trustees that the Meeting is cancelled.

SECTION 5: BOARD AND COMMITTEE MEETING RULES AND PARLIAMENTARY PROCEDURE

- 5.14.2 Where a Member is participating electronically, their attendance will be included for Quorum as long as they remain Present and electronically connected to the Meeting.
- 5.14.3 If a Quorum is Present, a Meeting will commence within thirty (30) minutes of the Meeting start time as shown in the Agenda.
- 5.14.4 If a Quorum is not Present within thirty (30) minutes after the start time shown in the Meeting Agenda, the names of the Members Present will be recorded, and the Meeting will be cancelled.
- 5.14.5 At a Board or Committee Meeting, if a Quorum is lost during the course of the Meeting, the Meeting will stand in recess. If Quorum cannot be re-established within fifteen (15) minutes of the recess due to a loss of Quorum, the Meeting will stand adjourned.
- 5.14.6 An Ex-Officio Member will be counted towards Quorum at a Committee Meeting.

5.15 Acknowledgement of Traditional Lands

- 5.15.1 All Board and Committee Meetings will include an acknowledgement of the Traditional Territories/Ancstral Lands of Aboriginal peoples recited by the Presiding Officer or a Trustee at Board Meetings or member of a Committee at Committee Meetings.

5.16 Board and Committee Meeting Agendas and Notice Requirements

- 5.16.1 The Agenda(s) for a Board Meeting, Special Meeting of the Board, **Special Meeting of the Committee of the Whole**, and a Committee of the Whole Meeting (Public or Private Session) will be determined by the Board Chair in consultation with the Director or Designate and the Governance and Policy Committee.
- 5.16.2 The Agenda for a Standing Committee Meeting (Public or Private Session) will be determined in accordance with Section 5.18.2, by the Standing Committee Chair, in consultation with the Board Chair and the Supervisory Officer assigned to support the Committee's work.
- 5.16.3 The Agenda for Ad Hoc Trustee Committee Meetings (defined in Section 1.6), including Public or Private Session, will be determined by the Committee Chair, in conjunction with the Supervisory Officer (or designate) assigned to support the Committee's work.

SECTION 5: BOARD AND COMMITTEE MEETING RULES AND PARLIAMENTARY PROCEDURE

- 5.16.4 The Director or Designate will provide by electronic mail or delivered to their home, Members and Student Trustees with notice of all Board and Committee Meetings (excluding Special Meetings (See S.5.8)), including the Agenda and related materials, 96 hours prior to the Meeting. Statutory holidays will not affect this requirement. All notices, information and materials delivered to the electronic mail address of Members and Student Trustees shall be deemed to have been received once sent.
- 5.16.5 The electronic mail address described in Sections 5.8.1 and 5.16.4 is deemed to be the official HPEDSB electronic mail address provided to the Member or Student Trustee for the sole purpose of fulfilling their duties under the Act.
- 5.16.6 Any official Board materials/information delivered to a Member's or Student Trustee's home shall be deemed to have been received when delivered to the address on the Member's Official Nomination Paper (until such time as a Member notifies the Secretary to the Board in writing of a new official home address). Student Trustees will provide the Director or Designate with an official home address upon their appointment to the position and will notify the Director or Designate, in writing, of any changes to their official home address.
- 5.16.7 Notice of Board and Committee Meetings and Agendas will be published on the HPEDSB's public website in accordance with the timelines prescribed in Section 5.16.4.

5.17 Regular Board Meeting – Order of Business

- 5.17.1 Matters will generally be considered in the order shown in the Agenda. The final Agenda will be approved at the meeting by a Majority Vote, subject to the provisions in Section 5.20.1.
- 5.17.2 At a regular Board meeting, the following is the typical Order of Business:
- (a) Call to Order
 - (b) Motion to Convene into Committee of the Whole (Closed Session) if applicable
 - (c) Acknowledgement of Traditional Lands
 - (d) Roll Call
 - (e) Approval of the Agenda
 - (f) Declarations of conflict of interest
 - (g) Consent Agenda (Matters to be Decided Without Discussion, including approval of Minutes from Previous Board and Special Board Meeting(s); receipt for information only of any committee minutes and new reports; any Committee recommendations, etc.)
 - (h) Rise and Report from Committee of the Whole (Closed Session) if applicable
 - (i) Reports from Trustees appointed to External Organizations, including OPSBA
 - (j) Committee reports and consideration of any recommended motions (if not contained in Consent Agenda)

SECTION 5: BOARD AND COMMITTEE MEETING RULES AND PARLIAMENTARY PROCEDURE

- (k) Statutory Committee reports and motion to refer any recommendations to appropriate Board Committee for consideration and recommendation to the Board
- (l) Advisory Committee reports
- (m) Ad Hoc Trustee Committee reports
- (n) Chair's report
- (o) Director's report and consideration of any recommended motions
- (p) Any HPEDSB staff reports and consideration of any recommended motions
- (q) Calendar of Events
- (r) Correspondence
- (s) Unfinished business (means business that comes over from a previous regular Board Meeting as a result of that meeting having adjourned without completing its order of business and without scheduling an adjourned meeting to complete it)
- (t) Trustee Motions for Consideration (Introduced at a Previous Meeting)
- (u) Trustee Notices of Motion (Discussion for Next Meeting)
- (v) Adjournment

5.18 Regular Standing Committee Meeting - Order of Business

- 5.18.1 Matters will generally be considered in the order shown in the Agenda. The final Agenda will be approved at the meeting by a Majority Vote, subject to the provisions in Section 5.20.1.
- 5.18.2 At a regular Standing Committee Meeting, the following is the typical Order of Business:
 - (a) Call to Order
 - (b) Acknowledgement of Traditional Lands
 - (c) Roll Call
 - (d) Approval of the Agenda
 - (e) Declarations of conflict of interest
 - (f) Approval of Minutes from Previous Meeting
 - (g) Delegations
 - (h) Staff reports
 - (i) Trustee Motions for Consideration (Introduced at a Previous Meeting)
 - (j) Trustee Notices of Motion (Discussion for Next Meeting)
 - (k) Adjournment

5.19 Regular Committee of the Whole Closed (Private) Session – Order of Business

- 5.19.1 Matters will generally be considered in the order shown in the Agenda. The final Agenda will be approved at the meeting by a Majority Vote, subject to the provisions in Section 5.20.1.

SECTION 5: BOARD AND COMMITTEE MEETING RULES AND PARLIAMENTARY PROCEDURE

5.19.2 At a regular Committee of the Whole Closed (Private) Session Meeting, the following is the typical Order of Business:

- (a) Call to Order
- (b) Acknowledgement of Traditional Lands
- (c) Roll Call
- (d) Approval of the Agenda
- (e) Declarations of conflict of interest
- (f) Consent Agenda (Matters to be Decided Without Discussion, including approval of Minutes from Previous Committee of the Whole Closed (Private) and Special Committee of the Whole Closed (Private) Meeting(s); receipt for information only of any closed (private) committee minutes) ~~Approval of Minutes from Previous Meeting~~
- (g) Delegations
- (h) ~~Receipt for information only minutes of Committee Closed (Private) Session Meetings~~
- (i) Committee reports from Committee Closed (Private) Session and consideration of any recommended motions
- (j) Staff reports
- (k) Trustee Motions for Consideration (Introduced at a Previous Meeting)
- (l) Trustee Notices of Motion (Discussion for Next Meeting)
- (m) Motion to rise and report to Board of Trustees in a Public Board or Special Meeting
- (n) Adjournment

5.20 Agenda Amendments at Board and Committee Meetings

- 5.20.1 Agendas for a Board or Committee Meeting may not be amended at the Meeting, or after the notice of the Meeting and Agenda has been circulated to Members, unless the item qualifies as time sensitive or Emergency Business (defined in section 1.6) and the amendment to the Agenda is confirmed by a Two-Thirds Vote. This does not preclude a motion to amend the Order of Business on the Agenda, which requires a Majority Vote.
- 5.20.2 Agendas for a Board or Committee Meeting scheduled to be held in Closed (Private) Session may be amended to remove an Agenda item by a Majority Vote when a Member is of the opinion the item does not qualify to be discussed in Closed (Private) Session in accordance with Section 5.4.2.

5.21 Consent Agenda (Board Meeting Only)

SECTION 5: BOARD AND COMMITTEE MEETING RULES AND PARLIAMETARY PROCEDURE

- 5.21.1 The Consent Agenda consists of routine agenda items and may include items that were discussed and voted on previously at a Committee and are presented to the Board for approval and minutes of previous Board Meetings and Special Board Meetings. Routine agenda items may be presented together and adopted at once by the Members without further debate.
- 5.21.2 The Consent Agenda will be prepared for Board Meetings as part of Agenda development (see 5.16) ~~by the Governance and Policy Committee.~~
- 5.21.3 If a Member or Student Trustee requests a separate discussion on an action item or motion proposed in the Consent Agenda at the time of the Board Meeting, the matter will be removed from the Consent Agenda. Minutes of Committee Meetings shall not be removed from a Consent Agenda because they are being received for information only.

Board and Committee Meeting Parliamentary Procedure

SECTION 5: BOARD AND COMMITTEE MEETING RULES AND PARLIAMENTARY PROCEDURE

5.22 Debate

- 5.22.1 The Presiding Officer will maintain a list of Members and Student Trustees who wish to speak to a motion and will control who speaks and when, in accordance with these By-Laws and Rules of Order.
- 5.22.2 The Presiding Officer will recognize a Member or Student Trustee to speak by referring to them as Trustee [last name] or Student Trustee [last name] and indicating that the Member or Student Trustee has the floor. A Member or Student Trustee may not speak to a motion until recognized by the Presiding Officer.
- 5.22.3 Members, Student Trustees and any other participants in a Meeting will address their comments through the Presiding Officer.
- 5.22.4 Members and Student Trustees will confine their comments to the merits of the motion being considered.
- 5.22.5 The Presiding Officer may rule a question out of order if a Member or Student Trustee has already asked substantially the same question in another form.
- 5.22.6 The Presiding Officer is entitled to move or second a motion, but only once they have relinquished or passed the role of Presiding Officer to another Member. Should the Presiding Officer move a motion, having relinquished their role as Presiding Officer, they may not preside over the Meeting again until the motion has been dealt with.
- 5.22.7 At any time before a motion is put to a vote, a Member or Student Trustee may request that the motion be read aloud.
- 5.22.8 Once the Presiding Officer calls for the vote on the motion, there shall be no further discussion.

5.23 Speaking Time

- 5.23.1 At Board Meetings, a Member or Student Trustee may speak twice to each motion for up to two(2) minutes each time. No Member or Student Trustee make speak the second time until all Members or Student Trustees who wish to speak on the motion have done so. A Member or Student Trustee may speak longer than two (2) minutes only upon a Majority Vote permitting it. The mover of the motion has the option to speak first and last to it.
- 5.23.2 At Committee Meetings, a member of the Committee may speak an unlimited number of times to each motion for up to five (5) minutes each time. The mover of the motion has the option to speak first and last to it. Members and Student Trustees who are not members of the Committee may only speak after all members of the Committee have spoken and only if time permits.

SECTION 5: BOARD AND COMMITTEE MEETING RULES AND PARLIAMENTARY PROCEDURE

5.24 Ending Debate

- 5.24.1 At Board Meetings, a Member may request (or a Student Trustee may suggest) that debate be concluded by making a motion to Call the Previous Question. This is in order only after the Presiding Officer has confirmed that all Members and Student Trustees wishing to speak to the motion have had an opportunity to do so in accordance with 5.23.
- 5.24.2 No Member or Student Trustee will speak on a motion to Call the Previous Question.
- 5.24.3 A motion to Call the Previous Question will be decided by a Two-Thirds Vote.
- 5.24.4 If a motion to Call the Previous Question is supported by a Two-Thirds Vote, no further debate can take place and the Presiding Officer will immediately put the pending motion to a vote.
- 5.24.5 At Committee of the Whole and Standing Committee Meetings, a Member may request (or a Student Trustee may suggest) that debate be concluded by making a motion to Call the Previous Question, but only after all Members of the Committee and Student Trustees who are entitled to speak have had an opportunity to speak once.

5.25 Voting

- 5.25.1 A Member who is Present at a Meeting is entitled to vote once on each motion under consideration, unless disqualified from voting.
- 5.25.2 A Student Trustee who is Present at a Meeting is entitled to cast a non-binding vote once on each motion under consideration, unless disqualified from voting due to a conflict of interest.
- 5.25.3 Trustees who are not members of a Committee are not entitled to vote. Student Trustees who are not members of a Committee are not entitled to suggest a motion. Only Committee Members and Ex-Officio Members may vote at Committee Meetings.
- 5.25.4 If the motion contains related parts, a Member may move a motion to divide the motion, and if passed, a vote on a part or parts is done separately.
- 5.25.5 When a motion is put to a vote, the Presiding Officer will first call votes in favour of, votes against and, finally, any abstentions.
- 5.25.6 After a vote is taken, the Presiding Officer will declare whether the motion was carried or defeated.

SECTION 5: BOARD AND COMMITTEE MEETING RULES AND PARLIAMENTARY PROCEDURE

- 5.25.7 A tie vote means the motion is defeated, except on a motion as to whether a ruling of the Presiding Officer is to be sustained.
- 5.25.8 Except where otherwise provided in this By-Law or Robert's Rules of Order, the basic requirement for approval of an action is a Majority Vote.

5.26 Recorded Votes

- 5.26.1 At a Board Meeting, any Member or Student Trustee may request a recorded vote prior to the vote on a motion taking place. The Official Recording Secretary will record the binding vote of each Member and the non-binding vote of each Student Trustee(s) in the Minutes for inclusion in the Official Record. Recorded votes will not be taken at Committee Meetings.

5.27 Motions

- 5.27.1 A matter to be considered by the Members at a Meeting will be in the form of a motion directly related to an item on the Agenda and will require a mover and seconder.
- 5.27.2 Any Member (including an Ex-Officio Member) Present at a Meeting, may move or second a motion related to an item on the Agenda or Emergency Business, unless disqualified from participating due to a conflict of interest or otherwise disqualified from voting.
- 5.27.3 A motion that has been moved and seconded may, without permission of the Members of the Board or Committee, be withdrawn, or a minor amendment made by the mover of the motion, until the Presiding Officer states the motion prior to opening the floor to debate.
- 5.27.4 A Member who moved a motion may also withdraw it from consideration after the motion is stated and before the vote is taken on the motion, provided that the seconder or no other Member Present objects to the motion being withdrawn.
- 5.27.5 If a Member objects to a request to withdraw a motion, the Members in attendance at the Meeting will immediately decide whether to permit the motion to be withdrawn by a Majority Vote.

5.28 Notice of Motion

- 5.28.1 A Member may request that a Notice of Motion be included in the Agenda for a Board or Standing Committee meeting as advance notification of a matter to be considered at a subsequent meeting.

SECTION 5: BOARD AND COMMITTEE MEETING RULES AND PARLIAMENTARY PROCEDURE

- 5.28.2 A Notice of Motion must first be submitted to the Governance and Policy Review Committee within timelines prescribed by the Director of Education for inclusion in the Agenda.
- 5.28.3 A Notice of Motion must be in writing and have a seconder.
- 5.28.4 A Notice of Motion submitted in accordance with Section 5.28.1 will not be debated at the same meeting at which it is introduced.
- 5.28.5 The Notice of Motion will be:

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SECTION 5: BOARD AND COMMITTEE MEETING RULES AND PARLIAMENTARY PROCEDURE

- (a) considered at a subsequent regular Meeting as determined by the Governance and Policy Committee;
 - (b) may be referred by the Governance and Policy Committee or by the Board to a more appropriate Committee; or
 - (c) may be referred to the Director of Education or Designate for consideration or follow-up.
- 5.28.6 Any action taken under Section 5.28.5(b) must be in accordance with the terms of reference for Board Standing Committees, as outlined in Section 4.6;
- 5.28.7 A Notice of Motion may be withdrawn by the Member at any time before debate begins on the motion. This may occur after the motion has been moved, seconded and stated by the Presiding Officer.

5.29 Motions - Order of Precedence

- 5.29.1 A Main Motion is the starting point for the Board or a Committee to make a decision. This is also known as the main question. It must be disposed of before another Main Motion is introduced.
- 5.29.2 Any secondary motion (identified as privileged and subsidiary motions in Section 5.29.3) may be introduced by a Member (or suggested by a Student Trustee) during a Meeting and will be considered and disposed of in the order of precedence listed below and in the Parliamentary Procedure Chart appended to these By-Laws. As a result, there may be a few pending motions on the floor at one time but only one question can be disposed of at a time and in accordance with the order of precedence below.
- 5.29.3 The order of precedence of secondary motions is as follows:

Privileged Motions:

- (a) Fix the time to Adjourn
- (b) Adjourn
- (c) Recess
- (d) Question of Privilege
- (e) Orders of the Day

Subsidiary Motions:

SECTION 5: BOARD AND COMMITTEE MEETING RULES AND PARLIAMENTARY PROCEDURE

- (f) Lay on the Table
- (g) Previous question
- (h) Limit or Extend Debate
- (i) Postpone to a Certain Time
- (j) Refer to a Committee
- (k) Amend
- (l) Postpone Indefinitely

5.30 Ruling a Motion Out of Order

- 5.30.1 The Presiding Officer may rule a motion out of order if it is contrary to legislation, parliamentary procedure, or HPEDSB By-Laws, policies, or Governance Directives.
- 5.30.2 If a Presiding Officer rules a motion out of order, the Presiding Officer will state the reason and, where applicable, the legislation, parliamentary procedure, or HPEDSB By-Laws, policies, or Governance Directives.
- 5.30.3 The following motions are not in order at a Committee Meeting:
 - (a) Reconsider or rescind a previous decision of the Board; or
 - (b) Amend something previously adopted by the Board (unless the motion to reconsider, rescind or amend was explicitly referred to the Committee by the Board).

5.31 Amendments to a Motion

- 5.31.1 A Main Motion being considered by the Board or a Committee may be amended.
- 5.31.2 Motions commonly used that are not amendable include:
 - (a) Appeal the ruling of Chair or Presiding Officer;
 - (b) Question of Privilege;
 - (c) Postpone Consideration of a Motion Indefinitely (at Board);
 - (d) Lay a Motion on the Table;
 - (e) Order of Business;
 - (f) Point of Order;
 - (g) Previous Question;
 - (h) Reconsider;
 - (i) Rescind;
 - (j) Take a Motion from the Table; or
 - (k) Withdraw a Motion.
- 5.31.3 An amendment, to be in order, must:
 - (a) Directly relate to the motion it proposes to amend;
 - (b) Propose some change in the substance or form of the motion; and

SECTION 5: BOARD AND COMMITTEE MEETING RULES AND PARLIAMENTARY PROCEDURE

- (c) Not be contrary to the main concept of the original motion it proposes to amend.

5.31.4 Only two amendments to a Main Motion may be proposed at any point in time.

5.31.5 The vote on the motion, the amendment and any amendment to the amendment will be taken in the reverse order of that in which they were moved.

5.32 Motion to Refer

5.32.1 A matter may be referred to the following for specific action or follow-up:

- (a) The Board;
- (b) A Committee (defined in Section 1.6);
- (c) The Chair;
- (d) The Director of Education or Designate; or
- (e) A Statutory or Advisory Committee.

5.33 Motion to Reconsider

5.33.1 A motion to reconsider a decision passed at a Board Meeting may only be reconsidered at that same Meeting and therefore, does not require prior notice to do so and is not subject to the restriction in Section 5.34.1. The motion to reconsider is not the same as the motion that may be reconsidered. The motion to reconsider requires a separate Majority Vote to pass prior to the reconsideration and voting on the original motion.

5.33.2 The debate on the motion to reconsider is a discussion about whether to reconsider and not about the subject of the motion that may be reconsidered. Debate on the original motion will take place following the motion to reconsider, if it passes.

5.33.3 The motion to reconsider can only be made by a Member who voted for the prevailing side of the original motion. A Member who did not vote on the original motion cannot move the motion to reconsider. A motion to reconsider cannot be amended or reconsidered.

5.33.4 If the motion to reconsider passes, the original motion will be placed on the floor and dealt with like any other original or new motion and as if the original motion had not been voted on at all.

5.33.5 Notwithstanding this section, Robert's Rules of Order prescribes a higher voting threshold that must be followed for a motion to reconsider a By-Law Amendment, Section 1.4.3.

5.34 Motion to Rescind or Amend Something Previously Adopted

SECTION 5: BOARD AND COMMITTEE MEETING RULES AND PARLIAMENTARY PROCEDURE

- 5.34.1 A previous decision of the Board cannot be rescinded or amended if:
- (a) it has already been carried out or cannot be undone; or
 - (b) until at least twelve (12) months after the decision was made, or for the remainder of the current four-year term of the Board, whichever is the shorter time, unless a motion passes by a Two-Thirds Vote to do otherwise.
- 5.34.2 A decision of the Board made at a previous Board Meeting cannot be rescinded or amended unless the proposed rescission or amendment is included in an Agenda.
- 5.34.3 The amendment, repeal and/or replacing of these By-Laws will follow the process determined in Section 1.4 of these By-Laws and Robert's Rules of Order.
- 5.34.4 A failed motion, or a motion not previously dealt with because it was postponed indefinitely, (or similarly worded motion on the same topic) cannot be brought forward again for consideration at the same Meeting or for at least 12 months after the motion failed or was postponed.

5.35 Point of Order

- 5.35.1 A Member may rise to a Point of Order when they believe any of the following have been breached or overlooked; the HPEDSB By-Laws, Rules of Order, Governance Directives, Board policies or legislation related to a motion.
- 5.35.2 A Member may interrupt a speaker who has the floor to raise a Point of Order. The Point of Order does not require a seconder and is not debatable. It cannot be amended or reconsidered.
- 5.35.3 The Point of Order must be clearly stated by the Member with reasons and, where applicable, with specific reference to the particular By-Law provision, Rule of Order, Governance Directive, policy or legislation.
- 5.35.4 The Presiding Officer rules on the Point of Order or may allow the Board of Trustees to decide the point.
- 5.35.5 The Presiding Officer may declare a recess in order to review the Point of Order before making a ruling.

5.36 Question of Privilege

- 5.36.1 If a Member is of the opinion that a pressing situation is affecting the rights or privileges of the Board, or of an individual Member or Student Trustee, a Member can Raise a Question of Privilege, which permits them to interrupt the Meeting to state an urgent request or motion.
- 5.36.2 The Question of Privilege must be clearly stated by the Member with reasons.

SECTION 5: BOARD AND COMMITTEE MEETING RULES AND PARLIAMENTARY PROCEDURE

- 5.36.3 If the Presiding Officer is unable to address the question quickly and informally, the Chair may make a ruling on whether or not to permit the Question of Privilege.

5.37 Appeal the Ruling of the Presiding Officer

- 5.37.1 A Member may interrupt the Meeting to introduce a motion to appeal the ruling of the Presiding Officer, which requires a Majority Vote to overturn a decision of the Presiding Officer.
- 5.37.2 If the appeal from the decision of the Presiding Officer results in a tie vote, the Presiding Officer's decision on the Point of Order will be upheld.
- 5.37.3 The Presiding Officer may speak first and last on the motion to appeal and does not have to leave the chair to do so.
- 5.37.4 No appeal can be made to the Presiding Officer's response to a Parliamentary Inquiry or other question because a reply is an opinion given by the Presiding Officer and not a ruling on the question. A ruling (and an appeal of that ruling) could be made if a motion is put forward in response to the opinion given by the Presiding Officer.

5.38 Lay on the Table

- 5.38.1 A motion to lay on the table is used in a Meeting to temporarily set aside a pending motion in order to take up more pressing business at that particular time. If the intention is to postpone the motion indefinitely then that motion should be used. If the intention is to postpone a motion to a certain time, then that motion should be used. If the motion to lay on the table is made with improper intentions, the Presiding Officer will clarify the motion based on the mover's intent and, if in order at the time, puts the question not on *Lay on the Table*, but on *Postpone Indefinitely* or *Postpone to a Certain Time*, as the case warrants.
- 5.38.2 Once the pressing business is finished, a motion to take from table may be made or the Presiding Officer may assume the motion and with unanimous consent of the Members, resume with the motion.
- 5.38.3 If the motion is not taken from the table before the end of the Meeting, then it dies but can be renewed again because it was never dealt with.

5.39 Extending Meeting Time

- 5.39.1 No Board or Committee Meeting will continue beyond 11 p.m. unless approved by a Majority Vote. The motion to continue the Meeting beyond 11:00 p.m. may specify that the meeting only continue until the item under discussion is complete, or until certain additional agenda items are completed, or specify a time for the adjournment of the Meeting.

SECTION 6: GOVERNANCE AND ACCOUNTABILITY FRAMEWORK

SECTION 6: GOVERNANCE AND ACCOUNTABILITY FRAMEWORK**6.1 Public Participation in Board and Committee Meetings**

- 6.1.1 The HPEDSB Annual Schedule of Meetings will be published on the HPEDSB's public website.
- 6.1.2 Members of the public are welcome to physically attend as observers any public Board or Committee Meetings, as well as Advisory and Statutory Committees, as permitted by law.
- 6.1.3 The HPEDSB shall provide members of the public with electronic means as described on its public-facing website for participating in meetings of the Board and Committees that are open to the public. When a Delegate is participating in a Standing Committee or Committee of the Whole Meeting, the electronic means must permit members of the public to hear and be heard by all other participants in the meetings.
- 6.1.4 When all schools of HPEDSB are closed as described in s. 7 of Regulation 463.97, the public will be provided with electronic access to any public meetings outlined in Section 6.1.1.

6.2 Delegations

- 6.2.1 Members of the public are welcome to request Delegate status to share their views with Trustees regarding subject matter that falls within the Board's governance responsibilities.
- 6.2.2 Individuals who wish to appear as a Delegate should consult the Board's Governance Directive, Delegations and Community Engagement, appended to these By-Laws. The Directive provides detailed information about submitting a *Delegation Request Form*, as well as specific responsibilities for trustees, staff and Delegates throughout the process.
- 6.2.3 Delegations from members of the public may be scheduled at a Board Standing Committee Meeting, Committee of the Whole Meeting, or as otherwise indicated in Section 6.2.5.
- 6.2.4 Delegation presentations will not be received:
 - (a) at Board Meetings (except by the Special Education Advisory Committee, as prescribed in Regulation 463/97);
 - (b) by individuals or commercial enterprises who wish to promote products or services to the Board;
 - (c) regarding personal issues related to the Delegate, a staff member or a student;

SECTION 6: GOVERNANCE AND ACCOUNTABILITY FRAMEWORK

- (d) regarding employment issues that are covered under HPEDSB collective agreements or other employment contracts;
 - (e) about matters which are the subject of litigation with the Board, or where all rights to a hearing, appeal or review under the Education Act or its regulations have not been commenced or concluded;
 - (f) prior to the Delegate pursuing any other Board processes that currently exist (including those outlined in Board Policy or Procedure to address their concern(s));
 - (g) about matters that are currently the subject of a complaint to the Ontario Ombudsman or are under investigation or review by that Office, the HPEDSB pursuant to a HPEDSB policy or procedure or legislation, or the Code of Conduct;
 - (h) regarding matters that are not within the jurisdiction of the HPEDSB;
 - (i) twice within a 12-month period, unless the subject matter has changed substantially; or
 - (j) regarding subjects for which there are other opportunities for the Delegate to provide input to the Board, such as School Accommodation Review Meetings, the Budget Development Process, the Board's Multi-Year Strategic Planning Process, etc.
- 6.2.5 The Governance and Policy Committee will consider all Delegation requests and is authorized to take any of the following actions:
- (a) schedule the Delegation for any future Board Standing Committee Meeting that has responsibility for the subject matter described in the Delegation Request Form;
 - (b) refer the Delegation to staff, through the Director of Education, for follow-up;
 - (c) for appropriate subject matter that is not included in the Terms of Reference for any Board Standing Committee, or which may apply to all Board Standing Committees, schedule the Delegation for a Committee of the Whole Meeting (such date to be determined by the Governance and Policy Committee, in consultation with the Delegate);
 - (d) make the final determination regarding the scheduling of the Delegation in Open or Closed Session, in accordance with the confidentiality provisions contained in Sections 207(2), 207(2.1) and 218.3 (10) of the Education Act; or
 - (e) deny any Delegation requests that do not meet the requirements prescribed in the HPEDSB Governance Directive, Delegations and Community Engagement.

6.3 Conflict of Interest Registry

SECTION 6: GOVERNANCE AND ACCOUNTABILITY FRAMEWORK

- 6.3.1 Members have a responsibility to disclose any pecuniary conflict of interest, whether direct, indirect or deemed in accordance with the *Municipal Conflict of Interest Act* at Board and committee Meetings by filing a written statement with the Director or Designate. In Closed (Private) Session, Members must withdraw from and not be Present in the meeting room or participate via electronic means when a matter about which they have declared a conflict is being discussed.

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SECTION 6: GOVERNANCE AND ACCOUNTABILITY FRAMEWORK

The Director of Education or Designate will:

- (a) File the written statement by the Member in the HPEDSB's Conflict of Interest Registry;
- (b) Record the conflict of interest in the Minutes of the public Board or committee Meeting;
- (c) Record the conflict of interest in the Minutes of a Closed or Private Session Meeting and also in the Minutes of the next Public Board Meeting; and
- (d) Make the HPEDSB's Conflict of Interest Registry available for public review.

6.4 Board Members' Code of Conduct

- 6.4.1 The Board will adopt a Code of Conduct and enforcement process for its Members and Student Trustees and review it after each Municipal Election, in accordance with the *Education Act* and Ontario Regulation 246/18 *Members of School Boards – Code of Conduct*.
- 6.4.2 The Code of Conduct, that support the Board's commitment to meeting high standards of conduct by Trustees and Student Trustees are provided in the Governance Directives appended to these By-Laws.

SECTION 7: GOVERNANCE DIRECTIVES

SECTION 7: GOVERNANCE DIRECTIVES

7.1 Board Members' Code of Conduct

7.2 Committees

7.2.1 Advisory Committees

7.2.2 Ad Hoc Trustee Committees

7.2.3 Standing Committees

7.2.4 Statutory Committees

7.3 Public Participation and Delegations

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SECTION 8: RESOURCE DOCUMENTATION

SECTION 8: RESOURCE DOCUMENTATION**8.1 Legislation**

- [*Education Act*](#)
- [*Municipal Conflict of Interest Act*](#)
- [*Municipal Elections Act*](#)
- [*Municipal Freedom of Information and Protection of Privacy Act*](#)

8.2 Other Documents

- Robert's Rules of Order

8.3 Parliamentary Procedure Chart

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Decision X Information

To: Hastings and Prince Edward District School Board

From: Amanda Robertson, Chair of Audit Committee

Re: **2023-2024 Regional Internal Audit Plan**

Purpose

To provide information regarding the 2023-24 Regional Internal Audit Plan for review and approval.

Link to Strategic Plan

5.3 "Ensure Responsible Communication" - Improve public relations by providing information that is timely, transparent, and accessible for all.

Background

As per the Ministry of Education's [2016: B10 memo](#), dated May 26, 2016, the Regional Internal Audit Team (RIAT) should conduct a minimum of two engagements at Hastings and Prince Edward District School Board (HPEDSB) during the 2023-2024 school year. In addition, RIAT should perform follow-up procedures on outstanding recommendations from previous audits.

Current situation

The Regional Internal Audit Manager (RIAM) met with Management and discussed changes in the risk environment. The 2023-2024 RIAT plan set out in Appendix A is subject to any unforeseen developments that could potentially impact the priorities of the current audit plan, including RIAT's resource limitations.

As such, the Annual Internal Audit Plan presents a best-case scenario and proposes:

- The initiation or completion of work postponed or initiated in the past year;
- Cyclical follow-up procedures, if required;
- A placeholder to account for Management's requests and potentially changing priorities during the year; and
- One new engagement to the extent practical and feasible.

For 2023-2024, the focus is expected to be on the cyclical, mandated risk assessment, allowing HPEDSB and RIAT to assess the current risk environment and align their work accordingly.

As part of this project, RIAT and Management will assess the relevance of the other projects from the multi-year plan that have not been addressed. These are:

- Critical Positions
- Workforce Planning
- Safe Schools
- Attendance Management
- Business Continuity – Disaster Recovery

Recommendation

That the Hastings and Prince Edward District School Board approve the 2023-2024 Regional Internal Audit Plan.

Appendices

Appendix A – 2023-2024 Regional Internal Audit Plan



Subject:	23-24 Regional Internal Audit Plan
Presented by:	Geneviève Segu, Regional Internal Audit Manager
Meeting Date:	September 20 th , 2023
Purpose	
<p>To provide the Audit Committee with the 23-24 Regional Internal Audit Plan for their review and approval.</p> <p>This is in alignment with Ontario Regulation 361/10: Audit Committees (9) Duties of an Audit Committee 3(2&3).</p>	
Content	
<p>As per the Ministry of Education’s 2016: B10 memo, dated May 26, 2016, RIAT should conduct a minimum of two engagements at the Board during 23-24. In addition, RIAT should perform follow-up procedures on outstanding recommendations from previous audits.</p> <p>The RIAM met with Management and discussed changes in the risk environment. The 23-24 RIAT plan set out in Appendix A is subject to unknown factors that could impact the priorities of the current audit plan, including RIAT’s resource limitations.</p> <p>As such, the Annual Internal Audit Plan presents a best-case scenario and proposes:</p> <ul style="list-style-type: none"> • The initiation or completion of work postponed or initiated in the past year; • Cyclical follow-up procedures, if required; • A placeholder to account for Management’s requests and potential changing priorities during the year; and • One new engagement, when and if time and situation allow. <p>For 23-24, the focus will be on the cyclical, mandated risk assessment, allowing the School Board and RIAT to assess the current risk environment and align their work accordingly. As part of this project, RIAT and Management will assess the relevance of the other projects from the multi-year plan that has not been addressed, as follows:</p> <ul style="list-style-type: none"> • Critical Positions • Workforce Planning • Safe Schools • Attendance Management 	



- Business Continuity – Disaster Recovery

To address resource constraints due to budget limitation, RIAT is also proposing a region-wide audit addressing one of the most concerning risks, special education. The project will use financial and enrolment data available from the Ministry of Education, in addition to a survey to boards, to collect more qualitative information.

Due to resource constraints and other unforeseen circumstances, projects presented in Appendix A as making up the 23-24 Internal Audit Plan may take 18-24 months to complete.

Multiyear Plan at a glance (year 3/3)

Multiyear audit Plan			
Critical Positions	2021-22		To discuss
Legislative Compliance		2022-23	
Workforce Planning		2022-23	To discuss
Safe Schools		2022-23	To discuss
Attendance Management			To discuss
Business Continuity – Disaster Recovery			To discuss

The projects highlighted in grey have been completed or initiated. Where indicated the others will be discussed as part of the 23-24 Strategic Risk Assessment.

Recommendation

That the Hastings and Prince Edward District School Board Audit Committee recommends for approval the 23-24 Internal Audit Plan as presented in Appendix A.

Appendix

Appendix A – 23-24 Internal Audit Plan



Appendix A - 23-24 Internal Audit Plan

Status	Audit & Scope	Schedule
In Progress	<p>Legislative Compliance</p> <p>This is a Board-wide risk assessment of the school board's compliance with relevant legislations and regulations. It further documents all existing internal controls in place for each of the highest risks and enables Management to formally express an informed opinion on its compliance level. This engagement was performed at other school Boards and well received.</p>	<p>Oct 2022 – Terms of Reference sent and approved.</p> <p>Nov 28th, 2022 – Informational Presentation made to Senior Executive</p> <p>Winter-Spring 2023 – Executive leadership performed the risk Assessment. Management in process of identifying controls and residual risks.</p>
Cyclical	<p>2023-24 Strategic Risk Assessment</p> <p>In accordance with the Institute of Internal Auditors Standards, RIAT is mandated to perform a cyclical risk assessment with the goal to align their future work with the results. In doing so, Management also gains a deeper understanding and a formalization of their risks at the regional and local level.</p>	Winter 2024
New	<p>2023-24 Special Education Benchmarking</p> <p>Management and AC at each board often ask how they perform compare to others in the province. The purpose of this project is to share comparative metrics with participating Boards to highlight potential differences and outliers that could be used to investigate and report on.</p>	Fall 2023



Cyclical	2023-24 Follow-up Procedures RIAT continues to follow-up on the remaining recommendations, as they come due.	Ongoing
As Needed	2023-24 Management Request Engagement To cover any projects that may be required to during the school year, where either Management or AC identifies a change in the risk environment.	If requested

Decision ___ Information X

To: Hastings and Prince Edward District School Board

From: Narin Kishinchandani, Superintendent, Business Services
Kim Horrigan, Senior Manager, Facility Services

Re: Capital Projects Update 2022-2023

Purpose

To provide an update related to the capital construction work completed during 2022-2023.

Link to Strategic Plan

5.3 "Ensure Responsible Communication" - Improve public relations by providing information that is timely, transparent, and accessible for all.

Background

A report was provided at the Physical Planning, Finance and Building Committee meeting on October 10, 2023, related to the capital construction work that was completed during the 2022-2023 school year.

Investments in new, expanded and renewed facilities create great places to learn and teach that are healthy and safe for students and staff. Funding is provided by the Ministry of Education for school renewal to support healthy and safe environments for students and staff, through School Condition Improvement Funds (SCI) and School Renewal Allocation (SRA) Funds.

Each of these funding sources have specific requirements and restrictions on use. The Ministry of Education has also provided funding through different programs such as the Federal Investing in Canada Infrastructure Program: Ventilation Improvements in Schools (ICIP) and COVID-19 Resilience Infrastructure Stream (CVRIS).

Current Situation

A significant portion of the building renewal funding provided by the Ministry of Education is aligned to address urgent and high priority needs that are identified through the Condition Assessment Program. The Ministry's direction is to focus on major building components and systems. This includes: the building substructure (i.e., foundation, basement walls); the building shell/superstructure (i.e., roof, exterior walls, and exterior windows) and systems (i.e., HVAC, ventilation, plumbing, fire protection) that have been identified as having reached their lifespan.

HPEDSB currently has more than \$213 million in building renewal needs and elementary buildings are, on average, 59 years old and secondary buildings are 68 years old. Approximately \$18.2 million of capital construction work was completed in 2022-2023.

School boards received specific funding related to new infrastructure demands that were created by COVID-19. Recognizing this, the Ministry of Education provided funding for infrastructure investments through the COVID-19 Resilience Infrastructure Stream (CVRIS) under the Investing in Canada Infrastructure Program (ICIP). HPEDSB received funding totaling \$5,925,000. To date, \$5.8 million has been spent through the CVRIS program. HPEDSB has received \$210,815 through the Federal Investing in Canada Infrastructure Program: Ventilation Improvements in Schools

(ICIP) which is allocated toward mechanical renewal in a school, as well as the purchase of filters for schools, all of which has been spent to support schools.

The chart below illustrates the sources of funding and dollars spent during 2022-2023 to create and support great places to learn for students and staff.

Source of Funding	Dollars Spent
Capital Priorities	\$7,734,710
School Condition Improvement (SCI)	\$6,571,524
School Renewal Allocation (SRA)	\$2,988,920
Investing in Canada Infrastructure Program (ICIP) Ventilation	\$150,815*
COVID-19 Resilience Infrastructure Stream (CVRIS)	\$786,813
TOTAL	\$18,232,782

*ICIP – \$60,000 spent in operational expense for filters

Decision ___ Information X

To: Hastings and Prince Edward District School Board

From: Tina Elliott, Superintendent of Education, Curriculum Services

Re: EQAO Results - 2022-2023

Purpose

To provide an overview of student achievement within the Hastings and Prince Edward District School Board, as measured by the [Education and Quality Accountability Office](#) (EQAO) for 2022-2023.

Link to Strategic Plan

- **Improve Student Success and Achievement** - 4.1 Annual increase in the percentage of students meeting the provincial standards in Grades 3, 6, 9, and 10.
- **Ensure Responsible Communication** - 5.3 Improve public relations by providing information that is timely, transparent, and accessible for all.

Background

The 2022-2023 school year saw continued student participation in Grades 3, 6, 9, and 10 provincial literacy and numeracy assessments. The primary and junior EQAO assessments, delivered to Grades 3 and 6 students respectively, included reading, writing and mathematical activities. The Grade 9 EQAO assessment focused on mathematics while the Grade 10 assessment measured students' literacy capabilities in reading and writing. The Grade 10 Ontario Secondary School Literacy Test (OSSLT) is a graduation requirement. All assessments continued to be delivered through a modernized and digitized platform. The [EQAO data](#), alongside other sources of information, strengthens conversations about students' learning and informs progress of student achievement in HPEDSB schools, relational to board and provincial achievement. This data is a snapshot in time.


Current Situation

In reviewing [EQAO data for HPEDSB](#), we have seen some sustained achievement in multiple areas of provincial assessments and also some positive growth in math achievement at Grade 6 and in Grade 10 OSSLT results. The data is being used amongst educators to:

- see trends in student learning and progress, to assist with improving student achievement and well-being at individual, classroom, school, and board levels;
- gain insight into whether students are meeting curriculum expectations in reading, writing, and math at key stages of their education, as well as student's attitudes and habits towards learning; and,
- to identify areas of growth and need, specific to the board priorities in reading and mathematics, that may require more intentional teaching and student learning opportunities.



Next Steps

1. Continued collaboration with school teams and EQAO Outreach Team to support enhanced data analysis approaches to inform and refine teaching and learning experiences for improved student outcomes.



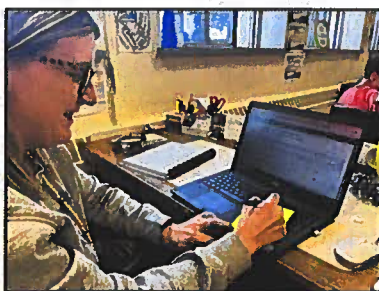
Math Achievement Action Plan

October 23, 2023



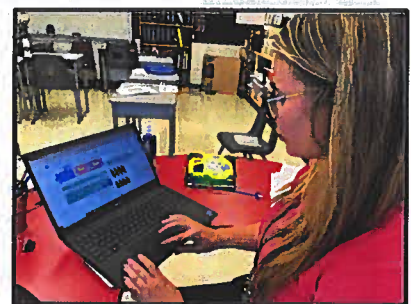
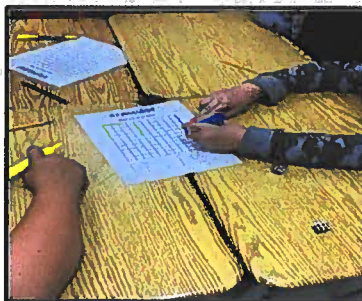
Link to Strategic Plan

- 4.1 *Improve Student Success and Achievement*: Annual increase in the percentage of students meeting the provincial standards in Grades 3, 6, 9, and 10.



Educator using Numeracy Assessment results from her grade 5 / 6 students to map out her next steps.

Students engage in math games, such as “How Close to 100?” to support foundational fluency skills.



Educator exploring Knowledgehook in order to set up her class with a Kick off Mission.



Pillar 1	Ensuring fidelity of curriculum implementation, and use of instructional and assessment practices with a proven track record for enhancing student achievement
Targeted Needs	<ul style="list-style-type: none"> • 2022-2023 EQAO math achievement results Gr. 3=55.5%, Gr. 6=39.9%, Gr. 9=38.5% • Discrepancy between June report card achievement & EQAO achievement (Students achieving L3 & L4 in math on June reports Gr. 3=72%, Gr. 6=71%, Gr. 9=48%) .
Board Strategy	<ul style="list-style-type: none"> • Provide guidelines, resources and supports for mathematics curriculum-aligned long-range plans, unit plans, and lesson plans.
School Strategy	<ul style="list-style-type: none"> • Directly connect long-range plans, course outlines, lesson plans, and reporting to current curriculum expectations (e.g., educators consult the Curriculum and Resources website regularly to ensure alignment).
Classroom Strategy	<ul style="list-style-type: none"> • Use a variety of assessment tools to inform next steps in curriculum implementation (e.g., teacher prompts on the Curriculum and Resources website, exit cards to inform lesson planning in response to student needs).



Pillar 2	Engaging in ongoing learning on mathematics content knowledge for teaching
Targeted Needs	<ul style="list-style-type: none"> • Focus on number and algebra strands, use thinking and application questions to support overall mathematics success (source: EQAO Strands & Skills Report). • Build educator comfort and confidence to respond when students continue to struggle
Board Strategy	<ul style="list-style-type: none"> • Utilize student achievement data and student work to establish focus areas for mathematics professional learning.
School Strategy	<ul style="list-style-type: none"> • Engage in regular collaborative meetings (e.g., team teaching, collaborative analysis of student work, school and/or board networks, classroom visits) to deepen knowledge of mathematics, curriculum, instructional starting points, and interventions.
Classroom Strategy	<ul style="list-style-type: none"> • Access resources (e.g., teacher supports on the Curriculum and Resources website), experts (e.g., curriculum consultant, school math facilitator), and professional learning to continuously develop content knowledge for teaching.



Pillar 3	Knowing the mathematics learner, and ensuring mathematical tasks, interventions and supports are relevant and responsive
Targeted Needs	<ul style="list-style-type: none"> • Systematic way to build teacher awareness of their learners through information about student strengths, needs and confidence in relation to mathematics. • Gr. 3=62.9%, Gr. 6=48.6% and Gr. 9=51% students agree with the statement "<i>I am good at math.</i>" (source: 2022-2023 EQAO confidence survey)
Board Strategy	<ul style="list-style-type: none"> • Provide a digital math tool to support student mathematics learning at home and/or at school, that can be used by teachers to understand current student learning levels and provide targeted supports for students.
School Strategy	<ul style="list-style-type: none"> • Develop processes to identify and monitor achievement of students achieving below Level 2 in mathematics and provide ongoing supports so that students can access grade-level curriculum.
Classroom Strategy	<ul style="list-style-type: none"> • Understand and respond to student mathematics strengths, needs and interests using a variety of sources, including the Curriculum and Resources website, Individual Education Plans (IEPs), and collaboration with special education teachers and educational assistants.

LEARNING TOGETHER

Sample Actions

	Curriculum Fidelity	Math Content Knowledge for Teaching	Knowing Your Students
System Supports	<ul style="list-style-type: none"> • PA day structured learning (e.g., Sept. and Oct. focus was building curriculum fidelity) • School year PD plan aligned with Long Range Plans by Topic 	<ul style="list-style-type: none"> • PA day structures & resources (e.g., planning templates, digging into the curriculum) • EDU Knowledge Building Webinars • Template for collaborative marking 	<ul style="list-style-type: none"> • PA day structures & resources • Digital Tools: MathUp and Knowledgehook • Develop a processes to identify and monitor student achievement below Level 2 in mathematics
Priority Schools	<ul style="list-style-type: none"> • Math Facilitators in classrooms supporting students and teachers • Collaborative planning and analysis of mathematics data (from a variety of sources) to determine next steps. 	<ul style="list-style-type: none"> • Professional learning sessions: collaborative marking and planning with EQAO Outreach team (pre and post tasks) 	<ul style="list-style-type: none"> • Math Facilitators supporting use of assessment data and intervention strategies • Development of student portraits (to support targeted actions by student)

Measuring Impact

Curriculum Fidelity	Math Content Knowledge for Teaching	Knowing Your Students
<p>P/VP survey of targeted actions: To what extent do they agree that the board/ school/ classroom strategies have been implemented.</p> <p>Teacher efficacy survey: Number of teachers who report having increased confidence teaching math.</p> <p>Students: Percentage of students who progressed in their level of achievement on math report cards</p>	<p>Exit Cards / Feedback from collaborative learning sessions: Number of teachers who report having increase knowledge for teaching math and using assessment practices.</p> <p>Students: Percentage of students who progressed in their level of achievement on pre and post data analyzed during collaborative marking sessions.</p>	<p>System Data: Percentage of schools, classes, students, homes accessing Knowledgehook.</p> <p>Teacher: Number of teachers who report having increased understanding of their students as mathematical learners through the use of Student Portraits.</p> <p>Students: Percentage of Grades 3, 6 and 9 math students who report positive results regarding math attitudes and confidence</p>
<p>Teacher Reflection on resources: To what degree do resources (e.g., EDU Curriculum and Resources website, HPE Number Assessment, MathUp, Knowledgehook, EQAO) support curriculum implementation, content knowledge and educator ability to know and respond to my students as mathematics learners?</p>		

Decision __ Information X

To: Hastings and Prince Edward District School Board

From: Tina Elliott, Superintendent of Education, Curriculum Services
Suzanne Cholasta, System Lead, Curriculum Services

Re: Math Achievement Action Plan

Purpose

To share the Hastings Prince Edward District School Board (HPEDSB) 'All Schools' Math Achievement Action Plan (MAAP) for endorsement by the Director and Trustees prior to submitting to the Ministry.

Link to Strategic Plan

4.1 *Improve Student Success and Achievement*: Annual increase in the percentage of students meeting the provincial standards in Grades 3, 6, 9, and 10.

Background

The Ministry of Education (MOE) has developed a Math Achievement Action Plan whereby HPEDSB priority schools were identified based upon 2021-2022 EQAO math assessment results (**Appendix A**). To improve math achievement in these schools, the MOE has provided funding for Math Facilitators to work directly with students and teachers in the identified Grades 3, 6 and 9 classrooms. MOE funding has also been provided for HPEDSB to purchase digital math tools and to provide an incentive for educators to complete math additional qualifications courses.

Current Situation

The HPE MAAP is completed using the MOE's [Taking Action in Mathematics](#) document. The MAAP includes targeted needs (informed by multiple data sources, including EQAO), and identification of targeted strategies at each of the board, school, and classroom levels aligned to the three pillars found in the Taking Action in Mathematics document. Key performance indicators (KPI) are provided as tools to measure results toward improvement in mathematics achievement in each pillar. Boards are also required to provide a separate Priority School Provincial KPI report to the Ministry which includes data related to level of achievement on math report cards, individual attendance rates equal or greater to 90 percent, and students attitudes and confidence about math.

Next Steps

HPEDSB will be submitting the [MAAP](#) three times within the 2023-2024 school year to the MOE for ongoing review and monitoring.

- Initial: November 15, 2023 (Initial Strategies and Key Performance Indicators)
- Progress: March 15, 2024 (Incorporating data from Term 1 / Semester 1)
- Final: July 15, 2024 (Incorporating data from Term 2 / Semester 2)

Appendix A: Overview of HPEDSB Priority Schools

Grade 3 Priority Classrooms	Grade 6 Priority Classrooms	Grade 9 Priority Classrooms
Coe Hill School Deseronto Public School Hermon Public School North Trenton Public School Prince of Wales Public School Queen Victoria School Trent River Public School York River Public School	Bird's Creek Public School Central Hastings School Coe Hill School Deseronto Public School Frankford Public School Hermon Public School Madoc Township Public School Marmora Public School Park Dale School Prince of Wales Public School Prince Charles Public School (T) Prince Charles School (B) Queen Elizabeth School Queen Victoria School Trent River Public School Tyendinaga Public School	Trenton High School North Hastings High School
8 schools 16 educators 321 students	16 schools 29 educators 725 students	2 schools 4 educators 256 students