

# AGENDA

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## Governance and Policy Committee Agenda

February 20, 2024

Item	Responsibility	Page #
1 Call to Order – 3:30 p.m.	S. Binder	
2 Motion to Convene into a closed Governance and Policy Committee	nil	
3 Reconvene to Public Governance and Policy Committee	nil	
4 Acknowledgement of Traditional Lands	R. Prinzen	
5 Roll Call	S. Binder	
6 Approval of Agenda	S. Binder	
7 Declarations of Conflict of Interest	S. Binder	
8 Approval of Minutes from previous meetings:	S. Binder	
(a) January 15, 2024		2
9 Delegations	nil	
10 Reports from Staff		
(a) Final review – Draft Policy XX: Indemnification of Board Members	K. MacIver	5
(b) First review – Draft Policy XX: Board Governance	K. MacIver	8
(c) Fourth review – Draft Policy XX: Board Communications and Media Relations	K. MacIver	18
(d) Draft Agenda		
i) Regular Public Board Meeting February 26, 2024	S. Binder	23
ii) Committee of the Whole Closed Session February 26, 2024	A. Robertson	
11 Trustee Motions for Consideration (Introduced at a Previous Meeting)	nil	
12 Trustee Notices of Motion (Discussion for next meeting)	nil	
13 Correspondance	S. Binder	
14 Adjournment	S. Binder	

**Next scheduled meeting is March 18, 2024, at 3:30 p.m.**

### Upcoming Governance and Policy Committee Meetings:

- **April 15, 2024 at 3:30p.m.**
- **May 21, 2024 at 3:30p.m. (Tuesday)**
- **June 10, 2024 at 3:30p.m.**

**Members present:** S. Binder, K. Kramp, S. Lewis (v), R. Prinzen (v), R. Speck (v)

**Absent:** A. Shah

**Student Trustee:**

**Resources:** K. MacIver, K. Donnell

**Minutes:** D. Lucas, Executive Assistant

**1. Call to Order**

Chair Binder called the meeting to order at 3:30 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 Kramp offered the Land Acknowledgement.

**5. Roll Call**

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

**6. Approval of agenda**

**Moved:** S. Lewis

**Seconded:** K. Kramp

**That the agenda for January 15, 2024, be approved.**

**Carried**

**7. Declaration of Conflict of Interest - none declared.**

**8. Approval of minutes**

Trustee Prinzen requested that the minutes from December 4, 2023, be amended. Amendment to remove the following two items from the December 11, 2023, draft agenda:

- recommendation for Policy XX: Board Communications, and
- recommendation for Revised HPEDSB By-Laws.

**Moved:** S. Lewis

**Seconded:** R. Speck

**That the minutes from the December 4, 2023, meeting be approved as amended.**

**Carried**

**9. Delegations - none**

**10. Report from Staff**

**(a) First review Draft Policy XX: Indemnification**

Director MacIver noted that this is the first review for this draft policy. Legal Counsel has reviewed this draft policy with minimal revisions required. Director MacIver noted that this draft policy will be posted on our website for public consultation. Public feedback and a final review will come forward to the February 20, 2024, Governance and Policy Committee with a

recommendation to approve at the February 26, 2024 Regular Public Board meeting once approved by the Governance and Policy Committee.

**(b) Recommendation – By-law Revisions for Notice of Motion**

Director MacIver noted at the December 4, 2023, Governance and Policy Committee meeting further revisions to the By-laws were required. Draft language regarding Section 5.28: Notice of Motion was circulated to Trustees to be considered at the January 15, 2024, Governance and Policy Committee. Review of the draft language resulted in further revisions with final revisions noted below:

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.

5.28.2 A Notice of Motion ~~must first~~ will be submitted:

- a) **in writing with a seconder** to the Governance and Policy Review Committee ~~within timelines prescribed by the Director of Education~~ **a minimum of 3 working days prior to the meeting** for inclusion in the Agenda; or
- b) **verbally at a regular board meeting or Standing Committee meeting. This notice will require a seconder at the meeting.**

~~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 5.28.4 will not be debated at the same meeting at which it is introduced.~~

~~5.28.5 The Notice of Motion will be considered at the subsequent~~ **regular Board Meeting or Standing Committee meeting where it was introduced** ~~as determined by the Governance and Policy Committee;~~ and may be

- (a) debated;
- (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.~~

If approved a recommendation to the Board will go forward to the January 22, 2024, Regular Public Board Meeting.

**Recommendation:**

**Mover: K. Kramp**  
**Seconder: R. Prinzen**

**That the Governance and Policy Committee recommends the Hastings and Prince Edward District School Board approve the amended revisions to the HPEDSB By-Laws effective January 23, 2024.**

**Carried**

**(c) Professional Learning Sessions – 2023-2024**

Director MacIver noted that a survey was sent out to all Trustees on December 12, 2023, requesting their feedback and ideas for professional learning sessions. A list of suggested ideas was shared with the Governance and Policy Committee to review. Director MacIver suggested that many of the topics could be addressed through a Trustee Retreat, tentatively scheduled for February 15<sup>th</sup> and 16<sup>th</sup>, 2024 at Huff Estates in Bloomfield. The retreat would begin at 11:00 a.m. on February 15<sup>th</sup> with a tour of Eastside Secondary School regular and specialized programming, followed by an overnight stay at Huff Estates with an active day of professional learning on February 16<sup>th</sup>.

**(d) Draft Agenda**

- (i) Public Board Meeting January 22, 2024, highlights:
- Presentation: School-Within-A-College (SWAC),
  - Recommendation – By-law Revisions for Notice of Motion,
  - Recommendation – Multi-Year Annual Accessibility Plan,
  - Reports from staff:
    - Kindergarten Promotion
    - Destreaming Update
    - Learning Opportunities Update: SHSM/OYAP/SCWI
    - Staffing and Recruitment

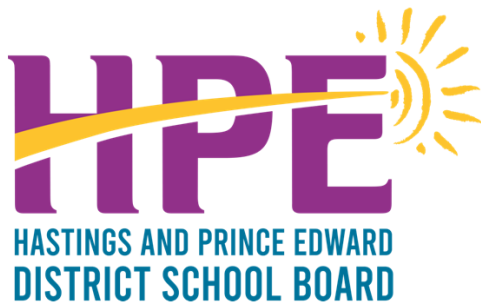
**11. Trustee Motions for Considerations – nil**

**12. Trustee Notices of Motion – nil**

**13. Correspondence - nil**

**14. Adjournment** - the meeting adjourned at 5:04 p.m.

**DRAFT**



**To:** Governance and Policy Committee

**From:** Katherine MacIver, Director of Education and Secretary to the Board

**Re:** **Final review – Policy XX: Indemnification of Board Members**

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**Purpose**

This revised policy was reviewed at the January 15, 2024, Governance and Policy Committee. Suggested changes were made to this draft policy and sent out for public consultation and union partners for feedback.

**Link to Strategic Plan**

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

**Background**

In January 2022, the Board of Trustees approved a policy review. As part of this review, the HPEDSB By-Laws were updated. As a result of the By-Law update and the review of existing policies, revisions are being made to existing policies as well as additional policies written.

**Next Steps**

Feedback from public consultation is in Appendix A for Governance and Policy consideration. There are no required changes for this draft policy, therefore it is recommended that this policy be brought forward to the February 26, 2024, Regular Public Board Meeting for approval. Current Policy 3-I: Indemnification of Board Members will be revoked and replaced with this revised policy and renumbered Policy 11: Indemnification of Board Members.

**Recommendation:**

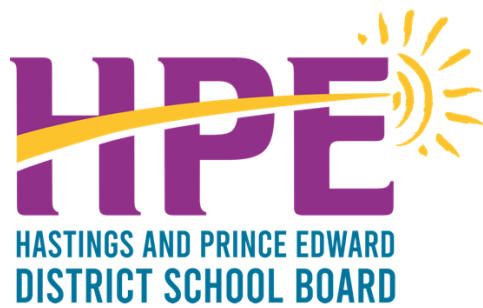
**Moved:**

**Seconded:**

**That the Governance and Policy Committee recommend the Hastings and Prince Edward District School Board approve Policy 11: Indemnification of Board Members. With the approval of this revised policy, Policy 3-I will be revoked.**

Appendix A: Public Consultation Feedback

Appendix B: Draft Policy XX: Indemnification of Board Members



## Public Consultation

To Whom it may concern

I am writing this as I believe there are more important issues involving our school and school board system than changing the wording from he/she to they or them. Kids from Covid are struggling to get caught up in their education and instead of addressing this issue it is more important to change the wording in a letter. I believe the board and education system could be working on improving our children's education and extracurricular activities instead of something that is not a priority.

<b>BOARD POLICY # XX</b>	
<b>Adopted</b>	May 26, 2008
<b>Last Revised</b>	
<b>Review Date</b>	

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## INDEMNIFICATION OF BOARD MEMBERS

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1) **OBJECTIVE**

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

2) **PROCEDURE**

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

**Legal references**

*Education Act*, section 176 Benefits

**Board references**

~~HPEDSB Governance By-Laws and Standing Rules~~  
~~OSBIE Comprehensive Liability Insurance Policy~~

Decision \_\_\_ Information X

**To:** Governance and Policy Committee

**From:** Katherine MacIver, Director of Education and Secretary to the Board

**Re: First review - Draft Policy XX: Board Governance**

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### **Purpose**

A draft policy on Board Governance has been created consolidating four existing Board Policies:

- Policy 04: Corporate Board Job Description,
- Policy 05: Director of Education Job Description,
- Policy 09: Role of the Board Member, and
- Policy 10: Duties of the Board Chair and Vice-chair.

### **Link to Strategic Plan**

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

### **Background**

In January 2022, the Board of Trustees approved a policy review. As part of this review, the HPEDSB By-Laws were updated. As a result of the By-Law update and the review of existing policies, revisions are being made to existing policies as well as additional policies written.

### **Next Steps**

The Governance and Policy Committee is asked to review and provide feedback to the Director of Education on the first draft of this policy. Because of the topic and connection to HPEDSB By-Laws, the Education Act and prior HPEDSB policies, this policy has already been reviewed and revised by legal counsel. Following this committees review, a public consultation process will take place prior to the recommendation for approval to Board.

When Policy XX: Board Governance is approved by the Board, the following policies will be revoked.

- Policy 04: Corporate Board Job Description,
- Policy 05: Director of Education Job Description,
- Policy 09: Role of the Board Member, and
- Policy 10: Duties of the Board Chair and Vice-chair.

Appendix A: Draft Policy XX: Board Governance



BOARD POLICY XX	
Adopted	
Last Revised	
Review Date	

## BOARD GOVERNANCE

### 1) PURPOSE

School boards are a creature of statute and have no inherent powers - only those given by the Education Act or other legislation and other powers reasonably inferred from the legislation.

This policy delineates the governance roles of the Board, Trustees, the Chair, and Committees, and the operational role of Staff in order to ensure the effective delivery of public education in our schools. As a statutory corporation, HPEDSB is governed by nine elected trustees and one appointed Indigenous trustee who make decisions at public meetings, as a collective body, to foster a strong public education system in the best interests of student success and well-being within the legislative requirements of the Province of Ontario.

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

### 2) DEFINITIONS

**Act:** means the *Education Act*; the regulations thereunder, and any related Ministry of Education policies, directives, guidelines, memorandum, etc.

**Board or Board of Trustees:** means the collective governing body of HPEDSB, constituted as a board of 10 trustees pursuant to the *Education Act*, including section 208(1) of the *Act*.

**Board Member:** means a member of the Board of Trustees (may be referred to as a “trustee” pursuant to section 1(12) of the *Act*) with duties specified in section 218.1 of the *Act*.

**Chair of the Board of Trustees, or Chair:** means a Member of the Board of Trustees elected by trustees to fill the role of chair of the board.

**Director of Education:** means the chief education officer, chief executive officer, and Secretary of HPEDSB and is appointed by the Board.

**HPEDSB:** means the Hastings and Prince Edward District School Board.

**Staff:** means the persons employed by HPEDSB. Staff does not include any Member of the Board of Trustees.

**Student Trustee:** means one of up to three Grade 11 or 12 students elected by peers to represent the interests of students in Grades 9 to 12.

**3) ROLE OF THE BOARD**

- a) The powers and duties of the HPEDSB, as an organization, are distinct from those of individual trustees and those of Staff. It is the duty of the Board of Trustees, rather than Staff, to make policy decisions and in doing so, consider the interests of HPEDSB as a whole.
- b) The school board, as a corporate body, is the legislative source of all decisions, and individual trustees are granted no authority through the *Act*. Legal accountability for Board decisions applies to the Board as a corporate entity rather than to individual Board Members. Once a decision is made by the Board at a duly constituted meeting the decision is binding with HPEDSB and all trustees are legally bound to uphold that decision.
- c) The Board is responsible for setting policy and the strategic direction of HPEDSB, hiring and appraising the performance of the Director of Education, approving the allocation of resources, monitoring the effectiveness of the Board's policies in achieving HPEDSB's multi-year strategic plan, and engaging with education partners, stakeholders and the broader public.
- d) The Hastings and Prince Edward District School Board's major areas of responsibility are as follows:
  - i) **Accountability For Student Achievement In The District**
    - a) promote a culture that supports student achievement and well-being and a positive climate is inclusive and prevents bullying;
    - b) ensure that effective and appropriate educational programs are available for every student;
    - c) make decisions that reflect Hastings and Prince Edward District School Board's philosophy and beliefs that all students can learn;
    - d) promote clear, consistent expectations that focus on a successful outcome for students.
  - ii) **Accountability To The Provincial Government**
    - a) act in accordance with the *Act*, and other statutory requirements to ensure implementation of provincial and education standards and policies;
    - b) perform Hastings and Prince Edward District School Board functions required by provincial legislation and board policy;
    - c) provide advice to the Ministry of Education through the Ontario Public Public School Boards' Association (OPSBA) regarding regional and local implications of government policy recommendations.
  - iii) **Accountability To The Community**
    - a) make decisions that reflect the Hastings and Prince Edward District School Board's philosophy, goals and strategic plan that represent the interests of the entire district;
    - b) establish processes that provide the community with opportunities for input and provide effective stewardship of board resources;
    - c) establish HPEDSB process for communication with parents and guardians in accordance with ministry of Education policies and guidelines;
    - d) provide two-way communications between Hastings and Prince Edward District School Board and school councils, and.
    - e) provide reports outlining district results in accordance with provincial policy.
  - iv. **Policy Development, Implementation and Review**
    - a) Develop and maintain policies that set the overall direction for HPEDSB and reflect the provincial and strategic plan priorities that focus on promoting student achievement, a positive school climate, preventing bullying, ensuring effective stewardship of HPEDSB's resources; and delivering effective and appropriate education programs to its pupils,
    - b) monitor and evaluate the effectiveness of the above policies to achieve the provincial priorities and strategic plan through appropriate reports from HPEDSB's Staff with the understanding that the Director of Education and their Staff determine how to implement the policies; and
    - c) regularly review Hastings and Prince Edward District School Board policies to ensure that they are current and reflect the desired impact and/or purpose.
  - v. **Board Relations with Director**
    - a) hire in accordance with the Board's director recruitment policy, monitor and evaluate the performance of the Director of Education in accordance with the Ministry of Education's policies and guidelines;

- b in accordance with any Board mandate or job description provided to the Director of Education at the time of hiring or otherwise work with the Director of Education to mutually agree upon annual goals established in line with the strategic plan or as otherwise provided by the Ministry of Education;
  - c understand that the Director of Education implements the policies of the Board and the Strategic Plan as they reasonably determine in their discretion based on best practices for school board education and administration subject to the provisions or restrictions of the *Act*.
  - d entrust the day-to-day management of HPEDSB to its Staff through the Director of Education;
  - e unless otherwise set out in Ministry of Education policies or guidelines for the performance review of the Director of Education, evaluate the Director of Education in the first year of service and annually or biannually thereafter. Use the Director of Education's job description or annual goals, if any, and the district's strategic plan as the basis for the evaluation and perform the evaluation using a mutually agreed upon evaluation process as between the Director of Education and the Board;
  - f at least once a year at the Director of Education's request, provide the Director of Education with an opportunity to meet alone with the Board in closed session;
  - g periodically review the compensation of the Director of Education and senior staff in accordance with the Executive Compensation Plan and/or such other applicable legislation, if any; and.
  - h promote a positive working relationship with the Director of Education that is based on understanding the role of the Director of Education to operationalize the Board's Policy and strategic plan and the role of the Board to set the overall direction of the Board through the strategic plan and through setting Board policy and monitoring the effectiveness of the strategic plan based upon regular reports from the Director of Education and the staff.
- vii. Strategic Plan**
- a provide overall direction for the Hastings and Prince Edward District School Board by establishing the Board vision, mission and priorities;
  - b after consulting with the parents/guardians, students and supporters of HPEDSB, the Board together with the Director of Education develop a multi-year strategic plan that covers three or more school years and aimed at achieving the goals in s.169.1 of the *Act* and the provincial priorities for student achievement as prescribed by the Ministry of Education;
  - c annually review the strategic plan with the Director;
  - d publically post the strategic plan in the form required by the Ministry of Education on the HPEDSB website and take steps to bring the strategic plan to the attention of parents of pupils, supporters and employees of HPEDSB;
  - e meet with parents of pupils about the strategic plan and within the first months of each school year, discuss with them the plan as it applies to that school year and within the last two months of each school year, report to them on progress and results achieved in that school year. The meeting topics must include information on planned and actual spending related to the plan and provide means for the parents to participate in the meetings and engage with all other participants;
  - f ensure that the strategic plan includes measures respecting the allocation of resources to improve student outcomes that fall below the outcomes specified in regulations made under section 11.1 of the *Act*;
  - g annually set priorities with outcomes (strategic plan);
  - h annually use the strategic plan to drive the budget process, and
  - i monitor progress of student achievement.
- viii. Fiscal Responsibility**
- a develop a budget review process to help determine annual resource allocations. Use the strategic plan and other provincial and local directions;
  - b annually approve the budget to ensure that the financial resources are allocated to achieve the desired results;

- c approve as per legislation all capital plans and other planning documents that will drive budget decisions;
- d have in place an audit committee to ensure that the district is compliant with the provincial audit regulations and that the district has in place appropriate accountability processes;
- e ratify Memoranda of Agreements/Letters of Agreement with all employee groups on local issues; and.
- f approve borrowing, both short and long-term, according to Board By-laws.

**iv) Additional Responsibilities**

The Board also has the following responsibilities:

- a approval of school year calendars;
- b naming of educational facilities;
- c approval of tender selection for major building construction and modernization as per Board procedure;
- d approval of disposition of land and buildings in accordance with Ministry of Education regulations, policies or guidelines;
- e approval of education development charges; and
- f approval for the issuance of debentures.

**4) ROLE OF A BOARD MEMBER**

a) Individual Trustees will carry out their duties under section 218.1 of the Education Act. Trustees are elected officials who must work closely with the community in order to make sound decisions as a Board. Trustees exercise a vitally important role, not just in representing the community, but in helping the community to understand the decisions and policies of HPEDSB.

**b) Accountability**

- i) The declaration of office made by each Board Member when they assume office binds that person to work faithfully in the cause of education;
- ii) Once elected, Trustees act in the best interest of all students of HPEDSB, and not just, their electoral district or a particular interest group;
- iii) A Board Member's primary task is to act as a Member of a corporate Board and serve the community as an elected/appointed representative. Board Members are accountable to the public for the collective decisions of the Board;
- iv) Each Board Member has a duty to support the corporate board in providing accountability for the educational, financial and operational performance of the school system;
- v) The decisions of the Board made in a legally constituted meeting are those of HPEDSB. A Board Member who is given corporate authority to act on behalf of the Board by means of written policy or resolution may carry out specific duties, but only as an agent of the Board. In such cases, the actions of the Board Member are those of the Board, which is then responsible for them;
- vi) Individual Board Members have no authority to act on behalf of the Board or conduct HPEDSB business; and
- vii) Board Members have the duties described in s.218.1 of the Act and section 2.2 of the HPEDSB By-Laws.

**c) Community Representation**

- i) As the representatives in their local jurisdiction, trustees are required to listen to the concerns and needs of their communities, bring those to the attention of the board, and to ensure programs and strategies of the board help all students. It is through the process of collaborating and engaging in joint decision-making as members of the Board that trustees work to translate the values, priorities and expectations of the community into policy; and
- ii) Board members support the Board's responsibility to consult with parents/guardians and the community about the Board's multi-year strategic plan and report to stakeholders about the progress in implementing the strategic plan.

**d) Decision Making**

- i) Board members are responsible for staying informed about developments in education. They have a responsibility to learn about the school system and the many issues that face-publicly funded education;

- ii) Board members will be familiar with Hastings and Prince Edward District School Board policies, By-Law, parliamentary procedure, meeting agendas and reports in order to participate effectively in Board business;
- iii) The Board takes action through motions passed at a duly constituted public Board meeting. Board members actively participate in those motions through proper debate on action items on an agenda that reflects the Board's mandate and the strategic plan.

**e) Communication/Addressing Concerns**

- i) Board Members serve large areas and fulfilling the representational role may be challenging;
- ii) A democratic system entitles everyone to a voice but does not ensure that everyone will always be content with decisions that are made. Effective, regular two-way communication will enhance a Board member's ability to build understanding and consensus in the community.
- iii) HPEDSB will establish informational materials to provide to parents and guardians as required by the Ministry of Education and develop and comply with the Ministry's protocol setting out standards for responding to parent and guardian inquiries;
- iv) Hastings and Prince Edward District School Board strives to maintain open and fair communication with parents, guardians and members of the school community. Board members are responsible for staying informed about what the Board has developed to comply with the Ministry of Education's protocol for informational materials and standards for responding to parent and guardian inquiries and directing parents and guardians to these materials and standards;
- v) Board Members refer governance issues and problems that are not covered by Board policy to the corporate Board for discussion and determination of decision-making authority.
- vi) Board Members support the belief that the most efficient way to run an organization is to deal with issues or problems as close as possible to the place where they occurred. If a parent/guardian calls with a concern about a student, the Board member will refer the parent/guardian to board Procedure 108 for next steps. The Board member may also refer the matter to the Director of Education if the steps in Procedure 108 have been exhausted.
  - a) Depending upon the seriousness of the issue, the Board Member may also inform the director of education immediately; and
  - b) The Board Member will leave the investigation and solution of the matter in the hands of the professional staff. The appropriate administrator will ensure that the issue is investigated and resolved. Staff will advise the Board Member in a timely manner when the issue has been resolved.
- vii) In cases where the concern or complaint cannot be resolved by administration or is related to Board policy that may need amending or the creation of a policy,, the Director of Education may refer the issue to a Board committee;
- viii) If the concern is related to a governance issue, Governance Directive 7.3 Public Participation and Delegations provides the opportunity for a member of the public to be heard. In accordance with the terms of the Governance Directive 7.3, a person or group that is officially elected or appointed to represent another or others may address the Board or Committee of the Board once a delegation request has been referred by the Governance and Policy Committee.

**f) Advocacy and Leadership**

- i) Board Members act as education advocates at various levels. At the local level, Board members work on behalf of the community and must consider the unique needs of that community when deciding what position to take on an issue. They encourage members of the community to participate in the school system. This involves familiarizing people with the avenues for involvement, such as school council, the Parent Involvement Committee or volunteer work. It also involves informing people about the procedures for bringing their views before the Board through public or written submissions.
- ii) The Board Member's role as an education advocate often extends beyond the boundaries of the district school board. Board Members are education advocates across the province and with the provincial government; and
- iii) Board members participate in Board and Board Member professional development and training as required by Ministry of Education policies and guidelines so that the quality of leadership and service in Hastings and Prince Edward District School Board will be enhanced.

#### **4) ROLE OF THE CHAIR AND VICE-CHAIR**

- a) Duties of the Chair of the Board
  - i) The Chair of the Board in addition to the duties and responsibilities of the Chair described in HPEDSB's By-Laws shall:
    - as required by the Act maintain the Board's focus on the strategic plan and HPEDSB's mission and vision;
    - be a signing officer of the Board and sign such corporate documents as required of the Chair, and
    - be the official spokesperson for the Board on governance matters which reflect the will of the Board through resolution and in situations where a system level comment or response is required, including;
      - speak on matters concerning trustees, such as Trustee Code of Conduct and the selection of and Performance Appraisal of the Director of Education. The Director of Education speaks on all operational matters.
    - in consultation with the Senior Business Official and in compliance with any HPEDSB policies and Ontario Government directives issued pursuant to the Broader Public Sector Accountability Act, 2010 (part IV), review and approve expense reimbursement claims for the Director of Education and other Board Members.
- b) Reviewing the Agenda
  - i) The Chair shall ensure that the content of the Board meeting agenda relates only to those issues which are not operational in nature and reflect the day-to-day management of the HPEDSB but are strategic as described in the strategic plan and relate to the Board's policy-making duties, including the duty to monitor through appropriate reporting from Staff and evaluate the effectiveness of those policies in achieving the strategic plan.
- c) Presiding at Board Meetings
  - i) The Chair is the presiding officer at Board meetings and is responsible for ensuring the meetings are conducted in accordance with the agenda; the HPEDSB By-Laws and parliamentary procedure;
  - ii) The Chair may vote on all motions that they do not have a conflict of interest. They do not have an extra or deciding vote and any equality of votes results in a lost motion;
  - iii) Best practice is for the Chair when sitting as the presiding officer not to participate in the debate of a motion but as an elected Board Member may simply at the end of the debate state their reason for their vote. If the Chair wishes to debate a motion then the Vice-chair of the Board will preside at the meeting until the vote on that motion has been decided. If the Vice-chair is unable to preside then the Chair will select another Board Member who does not wish to debate the motion to preside; and
  - iv) The Chair when presiding at a Board Meeting may facilitate the meeting and debate of a motion by drawing to the attention of the Board, without leaving the chair, any material facts related to the motion that appear to be overlooked such as legislation, Board policy, previous decisions of the Board, etc., in order to assist the Board in arriving at a decision that reflects their true intent.
- d) Providing Board Leadership
  - i) The Chair shall be kept informed of significant developments within Hastings and Prince Edward District School Board and shall be in regular contact with the Director of Education to maintain a working knowledge of current issues and events. The Chair has no individual authority to instruct the Director of Education.
  - ii) The Chair shall ensure that the Board engages in regular review or self-evaluation of its effectiveness as a Board.
  - iii) In addition to the duties described in the HPEDSB By-Laws, the Vice-chair shall be one of the signing officers of the Board; and
  - iv) act as liaison to the student trustees.

**5) ROLE OF THE DIRECTOR OF EDUCATION**

- a) The Director of Education and other Staff are responsible for the day-to-day management and administration of all schools and departments, and the implementation of the policies approved by the Board of Trustees.
- b) The Director of Education is the Chief Education Officer, the Chief Executive Officer and the Secretary of the Board of Hastings and Prince Edward District School Board in accordance with the *Act*. The Director of Education reports directly to, and is accountable to the Board of Trustees. The Director of Education has certain responsibilities under the *Act* to provide reports to the Ministry of Education. All Staff report ultimately to the Director of Education and not the Board, and board authority delegated to Staff is delegated through the Director of Education.
- c) Job Description/Areas of Responsibility:
  - i) Shall within policies established by the Board, develop and maintain an effective organization in the programs required to implement such policies (s.283 of the *Act*)
  - ii) Student Achievement and Well-Being:
    - a takes the necessary steps to provide a safe and caring environment that fosters and maintains respectful and responsible behaviour for each student.
    - b takes the necessary steps to provide for the safety, well-being and achievement of students while participating in school programs or while being transported to or from school programs on transportation provided by Hastings and Prince Edward District School Board.
    - c takes the necessary steps to provide facilities to accommodate Hastings and Prince Edward District School Board students.
    - d acts as Board delegate for emergency school closures.
    - e acts as, or designates, the local attendance counsellor for the district.
    - f broadly promotes the board's mission, vision and goals articulated in the multi-year strategic plan and founded on the ambitious images of the educated person.
    - g assumes responsibility for ensuring evidence of a coherent instructional guidance system through an operational plan
  - iii) Leadership and Leadership Development:
    - a provides leadership in all matters relating to education in the district.
    - b ensures that students in the district have the opportunity to meet the standards of education mandated by the Ministry of Education.
    - c provides leadership to promote clear, consistent expectations that focus on successful outcomes for students.
    - d develops and maintains positive and effective relations with staff at the provincial and local government levels.
    - e develops and maintains positive and effective relations with schools and district departments.
    - f provides leadership in the planning, development, implementation, review and evaluation of administrative procedures.
    - g demonstrates positive and proactive leadership that has the support of the staff with whom the Director works most closely;
    - h undertakes training and ensures supervisory officers of HPEDSB undertake training as required by the Ministry of Education policies and guidelines;
    - i implements policies and directives of the Board; and
    - j directs and monitors all operations of HPEDSB in a manner consistent with the multi-year strategic plan approved by the Board.
  - iv) Fiscal Responsibility:
    - a ensures that the fiscal management of the district is in accordance with the Ministry of Education's funding, other applicable grant regulations, and in accordance with the provisions of the *Act*.
    - b ensures that the fiscal management of the district is in alignment with priorities and goals in the board's multi-year strategic plan.
    - c monitors to ensure that strategic plan priorities and goals are used to develop aligned and specific school and department level goals; and
    - d uses appropriate evidence for accounting to stakeholders and provides planned and actual spending related to the multi-year strategic plan as required by s.169.1 (4.1) of the *Act*.

- v) Organizational Management:
  - a demonstrates effective organizational skills that result in district compliance with all legal, Ministerial, Board and all other government mandates and timelines.
  - b reports to the Minister of Education with respect to matters identified in and required by the *Act*.
  - c brings to the attention of the Board any act or omission by the Board that in the opinion of the Director of Education may result in or has resulted in a contravention of the *Act*. If the Board does not respond in a satisfactory manner to an act or omission brought to its attention, the Director of Education must advise the Deputy Minister of the Ministry of the act or omission; and.
  - d provides evidence of an effective organization through budgets, structures, procedures and time usage aligned with the strategic plan.
- vi) Planning:
  - a provides leadership for the development of HPEDSB's multi-year strategic plan and annually reviews it with the Board;
  - b ensures that the multi-year strategic plan establishes Board priorities and identifies specific measures and resources that will be applied in achieving those priorities, specifically with regard to the board's responsibility for student achievement and well-being (s.283.1 of the *Act*).
  - c implements and monitors the implementation of the multi-year strategic plan (s.283.1);
  - d ensures appropriate involvement of the Board in the development of the multi-year strategic plan (approval of process and timelines, establishment of board priorities and outcomes, key results and final Board approval).
  - e reports regularly on implementation and results achieved in relation to the board's multi-year strategic plan and the related operational plan.
- vii) Personnel Management:
  - a takes the necessary steps to provide a safe and caring environment that fosters and maintains respectful and responsible behaviour for all Staff.
  - b has overall authority and responsibility for all personnel-related issues, save and except those personnel matters precluded by Board policy, legislation or collective agreements.
  - c performance review of all Staff who are direct reports to the Director of Education,
  - d ensures effective processes are in place for capacity building and succession planning.
  - e ensures compliance with human rights and labour relations legislation.
  - f makes every effort to identify and remove discriminatory biases and systemic barriers that would limit the opportunities for individuals from diverse communities for employment, mentoring, promotion, and succession planning in all board and school positions.
  - g assumes authority and responsibility for legislated and implemented performance appraisal procedures and all personnel-related issues, save and except those personnel matters precluded by board policy, legislation or collective agreements.
- viii) Director and Board Relations
  - a establishes and maintains positive working relations with the Board.
  - b supports the Board in performing its role and facilitates the implementation of its role based on best practices for school board governance and respecting the distinction between policy development by the Board and implementation of Board policies by the Director of Education as outlined in Board policy.
  - c communicates effectively with the Board and individual Board Members and is the main point of contact at the Staff level; and.
  - d promotes opportunities for establishing a policy-oriented Board of Trustees as described in the role of the Board.
- ix) Board Communications and Community Relations
  - a establishes effective communication strategies to keep the district informed of key monitoring reports; student, volunteer and staff successes; local issues and Board decisions.



- b ensures open, transparent and positive internal and external communications.
- c ensures that School Councils have the opportunity to provide appropriate advice and support as required in the Act and/or Board policy.
- d participates in community affairs in order to enhance and support the district and promote public education.
- e provides a Director of Education's annual report to the Board and to the Minister on action taken during the previous year, as required by legislation.
- x) Student, Staff and District Recognition/Public Relations
  - a establishes effective recognition programs and strategies to ensure that the internal and external audiences are aware of student, volunteer, staff and district successes.

**Legal References:**

- *Education Act, sections 169.1, 170-171 Duties and Powers of Boards; section 209 Trustee Declaration; ; section 218.1 Trustee Duties; section 218.4 Additional Duties of Chair; Regulation 224/23 : Provincial Priorities in Education – Student Achievement; Regulation 43/10 Provincial Interest in Education; section 283 and 283.1 Director of Education; Part VIII Compliance with Board Obligations; Part IX Finance*

**Resources:**

- HPEDSB Board Policy
- HPEDSB By-Laws:
- *OESC A Guide for Trustees, School Boards, Directors of Education and Communities*
- *The Ontario Education Services Corporation (OESC).Professional Development Program for School Board Trustees*
- *2022-2026 Good Governance Guide*
- *School Board Governance a Focus on Achievement - a Report of the Governance Review Committee of the Minister of Education April 2009*
- *The Governance Core by Davis Campbell and Michael Fullan*
- *2020-2025 Strategic Plan*

Decision  X  Information    

**To:** Governance and Policy Committee

**From:** Katherine MacIver, Director of Education and Secretary to the Board

**Re: Fourth review – Draft Policy XX: Board Communications and Media Relations**

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**Purpose**

The purpose of this report is to review the fourth revision to this draft policy and recommend approval to the Board.

**Link to Strategic Plan**

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

**Background**

This revised policy was reviewed at the September 18 and October 16, 2023, Governance and Policy Committee meetings. Feedback from public consultation was reviewed and discussed at the October 16, 2023, meeting incorporating any additional changes into the third review of this draft policy. At the Organization and Regular Public Board meeting held on November 27, 2023, a recommendation was approved, stating:

**That the Hastings and Prince Edward District School Board of Trustees do not have individual Trustee social media accounts.**

The wording of this recommendation was incorporated into the draft policy. In further discussions, the Director of Education agreed to seek legal advice based on the committee's suggestion. The third draft of this policy was shared with Legal Counsel and further revisions were made to the draft policy.

**Next Steps**

The Governance and Policy Committee is asked to review the revisions suggested by Legal Counsel. After review, a recommendation to approve this policy will go forward to the February 26, 2024, Regular Public Board Meeting for approval. Current Policy 3-D: Board Communications and Media Relations will be revoked and replaced with this revised policy and renumbered Policy 08: Board Communications and Media Relations.

With the changes as suggested by Legal Counsel, it is recommended that the Board rescind the motion passed on November 27, 2023, using a two-thirds vote to suspend By-laws, as the new policy will achieve these aims.

**Recommendation:**

**Moved:**

**Seconded:**

**The Governance and Policy Committee recommends the Hastings and Prince Edward District School Board approve Policy 08: Board Communications and Media Relations. With the approval of this revised policy, Policy 3-D will be revoked.**

**Recommendation:**

**Moved:**

**Seconded:**

**The Governance and Policy Committee recommends the Hastings and Prince Edward District School Board rescind the motion passed on November 27, 2023; “That the Hastings and Prince Edward District School Board of Trustees do not have individual Trustee social media accounts”. through a two-thirds vote as per HPEDSB By-laws Section 5.34.1(b).**

Appendix A: Fourth Draft-Policy XX: Board Communications and Media Relations

BOARD POLICY XX	
Adopted	November 28, 2000
Last Revised	
Review Date	

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## BOARD COMMUNICATIONS, MEDIA RELATIONS AND SOCIAL MEDIA

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### 1) OBJECTIVE

The Hastings and Prince Edward District School Board (the Board) is committed to fostering positive relationships among our diverse stakeholders and the media through open and transparent communication. All communications will support student achievement and well-being, and align with the strategic plan.

### 2) DEFINITION

**Stakeholders:** Includes students, parents/guardians, employees, community and education partners, the broader public and the media.

### 3) COMMUNICATION GUIDELINES

- a) All communications between the Board and stakeholders will be clear and concise to ensure access to relevant information in a timely manner.
- b) The director of education or designate shall be responsible for maintaining effective and consistent channels of communication with all stakeholders.
- c) The Board shall provide information to stakeholders that:
  - i) reflects current trends in education; and
  - ii) builds a sense of pride in Hastings and Prince Edward District School Board.
- d) Legislative requirements for communications will be met.

### 4) COMMUNICATING WITH FAMILIES AND COMMUNITY MEMBERS

- a) The Board will establish the means by which it will consult with Stakeholders when developing or reviewing the multi-year strategic plan; Board budget and policies.
- b) Trustees consult with parents/guardians, students and stakeholders on the development and implementation of the board's strategic plan.
- c) Trustees address the concerns of parents/guardians, students and stakeholders through the process outlined in Procedure 108: Process for Addressing Public Concerns.

### 5) COMMUNICATING WITH THE MEDIA

- a) The Board recognizes the right and importance of the media to seek facts that are relevant to the media's work and will cooperate with the media in the release of such facts to avoid violating legislation, contractual obligations and/or Board policies.
- b) The chair of the Board and the director of education, or designate, are the Board's primary spokespersons in all situations where a system level comment or response is required.
- c) The chair is the spokesperson for the Board regarding governance matters, including matters affecting trustees; the employment of the director of education; matters that are the responsibility of the Board of Trustees and any decisions made by the Board of Trustees. ~~as the Board's elected representative, provides comments from the political and governance perspectives on behalf of the Board and Board of Trustees.~~

- d) The director of education, or designate, as the Board's chief executive officer and chief education officer, is the Board's spokesperson provides comments from the operational perspective and day to day management of the Board.
- e) The Chair of the Board may delegate communications to the a local trustee the function of speaking on behalf of the Board for a specified topic when appropriate. Trustees will consult with the Chair prior to accepting media invitations to ensure the trustee is the appropriate person to be speaking to the media on the topic identified by the media.
- f) Unless a trustee has been delegated the function of speaking on behalf of the Board, an individual trustee will clearly identify their comments as their own opinion. Trustees are required to uphold any decisions made by the Board of Trustees and cannot undermine the implementation of those decisions. Trustees may respectfully disagree with a decision of the Board provided it is done in such a manner as to not cause a loss of public confidence in the Board.

## 6) USE OF SOCIAL MEDIA

- ~~a) Trustees using social media will follow the Social Media Guidelines posted on the HPEDSB website and use these forums to advance the work of the Board of Trustees.~~
- ~~b) Trustees will not have individual Trustee social media accounts.~~
- a) Individual trustees will not consult or seek feedback from Stakeholders on behalf of the Board. The Board will communicate and seek feedback for the multi-year strategic plan and policies from stakeholders through the communication platforms, tools and activities that are approved and managed through the Communications Department of the Board.
- b) All postings by trustees will uphold both Governance Directive 7.1 - Board Members' Code of Conduct and the dignity of the office of trustee.
- c) Trustees will not provide disclose personal information of others, private, confidential or other proprietary information of the Board and will not discuss sensitive or private matters publicly.
- d) Trustees may use materials produced by HPEDSB in their communications and will not alter, modify or otherwise change the message or its intent.
- e) Trustees may amplify communicate to the public events in the school and community that advance the strategic and operational goals of the Board and may direct viewers to further information where applicable.
- f) Trustees will ensure that their communications are accurate and do not disparage other individuals, the Board of Trustees or the Board or unfairly cause them reputational harm.
- g) Postings by Trustees shall uphold all decisions of the Board of Trustees and not undermine public confidence in the Board. Any dissenting opinion by a trustee must clearly distinguish between the Board of Trustees' decision and their personal opinion.
- h) Any postings by trustees regarding matters to be decided by the Board of Trustees should clearly indicate that the Board of Trustees has not yet made a decision and the trustee's comments reflect their personal views should not interpret or take a position on a Board a matter unless it has been approved by the Board of Trustees.
- i) Individual trustees cannot, on behalf of the Board of Trustees or Board, solicit the views of the public on Board matters.

## 7) ACCESS

- a) Agendas, reports and minutes of public Board and/or standing committee meetings shall be posted on the website.
- b) News releases will be posted on the Board website and shared through the normal social media channels.

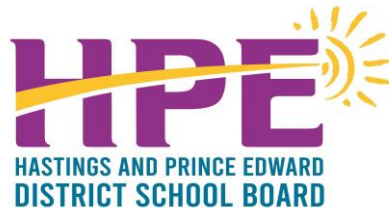
### Legal references

- *Education Act*, section 207 Access to Meetings and Records
- *Education Act*, section 218 Conduct of Members of School Boards
- *Municipal Freedom of Information and Protection of Privacy Act*
- Charter of Rights and Freedoms

### Board reference

- [Board Policy #1: Board Vision, Mission and Priorities](#)
- Board Policy #4: Corporate Board Job Description
- Board Policy #5: Director of Education Job Description
- Board Policy #7: Board Policy Development and Review
- Governance Directive 7.1 - Board Members' Code of Conduct
- Social Media Guidelines

DRAFT



## AGENDA

Regular Public Board Meeting		Monday, February 26, 2024
Item		Responsibility Page #
1	Call to Order – 6:00 p.m.	S. Binder
2	Presentation: Special Education – Supporting students with blind and low vision needs	K. Dostaler
3	Motion to Convene into Closed Committee of the Whole	nil
4	Reconvene to Regular Public Board Meeting	nil
5	Acknowledgement of Traditional Lands	J. Webster
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 January 22, 2024	
	(b) Committee Meeting Minutes (for information only)	
	i) Governance and Policy January 15, 2024	
	ii) Special Education Advisory Committee January 25, 2024	
	iii) Physical Planning, Finance and Building Committee January 8, 2024	
	iv) Parent Involvement Committee November 15, 2023	
	v) Student Learning, Well-Being and Equity Committee November 6, 2023	
10	Rise and Report from Committee of the Whole	nil
11	Report from External Organizations	
	(a) Ontario Public School Board Association (OPSBA)	A. Robertson
	(b) Food for Learning January 25, 2024	K. Hambly
12	Report from Standing Committee Reports	
	(a) Governance and Policy Meeting February 20, 2024	S. Binder
	i) Recommendation – Policy 11 Indemnification of Board Members	
	ii) Recommendation – Policy 08: Board Communications and Media Relations	
	iii) Recommendation – Rescind a Motion from November 27, 2023	
	(b) Student Learning, Well-being, and Equity Meeting February 5, 2024	S. Lewis
	(c) Physical Planning, Finance and Building meeting February 12, 2024	E. Charlton
13	Report from Statutory Committee Reports	
	(a) Audit Committee	nil

<b>Item</b>	<b>Responsibility</b>	<b>Page #</b>
(b) Parent Involvement Committee	nil	
(b) Special Education Advisory Committee	nil	
(c) Supervised Alternative Learning, February 15, 2024	K. Hambly/R. Speck	
14 Report from Advisory Committee Reports		
(a) Accessibility Advisory	nil	
(b) Equity and Inclusivity Advisory	nil	
(c) Indigenous Education Advisory	R. Speck	
(d) Student Voice Plan 2023-2024	Student Trustees	
15 Ad Hoc Committee Report	nil	
16 Chair's Report	S. Binder	
(a) Invitation for Trustee Sharing		
17 Director's Report	K. MacIver	
18 HPEDSB Staff Reports		
(a) Mid-year Strategic Plan Update	K. MacIver/Team	
(b) Recommendation – School Year Calendar	T. Elliott	
(c) Recommendation – Boundary Review	K. MacIver/ K. Dostaler	
19 Calendar of Events	S. Binder	
20 Correspondence	nil	
21 Unfinished Business	nil	
22 Trustee Motions for Consideration	nil	
23 Trustee Notice of Motion	nil	
24 Adjournment	S. Binder	

**Next Regular Public Board Meeting: March 25, 2024, at 6:00 p.m.**

**Upcoming meetings:**

Regular Public Board Meeting: April 22, 2024, at 6:00 p.m.  
 May 27, 2024, at 6:00 p.m.  
 June 17, 2024, at 6:00 p.m.