



AGENDA

| Regular Public Board Meeting | | Monday, August 26, 2024 | |
|------------------------------|---|--------------------------|--------|
| Item | | Responsibility | Page # |
| 1 | Call to Order – 6:00 p.m. | S. Binder | |
| 2 | Acknowledgment of Traditional Lands | K. Kramp | |
| 3 | Presentation: (a) Prime Minister’s Award for Teaching Excellence, Certificate of Achievement; Angela Burr, Madoc Township Public School (b) Swearing-in of new Student Trustees | T. Elliott K. MacIver | |
| 4 | Motion to Convene into Closed Committee of the Whole | nil | |
| 5 | Reconvene to Regular Public Board Meeting | nil | |
| 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 June 17, 2024 | | 3 |
| | (b) Special Public Board Meeting Minutes June 28, 2024 | | 9 |
| | (c) Special Public Board Meeting Minutes July 17, 2024 | | 11 |
| | (b) Committee Meeting Minutes (for information only) | | |
| | i) Governance and Policy June 10, 2024 | | 13 |
| | ii) Special Education Advisory Committee – nil | | |
| | iii) Parent Involvement Committee - nil | | |
| | iv) Physical Planning, Finance and Building Committee – nil | | |
| | v) Student Learning, Well-Being and Equity Committee – nil | | |
| | vi) Accessibility Advisory Committee – nil | | |
| | vii) Audit Committee November – nil | | |
| 10 | Rise and Report from Committee of the Whole | nil | |
| 11 | Report from External Organizations | | |
| | (a) Ontario Public School Board Association (OPSBA) | S. Binder | |
| | (b) Food for Learning Meeting | nil | |
| 12 | Report from Standing Committee Reports | | |
| | (a) Governance and Policy Meeting Highlights August 19, 2024 | S. Binder | 16 |
| | i. Recommendation-Governance Directive 7.1: Trustee Code of Conduct | S. Binder | 17 |
| 13 | Report from Statutory Committee Reports | | |
| | (a) Audit Committee | nil | |
| | (b) Parent Involvement Committee | nil | |
| | (c) Special Education Advisory Committee | nil | |
| | (d) Supervised Alternative Learning, | nil | |

| Item | Responsibility | Page # |
|-------------|--|------------------|
| 14 | Report from Advisory Committee Reports | |
| | (a) Accessibility Advisory | nil |
| | (b) Equity and Inclusivity Advisory, | nil |
| | (c) Indigenous Education Advisory, | nil |
| | (d) Student Voice Plan | Student Trustees |
| 15 | Ad Hoc Committee Report | |
| | (a) Director's Performance Appraisal Ad Hoc Committee Update | S. Lewis |
| 16 | Chair's Report | S. Binder |
| | (a) Invitation for Trustee Sharing | |
| 17 | Director's Report | K. MacIver |
| 18 | HPEDSB Staff Reports | |
| | (a) Ontario Scholars Report | K. MacIver |
| | (b) Student Achievement Plan (SAP) | T. Elliott |
| | (c) Easthill Elementary School Update | B. Wilson |
| 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: September 23, 2024, at 6:00 p.m.

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

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

Absent:

Guests: Bill Thompson, Destreaming Coordinator; Ben Claxton, Instructional Coach, Eastside Secondary School; and Chris Lee, Instructional Coach, Central Hastings School

Resources: K. Donnell, K. Dostaler, T. Elliott, K. Horrigan, T. Jones, K. MacIver, D. McFarlane, B. Wilson

Minutes: D. Lucas, Executive Assistant

1. Call to order

Chair Binder called the meeting to order at 6:00 p.m. and welcomed everyone to the Regular Public Board meeting.

2. Acknowledgement of Traditional Lands - Trustee Charlton offered the Land Acknowledgement.

3. Presentation –

(a) Destreaming Update

The presentation summarized activities and key learning about destreaming during the school year. Teachers reported that cross-panel learning teams enabled teachers to talk with one another about teaching best practices. Thank you to presenters Ben Claxton, the Destreaming coach; Bill Thompson, the Destreaming Coordinator; and Chris Lee, Destreaming coach.

4. Motion to convene into a Closed Committee of the Whole

Recommendation:

Moved: K. Kramp

Seconded: A. Robertson

That the Regular Public Board meeting convene into a closed Committee of the Whole at 6:22 p.m.

Carried

5. Reconvened to Regular Public Board meeting at 6:55 p.m.

6. Roll Call

Chair Binder requested a roll call for trustees and student trustees. All members were present.

7. **Approval of the agenda**

Recommendation

Mover: E. Charlton

Seconder: K. Kramp

That the agenda for the June 17, 2024, Regular Public Board Meeting be approved.

Carried

8. **Conflict of Interest** – none declared.

9. **Consent Agenda Items:**

Recommendation

Mover: A. Robertson

Seconder: S. Maracle

That the following Consent Agenda items be approved:

(a) **Regular Public Board Meeting Minutes May 27, 2024**

(b) **Committee Meeting Minutes (for information only)**

- i) **Governance and Policy Committee May 21, 2024,**
- ii) **Special Education Advisory Committee April 25, 2024,**
- iii) **Parent Involvement Committee nil,**
- iv) **Physical Planning, Finance and Building Committee May 13, 2024,**
- v) **Physical Planning, Finance and Building Committee May 28, 2024,**
- vi) **Student Learning, Well-Being and Equity Committee May 6, 2024,**
- vii) **Accessibility Advisory Committee March 21, 2024,**
- viii) **Audit Committee November 20, 2023.**

Carried

10. **Rise and Report from Closed Committee of the Whole**—Vice-chair Robertson reported that a discussion was held regarding correspondence, and an update on a legal matter was shared.

11. **Report from External Organizations:**

(a) **Ontario Public School Board Association (OPSBA)** – Vice-chair Robertson provided the following highlights from OPSBA:

- the copyright overpayment litigation is complete, and school boards will receive cheques directly from OPSBA,
- OPSBA elections will take place at the Annual General Meeting in July,
- the 2024 Canadian School Boards Conference is July 3-5, 2024, in Toronto;
- the Healthy Democracies Student Leadership Award is open for applications,
- reference to the provincial Cabinet shuffle.

(b) **Food for Learning Steering Committee** – nothing to report

12. **Standing Committee Reports:**

(a) **Governance and Policy Committee** – Chair Binder provided highlights from the Governance and Policy Committee meeting held on Monday, June 10, 2024:

- reviewed a fifth and final review of Draft Policy XX, Board Governance, with a recommendation to approve,
- reviewed the HPEDSB Multi-Year Strategic Plan, with a recommendation to approve,
- reviewed the annual draft work plan for the 2024-2025 committee meetings,

- reviewed the 2024-2025 Annual Schedule of Board and Committee Dates with a recommendation to approve.

**Report 12(a)i Policy XX: Board Governance
Recommendation**

**Moved: S. Lewis
Seconded: K. Kramp**

That the Hastings and Prince Edward School Board approve Policy XX: Board Governance. This policy will be renamed Policy 02: Board Governance, and through this approval, policies 4, 5, 9 and 10 will be revoked.

Carried

**Report 12(a)ii HPEDSB Multi-Year Strategic Plan
Recommendation**

**Moved: A. Robertson
Seconded: E. Charlton**

That the Hastings and Prince Edward District School Board begin the initial planning for a new multi-year strategic plan and work with a third party to accomplish this task with an Ad Hoc Strategic Planning Committee established at the first board meeting of the 2024-2025 school year.

Carried

**Report 12(a)iii Annual Schedule of Meeting Dates 2024-2025
Recommendation**

**Moved: A. Robertson
Seconded: S. Maracle**

That the Hastings and Prince Edward District School Board approve the Annual Schedule of Meetings for 2024-2025.

Carried

- (b) Student Learning, Well-Being, and Equity Committee** – Trustee Lewis provided highlights from the June 3, 2024 meeting:
- received an update on the Student Achievement Plan Parent/Guardian survey,
 - reviewed the overall graduation rates for the past five years and the Community Integration Program graduation data,
 - received an update on the Mathematics Achievement Action Plan (MAAP) endorsement,
- (c) Physical Planning, Finance and Building Committee** – Trustee Kramp provided highlights from the June 11, 2024 meeting:
- received an update on the closing of Queen Elizabeth Picton,
 - reviewed the 2024-2025 Budget, with a recommendation to the Board.

**Report 12(c)i 2024-2025 Budget
Recommendation**

**Moved: A. Robertson
Seconded: E. Charlton**

That the Hastings and Prince Edward District School Board approve the 2024-2025 Budget.

Carried

Trustees asked questions, and Superintendent Wilson responded to them.

13. Standing Committee Reports:

- (a) **Audit Committee** – Trustee Prinzen provided highlights from the June 5, 2024 meeting:
- welcomed the newest member of the Audit Committee, Wendy Osborne,
 - held an election for Audit Committee Chair. Trustee Prinzen was elected chair for the 2024-2025 school year,
 - reviewed, a report on the Regional Internal Audit Update,
 - received a report on the 2024-2025 proposed committee meeting dates,
 - reviewed and approved the External Auditor’s Plan with a recommendation to the Board to approve.

**Report 12(c)ii External Auditors’s Plan
Recommendation**

Moved: K. Kramp

Seconded: A. Robertson

That the Hastings and Prince Edward District School Board approve the External Auditor’s Audit Plan for the 2023-2024 fiscal year end.

Carried

- (b) **Parent Involvement Committee** – no report
- (c) **Special Education Advisory Committee** – Chair Binder provided highlights from the June 6, 2024 meeting:
- received a presentation on the Elementary Resource Program (ERP) - Baseball Day,
 - received a presentation on “Solutions to Barriers” from the Special Education Regional Program,
 - received a staff report on Goal Setting 2024-2025,
 - update on mental health and the individual education plan sub-committees.
- (d) **Supervised Alternative Learning Committee** – Trustee Speck provided highlights from the May 29, 2024 and June 11, 2024 meeting:
- approved two students at the May 29, 2024, meeting for the Supervised Alternative Learning Program,
 - received a review of the Supervised Alternative Learning Program for the school year; 75 students were enrolled in semester one, and 104 students were enrolled in semester two, for 179 students in the Supervised Alternative Learning Program for the 2023-2024 school year.

14. Advisory Committee Reports:

- (a) **Accessibility Advisory Committee** –no report
- (b) **Equity and Inclusivity Advisory Committee** – Chair Binder provided highlights from the May 29, 2024 meeting:
- received a good news story regarding Stirling Public School,
 - received an update on the school climate survey, which is mandated every two years;
 - student survey opened on Tuesday, May 21, 2024
 - staff and parent/caregiver survey opened on May 31, 2024

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- received an update on the Equity Action Plan showing implementation and ongoing progress within the areas of school and classroom practices, leadership and human resources and positive culture and well-being,
- reviewed proposed 2024-2025 Equity and Inclusivity Committee meeting dates and times.

(c) Indigenous Education Advisory Committee – Trustee Maracle provided highlights from the June 5, 2024 meeting:

- finalizing the Community Partner Model

(d) Student Voice Committee – Student Trustees provided highlights from the student voice meeting:

- shared a report highlighting the vaping and overcrowding bathroom issues,
- shared an update that the Provincial Government has issued a budget for Vape detectors for Ontario School Boards,
- recommended the creation of a strict no-vaping atmosphere as noted in report 12(d)i. To review the entire report, click [here](#) and go to page 128.

Trustees asked questions, and student trustees and Superintendent Dostaler responded to them.

15. Ad Hoc Committee Report - Vice-Chair Robertson provided highlights from the Director's Performance Ad Hoc Committee meetings held on June 5, 2024 and June 11, 2024 :

- reviewed the Stakeholder's interview report and completed the evaluation,
- reviewed the Appraisal Form for Year Three, with a recommendation to the Board,
- met with Director MacIver on June 14, 2024, to share the appraisal results.

**Report 15(a)i - Director's Performance Appraisal 2024
Recommendation**

Moved: E. Charlton

Seconded: A. Robertson

That the Hastings and Prince Edward District School Board present Director MacIver with a management letter and dissolve the Director's Performance Appraisal Ad Hoc Committee effective June 17, 2024.

Carried

16. Chair's Report - Chair Binder shared the following highlights:

- acknowledged and offered condolences to the family of a Trenton High School student who recently passed away,
- acknowledged current student trustees with a certificate of recognition and their honorarium for the past year,
- attended the June 8, 2024 Pride Parade,
- toured the newly built Easthill Elementary School to view the progress, which is on track to open in September 2024,
- attended the closing celebration of Queen Victoria School on June 12, 2024,
- attended Baseball Day on June 12, 2024, at the Field of Ability,
- attended the retirement ceremony on June 13, 2024.

(a) Invitation for Trustee Sharing

Trustee Robertson shared:

- remarks about the Queen Victoria School closing ceremony.

Trustee Speck shared:

- attended the area track and field event on June 3, 2024, for five schools held at York River Public School,

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- attended the York River Public School Kindergarten class on June 13, 2024. Student Trustee Vance shared:
- highlights from the mental health focus group held at North Hastings High School, where a school-wide cultural buffet lunch was served.

17. Director's Report - Director MacIver shared the following highlights:

- expressed her appreciation to Chair Binder and all Board members for recognizing the tragic death of a student. The Board is launching a comprehensive internal review of all procedures and processes and is committed to preventing a situation of this kind from happening again and implementing any changes that are required through this review,
- welcomed the new Education Minister, Todd Smith,
- attended the Queen Victoria closing ceremony,
- an online learning session with Alice Te was presented through the Parent Involvement Committee. Alice's online session was about the anti-oppressive framework and the parental role;
- thanked participants in the June 8, 2024, Pride Parade, along with many HPEDSB staff,
- acknowledged Indigenous People's Day on June 21st congratulated Ian Ketcheson, Bayside Secondary School student who won Silver in Welding at the Skills Canada competition in Quebec,
- mentioned DELF examinations were held at the Education Centre; 20 students took part, and another 50 students went elsewhere for their exam. This was the second year HPEDSB hosted in-house DELF examinations for students to certify French language skills,
- congratulated Angela Burr, a teacher at Madoc Township School, who was awarded the Minister's Teaching Excellence Certificate of Achievement,
- attended the retirement dinner and celebration on June 13, 2024, held for HPEDSB retirees.

18. HPEDSB Staff Reports

- (a) **Building Renewal Project between \$500K - 41M Update** -This report included an update on the construction or renovation projects exceeding \$500,000 and up to \$1 million in accordance with Procedure 505. To review the entire report, click [here](#) and go to page 131 of the agenda.
- (b) **Student Achievement Plan (SAP) Update** – The report included an update on the Student Achievement Plan process. To review the entire report, click [here](#) and go to page 132.

19. Calendar of Events: To review the calendar of events and meetings, click [here](#) and go to page 134.

20. Correspondence – nil

21. Unfinished Business – nil

22. Trustee Motions for Consideration - nil

23. Trustee Notice of Motions - nil

24. Meeting adjourned at 8:10 p.m.

Chair

Secretary

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

Student Trustees:

Absent: K. Kramp, S. Maracle

Guests:

Resources: K. Donnell, K. Horrigan, K. MacIver, D. McFarlane, B. Wilson

Minutes: D. Lucas, Executive Assistant

1. Call to order

Chair Binder called the meeting to order at 9:00 a.m. and welcomed everyone to the Special Public Board meeting.

2. Motion to convene into a Closed Committee of the Whole - nil

3. Reconvened to Regular Public Board meeting - nil

4. Acknowledgement of Traditional Lands - Trustee Lewis offered the Land Acknowledgement.

5. Roll Call

Chair Binder requested a roll call for trustees. Trustee Kramp and Maracle were absent.

6. Approval of the agenda

Recommendation

Mover: K. Hambly

Secunder: A. Robertson

That the agenda for the June 28, 2024, Special Public Board Meeting be approved.

Carried

7. Conflict of Interest – none declared.

8. Reports from Staff:

- (a) Easthill Elementary School Project Update -** This report included an update on the construction of the new Easthill Elementary School (EES). To review the entire report, click [here](#) and go to page 2 of the agenda.

Trustees asked questions, and Superintendent Wilson and Senior Manager Horrigan responded to their inquiries.

- (b) Borrowing Resolution Amendment #1 to the Credit Agreement dated May 2, 2024 -** This report included an amendment to the credit agreement to meet current capital expenditures of

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June 28, 2024**

the Hastings and Prince Edward District School Board and to bring forward a recommendation to the Board for approval. To review the entire report, click [here](#) and go to page 6 of the agenda.

Trustees asked questions, and Superintendent Wilson, Senior Manager Horrigan and Director MacIver responded to their inquiries.

Recommendation

Moved: A. Robertson

Seconded: K. Hambly

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

- **Authorizing the borrowing of a sum of up to \$5,528,460 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 Capital programs.**

Carried

24. Meeting adjourned at 9:16 a.m.

Chair

Secretary

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

Absent: E. Charlton, R. Prinzen,

Resources: K. Horrigan, K. MacIver, B. Wilson

Minutes: D. Lucas, Executive Assistant

1. Call to order

Chair Binder called the meeting to order at 930 a.m. and welcomed everyone to the Special Public Board meeting.

2. Acknowledgement of Traditional Lands - Trustee Robertson offered the Land Acknowledgement.

3. Roll Call

Chair Binder requested a roll call for trustees. Trustee Kramp and Maracle were absent.

4. Approval of the agenda

Recommendation

Mover: K. Hambly

Seconder: A. Robertson

That the agenda for the July 17, 2024, Special Public Board Meeting be approved.

Carried

6. Conflict of Interest – none declared.

7. Reports from Staff:

- (a) **RFQ #2324-014 Creation of Green Space at Central Hastings School** - This report included a recommendation to approve a request for a quotation for the Green Space Project at Central Hastings School. To review the entire report, click [here](#) and go to page 2 of the agenda.

Trustees asked questions, and Superintendent Wilson and Senior Manager Horrigan responded to their inquiries.

Recommendation

Moved: A. Robertson

Seconded: K. Kramp

That the Hastings and Prince Edward District School Board approve the Request for Quote 2324-014 for the Green Space Project at Central Hasting School award to Danford Construction Ltd. in the amount of \$1,387,860.00.

Carried

8. Meeting adjourned at 10:01 a.m.

Chair

Secretary

DRAFT

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

Absent:

Student Trustee: A. Shah,

Resources: K. Donnell, K. MacIver

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 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 Lewis offered the Land Acknowledgement.

5. Roll Call

Chair Binder requested a roll call of committee members. At the time of roll call, Trustee Prinzen was not present.

6. Approval of agenda

Moved: K. Kramp

Seconded: S. Lewis

That the agenda for June 10, 2024, be approved.

Carried

7. Declaration of Conflict of Interest - none declared.

8. Approval of Minutes

Moved: K. Kramp

Seconded: S. Lewis

The May 21, 2024, meeting minutes be approved.

Carried

9. Delegations - none

10. Report from Staff

(a) Fifth and final review - Policy XX: Board Governance

Director MacIver noted that this policy has been reviewed several times, and the the fifth and final review of this revised policy comes forward to the Governance and Policy Committee with a recommendation for approval to go forward to the Regular Public Board Meeting on June 17, 2024.

Trustee Prinzen joined the meeting at 3:34 p.m.

Recommendation:

Moved: K. Kramp

Seconded: S. Lewis

That the Governance and Policy Committee recommends the Hastings and Prince Edward District School Board approve Policy XX: Board Governance. This policy will be renamed Policy 2: Board Governance, and policies 4,5, 9 and 10 will be revoked.

Carried**(b) Draft annual work plan for committee meetings 2024-2025**

Director Maclver shared a report providing an overview of the annual work plan for standing and statutory committee meetings during the 2024-2025 school year. This is a working document; all standing and statutory committee meetings have been included, and additional reports will be added as required so that the progress of the Multi-Year Strategic Plan can be monitored. Committees will have the opportunity to review at the start of the next committee year.

(c) HPEDSD Multi-year Strategic Plan

Director Maclver shared a report providing background information regarding strategic planning and a tentative timeline for the process. A committee should be established, and a process should be initiated early in the 2024-2025 school year to ensure a new multi-year strategic plan for HPEDSB is finalized and launched for the 2025-2026 school year planning. Committee members asked questions, and Director Maclver responded to them.

Recommendation

Moved: K. Kramp

Seconded: S. Lewis

The Governance and Policy Committee recommends that the Hastings and Prince Edward District School Board begin the initial planning for a new multi-year strategic plan and work with a third party to accomplish this task with an Ad Hoc Strategic Planning Committee established at the first board meeting of the 2024-2025 school year.

Carried**(d) Recommendation - 2024-2025 Annual Schedule of Board and Committee Meeting Dates**

Director Maclver noted that, per HPEDSB By-Laws, the Annual Schedule of Board and Committee Meeting Dates are reviewed and shared with all standing and statutory committees. Once approved, this report will proceed to the June 17, 2024, Regular Public Board Meeting.

Recommendation

Moved:

Seconded:

The Governance and Policy Committee recommends that the Hastings and Prince Edward District School Board approve the Annual Schedule of Meetings for 2024-2025.

Carried

(e) Draft Agendas

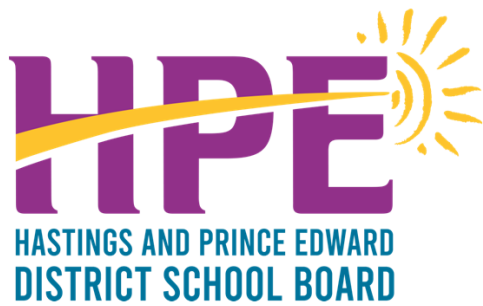
- (i) Public Board Meeting June 17, 2024, highlights:
- Presentation: Destreaming Update
 - Recommendation: Policy XX: Board Governance
 - Recommendation: Multi-Year Strategic Plan
 - Recommendation: Annual Schedule of Committee Meeting Dates 2024-2025
 - Recommendation: 2024-2025 Budget
 - Recommendation: Director's Performance Appraisal Ad Hoc Committee
 - Building Renewal Project between \$5000K - \$1M Report
 - Student Action Plan Update

11. Trustee Motions for Considerations – nil

12. Trustee Notices of Motion

13. Correspondence - nil

14. Adjournment - the meeting adjourned at 3:54 p.m.



Decision ___ Information X

To: Hastings and Prince Edward District School Board

From: S. Binder, Governance and Policy Chair

Re: **Governance and Policy Committee Highlights August 19, 2024**

Purpose

To provide highlights from the Governance and Policy Committee held on August 19, 2024.

Highlights

- reviewed and discussed the recent memorandum from the Ministry of Education on Strengthening School Board Governance and Accountability - Regulatory Reforms to Support the *Better Schools and Student Outcomes Act, 2023* and Increasing School Board Transparency - Regulatory Reform to Ontario Regulation 463/97,
- reviewed the revisions to Governance Directive 7.1: Trustee Code of Conduct to align with Ontario Regulation 312/24. A recommendation follows.
- first review of Policy XX: Director's Performance Appraisal,
- first review of Policy XX: Filling Vacancies on the Board,
- a survey for Trustee Learning sessions will be prepared and shared,

Decision X Information

To: Hastings and Prince Edward District School Board

From: Shannon Binder, Chair, Governance and Policy Committee

Re: Recommendation: Revisions to Governance Directive 7.1 Board Members' Code of Conduct

Purpose

The Governance and Policy Committee reviewed the revisions to Governance Directive 7.1: Board Members' Code of Conduct and brings forward a recommendation to the Hastings and Prince Edward District School Board for approval.

Link to Strategic Plan

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

Background

On July 30, 2024, the Minister of Education, Honourable Todd Smith and Deputy Minister of Education, Kate Manson-Smith, released a memo notifying that the previous Ontario Regulation 246/18: Member of School Boards - Code of Conduct had been revoked and replaced with a new Minister's regulation Ontario Regulation 312/24. The memo reads that this regulation:

...sets out a mandatory code of conduct which will provide a consistent standard for trustee conduct in all boards across the province. The mandatory code of conduct is intended to support effective governance and leadership so boards remain focused on the successful delivery of provincial education priorities.

At the Governance and Policy Committee meeting on August 19, 2024, the committee reviewed the revisions made to Governance Directive 7.1: Board Members' Code of Conduct to reflect the new regulation, using OPSBA's " updated template Board Members Code of Conduct - August 8, 2024" as guidance.

Next Steps

The Ministry of Education has required Boards to amend their current trustee codes of conduct and policies by August 28, 2024; therefore, the Governance and Policy Committee recommends that the Board approve Governance Directive 7.1: Board Members' Code of Conduct. Once approved, this revised Governance Directive will be posted to the HPEDSB website.

Recommendation:

Moved:

Seconded:

That the Hastings and Prince Edward District School Board approve the revised Governance Directive 7.1: Board Members' Code of Conduct.

Appendices

Draft Governance Directive 7.1 Board Members' Code of Conduct

HASTINGS AND PRINCE EDWARD DISTRICT SCHOOL BOARD**GOVERNANCE DIRECTIVE****7.1 Board Members' Code of Conduct**

| | |
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| Hastings and Prince Edward District School Board By-laws: | Section 7.1, Board Members' Code of Conduct |
| Administrative Support: | Director of Education |
| Adopted/Approved: | March 2023 |
| Revision Dates | August 26, 2024 |
| Resources: | <i>Education Act Ontario Regulation 312/24 Members of School Boards – Code of Conduct</i> |

Governance Directive

The Hastings and Prince Edward District School Board By-laws Section 6: Governance and Accountability Framework outline requirements for the Board Members' Code of Conduct. The Code of Conduct supports the Board's commitment to meeting high standards of conduct by Trustees and Student Trustees and is provided in the Governance Directive appended to these By-laws.

If this Governance Directive is found to be inconsistent with or contradicts any legislation or regulation, the legislation or regulation will prevail.

This Governance Directive will be reviewed on a four-year cycle by May 15 (following the municipal election). Any changes will be approved by Board resolution and posted no later than August 31 of that year. Dates of all revisions and copies of previous versions will be publicly available on the board website.

Purpose

Hastings and Prince Edward District School Board is comprised of 10 Trustees: nine elected and one Indigenous Trustee appointed by the Mohawks of the Bay of Quinte. Students elect three student trustees, one of which is Indigenous. These Trustee positions are elected and carry with it the understanding that the electorate will decide at election time its support for the effectiveness of a Trustee. The collective Board carries public trust and responsibility, which is honoured through determining and enforcing norms of acceptable behaviour.

A code of conduct policy contributes to confidence in public education and respect for the integrity of Trustees in the community. It deals with acceptable and respectful behaviours.

This Code of Conduct and the Enforcement Procedures apply to all Trustees of the Board, including the Chair of the Board and student trustees.

HASTINGS AND PRINCE EDWARD DISTRICT SCHOOL BOARD

GOVERNANCE DIRECTIVE

7.1 Board Members' Code of Conduct

Code of Conduct

1. Integrity and Dignity of Office

- a. Trustees of the Board shall fulfill their duties loyally, faithfully, impartially and in a manner that will inspire public confidence in the abilities and integrity of the Board,
- b. When acting or holding themselves out as Trustees of the Board, a Trustee shall conduct themselves in a manner that would not discredit or compromise the integrity of the Board.
- c. When acting or holding themselves out as a Trustee, the Trustee shall treat persons equally without discrimination based on a person's race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability.
- d. Trustees of the Board shall recognize that the expenditure of school board funds is a public trust and endeavour to see that the funds are expended efficiently, in the best interests of the students,
- e. Trustees, as leaders of the Board, must uphold the dignity of the office and conduct themselves in a professional manner, especially when attending Board events or while on Board property,
- f. Trustees shall ensure that their comments are issue-based and not personal, demeaning or disparaging with regard to Board staff or fellow Board members,
- g. Trustees shall endeavour to participate in trustee development opportunities to enhance their ability to fulfill their obligations.

2. Avoidance of personal advantage and conflict of interest

- a. No Trustee shall accept a gift from any person, group, or entity that has dealings with the Board if a reasonable person might conclude that the gift could influence the Trustee when performing their duties to the Board unless
 - i. the gift is of nominal value,
 - ii. the gift is given as an expression of courtesy or hospitality and
 - iii. accepting the gift is reasonable in the circumstances. For further details, see Board Policy 3: Board Member Honoraria, Expenses and Hospitality Reimbursement.
- b. A Trustee shall not use their office to advance the Trustee's interests or the interests of any family member, person or organization with whom or with which the Trustee is related or associated.
- c. No Trustee shall use their office to obtain employment with the Board for the Trustee or a family member.
- d. No trustee shall use or permit the use of board resources for purposes other than the board's business.

3. Compliance with Legislation

- a. A Trustee of the Board shall discharge their duties in accordance with the *Education Act* and any regulations, directives or guidelines thereunder and comply with the *Municipal Freedom of Information and Protection of Privacy Act*, as well as any other relevant legislation.
- b. Every Trustee of the Board shall comply with this Code of Conduct and uphold the spirit of this Code of Conduct.
- c. Every Trustee shall respect and understand the roles and duties of the individual Trustees, Board of Trustees, the Director of Education and the Chair of the Board.

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4. Civil Behaviour

- a. A Trustee of the Board shall not advance allegations of misconduct and/or a breach of this Code of Conduct that are trivial, frivolous, vexatious, made in bad faith or vindictive in nature against another Trustee of the Board.
- b. When expressing individual views, Trustees shall respect the differing points of view of other Trustees on the Board, staff, students and the public.
- c. Trustees shall at all times act with decorum and shall be respectful of other Trustees of the Board, staff, students and the public.
- d. All Trustees of the Board shall endeavour to work with other Trustees of the Board and staff of the Board in a spirit of respect, openness, courtesy, and co-operation.

5. Respect for Confidentiality

- a. No Trustee shall disclose confidential information obtained or made available to them in their role as Trustee except as authorized by law or the Board.
- b. Every Trustee shall keep confidential any information disclosed or discussed at a meeting of the Board or committee of the Board, or part of a meeting of the Board or committee of the Board, that was closed to the public, and keep confidential the substance of deliberations of a meeting closed to the public unless required to divulge such information by law or authorized by the Board to do so.
- c. No Trustee shall use confidential information, including confidential information obtained by them or made available to them in their role as a Trustee for the purpose of personal gain or the gain of the Trustee's parent, spouse or child and shall not use such confidential information in a manner that would be detrimental to the interests of the Board. [Parent, spouse and child have the same meaning as in Section 1 of the Municipal Conflict of Interest Act.]
- d. Trustees shall not divulge confidential information, including personal information about an identifiable individual or information subject to solicitor-client privilege that a Trustee becomes aware of because of their position, except when required by law or authorized by the Board.

6. Upholding decisions

- a. All Trustees of the Board shall accept that authority rests with the Board and that a Trustee has no individual authority other than that delegated by the Board.
- b. Each Trustee shall uphold the implementation of any Board resolution after it is passed by the Board. A proper motion for reconsideration or rescission can be brought by a Trustee as outlined in the HPEDSB By-laws.
- c. A Trustee should be able to explain the rationale for a resolution passed by the Board. A Trustee may respectfully state their position on a resolution provided it does not in any way undermine the implementation of the resolution.
- d. Each Trustee shall comply with Board policies, procedures, and By-laws.
- e. The Chair of the Board is the spokesperson to the public on behalf of the Board unless otherwise determined by the Board. No other Trustee shall act as spokesperson to the public on behalf of the Board unless authorized by the Board.
- f. If individual Trustees express their opinions in public, they must make it clear that they are not speaking on behalf of the Board.

Enforcement of Code of Conduct

7. Identifying a Breach of the Code

- a. A Trustee or member of the public who has reasonable grounds to believe that a Trustee of the Board has breached the Board's Code of Conduct may bring the alleged breach to

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the attention of the Chair of the Board or Vice-chair if the complaint is against the Chair of the Board in accordance with HPEDSB By-laws.

- b. Any allegation of a breach of the Code must be brought to the attention of the Chair of the Board no later than six (6) weeks after the breach comes to the knowledge of the Trustee or member of the public reporting the breach. Notwithstanding the foregoing, in no circumstance shall an inquiry into a breach of the Code be undertaken after the expiration of six (6) months from the time the contravention is alleged to have occurred.
- c. Any allegation of a breach of the Code of Conduct shall be investigated following the *Informal* or *Formal* Complaint Procedures below, as the case may be.
- d. It is expected that whenever possible, allegations of a breach of the Code of Conduct by a Trustee shall be investigated following the Informal Complaint Procedure. It is recognized that from time to time a contravention of the Code may occur that is trivial, or committed through inadvertence, or an error of judgment made in good faith. In the spirit of collegiality and the best interests of the Board, the first purpose of alerting a Trustee to a breach of the Code is to assist the Trustee in understanding their obligations under the Code. Only serious and/or reoccurring breaches of the Code by a Trustee should be investigated following the *Formal Complaint Procedure*.

8. Chair/Presiding Officer

- a. The Code of Conduct applies equally to the Chair of the Board. In the case of an allegation of a breach of the Code by the Chair, wherever a process requires action by the Chair, it shall be modified to read the Vice-chair of the Board.
- b. Nothing in this Code prevents the Chair or Presiding Officer of any meeting of the Board or committee of the Board from exercising their power pursuant to s. 207(3) of the *Education Act* to expel or exclude from any meeting any person who has been guilty of improper conduct at the meeting. For greater certainty, this may be done at the sole discretion of the Chair or Presiding Officer, as the case may be, and without the necessity of a complaint or conducting an inquiry before an expulsion or exclusion from a meeting. The rationale for this provision is that a Chair or Presiding Officer must have the ability to control a meeting. Any Trustee who does not abide by a reasonable expulsion or exclusion from a meeting is deemed to have breached this Code.
- c. The Chair of the Board or Presiding Officer of any meeting of the Board or committee of the Board shall exercise their powers in a fair and impartial manner having due regard for every Trustee's opinion or views.
- d. The Chair of the Board or Presiding Officer shall follow the special rules of order of the Board and/or the adopted Rules of Order and meeting procedures contained in any Policy or By-law of the Board. A breach of a rule of order should be dealt with at the meeting in question by a Trustee rising to a point of order or appealing a ruling of the Chair in accordance with any applicable rule of order. Once such a motion is dealt with by the Board of Trustees, all Trustees shall abide by that decision and no further action shall be undertaken pursuant to the *Enforcement of the Code of Conduct*, except for persistent improper use of the applicable rules of order by the Chair or Presiding Officer.

9. Informal Complaint Procedure

- a. The Chair of the Board, on their own initiative, or at the request of a Trustee of the Board (without the necessity of providing a formal written complaint who alleges a breach of the Code has occurred) may meet informally with a Trustee of the Board who is alleged to have breached the Code, to discuss the breach. The purpose of the meeting is to bring the allegation of the breach to the attention of the Trustee and to discuss remedial measures to correct the offending behaviour. The Informal Complaint Procedure is conducted in private.

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- b. The remedial measures may include, for example, a warning, an apology, and/or the requirement of the Trustee to engage in the successful completion of professional development training such as that offered by the Ontario Education Services Corporation Professional Development Program for School Board Trustees. If the Chair of the Board and the Trustee alleged to have breached this Code cannot agree on a remedy, then a formal complaint may be brought against the Trustee alleged to have breached this Code and that complaint will be dealt with in accordance with the Formal Complaint Procedure below.
- c. The Chair of the Board may notify the complainant when the situation has been addressed without divulging details.

10. Formal Complaint Procedure

- a. A Trustee who has reasonable grounds to believe that another Trustee of the Board has breached the Board's Code of Conduct may bring the breach to the attention of the Board by first providing to the Chair of the Board a written, signed complaint setting out the following:
 - i. the name of the Trustee who is alleged to have breached the Code;
 - ii. the alleged breach or breaches of the Code;
 - iii. information as to when the breach came to the Trustee's attention;
 - iv. the grounds for the belief by the Trustee that a breach of the Code has occurred; and
 - v. the names and contact information of any witnesses to the breach or any other persons who have relevant information regarding the alleged breach. Except as provided below, if a written complaint is filed with the Chair of the Board, a formal inquiry shall be undertaken unless the complainant subsequently withdraws the complaint or agrees that the complaint may be dealt with in accordance with the Informal Complaint Procedure.
- b. In an election year for Trustees, a Code of Conduct complaint respecting a Trustee who is seeking re-election shall not be brought forward during the period commencing two months prior to Election Day and ending after the first Board meeting after the new term of office of the Board commences. If the Trustee accused of a breach of the Code is not re-elected, no inquiry into the alleged breach of the Code shall be undertaken by that Trustee. The limitation period for bringing a complaint shall be extended as necessary.
- c. The Chair of the Board shall provide to all Trustees of the Board a confidential copy of the complaint within ten (10) days of receiving it. The complaint, any response to the complaint and the investigation of the complaint shall be confidential until it is before the Board of Trustees for a decision as to whether or not the Trustee has breached this Code.

11. Refusal to Conduct Formal Inquiry

- a. If the Chair and Vice-chair of the Board *or* outside consultant are of the opinion that the complaint is out of time, trivial, frivolous, vexatious or not made in good faith or that there are no grounds or insufficient grounds for a formal inquiry, they shall prepare a confidential report to all the Trustees of the Board stating their opinion and the rationale for it. The Trustee who is alleged to have breached the Code of Conduct shall not vote on the resolution. If the opinion is adopted by the Board of Trustees, a formal inquiry shall not be conducted.
- b. If an allegation of a breach of the Code of Conduct appears to be non-compliant with a more specific Board Policy with a separate complaint procedure, the allegation shall be processed under that procedure.

12. Steps of Formal Inquiry

- a. If a formal inquiry of an allegation of a breach of the Code of Conduct is undertaken, the Chair, Vice-chair of the Board or outside consultant, if appropriate, or any two of the Chair,

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Vice-chair and the alternate Trustees, or an outside consultant chosen by the Chair and Vice-chair shall do it.

- b. Regardless of who undertakes the formal inquiry, the following policy shall be followed.
- c. The *Statutory Powers Procedure Act* does not apply to anything done regarding the Enforcement of this Code of Conduct. No formal trial-type hearing will be conducted.
- d. Procedural fairness shall govern the formal inquiry. The formal inquiry will be conducted in private.
- e. The formal inquiry may involve both written and oral statements by any witnesses, the Trustee bringing the complaint and the Trustee who is alleged to have breached the Code of Conduct.
- f. The Trustee who is alleged to have breached the Code of Conduct shall have an opportunity to respond to the allegations both in a private meeting with the person(s) undertaking the formal inquiry and in writing.
- g. It is expected that the formal inquiry will be conducted within 90 calendar days of the receipt of the written response to the complaint. If a longer period of time is required to complete the inquiry, the reason for the extension shall be explained in the final report to the Board. The Trustee who is alleged to have breached the Code of Conduct shall provide a written response to the allegations within 10 days of receiving the written allegation, or such extended period of the time, as the investigators deem appropriate in the circumstance.
- h. If the Trustee who is alleged to have breached the Code of Conduct refuses to participate in the formal inquiry, the formal inquiry will continue in their absence.
- i. The final report shall outline the finding of facts and a recommendation or opinion as to whether the Code of Conduct has been breached.
- j. If the Chair and Vice-chair of the Board when conducting the formal inquiry cannot agree on the final finding of facts, it shall be referred to an outside investigator to complete the formal inquiry.

13. Suspension of Formal Inquiry

- a. If the investigators, when conducting the formal inquiry, discover that the subject-matter of the formal inquiry is being investigated by police, that a charge has been laid, or is being dealt with in accordance with a procedure established under another *Act*, the formal inquiry shall be suspended until the police investigation, charge or matter under another *Act* has been finally disposed of. This shall be reported to the rest of the Board of Trustees.

14. Decision

- a. The final report shall be delivered to the Board of Trustees, and a decision by the Board of Trustees as to whether or not the Code of Conduct has been breached and the sanction, if any, for the breach shall be made as soon as practical after receipt of the final report by the Board.
- b. Trustees shall consider only the findings in the final report when voting on the decision and sanction. No Trustee shall undertake their own investigation of the matter.
- c. If the Board of Trustees determine that there has been no breach of the Code of Conduct or that a contravention occurred, although the Trustee took all reasonable measures to prevent it, or that a contravention occurred that was trivial, or committed through inadvertence, or an error of judgment made in good faith, no sanction shall be imposed.
- d. The determination of a breach of the Code of Conduct and the imposition of a sanction with respect to a complaint investigated in accordance with the Formal Complaint Procedure must be done by resolution of the Board at a meeting of the Board, and the vote on the resolution shall be open to the public. The resolutions shall be recorded in the

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meeting minutes. The reasons for the decision shall be recorded in the minutes of the meeting. Both resolutions shall be decided by a vote of at least 2/3 of the Trustees of the Board present and voting.

- e. Despite s. 207 (1) of the Education Act, the part of the meeting of the Board during which a breach or alleged breach of the Board's Code of Conduct is considered may be closed to the public when the breach or alleged breach involves any of the matters described in clauses 207(2) (a) to (e) being:
 - i. the security of the property of the board;
 - ii. the disclosure of intimate, personal or financial information in respect of a member of the board or committee, an employee or prospective employee of the board or a pupil or their parent or guardian;
 - iii. the acquisition or disposal of a school site;
 - iv. decisions in respect of negotiations with employees of the board or
 - v. litigation affecting the board.
- f. The Trustee who is alleged to have breached the Code of Conduct shall not vote on a resolution to determine whether or not there is a breach or the imposition of a sanction. The Trustee who brought the complaint to the attention of the Board may vote on those resolutions.
- g. The Trustee who is alleged to have breached the Code of Conduct may be present during the deliberations regarding the above but shall not participate in the deliberations and shall not be required to answer any questions at that meeting.
- h. The Trustee who is alleged to have breached the Code of Conduct shall not in any way, after the final report is completed, influence the vote on the decision of breach or sanction, except as permitted below after these decisions have been made.

15. Sanctions

- a. If the Board determines that the Trustee has breached the Board's Code of Conduct, the Board may impose one or more of the following sanctions:
 - i. Censure of the Trustee.
 - ii. Barring the Trustee from attending all or part of a meeting of the Board or a meeting of a committee of the Board.
 - iii. Barring the member from sitting on one or more committees of the Board for the period of time specified by the Board.
- b. The Board shall not impose a sanction, which is more onerous than the above but may impose one that is less onerous such as a warning or a requirement that the Trustee successfully complete specified professional development courses at the expense of the Board. The Board has no power to declare the Trustee's seat vacant.
- c. A Trustee who is barred from attending all or part of a meeting of the Board or a meeting of a committee of the Board is not entitled to receive any materials that relate to that meeting or that part of the meeting and that are not available to members of the public.
- d. The imposition of a sanction barring a Trustee from attending all or part of a meeting of the Board shall be deemed to be authorization for the Trustee to be absent from the meeting and therefore, not in violation of the *Education Act* regarding absences from meetings.

16. Reconsideration

- a. If the Board determines that a Trustee has breached the Board's Code of Conduct, the Board shall:
 - i. give the Trustee written notice of the determination, the reasons for the decision and any sanction imposed by the Board;

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- ii. the notice shall inform the Trustee that a written submission to the Board in respect of the determination or sanction by the date specified in the notice that is at least fourteen (14) days after the notice is received by the Trustee and
- iii. consider any submissions made by the Trustee and shall confirm or revoke the determination or sanction within 14 days after the submissions are received.
- b. If the Board revokes a determination, any sanction imposed by the Board is revoked.
- c. If the Board confirms a determination, the Board shall, within the fourteen (14) days above, confirm, vary or revoke the sanction.
- d. If a sanction is varied or revoked, the variation or revocation shall be deemed effective as of the date the original determination was made.
- e. The Board's decision to confirm or revoke a determination, or confirm, vary or revoke a sanction shall be done by resolution at a meeting of the Board, and the vote on the resolution shall be open to the public. Both resolutions shall be decided by a vote of at least 2/3 of the Trustees present and voting. The resolutions shall be recorded in the minutes of the meeting, together with the reasons for confirming or revoking a determination. The Board shall provide to the Trustee alleged to have breached the Code of Conduct written notice of the decision to confirm or revoke the determination together with reasons for the decision and written notice of any decision to confirm, vary or revoke a sanction. The Trustee alleged to have breached the Code of Conduct shall not vote on those resolutions. The Trustee who brought the complaint may vote.
- f. The Trustee who is alleged to have breached the Code of Conduct may be present during the deliberations regarding the above but may not participate in the deliberations and shall not be required to answer any questions at that meeting.
- g. If appropriate, the original sanction may be stayed pending the reconsideration by the Board of the determination or sanction.

Decision Information

To: Hastings and Prince Edward District School Board

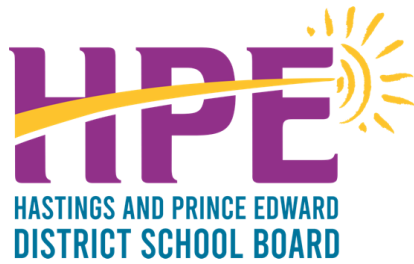
From: Director of Education, Katherine MacIver

Re: 2024 Ontario Scholars

PURPOSE

At the end of June each school year, names of students are submitted to the Director's Office who received Ontario Scholar status at graduation. An Ontario Scholar has achieved six grade 12 credits with a percentage of 80% average or higher. In June 2024, there were a total of 369 students across HPEDSB eligible for this provincial award.

| SCHOOL | # of Graduating Students 2023 | % of Graduating Students receiving Ontario Scholar 2023 | # of Graduating Students 2024 | % of Graduating Students receiving Ontario Scholar 2024 |
|------------------------------------|-------------------------------|---|-------------------------------|---|
| Bayside Secondary School | 177 | 38% | 206 | 33.01% |
| Centennial Secondary School | 166 | 34% | 181 | 36.46% |
| Central Hastings School | 94 | 34% | 85 | 35.29% |
| Eastside Secondary School | 187 | 46.5% | 177 | 51.98% |
| North Hastings High School | 88 | 29.5% | 91 | 31.87% |
| Prince Edward Collegiate Institute | 96 | 34% | 109 | 46.79% |
| Trenton High School | 87 | 38% | 94 | 35.11% |



Decision Information

Calendar of Events

| Trustee Events | Name of Event |
|---------------------------|---|
| October 19, 2024 | OPSBA Eastern Regional Meeting – Easthill Elementary School |
| Committee Meetings | Committee Name |
| September 9, 2024 | Physical Planning, Finance and Building Committee |
| September 16, 2024 | Governance and Policy Committee |
| September 18, 2024 | Supervised Alternative Learning |
| September 18, 2024 | Audit Committee |
| September 23, 2024 | Regular Public Board Meeting |
| September 25, 2024 | Supervised Alternative Learning |
| September 26, 2024 | Special Education Advisory Committee |
| | |
| School | Events |
| n/a | n/a |