

AGENDA

Regular Public Board Meeting		Monday, April 22, 2024	
Item		Responsibility	Page #
1	Call to Order – 6:00 p.m.	S. Binder	
2	Acknowledgment of Traditional Lands	E. Parsons	
3	Presentation: Indigenous Education	T. Jones	
4	Motion to Convene into Closed Committee of the Whole	S. Binder	
5	Reconvene to Regular Public Board Meeting	S. Binder	
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 March 25, 2024		3
	(b) Committee Meeting Minutes (for information only)		
	i) Governance and Policy March 18, 2024		9
	ii) Special Education Advisory Committee February 22, 2024		12
	iii) Parent Involvement Committee February 21, 2024		15
	iv) Physical Planning, Finance and Building Committee February 12, 2024		18
	v) Student Learning, Well-Being and Equity Committee February 5, 2024		20
	vi) Accessibility Advisory Committee May 10, 2023		22
10	Rise and Report from Committee of the Whole	A. Robertson	
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 April 15, 2024	S. Binder	
	i. Recommendation: Establish a Director's Performance Appraisal Committee for 2024-2025		23
	ii. Recommendation: Policy 18: The Learning Foundation		40
	(b) Student Learning, Well-being, and Equity Meeting April 2, 2024	S. Lewis	
	(c) Physical Planning, Finance and Building Meeting April 8, 2024	K. Kramp	
13	Report from Statutory Committee Reports		
	(a) Audit Committee		
	i. Recommendation - Audit Committee Representation	A. Robertson	43
	(b) Parent Involvement Committee, April 17, 2024	E. Charlton	
	(c) Special Education Advisory Committee April 4, 2024	S. Binder	
	(d) Supervised Alternative Learning, April 3 & 17, 2024	R. Speck	

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14	Report from Advisory Committee Reports	
	(a) Accessibility Advisory	nil
	(b) Equity and Inclusivity Advisory, April 17, 2024	K. Hambly
	(c) Indigenous Education Advisory, April 3, 2024	S. Maracle
	(d) Student Voice Plan 2023-2024	Student Trustees
15	Ad Hoc Committee Report	
	(a) Director's Performance Appraisal Ad Hoc Committee Update	A. Robertson
16	Chair's Report	S. Binder
	(a) Invitation for Trustee Sharing	
17	Director's Report	K. MacIver
18	HPEDSB Staff Reports	
	(a) Board Action Plan on Indigenous Education & Indigenous History Month	T. Jones 44
	(b) Leadership Development Update	D. McFarlane 47
	(c) Online Learning Growth in HPEDSB	T. Elliot 49
	(d) Tender Approval – Roof Restructuring, Replacement and HVAC Replacement at Eastside Secondary School	B. Wilson 51
	(e) Tender Approval-Variou Locations – Roofing Replacement	B. Wilson 52
19	Calendar of Events	S. Binder 53
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: May 27, 2024, at 6:00 p.m.

Upcoming meetings:

Regular Public Board Meeting: June 17, 2024, at 6:00 p.m.

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

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

Absent:

Guests: Tanya Whittaker, Principal, Prince Charles School; Kyllie Daniels, Grade 1 teacher; Tara Kerr, Grade 2/3 teacher; Serenity Melenson, Grade 1 student and Kendrick Codner, Grade 3 student.

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 - Student Trustee Shah offered the Land Acknowledgement.

3. Presentation – Becoming confident readers at Prince Charles School (Belleville)

The educators at Prince Charles School are ready for the challenge! Even though there was a substantial learning curve for everyone when the school received new reading resources, the staff was supported by professional learning about using them. This cohesive approach supported educators in shifting to the new Language curriculum. It is clear that the changes are being sustained, resulting in improved reading for all students at the school. Thank you to Serenity Melenson, Grade 1 student; Kendrick Codner, Grade 3 student; Tanya Whittaker, Principal; Kyllie Daniels and Tara Kerr, Teachers.

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

Mover: K. Hambly

Seconder: A. Robertson

That the Regular Public Board meeting convenes into a Closed Committee of the Whole at 6:18 p.m.

Carried

5. Reconvened to Regular Public Board meeting at 6:42 p.m.

6. Roll Call

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

7. Approval of the agenda

Mover: K. Hambly

Seconder: K. Kramp

That the agenda for the March 25, 2024, Regular Public Board Meeting be approved.

Carried

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

9. **Consent Agenda Items:**

Trustee Prinzen requested that item 9(b) be removed from the consent agenda items and discussed below as item 9.1.

Mover: A. Robertson
Seconder: S. Maracle

That the following Consent Agenda items be approved:

- (a) Special Public Board Meeting Minutes February 15, 2024
- (b) removed minutes from the consent agenda, see 9.1 below
- (c) Committee Meeting Minutes (for information only)
 - i) Governance and Policy February 20, 2024,
 - ii) Special Education Advisory Committee Meeting Minutes January 25, 2024

Carried

9.1 Trustee Prinzen requested an amendment to the February 26, 2024, minutes. The amendment is to correct the mover for item 12(a)ii to Trustee Robertson, not Trustee Prinzen.

Moved: A. Robertson
Seconded: S. Maracle

Minutes from the February 26, 2024, meeting be approved as amended.

Carried

10. **Rise and Report from Closed Committee of the Whole** – Vice-chair Robertson reported that a Closed Committee of the Whole meeting was held on March 25, 2024; two human resource matters were discussed, with two recommendations to the Board.

Recommendation

Mover: A. Robertson
Seconder: R. Prinzen

That the Hastings and Prince Edward District School Board approve the terms of the local Collective Agreement between Hastings and Prince Edward District School Board and the Elementary Teachers' Federation of Ontario Hastings and Prince Edward Teacher's Local for the period of September 1, 2022 to August 31, 2026.

Carried

Recommendation

Mover: R. Prinzen
Seconder: S. Maracle

That the Hastings and Prince Edward District School Board approve the terms of the local Collective Agreement between Hastings and Prince Edward District School Board

and Ontario Secondary School Teachers' Federation Professional Student Services
 Personnel Local for the period of September 1, 2022 to August 31, 2026.

Carried

11. Report from External Organizations:

(a) Ontario Public School Board Association (OPSBA) – Chair Binder provided the following highlights from OPSBA:

- attended a presentation by “Black Boys like Me” author and teacher Matthew R. Morris,
- attended a presentation regarding the Ontario Municipal Employees Retirement System pension plan,
- discussion regarding how to include student voice for school boards tht are not members of OSTA-AECO, Ontario Student Trustee Association,
- discussion regarding Bill 98, including the proposed requirement for school board meetings to be attended in person,
- Labour Relations and Human Resource Symposium will be held on April 27-28, 2024 in Toronto,
- planning for the second OPSBA “Take Your MPP to School Week”, scheduled for May 21-24, 2024,

(b) Food for Learning Steering Committee – Trustee Hambly shared highlights from the March 21, 2024 meeting:

- shared recent statistics indicating the number of meals served is 7.6 million; \$14,150 for food programs fundraised by families; 13,000 volunteer hours for Food for Learning Programs,
- seeking community members who are interested in volunteering for fundraising sub-committees to contact Vicky Struthers at vstruthers@hpedsb.on.ca,
- save the date for 80’s Neon Party, Learning Foundation Silent Auction at the Grand in Belleville, \$25.00 per person,
- The HPE Learning Foundation Golf Tournament scheduled for July 4, 2024 at Trillium Woods Golf Course.

12. Standing Committee Reports:

(a) Governance and Policy Committee – Chair Binder provided the following highlights from the Governance and Policy Committee meeting held on February 20, 2024:

- reviewed the first draft of Policy 18: Hastings and Prince Edward Learning Foundation, approved the revisions and will post to HPE website for public consultation,
- reviewed second draft of Policy XX: Board Governance, additional revisions suggested and will return the draft policy to the Governance and Policy Committee meeting in April for further discussion,
- reviewed two housekeeping items; correction to a policy number and agenda format,
- discussed the Trustee Learning Sessions for April 22, 2024, and the tour at Easthill Elementary School for May 27, 2024,
- discussed the Director’s Performance Appraisal with a recommendation to the Board for approval:

i) Recommendation to establish an Ad Hoc Director’s Performance Appraisal

Recommendation

Mover: A. Robertson
Seconder: K. Kramp

That the Hastings and Prince Edward District School Board establish an Ad Hoc Director's Performance Appraisal Committee and collaborate with a third party to accomplish this task.

Carried

ii) **Recommendation to approve Trustee Members and Governance Directive for the Director's Performance Appraisal Ad Hoc Committee Terms of Reference**

With recommendation 12(a)i approved the following recommendation comes forward to the Board for approval.

Recommendation:

Mover: A. Robertson

Seconder: K. Hambly

The following Trustees have expressed interest in being part of this Ad Hoc Committee: Trustees Binder, Hambly, Lewis, Prinzen and Robertson and the Hastings and Prince Edward District School Board approve the Governance Directive for the Director's Performance Appraisal Ad Hoc Committee Terms of Reference.

Carried

(b) **Student Learning, Well-Being, and Equity Committee** – no report

(c) **Physical Planning, Finance and Building Committee** – no report

13. Standing Committee Reports:

(a) **Audit Committee** – no report

(b) **Parent Involvement Committee** – no report

(c) **Special Education Advisory Committee** – no report

(d) **Supervised Alternative Learning Committee** – Trustee Hambly provided highlights from the February 28, 2024 meeting:

- approved 22 students in February and 21 students in March to participate in Supervised Alternative Learning opportunities

14. Advisory Committee Reports:

(a) **Accessibility Advisory Committee** – Trustee Parsons provided highlights from the March 21, 2024 meeting:

- received a presentation about the different ways HPEDSB serves students who are blind or have low vision,
- reviewed the Multi-year Annual Accessibility Plan.

(b) **Equity and Inclusivity Advisory Committee** – no report

(c) **Indigenous Education Advisory Committee** – no report

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

- prepared a report on vaping in school washrooms, the report will be shared with a workgroup,
- confirmed April 26, 2024, for the upcoming student leadership conference, there will be 5-8 students from each secondary school attending. This event will be held at the Education Centre.

15. Ad Hoc Committee Report - no report

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16. Chair's Report - nothing to report at this time

(a) **Trustee Sharing** - Trustee Speck shared the following highlights from the North:

- York River Public School hosted a registration fair with local non-profit recreation groups; families could access financial support from some groups,
- North Hastings High School started a dual credit course for carpentry and construction,
- North Hastings High School is planning for students to attend Loyalist College on April 25, 2024, for "A Taste of Trades Day."

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

- welcomed Bryce Wilson as Superintendent of Business Services,
- shared information to Trustees about the upcoming solar eclipse,
- provided a STEM update, Grade 7-8 Students are invited to participate in partnership with Loyalist College, date yet to be determined,
- visited the breakfast program at Marmora Public School with MPP Kramp
- invitation to attend John Harpells class at Centennial Secondary School, John is the Transportation Technology teacher and has been working on a vehicle simulator project for two years, through this project, students in workplace, applied and academic courses built a vehicle gaming simulator. This project is being featured in an article published by Automation Direct, which sponsored the project.
- attending a tour at Eastside Secondary School on March 26, 2024, with Trustees. This will be an excellent opportunity for trustees to hear from students and staff and view programming, some unique to Eastside and most exemplary programming and opportunities for students throughout HPEDSB.

18. HPEDSB Staff Reports

- (a) **Literacy Update** – The report included highlights regarding the selection of a Ministry-approved Early Reading Screening tool for adoption within HPEDSB for the 2024-2025 school year. Trustees asked questions, and Superintendent Elliott responded to them. To review the entire report, click [here](#) and go to page 20.
- (b) **HPE Math Achievement Action Plan Progress** – The report included an update on the progress of actions supporting targeted strategies at the board, school, and classroom levels in compliance with the ministry's mandated Math Achievement Action Plan (MAAP). Trustees asked questions, and Superintendent Elliott responded to them. To review the entire report, click [here](#) and go to page 21.
- (c) **Student Achievement Plan Public Reporting Template** – The report included highlights on the Student Achievement Plan Public Reporting Template that will be shared publicly by April 2, 2024, on the HPE website and with the Ministry of Education. Trustees asked questions, and Superintendent Elliott responded to them. To review the entire report, click [here](#) and go to page 23.

19. Calendar of Events: To review the calendar of events and meetings, click [here](#) and go to page 25.

20. Correspondence – nil

21. Unfinished Business – nil

22. Trustee Motions for Consideration - nil

23. Trustee Notice of Motions - nil

24. Meeting adjourned at 8:16 p.m.

Chair

Secretary

DRAFT

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

Absent:

Student Trustee: A. Shah (v)

Resources: 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 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 Speck offered the Land Acknowledgement.

5. Roll Call

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

6. Approval of agenda

Moved: R. Prinzen

Seconded: S. Lewis

That the agenda for March 18, 2024, be approved.

Carried

7. Declaration of Conflict of Interest - none declared.

8. Approval of Minutes

Moved: R. Prinzen

Seconded: S. Lewis

That the minutes from the February 20, 2024, meeting be approved.

Carried

9. Delegations - none

10. Report from Staff

(a) Director's Performance Appraisal

Chair Binder noted that as per Policy 4: Corporate Job Description, the Director's Performance Appraisal should be completed by July 1, 2024, to fulfill the biannual requirement. As a result of the *Better Schools and Student Outcomes Act 2023, Regulation 83/24*, which became effective March 4, 2024, an appraisal will be initiated in July 2024 for the 2024-2025 school year. A

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recommendation for the March 25, 2024, Regular Board Meeting is below. The Ad Hoc Committee will work with a third party to accomplish this task.

Recommendation

Moved: R. Prinzen

Seconded: S. Lewis

That the Governance and Policy Committee recommends that the Hastings and Prince Edward District School Board establish an Ad Hoc Director's Performance Appraisal Committee and collaborate with a third party to accomplish this task.

Carried

(b) Notifications and Proposed Agenda

Director MacIver shared two housekeeping items:

- the Student Representation on the Board policy was approved and posted on the Board's website with an incorrect policy number; the corrected policy number is 06,
- notification to amend the order of business for Regular Board Meetings, Committee of the Whole Meetings, and Governance and Policy Committee Meetings to move Acknowledgement of Traditional Lands to item #2 on the agenda.

Director MacIver shared a proposed agenda for a Trustee Professional Learning session scheduled for April 22, 2024, which would include:

- a tour of Easthill Elementary School at 3:15 - 4:00 p.m.,
- a Trustee Learning Session on Long Term Capital Accommodation Plan at 4:30 - 5:30 p.m., followed by the Regular Public Board Meeting at 6:00 p.m.

Committee members suggested and agreed that a Trustee Learning Session on Long Term Capital Accommodation Plan would take place on April 22, 2024, beginning at 4:00 - 5:30 p.m. followed by the Regular Public Board Meeting and to plan a tour of Easthill Elementary School on May 27, 2024, before the Regular Public Board Meeting.

(c) First review - Draft Policy 18: The Hastings and Prince Edward Learning Foundation:

Director MacIver noted that this is the first review of this draft policy. As a result of the HPE Learning Foundation transitioning to distinct and separate organizations, a revised Memorandum of Understanding (MOU) and By-Laws was created. As a result of this transition, a review of the Policy is required. Following the committee's review, additional revisions were suggested and will be implemented into the draft. The draft policy will be sent out for public consultation before the recommendation for approval to the Board.

(d) Second Review - Draft Policy XX: Board Governance:

Director MacIver noted that on February 20, 2024, the Governance and Policy Committee completed an initial review of Policy XX: Board Governance, which had been reviewed and revised by legal counsel. Discussion among the members resulted in an agreement for Trustee Prinzen to provide suggested revisions by indicating them on the current draft and bringing them forward to the Governance and Policy Committee meeting on March 18, 2024, for review. Trustee Prinzen did not provide revisions; therefore, the initial draft was reviewed for further review and feedback. Following the committee's review, additional revisions were suggested and implemented into the draft. The draft policy will be reviewed thrice at the April 15, 2024, Governance and Policy Committee meeting. If no additional revisions are required, this draft policy will be posted for public consultation and forwarded to the May 27, 2024, Regular Public Board meeting for approval.

(e) Draft Agendas

(i) Public Board Meeting March 25, 2024, highlights:

- Presentation: Reading Presentation
- Recommendation – Directors Performance Appraisal

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- Reports from staff:
 - Reading/Literacy Update with data,
 - Math Achievement Action Plan (MAAP) Update with data,
 - Student Achievement Plan (SAP)
- (ii) Closed Committee of the Whole March 25, 2024.

11. Trustee Motions for Considerations – nil

12. Trustee Notices of Motion

13. Correspondence - nil

14. Adjournment - the meeting adjourned at 4:30 p.m.

**Special Education Advisory Committee
(SEAC) Meeting
February 22, 2024 - 4:00 p.m.**

Members present: S. Binder, S. Lewis, A. Card, L. Isenegger, R. Glenn, W. Haystead, D. Vanderkloet, J. Christie, D. Milligan, A. James, L. Solski

Absent: N. Hamilton, L. Rashotte, R. Howard, E. Cotman, J. Parker, E. Reynolds
T. Whittaker, C. Breau

Resource: K. Dostaler, S. Taylor-Harvey

Minutes: J. Kezar

1. Call to order

In the absence of Chair Rashotte, Vice-chair Card called the meeting to order at 4:00 p.m. and welcomed everyone to the Special Education Advisory Committee meeting.

2. Acknowledgement of Traditional Lands

Trustee Lewis offered the Land Acknowledgement.

3. Roll Call

Vice-chair Card requested a roll call of members.

4. Approval of the agenda

Mover: Shannon Binder

Seconder: Wendy Haystead

That the revised agenda for the February 22, 2024 Special Education Advisory Committee meeting be approved.

Carried

5. Declaration of Conflict of Interest

There was no conflict of interest declared.

6. Approval of Minutes from Previous Meetings

(a) January 25, 2024

Mover: Wendy Haystead

Seconder: Lauren Isenegger

That the minutes of the January 25, 2024 meeting be approved.

Carried

7. Delegations/Presentations

a) **EQAO data review**

Primary/Junior Mathematics

Stephanie Taylor-Harvey, System Lead, presented student achievement data from the 2022-2023 EQAO Primary and Junior Assessments of Math, for Grades 3 and 6 students. Hastings and Prince Edward District School Board (HPEDSB) student data in comparison to Provincial data was shared with members to review and discuss. Data for all students was shared, as well as for students by Special Education needs status. Suzanne Cholasta, System Lead (Curriculum Services) will attend the March meeting, to share the Math Achievement Action Plan (MAAP).

8. Committee Reports

There were no committee reports.

9. Staff Reports

a) School Year Calendar 2024-2025

Superintendent Dostaler referred members to the report contained in the agenda package, regarding the 2024-2025 school year calendar planning process.

School boards are required to establish a school year calendar which involves consultation with employee groups, parents/guardians/staff/students, senior administration, trustees, and community members. Public consultation occurred within Hastings and Prince Edward District School Board, Algonquin & Lakeshore Catholic District School Board, and Limestone District School Board from January 30 to February 12, 2024. Input regarding three calendar options specific to the start and end dates of the school year and placement of professional activity days/board holidays was gathered via an open survey.

Subsequent to the review of the survey results, the proposed 2024-2025 school year calendar option will be taken to the Public Board Meeting as a recommendation, on February 26, 2024. Three versions are quite similar this year. If members have any information to share, please reach out to Superintendent Dostaler or Julie Kezar.

b) Special Education Plan – Part 2

Superintendent Dostaler noted that members were asked to review Sections 2.3 to 2.8 of the Special Education Plan. If members have feedback they wish to provide, please email Julie Kezar at jkezar@hpedsb.on.ca by Friday, March 8, 2024. Part 3 of the Special Education Plan will be reviewed at the March meeting.

c) Sub-committee updates

Vice-chair Card requested an update from the following sub-committees:

Mental Health

- Superintendent Dostaler noted that final touches are being completed on the Student Mental Health Survey. The School Climate and Canadian Mental Health Association¹⁴ surveys are also being distributed this year.

Individual Education Plans (IEPs)

- The Accessing Supports for Students in HPEDSB document contained in the agenda package has been posted on the Board website and will be shared with learning support coordinators and learning support teachers, administrators, and teachers via school group meetings.
- System Lead Taylor-Harvey will share the document with Highland Shores Children's Aid Society. Members can share this information with agency staff as well.
- The next sub-committee meeting will focus on parent/guardian understanding of their child's IEP.

10. Correspondence

The following correspondence was reviewed:

- Community Transition to Kindergarten for Children with Special Education Needs Form
- Welcome to Kindergarten Questionnaire

- c) Waterloo Region District School Board letter – February 14, 2024
Superintendent Dostaler shared that he was pleased to receive this letter, as Waterloo Region DSB supported our advocacy letter.

11. **Adjournment**

The meeting was adjourned at 4:50 p.m.

Administration and Trustees Present:

Katherine MacIver, Director of Education
Debbie Lucas, Executive Assistant, Director of Education
Trustee Binder, Southeast Hastings
Trustee Charlton, Belleville/Thurlow
Stephanie Taylor-Harvey, System Lead
Kelly Towers, Attendance Counsellor
Dianne Goyetche, IT Operations Team
Chery Green, OT System Analyst
Tanya Whitaker, Principal, Prince Charles Belleville
Heather McMaster, Principal, Athol-South Marysburgh Public School
Twyla Jackson, Principal, Sophiasburg Central School
Geoff Said, Principal, North Trenton Public School

Members Present:

Christina Switzer, Bayside Public School
Jennifer McIlreath, Bayside Secondary School
Erin McLeod, Foxboro Public School
Jamie McFadden, Frankford Public School
Laura Lunn, Maynooth Public School
Martina Hill, North Hastings High School
Christina Betson, Prince Charles Trenton
Sara Forgie, Queen Elizabeth Belleville
Crystal Rawson, Trent River Public School
Cassandra Hubbert, Trenton High School

1. Acting Chair McFadden called the meeting to order at 6:02 p.m. and welcomed everyone to the Parent Involvement Committee.
2. Director MacIver offered the land acknowledgement.
3. **Approval of Agenda**
Moved: J. McIlreath
Seconded: K. Vader

That the agenda for the February 21, 2024 Parent Involvement Committee be approved.

Carried

4. **Declarations of Conflict of Interest** – nil
5. **Approval of Minutes**
Moved: N/A
Seconded: N/A

That the minutes from the November 15, 2023 Parent Involvement Committee be approved.

Carried

6. **Trustee Report** - Trustee Charlton provided the following highlights as follows:
 - At the November 20, 2023, Inaugural Board Meeting, Trustee Binder was re-elected Chair of the Board and Trustee Robertson was elected Vice-chair of the Board,

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- At the November 27, 2023, Organization and Regular Board Meeting, Trustee Kramp was elected Chair and Trustee Charlton was elected Vice-chair of the Physical Planning, Finance and Building Committee. Trustee Lewis was elected Chair and Trustee Prinzen was elected Vice-chair of the Student Learning, Well-Being, and Equity Committee.
- Board members approved a recommendation to move the April 12, 2024, PA Day to April 8, 2024, due to the total solar eclipse that will occur over parts of HPEDSB,
- Board members approved the Consolidated Financial Statements for the year ending August 31, 2023,
- The Director's Annual Report showcased learning during the 2022-2023 school year. The [Director's Annual Report](#) can be found on the Boards website,
- At the December 11, 2023, Regular Public Board Meeting, Trustees enjoyed a vocal performance by the Vocal Class of PECL, Board members approved the revised Student Representation on the Board Policy and the Board received an update on the Boundary Review.
- At the January 22, 2024, Regular Public Board Meeting, Trustees received a presentation highlighting the Dual Credits and School Within a College option available to HPEDSB students. The Multi-year Annual Accessibility Plan was approved for the period of September 2023 – August 2028. Updates from staff on De-streaming, student success through School-College Work Initiatives and Kindergarten promotions.

7. Staff Reports

- (a) **Attendance and Safe School Arrivals** – Stephanie Taylor-Harvey, System Lead and Kelly Towers provided a presentation on Student Attendance and the Safe School Arrival App. The Safe Arrival App was launched at pilot schools-Frankford PS, Foxboro PS, Trent River PS, Trenton HS (7-12) and Central Hastings School (K-12 in the spring of 2023. The Safe Arrival App was launched to the system in December 2023. To review the presentation submitted, click [here](#).
- (b) **PRO Grant Update** – Director Maclver noted that the PIC sub-committee reviewed and discussed all the applications, overall, a total of 33 applications were received, 23 applications were approved, and three applications required further detail. Two of the applications were re-submitted with greater detail and approved bringing the grand total of PRO Grant applications to 25. Schools are expected to report back on the use of the funds and a detailed list of all PRO Grant projects will be shared at the April PIC meeting.
- (c) **School Year Calendar Options** – Director Maclver provided an update regarding the HPEDSB 2024-2025 school year calendar planning process. The proposed 2024-2025 school year calendar option will be taken to the Regular Public Board meeting on February 26, 2024, for recommendation. To review the entire report, click [here](#) and go to page 5.
- (d) **Director of Education Update** – Director Maclver provided highlights on several items happening throughout the Board:
 - Tina Jones was hired as Superintendent of Education. Tina will be supporting the Eastside Secondary School Group and the North Hastings School Group,
 - Apps email accounts have been set up for all schools PIC chair/representative. This ensures we are operating under the dome of HPEDSB rather than utilizing personal email addresses to communicate. Each September IT will reset the password and share it with the new school council chair or PIC representative,
 - Safe Arrival App – has been implemented in all schools as of December 2023,
 - There are some revisions to curriculums in the future; Grade 1 through Grade 12. A new Kindergarten curriculum will be effective September 2025, the reason for this is that it will help it match the new math and language curriculum for Grades 1 through 8. There will be new technology courses in Grade 9 and 10, effective September 2024. Grade 9 and 10 students will be required to obtain one technology credit. A de-streaming Geography curriculum and new business study courses will be offered,
 - HPE Learning Foundation donated \$75,000 to HPEDSB to invest in technology for schools. This funding was distributed to 15 schools,

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- graduation rate has shown significant increase, the four-year graduation rate for students graduating in 2022, increased to 75% which is a 6% increase, five-year grad rate increased by 2.3%,
- attended the SWAC graduation on January 18, SWAC is School Within a College, students can attend college for one or two semesters to assist them in receiving their final credit. A total of 13 students graduated from this program.

8. Notice of Motion - nil

9. Correspondence - nil

10. Meeting adjourned at 6:48 p.m.

Members present: S. Binder (Ex-Officio), E. Charlton (Vice-Chair), K. Hambly, E. Parsons, A. Robertson, J. Webster (Student Trustee)

Regrets: K. Kramp (Chair), T. Rodgers

Absent: None

Guests:

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

Minutes: J. McLaren, Executive Assistant

1. Call to order

The meeting was called to order at 3:30 p.m. by Vice Chair Charlton.

2. Acknowledgement of Traditional Lands

Trustee Hambly offered the Land Acknowledgement.

3. Roll Call

Vice Chair Charlton requested a roll call of Trustees.

4. Approval of agenda

Moved: K. Hambly

Seconded: S. Binder

That the agenda be approved for Monday, February 12, 2024.

Carried

5. Declarations of Conflict of Interest

None.

6. Delegations

None.

7. Approval of Minutes from Previous Meeting

Moved: K. Hambly

Seconded: A. Robertson

That the minutes of the Monday, January 8, 2024 meeting be approved.

Carried

8. Staff Reports

Building Renewal Project Plan

Director MacIver and K. Horrigan, Senior Manager, Facility Services referred to Report 8(a), dated February 12, 2024.

Enrolment Projections Update

Superintendent McFarlane and K. Horrigan, Senior Manager, Facility Services referred to Report 8(b), dated February 12, 2024.

Clarification/discussion items included:

- Trustees asked questions about the decline in elementary enrolment and whether this trend is projected to continue. Superintendent McFarlane and K. Horrigan, Senior Manager, Facility Services responded. Enrolment is reviewed each year and numbers are determined based on many factors (students' age, migration, new builds in communities, etc.).
- Trustees asked whether there are anticipated concerns for individual schools (capacity, bussing, etc.) if the estimates are accurate. K. Horrigan, Senior Manager, Facility Services advised that the numbers are projections at this stage and are being monitored in relation to students coming and going to our schools. Also, Kindergarten promotion is underway which traditionally influences families to register prior to the start of the school year which will have an impact on elementary enrolment.

Review Budget Risks for Upcoming Year

Director MacIver referred to Report 8(c), dated February 12, 2024.

Clarification/discussion items included:

- Trustees asked whether the budget includes plans for climate-related issues (ie smoke days). Director MacIver responded that this is a risk that could be added over the next few years due to its effect on operational factors.

Establish Budget Guidelines and Priorities

Director MacIver referred to Report 8(d), dated February 12, 2024.

Clarification/discussion items included:

- Trustees asked about the impact of lowering class sizes. Director MacIver responded that there are complexities when considering options (both equity and access considerations) and expenses could significantly increase.
- Trustees inquired about Music and Arts and whether it will be considered a priority, which Director MacIver responded to. HPEDSB needs to align with what parents are asking for and discussions will take place to determine how this can be accomplished.

Review Budget Process, Information and Documents

Director MacIver referred to Report 8(e), dated February 12, 2024.

North Hastings Schools' Bell Times

Director MacIver referred to Report 8(f), dated February 12, 2024.

Clarification/discussion items included:

- Trustees commented positively on the decision to keep the North Hastings schools' bell times as status quo, with credit to the community for their feedback.
- Trustees asked questions regarding bus consumption related to the budget which Director MacIver responded to. TriBoard and HPEDSB are working closely to determine analytics in the interest of efficiencies.

Accumulated Surplus Position of Ontario School Boards

Director MacIver referred to Report 8(g), dated February 12, 2024.

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

None.

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

None.

11. Adjournment

The meeting adjourned at 4:16 p.m. The next meeting will be on Monday, March 4, 2024.

Members present: E. Charlton, K. Dostaler, T. Elliott, S. Lewis, S. Maracle, E. Parsons, R. Prinzen,
Student Trustee C. Vance joined the meeting virtually at 3:47.

Regrets:

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

Minutes: E. Power, Executive Assistant, Curriculum Services

1. Call to Order

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

2. Acknowledgement of Traditional Lands

Trustee Charlton offered the Land Acknowledgement.

3. Roll Call

Chair Lewis requested a roll call of committee members.

4. Approval of agenda

Moved: R. Prinzen

Seconded: S. Binder

That the agenda for the February 5, 2024 Student Learning, Well-being and Equity Committee meeting be approved.

To approve the agenda as amended to include Report 8(f) Travel for Credit.

Carried

5. Declaration of Conflict of Interest

- None declared

6. Approval of Minutes from November 6, 2023 Meeting

Moved: S. Binder

Seconded: R. Prinzen

That the minutes of the November 6, 2023 Student Learning, Well-being and Equity Committee meeting be approved.

To approve the minutes as amended to remove Director MacIver from the regrets as she is not a member of the committee.

Carried

7. Delegations

None.

8. Reports from Staff:

(a) Math Achievement Action Plan Update

Superintendent Elliott and System Lead Cholasta referred to report 8(a), dated February 5, 2024.

Clarification and discussion took place regarding:

- The digital tools available to educators and students and how these tools aid in instruction and data gathering, as well as plans to ensure improved math achievement moving forward.

(b) Early Reading Screener Selection and Implementation Process

Superintendent Elliott referred to report 8(b), dated February 5, 2024.

Clarification and discussion took place regarding:

- The process of determining which screener will be purchased and the target audience, as well as the funding for this project and the need to ensure evergreening of devices in the future.

(c) School Year Calendar 2024-2025 Options

Superintendent Elliott referred to report 8(c), dated February 5, 2024.

Clarification and discussion took place regarding:

- The process for establishing the school year calendar, placement of PA days, instructional options on inclement weather days, and the importance of the stakeholder voice.

(d) Student Services Update

Superintendent Dostaler referred to report 8(d), dated February 5, 2024.

Clarification and discussion took place regarding:

- The restructuring of Behavioural Support Services taking place in Student Services, funding availability to support this service, and professional development opportunities for Educational Assistants.

(e) Social Media Mass Tort

Director Maclver referred to report 8(e), dated February 5, 2024.

Clarification and discussion took place regarding:

- Confirmation this is not a class action suit, the need for additional legal counsel, as well as the strain on the Board in human resources costs if the Board proceeds with the mass tort.
- Next steps: a report outlining the cost of proceeding with the mass tort to clarify the rationale to not move forward with the mass tort.

(f) Travel for Credit

Superintendent Elliott referred to report 8(f), dated February 5, 2024.

Clarification and discussion took place regarding:

- The courses being offered, cost to students, student safety, and promotion of this opportunity.

9. Review of Draft Indigenous Education Advisory Committee Minutes

Trustee Maracle reviewed Report 9, dated February 5, 2024.

Clarification and discussion took place regarding:

- The cultural facilitators and the application and vetting process.

10. Review of Draft Equity and Inclusivity Advisory Committee Minutes

Trustee Maracle reviewed Report 10, dated February 5, 2024.

Clarification and discussion took place regarding:

- The equity plan and items implemented, in progress and removed from the plan.
- Next steps: a report to come back to this committee outlining these items.

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

None.

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

None.

13. The meeting adjourned at 5:27 p.m. The next meeting will be on Tuesday, April 2, 2024.

MINUTES

Accessibility Advisory Committee Meeting Minutes

May 10, 2023

Present: Nicole Aubertin, Bill Cunningham, Kim Horrigan, Twyla Jackson, Amanda Robertson, Jason Surgent, Sandra Ward, Kerry Webb

Regrets: Geoff Courneya, Shaena Dearman, Karen La Rose, Tabatha Leonard, Scott Marshall, Glenda McComb, Darren McFarlane, Louanne Moore, Margo Russell-Bird, Stephanie Taft, Stephanie Taylor-Harvey

Minutes: Janice McLaren

Call to order

Chair Horrigan called the meeting to order at 3:31 p.m.

Approval of agenda

Moved: J. Surgent

Seconded: A. Robertson

That the agenda for May 10, 2023 be approved.

Carried

Approval of minutes

Moved: A. Robertson

Seconded: T. Jackson

That the minutes of the March 8, 2023 meeting be approved.

Carried

Business arising from the minutes

None.

Multi-Year Annual Accessibility Plan – Comments/Feedback

Feedback has been received regarding the members' list and it will be updated to ensure accuracy. Under "Consultation with Persons with Disabilities," it is not explicitly clear that students are included – this will be added. A question arose regarding signage and what the baseline is. It was confirmed that schools generally have a baseline of signage. If there is a need for additional signage, these can be obtained through Facility Services through the process. This information will be clarified further in the documentation. Further suggestions can be provided to Chair Horrigan and Janice McLaren.

2023-2024 Proposed Committee Meeting Dates

Accessibility Advisory Committee dates for the 2023-24 school year are proposed to take place on Wednesday, March 6, 2024 and Wednesday, May 8, 2024.

Louanne Moore Retirement/Appointment of New Member

Nicole Aubertin (Tri-Board) is retiring. Bill Cunningham (Safety Officer) will be joining the committee. Louanne Moore is also retiring. A new member to replace Louanne is required. Committee members can reach out to Chair Horrigan or Janice McLaren if they know of anyone interested in joining the committee. Chair Horrigan will also solicit potential interest of HPEDSB staff.

Meeting adjourned at 3:40 p.m. Next meeting is scheduled for March 6, 2024.

To: Hastings and Prince Edward District School Board

From: Shannon Binder, Chair of Governance and Policy Committee

Re: Recommendation - Notification to Establish Director's Performance Appraisal Ad Hoc Committee for 2024-2025; approve the Governance Directive Terms of Reference and Trustee Membership for the Ad Hoc Committee

Purpose

The Governance and Policy Committee approved a recommendation to notify the Board of Trustees of the requirement to establish the Director's Performance Appraisal Committee for 2024-2025 as per Regulation 83/24, Section 3(1). This report also recommends approving the Governance Directive for the Director's Performance Appraisal Ad Hoc Committee and approving the Trustee membership for this Ad Hoc Committee.

Link to Strategic Plan

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

Background

As a result of the *Better Schools and Student Outcomes Act 2023*, Regulation 83/24 has been made effective March 4, 2024, for the 2024-2025 school year. This regulation establishes consistent requirements and a standardized process for Boards of Trustees to monitor and evaluate the performance of the Director of Education as of July 1, 2024. Section 3(1) stipulates that a Performance Appraisal Committee must be established no later than May 15 of each year, composed of not fewer than three and not more than seven Board members, one of whom shall be elected by a majority of the committee to act as its chairperson.

HPEDSB By-Laws, Section 4.8 Ad Hoc Trustee Committees states the following:

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

Next Steps

Approve the recommendation to establish a Director's Performance Appraisal Committee effective July 1, 2024 as per Regulation 83/24, Section 3(1). Approve the Governance Directive for the Director's Performance Appraisal Ad Hoc Committee Terms of Reference and select no fewer than three and not more than seven Board members, one of whom shall be elected by a majority of the committee to act as its chairperson and to approve the recommendation below.

Recommendation:

Moved:

Seconded:

That the Hastings and Prince Edward District School Board establish an Ad Hoc Director's Performance Appraisal Committee for 2024-2025 as per Regulation 83/24.

Trustees _____
have come forward to be part of the Ad Hoc Director's Performance Appraisal Committee for 2024-2025 and approve the Governance Directive for the Director's Performance Appraisal Ad Hoc Committee Terms of Reference

Appendix A: Regulation 83/24

Appendix B: Governance Directive Terms of Reference

Ministry of Education

Minister

315 Front Street West
Toronto ON M7A 0B8

Ministère de l'Éducation

Ministre

315, rue Front Ouest
Toronto ON M7A 0B8



Ontario

Memorandum to: Chairs of District School Boards
Directors of Education
Secretary/Treasurers of School Authorities

From: Stephen Lecce
Minister of Education
Kate Manson-Smith
Deputy Minister of Education

Subject: **Regulatory and Policy Reforms to Support the *Better Schools and Student Outcomes Act, 2023* – School Board Leadership, Strengthening Parental Involvement, and Increasing Transparency**

As you are aware, the *Better Schools and Student Outcomes Act, 2023* (the Act) received Royal Assent on June 8, 2023. The Ministry of Education (the ministry) is moving forward with regulatory and policy reforms that refocus school boards on academic achievement in addition to **ensuring effective school board leadership, strengthening parental involvement, and increasing transparency**. The ministry has consulted with key sector partners through various channels to inform the development of the regulation and policies, and we appreciate the feedback provided.

The reforms and supporting materials will:

- Assist boards of trustees in the important role they play in supporting and developing school board leadership by establishing a clear, consistent, and transparent Director of Education performance appraisal process;
- Foster greater parental involvement through the release of an accessible parent-friendly resource to help parents support their child's success and make informed decisions about their education; and
- Increase transparency to support greater engagement of parents in their child's education through:
 - A Student Achievement Plan tool and public reporting template that will support school boards in adopting provincial priorities into their publicly posted multi-year plans.

Further information on each initiative is provided below, including effective dates of the new regulations and policies.

Ensuring Effective Leadership

Director of Education Performance Appraisal Regulation

The provisions in the Act providing authority to standardize the Director of Education performance appraisal process were proclaimed on December 31, 2023. To support these provisions, a regulation has now been put in place that outlines mandatory elements and a standard process to ensure clear, consistent, and transparent Director of Education performance appraisals for all school boards.

The regulation outlines a mandatory set of assessment criteria that all boards must use to complete annual performance appraisals, with flexibility for the inclusion of additional locally focused appraisal criteria determined by the board in collaboration with the Director.

Appraisals must be informed by several factors, including the progress made by the Director in advancing the provincial priorities in the area of student achievement, the Director's periodic reports to the board of trustees on the implementation of the board's multi-year strategic plan, and the Director's self-evaluation of performance against the established criteria.

Boards are required to conduct an expert-led 360-degree assessment to inform Director of Education appraisals starting with the first full appraisal and every second year thereafter. The 360-degree assessment must involve a broad range of participants including all trustees and student trustees, board committee members, nominated representatives of selected community partners and stakeholders of the board, representatives of employee unions and associations. And, for the first time, giving a direct say to parents with the inclusion of all parent members of each school council.

The regulation requires school boards to submit two attestations to the Minister each year – the first at the beginning of the performance year to confirm the development of performance goals/indicators, and the second after the final appraisal to confirm completion. To ensure public transparency, boards are also required to publicly post the two attestations on their websites. In years where a 360-degree assessment takes place, a list of the community stakeholders that were invited to provide feedback must also be included.

Further ministry guidance on the Director of Education performance appraisal is forthcoming.

Effective Date: March 4, 2024

<https://www.ontario.ca/laws/regulation/r24083>

Strengthening Parental Involvement

Your Child's Education: A parent guide to our school system

A key theme of the Act is strengthening parental involvement. To support parent involvement in their children's education and to promote parent participation in school, the ministry has developed a parent-friendly resource with easy to access information. This webpage is intended to be a "one-stop shop" resource for parents with links to existing webpages and ministry-developed resources so that parents have the information they need to make informed decisions about their child's education and support their learning.

Increasing Transparency

Student Achievement Plan Tool and Public Reporting Template

As part of the July 2023 memorandum, the ministry released a Student Achievement Plan Framework, which aligns with the regulated provincial priorities (O. Reg. 224/23). The framework sets out goals and performance indicators for school boards to monitor student achievement, develop action plans and measure their progress on improving student outcomes.

The ministry provided pre-populated materials to support the development and reporting of board Student Achievement Plans as part of the Ministry Communications to District School Boards in January 2024. All Student Achievement Plan materials are available on a secure Ministry SharePoint site. Access has been provided to all Directors of Education.

These materials included:

- a. **Student Achievement Plan Tool:** Guides school boards through the action planning process based on the analysis and interpretation of quantitative and qualitative data.
- b. **Student Achievement Plan Public Reporting Template:** Provides a consistent approach for communicating boards' data, action plans and progress on indicators to their communities.

Under the Act, school boards are required to publicly report on progress toward the provincial priorities and meet with parents in the first two months and last two months of each school year to discuss the priorities and progress towards them. To support school boards in meeting this requirement and in preparation for their meeting with parents and communities on multi-year plans before the end of the school year, school boards are expected to complete the Student Achievement Plan Public Reporting Template and post to their website by April 2, 2024. School boards are also expected to notify the ministry once the Student Achievement Plan Public Reporting Template is posted on their website by emailing a weblink to the Regional Office.

School boards are also expected to complete the Student Achievement Plan Tool in the SharePoint site by June 30, 2024. The completed tool will allow the ministry to gather insights into how school boards engage in their planning process and discern where additional supports may be required.

To support boards as they prepare to complete and post the Student Achievement Plans, the ministry has launched a series of four webinars to board-identified Student Achievement Plan contacts.

For any further questions regarding the Student Achievement Plan, please contact your Regional Office.

Thank you for your ongoing collaboration and support to ensure the successful implementation of these important initiatives. We look forward to our continued partnership as we work together to support success for every student.

Sincerely,

Stephen Lecce

Minister

Kate Manson-Smith

Deputy Minister

c: President, Association des conseils scolaires des écoles publiques de l'Ontario (ACÉPO)

Executive Director, Association des conseils scolaires des écoles publiques de l'Ontario (ACÉPO)

President, Association franco-ontarienne des conseils scolaires catholiques (AFOCSC)

Executive Director, Association franco-ontarienne des conseils scolaires catholiques (AFOCSC)

President, Ontario Catholic School Trustees' Association (OCSTA)

Executive Director, Ontario Catholic School Trustees Association (OCSTA)

President, Ontario Public School Boards' Association (OPSBA)

Executive Director, Ontario Public School Boards' Association (OPSBA)

Executive Director, Council of Ontario Directors of Education (CODE)

President, Association des enseignantes et des enseignants franco-ontariens (AEFO)

Executive Director and Secretary-Treasurer, Association des enseignantes et des enseignants franco-ontariens (AEFO)

President, Ontario English Catholic Teachers' Association (OECTA)

General Secretary, Ontario English Catholic Teachers' Association (OECTA)

President, Elementary Teachers' Federation of Ontario (ETFO)

General Secretary, Elementary Teachers' Federation of Ontario (ETFO)
President, Ontario Secondary School Teachers' Federation (OSSTF)
General Secretary, Ontario Secondary School Teachers' Federation (OSSTF)
Chair, Ontario Council of Education Workers (OCEW)
Chair, Education Workers' Alliance of Ontario (EWAO)
President of OSBCU, Canadian Union of Public Employees – Ontario (CUPE-ON)
Co-ordinator, Canadian Union of Public Employees – Ontario (CUPE-ON)
Executive Director, Association des directions et directions adjointes des écoles franco-ontariennes (ADFO)
Executive Director, Catholic Principals' Council of Ontario (CPCO)
Executive Director, Ontario Principals' Council (OPC)
Secretary Treasurer, Ontario Teachers' Federation (OTF)
Director General, Association des gestionnaires de l'éducation franco-canadienne (AGÉFO)



Français

ONTARIO REGULATION 83/24

made under the

EDUCATION ACT

Made: December 7, 2023

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DIRECTOR OF EDUCATION PERFORMANCE APPRAISAL

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Definitions

1. In this Regulation,

“committee” means a committee established under subsection 3 (1); (“comité”)

“community partners and stakeholders” means persons or entities that interact with a board, including advocacy groups, First Nations, Métis and Inuit partners, business and labour organizations, municipal and childcare partners and social service agencies; (“partenaires et intervenants communautaires”)

“evaluation cycle” means the period of time during which the performance of a director of education is appraised; (“cycle d’évaluation”)

“full evaluation cycle” means an evaluation cycle that commences July 1 in a year and ends June 30 of the following year; (“cycle d’évaluation complet”)

“interim evaluation cycle” means an evaluation cycle determined in accordance with section 4. (“cycle d’évaluation intérimaire”)

Application and interpretation

2. (1) This Regulation applies to performance appraisals of directors of education conducted under Part XI.1 of the Act.

(2) For the purposes of applying this Regulation to the Centre Jules-Léger Consortium established under subsection 13.1 (1) of the Act, a reference in this Regulation to a school council is deemed to be a reference to the parent and program advisory committee within the meaning of Ontario Regulation 194/18 (Centre Jules-Léger Consortium - Object and Composition of the Parent and Program Advisory Committee) made under the Act.

(3) If two or more school authorities have appointed a director of education under section 281 of the Act, each school authority is responsible for conducting a performance appraisal of the director of education, but they may jointly retain the entity mentioned in subsection 8 (1).

Performance appraisal committee

3. (1) No later than May 15 in each year, each board shall establish a committee responsible for conducting a performance appraisal of the director of education for the board, composed of not fewer than three and not more than seven board members, one of whom shall be elected by a majority of the committee to act as its chair.

(2) If a board is composed of three members and a vacancy occurs,

- (a) the board shall appoint a member to the committee as soon as possible after the vacancy on the board is filled; and
- (b) despite subsection (1), the committee may be composed of two board members until the vacancy is filled.

(3) The committee is responsible for conducting any performance appraisal required under this Regulation in respect of any of the director of education’s evaluation cycles that occur with the board during any portion of the period beginning on July 1 in the year that the committee is established and ending on June 30 in the following year.

Timing of evaluation cycles

4. (1) A director of education whose start date in that role with a board is a date described in Column 1 of the Table to this section shall have,

- (a) an interim evaluation cycle that has an end date set out opposite the start date of the role in Column 2 of the Table; and
- (b) a first full evaluation cycle that has a start date set out opposite the start date of the role in Column 3 of the Table.

(2) If a director of education has an interim evaluation cycle with a board, the interim evaluation cycle begins on their start date in that role with the board.

(3) After a director of education’s first full evaluation cycle with a board, they shall have full evaluation cycles annually with that board.

TABLE

Item	Column 1 Start date of role as director of education	Column 2 End date for interim evaluation cycle	Column 3 Start date of first full evaluation cycle
1.	Before March 1, 2024.	None	July 1, 2024

2.	On or after March 1, 2024 and on or before June 30, 2024.	June 30, 2025	July 1, 2025
3.	On or after July 1 in a year and on or before the last day of February in the following year.	The first June 30 following their start date.	The first July 1 following their start date.
4.	On or after March 1 in a year and on or before June 30 in that same year.	June 30 in the following calendar year.	July 1 in the following calendar year.

Actions to be taken during full evaluation cycle

5. (1) During a director of education's full evaluation cycle, the person or entity set out in Column 1 of the Table to this section shall take the actions set out opposite the person or entity in Column 2 of the Table on or before the date set out in Column 3.

(2) The action required by item 8 of the Table to this section shall not be taken before February 1 in the full evaluation cycle.

TABLE

Item	Column 1 Person or entity	Column 2 Action	Column 3 Date
1.	Committee chair and at least one other member of the committee	Meet with the director of education to develop and finalize their performance plan.	July 31
2.	Committee chair	Provide a copy of the director of education's performance plan to every member of the board.	August 15
3.	Chair of the board	1. Provide written notice to the Minister that includes the following information, i. the date that the person began their role as director of education for the board, ii. whether the steps set out in subsection 8 (1) are required to be taken during the current full evaluation cycle, and iii. confirmation that the director of education's performance plan has been put in place for the current full evaluation cycle. 2. Post a copy of the confirmation on the board's website.	August 15
4.	Minister	If it is a full evaluation cycle in which the steps set out in subsection 8 (1) are required to be taken, provide written notice to the board and the director of education indicating whether the Minister intends to provide feedback under section 8.	December 1
5.	Committee chair	Request feedback from every member of the board in respect of the director of education's progress toward implementing the actions and achieving the goals contained in the performance plan.	January 11
6.	Each member of the board	Provide any feedback requested in item 5 to the chair of the committee.	January 21

7.	Committee chair and at least one other member of the committee	Meet with the director of education to review their progress toward implementing the actions and achieving the goals contained in the performance plan and to discuss other matters relevant to the performance plan.	January 31
8.	Entity described in subsection 8 (1) <i>3rd Eval - every 2nd</i>	If it is a full evaluation cycle in which the steps set out in section 8 are required to be taken, perform the step described in paragraph 1 of subsection 8 (1).	April 30
9.	Entity described in subsection 8 (1)	If it is a full evaluation cycle in which an assessment is required to be performed under section 8, provide the report described in paragraph 2 of subsection 8 (1) to the committee and the director of education.	May 15
10.	Director of education	Update the performance plan in accordance with subsection 9 (4).	June 10
11.	Committee chair	Provide a copy of the draft performance appraisal report, prepared in accordance with section 10, in respect of the director of education to every member of the board.	June 20
12.	Each member of the board	Provide any feedback on the draft performance appraisal report to the committee.	June 30

Actions to be taken during interim evaluation cycle

6. During a director of education's interim evaluation cycle, the person or entity set out in Column 1 of the Table to this section shall take the actions set out opposite the person or entity in Column 2 of the Table on or before the date set out in Column 3.

TABLE

Item	Column 1 Person or entity	Column 2 Action	Column 3 Date
1.	Committee chair and at least one other member of the committee	Meet with the director of education to develop and finalize their performance plan.	The date that is 30 days after the person's first day in the role of the director of education for the board.
2.	Committee chair	Provide a copy of the director of education's performance plan to every member of the board.	The date that is 45 days after the person's first day in the role of the director of education for the board.
3.	Chair of the board	<ol style="list-style-type: none"> 1. Provide written notice to the Minister containing the following information, <ol style="list-style-type: none"> i. the date that the person began their role as director of education for the board, and ii. confirmation that the director of education's performance plan has been put in place for the current full evaluation cycle. 2. Post a copy of the confirmation on the board's website. 	The date that is 45 days after the person's first day in the role of the director of education for the board.

4.	Committee chair	Request feedback from every member of the board in respect of the director of education's progress toward implementing the actions and achieving the goals contained in the performance plan and to discuss other matters relevant to the performance plan.	The date that is 20 days before the date determined for item 6.
5.	Each member of the board	Provide any feedback requested in item 4 to the chair of the committee.	The date that is 10 days before the date determined for item 6.
6.	Committee chair and at least one other member of the committee,	Meet with the director of education to review their progress toward implementing the actions and achieving the goals contained in the performance plan and to discuss other matters relevant to the performance plan.	The closest weekday to a date that is midway between the date on which the action in item 3 is taken and final day of the interim evaluation period.
7.	Director of education	Update the performance plan in accordance with subsection 9 (4).	June 10
8.	Committee chair	Provide a copy of the draft performance appraisal report, prepared in accordance with section 10, in respect of the director of education to every member of the board.	June 20
9.	Each member of the board	Provide any feedback on the draft performance appraisal report to the committee.	June 30

Actions to be taken after evaluation cycle

7. (1) During the months of July and August that follow a director of education's interim or full evaluation cycle, the person or entity set out in Column 1 of the Table to this section shall take the actions set out opposite the person or entity in Column 2 of the Table on or before the date set out in Column 3.

(2) The meeting required by item 2 of the Table to this section shall not take place during the seven-day period that commences on the day that the director of education is provided with the draft performance appraisal report under item 1 of the Table.

TABLE

Item	Column 1 Person or entity	Column 2 Action	Column 3 Date
1.	Committee chair	Provide the draft performance appraisal report for the interim or full evaluation cycle to the director of education	July 7

2.	Committee chair and at least one other member of the committee	<p>Meet with the director of education to:</p> <ol style="list-style-type: none"> i. review the actions implemented by the director of education to achieve the goals contained in the performance plan and discuss other matters relevant to the performance plan, ii. review and update the director of education's performance plan for the following evaluation cycle, if necessary, iii. review and discuss the committee's draft performance appraisal report, and iv. provide the director of education an opportunity to respond to the committee's evaluation, performance rating and explanation for the rating. 	July 31
3.	Committee	<ol style="list-style-type: none"> 1. Finalize the performance appraisal report, taking into consideration, among other things, <ol style="list-style-type: none"> i. the feedback from the members of the board and the director of education ii. the feedback set out in the report required by section 8, if applicable, and iii. the survey information mentioned in subparagraph 3 ii of subsection 10 (5). 2. Provide the final performance appraisal report to the board and the director of education. 	August 10
4.	Board	<ol style="list-style-type: none"> 1. Provide written confirmation to the Minister that the performance appraisal for the interim or full evaluation cycle, as applicable, has been conducted and that the final performance appraisal report has been adopted by board resolution. 2. If it is a full evaluation cycle in which the steps set out in section 8 are required to be taken, provide to the Minister a list of the community partners and stakeholders identified by the committee under paragraph 7 of subsection 8 (2) from whom feedback was requested. 3. Post a copy of the confirmation and, if applicable, the list of community partners and stakeholders on the board's website. 	August 15

Bi-annual feedback

8. (1) In a director of education's first full evaluation cycle, and every second full evaluation cycle after that, the board shall ensure that an entity that has at least five years of experience conducting multi-source executive performance assessments takes the following steps:

1. Request feedback from the persons listed in subsection (2) in respect of the director of education's performance.
2. Prepare a written report summarizing and analyzing the feedback.

(2) The persons mentioned in paragraph 1 of subsection (1) are:

1. Each member of the board.
 2. Each student trustee of the board.
 3. Each member of every statutory, ad hoc, or other committee of the board.
 4. Each staff member of the board who reports directly to the director of education.
 5. Each parent member of the school council at each school of the board.
 6. A representative nominated by each local employee association representing employees of the board.
 7. A representative sample of community partners and stakeholders, as identified by the committee with input from the director of education.
 8. If notice has been provided in accordance with item 4 of the Table to section 5, the Minister.
- (3) When determining whether to provide feedback in response to a request made under subsection (1), the Minister shall consider the director of education's leadership and progress in respect of,
- (a) achieving the goals set out in the multi-year plan developed in accordance with section 169.2 of the Act that relate to the provincial priorities in education in the area of student achievement set out in Ontario Regulation 224/23 (Provincial Priorities in Education - Student Achievement); and
 - (b) maintaining or improving the reputation of and public confidence in the board in relation to advancing the provincial priorities in education in the area of student achievement set out in Ontario Regulation 224/23.
- (4) In preparing a report under clause (1) (b), the entity shall remove any words or names that would identify a parent or student, if a request is made to do so by the parent or student.

Performance plan

9. (1) A performance plan required to be developed and finalized under section 5 or 6 in respect of an evaluation cycle shall include the following elements:
1. A list of the actions that the director of education will implement during the evaluation cycle to achieve each of the following goals:
 - i. Advance the provincial priorities in education in the area of student achievement set out in Ontario Regulation 224/23 (Provincial Priorities in Education - Student Achievement).
 - ii. Manage human, capital and fiscal resources to achieve the goals identified in the board's multi-year plan developed under clause 169.1 (1) (f) of the Act.
 - iii. Promote a healthy and inclusive workplace with effective systems for staff selection and oversight.
 - iv. Create and maintain respectful and collaborative relationships with students, parents, staff, school board communities, community partners and stakeholders, Ministry staff and the Minister.
 - v. Demonstrate leadership that maintains or improves the reputation of and public confidence in the board.
 - vi. Ensure compliance with applicable laws, Ministry policies and guidelines, and board mandates.
 2. Identification of leadership competencies and practices needed to achieve the goals set out in paragraph 1 and actions that the director of education shall implement during the evaluation cycle to improve at least one of those competencies or practices.
 3. One or more methods of,
 - i. determining whether the director of education successfully implemented the actions set out in the performance plan during the evaluation cycle, and

ii. measuring, qualitatively or quantitatively, the degree to which the actions achieved the goals set out in paragraph 1.

4. Any additional appraisal elements determined by the committee with input from the director of education and if the additional appraisal elements include additional goals, a list of the actions that the director of education will implement during the evaluation cycle to achieve those goals.

(2) The actions listed under paragraph 1 of subsection (1) shall include professional development activities that the director of education will undertake during the evaluation cycle.

(3) The leadership competencies and practices identified under paragraph 2 of subsection (1) shall be described in accordance with any guideline issued by the Minister under subsection 287.6 (1) of the Act.

(4) A performance plan update required under section 5 or 6 shall include,

(a) a confirmation of which of the actions listed for the purposes of paragraphs 1, 2 and 4 of subsection (1) have been implemented by the director of education during the evaluation cycle;

(b) a description of how each action that was implemented assisted in achieving the goals set out in paragraphs 1 and 4 of subsection (1), as applicable; and

(c) for each action that was not implemented by the director of education, a rationale for why the action was not implemented.

(5) The director of education and the chair of the committee shall each sign the performance plan and each of them shall retain a copy for at least six years.

Performance appraisals and ratings

10. (1) The committee shall conduct a performance appraisal of the director of education for the board by,

(a) in respect of a full evaluation cycle, holding each meeting mentioned in items 1 and 7 of the Table to section 5 and the meeting mentioned in item 2 of the Table to section 7;

(b) in respect of an interim evaluation cycle, holding each meeting mentioned in items 1 and 6 of the Table to section 6 and the meeting mentioned in item 2 of the Table to section 7; and

(c) evaluating the director of education's success in implementing the actions and achieving the goals set out in the performance plan developed for the interim or full evaluation cycle.

(2) Despite subsection (1), the performance of a director of education shall not be evaluated in respect of the following periods:

1. A period when the director of education is on an extended leave that has been approved by the board.

2. A period when the director of education is on secondment to a position other than that of director of education.

(3) The performance appraisal shall be conducted in accordance with this Regulation and with such guidelines as the Minister may issue.

(4) Based on the results of the performance appraisal, the committee shall assign one of the following performance ratings to the director of education:

1. Meets all expectations.

2. Meets most expectations.

3. Meets some expectations.

4. Does not meet expectations.

(5) When determining which performance rating to assign to the director of education for the board, the committee shall consider the following factors:

1. The extent to which the director of education worked diligently and consistently toward the implementation of the actions identified in the performance plan.
 2. The efforts made by the director of education to engage board staff, community partners and stakeholders, and others in the development of the goals and implementation of the actions identified in the performance plan.
 3. The degree of success the director of education had in achieving the goals set out in the performance plan, as informed by data available to the board including,
 - i. the feedback set out in the report required by section 8, if applicable, and
 - ii. the information collected by the surveys required by subsection 169.1 (2.1) of the Act in respect of the evaluation cycle, if applicable.
 4. The rationale provided by the director of education for the actions that were not implemented and the goals that were not achieved.
 5. The effectiveness of efforts made to overcome challenges faced by the director of education in implementing the actions identified in the performance plan.
 6. The demonstrated ability and willingness of the director of education to address, in the future, the actions that were not implemented and goals that were not achieved.
- (6) The committee shall prepare a draft performance appraisal report summarizing the committee's evaluation, setting out the performance rating and providing an explanation for the rating.

Records to be kept by the board

11. Every board that prepares or receives a document that is required to be prepared by the board or provided to the board under this Regulation shall keep the document for a period of at least six years from the date of the draft performance appraisal report to which the document relates.

Commencement

12. This Regulation comes into force on the latest of the following days:

1. December 31, 2023.
2. The day section 29 of Schedule 2 to the *Better Schools and Student Outcomes Act, 2023* comes into force.
3. The day this Regulation is filed.

Français

HASTINGS AND PRINCE EDWARD DISTRICT SCHOOL BOARD

GOVERNANCE DIRECTIVE

DIRECTOR'S PERFORMANCE APPRAISAL AD HOC COMMITTEE

Committee Classification:	Ad Hoc Committee HPEDSB By-Laws
Composition:	Minimum of three Trustees and maximum of seven
Reporting Structure:	Reports Directly to the Board
Term:	Expire upon Completion of Mandate
Administrative Support:	Chair of the Board
Approved:	
Resources:	

Governance Directive

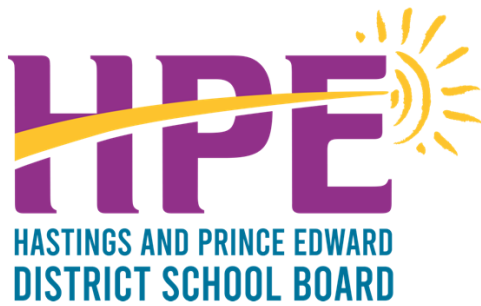
The Hastings and Prince Edward District School Board By-Laws outline the creation and terms for Ad Hoc committees. This Governance Directive outlines the composition, terms of reference, reporting relationship and expected completion date for the 2024-25 Director's Performance Appraisal Ad Hoc Committee.

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

Terms of Reference

The Committee will:

- be established by the Board of Trustees to oversee the Director's Performance Appraisal;
- adhere to Reg. 83/24: Director of Education Performance Appraisal, HPEDSB By-Laws and relative Board Policies to evaluate the director in the 2024-2025 school year;
- be comprised of a minimum of three to a maximum of seven HPEDSB trustees selected at the April 22, 2024, Regular Board Meeting;
- conduct business in closed sessions under Education Act section 207 (2) b;
- maintain strict confidentiality throughout the process;
- elect a chair at the first meeting using the process described in the HPEDSB's By-Laws, section 3.4 Election Process;
- determine a committee work plan in alignment with the legislation;
- report and make a recommendation to the Board no later than August 15, 2025,
- excuse any committee member should a Conflict of Interest be declared at any time;
- ensure the Committee's deliberations are undertaken with the intent to achieve the goals of equity, decolonization, inclusion, anti-racism, anti-oppression, and accessibility and in compliance with its obligations under the Ontario Human Rights Code and related policies;
- ensure that the Committee's work supports the Minister's education priorities, the goals in the Board's Multi-Year Strategic Plan and the Board's Vision, Mission, and Priorities.



To: Hastings and Prince Edward District School Board

From: Shannon Binder, Chair, Governance and Policy Committee

Re: Recommendation - Policy 18: The Learning Foundation

Purpose

The Governance and Policy Committee has done two reviews on this policy and brings forward a recommendation to the Hastings and Prince Edward District School Board to approve this revised policy.

Link to Strategic Plan

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

Background

At the March 18, 2024, Governance and Policy Committee meeting members reviewed this draft policy. Once reviewed and all changes were incorporated into the draft policy and posted to the website for staff and public consultation. There was no feedback received from the public consultation. The Governance and Policy Committee met on April 15, 2024, and no further changes were required to the draft policy.

Next Steps

The Governance and Policy Committee recommends the Board approve this revised policy. Once approved, Policy 18: The Hastings and Prince Edward Learning Foundation will be posted to the HPEDSB website.

Recommendation:

Moved:

Seconded:

That the Hastings and Prince Edward District School Board approve Policy 18: The Hastings and Prince Edward Learning Foundation.

Appendix A: Policy 18: The Hastings and Prince Edward Learning Foundation

BOARD POLICY 18	
Adopted	February 22, 2010
Last Revised	-
Review Date	March, 2024

THE HASTINGS AND PRINCE EDWARD LEARNING FOUNDATION

- 1) **PURPOSE**
Hastings and Prince Edward District School Board (HPEDSB) and The Hastings and Prince Edward Learning Foundation share a commitment to creating equal opportunities for all students and ensuring programs and support help students to participate in their school life actively. Programs of the Hastings and Prince Edward Learning Foundation are universally accessible to all HPEDSB students, breaking down barriers and supporting them in a non-stigmatizing way. The Hastings and Prince Edward Learning Foundation fundraises to provide programs and services that help students achieve excellence and equity.

- 2) **DEFINITIONS**
 - a) **LF Board:** means the Board of Directors of the Hastings and Prince Edward Learning Foundation.
 - b) **HPELF:** Hastings and Prince Edward Learning Foundation: is a not-for-profit corporation and registered charity dedicated to supporting HPEDSB Students.
 - c) **MOU:** means Memorandum of Understanding terms for five years from the effective date of June 5, 2023.
 - d) **HPEDSB:** means Hastings and Prince Edward District School Board

- 3) **PRINCIPLES**
 - a) The Hastings and Prince Edward Learning Foundation is a not-for-profit corporation and registered charity dedicated to its purposes of supporting HPEDSB students. The Hastings and Prince Edward Learning Foundation is the preferred registered charitable organization of the Hastings and Prince Edward District School Board. Hastings and Prince Edward District School Board recognizes the Hastings and Prince Edward Learning Foundation as a separately incorporated, independent entity governed by a Board of Directors.
 - b) All activities on behalf of or in service of the Hastings and Prince Edward District School Board conducted by Hastings and Prince Edward Learning Foundation must be compatible with the Vision, Mission and Priorities, policies, and procedures of HPEDSB.
 - c) It is the policy of Hastings and Prince Edward District School Board that any donation for charitable purposes other than student bursaries or external agencies such as, but not limited to, The Terry Fox Foundation should be performed through the Hastings and Prince Edward Learning Foundation.
 - d) The Hastings and Prince Edward Learning Foundation works to develop partnerships with the community to build a funding base that ensures the availability of enhanced learning opportunities for students. The Foundation and its community partners build on existing programs and explore new ideas for projects responsive to student needs.
 - e) Funding for the Hastings and Prince Edward Learning Foundation comes from local businesses, grants, community organizations, and concerned citizens who want to

provide financial or in-kind support for students. The Foundation helps donors achieve their charitable goals to support student achievement and well-being.

4) **DIRECTIVES**

- a) HPEDSB shall provide financial support, as outlined in Section 9 and 11 of the Memorandum of Understanding (MOU) 2023. The MOU covers the scope of such services and shall be reviewed regularly.
- b) The Hastings and Prince Edward Learning Foundation employees are not employees of HPEDSB and shall not be recognized as such.
- c) The Hastings and Prince Edward Learning Foundation shall be offered space in a Hastings and Prince Edward District School Board facility as an in-kind donation to the Foundation. A lease agreement for such space shall be reviewed and mutually approved annually.
- d) The Hastings and Prince Edward Learning Foundation shall have a Learning Foundation Board of Directors, with the Chair of the Board of Trustees, Director of Education, and Superintendent of Business (or designates) for Hastings and Prince Edward District School Board serving as appointed Directors. Community and staff volunteers shall make up the remaining Learning Foundation Board of Directors members for the Foundation. These shall be appointed in compliance with the Foundation's by-laws.
- e) The operations of the Hastings and Prince Edward Learning Foundation shall be governed by the by-laws of that corporation.
- f) The Hastings and Prince Edward Learning Foundation shall be accountable for the quality and effective administration of all its projects. It shall also have a business management plan that clearly defines its accountability, risk management, structures, roles, and responsibilities.
- g) The Hastings and Prince Edward Learning Foundation shall have a strategic plan and review it annually.
- h) The Hastings and Prince Edward Learning Foundation shall recognize all monetary and in-kind donations from HPEDSB in their financial reports.
- i) The Hastings and Prince Edward Learning Foundation shall maintain transparency and accountability of financial reporting and present an annual audited financial report to HPEDSB at fiscal year-end. HPEDSB reserves the right to review the operations of the Foundation following receipt of this annual report.
- j) HPEDSB and the Hastings and Prince Edward Learning Foundation will review their relationship regularly and amend the MOU according to its timelines.

Legal References:

- *Education Act, section 171.1(2) Agreements to Cooperate*

Board References:

- Board Policy No. 1: Board Vision, Mission and Priorities
- Administrative Procedure 182 Sponsorship/Partnership/Fund-Raising; AP 184 Philanthropic Fund-Raising
- Hastings and Prince Edward Learning Foundation Memorandum of Understanding (MOU)
- Hastings and Prince Edward Learning Foundation By-Laws

Decision X Information

To: Hastings & Prince Edward District School Board

From: Amanda Robertson, Chair of Audit Committee

Re: Appointment of External Member to the Audit Committee

Purpose

To recommend approval of the appointment of an external member to the Audit Committee, commencing June 5, 2025.

Link to Strategic Plan

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

Background

[Ontario Regulation 361/10](#) requires that the Audit Committee consist of five members including three Board members and two persons who are not Board members. Each of the external members is appointed for a term of three years with the option to renew the appointment for one additional three-year term upon satisfactory performance of duties.

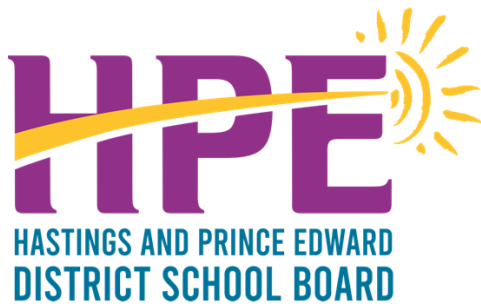
The two external members of the Audit Committee were James Edmonds and Kim Egan. At the end of James Edmond's 3-year term, he opted not to renew for an additional 3-year term.

Current situation

An external recruitment process was undertaken to recruit a replacement external member. Advertisements were placed in local papers and on the board website from February 29, 2024 to March 22, 2024. Two applications were received. In April 2024, the selection committee interviewed Wendy Osborne for the appointment to the Audit Committee. The selection committee consisted of the Chair of the Board, Director of Education and Superintendent of Business Services. The selection committee is recommending to the Board that an external member be appointed to the Audit Committee for a three-year term.

Recommendation

That the Hastings and Prince Edward District School Board approve the appointment of Wendy Osborne to the Audit Committee for a three-year term commencing June 5, 2024.



To: Hastings and Prince Edward District School Board

From: Tina Jones Superintendent of Education
Troy Maracle, Indigenous Education Lead,

Re: Board Action Plan on Indigenous Education & Indigenous History Month

Purpose

To provide a summary of the initiatives outlined in the Board Action Plan for Indigenous Education.

Link to Strategic Plan

3.5 Support and implement necessary actions to incorporate Recommendation #10 of the Calls to Action from the Truth and Reconciliation Commission

Background

On an annual basis, every school board in Ontario is required to submit a Board Action Plan on Indigenous Education. The Ministry of Education's First Nations, Metis and Inuit Education Policy Framework states that the main goals are to improve achievement for Indigenous Students and to close the achievement gap between Indigenous and non-Indigenous students. The vision of the framework includes these goals in addition to "all students in Ontario having the knowledge and appreciation of contemporary and traditional First Nation, Metis, and Inuit traditions, cultures, and perspectives". The Board Action Plan needs to focus the work of Indigenous Education in three areas- supporting students, supporting educators and community engagement and awareness.

Current situation

Board Action Plan

The 2023-24 Board Action Plan for Indigenous Education has been developed with the initiatives outlined in Appendix A.

National Indigenous History Month and National Indigenous Peoples Day

In Canada, the month of June is National Indigenous History Month and June 21st is National Indigenous Peoples Day. This is a time where Indigenous history and culture will be highlighted and honoured in classrooms and across the board. HPEDSB's Indigenous Education Team will continue to provide support for educators for this month and day of significance.

Indigenous Education is to be a focus throughout the school year and go beyond single days of acknowledgement or remembrance. We strive to balance the approach and content to avoid focusing on tragedy and trauma but celebrate the beauty and brilliance of the contributions Indigenous peoples have made. As such, multiple resources and supports are in place to continue to move Indigenous Education in a positive direction.

Board Action Plan Initiatives for 2023-24

Initiatives	Descriptions
Supporting Educators <i>AQ Subsidy</i>	Additional Qualifications Subsidy will be given to teachers who take AQ or ABQ courses. This initiative was put into place due to the shortage of supply teachers which has reduced the capacity for release time for professional learning.
Supporting Students <i>Indigenous Speaker Series</i>	Various speakers from across the province like Mohawk Knowledge Keeper Tehahenteh, Artist Moses Lunham, and acclaimed speaker and artist Isaac Murdoch will spend time with students in person and virtually to share with students in all grades on a variety of subject areas and backgrounds relating to Indigenous culture, knowledge, identity and realities.
Supporting Students <i>Spaces & Services</i>	Acquisition of resources for identified spaces of support for Indigenous student support councillors. Technology, cultural, furniture, food and food cards, bus passes. This is all a part of providing a safe space with caring adults who provide wrap around support (i.e., Indigenous Grad Coaches)
Supporting Students <i>Resource Acquisitions</i>	As part of the on-going support of teachers and students, we continue to add to the <i>Indigenous Book Baskets</i> that are in every school along with support of how they might be used in the appropriate classrooms.
Community Engagement <i>Indigenous Community Celebrations</i>	Each Indigenous Student Success Coach in collaboration with their school's Administrators over the course of the year will host an event at their school specifically for the Families of the Indigenous Students at their school.
Supporting Students <i>Credit Rescue Program</i>	Indigenous Student Success Coaches will work with secondary student success teams to identify students are at risk of losing one or more credits. Once the list is established, students are asked if they want support and then a plan is put in place. Occasional and/or retired teachers will be hired to work directly with the students to help them catch up on their assignments and get to passing grades or to a level where credit recovery is possible.
Community Engagement <i>Indigenizing Spaces</i>	Collaboration with local First Nations artists to work with students on Indigenizing spaces that will also become an additional learning opportunity during and upon completion of the work.
Supporting Students <i>Indigenous Student Symposium</i>	<i>Ignite Your Fire - Become A Changemaker.</i> Indigenous High school students from across the HPE will be brought together to take part in cultural and leadership learning opportunities that will involve numerous guest speakers and interactive workshops.
Supporting Students & Community <i>Kanyen'kéha Circle</i>	HPEDSB is one of the lead boards in this transformative program that will see Mohawk language speakers be fully recognized as certified teachers.

<p>Supporting Educators <i>Professional Learning in Indigenous Education</i></p>	<p>Professional learning opportunities are provided to educators in collaboration with the work being done in schools and as stand-alone professional learning sessions.</p>
<p>Supporting Students <i>Summer Reach Ahead</i></p>	<p>Continuing the support of transitions from grade 8 to grade 9, and in particular, from on-reserve to off-reserve, the summer reach ahead program will continue in two schools.</p>
<p>Supporting Educators <i>Curriculum Resource Creation</i></p>	<p>Multiple collaborations over the course of the year to create curriculum resources and supports including an undertaking with another board to create a comprehensive curriculum resource based on the Ohen:ton Karihwaterhkwen including interviews with Elders, and Knowledge Keepers.</p>
<p>Supporting Educators <i>Summer Learning Institute</i></p>	<p>An opportunity for educators to participate in some deeper learning over the course of several days in Kenhtè:ke Kanyen'kehá:ka (Tyendinaga Mohawk Territory)</p>

Decision ___ Information X

To: Hastings and Prince Edward District School Board

From: Darren McFarlane, Superintendent of Education, Human Resources Support Services

Re: Leadership Development Update

Purpose

To provide an update on the leadership development strategies implemented and in process for the 2023-2024 academic year.

Link to Strategic Plan

In order to support the strategic plan goal of Foster a Culture of Excellence and High Expectations, specifically *1.6 Enhance leadership development and succession planning through specific training and mentorship opportunities*, capacity building across leadership roles and responsibilities remains an ongoing priority as we pursue continuous improvement.

Current situation

Again, this year, leadership development has been focused on capacity building among leaders across roles and responsibilities.

Overall, our school leadership development strategy includes school superintendent visits/meetings, K-12 leadership meetings as well as ongoing leadership learning opportunities over the course of the school year spanning topics aligned with our strategic plan.

Through the development of a Leadership Development Steering Committee, we have been working collaboratively with school leaders to incorporate input and feedback toward optimizing the content, structure, and logistical organization of our leadership development strategy. Meetings are broken out to include six virtual operational leadership meetings as well as six in-person instructional and transformational focused meetings over the course of the year. Ongoing themes throughout the year include human rights training, trauma informed practices and leading school improvement in our priority areas of foundational literacy, mathematics and destreaming. Meetings are coordinated collaboratively across various system departments and facilitated by our System Leads team. At the end of each session, feedback is gathered to inform us of our subsequent actions. School superintendents collaborate with individual principals to apply this learning within schools, fostering alignment across the system. Our leaders and educators are unwavering in their commitment and dedication, evident in the depth of learning observed and its widespread application across schools within the system.

Continued emphasis is placed on ongoing leadership recruitment as we plan for the future. In response to feedback, we've tailored our recruitment processes for vice-principals and principals to enhance precision during our preparatory learning sessions. With 16 prospective leaders engaging in the vice-principal sessions and 19 in the principal sessions, we eagerly anticipate collaborating with individuals dedicated to their professional development and aspiring to leadership roles.

Next steps

In the immediate future, our leadership development strategy encompasses:

- continuing to expand our collective knowledge in the area of human rights and anti-oppressive practices to further support equity as a fundamental condition for learning;
- further expanding and enhancing our use of the of the of the Predictive Index tool to support self-awareness and tailored leadership learning;
- developing a series of quick *Accelerate Leadership Labs* to support ongoing professional development and procedural automaticity among current school and system leaders;
- targeted leadership learning and recruitment sessions for the North Hastings school group;
- working with the inspired leaders who came forward during this year's recruitment processes to provide opportunities to support their growth, development, and readiness for a leadership appointment in the future.

Decision _____ Information X

To: Hastings and Prince Edward District School Board

From: Tina Elliott, Superintendent of Education, Curriculum Services
Jay Sonneveld, District eLearning & Technology Enabled Learning and Teaching Coordinator

Re: Online Learning Growth in HPEDSB

Purpose

This report aims to provide a comprehensive overview of the substantial growth in online learning among secondary students within the Hastings and Prince Edward District School Board (HPEDSB).

Connection to the HPE Strategic Plan

- Annual increase in individual secondary school graduation rates, and overall Hastings and Prince Edward District School Board graduation rate, year over year, meeting provincial standard by 2025 (85%)

Background

In response to the Ministry's directive outlined in PPM 167 released on February 1, 2022, all Ontario students entering Grade 9 in the 2020-21 academic year were mandated to complete a minimum of two online courses as part of their graduation requirements. This requirement, aimed at fostering digital literacy and adaptability, is particularly relevant for students within HPEDSB, currently in Grade 12, who have experienced disruptions to traditional learning due to school closures and remote Learn-at-Home programs. While students have the option to opt out, there are instances where online courses may still be necessary to align with their post-secondary aspirations.

Current

Projections indicate a significant rise in online learning course sections, increasing from 32 in the current academic year to over 55 sections by 2024-2025. This surge is essential to accommodate the needs of Grade 11 and 12 students approaching graduation and fulfill the online learning course requirements mandated by the Ministry.

- **Partnerships**

HPEDSB has forged a robust partnership with the Ontario eLearning Consortium (OeLC) to expand online learning opportunities for students. Leveraging this collaboration, HPEDSB offers a diverse range of online courses, providing students with increased flexibility and choice in their academic pathways. Moreover, this partnership enables HPEDSB to address the unique needs of students, such as those with medical requirements or pursuing athletic endeavors, by offering tailored online learning options.

- **Student Success**

The adoption of online learning has demonstrated numerous benefits for student achievement and engagement. Notably, online courses have been linked to higher credit completion and graduation rates, particularly among students with diverse learning styles and preferences. Moreover, the availability of online courses expands students' access to a broader array of academic offerings, thus empowering them to pursue their post-secondary and career aspirations more effectively.

- **Decision-making Processes**

The expansion of online learning within HPEDSB is guided by a strategic decision-making process, incorporating input from various stakeholders. The Online Learning Advisory Committee, along with the DeLC/TELT and Curriculum Services Superintendent of Education, employs a set of guiding principles to determine course offerings for each academic year. These principles include ensuring consistency across schools, catering to diverse student pathways, considering previous success rates, and addressing specific school-based timetabling needs.

- **Implications**

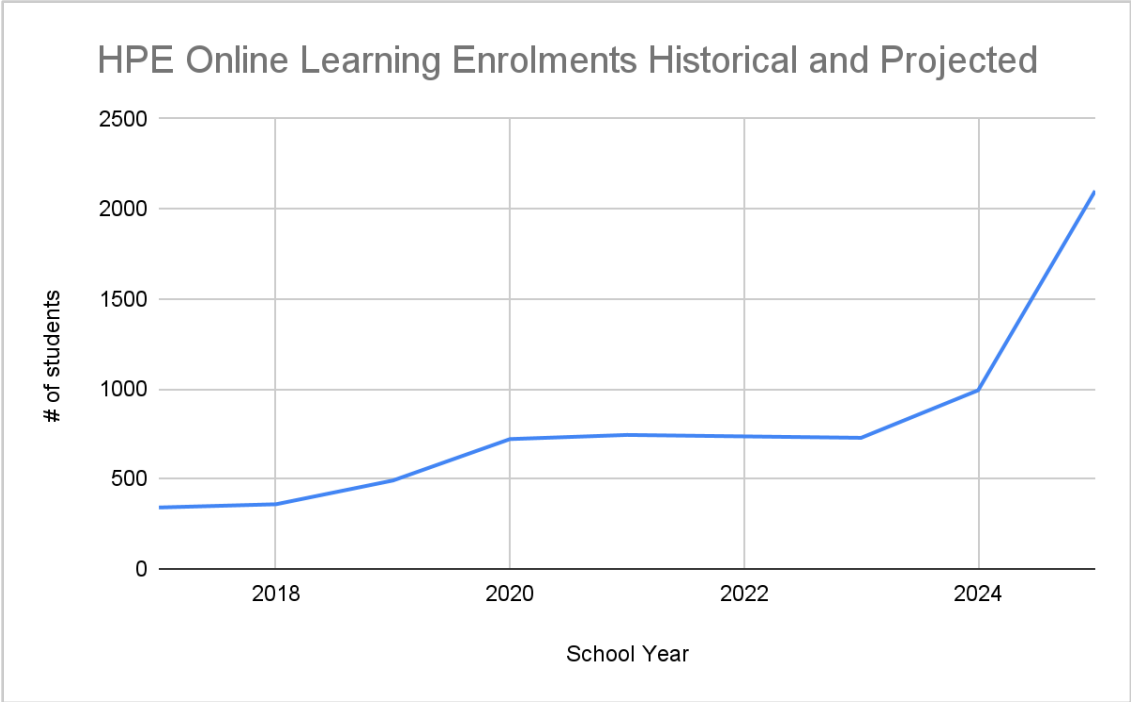
The substantial growth of online learning for the upcoming academic year necessitates careful consideration of its implications across various domains. From staffing and resource allocation to budgetary considerations and equity in student experiences, HPEDSB must proactively address the challenges associated with this transition. Efforts are underway to collect and synthesize information, streamline processes, and enhance support mechanisms to facilitate a smooth integration of online learning into the educational landscape.

Next Steps

- Moving forward, HPEDSB remains committed to fostering collaboration among stakeholders, refining existing processes, and providing ongoing professional development opportunities for educators. By leveraging the expertise gained through this collaborative endeavor, HPEDSB endeavors to optimize the online learning experience for secondary students, thereby facilitating their academic success and preparedness for future endeavors.

Appendix

Figure 1. Historical and projected HPE Online Learning Enrolments



Decision X Information

To: Hastings & Prince Edward District School Board

From: Bryce Wilson, Superintendent, Business Services
Kim Horrigan, Senior Manager, Facility Services

Re: RFQ 2324-007 Roof Restructuring and Replacement and HVAC Replacement at Eastside Secondary School

Purpose

To recommend approval of a request for quotation for Roof Restructuring and Replacement and HVAC Replacement at Eastside Secondary School in accordance with [Procedure 505: Procurement](#).

Link to Strategic Plan

2.1 “Promote Safety and Well-being” – Create environments where students and staff feel safe and are supported to learn, work and thrive.

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

Background

HPEDSB worked with Barry Bryan Associates (BBA), under contract with HPEDSB, to act as an expert consultant to design and project manage the prioritized renewal needs at Eastside Secondary School. This is part of an ongoing phased approach to the renewal at this school.

Current situation

The RFQ 2324-007 for Roof Restructuring and Replacement and HVAC Replacement at Eastside Secondary School closed on April 12th, 2024. Four compliant submissions were received. Following the second stage evaluation process (based on price only), it is recommended the RFQ be awarded to Emmons and Mitchell Construction in the amount of \$2,400,000.00.

Recommendation

Moved:

Seconded:

Hastings and Prince Edward District School Board approve the RFQ 2324-007 award to Emmons and Mitchell Construction for Roof Restructuring and Replacement and HVAC Replacement at Eastside Secondary School in the amount of \$2,400,000.00.

To: Hastings and Prince Edward District School Board

From: Bryce Wilson, Superintendent, Business Services
Kim Horrigan, Senior Manager, Facility Services

Re: **RFQ VOR OECM 2324-103 Roofing Replacements – Various Locations**

Purpose

To recommend approval of a request for quotation for roofing replacements and associated work at 4 schools in accordance with [Procedure 505: Procurement](#).

Link to Strategic Plan

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

Background

HPEDSB works with TSS Building Science Inc., under contract with HPEDSB, to act as an expert roofing consultant to survey and determine the board's urgent roofing needs. There have been several roof repairs/replacements done over the past years and this year's assessment has determined roofing repair/replacement needs at a minimum of 4 schools.

Current situation

The RFQ VOR OECM 2324-103 for Roofing Replacements at various sites closed on April 2nd, 2024. This Request for Quotation was an invitation to prequalified contractors who have signed a Customer Supplier Agreement with HPEDSB originating from the OECM-2021-388 Master Agreement to submit quotations for the work involved in *Roofing Replacement at Various Sites*. Six compliant submissions were received. Following the second stage evaluation process (based on price only), it is recommended the RFQ be awarded to the bidders as follows:

School	Nortex Roofing	Amherst	Dafoe Roofing Ltd
Central Hastings School	\$544,600.00		
Parkdale Public School		\$518,076.00	
Sophiasburgh Central School		\$174,824.00	
W.R. Kirk Building			\$299,332.00
Total per contractor	\$544,600.00	\$692,900.00	\$299,332.00

This represents a total of \$1,536,832.00 towards required renewal of roofing infrastructure at four HPEDSB schools.

Recommendation

That the Hastings and Prince Edward District School Board approve the RFQ VOR OECM 2324-103 awards to:

Nortex Roofing Ltd. for roof replacement and associated work at:

- Central Hastings School in the amount of \$544,600.00

Amherst for roof replacement and associated work at:

- Parkdale Public School in the amount of \$518,076.00
- Sophiasburgh Public School in the amount of \$174,824.00

Dafoe Roofing Ltd. for roof replacement and associated work at:

- W.R. Kirk Building in the amount of \$299,332.00

Calendar of Events

Trustee Events	Name of Event
April 27-28, 2024	Labour Relations Symposium
May 21-24, 2024	OPSBA: Take your MPP to School Day
July 3-5, 2024	2024 Canadian School Boards Association Congress and National Trustee Gathering on Indigenous Education
Committee Meetings	Committee Name
April 25, 2024	Special Education Advisory Committees
May 1, 2024	Supervised Alternative Learning
May 6, 2024	Student Learning, Well-Being and Equity Committee
May 8, 2024	Accessibility Advisory Committee
May 13, 2024	Special Education Advisory Committee Tri-Board Meeting
May 13, 2024	Physical Planning, Finance and Building Committee
May 15, 2024	Supervised Alternative Learning
May 15, 2024	Parent Involvement Committee
May 21, 2024	Governance and Policy Committee
May 23, 2024	Special Education Advisory Committee
May 27, 2024	Regular Public Board
School	Events
Athol-South Marysburgh Public School	<ul style="list-style-type: none"> • May 6, 2024, Sultans of String performance for students in Grades 5-8 • May 10, 2024: School Spirit Day • May 26, 2024, Plant swap 9:30 -11:00 a.m.
Bird's Creek Public School	<ul style="list-style-type: none"> • April 29, 2024, Paul Davis presentation to Northern Schools at Village Playhouse @ 6:00 p.m. • May 1, 2024, Assembly Fairness • May 7, 2024, Grade 6-7 transition information night at NHHS at 5:30 p.m. • May 8, 2024, Fun Fair at 5:00 p.m. • May 22, 2024, Kindergarten Orientation 2 4:00 p.m. • May 23, 2024, Toronto Zoo School Trip • May 30, 2024, Assembly - Inclusion
CML Snider School	<ul style="list-style-type: none"> • April 30, 2024, Family Fun Night • May 6, 2024, PEC Chamber Music Festival • May 13-17, 2024, Local Government Focus; partnership with PEC • May 15, 2024, County Track & Field Meet • May 30, 2024, Fun Fair
Deseronto Public School	<ul style="list-style-type: none"> • May 16, 2024, Grades 1-8 attending Wizard of Oz production at Eastside Secondary School • May 17, 2024, School spirit day – twin theme • May 23, 2024, School Track and Field event for Grades 4-8
Eastside Secondary School	<ul style="list-style-type: none"> • May 7, 2024, Raven Rockfest 6:30 p.m.

**Regular Public Board Meeting
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	<ul style="list-style-type: none"> • May 22-25, 2024, Musical Theme “Wizard of Oz” • May 30, 2024, Eastside Open House
Frankford Public School	<ul style="list-style-type: none"> • April 27, 2024, Spring Vendor Market 10:00 a.m. – 3:00 p.m. • May 8, 2024, Family Wellness Night 5:00 – 8:00 p.m.
Foxboro Public School	<ul style="list-style-type: none"> • May 16, 2024, Foxboro Fun Fair (evening event) • May 17, 2024, School Track and Field event Grades 4-8
Harry J. Clarke Public School	<ul style="list-style-type: none"> • May 25, 2024, School tour for new French Immersion students starting in September 2024 • April 30 – May 2, 2024, Grade 8 trip to Montreal • May 3, 2024, Hawks Have Heart Assembly • May 6, 2024, Music Monday Celebrations k-6 • May 8, 2024, Short Distance Relay @ Mary Ann Sills Track • May 29, 2024, School Group Track and Field event @ Quinte Mohawk
Kente Public School	<ul style="list-style-type: none"> • May 6, 2024, Sultans of String performance for students in Grades 5-8 • May 6-10, 2024, Education Week “Book Fair” • May 10, 2024, School Track and Field event • May 16, 2024, Spring Musical – Snow White • May 22, 2024, Kindergarten Orientation 5:00 – 6:00 p.m.
Massassaga-Rednersville School	<ul style="list-style-type: none"> • May 15, 2024, Mass-Red Track and Field event (rain date May 16) • May 28, 2024, Kindergarten Orientation 5:00 – 6:00 p.m.
North Hastings High School	<ul style="list-style-type: none"> • April 23, 2024, BIPOC (Black Indigenous People of Colour) Family Gathering 5:30 – 7:30 p.m. • April 25, 2024, Taste the Trades at Loyalist College, Grade 9 & 10 students • April 29, 2024, Paul Davis Cyber Security all day for NHHS and feeder schools • May 7, 2024, Music Fest (all day) • May 7, 2024, Trades Skill Competition & Women in Trades Conference – Toronto Congress Centre • May 28, 2024, St. Leonard’s presentation on Internet Safety/Consent
Park Dale Public School	<ul style="list-style-type: none"> • May 2, 2024, Matt Richardson Parent presentation on Internet Safety • May 6, 2024, Music Monday • May 14, 2024, CSS present “Annie Jr.” • May 29, 2024, School Group Track and Field event • May 30, 2024, Park Dale Fun Fair
Sophiasburg Central School	<ul style="list-style-type: none"> • May 2, 2024, Kindergarten Orientation • May 6, 2024, Grade 6-8 Music Trip • May 8, 2024, Short Distance Relay • May 10, 2024, SCS Track and Field event • May 16, 2024, Spring Concert • May 17, 2024, Celebration of Dance

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	<ul style="list-style-type: none"> • May 22, 2024, School Group Track and Field event
Trenton High School	<ul style="list-style-type: none"> • May 9, 2024, Bay of Quinte Ultimate Frisbee @ THS • May 13-17, 2024, Outer Limits Bike Trip to Tobermory • May 15, 2024, Grade 6-7 Transitions Road Show to feeder schools
Tweed Elementary School	<ul style="list-style-type: none"> • May 9, 2024, JK Orientation • May 16, 2024, School Track and Field event • May 30, 2024, Grades 5 & 6 trip to Queens University