

AGENDA

Regular Public Board Meeting		Monday, December 11, 2023	
Item		Responsibility	Page #
1	Call to Order – 6:00 p.m.	S. Binder	
2	Presentation: Prince Edward Collegiate Institute Secondary Vocal Choir	T. Elliott	
3	Motion to Convene into Closed Committee of the Whole	S. Binder	
4	Reconvene to Regular Public Board Meeting	nil	
5	Acknowledgement of Traditional Lands	R. Prinzen	
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) Organization and Regular Public Board Meeting Minutes November 27, 2023		3
	(b) Committee Meeting Minutes (for information only)		
	i) Governance and Policy November 21, 2023		12
	ii) Special Education Advisory November 23, 2023		14
10	Rise and Report from Committee of the Whole Closed Session	nil	
11	Report from External Organizations		
	(a) Ontario Public School Board Association (OPSBA)	A. Robertson	
	(b) Food for Learning	nil	
12	Report from Standing Committee Reports		
	(a) Governance and Policy Meeting December 4, 2023	S. Binder	
	i) Recommendation Policy XX: Student Representation on the Board		17
	ii) Recommendation – Revised Public Notice regarding By-Law Revisions		21
	(b) Student Learning, Well-being, and Equity Meeting	nil	
	(c) Physical Planning, Finance and Building meeting December 11, 2023	K. Kramp	
	i) Revised Estimates		22
	ii) Boundary Review Update		47
13	Report from Statutory Committee Reports		
	(a) Audit Committee	nil	
	(b) Parent Involvement Committee	nil	
	(b) Special Education Advisory Committee December 7, 2023	S. Lewis	
	(c) Supervised Alternative Learning, November 29, 2023	K. Hambly	

Item	Responsibility	Page #	
14	Report from Advisory Committee Reports		
	(a) Accessibility Advisory	nil	
	(b) Equity and Inclusivity Advisory	nil	
	(c) Indigenous Education Advisory December 7, 2023	S. Maracle	
	(e) Student Voice Plan 2023-2024	Student Trustees	
15	Ad Hoc Committee Report	nil	
16	Chair's Report	S. Binder	
	(a) Invitation for Trustee Sharing		
17	Director's Report	K. MacIver	
18	HPEDSB Staff Reports		
	(a) Special Education Update	K. Dostaler	48
	(b) Mental Health Report	K. Dostaler	51
	(c) Student Achievement Plan	T. Elliott	
	(d) Reading/Literacy Update	T. Elliott	
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: January 22, 2024, at 6:00 p.m.

Upcoming meetings:

Regular Public Board Meeting: February 26, 2024, at 6:00 p.m.
 March 25, 2024, at 6:00 p.m.
 April 22, 2024, at 6:00 p.m.
 May 27, 2024, at 6:00 p.m.
 June 17, 2024, at 6:00 p.m.

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

Student Trustees: A. Shah, C. Vance (v), J. Webster

Absent: S. Binder

Guests:

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

Minutes: D. Lucas, Executive Assistant

1. Call to order

Vice-chair Robertson called the meeting to order at 6:00 p.m. and welcomed everyone to the Organization and Public Board meeting.

2. Presentation - nil

3. Motion to convene into a closed Committee of the Whole

Moved: K. Hambly

Seconded: E. Charlton

That the Organization and Regular Public Board Meeting convene into a closed Committee of the Whole at 6:03 p.m.

Carried

4. Reconvene to Regular Public Board meeting - at 6:40 p.m.

5. Acknowledgement of Traditional Lands

Trustee Charlton offered the Land Acknowledgement.

6. Roll Call

Vice-chair Robertson requested a roll call of Trustees and Student Trustees. All members present with the exception of Chair Binder.

7. Approval of the agenda

Mover: K. Kramp

Seconder: K. Hambly

That the agenda for the November 27, 2023 Organization and Regular Public Board Meeting be approved.

Carried

8. Conflict of Interest – None declared

9. Consent Agenda Items

Request to remove item 9(c) Inaugural Board Meeting, November 20, 2023, from the consent agenda items and move to item 9.1 for discussion.

Recommendation

Mover: E. Charlton
Seconder: K. Kramp

That the following Consent Agenda items be approved:

- (a) Public Board Meeting, October 23, 2023
- (b) Special Committee of the Whole Public Meeting, October 24, 2023
- (c) ~~Inaugural Board Meeting, November 20, 2023~~ (moved from consent agenda to 9.1)
- (d) Committee Meeting Minutes (for information only)
 - i. Audit Committee September 20, 2023
 - ii. Student Learning, Well-Being, and Equity October 2, 2023
 - iii. Physical Planning, Finance and Building October 10, 2023
 - iv. Governance and Policy October 16, 2023
 - v. Parent Involvement Committee October 18, 2023
 - vi. Special Education Advisory Committee October 26, 2023

Carried

9.1 Approval of the Inaugural Board Meeting Minutes, November 20, 2023

Recommendation

Mover: R. Prinzen
Seconder: S. Lewis

That item 9.1 Inaugural Board Meeting of November 20, 2023 be approved as amended to include mention of tie votes during elections for the positions of chair and vice-chair.

Carried

10. Rise and Report from Closed Committee of the Whole

- (a) Vice-chair Robertson reported that there was a public Committee of the Whole meeting held on Tuesday October 24, 2023
 - i. Two recommendations from Committee of the Whole

Recommendation

Mover: E. Charlton
Seconder: R. Speck

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

Secondary Motion

Mover: R. Prinzen
Seconder: E. Parsons

A motion to table the recommendation to seek feedback from OPSBA and legal if required.

Not Carried

A vote on the original recommendation regarding individual trustee social media accounts.

Carried

Recommendation

Mover: R. Prinzen
Seconder: E. Charlton

That the HPEDSB By-laws be amended to permit individual Trustees to give a notice of motion at Public Board meetings.

Carried

Due to technical difficulties, there was a five-minute recess at 6:58 p.m., meeting reconvened at 7:03 p.m.

Recommendation

Mover: K. Kramp
Seconder: R. Prinzen

That the Hastings and Prince Edward District School Board give public notice that revisions to the HPEDSB By-Laws will be coming forward to the December 11, 2023, Regular Public Board meeting for review and approval.

Carried

(b) Closed session of the Committee of the Whole Meeting held on November 6, 2023.

A personnel matter was discussed.

(c) Closed session of the Committee of the Whole Meeting held on November 27, 2023.

Two human resource matters were discussed.

11. Report from External Organizations:

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

- attended the Eastern Region meeting hosted by Upper Canada DSB in Gananoque on November 4, 2023, with Trustees Hambly and Maracle,
- attended the OPSBA Board of Directors meeting on November 26, 2023, agenda highlights included:
 - announced funding for chairs and vice-chairs to attend a professional development session, tentatively scheduled for the day after the Public Education Symposium in late January,
 - consulted with trustees last week regarding OPSBA's submission for the 2024-2025 GSN,
 - received an update on Bill 98,
 - sent out two letters to the Minister of Education; 1) Accelerated Apprenticeship Pathways and 2) Digital Privacy Charter,
 - passed two recommendations; 1) to adopt Policy 230 Legal Action Fund; and 2) to send OPSBA updated mission, vision and values to the general membership to be voted on at the annual general meeting in July,
 - attended Advocacy Day at Queens Park, and
 - reminded registration open for the Public Education Symposium, January 25-27, 2024.

(b) Food for Learning Steering Committee - Former Committee Representative Trustee Speck provided the following highlights from the November 23, 2023, meeting:

- a safe food handling training manual is being prepared specific or schools and volunteers,
- review food cost due to the rising cost of groceries,
- advertising the events for the Food for Learning Program, through The Student Nutrition Ontario which is a marketing partner,
- provided details on upcoming fundraising activities currently underway:
 - feed the meter campaign,

- Curling Bonspiel,
- Mistletoe Magic,
- local food drives,
- Quinte Mall Community Booth, and
- Belleville Senators 50/50 draws.
- receiving a donation of 90 cases of cheese strings to schools from Black Diamond Cheese celebrating their 90th anniversary, and
- operating The Food for Learning Program requires Approximately \$800,000 - \$900,000 per year.

12. Standing Committee Reports:

(a) Governance and Policy Committee - Committee Vice-chair Lewis shared highlights from the November 21, 2023:

- reviewed the Governance Directive for the new members of the Governance and Policy Committee,
- reviewed the draft 2023-2024 Trustee Committee Membership, with a recommendation to Board for approval,
- discussed suggested topics for trustee professional learning sessions; budget process, anti-racism, making motions parliamentary procedures, survey to be sent out to Trustees in January, for feedback, and
- changed the meeting start time from 3:00 p.m. to 3:30 p.m. effective December 4, 2023.

i. Recommendation for Trustee Committee Membership:

Recommendation:

Mover: S. Lewis
Seconder: K. Kramp

That the Hastings and Prince Edward District School Board approve the committee membership for the Standing, Statutory, Advisory and External committees with the exception of OPSBA and SEAC, as presented on the attached Appendix A.

Carried

ii. Elect a chair and vice-chair for Physical Planning, Finance and Building Committee

Vice-chair Robertson noted that with the approval of the 2023-2024 Trustee Committee Memberships, elections for Chair and Vice-chair of the Physical Planning, Finance and Building Committee are required. Superintendents Dostaler and McFarlane were selected to be scrutineers.

Nominations were called for the position of Chair for the Physical Planning, Finance and Building Committee.

Trustee Charlton nominated Trustee Kramp; Trustee Prinzen seconded the nomination; Trustee Kramp accepted the nomination.

Vice-chair Robertson asked for nominations a second and third time, no further nominations came forward.

Recommendation

Mover: R. Prinzen
Seconder: S. Lewis

That nominations for the position of Chair of the Physical Planning, Finance and Building Committee is closed.

Carried

Vice-chair Robertson declared Trustee Kramp Chair of the Physical Planning, Finance and Building Committee.

Nominations were called for the position of Vice-chair for Physical Planning, Finance and Building Committee.

Trustee Hambly nominated Trustee Charlton; Trustee Prinzen seconded the nomination; Trustee Charlton accepted the nomination.

Vice-chair Robertson asked for nominations a second and third time, no further nominations came forward.

Recommendation

Mover: S. Maracle
Seconder: K. Kramp

That nominations for the position of Vice-chair of the Physical Planning, Finance and Building Committee is closed.

Carried

Vice-chair Robertson declared Trustee Charlton Vice-chair of the Physical Planning, Finance and Building Committee.

iii. Elect a chair and vice-chair for Student Learning, Well-Being, and Equity Committee

Vice-chair Robertson noted that with the approval of the 2023-2024 Trustee Committee Memberships, elections for Chair and Vice-chair of the Student Learning, Well-Being, and Equity Committee are required. Superintendents Dostaler and McFarlane were selected to be scrutineers.

Nominations were called for the position of Chair of the Student Learning, Well-Being and Equity Committee.

Trustee Maracle nominated Trustee Lewis, Trustee Prinzen seconded the nomination; Trustee Lewis accepted the nomination.

Vice-chair Robertson asked for nominations a second time.

Trustee Lewis nominated Trustee Prinzen. Trustee Prinzen declined the nomination.

Vice-chair Robertson asked for nominations a third time, no further nominations came forward.

Recommendation

Mover: R. Prinzen
Seconder: K. Kramp

That nominations for the position of Chair of the Student Learning, Well-Being and Equity Committee is closed.

Carried

Vice-chair Robertson declared Trustee Lewis Chair of the Physical Planning, Finance and Building Committee.

Nominations were called for the position of Vice-chair of the Student Learning, Well-Being and Equity Committee.

Trustee Charlton nominated Trustee Prinzen; Trustee Kramp seconded the nomination; Trustee Prinzen accepted the nomination.

Vice-chair Robertson asked for nominations a second and third time, no further nominations came forward.

Recommendation

Mover: S. Maracle
Seconder: K. Kramp

That nominations for the position of Vice-chair of the Student Learning, Well-Being and Equity Committee is closed.

Carried

Vice-chair Robertson declared Trustee Prinzen Vice-chair of the Student Learning, Well-Being and Equity Committee.

(b) Physical Planning, Finance and Building Committee – Committee Past Chair, Trustee Kramp shared highlights from the November 13, 2023, meeting:

- reviewed a report on Enrolment updates,
- received information on the air quality testing at the education centre, and
- received an update on the boundary review process.

A question was asked about the enrolment update, Superintendent McFarlane responded to the question.

(c) Student Learning, Well-Being and Equity Committee – Committee Past Chair, Trustee Lewis shared highlights from the November 6, 2023, meeting:

- discussed curriculum revisions and implementation for K-12,
- discussed the grades 7 and 8 mental health rollout,
- discussed implementation plan for grade 7 and 8 mental health literacy modules,
- reviewed a report from OPSBA regarding social media companies, with a recommendation to Board,
- received an update on the change for the school year calendar, with a recommendation to Board, and
- reviewed commemorative dates.

i. Recommendation for Change in School Year Calendar

Recommendation

Moved: S. Lewis

Seconded: K. Hambly

That the Hastings and Prince Edward District School Board approve the move of the April 12, 2024, PA Day to April 8, 2024.

Carried

A request for clarification and rationale for the change to the calendar, Superintendent Elliott responded to the request.

ii. Recommendation for Social Media Mass Tort

Recommendation

Moved: S. Lewis

Seconded: S. Maracle

That Hastings and Prince Edward District School Board contact Neinstein LLP for discussion regarding Hastings and Prince Edward District School Board's potential participation in the Social Media Mass Tort opportunity presented to Ontario Public School Board Association Directors October 19, 2023

Carried

13. Standing Committee Reports:

(a) Audit Committee - Superintendent Kishinchandani shared highlights from the November 20, 2023 meeting:

- received a recommendation to approve the 2022-2023 Audited Consolidated Financial Statements and Auditor's Report,
- received highlights from the financial statements, and
- received an Internal Audit update.

Trustees asked questions, Superintendent Kishinchandani responded to their questions.

i. 2022-2023 Audited Consolidated Financial Statements & Auditors Report:

Recommendation:

Mover: R. Prinzen

Secunder: K. Hambly

That the Hastings and Prince Edward District School Board approve the Consolidated Financial Statements for the year ending August 31, 2023.

Carried

(b) Parent Involvement Committee – Committee past representative Trustee Speck shared highlights from the the November 15, 2023, meeting:

- received updates on Math Achievement Action Plan,
- received a presentation from the Learning Foundation, "New Year, New Look, New Faces",
- received updates from Director MacIver on board achievement, the community partner breakfasts, potential calendar change and the safe arrival app,
- provided information regarding restructuring emails for PIC members to access for security purposes, and
- received an update on the PRO grant applications.

- (c) **Special Education Advisory Committee** – Trustee Lewis shared highlights from the October 26, 2023, and November 23, 2023 meeting:
- received a presentation regarding the Education and Community Partnership Program (ECP),
 - reviewed a letter for Special Incident Portion (SIP) Funding,
 - reviewed the SEAC calendar, which outlines an annual calendar of SEAC business,
 - received a brief update from two SEAC sub-committees,
 - received a presentation on Tier 1 Oral Language Narrative,
 - received a presentation on Grade 7 and 8 Mental Health Literacy Module Implementation Plan, and
 - hold elections on December 7, 2023, for the positions of Chair and Vice-chair of SEAC.
- (d) **Supervised Alternative Learning Committee** – Trustee Hambly provided highlights from the two meetings held on November 1, 2023, and November 15, 2023:
- approved 33 students for the Supervised Alternative Learning Program.

14. Advisory Committee Reports:

- (a) **Accessibility Advisory Committee** – no report
- (b) **Equity and Inclusivity Advisory Committee** – no report
- (c) **Indigenous Education Advisory Committee** – no report
- (e) **Student Voice Committee** – Student Trustees provided highlights from the student voice committee meetings:
- establish representatives from each of the seven secondary schools,
 - reviewed priorities for this school year:
 - crowding in school bathrooms,
 - Student Voice Conference, June 2024, and
 - create positive communication channels among Student Voice representatives and school administrators

15. Ad Hoc Committee Report - no report

16. Chair's Report - no report

(a) Trustee Sharing

- Canadian Peace Museum announced that Bird's Creek Public School was awarded first prize of \$500.00 through the Stories of Peace Award,
- Grace Shelter Inn hosting an open house,
- thank you to PECL staff from a PEC family regarding the recent death of a student.

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

- held three community partner breakfasts in Belleville/Quinte West, Bancroft and Prince Edward County,
- visited Tyendinaga Public School with MPP Todd Smith. The Food for Learning program received approximately \$73,000 from the Ministry,
- advised that the change in the school year calendar will be forwarded to the Ministry of Education for final approval, information will be shared with families and the community,
- held professional learning for Grade 7 and 8 teachers on Mental Health Literacy Modules and
- shared significant changes to the curriculum for Math, Language, Civics + Citizenship, Digital Technology as a result of destreaming in Grade 9,
- updated there is a ETFO tentative agreement, awaiting details and ratification by ETFO and the Central Table.

(a) 2023 Director's Annual Report

The report showcases learning during the 2022-2023 school year. It opens with a story telling the connection to the illustration on the front cover, which is of a new mural at Harry J. Clarke Public School, inspired by the Haudenosaunee Thanksgiving Address. Director MacIver

shared her thanks for the Communications Department, schools and Education Centre staff who contributed article ideas and make us Proud2BeHPE. To review the entire report click [here](#) and go to page 102.

18. HPEDSB Staff Reports - no reports

19. Calendar of Events and meetings scheduled for December 2023:

To review the calendar of events and meetings, click [here](#) and go to page 103.

20. Correspondence – nil

21. Unfinished Business – nil

22. Trustee Motions for Consideration - nil

23. Trustee Notice of Motions - nil

24. Meeting adjourned at 8:30 p.m.

Chair

Secretary

Members present: S. Binder, S. Lewis, R. Prinzen, R. Speck

Absent: K. Kramp, A. Shah

Student Trustee:

Resources: K. MacIver

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

1. Call to Order

Chair Binder called the meeting to order at 10:00 a.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

Director MacIver offered the Land Acknowledgement.

5. Roll Call

Chair Binder requested a roll call of committee members, all members present except Trustee Kramp and Student Trustee Shah.

6. Approval of agenda

Moved: R. Speck

Seconded: S. Lewis

That the agenda for November 21, 2023 be approved.

Carried

7. Declaration of Conflict of Interest - none declared

8. Approval of minutes

Moved: S. Lewis

Seconded: R. Speck

That the minutes from the October 16, 2023 meeting be approved.

Carried

9. Delegations - none

10. Report from Staff

(a) New Committee

Director MacIver reviewed the responsibility for Governance and Policy Committee members and the Governance Directive..

(b) Recommendation for Trustee Committee Membership

Director MacIver shared a report of the Trustee Committee Membership with the Governance and Policy Committee. Committee members reviewed each of the committees to ensure

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Governance and Policy Committee Minutes
November 21, 2023**

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there was an equitable balance of leadership and continuity on the committees for the upcoming year and noted the required changes. A recommendation for the 2023-2024 Trustee Committee Membership will go forward to the November 27, 2023, Organizational and Regular Public Board meeting for final approval.

**Moved: R. Prinzen
Seconded: S. Lewis**

That the Governance and Policy Committee recommends that the Hastings and Prince Edward District School Board approve the committee membership for the Standing, Statutory, Advisory and External committees with the exception of OPSBA and SEAC, as determined through the Governance and Policy Committee for a period of one year commencing November 27, 2023.

Carried

(c) Professional Learning for Trustees

Director MacIver asked members what professional learning opportunities they would like to see take place in the upcoming year. A number of suggestions were brought forward such as; anti-racism and parliamentary procedures and Director MacIver noted she would send out a survey to all Trustees for feedback in January.

(d) Draft Agenda

- (i) Public Board Meeting November 27, 2023 highlights:
- Recommendation for Trustee Committee Membership,
 - Recommendation for Change in School Year Calendar,
 - Recommendation for Social Media Mass Tort
 - Recommendation for the 2022-2023 Audited Consolidated Financial Statements and Auditors Report
 - Public Education Symposium, - registration now open

11. Trustee Motions for Considerations – nil

12. Trustee Notices of Motion – nil

13. Correspondence - nil

14. Adjournment - the meeting adjourned at 11:07 a.m.

**Special Education Advisory Committee
(SEAC) Meeting
November 23, 2023 - 4:00 p.m.**

Members present: S. Binder, S. Lewis, N. Hamilton, A. Card, A. Brennan, R. Glenn,
W. Haystead, R. Howard, J. Christie, S. Ward, E. Reynolds

Absent: L. Rashotte, D. Vanderkloet, A. James, E. Cotman, J. Parker, L. Solski

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

Minutes: J. Kezar

1. Call to order

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

2. Acknowledgement of Traditional Lands

Trustee Lewis offered the Land Acknowledgement.

3. Roll Call

Chair Brennan requested a roll call of members.

4. Approval of the agenda

Mover: Shannon Binder

Seconder: Elizabeth Reynolds

That the agenda for the November 23, 2023 Special Education Advisory Committee meeting be approved.

Carried

5. Declaration of Conflict of Interest

There was no conflict of interest declared.

6. Approval of Minutes from Previous Meetings

(a) October 26, 2023

Mover: Richelle Glenn

Seconder: Stacey Lewis

That the minutes of the October 26, 2023 meeting be approved.

Carried

7. Delegations/Presentations

a) Tier 1 Oral Language Narrative

Megan Mertins, Speech and Language Pathologist (SLP), and Tealle Plant, Communicative Disorders Assistant (CDA), provided an overview of the Tier 1 Oral Language Narrative Program which has been implemented in most Grade 2 classrooms within Hastings and Prince Edward District School Board (HPEDSB). The program runs for eight to ten weeks and targets two key early reading skills of vocabulary and language comprehension. The program utilizes the research-based Story Champs program to promote oral language through storytelling. It was noted that 81% of children with emotional or behavioural difficulties are found to have an underlying oral language deficit (Hollo et. Al 2014).

Of 198 Grade 2 students tested in the fall (before and after engaging in the program):

- 32.3% of students began the program below expectation for listening comprehension.
- 51% of students began the program below expectation for expressive story retelling.
- 85.5% of students who had pre-test scores below expectation, made gains in their listening comprehension skills.
- 96% made gains in their expressive storytelling post program.
- 50% of the respondents were satisfied with the program, and 50% were extremely satisfied.
- 100% of teachers felt the program was beneficial for students.

Trustee Lewis questioned if the program was implemented in other boards, and Megan Mertins responded.

b) Grade 7 and 8 Mental Health Literacy Module Implementation Plan

Superintendent Dostaler referred to the report contained in the agenda package, which outlined an implementation plan for the Grade 7 and 8 Mental Health Literacy Modules that will become mandatory for instruction beginning January 2024. A number of professional learning sessions have been scheduled for Grade 7 and 8 teachers, to provide culturally responsive, evidence-informed student mental health promotion, prevention, and early intervention services that respect students as complex individuals and provide appropriate supports for their diverse needs.

8. Committee Reports

There were no committee reports.

9. Staff Reports

a) Draft Special Incidence Portion (SIP) letter

Superintendent Dostaler recapped the discussion from the October meeting, where members supported drafting an advocacy letter to the Ministry to request a review of the Special Incidence Portion (SIP) funding allotment (using same size board comparators), and to advocate for increased funding for boards. A draft letter was distributed to members, who were asked to review and provide feedback by December 4, 2023.

Superintendent Dostaler will share the letter with members of the Senior Administration team, before forwarding it on to the Ministry of Education.

b) SEAC school newsletter insert

Chair Brennan referred members to the SEAC school newsletter insert, contained in the agenda package. The insert will be forwarded to schools for inclusion in school newsletters and on school websites.

c) Sub-committee updates

Chair Brennan noted that work has continued within the two sub-committee groups: Mental Health and Individual Education Plans (IEPs) with meetings occurring outside of SEAC. The following updates were shared:

Mental Health

- No update was shared, as the next meeting is scheduled for mid-December. An update will be provided at the January meeting.

Individual Education Plans (IEPs)

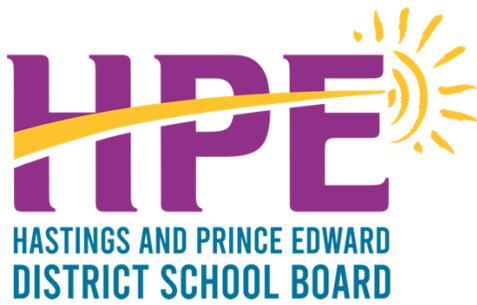
- A parent-friendly draft of the IEP brochure was shared. The brochure may be changed into a one page (2 sided document).
- Members will continue to review feedback, which included adding the Tier 1, 2, 3 model on the flow chart and the emphasis of the parent/guardian role at each level.
- Next meeting is December 14, 2023. A draft document will be shared at the January meeting.

10. Correspondence

There was no correspondence shared; however, Chair Brennan reminded members that elections for the position of Chair and Vice-chair will occur at the December meeting. Chair Brennan shared that she will not be moving forward as SEAC Chair next year.

11. Adjournment

The meeting was adjourned at 4:55 p.m.



Decision X Information

To: Hastings and Prince Edward District School Board

From: Shannon Binder, Chair Governance and Policy Committee

Re: Recommendation Policy XX: Student Representation on the Board

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

In January 2022, the Board of Trustees approved a policy review. In October 2023 through public consultation and union partners outreach, feedback was provided to the Governance and Policy Committee. This feedback was reviewed at the December 4, 2023, and as a result of this feedback, additional changes were incorporated into this revised policy, with a recommendation.

Next Steps

The Governance and Policy Committee recommends the Board approve this revised policy. Once approved, Policy 09: Student Representation on the Board will be posted to the HPEDSB website, and the former Policy 3-C will be revoked.

Recommendation:

Moved:

Seconded:

That the Hastings and Prince Edward District School Board approve Policy 09: Student Representation on the Board and revoke Policy 3-C.

Appendix A: Policy XX: Student Representation on the Board

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

STUDENT REPRESENTATION ON THE BOARD

1) PURPOSE

Hastings and Prince Edward District School Board is committed to involving students in the educational decision-making process and supports student trustees as representatives of the interest of pupils within Hastings and Prince Edward District School Board (HPEDSB). HPEDSB recognizes the benefits which accrue when students are involved in the educational decision-making process.

HPEDSB expects that students who serve as student trustees shall bring perspectives to Board discussions; will develop as student leaders; will bring to the Board an increased awareness of issues of concern to students; will assist the Board in determining student issues and student opinion; and will foster effective communication between the board and students.

2) DEFINITION

- a) **Indigenous Student Trustee:** an individual who self-identifies as a member of Indigenous people.
- b) **Student Trustee:** means those students elected by their peers to represent their interests, in accordance with the Act.
- c) **Student Trustee Term of Office:** one year beginning August 1 through to July 31st of the following year.
- d) **Student Voice:** a student group consisting of up to three student representatives from each secondary school.

3) STUDENT TRUSTEE

- a) HPEDSB shall provide for the appointment of up to three student trustees to the Board. This representation shall be within the following parameters:
 - i) representation shall be in accordance with the Education Act and attendant regulations;
 - ii) representatives shall be students in Grade 11 or 12, enrolled in a secondary school within the jurisdiction of the board for the period of representation;
 - iii) one of the three representatives will be an Indigenous student;
 - iv) students must be sixteen years of age or older and entering or enrolled in Grade 11 or 12 as a full time student at a secondary school or an exceptional pupil in a special education program for whom the board has reduced the length of the instructions program on each school day under subsection 3(3) of Regulation 298 of the Revised Regulations of Ontario, 1990 (operation of Schools "General) made under the Act, so long as the pupil would be a full time pupil if the program had not been reduced;
 - v) student trustees serve for the term of August 1 through to July 31 the following year;
 - vi) student trustees shall occupy the position for a one-year term;
 - vii) a student trustee can submit an expression of interest for an additional one-year term providing they continue to meet all qualifying requirements. This provides guidance and mentorship to new incoming student trustees.

STUDENT REPRESENTATION ON THE BOARD**Board Policy XX**

- viii) the Director of Education or designate shall ensure that student trustees receive and review regular copies of the public session of the Board and Board committee agenda packages in accordance with Board policy and procedures.

4) STUDENT TRUSTEE RESPONSIBILITIES

- a) Student trustees must be willing to commit the necessary time to attend meetings and perform duties and responsibilities as follows:
 - i) to regularly attend all Public Board meetings as per HPEDSB By-Laws;
 - ii) to be knowledgeable about and be willing to comply with the *Education Act*, Board policies and procedures;
 - iii) to respect the provisions in the Board's Trustee Code of Conduct and understand the consequences of becoming disqualified;
 - iv) to attend and participate in standing committees whenever possible;
 - v) to serve as the student liaison representatives to Student Voice;
 - vi) to consult with and to keep Student Voice informed about Board issues of interest and concern to students;
 - vii) to bring forward system views and represent the greater student body when participating in board discussions;
 - viii) to demonstrate confidentiality and discretion at all times;
 - ix) to undertake a mentoring role with the incoming Student Voice;
 - x) to participate fully in meetings of the Board or committees of the Board as granted by the *Education Act*;
 - xi) to notify the Director of Education or designate if attendance at a meeting is not possible.

5) ELECTION OF STUDENT TRUSTEES THROUGH STUDENT VOICE

- a) Student Voice will be established on a yearly basis with support from board staff.
- b) Student Trustees will co-chair the Student Voice during their term as Student Trustee.
- c) During the school year, the Student Voice shall assist the student trustees in determining student issues, gathering student opinion and communicating with students.
- d) Each secondary school will have representation of up to three students.
- e) A minimum of one of the three representatives will be an Indigenous student.
- f) School representatives for the Student Voice committee will be elected/selected by a method decided upon by each secondary school's student council and/or principal by April 1 of each year in preparation for the next school year.
- g) Current Student Trustees will support schools in the selection of Student Voice representatives.
- h) Current and Incoming Student Voice representatives will elect/select student trustees for vacant positions from the Student Voice membership on or by April 30 each year.
- i) Election results will be shared at the May regular meeting of the Board.

6) STUDENT TRUSTEE MENTOR/ADVISOR

- a) Student Trustees can access Board Trustees for mentorship throughout the year.
- b) Orientation for the newly-elected/appointed selected student trustees shall be provided by the Chair, Vice-chair of the Board, Indigenous Trustee and the Director of Education prior to the regular meeting of the Board in September.
- c) During their term, student trustees may request additional information or assistance, as required.
- d) A staff advisor will be appointed by the Director of Education to support student trustees and Student Voice.

STUDENT REPRESENTATION ON THE BOARD**Board Policy XX**

7) VACANCIES

- a) In the event that one or more of the student trustees is not able to complete the term of the office, Student Voice will determine the suitable replacement(s) for the student trustee who is not able to complete their term of office.
- b) Student Trustees(s) selected to fill a vacancy will be brought forward for Board information and swearing in at the next regularly scheduled Board meeting.

8) REIMBURSEMENT OF EXPENSES:

- a) Student Trustees shall receive an honorarium of \$2,500.00 to be provided to the student trustees at the June meeting of the Board in the year in which they served.
- b) If a student trustee is unable to fulfill their full term, their honorarium would be prorated for the time they were a student trustee.
- c) Student Trustees and other members of the Student Voice will be reimbursed for their out-of-pocket expenses reasonably incurred in connection with carrying out their duties and responsibilities. Such reimbursement of expenses shall be in accordance with the same rules that govern the reimbursement of elected Board members' expenses.

9) COMMUNITY INVOLVEMENT HOURS AND COOPERATIVE EDUCATION CREDIT:

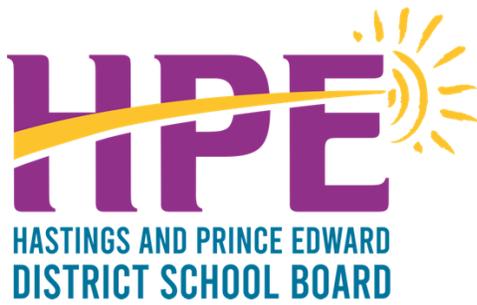
- a) Due to the time commitment inherent in the position as student trustee, the student trustees may submit a request to the principal prior to the commencement of their participation to be considered eligible to earn a Cooperative Education credit and/or have hours recognized toward the community involvement requirement of the Ontario Secondary School Diploma.
- b) Students wishing to pursue a Cooperative Education credit must notify their principal in advance of the start of the semester and be willing to complete the associated requirements for the credit.
- c) The principal, at their discretion, will determine such eligibility.

Legal References:

- *Education Act, section 55 Student Trustees*
- Ontario Regulation 7/07 Student Trustees

Board References:

- HPEDSB By-laws
- Board Policy - Governance
- Social Media Guidelines
- Governance Directive 7.1 - Board Members' Code of Conduct



Decision X Information

To: Hastings and Prince Edward District School Board

From: Shannon Binder, Chair Governance and Policy Committee

Re: Recommendation Revised Public Notice regarding By-Law Revisions

Purpose

The purpose of this report is to extend the public notice for By-Law revisions to January 22, 2024.

Link to Strategic Plan

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

Background

At the November 27, 2023, Organization and Regular Public Board Meeting, a recommendation to revise HPEDSB By-Laws was approved, and advance written notice was given to the public regarding revisions to HPEDSB By-Laws. The Governance and Policy Committee reviewed the proposed By-Law revision that came forward from the November 27, 2023, Organization and Regular Public Board Meeting on December 4, 2023. Discussions among the members of the Governance and Policy Committee resulted in further revisions to Section 5.28 Notice of Motion.

Current Situation

The Governance and Policy Committee requires further time to consider the revisions. The Governance and Policy Committee recommend notice is given to the public that the amendments to the HPEDSB By-Laws will come forward to the January 22, 2024, Regular Public Board Meeting.

Recommendation

Mover

Second:

The Hastings and Prince Edward District School Board provide a revised advance written notice to the public that revisions to the HPEDSB By-Laws will be coming forward to the January 22, 2024, Regular Public Board Meeting.

Decision ___ Information X

To: Hastings and Prince Edward District School Board

From: Kari Kramp, Chair of the Physical Planning, Finance and Building Committee

Re: Revised Estimates

Purpose

To provide an overview of the financial information required to be submitted to the Ministry of Education.

Link to Strategic Plan

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

Background

The *Education Act* has specific requirements for school boards regarding the preparation and adoption of financial estimates (budgets) and revised estimates. Budgets are submitted to the Ministry of Education by June 30 of each year for the following school year which runs from September 1 to August 31. Revised estimates are budgets that are updated for changes in enrolment, staffing, revenues, and expenses; these are submitted to the Ministry by December 15 of each year. Revised estimates are more reliable than budgets as the information and assumptions that they contain have been refreshed relative to those used in the spring when the budgets were developed.

Current Situation

Enrolment remained substantially unchanged, although there were reductions in the elementary panel, which were more than offset by the increases in the secondary panel. In effect, the enrolment driven change in Grants for Student Needs (GSN) revenues were largely immaterial. However, there were other elements within the GSN, new Priorities and Partnerships Funding (PPF), federal funding for Indigenous students and other revenue that resulted in overall revenues being higher; although these increases were substantially offset by correspondingly higher spending.

Enrolment

The elementary enrolment for revised estimates is 10,787 compared to budgeted enrolment of 10,877. The revised secondary enrolment is 4,629 vs. 4,536 for budget. The changes in enrolment were spread across various schools with largely offsetting impacts in the aggregate.

Overall, the surplus for compliance purposes has remained largely unchanged relative to the amount budgeted. This bodes well for HPE after having budgeted deficits in the two prior years.

Appendices

Appendix A – 2023-2024 Revised Estimates Overview

Appendix B – 2023-2024 Revised Estimates Package



2023-2024 Revised Estimates – An Overview

December 11, 2023

Context

- The Spring Budget (Estimate) is filed with the ministry on or before June 30th each year for the upcoming school year
- The Fall Updates (Revised Estimates) due to be filed with the ministry by December 15th are intended to enable an improved fiscal view based on:
 - Updated enrolment levels
 - Staffing deployed
 - New ministry grants / directives
 - Other new information

Key Messages

- Revised Estimate reflects a surplus, consistent with the spring budget
 - Follows two years of deficit budgets
- Progressive refinement and optimization of operational aspects are evident
- Additional supports for schools by way of:
 - 14 New EA positions
 - 22 EA positions from Jordan's Principle funding
- Additional funding for Indigenous students through working collaboratively with Indigenous Services Canada (ISC) and the community
- New Priorities and Partnership Funding dollars

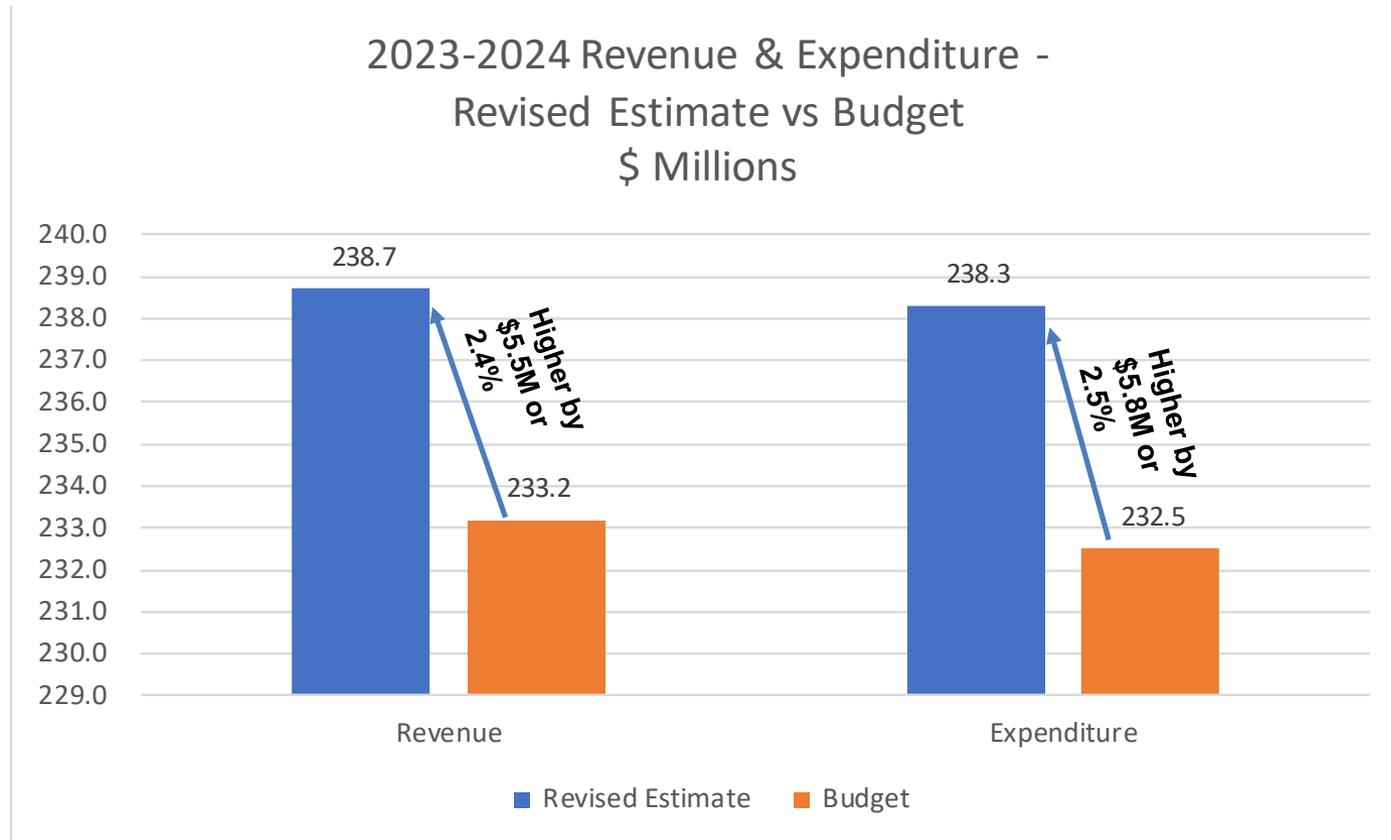
Highlights of the Revised Estimates

- Overall enrolment remained relatively unchanged
- No material net change in surplus per Revised Estimates vs the Budget (compliance view)
- Bulk of the revenue changes had a corresponding cost offset

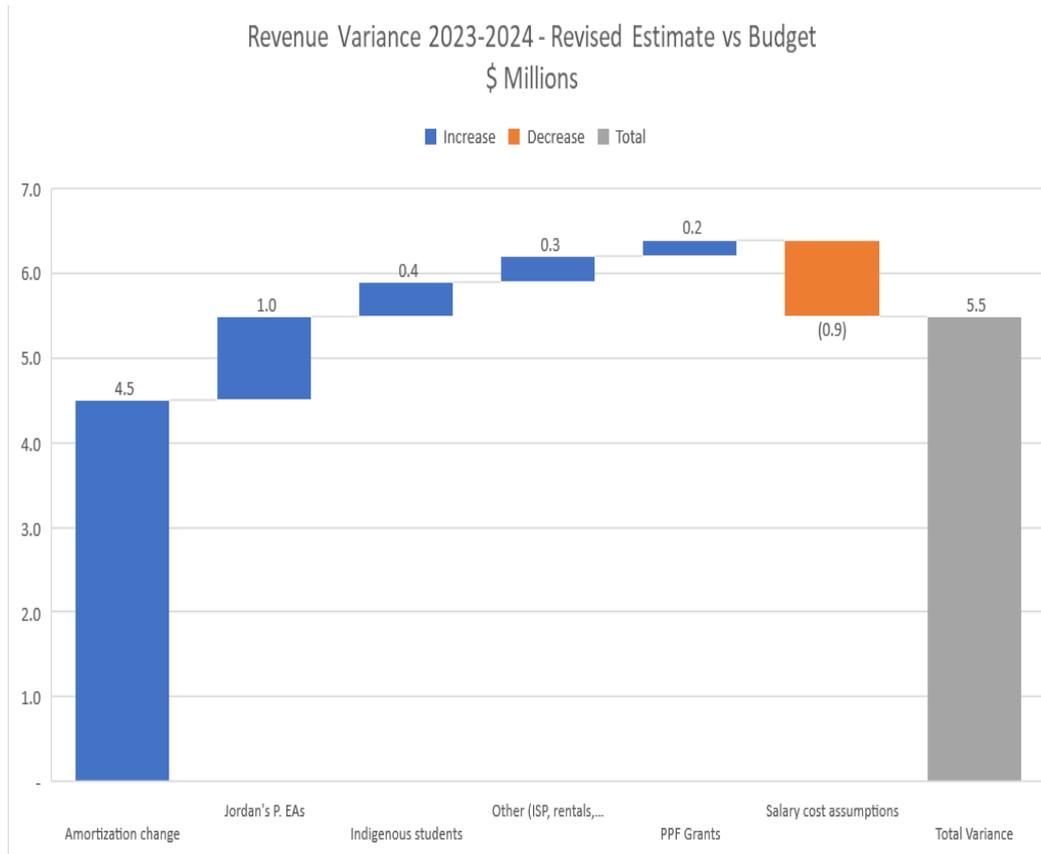
	\$ Millions
Budgeted Surplus	0.69
Higher Revenue	5.47
Higher Spend	(5.80)
Surplus per Revised Estimate	0.36
Unavailable for compliance	(0.33)
Revised Estimate Surplus available for Compliance	0.03

Budgeted Surplus available for compliance was \$0.02 million.

Revenue & Expenditure Changes

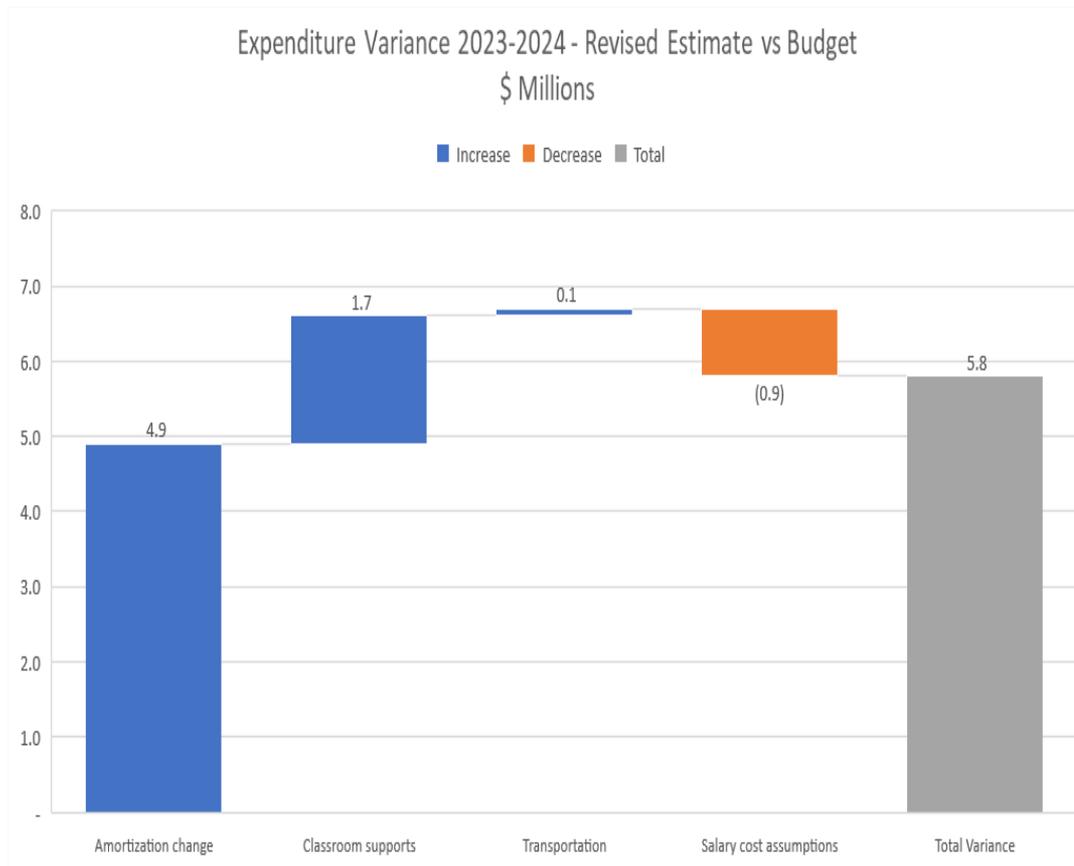


Revenue Variance of \$5.5m



- Amortization change relates to modified assumptions based on the most recent financial audit
- Additional Jordan's Principle EA funding recognized
- Federal funding for Indigenous students not budgeted earlier
- Other additional revenues from Int'l students, facility rentals, driver retention bonus, energy and insurance rebates
- Higher Priorities and Partnership Funding (PPF) grants for mental health and Math Achievement programs
- Salary cost assumption relates to updated estimates based on refreshed data
- Substantially all items have a corresponding offsetting cost impact.

Expenditure Variance of \$5.8m

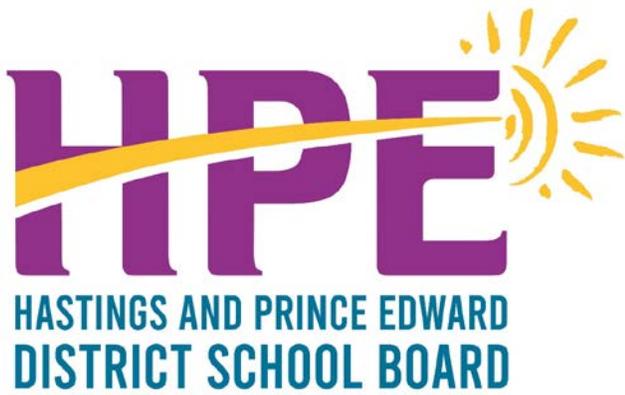


- Amortization change relates to modified assumptions based on the most recent financial audit. *(The higher spend over revenue relates to the new Asset Retirement Obligation charge)*
- Classroom supports include additional EAs (including Jordan’s Principle EAs) to support classroom complexity
- Transportation cost increase relates to driver retention bonuses funded by the ministry
- Salary cost assumption relates to updated estimates based on refreshed data
- Substantially all items have a corresponding offsetting revenue impact.

Risks & Opportunities

- ETFO settlement ratification remains pending
- Special education related support needs
- New students enrolled during the year
- Transportation cost trends depending on routing needs
 - Approximately 2/3rd of HPE students requiring bussing
- Trend of staff absences





2023-2024 REVISED ESTIMATES

Education Centre
156 Ann Street
Belleville, ON K8N 3L3
613-966-1170 1-800-267-4350
information@hpedsb.on.ca
www.HPEschools.ca

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Board of Trustees - effective November 20, 2023

School board trustees are elected every four years through municipal elections. Their role involves establishing the school board vision, mission and strategic plan; setting policy; and ensuring effective stewardship of the board's resources. Trustees are responsible for operating publicly-funded schools within their jurisdiction and for the delivery and quality of educational programs and services. Legal accountability for Board decisions applies to the Board as a corporate entity rather than to individual trustees.

SHANNON BINDER, Southeast Hastings
Chair of the Board

SANDRA MARACLE, Mohawks of the Bay of Quinte

ERICA CHARLTON, Belleville/Thurlow

RACHAEL PRINZEN, North Prince Edward

KARI KRAMP, Central Hastings

KANDIS HAMBLY, Trenton and CFB Trenton

STACEY LEWIS, South Prince Edward

RON SPECK, North Hastings

AMANDA ROBERTSON, Belleville/Thurlow
Vice-chair of the Board

ERNIE PARSONS, Sidney and Frankford

Student Trustees

Three student trustees are elected each year to serve a one-year term on the Board. Student trustees participate in public school board meetings, represent student opinions at the Board level and participate actively on committees. Through student involvement at the Board level, Board members become aware of student issues and student opinions.

JULIA WEBSTER, Eastside Secondary School

AASHVI SHAH, Centennial Secondary School

CLARA VANCE, North Hastings High School (Indigenous Student Trustee)

SENIOR ADMINISTRATION

KATHERINE MacIVER, Director of Education and Secretary of the Board

KEN DOSTALER, Superintendent of Education, Schools and Student Services

TINA ELLIOTT, Superintendent of Education, Schools, Curriculum Services and Student Achievement K-1

NARIN KISHINCHANDANI, Superintendent of Business Services and Treasurer of the Board

DARREN McFARLANE, Superintendent of Education, Schools and Human Resources Support Services

KRISTEN NIEMI, Superintendent of Education, Schools, Innovation and Inclusion Services

Student enrolment

Elementary	10,787
Secondary	<u>4,629</u>
	15,416

Schools

Elementary schools	32
K-12 schools	2
7-12 schools	4
Secondary schools	1
	<u>39</u>

Trustees and student trustees

10 Trustees (9 elected, one appointed) and three student trustees

Elector population

109,463

Jurisdiction area

7221 square kilometres

Students transported

10,343

Contracted bus operators

12

Daily kilometres travelled (excluding taxis)

24,674 (some routes/runs shared with Algonquin and Lakeshore Catholic District School Board)

Hastings and Prince Edward District School Board is a member of the Tri-Board Student Transportation Services consortium, with Algonquin and Lakeshore Catholic District School Board, and Limestone District School Board.

The Education Act has specific requirements for school boards regarding the preparation and adoption of financial estimates (budgets) and revised estimates. Budgets are submitted to the Ministry of Education by June 30 of each year for the following school year which runs from September 1 to August 31. Revised estimates are budgets that are updated for changes in enrolment, staffing, revenues, and expenses; these are submitted to the Ministry by December 15 of each year. Revised estimates are more reliable than budgets as the information and assumptions that they contain have been refreshed relative to those used in the spring when the budgets were developed.

Overall, enrolment remained substantially unchanged, although there were reductions in the elementary panel, which were more than offset by the increases in the secondary panel. In effect, the enrolment driven change in Grants for Student Needs (GSN) revenues were largely immaterial. However, there were other elements within the GSN, new Priorities and Partnerships Funding (PPF), higher federal funding for Indigenous students and other revenue that resulted in overall revenues being higher; although these increases were substantially offset by correspondingly higher spending.

Enrolment

The elementary enrolment for revised estimates is 10,787 compared to budgeted enrolment of 10,877. The revised secondary enrolment is 4,629 vs. 4,536 for budget. The changes in enrolment were spread across various schools with largely offsetting impacts in the aggregate.

Consolidated Statement of Operations

The consolidated statement of operations shows the revenues, the expenses, and the surplus/deficit.

There is an increase of \$3.4 million in provincial legislative grants (Grants for Student Needs) related to amortization, increases of \$0.2 million in other provincial grants (primarily PPF funding) for targeted programs, \$0.4 million in federal funding for Indigenous students and \$1.3 million from fees and other revenues. Overall, total revenues were up by \$5.5 million relative to budget.

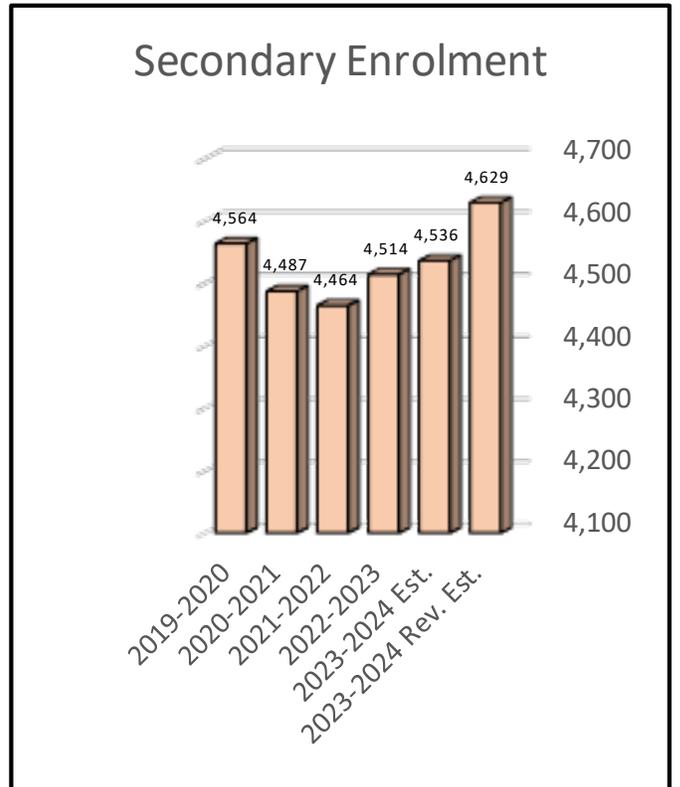
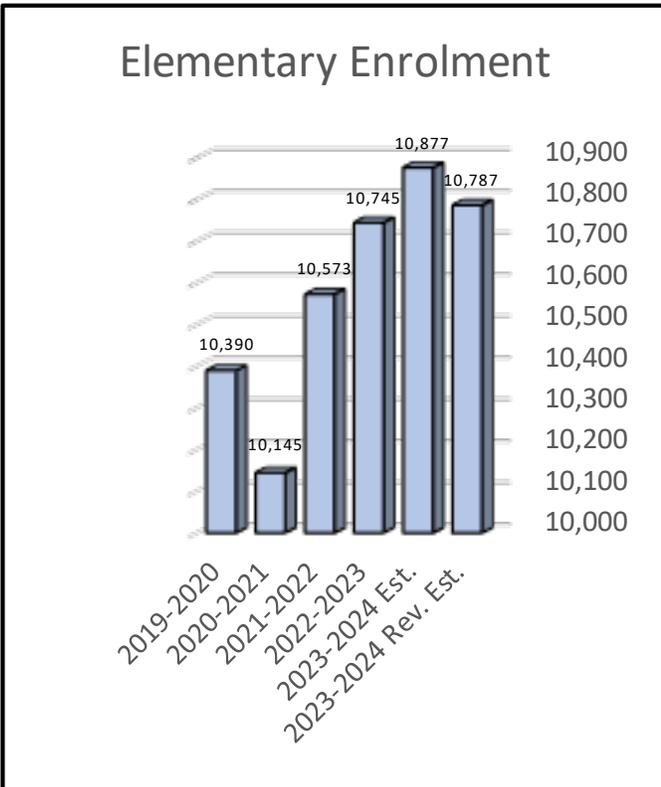
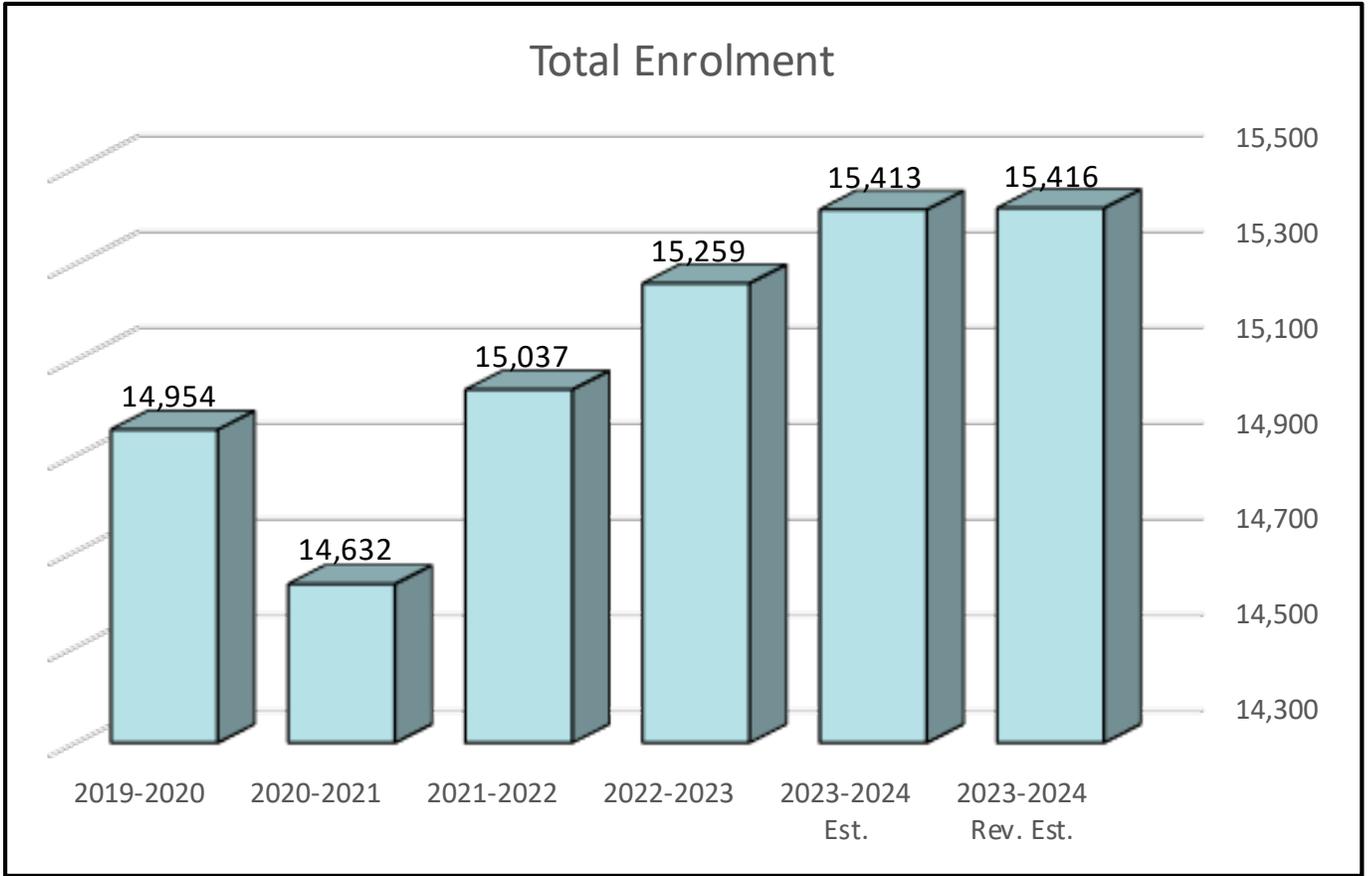
Expenses are higher by \$5.8 million, due primarily to higher amortization charges resulting from updated assumptions (including the impact of asset retirement obligations) and additional PPF expenses. Further, higher classroom support spend is projected primarily from higher Jordan's Principle funded resources. PPF expenses are matched with offsetting revenues.

The surplus for compliance purposes has remained largely unchanged relative to the amount budgeted. This bodes well for HPE after having budgeted deficits in the two prior years.

Capital Spending

The revised capital spending has decreased to \$15.1 million from the budget of \$21.3 million. The school condition improvement and school renewal amounts have been updated based on more recent estimates of projected spending.

ENROLMENTS (2018-2019 - 2023-2024)



CONSOLIDATED STATEMENT OF OPERATIONS

Report 12(c)i, Appendix B

(in thousands of dollars)	2023-2024 Revised Estimates	2023-2024 Estimates	Increase/ (Decrease) to Estimates	% Change from Estimates
Revenues				
Provincial legislative grants	185,246	181,834	3,412	1.9%
Local taxation	38,289	38,289	-	0.0%
Total grants for student needs	<u>223,535</u>	<u>220,123</u>	<u>3,412</u>	<u>1.6%</u>
Provincial grants - other	3,289	3,078	212	6.9%
School generated funds revenues	3,236	3,236	-	0.0%
Federal grants and fees	2,974	2,541	433	17.1%
Investment income	350	350	-	0.0%
Total other fees and revenues from school boards	134	134	-	0.0%
Fees and revenues from other sources	5,122	3,709	1,413	38.1%
	<u>238,641</u>	<u>233,171</u>	<u>5,471</u>	<u>2.3%</u>
Expenses				
Instruction	171,064	170,285	779	0.0%
Administration	6,696	6,658	38	0.6%
Transportation	18,890	18,774	115	0.6%
Pupil accommodation	34,209	29,345	4,864	16.6%
School generated funds	3,236	3,236	-	0.0%
Other expenses ¹	4,182	4,182	-	0.0%
	<u>238,277</u>	<u>232,480</u>	<u>5,797</u>	<u>2.5%</u>
Annual surplus (deficit)	364	690	-326	-47.2%
Unavailable for compliance ²	335	668	-333	-49.8%
Surplus/deficit for compliance	<u><u>29</u></u>	<u><u>23</u></u>	<u><u>7</u></u>	<u><u>29.9%</u></u>

1 - Includes \$2,350 planning provision for collective bargaining, recorded in accordance with Ministry instructions and \$1,732 of salaries for seconded positions

2 - Items included in unavailable for compliance are employee future benefits, asset retirement obligations, interest to be accrued, school generated funds, and revenues recognized for land. See Glossary on page 23 for further details.

(in thousands of dollars)	2023-24 Revised Estimates	2023-24 Estimates	Increase/ (Decrease) to Estimates	% Change from Estimates
Operating Allocation				
Pupil foundation	88,186	88,282	-95	-0.1%
School foundation	13,389	13,401	-12	-0.1%
Special education	28,114	27,726	388	1.4%
Language	2,759	2,749	9	0.3%
Supported school	640	588	52	8.8%
Remote and rural	629	621	9	1.4%
Rural and northern education	628	628	-	-
Learning opportunities	3,588	3,496	92	2.6%
Continuing education and other program	494	516	-22	-4.3%
Cost adjustment and teacher qualification & experience (Teachers)	19,914	20,828	-914	-4.4%
New teacher induction program (NTIP)	82	91	-9	-10.3%
Cost adjustment and teacher qualification & experience (ECE)	1,062	1,066	-5	-0.4%
Restraint savings	-137	-137	-	-
Transportation	17,118	17,034	84	0.5%
Administration and governance	5,443	5,449	-5	-0.1%
School renewal	3,552	3,606	-54	-1.5%
Debt repayment (interest portion)	1,599	1,758	-158	-9.0%
Deferred capital contributions	13,684	9,175	4,509	49.1%
School operations	18,237	18,228	8	0.0%
Community use of schools	228	228	-	-
Declining enrolment adjustment		0	-	
Indigenous education	1,916	2,639	-723	-27.4%
Mental health and well-being grant	1,169	1,170	-1	-0.1%
Supports for students fund	1,824	1,824	0	-
Program leadership grant	1,005	1,008	-3	-0.3%
Trustee association fee	59	59	0	-
One-Time Realignment Mitigation	492	492	-	-
Sub total	225,674	222,526	3,148	1.4%
Less tangible capital assets	-573	-715	142	-19.9%
Less school renewal capital, Interest and temporary accomodation; Exp learning capital, ARO Abatement	-1,566	-1,688	122	-7.2%
Total operating allocation	223,535	220,123	3,412	1.6%

(in thousands of dollars)	2023-24 Revised Estimates	2023-24 Estimates	Increase/ (Decrease) to Estimates	% Change from Estimates
PPF grants				
Educators autism AQ subsidy	10	10	-	-
Math Recovery Plan: Digital Math Tools	116	116	-	-
Math Recovery Plan: Board Math Lead	167	167	-	-
Math Recovery Plan: School Math Facilitator	546	546	-	-
Experiential Professional Learning in the Skilled Trades for Guidance Teacher-Counsellors	28	28	-	-
Learn and work bursary	20	20	-	-
Indigenous Grad Coach	141	115	26	22.5%
Summer Indigenous Grad Coach	26	26	-	-
De-streaming Implementation Supports	36	36	-	-
Staffing to Support De-Streaming and Transition to High School	747	747	-	-
Entrepreneurship Education Pilot Projects	20	10	10	92.3%
Health Resources, Training and Supports	12	12	-	-
Skilled Trades Bursary Program	12	12	-	-
Early Reading Enhancements: Early Reading Screening Tools	94	94	-	-
Education Staff to Support Reading Interventions	542	542	-	-
Licenses for Reading Intervention Supports	139	139	-	-
Professional Assessments	131	131	-	-
Transportation for Children & Youth in Care	62	-	62	-
Mental Health and Well-Being	13	-	13	-
Math Achievement Action Plan - Additional Qualifications	33	-	33	-
Summer Mental Health Supports	83	-	83	-
Other provincial grants				
OYAP	311	316	-5	-1.7%
Total Priorities and Partnership Funding	<u>3,289</u>	<u>3,068</u>	<u>221</u>	<u>7.2%</u>

STATEMENT OF EXPENSES

Report 12(c)i, Appendix B

(in thousands of dollars)	2023-24 Revised Estimates	2023-24 Estimates	Increase/ (Decrease) to Estimates	% Change from Estimates
Instruction				
Classroom teachers	103,711	104,540	-829	-0.8%
Supply staff	7,564	7,522	42	0.6%
Teacher assistants	16,461	14,954	1,507	10.1%
Early childhood educator	4,839	4,791	48	1.0%
Textbooks/supplies	5,108	5,741	-633	-11.0%
Computers	1,465	1,426	39	2.7%
(Para) professionals and technicians	5,639	5,389	250	4.6%
Library & guidance	2,895	2,895	-	-
Staff development	1,029	1,047	-18	-1.7%
Department heads	471	471	-	-
Principals & vice-principals	9,211	9,151	60	0.7%
School office	6,515	6,508	7	-
Coordinators and consultants	4,984	4,669	316	6.8%
Continuing education	515	515	-	-
Amortization	657	668	-11	-1.7%
Instruction subtotal	171,064	170,285	779	0.5%
Administration				
Trustees	226	226	-	-
Director & supervisory officer	751	711	40	5.6%
Board administration	5,613	5,613	-	-
Amortizations and write downs	106	108	-2	-1.8%
Administration subtotal	6,696	6,658	38	0.6%
Transportation				
Pupil transportation	18,609	18,494	115	0.6%
Transportation-provincial schools	281	281	-	-
Transportation subtotal	18,890	18,774	115	0.6%
Pupil accommodation				
School operations/maintenance	16,405	16,380	25	-
School renewal expense	2,205	2,205	-	-
Other pupil accommodation	1,457	1,448	9	0.6%
Amortizations and write downs	14,142	9,312	4,830	51.9%
Pupil accommodation subtotal	34,209	29,345	4,864	16.6%
Other				
School generated funds-expenses	3,236	3,236	-	-
Other non-operating expenses ¹	1,832	1,832	-	-
Provision for contingencies ²	2,350	2,350	-	-
Other subtotal	7,418	7,418	-	-
Total operating expenses	238,277	232,480	5,797	2.5%

1 - Includes \$1,732 of salaries related to seconded positions that are reimbursed to the board.

2 - Budgeted wage increase for bargaining units that have not yet been ratified, amount on separate line as directed by the Ministry.

	2023-24 Revised Estimates FTE	2023-24 Estimates FTE	Increase/ (Decrease) to Estimates FTE	% Change from Estimate s FTE
Classroom instruction				
Classroom teachers - other than included elsewhere	884.2	885.4	(1.17)	(0.13)
Classroom teachers - student success teachers (secondary)	7.0	7.0	-	-
Classroom teachers - resource teachers and other	18.9	14.8	4.12	27.84
Classroom teachers - principals (instruction time only)	1.5	0.5	1.00	200.00
Classroom Teachers - Vice-Principals (Instruction Time Only)	4.5	5.0	(0.50)	(10.00)
Classroom Teachers - Care and Treatment and Correctional Facilities	6.0	6.0	-	-
Total classroom instruction staff	922.1	918.7	3.5	0.38
Teacher assistants and early childhood educators				
Teacher assistants (general)	302.9	280.9	22.00	7.83
Teacher assistants (temporary)	14.0	-	14.00	-
Early childhood educators	76.0	75.0	1.00	1.33
Care and treatment and correctional facilities assistants	5.0	5.0	-	-
Total teacher assistants and early childhood educators	397.9	360.9	37.0	10.25
Student support - professionals, paraprofessionals and technicians				
Student support staff - social services	14.5	14.5	-	-
Student support staff - child & youth workers	9.0	9.0	-	-
Student support staff - speech services	2.0	2.0	-	-
Student support staff - psychological services	3.0	3.0	-	-
Student support staff - attendance counselling	7.0	5.0	2.00	40.00
Student support staff - lunchroom or noon hour or bus or yard supervision	9.3	9.3	-	-
Student support staff - computer and other technical services	21.0	20.0	1.00	5.00
Student support staff - administrative support staff	3.0	3.0	-	-
Student support staff - other prof and paraprof, teachers or teacher assistants	1.0	1.0	-	-
Student support - professionals, paraprofessionals and technicians	69.8	66.8	3.0	4.49
Library and guidance				
Library and guidance staff - library teachers	6.0	6.0	-	-
Library and guidance staff - guidance teachers	12.5	12.5	-	-
Library and guidance staff - library technicians	16.2	16.2	-	-
Library and guidance	34.7	34.7	-	-
School administration				
School administration staff - principals (administrative time)	36.5	36.5	-	-
School administration staff - vice-principals (administrative time)	26.5	26.5	-	-
School administration staff - administrative support staff	79.0	79.0	-	-
School administration	142.0	142.0	-	-
Coordinators and consultants				
Staff - coordinators and consultants	26.5	27.5	(1.00)	(3.64)
Staff - administrative support staff	5.0	5.0	-	-
Coordinators and consultants	31.5	32.5	(1.0)	(3.08)
Administration and governance				
Admin & govern staff - trustees	13.0	13.0	-	-
Admin & govern staff - directors and supervisory officers	6.0	6.0	-	-
Admin & govern staff - directors office	1.0	1.0	-	-
Admin & govern staff - finance	8.0	8.0	-	-
Admin & govern staff - finance - capital planning capacity-related	1.0	1.0	-	-
Admin & govern staff - procurement	2.0	2.0	-	-
Admin & govern staff - human resource administration	11.5	11.0	0.50	4.55
Admin & govern staff - payroll administration	4.0	4.0	-	-
Admin & govern staff - information technology administration	4.0	4.0	-	-
Admin & govern staff - other	5.0	5.0	-	-
School administration	55.5	55.0	0.5	0.91
School operations				
School operations staff - managerial or professional	5.0	5.0	-	-
School operations staff - administrative support staff	3.0	3.0	-	-
School operations staff - custodial staff	108.9	108.9	-	-
School operations staff - maintenance	22.0	22.0	-	-
School operations	138.9	138.9	-	-
Staffing total	1,792.4	1,749.5	43.0	2.46

CAPITAL EXPENDITURES SUMMARY

Report 12(c)i, Appendix B

(in thousands of dollars)	2023-24 Revised Estimates	2023-24 Estimates	Increase/ (Decrease) to Estimates	% Change from Estimates
Minor capital assets (furniture, computers, vehicles)	573	715	-142	-19.9%
Land, buildings, construction in progress				
Eastside Secondary School	-	-	-	
Centre Hastings Secondary School	1,448	889	560	63.0%
Easthill Elementary School	4,980	-	4,980	
School renewal	1,401	1,401	-	-
School condition improvement	5,600	16,832	-11,232	-66.7%
COVID resilience funding (CVRIS)	519	818	-299	-36.5%
School generated funds			-	
SHSM equipment	100	-	100	-
Interest on capital	504	680	-176	-25.9%
	15,125	21,334	-6,209	-29.1%

(in thousands of dollars)	Accumulated Surplus(Deficit) September 1, 2023	Accumulated Surplus(Deficit) - In-Year Increase (Decrease)	Accumulated Surplus(Deficit) August 31, 2024
Available for compliance - unappropriated	10,957	25	10,983
Available for compliance - internally appropriated	241	4	245
Total accumulated surplus (deficit) available for compliance	11,198	29	11,228
Total accumulated surplus (deficit) unavailable for compliance	-22,144	335	-21,809
Total accumulated surplus/(deficit)	-10,946	364	-10,582

Program leadership grant (PLG) - Expenditures related to the PLG grant that support the six lead positions of Early Years, Indigenous Education, Mental Health, School Effectiveness, Student Success and Technology Enabled Learning and Teaching. These leads are responsible for the organization, administration, management and implementation of supports to achieve the goals within their respective program areas.

Education and community partnership program (ECP) - Expenditures for education programs for school-aged children and youth in care, in treatment centres or who are in youth justice facilities.

School climate - includes expenses for schools to promote a positive climate which includes expenditures for Attendance Councillors, Social Workers, Social Service Workers, Resource Coordinator, Child and Youth workers as well as associated professional development, travel and supplies.

Full time equivalent (FTE) - unit measure equivalent to one full time employee

Specialist High Skills Major (SHSM) - specialized program that allows students to gain credits toward their Ontario Secondary School Diploma and focus their learning on a specific economic sector at the same time

Unavailable for compliance - Certain amounts are to be included as unavailable from compliance under Ontario Regulation 488/10 Determination of Boards' Surpluses and Deficits. These amounts are deducted from the gross in-year surplus (revenues minus expenses) to determine the in-year surplus for compliance with Regulation 488/10. The items included as unavailable for compliance are: employee future benefits, interest to be accrued, school generated funds, revenues recognized for land, and liability for contaminated

Available for compliance - the gross in-year surplus (revenues minus expenses) minus the amount that is unavailable for compliance.

Decision __ Information X

To: Hastings and Prince Edward District School Board

From: Kari Kramp, Chair of the Physical Planning, Finance and Building Committee

Re: Boundary Review Update

Purpose

The purpose of this report is to provide an update on the Boundary Review process.

Link to Strategic Plan

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

Background

In addition to the joint introductory Boundary Review Ad Hoc Committee (BRAC) meeting on November 14, 2023, additional BRAC meetings (Bayside-Trenton: November 28 and December 5; Harmony-Foxboro: November 30) have taken place with input provided by the committee on potential and viable scenarios to propose to the public. An additional Harmony-Foxboro BRAC meeting is also scheduled for December 13.

The BRAC raised concerns about the timing of the public engagement sessions (1-2 weeks prior to the winter holiday break), which was discussed with Senior Management.

Current Situation

With approval from Senior Management, the public engagement sessions have been rescheduled from December 2023 to January 16, 2024 (Bayside-Trenton) and January 17, 2024 (Harmony-Foxboro), respectively. Display boards with all proposed options will be set up at the sessions in a carousel format, with school board staff and Watson representatives available to answer questions and provide additional information. Communications were circulated to families on Tuesday, December 5, 2023.

Additional BRAC meetings will be scheduled for the week of January 22, 2024 to discuss feedback from the public sessions and determine recommendations.

Decision ___ Information X

To: Hastings and Prince Edward District School Board

From: Ken Dostaler, Superintendent of Education, Student Services

Re: Special Education update

Purpose

To present a Special Education update to Hastings and Prince Edward District School Board (HPEDSB) trustees and stakeholders.

Links to the HPEDSB Strategic Plan

- Foster a Culture of Excellence and High Expectations
 - Decisions will be made from a student-centered approach considering the impact on students and connected to this plan.
- Promote Safety and Well-Being
 - Create environments where students and staff feel safe and are supported to learn, work and thrive.

Background

The [2020-2025 Strategic Plan](#) priorities align with the belief that “All students can succeed” from the Ministry of Education document *Learning for All – A Guide to Effective Assessment and Instruction for All Students, Kindergarten to Grade 12* and the goal of ensuring equity and focus on providing the best possible learning opportunities and supports for students from the *Special Education in Ontario, 2017 Policy and Resource Guide*.

HPEDSB believes that all students have the ability to learn and the right to the best possible education to meet their learning abilities and styles. Every student can benefit from and contribute to the school community. Students should be educated in the most enabling and least restrictive setting that best meets their needs.

Student Services Department - Individual Education Plan (IEP) re-culturing

Following the 2021-2022 Student Services full system IEP review, the Student Services team engaged in analysis of IEP data and reviewed two IEPs per school with a constructively critical lens, with the following being noted:

- There has been a significant decrease of IEPs with “no exceptionality”.
- There has been a decrease in IEPs with modified expectations.
- Accommodations that appear on IEPs are more connected to psycho-educational and professional assessment feedback ensuring the student is able to access the curriculum and engage in learning opportunities in their classroom.
- Two resource documents have been created and released to support school teams in their efforts to re-culture IEPs within HPEDSB.
 - Guiding Questions and Best Practices for Individual Education Plans (IEPs) in HPEDSB - provides HPEDSB educators key messages, guiding questions and best practices to support the development of effective IEPs.
 - Modified Learning Expectations in HPEDSB - provides clear direction that modifications should be used very cautiously and only as a last resort after all possible interventions and accommodations have been tried. It also provides support for educators in writing effective modifications when they are necessary to support a students’ success.
- The Special Education Advisory Committee (SEAC) has had an opportunity to consider the recommendations and resource documents, ask questions, and provide input.

- A School Support Pressures: Response Process was developed to provide a process for schools, Student Services staff, and school group superintendents through working together to support new and existing complex student needs while maintaining a safe learning and work environment for staff and students. As part of this process, regular consultations and school visits by learning support coordinators, the system lead, and the resource officer have taken place. These visits encompassed a thorough review of educational assistant (EA) and supervision schedules, discussions about possible efficiencies, a cross-reference of students on EA schedules with those on the Independence Rubrics, and confirmed that the needs are related to safety, medical or physical.

Speech and Language Services (SLS)

- SLS team supports students with complex needs (multiple needs and often require some form of augmentative or alternative communication (AAC)).
 - September to December 2023 - Tier 2 consultation 31 students; Tier 3 intensive support 68 students supported.
- SLS team provides speech support to students who do not qualify for School Based Rehabilitation Services (SBSR).
 - September to December 2023 - 41 students.
- SLS provides oral language support (consultation and assessment).
 - September to December 2023 - 11 assessments.
- SLS team delivers Tier 1 Oral Language Narrative Program.
 - September to December 2023 - 61 classrooms, including 2 Education and Community Partnership Programs (ECPPs).

Psychological Services (PS)

- PS complete comprehensive psychological assessments to:
 - identify student strengths and needs;
 - provide intervention strategies to support educational programming;
 - support IEP development;
 - provide diagnosis of learning, behaviour, social/emotional, and mental health disorders;
 - support pathway to care.
- PS complete third-party consultations (elementary and secondary) to help school teams determine whether the clinical information supports consideration of a Ministry of Education exceptionality.
 - September to December 2023 - 94 secondary and 157 elementary.

Behaviour Support Services (BSS)

- BSS assists students with complex behaviour needs to re-engage in their educational program, as well as support school teams to better understand student strengths and needs.
 - including students with ASD (September and October 2023) - Transition Support for 47 students.
 - Tier 2/3 referrals (October to December 2023) - 56 active referrals).
 - Regional Resource Program support (11 classrooms).
- Board certified behaviour analyst (BCBA) provides consultation to the ECPP, completes functional behaviour assessments, and Tier 4 supports to students.
- BSS provides training opportunities to learn about the principles of Applied Behaviour Analysis (ABA) and autism.

Next steps

- The Student Services team will continue to share the learning from the IEP review and the resource documents that support IEP re-culturing with various stakeholders. Senior administration, school administrators, coordinators and learning partners in Curriculum Services

and Innovation and Inclusion Services as well as learning support teachers and many classroom teachers in schools have participated in learning sessions where they interacted with the data, asked questions, and identified how they might support IEP re-culturing.

- Student Services will continue to build the understanding of the recommendations and key messages as well as the instructional leadership capacity of learning support teachers, who support IEP development in schools.
- Student Services will update to the IEP Resource Guide to reflect the recommendations and key messaging for re-culturing IEPs.
- The team will continue to monitor progress over time (we anticipate fewer non-exceptional IEPs, a reduction in the use of modifications on IEPs, and an increase in students exiting IEPs when gaps have been closed).
- Continue to monitor the caseload of assessments to ensure all are finalized by the end of the academic year.
- Continue to identify and evaluate the impact of Tier 1, 2, 3 supports and services provided by SLS and BSS.

Decision ___ Information X

To: Hastings and Prince Edward District School Board

From: Ken Dostaler, Superintendent of Education, Student Services

Re: Mental Health and Well-Being update

Purpose

To present a mental health and well-being update to Hastings and Prince Edward District School Board (HPEDSB) trustees and stakeholders.

Link to the HPEDSB Strategic Plan

- Promote Safety and Well-Being
 - Create environments where students and staff feel safe and are supported to learn, work, and thrive.

Background

The 2020-2025 Strategic Plan priorities align with the belief that “All students can succeed” and the section *Promote Safety and Well-Being*, outlines that HPEDSB will support students and staff through increased awareness and access to professional mental health resources. The [2021-2024 School Mental Health and Wellness Strategy](#) also delineates our commitment to promoting and enhancing the mental health and well-being of students. HPEDSB believes that all students should be educated in the most enabling and least restrictive setting that best meets their needs.

Current situation

- Educators, support staff, and administrators received two days of Trauma Informed training delivered by the Family Therapeutic Care Program. Each session included a one-hour keynote with follow up professional development opportunities for schools during the September and October PA days.
- Mental health resources and links are provided on an ongoing basis to the Communications Department and are posted on HPEDSB media sites. School staff, students, and families are regularly provided with community resources, supports, and links including mental health resources, crisis lines, financial and parenting assistance, and another supports. The Communications Department has also assisted social workers (SWs), social service workers (SSWs), and child and youth workers (CYWs) with the production of videos to support student mental health and well-being.
- The Mental Health team, composed of SWs, SSWs, and CYWs, continues to provide Tier 1 school-wide mental health promotion, tool building, and initiatives. Thus far, the following activities have taken place:
 - secondary school students have access to visits from therapy dogs, craft groups, wellness clubs, mental health tips over the announcements, “kindness is cool” school-wide activities, mindfulness groups, Gay & Straight Alliances (GSAs), well-being champions, and ongoing Tier 3 counselling support in all school groups.

- In elementary schools, Kids Have Stress Too (KHST) programs focus on Second Step groups, the “power of yet” activities, wellness announcements, managing big emotions, attitude of gratitude, and development and support from wellness champions. Community circles, relaxation exercises, meditation, Zones of Regulation, calming jars, Bitmoji rooms, Pals program, and School Mental Health Ontario (SMHO) everyday classroom resources are other activities and supports that students in HPEDSB are regularly taking part in, in their classrooms.
- Public Health promoters have also provided classrooms with presentations on the negative impact of vaping.
- Data collection tool for regulated mental health staff is currently being created in the student information system.
- Pathways to care with Public Health (Tier 1, 2 supports) available in schools.
- CYWs completed Rainbows Program training on September 21, 2023 (support groups for children who are grieving).
- SWs completed training to assist with healing traumatized youth: Somatic and expressive methods for affect regulation.
- SWs and SSWs received training from Dr. Julie Gowthorpe about trauma-informed approach to counselling children and teens in an educational setting.
- Ages and Stages Assessment Questionnaire (ASQ) tool training provided to CYWs and speech and language services team members.
- The SafeArrival application connected to School Messenger and the student information system, which will allow parents/guardians to communicate absences using the app. The absence is reconciled within the student information system and staff can quickly identify families who have not contacted the school for follow up. The SafeArrival program was fully implemented in HPEDSB on December 4, 2023.

Next steps

- Continue to provide implementation support for intermediate teachers on the Grade 7 and 8 Mental Health Literacy Modules (January 2024 implementation).
- Pilot ASQ in schools in 2024.
- Pilot KHST kinder stress management toolbox.
- Provide HPEDSB educators with School Mental Health Ontario (SMHO) Everyday Classroom Resources, to support student mental health and well-being following the return from the winter break.
- Report HPEDSB mental health data to the Ministry by June of 2024
- Mental Health Lead (Jolie Brant) and Superintendent Dostaler will continue to provide information and updates to system committees and schools if/when requested.

Calendar of Events

Trustee Events	Name of Event
January 25-26, 2024	Public Education Symposium
Committee Meetings	Committee Name
December 13, 2023	Supervised Alternative Learning
January 8, 2024	Physical Planning, Finance and Building Committee
January 10, 2024	Supervised Alternative Learning
January 15, 2024	Governance and Policy Committee
January 22, 2024	Regular Public Board Meeting
January 25, 2024	Special Education Advisory Committee
School	Events
Deseronto Public School	<ul style="list-style-type: none"> • Junior Volleyball Team Tournament, December 13, 2023, • Holiday Concert, December 20, 2023, • School wide holiday dinner, December 21, 2023, and • various spirit days, December 18-22, 2023.
Frankford Public School	<ul style="list-style-type: none"> • Full school event – “Welcome Winter Day” (choir and ukelele club performing, intermediates students sharing their story-animation parade, primary classes are performing a dance to a winter song and a collaborative art activity, December 20, 2023
Madoc Township Public School	<ul style="list-style-type: none"> • Candy Gram Sales – December 11-15, 2023 • Junior Volleyball @ Tweed – December 11, 2023 • Terrific Kids & Concert Rehearsal – December 13, 2023 • The Five Days of Holiday Fun begins with a spirit day each day and a sing along in the gym following announcements. December 18-22, 2023 • Holiday Accessories – earrings, socks, slippers – December 18, 2023 • Holiday colours – red, green, gold and silver – December 19, 2023 • Dress up Day & Turkey Dinner at school – December 20, 2023 • Holiday Ugly Sweater Day – December 21, 2023 • Holiday Pajama Day – December 22, 2023
Park Dale Public School	<ul style="list-style-type: none"> • Family “Make and Take” craft night, December 11, 2023, and • Holiday Meal, December 14, 2023
Prince Charles Trenton	<ul style="list-style-type: none"> • Seasonal Festival, December 14, 2023
Tweed Elementary School	<ul style="list-style-type: none"> • Christmas Concert by CHS Band, December 12, 2023, • Knick Knack sale, December 13, 2023, and • Festive Lunch, December 19, 2023
Queen Elizabeth Belleville	<ul style="list-style-type: none"> • Primary concert with Andy Forgie (AM), December 18, 2023, • Holiday Festive Lunch, December 19, 2023,

**Organization and Regular Public Board Meeting
Report 19
November 27, 2023**

	<ul style="list-style-type: none"> • Holiday Showcase Family Performance, 11:00 a.m., December 20, 2023, and • Pancake Breakfast December 21, 2023
Sophiasburgh Central School	<ul style="list-style-type: none"> • Grades 6/7/8) December 5 and 12, 2023, • County Kids Read visit, December 14, 2023, and • Holiday Lunch and Raffle Draw, December 19, 2023
Trent River Public School	<ul style="list-style-type: none"> • Junior Volleyball Tournament, December 14, 2023, • Brighton Allstar Band @ 11:45 a.m., December 18, 2023, and • Festive Dinner @ 11:00 a.m., December 20, 2023
V.P. Carswell	<ul style="list-style-type: none"> • School Spaghetti Dinner, December 12, 2023, • Santa Shopping, December 13, 2023, and • Holiday Festive Concert, December 19, 2023
Public Engagement Events	Date, Time and Location
Bayside-Trenton Boundary Review Public Meetings	January 16, 2024, at Bayside Secondary School at 6:00 – 7:30 p.m.
Foxboro-Harmony Boundary Review Public Meetings	January 17, 2024, @ Harmony Public School (gym), 6:00 – 7:30 p.m.