

**SIMCOE COUNTY DISTRICT SCHOOL BOARD**

**REGULAR BOARD MEETING - WEDNESDAY, OCTOBER 24, 2012**

**A G E N D A**

**NOTE: PUBLIC SESSION will commence at 6:00 P.M., followed immediately by the COMMITTEE OF THE WHOLE in CLOSED SESSION (GEORGIAN ROOM). PUBLIC SESSION will resume AT 7:30 P.M (ROY EDWARDS ROOM).**

**PUBLIC SESSION**

- A. (1) Roll Call
- (2) Approval of Agenda
- (3) Approval of Minutes
  - (a) Minutes of the Regular Meeting of the Board held September 26, 2012
- (4) Declaration of Conflicts of Interest

**CLOSED SESSION**

- B. Committee of the Whole

**PUBLIC SESSION**

- C. (1) Report from Student Trustees
- (2) Trustee Tributes - Nil
- (3) Delegations/Presentations - Nil
- D. **RECOMMENDATIONS FOR ACTION**
  - (1) Report from the Closed Session of the Board in Committee of the Whole
  - (2) Matters Arising from Previous Meeting:  
Motion(s) for which notice was given at previous Board Meeting – Nil
  - (3) Notice of Time Sensitive Motions from Statutory Committees - Nil
  - (4) Committee Minutes/Reports - Items for Decision
    - (a) Report of the Committee of the Whole held October 2, 2012
    - (b) Report of the Business and Facilities Standing Committee Meeting held October 3, 2012
  - (5) Staff Reports – Items for Decision
    - (a) Special Education Advisory Committee (SEAC) Alternate Member Resignation and Appointment
  - (6) Committee Minutes/Reports - Items for Information
    - (a) Report of the Special Education Advisory Committee Meeting held June 4, 2012
    - (b) Report of the Parent Involvement Committee Meeting held June 13, 2012
    - (c) Report of the Special Education Advisory Committee Meeting held September 19, 2012

- (d) Report of the Special Business and Facilities Standing Committee Meeting held October 10, 2012
- (e) Report of the Human Resources Standing Committee Meeting held October 10, 2012
- (f) Report of the Program Standing Committee Meeting held October 10, 2012

(7) Staff Reports - Items for Information - Nil

**E. OTHER MATTERS**

- (1) Reports from Liaison Members
- (2) Notices of Motion for next meeting
- (3) Questions and Proposals from Trustees
- (4) Professional Development Seminars Attendance
- (5) Reports/Update from Staff
- (6) Correspondence - Nil

**F. FUTURE BUSINESS OF THE BOARD, STANDING COMMITTEES AND ADVISORY COMMITTEES**

Audit Committee Meeting – November 5, 2012 at 6:00 p.m. – Coldwater Room  
Business and Facilities Standing Committee Meeting – November 7, 2012 at 6:00 p.m. – Georgian Room  
Special Board Meeting – November 14, 2012 at 6:00 p.m. – Georgian Room  
Human Resources Standing Committee Meeting – November 14, 2012 at 7:00 p.m. – Georgian Room  
Program Standing Committee Meeting – November 14, 2012 at 8:00 p.m. – Georgian Room  
Special Education Advisory Committee Meeting – November 19, 2012 at 7:00 p.m. – Georgian Room  
Parent Involvement Committee Meeting – November 21, 2012 at 5:00 p.m. – Kempenfelt Room  
Teacher/Trustee Meeting – ETFO – November 28, 2012 at 4:30 p.m. – Coldwater Room  
Regular Meeting of the Board – November 28, 2012 at 6:00 p.m., followed immediately by the Committee of the Whole in Closed Session (Georgian Room), Public Session will resume at 7:30 P.M (Roy Edwards Room)

**G. ADJOURNMENT**

**SIMCOE COUNTY DISTRICT SCHOOL BOARD**

**PUBLIC SESSION**

**RECOMMENDED ACTION – WEDNESDAY, OCTOBER 24, 2012**

<b>REPORT</b>	<b>FYI</b>	<b>Decision Req.</b>	<b>MOTION</b>
			Call Meeting to order. Roll Call
		√	That the agenda be approved as printed.
A-3-a Board Minutes September 26, 2012		√	That the Minutes of the Regular Board Meeting held Wednesday, September 26, 2012 be approved as printed.
			Declaration of Conflicts of Interest
<b>MOTION</b>		√	That we go into Closed Session of the Committee of the Whole
<b>PUBLIC SESSION</b>			
C-1			Report from Student Trustees
C-2 Trustee Tributes/Delegations/ Presentations			Nil
D-1		√	Report from the Closed Session of the Board in Committee of the Whole
D-2-a Notice of Motion from Previous Meeting			Nil
D-4-a Committee of the Whole October 2, 2012		√	(1) That the Board approve the adoption of a Trustee Code of Conduct Policy, as revised, as set out in APPENDIX A of Report No. B-1-a, Trustee Code of Conduct Policy, dated October 2, 2012.
		√	(2) That the Board rescind the current Code of Ethics for Trustees, as set out in Report No. B-2-c, dated November 26, 2003.
D-4-b Business and Facilities – October 3, 2012		√	(1) That the Board appoint Trustee Lloyd to serve as the designated voting member for the November 29, 2012 SCSTC AGM, as set out in APPENDIX A of Report No. BF-D-1, Simcoe County Student Transportation Consortium Annual General Meeting (AGM) Designated Voting Member and Alternate Voting Member, dated October 3, 2012.
		√	(2) That the Board appoint Trustee Ley to serve as the designated alternate voting member for the November 29, 2012 SCSTC AGM, as set out in APPENDIX A of Report No. BF-D-1, Simcoe County Student Transportation Consortium Annual General Meeting (AGM) Designated Voting Member and Alternate Voting Member, dated October 3, 2012.

SIMCOE COUNTY DISTRICT SCHOOL BOARD  
 RECOMMENDED ACTION - 2  
 OCTOBER 24, 2012

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D-5-a Special Education Advisory Committee (SEAC) Alternate Member Resignation and Appointment		√	That the Board appoint to the Special Education Advisory Committee, effective immediately, Ceci Vasoff as alternate member for the Association for Bright Children of Ontario, as set out in Report No. D-5-a Special Education Advisory Committee (SEAC) Alternate Member Resignation and Appointment, dated October 24, 2012.
D-6-a SEAC – June 4, 2012	√		
D-6-b PIC – June 13, 2012	√		
D-6-c SEAC – September 24, 2012	√		
D-6-d Special Business and Facilities – October 10, 2012	√		
D-6-e Human Resources – October 10, 2012	√		
D-6-f Program Meeting – October 10, 2012	√		
E-1 Reports from Liaison Members			
E-2 Notices of Motion for Next Meeting			
E-3 Questions and Proposals from Trustees			
E-4 Professional Development Seminars Attendance			
E-5 Reports/Update from Staff			
E-6 Correspondence			Nil
Future Business			
Adjournment		√	Motion to Adjourn

TO: The Chairperson and Members of the  
Simcoe County District School Board

FROM: The Secretary

SUBJECT: **MINUTES OF THE REGULAR MEETING OF THE  
BOARD HELD SEPTEMBER 26, 2012**

The regular meeting of the Simcoe County District School Board was held on Wednesday, September 26, 2012 at the Education Centre.

**A. (1) Roll Call**

**PRESENT:**

**Trustees**

Donna Armstrong, Peter Beacock (Vice-chairperson),  
Nicole Black, Suzanne Ley, Jodi Lloyd, Michele Locke, Krista Mayne,  
Amanda Monague, Robert North (Chairperson).

**Electronic  
Participation**

Debra Edwards, Caroline Smith.

**REGRETS:**

**Trustees:**

Christine Williams.

**PRESENT:**

**Student Trustees:**

Brock Edwards, Christina Robertson, Cheryne Winstanley-Hayes.

**Recording Secretary**

Lena Robyn.

The Chairperson called the meeting to order at 6:00 p.m.

**(2) Approval of Agenda**

Moved by Krista Mayne  
Seconded by Nicole Black

That the Agenda be approved as printed.

CARRIED

**(3) Approval of Minutes**

Minutes of the Regular Meeting of the Board held August 22, 2012 (A-3-a)

Moved by Suzanne Ley  
Seconded by Krista Mayne

That the Minutes of the Regular Meeting of the Board held Wednesday, August 22, 2012 be approved as printed.

CARRIED

**(4) Declaration of Conflicts of Interest – Nil**

**B. Committee of the Whole**

Moved by Krista Mayne  
Seconded by Jodi Lloyd

That the Board move into Committee of the Whole in Closed Session at this time.

CARRIED

The Public Session of the Board re-convened at 7:30 p.m.

**C. (1) Report from the Student Trustees**

Student Trustee Christina Robertson, on behalf of fellow Student Trustees Cheryne Winstanley-Hayes and Brock Edwards, reported on the first Student Senate meeting of 2012-2013 and members' efforts to develop the senate's vision pertaining to increasing student spirit, involvement and engagement, and school networking. They also referenced the highly successful annual youth leadership camp for SCDSB student participants.

**(2) Delegations/Presentations - Nil**

**(3) Trustee Tributes**

1. Maya Burhanpurkar, Student, Barrie North Collegiate Institute
2. Kyle Potts, Student, Eastview Secondary School
3. James Sahanatien, Student, Twin Lakes Secondary School

Trustee Suzanne Ley presented students Maya Burhanpurkar of Barrie North Collegiate Institute and Kyle Potts of Eastview Secondary School with Trustee Tribute awards for their major accomplishments at regional and national science fairs.

**Maya Burhanpurkar**

Science Fair Awards - Gold Medal Winner at the Simcoe County Regional Science Fair and Canada Wide Science Fair Grand Prize winner for her project "Uncovering the Cardiac and Gastrointestinal Biosafety of Two Amyloid Beta Inhibitors" which she developed when she was an elementary student at Codrington Public School. As a result of her original research, Maya has developed a new product that mitigates cardiac stress in athletes and protects elderly populations at risk of heart failure.

- Minister's Student Advisory Council – Member, Education Minister's Student Advisory Council (MSAC).
- Academic and community awards.

**Kyle Potts**

- Science Fair Awards – For his project "The Little Piggy with the Right Idea: I 'Wood' Build a House from Straw", Kyle placed second at the Regional Science Fair and received Bronze at the Canada Wide Science Fair. He has been an enthusiastic participant in science fairs since his years as an elementary student at Maple Grove Public School. Kyle's winning project focused on compressing straw into boards to address housing displacement crises after earthquakes and cyclones. Kyle researched a way to take agricultural wastes and create 'wood-like' boards for constructing shelter.
- Active member of Eastview's student body and a member of the school orchestra.

James Sahanatien

Trustee Jodi Lloyd presented student James Sahanatien of Twin Lakes Secondary School with a Trustee Tribute for his contributions as a member of the Minister of Education's Student Advisory Council. Serving as a student advisor has given James the opportunity to be an integral part of bringing about future change for the students of Ontario. James has presented his views to the Minister of Education regarding the importance of acceptance and respect to students' well-being. He is currently working with the Orillia Youth Centre, is on the Twin Lakes volleyball team and is a member of the school's Gay-Straight Alliance.

**RECOMMENDATIONS FOR ACTION**

**(1) Report from the Closed Session of the Board in Committee of the Whole**

Report from the Closed Session of the Board in Committee of the Whole from September 26, 2012:

(1,2,3,4)

Moved by Michele Locke

Seconded by Nicole Black

(1)

***#BP-2012-09-26-87***

That the Board declare surplus and approve the disposition of the William B. Wright property in accordance with Ontario Regulation 444/98, as set out in Report No. CL-BF-D-1, Surplus Property: Group One Recommendations, dated September 5, 2012.

(2)

***#BP-2012-09-26-88***

That the Board declare surplus and approve the disposition of the Wyebridge property in accordance with Ontario Regulation 444/98, as set out in Report No. CL-BF-D-1, Surplus Property: Group One Recommendations, dated September 5, 2012.

(3)

***#BP-2012-09-26-89***

That the Board declare surplus and approve the disposition of the Bond Head property in accordance with Ontario Regulation 444/98, as set out in Report No. CL-BF-D-1, Surplus Property: Group One Recommendations, dated September 5, 2012.

(4)

***#BP-2012-09-26-90***

That the Board approve the school administrator appointments, as set out in Report No. CL-HR-D-1, School Administrator Appointments, dated September 12, 2012.

CARRIED

**(2) Matters Arising from Previous Meeting:**

**Motion(s) for which notice was given at previous Board meeting** - Nil

**(3) Notice of Time Sensitive Motions from Statutory Committee** - Nil

**(4) Committee Minutes/Reports – Items for Decision**

Report of the Business and Facilities Committee Meeting held  
September 5, 2012 (D-4-a)

(1)  
Moved by Suzanne Ley  
Seconded by Krista Mayne

***#BF-2012-09-26-91***

That the Board approve the Joint Use Agreement Renewals, as set out in APPENDIX A-H of Report No. BF-D-1, Joint Use Agreement Renewals – Various Municipalities, dated September 5, 2012.

CARRIED

(2)  
Moved by Michele Locke  
Seconded by Jodi Lloyd

***#BF-2012-09-26-92***

That the Board approve the adoption of the allocation model, as set out in Report No. BF-I-2, Trustee Professional Development, dated September 5, 2012.

CARRIED

Report of the Human Resources Standing Committee Meeting held  
September 12, 2012 (D-4-b)

Moved by Donna Armstrong  
Seconded by Michele Locke

***#HR-2012-09-13-93***

That the Board approve the revisions to Policy No. 3110, Recruitment and Selection, as set out in Report No. HR-D-1, Revision to Policy No. 3110, Recruitment and Selection, APPENDIX C, dated September 12, 2012.

CARRIED

Report of the Program Standing Committee meeting held  
September 12, 2012 (D-4-c)

Moved by Michele Locke  
Seconded by Debra Edwards

***#PRO-2012-09-13-94***

That the Board approve the revisions to Policy No. 4195, Voluntary, Confidential Self-Identification of First Nation, Métis, and Inuit students, as set out in APPENDIX C of Report No. PRO-D-1, Revisions to Policy No. 4195, Voluntary, Confidential Self-Identification of First Nation, Métis, and Inuit students, dated September 12, 2012.

CARRIED



(5) **Staff Reports – Items for Decision**

OPSBA Membership Fee (D-5-a)

Trustees spoke to the benefits of the Board being a member of the Ontario Public School Boards' Association.

Moved by Michele Locke  
Seconded by Nicole Black

***#BP-2012-09-26-95***

That the Board authorize the Director to submit the OPSBA membership fee for 2012-2013, as set out in Report No. D-5-a, 2012-2013 OPSBA Membership Fee, dated September 26, 2012.

CARRIED

Special Education Advisory Committee (SEAC) Alternate Member Resignation and Appointment (D-5-b)

In June 2012, Sheila Davis, SEAC Alternate Member for Catulpa Community Support Services submitted her resignation from the Simcoe County District school Board's Special Education Advisory Committee.

Moved by Peter Beacock  
Seconded by Donna Armstrong

***#BP-2012-09-26-96***

That the Board appoint to the Special Education Advisory Committee, effective immediately, Patrick King as alternate member for Catulpa Community Support Services, as set out in Report No. D-5-b, Special Education Advisory Committee (SEAC) Alternate Member Resignation and Appointment, dated September 26, 2012.

CARRIED

External Member Appointment to the Audit Committee (D-5-c)

Jason McArthur's External Audit Committee term of office expired in April 2012. Advertisements were placed in local newspapers seeking expressions of interest from financial experts to join the Audit Committee and interviews were conducted on September 12, 2012.

Moved by Jodi Lloyd  
Seconded by Suzanne Ley

***#BP-2012-09-26-97***

That the Board approve the appointment of Chris Edwards to the Audit Committee for a term of three years effective November 2012 – October 2015, as set out in Report No. D-5-c, Appointment of External Audit Committee Member, dated September 26, 2012.

CARRIED

(6) **Committee Minutes/Reports – Items for Information** - Nil

(7) **Staff Reports – Items for Information** – Nil

**E. OTHER MATTERS**

(1) Reports from Liaison Members

Trustee Michele Locke provided highlights of recent activities and meetings of the Ontario Public School Boards' Association (OPSBA).

*Trustee Edwards who was participating electronically, left the meeting at time.*

Trustee Amanda Monague shared her insights regarding a recent OPSBA meeting for First Nations trustees, and discussions pertaining to Native Language education.

(2) Notices of Motion for next meeting - Nil

(3) Questions and Proposals from Trustees

Trustee Michele Locke praised Cameron Street Public School's hosting of CTV's Canada AM live broadcast early on September 26 to officially launch the 2012-2013 Aviva Community Fund campaign. Last year, Cameron Street was awarded a \$90,000 Aviva Community Fund grant to revitalize the schoolyard and outdoor classroom.

Trustee Caroline Smith suggested that provincial funding be provided to all schools so they can replicate the successful outdoor classroom and schoolyard improvements created at Cameron Street.

Vice-Chairperson Peter Beacock referenced the Oro World's Fair and the wonderful participation by local rural SCDSB schools in this annual event. He complimented the participation of students, staff and administration in this unique educational experience.

(4) Professional Development Seminars Attendance

Student Trustee Christina Robertson declared her intention to attend the OSTA/AECO Fall General meeting taking place in Toronto on October 25-28, 2012.

(5) Reports/Update from Staff

Superintendent of Facility Services John Dance provided an overview of the groundbreaking ceremony held September 14, 2012, to celebrate the construction of a new public elementary school in the Innishore South area of Barrie. The school is scheduled to open in September 2013. The Honourable Laurel Broten, Minister of Education, participated in the celebration.

(6) Correspondence – Nil

**F. FUTURE BUSINESS OF THE BOARD, STANDING COMMITTEES  
AND ADVISORY COMMITTEES**

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Committee of the Whole – October 2, 2012 at 6:00 p.m. – Georgian Room  
Business and Facilities Standing Committee Meeting – October 3, 2012 at 6:00 p.m. – Georgian Room  
Years of Service Celebration – October 9, 2012 at 5:00 p.m. – Roy Edwards Room

Human Resources Standing Committee Meeting – October 10, 2012 at 6:00 p.m. –  
Georgian Room

Program Standing Committee Meeting – October 10, 2012 at 6:00 p.m. –  
Georgian Room

Special Education Advisory Committee Meeting – October 15, 2012 at 7:00 p.m. –  
Georgian Room

Parent Involvement Committee Meeting – October 17, 2012 at 5:00 p.m. –  
Kempfenfelt Room

First Nation Advisory Committee Meeting – October 24, 2012 at 10:00 a.m. –  
Georgian Room

Regular Meeting of the Board – October 24, 2012 at 6:00 p.m., followed immediately by  
the Committee of the Whole in Closed Session (Georgian Room), Public Session will  
resume at 7:30 P.M (Roy Edwards Room)

**MOTION TO ADJOURN**

Moved by Suzanne Ley  
Seconded by Michele Locke

That the meeting be adjourned at 8:25 p.m.

CARRIED

TO: The Chairperson and Members of the  
Simcoe County District School Board

FROM: The Secretary

SUBJECT: **REPORT OF THE COMMITTEE OF THE WHOLE BOARD**  
**HELD OCTOBER 2, 2012**

A meeting of the Committee of the Whole of the Simcoe County District School Board was held on Tuesday, October 2, 2012 at the Education Centre.

**A. (1) Roll Call**

**PRESENT:**

**Trustees**

Donna Armstrong, Peter Beacock (Vice-chairperson),  
Suzanne Ley, Michele Locke, Krista Mayne,  
Amanda Monague, Robert North (Chairperson).

**REGRETS:**

**Trustees**

Nicole Black, Debra Edwards, Jodi Lloyd, Christine Williams.

**ELECTRONIC**

**Participation**

Caroline Smith.

**PRESENT:**

**Student Trustees**

Christina Robertson, Cheryne Winstanley-Hayes.

**REGRETS**

**Student Trustees**

Brock Edwards.

**Recording Secretary**

Lena Robyn.

The Chairperson called the meeting to order at 6:00 p.m.

**(2) Approval of Agenda**

Moved by Krista Mayne  
Seconded by Suzanne Ley

That the Agenda be approved as printed.

CARRIED

**(3) Declaration of Conflicts of Interest – Nil**

**(4) Visitors**

Sheila MacKinnon, Shibley Righton Barristers and Solicitors  
Jennifer McIntyre, Policy and Communications Associate, Ontario Public School  
Boards' Association

Vice-chairperson Beacock introduced Sheila MacKinnon from Shibley Righton and  
Jennifer McIntyre from the Ontario Public School Boards' Association.

**B. RECOMMENDATIONS FOR ACTION**

(1) Staff Reports – Item for Decision

Trustee Code of Conduct Policy (B-1-a)

Kathryn Wallace, Director of Education, provided a brief overview of the report. The Education Act states that a board may adopt a code of conduct that applies to the members of the board. At the April 25, 2012 Board meeting, trustees approved a motion to establish a Committee of the Whole Board in order to adopt a Code of Conduct.

Jennifer McIntyre briefly spoke to Bill 177, Student Achievement and School Board Governance Act, 2009 as well as the consultation process. Sheila MacKinnon provided an overview of each of the sections within the draft policy.

*Trustee Smith, who was participating electronically, left the meeting at 7:10 p.m.*

Discussion took place regarding the draft policy and Sheila MacKinnon responded to questions from trustees.

**MOTION**

Moved by Michele Locke  
Seconded by Krista Mayne

That the Committee of the Whole Board recess at this time.

CARRIED

Moved by Krista Mayne  
Seconded by Suzanne Ley

***#CW-12-10-02-98***

That the Committee of the Whole Board approve the adoption of a Trustee Code of Conduct Policy, as revised, as set out in APPENDIX A of Report No. B-1-a, Trustee Code of Conduct Policy, dated October 2, 2012.

CARRIED

Attached as APPENDIX A are the proposed changes and additions outlined in red font. A final copy of the policy with the revisions incorporated is attached as APPENDIX B.

Vice-chairperson Beacock indicated that if the Trustee Code of Conduct Policy is approved, the current Trustee Code of Ethics that was approved in November 2003 would need to be rescinded.

**MOTION**

Moved by Suzanne Ley  
Seconded by Amanda Monague

***#CW-12-10-02-99***

That the Committee of the Whole recommends that the Board rescind the current Code of Ethics for Trustees, as set out in Report No. B-2-c, dated November 26, 2003.

CARRIED

**C. FUTURE BUSINESS OF THE BOARD, STANDING COMMITTEES  
AND ADVISORY COMMITTEES**

Business and Facilities Standing Committee Meeting – October 3, 2012 at 6:00 p.m. –  
Georgian Room  
Human Resources Standing Committee Meeting – October 10, 2012 at 6:00 p.m. –  
Georgian Room  
Program Standing Committee Meeting – October 10, 2012 at 6:00 p.m. –  
Georgian Room  
Special Education Advisory Committee Meeting – October 15, 2012 at 7:00 p.m. –  
Georgian Room  
Parent Involvement Committee Meeting – October 17, 2012 at 5:00 p.m. –  
Kempfenfelt Room  
First Nation Advisory Committee Meeting – October 24, 2012 at 10:00 a.m.  
Georgian Room  
Regular Meeting of the Board – October 24, 2012 at 6:00 p.m., followed immediately by  
the Committee of the Whole in Closed Session (Georgian Room), Public Session will  
resume at 7:30 P.M (Roy Edwards Room)

**MOTION TO ADJOURN**

Moved by Michele Locke  
Seconded by Krista Mayne

That the meeting be adjourned at 9:00 p.m.

CARRIED

**RECOMMENDATIONS**

1. That the Board approve the adoption of a Trustee Code of Conduct Policy, as revised, as set out in APPENDIX A of Report No. B-1-a, Trustee Code of Conduct Policy, dated October 2, 2012.
2. That the Board rescind the current Code of Ethics for Trustees, as set out in Report No. B-2-c, dated November 26, 2003.

**Approved for submission by:**

Kathryn Wallace  
Director of Education

## **1. Rationale**

A Code of Conduct contributes to confidence in public education and promotes respect for the integrity of trustees in the community. It deals with acceptable and respectful behaviours. It is important to recognize the public trust and responsibility the collective body carries and that this trust and responsibility is honoured through determining and enforcing norms of acceptable behaviour.

## **2. Policy Statement**

It is the policy of the Simcoe County District School Board that all trustees and student trustees of the board (the trustees) abide by this Code of Conduct and Enforcement for trustees, as amended from time to time. All trustees and student trustees of the board shall review annually this Code of Conduct and Enforcement and sign a copy of it confirming that they have received a copy, read it and agree to abide by it.

## **3. Integrity and Dignity of Office**

- 3.1 Trustees of the Board shall fulfill their duties loyally, faithfully, impartially and in a manner that will inspire public confidence in the abilities and integrity of the Board.
- 3.2 Trustees shall recognize that the expenditure of school board funds is a public trust and endeavour to see that the funds are expended efficiently, in the best interests of the students.
- 3.3 Trustees, as leaders of the board, must uphold the dignity of the office and conduct themselves in a professional manner, especially when attending board events, or while on board property.
- 3.4 Trustees shall ensure that their comments are issue-based and not personal, demeaning or disparaging with regard to board staff or fellow board members.
- 3.5 Trustees shall endeavor to participate in trustee development opportunities to enhance their ability to fulfill their obligations.
- 3.6 Trustees will be motivated by an earnest desire to serve the school board to the best of their ability to meet the educational needs of all students.

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#### **4. Avoidance of Personal Advantage and Conflict of Interest**

- 4.1 No trustee shall accept a gift from any person or entity that has dealings with the board if a reasonable person might conclude that the gift could influence the trustee when performing his or her duties to the board.
- 4.2 A trustee shall not use his or her office to advance the trustee's interests or the interests of any family member or person or organization with whom or with which the trustee is related or associated.
- 4.3 No trustee shall use his or her office to obtain employment with the board for the trustee or a family member.

#### **5. Compliance with Legislation**

- 5.1 A trustee shall fulfill his or her duties in accordance with the Education Act and any regulations, directives or guidelines thereunder and comply with the Municipal Freedom of Information and Protection of Privacy Act, and any other relevant legislation.
- 5.2 Every trustee shall uphold the letter and spirit of this Code of Conduct.
- 5.3 Every trustee shall respect and understand the roles and duties of the individual trustees, Board of Trustees, the Director of Education and the Chair of the Board.

#### **6. Civil Behaviour**

- 6.1 No trustee shall engage in conduct during meetings of the Board or committees of the Board, and at all other times that would discredit or compromise the integrity of the Board.
- 6.2 A trustee shall not advance allegations of misconduct and/or a breach of this Code of Conduct that are trivial, frivolous, vexatious, made in bad faith or vindictive in nature against another trustee.
- 6.3 When expressing individual views, trustees shall respect the differing points of view of other trustees, staff, students and the public.
- 6.4 Every trustee shall at all times act with decorum and shall be respectful of other trustees, staff, students and the public.
- 6.5 All trustees shall endeavour to work with other trustees and staff in a spirit of respect, openness, courtesy, and co-operation.

#### **7. Respect for Confidentiality**

- 7.1 Every trustee shall keep confidential any information disclosed or discussed at a meeting of the Board or committee of the Board, or part of a meeting of the Board or committee of the Board, that was closed to the public, and keep confidential the substance of deliberations of a meeting closed to the public, unless required to divulge such information by law or authorized by the Board to do so.



- 7.2 No trustee shall use confidential information for either personal gain or to the detriment of the board.
- 7.3 Trustees shall not divulge confidential information, including personal information about an identifiable individual or information subject to solicitor-client privilege that a trustee becomes aware of because of his or her position, except when required by law or authorized by the Board to do so.

## **8. Upholding Decisions**

- 8.1 All trustees shall accept that authority rests with the Board, and that a trustee has no individual authority other than that delegated by the Board.
- 8.2 Each trustee shall uphold the implementation of any board resolution after it is passed by the Board. A proper motion for reconsideration or rescission, if permitted by the Board's By-laws, can be brought by a trustee.
- 8.3 A trustee should be able to explain the rationale for a resolution passed by the Board. A trustee may respectfully state his or her position on a resolution provided it does not in any way undermine the implementation of the resolution.
- 8.4 Each trustee shall comply with board policies, board by-laws, and applicable procedures.
- 8.5 The Chair of the Board is the spokesperson to the public on behalf of the Board, unless otherwise determined by the Board. No other trustee shall speak on behalf of the Board unless expressly authorized by the Chair or Board to do so. When individual trustees express their opinions in public, they must make it clear that they are not speaking on behalf of the Board.

## **9. Enforcement of Code of Conduct**

### **Identifying a Breach of the Code**

- 9.1 A trustee who has reasonable grounds to believe that a trustee has breached the Board's Code of Conduct may bring the alleged breach to the attention of the Code of Conduct Committee through the Chair of the Board
- 9.2 The Code of Conduct applies equally to the Chair of the Board. In the case of an allegation of a breach of the Code by the Chair, wherever a process requires action by the Chair, it shall be modified to read the Vice-chair of the Board.
- 9.3 Any allegation of a breach of the Code must be brought to the attention of the Code of Conduct Committee no later than six weeks after the breach comes to the knowledge of the trustee reporting the breach. Notwithstanding the foregoing, in no circumstance shall an inquiry into a breach of the Code be undertaken after the expiration of six months from the time the contravention is alleged to have occurred.
- 9.4 Any allegation of a breach of the Code of Conduct shall be investigated following the Informal or Formal Complaint Procedures as the case may be.

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9.5 It is expected that whenever possible, allegations of a breach of the Code of Conduct by a trustee shall be investigated following the Informal Complaint Procedure. It is recognized that from time to time a contravention of the Code may occur that is trivial, or committed through inadvertence, or an error of judgment made in good faith. In the spirit of collegiality and the best interests of the board the first purpose of alerting a trustee to a breach of the Code is to assist the trustee in understanding his/her obligations under the Code. Only serious and/or reoccurring breaches of the Code by a trustee should be investigated following the Formal Complaint Procedure.

#### **10. Code of Conduct Committee**

10.1 A Code of Conduct Committee is comprised of three individuals, the Chair of the Board, Vice-chair of the Board and a trustee of the Board appointed by the Board. Each year the trustee position and an alternate trustee position for the Code of Conduct Committee shall be appointed by the Board in December, through the recommendation of the Selection Committee. The alternate trustee is used when the circumstance warrants that one trustee is needed to replace the Chair, Vice-Chair or trustee to carry out any of the duties required under this Code of Conduct and Enforcement of the Code of Conduct. In no circumstance shall the trustee who brought the complaint of a breach of the Code of Conduct be involved in conducting any formal inquiry into the complaint.

10.2 Nothing in this Code prevents the Chair or Presiding Officer of any meeting of the Board or committee of the Board from exercising their power pursuant to s. 207(3) of the Education Act to expel or exclude from any meeting any person who has been guilty of improper conduct at the meeting. For greater certainty, this may be done at the sole discretion of the Chair or Presiding Officer, as the case may be, and without the necessity of a complaint or conducting an inquiry before an expulsion or exclusion from a meeting. The rationale for this provision is that a Chair or Presiding Officer must have the ability to control a meeting. Any trustee who does not abide by a reasonable expulsion or exclusion from a meeting is deemed to have breached this Code.

10.3 The Chair or Presiding Officer shall follow the special rules of order of the Board and/or the adopted Rules of Order and meeting procedures contained in any policy or by-law of the Board. A breach of a rule of order should be dealt with at the meeting in question by a trustee rising to a point of order or appealing a ruling of the Chair in accordance with any applicable Board By-laws. Once such a motion is dealt with by the Board, all trustees shall abide by that decision and no further action shall be undertaken pursuant to the Enforcement of the Code of Conduct, except for persistent improper use of the applicable rules of order by the Chair or Presiding Officer.

#### **11. Informal Complaint Procedure**

11.1 The Code of Conduct Committee, or at the request of a trustee, without the necessity of providing a formal written complaint, who alleges a breach of the Code has occurred, may meet informally with a trustee who is alleged to have breached the Code, to discuss the breach. The purpose of the meeting is to bring the allegation of the breach to the attention of the trustee and to discuss remedial measures to correct the offending behaviour. The Informal Complaint Procedure is conducted in private.

11.2 The remedial measures may include, for example, a warning, an apology, and/or the requirement of the trustee to engage in the successful completion of professional development training such as that offered by the Ontario Education Services Corporation Professional Development Program for School Board Trustees. If the committee and the trustee alleged to have breached this Code cannot agree on a remedy, then a formal complaint may be brought against the trustee alleged to have breached this Code and that complaint will be dealt with in accordance with the Formal Complaint Procedure.

## **12. Formal Complaint Procedure**

- 12.1 A trustee who has reasonable grounds to believe that another trustee has breached the Board's Code of Conduct may bring the breach to the attention of the Code of Conduct Committee through a written, signed complaint setting out the following: (i) the name of the trustee who is alleged to have breached the Code; (ii) the alleged breach or breaches of the Code; (iii) information as to when the breach came to the trustee's attention; (iv) the grounds for the belief by the trustee that a breach of the Code has occurred; and (v) the names and contact information of any witnesses to the breach or any other persons who have relevant information regarding the alleged breach. If a written complaint is filed with the committee, then a formal inquiry shall be undertaken. The complainant can however subsequently withdraw the complaint or agree that the complaint may be dealt with in accordance with the Informal Complaint Procedure.
- 12.2 **If the complainant does not withdraw the complaint or does not agree that the complaint may be dealt with in accordance with the informal complaint procedures, then** the Code of Conduct Committee shall provide to all trustees a confidential copy of the complaint within 10 days of receiving it. The complaint, any response to the complaint and the investigation of the complaint shall be confidential at least until it is before the Board for a decision as to whether or not the trustee has breached this Code.
- 12.3 In an election year for trustees, a Code of Conduct complaint respecting a trustee who is seeking re-election shall not be brought during the period commencing two months prior to election day and ending after the first board meeting after the new term of office of the Board commences. If the trustee accused of a breach of the Code is not re-elected, no inquiry into the alleged breach of the Code by that trustee shall be undertaken. The limitation period for bringing a complaint shall be extended as necessary.

## **13. Refusal to Conduct Formal Inquiry**

- 13.1 If the Code of Conduct Committee is of the unanimous opinion that the complaint is out of time, trivial, frivolous, vexatious or not made in good faith, or that there are no grounds or insufficient grounds for a formal inquiry, a formal inquiry shall not be conducted and a report stating the reasons for not doing so shall be provided to all trustees.
- 13.2 If the committee cannot unanimously agree on the above then a full formal inquiry shall be conducted.

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13.3 After receiving the above report of the Code of Conduct Committee, the Board shall decide whether or not to accept the opinion of the Code of Conduct Committee not to proceed with a formal inquiry. The process for making this decision shall be done in accordance with the Decision sections of the Enforcement of this Code of Conduct, modified as necessary, to apply to this decision.

13.4 If an allegation of a breach of the Code of Conduct on its face is with respect to the non-compliance with a more specific board policy with a separate complaint procedure, the allegation shall be processed under that procedure.

#### **14. Steps of Formal Inquiry**

14.1 If a formal inquiry of an allegation of a breach of the Code of Conduct is undertaken, it shall be done by the Code of Conduct Committee. The formal inquiry may also be delegated to an external consultant as determined by the Committee.

14.2 No trustee shall undertake their own investigation of the matter.

14.3 Regardless of who undertakes the formal inquiry the following steps shall be followed.

14.4 The Statutory Powers Procedure Act does not apply to anything done regarding the enforcement of this Code of Conduct. No formal trial-type hearing will be conducted.

14.5 Procedural fairness shall govern the formal inquiry. The formal inquiry will be conducted in private.

14.6 The formal inquiry may involve both written and oral statements by any witnesses, the trustee bringing the complaint and the trustee who is alleged to have breached the Code of Conduct.

14.7 The trustee who is alleged to have breached the Code of Conduct shall have an opportunity to respond to the allegations both in a private meeting with the person(s) undertaking the formal inquiry and in writing.

14.8 It is expected that the formal inquiry will be conducted within a reasonable period of time which will depend on the circumstances of the case. The trustee who is alleged to have breached the Code of Conduct shall provide a written response to the allegations within ten (10) days of receiving the written allegation, or such extended period of the time as the Code of Conduct Committee or delegated individual deem appropriate in the circumstance.

14.9 If the trustee who is alleged to have breached the Code of Conduct refuses to participate in the formal inquiry, the formal inquiry will continue in his/her absence.

14.10 Once the formal inquiry is complete, the final report is prepared by the Code of Conduct Committee or delegated external consultant, as the case may be, and shall outline the finding of facts, but not contain a recommendation or opinion as to whether the Code of Conduct has been breached. This will be determined by the Board as a whole.

14.11 If the Code of Conduct Committee is conducting the formal inquiry and when conducting the formal inquiry cannot unanimously agree on the final finding of facts, it shall be referred to an external consultant to complete the formal inquiry.

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### **15. Suspension of Formal Inquiry**

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

### **16. Decision**

- 16.1 The final report shall be delivered to the Board, and a decision by the Board as to whether or not the Code of Conduct has been breached and the sanction, if any, for the breach shall be made as soon as practical after receipt of the final report by the Board.
- 16.2 Trustees shall consider only the findings in the final report when voting on the decision and sanction.
- 16.3 If the Board determines that there has been no breach of the Code of Conduct or that a contravention occurred, although the trustee took all reasonable measures to prevent it, or that a contravention occurred that was trivial, or committed through inadvertence, or an error of judgment made in good faith, no sanction shall be imposed.
- 16.4 The determination of a breach of the Code of Conduct and the imposition of a sanction with respect to a complaint investigated in accordance with the Formal Complaint Procedure must be done by resolution of the Board at a meeting of the Board, and the vote on the resolution shall be open to the public. The resolutions and reasons for the decision shall be recorded in the minutes of the meeting. Both resolutions shall be decided by a vote of at least two thirds of the Trustees present and voting.
- 16.5 Despite s. 207 (1) of the Education Act, the part of the meeting of the Board during which a breach or alleged breach of the Board's Code of Conduct is considered may be closed to the public when the breach or alleged breach involves any of the matters described in clauses 207(2) (a) to (e) being:
- (a) the security of the property of the board;
  - (b) the disclosure of intimate, personal or financial information in respect of a member of the board or committee, an employee or prospective employee of the board or a pupil or his or her parent or guardian;
  - (c) the acquisition or disposal of a school site;
  - (d) decisions in respect of negotiations with employees of the board; or
  - (e) litigation affecting the board.
- 16.6 The trustee who is alleged to have breached the Code of Conduct shall not vote on a resolution to determine whether or not there is a breach or the imposition of a sanction. The trustee who brought the complaint to the attention of the Board may vote on those resolutions.

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16.7 The trustee who is alleged to have breached the Code of Conduct may be present during the deliberations regarding the above but shall not participate in the deliberations, and shall not be required to answer any questions at that meeting.

## **17. Sanctions**

17.1 The trustee who is alleged to have breached the Code of Conduct shall not in any way, after the final report is completed, influence the vote on the decision of breach or sanction, except as permitted below after these decisions have been made.

17.2 If the Board determines that the trustee has breached the Board's Code of Conduct, the Board may impose one or more of the following sanctions:

- (a) Censure of the trustee;
- (b) Barring the trustee from attending all or part of a meeting of the Board or a meeting of a committee of the Board. If a matter requires the First Nation Trustee to represent the interests of First Nation students, in accordance with Ontario Regulation 462/97, this trustee will not be barred from attending for that specific matter;
- (c) Barring the member from sitting on one or more committees of the Board, for the period of time specified by the Board. If the matter requires the First Nation Trustee to represent the interests of First Nation students, this trustee will not be barred from sitting on the committee for that specific matter.

17.3 The Board shall not impose a sanction which is more onerous than the above but may impose one that is less onerous such as a warning or a requirement that the trustee successfully complete specified professional development courses at the expense of the Board.

17.4 The Board has no power to declare the trustee's seat vacant.

17.5 A trustee who is barred from attending all or part of a meeting of the Board or a meeting of a committee of the Board is not entitled to receive any materials that relate to that meeting or that part of the meeting and that are not available to members of the public.

17.6 The imposition of a sanction barring a trustee from attending all or part of a meeting of the Board shall be deemed to be authorization for the trustee to be absent from the meeting and therefore, not in violation of the Education Act regarding absences from meetings.

## **18. Reconsideration**

18.1 If the Board determines that a trustee has breached the Board's Code of Conduct the Board shall,

- (a) give the trustee written notice of the determination, the reasons for the decision and any sanction imposed by the Board;
- (b) the notice shall inform the trustee that he or she may make written submissions to the Board in respect of the determination or sanction by the date specified in the notice that is at least fourteen days after the notice is received by the trustee; and

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**TRUSTEE CODE OF CONDUCT 2125**

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(c) consider any submissions made by the trustee and shall confirm or revoke the determination or sanction with fourteen days after the submissions are received.

- 18.2 If the Board revokes a determination, any sanction imposed by the Board is revoked.
- 18.3 If the Board confirms a determination, the Board shall, within the 14 days noted above, confirm, vary or revoke the sanction.
- 18.4 If a sanction is varied or revoked, the variation or revocation shall be deemed to be effective as of the date the original determination was made.
- 18.5 The Board decisions to confirm or revoke a determination or confirm, vary or revoke a sanction shall be done by resolution at a meeting of the Board and the vote on the resolution shall be open to the public. Both resolutions shall be decided by a vote of at least two thirds of the trustees present and voting. The resolutions shall be recorded in the minutes of the meeting together with the reasons for confirming or revoking a determination. The Board shall provide to the trustee alleged to have breached the Code of Conduct written notice of the decision to confirm or revoke the determination together with reasons for the decision and written notice of any decision to confirm, vary or revoke a sanction. The trustee alleged to have breached the Code of Conduct shall not vote on those resolutions. The trustee who brought the complaint may vote.
- 18.6 The trustee who is alleged to have breached the Code of Conduct may be present during the deliberations regarding the above but may not participate in the deliberations and shall not be required to answer any questions at that meeting.
- 18.7 If appropriate, the original sanction may be stayed pending the reconsideration by the Board of the determination or sanction.

*References:*

*Policy No. 3031, Workplace Harassment*

*Policy No. 3035, Workplace Conflict Resolution*

*Policy No. 3140, Health and Safety*

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**Acknowledgement and Undertaking**

I confirm that I have read, understand and agree to abide by the Board's Code of Conduct and the Enforcement Procedures.

**DATE:** ►

**SIGNATURE:**

\_\_\_\_\_

**Print Name:**

\_\_\_\_\_

DRAFT



THIS FLOW CHART IS INTENDED ONLY AS A GENERAL OVERVIEW OF THE ENFORCEMENT PROVISIONS OF THE ATTACHED POLICY. IF THERE IS ANY CONFLICT BETWEEN THIS FLOW CHART AND THE POLICY, THE WORDING IN THE POLICY PREVAILS.

### TRUSTEE CODE OF CONDUCT PROCESS

Allegation of a breach of the Code must be brought to the attention of the Code of Conduct Committee (CCC) no later than six weeks after the breach comes to the knowledge of the trustee reporting the breach. No inquiry into a breach of the Code can be undertaken after six months from the time the contravention is alleged to have occurred (9.3)

#### Informal Complaint

Trustee may bring the breach to the attention of the CCC. CCC meets informally with trustee who has alleged to have breached the code. Remedial measures are decided on. If a remedy is not agreed to, then a formal complaint may occur (11.1)

#### Formal Complaint

Trustee may bring the breach to the attention of the CCC through a written signed complaint. CCC shall provide all trustees a confidential copy of the complaint within 10 days of receiving it (12.1) Complainant may subsequently agree that complaint may be dealt with informally or withdrawn

If CCC determines that there are no grounds or insufficient grounds for complaint a report prepared by CCC stating reasons is provided to all trustees (13.1)

Trustee alleged to have breached the code shall file a response within ten days (14.8)

Board decides whether or not to proceed with formal inquiry

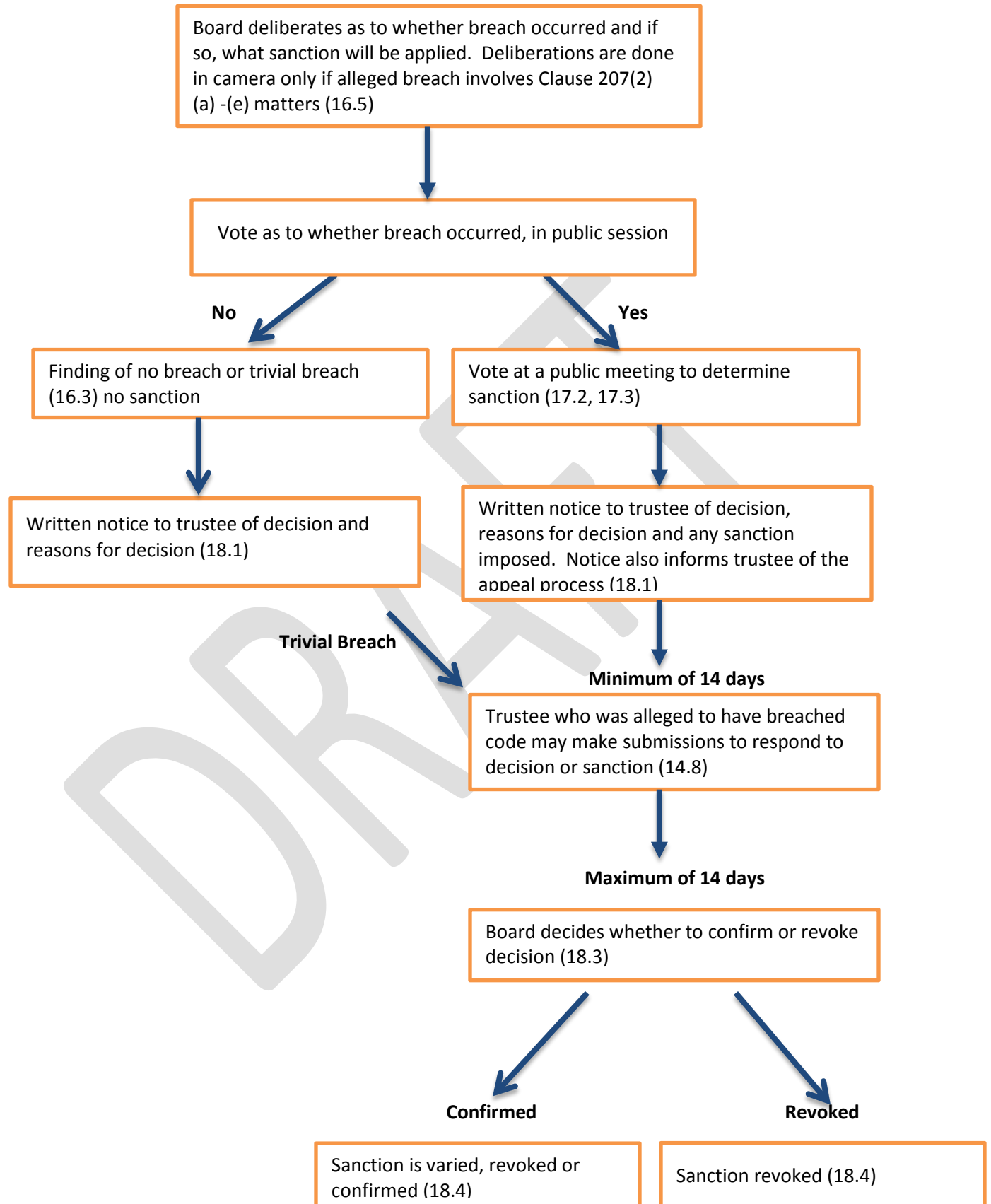
Formal inquiry of an allegation shall be conducted by the CCC or external consultant (14.1)

No

Yes

Advise Trustee alleged to have breached the code that the complaint will not be pursued.

Fact finding report prepared and delivered to the Board (14.10)



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## **1. Rationale**

A Code of Conduct contributes to confidence in public education and promotes respect for the integrity of trustees in the community. It deals with acceptable and respectful behaviours. It is important to recognize the public trust and responsibility the collective body carries and that this trust and responsibility is honoured through determining and enforcing norms of acceptable behaviour.

## **2. Policy Statement**

It is the policy of the Simcoe County District School Board that all trustees and student trustees of the board (the trustees) abide by this Code of Conduct and Enforcement for trustees, as amended from time to time. All trustees and student trustees of the board shall review annually this Code of Conduct and Enforcement and sign a copy of it confirming that they have received a copy, read it and agree to abide by it.

## **3. Integrity and Dignity of Office**

- 3.1 Trustees of the Board shall fulfill their duties loyally, faithfully, impartially and in a manner that will inspire public confidence in the abilities and integrity of the Board.
- 3.2 Trustees shall recognize that the expenditure of school board funds is a public trust and endeavour to see that the funds are expended efficiently, in the best interests of the students.
- 3.3 Trustees, as leaders of the board, must uphold the dignity of the office and conduct themselves in a professional manner, especially when attending board events, or while on board property.
- 3.4 Trustees shall ensure that their comments are issue-based and not personal, demeaning or disparaging with regard to board staff or fellow board members.
- 3.5 Trustees shall endeavor to participate in trustee development opportunities to enhance their ability to fulfill their obligations.
- 3.6 Trustees will be motivated by an earnest desire to serve the school board to the best of their ability to meet the educational needs of all students.

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#### **4. Avoidance of Personal Advantage and Conflict of Interest**

- 4.1 No trustee shall accept a gift from any person or entity that has dealings with the board if a reasonable person might conclude that the gift could influence the trustee when performing his or her duties to the board.
- 4.2 A trustee shall not use his or her office to advance the trustee's interests or the interests of any family member or person or organization with whom or with which the trustee is related or associated.
- 4.3 No trustee shall use his or her office to obtain employment with the board for the trustee or a family member.

#### **5. Compliance with Legislation**

- 5.1 A trustee shall fulfill his or her duties in accordance with the Education Act and any regulations, directives or guidelines thereunder and comply with the Municipal Freedom of Information and Protection of Privacy Act, and any other relevant legislation.
- 5.2 Every trustee shall uphold the letter and spirit of this Code of Conduct.
- 5.3 Every trustee shall respect and understand the roles and duties of the individual trustees, Board of Trustees, the Director of Education and the Chair of the Board.

#### **6. Civil Behaviour**

- 6.1 No trustee shall engage in conduct during meetings of the Board or committees of the Board, and at all other times that would discredit or compromise the integrity of the Board.
- 6.2 A trustee shall not advance allegations of misconduct and/or a breach of this Code of Conduct that are trivial, frivolous, vexatious, made in bad faith or vindictive in nature against another trustee.
- 6.3 When expressing individual views, trustees shall respect the differing points of view of other trustees, staff, students and the public.
- 6.4 Every trustee shall at all times act with decorum and shall be respectful of other trustees, staff, students and the public.
- 6.5 All trustees shall endeavour to work with other trustees and staff in a spirit of respect, openness, courtesy, and co-operation.

#### **7. Respect for Confidentiality**

- 7.1 Every trustee shall keep confidential any information disclosed or discussed at a meeting of the Board or committee of the Board, or part of a meeting of the Board or committee of the Board, that was closed to the public, and keep confidential the substance of deliberations of a meeting closed to the public, unless required to divulge such information by law or authorized by the Board to do so.

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**TRUSTEE CODE OF CONDUCT 2125**

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7.2 No trustee shall use confidential information for either personal gain or to the detriment of the board.

7.3 Trustees shall not divulge confidential information, including personal information about an identifiable individual or information subject to solicitor-client privilege that a trustee becomes aware of because of his or her position, except when required by law or authorized by the Board to do so.

**8. Upholding Decisions**

8.1 All trustees shall accept that authority rests with the Board, and that a trustee has no individual authority other than that delegated by the Board.

8.2 Each trustee shall uphold the implementation of any board resolution after it is passed by the Board. A proper motion for reconsideration or rescission, if permitted by the Board's By-laws, can be brought by a trustee.

8.3 A trustee should be able to explain the rationale for a resolution passed by the Board. A trustee may respectfully state his or her position on a resolution provided it does not in any way undermine the implementation of the resolution.

8.4 Each trustee shall comply with board policies, board by-laws, and applicable procedures.

8.5 The Chair of the Board is the spokesperson to the public on behalf of the Board, unless otherwise determined by the Board. No other trustee shall speak on behalf of the Board unless expressly authorized by the Chair or Board to do so. When individual trustees express their opinions in public, they must make it clear that they are not speaking on behalf of the Board.

**9. Enforcement of Code of Conduct**

**Identifying a Breach of the Code**

9.1 A trustee who has reasonable grounds to believe that a trustee has breached the Board's Code of Conduct may bring the alleged breach to the attention of the Code of Conduct Committee through the Chair of the Board

9.2 The Code of Conduct applies equally to the Chair of the Board. In the case of an allegation of a breach of the Code by the Chair, wherever a process requires action by the Chair, it shall be modified to read the Vice-chair of the Board.

9.3 Any allegation of a breach of the Code must be brought to the attention of the Code of Conduct Committee no later than six weeks after the breach comes to the knowledge of the trustee reporting the breach. Notwithstanding the foregoing, in no circumstance shall an inquiry into a breach of the Code be undertaken after the expiration of six months from the time the contravention is alleged to have occurred.

9.4 Any allegation of a breach of the Code of Conduct shall be investigated following the Informal or Formal Complaint Procedures as the case may be.

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9.5 It is expected that whenever possible, allegations of a breach of the Code of Conduct by a trustee shall be investigated following the Informal Complaint Procedure. It is recognized that from time to time a contravention of the Code may occur that is trivial, or committed through inadvertence, or an error of judgment made in good faith. In the spirit of collegiality and the best interests of the board the first purpose of alerting a trustee to a breach of the Code is to assist the trustee in understanding his/her obligations under the Code. Only serious and/or reoccurring breaches of the Code by a trustee should be investigated following the Formal Complaint Procedure.

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10.1 A Code of Conduct Committee is comprised of three individuals, the Chair of the Board, Vice-chair of the Board and a trustee of the Board appointed by the Board. Each year the trustee position and an alternate trustee

10.2 e position for the Code of Conduct Committee shall be appointed by the Board in December, through the recommendation of the Selection Committee. The alternate trustee is used when the circumstance warrants that one trustee is needed to replace the Chair, Vice-Chair or trustee to carry out any of the duties required under this Code of Conduct and Enforcement of the Code of Conduct. In no circumstance shall the trustee who brought the complaint of a breach of the Code of Conduct be involved in conducting any formal inquiry into the complaint.

10.2 Nothing in this Code prevents the Chair or Presiding Officer of any meeting of the Board or committee of the Board from exercising their power pursuant to s. 207(3) of the Education Act to expel or exclude from any meeting any person who has been guilty of improper conduct at the meeting. For greater certainty, this may be done at the sole discretion of the Chair or Presiding Officer, as the case may be, and without the necessity of a complaint or conducting an inquiry before an expulsion or exclusion from a meeting. The rationale for this provision is that a Chair or Presiding Officer must have the ability to control a meeting. Any trustee who does not abide by a reasonable expulsion or exclusion from a meeting is deemed to have breached this Code.

10.3 The Chair or Presiding Officer shall follow the special rules of order of the Board and/or the adopted Rules of Order and meeting procedures contained in any policy or by-law of the Board. A breach of a rule of order should be dealt with at the meeting in question by a trustee rising to a point of order or appealing a ruling of the Chair in accordance with any applicable Board By-laws. Once such a motion is dealt with by the Board, all trustees shall abide by that decision and no further action shall be undertaken pursuant to the Enforcement of the Code of Conduct, except for persistent improper use of the applicable rules of order by the Chair or Presiding Officer.

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

### **16. Decision**

- 16.1 The final report shall be delivered to the Board, and a decision by the Board as to whether or not the Code of Conduct has been breached and the sanction, if any, for the breach shall be made as soon as practical after receipt of the final report by the Board.
- 16.2 Trustees shall consider only the findings in the final report when voting on the decision and sanction.
- 16.3 If the Board determines that there has been no breach of the Code of Conduct or that a contravention occurred, although the trustee took all reasonable measures to prevent it, or that a contravention occurred that was trivial, or committed through inadvertence, or an error of judgment made in good faith, no sanction shall be imposed.
- 16.4 The determination of a breach of the Code of Conduct and the imposition of a sanction with respect to a complaint investigated in accordance with the Formal Complaint Procedure must be done by resolution of the Board at a meeting of the Board, and the vote on the resolution shall be open to the public. The resolutions and reasons for the decision shall be recorded in the minutes of the meeting. Both resolutions shall be decided by a vote of at least two thirds of the Trustees present and voting.
- 16.5 Despite s. 207 (1) of the Education Act, the part of the meeting of the Board during which a breach or alleged breach of the Board's Code of Conduct is considered may be closed to the public when the breach or alleged breach involves any of the matters described in clauses 207(2) (a) to (e) being:
- (a) the security of the property of the board;
  - (b) the disclosure of intimate, personal or financial information in respect of a member of the board or committee, an employee or prospective employee of the board or a pupil or his or her parent or guardian;
  - (c) the acquisition or disposal of a school site;
  - (d) decisions in respect of negotiations with employees of the board; or
  - (e) litigation affecting the board.
- 16.6 The trustee who is alleged to have breached the Code of Conduct shall not vote on a resolution to determine whether or not there is a breach or the imposition of a sanction. The trustee who brought the complaint to the attention of the Board may vote on those resolutions.

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16.7 The trustee who is alleged to have breached the Code of Conduct may be present during the deliberations regarding the above but shall not participate in the deliberations, and shall not be required to answer any questions at that meeting.

## **17. Sanctions**

17.1 The trustee who is alleged to have breached the Code of Conduct shall not in any way, after the final report is completed, influence the vote on the decision of breach or sanction, except as permitted below after these decisions have been made.

17.2 If the Board determines that the trustee has breached the Board's Code of Conduct, the Board may impose one or more of the following sanctions:

- (a) Censure of the trustee;
- (b) Barring the trustee from attending all or part of a meeting of the Board or a meeting of a committee of the Board. If a matter requires the First Nation Trustee to represent the interests of First Nation students, in accordance with Ontario Regulation 462/97, this trustee will not be barred from attending for that specific matter;
- (c) Barring the member from sitting on one or more committees of the Board, for the period of time specified by the Board. If the matter requires the First Nation Trustee to represent the interests of First Nation students, this trustee will not be barred from sitting on the committee for that specific matter.

17.3 The Board shall not impose a sanction which is more onerous than the above but may impose one that is less onerous such as a warning or a requirement that the trustee successfully complete specified professional development courses at the expense of the Board.

17.4 The Board has no power to declare the trustee's seat vacant.

17.5 A trustee who is barred from attending all or part of a meeting of the Board or a meeting of a committee of the Board is not entitled to receive any materials that relate to that meeting or that part of the meeting and that are not available to members of the public.

17.6 The imposition of a sanction barring a trustee from attending all or part of a meeting of the Board shall be deemed to be authorization for the trustee to be absent from the meeting and therefore, not in violation of the Education Act regarding absences from meetings.

## **18. Reconsideration**

18.1 If the Board determines that a trustee has breached the Board's Code of Conduct the Board shall,

- (a) give the trustee written notice of the determination, the reasons for the decision and any sanction imposed by the Board;
- (b) the notice shall inform the trustee that he or she may make written submissions to the Board in respect of the determination or sanction by the date specified in the notice that is at least fourteen days after the notice is received by the trustee; and

**MANAGEMENT 2000**

**TRUSTEE CODE OF CONDUCT 2125**

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(c) consider any submissions made by the trustee and shall confirm or revoke the determination or sanction with fourteen days after the submissions are received.

18.2 If the Board revokes a determination, any sanction imposed by the Board is revoked.

18.3 If the Board confirms a determination, the Board shall, within the 14 days noted above, confirm, vary or revoke the sanction.

18.4 If a sanction is varied or revoked, the variation or revocation shall be deemed to be effective as of the date the original determination was made.

18.5 The Board decisions to confirm or revoke a determination or confirm, vary or revoke a sanction shall be done by resolution at a meeting of the Board and the vote on the resolution shall be open to the public. Both resolutions shall be decided by a vote of at least two thirds of the trustees present and voting. The resolutions shall be recorded in the minutes of the meeting together with the reasons for confirming or revoking a determination. The Board shall provide to the trustee alleged to have breached the Code of Conduct written notice of the decision to confirm or revoke the determination together with reasons for the decision and written notice of any decision to confirm, vary or revoke a sanction. The trustee alleged to have breached the Code of Conduct shall not vote on those resolutions. The trustee who brought the complaint may vote.

18.6 The trustee who is alleged to have breached the Code of Conduct may be present during the deliberations regarding the above but may not participate in the deliberations and shall not be required to answer any questions at that meeting.

18.7 If appropriate, the original sanction may be stayed pending the reconsideration by the Board of the determination or sanction.

*References:*

*Policy No. 3031, Workplace Harassment*

*Policy No. 3035, Workplace Conflict Resolution*

*Policy No. 3140, Health and Safety*

MANAGEMENT 2000

TRUSTEE CODE OF CONDUCT 2125

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**Acknowledgement and Undertaking**

I confirm that I have read, understand and agree to abide by the Board's Code of Conduct and the Enforcement Procedures.

**DATE:** ►

**SIGNATURE:**

\_\_\_\_\_

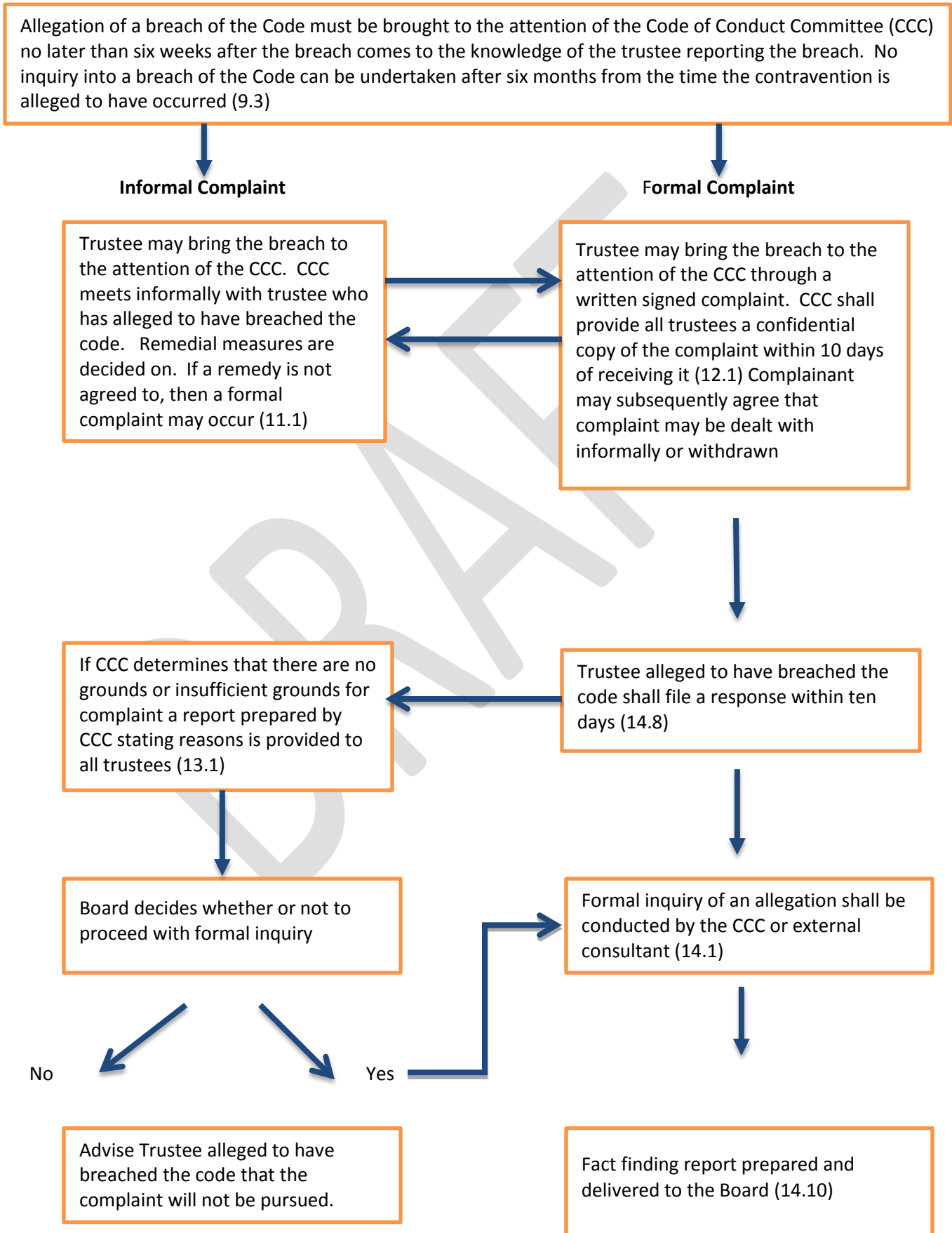
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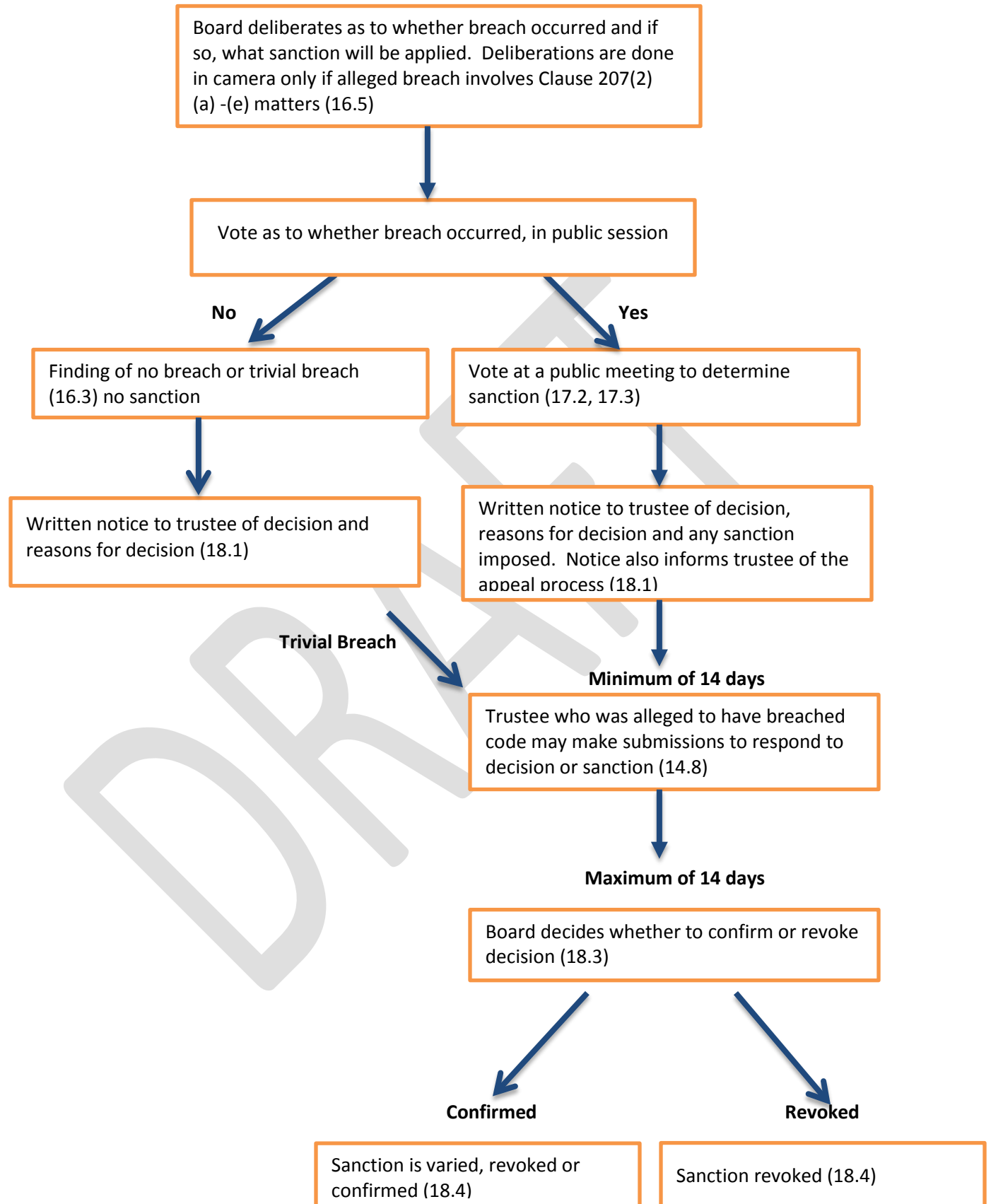
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DRAFT

THIS FLOW CHART IS INTENDED ONLY AS A GENERAL OVERVIEW OF THE ENFORCEMENT PROVISIONS OF THE ATTACHED POLICY. IF THERE IS ANY CONFLICT BETWEEN THIS FLOW CHART AND THE POLICY, THE WORDING IN THE POLICY PREVAILS.

### TRUSTEE CODE OF CONDUCT PROCESS





TO: The Chairperson and Members of the  
Simcoe County District School Board

FROM: Business and Facilities Standing Committee

SUBJECT: **REPORT OF THE PUBLIC SESSION OF THE BUSINESS AND  
FACILITIES STANDING COMMITTEE MEETING HELD  
WEDNESDAY, OCTOBER 3, 2012**

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The Business and Facilities Standing Committee met in Public Session on Wednesday, October 3, 2012, at the Education Centre.

**PRESENT:**

**Committee Members**

Donna Armstrong, Peter Beacock, Suzanne Ley, Jodi Lloyd (Chairperson), Krista Mayne, Amanda Monague, Robert North (fulfilling the role of Vice-Chairperson).

**Administration**

Kathy Bailey, Steve Blake, John Dance, Brian Jeffs, Janis Medysky, Anita Simpson, Paul Sloan, Kathryn Wallace.

**Staff**

David Few, Rick Hodgkinson, Steve Parker, Peter Tushingham.

**REGRETS:**

**Committee Members**

Nicole Black, Debra Edwards, Michele Locke, Caroline Smith, Christine Williams.

**Student Trustees**

Brock Edwards, Christina Robertson, Cheryne Winstanley-Hayes.

**Recording Secretary**

Tina Bazuk.

Chairperson Lloyd called the meeting to order at 6:05 p.m.

**Approval of the Agenda**

**MOTION**

Moved by Donna Armstrong  
Seconded by Peter Beacock

That the agenda be approved as printed.

CARRIED

**Declaration of Conflicts of Interest** – Nil

### **Election of Vice-Chairperson**

In the absence of Vice-Chairperson Black, Chairperson Lloyd called for nominations for the position of Vice-Chairperson of the Business and Facilities Standing Committee for the evening.

Moved by Peter Beacock  
Seconded by Amanda Monague

That Trustee North be nominated for election as Vice-Chairperson of the Business and Facilities Standing Committee for the evening.

Trustee North indicated that he would stand.

Chairperson Lloyd called for further nominations for the position of Vice-Chairperson of the Business and Facilities Standing Committee.

There being no further nominations, Trustee North was acclaimed as Vice-Chairperson of the Business and Facilities Standing Committee for the evening.

CARRIED

Trustee North assumed the position of Vice-Chairperson at this time.

### **Presentations/Delegations**

John Dance, Superintendent of Facility Services introduced Steve Parker, Manager, Design and Construction Services and Peter Tushingham, Project Coordinator. Manager Parker introduced Leo Makrimichalos from Makrimichalos Cugini Architects. Mr. Makrimichalos presented the final design for the Alliston Union Replacement School.

Superintendent Dance, Manager Parker, Project Coordinator Tushingham and Mr. Makrimichalos responded to questions from trustees at this time.

Superintendent Dance thanked the members of the design committee for all their hard work during this process.

### **Items for Decision**

1. **Simcoe County Student Transportation Consortium Annual General Meeting (AGM) Designated Voting Member and Alternate Voting Member (BF-D-1)**

Superintendent Dance provided an overview of the report. The Simcoe County Student Transportation Consortium's (SCSTC) has scheduled its fiscal 2012-2013 AGM on Thursday, November 29, 2012. As a member organization of the SCSTC, the SCDSB is required to appoint a designated voting member. An alternate voting member is also requested to be named to vote on behalf of the member organization if the designated voting member is unavailable.

Superintendent Dance responded to questions from trustees at this time.



Moved by Suzanne Ley  
Seconded by Krista Mayne

(1)

**#BF-2012-10-03-06**

That the Business and Facilities Standing Committee recommend that the Board appoint Trustee Lloyd to serve as the designated voting member for the November 29, 2012, SCSTC AGM, as set out in APPENDIX A of Report No. BF-D-1, Simcoe County Student Transportation Consortium Annual General Meeting (AGM) Designated Voting Member and Alternate Voting Member, dated October 3, 2012.

CARRIED

Moved by Donna Armstrong  
Seconded by Robert North

(2)

**#BF-2012-10-03-07**

That the Business and Facilities Standing Committee recommend that the Board appoint Trustee Ley to serve as the designated alternate voting member for the November 29, 2012, SCSTC AGM, as set out in APPENDIX A of Report No. BF-D-1, Simcoe County Student Transportation Consortium Annual General Meeting (AGM) Designated Voting Member and Alternate Voting Member, dated October 3, 2012.

CARRIED

### **Items for Information**

**1. Contract Awards Within Approved Budget (BF-I-1)**

Brian Jeffs, Superintendent of Business Services, provided an overview of the report which summarized the awarded contracts within approved budget.

Superintendent Jeffs responded to questions from trustees at this time.

This report was provided for information.

**2. Alliston Union Replacement School (BF-I-2)**

Superintendent Dance provided an overview of the report. On July 7, 2011 the Board received approval for the construction of a replacement school for Alliston Union Public School. Makrimichalos Cugini Architects was selected to provide professional services to design and oversee the construction of the new facility.

Superintendent Dance responded to questions from trustees at this time.

This report was provided for information.

**3. 2012-2013 Student Enrolment on September 19, 2012 (BF-I-3)**

Superintendent Dance, David Few, Manager, Planning, Community Use & Enrolment and Rick Hodgkinson, Assistant Manager of Admissions and Enrolment, provided an overview of the report which detailed Student Enrolment as of September 19, 2012. The Enrolment numbers will be finalized on October 31, 2012.

Elementary enrolment as of September 19, 2012 totaled 34,621 students. Student enrolment board-wide during the first three weeks of the school year is 285 students (+0.8%) higher than projected.

Full-day Kindergarten (FDK) is available at 44 SCDSB schools in 2012-2013. Current enrolment at the 44 FDK sites is 3,168 students, which is 204 students above the ministry's allocation.

Secondary enrolment as of September 19, 2012 totalled 17,152 students, a decrease of 63 students (-0.4%) lower than projected.

Superintendent Dance, Manager Few and Assistant Manager Hodgkinson responded to questions from trustees at this time.

This report was provided for information.

**Correspondence** – Nil

**Other Matters** – Nil

1. Trustee Ley inquired about the heating system at Barrie Central. Superintendent Dance provided an update and reported that considerable work has been completed on the boilers and everything should be functioning well.
2. Trustee Lloyd requested clarification on the Trustee Update regarding OPSBA Fees. Superintendent Jeffs provided an update and clarified that there has been no increase in fees for 2012-2013. The current fee formula has not been adjusted for fluctuations in enrolment since 2008-2009 Revised Estimate enrolment data was calculated. There have been small increases since 2008-2009 to reflect inflation adjustments but this increase has not occurred every year. Trustee Lloyd suggested that OPSBA Fees be added to the November 7, 2012 Business and Facilities Standing Committee agenda for further discussion.

**Notices of Motion for Next Meeting** - Nil

**MOTION**

Moved by Peter Beacock  
Seconded by Krista Mayne

That the meeting be adjourned at 7:30 p.m.

CARRIED

**RECOMMENDATIONS**

1. That the Board appoint Trustee Lloyd to serve as the designated voting member for the November 29, 2012, SCSTC AGM, as set out in APPENDIX A of Report No. BF-D-1, Simcoe County Student Transportation Consortium Annual General Meeting (AGM) Designated Voting Member and Alternate Voting Member, dated October 3, 2012.
2. That the Board appoint Trustee Ley to serve as the designated alternate voting member for the November 29, 2012, SCSTC AGM, as set out in APPENDIX A of Report No. BF-D-1, Simcoe County Student Transportation Consortium Annual General Meeting (AGM) Designated Voting Member and Alternate Voting Member, dated October 3, 2012.

**Respectfully submitted by:**

Brian Jeffs  
Superintendent of Business Services

John Dance  
Superintendent of Facility Services

**Approved for submission by:**

Kathryn Wallace  
Directory of Education

TO: The Chairperson and Members of the  
Simcoe County District School Board

FROM: Superintendent of Education

SUBJECT: **SPECIAL EDUCATION ADVISORY COMMITTEE (SEAC) ALTERNATE MEMBER  
RESIGNATION AND APPOINTMENT**

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1. **Background**

Regulation 464/97 sets out the requirement that each Board establish a Special Education Advisory Committee (SEAC). If a seat or position on a Special Education Advisory Committee becomes vacant, the Board that appointed the person whose seat or position has become vacant shall appoint a qualified person to fill the vacancy for the remainder of the term of the person whose seat or position has become vacant as laid out in Regulation 464/97, Section 8. Subsection 3 states that where a seat of a member is vacant and has not yet been filled, the alternate for the member, if there is an alternate, shall act in the member's place for all purposes of this regulation.

2. **Current Status**

At the end of the 2011-2012 school year, Alex Koculym, SEAC Alternate Member for the Association for Bright Children of Ontario resigned from the Simcoe County District School Board (SCDSB) SEAC.

The Association for Bright Children of Ontario has put forward a nomination to have the SEAC alternate member position filled by Ceci Vasoff.

Ms. Vasoff meets the criteria for selection as alternate member for the Association for Bright Children of Ontario.

**RECOMMENDATION**

That the Board appoint to the Special Education Advisory Committee, effective immediately, Ceci Vasoff as alternate member for the Association for Bright Children of Ontario, as set out in Report No. D-5-a, Special Education Advisory Committee (SEAC) Alternate Member Resignation and Appointment, dated October 24, 2012.

**Respectfully submitted by:**

Phyllis Hili  
Superintendent of Education

**Approved for submission by:**

Kathryn Wallace  
Director of Education

October 24, 2012

TO: The Chairperson and Members of the  
Special Education Advisory Committee

FROM: Chairperson of SEAC  
Superintendent of Education

SUBJECT: **MINUTES OF THE SPECIAL EDUCATION ADVISORY  
COMMITTEE MEETING HELD JUNE 4, 2012**

A. **Call to Order**  
(1) **Roll Call**

**PRESENT**

**SEAC Members:** Angie Bridekirk, Peter Beacock (Trustee), Joanne Brown, Susan Clough,  
Sue Downing, James Hall, Laura LaChance, Kim Latour,  
Joanne McCafferty, Krista Mayne (Trustee),

**SEAC Alternates:** Alexander Koculym.

**Staff:** Alexa Barrie, Connie Gray, Peter Gumbrell, Phyllis Hili,  
Shannon Thompson.

**Regrets:** Sarah Elliott, Mary Haire, Krista Mayne.

**Absent**

**SEAC Members:** Donna Armstrong (Trustee), Margaret Homewood, Sari Russell.

**Recording  
Secretary:**

Jennifer Henry.

(2) **Approval of Agenda**

Joanne Brown requested an update on the Special Equipment Amount (SEA).  
Chairperson Bridekirk suggested that the request be addressed under Item 5 (C)  
Staff Member Reports/Updates.

Moved by Kim Latour  
Seconded by Joanne Brown

That the agenda be approved as amended.

CARRIED

(3) **Approval of Minutes**

(a) **Minutes of the Regular Committee Meeting May 14, 2012**

Susan Clough requested that the first paragraph under item 3 (a)  
Approval of Minutes – Minutes of the Regular Committee Meeting April  
16, 2012 be amended. She clarified that she was not asking for the  
wording to be changed, but for two words, “for closure” to be removed so  
that the sentence reads as follows “There was an inquiry regarding the  
location of the ASD class that is being proposed, and inquiries regarding  
the proposed cap size.

Moved by Joanne McCafferty  
Seconded by Peter Beacock

That the minutes of the regular meeting of the Special Education Advisory Committee held May 14, 2012 be approved as amended.

CARRIED

**B. (1) Welcoming**

(a) Welcome and Introductions

Chairperson Bridekirk welcomed guests, Board staff members, and SEAC members. Associate Director Medysky and Trustees Ley, Lloyd and Smith, were also welcomed. SEAC member regrets were noted for Sarah Elliott, Mary Haire, and Krista Mayne.

(b) SCDSB Special Education Statement of Beliefs

Kim Latour read the Statement of Beliefs.

**(2) Presentations & Discussion**

*It was brought to SEAC members' attention that there were members of the media in the audience and that there was video camera presence.*

(a) SEAC Consultation Community Report

Chairperson Bridekirk spoke to the community consultation that SEAC facilitated on May 2, 2012 and the draft report regarding the consultation entitled "Blocker Shields, Special Education Advisory Committee, June 4, 2012." Chairperson Bridekirk reported that Vice-Chairperson Hall assisted with the composition of the report, and noted that a draft copy of the report has been circulated to SEAC members electronically for their review. Chairperson Bridekirk and Vice-Chairperson Hall noted the report as a time sensitive item, as the intent is to receive SEAC members' approval in moving the report forward to the Board. SEAC members were invited to provide comments and feedback. There was an inquiry if it would have been beneficial to include in the report, the list of agencies/associations that were present and participated in the consultation. Chairperson Bridekirk and Laura LaChance addressed the comment and indicated that they would review the registration list. It was noted, however, that not all individuals who signed in stated whether they were service providers or family members. There was also a suggestion that the legend be modified to include qualifiers pertaining to SEAC questions and Board responses. Positive feedback was provided on the thoroughness of the report and on the legislated pieces being cited, as well as Policy Program Memorandums being included in their entirety in the report. Chairperson Bridekirk noted that several community partners have asked for a copy of the report so the intent was to include that information as part of it. Chairperson Bridekirk and Vice-Chairperson Hall spoke to the letters that have been submitted as part of the consultation and have been attached as part of the report.

Vice-Chairperson Hall noted that a few additional letters were received following the circulation of the draft report to SEAC members, and will be attached to the report.

Chairperson Bridekirk sought direction from SEAC members on approving the report with the amendments discussed above, so that the report can be forwarded to the Board.

Moved by James Hall  
Seconded by Laura LaChance

(1)

That the Report "Blocker Shields, Special Education Advisory Committee, June 4, 2012" be approved as amended, and be submitted and presented to the Board.

CARRIED

Vice-Chairperson Hall spoke to the two recommendations coming forward in the report, and whether they should be coming forward as motions to the Board. The recommendations were tabled and discussed.

(2,3)

Moved by James Hall  
Seconded by Kim Latour

(2)

That the Special Education Advisory Committee recommends to the Board that all use of blocker shields (or similar devices) immediately cease until and unless such use has been brought into line with all established SCDSB policies and procedures.

(3)

That the Special Education Advisory Committee recommends to the Board that the SCDSB immediately cease the use of blocker shields (or similar devices) and accept some of the offers received from local service agencies and others across the province to implement alternative approaches. There is no evidence to suggest that the use of blocker shields (or similar devices) are best practice and agencies and other experts indicate that such use is in fact detrimental to the student. The use of such devices is contrary to the SCDSB Special Education Statement of beliefs and should not be allowed.

Discussion ensued regarding the two motions going hand-in-hand and whether they should become one motion or be left as separate motions. There was discussion regarding how the original SEAC motion that was addressed at the March 28, 2012 Board meeting could be re-addressed, and clarification sought regarding the presentation/delegation process. It was suggested that the second motion be amended to read the same as the original motion that was brought forth at the March Board meeting and that there be some word-smithing to the second recommendation. Further discussion ensued regarding the board by-laws and whether the original motion could come back to the Board.

**AMENDMENT**

(2)

TIME SENSITIVE MOTION

Moved by James Hall

Seconded by Susan Clough

That the Special Education Advisory Committee recommends to the Board that the Board cease use of all blocker shields with students as they negatively impact on the dignity and human rights of the students and create a negative social message which promotes fear and exclusion.

AMENDED MOTION CARRIED

(3)

TIME SENSITIVE MOTION

Moved by Laura LaChance

Seconded by James Hall

Whereas there is no evidence to suggest that the use of blocker shields (or similar devices) are best practice and that community agencies and other experts indicate that such use is in fact detrimental to the student and that the use of such devices is contrary to the SCDSB Special Education Statement of Beliefs, that the Special Education Advisory Committee recommends to the Board that the SCDSB accept offers received from the Geneva Centre for Autism, Autism Ontario and local community agencies to implement alternative approaches when delivering services to students.

AMENDED MOTION CARRIED

Chairperson Bridekirk indicated that she wished to present the *Report "Blocker Shields, Special Education Advisory Committee, June 4, 2012"* at the June Board meeting, and Laura LaChance volunteered to attend with her.

(4)

Moved by Laura LaChance

Seconded by James Hall

That the Special Education Advisory Committee recommends that Laura LaChance be designated as a representative of SEAC at the June 20, 2012 Board Meeting.

CARRIED

*Alexander Koculym left the meeting at this time*

(b) **Special Education Budget Consultation Feedback**

Superintendent Hili provided a brief summary of the budget discussions that have been held with SEAC to date. She reported that Controller Van Nispen attended the April SEAC meeting, Superintendent Jeffs attended the May SEAC meeting and then there was the Business and Facilities Standing Committee Meeting and Special Education Advisory Committee Budget meeting on May 22, 2012.



Further questions, comments and feedback were invited in follow up to the joint meeting. Superintendent Hili addressed questions and comments regarding whether the special education budget has been limited to incremental “sweater” funds; the two principal positions that are being proposed for special education; the proposed five multi-disciplinary teams and whether they are new positions and how they are being funded; the decrease in Section 23 funding and the source of administrator funding.

Associate Director Medysky addressed a question regarding the reduction of teaching staff due to declining enrolment and whether more reductions are anticipated. It was confirmed that there is no anticipation of a reduction in educational assistants (EAs).

Superintendent Hili and Principal Gumbrell addressed questions regarding funds designated into Special Education as part of the Full Day Kindergarten (FDK) funding envelope.

(c) Special Education Report 2012 -2013

SEAC members were provided with a summary sheet showing the amendments that have been made to the report to date and the amendments that will be forth coming. Superintendent Hili spoke to Ministry compliance and having the report posted to the Board’s Public website by the Ministry due date. Superintendent Hili reported that staff will continue to work on updates throughout the summer and SEAC Members will receive updates. She invited ongoing input throughout the process and noted that the next to final draft would be emailed to SEAC members, prior to the report being posted. The proposed 2012-2013 SEAC meeting dates were referenced. Superintendent Hili asked SEAC members to review the dates for any potential conflicts or concerns. It was noted that the Multifaith calendar was referenced in an effort to avoid any significant dates. SEAC members were also asked to carefully review their agency/association contact information to ensure accuracy.

A suggested amendment was noted beginning on page six where reference is made to the SEAC Mission and Statement of Beliefs. The suggested amendment was that “SCDSB Special Education Statement of Beliefs” be referenced throughout the report, not “SEAC Statement of Beliefs”. Vice-Chairperson Hall also suggested that Board’s Mission Statement also be referenced in the various sections where the SEAC and the SCDSB’s Mission Statement of Beliefs are referenced.

(3) SEAC Member Reports

Vice-Chairperson Hall reported that Sarah Elliott could not attend the meeting, but wished to share that there are some upcoming events for Candlelighters. Sarah will circulate the information to SEAC members.

**(4) Board Reports**

(a) Regular Board Meeting May 23, 2012, Special Board Meetings May 24, 2012 and May 30, 2012

Trustee Beacock provided a brief overview of the report for the Regular Board Meeting held May 23, 2012. He reported on a Trustee Tribute that recognized the SCDSB Design and Construction Department and Greenland International Consulting Engineering Firm for their collaborative efforts that culminated in provincial recognition for the design of Nottawasaga Pines Secondary School. The accomplishments of students Maya Burkhanpurkar of Codrington Public School and Kyle Potts of Eastview Secondary School who helped make Simcoe County history by collectively winning five major awards at the Canada-Wide Science Fair in Charlottetown, PEI were also noted.

Trustee Beacock reported that Trustees approved the video recording of SEAC meetings commencing September 2012.

Trustee Beacock provided a brief overview of the report for the Board's Special ARC Meeting held May 24, 2012, regarding Accommodation Review 2011:01 Port McNicoll Public School, Victoria Harbour Elementary School, Waubaushene Elementary School and Waubaushene Pines Elementary School, noting that Trustees approved a number of motions based on partnership possibilities. Motions were also approved that if viable partnerships are not secured by September 30, 2013, that a couple of the schools would be closed by 2016.

Trustee Beacock provided a brief overview of the report for the Board's Special ARC Meeting held May 30, 2012, regarding Accommodation Review 2011:02 – Coldwater Public School, Moonstone Elementary School, Warminster Elementary School, noting that Trustees approved the transfer of grades four, five and six students from Moonstone Elementary School to Coldwater Public School in September 2016. Trustees also approved the twinning of Coldwater Public School and Moonstone Elementary School effective September 2016.

(b) Notice of Motion – By-Law Committee, May 23, 2012

Trustee Beacock reported that he presented a notice of motion at the May 23, 2012 Board meeting regarding revisions as suggested at the By-law Committee meeting of April 30, 2012. The suggested revisions were highlighted at the May 23<sup>rd</sup> meeting and will be discussed and considered at the June Board meeting.

(c) Status of Recommendations to the Board -Nil

(5) **Staff Member Reports/Updates**

(a) **Professional Development Update**

Superintendent Hili reported on professional development sessions being held in June. She noted that the only addition to the list from what SEAC received last month was the addition of data collection and analysis training that will be held in June.

Input received from SEAC last year regarding concerns about the amount of time that staff is out of the classroom in June was taken into consideration, with less professional development scheduled in June.

Susan Clough spoke to a concern that her association has regarding the explicit training that is required for Educational Assistants (EAs). She inquired about professional development geared toward the population that EAs work with (i.e. Autism Spectrum Disorder (ASD)), and whether there will be a monitoring process for ensuring accountability for session selections. Superintendent Hili responded to the inquiry noting that some mandatory training sessions have been held for EAs. Associate Director Medysky further reported that preliminary discussions have taken place, and that there are tentative plans to collaborate with Geneva Centre for Autism on professional development sessions for EAs working in ASD classes.

Joanne McCafferty spoke to the importance of collaboration and provided positive feedback regarding some collaborative training sessions that have been held with the SCDSB and Kinark for staff.

Concern was also expressed in terms of EA retention and minimizing turnover once the specialized training as been provided. Associate Director Medysky reported that preliminary discussions have taken place with the union regarding creating a different classification of EA.

There was also an inquiry regarding training opportunities at the end of June or during the summer for staff. Principal Gumbrell reported on voluntary training that is available during the summer. He reported that there are between 20 and 30 spaces for Geneva Centre training. Connie Gray, Integrated Technology Consultant in Special Education also reported on a voluntary assistive technology summer institute for teachers and administrators K-12.

There was a request for more information to be brought forward on the September SEAC agenda regarding the new structure of EA classification.

Associate Director Medysky also addressed an inquiry regarding staff allocations being made in June as opposed to September.

(b) Information Update

Associate Director Medysky reported that a meeting was held last week with Dr. Lindy Zaretsky, Executive Director, Geneva Centre for Autism to discuss developing a transition program for students ages 17-21. The program would support students with an autism spectrum disorder and would emphasize both a multi-disciplinary approach to community-based experiential learning and a collaborative service delivery model for transition planning to the adult world. The Board is excited about the potential program and will be meeting with Barry Finlay, Director, Special Education Policy and Programs Branch to further discuss the proposal. Associate Director Medysky addressed SEAC members questions regarding the potential program, and there was a request for further information to be brought forth in September.

(c) SEA Update

Principal Gumbrell reported on the status of the SEA Survey. He reported that the completed surveys have just been received as schools were given additional time to complete the survey. Once the responses have been collated, the results will be shared with SEAC. The result should be ready to share with SEAC in September.

Connie Gray reported that the Grade 4-9 Summer Assistive Technology Camp to support students with SEA equipment will be running again this summer. She provided a brief overview of the camp, noting that it is designed for students with learning disabilities currently in Grades 4-9 who will benefit from the intensive training to reinforce and strengthen their computer and assistive technology skills. The camp will run for four days at the SCDSB Education Centre from August 13-16, 2012, and is broken down into a morning session and an afternoon session for the various grades.

Connie provided further details on the assistive technology summer institute for teachers and administrators K-12 that is being held on August 7<sup>th</sup> and 8<sup>th</sup>.

Peter Gumbrell also reported on a 10 week camp that will most likely be held in the fall in collaboration with the Learning Disabilities Association of Simcoe County (LDASC) and the Simcoe Muskoka Catholic District School Board (SMCDSB).

Principal Gumbrell addressed an inquiry regarding the status of pre-buying equipment. It was noted that there was some funding last year which allowed the board to pre-buy equipment. However, this funding is not available this year. There is some equipment ready now for September, so if there is a delay, it is not expected to be significant.

Principal Gumbrell and Connie Gray also addressed questions regarding the iPad/iPod pilot project and whether it will be extended to other ASD classes. Principal Gumbrell noted that the Board is looking at extending it to a couple of additional classes. A brief discussion ensued regarding the technical background required for teaching those classes and concerns regarding staff retention.

Connie addressed an inquiry regarding provincial licensing or board-based licensing as opposed to student based licensing. She spoke to the direction being taken regarding streamlining the process, and reported that licenses for Classroom Suite have been converted over to network licenses, allowing the software not only to be used as an instructional tool but as a tool for students as well. Connie also noted that every teacher with a Notebook has access to Kurzweil. Clarification was sought regarding Classroom Suite. Connie noted that is currently being imaged for next year and spoke to the claims process.

There was an inquiry regarding how much experience individuals are receiving in Teachers' College regarding technology and technology in the classroom. Superintendent Hili indicated that staff would follow up with the inquiry and bring further information back to SEAC in the fall.

(6) **Committee Reports/Updates - Nil**

C. **INFORMATION**

(1) **Correspondence**

Trustee Beacock provided an overview of how trustees are selected to be on SEAC.

He also addressed an email that he received from Chairperson Bridekirk and Vice-Chairperson Hall earlier in the day regarding Board Chairperson Robert North's open letter to the editor in response to MPP, Rod Jackson's numerous letters. Chairperson Bridekirk expressed concern with the letter. Trustee Beacock noted that as a spokesperson for the Board, Chairperson North sent a letter of response inviting Mr. Jackson to visit and meet with Board personnel so that he understands all sides of the story. Trustees were emailed the day before letting them know that a response was being sent out and if they had questions, to contact Chair North directly. Trustee Beacock also spoke to the timing of the letter noting that the public consultation had pretty well wrapped up at the time that the letter was sent.

There was an inquiry whether SEAC members were aware that media would be in attendance for this evening's SEAC meeting. Chairperson Bridekirk noted that SEAC meetings are public meetings. She reported that she received notification ahead of the meeting that the media would be in attendance and sent a courtesy email to staff notifying them. She noted that she is not always advised when media will be attending and does not take it as her role to notify the SEAC distribution if media will be in attendance, as she does not always know ahead of time.

There was discussion as to whether a SEAC meeting would be required on June 18<sup>th</sup>. The consensus was that there were no outstanding items, so the meeting was not required.

Moved by Peter Beacock  
Seconded by Joanne McCafferty

That the June 18, 2012 SEAC meeting be cancelled.

CARRIED

Principal Gumbrell reported that Alexa Barrie, Central Special Education Consultant has been appointed as Vice Principal at Portage View Public School, and thanked her for all of her work at the SEAC table.

Superintendent Hili recognized SEAC members, consultants and central staff for their work this year and thanked them for their input. Chairperson Bridekirk, spoke to the work that has occurred this year and indicated that she is hoping for a positive start to next year as partnerships continue to be built and strengthened. SEAC members were wished a safe and happy summer.

(2) **Questions and Proposals from SEAC Members (including notices of motion) – Nil**

(3) **SEAC Contact Information 2011-2012**

Please notify Jennifer Henry of any changes to contact information.

**D. FUTURE BUSINESS AND ADJOURNMENT**

Susan Clough requested an update on the following items for the September SEAC Agenda

- ABA collaboration with York Simcoe Behaviour Services
- School Support Program

Moved by Peter Beacock  
Seconded by Joanne McCafferty

That the meeting be adjourned at 9:25 p.m.

CARRIED

**Carried Motions:**

1. **Time Sensitive** - That the Report "Blocker Shields, Special Education Advisory Committee, June 4, 2012" be approved as amended, and be submitted and presented to the Board.
2. **Time Sensitive** - That the Special Education Advisory Committee recommends to the Board that the Board cease use of all blocker shields with Students as they negatively impact on the dignity and human rights of the students and create a negative social message which promotes fear and exclusion.

3. **Time Sensitive** - Whereas there is no evidence to suggest that the use of blocker shields (or similar devices) are best practice and that community agencies and other experts indicate that such use is in fact detrimental to the student and that the use of such devices is contrary to the SCDSB Special Education Statement of Beliefs, that the Special Education Advisory Committee recommends to the Board that the SCDSB accept offers received from the Geneva Centre for Autism, Autism Ontario and local community agencies to implement alternative approaches when delivering services to student.
4. That the Special Education Advisory Committee recommends that Laura LaChance be designated as a representative of SEAC at the June 20, 2012 Board Meeting.

### **Report Status**

This report is provided for information.

#### **Respectfully submitted by:**

Phyllis Hili  
Superintendent of Education

#### **Approved for submission by:**

Kathryn Wallace  
Director of Education

October 24, 2012

TO: The Chairperson and Members of the  
Simcoe County District School Board

FROM: Parent Involvement Committee

SUBJECT: **REPORT OF THE PARENT INVOLVEMENT COMMITTEE  
MEETING HELD JUNE 13, 2012**

A meeting of the Parent Involvement Committee was held on Wednesday, June 13, 2012 at the Education Centre.

**PRESENT:**

**Committee Members:** (Voting)  
Elizabeth Bettencourt, Laura Black, Timmi Brady-Inglis,  
Marjorie Dowdell (Vice-chairperson), Michelle Hunter,  
Jennifer Johnson, Jane McCreadie (Chairperson).

**Trustee**

**Representatives:** (Non-voting)  
Peter Beacock.

**Administration & Staff**

**Representatives:** (Non-voting)  
Debbie Clarke, John Dance, Rita England (Recorder), Angela Pino,  
Jane Seymour.

**REGRETS:** Paul Sloan.

**GUESTS:** Ken Boyington, Lisa Robertson.

1. **Welcome**

Jane McCreadie, Chairperson called the meeting to order at 5:03 p.m.

Chairperson McCreadie welcomed PIC members and introduced new committee members for September 2012: Ken Boyington and Lisa Robertson. It was noted that John Dance, Superintendent of Facilities, would be covering for Superintendent Paul Sloan in his absence.

2. **Approval of Agenda**

Chairperson McCreadie asked the committee for approval of the agenda.

Moved by Elizabeth Bettencourt  
Seconded by Jennifer Johnson

That the agenda be accepted as printed.

CARRIED



**3. Approval of the May 16, 2012 Minutes**

Chairperson McCreadie asked for approval of the minutes.

Moved by Elizabeth Bettencourt  
Seconded by Laura Black

That the minutes of the May 16, 2012 meeting be accepted as printed.

CARRIED

**4. PIC Membership Appointment - Update**

Chair McCreadie informed the committee that for the 2012-13 year there will be a full complement of 12 members, with 4 new members. Chair McCreadie announced that the new members are: Christine Bowman, Ken Boyington, Juliana Lerch and Lisa Robertson.

**5. Building Parent Engagement Documents and Webkey**

A handout and key was provided from CODE (Council of Ontario Directors of Education).

**6. Multi Year Planning – Part 1**

Chair McCreadie spoke on defining PIC's role and purpose. Long term goals for PIC include: Increase parent involvement and engagement, support of higher achievement, and reducing the gaps to parent involvement.

PIC's long term goal is to develop school councils, strengthen PIC and increase PIC's advisory role to the board.

The committee discussed the highlights of the year and agreed that the satellite videoconference meeting worked well; however there should be no All School Council member meeting after the April 6, 2013 Circle of Learning conference.

Topics of discussion included:

- a) increased funding to PIC, communication – reaching a greater number of people and finding better ways of communicating to school councils
- b) provide a template to school councils – how to reach out to parents
- c) the future parent portal
- d) revised distribution list/electronic message to possibly include all parents in Simcoe County
- e) a survey on parent involvement- what are the barriers to parent engagement
- f) taking ownership of the PIC portion of the website
- g) Top 10 toolkit, which will be uploaded to website this summer
- h) Training and development of PIC members
- i) SIP/BIPSA - School Improvement plan and board improvement plan, not useable for parents – remind Kathi Wallace and Kathy Bailey.

The committee thanked Superintendent Paul Sloan for his hard work in communicating PIC events and important information to school councils and the system and in particular the communications he issued to school principals and helping to ensure that PIC messaging reached all school councils.

**7. Update on \$60,000 Budget Resource Process**

Principal Jane Seymour and Vice-principal Angela Pino spoke on Planning Parent Engagement or “Engaging the Disengaged” and provided a handout to the committee entitled *Proposal for PIC Review and Input*. The pilot project could be in place for 2013-2014.

Principal Seymour explained the history, plan, action, and identify timelines for this proposal which would focus on engaging kindergarten students and in particular, their families. These families would have a profile that has historically demonstrated as being at risk of not engaging in a meaningful way with the school. Principal Seymour explained that the proposed pilot would select 10 schools. Resources would be available to assist new parents and students in their transition to school and to welcome parents to the school. It was suggested that in the second year of the proposal, more schools could be involved.

This plan targets Strategy for Success: Supports for Parents and also Strategy for Success: Parent Outreach.

Committee members endorsed the proposal and felt that kindergarten parents and their children were a good focus strategy. The committee also discussed the possibility of expanding the proposal to include more schools at a later date. The committee identified a need for transitional support information for grade 7/8 students and parents readying for transition to secondary school.

The committee discussed the value of school agendas and other strategies for welcoming parents to the school community. Vice-chair Peter Beacock spoke on the valuable information provided in the agendas. A member suggested an additional insert be added to the school agenda which would include kindergarten information. It was recommended that every student in every grade receive an agenda.

Committee members discussed methods of engaging parents which included: printing off cards to direct parents to a website filled with resources, opening up school libraries to parents, sending resources to all schools (not just the 10 pilot schools), scholarships awareness information for secondary students and their parents, technology that can be used for parent involvement and transition support kits for grade 7/8 students and parents to prepare for high school.

Debbie Clarke, Manager of Communications, updated the committee on the new public website which is expected to be in place by August 2012. Current material presently located on the website will be moved over to the new site.

The PIC and Chair McCreddie agreed that the board committee should proceed to further develop detail on this proposal and to consider the questions and suggestions offered and requested that they bring an updated recommendation the PIC committee in September.

Chair McCreadie emphasized the need to be very specific as to the criteria that is to be used for choosing the 10 schools. Principal Seymour commented that the superintendents of schools would be able to provide the committee with the schools most in need.

Discussion ensued and questions and concerns arose surrounding the development, deployed, engagement of parents, the cost estimate for the pilot concepts, a sustainable capital investment, the number of schools included beyond the pilot project, and development of a Grade 8-to-high school transition kit.

**8. New Business**

- a) Timmi Brady-Inglis and Superintendent Dance spoke on the Acceptable Use Guidelines committee and the work the committee is doing to revise the old document which is dated 1999. Presently the committee is focusing on the bullying aspect of texting, cyberbullying, and privacy issues. There will be two revised guidelines, one for students and one for staff. This committee is aiming for September 2012 for completion of these documents.
- b) Chair McCreadie presented a request for information from a parent regarding the Acknowledgment of Student Accident form. The parent questioned why the additional information asking for the plan and insurance number has to be included on the form.

Superintendent Dance explained that the form has been changed for September 2012 and will not include the request for the plan and insurance number.

**9. Adjournment**

Moved by Jennifer Johnson  
Seconded by Elizabeth Bettencourt

That the meeting be adjourned at 7:45 p.m.

The next regular meeting will be held on Wednesday, September 26, 2012 at 5:00 p.m. at the Education Centre.

**10. Report Status**

This report is provided for information.

**Respectfully submitted by:**

Paul Sloan  
Superintendent of Education

**Approved for submission by:**

Kathryn Wallace  
Director of Education

October 24, 2012

TO: The Chairperson and Members of the  
Special Education Advisory Committee

FROM: Chairperson of SEAC  
Superintendent of Education

SUBJECT: **MINUTES OF THE SPECIAL EDUCATION ADVISORY  
COMMITTEE MEETING HELD SEPTEMBER 24, 2012**

A. **Call to Order**  
(1) **Roll Call**

**PRESENT**

**SEAC Members:** Donna Armstrong (Trustee), Angie Bridekirk, Peter Beacock (Trustee),  
Joanne Brown, Susan Clough, Sue Downing, Sarah Elliott, Mary Haire,  
James Hall, Margaret Homewood, Kim Latour, Sari Russell.

**PRESENT**

**Staff:** Connie Gray, Peter Gumbrell, Phyllis Hili, Hailey McLean, Sally Potts,  
Shannon Thompson, Brodie Wilson.

**REGRETS:** Laura LaChance, Krista Mayne (Trustee), Joanne McCafferty.

**Recording  
Secretary:** Jennifer Henry.

The Chairperson called the meeting to order at 7:05 p.m.

(2) **Approval of Agenda**

Sarah Elliott requested that a discussion on home instruction be added to the agenda. Chairperson Bridekirk suggested that the discussion be added under Staff Member Reports/Updates as item B5 (h).

Joanne Brown requested an update on the consultation report. Chairperson Bridekirk suggested that the update be addressed as part of Staff Member Reports/Updates under item B5 (f).

Moved by Sarah Elliott  
Seconded by Joanne Brown

That the agenda be approved as amended.

CARRIED

(3) **Approval of Minutes**

(a) **Minutes of the Regular Committee Meeting June 4, 2012**

Vice-chairperson Hall referenced item B2 (C) Special Education Report 2012-2013 (page 5), and clarified that the suggested amendment for the report was that "SCDSB Special Education Statement of Beliefs" be referenced throughout the report, not "SEAC Statement of Beliefs" as the Statement of Beliefs. Vice-chairperson Hall noted that the Statement of Beliefs started as an Advisory Committee's Statement of Beliefs and was adopted years ago by the Board.

Moved by Sarah Elliott  
Seconded by James Hall

That the minutes of the regular meeting of the Special Education Advisory Committee held June 4, 2012 be approved as amended.

CARRIED

**B. (1) Welcoming**

(a) Welcome and Introductions

Chairperson Bridekirk welcomed guests, Board staff members, and SEAC members. Newly appointed Special Education staff members Sally Potts, Principal of Special Education and Brodie Wilson, Central Program Consultant in Special Education were introduced and welcomed. SEAC member regrets were noted for Laura LaChance, Joanne McCafferty, and Krista Mayne.

(b) SCDSB Special Education Statement of Beliefs

Sarah Elliott read the Statement of Beliefs.

**(2) Presentations & Discussion**

(a) SCDSB Special Education Tiered Support Model

Phyllis Hili, Superintendent of Education referenced the multidisciplinary team discussions that occurred during the budget presentations last year, and presented the SCDSB Supports and Services model being proposed for 2012-2013. She provided an overview of the levels of supports available to schools which include Central Complex Needs Team Supports, Multidisciplinary Area Team Supports and School Team supports.

Superintendent Hili and Peter Gumbrell, Principal of Special Education responded to SEAC members questions at this time. Questions and comments were noted regarding the representation of community supports and the mechanism for evaluating the proposed model. Superintendent Hili reported that the model is in the early stages of implementation and will continue to be refined as feedback is received. Further updates will be shared with SEAC.

(b) SCDSB Presentations at the Geneva Centre for Autism – Summer 2012

Hailey McLean, Central Program Consultant in Special Education reported that the SCDSB submitted three proposals for the Geneva Centre Summer Training Sessions and that all three proposals were accepted. SCDSB Special Education staff presented in London and Ottawa on the following three topics: Deep Implementation of Applied Behaviour Analysis (ABA); Embedding Social Skills into the Curriculum; and Communicating the Principles of ABA as Outlined in PPM 140 to School Boards. The summer training sessions provided an opportunity to share some of the good work that SCDSB is doing and to receive feedback.

Hailey addressed SEAC members' questions at this time. Electronic copies of the PowerPoint Presentations from the summer training sessions will be forwarded to SEAC members as requested, along with copies of the ABA Buzz.

(c) Special Education Report 2012-2013

Principal Gumbrell reported that the next to final draft of the SCDSB Special Education Report 2012-2013 that was emailed to SEAC members on August 29<sup>th</sup> has been posted to the Board's public website and that the reporting checklist was signed off by the Director and forwarded to the Ministry by September 1<sup>st</sup>.

Joanne Brown commented that no services for augmentative communication (i.e. CTN or Bloorview) appear to be listed on page 85 of the report under Coordination of Services or on Page 81 under Collaborative Agreements. Principal Gumbrell will follow up to determine if they are listed elsewhere in the report. Superintendent Hili noted that the report can be revised or updated at any time.

(d) SEAC Meeting Dates 2012-2013

Vice-chairperson Hall spoke the proposed meeting dates that came forward in June. As there were no concerns raised by SEAC members at the time or this evening, the meeting dates will proceed as printed.

**(3) SEAC Member Reports**

Joanne Brown reported that the Learning Disabilities Association of Simcoe County will be holding its Annual Conference on October 20, 2012. A brochure was circulated.

Sarah Elliott reported on the Inside Ride event that was held on September 14, 2012, with funds raised going to Candlelighters. She also reported on the Terry Fox Run event that schools are participating in and thanked everyone for their support.

Vice-Chairperson Hall reported that Alex Koculym, SEAC Alternate member for the Association for Bright Children of Ontario has resigned and that a nomination is forthcoming for a new alternate member.

Kim Latour reported that Sheila Davis, SEAC Alternate member for Catulpa Community Support Services has resigned and that a nomination has been put forth for a new alternate member. The nomination will be presented at the September 26<sup>th</sup> Board meeting.

Margaret Homewood reported on a FAS World Barrie workshop that is being held on November 26<sup>th</sup> and 27<sup>th</sup> with Donna Debolt on Fetal Alcohol Spectrum Disorder. Brochures were circulated.

**(4) Board Reports**

(a) Regular Board Meetings June 20, 2012 and August 22, 2012

Trustee Beacock provided a brief overview of the reports for the Regular Board meetings held on June 20<sup>th</sup> and August 22<sup>nd</sup>. Updates for the meetings are posted on the Board's public website and links to the updates are emailed to SEAC members each month.

(b) Status of Recommendations to the Board - Nil

**(5) Staff Member Reports/Updates**

(a) Summer Assistive Technology Camp

Connie Gray, Integrated Technology Consultant in Special Education reported on the Summer Assistive Technology Camp that was held in collaboration with VocaLinks from August 13-16, 2012 for students with specialized equipment received through Special Equipment Amount (SEA) funding. This is the second year for the camp which is designed to reinforce and strengthen the computer and assistive technology skills of students in Grades 4 to 9 with learning disabilities. There was also a parent/caregiver component in the program, designed for adults to support the student in his/her use of the SEA equipment. The camp which is free of charge was well attended and positive feedback was received.

Connie and Principal Gumbrell addressed SEAC members' questions at this time. It was noted that VocaLinks conducts a post evaluation following the training. Board staff will consider requesting a pre-evaluation as well to provide further insight regarding the benefits of the training.

(b) Summer Assistive Technology Institute for Teachers and Administrators K-12

Connie Gray reported on the Assistive Technology Summer Institute that was held for teachers and administrators on August 7<sup>th</sup> and 8<sup>th</sup>. The workshops focused on using assistive technology as an instructional tool or learning tool to foster student engagement and support student achievement. The sessions also included a brief overview of resources available to teachers to support and continue their learning.

(c) ABA Collaboration with York Simcoe Behaviour Services

Principal Gumbrell reported that he and Hailey Mclean have met twice with John Clarke, Manager of Autism and Behavioural Services, Behaviour Management Service of York and Simcoe to discuss collaboration of services. Hailey reported further on the initiative and noted that some SCDSB students are being supported for either social skills or communicative goals.

Principal Gumbrell and Hailey addressed SEAC members' questions at this time.

Chairperson Bridekirk called for a recess at this time.

The meeting reconvened at 8:30 p.m.

(d) Professional Development

Principal Potts reported on the professional development being offered in September and October.

Superintendent Hili and Associate Director Medysky addressed SEAC members' questions regarding professional development for educational assistants working with students with a particular exceptionality and accountability for the professional development chosen.

(e) Kinark School Support Program

Hailey Mclean reported that Kinark's School Support Program (SSP)-ASD is partnering with Simcoe County District School Board Special Education Staff to offer eight after school workshops for parents/guardians and educators focusing on Policy/Program Memorandum 140 (PPM 140) and the application of ABA strategies within programming. Hailey noted that this is the second year for the workshops, with some new topics and some repeat topics. Schools have received a copy of the flyer for the workshops and principals were asked to share information about this opportunity with parents who may be interested in the topics. A copy of the flyer was also provided in SEAC members' folders.

Hailey and Superintendent Hili addressed SEAC members' questions regarding dissemination of the information. It was confirmed that a media release is being issued and that the information is being posted on SCDSB's Facebook and Twitter account. SEAC members requested an electronic copy of the flyer so that it can be shared electronically.

Trustee Beacock provided an update on the new SCDSB website that is forthcoming.

(f) Educational Assistant (EA) Classification and Training

Associate Director Medysky reported that the Board is working with OPSEU regarding the new classification of Educational Assistant (EA).

Associate Director Medysky reported that training through the Geneva Centre commenced in June for 25 EAs and that training for an additional 37 EAs has been scheduled and is being held this fall. Occasional EAs are included in this training as well. Superintendent Hili reported that the training provided through the Geneva Centre is an ABA certificate course consisting of six modules. She circulated a binder with further information.

Superintendent Hili provided an update on the next steps in terms of the recommendations coming out of the consultation report. She noted that the Principals of Special Education are visiting classrooms discussing training and next steps, and are working with schools where protective equipment is in place to confirm that Individual Education Plans (IEPs) are updated to ensure that protective equipment is reflected. Meetings have also occurred with Behaviour Management Services and Kerry's Place.

Associate Director Medysky, Superintendent Hili and Principal Gumbrell addressed SEAC members' questions and comments at this time. It was requested that updates regarding the consultation report be a regular SEAC agenda item.

(g) SEA

Principal Gumbrell reported on a partnership in collaboration with the Learning Disabilities Association of Simcoe County (LDASC) and the Simcoe Muskoka Catholic District School Board (SMCDSB).



There are two 10 week training camps scheduled this year. The first begins on October 24<sup>th</sup> at Eastview Secondary School. It is hoped that this partnership is able to expand in the coming years.

Principal Gumbrell provided an update on the current SEA inventory, noting a slight delay in issuing some equipment to students between June and October. He spoke to some of the constraints impacting the delay, and reported that there was a doubling of claims in June partially as a result of timing of assessments being completed.

Principal Gumbrell addressed SEAC members' questions regarding Ipads as part of the SEA equipment, and concerns regarding the delay in equipment and the challenges that it presents for students. Superintendent Hili advised that staff will follow-up regarding the volume of claims submitted at the end of the school year.

(h) Home Instruction

Sarah Elliott spoke to a concern that Candlelighters has regarding home instruction for SCDSB students who are receiving cancer treatment. It is the understanding that in the past under different administration, students on cancer treatment, because of their unique circumstance were entitled to home instruction and could attend school as they were able. Candlelighters would like to propose an amendment to the current SCDSB Administrative Procedures Memorandum (APM) to further address this issue and provide some clarity and consistency regarding home instruction for students with unique circumstances.

Principal Gumbrell reported that he spoke with Barb Johnson from Cadlelighters in the spring and has reviewed the wording in the APM and can look at amending the wording to provide more clarity and allow for more flexibility. Superintendent Hili added that the concern is being taken to senior administration tomorrow for further discussion. Chairperson Bridekirk requested an update be brought back to SEAC.

*Susan Clough left the meeting at this time.*

(6) Committee Member Reports

There are currently no sub-committees of SEAC meeting at this time.

Vice-Chairperson Hall advised that the PAAC on SEAC has its own website now and spoke to the documents that are located on the website. Any questions regarding the PAAC on SEAC can be addressed to Vice-chairperson Hall or Chairperson Bridekirk as they are representatives on PAAC.

C. INFORMATION

(1) Correspondence

Chairperson Bridekirk circulated the following correspondence that she received:

- Information on the grand opening of the Geneva Centre for Autism's Monarch Café
- An email delegation sent on June 20<sup>th</sup> regarding blocker pads

Chairperson Bridekirk spoke to the following correspondence that was forwarded to her and noted that electronic copies could be forwarded to SEAC members who wish to receive a copy.

- A letter from the Bluewater District School Board to the Honourable Laurel Broten, Minister of Education regarding Electronic Portal.
- A letter from the Upper Grand District School Board to the Honourable John Milloy, Minister, Ministry of Community and Social Services regarding the process for students to Developmental Services Ontario, and concern that the cost of testing could be prohibitive to some families. Concern was also expressed regarding the narrow definition and the consequences of limiting access to adult services.
- A letter from the Wellington Catholic District School Board to the Honourable Laurel Broten, Minister of Education regarding professional development in the area of special education for all teachers and making the special education preparatory course a mandatory part of the pre-service programs for all teacher college graduates.
- A letter from the Near North District School Board to the Honourable Laurel Broten, Minister of Education regarding Fetal Alcohol Spectrum Disorder and the health curriculum.

**(2) Questions and Proposals from SEAC Members (including Notices of motion)**

Joanne Brown requested the opportunity to present a Learning Disabilities Association position paper at the next meeting. She will forward a copy of the paper to SEAC members so that they can review it ahead of time.

**(3) SEAC Contact Information 2011-2012**

Please notify Jennifer Henry of any changes to contact information.

**D. FUTURE BUSINESS AND ADJOURNMENT**

Moved by Mary Haire  
Seconded by Sarah Elliott

That the meeting be adjourned at 9:25 p.m.

CARRIED

**Report Status**

This report is provided for information.

**Respectfully submitted by:**

Phyllis Hili  
Superintendent of Education

**Approved for submission by:**

Kathryn Wallace  
Director of Education

October 24, 2012

TO: The Chairperson and Members of the  
Simcoe County District School Board

FROM: Business and Facilities Standing Committee

SUBJECT: **REPORT OF THE PUBLIC SESSION OF THE BUSINESS AND  
FACILITIES STANDING COMMITTEE MEETING HELD  
WEDNESDAY, OCTOBER 10, 2012**

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The Business and Facilities Standing Committee met in Public Session on Wednesday, October 10, 2012, at the Education Centre.

**PRESENT:**

**Committee Members**

Donna Armstrong, Peter Beacock, Nicole Black (Vice-Chairperson), Suzanne Ley, Jodi Lloyd (Chairperson), Michele Locke, Amanda Monague, Robert North, Caroline Smith.

**Administration**

Kathy Bailey, Steve Blake, John Dance, Phyllis Hili, Brian Jeffs, Janis Medysky, Paula Murphy, Anita Simpson, Paul Sloan, Kathryn Wallace.

**Student Trustees**

Brock Edwards, Christina Robertson, Cheryne Winstanley-Hayes.

**REGRETS:**

**Committee Members**

Debra Edwards, Krista Mayne, Christine Williams.

**Recording Secretary**

Kary Hancock.

Chairperson Lloyd called the meeting to order at 5:45 p.m.

**Approval of the Agenda**

**MOTION**

Moved by Peter Beacock  
Seconded by Caroline Smith

That the agenda be approved as printed.

CARRIED

**Declaration of Conflicts of Interest** – Nil

**MOTION**

Moved by Peter Beacock  
Seconded by Caroline Smith

That the Business and Facilities Standing Committee move into closed session.

CARRIED

The Business and Facilities Standing Committee reconvened in public session at 6:00 p.m.

**Items for Decision** - Nil

**Items for Information** - Nil

**MOTION**

Moved by Michele Locke  
Seconded by Suzanne Ley

That the meeting be adjourned at 6:00 p.m.

CARRIED

**Report Status**

This report is provided as information.

**Respectfully submitted by:**

Brian Jeffs  
Superintendent of Business Services

John Dance  
Superintendent of Facility Services

**Approved for submission by:**

Kathryn Wallace  
Directory of Education

October 24, 2012

TO: The Chairperson and Members of the  
Simcoe County District School Board

FROM: Human Resources Standing Committee

SUBJECT: **REPORT OF THE PUBLIC SESSION OF THE HUMAN RESOURCES  
STANDING COMMITTEE MEETING HELD WEDNESDAY,  
OCTOBER 10, 2012**

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The Human Resources Standing Committee met in Public Session on Wednesday, October 10, 2012, at the Education Centre.

**PRESENT:**

**Committee Members**

Donna Armstrong (Chairperson), Peter Beacock, Nicole Black, Suzanne Ley, Jodi Lloyd, Michele Locke (Vice-Chairperson) Amanda Monague, Robert North, Caroline Smith.

**Administration**

Kathy Bailey, Steve Blake, John Dance, Phyllis Hili, Brian Jeffs, Janis Medysky, Paula Murphy, Anita Simpson, Paul Sloan, Kathryn Wallace.

**Student Trustees**

Brock Edwards, Christina Robertson, Cheryne Winstanley-Hayes.

**REGRETS:**

**Committee Members**

Debra Edwards, Krista Mayne, Christine Williams.

**Recording Secretary**

Kary Hancock.

Chairperson Armstrong called the meeting to order at 6:00 p.m.

In the absence of Vice-Chairperson Williams, Chairperson Armstrong asked if anyone would volunteer for the position of Vice-Chairperson for the evening.

Trustee Michele Locke volunteered to fill the position of Vice-Chairperson for the evening.

**Approval of the Agenda**

**MOTION**

Moved by Peter Beacock  
Seconded by Nicole Black

That the agenda be approved as printed.

CARRIED

**Declaration of Conflicts of Interest** – Nil

**Presentations/Delegations** - Nil

**MOTION**

Moved by Peter Beacock  
Seconded by Robert North

That the Human Resources Standing Committee move into closed session.

CARRIED

The Human Resources Standing Committee reconvened in public session at 6:50 p.m.

**Items for Decision** - Nil

**Items for Information**

1. **HR Multi-Year Plan (HR-I-1)**

Janis Medysky, Associate Director, provided an overview of the Human Resource Services Multi-Year Plan. The Human Resource Services Multi-Year Plan reflects a number of initiatives that will provide continued service to the valuable employees of the Simcoe County District School Board. These initiatives support many of the directions of the board's multi-year plan while maintaining and aligning the work of all employees to improved student achievement. Some of these initiatives include: Implementation of Bill 115, Implementation of Regulation 274, Fair Hiring Practices, performance appraisals for all employee groups and further implementation of the accessibility standards.

Associate Director Medysky and Anita Simpson, Superintendent of Education, responded to questions from trustees at this time.

This report was provided for information.

2. **Insurance Trust Update (VERBAL)**

The board share of the insurance trust surplus was distributed to employees on September 28, 2012. 315 employees received a share from this trust. 83 employees received 1 share which was worth approximately \$1,500. 54 employees received 2 shares which was worth approximately \$3,000. 178 employees received 3 shares which was worth approximately \$4,500.

Associate Director Medysky responded to questions from trustees at this time.

This report was provided for information.

**3. ELP Arbitration Update (VERBAL)**

Associate Director Medysky advised that a more formal report will be brought forward shortly. Arbitrator Grey issued the decision upholding the ETFO grievance. Arbitrator Grey's finding was that the board breached Article 9.01.e of the collective agreement.

Discussions with ETFO will take place in the near future regarding the remedy.

Associate Director Medysky and Kathryn Wallace, Director of Education, responded to questions from trustees at this time.

This report was provided for information.

**Correspondence** - Nil

**Other Matters** – Ni

Trustee Ley stated that she has received a number of phone calls from parents regarding students being moved from classes as late as the fourth week of September. In September 2010, students were moved on the Monday of the third week of school. She asked why the changes took place in the fourth week.

Associate Director Medysky responded that last school year it was the Thursday of the third week of school that students were moved. It is essential that we are compliant with the ministry class sizes and that our data is as accurate as possible. Once all kindergarten children start on the first day of school it will be easier to have this accurate data to make decisions. While it is further in September, there is only one date for reorganization.

**Notices of Motion for next meeting** - Nil

**MOTION**

Moved by Caroline Smith  
Seconded by Peter Beacock

That the meeting be adjourned at 7:10 p.m.

CARRIED

4. **Report Status**

This report is provided for information.

**Respectfully submitted by:**

Janis Medysky  
Associate Director

**Approved for submission by:**

Kathryn Wallace  
Director of Education



TO: The Chairperson and Members of the  
Simcoe County District School Board

FROM: Program Standing Committee

SUBJECT: **REPORT OF THE PROGRAM STANDING COMMITTEE  
MEETING HELD WEDNESDAY, OCTOBER 10, 2012**

The Program Standing Committee met in Public Session at the Education Centre on Wednesday, October 10, 2012.

**PRESENT:**

**Committee Members**

Donna Armstrong, Peter Beacock, Nicole Black (fulfilling the role of Vice-Chairperson), Suzanne Ley, Jodi Lloyd, Michele Locke (Chairperson), Amanda Monague, Robert North, Caroline Smith.

**REGRETS:**

**Committee Members**

Debra Edwards, Krista Mayne, Christine Williams.

**PRESENT:**

**Student Trustees**

Brock Edwards, Christina Robertson, Cheryne Winstanley-Hayes.

**Administration**

Kathy Bailey, Stephen Blake, John Dance, Phyllis Hili, Brian Jeffs, Janis Medysky, Paula Murphy, Anita Simpson, Paul Sloan, Kathryn Wallace.

**Staff**

Debbie Clarke, Jane Hofmann, Pat Miller, Sandra Sangster.

**Recording Secretary**

Mary Cannell.

Chairperson Locke called the meeting to order at 7:25 p.m.

1. **Approval of Agenda**

Moved by Donna Armstrong  
Seconded by Caroline Smith

That the agenda be approved as printed.

CARRIED

**Election of Vice-Chairperson**

In the absence of Vice-Chairperson Mayne, Chairperson Locke called for nominations for the position of Vice-Chairperson of the Program Standing Committee for the evening.

Moved by Donna Armstrong  
Seconded by Caroline Smith

That Trustee Black be nominated for election as Vice-Chairperson of the Program Standing Committee for the evening.

Trustee Black indicated that she would stand.

Chairperson Locke called for further nominations for the position of Vice-Chairperson of the Program Standing Committee.

There being no further nominations, Trustee Black was acclaimed as Vice-Chairperson of the Program Standing Committee for the evening.

CARRIED

Trustee Black assumed the position of Vice-Chairperson at this time.

2. **Declaration of Conflicts of Interest** – Nil.

3. **Presentations/Delegations**

**Refresh of Public Website**

Superintendent of Facility Services John Dance welcomed Debbie Clarke, Manager of Communications. Manager Clarke and staff members Melissa Foster and Rick Defoe highlighted the recent enhancements made to this board's public website, scheduled for an upcoming launch. The website refresh is the first phase of the enterprise portal project being undertaken by Information Technology Services.

Manager Clarke provided an overview of the new interactive features of the website, demonstrating various links and features such as the ability to sort the events calendar and an advanced school search utility that includes individual school information. As part of the refresh of the website, all school websites will now include a standardized setup with menus that correspond with that of the board's.

Manager Clarke responded to trustee queries and comments related to the posting of Ministry of Education documents online, improvements to the Board's search engine and the ability to search for specific terms within the policies available on the public website.

**Items for Information**

1. **Results of the 2011-2012 Provincial Assessments (PRO-I-1)**

Superintendent of Education Kathy Bailey welcomed Research and Evaluation Services Manager Sandra Sangster. Superintendent Bailey shared trends related to the results of the 2011-2012 provincial assessments within this board and the province overall.

Superintendent Bailey and Superintendent of Education Phyllis Hili responded to trustee queries and comments related to accommodations and exemption rates for Special Education students, classroom strategies for boy learners and the funding directed to professional development.

Superintendent Bailey reviewed the school and system improvement strategies to address the 2011-2012 assessment results which include targeted professional learning for teachers of mathematics and an increased focus on numeracy strategies such as the targeted use of specialized funding from the Literacy and Numeracy Secretariat to support mathematics teaching and learning in Grades 3 and 6 and providing differentiated support to a small group of schools.

Superintendent Bailey and Manager Sangster also responded to trustee queries and comments related to low performing schools, sample questions from the Educational Quality and Accountability Office (EQAO) and standardized testing. Discussion also took place related to the qualifications of mathematics teachers overall, the importance of parental involvement in every child's education and the learning outcomes of the School Effectiveness Framework.

*Student trustees Edwards and Winstanley-Hayes left the meeting at this time.*

Director of Education Kathryn Wallace confirmed the value of tracking assessment data as a tool to identify gaps in instructional practices. Director Wallace noted that the needs of the whole child must be considered in order for students to succeed to full potential, and that mental health and poverty factors continue to be important variables.

This report was provided for information.

*Trustee Smith left the meeting at this time.*

2. **Board Improvement Plan for Student Achievement and Well-being 2012-2013 (PRO-I-2)**

Superintendent Bailey reviewed highlights of the 2012-2013 Board Improvement Plan for Student Achievement and Well-being (BIPSA-WB). This condensed BIPSA-WB summarizes this board's priorities related to reaching every student, closing the gap and assessment strategies for each of the three areas of community, culture and caring, teaching and learning and program and pathways. Superintendent Bailey shared that work is being done on hyperlinking the Essential Practices document to relevant documents, videos and resources to open up a world of learning for teachers. Superintendent Bailey also noted the direct connection between the strategies to address the results of provincial assessments in the previous report and the Essential Practices and School Improvement Planning supporting documents.

Superintendent Bailey responded to trustee comments related to the accountability of teachers, Annual Learning Plans and principal monitoring. Superintendent Bailey and Superintendent of Education Steve Blake responded to a trustee query regarding parental involvement in individual pathways planning and the difference between the Secondary Pathways database and program planning that takes place for all students.

This report was provided for information.

3. **Board Leadership Development Strategy 2012-2013 (PRO-I-3)**

Trustees were provided with a copy of *Your Path to Leading and Learning 2012-2013*, this board's leadership development program. Superintendent Bailey shared that expanding the professional development capacity of staff is fundamental to building instructional practice.

The design of the Leadership catalogue and the work of the Ryan Magill from Information Technology Services were commended.

This report was provided for information.

**Other Matters - Nil**

**Notices of Motion for Next Meeting – Nil**

Moved by Peter Beacock  
Seconded by Nicole Black

That the meeting be adjourned.

CARRIED

Meeting adjourned at 10:00 p.m.

**4. Report Status**

This report is provided as information.

**Respectfully submitted by:**

Kathy Bailey  
Superintendent of Education

**Approved for submission by:**

Kathryn Wallace  
Director of Education

October 24, 2012