

SIMCOE COUNTY DISTRICT SCHOOL BOARD

REGULAR BOARD MEETING - WEDNESDAY, FEBRUARY 27, 2013

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 January 23, 2013
 - (4) Declaration of Conflicts of Interest

CLOSED SESSION

- B.** Committee of the Whole
1. Personnel Matters
 2. Property Matters

PUBLIC SESSION

- C.**
- (1) Report from Student Trustees
 - (2) Trustee Tributes - Nil
 - (3) Delegations - 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 Business and Facilities Standing Committee Meeting held February 6, 2013
 - (b) Report of the Human Resources Standing Committee Meeting held February 13, 2013
 - (c) Report of the Program Standing Committee Meeting held February 13, 2013

- (5) Staff Reports – Items for Decision - Nil
- (6) Committee Minutes/Reports - Items for Information
 - (a) Report of the Special Education Advisory Committee Meeting held November 19, 2012
 - (b) Report of the Parent Involvement Committee Meeting held November 21, 2012
 - (c) Report of the Special Education Advisory Committee Meeting held January 21, 2013
 - (d) Report of the Audit Committee Meeting held February 4, 2013
- (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

Business and Facilities Standing Committee Meeting – March 6, 2013 at 6:00 p.m. –
Special Education Advisory Committee Meeting – March 18, 2013 at 7:00 p.m. –
Georgian Room
Human Resources Standing Committee Meeting – March 20, 2013 at 6:00 p.m. –
Georgian Room
Program Standing Committee Meeting – March, 20, 2013 at 7:00 p.m. –
Georgian Room
Accessibility Advisory Committee Meeting – March 25, 2013 at 10:30 a.m. –
Georgian Room
Parent Involvement Committee Meeting – March 25, 2013 at 5:00 p.m. –
Kempfenfelt Room
Ontario Principal Liaison Committee Meeting – March 27, 2013 at 4:30 p.m. –
Coldwater Room
Regular Meeting of the Board – March 27, 2013 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, FEBRUARY 27, 2013

REPORT	FYI	Decision Req.	MOTION
			Call Meeting to order. Roll Call
		√	That the agenda be approved as printed.
A-3-a Board Minutes January 23, 2013		√	That the Minutes of the Regular Board Meeting held Wednesday, January 23, 2013 be approved as printed.
			Declaration of Conflicts of Interest
MOTION		√	That we go into Closed Session of the Committee of the Whole
PUBLIC SESSION			
C-1			Report from Student Trustees
C-2 Trustee Tributes			Nil
C-3 Delegations			Nil
D-1		√	Report from the Closed Session of the Board in Committee of the Whole

SIMCOE COUNTY DISTRICT SCHOOL BOARD
 RECOMMENDED ACTION - 2
 FEBRUARY 27, 2013

<p>D-4-a Business & Facilities February 6, 2013</p>		<p>√ √ √ √ √ √</p>	<p>(1) That the Board approve the attendance areas for Hewitt's Creek Public School and the new Innishore South Public School, as set out in Report No. BF-D-1, Attendance Area Review: New Innishore South Public School, dated February 6, 2013.</p> <p>(2) That the Board approve that Policy No. 2197, Management of Personal Information remain status quo, as set out in APPENDIX A of Report No. BF-D-3, Review of Policy No. 2197, Management of Personal Information, dated February 6, 2013.</p> <p>(3) That the Board approve that Policy No. 2220, Special Grants to Organizations remain status quo, as set out in APPENDIX A of Report No. BF-D-4, Review of Policy No. 2220, Special Grants to Organizations, dated February 6, 2013.</p> <p>(4) That the Board approve the attendance areas, as set out in Report No. BF-D-5, Attendance Area Review: Orillia Secondary Schools, dated February 6, 2013.</p> <p>(5) That the Board approve the implementation of the attendance areas effective September 2013, as set out in Report No. BF-D-5, Attendance Area Review: Orillia Secondary Schools, dated February 6, 2013.</p> <p>(6) That the Board approve the School Basic Budget funding model for the fiscal year 2013-2014, as set out in APPENDIX A of Report No. BF-D-6, 2013-2014 School Basic Budget Model, dated February 6, 2013.</p>
<p>D-4-b Human Resources – February 13, 2013</p>		<p>√ √ √ √</p>	<p>(1) That the Board approve the revisions to Policy No. 3120, Employment Equity, as set out in APPENDIX C of Report No. HR-D-1, Revision to Policy No. 3120, Employment Equity, dated February 13, 2013.</p> <p>(2) That the Board approve the revisions to Policy No. 3320, Professional Learning as set out in APPENDIX C of Report No. HR-D-2, Revision to Policy No. 3320, Professional Learning, dated February 13, 2013.</p> <p>(3) That the Board approve the revisions to Policy No. 3031, Workplace Harassment, as set out in APPENDIX C of Report No. HR-D-3, Revision to Policy No. 3031, Workplace Harassment, dated February 13, 2013.</p> <p>(4) That the Board approve the revisions to Policy No. 3045, Workplace Violence, as set out in APPENDIX C of Report No. HR-D-4, Revision to Policy No. 3045, Workplace Violence, dated February 13, 2013.</p>
<p>D-4-c Program Mtg February 13, 2013</p>		<p>√</p>	<p>That the Board approve the submission of the modified school year calendar for Ernest Cumberland Elementary School for 2013-2014 to the Ministry of Education for approval, as set out in APPENDIX A of Report No. PRO-D-1, Modified School Year Calendar 2013-2014 – Ernest Cumberland Elementary School, dated February 13, 2013.</p>
<p>D-6-a SEAC Mtg - November 19, 2012</p>	<p>√</p>		

SIMCOE COUNTY DISTRICT SCHOOL BOARD
 RECOMMENDED ACTION - 3
 FEBRUARY 27, 2013

D-6-b PIC Mtg November 21, 2012	√		
D-6-c SEAC Mtg January 21, 2013	√		
D-6-d Audit Committee February 4, 2013	√		
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 JANUARY 23, 2013**

The regular meeting of the Simcoe County District School Board was held on Wednesday, January 23, 2013 at the Education Centre.

A. (1) Roll Call

PRESENT:

Trustees

Donna Armstrong, Peter Beacock (Vice-chairperson),
Nicole Black, Debra Edwards, Suzanne Ley, Michele Locke,
Krista Mayne, Amanda Monague, Robert North (Chairperson),
Caroline Smith, Christine Williams.

ELECTRONIC:

Participation

Jodi Lloyd.

PRESENT:

Student Trustees:

Christina Robertson, Cheryne Winstanley-Hayes.

REGRETS:

Student Trustee

Brock Edwards.

Recording Secretary

Lena Robyn.

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

(2) Approval of Agenda

Moved by Michele Locke
Seconded by Christine Williams

That the Agenda be approved as printed.

CARRIED

(3) Approval of Minutes

Minutes of the Regular Meeting of the Board held December 19, 2012 (A-3-a)

Moved by Suzanne Ley
Seconded by Christine Williams

That the Minutes of the Regular Meeting of the Board held Wednesday, December 19, 2012 be approved as printed.

CARRIED

(4) Declaration of Conflicts of Interest – Nil

B. Committee of the Whole

Moved by Michele Locke
Seconded by Krista Mayne

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 reported on the continuing work of the SCDSB Student Senate relating to healthy food options in secondary school cafeterias. The Student Senate is inviting Health Unit representatives to the Senate meeting on February 12, 2013 to develop student survey questions regarding preferred healthy options. Student Trustees will provide an update to the Board in February regarding this initiative.

(2) Trustee Tribute

Lynne Wright, Canada's Favourite Crossing Guard

Vice-Chairperson Beacock presented a Trustee Tribute to Lynne Wright, Crossing Guard for the Hillsdale Elementary School community. Mrs. Wright was recently proclaimed one of Canada's favourite crossing guards through a national awards program sponsored by FedEx Express Canada and Safe Kids Canada, which is now part of Parachute, a national organization dedicated to preventing injuries and saving lives. Mrs. Wright was one of three crossing guards nationally to receive this prestigious award. The award recognizes Lynne Wright's exceptional care, concern and dedication when helping children cross the street, and make their way safely to school. Vice-Chairperson Beacock also thanked the award winner for her many contributions as a school council member and at school events.

(3) Delegations

1. Robert Bennett Re: Accommodation Review of Midland Secondary School and Penetanguishene Secondary School
2. Ross Holt Re: Accommodation Review in the North Secondary Review Area

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 January 23, 2013:

(1,2)

Moved by Michele Locke

Seconded by Christine Williams

(1)

#BP-2013-01-23-01

That the Board approve the School/System Administrator Eligibility List, as set out in Report No. CL-B-2-a, School/System Administrator Eligibility List – January 2013, dated January 23, 2013.

(2)

#BP-2013-01-23-02

That the Board approve the school administrator appointments/transfers, as set out in Report No. CL-B-2-b, School Administrator Appointments/Transfers, dated January 23, 2013.

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 January 9, 2013 (D-4-a)

(1)

Moved by Suzanne Ley

Seconded by Christine Williams

#BF-2013-01-09-03

That the Board approve that an Attendance Area Review be undertaken, commencing after September 2013 in the North and Barrie Secondary Review Areas that includes Barrie North Collegiate Institute and Elmvale District High School, as set out in Report No. BF-D-1, Capital Plan – 2012, dated January 9, 2013.

CARRIED

(2)
Moved by Suzanne Ley
Seconded by Donna Armstrong

#BF-2013-01-09-04

That the Board approve that an Accommodation Review Committee be undertaken, commencing after September 2013 in the North Secondary Review Area that includes Midland Secondary School and Penetanguishene Secondary School, as set out in Report No. BF-D-1, Capital Plan – 2012, dated January 9, 2013.

Trustee Smith requested a recorded vote at this time.

YEAS

NAYS

Donna Armstrong
Peter Beacock
Nicole Black
Debra Edwards
Suzanne Ley
Jodi Lloyd
Michele Locke
Krista Mayne
Amanda Monague
Robert North
Christine Williams

Caroline Smith

CARRIED

(3)
Moved by Peter Beacock
Seconded by Christine Williams

#BF-2013-01-09-05

That the Board approve holding schools and designate the schools closed to out of area students as of September 1, 2013, as set out in Report No. BF-D-1, Capital Plan 2012, dated January 9, 2013.

CARRIED

(4)
Moved by Donna Armstrong
Seconded by Michele Locke

#BF-2013-01-09-06

That the Board approve schools closed to out of area students as of September 1, 2013, as set out in Report No. BF-D-1, Capital Plan – 2012, dated January 9, 2013.

CARRIED

The Board recessed at this time.

(5)
Moved by Debra Edwards
Seconded by Suzanne Ley

#BF-2013-01-09-07

That the Board approve the Priority Capital Project list, as set out in Report No. BF-D-1, Capital Plan – 2012, as amended January 23, 2013.

CARRIED

(6)
Moved by Debra Edwards
Seconded by Nicole Black

#BF-2013-01-09-08

That the Board approve the Capital Plan, as set out in Report No. BF-D-1, Capital Plan – 2012, as amended January 23, 2013.

CARRIED

(7)
Moved by Peter Beacock
Seconded by Christine Williams

#BF-2013-01-09-09

That the Board approve the revisions to Policy No. 2317, School Attendance Areas, as set out in APPENDIX C of Report No. BF-D-2, Revisions to Policy No. 2317, School Attendance Areas, dated January 9, 2013.

CARRIED

(8)
Moved by Peter Beacock
Seconded by Nicole Black

#BF-2013-01-09-10

That the Board approve that Policy No. 2316, Establishment of New Schools, be rescinded, as set out in APPENDIX A of Report No. BF-D-3, Policy No. 2316, Establishment of New Schools, dated January 9, 2013.

CARRIED

Report of the Human Resources Standing Committee Meeting held
January 16, 2013 (D-4-a)

(1)
Moved by Suzanne Ley
Seconded by Michele Locke

#HR-2013-01-16-11

That the Board approve the adoption of the Draft Policy 3116, Integrated Accessibility Standards as set out in APPENDIX A of Report No. HR-D-1, Draft Policy 3116, Integrated Accessibility Standards, dated January 16, 2013.

CARRIED

(2)
Moved by Krista Mayne
Seconded by Nicole Black

#HR-2013-01-16-12

That the Board approve the revisions to Policy No. 2230, General Purchasing as set out in APPENDIX C of Report No. HR-D-2, Revision to Policy No. 2230, General Purchasing, dated January 16, 2013.

CARRIED

(5) Staff Reports – Items for Decision

Appointment of External Audit Committee Member (D-5-a)

The term of office for Rob Mauro, External Audit Committee member, expired in January 2013. Interviews were conducted on September 12, 2012 by Superintendent Jeffs, Director Wallace and Trustee Ley.

Moved by Suzanne Ley
Seconded by Christine Williams

#BP-2013-01-23-13

That the Board approve the appointment of Jay Anstey to the Audit Committee for a term of three years effective February 2013 – January 2016, as set out in Report No. D-5-a, Appointment of External Audit Committee Member, dated January 23, 2013.

CARRIED

Trustee Lloyd expressed her appreciation for the contributions made by Robert Mauro during his three-year term as a member of the Audit Committee.

(6) Committee Minutes/Reports – Items for Information

Report of the Program Standing Committee Meeting held January 16, 2013 (D-6-a)

This report was provided as information.

(7) Staff Reports – Items for Information – Nil

E. OTHER MATTERS

- (1) Reports from Liaison Members - Nil
- (2) Notices of Motion for next meeting - Nil
- (3) Questions and Proposals from Trustees

Vice-Chairperson Beacock noted the Ministry of Education's recent approvals to fund the following projects:

- A new replacement public secondary school for Orillia – target date for opening 2015
- A new public elementary school in southwest Bradford – target date for opening 2014
- A new public secondary school for south Barrie – target date for opening 2016

Vice-Chairperson Beacock thanked staff for the work and expertise they contributed during previous Accommodation Committee Review and capital planning processes leading up to these approvals. Chairperson Robert North also thanked members of previous ARCs, staff of the Facility Services and Planning departments and Senior Administration for their efforts in the process.

(4) Professional Development Seminars Attendance

Student Trustees Edwards, Robertson and Winstanely-Hayes declared their intention to attend the OSTA Public Board Council Conference on February 21-25, 2013.

Trustee Smith indicated that she will be attending a session on Accommodation and Inclusion taking place in Toronto on February 27, 2013.

(5) Reports/Update from Staff

Director Wallace thanked trustees for their continued support in capital planning and expressed appreciation to the Ministry of Education for approving these new schools for SCDSB communities.

(6) Correspondence - Nil

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

Audit Committee Meeting – February 4, 2013 at 6:00 p.m. – Coldwater Room
Business and Facilities Standing Committee Meeting – February 6, 2013 at 6:00 p.m. –
Special Education Advisory Committee Meeting – February 11, 2013 at 7:00 p.m. –
Georgian Room
Human Resources Standing Committee Meeting – February 13, 2013 at 6:00 p.m. –
Georgian Room
Program Standing Committee Meeting – February 13, 2013 at 7:00 p.m. –
Georgian Room
Parent Involvement Committee Meeting – February 20, 2013 at 5:00 p.m. –
Kempfenfelt Room
Teacher Trustee Meeting (OSSTF) – February 27, 2013 at 4:30 p.m. – Coldwater Room
Regular Meeting of the Board – February 27, 2013 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 Nicole Black

That the meeting be adjourned at 9:15 p.m.

CARRIED

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, FEBRUARY 6, 2013**

The Business and Facilities Standing Committee met in Public Session on Wednesday, February 6, 2013, at the Education Centre.

PRESENT:

Committee Members

Peter Beacock, Suzanne Ley (fulfilling the role of Vice-Chairperson), Jodi Lloyd (Chairperson), Michele Locke, Krista Mayne, Robert North, Caroline Smith.

Administration

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

Student Trustees

Brock Edwards, Christina Robertson, Cheryne Winstanley-Hayes.

Staff

David Few, Rick Hodgkinson, Mark Twardowski.

REGRETS:

Committee Members

Donna Armstrong, Nicole Black, Debra Edwards, Amanda Monague, Christine Williams.

Recording Secretary

Tina Bazuk.

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

Approval of the Agenda

MOTION

Moved by Peter Beacock
Seconded by Robert North

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 Robert North

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

Trustee Ley indicated that she 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 Ley was acclaimed as Vice-Chairperson of the Business and Facilities Standing Committee for the evening.

CARRIED

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

MOTION

Moved by Peter Beacock
Seconded by Robert North

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

CARRIED

The Business and Facilities Standing Committee reconvened in public session at 6:15 p.m.

Presentations/Delegations - Nil

Items for Decision

1. Attendance Area Review: New Innishore South Public School (BF-D-1)

John Dance, Superintendent of Facility Services, provided an overview of the report which outlined the objective of the new school and its attendance area. The attendance area was developed having regard for efficiencies in walking zones, overall capacity, enrolment changes within the general area, balancing enrolment, minimizing the need for portables and considering the location/proximity of schools to one another.

A public meeting was held on November 5, 2012 at Hewitt's Creek Public School to consult with the community and encourage feedback to the original proposed attendance area. There was minimal concern with the proposed attendance area. A couple of requests from the community members have been incorporated into the final proposed attendance area.

Superintendent Dance responded to questions from trustees at this time.

(1)
Moved by Suzanne Ley
Seconded by Krista Mayne

#BF-2013-02-06-23

That the Business and Facilities Standing Committee recommend that the Board approve the attendance areas for Hewitt's Creek Public School and the new Innishore South Public School, as set out in Report No. BF-D-1, Attendance Area Review: New Innishore South Public School, dated February 6, 2013.

CARRIED

2. Revision to Policy No. 2196 – Records and Information Management (BF-D-2)

Brian Jeffs, Superintendent of Business Services, provided an overview of the revised policy. Revisions have been made to incorporate the principle of Protection for School Board Records and Information as highlighted in item 3.7.

Superintendent Jeffs responded to questions from trustees at this time.

Discussion ensued regarding the addition of item 3.7 and the language contained within it.

(2)
Moved by Suzanne Ley
Seconded by Michele Locke

#BF-2013-02-06-24W

That the Business and Facilities Standing Committee recommend that the Board approve the revisions to Policy No. 2196 – Records and Information Management, as set out in APPENDIX C of Report No. BF-D-2, Revision to Policy No. 2196 – Records and Information Management, dated February 6, 2013.

The above motion was withdrawn.

Superintended Jeffs advised that he would discuss the language rationale with Gina Coish, Corporate Risk Officer- Privacy and Records and Information Management to determine whether the language should in fact be changed. This policy will be brought back to the March 6, 2013 Business and Facilities Standing Committee for further clarification.

3. Review of Policy No. 2197 – Management of Personal Information (BF-D-3)

Superintendent Jeffs provided an overview of the reviewed policy. Upon review it was determined that all necessary elements of the existing Policy are current and provide clear direction to staff.

Superintendent Jeffs responded to questions from trustees at this time.

(3)

Moved by Michele Locke
Seconded by Peter Beacock

#BF-2013-02-06-25

That the Business and Facilities Standing Committee recommend that the Board approve that Policy No. 2197 – Management of Personal Information remain status quo, as set out in APPENDIX A of Report No. BF-D-3, Review of Policy No. 2197 – Management of Personal Information, dated February 6, 2013.

CARRIED

4. Review of Policy No. 2220 – Special Grants to Organizations (BF-D-4)

Superintendent Jeffs provided an overview of the reviewed policy. Upon review it was determined that all necessary elements of the existing Policy are current and provide clear direction to staff.

Superintendent Jeffs responded to questions from trustees at this time.

(4)

Moved by Michele Locke
Seconded by Krista Mayne

#BF-2013-02-06-26

That the Business and Facilities Standing Committee recommend that the Board approve that Policy No. 2220 – Special Grants to Organizations remain status quo, as set out in APPENDIX A of Report No. BF-D-4, Review of Policy No. 2220 – Special Grants to Organizations, dated February 6, 2013.

CARRIED

5. Attendance Area Review: Orillia Secondary Schools (BF-D-5)

Superintendent Dance provided an overview of the report. The pupil accommodation Review concluded in March 2009. This review recommended and the Board approved, that pending Ministry of Education (MOE) approval and funding, Orillia District Collegiate Vocational Institute (ODCVI) and Park Street Collegiate Institute would be closed and a new replacement secondary school would be constructed on the Park Street Collegiate Institute's site. Approval for a new replacement Orillia Secondary School was received from the MOE on January 17, 2013.

The proposed changes would result in two new secondary school attendance areas. The new Twin Lakes Secondary School attendance area and the new Orillia District Collegiate & Vocational Institute/Park Street Collegiate Institute school attendance area would be of similar sizes and have student populations of sufficient size to support a wide range of programming opportunities for students while also aligning elementary school family/feeders to as large a degree as possible. It was initially recommended that the proposed attendance areas take effect September 2014. In light of new information regarding the MOE approval, it is now recommended that the proposed attendance area changes take effect September 2013.

Trustees recommended the community be notified that this report is moving forward in February as opposed to March 2013 as originally expected. Kathryn Wallace, Director of Education agreed that communication is necessary.

Superintendent Dance and Director Wallace responded to questions from trustees at this time.

(5, 6)

Moved by Robert North
Seconded by Krista Mayne

(5)

#BF-2013-02-06-27

That the Business and Facilities Standing Committee recommend that the Board approve the attendance areas, as set out in Report No. BF-D-5, Attendance Area Review: Orillia Secondary Schools, dated February 6, 2013.

(6)

#BF-2013-02-06-28

That the Business and Facilities Standing Committee recommend that the Board approve the implementation of the attendance areas effective September 2013, as set out in Report No. BF-D-5, Attendance Area Review: Orillia Secondary Schools, dated February 6, 2013.

CARRIED

6. 2013-2014 School Basic Budget Model (BF-D-6)

Superintendent Jeffs provided an overview of the report. As a result of Board discussion in the spring of 2011, a School Basic Budget project team was developed to review the School Basic Budget funding formula and make recommendations for implementation in the 2012-2013 fiscal year. Based on recommendations from the project team, the Board approved continuing with the current funding model for the 2012-2013 fiscal year. The project team met again in January 2013 to develop recommendations for implementing a new funding model for the 2013-2014 fiscal year. The proposed model reflects a change from a variable base component (school size dependent) to a standard base component, for all elementary schools with a 3-year phase-in. No recommended changes have been proposed for the secondary panel.

Superintendent Jeffs responded to questions from trustees at this time.

Student Trustee Brock Edwards left the meeting at this time.

(7)

Moved by Robert North
Seconded by Krista Mayne

#BF-2013-02-06-29

That the Business and Facilities Standing Committee recommend that the Board approve the School Basic Budget funding model for the fiscal year 2013–2014, as set out in APPENDIX A of Report No. BF-D-6, 2013-2014 School Basic Budget Model, dated February 6, 2013.

CARRIED

Trustee Smith and Student Trustee Winstanley-Hayes left the meeting at this time.

MOTION

Moved by Peter Beacock
Seconded by Krista Mayne

That the committee recess at this time.

CARRIED

Items for Information

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

Superintendent Jeffs 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. Energy Efficient Schools Update (BF-I-2)

Superintendent Dance and Mark Twardowski, Manager, Building and Environmental Services, provided an overview of the report. The Simcoe County District School Board (SCDSB) received a total allocation of \$9,611,181 to be spent over two years in three phases.

Under Phase I, Enerlife Consulting was retained in September 2009 to help determine the board's potential for energy savings and to assist the board with implementation and verification of savings.

Phase II and III consisted of the implementation of a variety of measures that would result in long term operational improvements and a reduction of energy consumption.

A standards document outlining the energy performance criteria for lighting, mechanical and BAS systems was developed as part of this funding initiative. These standards have been adopted for retrofit work as well as for all new construction projects. All new designs will need to comply with the energy performance criteria noted in the standards document.

Superintendent Dance and Manager Twardowski responded to questions from trustees at this time.

This report was provided for information.

3. 2012-2013 Student Enrolment on October 31, 2012 (BF-I-3)

Superintendent Dance and Rick Hodgkinson, Assistant Manager of Admissions and Enrolment, provided an overview of the report which detailed Student Enrolment as of October 31, 2011.

A revised APPENDIX A was provided to the committee.

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

This report was provided for information.

Correspondence – Nil

Other Matters

1. Superintendent Dance provided an update on the Student Injury Prevention Initiative Funding. On January 30, 2013 the MOE announced that the SCDSB would be granted an allocation of \$271,244 to support Technological Education and Science. This funding must be used by August 31, 2013. The two areas of funding are: Board Plan Development Update and Implementation along with Safety and Environmental Concerns. Dave Quinlan, Corporate Risk Officer – Health and Safety and Bob Emptage, Technological Education Consultant are developing a plan to use strategically across the board.

Superintendent Dance responded to questions from trustees at this time.

2. Superintendent Dance provided an update on the Safe Welcome Program for Elementary Schools. The MOE issued a memo on January 29, 2013 to provide school boards with the details of the expanded Safe Welcome program and to invite the school board's to apply for funds. The funding is limited, however, allows school board's to purchase security devices so doors can remain locked at all times. Superintendent Dance advised the Board that they would be made aware of the implementation process once it's determined.

Superintendent Dance responded to questions from trustees at this time.

3. Superintendent Jeffs provided an update on the Copyright Act.

In June 2012 the Canadian Parliament passed Bill C-11, the Copyright Modernization Act which sets clear legal framework for the digital age and adds "education" as an allowable purpose within the fair-dealing provision.

In July 2012 the Council of Ministers of Education Canada (CMEC) Copyright Consortium asked the Supreme Court to interpret "fair dealing" section of the Copyright Act to permit teachers to make copies of short excerpts from books and newspapers for distribution to students.

The CMEC has published the “fair dealing” guidelines to help teachers and school administrators understand how to use copyright-protected works appropriately and Copyright Matters to provide the education community with user-friendly information on copyright laws.

In August 2009 the Copyright board certified Access’s Tariff resulting in an increase of approximately \$2.15 which was retroactively applied to the 2005-2009 period. In July 2012 the Supreme Court Ruled that \$0.35 of the tariff increase is Fair Dealing and \$0.315 is to be refunded for 2005-2008 and \$0.35 refunded for 2009. This is an approximate reimbursement of \$ 88,145 plus interest to the SCDSB.

Superintendent Jeffs responded to questions from Trustees at this time.

Notices of Motion for Next Meeting - Nil

MOTION

Moved by Peter Beacock
Seconded by Suzanne Ley

That the meeting be adjourned at 8:15 p.m.

CARRIED

RECOMMENDATIONS

1. That the Board approve the attendance areas for Hewitt’s Creek Public School and the new Innishore South Public School, as set out in Report No. BF-D-1, Attendance Area Review: New Innishore South Public School, dated February 6, 2013.
2. That the Board approve that Policy No. 2197 – Management of Personal Information remain status quo, as set out in APPENDIX A of Report No. BF-D-3, Review of Policy No. 2197 – Management of Personal Information, dated February 6, 2013.
3. That the Board approve that Policy No. 2220 – Special Grants to Organizations remain status quo, as set out in APPENDIX A of Report No. BF-D-4, Review of Policy No. 2220 – Special Grants to Organizations, dated February 6, 2013.
4. That the Board approve the attendance areas, as set out in Report No. BF-D-5, Attendance Area Review: Orillia Secondary Schools, dated February 6, 2013.
5. That the Board approve the implementation of the attendance areas effective September 2013, as set out in Report No. BF-D-5, Attendance Area Review: Orillia Secondary Schools, dated February 6, 2013.
6. That the Board approve the School Basic Budget funding model for the fiscal year 2013–2014, as set out in APPENDIX A of Report No. BF-D-6, 2013-2014 School Basic Budget Model, dated February 6, 2013.

Respectfully submitted by:

Brian Jeffs
Superintendent of Business Services

John Dance
Superintendent of Facility Services

Approved for submission by:

Kathryn Wallace
Directory of Education

February 27, 2013

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, FEBRUARY 13, 2013**

The Human Resources Standing Committee met in Public Session on Wednesday, February 13, 2013, at the Education Centre.

PRESENT:

Committee Members

Peter Beacock, Suzanne Ley, Jodi Lloyd, Michele Locke, Krista Mayne (Vice-Chairperson), Amanda Monague, Robert North, Caroline Smith, Christine Williams (Chairperson).

Administration

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

Student Trustees

Brock Edwards, Christina Robertson.

REGRETS:

Committee Members

Donna Armstrong, Nicole Black, Debra Edwards.

Student Trustees

Cheryne Winstanley-Hayes.

Recording Secretary

Kary Hancock.

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

Approval of the Agenda

MOTION

Moved by Robert North
Seconded by Caroline Smith

That the agenda be approved as printed.

CARRIED

Declaration of Conflicts of Interest - Nil

Presentations/Delegations - Nil

MOTION

Moved by Peter Beacock
Seconded by Caroline Smith

That the Human Resources Standing Committee move into closed session.

CARRIED

The Human Resources Standing Committee reconvened in public session at 6:15 p.m.

Items for Decision

1. Revision to Policy No. 3120 – Employment Equity (HR-D-1)

Janis Medysky, Associate Director, provided an overview of the report. This policy was adopted by the Board on December 14, 1988. Revisions were made on October 23, 1991, and June 23, 2010. Minor language revisions were made to update the wording to reflect current legislation and to add the appropriate APM's that support this policy.

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

Moved by Peter Beacock
Seconded by Michele Locke

(1)

#HR-2013-02-13-03

That the Human Resources Standing Committee recommend that the Board approve the revisions to Policy No. 3120 – Employment Equity as set out in Report No. HR-D-1, Revision to Policy No. 3120 – Employment Equity, APPENDIX C, dated February 13, 2013.

CARRIED

2. Revision to Policy No. 3320 – Professional Learning (HR-D-2)

Associate Director Medysky provided an overview of the report. This policy was adopted by the Board on March 12, 1969. Revisions were made on November 24, 1971 and June 23, 2010. Minor language changes were made to improve the wording of this policy.

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

Moved by Caroline Smith
Seconded by Amanda Monague

(2)

#HR-2013-02-13-04

That the Human Resources Standing Committee recommend that the Board approve the revisions to Policy No. 3320 – Professional Learning as set out in Report No. HR-D-2, Revision to Policy No. 3320 – Professional Learning, APPENDIX C, dated February 13, 2013.

CARRIED

3. Revision to Policy No. 3031 – Workplace Harassment (HR-D-3)

Associate Director Medysky provided an overview of the report. This policy was adopted by the Board on April 27, 1994. Revisions were made on October 25, 2006 and June 23, 2010. Minor language revisions were made to this policy to reflect 2012 changes to the *Human Rights Code (Ontario)*. References to the appropriate APM's and the Health and Safety Procedure were also added.

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

Moved by Michele Locke
Seconded by Peter Beacock

(3)
#HR-2013-02-13-05

That the Human Resources Standing Committee recommend that the Board approve the revisions to Policy No. 3031 – Workplace Harassment as set out in Report No. HR-D-3, Revision to Policy No. 3031 – Workplace Harassment, APPENDIX C, dated February 13, 2013.

CARRIED

4. Revision to Policy No. 3045 – Workplace Violence (HR-D-4)

Associate Director Medysky provided an overview of the report. The policy was adopted by the Board on June 23, 2010. Minor language revisions were made to improve the wording of this policy and to add the appropriate APM's that support this policy. This policy is among others which will be discussed with SEAC.

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

Moved by Robert North
Seconded by Peter Beacock

(4)
#HR-2013-02-13-06

That the Human Resources Standing Committee recommend that the Board approve the revisions to Policy No. 3045 – Workplace Violence as set out in Report No. HR-D-4, Revision to Policy No. 3045 – Workplace Violence, APPENDIX C, dated February 13, 2013.

CARRIED

Items for Information – Nil

Correspondence - Nil

Other Matters - Nil

Notices of Motion for next meeting - Nil

MOTION

Moved by Caroline Smith
Seconded by Michele Locke

That the meeting be adjourned at 6:30 p.m.

CARRIED

RECOMMENDATIONS

1. That the Board approve the revisions to Policy No. 3120 – Employment Equity as set out in Report No. HR-D-1, Revision to Policy No. 3120 – Employment Equity, APPENDIX C, dated February 13, 2013.
2. That the Board approve the revisions to Policy No. 3320 – Professional Learning as set out in Report No. HR-D-2, Revision to Policy No. 3320 – Professional Learning, APPENDIX C, dated February 13, 2013.
3. That the Board approve the revisions to Policy No. 3031 – Workplace Harassment as set out in Report No. HR-D-3, Revision to Policy No. 3031 – Workplace Harassment, APPENDIX C, dated February 13, 2013.
4. That the Board approve the revisions to Policy No. 3045 – Workplace Violence as set out in Report No. HR-D-4, Revision to Policy No. 3045 – Workplace Violence, APPENDIX C, dated February 13, 2013.

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: Human Resources Standing Committee

SUBJECT: **REPORT OF THE PROGRAM STANDING COMMITTEE
MEETING HELD WEDNESDAY, FEBRUARY 13, 2013**

The Program Standing Committee met in Public Session on Wednesday, February 13, 2013, at the Education Centre.

PRESENT:

Committee Members Peter Beacock, Suzanne Ley (Chairperson), Jodi Lloyd, Michele Locke (Vice-Chairperson), Krista Mayne, Amanda Monague, Robert North, Caroline Smith, Christine Williams.

Electronic Participation Nicole Black.

Administration Kathy Bailey, Steve Blake, John Dance, Phyllis Hili, Janis Medysky, Paula Murphy, Anita Simpson, Paul Sloan.

Student Trustees Brock Edwards, Christina Robertson.

REGRETS:

Committee Members Donna Armstrong, Debra Edwards.

Student Trustees Cheryne Winstanley-Hayes.

Recording Secretary Kary Hancock.

Chairperson Ley called the meeting to order at 7:00 p.m.

Approval of the Agenda

MOTION

Moved by Krista Mayne
Seconded by Peter Beacock

That the agenda be approved as printed.

CARRIED

Declaration of Conflicts of Interest - Nil

Presentations/Delegations - Nil

Items for Decision

1. Modified School Year Calendar 2013-2014 Ernest Cumberland Elementary School (PRO-D-1)

Steve Blake, Superintendent of Education, provided an overview of the report. Ernest Cumberland Elementary School in Alliston is currently the only Simcoe Country District School Board (SCDSB) school with a modified school year calendar as approved by the Ministry of Education. Regulation 304 of the Education Act provides that a board may designate one or more schools under its jurisdiction a school year and school holidays that are different from the traditional September 1st to June 30th school year. Three (3) of the designated six (6) Professional Activity (P.A.) days comply with the Memorandum of Understanding and the remaining three P.A. days comply with contractual obligations between SCDSB and the Elementary Teachers' Federation of Ontario. The school and community support this modified school year calendar for 2013-2014.

Superintendent Blake responded to questions from trustees at this time.

Moved by Krista Mayne
Seconded by Christine Williams

(1)

#PRO-2013-02-13-04

That the Program Standing Committee recommend that the Board approve the submission of the modified school year calendar for Ernest Cumberland Elementary School for 2013-2014 to the Ministry of Education for approval, as set out in APPENDIX A of Report No. PRO-D-1, Modified School Year Calendar 2013-2014 – Ernest Cumberland Elementary School, dated February 13, 2013.

CARRIED

Items for Information

1. Special Education Multi-Year Plan Update (PRO-I-1)

Phylis Hili, Superintendent of Education introduced Principals of Special Education Sally Potts and Peter Gumbrell. Superintendent Hili advised that this plan supports 9661 students which is approximately 18.5% of the board's student population. Superintendent Hili thanked the trustees for their support with the new special education model.

Principal Gumbrell and Principal Potts spoke to a Powerpoint presentation highlighting four areas of the plan, specifically, County Classes, Kindergarten Professional Learning Communities (PLCs), numeracy strategies for students with Individualized Education Plans (IEPs), and Positive Behaviour Supports (Safety Plans).

Superintendent Hili, Principal Gumbrell and Principal Potts responded to questions regarding the multi-year plan.

Sue Ducau, Area 3 Special Education Consultant, was invited to the table and spoke to a Powerpoint presentation regarding Zones of Regulation in Action. The four different zones of emotions and the tools to use to transition between these zones were reviewed.

The presentation demonstrated how the schools that are participating in this initiative are implementing this process.

Principal Gumbrell and Consultant Ducau responded to questions from trustees about this initiative.

This report was provided for information.

2. Tutors in the Classroom Update (PRO-I-2)

Kathy Bailey, Superintendent of Education introduced Principal of Program Jane Hofmann. Principal Hofmann provided an overview of the Tutors in the Classroom initiative. Currently, the board has 78 new students and 27 returning students participating in 2013 Tutors in the Classroom training. There are 68 other individuals on waitlists for these sessions.

These tutor positions enable students enrolled in post-secondary education to work in elementary schools as tutors with a focus on literacy and numeracy. The focus this year will also include the use of embedded technology within school learning environments.

Superintendent Bailey and Principal Hofmann responded to general questions from the trustees.

This report was provided for information.

3. Grade 1 Early French Immersion (EFI) and Grade 5 Extended French as a Second Language (EFSL) Enrolment Projections for September 2013: Update (PRO-I-3)

Superintendent Bailey provided a status report on the application process and the numbers received as of January 31, 2013. The criteria for building the minimum two classes at each site were reviewed.

When the numbers were calculated, both Mundy's Bay and Regent Park were under subscribed. In responding to the data and in support of the spirit of the motion, one class has been assigned to Mundy's Bay and one at Regent Park for September 2013.

Admiral Collingwood, Ardagh Bluffs and Warnica all have waitlists. An additional class will be added to each of these locations for a total of three (3) Early French Immersion classes at these sites.

Superintendent Bailey and John Dance, Superintendent of Facility Services responded to questions from trustees at this time.

With respect to EFSL the board numbers are up by approximately 100 students for September 2013.

Superintendent Bailey responded to questions from trustees.

This report was provided for information.

Other Matters

Trustee Locke wished to know if trustees would be receiving an update on the Alternative Learning Program. Superintendent Blake advised that a comprehensive report would be going to Administrative Council the week of February 18, 2013.

Trustee Mayne asked if it could be possible to extend the Ontario Math Help Line for Grade 11 and 12 students. Associate Director Medysky advised that she and Superintendent Bailey would look into this and respond at some future point.

Notices of Motion for next meeting - Nil

MOTION

Moved by Peter Beacock
Seconded by Caroline Smith

That the meeting be adjourned at 8:50 p.m.

CARRIED

RECOMMENDATION

That the Board approve the submission of the modified school year calendar for Ernest Cumberland Elementary School for 2013-2014 to the Ministry of Education for approval, as set out in APPENDIX A of Report No. PRO-D-1, Modified School Year Calendar 2013-2014 – Ernest Cumberland Elementary School, dated February 13, 2013.

Respectfully submitted by:
Kathy Bailey
Superintendent of Education

Approved for submission by:
Kathryn Wallace
Director of Education

February 27, 2013

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 NOVEMBER 19, 2012**

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

PRESENT

SEAC Members: Donna Armstrong (Trustee), Peter Beacock (Trustee), Joanne Brown, Susan Clough, Sue Downing, Sarah Elliott, Mary Haire, Margaret Homewood, James Hall (fulfilling the role of Chairperson), Laura LaChance (fulfilling the role of Vice-Chairperson), Kim Latour, Krista Mayne (Trustee), Joanne McCafferty, Sari Russell.

SEAC Alternates: Kevin Berry, Ceci Vasoff.

PRESENT

Staff: Phyllis Hili, Janis Medysky, Sally Potts.

REGRETS SEAC MEMBERS: Angie Bridekirk (Chairperson), Kim Latour.

REGRETS STAFF: Peter Gumbrell.

Recording Secretary:

Jennifer Henry.

Vice-Chairperson Hall called the meeting to order at 7:05 p.m.

Election of Vice-Chairperson

In the absence of Chairperson Bridekirk, Vice-Chairperson Hall assumed the role of Chairperson for the evening. Chairperson Hall called for nominations for the position of Vice-Chairperson of the Special Education Advisory Committee for the evening.

Moved by Joanne McCafferty
Seconded by Joanne Brown

That Laura LaChance fulfill the role of Vice-Chairperson for the evening.

Laura indicated that she would stand.

CARRIED

Laura assumed the Vice-Chair at this time.

(2) **Approval of Agenda**

Phyllis Hili, Superintendent of Education requested that elementary Autism Spectrum Disorder (ASD) class be added to the agenda, and Joanne McCafferty requested an update on calming rooms. Chairperson Hall suggested these items be addressed under item B5 Staff Member Reports/Updates as items (g) and (h).

In the absence of Peter Gumbrell, Principal of Special Education, it was suggested that the presentation he was going to give under item B5 (f) – Transition Planning be deferred until December, and that any questions or comments regarding transition planning could be brought forward this evening.

Moved by Sarah Elliott
Seconded by Joanne McCafferty

That the agenda be approved as amended.

CARRIED

(3) **Approval of Minutes**

(a) **Minutes of the Regular Committee Meeting October 15, 2012**

Moved by Sarah Elliott
Seconded by Joanne McCafferty

That the minutes of the regular meeting of the Special Education Advisory Committee held October 15, 2012 be approved as printed.

CARRIED

B. (1) **Welcoming**

(a) **Welcome and Introductions**

Chairperson Hall welcomed guests, Board staff members, and SEAC members. Ceci Vasoff, newly appointed SEAC Alternate Member for the Association for Bright Children was welcomed and introduced.

(b) **SCDSB Special Education Statement of Beliefs**

Krista Mayne read the Statement of Beliefs.

(2) **Presentations & Discussion**

(a) **Role of the Social Worker**

Sally Potts, Principal of Special Education presented information on the number of social workers employed by the board and the role of the social worker. There are now ten social workers (previously 3) assigned to the Multidisciplinary Team and Complex Needs Teams of the school board area. She also spoke to the training that social workers are receiving, and addressed SEAC members' questions.

Superintendent Hili spoke further to the special education tiered support model in relation to the role of the social worker. She noted that Dr. Bill Colvin, Senior Psychologist and Mental Health Leader is working with the Principals of Special Education regarding professional development for social workers and could attend a future meeting to speak to the mental health strategy.

(b) Accessibility Plan 2012-2013

Janis Medysky, Associate Director, provided a brief overview of the Annual Accessibility Plan for the Simcoe County District School Board (SCDSB) 2012-2013 that was submitted to Trustees in September 2012. She highlighted the responsibilities and work of the SCDSB Accessibility Advisory Committee regarding communication both within our system and to community partners around physical barriers in SCDSB buildings.

(c) PPM 140 Survey

Superintendent Hili and Principal Potts provided an overview of the monitoring of the implementation of Policy/Program Memorandum 140 (PPM 140), Incorporating Methods of Applied Behaviour Analysis (ABA) into programs for students with Autism Spectrum Disorder (ASD). Survey results from 2011-2012 were highlighted with three key areas noted as action items to be addressed in the Special Education Multi-Year Plan that will be brought forth later in the year. Superintendent Hili and Principal Potts addressed SEAC members' questions and comments. SEAC members were encouraged to review the results and bring forward questions/comments that could be addressed at a future meeting.

(3) SEAC Member Reports

(a) Supreme Court of Canada Ruling – Students with Disabilities

A recent Supreme Court of Canada ruling regarding students with disabilities was circulated electronically by a SEAC member to our SEAC distribution for information and discussion. There was an inquiry as to how school boards review such a ruling that pertains to the education sector. Associate Director Medysky responded to the question noting that school boards seek legal opinion on the implications, and that further information would be brought back to the SEAC table.

Sarah Elliott reported that Candlelighters Simcoe is currently working on its Christmas basket program and is looking for volunteers. The annual sale of rotary calendars is also underway with proceeds going to Candlelighters.

Margaret Homewood circulated information on a one-year fetal alcohol program being offered by the Sault College.

(4) Board Reports

(a) Regular Board Meeting October 24, 2012

Trustee Beacock provided a brief overview of the report for the Regular Board meeting held on October 24, 2012.

- (b) Status of Recommendations to the Board - Nil

(5) Staff Member Reports/Updates

- (a) Professional Development

Principal Potts provided an overview of the special education professional development opportunities being offered in November and December. She addressed SEAC members' questions and comments regarding professional development pertaining to the PPM 140 Survey results and training for staff working with students with ASD.

- (b) Consultation Report

Superintendent Hili reported that the third session of Geneva training was completed on November 16th. The Principals of Special Education are continuing their meetings in schools and having conversations with staff regarding the use of personal protective equipment (PPE) and ensuring Individual Education Plans (IEPs) and Safety Plans are updated. Superintendent Hili reported that PPE inventories continue to be collected, and that the Administrative Procedures Memorandum (APM) regarding the management process for student behaviours causing a risk-of-Injury continues to be worked through; The APM will be brought back to the SEAC table prior to being finalized. Superintendent Hili addressed SEAC members' questions.

Chairperson Hall called for a recess at this time.

The meeting reconvened at 8:15 p.m.

- (c) Home Instruction

Superintendent Hili provided an update on the conversations that have taken place at Administrative Council, and presented SEAC members with the proposed language that would be incorporated into the Home Instruction APM. Principal Potts also reported that she and Principal Gumbrell addressed this topic at the recent Regional Principals' meetings. SEAC members' questions and comments were welcomed at this time.

- (d) SEA

Principal Potts reported on the number of laptops that have been shipped to schools since the end of October, and addressed SEAC members' questions and concerns. Associate Director Medysky also responded to a question regarding the status of technical/access issues that are being addressed.

- (e) Children's Treatment Network's (CTN) Information Fair

Principal Potts reported that the CTN information fair was well attended by parents and community agencies, and invited SEAC members to report on their experience at the event.

(f) Transition Planning

SEAC members brought forward questions, comments and concerns that parents have shared with them regarding the transition from high school to the community. There was a suggestion to expand the transition team meeting to include more employment options for those students who are not going to be continuing education following high school. SEAC members discussed including different community agencies and personnel such as job coaches and transition coordinators who can provide services and supports.

(g) Elementary ASD Class

Superintendent Hili reported that there have been preliminary conversations as a senior team, that based on student needs, on opening an additional elementary ASD classroom, rather than filling up existing ASD classes. She spoke to the rational and key factors being considered, and invited SEAC members' questions and comments. SEAC members sought additional information on the possible location for the classroom and how many students it would serve.

The importance of parental consultation and support during the process was emphasized. Superintendent Hili and Associate Director Medysky confirmed that staffing for the additional class is within the current staffing compliment and has been approved within the budget for this year.

(h) Calming Rooms

Principal Potts reported on a concern raised Friday regarding the use of a calming room at a school in Barrie that resulted in calls from the media.

Principal Potts reported on the process for calming room use and spoke to the Calming Room APM A8525 that was created a couple of years ago in consultation with SEAC, and is posted on the Board's public website. SEAC members noted that the APM outlines a number of requirements that must be met prior to calming room use and questioned if those requirements were met in this particular situation. SEAC members expressed concern that this situation isn't reflective of the requirements of the APM, and the need for follow up to ensure that all schools that have calming rooms are familiar with the APM and are following it accordingly.

MOTION

Moved By Laura LaChance
Seconded by Susan Clough

That the Special Education Advisory Committee recommends to the board a review across the board of the use of padded calming rooms and the process of parental consultation regarding their use.

Discussion ensued regarding the motion and the follow up that needs to occur.

The motion was read a second time with adjusted wording noted:

That the Special Education Advisory Committee recommends to the board a review across the board of the use of padded calming rooms and the process whereby families are involved in the development of a student's IEP and safety plan which prescribe their use.

MOTION

Moved by Donna Armstrong
Seconded by Margaret Homewood

That the above motion be tabled.

CARRIED

SEAC members requested a report from staff at the December SEAC meeting regarding follow up to the situation in terms of steps staff has taken and next steps/actions to follow.

(6) **Committee Member Reports**

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

C. **INFORMATION**

(1) **Correspondence**

Chairperson Hall reported on the following correspondence that he received:

- A letter from the Near North District School Board to the Honourable John Milloy, Minister, Ministry of Community and Social Services with concerns regarding the Ministry's intent to cut Special Services at Home Funding (SSAH) to individuals who have an intellectual disability and their families when they reach the age of 18.
- A letter from the Renfrew County District to the Honourable Laurel Broten, Minister of Education, regarding the request that the funding model for special education reflect the actual cost of provision of special education service and that it provide fair allocation for all students, wherever they live in Ontario.
- A letter to Ceci Vasoff confirming her appointment to the SCDSB SEAC as Alternate Member for The Association of Bright Children of Ontario.
- Communication regarding the launch of the new board website.

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

There was a request for a discussion at the December meeting on the new board website. SEAC members were encouraged to review the special education section of the new website and come prepared to provide feedback.

Chairperson Hall inquired on the timeline for the APM regarding the management process for student behaviours causing a risk-of-Injury to be brought back to SEAC. Superintendent Hili will request that it be placed on the January SEAC agenda.

(3) SEAC Contact Information 2012-2013

Please notify Jennifer Henry of any changes to contact information.

D. FUTURE BUSINESS AND ADJOURNMENT

Moved by Joanne McCafferty
Seconded by Krista Mayne

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

CARRIED

Tabled Motion:

That the Special Education Advisory Committee recommends to the board a review across the board of the use of padded calming rooms and the process whereby families are involved in the development of a student's IEP and safety plan which prescribe their use.

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

February 27, 2013

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 NOVEMBER 21, 2012**

A meeting of the Parent Involvement Committee was held on Wednesday, November 21, 2012 at the Education Centre.

PRESENT:

Committee Members: (Voting)
Elizabeth Bettencourt, Laura Black, Christine Bowman, Marjorie Dowdell (Vice-chairperson), Jennifer Johnson, Julianna Lerch, Jane McCreadie (Chairperson), Lisa Robertson.

Trustee

Representatives: (Non-voting)
Peter Beacock.

Administration & Staff

Representatives: (Non-voting)
Debbie Clarke, Rita England (Recorder), Angela Pino, Jane Seymour, Paul Sloan.

REGRETS: Ken Boyington, Timmi Brady-Inglis, Michelle Hunter, Tanya Nabuurs, Caroline Smith.

GUESTS: Mary Anne Holmes, Jackie Kavanagh, Janis Medysky.

1. Welcome

Chairperson Jane McCreadie called the meeting to order at 5:03 p.m. and welcomed PIC members and guests: Janis Medysky, Associate Director, Superintendent of Human Resources and Jackie Kavanagh, Principal of Ardagh Bluffs Public School.

Jane Seymour, Principal Stayner Collegiate Institute, represented Superintendent Paul Sloan who was detained at another meeting.

2. Approval of Agenda

Chairperson McCreadie asked that the order of the agenda be amended to insert an additional agenda item entitled Bill 115, as number five.

Moved by Christine Bowman
Seconded by Lisa Robertson

That the agenda be accepted with an amendment.

CARRIED

3. Approval of October 17, 2012 Minutes

Chairperson McCreadie asked for approval of the minutes.

Moved by Lisa Robertson
Seconded by Elizabeth Bettencourt

That the minutes of the October 17, 2012 meeting be accepted with an amendment.

CARRIED

4. Labour Relations Update

Janis Medysky, Superintendent of Human Resources reported on the status of secondary negotiations and current job actions. Superintendent Medysky commented that meeting dates have been set for all groups and negotiations have been very positive.

Superintendent Medysky explained that on November 19, 2012 secondary teachers entered into legal job action sanctions. The board has met with secondary principals and additional supports have been provided to the secondary panel.

The board will be meeting with the elementary principals on Monday, November 26, 2012. At the present time, the board does not know what sanctions will look like. The board will be monitoring the situation.

Committee members questioned Superintendent Medysky on the withdrawal of services for secondary extracurricular, transition from Grade 8 to highschool, closed highschool libraries, information to school councils, and field trips. Superintendent Medysky explained that with job action any activities outside of the normal instruction time for teachers could be affected and contingency plans will be put into place if the job action continues.

Superintendent Medysky reported that additional resources have been directed to the secondary schools; however sports teams, etc. must be supervised by a staff member.

Superintendent Medysky concluded that Board is bargaining with unions in good faith and detailed plans and contingencies cannot be relayed to school councils and the parent community at this time.

5. Bill 115

Chair McCreadie requested discussion and comments from the committee on a draft letter presented by Lisa Robertson for consideration, to be forwarded to Ontario Government officials regarding Bill 115.

Trustee Peter Beacock recommended PIC members review the mandate of the committee and explained that the Board will be sending a letter to the Minister of Education and the Premier.

Chair McCreadie read the mandate of the PIC committee from the board policy and the Ministry which states PIC is to engage parents, support school council, develop strategies to increase student achievement, work with school councils and the board to share effective practices, etc.

Following extensive discussion Chair McCreadie summarized that as the board already has a plan in place to correspond with the Ministry and after reviewing the mandate of the committee, the letter should come from concerned individuals and not the PIC as a whole.

6. Parent Involvement Funds Recommendation Team

Superintendent Paul Sloan introduced Principal Jackie Kavanagh who is researching ways to help parents support the learning of their children at home and school, by engaging parents when their children first enter the school system.

Principal Kavanagh referred to the following resources:

- a) Council of Directors of Education (CODE) Advisory: Engaging Parents as Partners (Advisory #12, Issued January 31, 2012),
- b) People for Education Report 2011: Doing What Matters Most – How parents can help their children succeed at school, and
- c) the Literacy and Numeracy Secretariat: Special Edition #2 Capacity Building Series K-12: Parent Engagement – Working with Families/Supporting Student Learning, October 2012.

Information was collected by Principal Kavanagh and Vice-principal Angie Pino from their JK parents regarding parent involvement. As a result of this information, Principal Kavanagh recommended that Toolkits (take home kits) for children to complete with their parents based on curriculum outcome be implemented. The project is to be self-sustaining and will be able to be rolled out to higher age groups at a later date.

The next step will be meeting with Kathleen Corrigan, Early Years Consultant, and Hanne Nielsen, Principal of Continuing Education, identifying the priority schools. Each superintendent has targeted two priority schools.

Christine Bowman and Marjorie Dowdell offered to attend future meetings, as alternate PIC members if permanent members are not able to attend.

Chairperson McCreadie suggested an update by the committee at the January 2013 meeting.

7. Paul Sloan - Updates

Superintendent Sloan spoke to the committee on:

- a) Expense Claims – new forms were provided to the committee, which are to be completed by the end of June and forwarded to Rita England. Eligible mileage claims include home and return from the Education Centre.
- b) Vendors for PIC functions – can be done; however, based on the committee's previous discussion, is there space for non-profit organizations and support programs as well as space for fundraising events. The Circle of Learning planning committee will discuss and bring back to the committee in January.
- c) Daycare Requirements at System School Council meetings – a parent requested the possibility of providing childcare for System School Council meetings. The committee suggested that at the next System School Council meeting flyer a note be put on the agenda "If you require childcare/child minding, contact a central individual by a certain date". The Committee would attempt to recruit some secondary students or a parent volunteer (who has a Criminal Record Check). Insurance liability is not a concern.
- d) PRO Regional Grant information – PIC is able to apply for a grant but must partner with another entity. It was suggested that PIC apply for a grant for the Circle of Learning Conference.

8. Summary of Feedback from October System School Council Members Meeting

Vice-Chair Marj Dowdell provided handouts: *Circle of Learning*, *Sample Agenda* and *October 23, 2012 – All Council Meeting Feedback*, and reported that school council members requested more council related info.

Vice-Chair Dowdell will email feedback document to committee members.

9. Plan for January System School Council Members Meeting

Chairperson McCreddie explained this would be dealt with through email correspondence.

10. UP Video Tips for Parents

Jane Seymour, Principal of Stayner Collegiate Institute, will email *UP Tips for Parents* to the committee members.

UP, Understanding our Perspective, is a substance use reduction strategy project through Mental Health and Addiction Services of Simcoe County. The project is intended to provide youth between the ages of 13-18 years an opportunity to be leaders among their peers and voices in their communities in regards to substance misuse, the reasons for using and its impact on those in our county.

<http://www.youtube.com/watch?v=slhc8ZN1Wrk>

11. **Circle of Learning Update**

Deferred to the January 23, 2013 meeting.

12. **Top 10 Team Update**

Deferred to the February 2013 meeting.

13. **Immunization Record Review and Suspensions**

Superintendent Sloan introduced Mary Ann Holmes; Acting Manager of the Health Unit's Vaccine Preventable Disease (Immunization) team who gave an overview of the Health Unit's many programs.

Manager Holmes spoke on immunization records and suspension, and explained the immunization suspension process and the strategies used to update student immunization records.

Chair McCreadie thanked Manager Holmes for her presentation.

14. **Parent Climate**

PIC member Lisa Robertson provided the committee with a draft survey to assist the committee in gathering opinions from parents in our schools related to communication, building solid relationships and creating a welcoming environment in schools.

Following extensive discussion, the committee agreed it was a great concept; however timing would be a concern at this time and it was suggested that any type of survey could best be suited after the collective bargaining process is complete. It was mentioned that the board has a research department who review all questionnaires to ensure that questions are appropriate and relevant. It was also mentioned that CODE has developed a survey model which could be considered.

Superintendent Sloan commented that such a survey would also benefit from two-way dialogue which would include principals and vice-principals to obtain a full perspective.

Chair McCreadie concluded that PIC has an interest in the concept of a survey but further suggestions and wordsmithing would be required first and brought back to a future meeting.

15. **School Council Efficiencies**

PIC member Lisa Robertson provided a handout entitled *Needs for School Council Efficiencies*.

16. **Additional Items**

- a) Jane McCreadie provided the committee with a letter from a grade 4 student recommending that November 1, 2013, the day after Hallowe'en, be considered as a P.A. Day.

Superintendent Sloan explained that when the tentative school year calendar is struck by the senior administrative team it will be sent out for the public to respond. This student's recommendation will be forwarded to the appropriate staff member.

The committee supported the letter being submitted for consideration in the School Year Calendar for the 2013-14 school year.

- b) Christine Bowman questioned the recent newspaper articles on calming rooms.

Manager Clarke explained that many boards have been using calming rooms for years, and referenced *Administrative Procedures Memorandum 8525* which outlines the purpose of calming rooms in relation to a student's Individual Education Plan (IEP), in consultation with the parent/guardian.

Trustee Beacock commented that because of the privacy issue involved in this individual case, the board is unable to comment until further review is concluded and all the facts have been established.

Chair McCreadie requested that Trustee Beacock provide an update at the January meeting.

17. Adjournment

Moved by Jane McCreadie
Seconded by Jennifer Johnson

That the meeting be adjourned at 7:55 p.m.

The next regular meeting will be held on Wednesday, January 23, 2013 at 5:00 p.m. at the Education Centre.

18. 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

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 JANUARY 21, 2013**

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

PRESENT

SEAC Members:

Angie Bridekirk, Susan Clough, Sue Downing, Sarah Elliott, James Hall,
Laura LaChance, Suzanne Ley (Trustee), Kim Latour, Jodi Lloyd (Trustee)
Joanne McCafferty, Caroline Smith (Trustee).

SEAC Alternates: Kevin Berry.

PRESENT

Staff:

Peter Gumbrell, Phyllis Hili, Hailey McLean, Janis Medysky, Sally Potts.

**REGRETS SEAC
MEMBERS:**

Joanne Brown, Mary Haire, Sari Russell.

**ABSENT SEAC
MEMBERS:**

Margaret Homewood.

**Recording
Secretary:**

Jennifer Henry.

Meeting called to order at 7:05 p.m.

(2) **Election of Chairperson and Vice-Chairperson**

Superintendent Hili outlined the election process and called for nominations for the office of Chairperson of the Special Education Advisory Committee (SEAC).

Moved by Sarah Elliott
Seconded by Susan Clough

That Angie Bridekirk be nominated for election as Chairperson of the SEAC.

Angie indicated that she would stand.

Superintendent Hili called for further nominations for the office of Chairperson for the SEAC.

There being no further nominations, Angie Bridekirk was acclaimed as Chairperson of the SEAC.

CARRIED

Angie assumed the position of Chairperson at this time.

Election of Vice-Chairperson

Chairperson Bridekirk called for nominations for the office of Vice-Chairperson of the SEAC.

Moved by Joanne McCafferty
Seconded by Kim Latour

That James Hall be nominated for election as Vice-Chairperson of the SEAC.

James indicated that he would stand.

Chairperson Bridekirk called for further nominations for the office of Vice-Chairperson of the SEAC.

There being no further nominations, James Hall was acclaimed as the Vice-Chairperson of the SEAC.

CARRIED

James assumed the position of Vice-Chairperson at this time.

(3) Approval of Agenda

Sarah Elliott requested an update on the Administrative Procedures Memorandum (APM) for Home Instruction. Chairperson Bridekirk suggested this item be addressed under Staff Member Reports/Updates as item (e).

Kim Latour, on behalf of Joanne Brown requested an update in follow up to the number of laptops delivered in November. Chairperson Bridekirk suggested this item be addressed under Staff Member Reports/Updates as part of the SEA update, item (d).

Susan Clough noted that the Consultation Report is not on the agenda, and that it has been requested as a standing item. Chairperson Bridekirk suggested this item be addressed under Staff Member Reports/Updates as item (f).

Laura LaChance inquired on the time allotted to address Item B 2 (a) Special Education Multi-Year Plan. It was noted that ample time had been allotted to allow for discussion.

Moved by Laura LaChance
Seconded by Kim Latour

That the agenda be approved as amended.

CARRIED

(4) **Approval of Minutes**

(a) **Minutes of the Regular Committee Meeting November 19, 2012**

Laura LaChance noted that in fulfilling her role as the Vice-Chairperson for the November meeting, she had provided some suggested amendments for the draft minutes that have not been reflected in the copy provided to SEAC members, and inquired if there had been an oversight.

It was noted that the suggested amendments had been received and that some of the changes were reflected in the minutes provided. Rationale was provided where the suggested amendments were not reflected. In moving forward with the approval of the minutes, the suggested amendments that Laura had provided were read and the following amendments made:

Under Item B (2) a – Role of the Social Worker, the following sentence was added *“There are now ten (10) social workers (previously 3) assigned to the Multidisciplinary Team and Complex Needs Teams of the school board area”*.

Under Item B (5) g – Elementary ASD Class, the first sentence was changed to read *“Superintendent Hili reported that there have been preliminary conversations as a senior team, that based on student needs, on opening an additional elementary ASD classroom, rather than filling up existing ASD classes”*.

Sue Downing requested a wording amendment in the last sentence under Item B (5) f. She requested that the word “Transitional” be changed to “Transition”.

Moved by Sarah Elliott
Seconded by Laura LaChance

That the minutes of the regular meeting of the Special Education Advisory Committee held November 19, 2012 be approved as amended.

CARRIED

B. (1) **Welcoming**

(a) **Welcome and Introductions**

Chairperson Bridekirk welcomed guests, Board staff members, and SEAC members. She welcomed Trustees Smith, Ley and Lloyd who have joined the SEAC table for this term.

(b) **SCDSB Special Education Statement of Beliefs**

Kim Latour read the Statement of Beliefs.

(2) **Presentations & Discussion**

(a) **Special Education Multi-Year Plan**

Superintendent Hili presented the Special Education Multi-Year Plan as a key document that aligns with the Simcoe Path, the Simcoe County District School Board (SCDSB) Special Education Report and the SCDSB Board Improvement Plan for Student Achievement and Well-Being (BIPSA-WB). She provided a brief overview of the Plan, noting that at the central level, the Plan is used for ensuring data analysis, professional development and training. Superintendent Hili recognized the valuable work that takes place as a result of feedback received from the SEAC table, and invited SEAC members' questions and comments, noting that the feedback would be used to refine the Plan prior to it being presented at the Program Standing Committee.

Superintendent Hili, Principals Gumbrell and Potts and Hailey McLean, Central Program Consultant in Special Education addressed SEAC members questions, comments and suggestions regarding suggested resource documents; the Ziggurat Model; early intervention; assistive technology; EQAO testing and monitoring; Individual Education Plan (IEP) development, reviews, samplings and accountability; and Transition Planning. The requirements of transition planning were discussed with concern raised regarding ensuring that transition planning takes place for students on the spectrum, and ensuring that transition planning be emphasized in the Plan.

An update was requested for the April or May SEAC meeting on the status of the action items and a summary of the work achieved to date. There was also a request for a Ziggurat presentation at a future SEAC meeting.

There was an inquiry regarding the status of the Gifted identification criteria review. Principal Potts provided an update. It was noted that James Hall, SEAC representative for The Association of Bright Children (ABC) offered to be involved in the review as it unfolds. There was also a request to receive an update on Gifted transitioning from elementary to secondary.

There was a request to revisit the idea of having IEPs done in the spring so that there is an IEP in place for school start up in the fall; Principal Gumbrell addressed the challenges and benefits. He spoke to the process that has been established for archiving IEPs in June, so that they can be opened for school start up in the fall, and noted that some schools are moving forward with that process.

(b) **New SCDSB Website**

Principal Gumbrell showed SEAC members the new SCDSB website that was launched in November, and highlighted some of the new features.

(3) **SEAC Member Reports**

Sarah Elliott reported that Candlelighters Simcoe has had eight new families referred in the last few months, noting the significant rise in numbers. She also reported that the annual rotary calendar sales are low.

Laura LaChance reported that the 2013 Canadian Down Syndrome Conference will be held in Winnipeg. She referenced the *Educator Package*, published by the Canadian Down Syndrome Society. Laura also reported on two golf tournaments that have been scheduled: The Down Syndrome Association of Simcoe County is holding a golf tournament in July; Georgian College is also holding a golf tournament and has asked through the CICE Committee for support with this fundraising initiative.

In follow up to the information that was shared at the November SEAC meeting on the Supreme Court of Canada Ruling regarding students with disabilities, Laura reported that a session is being held at Ryerson University on February 27th regarding the impact and implications of Moore v. British Columbia. Further details will be shared once the flyer has been published.

Chairperson Bridekirk reported that the Integration Action for Inclusion Provincial, will be holding their annual conference in Kingston the first weekend in May. Further details will be provided.

(4) **Board Reports**

(a) **Regular Board Meeting December 19, 2012**

Trustee Lloyd provided a brief overview of the report for the Regular Board meeting held on December 19, 2012.

(b) **Status of Recommendations to the Board** - Nil

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

(a) **Calming Rooms**

Superintendent Hili reported on the steps staff has taken at the system level and school level in follow up to a concern raised in November regarding the use of a calming room at a school in Barrie. She noted that the Administrative Procedures Memorandum (APM) A8525- Use of Calming Rooms as a Proactive Self-Regulation Strategy which was developed in collaboration with SEAC has been reviewed by Special Education staff, with some noted areas for refinement.

SEAC members expressed concern that since the issue was raised in November, they have heard from parents of similar situations. Chairperson Bridekirk spoke further to the APM, noting that when the APM was developed, there were several conversations around calming room use and parent consultation. At the time of the APM's conception, it was emphasized that calming rooms were never to be used as punishment and were never to be used without parental consultation. Since issues of concern have been raised, it is suggested that these areas need to be highlighted and bolded in the APM.

SEAC members requested confirmation on the number of schools that have calming rooms, and how many are currently being used for that purpose. Principal Gumbrell gave an approximate number of 50-60 schools with calming rooms. SEAC members sought assurance that all parents have been communicated with, and suggested that calls be made to the principals of the schools that have, and are using calming rooms. SEAC members noted that the issue was brought to the SEAC table in November, and asked for feedback at the next meeting.

(b) Transition Planning

Hailey Mclean provided an update on the Transition Resource Guide that staff began working on last year in preparation of the anticipated Ministry Policy Program Memorandum (PPM), and spoke to some of the initiatives that staff members are working on. She provided a brief presentation on a Transition Planning Inventory (TPI) survey that has been put into Clicker 5, allowing students to access it, and providing more opportunity for the student voice to be heard. Hailey addressed SEAC members' questions and comments at this time.

Chairperson Bridekirk noted the time at 9:00 p.m. and sought direction for the continuation of the meeting. There being no concerns the meeting continued.

Joanne McCafferty and Hailey Mclean left the meeting at this time.

(c) Professional Development

Principal Potts provided a brief update on the professional development that has taken place since November and reported on some upcoming sessions.

Sarah Elliott noted that Barb Johnson, President, CEO and Parent Liaison for Candlelighters Simcoe has offered to conduct a professional development session and would be happy to discuss it further with staff.

Susan Clough left the meeting at this time.

(d) SEA Update

Principal Gumbrell reported on the number of laptops that have been sent to schools since the beginning of the year, and provided an update on the status of the claims that were received in December, as well as SEA training for teachers and students. Principal Gumbrell addressed SEAC members' questions and comments regarding assessing student usage, equipment and software upgrades and iPads. Principal Gumbrell provided an update on the survey that was conducted last year with students using SEA equipment, and noted that the results will be brought to SEAC at a future meeting.

(e) Home Instruction

Superintendent Hili reported that the Home Instruction APM received Administrative approval with the language amendments that had been shared with SEAC at the November meeting, and is posted on the Board's website.

(f) Consultation and Review of the Use of Foam Pads (Blocker Shields)

Superintendent Hili reported that the Principals of Special Education are reviewing personal protective equipment (PPE) on an ongoing basis. She reported that there is a system inventory and a school inventory. Superintendent Hili also provided an update on the continued Geneva Centre training sessions that have taken place for Educational Assistants and noted that the Board is in the process of arranging teacher training sessions. In terms of next steps, the APM regarding the management process for student behaviours causing a risk-of-injury will be brought back to the SEAC table for feedback at the February Meeting.

(6) **Committee Member Reports**

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

C. **INFORMATION**

(1) **Correspondence** - To be circulated electronically.

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

Chairperson Bridekirk noted some of the items that have been proposed for future SEAC meetings: Ziggurat Presentation, Gifted Presentation, and the Calming Room APM.

(3) **SEAC Contact Information 2012-2013**

Chairperson Bridekirk reminded SEAC members to please notify Jennifer Henry of any changes to contact information, and advised of the two contact lists; the internal SEAC distribution list and the list for public posting.

D. **FUTURE BUSINESS AND ADJOURNMENT**

Moved by Sarah Elliott
Seconded by James Hall

That the meeting be adjourned at 10:00 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

February 27, 2013

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

FROM: Audit Committee

SUBJECT: **REPORT OF THE PUBLIC SESSION OF THE AUDIT COMMITTEE
MEETING HELD MONDAY, FEBRUARY 04, 2013**

The Audit Committee met in Public Session on Monday, February 4, 2013, at the Education Centre.

PRESENT:

Committee Members

Jay Anstey (Vice-Chairperson), Suzanne Ley (Chairperson),
Jodi Lloyd, Christine Williams.

Electronic Participation

Chris Edwards.

Administration

Brian Jeffs.

Staff

Mark Connors, Joanne Gemus, Genevieve Segu, Corry Van Nispen.

REGRETS:

Administration

Janis Medysky, Kathryn Wallace.

Recording Secretary

Tina Bazuk.

Brian Jeffs, Superintendent of Business Services, called the meeting to order at 6:00 p.m.

Superintendent Jeffs introduced Jay Anstey, the new External Member for the Audit Committee.

Approval of the Agenda

MOTION

Moved by Suzanne Ley
Seconded by Jodi Lloyd

That the agenda be approved as printed.

CARRIED

Declaration of Conflicts of Interest – Nil

Election of Chairperson

Superintendent Jeffs appointed Corry Van Nispen, Controller and Joanne Gemus, Manager of Compensation and Benefits, to act as tellers in the event that a vote is required.

Superintendent Jeffs called for nominations for the position of Chairperson of the Audit Committee.

Moved by Jodi Lloyd
Seconded by Christine Williams

That Trustee Suzanne Ley be nominated for election as Chairperson of the Audit Committee.

Trustee Ley indicated that she would stand.

Superintendent Jeffs called for further nominations for the position of Chairperson of the Audit Committee.

There being no further nominations, Trustee Ley was acclaimed as Chairperson of the Audit Committee.

CARRIED

Trustee Ley assumed the Chair at this time.

Election of Vice-Chairperson

Chairperson Ley called for nominations for the position of Vice-Chairperson of the Audit Committee.

Moved by Christine Williams
Seconded by Jodi Lloyd

That External Member Jay Anstey be nominated for election as Vice-Chairperson of the Audit Committee.

External Member Anstey indicated that he would stand.

Chairperson Ley called for further nominations for the position of Vice-Chairperson of the Audit Committee.

There being no further nominations, External Member Anstey was acclaimed as Vice-Chairperson of the Audit Committee.

CARRIED

External Member Anstey assumed the Vice-Chair at this time.

Presentation/Delegations - Nil

Items for Committee Decision - Nil

Items for Information

1. 2011-2012 Management Letter Re: Audit Findings (AUD-I-1)

Superintendent Jeffs introduced Michael Laycock and Andrea Nauss, Chartered Accountants from BDO Canada LLP who provided an overview of the report.

As a regular function of the annual external audit of the Board's financial statements, the Board's auditors conduct a review of select systems of internal controls. Each year, subsequent to the audit, a report is issued which details the auditor's observations and recommendations for consideration in areas in which they identify there may be an opportunity for improvement.

Michael Laycock confirmed that the Master File Review issues first identified in the 2010-2011 Management Letter Re: Audit Findings have been resolved.

Michael Laycock responded to questions from the committee members at this time.

This report was provided for information.

2. Internal Audit Update (AUD-I-2)

Mark Connors, Regional Internal Audit Manager and Genevieve Segu, Senior Auditor, provided an overview of the report which outlines work undertaken by the Regional Internal Audit Team (RIAT) since November 2012. This work includes: RIAT's region-wide progress and the SCDSB current Internal Audit Plan to-date.

Superintendent Jeffs, Manager Connors and Senior Auditor Segu responded to questions from committee members at this time.

This report was provided for information.

Correspondence - Nil

Other Matters - Nil

Notices of Motion for Next Meeting - Nil

MOTION

Moved by Christine Williams
Seconded by Jay Anstey

That the meeting be adjourned at 6:30 p.m.

CARRIED

Report Status

This report is provided as information.

Respectfully submitted by:

Brian Jeffs
Superintendent of Business Services

Approved for submission by:

Kathryn Wallace
Director of Education