

**SIMCOE COUNTY DISTRICT SCHOOL BOARD**

**REGULAR BOARD MEETING - WEDNESDAY, APRIL 24, 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 March 27, 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 April 3, 2013
  - (5) Staff Reports – Items for Decision
    - (a) Trustee Development Programs Attendance – Trustee Attendance at the Canadian School Boards Association Congress – July 4-6, 2013  
Vancouver, BC
    - (b) Appointment to the Ontario Public School Boards' Association

(6) Committee Minutes/Reports - Items for Information

- (a) Report of the Special Education Advisory Committee Meeting held February 11, 2013
- (b) Report of the Parent Involvement Committee Meeting held February 20, 2013
- (c) Report of the Human Resources Standing Committee Meeting held April 10, 2013
- (d) Report of the Program Standing Committee Meeting held April 10, 2013
- (e) Report of the Business and Facilities Budget Committee Meeting held April 17, 2013 **(REPORT TO FOLLOW)**
- (f) Report of the Joint Business and Facilities Standing Committee and the Special Education Advisory Committee Budget Meeting held April 17, 2013 **(REPORT TO FOLLOW)**

(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 – May 1, 2013 at 6:00 p.m. – Roy Edwards Room

Excellence in Education Evening – May 7, 2013 at 7:00 p.m. - Roy Edwards Room

Human Resources Standing Committee Meeting – May 8, 2013 at 6:00 p.m. – Roy Edwards Room

Program Standing Committee Meeting – May 8, 2013 at 7:00 p.m. – Roy Edwards Room

Special Education Advisory Committee Meeting – May 13, 2013 at 7:00 p.m. – Georgian Room

Character Recognition Evening – May 16, 2013 at 6:00 p.m. – Roy Edwards Room

Teacher/Trustee Meeting (OSSTF) – May 22, 2013 at 4:30 p.m. – Coldwater Room

Parent Involvement Committee Meeting – May 22, 2013 at 5:00 p.m. – Kempenfelt Room

Regular Meeting of the Board – May 22, 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**

**REVISED RECOMMENDED ACTION – WEDNESDAY, APRIL 24, 2013**

<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 March 27, 2013		√	That the Minutes of the Regular Board Meeting held Wednesday, March 27, 2013 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			Nil
C-3 Delegations			Nil
D-1		√	Report from the Closed Session of the Board in Committee of the Whole
D-4-a Business & Facilities April 3, 2013		√	(1) That the Board approve the revisions to Policy No. 2150, Trustee Honorarium, as amended in APPENDIX C of Report No. BF-D-1, Revisions to Policy No. 2150, Trustee Honorarium, dated April 3, 2013.
		√	(2) That the Board approve the revisions to Policy No. 2325, Environmental Policy, as set out in APPENDIX C of Report No. BF-D-2, Revisions to Policy No. 2325, Environmental Policy, dated April 3, 2013.
D-5-a Trustee Development Programs Attendance – Trustee Attendance at the Canadian School Boards Association Congress July 4-6, 2013 – Vancouver, BC		√	That the Board approve that Trustees Debra Edwards, Suzanne Ley and Krista Mayne represent the Simcoe County District School Board at the Canadian School Boards Association 2013 Congress being held in Vancouver on July 4-6, 2013, as set out in Report No. D-5-a, Trustee Development Program Attendance – Trustee Attendance at the Canadian School Boards Association Congress – July 4-6, 2013 – Vancouver, BC, dated April 24, 2013.
D-5-b Appointment to the Ontario Public School Boards' Association		√	

SIMCOE COUNTY DISTRICT SCHOOL BOARD  
 RECOMMENDED ACTION - 2  
 APRIL 24, 2013

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D-6-a SEAC February 11, 2013	√		
D-6-b PIC February 20, 2013	√		
D-6-c Human Resources April 10, 2013	√		
D-6-d Program Meeting April 10, 2013	√		
D-6-e Business/Facilities Budget Meeting April 17, 2013	√		
D-6-f Joint Bus/Fac & SEAC Budget Meeting April 17, 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 MARCH 27, 2013**

The regular meeting of the Simcoe County District School Board was held on Wednesday, March 27, 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, Jodi Lloyd, Krista Mayne, Robert North (Chairperson), Caroline Smith, Christine Williams.

**ABSENT:**

**Trustee** Amanda Monague.

**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 Christine Williams

That the Agenda be approved as printed.

CARRIED

**(3) Approval of Minutes**

**Minutes of the Regular Meeting of the Board held February 27, 2013 (A-3-a)**

Moved by Suzanne Ley  
Seconded by Krista Mayne

That the Minutes of the Regular Meeting of the Board held Wednesday, February 27, 2013 be approved as printed.

CARRIED

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

**B. Committee of the Whole**

Moved by Michele Locke  
Seconded by Nicole Black

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 Cheryne Winstanley-Hayes reported on:

- The recent Equity and Action Symposium for high school students, which included inspiring workshops where participants shared ideas and insights about promoting equity and inclusion among Simcoe County's students.
- The ongoing development of a survey to ascertain students' opinions about healthy foods in high school cafeterias.
- Preparations for the SCDSB Student Trustee election process.

**(2) Trustee Tributes**

**Lexi Dearborn, Dearborn and Associates**

Trustee Caroline Smith presented Lexi Dearborn of Dearborn Designs, and staff members of the SCDSB Program, Planning, Design and Construction, and Operations departments with a Trustee Tribute for their outstanding efforts that received provincial recognition for their work creating the Full Day Kindergarten Outdoor Schoolyard environment of Cameron Street Public School in Collingwood. Cameron Street parents Patricia Wark, Deb Shackell, school council members and the community achieved success through their online efforts to win a \$90,000 grant from Aviva to revive and revitalize the school playground.

The SCDSB continues to incorporate the design principles in school outdoor space designs to help facilitate daily play-based programming designed to meet the learning needs of young children. With design elements ranging from an outdoor theatre to a walking path, gardens and a slide, the Cameron Street school outdoor playground project is leading the way in schoolyard design.

**Madison Ford, Student, Bear Creek Secondary School**

Trustee Christine Williams presented a Trustee Tribute to Bear Creek Secondary School student Madison Ford who also received a Queen Elizabeth II Diamond Jubilee Medal this year. Madison's exceptional accomplishments include achieving numerous academic achievement awards, demonstrating exceptional volunteerism and acting as an outstanding ambassador for her school, youth and Canada. Her academic performance and creative and original thought were honoured with the University of Toronto's National Book Award.

In April 2012, Madison and other students participated in a ceremony honouring Canadian soldiers at the Canada Memorial in London, England, where Madison delivered an impressive speech of remembrance which has since been published in *Salute* magazine.

Madison was subsequently selected to read a letter from Prime Minister Stephen Harper during special remembrance ceremonies at Vimy Ridge in France. In February, Madison was presented with a Queen Elizabeth II Diamond Jubilee Medal in honour of her significant contributions in the area of remembrance.

(3) **Delegations** - Nil

**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 March 27, 2013:

(1)  
Moved by Suzanne Ley  
Seconded by Krista Mayne

***#BP-2013-03-27-28***

That the Board approve an application for the rezoning of the lands currently occupied by Barrie Central and Prince of Wales to C1-2 SP, as set out in Report No. CL-BF-D-1, Update on Pursuit of Barrie Central Partnerships, dated March 6, 2013.

CARRIED

(2)  
Moved by Michele Locke  
Seconded by Christine Williams

***#BP-2013-03-27-29***

That the Board approve the School/System Administrator Eligibility Lists, as set out in Report No. CL-HR-D-1, School/System Administrator Eligibility Lists – March 2013, dated March 20, 2013.

CARRIED

(3)  
Moved by Jodie Lloyd  
Seconded by Christine Williams

***#BP-2013-03-27-30***

That the Board approve the school administrator appointments, as set out in Report No. CL-HR-D-2, School Administrator Appointment, dated March 20, 2013.

CARRIED

(4)  
Moved by Michele Locke  
Seconded by Jodi Lloyd

***#BP-2013-03-27-31***

That the Board approve the sale of the surplus Edgehill Elementary School site on an “as is” basis, as set out in Report No. CL-B-2-a, Sale of Vacant Edgehill Elementary School Site, dated March 27, 2013, with an amended price of \$1.2 million.

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  
March 6, 2013 (D-4-a)

(1,2,3,4,5,6)

Moved by Debra Edwards

Seconded by Christine Williams

(1)

**#BF-2013-03-06-32**

That the Board approve the revisions to Policy No. 2345 – Facility Partnerships, as set out in APPENDIX C of Report No. BF-D-1, Revisions to Policy 2345 – Facility Partnerships, dated March 6, 2013.

(2)

**#BF-2013-03-06-33**

That the Board approve the adoption of a Disposition of Property Policy, as set out in APPENDIX A of Report No. BF-D-2, Disposition of Property Policy, dated March 6, 2013.

(3)

**#BF-2013-03-06-34**

That the Board approve the attendance areas for Fieldcrest Elementary School and the new Southwest Bradford Public School, as set out in Report No. BF-D-3, Attendance Area Review: New Southwest Bradford Public School, dated March 6, 2013.

(4)

**#BF-2013-03-06-35**

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-4, Revisions to Policy No. 2196 – Records and Information Management, dated March 6, 2013.

(5)

**#BF-2013-03-06-36**

That the Board approve the revisions to Policy No. 2120 – Legal Services, as set out in APPENDIX C of Report No. BF-D-5, Revisions to Policy No. 2120 – Legal Services, dated March 6, 2013.

(6)

**#BF-2013-03-06-37**

That the Board approve the revisions to Policy No. 2110 – Trustee Attendance at Conferences and Workshops, as set out in APPENDIX C of Report No. BF-D-6, Revision to Policy No. 2110 – Trustee Attendance at Conferences and Workshops, dated March 6, 2013.

CARRIED



Report of the Program Standing Committee Meeting held March 20, 2013 (D-4-b)

(1)

Moved by Nicole Black  
Seconded by Caroline Smith

**#PRO-2013-03-20-38**

That the Board approve the submission of the regular school year calendar for 2013-2014 to the Ministry of Education for approval, as set out in APPENDIX A of Report No. PRO-D-1, Regular School Year Calendar 2013-2014, dated March 20, 2013.

CARRIED

(2)

Moved by Jodi Lloyd  
Seconded by Christine Williams

**#PRO-2013-03-20-39**

That the Board approve that it seek to establish an Alternative Learning Secondary School, with multiple campuses, effective July 1, 2013, with its own MIDENT Number, as set out in Report No. PRO-D-2, Alternative Learning Program Proposed Model, dated March 20, 2013.

CARRIED

(3)

Moved by Nicole Black  
Seconded by Peter Beacock

**#PRO-2013-03-20-40D**

That the Board approve the revisions to Policy No. 2130, Student Trustee Representation on the Board, as set out in APPENDIX C of Report No. PRO-D-3, Revisions to Policy No. 2130, Student Trustee representation on the Board, dated March 20, 2013.

DEFEATED

(4)

Moved by Nicole Black  
Seconded by Peter Beacock

**#PRO-2013-03-20-41**

That the Board approve the revisions to Policy No. 4230, School Safety Patrols, as set out in APPENDIX C of Report No. PRO-D-4, dated March 20, 2013.

CARRIED

(5)

Moved by Nicole Black  
Seconded by Peter Beacock

**#PRO-2013-03-20-42**

That the Board approve the revisions to Policy No. 4235, Elementary School Safe Arrival Program, as set out in APPENDIX C of Report No. PRO-D-5, Revisions to Policy No. 4235, Elementary School Safe Arrival Program, dated March 20, 2013.

CARRIED

**MOTION**

Moved by Peter Beacock  
Seconded by Nicole Black

That the Board recess at this time

CARRIED

*Trustee Black left the meeting at this time.*

The Board re-convened at 8:50 p.m.

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

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

Report of the Parent Involvement Committee Meeting held January 23, 2013 (D-6-a)

This report was provided as information.

Report of the Human Resources Standing Committee Meeting held  
March 20, 2013 (D-6-b)

This report was provided as information.

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

E. **OTHER MATTERS**

(1) **Reports from Liaison Members**

Trustee Lloyd, Board representative on the Simcoe County Student Transportation Consortium, shared that the Ministry of Education's Efficiency and Effectiveness Review will take place locally on April 3<sup>rd</sup>. Trustee Lloyd will attend as a member of the Board of Directors.

Trustee Locke, OPSBA liaison, reported that the next meeting takes place on April 26<sup>th</sup>. Trustee Locke invited all trustees to attend the regional meeting on April 6<sup>th</sup> at the Simcoe County Museum. Attendees will then join the Circle of Learning Parent Conference in the SCDSB Education Centre in the afternoon.

(2) **Notices of Motion for next meeting** - Nil

(3) **Questions and Proposals from Trustees**

Chairperson North thanked Debbie Clarke, Manager of Communications, for her nearly 18 years of service to the SCDSB. Chairperson North also welcomed Alison LaMantia who is the new Manager of Communications. Director Wallace also thanked Debbie Clarke and welcomed Alison LaMantia.

(4) **Professional Development Seminars Attendance** - Nil

(5) Reports/Update from Staff

Director Wallace acknowledged that today was the release of the Grants for Student Needs by the Ministry of Education. Superintendent Jeffs spoke about the Ministry webinar which provided an overview of the GSNs. He noted that there are no major changes expected. The details have not yet been released by the Ministry.

(6) Correspondence - Nil

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

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Business and Facilities Standing Committee Meeting – April 3, 2013 at 6:00 p.m. –  
Special Education Advisory Committee Meeting – April 8, 2013 at 7:00 p.m. –  
Georgian Room  
Human Resources Standing Committee Meeting – April 10, 2013 at 6:00 p.m. –  
Georgian Room  
Program Standing Committee Meeting – April 10, 2013 at 7:00 p.m. –  
Georgian Room  
Special Education Advisory Committee Meeting – April 15, 2013 at 7:00 p.m. –  
Georgian Room  
Budget Committee Meeting – April 17, 2013 at 6:00 p.m. – Roy Edwards Room  
Joint Business and Facilities Standing Committee and Special Education Advisory  
Committee Budget Meeting – April 17, 2013 at 7:30 p.m. – Roy Edwards Room  
Teacher/Trustee meeting (ETFO) – April 24, 2013 at 4:30 p.m. - Coldwater Room  
Parent Involvement Committee Meeting – April 24, 2013 at 5:00 p.m. –  
Kempenfelt Room  
Regular Meeting of the Board – April 24, 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)  
First Nations Advisory Committee Meeting – April 26, 2013 at 10:00 a.m. –  
Georgian Room

**MOTION TO ADJOURN**

Moved by Michele Locke  
Seconded by Krista Mayne

That the meeting be adjourned at 9:05 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, APRIL 3, 2013**

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The Business and Facilities Standing Committee met in Public Session on Wednesday, April 3, 2013, at the Education Centre.

**PRESENT:**

**Committee Members** Donna Armstrong, Peter Beacock, Nicole Black (Vice-Chairperson), Debra Edwards, Suzanne Ley, Jodi Lloyd (Chairperson), Michele Locke, Krista Mayne, Robert North, Caroline Smith, Christine Williams.

**Electronic Participation** Amanda Monague.

**Administration** Kathy Bailey, John Dance, Phyllis Hili, Brian Jeffs, Paula Murphy, Anita Simpson, Paul Sloan, Kathryn Wallace.

**Student Trustees** Brock Edwards, Christina Robertson, Cheryne Winstanley-Hayes.

**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

**MOTION**

Moved by Michele Locke  
Seconded by Krista Mayne

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

CARRIED

The Business and Facilities Standing Committee reconvened in public session at 6:20 p.m.

**Presentations/Delegations** - Nil

**Items for Decision**

1. **Revision to Policy No. 2150 – Trustee Honorarium (BF-D-1)**

Brian Jeffs, Superintendent of Business Services, provided an overview of the policy and its revisions.

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

Questions were raised with regards to what should be included in item 3.1.3. Director Wallace agreed to seek clarification.

The Board provided direction for staff to amend the following items:

- Delete “and any subsequent committee meetings required under legislation” under item 3.1.3.
- Revise 3.2.4 to read as “For the purpose of this Policy, SAL, SEAC or Audit Committee meetings exceeding 3 hours will receive the equivalent of two attendance honoraria.”

**MOTION**

(1)

Moved by Suzanne Ley  
Seconded by Krista Mayne

***#BF-2013-04-03-39***

That the Business and Facilities Standing Committee recommend that the Board approve the revisions to Policy No. 2150 – Trustee Honorarium, as amended in APPENDIX C of Report No. BF-D-1, Revision to Policy No. 2150 – Trustee Honorarium, dated April 3, 2013.

CARRIED

2. **Revision to Policy No. 2325 – Environmental Policy (BF-D-2)**

John Dance, Superintendent of Facility Services, provided an overview of the policy. Policy No. 2325 – Environmental Policy has been revised to include consistent wording throughout the document, as well as the addition of the principle promoting the reduction of vehicle emissions on board property as item 3.4.10.

Superintendent Dance responded to questions from trustees at this time.

(2)

Moved by Peter Beacock  
Seconded by Michele Locke

**#BF-2013-04-03-40**

That the Business and Facilities Standing Committee recommend that the Board approve the revisions to Policy No. 2325 – Environmental Policy, as set out in APPENDIX C of Report No. BF-D-2, Revision to Policy No. 2325 – Environmental Policy, dated April 3, 2013.

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

This report was provided for information.

**Correspondence** – Nil

### **Other Matters**

1. Trustee Ley expressed her appreciation to staff that assisted with the business case review and suggested that it would be helpful for trustees to receive the cover page as it provides an excellent summary. Superintendent Dance advised that staff would be pleased to provide the trustees with the cover page but suggested that the template is new and is still considered a work in progress.
2. Trustee Lloyd advised the committee that the Simcoe County Student Transportation Consortium (SCSTC) Board of Directors attended a “kick off” meeting regarding the Efficiency and Effectiveness (E and E) review. Michael Kodama, SCSTC Chief Executive Officer, provided a wonderful presentation which received positive response.

The SCSTC has completed the required documentation to meet the needs of the review team to assess the progress over the last three years. Trustee Lloyd informed the committee that the report may take up to 6 months to receive.

Superintendent Jeffs clarified that the 2013-2014 technical paper removes the 1% routing efficiency hold back for all school boards, however it is the Ministry’s expectation that school boards follow through with the E and E reviews.

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

### **MOTION**

Moved by Peter Beacock  
Seconded by Krista Mayne

That the meeting be adjourned at 7:00 p.m.

CARRIED

**RECOMMENDATIONS**

1. That the Board approve the revisions to Policy No. 2150 – Trustee Honorarium, as amended in APPENDIX C of Report No. BF-D-1, Revision to Policy No. 2150 – Trustee Honorarium, dated April 3, 2013.
2. That the Board approve the revisions to Policy No. 2325 – Environmental Policy, as set out in APPENDIX C of Report No. BF-D-2, Revision to Policy No. 2325 – Environmental Policy, dated April 3, 2013.

**Respectfully submitted by:**

Brian Jeffs  
Superintendent of Business Services

John Dance  
Superintendent of Facility Services

**Approved for submission by:**

Kathryn Wallace  
Director of Education

April 24, 2013

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

FROM: Director of Education

SUBJECT: **TRUSTEE DEVELOPMENT PROGRAMS ATTENDANCE – TRUSTEE  
ATTENDANCE AT THE CANADIAN SCHOOL BOARDS  
ASSOCIATION CONGRESS – JULY 4-6, 2013 – VANCOUVER, BC**

**Background**

Currently Policy No. 2110, Trustee Development Programs, Section 4, Guidelines, Item Number 4.4 (APPENDIX A) states that a trustee who wishes to attend a development program to be held outside of the province must have the prior approval of the Board.

The Canadian School Boards Association 2013 Congress is being held in Vancouver on July 4-6, 2013. Trustees Debra Edwards, Suzanne Ley and Krista Mayne have indicated their interest in attending this year.

Pursuant to Item 4.6 of Policy 2110, details of the conference program and estimate of costs are attached as APPENDICES B and C respectively.

**RECOMMENDATION**

That the Board approve that Trustees Debra Edwards, Suzanne Ley and Krista Mayne represent the Simcoe County District School Board at the Canadian School Boards Association 2013 Congress being held in Vancouver on July 4-6, 2013, as set out in Report No. D-5-a, Trustee Development Program Attendance – Trustee Attendance at the Canadian School Boards Association Congress – July 4-6, 2013 – Vancouver, BC, dated April 24, 2013.

**Respectfully submitted by:**

Kathryn Wallace  
Director of Education

April 24, 2013





BOARD ADMINISTRATION	2100
TRUSTEE ATTENDANCE AT CONFERENCES AND WORKSHOPS	2110

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1. **Rationale**

The Simcoe County District School Board (SCDSB) recognizes the importance of professional learning for members of the Board by attending conferences and workshops. Attendance at conferences and workshops are encouraged for the enhancement of knowledge and experience relevant to student achievement and trustee roles in the education system.

2. **Policy**

It is the policy of the Simcoe County District School Board that funds be allocated in the annual budget for trustee attendance at conferences and workshops for professional learning.

3. **Definition**

Conferences and workshops are professional learning opportunities for trustees offered by external educational and trustee organizations.

4. **Guidelines**

4.1 **Participation**

- 4.1.1 Trustees will report to the Board their intention to attend a conference or workshop for their professional learning.
- 4.1.2 The conference or workshop must be pertinent to the trustee role at the SCDSB or for the advancement of student achievement.
- 4.1.3 Expenses for a conference or workshop will be within the annually approved budget.

4.2 **Participation Out of Ontario**

- 4.2.1 Trustees must receive prior Board approval to attend a professional learning conference or workshop held out of province.
- 4.2.2 Trustees shall request approval through the chairperson by submitting details of the conference or workshop including cost estimates.
- 4.2.3 The chairperson shall bring a recommendation forward to the Board.

BOARD ADMINISTRATION	2100
TRUSTEE ATTENDANCE AT CONFERENCES AND WORKSHOPS	2110

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4.3 Sharing Information

4.3.1 Attendees are encouraged to share information and material from the conference or workshop at an appropriate Board meeting by way of a written and/or verbal report.

4.4 Dispute Resolution

4.4.1 Should there be a dispute about the eligibility of any expense related to a trustee's attendance at a conference or workshop, the matter will be brought forward by the Superintendent of Business Services to the external members of the Audit Committee for resolution. If a satisfactory resolution is not reached, then the affected trustee must contest the decision at a public session of the Board.

5. Administrative Procedures

The Director of Education is authorized to provide the administrative procedures necessary to implement this policy.

ADOPTED JUNE 8, 1998  
REVISED MARCH 9, 1994  
REVISED SEPTEMBER 25, 2002  
REVISED JUNE 23, 2010  
REVISED MARCH 27, 2013



HOME

REGISTER

NEWS

HOST

PROGRAM

PRESENTERS

TOURS

CSBA

**THURSDAY, JULY 4  
 FAIRMONT HOTEL VANCOUVER**

**Time**

9:00 AM – 12:00 PM

1:00 – 4:30 PM

4:30 PM

7:00 PM

9:00 PM

10:30 PM

**Event**

**BCSTA and CSBA Board Meetings**

**Pre-Conference Workshop A** (optional, extra cost, limited enrolment)

**Diversity DNA**

*Eric Wong, Diversity Consultant, Vancouver, BC*

This optional Preconference Workshop framed on the Medicine Wheel of Learning will explore the ways in which our Diversity DNA impacts our Diversity Quotient (DQ) which measures our understanding of diversity and our comfort level with difference. The afternoon workshop will include a variety of games, activities, case studies, audio-visual clips and oral stories, that are designed to engage, energize, entertain and educate.

Since 1995 Eric has been the principal of Eric D. Wong Consulting, developing and delivering training and educational programs in human rights and diversity for a variety of organizations.

**Pre-Conference Workshop B** (optional, extra cost, limited enrolment)

**Running too Little or Sitting too Much? A Contemporary Look at Healthy Movement Behaviours in the School**

*Dr. Mark Tremblay*

This half-day workshop will use a series of short presentations combined with interactive discussions to explore and challenge current movement practices in the school context. Questions to be explored include: Do we really have an "inactivity crisis"? Are we running too little or sitting too much? How can we escape from the liability and bubble-wrap handcuffs? Is screen-based technology friend or foe? What are feasible changes for helping kids move more? Join this workshop for an "outside the box" initiation of a "movement to get kids moving"!

**Full registration and exhibit area opens**

**Official opening and keynote presentation**

**Diversity Enriches Public Education and Canadian Society**

*The Right Honorable Michaëlle Jean*

Former Governor General and Commander-in-Chief of Canada, current UNESCO Special Envoy for Haiti, and Co-President of the Michaëlle Jean Foundation, Madam Jean will share her unique perspective on national and international issues through the prism of cultural diplomacy, philanthropy, good governance, deep diversity and global solidarity. Madame Jean speaks from the heart about the extent to which educators can have a life-changing impact on their students by creating inclusive spaces of learning, creativity, and civic virtue.

**Opening Reception**

**Adjourn**



HOME

REGISTER

NEWS

HOST

PROGRAM

PRESENTERS

TOURS

CSBA

FRIDAY, JULY 5  
FAIRMONT HOTEL VANCOUVER

Time

7:00 AM

7:30 AM

8:30 AM

10:00 AM

10:30 AM

12:15 PM

2:00 PM

3:30 PM

4:00 PM

5:00 PM

Event

Registration Desk Opens

Networking Breakfast

Plenary Presentation

**Personalized Learning and Diversity**

*Dr. Bruce Bearsto, Consultant, Richmond, BC*

Personalized learning remains an alluring but elusive mirage, while diversity is a clear and present reality. The inherent opportunity in this situation is to define and develop personalized learning so that it responds to diversity in a way that serves both private and public goods. In order to do so, purpose must be remembered, diversity diversified, choice reconsidered, engagement unleashed and 21st Century skills rescued from the technophiles. Dr. Bearsto will provide a framework in his presentation for discussing how we can seize the moment and will provide discussion opportunities for delegates to consider how they may apply it in their own context.

An entertaining and provocative speaker, Dr. Bearsto started his career in Richmond, British Columbia, in 1973 as a Physics teacher, assumed district responsibility for Curriculum and Instruction in the 80's, integrated that department with Special Education to form Learning Services in the 90's and retired as CEO of the District in 2010. He is now an Educational Consultant and Adjunct Professor at Simon Fraser University.

Refreshment Break



Lunch Break and Guest Presentations



Refreshment Break

Plenary Panel Session

**The Student Experience of Diversity**

*Ian Hanomansing and student panel*

Moderator Ian Hanomansing brings a wealth of experience to his role as anchor CBC News Network's primetime coverage. Ian's roles have included that of reporter and occasional host with The National and the former host of CBC News Vancouver at Six, a one-hour newscast with a mix of local, national and international news. He also hosted Pacific Prime, CBC's daily coverage of the Beijing Olympics and Canada Now, the half-hour national news show.

Ian holds degrees in political science, sociology and law, and is the winner of six national university debating and public speaking championships.

He was named Canada's 2008 Gemini winner for best news anchor.

Ian is based in Vancouver and has two children in the public school system there.

During this session he will moderate a small representative group of Metro Vancouver students inviting them to speak about their personal experiences with diversity in the public school system.

Adjourn to Vancouver Dinner and Night Life



HOME

REGISTER

NEWS

HOST

PROGRAM

PRESENTERS

TOURS

CSBA

**SATURDAY, JULY 6**  
**FAIRMONT HOTEL VANCOUVER****Time**

7:00 AM

7:30 AM

8:30 AM

12:00 PM

1:30 PM

3:00 PM

3:30 PM

5:00 PM

7:30 PM

11:30 PM

**Event**

Registration Desk Open

Full breakfast provided for all delegates

CSBA AGM and Cross Country Check-Up

Lunch Break

CONCURRENT SESSIONS C

Refreshment Break

Closing Plenary Presentation

***Diversity and the Aboriginal Student Experience****Wab Kinew, Winnipeg, Manitoba*

Wab Kinew (pron: WOB ka-NOO) is a one-of-a-kind talent, named by Postmedia News as one of "9 Aboriginal movers and shakers you should know". He is the Director of Indigenous Inclusion at the University of Winnipeg. In 2012, he hosted the acclaimed CBC Television series "8th Fire". His hip-hop has won an Aboriginal Peoples Choice Music Award. His journalism has won an Adrienne Clarkson RTNDA Award, a Gabriel Award and been nominated for a Gemini Award. He has a BA in Economics and is a member of the Midewin.

In this presentation, Wab will speak about how being active and passionate is key to building a successful career for the "8th Fire generation". In his CBC Television series 8th Fire, Kinew profiled many inspiring Canadians who are bridging the gap between Aboriginal communities and their neighbours. It is this generation that is currently in school and entering the work force. For them, building a successful career will mean focusing innovation, harnessing their creative potential and finding new ways to add value to their industries. Drawing on both professional and personal experience, Kinew will give practical examples of how the participants might achieve that in their own lives and thus start their careers off "on fire". An accomplished entertainer, Wab has also promised to provide some energetic music to bring an inspirational conclusion to our formal Congress program.

Adjourn Congress sessions

Social Evening: Banquet, Entertainment and Dance

***Multi-Cultural Dinner***

Our social evening will feature a casual multi-cultural dinner showcasing the diverse array of gastronomic delights available in one of Canada's most exciting cities!

***Souled Out Band***

Souled Out is an 11 piece R&B group playing the very best Soul, R&B, Motown Classics, Funk, Disco and contemporary tunes offered up with non-stop energy. The band's repertoire of the hottest dance songs from the past five decades played with solid musicianship is guaranteed to keep you on the dance floor.

Adjourn

**COST ESTIMATE**

**CANADIAN SCHOOL BOARDS ASSOCIATION CONFERENCE  
JULY 4- 6, 2013 – VANCOUVER, BC**

Hotel Accommodations x 4 nights	\$250.00 x 4 nights = \$1,000
Air Fare	\$700.00
Conference Registration Fee	\$800.00
Meals/Incidentals	\$200.00
<b>ESTIMATED TOTAL</b>	<b>\$2,700 (per trustee)</b>

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

FROM: Director of Education

SUBJECT: **APPOINTMENT TO THE ONTARIO PUBLIC SCHOOL BOARDS' ASSOCIATION**

1. The Ontario Public School Boards' Association represents public school boards from all regions in Ontario. The Association speaks at the provincial level for public school boards and works on their behalf to ensure that the collective interests and needs of the public school system are clearly articulated to the Ontario government, Ministry of Education and other ministries and government agencies. OPSBA represents the interests of more than 1.2 million elementary and secondary students and more than 500 000 adult learners.

**2. OPSBA Services and Membership**

Once a member board of OPSBA, all board trustees are automatically members of OPSBA and can fully participate in all association activities, programs and decision-making processes. In this way, a public school board is a corporate member of OPSBA and its trustees form the actual individual membership. OPSBA services are designed to benefit and meet the needs of boards as corporate entities, as well as meet the individual needs of trustees.

**3. Board Representation**

As a member board, the Simcoe County District School Board is required to appoint one trustee as the representative to serve as a director on the OPSBA Board of Directors. The Board may also appoint a delegate who will have voting privileges at the Association's general meetings or regional meetings only.

The procedure for these elected positions is similar to the election of the Board Chairperson, Vice-chairperson, Committee Chairperson and Vice-chairperson and third member of the Selection Committee.

**Respectfully submitted by:**

Kathryn Wallace  
Director of Education

April 25, 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 FEBRUARY 11, 2013**

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

**PRESENT**

**SEAC Members:**

Angie Bridekirk, Joanne Brown, Susan Clough, Sue Downing, Sarah Elliott,  
Mary Haire, James Hall, Margaret Homewood, Laura LaChance,  
Suzanne Ley (Trustee), Jodi Lloyd (Trustee), Caroline Smith (Trustee).

**SEAC Alternates:** Kevin Berry.

**PRESENT**

**Staff:**

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

**REGRETS SEAC  
MEMBERS:**

Kim Latour, Joanne McCafferty, Sari Russell.

**Recording  
Secretary:**

Jennifer Henry.

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

(2) **Approval of Agenda**

Peter Gumbrell, Principal of Special Education requested that Accessibility Advisory Committee be added to the Agenda. Superintendent Hili also requested that budget timelines and dates be added to the agenda. Chairperson Bridekirk suggested these items be addressed under Staff Member Reports/Updates as item B 5(d) and B 5 (e).

Sarah Elliott inquired if she could speak to her recent school visit to tour a calming room. Chairperson Bridekirk suggested this item be addressed under the Calming Rooms Presentation as item B 2(a)

Moved by Laura LaChance  
Seconded by Mary Haire

That the agenda be approved as amended.

CARRIED



**(3) Approval of Minutes**

(a) Minutes of the Regular Committee Meeting January 21, 2013

It was noted that SEAC practice has been to vote on any amendments to the Minutes as a whole. It was clarified that procedurally, when there are amendments to the minutes that each amendment should be voted upon individually followed by approval of the overall amended Minutes.

Laura LaChance noted under item B 5 (a), that when SEAC members requested confirmation on the number of schools that have calming rooms, Principal Gumbrell gave an approximate number of 50-60 schools. Laura requested that this number be reflected in the minutes.

Moved by Laura LaChance  
Seconded by Sarah Elliott

That the amendment be approved.

CARRIED

Laura also requested that the words “developed in collaboration with SEAC” be added to the first paragraph of item B 5 (a) Calming Rooms, so that it reads “*She noted that 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.*”

Moved by Laura LaChance  
Seconded by Sarah Elliott

That the amendment be approved.

CARRIED

Moved by Trustee Ley  
Seconded by Joanne Brown

That the minutes of the regular meeting of the Special Education Advisory Committee held January 21, 2013 be approved as amended.

CARRIED

**B. (1) Welcoming**

(a) Welcome and Introductions

Chairperson Bridekirk welcomed guests, Board staff members, and SEAC members, and shared SEAC member regrets. Laura LaChance introduced guest Mark Bryan, Member of the Down Syndrome Association of Simcoe County, and noted that Mark’s name will be coming forward to serve as Alternate Member.

(b) SCDSB Special Education Statement of Beliefs

Mary Haire read the Statement of Beliefs.

Laura requested that the Simcoe County District School Board (SCDSB) Special Education Statement of Beliefs be posted on the Board website under the Special Education Section.

(2) **Presentations & Discussion**

(a) Calming Rooms

Principal Gumbrell provided some contextual information in response to the questions that came forward at the last SEAC meeting.

He reported on the number of elementary (85) and secondary (17) schools in the SCDSB, and the number of students enrolled in elementary (34,703) and secondary (17,075) on the Ministry Count date of October 31, 2012. The current number of individual education plans (IEPs) (9,661) was also shared. Principal Gumbrell noted that the number of IEPs includes students identified as gifted. He also noted that approximately 18.6 percent of the population has IEPs. Principal Gumbrell addressed SEAC members' questions and comments regarding how these numbers compare in terms of provincial statistics and statistics with our co-terminus board. Principal Gumbrell indicated that he did not have that information but could look into it. He further addressed questions regarding the statistics for students identified as Gifted versus students who meet the criteria for giftedness.

In response to SEAC members questions regarding calming rooms, Principal Gumbrell provided an overview of the email communication that was sent to all principals asking about the use of calming rooms, as well as the follow up phone calls that he and Sally Potts, Principal of Special Education made to each school principal who had reported the use of calming rooms. Additional information was also obtained from Facility Services. Principal Gumbrell presented via PowerPoint, information on the number of schools that have rooms that have been designated as reserved for calming or sensory purposes; the number of schools that have a padded space for sensory or calming purposes or a combination of the two; the number of schools in which students are accessing calming rooms, and approximate number of students accessing calming rooms; inclusion in IEPs; communication with parents, and parents being shown calming rooms; calming room logs; and current behavior tracking data. SEAC members requested a copy of the calming room summary presented by Principal Gumbrell. Principal Gumbrell also clarified that of the 29 schools in which students are accessing calming rooms, that 22 of those schools have county classes. A breakdown of how many of those 22 county classes are elementary and secondary was requested.

Principal Gumbrell noted that the calming room allows students who are showing challenging or escalated behaviour a private and supervised space to go, and that many students are selecting the calming room as a self-regulating strategy over other options that are provided. Principal Gumbrell provided a brief overview of some self-regulation strategies used by students, and suggested that a presentation be provided to SEAC on the Zones of Regulation. Principal Gumbrell reported that the calming room APM distinguishes between calming room and sensory room, but that it is not always distinguished in practice. Principal Gumbrell addressed questions regarding the size of the rooms.

Concern was expressed regarding parents who may have been informed of the use of the calming room, but may not be in agreement with its use. Principal Gumbrell noted that there were no examples provided to him or Principal Potts where parents were not in support of the rooms use. Concern was also expressed regarding monitoring the calming room use to ensure that it is being used for its intended purpose and not as an escape by students. Principal Gumbrell spoke to the calming room log and data tracking noting that Central Special Education staff could look at strategies for decreasing the use, where some students are using the calming room quite often. Concern was also expressed that ABC data tracking may not necessarily work for some students and that other strategies may be needed.

Chairperson Bridekirk suggested that if associations have other alternative strategies that could be utilized, to forward suggestions to Principal Gumbrell so that they can be shared with the SEAC table.

Chairperson Bridekirk spoke to initial calming room inventory and tours that were conducted regarding the rooms construction, and noted that the rooms were not to be locked, that any locks were to be removed, as well as any barriers that were obstructing views through the windows to ensure the integrity of the room. Superintendent Hili confirmed that Special Education staff has met with the Manager - Design and Construction Services to confirm some of those key elements.

There was also discussion regarding calming room use for four and five year olds. It was clarified that some students do enter the school system prepared to engage in an IEP, and that if there are concerns; staff would want to ensure that a safety plan as well as an IEP is in place for the student.

Sarah Elliot reported that she recently had the opportunity to tour a calming room with Principal Potts, and was able to meet with the school's Vice-Principal to have questions addressed. Sarah provided an overview of her tour and indicated that she could provide SEAC members with a summary of her questions and answers.

(b) Administrative Procedures Memorandum (APM) – Management Process for Student Behaviours Causing a Risk-of-Injury

Principal Gumbrell presented via PowerPoint areas of the APM – Management Process for Student Behaviours Causing a Risk-of-Injury where Special Education staff is proposing amendments. In response to SEAC members' requests for copies of the accompanying appendices and forms, Principal Gumbrell reported that he was not able to bring any of the changes forward at this point, as feedback is still being received from various departments.

Principal Gumbrell provided an overview of the considerable expansion to Section 10 -Safety and/or Personal Protective Equipment (PPE). He spoke to the use of personal protective equipment and its documentation in the Safety Plan, and noted that there will be a PPE request form to be included as part of the APM. SEAC members provided feedback and noted areas where wording amendments could be made to read as "will" as opposed to "should".

Principal Gumbrell presented a phase-based Safety Plan template that is being proposed and currently in use in some schools, and answered SEAC members' questions regarding the template. There was a request for SEAC members to receive a copy of the template. Principal Potts added that the template optimizes the broad spectrum of the child, and incorporates the Caring and Safe Schools document as well. Principal Gumbrell also spoke to the obligations that the board has in terms of the protection of staff and others when seeing behaviours presenting a risk-of-injury. He spoke to positive behavior supports that are addressed through the Special Education Multi-Year Plan.

SEAC members noted places where some of the wording from this APM could be applicable to other board APMs. Associate Director Medysky confirmed that staff is currently cross referencing the Board's APMs to ensure that all of the processes are the same.

SEAC members expressed concern that the APM requires more attention from SEAC and suggested that a working group be formed consisting of SEAC members, and board staff from various departments. Associate Director Medysky agreed that a working group would be beneficial. Chairperson Bridekirk will poll SEAC member interest for the working group, with the meetings to be coordinated through Superintendent Hili.

(3) SEAC Member Reports

Mary Haire reported that Voice would like boards to consider making classrooms more accessible to the deaf and hard of hearing. She circulated a letter and attached RAMPS document developed and provided by VOICE to assist informed decision making. Principal Gumbrell reported that a new position, Deaf Blind Intervener has been posted for the board.

Sue Downing circulated information on a Youth in Action March Break Retreat at the YMCA Geneva Park in Orillia.

Laura LaChance inquired if the Board is sending someone to the Meeting the Challenge: Accommodation and Inclusion – A day of Critical Analysis of the Implications of the Supreme Court of Canada's decision in the case – Moore vs. B.C. and the UN Convention on the Rights of Persons with Disabilities that is being held on February 27<sup>th</sup>. Superintendent Hili reported that she will be attending.

Sarah Elliott reported that she shared the Home Instruction APM amendments at the recent Candlelighters monthly meeting, and received positive feedback. Sarah thanked Board staff for making the changes.

Joanne Brown shared information on an Assistive Technology Training Program (ATTP) starting on March 6<sup>th</sup> geared to helping parents and children make the most of assistive technology at school and home.

**(4) Board Reports**

(a) Regular Board Meeting January 23, 2013

Trustee Lloyd provided a brief overview of the report for the Regular Board meeting held on January 23, 2013.

Chairperson Bridekirk called for a recess at this time.

The meeting reconvened at 8:50 p.m.

(b) Status of Recommendations to the Board - Nil

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

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

Superintendent Hili provided an update on the work that is currently taking place. She spoke to the APM – Management Process for Student Behaviours Causing a Risk-of-Injury, as well as the work being conducted regarding personal protective equipment (PPE) and Geneva Centre training for teachers. There was a request to receive a list of all of the PPE that is referenced within the APM. Superintendent Hili reported that Principal Gumbrell is working on the list. Chairperson Bridekirk suggested that perhaps the list could be brought forward as part of the initial working group that is to be established.

(b) Professional Development

Principal Potts provided a brief update on the professional development that is taking place and addressed SEAC members' questions. There was an inquiry regarding whether it would be possible for SEAC members to attend some of the professional development sessions, and a suggestion by Associate Director Medysky that staff further discuss opportunities for SEAC members to attend. SEAC members were encouraged to contact Principals Gumbrell and Potts regarding professional development that they may be interested in attending. Chairperson Bridekirk also noted that Ziggurat and Zones of Regulation presentations have been suggested for upcoming SEAC agendas, and that another evening may be required to fit in the presentations.

(c) SEA Update

Principal Potts reported on the number of laptops being prepared for delivery to schools, bringing the recommendations/referrals up to end of January. She also reported on the capacity building and training that takes place for staff and students once the equipment has been delivered. There was an inquiry when the results would be shared with SEAC on the survey that was conducted last year with secondary students using SEA equipment. Principal Gumbrell indicated that the results could be shared at the next meeting.

(d) Accessibility Advisory Committee

Principal Gumbrell reported that there is a call for more members for the Accessibility Advisory Committee, and invited SEAC representatives to take the call for membership back to their associations. He noted that student representation is also being called upon for the Committee. It was requested that an email be sent to SEAC members outlining the Committee mandate and work, as well as the meeting dates so that SEAC members can share the details with their associations. It was suggested that the Student Senate be approached regarding the call for student representation.

(e) Budget

Superintendent Hili reported that Brian Jeffs, Superintendent of Business Services is proposing that staff attend the March SEAC meeting to begin discussing the projected 2013-2014 budget. Superintendent Hili also requested that SEAC members save the date of April 3rd as the proposed date for the joint meeting. Trustee Lloyd spoke to the earlier budget timelines this year.

*Susan Clough left the meeting at this time.*

(6) **Committee Member Reports**

Chairperson Bridekirk noted the suggestion for a working group to be formed regarding the APM – Management Process for Student Behaviours Causing a Risk-of-Injury.

**C. INFORMATION**

(1) **Correspondence**

Chairperson Bridekirk reported on the following SEAC Chairperson Correspondence that was received:

- 1) A letter from the Ontario Brain Injury Association (OBIA) with a complimentary copy of the OBIA Impact Report. It was suggested that a link be provided in the minutes for individuals wishing to access an electronic copy of the report (link provided below).  
<http://www.obia.ca/ImpactReport/ImpactReportOnline-Dec2012.pdf>

2) A letter from the Durham District School Board to the Honourable John Milloy, Minister of Community and Social Services and the Honourable Laurel Broten, Minister of Education from the Durham District School Board regarding the serious workflow issues with the newly established Development Services of Ontario Agency (DSO) and funding of service for people with disabilities. Chairperson Bridekirk provided a brief overview of the concerns, and spoke to the importance of raising and sharing concerns.

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

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

Please notify Jennifer Henry of any changes to contact information.

**D. FUTURE BUSINESS AND ADJOURNMENT**

Moved by Sarah Elliott  
Seconded by Sue Downing

That the meeting be adjourned at 9:15 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

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 FEBRUARY 20, 2013**

A meeting of the Parent Involvement Committee was held on Wednesday February 20, 2013 at the Education Centre.

**PRESENT:**

**Committee Members:** (Voting)  
Elizabeth Bettencourt, Marjorie Dowdell (Vice-chairperson),  
Jennifer Johnson, Julianna Lerch, Jane McCreadie (Chairperson),  
Tanya Nabuurs, Lisa Robertson.

**Trustee**

**Representatives:** (Non-voting)  
Michele Locke.

**Administration & Staff**

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

**REGRETS:** Timmi Brady-Inglis, Christine Bowman, Ken Boyington, Krista Mayne,  
Michelle Hunter, Angie Pino.

**GUESTS:** Dean Maltby, Sally Potts, Tracy McPhail.

**1. Welcome**

Chairperson Jane McCreadie called the meeting to order at 5:03 p.m. and welcomed the committee members and guest Dean Maltby, Principal, West Bayfield Elementary School.

Superintendent Paul Sloan and Chair McCreadie expressed regrets on behalf of the committee regarding the resignation of Laura Black and thanked her for her contribution and involvement with the Parent Involvement Committee.

**2. Approval of Agenda**

Chairperson McCreadie asked the committee for approval of the agenda.

Superintendent Paul Sloan requested that the order of the agenda be revised to present item number six (Circle of Learning Sub-committee Update) first, and then proceed with item number five (School Council APM).

Moved by Lisa Robertson  
Seconded by Elizabeth Bettencourt

That the agenda be approved as revised

CARRIED



**3. Approval of January 23, 2013 Minutes**

Chairperson McCreddie asked for approval of the minutes.

Moved by Elizabeth Bettencourt  
Seconded by Jennifer Johnson

That the minutes of the January 23, 2013 meeting be accepted with a revision.

CARRIED

**4. Labour Relations Update**

Superintendent Sloan reported that there was no additional information on the status of elementary and secondary job action and negotiations within the Simcoe County District School Board at this time.

Manager of Communications, Debbie Clarke and Lisa Robertson spoke on the potential developments announced by the Provincial Government.

**6. Circle of Learning Sub-committee Update**

Vice-chair Marjorie Dowdell reported on the sub-committee's progress to date. At the present time there are 63 registrants who have used the newly developed web-based registration program to register for the Circle of Learning.

It was confirmed that Dr. Karyn Gordon will present "Raising Healthy Teens in an Age of Overindulgence" and the program will be two hours in length. Advertising for this event has been ongoing prior to January 2013 with "Save the Date" notices on the board website, and "Register Now" flyers have been posted to the website and sent out to schools electronically.

Circle of Learning flyers were provided to PIC members for distribution and Chair McCreddie encouraged members to contact their schools to post these flyers.

Superintendent Sloan reported that he had met with Business Services staff regarding renting 20-25 booths to vendors at the Circle of Learning conference. Business Services staff will be sending an email to all SCDSB approved vendors inviting participation at the conference.

Vice-chair Dowdell will notify outside vendors/organizations and request they send a notification of interest to Superintendent Sloan. The notification of interest will be forwarded to Business Services for review to ensure they comply with board fundraising procedures. The approved vendors will then be added to the approved email list.

Superintendent Sloan referred to the SCDSB Fundraising Plan:

<http://www.scdsb.on.ca/About%20Us/About%20Us%20Documents/Fundraising-Resource-Guide-and-Form.pdf>

### Breakout Session Preview - Special Education in Simcoe County

Superintendent Sloan introduced Sally Potts, Principal of Special Education who spoke on her presentation entitled “Navigating Special Education in SCDSB”. Highlights included: Identifying what special Education is, the Process, Special Education Advisory Committee (SEAC), Resources, Role of an Individual Education Plan (IEP), and Role of the Parent.

Committee members Timmi Brady-Inglis (moderator for this workshop), Tanya Nabuurs and Vice-chair Marjorie Dowdell will be part of the workshop panel with Principal Potts. Principal Potts' presentation will be approximately 20 minutes and responding to parents' questions will be the focus of the remainder of the workshop.

Principal Potts recommended the following local website which offers extensive information of all services offered in Simcoe County:

<http://www.simcoecountycoalition.ca/en/home.aspx>

Any additional comments or suggestions regarding this presentation are to be forwarded to Superintendent Sloan and Marjorie Dowdell.

### Breakout Session Preview - Mapping Your Child's 14 Years–What do you want to know?

Superintendent Sloan introduced Tracy McPhail, Principal of Student Success. Principal McPhail presented a PowerPoint entitled: “Student Success in the SCDSB Creating Pathways to Success” a preview for grades 7 to 12 of the New Education Career/Life Planning Program for Ontario Schools.

Principal McPhail will have members of her staff available at the Circle of Learning to speak on a panel on their areas of expertise, such as: guidance and career transitions, co-op and Specialist High Skills Major program, Ontario Youth Apprenticeship program (OYAP). Principal McPhail provided a handout entitled “Education and Career/Life Planning: A Four-Step Inquiry Process.”

Elizabeth Bettencourt (moderator) suggested additional topics which included: 34 credit threshold, access to e-learning, Prior Learning Assessment Recognition (PLAR), students in grade 8 taking grade 9 courses (Reach Ahead), Other topics the committee expressed interest in included: aspects of student success - K – 8, parents advocating for their children “myBlueprint education planner” students dropping courses without a parent's consent, parents advocating for their children as they go through the process, what parents can expect when their child(ren) go through the public education system.

Principal McPhail will contact Elizabeth Bettencourt to review elements to be included in the presentation that is relevant to parents of all age groups, and finalize the content and presentation for this workshop.

## **5. School Council APM – Dean Maltby**

Superintendent Sloan welcomed Principal Dean Maltby who reported on the progress of the revision of the School Council Elections Administrative Procedure Memorandum (APM). Principal Maltby explained that he had spoken with PIC members and had 47 responses to a School Council survey.

Principal Maltby commented that he does not see the need for major revisions to the APM because it does coincide with the policy. He recommended including a recommended template for school council constitution, and recognized the advisability of renaming this APM as it includes much more information regarding School Council activities than just School Council elections.

A sub-committee consisting of Chair McCreadie, Vice-Chair Marjorie Dowdell and Lisa Robertson was formed to assist Principal Maltby in creating a generic template to assist school councils in developing their own constitutions.

Superintendent Sloan recommended the document be prepared to go to Administrative Council in May 2013.

**7. Debrief January 28, 2013 System School Council Members' Meeting**

Vice-Chair Dowdell and the committee reviewed the feedback provided by the individuals who attended the System School Council Video-Conference meeting on January 28.

Chair McCreadie commented that attendance has not been good at the videoconference meetings held over the past few years and suggested the committee provide her with suggestions that could be considered for next year i.e. a streaming video for presentations that could be viewed at home, host more frequent and less formal PIC – Council “Coffee Chats” and let members discuss what they need with each other. Chair McCreadie encouraged the committee to come up with alternative suggestions to engage parents and bring their ideas back to the committee for consideration.

**8. Agenda for March 25 System School Council Meeting**

The committee discussed various options for future System School Council meetings and decided to cancel the March 25, 2013 meeting and incorporate it with the PRO Grant Training session to be held on May 6<sup>th</sup>, 2013. Preregistration is required for the May 6<sup>th</sup>, session.

The committee discussed possible breakout sessions after the PRO Grant Training session. Discussion to be continued at the regular March 25, 2013 PIC meeting.

**9. PRO Grant Training Sessions – May 6, 2013**

Discussed above under item eight.

**10. Multi Year Plan**

Chair McCreadie spoke on the handout “Parent Involvement Committee (PIC)” and asked the committee to consider potential ideas for applying to the Ministry for a PRO grant next year. The possibility of applying for a grant to cover the costs of the annual Circle of Learning was discussed.

Discussion and suggestions to continue at the next PIC meeting in March.

**11. Additional Items**

- a) Superintendent Sloan reported on PRO Grant money that had not been spent by schools because of the labour action.

Schools would have two options. One would be to consider a revision to their project that would take place in this school year. The school would be required to submit an email revised project description and budget for approval before going ahead and would have to spend the money before the end of June.

The other option would be to return the money to the school board who would then hold these funds until the ministry provides direction to the board (usually in October) regarding the use of Unused 2012-13 PRO Grant funds. The Ministry's past practice has been to enable school boards the opportunity to either return these funds to the school or to use the funds over the following year for other parent engagement initiatives in discussion with their Parent Involvement Committee (PIC).

- b) The committee congratulated Debbie Clarke, Communications Manager, who will be retiring at the end of March to pursue new interests. Communications Officer Clarke was thanked for her expertise and invaluable service on behalf of the Parent Involvement Committee and the Board.

**12. Adjournment**

Moved by Marjorie Dowdell  
Seconded by Tanya Nabuurs

That the meeting be adjourned at 7:35 p.m.

The next regular meeting will be held on Monday, March 25, 2013 at 5:00 p.m. at the Education Centre.

**13. 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  
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, APRIL 10, 2013**

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The Human Resources Standing Committee met in Public Session on Wednesday, April 10, 2013, at the Education Centre.

**PRESENT:**

**Committee Members**

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

**Electronic Participation**

Nicole Black, Amanda Monague.

**Administration**

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

**Student Trustees**

Christina Robertson, Cheryne Winstanley-Hayes.

**REGRETS:**

**Student Trustees**

Brock Edwards.

**ABSENT:**

**Committee Members**

Donna Armstrong.

**Recording Secretary**

Kary Hancock.

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

**Approval of the Agenda**

**MOTION**

Moved by Peter Beacock  
Seconded by Jodi Lloyd

That the agenda be approved as printed.

CARRIED

**Declaration of Conflicts of Interest** - Nil

**Presentations/Delegations** - Nil

**MOTION**

Moved by Jodi Lloyd  
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 6:30 p.m.

**Items for Decision** - Nil

**Items for Information**

1. **Health & Wellness Program (HR-I-1)**

Janis Medysky, Associate Director, presented a report outlining a proposed, well-defined Health & Wellness program. We will continue to track the absences of our employees and hope that this program will help to reduce these absences. Human Resource Services has recently completed work on an Attendance Support/Disability Management Program which will respond to employee absences in a systematic way and in keeping with the recent legislation changes.

The inclusion of a 1.0 Human Resource Assistant to support the implementation of the Health & Wellness and the Attendance Support/Disability Management Program has been proposed for the 2013-2014 budget.

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

This report is provided for information.

**Correspondence** - Nil

**Other Matters** - Nil

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

**MOTION**

Moved by Peter Beacock  
Seconded by Suzanne Ley

That the meeting be adjourned at 6:40 p.m.

CARRIED

**Report Status**

This report was 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, APRIL 10, 2013**

The Program Standing Committee met in Public Session at the Education Centre on Wednesday, April 10, 2013.

**PRESENT:**

**Committee Members**

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

**ELECTRONIC**

**Participation:**

Nicole Black, Amanda Monague.

**ABSENT:**

**Committee Members**

Donna Armstrong.

**PRESENT:**

**Student Trustees**

Christina Robertson, Cheryne Winstanley-Hayes.

**REGRETS:**

**Student Trustees**

Brock Edwards.

**Administration**

Kathy Bailey, Stephen Blake, Phyllis Hili, Brian Jeffs, Janis Medysky,  
Paul Sloan, Kathryn Wallace.

**Staff**

Dale Beech, Keith Crozier, Jane Hofmann, Heather Ma,  
Melody Northrop, Sandra Sangster.

**Recording Secretary**

Mary Cannell.

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

**1. Approval of Agenda**

Chairperson Ley asked trustees for any additions or changes to the agenda. Trustee North requested that an update on the Ontario Secondary School Literacy Test (OSSLT), scheduled for April 11, 2013, be provided under Other Matters.

Following a trustee inquiry related to verbal reports, Chair Ley read from the Board's bylaws:

*Article 1 (k) "Reports" provide information in either a written, verbal and/or visual format. Reports whether from a standing, statutory or an ad-hoc committee, are generally kept as brief as possible and may contain recommendation(s).*



Moved by Krista Mayne  
Seconded by Peter Beacock

That the agenda be approved as printed.

CARRIED

2. **Declaration of Conflicts of Interest** – Nil.
3. **Presentations/Delegations** – Nil.

### **Items for Information**

1. **e-Learning Strategy: Update (PRO-I-1)**

Superintendent of Education Kathy Bailey, Principal of Program Jane Hofmann and e-Learning Contact Dale Beech provided an update of this board's e-Learning program as well as information pertaining to blended learning strategies. e-Learning provides students with flexible access to the courses they require using a wide variety of digital resources and tools. Blended learning uses the supports of differentiated instruction to meet students' learning needs and increase student engagement.

Superintendent Bailey and Principal Hofmann responded to trustee queries related to specific courses, the promotion of e-Learning courses, the religious component of course offerings from other boards in the e-Learning Consortium and the maximum number of credits a student could feasibly obtain in a semester through e-Learning.

This report was provided for information.

2. **Learning and Growing in Full Day Early Learning Kindergarten (FDEL-K): Update (PRO-I-2)**

Superintendent Bailey, Principal Hofmann and Early Years Consultant Heather Ma highlighted three key priority areas of the FDEL-K: creating an optimal learning environment for students, intentional play-based learning for students and building the capacity of educator teams through professional learning. Principal Hofmann reviewed a PowerPoint presentation depicting Kindergarten classrooms where learning spaces were student interest driven.

Superintendent Bailey responded to trustee queries related to the specific learner needs of early learners, equity of access to the FDEL-K program and potential increased traffic flow at FDEL-K schools.

This report was provided for information.

3. **Board Improvement Planning to Classroom Reality (PRO-I-3)**

Superintendent Bailey welcomed Principal Melody Northrop and Vice Principal Keith Crozier from Andrew Hunter Elementary School in Barrie. The two administrators presented their experiences and those aspects of school improvement planning required to improve student learning and well-being outcomes at the classroom level. Among the various strategies used at the school are Character Education, student leadership, professional learning for staff and parent engagement.

Other factors contributing to increased student achievement included the introduction of a breakfast club, a clothing room and regular body breaks such as yoga for students to exercise and refocus the brain for learning.

Principal Northrop responded to trustee comments and queries related to the coordination of the school initiatives, parent engagement, the funding of the breakfast club and its' inclusive learning environment.

This report was provided for information.

**4. Advanced Placement (VERBAL)**

Superintendent Bailey relayed that work continues on the implementation of Advanced Placement in this board and that a full report will be provided to the committee in June.

This report was provided for information.

**Other Matters**

Director Wallace shared that weather conditions would be monitored closely in advance of the Ontario Secondary School Literacy Test (OSSLT), scheduled to be written by students on April 11, 2013, and that a decision on the postponement of the test would be made in the early morning hours.

A discussion took place regarding food options available to students across the board and the status of food vendors.

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

Moved by Krista Mayne  
Seconded by Robert North

That the meeting be adjourned.

CARRIED

Meeting adjourned at 9:20 p.m.

**Report Status**

This report is provided for information.

**Respectfully submitted by:**

Kathy Bailey  
Superintendent of Education

**Approved for submission by:**

Kathryn Wallace  
Director of Education

April 24, 2013

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, APRIL 17, 2013**

---

The Business and Facilities Standing Committee met in Public Session on Wednesday, April 17, 2013, at the Education Centre.

**PRESENT:**

**Committee Members** Donna Armstrong (fulfilling the role of Vice-Chairperson), Peter Beacock, Debra Edwards, Jodi Lloyd (Chairperson), Michele Locke, Krista Mayne, Robert North, Caroline Smith.

**Electronic Participation** Amanda Monague.

**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** Karen Côté, Corry Van Nispen.

**Regrets:**

**Committee Members** Nicole Black, Suzanne Ley, 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 Krista Mayne  
Seconded by Robert North

That the agenda be approved as printed.

CARRIED

**Declaration of Conflicts of Interest** – Nil

**Presentations/Delegations** - 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.

As there were no nominations for the position of Vice-Chairperson, Chairperson Lloyd called for volunteers.

Trustee Armstrong indicated that she would volunteer.

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

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

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

### **Items for Decision** - Nil

### **Items for Information**

#### **1. 2013-2014 Proposed Budget (BF-I-1)**

Brian Jeffs, Superintendent of Business Services, expressed his appreciation to Kathryn Wallace, Director of Education and fellow colleagues for their expertise throughout this process. Superintendent Jeffs thanked Corry Van Nispen, Controller and Karen Côté, Assistant Manager of Budget and Financial Reporting, along with the Financial Analysts and senior staff in Business Services for their support in preparing this budget.

Superintendent Jeffs presented a detailed power point presentation which provided information surrounding different components of the 2013-2014 Proposed Budget.

Superintendent Jeffs responded to questions at this time.

#### **Balanced Budget Compliance**

Superintendent Jeffs provided a brief overview of the Balanced Budget Compliance. The proposed budget is compliant with all regulatory and contractual obligations of the board and is balanced according to the definition of a balanced budget for schools.

Superintendent Jeffs responded to questions at this time.

#### **Revenue and Enrolment**

Superintendent Jeffs provided an overview of Revenue and Enrolment. Grants for Student Needs (GSN) are impacted by two key components – enrolment and benchmarks. The Total GSN revenue for 2013-2014 shows a decrease of 0.06%.

The Average Daily Enrolment (ADE) is projecting a decline of approximately 180 students in the Secondary Panel and projecting an increase of approximately 20 students in the Elementary Panel due largely to Year 4 FDK.

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

#### Operating Expenditures

Superintendent Jeffs provided an overview of the Operating Expenditures which are resulting in a 1.48% increase. The permanent staff compensation encompasses 85.5% of the \$517M total operating expenses. The remaining 14.5% is made up of other expenses.

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

There was discussion around costs associated with French Immersion. Superintendent Jeffs agreed to bring information regarding costs of French Immersion to the May 1, 2013 Business and Facilities Standing Committee meeting.

Superintendent Jeffs provided the table with the Accumulated Surplus, Deferred Revenue and Schedule 2 – Detail of Other Expenses budget documents as noted in the original package. Superintendent Jeffs offered a brief summary of each of the additional documents as requested by the trustees.

#### Accumulated Surplus

Discussion ensued with regards to accumulated surplus and retirement gratuities that are held within the Other Board Appropriated account. By previous Board motion, there are financial obligations regarding the set-aside for funding future gratuity liabilities. Any change to the current obligation would require the previous motion to be rescinded.

Superintendent Jeffs responded to questions from trustees at this time.

#### Deferred Revenue

The year end total of deferred revenue balance at August 31, 2013 will show a decline over last year.

Superintendent Jeffs responded to questions from trustees at this time.

#### Schedule 2 – Detail of Other Expenses

Other Expenses encompass 14.5% of the \$517M total operating expenses. The total Other Expenses for 2013-2014 will increase by approximately 4%.

Superintendent Jeffs, Director Wallace and Steve Blake, Superintendent of Education responded to questions from trustees at this time.

Superintendent Jeffs agreed to provide further clarification on the following items at the May 1, 2013 Business and Facilities Standing Committee meeting.

- Schedule 2 – Instructional Services – Explain decrease
- Schedule 2.1 – School Support Team Travel – Explain decrease
- Schedule 2.2 – Office Admin – Telephone & Computers – Explain increase
- Schedule 2.6 – Trustee Association Fee – Provide the formula to which OPSBA establishes the Fee
- Schedule 2.6 – Common Expenses – Discrepancy under 2012-2013 Revised Budget with reports sent to trustees in March – Need to clarify

The Special Education component of the 2013-2014 Proposed Budget will be reviewed during the Joint SEAC/Business and Facilities Budget Meeting.

### **MOTION**

Moved by Michele Locke  
Seconded by Krista Mayne

That the Business and Facilities Standing Committee recess at this time and reconvene at the conclusion of the Joint SEAC/Business and Facilities Budget Meeting.

CARRIED

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

The Business and Facilities Standing Committee reconvened at 8:25 p.m.

Upon reconvening at the conclusion of the Joint SEAC/Business and Facilities Budget meeting, Superintendent Jeffs took the opportunity to address two of the questions listed above.

- Schedule 2 – Instructional Services showed a decrease as funds have been reallocated to provide money for literacy coaches. The increase is illustrated under Operating Expenses – 6, Curriculum Resource Teachers.
- Schedule 2.1 – School Support Team Travel showed a decrease as there was a one time cost reflected in the previous school year required for the implementation of PowerSchool.

Superintendent Jeffs responded to questions from trustees at this time.

This report was provided for information.

**Correspondence** – Nil

**Other Matters** - Nil

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

**MOTION**

Moved by Peter Beacock  
Seconded by Donna Armstrong

That the meeting be adjourned at 8:35 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  
Director of Education

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

FROM: Business and Facilities Standing Committee

SUBJECT: **REPORT OF THE BUSINESS AND FACILITIES STANDING COMMITTEE AND  
SPECIAL EDUCATION ADVISORY COMMITTEE BUDGET MEETING HELD  
APRIL 17, 2013**

---

A meeting of the Business and Facilities Standing Committee and Special Education Advisory Committee (SEAC) was held on Wednesday April 17, 2013 to discuss budget.

**PRESENT:**

**Committee Members**

Donna Armstrong, Peter Beacock, Debra Edwards,  
Jodi Lloyd (Chairperson), Michele Locke, Krista Mayne,  
Robert North, Caroline Smith.

**Student Trustees**

Brock Edwards, Christina Robertson, Cheryne Winstanley-Hayes.

**SEAC Members**

Joanne Brown, Sue Downing, Sarah Elliott,  
James Hall (Vice-Chairperson), Kim Latour, Jodi Lloyd (Trustee)  
Joanne McCafferty, Caroline Smith (Trustee).

**SEAC Alternate  
Members**

Kevin Berry, Rose-Ann Marchitto.

**Administration**

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

**Staff**

Karen Cote, Sally Potts, Corry Van Nispen.

**REGRETS:**

**Committee Members**

Nicole Black (Vice-Chairperson), Suzanne Ley, Amanda Monague  
Christine Williams.

**SEAC Members**

Angie Bridekirk (Chairperson), Susan Clough, Laura LaChance,  
Suzanne Ley (Trustee).

**ABSENT:**

**SEAC Members**

Mary Haire, Margaret Homewood, Sari Russell.

**Recording Secretary**

Jennifer Henry.

In the absence of Angie Bridekirk, SEAC Chairperson, James Hall, SEAC Vice-Chairperson assumed the role of Chairperson for the SEAC for the evening.

Chairpersons Lloyd and Hall co-chaired the meeting.

Chairperson Lloyd called the meeting to order at 7:35 p.m.

Chairpersons Lloyd and Hall welcomed Business and Facilities Standing Committee Members, SEAC Members, Board Staff and guests to the meeting.



1. **Approval of the Agenda**

**MOTION**

Moved by Peter Beacock  
Seconded by Sarah Elliott

That the agenda be approved as printed.

CARRIED

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

**Items for Committee Decision** - Nil

**Items for Information**

1. **Presentation on 2013-2014 Proposed Special Education Budget**

Brian Jeffs, Superintendent of Business Services thanked the Business and Facilities Standing Committee and SEAC members for the opportunity to discuss the proposed budget.

Prior to addressing the proposed budget, Superintendent Jeffs took a few moments to address requests brought forth at the April SEAC meetings for information pertaining to the deferred revenue for 2011-2012. Superintendent Jeffs delivered via PowerPoint presentation information on the amount of deferred revenue coming forward from previous years, the planned expenditures and the anticipated remaining balance as of August 31, 2013.

Superintendent Jeffs Addressed SEAC members questions at this time. There was a request for Committee members to receive a copy of the PowerPoint presentation. Superintendent Jeffs indicated that the presentation could be provided as part of the Minutes (see APPENDIX A).

Superintendent Jeffs provided a brief overview of the 2013-2014 Proposed Special Education Operating Budget (Schedule 3 of Report No. BF-I-1, 2013-2014 Proposed Budget, dated April 17, 2013). He briefly reviewed the revenue side of the proposed operating budget, noting that Special Education Grants are impacted by two key components – enrolment and benchmarks. Superintendent Jeffs reported that the overall special education revenue is projected to decline by \$317K, and highlighted grants where there is a decline in revenue and grants where there is an increase in revenue.

Included in Superintendent Jeffs presentation was information on the proposed expenditure summary. It was noted that of the proposed \$75.7M Special Education Budget that permanent staff compensation accounts for 95.8 percent of the budget, while discretionary/other expenses account for less than 5 percent of the budget. Superintendent Jeffs provided a line by line overview of the proposed expenses which include: Teachers; Educational Assistants; Professional and Para-Professional; Consultants and Co-ordinators; Supply Teachers; Section 23; SEA Claims Based; Textbooks & Classroom Supplies; and Staff Development. Superintendent Jeffs noted that he would provide a breakdown of the expenses associated with each of the above items (see APPENDIX B -Schedule 3 with notations).

In summary, Superintendent Jeffs reported a projected balanced budget for 2013-2014, for the Special Education budget.

Chairpersons Lloyd and Hall called for questions and comments at this time.

Clarification was requested regarding the special education funding that is received in addition to the per pupil funding. Superintendent Jeffs clarified that the Special Education funding is in addition to the per pupil funding that is received for all students of the board.

There was also a request for some examples of benchmarks that would impact the Special Education Grants that are received. Superintendent Jeffs provided some examples, and noted that it is a Ministry factor which is applied to various areas to calculate the overall budget.

Superintendent Jeffs and Phyllis Hili, Superintendent of Education addressed questions and comments pertaining to Schedule 3. There was a question regarding which expense line psychological assessments fall under, and where the proposed additional expenditures under the Professional and Para-Professional staff complement expense line will be allocated. There was also a question in reference to the budget discussion that occurred at the April 15<sup>th</sup> SEAC meeting regarding the proposal of the reinstatement of one Social Skills Class and the addition of one secondary Autism Spectrum Disorder (ASD) Class, and whether that proposal has been factored into the proposed budget. It was confirmed that it has been factored in under the proposed staff complement. There were also questions regarding the increase in "other revenue" from 2012-2013 to 2013-2014. Superintendent Jeffs noted that the increase is specifically a result of the expansion of Full Day Kindergarten sites.

Superintendents Jeffs and Hili also addressed questions pertaining to various sections of the 2013-2014 Proposed Budget Report. There were questions regarding Schedule 6 – School Basic Budget, and the additional special education allocation that is received. Superintendent Jeffs clarified that this is part of the School Basic Budget funding formula where an additional allocation is given to each school where a county class exists for students with identified need. There was also a question regarding Schedule 6.2 and the funding represented under the Alternative Education Program.

It was noted that an additional handout, containing the pages not currently included (pages 19-20, and 28-34) in the 2013-2014 Proposed Budget Report (Report No. BF-I-1, 2013-2014 Proposed Budget, dated April 17, 2013) was provided at the public session of the Business and Facilities Standing Committee meeting which was held prior to the joint meeting. These additional pages were distributed to SEAC members who were present for the joint meeting, and it was noted that the information will be posted to the public web.

There was a comment regarding the decline in revenue to certain areas such as the Special Education Per Pupil Amount (SEPPA), and concern raised regarding the provincial formula and the need for more equitable distribution.

**Correspondence – Nil**

**Other Matters** - Nil

**MOTION TO ADJOURN**

Moved by Peter Beacock  
Seconded by Caroline Smith

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

CARRIED

**Report Status**

This report is provided for information.

**Respectfully submitted by:**

Brian Jeffs  
Superintendent of Business Services

Phyllis Hili  
Superintendent of Education

**Approved for submission by:**

Kathryn Wallace  
Director of Education

# 2013 – 2014 Proposed Special Education Budget

Business & Facilities/SEAC

April 17, 2013

7:30 p.m.

# Special Education Deferred Revenue (000's)

Deferred Revenue (2011-12):	\$ 332
Deferred Revenue (Prior Years):	\$1,142
Total:	\$1,474

## Planned Expenditures:

Staff (Direct Student Support)	\$1,128
Psych Assessments	100
Total:	\$1,228

Remaining Balance Aug. 31/13 \$ 246

# Special Education

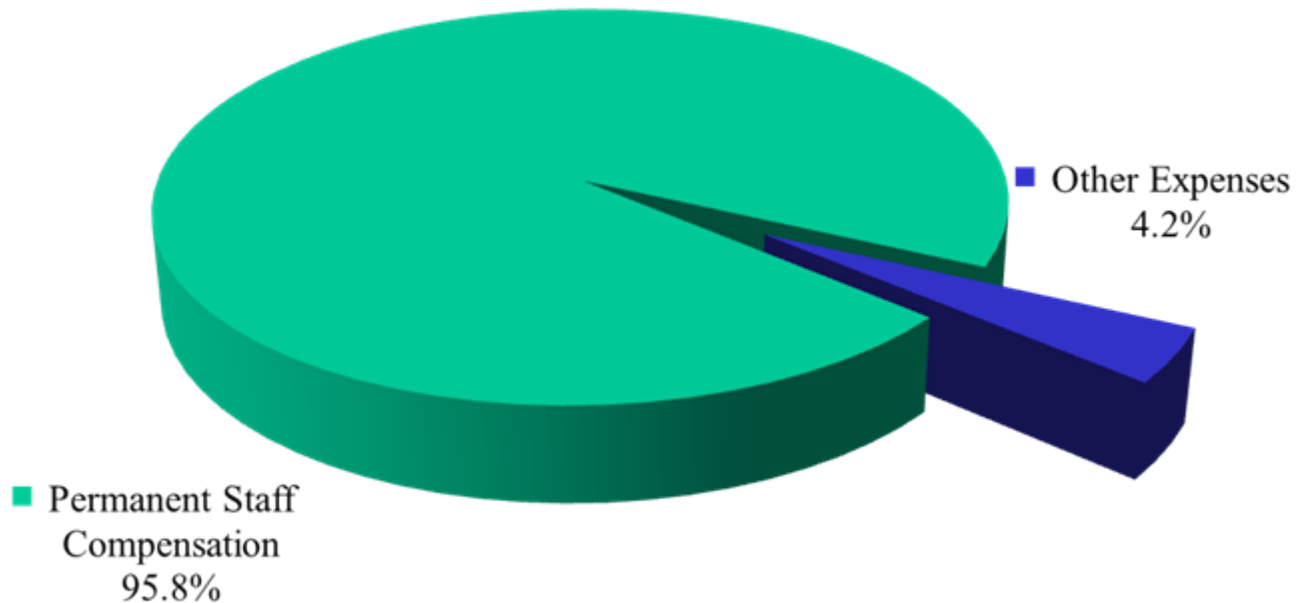
## 2013 – 2014 Proposed Budget

- Special Education Grants are impacted by two key components – enrolment and benchmarks
- Overall revenue is projected to decline by \$317K

-	SEPPA	(370K)
-	SEA	105K
-	High Needs	(60K)
-	Sec 23 Facilities	8K

# Special Education 2013 – 2014 Proposed Expenditure Summary

Expenditure Components - \$75.7M



**Simcoe County District School Board  
 2013-2014 Proposed Operating Budget**

**Schedule 3**  
 April 17, 2013

**Compliance - Special Education**

	2012-2013 Revised Budget	2012-2013 Revised Budget		2013-2014 Proposed Budget	2013-2014 Proposed Budget
<b>Expenses</b>					
Teachers	374.5	34,956	A	375.6	35,402
Educational Assistants	646.5	31,267	B	646.5	31,366
Professional and Para-Professional	20.0	2,423	C	26.5	2,861
Consultants and Co-ordinators	17.0	1,614	D	17.0	1,622
Supply Teachers		979	E		1,005
Section 23		692	F		700
SEA Claims Based		440	G		440
Textbooks & Classroom Supplies		298	H		333
Staff Development		368	I		368
	1,058.0	73,037		1,065.6	74,097
Professionals and Para-Professional	3.0	190	J	3.0	199
Staff Development - Classroom		74	K		69
SEA Equipment		1,249	L		1,350
Special Equipment Amount (SEA)	3.0	1,513		3.0	1,618
<b>Total Expenses</b>	<b>1,061.0</b>	<b>74,550</b>		<b>1,068.6</b>	<b>75,715</b>



Simcoe County District School Board  
 2013-2014 Proposed Operating Budget

Schedule 3  
 April 17, 2013

**Compliance - Special Education**

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<b>Total Expenses</b>	<b>1,061.0</b>	<b>74,550</b>		<b>1,068.6</b>	<b>75,715</b>

- A Includes salaries and benefits for all Special Education Resource Teachers at the school level, plus any itinerant teachers such as Intervention, Vision or Hearing Resource Teachers.
- B Includes salaries, benefits, supply coverage and transitional hours for all educational assistants, as well as the brailist located centrally.

C	Professional and para-professional staff include psychologists, signing interpreters, speech pathologists, behavioural associates, Applied Behavioural Associate coordinators and computer software and hardware technicians. This line includes salaries, benefits, cell phones, kilometrage and professional development costs for the related staff. This section also includes the cost of external assessments that would otherwise be provided by in-house professional staff.		
D	Includes salaries, benefits, cell phones, resources, supplies, kilometrage and professional development costs for the EA coordinator, consultants (multi-disciplinary team lead), 2 principals and clerical staff supporting the special education department.		
E	Supply costs related to absences of staff reported on the teacher line.		
F	Teacher and educational assistant salaries and benefits, and supplies related to the approved Section 23 programs.		
G	Anticipated claims for specialized equipment based on individual assessments.		
H	Basic Budget Allocation (Sch 6)	76	75
	Software licence fees for IEP writer	15	13
	Field trip funds available	22	22
	Contracted services with Kerry's Place (Autism Services), Deaf Access Simcoe and other providers	59	93
	Kilometrage, resources, supplies and professional development for staff included in A.	126	130
		<u>298</u>	<u>338</u>
I	Professional development and training	338	338
	Prior years' workshops and training may have included: PPM 140 training - programs for students with ASD KTEA training (Kaufmann Test of Educational Achievement) Assessment based training through IEP BMS training for EAs and teachers Transition training and support Protective Equipment		
		30	30
		<u>368</u>	<u>368</u>
J	Salaries, benefits and travel related to computer technicians assigned specifically to specialized equipment.		
K	Training related to specialized equipment.		
L	These funds are used to support all computers, software, computing related devices and required supporting furniture identified for use by students with special education needs, as well as all training costs related to SEA equipment.		