

**SIMCOE COUNTY DISTRICT SCHOOL BOARD**  
**REGULAR BOARD MEETING - WEDNESDAY, JUNE 19, 2013**

**REVISED 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 May 22, 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
  - 1. Tracy McPhail, Principal, Student Success
  - 2. Chris Samis, Principal, Nottawasaga Pines Secondary School
- (3) Presentations/Delegations
  - 1. Student Trustee Roy Edwards Presentation
  - 2. Angie Bridekirk and Jim Hall Re: Special Education Advisory Committee Time Sensitive Motion, June 17, 2013

**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
  - (a) Special Education Advisory Committee – Time Sensitive Motion, June 17, 2013
- (4) Committee Minutes/Reports - Items for Decision
  - (a) Report of the Audit Committee Meeting held June 3, 2013
  - (b) Report of the Business and Facilities Standing Committee Meeting held June 5, 2013
  - (c) Report of the Program Standing Committee Meeting held June 12, 2013

(5) Staff Reports – Items for Decision

- (a) By-law Number D-2013-1 for Ontario Financing Authority Long-Term Financing
- (b) Appointment of Student Trustee Mentor
- (c) Naming of the New Bradford Southwest Public School
- (d) Superintendent Selection Committee

(6) Committee Minutes/Reports - Items for Information

- (a) Parent Involvement Committee Meeting held April 24, 2013
- (b) Report of the Special Education Advisory Committee Meeting held May 13, 2013
- (c) Report of the Human Resources Standing Committee Meeting held June 12, 2013

(7) Staff Reports - Items for Information - Nil

**E. OTHER MATTERS**

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

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

Regular Meeting of the Board – August 28, 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, JUNE 19, 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 May 22, 2013		√	That the Minutes of the Regular Board Meeting held Wednesday, May 22, 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			<ol style="list-style-type: none"> <li>1. Tracy McPhail, Principal, Student Success</li> <li>2. Chris Samis, Principal, Nottawasaga Pines Secondary School</li> </ol>
C-3 Presentations/ Delegations			<ol style="list-style-type: none"> <li>1. Student Trustee Roy Edwards Presentation</li> <li>2. Angie Bridekirk and Jim Hall Re: Special Education Advisory Committee Time Sensitive Motion, June 17, 2013</li> </ol>
D-1		√	Report from the Closed Session of the Board in Committee of the Whole



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D-4-c Program Services June 12, 2013		√	(1) That the Board approve that a Terms of Reference for the Special Education Advisory Committee (SEAC) be developed by staff. The completed draft Terms of Reference will be presented at the November 2013 Program Standing Committee.
		√	(2) That the Board approve the adoption of Policy No. 4116, French as a Second Language (FSL): Immersion, as set out in APPENDIX A of Report No. PRO-D-2, New Policy No. 4116 - French as a Second Language (FSL): Immersion, dated June 12, 2013.
D-5-a By-law Number D-2013-1 for Ontario Financing Authority Long-Term Financing		√	That the Board ratify By-law Number D-2013-1 to authorize the Ontario Financing Authority long-term financing agreement in the principal amount of \$18,408,471 pursuant to a loan agreement under Ontario Regulation 41/10, as set out in Report No. D-5-a, By-law Number D-2013-1 for Ontario Financing Authority Long-Term Financing, dated June 19, 2013.
D-5-b Appointment of Student Trustee Mentor		√	That the Board appoint Trustee _____ to serve as the student trustee mentor from August 1, 2013 to July 31, 2014, as set out in Report No. D-5-b, Appointment of Student Trustee Mentor, dated June 19, 2013.
D-5-c Naming of the New Bradford Southwest Public School		√	That the Board approve the name Chris Hadfield Public School as the name of the new Bradford Southwest Public School, as set out in Report No. D-5-c, Naming of the New Bradford Southwest Public School, dated June 19, 2013.
D-5-d Superintendent Selection Committee		√	That the Board approve that Trustee _____ and Trustee _____ be members of the Superintendents of Education K-12 Selection Committee and Trustee _____ as the alternate member, as set out in Report No. D-5-d, Superintendent Selection Committee, dated June 19, 2013.
D-6-a PIC April 24, 2013	√		
D-6-b SEAC Mtg May 13, 2013	√		
D-6-c Human Resources June 12, 2013	√		
E-1 Reports from Liaison Members			
E-2 Notices of Motion for Next Meeting			
E-3 Questions and Proposals from Trustees			

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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 MAY 22, 2013**

The regular meeting of the Simcoe County District School Board was held on Wednesday, May 22, 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.

**ELECTRONIC  
Participation**

Amanda Monague.

**PRESENT:**

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

**Recording Secretary** Lena Robyn.

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

**(2) Approval of Agenda**

Moved by Nicole Black  
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 April 24, 2013 (A-3-a)**

Moved by Peter Beacock  
Seconded by Michele Locke

That the Minutes of the Regular Meeting of the Board held Wednesday, April 24, 2013 be approved as printed.

CARRIED

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

**B. Committee of the Whole**

Moved by Krista Mayne  
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 7:50 p.m.

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

Student Trustees Brock Edwards, Christina Robertson and Cheryne Winstanley-Hayes provided the following updates:

The student trustees will be attending the Ontario Student Trustees' Association Annual General Meeting being held from May 23 to 25, 2013.

Members of the Student Senate, along with students from every secondary school, will be attending Youth Leadership Camps Canada (YLCC) next weekend. The retreat is designed to help students build their leadership skills and connect with their peers from across the county.

The Student Healthy Food and Beverage Survey is now live online and will be available until May 31. The survey is designed to gather feedback from secondary school students on their eating habits and the food choices available in school cafeterias.

**(2) Trustee Tributes - Nil**

**(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 May 22, 2013:

(1,2,3,4,5)

Moved by Michele Locke

Seconded by Jodi Lloyd

(1)

**#BP-2013-05-22-51**

That the Board approve the school administrator appointments, as set out in Report No. CL-HR-D-1, School Administrator Appointments – Elementary, dated May 8, 2013.

(2)

**#BP-2013-05-22-52**

That the Board approve the purchase of the Northeast Alliston Elementary School site for the price of \$290,000 per acre, as set out in Report No. CL-B-2-a, Northeast Alliston Elementary School Site Acquisition, dated May 22, 2013.

(3)

**#BP-2013-05-22-53**

That the Board approve the expropriation of the Southwest Bradford Elementary School, as set out in Report No. CL-B-2-b, Southwest Bradford Elementary School Site Expropriation, dated May 22, 2013.



(4)

**#BP-2013-05-22-54**

That the Board approve the School/System Administrator Eligibility Lists, as set out in Report No. CL-B-2-c, School/System Administrator Eligibility Lists – May 2013, dated May 22, 2013.

(5)

**#BP-2013-05-22-55**

That the Board approve the school administrator appointments, as set out in Report No. CL-B-2-d, School Administrator Appointments, dated May 22, 2013.

CARRIED

(6)

Moved by Michele Locke

Seconded by Jodi Lloyd

**#BP-2013-05-22-56**

That the Board accept with regret and best wishes the notice of resignation for retirement from Phyllis Hili and Kathy Bailey, Superintendents of Education, effective August 30, 2013, as set out in Report No. CL-B-2-c, Notice of Resignation for Retirement – Superintendents of Education, dated May 22, 2013.

CARRIED

Trustees thanked Superintendents Hili and Bailey for their work with the Simcoe County District School Board and wished them well.

**(2) Matters Arising from Previous Meeting:**  
**Motion(s) for which notice was given at previous Board meeting**

Notice of Motion from the April 24, 2013 Board meeting (D-2-a)

The suggested revisions to the by-laws reflect the addition of the three categories to be included in the order of the agenda for Board and Standing Committee meetings.

Trustee Caroline Smith inquired if this matter was time sensitive and suggested that, as per board by-laws, the matter be referred to the appropriate standing committee.

Chairperson North referenced the board by-laws stating that the by-laws may be amended provided that notice be given at a previous regular Board meeting.

(1,2)

Moved by Peter Beacock

Seconded by Suzanne Ley

(1)

**#BP-2013-05-22-57**

That the Board amend the Board By-laws as follows:

Under Article II: Meetings of Board of Trustees

Order of Business for Regular Board Meetings, include under Item B, Closed Session in Committee of the Whole

1. Property Matters
2. Personnel Matters
3. Legal Matters

The above subject matters will be included on the public agenda if considered in closed session of the monthly Standing Committee meetings.

(2)

**#BP-2013-05-22-58**

Under Article IV: Standing Committees of the Board, include under Item #2,

Closed Session

1. Property Matters
2. Personnel Matters
3. Legal Matters

The above subject matters will be included on the public agenda if considered in closed session of the monthly Standing Committee meetings.

CARRIED

(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  
May 1, 2013 (D-4-a)

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(1)

Moved by Christine Williams  
Seconded by Nicole Black

**#BF-2013-05-01-59**

That the Board approve the name “Hyde Park Public School” as the name of the new Innishore South Public School, as set out in Report No. BF-D-1, Naming of the New Innishore South Public School, dated May 1, 2013.

CARRIED

(2)

Moved by Michele Locke  
Seconded by Nicole Black

**#BF-2013-05-01-60**

That the Board approve the 2013-2014 Proposed Budget, as set in APPENDIX A and APPENDIX B of Report No. BF-D-2, 2013-2014 Proposed Budget, dated May 1, 2013.

CARRIED

*Student Trustee Brock Edwards left the meeting at this time.*

Report of the Human Resources Standing Committee Meeting held  
May 8, 2013 (D-4-b)

Moved by Peter Beacock  
Seconded by Nicole Black

**#HR-2013-05-08-61**

That the Board approve the adoption of Policy No. 3145, Attendance Support/Disability Program, as set out in APPENDIX A of Report No. HR-D-1, New Policy No. 3145, Attendance Support/Disability Program, dated May 8, 2013.

CARRIED

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

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

Report of the First Nations Advisory Committee Meeting held January 16, 2013 (D-6-a)

This report was provided as information.

Report of the Parent Involvement Committee Meeting held March 25, 2013 (D-6-b)

This report was provided as information

Report of the Special Education Advisory Committee Meeting held April 8, 2013 (D-6-c)

This report was provided as information.

Report of the Special Education Advisory Committee Meeting held  
April 15, 2013 (D-6-d)

This report was provided as information.

Report of the Program Standing Committee Meeting held May 8, 2013 (D-6-e)

This report was provided as information.

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

**E. OTHER MATTERS**

(1) Reports from Liaison Members

Trustee Michele Locke provided trustees with several items related to OPSBA. She asked trustees to provide her with feedback on the draft principles regarding future collective bargaining which will be shared at the OPSBA Executive meeting on May 29, 2013.

(2) Notices of Motion for next meeting - Nil

(3) Questions and Proposals from Trustees

Trustee Edwards attended Lakehead University's Business Innovation Partnership Meeting.

She mentioned that the event was also attended by representatives from the City of Orillia and the County of Simcoe. She spoke to the possibility of having representatives from municipality and Lakehead on the design committee for the new Orillia secondary school. Superintendent Dance and Director Wallace spoke to the possibility that opportunities may be available to these groups as the project progresses.

Trustee Locke shared that she attended the Excellence in Education Awards, as well as the Character Education Awards. On May 23, she will attend the Stellula Music in Schools Event at the Midland Cultural Centre.

Vice-Chairperson Beacock attended W.R. Best's 50th Anniversary. He acknowledged the school staff and volunteers who planned the event.

Trustee Ley attended the Barrie Central Collegiate Young Parent Program Mother's Day luncheon. She also attended the Barrie Central Community meeting, and noted there were many questions from the community. Trustee Ley commended Superintendents Sloan and Dance for their preparation for the meeting and for working with the community to answer questions.

Chairperson North shared that he attended the Character Education evening and commented that it was a great event.

(4) Professional Development Seminars Attendance - Nil

(5) Reports/Update from Staff

(6) Correspondence - Nil

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

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Audit Committee Meeting - June 3, 2013 at 6:00 p.m. – Coldwater Room

Special Education Advisory Committee Meeting - June 3, 2013 at 7:00 p.m. – Georgian Room

Business and Facilities Standing Committee Meeting – June 5, 2013 at 6:00 p.m. – Georgian Room

Retirement Dinner – June 10, 2013 at 6:00 p.m. – Southshore Centre

Parent Involvement Committee Meeting – June 12, 2013 at 5:00 p.m. – Kempenfelt Room

Human Resources Standing Committee Meeting – June 12, 2013 at 6:00 p.m. – Georgian Room

Program Standing Committee Meeting – June 12, 2013 at 7:00 p.m. – Georgian Room

Teacher/Trustee Meeting (OSSTF) – June 17, 2013 at 4:30 p.m. – Coldwater Room

Special Education Advisory Committee Meeting – June 17, 2013 at 7:00 p.m. – Georgian Room (if required)

Regular Meeting of the Board – June 19, 2013 at 6:00 p.m., followed immediately by the Committee of the Whole in Closed Session (Georgian Room), Public Session will resume at 7:30 p.m. (Roy Edwards Room)

**MOTION TO ADJOURN**

Moved by Suzanne Ley  
Seconded by Michele Locke

That the meeting be adjourned at 9:10 p.m.

CARRIED

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

FROM: Superintendent of Education

SUBJECT: **SPECIAL EDUCATION ADVISORY COMMITTEE –TIME SENSITIVE MOTION,  
JUNE 17, 2013**

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1. **Background**

At the Special Education Advisory Committee (SEAC) meeting of June 17, 2013, SEAC members discussed the recommendation regarding the SEAC Terms of Reference that was approved at the Program Standing Committee Meeting of June 12, 2013.

At the SEAC Meeting of June 17, 2013, SEAC Members approved the following time sensitive motion:

*Whereas the Ontario Education Act s 57.1 requires every district school board to establish a Special Education Advisory Committee and further stipulates that the Lieutenant Governor in Council holds the right to make regulations with respect to SEAC, inclusive of the establishment of SEACs, the composition of SEAC, practices and procedures relating to SEAC, and the powers and duties of SEAC; as well as the duties of schools boards in relation to Special Education Advisory Committees.*

*Whereas "Ontario Regulation 464/97 Special Education Advisory Committees" has been issued by the Lieutenant Governor in Council, thereby establishing the mandate and terms of reference for SEAC.*

*Whereas the SCDSB Program Standing Committee has passed a recommendation to the SCDSB Board on June 12, 2013 "That the Program Standing Committee recommend to the Board that a Terms of Reference for the Special Education Advisory Committee (SEAC) be developed by staff. The completed draft Terms of Reference will be presented at the November 2013 Program Standing Committee."*

*As such, SEAC advises the SCDSB that the authority for amending the regulation and therewith the terms of reference of SEAC lies with the Lieutenant Governor in Council and not with the Board or any committee of the Board.*

*SEAC recommends to the Board that it not support any motion to create a terms of reference or otherwise seek to alter SEAC's rights and responsibilities.*

2. **Current Status**

At the SEAC meeting of June 17, 2013, there was discussion regarding the appointment of a delegate to speak to the motion at the Board meeting. Chairperson Bridekirk indicated that it would be the SEAC Chairperson or Vice-Chairperson speaking to the time sensitive motion at the Board meeting.

## **RECOMMENDATION**

Whereas the Ontario Education Act s 57.1 requires every district school board to establish a Special Education Advisory Committee and further stipulates that the Lieutenant Governor in Council holds the right to make regulations with respect to SEAC, inclusive of the establishment of SEACs, the composition of SEAC, practices and procedures relating to SEAC, and the powers and duties of SEAC; as well as the duties of schools boards in relation to Special Education Advisory Committees.

Whereas "Ontario Regulation 464/97 Special Education Advisory Committees" has been issued by the Lieutenant Governor in Council, thereby establishing the mandate and terms of reference for SEAC.

Whereas the SCDSB Program Standing Committee has passed a recommendation to the SCDSB Board on June 12, 2013 "That the Program Standing Committee recommend to the Board that a Terms of Reference for the Special Education Advisory Committee (SEAC) be developed by staff. The completed draft Terms of Reference will be presented at the November 2013 Program Standing Committee."

As such, SEAC advises the SCDSB that the authority for amending the regulation and therewith the terms of reference of SEAC lies with the Lieutenant Governor in Council and not with the Board or any committee of the Board.

The Special Education Advisory Committee recommends to the Board that it not support any motion to create a terms of reference or otherwise seek to alter SEAC's rights and responsibilities.

### **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: Audit Committee

SUBJECT: **REPORT OF THE PUBLIC SESSION OF THE AUDIT COMMITTEE  
MEETING HELD MONDAY, JUNE 3, 2013**

The Audit Committee met in Public Session on Monday, June 3, 2013, at the Education Centre.

**PRESENT:**

**Committee Members** Jay Anstey (Vice-Chairperson), Chris Edwards, Suzanne Ley (Chairperson), Jodi Lloyd, Christine Williams.

**Administration** Brian Jeffs, Kathryn Wallace.

**Staff** Mark Connors, Genevieve Segu, Corry Van Nispen.

**Recording Secretary** Tina Bazuk.

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

**Approval of the Agenda**

**MOTION**

Moved by Christine Williams  
Seconded by Jodi Lloyd

That the agenda be approved as printed.

CARRIED

**Declaration of Conflicts of Interest** – Nil

**Closed Session** - Nil

**Presentation/Delegations** - Nil

**Items for Decision**

1. **2013-2014 Internal Audit Plan (AUD-D-1)**

Genevieve Segu, Senior Regional Internal Auditor, provided an overview of the Internal Audit Plan for 2013-2014. The Internal Audit Plan is a result of uncompleted work from the current year, consultation with principal's and senior administration, along with the amendments to residual risk heat maps. Senior Auditor Segu noted that the 2013-2014 Internal Audit Plan may change as a result of the assessments of the heat maps.

Senior Auditor Segu and Mark Connors, Regional Internal Audit Manager, responded to questions from committee members at this time.



(1)

Moved by Christine Williams  
Seconded by Chris Edwards

**#AUD-2013-06-03-04**

That the Audit Committee recommend that the Board approve the 2013-2014 Internal Audit Plan, with the understanding that additional audits may be recommended for approval in the fall based on fulsome Risk Assessments, as set out in Report No. AUD-D-1, 2013-2014 Internal Audit Plan dated, June 3, 2013.

CARRIED

**Items for Information**

**1. 2012-2013 External Audit Plan (AUD-I-1)**

Brian Jeffs, Superintendent of Business Services, provided a brief overview of the letter from BDO which outlines the Audit of the Consolidated Financial Statements of the Simcoe County District School Board for the Year ended August 31, 2013.

Corry Van Nispen, Controller, identified that the materiality level last year was set at 1.70%. This year the level was set at 1.80% resulting in a materiality level of \$9,500,000. This determines how much testing is required and is a measure for any adjustments that are required for the financial statements.

Superintendent Jeffs, Controller Van Nispen and Andrea Nauss, Chartered Accountants from BDO Canada LLP, responded to questions from committee members at this time.

This report was provided for information.

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

Manager Connors and Senior Auditor Segu provided a detailed overview of the report which outlines work undertaken by the Regional Internal Audit Team (RIAT) since February 4, 2013. This work includes: RIAT's region- wide progress and the SCDSB current Internal Audit Plan to-date.

Senior Auditor Segu advised that the scope for the Schools Operations Audit – Supply Teachers will be forwarded to the audit committee once determined with Associate Director Medysky.

Discussions ensued regarding the Schools Operations Audit – School Generated Funds (SGF). Overall, the board demonstrated above average controls with a number of leading practices identified. School Business Assistants (SBA's) supporting and visiting the schools has been identified as a valuable asset to the board.

The committee members identified that there is room for improvement with the SGF plans. The SGF plans need to be more detailed, explaining exactly where the funds will be directed. Business Services staff will continue with professional development sessions to reinforce best practices and ensure consistency across the board. The new cashless school initiative has controls within the system that will eliminate some risk.

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

This report was provided for information.

**3. 2013-2014 Meeting Dates (VERBAL)**

Superintendent Jeffs proposed the following schedule for the audit committee meetings: November 4, 2013, February 3, 2014 and June 2, 2014 with a start time of 6:00 p.m. A minimum of 3 meetings per year are required. Additional meetings can be scheduled as deemed necessary.

Committee members agreed with the proposed meeting schedule for 2013-2014.

**Correspondence** - Nil

**Other Matters** - Nil

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

**MOTION**

Moved by Christine Williams  
Seconded by Chris Edwards

That the meeting be adjourned at 6:50 p.m.

CARRIED

**RECOMMENDATION**

That the Board approve the 2013-2014 Internal Audit Plan, with the understanding that additional audits may be recommended for approval in the fall based on fulsome Risk Assessments, as set out in Report No. AUD-D-1, 2013-2014 Internal Audit Plan dated, June 3, 2013.

**Respectfully submitted by:**

Brian Jeffs  
Superintendent of Business Services

**Approved for submission by:**

Kathryn Wallace  
Director of Education

June 19, 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, JUNE 5, 2013**

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The Business and Facilities Standing Committee met in Public Session on Wednesday, June 5, 2013, at the Education Centre.

**PRESENT:**

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

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

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

**Staff** David Few, Mark Twardowski, Corry Van Nispen.

**Regrets:**  
**Committee Members** Michele Locke, Christine Williams.

**Recording Secretary** Tina Bazuk.

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

**Approval of the Agenda**

**MOTION**

Moved by Peter Beacock  
Seconded by Suzanne Ley

That the agenda be approved as printed.

CARRIED

**Declaration of Conflicts of Interest** – Nil

**MOTION**

Moved by Suzanne Ley  
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 6:15 p.m.

**Presentations/Delegations** - Nil

**Items for Decision**

1. **Amendments to Trust Declarations for Scholarships and Trust Funds (BF-D-1)**

Brian Jeffs, Superintendent of Business Services, provided an overview of the report which outlined that the provisions of the Trust Declarations indicate that only the interest from the principal settlement may be used to provide student awards. Due to the lower interest rates experienced over the last number of years, it has become challenging for schools to make annual awards with only the interest earned available.

Superintendent Jeffs and Corry Van Nispen, Controller, responded to questions from trustees at this time.

(1)

Moved by Suzanne Ley  
Seconded by Peter Beacock

***#BF-2013-06-05-48***

That the Business and Facilities Standing Committee recommend that the Board approve the amendments to Trust Declarations, as set out in APPENDIX A and APPENDIX B of Report No. BF-D-1, Amendment to Trust Declarations for Scholarships and Trust Funds, dated June 5, 2013.

CARRIED

2. **Notice of Motion from the May 1, 2013 Business and Facilities Standing Committee Meeting – Retirement Gratuity (BF-D-2)**

Superintendent Jeffs provided an overview of the report which outlined the motion from 1996 where on an annual basis the board would contribute funds to the Retirement Gratuity Reserve as part of the year-end financial process. Given the implementation of Bill 115 and its associated regulations, future contributions to the reserve will no longer be necessary.

Superintendent Jeffs responded to questions from trustees at this time.

(2)

Moved by Debra Edwards  
Seconded by Suzanne Ley

**#BF-2013-06-05-49**

That the Business and Facilities Standing Committee recommend that the Board approve that the Simcoe County District School Board amend the motion dated (April 24, 1996) to discontinue "Retirement Gratuity" contributions.

CARRIED

**3. Education Development Charges Policy Matters (BF-D-3)**

John Dance, Superintendent of Facility Services provided an overview of the existing Education Development Charges (EDC) by-law which was implemented on November 17, 2008 along with the next steps. EDC by-laws have a term of five years and must be reconsidered and repealed with a new by-law subject to requirements of the Education Act and Regulations.

Watson & Associates Economists Ltd. has been selected to prepare a new EDC by-law prior to the expiry of the current by-law on November 16, 2013. In order to meet the deadline, the board must address several policy issues. At this time, the board can address policy issues related to surplus operating savings and alternative accommodation arrangements.

Superintendent Dance and David Few, Manager of Planning, Community Use & Enrolment, responded to questions from trustees at this time.

The Board suggested that the conclusion of the report be amended to reflect the recommendation. Superintendent Dance agreed to revise the report.

(3,4)

Moved by Robert North  
Seconded by Peter Beacock

(3)

**#BF-2013-05-01-50**

That the Business and Facilities Standing Committee recommend that the Board confirm that no operating budget surplus is available for the establishment of a new Education Development Charge rate, as set out in Report No BF-D-3, Education Development Charges Policy Matters, dated June 5, 2013.

(4)

**#BF-2013-05-01-51**

That the Business and Facilities Standing Committee recommend that the Board confirm that there have been no opportunities to facilitate alternative accommodation arrangements, as set out in Report No BF-D-3, Education Development Charges Policy Matters, dated June 5, 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 responded to questions from trustees at this time.

This report was provided for information.

**2. Proposed By-Law Number D-2013-1 For Ontario Financing Authority Long-Term Financing (BF-I-2)**

Superintendent Jeffs provided an overview of the report. The Ministry of Education (MOE) requires all school boards with capital projects to finance, to participate in the long-term financing arrangement through the Ontario Financing Authority (OFA). The SCDSB has been approved to long-term finance various construction costs incurred. The principal amount eligible reflects the value of work for permanent capital improvement undertaken prior to August 31, 2012.

To proceed, the MOE and OFA require participating school boards to pass the necessary by-laws authorizing the long-term financing agreement with the OFA. The loan document will be received on June 6, 2013. The Proposed By-law Number D-2013-1 will be brought to Board for review and approval on June 19, 2013.

Superintendent Jeffs responded to questions from trustees at this time.

This report was provided for information.

**3. Green Energy Act Annual Report (BF-I-3)**

Superintendent Dance provided an overview of the Green Energy Act (GEA) annual report. As required under *Ontario Regulation 397-11*, the SCDSB's completed energy consumption data report for 2011-2012 will be submitted to the Ministry of Energy, and will be posted on the board's public and staff websites.

Superintendent Dance and Mark Twardowski, Manager of Maintenance and Environmental Services, responded to questions from trustees at this time.

This report was provided for information.

**Correspondence** – Nil

**Other Matters**

Trustee Beacock expressed his gratitude to the students and staff that took part in the tour with MPP Garfield Dunlop in May 2013 and represented the board with pride. MPP Dunlop visited four Secondary Schools within SCDSB and has shared the positive experience with our local MP Patrick Brown. MPP Dunlop was impressed with the opportunities the SCDSB students are given with the variety of courses being offered.

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

**MOTION**

Moved by Suzanne Ley  
Seconded by Peter Beacock

That the meeting be adjourned at 7:15 p.m.

CARRIED

**RECOMMENDATIONS**

1. That the Board approve the amendments to Trust Declarations, as set out in APPENDIX A and APPENDIX B of Report No. BF-D-1, Amendment to Trust Declarations for Scholarship and Trust Funds, dated June 5, 2013.
2. That the Board approve that the Simcoe County District School Board amend the motion dated (April 24, 1996) to discontinue "Retirement Gratuity" contributions.
3. That the Board confirm that no operating budget surplus is available for the establishment of a new Education Development Charge rate, as set out in Report No BF-D-3, Education Development Charges Policy Matters, dated June 5, 2013.
4. That the Board confirm that there have been no opportunities to facilitate alternative accommodation arrangements, as set out in Report No BF-D-3, Education Development Charges Policy Matters, dated June 5, 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

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, JUNE 12, 2013**

The Program Standing Committee met in Public Session at the Education Centre on Wednesday, June 12, 2013.

**PRESENT:**

**Committee Members**

Donna Armstrong, 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.

**REGRETS:**

**Committee Members**

Amanda Monague.

**PRESENT:**

**Student Trustees**

Christina Robertson, Cheryne Winstanley-Hayes.

**REGRETS:**

**Student Trustees**

Brock Edwards.

**Administration**

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

**Staff**

Kim Campbell, Glenn Conduit, Alicia Dart-Shaw, Stephanie D'Ambrosio, Amanda Hickling, Jane Hofmann, Greg Jacobs, Jackie Kavanagh, Sara Knight, Hanne Nielsen, Mike Pattison, Steve Peck, Deb Russell, 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.

Moved by Peter Beacock  
Seconded by Krista Mayne

That the agenda be approved as printed.

CARRIED

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



3. **Presentations/Delegations** – Nil.

**Items for Decision**

1. **Notice of Motion from the Program Standing Committee Meeting of May 8, 2013 – Special Education Advisory Committee (SEAC) Terms of Reference (PRO-D-1)**

Vice-Chair Michele Locke assumed the Chair for this item.

At the May 8, 2013 Program Standing Committee meeting, the following notice of motion was brought forward:

Moved by Jodi Lloyd  
Seconded by Suzanne Ley

That the Program Standing Committee develop Terms of Reference for the Special Education Advisory Committee through the formation of a working group comprised of staff, two (2) trustees, and two (2) non-trustee SEAC members. The working group will present the completed draft Terms of Reference at the November 13, 2013 Program Standing Committee.

Trustees discussed the notice of motion and the benefits to creating a document with shared understandings through terms of reference. Further discussion took place related to the implications of creating a working group, the role of advisory committees and the standardization of all board committees and meetings.

**AMENDMENT**

Moved by Jodi Lloyd  
Seconded by Suzanne Ley

***#PRO-2013-06-12-10***

That the Program Standing Committee recommend to the Board that a Terms of Reference for the Special Education Advisory Committee (SEAC) be developed by staff. The completed draft Terms of Reference will be presented at the November 13, 2013 Program Standing Committee.

AMENDMENT CARRIED  
AMENDED MOTION CARRIED

2. **New Policy No. 4116 – French as a Second Language (FSL): Immersion (PRO-D-2)**

This policy was developed to provide direction for the continued implementation of this board's new French Immersion program commencing in September 2013. Superintendent of Education Kathy Bailey responded to a trustee query related to the minimum number of classes per site. Superintendent of Facility Services John Dance responded to trustee questions related to the program transportation model and the communication to parents related to the difference between program buses and regular school buses.

Moved by Peter Beacock  
Seconded by Christine Williams

**#PRO-2013-06-12-11**

That the Program Standing Committee recommend that the Board approve the adoption of Policy No. 4116, French as a Second Language (FSL): Immersion, as set out in APPENDIX A of Report No. PRO-D-2, New Policy No. 4116 - French as a Second Language (FSL): Immersion, dated June 12, 2013.

CARRIED

*Trustees Black and Smith left the meeting at this time.*

**Items for Information**

**1. Program Department Teaching and Learning Multi-Year Plan (PRO-I-1)**

Superintendent Bailey indicated that the 2012-2013 plan had been adjusted throughout the year to respond to the fluctuating teaching and learning needs of the staff in this school year. Superintendent Bailey noted that considerations for the development of a program plan include the availability of supplementary grants, directions from the senior administrative team as well as priorities from the Ministry of Education.

This report was provided for information.

**2. Early French Immersion (PRO-I-2)**

Superintendent Bailey provided an overview of the French Immersion (FI) considerations previously shared with trustees related to the implementation of this new program. Superintendent Bailey invited the Principals from the ten Extended French as a Second Language (EFSL) and FI designated sites to participate in the update.

The “French 10” Principals presented verbal reports to trustees on the EFI curriculum and delivery model, resources/curriculum supports, staffing, professional learning opportunities for teachers and administrators, marketing and communication, technology, parent engagement, future directions and the sustainability of the program. FSL Consultant Alicia Dart-Shaw further described enhancements for next year that will include a more sophisticated online application process. As well, the APM for FI will include sample forms and correspondence for system use. Trustees were provided with Welcome to French Immersion bags which included copies of the newly developed Parent Information Handbook.

This report was provided for information.

*The committee recessed at this time.*

*Trustee Edwards left the meeting at this time.*

**3. Advanced Placement Program (PRO-I-3)**

Superintendent Bailey introduced Principal of Innisdale Secondary School Dawn Stephens who provided additional future options of the program through an overview of both the day school and learning centre credit option models for Advanced Placement. This could include subject specific exams and courses that would help students enrich their academic portfolio when applying to university.

Principal Stephens and Superintendent Bailey responded to trustee queries related to communication of the program on the board's website and the expectations for promotion of the program to educational stakeholders.

This report was provided for information.

**4. International Student Program (PRO-I-4)**

Principal of Adult and Continuing Education Hanne Nielsen and International Student Coordinator Amanda Hickling provided highlights of the new strategic plan to increase the number of international students choosing to participate in international studies within the SCDSB. The newly developed website for the international program was shared with trustees. Principal Nielsen responded to trustee queries related to the marketing budgets, the new website and the financial considerations to expansion of the program.

This report was provided for information.

**Other Matters – Nil**

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

Moved by Christine Williams  
Seconded by Robert North

That the meeting be adjourned.

CARRIED

Meeting adjourned at 9:50 p.m.

**RECOMMENDATIONS**

1. That the Board approve that a Terms of Reference for the Special Education Advisory Committee (SEAC) be developed by staff. The completed draft Terms of Reference will be presented at the November 2013 Program Standing Committee.
2. That the Board approve the adoption of Policy No. 4116, French as a Second Language (FSL): Immersion, as set out in APPENDIX A of Report No. PRO-D-2, New Policy No. 4116 - French as a Second Language (FSL): Immersion, dated June 12, 2013.

**Respectfully submitted by:**

Kathy Bailey  
Superintendent of Education

**Approved for submission by:**

Kathryn Wallace  
Director of Education

June 19, 2013

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

FROM: Superintendent of Business Services

SUBJECT: **BY-LAW NUMBER D-2013-1 FOR  
ONTARIO FINANCING AUTHORITY LONG-TERM FINANCING**

1. **Background**

In Memorandum 2012: SB24 the Ministry of Education advised boards on the process and timelines to transition construction costs for capital projects to long-term financing through the Ontario Financing Authority (OFA). These arrangements reflect the Ministry of Education's ongoing commitment to working with school boards to provide an effective long-term capital financing vehicle. This process mirrors the one followed for the issuance of By-law Number D-2012-1 on February 22, 2012.

2. **Current**

The Ministry of Education requires all school boards with capital projects to finance, to participate in the long-term financing arrangement through the OFA. Due to a large number of requests by boards across the province, the Simcoe County District School Board (SCDSB) was approved for financing in a secondary offering occurring June 26, 2013. The SCDSB has been approved to long-term finance \$18,408,471 for construction costs incurred as follows:

<u>Projects to be Financed</u>	
Good Places to Learn (GPL)	\$2,190,664
New Pupil Places (NPP)	5,596,548
Primary Class Size (PCS) Reduction	3,741,974
Prohibitive To Repair (PTR)	5,470,954
Capital Priorities	406,213
Growth Schools	1,002,088
	<u>\$18,408,471</u>

The principal amount eligible for long-term financing reflects the value of work for permanent capital improvements undertaken prior to August 31, 2012 and is supported by the information contained in the Board's Capital Analysis and Planning Template (CAPT), approved by the Ministry of Education and the ReCAPP database.

To proceed, the Ministry of Education and OFA require participating school boards to pass the necessary by-laws authorizing the long-term financing agreement with the OFA. The loan documents have been reviewed by the law firm Borden Ladner Gervais LLP. By-law Number D-2013-1 is attached as APPENDIX A. Funds are scheduled to flow from the OFA to the board on June 26, 2013.

**RECOMMENDATION**

That the Board ratify By-law Number D-2013-1 to authorize the Ontario Financing Authority long-term financing agreement in the principal amount of \$18,408,471 pursuant to a loan agreement under Ontario Regulation 41/10, as set out in Report No. D-5-a, By-law Number D-2013-1 for Ontario Financing Authority Long-Term Financing, dated June 19, 2013.

**Respectfully submitted by:**

Brian Jeffs  
Superintendent of Business Services

**Approved for submission by:**

Kathryn Wallace  
Director of Education



**REPORT NO. D-5-a**  
**JUNE 19, 2013**

APPENDIX A    Pages 1 – 33

**Simcoe County District School Board**

**BY-LAW NUMBER D-2013-1**

A by-law to authorize a loan from the Ontario Financing Authority in the principal amount of \$18,408,471 pursuant to a loan agreement under section 7 of Ontario Regulation 41/10

**WHEREAS** subsection 247 (1) of the *Education Act* R.S.O. 1990, c. E.2, as amended (the "*Education Act*") and the regulations made thereunder, provides that, subject to any other provision of the *Education Act* and, specifically, the regulations made under subsection 247 (3) of the *Education Act*, a district school board may by by-law borrow money or incur debt for permanent improvements and may issue or execute any instrument prescribed under clause 247 (3) (f) of the *Education Act* in respect of the money borrowed or the debt incurred;

**AND WHEREAS** section 7 of Ontario Regulation 41/10 (the "Regulation"), provides that (1) a board may by by-law borrow money for permanent improvements by way of a loan with an initial maturity of more than one year from the Ontario Financing Authority and that (2) a board that obtains a loan described in section 7 of the Regulation shall ensure that the proceeds of it are used for permanent improvements;

**AND WHEREAS** the Simcoe County District School Board, which under the *Education Act* constitutes a district school board (the "Board"), has undertaken urgent and high priority renewal projects at schools of the Board listed in any one or more of: (i) Appendix B of the document entitled "Good Places to Learn: Stage 1 Funding Allocation"; (ii) Appendix C of the document entitled "Good Places to Learn: Stage 2 Funding Allocation"; (iii) Appendix B of the document entitled "Good Places to Learn: Stage 3 Funding Allocation"; and (iv) Appendix B of the document entitled "Good Places to Learn: Stage 4 Funding Allocation", in accordance with the maximum allocations listed in columns 2, 3, 4 and 5, respectively, opposite the name of the Board in Table 24 of Ontario Regulation 136/12, some of which projects are described in Schedule "A" attached to the Loan Agreement, as hereinafter defined (individually a "GPL Eligible Project", collectively the "GPL Eligible Projects") and pursuant to Ontario Regulation 580/07, each GPL Eligible Project constitutes a "permanent improvement" as defined in subsection 1(1) of the *Education Act*. In the event that the Board will borrow the principal amount specified in paragraph 2.1 under the said Loan Agreement in respect of a single GPL Eligible Project, the term "GPL Eligible Projects" means that GPL Eligible Project;

**AND WHEREAS** the Board, has undertaken capital projects with respect to instructional spaces at existing elementary or secondary schools, or to construct new elementary or secondary schools for the board, some of which projects are described in Schedule "A-1" attached to the Loan Agreement, as hereinafter defined (individually a "NPP Eligible Project", collectively the "NPP Eligible Projects") and each NPP Eligible Project constitutes a "permanent improvement" as defined in subsection 1(1) of the *Education Act*. In the event that the Board will borrow the principal amount specified in paragraph 2.1 under the said Loan Agreement in respect of a single NPP Eligible Project, the term "NPP Eligible Projects" means that NPP Eligible Project;

**AND WHEREAS** the Board, has participated in one or more programs referred to as the Consolidated Capital Programs (as described below) (the “Consolidated Capital Programs”) involving capital projects that are described in the Schedule(s) referred to in recital (d) of the Loan Agreement, as hereinafter defined (individually a “Consolidated Capital Eligible Project”, collectively the “Consolidated Capital Eligible Projects”) and each Consolidated Capital Eligible Project constitutes a “permanent improvement” as defined in subsection 1(1) of the *Education Act*. In the event that the Board will borrow the principal amount specified in paragraph 2.1 under the said Loan Agreement in respect of a single Consolidated Capital Eligible Project, the term “Consolidated Capital Eligible Projects” means that Consolidated Capital Eligible Project;

**AND WHEREAS** the Consolidated Capital Programs include:

- (i) capital projects required for primary class size reduction (the “PCS Program”) for the purpose of addressing the reduction in primary class size to 20 or fewer students and under the PCS Program the Board has undertaken projects, some of which projects are described in Schedule “A-2” attached to the said Loan Agreement;
- (ii) capital projects to replace schools of the Board for which the cost of repair is prohibitive (which capital projects include the “deep retrofit” of schools that are prohibitive to repair) (the “PTR Program”), named in Columns 3 and 4 opposite the name of the Board in Table 24 of Ontario Regulation 155/09 and under the PTR Program the Board has undertaken projects, some of which projects are described in Schedule “A-3” attached to the said Loan Agreement;
- (iii) occurring in new residential areas of the Board (the “Growth Program”), that were specified in plans approved by the Minister of Education under paragraph 2 of subsection 39 (15) of the 2006-2007 grant regulation, under paragraph 2 of subsection 46 (3) of the 2007-2008 grant regulation, under paragraph 2 of subsection 51 (3) of the 2008-2009 grant regulation and under paragraph 2 of subsection 50 (3) of the 2009-2010 grant regulation, the Board has undertaken projects, some of which projects are described in Schedule “A-4” attached to the said Loan Agreement; and
- (iv) capital projects to provide for construction projects (the “CP Program”) described in Column 3 of Table 22.1 of Ontario Regulation 155/09, in the municipalities set out in Column 2 of that Table opposite the name of the Board, and under the CP Program has undertaken projects, some of which projects are described in Schedule “A-6” attached to the said Loan Agreement;

**AND WHEREAS** the GPL Eligible Projects, the NPP Eligible Projects and the Consolidated Capital Eligible Projects are collectively referred to as the “Eligible Projects”. In the event that the Board will borrow the principal amount specified in paragraph 2.1 under the said Loan Agreement in respect of a single Eligible Project, the term “Eligible Projects” means that Eligible Project. The GPL Program, the NPP Program and the Consolidated Capital



Programs are collectively referred to as the "Programs". In the event that the Board will borrow the principal amount specified in paragraph 2.1 under the said Loan Agreement in respect of a single Program, the term "Programs" means that Program;

**AND WHEREAS** the Board has in part financed the Eligible Projects by way of temporary borrowing from a financial institution or from a restricted purpose revenue account (formerly referred to as a reserve account or a reserve fund account) of the Board and the Board intends to borrow money from the Ontario Financing Authority for the purpose of financing the Eligible Projects on a long-term basis, and in this connection the Board intends to borrow by way of a loan with an initial maturity of more than one year from the Ontario Financing Authority the principal amount of \$18,408,471 (the "Loan") pursuant to a loan agreement in the form attached hereto as Schedule "A" (the "Loan Agreement") which Loan Agreement constitutes an instrument prescribed under clause 247 (3) (f) of the *Education Act* and which sets out the terms and conditions on which the Ontario Financing Authority will make the Loan available to the Board;

**NOW THEREFORE THE SIMCOE COUNTY DISTRICT SCHOOL BOARD ENACTS AS FOLLOWS:**

1. The Board hereby authorizes the Loan on the basis that it constitutes a loan under section 7 of the Regulation and authorizes the entering into of the Loan Agreement that is prescribed for the purposes of clause 247(3)(f) of the *Education Act*.
2. The Board is hereby authorized to enter into the Loan Agreement pursuant to which the Loan will be made available to the Board and the Chair of the Board and the Treasurer of the Board are hereby authorized to execute for and on behalf of the Board the Loan Agreement which provides for instalments of interest only and of combined (blended) principal and interest as hereinafter set forth, substantially in the form of Schedule "A", with such changes thereto as may be suggested by the Ontario Financing Authority and as such authorized officials of the Board shall approve.
3. The Director of Education of the Board, the Treasurer of the Board and any other financial officer of the Board are hereby each individually authorized generally to do all things and execute all other documents, instruments and agreements in the name of the Board in order to give effect to the Loan Agreement.
4. The Loan shall be paid in instalments of interest only and of combined (blended) principal and interest over a 25 year amortization period on the specified dates set out in Schedule "B" to the Loan Agreement with the first interest only payment on November 15, 2013 and thereafter instalments of combined (blended) principal and interest to May 15, 2038 in each of the years during the currency of the Loan as set forth in such schedule with the final payment of combined (blended) principal and interest on June 25, 2038. The Loan shall bear interest at the rate of 3.663% on the outstanding principal amount owing thereunder from time to time from the date thereof, which interest shall be payable in arrears as part of the instalments of interest only and of combined (blended) principal and interest payable on such days in each year of the currency of the Loan as are set out in Schedule "B" to the Loan Agreement.
5. In accordance with the provisions of the *Education Act* and the regulations made thereunder, during the currency of the Loan, the Board shall provide in its estimates for each fiscal year for the setting aside out of its general revenue in the fiscal year the amount necessary to pay the principal and interest coming due on the Loan in the fiscal year and, on or before each due date in each such year, the Board shall pay out of its general revenue the principal and

interest coming due on the Loan in the year. Such sums of principal and interest payable on the Loan shall be provided for in accordance with subsection 247(5) of the *Education Act*. Subject to the foregoing, on or before each due date in each year during the currency of the Loan, the Board shall pay out of its general revenue the amount necessary to pay the specific sums of principal and interest payable on the Loan shown for the respective year as set forth in Schedule "B" to the Loan Agreement; but such amount shall be paid out of the Board's general revenue only to the extent required after taking into account funds available from other sources.

6. Any amounts payable by the Board in respect of the Loan including interest on overdue principal and interest in respect of the Loan together with fees and other amounts payable by the Board under the Loan Agreement, if applicable, shall be paid out of the Board's general revenue or any other available funds.

7. The proceeds of the Loan shall be used to finance the Eligible Expenditures, as defined in the Loan Agreement, in respect of the Eligible Projects on a long-term basis and for no other purpose except as permitted by the *Education Act* and the regulations made thereunder.

**READ AND FINALLY PASSED** this 19th day of June, 2013.

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**CHAIR**

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**DIRECTOR OF EDUCATION**

**Simcoe County District School Board**

**SCHEDULE "A" TO BY-LAW NUMBER D-2013-1**

***[PLEASE INSERT A FORM OF THE LOAN AGREEMENT]***

This Loan Agreement made in duplicate dated and effective as of the 26th day of June, 2013.

BETWEEN:

ONTARIO FINANCING AUTHORITY, a corporation established under the *Capital Investment Plan Act, 1993*, (hereinafter the "OFA")

OF THE FIRST PART

AND:

SIMCOE COUNTY DISTRICT SCHOOL BOARD, a district school board continued under the *Education Act* (hereinafter the "Board")

OF THE SECOND PART

WHEREAS:

- (a) the Board has participated in a program referred to as the Good Places to Learn Program (the "GPL Program") involving urgent and high priority renewal projects at schools of the Board listed in any one or more of: (i) Appendix B of the document entitled "Good Places to Learn: Stage 1 Funding Allocation"; (ii) Appendix C of the document entitled "Good Places to Learn: Stage 2 Funding Allocation"; (iii) Appendix B of the document entitled "Good Places to Learn: Stage 3 Funding Allocation"; and (iv) Appendix B of the document entitled "Good Places to Learn: Stage 4 Funding Allocation", in accordance with the maximum allocations listed in columns 2, 3, 4 and 5, respectively, opposite the name of the Board in Table 24 of Ontario Regulation 136/12, and under the GPL Program has undertaken projects, some of which projects are described in Schedule "A" attached hereto (individually a "GPL Eligible Project", collectively the "GPL Eligible Projects") and pursuant to Ontario Regulation 580/07, each GPL Eligible Project constitutes a "permanent improvement" as defined in subsection 1(1) of the *Education Act*, R.S.O. 1990, c.E.2, as amended (the "*Education Act*"). In the event that the Board will borrow the principal amount specified in paragraph 2.1 under this Agreement in respect of a single GPL Eligible Project, the term "GPL Eligible Projects" means that GPL Eligible Project;
- (b) the Board has received funding under the New Pupil Places Program (the "New Pupil Places Program") to fund capital projects with respect to instructional spaces at existing elementary or secondary schools, or to

construct new elementary or secondary schools for the Board, and under the New Pupil Places Program has undertaken projects, some of which projects are described in Schedule “A-1” attached hereto (individually a “NPP Eligible Project”, collectively the “NPP Eligible Projects”) and each NPP Eligible Project constitutes a “permanent improvement” as defined in subsection 1(1) of the *Education Act*, R.S.O. 1990, c.E.2, as amended (the “*Education Act*”). In the event that the Board will borrow the principal amount specified in paragraph 2.1 under this Agreement in respect of a single NPP Eligible Project, the term “NPP Eligible Projects” means that NPP Eligible Project;

- (c) the Board has participated in one or more programs referred to as the Consolidated Capital Programs (as described below) (the “Consolidated Capital Programs”) involving capital projects that are described in the Schedule(s) referred to in recital (d) of this Agreement (individually a “Consolidated Capital Eligible Project”, collectively the “Consolidated Capital Eligible Projects”) and each Consolidated Capital Eligible Project constitutes a “permanent improvement” as defined in subsection 1(1) of the *Education Act*, R.S.O. 1990, c.E.2, as amended (the “*Education Act*”). In the event that the Board will borrow the principal amount specified in paragraph 2.1 under this Agreement in respect of a single Consolidated Capital Eligible Project, the term “Consolidated Capital Eligible Projects” means that Consolidated Capital Eligible Project;
- (d) the Consolidated Capital Programs include:
  - (i) capital projects required for primary class size reduction (the “PCS Program”) for the purpose of addressing the reduction in primary class size to 20 or fewer students and under the PCS Program the Board has undertaken projects, some of which projects are described in Schedule “A-2” attached hereto;
  - (ii) capital projects to replace schools of the Board for which the cost of repair is prohibitive (which capital projects include the “deep retrofit” of schools that are prohibitive to repair) (the “PTR Program”), named in Columns 3 and 4 opposite the name of the Board in Table 24 of Ontario Regulation 155/09 and under the PTR Program the Board has undertaken projects, some of which projects are described in Schedule “A-3” attached hereto;
  - (iii) capital projects to provide new pupil places as a result of growth occurring in new residential areas of the Board (the “Growth Program”), that were specified in plans approved by the Minister of Education under paragraph 2 of subsection 39 (15) of the 2006-2007 grant regulation, under paragraph 2 of subsection 46 (3) of the 2007-2008 grant regulation, under paragraph 2 of subsection 51 (3) of the

2008-2009 grant Regulation and under paragraph 2 of subsection 50 (3) of the 2009-2010 grant regulation, the Board has undertaken projects, some of which projects are described in Schedule “A-4” attached hereto; and

- (iv) capital projects to provide for construction projects (the “CP Program”) described in Column 3 of Table 22.1 of Ontario Regulation 155/09, in the municipalities set out in Column 2 of that Table opposite the name of the Board, and under the CP Program the Board has undertaken projects, some of which projects are described in Schedule “A-6” attached hereto;
- (e) the GPL Eligible Projects, the NPP Eligible Projects, and the Consolidated Capital Eligible Projects are collectively referred to as the “Eligible Projects”. In the event that the Board will borrow the principal amount specified in paragraph 2.1 under this Agreement in respect of a single Eligible Project, the term “Eligible Projects” means that Eligible Project. The GPL Program, the NPP Program, and the Consolidated Capital Programs are collectively referred to as the “Programs”. In the event that the Board will borrow the principal amount specified in paragraph 2.1 under this Agreement in respect of a single Program, the term “Programs” means that Program;
- (f) the Board has financed the Eligible Projects by way of temporary borrowing from a financial institution or from a restricted purpose revenue account (formerly referred to as a reserve account or a reserve fund account) and is entitled to receive grants in respect of the Eligible Projects from the Minister of Education pursuant to various regulations under the *Education Act* for the Board’s fiscal year 2012-2013 for the payment of interest;
- (g) the Board has requested and the OFA has agreed to lend the aggregate principal amount specified in paragraph 2.1 to the Board for the purpose of financing the Eligible Projects under the specified Programs on a long-term basis which will include the repayment of temporary borrowing, if any;
- (h) the Board is authorized to borrow money for permanent improvements from the Ontario Financing Authority by way of a loan pursuant to Ontario Regulation 41/10 and is authorized to receive grants for the repayment of such a loan from the Minister of Education pursuant to Ontario Regulation 136/12; and
- (i) the Board has agreed to enter into this Agreement to evidence its indebtedness and provide for the repayment of the loan to the OFA on the terms and conditions set forth herein.

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the mutual covenants and agreements contained in it and subject to the terms and conditions set out in it, the parties agree as follows:

1.0 DEFINITIONS

1.1 In this Loan Agreement, unless the context or the subject matter otherwise requires:

- (a) “Advance Date” means June 26, 2013;
- (b) “Agreement” means this Agreement as it may be amended or extended from time to time by the parties in writing, including all schedules hereto and any document which the parties may at a future time mutually designate as a schedule to this Agreement, by so marking such document in writing as a schedule hereto and part hereof;
- (c) “Aggregate Principal Amount” means the total of the Program Principal Amounts, as hereinafter defined, to be advanced to the Board pursuant to paragraph 2.1 of this Agreement and is equal to the total principal amount set out in Column 2 opposite the reference to “Aggregate Principal Amount”;
- (d) “business day” means any day that is not a Saturday or Sunday and that, in the City of Toronto, is not a day on which banking institutions are generally authorized or obligated by law or executive order to close;
- (e) “dollars” or “\$” means Canadian dollars;
- (f) “Material Adverse Change” means any change or event which (i) materially impairs the ability of the Board to timely and fully perform its obligations under this Agreement, or (ii) could materially impair the ability of the OFA to enforce its rights and remedies under this Agreement; or (iii) has a material adverse effect on the operations, properties, assets, liabilities or financial condition of the Board;
- (g) “Program” means a program undertaken by the Board that is specified in paragraph 2.1 of this Agreement;
- (h) “Program Principal Amount” means the total principal amount of monies to be advanced to the Board for Eligible Projects undertaken in connection with a Program pursuant to paragraph 2.1 of this Agreement;

(i) “Rate” means 3.663% per annum, including an administrative fee of 0.025% per annum; and

(j) “Repayment Date” means June 25, 2038.

2.0 PRINCIPAL AMOUNT

2.1 The OFA agrees to lend to the Board and the Board agrees to borrow from the OFA the Aggregate Principal Amount being the aggregate of the respective total principal amount specified below for each of the Programs in lawful money of Canada with interest thereon at the relevant Rate on the terms and conditions set forth in this Agreement:

<b>1</b> <b>PROGRAMS</b>	<b>2</b> <b>PROGRAM PRINCIPAL AMOUNTS</b>	<b>3</b> <b>PURPOSE FOR WHICH FUNDS WILL BE USED</b>	<b>4</b> <b>STATUS OF ELIGIBLE PROJECT BY</b>
<b>GPL Program</b>  Stage 3:  Stage 4:	\$935,230.00  \$1,255,434.00	Funds will only be used for the GPL Eligible Projects	Substantially completed by August 31, 2012
<b>NPP Program</b>	\$5,596,548.00	Funds will only be used for the NPP Eligible Projects	Substantially completed by August 31, 2012
<b>Consolidated Capital Programs</b>  - PCS Program  - PTR Program  Phase 1:  Phase 2:  - Growth Program  - CP Program	\$3,741,974.00  \$5,278,792.00  \$192,162.00  \$1,002,088.00  \$406,243.00	Funds will only be used for the Consolidated Capital Eligible Projects	Substantially completed by August 31, 2012



1	2	3	4
<b>PROGRAMS</b>	<b>PROGRAM PRINCIPAL AMOUNTS</b>	<b>PURPOSE FOR WHICH FUNDS WILL BE USED</b>	<b>STATUS OF ELIGIBLE PROJECT BY</b>
Aggregate Principal Amount	\$18,408,471.00		

2.2 The Board acknowledges that the relevant Rate includes an administrative fee payable to the OFA in the amount of 0.025% of the Aggregate Principal Amount outstanding per annum as specified in paragraph 1.1(i).

2.3 Except as otherwise agreed in writing between the Board and the OFA, the monies to be advanced by the OFA shall be advanced by the OFA to the Board by electronic funds transfer directly into the bank account designated by the Board.

2.4 The Board authorizes the OFA to open and maintain records evidencing the Board's obligations under this Agreement and to record therein all advances, interest rates, accrued interest, payments of principal and interest and the aggregate principal and accrued interest outstanding from time to time under this Agreement. The Board agrees that the records kept by the OFA, in the absence of manifest error, shall be prima facie evidence of the indebtedness of the Board and the matters recorded provided that the failure of the OFA to record or correctly record any amount or date shall not affect the obligation of the Board to repay the Aggregate Principal Amount and pay accrued interest thereon owing under this Agreement.

3.0 REPAYMENT

3.1 The Board agrees to repay the Aggregate Principal Amount together with interest thereon as follows:

- (i) the Aggregate Principal Amount and interest thereon at the Rate accrued from and including the Advance Date to but excluding the Repayment Date shall be paid in instalments of interest only and of combined (blended) principal and interest over a 25 year amortization period on the specified dates set out in the amortization schedule(s) attached to this Agreement as Schedule "B" with the first and only interest only payment on November 15, 2013 and thereafter instalments of combined (blended) principal and interest to May 15, 2038 in each of the years during the

currency of the loan as set forth in such Schedule with the final payment of combined (blended) principal and interest on June 25, 2038; and

(ii) the loan shall be fully repaid on the relevant Repayment Date.

3.2 If the Board fails to make any payment of principal or interest payable by it under this Agreement on the relevant due date, the overdue amount shall bear interest at the Rate (before as well as after judgment) calculated from the due date until the date of actual payment to the OFA.

3.3 Interest, other than interest in respect of the combined (blended) principal and interest instalments, shall be computed under this Agreement on the basis of a year of 365 days and the actual number of days elapsed.

3.4 If any day on which a payment is due and payable under this Agreement would otherwise fall on a day that is not a business day, such due date shall instead fall on the next succeeding business day.

3.5 Except as otherwise agreed in writing between the Board and the OFA and without affecting the liability of the Board under this Agreement, the monies to be repaid under this Agreement shall be repaid by the Board in immediately available funds to the OFA on the due date by pre-authorized debit from an account of the Board, such account to be designated to the OFA by the execution and delivery of the Payor Pre-Authorized Debit Agreement in a form satisfactory to the OFA ("PAD Agreement") attached to this Agreement as Schedule C, together with such other authorizations, voided cheques and other documentation as the deposit-taking institution and the rules of the Canadian Payments Association may require for such pre-authorized debit. The Board undertakes to notify the OFA and the Ministry of Education, immediately and not later than five business days prior to any due date or the relevant Repayment Date, in writing of any changes in its designated account for the purposes of the pre-authorized debits and agrees to execute and deliver a revised PAD Agreement.

3.6 The Board is not entitled to prepay the Aggregate Principal Amount and accrued interest thereon outstanding under this Agreement except with the prior written consent of the OFA.

#### 4.0 CONDITIONS PRECEDENT

4.1 The obligation of the OFA to advance the Program Principal Amounts pursuant to paragraph 2.1 of this Agreement is subject to the following conditions being met to the OFA's satisfaction on the Advance Date:

(a) that the representations and warranties of the Board contained in this Agreement continue to be true and correct as at the Advance Date;

- (b) that there shall, in the reasonable opinion of the OFA, have been no Material Adverse Change with respect to the Board;
- (c) that this Agreement shall have been duly executed and delivered; and
- (d) that the OFA shall have received such other documentation in form and substance satisfactory to the OFA which it has reasonably requested to ensure that the Board is in compliance with the terms and conditions of this Agreement including (i) a certified true copy of the necessary by-law authorizing the borrowing of the Program Principal Amounts and the execution of this Agreement, (ii) a favourable legal opinion from external legal counsel to the Board as to due authorization, execution, validity and enforceability of this Agreement and such other matters as the OFA considers necessary or appropriate, and (iii) a certificate or certificates executed by an authorized officer or officers of the Board as to the continued truth and correctness of the representations and warranties, the due authorization and execution of this Agreement and other documents, compliance with the *Education Act* and regulations made thereunder and such other matters as the OFA may reasonably request.

## 5.0 REPRESENTATIONS AND WARRANTIES OF BOARD

5.1 The Board represents and warrants to the OFA that:

- (a) the Board is a district school board under the *Education Act*;
- (b) each Eligible Project has been duly authorized by the Board at a duly called meeting of the Board at which a quorum was present by a resolution or resolutions passed by the Board (the “Resolutions”). In the event that the Board will borrow a Program Principal Amount under this Agreement in respect of a single Eligible Project and the Board has passed a single resolution in respect of the Eligible Project, the term “Resolutions” means that resolution. No application has been made or action brought to quash, set aside or declare invalid the Resolutions nor have the Resolutions been repealed, altered and amended and the Resolutions are in full force and effect;
- (c) copies of the Resolution(s) mentioned in paragraph 5.1(b) have been forwarded to the Capital Programs Branch of the Ministry of Education, if applicable;
- (d) each of the GPL Eligible Projects, the NPP Eligible Projects, and the Consolidated Capital Eligible Projects constitutes an Eligible Project under the relevant Program and has been undertaken at a school of the

Board (which school may constitute a shared facility) or involves the construction of a new school for the Board;

- (e) each Eligible Project constitutes a permanent improvement within the meaning of subsection 1(1) of the *Education Act*; and the Board has obtained all necessary approvals to authorize the carrying out of the Eligible Projects by the Board and the long-term financing thereof;
- (f) the status of each Eligible Project as at August 31, 2012 is accurately set out in paragraph 2.1, the Board has incurred expenditures in respect of the relevant Programs for the Eligible Projects (the “Eligible Expenditures”) and the total amount of the Eligible Expenditures in respect of the Eligible Projects undertaken at an individual school of the Board does not exceed the respective aggregate amount of expenditures authorized by the Board in respect of such school of the Board nor does such total amount exceed the expenditures authorized by the Board pursuant to the authorizations referred to in paragraph 5.1(b);
- (g) the Program Principal Amount to be borrowed by the Board under this Agreement in respect of each Program will be borrowed by the Board in respect of the Eligible Projects undertaken by the Board pursuant to that specified Program and will not be borrowed by the Board in respect of any Eligible Projects undertaken pursuant to any other Program;
- (h) the information provided by the Board to the OFA or Her Majesty the Queen in right of Ontario, to the extent that it relates to the Board or the Eligible Projects is true and correct in all material respects when provided and remains true and correct as of the Advance Date;
- (i) the borrowing of the Aggregate Principal Amount to be advanced under this Agreement and the execution, delivery and performance of this Agreement are within the powers and capacities of the Board and have been duly authorized by all necessary legal action and proper proceedings, including a by-law passed by the Board;
- (j) the borrowing of the Aggregate Principal Amount to be advanced under this Agreement, the execution and delivery of this Agreement, and the compliance with the terms and conditions of this Agreement will not conflict with or result in a breach of any of the terms or provisions of the by-laws of the Board, the laws of Ontario, including the laws of Canada applicable therein, applicable to the Board or any contractual or other obligation binding on the Board and does not require the consent or approval of any other person;
- (k) this Agreement will, when executed and delivered, constitute a legal, valid and binding obligation of the Board enforceable against it in accordance

with its terms;

- (l) the obligations of the Board under this Agreement are direct, unsecured and unsubordinated debt obligations and rank concurrently and equally in respect of payment of principal and interest with all other debentures and prescribed debt instruments of the Board, except as to the availability of any sinking fund, retirement fund or other prescribed fund applicable to any issue of debentures or such prescribed debt instruments;
- (m) no litigation or proceedings of any nature are now pending or threatened, attacking or in any way attempting to restrain or enjoin the execution and delivery of this Agreement or in any manner questioning the proceedings and the authority under which this Agreement is authorized, or affecting the validity thereof, or contesting the capacity of the authorized officers of the Board to sign and no authority or proceeding under which the Board is authorized to execute this Agreement has been repealed, revoked or rescinded in whole or in part;
- (n) there are no actions, suits or proceedings threatened or pending against the Board in any court except actions, suits or proceedings which would not result in a Material Adverse Change if determined against the Board;
- (o) the Aggregate Principal Amount to be borrowed under this Agreement shall be used only for the Eligible Projects, including the repayment of temporary borrowing for the Eligible Projects from a financial institution and from a restricted purpose revenue account (formerly referred to as a reserve account or a reserve fund account) of the Board, if any, and will not be used for any other purpose except as permitted by the *Education Act* and the regulations made thereunder;
- (p) the Board is not currently in default under any debentures or other long-term debts of any kind and undertakes to immediately inform the OFA if it is in default under any such long-term financial obligations at any time during the term of this Agreement; and
- (q) the Board is not now subject to an order under the *Education Act* vesting in the Ministry of Education control and charge over the administration of the affairs of the Board.

5.2 The representations and warranties set out in paragraph 5.1 herein shall survive the execution and delivery of this Agreement, notwithstanding any investigations or examinations which may be made by counsel for the OFA.

5.3 For greater certainty, the OFA is not responsible for ensuring that the proceeds advanced to the Board are in fact used in the manner specified in paragraph 5.1(o).

6.0 COVENANTS

- 6.1 The Board will duly and punctually pay or cause to be paid all principal, interest, fees and other amounts payable by it under this Agreement in accordance with the terms and subject to the conditions of this Agreement.
- 6.2 The Board will provide prompt notice to the OFA of the occurrence of any Event of Default, as hereinafter defined, or Material Adverse Change.
- 6.3 The Board complied at all times with all of the Board's obligations in respect of the debt and financial obligation and liability limits for the projects, if applicable, under the *Education Act* and the regulations made thereunder which were then in force.
- 6.4 The Board shall allocate all grants received by it from the Ministry of Education relating to Eligible Expenditures in respect of the Eligible Projects in accordance with the applicable legislation and shall apply such grants to the payment of its obligations under this Agreement.
- 6.5 The Board will obtain all licences, permits, consents, approvals and other authorizations which are necessary or desirable to carry out the Eligible Projects.
- 6.6 The Board will provide to the Ministry of Education reports respecting the status of the Eligible Projects as requested from time to time.

7.0 DEFAULT

- 7.1 Failure by the Board to pay any principal, interest, fees or other amount payable by it under this Agreement, unless such default is cured within three business days after the date such payment was due, shall constitute an event of default (each, an "Event of Default") and each Event of Default shall be deemed to exist and continue so long as it shall not have been remedied.

8.0 INTERCEPT AND REMEDIES ON THE OCCURRENCE OF DEFAULT

- 8.1 (a) The Board agrees that the Minister of Finance is entitled to deduct from monies appropriated by the Legislature for payment to the Board amounts equal to any amounts that the Board fails to pay under this Agreement. On the occurrence of an Event of Default, the Minister of Finance and such other Minister of the Crown as appropriate is irrevocably authorized to deduct from money appropriated by the Legislature for payment to the Board amounts equal to any amounts that the Board fails to pay to the OFA in accordance with the provisions of this Agreement and to pay such amounts directly to the OFA (the "Intercept").

(b) The Board agrees that any notice from the OFA to the Minister of Finance in relation to this paragraph may be relied upon by such Minister without further inquiry or verification by such Minister and, upon receipt of such notice, an amount equal to the amount that the Board fails to pay to the OFA shall be deducted from money appropriated by the Legislature for payment to the Board and paid to the OFA.

8.2 On the occurrence of any Event of Default and at any time thereafter, so long as the same shall be continuing, the OFA may, in addition to any other remedy available to the OFA at law, at its option, by notice to the Board, invoke the Intercept mechanism to require payment of any amount due and payable under this Agreement.

8.3 No delay or omission of the OFA to exercise any right or remedy accruing upon any Event of Default shall impair any such right or remedy or constitute a waiver of any such Event of Default or an acquiescence therein. Every right and remedy given by this Agreement or by law to the OFA may be exercised from time to time, and as often as may be deemed expedient by the OFA.

8.4 No right or remedy herein conferred upon or reserved to the OFA is intended to be exclusive of any other such right or remedy, and every such right and remedy shall, to the extent permitted by law, be cumulative and in addition to every other right and remedy given hereunder or now or hereafter existing at law or in equity or otherwise. The assertion or employment of any right or remedy hereunder, or otherwise, shall not prevent the concurrent assertion or employment of any other appropriate right or remedy.

#### 9.0 ADMISSIBILITY OF EVIDENCE

9.1 Where communications between the parties are provided on an electronic basis under this Agreement, printouts or other tangible reproductions of any electronic record maintained by a party in relation to such communications shall be considered business records in any legal, administrative or other proceedings that may arise in relation to this Agreement.

#### 10.0 INTEREST ACT DISCLOSURE

10.1 For the purposes of disclosure pursuant to the *Interest Act* (Canada), the yearly rate of interest to which any rate of interest payable under this Agreement that is calculated on any basis other than a full calendar year is equivalent may be determined by multiplying such rate by a fraction, the numerator of which is the actual number of days in the calendar year in which such yearly rate of interest is

to be ascertained and the denominator of which is the number of days comprising such other basis.

11.0 NOTICES

11.1 A notice or other communication pursuant to this Agreement shall be in writing and delivered in person or sent by first class prepaid post or by facsimile transmission (subject, in the case of communication by facsimile transmission, to confirmation by telephone) to the party for which it is intended at the following addresses:

The OFA	Ontario Financing Authority One Dundas St. West, Suite 1400 Toronto, Ontario M7A 1Y7
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Attention:	Executive Director Capital Markets Division
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Tel. No:	(416) 325-8125
Fax No:	(416) 325-8111

The Board	Simcoe County District School Board
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Attention:	Manager of Corporate Services
Tel. No:	(705) 734-6363 ext. 11238
Fax No.	(705) 728-2265

11.2 Either party may change its address for the purposes of receipt of any such communication by giving five business days' prior written notice of such change to the other party in the manner prescribed above.

11.3 Any notice so given takes effect, in the case of delivery in person, at the time of delivery, in the case of delivery by first class prepaid post, seven business days after dispatch and, in the case of delivery by facsimile transmission, at the time of confirmation by telephone.

12.0 GENERAL

12.1 This Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario and the laws of Canada applicable therein.



- 12.2 This Agreement shall be binding on and enure to the benefit of the OFA, and the Board and their respective successors and permitted assigns, except that the Board shall not, without the prior written consent of the OFA assign, pledge or hypothecate any rights or obligations with respect to this Agreement.
- 12.3 If any of the provisions of this Agreement are held to be invalid, illegal or unenforceable by a court or tribunal of competent jurisdiction, the remaining provisions shall remain in full force and effect.
- 12.4 A party, by waiving the breach of any provision of this Agreement, does not waive any further breach of the same provision or any breach of any other provision of this Agreement. A waiver is binding on the waiving party only if it is in writing.
- 12.5 Subject to the provisions herein, this Agreement may not be altered or amended, except by the mutual agreement of the parties evidenced in writing.
- 12.6 Time shall in all respects be of the essence of this Agreement.
- 12.7 All references to time in this Agreement are references to Toronto time, unless otherwise indicated.
- 12.8 If any date on which an act is required to be taken under this Agreement is not a business day, such act shall be taken on the next following business day.
- 12.9 Each party shall, upon request of the other, acting reasonably, use its best efforts to make, do, execute or cause to be made, done or executed all further and other lawful acts, deeds, things, devices, documents, instruments and assurances whatever for the performance of the terms and conditions of this Agreement.
- 12.10 This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior and contemporaneous agreements, understandings, negotiations and discussions, oral and written, between the parties.
- 12.11 This Agreement may be executed in counterparts each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

IN WITNESS WHEREOF the parties hereto have executed this Agreement.

ONTARIO FINANCING AUTHORITY

BY: \_\_\_\_\_  
Michael D. Manning  
Executive Director  
Capital Markets Division

SIMCOE COUNTY DISTRICT SCHOOL  
BOARD

BY: \_\_\_\_\_  
Name: Robert North  
Title: Chair

BY: \_\_\_\_\_  
Name: Brian Jeffs  
Title: Treasurer

**SCHEDULE "A"**

**GOOD PLACES TO LEARN ELIGIBLE PROJECTS DESCRIPTION**

**STAGE 3 GPL ELIGIBLE PROJECTS**

Please provide a list of all the GPL Eligible Projects which were substantially completed by August 31, 2012 (and in respect of which the Eligible Expenditures have not been previously financed on a long-term basis) in respect of which a total of \$ 935,230 will be borrowed hereunder pursuant to the Good Places to Learn Stage 3 Program through allocations under that program or through unspent allocations pursuant to the Good Places to Learn Stage 1 Program or pursuant to the Good Places to Learn Stage 2 Program. Please provide the name of the school, the SFIS number, a project description and the amount to be borrowed hereunder.

Please specify the total amount that the Board has previously financed on a long-term basis from the OFA under under the Good Places to Learn Stage 3 Program: \$ 11,719,063.

**STAGE 4 GPL ELIGIBLE PROJECTS**

Please provide a list of all the GPL Eligible Projects which were substantially completed by August 31, 2012 (and in respect of which the Eligible Expenditures have not been previously financed on a long-term basis) in respect of which a total of \$ 1,255,434 will be borrowed hereunder pursuant to the Good Places to Learn Stage 4 Program through allocations under that program or through unspent allocations pursuant to the Good Places to Learn Stage 1 Program, pursuant to the Good Places to Learn Stage 2 Program or pursuant to the Good Places to Learn Stage 3 Program. Please provide the name of the school, the SFIS number, a project description and the amount to be borrowed hereunder.

Please specify the total amount that the Board has previously financed on a long-term basis from the OFA under under the Good Places to Learn Stage 4 Program: \$ 5,560,980.

**Stage 3**

<b><u>School Name/SFIS</u></b>	<b><u>Description of GPL Eligible Project</u></b>	<b><u>Amount to be Borrowed Hereunder</u></b>
Bradford DHS/8238	Mechanical/HVAC	707,984
Eastview SS/8240	Electrical	227,246

**Stage 4**

<b><u>School Name/SFIS</u></b>	<b><u>Description of GPL Eligible Project</u></b>	<b><u>Amount to be Borrowed Hereunder</u></b>
Banting Memorial HS/8235	Windows	402,821
Bradford DHS/8238	Mechanical/HVAC	55,147
Connaught PS/8203	Mechanical/HVAC	5,731
Forest Hill PS/8212	Site Services	52,261
Harriett Todd PS/8140	Building & Site Restoration	220,470
Hillcrest Barrie PS/8141	Site Services	11,404
Maple Grove PS/8152	Electrical	2,662
New Lowell Central PS/8159	Mechanical/HVAC	318,518
Portage View PS/8167	Mechanical/HVAC	186,420













**SCHEDULE "B"**  
**Consolidated Amortization Schedule**

Borrower Type(s): All

Borrower Name(s): Simcoe County District School Board

Program(s): Capital Priorities - June 2013, GPL Stage 3 - June 2013, GPL Stage 4 - June 2013, Growth Schools - June 2013, NPP - 25 years - June 2013, PCS Stage 1 - June 2013, PTR Stage 1 - June 2013, PTR Stage 2 - June 2013

Loan Settlement Date: All

Principal Amount (\$): 18,408,471.00

Annual Interest Rate (%): 3.663%

includes Annual Admin Fee (%): 0.025%

Payment Date	Total Payment	Principal Amount	Interest Amount	Admin Fee	Principal Balance
15-Nov-2013	\$262,331.30	\$0.00	\$260,540.89	\$1,790.41	\$18,408,471.00
15-May-2014	\$570,731.35	\$233,580.21	\$334,850.09	\$2,301.06	\$18,174,890.79
17-Nov-2014	\$570,731.35	\$237,858.23	\$330,601.26	\$2,271.86	\$17,937,032.57
15-May-2015	\$570,731.35	\$242,214.60	\$326,274.62	\$2,242.13	\$17,694,817.97
16-Nov-2015	\$570,731.35	\$246,650.76	\$321,868.74	\$2,211.85	\$17,448,167.21
16-May-2016	\$570,731.35	\$251,168.17	\$317,382.16	\$2,181.02	\$17,196,999.04
15-Nov-2016	\$570,731.35	\$255,768.31	\$312,813.41	\$2,149.62	\$16,941,230.73
15-May-2017	\$570,731.35	\$260,452.71	\$308,160.99	\$2,117.65	\$16,680,778.02
15-Nov-2017	\$570,731.35	\$265,222.90	\$303,423.35	\$2,085.10	\$16,415,555.11
15-May-2018	\$570,731.35	\$270,080.46	\$298,598.95	\$2,051.94	\$16,145,474.65
15-Nov-2018	\$570,731.35	\$275,026.98	\$293,686.18	\$2,018.18	\$15,870,447.67
15-May-2019	\$570,731.35	\$280,064.10	\$288,683.44	\$1,983.81	\$15,590,383.57
15-Nov-2019	\$570,731.35	\$285,193.48	\$283,589.08	\$1,948.80	\$15,305,190.09
15-May-2020	\$570,731.35	\$290,416.79	\$278,401.41	\$1,913.15	\$15,014,773.30
16-Nov-2020	\$570,731.35	\$295,735.78	\$273,118.73	\$1,876.85	\$14,719,037.52
17-May-2021	\$570,731.35	\$301,152.18	\$267,739.29	\$1,839.88	\$14,417,885.34
15-Nov-2021	\$570,731.35	\$306,667.78	\$262,261.33	\$1,802.24	\$14,111,217.56
16-May-2022	\$570,731.35	\$312,284.40	\$256,683.05	\$1,763.90	\$13,798,933.16
15-Nov-2022	\$570,731.35	\$318,003.89	\$251,002.59	\$1,724.87	\$13,480,929.27
15-May-2023	\$570,731.35	\$323,828.13	\$245,218.10	\$1,685.12	\$13,157,101.13
15-Nov-2023	\$570,731.35	\$329,759.04	\$239,327.67	\$1,644.64	\$12,827,342.09
15-May-2024	\$570,731.35	\$335,798.58	\$233,329.35	\$1,603.42	\$12,491,543.51
15-Nov-2024	\$570,731.35	\$341,948.73	\$227,221.18	\$1,561.44	\$12,149,594.78
15-May-2025	\$570,731.35	\$348,211.52	\$221,001.13	\$1,518.70	\$11,801,383.25
17-Nov-2025	\$570,731.35	\$354,589.02	\$214,667.16	\$1,475.17	\$11,446,794.24
15-May-2026	\$570,731.35	\$361,083.31	\$208,217.19	\$1,430.85	\$11,085,710.92
16-Nov-2026	\$570,731.35	\$367,696.56	\$201,649.08	\$1,385.71	\$10,718,014.37
17-May-2027	\$570,731.35	\$374,430.92	\$194,960.68	\$1,339.75	\$10,343,583.45
15-Nov-2027	\$570,731.35	\$381,288.62	\$188,149.78	\$1,292.95	\$9,962,294.83
15-May-2028	\$570,731.35	\$388,271.92	\$181,214.14	\$1,245.29	\$9,574,022.91
15-Nov-2028	\$570,731.35	\$395,383.12	\$174,151.48	\$1,196.75	\$9,178,639.78
15-May-2029	\$570,731.35	\$402,624.56	\$166,959.46	\$1,147.33	\$8,776,015.22
15-Nov-2029	\$570,731.35	\$409,998.63	\$159,635.72	\$1,097.00	\$8,366,016.59
15-May-2030	\$570,731.35	\$417,507.76	\$152,177.84	\$1,045.75	\$7,948,508.83
15-Nov-2030	\$570,731.35	\$425,154.41	\$144,583.38	\$993.56	\$7,523,354.42

Payment Date	Total Payment	Principal Amount	Interest Amount	Admin Fee	Principal Balance
15-May-2031	\$570,731.35	\$432,941.12	\$136,849.82	\$940.42	\$7,090,413.30
17-Nov-2031	\$570,731.35	\$440,870.43	\$128,974.62	\$886.30	\$6,649,542.87
17-May-2032	\$570,731.35	\$448,944.97	\$120,955.18	\$831.19	\$6,200,597.90
15-Nov-2032	\$570,731.35	\$457,167.40	\$112,788.88	\$775.07	\$5,743,430.50
16-May-2033	\$570,731.35	\$465,540.42	\$104,473.00	\$717.93	\$5,277,890.08
15-Nov-2033	\$570,731.35	\$474,066.79	\$96,004.82	\$659.74	\$4,803,823.28
15-May-2034	\$570,731.35	\$482,749.33	\$87,381.55	\$600.48	\$4,321,073.95
15-Nov-2034	\$570,731.35	\$491,590.88	\$78,600.34	\$540.13	\$3,829,483.07
15-May-2035	\$570,731.35	\$500,594.37	\$69,658.30	\$478.69	\$3,328,888.70
15-Nov-2035	\$570,731.35	\$509,762.75	\$60,552.49	\$416.11	\$2,819,125.95
15-May-2036	\$570,731.35	\$519,099.06	\$51,279.90	\$352.39	\$2,300,026.89
17-Nov-2036	\$570,731.35	\$528,606.36	\$41,837.49	\$287.50	\$1,771,420.53
15-May-2037	\$570,731.35	\$538,287.78	\$32,222.14	\$221.43	\$1,233,132.75
16-Nov-2037	\$570,731.35	\$548,146.53	\$22,430.68	\$154.14	\$684,986.22
17-May-2038	\$570,731.35	\$558,185.83	\$12,459.90	\$85.62	\$126,800.39
25-Jun-2038	\$127,322.13	\$126,800.39	\$518.17	\$3.56	\$0.00
<b>Total:</b>	<b>\$28,355,489.65</b>	<b>\$18,408,471.00</b>	<b>\$9,879,130.17</b>	<b>\$67,888.47</b>	

**SCHEDULE "C"**

**PAYOR PRE-AUTHORIZED DEBIT AGREEMENT**  
(this "PAD Agreement")

**TO: Ontario Financing Authority (the "OFA")**

**Payor (the "Board"):**

<u>Simcoe County District School Board</u> Full Legal Name	<u>Simcoe County District School Board</u> Exact Name in which Account is Held
<u>1170 Highway 26</u> Address	<u>(705) 734-6363</u> Telephone Number
<u>Midhurst</u> City	<u>ON</u> <u>L0L 1X0</u> Province Postal Code

**Payor's Financial Institution (the "Bank"):**

<u>TD Trust</u> Name of Bank	<u>33 Collier Street</u> Address
<u>Barrie</u> City	<u>ON</u> <u>L4M 1G5</u> Province Postal Code
<u>03060840413</u> Bank Account No.	<u>20722</u> <u>0004</u> Branch No. Institution No.

**1. Scope**

The Board acknowledges that this PAD Agreement is provided for the benefit of the OFA and the Bank, and is provided in consideration of the Bank agreeing to process pre-authorized debits (each, a "PAD") against the Board's account specified above (the "Account") in accordance with the rules of

the Canadian Payments Association (the "CPA").

The Board represents that all information provided with respect to the Account is complete and accurate. A specimen cheque if available for the Account has been marked "VOID" and is attached to this PAD Agreement.

The Board undertakes to inform the OFA in writing of any change in the Account information provided in this PAD Agreement at least 5 business days prior to the next following PAD.

## **2. Valid Authority**

The Board warrants and guarantees that all persons whose signatures are required to sign on the Account have signed this PAD Agreement.

## **3. Purpose of Debits, Amount and Timing**

### **Business PAD**

The Board authorizes the OFA to debit or cause to be debited a fixed amount from the Account which amount will be debited with set frequency determined by the Board in its sole discretion. The Board and the OFA agree that the fixed amount of each such debit is for payment due and owing by the Board to the OFA in respect of a loan agreement dated as of June 26, 2013.

## **4. Cancellation of Agreement**

This PAD Agreement may be cancelled at any time upon notice being provided by the Board, in writing at least 5 business days prior to the next following PAD. The Board acknowledges that, in order to revoke this authorization, the Board must provide notice of revocation to the OFA. This PAD Agreement applies only to the method of payment and does not otherwise have any bearing on the payment obligations of the Board to the OFA.

## **5. Acceptance of Delivery of Authorization**

The Board acknowledges that providing and delivering this agreement to the OFA constitutes delivery by the Board to the Bank. Any delivery of this authorization to the OFA constitutes delivery by the Board.

## **6. Waiver of Pre-Notification**

The Board understands that no pre-notification shall be required prior to a PAD being exchanged or cleared provided the authorization occurs in compliance with this PAD Agreement.

The Board authorizes and instructs the OFA to issue, without pre-notification, a new PAD for a dishonoured PAD amount in accordance with this Agreement.

## **7. Validation by the Bank**

The Board acknowledges that the Bank is not required to verify that a PAD has been issued in accordance with the particulars of the PAD Agreement including, but not limited to, the amount.

The Board acknowledges that the Bank is not required to verify that any purpose of payment for which the PAD was issued has been fulfilled by the OFA as a condition to honouring a PAD issued or caused to be issued by the OFA on the Account.

## **8. Payor's Rights of Dispute**

The Board may dispute a pre-authorized debit under the following conditions:

- (i) the debit was not drawn in accordance with this PAD Agreement; or
- (ii) this PAD Agreement was revoked or cancelled.

In order to be reimbursed, the Board must complete a declaration form to the effect that either (i) or (ii) took place at the above indicated branch of the Bank up to and including 10 calendar days, after the date on which the PAD in dispute was posted to the Account.

The Board acknowledges that disputes after the above noted time limitation are matters to be resolved solely between the OFA and the Board.

## **9. Contact Information**

All notices sent by the Board to the OFA under Sections 1., 4. and 8. of this PAD Agreement shall be made in writing by letter and delivered to the OFA by registered mail or fax at the following address:

**Ontario Financing Authority  
1 Dundas Street West  
Suite 1400  
Toronto, Ontario M7A 1Y7  
Fax: (416) 204-6659**

Inquiries, concerns or errors regarding PADs may be directed to Mr. Joe Pedota, Coordinator, Settlements, Payments & Fiscal Agency, Finance and Reporting Division at the above address or by telephone at (416) 325-3851.

## **10. Board Acceptance**

The Board acknowledges receipt of a signed copy of this PAD Agreement. The Board acknowledges that it has read, understands, and accepts the terms and conditions of this PAD Agreement.

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**Signature of Treasurer**

**(Date)**

---

Signature of Chair

(Date)

**\*\*\*\*\*For verification, please attach a blank cheque marked "VOID" to the completed Agreement.\*\*\*\*\* Do not require if banking instructions have not changed.**

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

FROM: Director of Education

SUBJECT: **APPOINTMENT OF STUDENT TRUSTEE MENTOR**

1. **Background**

At the June 20, 2012 Board meeting, trustees appointed Trustee Jodi Lloyd to serve as the student trustee mentor from August 1, 2012 to July 31, 2013.

2. **Current Status**

The Board is required to appoint a trustee to serve as the student trustee mentor from August 1, 2013 to July 31, 2014.

**RECOMMENDATION**

That the Board appoint Trustee \_\_\_\_\_ to serve as the student trustee mentor from August 1, 2013 to July 31, 2014, as set out in Report No. D-5-b, Appointment of Student Trustee Mentor, dated June 19, 2013.

**Approved for submission by:**

Kathryn Wallace  
Director of Education

June 19, 2013



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

FROM: Superintendent of Education

SUBJECT: **NAMING OF THE NEW BRADFORD SOUTHWEST PUBLIC SCHOOL**

1. **Background**

The Principal of the new Bradford Southwest School in the town of Bradford established an ad-hoc committee as per Policy No. 4440 to recommend to the Board a school name for consideration and Board decision. The meetings were held on May 15, 2013 and May 29, 2013.

2. **Committee**

The ad-hoc naming committee members consisted of Nicole Black (Trustee), Paula Murphy (Superintendent of Education), Evelyn Alban (Principal of the new Bradford Southwest Public School), Mae Senick (Vice-Principal of the new Bradford Southwest Public School), Elisabeth Aschwanden (South Simcoe Community Police Officer), Raj Sandhu (Town of Bradford Councillor), Lynane Newton (Fieldcrest Elementary School Parent) Sylvia Tiakas (Fieldcrest Elementary School Parent), Jeff Belamy (Fieldcrest Elementary School Parent), Cameron Bass (Fieldcrest Elementary School Student), Marco Badie (Fieldcrest Elementary School Student), and Khya Galdiks (Fieldcrest Elementary School Student)

3. **Suggested Names**

Suggested names were invited through broad consultation: community flyer (APPENDIX A), school newsletters, the board website, the school website, and the local media. Input was received from parents, students, community members and staff. Seventeen school name suggestions were received. The committee reviewed all suggested names for the new school and arrived at a unanimous decision to prioritize the selections as follows:

- a. Chris Hadfield Public School
- b. West Park Public School
- c. West Miller Park Public School

**Rationale for "Chris Hadfield Public School"**

The name Chris Hadfield was selected as it was deemed to honour the importance of the first Canadian astronaut commanding the International Space Station for a period of 5 months beginning in December 19, 2012 and safely returning to Earth on May 13, 2013. He has also flown two space shuttle missions in 1995 and 2001 and is the first Canadian to walk in space.

Commander Chris Hadfield captured the imagination of Canadians during his recent space shuttle expedition that had him tweeting with school children across Canada, sharing photographs of Canada from space and sharing music which he recorded in space with his Canadian made guitar which he had also played on a previous mission. On February 8, 2013, aboard the International Space Station, Hadfield sang "*Is Anybody Singing?*" along with school children across Canada for the national Music Monday program of which Fieldcrest Elementary School students also participated in. Lastly, Hadfield has made his journey to space a shared experience for Canadians by enlisting the help of his web-savvy sons to manage his social presence with 930,000 Twitter followers and having a popular Tumblr blog. The committee decided that Chris Hadfield's name would be an honourable name to encourage and inspire the children in our newest Public School in the Simcoe County District School Board.

### **RECOMMENDATION**

That the Board approve the name Chris Hadfield Public School as the name of the new Bradford Southwest Public School, as set out in Report No. D-5-c, Naming of the New Bradford Southwest Public School dated, June 19, 2013.

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

Paula Murphy  
Superintendent of Education

#### **Approved for Submission by:**

Kathi Wallace  
Director of Education

# WE NEED TO NAME THE **NEW** BRADFORD SOUTHWEST ELEMENTARY SCHOOL!

You are invited to be a part of our  
School Naming Committee!

**Who?**

- ⇒ **3 parents\*** of children who will attend the new school
- ⇒ **3 junior OR intermediate students\***  
who will be attending the new school

**Join a committee that will include:**

- ◆ local trustee
  - ◆ new school Principal Evelyn Alban
  - ◆ Superintendent Paula Murphy
  - ◆ municipal and community members
- to recommend a name for the new school.**

**What?**

**Where?**

**When?**

**First meeting:  
Wednesday, May 15,  
2013  
6 pm**

**Former Bradford Public  
School building  
177 Church St, Bradford**

**Interested?**

**Contact: Ev Alban by Thursday May 9  
905 936-4951 ext. 27901  
[éalban@scdsb.on.ca](mailto:éalban@scdsb.on.ca)**

- \* **If there are more than 3 interested parents or students, names will be chosen by lottery. Only new School Naming Committee members will be contacted.**

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

FROM: Director of Education

SUBJECT: **SUPERINTENDENT SELECTION COMMITTEE**

Due to the resignations of Superintendents Phyllis Hili and Kathy Bailey, the Director will be commencing a recruitment and selection process for Superintendents of Education K-12.

The Director will be establishing a selection committee and will require two trustees and one alternate to be members of this committee. Trustees selected will be required to be available on June 20<sup>th</sup> at 9:00 a.m. to short list candidates to be interviewed. They would also be required to be available for the interviews that will take place during the day beginning at 9:00 a.m. on June 24 and on the mornings of June 26<sup>th</sup> and June 27<sup>th</sup>, if required.

**RECOMMENDATION**

That the Board approve that Trustee \_\_\_\_\_ and Trustee \_\_\_\_\_ be members of the Superintendents of Education K-12 Selection Committee and Trustee \_\_\_\_\_ as the alternate member, as set out in Report No. D-5-d, Superintendent Selection Committee, dated June 19, 2013.

**Respectfully submitted by:**

Kathryn Wallace  
Director of Education

June 19, 2013

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

FROM: Parent Involvement Committee

SUBJECT: **REPORT OF THE PARENT INVOLVEMENT COMMITTEE  
MEETING HELD APRIL 24, 2013**

A meeting of the Parent Involvement Committee was held on Wednesday April 24, 2013 at the Education Centre.

**PRESENT:**

**Committee Members:** (Voting)  
Elizabeth Bettencourt, Christine Bowman, Timmi Brady-Inglis,  
Marjorie Dowdell (Vice-chairperson), Michelle Hunter,  
Jennifer Johnson, Julianna Lerch, Jane McCreadie (Chairperson),  
Tanya Nabuurs, Lisa Robertson.

**Trustee**

**Representatives:** (Non-voting)  
Krista Mayne.

**Administration & Staff**

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

**REGRETS:** Ken Boyington, Michele Locke, Angie Pino.

**GUESTS:** Kathy Bailey, Kelly Breedon-Elliott, Jackie Kavanagh.

1. **Welcome**

Chairperson Jane McCreadie called the meeting to order at 5:05 p.m. and welcomed the committee members and guests.

Superintendent Paul Sloan introduced and welcomed Alison LaMantia, Communications Manager, Kelly Breedon-Elliott, Centralized Athletics Co-ordinator, Kathy Bailey, Superintendent of Education and Jackie Kavanagh, Principal at Ardagh Bluffs Elementary School.

2. **Approval of Agenda**

Chairperson McCreadie asked the committee for approval of the agenda.

Moved by Lisa Robertson  
Seconded by Julianna Lerch

That the agenda be accepted as printed.

CARRIED

**3. Approval of March 25, 2013 Minutes**

Chairperson McCreddie asked for approval of the minutes.

Moved by Lisa Robertson  
Seconded by Jennifer Johnson

That the minutes of the March 25, 2013 meeting be accepted as printed.

CARRIED

**4. Co-curricular Update**

Kelly Breedon-Elliott, Centralized Athletics Co-ordinator provided the committee with a handout entitled, *Parent Involvement Council: Secondary Athletics Overview*. Athletics Co-ordinator Breedon-Elliott updated the committee on the Simcoe County Athletic Association's (SCAA) background and philosophy; as well as the structure of secondary athletics and the levels of participation throughout Simcoe County at the present time.

Athletics Co-ordinator Breedon-Elliott spoke on a variety of topics: the promotion of the various sports in the SCDSB, partnerships and sponsorship opportunities within Simcoe County and the Athletic Co-ordinator's role in discipline, advocating and assisting athletic directors in the system.

Co-ordinator Breedon-Elliott reported that the number of secondary athletics programs remains largely unchanged from last year and that various factors have been taken into consideration i.e. transferring staff and declining enrolment in schools.

The committee discussed: implementation of swim teams at the secondary school level, the difference between sanctioned and unsanctioned sports, co-curricular provisions at all schools, staffing and student enrolment, lost revenue from vending machines, looking to foster sponsorships and supportive communities, and the involvement of parents as coaches and volunteers.

A question was raised surrounding community coaches and liability insurance. Co-ordinator Breedon-Elliott explained that if a sport is board sanctioned the individual volunteer would be covered, as long as the required Criminal Record Check and Vulnerable Sector Search documents had been submitted and reviewed. Coaching of certain sports would require a certification i.e. wrestling.

Committee members were encouraged to view the board website for additional information, guidelines and policies on athletics in Simcoe County.

<http://www.scdsb.on.ca/Students/Pages/Elementary-Athletics.aspx>

<http://www.scdsb.on.ca/Students/Secondary-Athletics/Pages/Secondary-Athletics.aspx>

Superintendent Sloan reported on information pertaining to elementary athletics which was provided by Melody Northrop, Chair Elementary Athletics Council. The information indicated that about 95 per cent of elementary athletic programs are up and running. Two PIC members commented that all activities have not been reactivated at their schools at the present time.

Principals Jackie Kavanagh and Jane Seymour commented that many clubs at their school are back to normal, such as GLEE, Heritage Fair, rugby, choirs and basketball started up right away although some schedules for sports have gone by and have been replaced by other sports. It was noted that many schools are involved in track and field as part of the regular curriculum for the physical education program.

A member of the committee suggested a list of best practices on extra-curricular activities could be compiled to share with school councils.

The committee discussed the long term impact the labour dispute could have on extra-curricular activities and programs in schools and the importance of equity in providing extra-curricular activities to all schools in Simcoe County. The committee discussed and expressed their hope that co-curricular activities return in SCDSB for the 2013-14 school year.

Further information on Simcoe County athletics may be obtained by contacting Kelly Breedon-Elliott [kbreedonelliott@scdsb.on.ca](mailto:kbreedonelliott@scdsb.on.ca).

#### **5. Parent Involvement Funds Recommendation Team**

Principal Jackie Kavanagh reported on the kindergarten pilot project that has been designed to assist parents in supporting the learning of their children at home and school as they enter the school system. Principal Kavanagh presented a sample kindergarten toolkit and handed out a draft of the working document to go with the kit entitled: "*Make and Find Shapes.*"

Input as to the contents of the kit were obtained from Kathleen Corrigan, former Literacy K – 12 Itinerant Resource Teacher, Hanne Nielsen, Principal of Continuing and Adult Education, Stephanie Rowbotham from the Early Years Centre, Jennifer Johnson (parent and PIC member), Laura Black (parent and school council chair) and four kindergarten teachers.

Ten schools throughout Simcoe County were chosen to implement the kindergarten pilot project for the 2013 – 2014 school year. These pilot schools are: Johnson Street Public School, Steele Street Public School, Harriett Todd Public School, Regent Park Public School, Andrew Hunter Elementary School, Maple Grove Public School, Goodfellow Public School, Fred C. Cook Elementary School, Birchview Dunes Elementary School and Worsley Elementary School.

The committee questioned the criteria used to select the pilot schools. Principal Kavanagh and Superintendent Sloan explained that Superintendents of Education were asked to identify schools and communities in their regions that would benefit from increased parent engagement at the elementary level. Other factors included socio-economic status and EQAO scores as well as the assurance the selected schools would embrace this opportunity.

Principal Kavanagh addressed questions regarding sustainability of the kits and engaging volunteers and staff to get involved with this project. The committee discussed the possible use of the \$500 yearly PRO grant to replenish the kits or fundraising, the cost of each kit being approximately \$9.00.

Principal Kavanagh expressed Simcoe County principals' excitement about the kindergarten kits and explained that principals will manage the process at the school level with their parent volunteers and teachers. Principal Kavanagh and her team will be meeting with the pilot schools' principals and school councils to promote the project and provide advice on encouraging parent buy-in, commitment and involvement.

Presently, Principal Kavanagh is working with the budget department (to implement a spending plan) and the purchasing department (to source the best buyer for the contents of the kindergarten kits). Principal Kavanagh displayed a sample of the activity bag and the type of activities involved in the bag: scissors, crayons, buttons, fingerprint kit, stamp pads, all of which are easily replenished. A suggestion was made to provide summer kits for students to thank them for being part of the pilot project.

The committee made comments and suggestions regarding long term outcomes, the possibility of an evaluation form to follow up in year 2 or 3 of the project, online podcast that demonstrates how the kit can be used, train the trainer process, presentation at the 2014 Circle of Learning or October School Council System meeting, the relevance of making the take home kits "fun" and providing information to parents and schools.

Superintendent Sloan stated this project could be system-wide and sustainable and that the kindergarten kit could be an agenda item at the Principals' Regional meeting. Principals would be asked to share ideas on the project with their colleagues and to engage their school councils and parent community.

Principal Jane Seymour and the committee thanked Principal Kavanagh for her extensive research and work on the project to engage parents and making learning fun for students.

**MOTION**

Moved by Lisa Robertson  
Seconded by Elizabeth Bettencourt

That the Parent Involvement Committee recommend that the costs for the pilot project for kindergarten kits be capped at \$25,000 for the 2013 – 2014 school year.

CARRIED

**MOTION**

Moved by Elizabeth Bettencourt  
Seconded by Lisa Robertson

That the Parent Involvement Committee continue past 8:30 p.m.

CARRIED

**6. School Council Constitution Sub-Committee**

Deferred



7. **Paul Sloan Updates**

- a) Labour Relations  
Referred to in item #4.
- b) Update on Use of Volunteers Policy  
Deferred
- c) PIC Membership  
Deferred
- d) Statistics on Grade 1 French Immersion

Superintendent Bailey provided the committee with a framework on French programming in Simcoe County. Grade 1 Early French Immersion (Early FI), Extended French as a Second Language (EFSL) programming beginning in Grade 5. These French programs will be offered at ten designated school locations throughout Simcoe County for September 2013, pending enrolment.

Superintendent Bailey reported that 425 students will be starting French Immersion in September, all having equal access to transportation which will be provided to the students at community collection points at designated sites in Simcoe County.

Superintendent Bailey responded to questions and presented additional information on the EFSL and FI registration system, wait lists, portable use, supports to Learning Centre students (English only), staffing of schools English and French, Core French in grade 1, transportation costs, and the potential for additional French classes to be added in the future as the need dictates.

The committee thanked Superintendent Bailey for her informative presentation.

8. **PRO Regional Grant Application**

Alison LaMantia, Communications Manager, presented a Regional PRO Grant Proposal project outline for the Parent Involvement Committee's consideration. The project is entitled: *The highschool years: empowered parents, successful students*.

The purpose of the PRO proposal is to build parents' understanding of their child's high school including the many programs and courses available to their children and how to support their teen to be successful. The project would also support student success and the transition from elementary school to high school.

Manager LaMantia outlined the need to have parents involved through the high school years, and how parent involvement at the high school level differs from the elementary level. Parents' high expectations for their children have been shown to have a direct impact on student success at the secondary level.

Key elements of the proposal include a Handbook – guide to highschool, video version of the handbook and key contacts for secondary students.

Communications Manager LaMantia invited the committee to endorse the proposal.

**MOTION**

Moved by Lisa Robertson  
Seconded by Jennifer Johnson

That the Parent Involvement Committee support and endorse the Regional PRO Grant Proposal application entitled “The High School Years: Empowered Parents, Successful Student” proposal.

CARRIED

**MOTION**

Moved by Lisa Robertson  
Seconded by Jennifer Johnson

That the Parent Involvement Committee recommend the support for a PRO Grant application for a companion initiative, that is either separate or adjoined and supports the “High School Years: Empowered Parents, Successful Students” proposal and is not limited to speakers, training, conferences, or other resources.

CARRIED

**9. PIC Symposium Debrief**

Chair McCreadie thanked the committee and all those involved in making this year’s Circle of Learning a huge success and invited Vice-chair Marjorie Dowdell to debrief the committee with the results from the parent Evaluation Summary Sheets.

Vice-chair Marjorie Dowdell provided the committee with two handouts entitled: *2013 Circle of Learning Conference Evaluations and Circle of Learning Yearly Cost Comparison 2013*.

Vice-chair Dowdell reported that the monies spent were well under budget this year and that of the 171 participants registered, 130 people attended. Feedback was positive and the level of satisfaction was very good.

Childcare costs were reviewed and the possibility of the Simcoe County Museum providing a program for the younger children as well as the 6 – 12 year olds was discussed. The sub-committee will be sending out thank you cards to those involved the Circle of Learning.

Superintendent Sloan remarked that trustees from other boards attending a meeting at the Simcoe County Museum commented on the professional nature of the conference. Superintendent Sloan thanked the committee for their dedication to making this annual event a huge success and commented that advertising for the April 5, 2014 Circle of Learning has already begun.

**10. May 6, 2013 – System School Council Meeting Agenda**

Chair McCreadie discussed the topics of information to be presented at the May 6<sup>th</sup> 2013 System school Council meeting. The first hour would be a formal presentation and the remainder would be an informal Council “Coffee Chats” with topic tables for PRO Grants and Fundraising and Open Q&A.

Lisa Robertson provided the committee with a document entitled *Parent Engagement and Recruitment* and spoke on the core presentation, which will be sent to the committee by email for their input and final review.

**11. PIC Meeting Schedule 2013-2014**

Superintendent Sloan provided the committee with a proposed list of 2013-2014 meeting dates for the PIC committee and System School Council Members’ meetings.

The committee approved the draft document in order that rooms could be booked for the upcoming year. System School Council Members’ meetings will now start at 6:00 p.m. and end at 8:30 p.m.

Chair McCreadie will send an email to the committee with further details on next year’s meetings.

**12. Top 10 Toolkit for School Councils – Annual Update**

Deferred

**13. Additional Items - None**

**14. Adjournment**

Moved by Lisa Robertson  
Seconded by Tanya Nabuurs

That the meeting be adjourned at 8:45 p.m.

The next regular meeting will be held on Wednesday, May 22 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

June 19, 2013

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

FROM: Chairperson of SEAC  
Superintendent of Education

SUBJECT: **MINUTES OF THE SPECIAL EDUCATION ADVISORY COMMITTEE MEETING  
HELD MAY 13, 2013**

---

A. Call to Order  
(1) Roll Call

**PRESENT**

**SEAC Members:**

Joanne Brown, Susan Clough, Sue Downing, Mary Haire, James Hall,  
Laura LaChance, Kim Latour, Suzanne Ley (Trustee),  
Jodi Lloyd (Trustee), Sari Russell, Caroline Smith (Trustee).

**SEAC Alternates:** Kevin Berry.

**Staff:** Peter Gumbrell, Phyllis Hili, Hailey Mclean, Janis Medysky, Sally Potts,  
Shannon Thompson.

**REGRETS**

**SEAC Members:** Angie Bridekirk (Chairperson), Sarah Elliott, Joanne McCafferty.

**ABSENT**

**SEAC Members:** Margaret Homewood.

**Recording**

**Secretary:** Jennifer Henry.

Meeting called to order at 7:00 p.m.

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

Moved by Susan Clough  
Seconded by Caroline Smith

That Laura LaChance be nominated for election as Vice-Chairperson.

Laura indicated that she would stand.

There being no further nominations, Laura LaChance was acclaimed as Vice-Chairperson for the evening.

CARRIED

Laura assumed the role of Vice-Chairperson at this time.

(2) **Approval of Agenda**

Susan Clough requested Staff Member Reports/Updates (item 5) be moved to item 3 on the agenda on an ongoing basis, as these items are often not addressed until later in the evening when some SEAC members have to leave.

It was suggested that Staff Member Reports/Updates be moved to item 3 for the evening and that the Board By-Laws be consulted prior to moving them permanently. Chairperson Hall suggested that County Classes be moved to the first item under Staff Member Reports/Updates.

Moved by Kim Latour  
Seconded by Mary Haire

That the agenda be approved as amended.

CARRIED

(3) **Approval of Minutes**

Minutes of the Rescheduled Committee Meeting April 8, 2013

Susan Clough noted that she requested information pertaining to 2011-2012 surplus funds to be shared with the SEAC, and inquired where it is reflected in the minutes. It was confirmed that the request was reflected in the April 15<sup>th</sup> minutes and addressed at the April 17<sup>th</sup> Joint Budget meeting. There was also a request for any presentations that are being forwarded electronically to SEAC members to be forwarded in PDF format.

Moved by Suzanne Ley  
Seconded by Sari Russell

That the Minutes of the rescheduled meeting of the Special Education Advisory Committee held April 8, 2013 be approved as printed.

CARRIED

Minutes of the Regular Committee Meeting April 15, 2013

Moved by Laura LaChance  
Seconded by Joanne Brown

That the Minutes of the regular meeting of the Special Education Advisory Committee held April 15, 2013 be approved as printed.

CARRIED

It was noted that a copy of the Minutes of the Joint Business and Facilities Standing Committee and Special Education Advisory Committee meeting held April 17<sup>th</sup> was provided in SEAC members' folders for information.

**B. (1) Welcoming**

(a) Welcome and Introductions

Chairperson Hall welcomed guests, SEAC members, Trustee Beacock, Janis Medysky, Associate Director, Hailey McLean and Shannon Thompson, Central Program Consultants in Special Education. SEAC member regrets were shared.

(b) SCDSB Special Education Statement of Beliefs

Kim Latour read the Statement of Beliefs.

**(2) Presentations & Discussion**

(a) Deaf Access Simcoe Muskoka & Voice for Hearing Impaired Children

Sari Russell provided an overview of Deaf Access Simcoe Muskoka and presented information on deaf and hard-of-hearing students in the mainstream and the challenges and strategies that can be implemented. The presentation included information on the struggles that children with hearing aids and cochlear implants have in the mainstream setting and when these students can't hear at all. Sari sited background noise and visual clutter as the most significant challenges in the classroom and provided recommendations on how the listening environment could be improved with acoustical and visual modifications. Sari noted that the purpose of the presentation is to create an awareness regarding safety concerns, and to work together to talk about how buildings and facilities can be better equipped to accommodate students with hearing loss. She provided an overview of the safety concerns, and reported that significant improvements have been made in the last few years which is greatly appreciated by parents. Mary Haire, SEAC Member for Voice for Hearing Impaired Children added that changes made to better the listening environment benefit all students.

Sari indicated that she has a PowerPoint presentation that can be forwarded to interested SEAC members. Sari and Board staff addressed SEAC Members' questions and comments. Laura LaChance recommended that teachers with students who have hearing loss attend an in-service in September. Sari also expressed that when accessibility audits are conducted next year, it is hoped that the audits can include looking at what schools have visual alarms. Superintendent Hili responded to the recommendation regarding teacher in-services and spoke to the New Teacher Induction Program (NTIP) and planned professional development sessions for next year. She indicated that staff could consult with Facility Services regarding what is currently in place, and that staff would be happy to conduct a brainstorming session at a future SEAC meeting regarding some of the issues and challenges.

(b) Caring and Safe Schools in Ontario

Peter Gumbrell, Principal of Special Education provided a brief overview of the Ontario Ministry of Education document entitled *Caring and Safe Schools in Ontario*. This document is available on the Ministry of Education Website [http://www.edu.gov.on.ca/eng/general/elemsec/speced/Caring\\_Safe\\_School.pdf](http://www.edu.gov.on.ca/eng/general/elemsec/speced/Caring_Safe_School.pdf). The document provides a framework that system and school leaders can use to strengthen schools' ability to provide a caring and safe environment where responses to behavior issues are shaped by informed considerations of student needs and circumstances. Principal Gumbrell highlighted various sections, and reported that the document has been shared with the central special education team. He reported that positive feedback is being received from schools and that some schools are using the document in moving forward their two and three year plans. There have also been requests for the central consultants to present the document to principals at the Regional Meetings.

Principal Gumbrell addressed SEAC Members' questions and comments at this time. It was suggested that the *Caring and Safe Schools* document as well as Zones of Regulation would be good topics for the Circle of Learning Conference.

*Chairperson Hall called for a recess at this time.  
The meeting reconvened at 8:25 p.m.*

(c) Ziggurat Model

Hailey McLean, Central Program Consultant in Special Education presented information on the Ziggurat Model; a hierarchal framework for designing comprehensive interventions for individuals with autism spectrum disorders. Hailey provided the historical context of the Ziggurat Model and its use in the Simcoe County District School Board (SCDSB). The PowerPoint presentation included information on why the Ziggurat Model is used; the 'Dream Team' for comprehensive planning; when to complete a ziggurat; and the steps to designing a comprehensive intervention plan. The last step of the Ziggurat Model is the Comprehensive Autism Planning System (CAPS) for individuals with Asperger Syndrome, Autism and related disabilities. Hailey clarified that the CAPS can be done solely on its own. However, the Ziggurat Model cannot be done without completing the CAPS, which is translated into a comprehensive schedule for the student's day.

Hailey and Principal Gumbrell addressed SEAC members' questions and comments at this time. It was also confirmed that the Ziggurat is generally used when at an impasse and trying to determine next steps in programming. Concern was expressed that many parents do not know what a Ziggurat is and are not informed that the Ziggurat is something that they can ask for. Given that the Ziggurat is in its fourth year of use within the Board and that it is beneficial to students under the spectrum, it was requested that a survey be conducted of our schools to determine how many Ziggurats have been done and where Ziggurats can be utilized for students who haven't had it, and for a report to be brought back to a future SEAC meeting.

(d) Special Education Plan 2013-2014

There was a request that this item be deferred until next meeting so that more time could be devoted to it on the agenda.

Superintendent Hili briefly spoke to the Ministry memo that was received mid-April on instructions regarding Special Education Plans and Reporting Requirements on the Provision of Special Education Programs and Services. She referred SEAC members to the memo and checklist included in their folders, noting that the reporting timeline has been moved up to the end of July. Changes to the checklist were also noted.

Superintendent Hili clarified that the report that SEAC members received for their initial review is the same report that was filed last year. The only difference is the SEAC member contact page has been updated and that sections have been highlighted in yellow to show where changes/updates are required for the upcoming plan. Superintendent Hili reported that staff has begun to work on the changes. She indicated SEAC members would receive the tracked changes electronically in between meetings for comment and feedback, and that the next-to-final draft will be sent to SEAC members electronically before it is submitted to the Ministry. SEAC members were invited to forward any comments and recommendations throughout the process to the entire SEAC distribution list so that all members are aware of any suggestions coming forward.

Attention was drawn by a SEAC member to the section of the Ministry memo that speaks to consultation with SEAC when planning for the delivery of programs and services for students with special education needs through the development, implementation and monitoring of the Board Improvement Plans for Student Achievement. It was requested that there be some discussion on this topic at the next meeting.

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

(a) County Classes

In follow up to the information shared at the last SEAC meeting, Superintendent Hili reported that the Board is looking at reinstating one Social Skills class and opening an additional Secondary Autism Spectrum Disorders (ASD) Class.

Sally Potts, Principal of Special Education spoke to the Social Skills class, noting that it will be located at Fred. C. Cook Elementary School in Bradford. Geography and students new to the county were cited as the rationale. She reported that students from Bradford and Alcona are being transported to Barrie for social skills classes which is challenging for the students and their families. There are also some new students to the county who will be serviced by this class.



Principal Gumbrell reported that a third secondary ASD class will be opening. The location for the class will be Innisdale Secondary School. He reported that there has been a great deal of discussion with the Facility Services Department and parents of the students who will be transitioning to high school from grade 8. There are also students coming into the county, not currently in school, but in group homes who have requested an ASD class.

Principals Gumbrell and Potts addressed SEAC members' questions. There was an inquiry as to whether or not the Board has ever looked at ASD classes tied to adult learning, as this seems to be a topic that keeps coming up in our society. Principal Gumbrell spoke to some visioning that a group home owner has of opening a centre that would meet the needs of some older students as they are transitioning and would also meet their post-secondary needs. Principal Gumbrell noted that it is an interesting and viable vision.

There was also discussion regarding the cap on class sizes for the ASD classes and whether the class size cap needs to be amended in the Special Education Plan. It was noted that the Board may not yet be in a position to amend the class size cap at this time. It was confirmed that the Education Act sets a maximum ASD class size of six (6).

Principal Gumbrell also addressed a question around whether there has been a change regarding elementary academic level achievement and secondary placements. He confirmed that there has not been a change. He spoke to the process that takes place each year where schools are asked to submit student profiles and IPRC meetings are scheduled. Placements are looked at on a student by student basis in consultation with staff and parents.

*Susan Cough left the meeting at this time*

- (b) Working Group Report – APM 1435 – Management Process for Student Behaviours Causing a Risk-of-Injury (Under Review)

Principal Gumbrell reported that the first working group meeting was held this evening prior to the SEAC Meeting. The working group is reviewing the document page-by-page with recommendations being noted.

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

Superintendent Hili reported that as a comprehensive report was provided at the last SEAC meeting, there are no further updates at this time.

Trustee Ley spoke to the eights (8) next steps/recommendations that were presented in the consultation report last June and the need to be transparent. The amount of time and resources staff has put into working on the next steps/recommendations was recognized. She noted there have been updates pertaining to the next steps/recommendations, but not a specific report addressing each of the next steps. Staff will bring forth a report to both the Program Standing Committee and SEAC in the fall.

(d) SEA Update

Principal Potts reported all claims for laptops have been filled to date, and that approximately 680 laptops have gone out this year. There was an inquiry in follow-up to last month's discussion regarding student usage, and whether staff would be following up and reporting back. Superintendent Hili confirmed that staff will report back, and that there are plans to develop a parent survey next year.

(e) Professional Development

Principal Potts provided an update on the professional development held in April for grade 3 and 6 teachers and Special Education Resource Teachers (SERTS) regarding the gap analysis for students with IEPs writing EQAO compared to the general population. She also reported on the Mental Health workshops that have been held and the professional development for Full Day Kindergarten staff on helping children who are unable to, or have difficulty accessing the curriculum. SEAC members' questions were addressed regarding the Mandatory PA Day training for Elementary Educational Assistants (EAs) and the status of tracking the professional development to ensure that it aligns with the students they are supporting. Associate Director Medysky spoke to a performance appraisal process for EAs and the creation of a work plan. There was also an inquiry regarding any upcoming professional development that may be planned for interpreters for deaf students.

A trustee noted that the provincial police issued information today regarding cyber-bullying and inquired if that information could be shared with principals and possibly posted on the board website. Superintendent Hili reported that she would forward the request to Superintendent Murphy who has the Safe Schools Portfolio.

(4) SEAC Member Reports

Kevin Berry reported on a summer A.T. Camp being offered by Autism Ontario – Simcoe County Chapter in partnership with LearnStyle. A brochure was circulated.

Laura LaChance reported that she is involved in a variety of other committees to do with education around the province, and that she has been invited to attend a small working group session at the Ministry on June 3<sup>rd</sup> regarding the role of Special Education Advisory Committees.

(5) Board Reports

(a) Regular Board Meeting of April 24, 2013

Trustee Smith provided a brief overview of the report for the regular Board meeting held on April 24, 2013.

(b) Status of Recommendations to the Board - Nil

**(6) Committee Reports/Updates**

The Next meeting of the Working Group regarding – APM 1435 – Management Process for Student Behaviours Causing a Risk-of-Injury (Under Review) will be held on June 3<sup>rd</sup> at 5:00 p.m.

**C. INFORMATION**

**(1) Correspondence**

Chairperson Hall reported on the SEAC Chairperson Correspondence received and noted that electronic copies could be forwarded to interested SEAC members.

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

The Special Education Plan will be coming forward next month. Superintendent Hili also noted that Chairperson Bridekirk has arranged for a Ministry presentation for the June 3<sup>rd</sup> meeting that will be delivered via teleconference. There was also a request for SEAC members to bring copies of any of their agency/associations summer programs to circulate.

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

Please notify Jennifer Henry of any changes to contact information.

**D. FUTURE BUSINESS AND ADJOURNMENT**

Moved by Suzanne Ley  
Seconded by Mary Haire

That the meeting be adjourned at 9:43 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

June 19, 2013

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

FROM: Human Resources Standing Committee

SUBJECT: **REPORT OF THE PUBLIC SESSION OF THE HUMAN RESOURCES  
STANDING COMMITTEE MEETING HELD  
WEDNESDAY, JUNE 12, 2013**

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The Human Resources Standing Committee met in Public Session on Wednesday, June 12, 2013, at the Education Centre.

**PRESENT:**

**Committee Members**

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

**Student Trustees**

Christina Robertson, Cheryne Winstanley-Hayes.

**Administration**

Kathy Bailey, Phyllis Hili, Brian Jeffs, Janis Medysky, Paula Murphy, Anita Simpson, Kathryn Wallace.

**REGRETS:**

**Committee Members**

Donna Armstrong, Nicole Black, Amanda Monague.

**Student Trustees**

Brock Edwards.

**ABSENT:**

**Committee Members**

Suzanne Ley.

**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 Robert North  
Seconded by Jodi Lloyd

That the Human Resources Standing Committee move into closed session.

CARRIED

The Human Resources Standing Committee reconvened in public session at 6:25 p.m.

**Items for Decision** - Nil

**Items for Information** - Nil

**Correspondence** - Nil

**Other Matters** - Nil

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

**MOTION**

Moved by Peter Beacock  
Seconded by Caroline Smith

That the meeting be adjourned at 6:25 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

June 19, 2013