

SIMCOE COUNTY DISTRICT SCHOOL BOARD

REGULAR BOARD MEETING - WEDNESDAY, NOVEMBER 27, 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 October 23, 2013
 - (b) Minutes of the Education Development Charges By-law Public Meeting held October 29, 2013
 - (c) Minutes of the Special Public Session of the Board held November 13, 2013
 - (4) Declaration of Conflicts of Interest

CLOSED SESSION

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

PUBLIC SESSION

- C.**
- (1) Report from Student Trustees
 - (2) Trustee Tributes

Fieldcrest Elementary School Re: Winner of Multiculturalism Through Education Award
 - (3) Delegations
 1. Jessica Farrall Re: The Importance of Creating Stability in the French Immersion Program
 2. Gail Woodward Re: French Immersion Program
 3. Cerry Hansen Re: Changes to Feeder Schools for the French Immersion Program

D. RECOMMENDATIONS FOR ACTION

- (1) Report from the Closed Session of the Board in Committee of the Whole
- (2) Matters Arising from Previous Meeting:
Motion(s) for which notice was given at previous Board Meeting - Nil
- (3) Notice of Time Sensitive Motions from Statutory Committees - Nil

- (4) Committee Minutes/Reports - Items for Decision
 - (a) Report of the Business and Facilities Standing Committee Meeting held November 6, 2013
 - (b) Report of the Human Resources Standing Committee Meeting held November 13, 2013
 - (c) Report of the Program Standing Committee Meeting held November 13, 2013
 - (d) Report of the Committee of the Whole held November 20, 2013

- (5) Staff Reports – Items for Decision
 - (a) Accommodation Review Committee (ARC) Membership: ARC 2013:01 – Midland Secondary School/Penetanguishene Secondary School
 - (b) Director of Education Performance Review Policy and Procedure
 - (c) Accommodation Review Committee Membership: Midland Secondary School/Penetanguishene Secondary School (Beausoleil First Nation Band)

- (6) Committee Minutes/Reports - Items for Information
 - (a) Special Education Advisory Committee Meeting held September 23, 2013
 - (b) Parent Involvement Committee Meeting held September 24, 2013
 - (c) Parent Involvement Committee Meeting held October 15, 2013
 - (d) Special Education Advisory Committee Meeting held October 21, 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
Letter to Mayor Lehman Re: Status of Partnership Opportunities and Next Steps for Barrie Central Collegiate Institute

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

Organizational Board Meeting – December 2, 2013 at 7:30 p.m. – Roy Edwards Room
Business and Facilities Standing Committee Meeting – December 4, 2013 at 6:00 p.m. - Georgian Room
Human Resources Standing Committee Meeting – December 11, 2013 at 6:00 p.m. – Georgian Room
Program Standing Committee Meeting – December 11, 2013 at 7:00 p.m. – Georgian Room
Special Education Advisory Committee Meeting – December 16, 2013 at 7:00 p.m. – Georgian Room
Regular Meeting of the Board – December 18, 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, NOVEMBER 27, 2013

REPORT	FYI	Decision Req.	MOTION
			Call Meeting to order. Roll Call
		√	That the agenda be approved as printed.
A-3-a Board Minutes October 23, 2013		√	That the Minutes of the Regular Board Meeting held Wednesday, October 23, 2013 be approved as printed.
A-3-b EDC Minutes October 29, 2013		√	That the Minutes of the Education Development Charges By-law Public Meeting held Monday, October 29, 2013 be approved as printed.
A-3-c Special Meeting Minutes - November 13, 2013		√	That the Minutes of the Special Meeting of the Board held Wednesday, November 13, 2013 be approved as printed.
			Declaration of Conflicts of Interest
MOTION		√	That we go into Closed Session of the Committee of the Whole
PUBLIC SESSION			
C-1			Report from Student Trustees
C-2 Trustee Tributes			Fieldcrest Elementary School Re: Winner of Multiculturalism Through Education Award
C-3 Presentations/ Delegations			<ol style="list-style-type: none"> 1. Jessica Farrall Re: The Importance of Creating Stability in the French Immersion Program 2. Gail Woodward Re: French Immersion Program 3. Cerry Hansen Re: Changes to Feeder Schools for the French Immersion Program
D-1		√	Report from the Closed Session of the Board in Committee of the Whole

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

<p>D-4-a Business & Facilities November 6, 2013</p>		<p>√ (1) That the Board approve that the Attendance area Review including Holly Meadows E.S. and Ferndale Woods E.S. be concluded with no changes to existing attendance areas, as set out in Report No. BF-D-1, Attendance Area Review: Holly Meadows/Ferndale Woods Elementary Schools, dated November 6, 2013.</p>
		<p>√ (2) That the Board approve the addition of Forest Hill P.S. and Minesing Central P.S., as of December 1, 2013, to the schools closed to out of area students, as set out in Report No. BF-D-2, Schools Closed to Out of Attendance Area Requests, dated November 6, 2013.</p>
		<p>√ (3) That the Board approve the Joint Use Agreement with the Town of Penetanguishene, as set out in Report No. BF-D-3, Joint Use Agreement – Town of Penetanguishene, dated November 6, 2013.</p>
		<p>√ (4) That the Board approve that the intake of Grade 1 FI at Warnica Public School be capped at three classes in September 2014, as set out in Report No. BF-D-4, Accommodation Pressures at French Immersion and Extended French as a Second Language Elementary School Sites, dated November 6, 2013.</p>
		<p>√ (5) That the Board approve the transfer of the FI program from Admiral Collingwood Elementary School to Cameron Street Public School in September 2014, as set out in Report No. BF-D-4, Accommodation Pressures at French Immersion and Extended French as a Second Language Elementary School Sites, dated November 6, 2013.</p>
		<p>√ (6) That the Board approve that it establish an FI program at Worsley Public School in September 2014, as set out in Report No., BF-D-4, Accommodation Pressures at French Immersion and Extended French as a Second Language Elementary School Sites, dated November 6, 2013.</p>
		<p>√ (7) That the Board approve that it establish an FI program at Innisfil Central Public School in September 2014, as set out in Report No. BF-D-4, Accommodation Pressures at French Immersion and Extended French as a Second Language Elementary School Sites, dated November 6, 2013.</p>
		<p>√ (8) That the Board approve that it establish an FI program at Oakley Park Public School in September 2014, as set out in Report No. BF-D-4, Accommodation Pressures at French Immersion and Extended French as a Second Language Elementary School Sites, dated November 6, 2013.</p>
		<p>√ (9) That the Board approve that the intake of Grade 1 FI at Forest Hill Elementary School be capped at two classes in September 2014, as set out in Report No. BF-D-4, Accommodation Pressures at French Immersion and Extended French as a Second Language Elementary School Sites, dated November 6, 2013.</p>

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

<p>D-4-a Business & Facilities November 6, 2013 (cont'd)</p>		<p>√</p>	<p>(10) That the Board approve the proposed Designated School Sites and Feeder Schools 2014-2015 for September 2014, as set out in APPENDIX C of Report No. BF-D-4, Accommodation Pressures at French Immersion and Extended French as a Second Language Elementary School Sites, dated November 6, 2013.</p>
<p>D-4-b Human Resources – November 13, 2013</p>		<p>√</p>	<p>That the Board approve the revisions to Policy No. 3045, Workplace Violence, as set out in APPENDIX C of Report No. HR-D-1, Revisions to Policy No. 3045, Workplace Violence, dated November 13, 2013.</p>
<p>D-4-c Program Standing November 13, 2013</p>		<p>√ √ √ √</p>	<p>(1) That the Board approve the revisions to Policy No. 4240, Safe and Caring School Cultures, as set out in APPENDIX C of Report No. PRO-D-1, Revisions to Policy No. 4240, Safe and Caring School Cultures, dated November 13, 2013. (2) That the Board approve the revisions to Policy No. 4250, Student Discipline, as set out in APPENDIX C of Report No. PRO-D-2, Revisions to Policy No. 4250, Progressive Discipline and Promoting Positive Student Behaviour, dated November 13, 2013. (3) That the Board approve the revisions to Policy No. 4255, Bullying Prevention and Intervention, as set out in APPENDIX C of Report No. PRO-D-3, Revisions to Policy No. 4255, Bullying Prevention and Intervention, dated November 13, 2013. (4) That the Board approve the Simcoe County District School Board Special Education Advisory Committee Terms of Reference, as set out in APPENDIX A of Report No. PRO-D-4, Special Education Advisory Committee (SEAC) Terms of Reference, dated November 13, 2013.</p>
<p>D-4-d Committee of the Whole - November 20, 2013</p>		<p>√</p>	<p>That the Board approve the revisions to Policy No. 2190, Director of Education Job Description, as amended, as set out in APPENDIX B of Report No. B-1-a, Director of Education Performance Review Policy and Procedure and Revised Policy No. 2190, Director of Education Job Description, dated November 20, 2013.</p>
<p>D-5-a Accommodation Review Committee (ARC) Membership: ARC 2013:01 – Midland Secondary School/ Penetanguishene Secondary School</p>		<p>√</p>	<p>That the Board approve the ARC membership, as set out in APPENDIX A of Report No. D-5-a, Accommodation Review Committee (ARC) Membership: ARC 2013:01 – Midland Secondary School/Penetanguishene Secondary School, dated November 27, 2013.</p>
<p>D-5-b Director of Education Performance Review Policy and Procedure</p>		<p>√</p>	<p>That the Board approve the adoption of a Director of Education Performance Review Policy and Procedure, as set out in APPENDIX B of Report No. D-5-b, Director of Education Performance Review Policy and Procedure, dated November 27, 2013.</p>

SIMCOE COUNTY DISTRICT SCHOOL BOARD
 RECOMMENDED ACTION - 4
 NOVEMBER 27, 2013

D-5-c Accommodation Review Committee Membership: Midland Secondary School/ Penetanguishene Secondary School (Beausoleil First Nation Band)		√	That the Board approve that Sylvia Norton-Sutherland of the Beausoleil First Nation Band be a voting member of the Midland Secondary School and Penetanguishene Secondary School ARC, as set out in Report D-5-c, Accommodation Review Committee Membership: Midland Secondary School/Penetanguishene Secondary School (Beausoleil First Nation Band), dated November 27, 2013.
D-6-a SEAC – September 23, 2013	√		
D-6-b PIC – September 24, 2013	√		
D-6-c PIC – October 15, 2013	√		
D-6-d SEAC – October 21, 2013	√		
E-1 Reports from Liaison Members			
E-2 Notices of Motion for Next Meeting			
E-3 Questions and Proposals from Trustees			
E-4 Professional Development Seminars Attendance			
E-5 Reports/Update from Staff			
E-6 Correspondence			Letter to Mayor Jeff Lehman Re: Status of Partnership Opportunities and Next Steps for Barrie Central Collegiate
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 OCTOBER 23, 2013**

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

A. (1) Roll Call

PRESENT:

Trustees

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

ELECTRONIC

Participation:

Debra Edwards, Amanda Monague.

REGRETS:

Trustees

Nicole Black.

PRESENT:

Student Trustees

Brandon Amyot, Patrick Whitten.

REGRETS:

Student Trustee

Cheryne Winstanley-Hayes.

Recording Secretary

Lena Robyn.

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

(2) Approval of Agenda

Moved by Krista Mayne

Seconded by Michele Locke

That the Agenda be approved as printed

CARRIED

(3) Approval of Minutes

Minutes of the Regular Meeting of the Board held September 25, 2013 (A-3-a)

Moved by Krista Mayne

Seconded by Caroline Smith

That the Minutes of the Regular Meeting of the Board held Wednesday, September 25, 2013 be approved as printed.

CARRIED

Minutes of the Education Development Charges Meeting held September 30, 2013 (A-3-b)

Moved by Peter Beacock
Seconded by Krista Mayne

That the Minutes of the Educational Development Charges Policy Review Committee Public Meeting held Monday, September 30, 2013 be approved as printed.

CARRIED

Minutes of the Education Development Charges Meeting held September 30, 2013 (A-3-c)

Moved by Peter Beacock
Seconded by Donna Armstrong

That the Minutes of the Educational Development Charges Successor By-law Committee Public Meeting held Monday, September 30, 2013 be approved as printed.

CARRIED

Minutes of the Special Meeting of the Board held October 2, 2013 (A-3-d)

Moved by Peter Beacock
Seconded by Christine Williams

That the Minutes of the Special Meeting of the Board held Wednesday, October 2, 2013 be approved as printed.

CARRIED

(4) Declaration of Conflicts of Interest - Nil

B. Committee of the Whole

Moved by Michele Locke
Seconded by Krista Mayne

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

CARRIED

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

C. (1) Report from the Student Trustees

Student trustees Brandon Amyot and Patrick Whitten shared the following update:

On October 8th students attended the Allies in Action conference at the OELC in Orillia. Students from elementary and secondary students worked together to build their awareness of homophobia in schools, and develop strategies to build equity and ensure all students feel welcome and included in our schools.

Student Trustee Whitten attended the From Great to Excellent consultation hosted by the Ministry of Education on Friday, October 18th on the development of the next phase of Ontario's Education Strategy.

At the Student Senate meeting, the group heard from the Simcoe County District School Board's new Mental Health Lead Danielle Mink. There was an opportunity to brainstorm and provide feedback to Danielle on ways to support student mental health. The Student Senate also took the time to respond to the Ministry of Education's From Great to Excellent consultation questions.

(2) **Trustee Tributes**

Shannon Thompson, Central Program Consultant in Special Education

Chairperson North presented a Trustee Tribute to Shannon Thompson, Central Program Consultant in the Special Education Department.

Shannon is being recognized for her work as a member of the Best Start Early Intervention Council, part of the Child, Youth and Family Services Coalition of Simcoe County. Shannon has been part of a unique project designed to support the transition of children with special education needs from the early intervention system to school. Last school year, Shannon was seconded to collaborate with a team comprised of various agency personnel including Speech and Language Pathologists, Physiotherapists, Occupational Therapists and Early Intervention Workers, all with the goal of creating a more seamless transition process for students starting school.

(3) **Delegations/Presentations** - 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 October 23, 2013:

(1,2)

Moved by Donna Armstrong
Seconded by Peter Beacock

(1)

#BP-2013-10-23-107

That the Board approve the School/System Administrator Eligibility Lists, as set out in Report No. CL-HR-D-1 School/System Administrator Eligibility Lists – September 2013, dated October 9, 2013.

(2)

#BP-2013-10-23-108

That the Board approve the school administrator appointments, as set out in Report No. CL-B-2-a, School Administrator Appointments, dated October 23, 2013.

CARRIED

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

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

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

(4) Committee Minutes/Reports – Items for Decision

Report of the Business and Facilities Committee Meeting held
October 2, 2013 (D-4-a)

(1,2,3)

Moved by Michele Locke

Seconded by Christine Williams

(1)

#BF-2013-10-02-109

That the Board approve the signing authority for bank transactions for school generated funds, as set out in Report No. BF-D-1, Banking Resolution for School Bank Accounts, dated October 2, 2013.

(2)

#BF-2013-10-02-110

That the Board appoint Trustee Jodi Lloyd to serve as the designated voting member for the November 28, 2013, SCSTC AGM as set out in APPENDIX A of Report No. BF-D-2, Simcoe County Student Transportation Consortium Annual General Meeting (AGM) Designated Voting Member and Alternate Voting Member, dated October 2, 2013.

(3)

#BF-2013-10-02-111

That the Board appoint Trustee Suzanne Ley to serve as the designated alternate voting member for the November 28, 2013, SCSTC AGM as set out in APPENDIX A of Report No. BF-D-2, Simcoe County Student Transportation Consortium Annual General Meeting (AGM) Designated Voting Member and Alternate Voting Member, dated October 2, 2013.

CARRIED

Report of the Program Standing Committee Meeting held October 9, 2013 (D-4-b)

Discussion ensued regarding the process and timeline for the implementation of the advanced placement program. This topic will be further discussed at a future Program Standing Committee meeting.

Moved by Michele Locke

Seconded by Krista Mayne

#PRO-2013-10-09-112

That the Board approve the revisions to Policy No. 4311, Parent Involvement Committee, as set out in APPENDIX C of Report No. PRO-D-1, Revisions to Policy No. 4311, Parent Involvement Committee, dated October 9, 2013.

CARRIED

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

Accommodation Review Committee (ARC) Membership: ARC 2013:01 – Midland Secondary School/Penetanguishene Secondary School (D-5-a)

John Dance, Superintendent of Facility Services provided an overview of the report and responded to questions from trustees. The Board approved the establishment of an Accommodation Review Committee for Midland Secondary School and Penetanguishene Secondary School on January 23, 2013. Requests for parent/guardian and student ARC members were issued through a news release and posted on the Board's website on September 6, 2013. Recruitment is continuing in order to fill membership to as large a degree as possible. A discussion surrounding the need to represent the students of Beausoleil occurred.

Moved by Debra Edwards
Seconded by Michele Locke

#BP-2013-10-23-113

That the Board approve the ARC membership, including Trustee Amanda Monague as a non-voting member, as set out in APPENDIX A of Report No. D-5-a, Accommodation Review Committee Membership: ARC 2013:01– Midland Secondary School/Penetanguishene Secondary School, dated October 23, 2013.

CARRIED

2013 Capital Priority Project List (D-5-b)

Superintendent Dance provided a brief overview of the report and responded to questions from trustees. The 2013 Capital Plan will be submitted to the Board for its consideration in January 2014 and will reflect the removal of the Innisfil Central Public School and Nottawasaga Creemore Public School capital projects and the addition of a new Alcona South Pubic School capital project.

(1)
Moved by Caroline Smith
Seconded by Christine Williams

#BP-2013-10-23-114

That the Board approve the removal of the Nottawasaga Creemore Public School capital project from the 2013 Capital Plan capital project list, as set out in Report No. D-5-b, 2013 Capital priority Project List, dated October 23, 2013.

CARRIED

(2)
Moved by Krista Mayne
Seconded by Donna Armstrong

#BP-2013-10-23-115

That the Board approve the removal of the Innisfil Central Public School capital project from the 2012 Capital Plan capital project list, as set out in Report No. D-5-b, 2013 Capital priority Project List, dated October 23, 2013.

CARRIED

- (3)
Moved by Donna Armstrong
Seconded by Peter Beacock

#BP-2013-10-23-116

That the Board approve that a new Alcona South Public School capital priority be included in the 2012 Capital Plan capital project list, as set out in Report No. D-5-b, 2013 Capital Priority Project List, dated October 23, 2013.

CARRIED

The Board recessed at this time.

Trustees Locke and Smith left the meeting at this time.

(6) Committee Minutes/Reports – Items for Information

Report of the Parent Involvement Committee Meeting held June 12, 2013 (D-6-a)

This report was provided as information.

Report of the Special Education advisory Committee Meeting held
June 17, 2013 (D-6-b)

This report was provided as information.

Report of the Human Resources Standing Committee Meeting held
October 9, 2013 (D-6-c)

This report was provided as information.

(7) Staff Reports – Items for Information

Education Development Charges – Policy Recommendations (D-7-a)

This report was provided as information.

E. OTHER MATTERS

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

Vice-Chair Beacock shared that he attended the Ministry of Education From Great to Excellent consultation on October 18th. Vice-Chair Beacock also mentioned the Years of Service event that took place on October 22nd to recognize employees with 25, 30 and 35 years of service to the Simcoe County District School Board.

The Elmvale Fall Fair took place on October 11th, which was a PA Day. Vice-Chair Beacock acknowledged Superintendent Stuart Finlayson who worked with schools to encourage participation in the fair. Vice-Chair Beacock expressed a desire for consideration to be given to events such as municipal fall fairs when PA Days are scheduled in the future.

Trustee Ley congratulated Maple Grove for hosting a successful 50th anniversary and reunion celebration on October 19th.

(4) Professional Development Seminars Attendance

Vice-chair Beacock declared his intention to attend the OPSBA Public Education Symposium in January.

Student Trustee Amyot declared his intention to attend the OSTA/AECO Fall General Meeting in November.

(5) Reports/Update from Staff – Nil

(6) Correspondence

Letter from Mayor Jeff Lehman Re: Status of Partnership Opportunities and Next Steps for Barrie Central Collegiate

Trustees discussed the letter from Mayor Lehman. Chairperson North will respond to the Mayor in writing.

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

Business and Facilities Standing Committee Meeting – November 4, 2013 at 6:00 p.m. - Georgian Room

Special Board Meeting – November 13, 2013 at 6:00 p.m. – Georgian Room

Human Resources Standing Committee Meeting – November 13, 2013 at 7:00 p.m. – Georgian Room

Program Standing Committee Meeting – November 13, 2013 at 8:00 p.m. – Georgian Room

Special Education Advisory Committee Meeting – November 18, 2013 at 7:00 p.m. – Georgian Room

Parent Involvement Committee Meeting – November 19, 2013 at 6:00 p.m. – Georgian Room

Committee of the Whole Board – November 20, 2013 at 6:00 p.m. – Georgian Room

Regular Meeting of the Board – November 27, 2013 at 6:00 p.m., followed immediately by the Committee of the Whole in Closed Session (Georgian Room), Public Session will resume at 7:30 p.m. (Roy Edwards Room)

MOTION TO ADJOURN

Moved by Suzanne Ley

Seconded by Christine Williams

That the meeting be adjourned at 9:35 p.m.

CARRIED

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

FROM: Superintendent of Facility Services

SUBJECT: **REPORT OF THE EDUCATION DEVELOPMENT CHARGES
(EDC) BY-LAW PUBLIC MEETING HELD OCTOBER 29, 2013**

A public meeting/special board meeting on the Education Development Charges (EDC) By-law was held on October 29, 2013 at the Simcoe Muskoka Catholic District School Board. This meeting was held jointly between the Simcoe County District School Board (SCDSB) and the Simcoe Muskoka Catholic District School Board (SMCDSB).

In the absence of Chairperson Robert North, Peter Beacock, Vice-Chairperson assumed the position of Chairperson of the Board for the evening.

1. Introduction and Welcome

Brian Beal, Director of Education (SMCDSB) welcomed members from both boards and all other attendees to the meeting. Clayton Ferguson, Chairperson (SMCDSB) welcomed everyone and introduced SMCDSB trustees and senior staff in attendance.

Kathryn Wallace, Director of Education (SCDSB) welcomed everyone to the meeting and on behalf of SCDSB thanked Director Beal for hosting the meeting at the Simcoe Muskoka Catholic District School Board. Peter Beacock, Chairperson (SCDSB) introduced SCDSB trustees and senior administration.

2. Call to Order and Agenda Approval

PRESENT:

Committee Members Donna Armstrong, Peter Beacock (fulfilling the role of Chairperson), Suzanne Ley (fulfilling the role of Vice Chairperson), Jodi Lloyd, Krista Mayne, Amanda Monague, Caroline Smith.

Administration John Dance, Brian Jeffs, Kathryn Wallace.

Student Trustees Brandon Amyot, Patrick Whitten.

Staff David Few, Andrew Keuken, Holly Spacek.

REGRETS:

Committee Members Nicole Black, Debra Edwards, Michele Locke, Robert North.

ABSENT:

Committee Members Christine Williams.

Student Trustees Cheryne Winstanley-Hayes.

Recording Secretary Lorraine Ryder.

Election of Vice-Chairperson

Chairperson Beacock called for nominations for the position of Vice-Chairperson of the Board for the evening.

Moved by Caroline Smith
Seconded by Krista Mayne

That Trustee Suzanne Ley be nominated for election as Vice-Chairperson of the Board for the evening.

Trustee Ley indicated that she would stand.

Chairperson Beacock called for further nominations for the position of Vice-Chairperson of the Board.

There being no further nominations, Trustee Ley was acclaimed as Vice-Chairperson of the Board for the evening.

CARRIED

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

Chairperson Beacock called the meeting to order at 7:15 p.m.

MOTION

Moved by Donna Armstrong
Seconded by Jodi Lloyd

That the agenda be approved as printed.

CARRIED

Declaration of Conflicts of Interest – Nil

MOTION

Moved by Donna Armstrong
Seconded by Krista Mayne

That the Board's Procedural By-laws regarding the normal requirements for delegations be suspended.

CARRIED

3. Opening Remarks

Chairperson Ferguson stated that both boards are proposing to enact an Education Development Charges By-Law.

Chairperson Ferguson indicated that this was a public meeting prescribed under the Education Act in connection with the consideration of Education Development Charges By-laws. At this meeting, the Boards were considering new EDC by-laws that would apply to all, or portions of, Simcoe County. The initial statutory public meetings required under the Education Act were both held on September 30, 2013.

Chairperson Ferguson commented that the primary purpose of any board in implementing education development charges is to provide a source of funding for new school sites. These are not funded by a per pupil grant under the Province's "Student-Focussed Funding Model".

EDCs may be set at any level provided that the procedures set out in the Regulation and required by the Ministry are followed and only growth-related net education land costs are recovered. Chairperson Ferguson stated that no more than 40% of the applicable costs are financed via non-residential development.

Chairperson Ferguson noted that the EDC calculation is based on new pupils generated by housing units within the bylaw area, for which building permits will be issued over the fifteen year period and for which additional school accommodation is required.

Chairperson Beacock stated that the co-terminous boards have worked in close co-operation in developing the proposed education development charges for each board. The boards co-operated closely in working through the background analysis reflecting growth projections, pupil enrolment forecasts, determination of growth-related pupil place requirements, site costing, and in completing their respective EDC forms, through continuing discussions.

Chairperson Beacock commented that like the Catholic board, the public board is seeking input from the public and will give consideration to the submissions prior to the passage of a new Education Development Charges By-Law and that both boards will likely be giving final consideration to the passage of EDC By-Laws this evening unless there is good reason to delay further.

Chairperson Ferguson commented that the agenda had been provided to everyone and that the consultant would provide an overview of the process leading to the proposed charges. Staff would present their reports and recommendations and the boards' lawyers would explain the text of the by-laws, which can be found in the Background Studies. Members of the public would then be invited to address the boards after which the meeting would turn to the consideration of motions by each board.

4. Information/Presentation

Chairperson Ferguson introduced Jack Ammendolia of Watson & Associates, the Boards' economic consultant to provide an overview of the process leading to the proposed charges.

Mr. Ammendolia reviewed the key elements of EDCs, the necessary requirements to be met by boards, revisions to the background study, the original proposed charge, and the new proposed charge. Mr. Ammendolia indicated that an addendum to the background study was sent to the Ministry of Education as a result of the revisions to the background study and proposed charge.

Mr. Ammendolia responded to questions from trustees at this time.

5. Staff Presentations

Chairperson Beacock invited John Dance, Superintendent of Facility Services to present the highlights of Report No. D-7-a, Education Development Charges – Policy Recommendations, dated October 23, 2013. Superintendent Dance indicated that the Board received the report for information that provided trustees a prelude to the board's consideration of a successor EDC by-law.

Superintendent Dance commented that the Board initiated the process of developing and eventually approving a successor EDC By-law on May 1, 2013. The board further confirmed on June 5, 2013 that there have been no alternative accommodation arrangements and that there was no operating budget surplus for the purchase of new sites and site preparation.

Staff recommended the status quo with policies that currently are used in the 2008 EDC By-law. Each policy was supported by Legislative Provisions, Current Provisions and a staff recommendation on the following:

- (a) Jurisdiction-Wide Charge
- (b) Recovery of Net Education Land Costs
- (c) Percentage of Net Education Land Costs to be Borne by Non-Residential Development
- (d) Non-Statutory Residential Exemptions
- (e) Non-Statutory Non-Residential Exemptions
- (f) Demolition and Conversion Credits
- (g) By-law Term
- (h) Alternative Accommodation Arrangements
- (i) Application of Operating Savings
- (j) Consideration of a Credit System

Superintendent Dance informed attendees that no input was received from the general public or municipalities. Correspondence was received from the Building Industry and Land Development Association (BILD) that asked a number of questions regarding calculation of the proposed charge. A response was provided together with new schedules based on recalculated site preparation costs. Trustees were provided with a package, and a covering letter that set out the change in the proposed charge. Superintendent Dance indicated that since receipt of the board report, BILD has requested more detailed information which will be provided. Also, correspondence was received from Titan Homes that raised concerns about the increase in the charge. The response to BILD was forwarded to Titan Homes to explain the increase in the charge.

Superintendent Dance stated that both boards undertook an extensive communication plan with the public, municipalities, consultants, solicitors and building/construction associations that included two stakeholder meetings, posting on the board website, issued in news releases, advertised in national and local newspapers throughout the County, faxed and emailed to local municipalities and the development community. There have been three public meetings, including tonight, to receive public input.

Superintendent Dance indicated that the Minister of Education is required to approve the board's estimates of the projected total of new elementary and secondary pupils, and the number of elementary and secondary school sites to determine the net education land cost. The background study has been submitted to the Ministry and is being reviewed, with the updated schedules.

Superintendent Dance stated that this report has examined the various issues relating to the policy decisions contained in the board's EDC Background Study. Input was considered as staff formulated recommendations with respect to these policies

6. Draft By-laws

Chairperson Beacock invited Brad Teichman, legal counsel for the SCDSB, to explain the text of the draft Simcoe County District School Board's By-law. Mr. Teichman commented that the draft by-law was reviewed at the September 30, 2013 meeting and that the legal requirements have been met. He indicated that in reference to the meetings, proper notice had been given in accordance with legislation. Mr. Teichman stated that the board prepared a background study and a letter of approval has been received from the Ministry of Education. Mr. Teichman was satisfied that the board had lawful authority to pass new by-laws.

7. Delegations

Chairperson Ferguson asked if there were any persons interested in expressing their views or providing further input. There were none.

Chairperson Beacock reiterated this request by inviting anyone to come forward and express their views. There were no delegations.

8. Conclusion of Statutory Public Meeting

Chairperson Ferguson indicated that this meeting was held for the purposes of informing the public about the EDC process and the proposed by-laws for Simcoe County, and consideration of public input.

Chairperson Beacock indicated that the statutory public meeting has been concluded and the meeting would now be turned to the consideration of the policy issues that underlie the by-laws as well as the by-laws themselves.

9. Consideration of Motion to Hold Another Public Meeting

Chairperson Beacock requested a motion from SCDSB trustees concerning whether the board should hold another public meeting before considering passage of an EDC By-law.

Moved by Krista Mayne
Seconded by Caroline Smith

That a further public meeting is not required prior to considering passage of an EDC By-law.

CARRIED

Trustee Caroline Smith asked if the board had received any submissions from any municipality under the Simcoe County District School Board. Superintendent Dance responded that no correspondence was received from municipalities with the board's jurisdiction.

10. Consideration of Motions

Chairperson Ferguson explained that a number of motions on various policy issues underlying the by-laws would be dealt with. A separate motion and debate occurred on each policy. Legal counsel responded to questions from trustees on some of the policies.

Chairperson Beacock requested motions on each policy.

Moved by Caroline Smith
Seconded by Amanda Monague

#EDC-2013-10-29-01

That the Board adopt a recovery rate of 10% from non-residential development.

CARRIED

Moved by Caroline Smith
Seconded by Donna Armstrong

#EDC-2013-10-29-02

That the Board adopt a recovery rate of 100% of its net education land costs through EDCs.

CARRIED

Moved by Donna Armstrong
Seconded by Amanda Monague

#EDC-2013-10-29-03

That the Board adopt only the standard mandatory residential exemptions.

CARRIED

Moved by Krista Mayne
Seconded by Donna Armstrong

#EDC-2013-10-29-04

That the Board adopt a single EDC rate that does not differentiate between different forms of residential development.

CARRIED

Chairperson Beacock stated that staff and legal counsel recommend the following non-statutory non-residential exemptions:

- a) a cemetery or burying ground that is exempt from taxation under the Assessment Act;
- b) a place of worship owned by a religious organization that is exempt from taxation under the Assessment Act that is used primarily as a place of public worship;
- c) non-residential uses permitted pursuant to Section 39 of the Planning Act (temporary uses);
- d) a public hospital receiving aid under the Public Hospitals Act;
- e) non-residential agricultural buildings or structures that are owned by and are used for the purposes of a bona fide farming operation; and
- f) Metrolinx.

Moved by Caroline Smith
Seconded by Krista Mayne

#EDC-2013-10-29-05

That the Board adopt the non-statutory non-residential exemptions noted above.

CARRIED

Moved by Jodi Lloyd
Seconded by Krista Mayne

#EDC-2013-10-29-06

That the Board adopt a five-year demolition grace period for both residential and non-residential uses.

CARRIED

Moved by Donna Armstrong
Seconded by Jodi Lloyd

#EDC-2013-10-29-07

That the Board incorporate into the EDC by-law a provision permitting conversion credits.

CARRIED

Moved by Donna Armstrong
Seconded by Amanda Monague

#EDC-2013-10-29-08

That the Board implement a five year term for the EDC By-laws.

CARRIED

Moved by Jodi Lloyd
Seconded by Krista Mayne

#EDC-2013-10-29-09

That the Board affirm the current policy on alternative accommodation arrangements.

CARRIED

Moved by Jodi Lloyd
Seconded by Krista Mayne

#EDC-2013-10-29-10

That the Board affirm the current policy on the application of any operating savings.

CARRIED

Moved by Donna Armstrong
Seconded by Jodi Lloyd

#EDC-2013-10-29-11

That the Board adopt a jurisdiction wide residential charge of \$1,311.00 per dwelling unit, and a jurisdiction wide non-residential charge of \$0.35 per square foot of gross floor area.

CARRIED

11. Motion on Passage of By-Law

Chairperson Beacock requested that a trustee move a motion on the passage of an EDC By-law.

Moved by Jodi Lloyd
Seconded by Donna Armstrong

#EDC-2013-10-29-12

That the Board pass an EDC By-law in the form as presented.

CARRIED

12. Adjournment

Chairperson Beacock thanked everyone for their participation and thanked the SMCDSB for their hospitality.

Moved by Jodi Lloyd
Seconded by Krista Mayne

That the EDC statutory public meeting and special board meeting for the consideration of adoption of by-laws on Tuesday, October 29, 2013 be adjourned at 8:15 p.m.

CARRIED

13. Report Status

This report is provided for information.

Respectfully submitted by:

John Dance
Superintendent of Facility Services

Approved for submission by:

Kathryn Wallace
Director of Education

November 27, 2013

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

FROM: The Secretary

SUBJECT: **MINUTES OF THE SPECIAL MEETING OF THE
BOARD HELD NOVEMBER 13, 2013**

A Special meeting of the Simcoe County District School Board was held on Wednesday, November 13, 2013 at the Education Centre at 6:00 p.m.

A. (1) Roll Call

PRESENT:
Trustees

Donna Armstrong, Peter Beacock (Vice-chairperson),
Suzanne Ley, Michele Locke, Jodi Lloyd, Krista Mayne,
Robert North (Chairperson), Christine Williams.

ELECTRONIC:
Participation

Amanda Monague.

REGRETS:
Trustees

Nicole Black, Debra Edwards, Caroline Smith.

PRESENT:
Student Trustees

Brandon Amyot, Cheryne Winstanley-Hayes, Patrick Whitten.

Recording Secretary

Lena Robyn.

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

(2) Approval of Agenda

Moved by Donna Armstrong
Seconded by Krista Mayne

That the Agenda be approved as printed.

CARRIED

(3) Declaration of Conflicts of Interest – Nil

B. RECOMMENDATIONS FOR ACTION

Committee Minutes/Reports

Report of the Audit Committee Meeting held November 4, 2013 (B-1-a)

Michael Laycock, Chartered Accountant from BDO Canada LLP, provided an overview of the 2012-2013 Audited Financial Statements and reported on the results of the audit.

Brian Jeffs, Superintendent of Business Services provided a brief overview of the report and responded to questions from trustees. Corry Van Nispen, Controller spoke to the Consolidated Financial Statements and responded to questions from trustees.

Vice-chair Beacock requested that information regarding the new system for the school generated funds be provided to trustees at a future Business and Facilities Standing Committee meeting.

(1,2,3)

Moved by Suzanne Ley

Seconded by Christine Williams

(1)

#SBP-2013-11-13-117

That the Board approve the audited financial statements for the year ended August 31, 2013, as set out in APPENDIX A of Report No. AUD-D-1, Audited 2012-2013 Financial Statements, dated November 4, 2013.

(2)

#SBP-2013-11-13-118

That the Board approve the transfer from Unappropriated Accumulated surplus/(Deficit) in the amount of \$1.431 Million, as set out in APPENDIX A of Report No. AUD-D-1, Audited 2012-2013 Financial Statements, dated November 4, 2013.

(3)

#SBP-2013-11-13-119

That the Board approve that the Annual Audit Committee Report: Year Ending August 31, 2013, as set out in Report No. AUD-D-2, dated November 4, 2013.

CARRIED

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

Special Education Advisory Committee Meeting – November 18, 2013 at 7:00 p.m. –
Georgian Room

Parent Involvement Committee Meeting – November 19, 2013 at 6:00 p.m.
Georgian Room

Committee of the Whole – November 20, 2013 at 6:00 p.m. – Georgian Room

Regular Meeting of the Board – November 27, 2013 at 6:00 p.m., followed immediately by the
Committee of the Whole in Closed Session (Georgian Room), Public Session will resume at
7:30 p.m. (Roy Edwards Room).

MOTION TO ADJOURN

Moved by Michele Locke
Seconded by Krista Mayne

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

CARRIED

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

FROM: Business and Facilities Standing Committee

SUBJECT: **REPORT OF THE PUBLIC SESSION OF THE BUSINESS
AND FACILITIES STANDING COMMITTEE MEETING HELD
WEDNESDAY, NOVEMBER 6, 2013**

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

PRESENT:

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

Administration John Dance, Stuart Finlayson, Brian Jeffs, John Legere, Janis Medysky, Paula Murphy, Chris Samis, Anita Simpson, Paul Sloan, Kathryn Wallace.

Student Trustees Brandon Amyot, Patrick Whitten, Cheryne Winstanley-Hayes.

Staff David Few.

REGRETS:

Committee Members Debra Edwards, Christine Williams.

Recording Secretary Lorraine Ryder.

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

Approval of the Agenda

MOTION

Moved by Peter Beacock
Seconded by Michele Locke

That the agenda be approved as printed.

CARRIED

Declaration of Conflicts of Interest – Nil

Presentations/Delegations - Nil

Items for Decision

1. Attendance Area Review: Holly Meadows/Ferndale Woods Elementary Schools (BF-D-1)

John Dance, Superintendent of Facility Services, provided an overview of the report. The Board approved an attendance area review that included Holly Meadows Elementary School and Ferndale Woods Elementary School, commencing September 2012. The review was placed on hold in order to assess the impact on enrolment as a result of a number of Holly Meadows students making application to attend the initial Grade 5 Extended French as a Second Language and Grade 1 French Immersion programs at Ardagh Bluffs Public School.

Staff assessed the change in enrolment and found a decline at Holly Meadows Elementary School. As a result, no changes are required to the existing attendance areas for Ferndale Woods and Holly Meadows Elementary Schools.

Superintendent Dance responded to questions from trustees at this time.

Moved by Suzanne Ley
Seconded by Caroline Smith

(1)

#BF-2013-11-06-09

That the Business and Facilities Standing Committee recommend that the Board approve that the Attendance Area Review including Holly Meadows E.S. and Ferndale Woods E.S. be concluded with no changes to existing attendance areas, as set out in Report No. BF-D-1, Attendance Area Review: Holly Meadows/Ferndale Woods Elementary Schools, dated November 6, 2013.

CARRIED

2. Schools Closed to Out of Attendance Area Requests (BF-D-2)

Superintendent Dance provided an overview of the report that addressed the schools closed to out of attendance area requests. At the January 23, 2013 Board meeting, trustees approved the closure of some schools to out of attendance area transfers as of September 1, 2013.

Forest Hill P.S. and Minesing Central P.S. are serviced by private on-site sewage systems and are subject to the Ministry of Environment Reasonable Use Policy restrictions under the Ontario Safe Drinking Water Act limiting the number of students that can be accommodated at each facility. It is prudent to limit increases in enrolment by closing these two schools to out of attendance area transfers.

Superintendent Dance responded to questions from trustees at this time.

Moved by Peter Beacock
Seconded by Krista Mayne

(2)

#BF-2013-11-06-10

That the Business and Facilities Standing Committee recommend that the Board approve the addition of Forest Hill P.S. and Minesing Central P.S., as of December 1, 2013, to the schools closed to out of area students, as set out in Report No. BF-D-2, Schools Closed to Out of Attendance Area Requests, dated November 6, 2013.

CARRIED

3. Joint Use Agreement – Town of Penetanguishene (BF-D-3)

Superintendent Dance provided an overview of the report that outlined the Joint Use Agreement between the Simcoe County District School Board (SCDSB) and the Town of Penetanguishene. The agreement will provide SCDSB students in the Town of Penetanguishene with reduced rates for town facilities and will allow the Town of Penetanguishene to take advantage of the Community Use of Schools program reduced rental rates.

Superintendent Dance responded to questions from trustees at this time.

Moved by Michele Locke
Seconded by Krista Mayne

(3)

#BF-2013-11-06-11

That the Business and Facilities Standing Committee recommend that the Board approve the Joint Use Agreement with the Town of Penetanguishene, as set out in Report No. BF-D-3, Joint Use Agreement – Town of Penetanguishene, dated November 6, 2013.

CARRIED

Trustee Donna Armstrong entered the meeting at this time.

4. Accommodation Pressures at French Immersion and Extended French as a Second Language Elementary School Sites (BF-D-4)

Superintendent Dance provided a comprehensive overview of the report that addressed the accommodation pressures at four French Immersion (FI)/Extended French as a Second Language (EFSL) school sites. Early data suggests the FI and EFSL programs are viable and demand is especially high in the Collingwood and south Barrie communities. Due to the implementation of FI and the associated enrolment growth, a long term strategy to accommodate the students of this program is required.

Superintendent Dance indicated that communication will be sent to families, by the end of the week, that are affected by the recommendations going forward to Board at the end of November. Trustees will receive a copy of this communication.

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

(4, 5, 6, 7, 8, 9, 10)

Moved by Peter Beacock

Seconded by Suzanne Ley

(4)

#BF-2013-11-06-12

That the Business and Facilities Standing Committee recommend that the Board approve that the intake of Grade 1 FI at Warnica Public School be capped at three classes in September 2014, as set out in Report No. BF-D-4, Accommodation Pressures at French Immersion and Extended French as a Second Language Elementary School Sites, dated November 6, 2013.

(5)

#BF-2013-11-06-13

That the Business and Facilities Standing Committee recommend that the Board approve the transfer of the FI program from Admiral Collingwood Elementary School to Cameron Street Public School in September 2014, as set out in Report No. BF-D-4, Accommodation Pressures at French Immersion and Extended French as a Second Language Elementary School Sites, dated November 6, 2013.

(6)

#BF-2013-11-06-14

That the Business and Facilities Standing Committee recommend that the Board establish an FI program at Worsley Public School in September 2014, as set out in Report No. BF-D-4, Accommodation Pressures at French Immersion and Extended French as a Second Language Elementary School Sites, dated November 6, 2013.

(7)

#BF-2013-11-06-15

That the Business and Facilities Standing Committee recommend that the Board establish an FI program at Innisfil Central Public School in September 2014, as set out in Report No. BF-D-4, Accommodation Pressures at French Immersion and Extended French as a Second Language Elementary School Sites, dated November 6, 2013.

(8)

#BF-2013-11-06-16

That the Business and Facilities Standing Committee recommend that the Board establish an FI program at Oakley Park Public School in September 2014, as set out in Report No. BF-D-4, Accommodation Pressures at French Immersion and Extended French as a Second Language Elementary School Sites, dated November 6, 2013.

(9)

#BF-2013-11-06-17

That the Business and Facilities Standing Committee recommend that the Board approve that the intake of Grade 1 FI at Forest Hill Elementary School be capped at two classes in September 2014, as set out in Report No. BF-D-4, Accommodation Pressures at French Immersion and Extended French as a Second Language Elementary School Sites, dated November 6, 2013.

(10)

#BF-2013-11-06-18

That the Business and Facilities Standing Committee recommend that the Board approve the proposed Designated School Sites and Feeder Schools 2014 – 2015 for September 2014, as set out in APPENDIX C of Report No. BF-D-4, Accommodation Pressures at French Immersion and Extended French as a Second Language Elementary School Sites, dated November 6, 2013.

CARRIED

Items for Information

1. Capital Plan 2013: Introduction (BF-I-1)

Superintendent Dance provided an overview of the report which outlined the introduction of the 2013 Capital Plan and provided notice that the 2013 Capital Plan would be presented in January 2014.

The 2013 Capital Plan will continue to build on previous plans, more specifically the 2012 Capital Plan. The plan will extend to 2018, to incorporate initiatives to increasingly act as a concise overall reference that will support inclusive, equitable and safe learning and working environments throughout the board through its multi-year goals and directions.

The 2013 Capital Plan will provide a clear direction on what the board deems necessary to address accommodation, enrolment, program and building condition pressures experienced at schools.

This report was provided for information.

2. Trustee Professional Development (BF-I-2)

Superintendent Jeffs provided an overview of the report. In May 2013, the Board approved the 2013-2014 operating budget which included a budget for trustee professional development. Each trustee will receive a base allocation for professional development for this fiscal year. Trustees that have an amount carried forward from 2012-2013 will have the carry forward amount added to their allocation. Student trustees have available to them, the base allocation multiplied by the number of student trustees minus the incurred expenditure for the May 2013 Toronto Conference.

Superintendent Jeffs responded to questions from trustees at this time.

This report was provided for information.

3. Update to Barrie South Secondary School Facility Partnership (BF-I-3)

Superintendent Dance provided an overview of the report. As part of the board's partnership efforts, staff have engaged in the pursuit of a viable financial facility partnership with the City of Barrie in a shared interest in the development of an 'all weather' outdoor athletic facility. Barrie City Council supported the partnership agreement in principle between our organizations. City of Barrie staff have communicated with SCDSB staff that they will be in touch in the near future to further discuss this opportunity.

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

This report was provided for information.

Correspondence – Nil

Other Matters

1. Superintendent Dance commented that through the E & E review, the Ministry of Education has awarded the Simcoe County Student Transportation Consortium with a high rating. Superintendent Dance expressed appreciation on behalf of the Board to Michael Kodama, CEO and consortium staff for their exemplary work.
2. Trustee Ley commented that she met with Barrie Central parent council. Trustee Ley, on behalf of the parent council, outlined a list of information items the parent council is requesting from the Board. Trustee Ley informed the committee that she contacted the City of Barrie regarding a rezoning meeting date, and at the time of contact city staff could not provide her with a date. Board staff will send a letter to the City of Barrie requesting the date of the rezoning meeting.
3. Trustee Smith informed the committee that she attended the school council meeting at Nottawasaga/Creemore. The idea of the potential for FDK classrooms and the closure of the Creemore Annex were discussed. Trustee Smith commented that the meeting was positive and overall the attendees liked the plan.

Notices of Motion for Next Meeting - Nil

MOTION

Moved by Krista Mayne
Seconded by Suzanne Ley

That the meeting be adjourned at 8:10 p.m.

CARRIED

RECOMMENDATIONS

1. That the Board approve that the Attendance Area Review including Holly Meadows E.S. and Ferndale Woods E.S. be concluded with no changes to existing attendance areas, as set out in Report No. BF-D-1, Attendance Area Review: Holly Meadows/Ferndale Woods Elementary Schools, dated November 6, 2013.
2. That the Board approve the addition of Forest Hill P.S. and Minesing Central P.S., as of December 1, 2013, to the schools closed to out of area students, as set out in Report No. BF-D-2, Schools Closed to Out of Attendance Area Requests, dated November 6, 2013.

3. That the Board approve the Joint Use Agreement with the Town of Penetanguishene, as set out in Report No. BF-D-3, Joint Use Agreement – Town of Penetanguishene, dated November 6, 2013.
4. That the Board approve that the intake of Grade 1 FI at Warnica Public School be capped at three classes in September 2014, as set out in Report No. BF-D-4, Accommodation Pressures at French Immersion and Extended French as a Second Language Elementary School Sites, dated November 6, 2013.
5. That the Board approve the transfer of the FI program from Admiral Collingwood Elementary School to Cameron Street Public School in September 2014, as set out in Report No. BF-D-4, Accommodation Pressures at French Immersion and Extended French as a Second Language Elementary School Sites, dated November 6, 2013.
6. That the Board establish an FI program at Worsley Public School in September 2014, as set out in Report No. BF-D-4, Accommodation Pressures at French Immersion and Extended French as a Second Language Elementary School Sites, dated November 6, 2013.
7. That the Board establish an FI program at Innisfil Central Public School in September 2014, as set out in Report No. BF-D-4, Accommodation Pressures at French Immersion and Extended French as a Second Language Elementary School Sites, dated November 6, 2013.
8. That the Board establish an FI program at Oakley Park Public School in September 2014, as set out in Report No. BF-D-4, Accommodation Pressures at French Immersion and Extended French as a Second Language Elementary School Sites, dated November 6, 2013.
9. That the Board approve that the intake of Grade 1 FI at Forest Hill Elementary School be capped at two classes in September 2014, as set out in Report No. BF-D-4, Accommodation Pressures at French Immersion and Extended French as a Second Language Elementary School Sites, dated November 6, 2013.
10. That the Board approve the proposed Designated School Sites and Feeder Schools 2014 – 2015 for September 2014, as set out in APPENDIX C of Report No. BF-D-4, Accommodation Pressures at French Immersion and Extended French as a Second Language Elementary School Sites, dated November 6, 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

November 27, 2013

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

FROM: Human Resources Standing Committee

SUBJECT: **REPORT OF THE PUBLIC SESSION OF THE HUMAN RESOURCES
STANDING COMMITTEE MEETING HELD WEDNESDAY, NOVEMBER 13,
2013**

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

PRESENT:

Committee Members

Donna Armstrong, Peter Beacock, Suzanne Ley, Jodi Lloyd, Michele Locke, Krista Mayne (Vice-Chairperson), Robert North, Christine Williams (Chairperson).

Electronic Participation

Amanda Monague.

Student Trustees

Brandon Amyot, Patrick Whitten.

Administration

Stuart Finlayson, Brian Jeffs, John Legere, Janis Medysky, Paula Murphy, Chris Samis, Anita Simpson, Paul Sloan, Kathryn Wallace.

REGRETS:

Committee Members

Nicole Black, Debra Edwards, Caroline Smith.

Student Trustees

Cheryne Winstanley-Hayes.

Recording Secretary

Kary Hancock.

Chairperson Williams called the meeting to order at 6:35 p.m.

Approval of the Agenda

MOTION

Moved by Peter Beacock
Seconded by Robert North

That the agenda be approved as printed.

CARRIED

Declaration of Conflicts of Interest - Nil

Presentations/Delegations - Nil

MOTION

Moved by Michele Locke
Seconded by Peter Beacock

That the Human Resources Standing Committee move into closed session.

CARRIED

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

Items for Decision

1. **Revision to Policy No. 3045 – Workplace Violence (HR-D-1)**

Janis Medysky, Associate Director, provided an overview of the report. This policy was adopted by the Board on June 23, 2010. Revisions were made on February 13, 2013. Minor language changes were made to this policy to include students as part of a potential threat of violence.

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

Moved by Michele Locke
Seconded by Peter Beacock

(1)
#HR-2013-11-13-02

That the Human Resources Standing Committee recommend that the Board approve the revisions to Policy No. 3045 – Workplace Violence as set out in Report No. HR-D-1, Revision to Policy No. 3045 – Workplace Violence, APPENDIX C, dated November 13, 2013.

CARRIED

Items for Information

1. **Human Resource Services Multi-Year Plan (HR-I-1)**

Associate Director Medysky provided an overview of the Human Resource Services Multi-Year Plan. The Human Resource Services Multi-Year Plan reflects a number of initiatives that will provide continued service to the valuable employees of the Simcoe County District School Board. These initiatives support many of the directions of the board's multi-year plan while maintaining and aligning the work of all employees to improve student achievement. Some of these initiatives include: implementation of the Attendance Support and Disability Management Program, implementation of a Health and Wellness program, implementation of performance appraisals for all employee groups as well as preparing a strategy for upcoming negotiations.

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

This report was provided for information.

2. Board Leadership Development Strategy (BLDS) 2013-2014 (HR-I-2)

Associate Director Medysky welcomed Principal Heather Hamilton and Principal Chris Russell who are the co-chairs of the Board Leadership Development Strategy Steering Committee. Each year the ministry provides funding to support the development of a Board Leadership Development Strategy which must focus on four key areas: recruiting and selecting leaders; placing and transferring leaders; developing leaders and coordinating support for leaders.

Principal Hamilton advised that the committee is listening to the needs of newly hired staff. As a result, the mentoring program is being revised and a new cohort has been developed for newly appointed administrators who are on the short list for hiring.

Principal Russell advised that the Aspiring Leadership Series has been very successful. The goal of this program is to develop a cohort of aspiring leaders. The first set of sessions took place in October with a second series planned for January. A blog is being used between sessions by the participants and co-facilitators to keep in touch. The 5 essential leadership practices from the Leadership Challenge are the framework for these sessions.

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

This report was provided for information.

3. Multi-Year Accessibility Plan – 2012-2017 (HR-I-3)

Associate Director Medysky provided an overview of the Multi-Year Accessibility Plan which is required to be revised on an annual basis. This plan identifies the members of our Accessibility Advisory Committee along with the strategy for prevention and removal of barriers in our schools.

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

This report was provided for information.

4. Labour Update (Verbal)

Associate Director Medysky advised that she does not have any additional information to share at this time.

Correspondence - Nil

Other Matters - Nil

Notices of Motion for next meeting - Nil

MOTION

Moved by Peter Beacock
Seconded by Michele Locke

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

CARRIED

RECOMMENDATION

That the Board approve the revisions to Policy No. 3045 – Workplace Violence as set out in Report No. HR-D-1, Revision to Policy No. 3045 – Workplace Violence, APPENDIX C, dated November 13, 2013.

Respectfully submitted by:

Janis Medysky
Associate Director

Approved for submission by:

Kathryn Wallace
Director of Education

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

FROM: Program Standing Committee

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

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

PRESENT:

Committee Members

Donna Armstrong, Peter Beacock, Suzanne Ley (Chairperson),
Jodi Lloyd, Michele Locke (Vice-Chairperson), Krista Mayne,
Robert North, Christine Williams.

Electronic Participation

Amanda Monague.

Student Trustees

Patrick Whitten.

Administration

Stuart Finlayson, Brian Jeffs, John Legere, Janis Medysky,
Chris Samis, Anita Simpson, Paul Sloan, Kathryn Wallace.

Staff

Greg Jacobs, Ann McClure, Sally Potts.

REGRETS:

Committee Members

Nicole Black, Debra Edwards, Caroline Smith.

Student Trustees

Brandon Amyot, Cheryne Winstanley-Hayes.

Recording Secretary

Mary Cannell.

Chairperson Ley called the meeting to order at 7:45 p.m.

1. **Approval of Agenda**

Chairperson Ley asked trustees for any additions or changes to the agenda.

Moved by Krista Mayne
Seconded by Christine Williams

That the agenda be approved as printed.

CARRIED

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

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

Items for Decision

1. Revisions to Policy No. 4240 – Safe and Caring School Cultures (PRO-D-1)

Superintendent of Education John Legere welcomed Principal of Alliston Union Public School, Greg Jacobs. Superintendent Legere indicated that Policy No. 4240, Safe and Caring School Cultures, is being revised to reflect changes in terminology to align with Ministry of Education policy documents.

Superintendent Legere responded to trustee queries and comments related to positive digital citizenship and the communication of the policy revisions to educational stakeholders.

Moved by Krista Mayne
Seconded by Christine Williams

#PRO-2013-11-13-03

That the Program Standing Committee recommend that the Board approve revisions to Policy 4240, Safe and Caring School Cultures, as set out in APPENDIX C of Report No. PRO-D-1, Revisions to Policy No. 4240, Safe and Caring School Cultures, dated November 13, 2013.

CARRIED

2. Revisions to Policy No. 4250 – Student Discipline (PRO-D-2)

Superintendent Legere indicated that Policy No. 4250 – Student Discipline is being revised to align with the terminology used in Ministry of Education policy documents.

Moved by Peter Beacock
Seconded by Krista Mayne

#PRO-2013-11-13-04

That the Program Standing Committee recommend that the Board approve revisions to Policy 4250, Student Discipline, as set out in APPENDIX C of Report No. PRO-D-2, Revisions to Policy No. 4250, Progressive Discipline and Promoting Positive Student Behaviour, dated November 13, 2013.

CARRIED

3. Revisions to Policy No. 4255 – Bullying Prevention and Intervention (PRO-D-3)

Superintendent Legere indicated that Policy No. 4255 – Bullying Prevention and Intervention is being revised to align with the expanded definition of bullying in Ministry of Education policy documents.

Superintendent Legere responded to a trustee query related to the notification of bullying incidents to parents and the use of bullying prevention strategies in schools.

Moved by Peter Beacock
Seconded by Michele Locke

#PRO-2013-11-13-05

That the Program Standing Committee recommend that the Board approve revisions to Policy 4255, Bullying Prevention and Intervention, as set out in APPENDIX C of Report No. PRO-D-3, Revisions to Policy No. 4255, Bullying Prevention and Intervention, dated November 13, 2013.

CARRIED

4. Special Education Advisory Committee (SEAC) Terms of Reference (PRO-D-4)

This report speaks to the motion that was passed at the June 19, 2013 Board meeting requesting that a Terms of Reference for the Special Education Advisory Committee (SEAC) be developed by staff and presented at the November 2013 Program Standing Committee. Associate Director Janis Medysky shared that relevant Ministry of Education policy documents, the board's by-laws and administrative procedures and consultation with other school boards all served as sources of data to inform the creation of the SEAC Terms of Reference.

Associate Director Medysky responded to trustee queries and comments related to the absences and vacancies of SEAC members, the difference between associations and agencies, the setting of meeting times and the scope of detail required for meeting minutes.

Moved by Jodi Lloyd
Seconded by Robert North

#PRO-2013-11-13-06

That the Program Standing Committee recommend that the Board approve the Simcoe County District School Board Special Education Advisory Committee Terms of Reference, as set out in APPENDIX A of Report No. PRO-D-4, Special Education Advisory Committee (SEAC) Terms of Reference, dated November 13, 2013.

CARRIED

Item for Information

1. Consultation and Review of the Use of 'Foam Pads' (Blocker Shields) – Follow Up (PRO-I-1)

Superintendent of Education Chris Samis invited Principal of Special Education Sally Potts to the table. Superintendent Samis provided a background of the review of the use of foam pads that began in April 2012. Superintendent Samis and Principal Potts detailed the steps that have been taken to address the recommendations made at the June 2012 Program Standing Committee meeting, including specialized training for staff and the development of protocols related to the use of personal protective equipment (PPE).

Superintendent Samis responded to trustee queries related to parent consultation and how the use of PPE is tracked by board staff.

This report was provided for information.

Other Matters - Nil

Notices of Motion for Next Meeting - Nil

Moved by Robert North
Seconded by Krista Mayne

That the meeting be adjourned.

CARRIED

Meeting adjourned at 9:00 p.m.

RECOMMENDATIONS

1. That the Board approve revisions to Policy 4240, Safe and Caring School Cultures, as set out in APPENDIX C of Report No. PRO-D-1, Revisions to Policy No. 4240, Safe and Caring School Cultures, dated November 13, 2013.
2. That the Board approve revisions to Policy 4250, Student Discipline, as set out in APPENDIX C of Report No. PRO-D-2, Revisions to Policy No. 4250, Progressive Discipline and Promoting Positive Student Behaviour, dated November 13, 2013.
3. That the Board approve revisions to Policy 4255, Bullying Prevention and Intervention, as set out in APPENDIX C of Report No. PRO-D-3, Revisions to Policy No. 4255, Bullying Prevention and Intervention, dated November 13, 2013.
4. That the Board approve the Simcoe County District School Board Special Education Advisory Committee Terms of Reference, as set out in APPENDIX A of Report No. PRO-D-4, Special Education Advisory Committee (SEAC) Terms of Reference, dated November 13, 2013.

Respectfully submitted by:

Anita Simpson
Superintendent of Education

Approved for submission by:

Kathryn Wallace
Director of Education

November 27, 2013

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

FROM: The Secretary

SUBJECT: **REPORT OF THE COMMITTEE OF THE WHOLE BOARD
HELD NOVEMBER 20, 2013**

A meeting of the Committee of the Whole of the Simcoe County District School Board was held on Wednesday, November 20, 2013 at the Education Centre.

A. (1) Roll Call

PRESENT:

Trustees

Donna Armstrong, Peter Beacock (Vice-chairperson),
Debra Edwards, Suzanne Ley, Jodi Lloyd, Robert North
(Chairperson), Caroline Smith.

REGRETS:

Trustees

Nicole Black, Michele Locke, Amanda Monague,
Christine Williams.

ABSENT

Trustee

Krista Mayne.

PRESENT:

Student Trustees

Patrick Whitten.

REGRETS

Student Trustees

Brandon Amyot.

ABSENT

Student Trustee

Cheryne Winstanley-Hayes.

Recording Secretary

Lena Robyn.

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

(2) Approval of Agenda

Moved by Donna Armstrong
Seconded by Caroline Smith

That the Agenda be approved as printed.

CARRIED

(3) Declaration of Conflicts of Interest – Nil

(4) Visitors

Marilyn Gouthro, Governance Consultant, Ontario Education Services Corporation

Vice-chairperson Beacock introduced Marilyn Gouthro who was in attendance at the meeting to help facilitate discussion on the policies.

B. RECOMMENDATIONS FOR ACTION

(1) Staff Reports – Items for Decision

Director of Education Performance Review Policy and Procedure and Revised Policy No. 2190, Director of Education Job Description (B-1-a)

Marilyn Gouthro reviewed the revisions of Policy No. 2190, Director of Education Job Description and responded to questions from trustees. The revisions to Policy No. 2190 reflect new Ministry language and direction. Trustees discussed the proposed changes and provided further revisions. The proposed revisions are included in APPENDIX A and the final version of the policy with the revisions is attached as APPENDIX B.

Moved by Caroline Smith
Seconded by Donna Armstrong

#CW-2013-11-20-117

That the Committee of the Whole Board approve the revisions to Policy No. 2190, Director of Education Job Description, as amended, as set out in APPENDIX C of Report No. B-1-a, Director of Education Performance Review Policy and Procedure and Revised Policy No. 2190, Director of Education Job Description, dated November 20, 2013.

CARRIED

Marilyn Gouthro discussed the importance of an employee performance review. Trustees discussed and reviewed the draft copy of the Director of Education Performance Review Policy and Procedure and provided some suggested revisions which have been incorporated within the policy. The policy will be brought forward to the November 27, 2013 Board meeting for approval.

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

Organizational Board Meeting – December 2, 2013 at 7:30 p.m. – Roy Edwards Room
Business and Facilities Standing Committee Meeting – December 4, 2013 at 6:00 p.m. – Georgian Room
Human Resources Standing Committee Meeting – December 11, 2013 at 6:00 p.m. – Georgian Room
Program Standing Committee Meeting – December 11, 2013 at 7:00 p.m. – Georgian Room
Special Education Advisory Committee Meeting – December 16, 2013 at 7:00 p.m. – Georgian Room
Regular Meeting of the Board – December 18, 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 Caroline Smith
Seconded by Suzanne Ley

That the meeting be adjourned at 9:30 p.m.

CARRIED

RECOMMENDATION

That the Board approve the revisions to Policy No. 2190, Director of Education Job Description, as amended, as set out in APPENDIX B of Report No. B-1-a, Director of Education Performance Review Policy and Procedure and Revised Policy No. 2190, Director of Education Job Description, dated November 20, 2013.

Approved for submission by:

Kathryn Wallace
Director of Education



**BOARD
ADMINISTRATION 2100**

**DIRECTOR OF EDUCATION 2190
JOB DESCRIPTION**

1. Rationale

The Director of Education is both the Chief Education Officer and the Chief Executive Officer of the Simcoe County District School Board. The Director of Education reports directly to the Corporate Board. The Director of Education is accountable to the Board of Trustees and, through Statute, to the Minister of Education for the effective organization and operation of the system in support of student achievement. All Board authority delegated to staff is delegated through the Director of Education.

2. Policy

It is the policy of the Simcoe County District School Board that the Director of Education has the right to do any act or thing or exercise any power that the board may be required to do or exercise except those matters, which in accordance with Ontario legislation, cannot be delegated.

The board also reserves to itself the authority to make decisions on specific matters requiring board approval in accordance with board policies. Further, the board requires that any new provincial legislation or major initiatives must be initially brought to the board for discussion and determination of decision-making authority.

The Simcoe County District School Board delegates to the Director of Education the authority to develop administrative procedures and plans to address the following areas of responsibility:

Areas of Responsibility

1. Student Achievement and Well-Being

- 1.1 Provides **advice and leadership to the board** to promote clear, consistent, expectations that focus on successful outcomes for students.
- 1.2 Establishes a focus on continuous improvement that is supported by data.
- 1.3 Ensures that students are provided with the appropriate programs and support to meet or exceed the standards of education mandated by the Ministry of Education.

**BOARD
ADMINISTRATION**

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**DIRECTOR OF EDUCATION
JOB DESCRIPTION**

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- 1.4 Ensures that students are provided with a rich variety of programs.
- 1.5 Takes the necessary steps to provide facilities to accommodate students.

2. Safe, Supportive Inclusive and Accepting Learning Environment

- 2.1 Ensures a safe and caring environment for students, staff and community.
- 2.2 Provides for the safety of students while being transported to or from school programs by the Simcoe County District School Board.
- 2.3 Ensures collaboration with all community partners (eg. Police, Fire, Children's Aid and Public Health units) with a role in the health and safety of students.
- 2.4 Promotes a culture that reflects the Board's Commit to Character traits and promotes a positive school climate that is inclusive and accepting of all students.
- 2.5 Maintains the conditions that foster respectful and responsible behaviour for each student.

3. Educational Leadership

- 3.1 Provides leadership in all matters relating to education in the system.
- 3.2 Develops and maintains positive and effective relations with staff in schools and board departments.
- 3.3 Develops and maintains positive and effective relations with the federal, provincial and local governments.

4. Fiscal Responsibility

- 4.1 Ensures that the fiscal management of the system is effective stewardship of board resources in accordance with the Ministry's Funding Model, other applicable grant regulations, and in accordance with the provisions of the *Education Act* and Regulations.

5. Organizational Management

- 5.1 Ensures system compliance with all relevant legislation, Board mandates and timelines.
- 5.2 Reports to the Minister with respect to matters required by the *Education Act* and Regulations.

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**DIRECTOR OF EDUCATION
JOB DESCRIPTION**

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6. Strategic Planning

- 6.1 Provides leadership for the development of Multi-Year Strategic Plan aligned with Board goals.
- 6.2 Assists the board in the strategic planning process including: establishment of board goals/priorities; key result areas; strategic plan outcomes; approval of process and timelines.
- 6.3 Aligns the system's policies and financial resources around achieving the system's vision and goals for students.
- 6.4 Develops annually, for Board approval, a ~~Student Accommodation Plan.~~ Capital Plan.
- 6.5 Reports ~~regularly~~ annually on the progress of the Multi-Year Strategic Plan and the Board Improvement Plan.

7. Personnel Management

- 7.1 Has overall authority and responsibility for all personnel-related issues, save and except those personnel matters precluded by board policy, legislation or collective agreements.
- 7.2 Ensures effective systems are in place for the selection, supervision, and development and performance review of all staff.
- 7.3 Ensures processes related to leadership placements support the learning and well-being needs of students.

8. Policy/Procedures

- 8.1 Facilitates the planning, development, implementation, review and evaluation of board policies.
- 8.2 Provides leadership in the planning, development, implementation, review and evaluation of administrative procedures.

9. Director/Board Relations

- 9.1 Establishes and maintains positive working relations with the Board.
- 9.2 Supports the Board in performing its role and facilitates the implementation of its role as outlined in board policy.
- 9.3 Ensures that the learning and well-being of students are at the core of the elected board's decision making.
- 9.4 Communicates effectively with the Board.

**BOARD
ADMINISTRATION 2100**

**DIRECTOR OF EDUCATION
JOB DESCRIPTION 2190**

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10. Communications and Community Relations

- 10.1 Establishes effective communication strategies to ensure open, transparent and positive internal and external communications.
- 10.2 Ensures that ~~School Councils and the Parent Involvement Committee~~ **mandated board committees** have the opportunity to provide appropriate advice and support as required in the regulations and board ~~policy~~ **policies**.
- 10.3 Promotes public education through participation in community events.

11. Recognition

- 11.1 Establishes effective recognition programs and strategies to ensure that internal and external audiences are aware of student, volunteer, staff and system successes.

12. Capacity Building

- 12.1 **Provides opportunities within the system for aspiring and existing leaders to improve their leadership capacities.**
- 12.2 **Develops realistic plans for leadership succession.**
- 12.3 **Models the practices, dispositions and work habits that are desired for professional leaders in the system.**
- 12.4 **Communicates the system's vision and goals for students to the wider community.**
- 12.5 **Develops and sustain high levels of commitment among all leaders in the Simcoe County District School Board driven by a shared sense of responsibility for the continued achievement and well-being of students.**

3. Administrative Procedures

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

References:
Education Act
The Ontario Leadership Framework 2013

**ADOPTED DECEMBER 19, 2007
REVISED NOVEMBER 27, 2013**



**BOARD
ADMINISTRATION 2100**

**DIRECTOR OF EDUCATION 2190
JOB DESCRIPTION**

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2. Policy

It is the policy of the Simcoe County District School Board that the Director of Education has the right to do any act or thing or exercise any power that the board may be required to do or exercise except those matters, which in accordance with Ontario legislation, cannot be delegated.

The board also reserves to itself the authority to make decisions on specific matters requiring board approval in accordance with board policies. Further, the board requires that any new provincial legislation or major initiatives must be initially brought to the board for discussion and determination of decision-making authority.

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Areas of Responsibility

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**BOARD
ADMINISTRATION 2100**

**DIRECTOR OF EDUCATION
JOB DESCRIPTION 2190**

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- 1.4 Ensures that students are provided with a rich variety of programs.
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- 2.2 Provides for the safety of students while being transported to or from school programs by the Simcoe County District School Board.
- 2.3 Ensures collaboration with all community partners (eg. Police, Fire, Children's Aid and Public Health units) with a role in the health and safety of students.
- 2.4 Promotes a culture that reflects the Board's Commit to Character traits and promotes a positive school climate that is inclusive and accepting of all students.
- 2.5 Maintains the conditions that foster respectful and responsible behaviour for each student.

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- 4.1 Ensures effective stewardship of board resources in accordance with the Ministry's Funding Model, other applicable grant regulations, and in accordance with the provisions of the *Education Act* and Regulations.

5. Organizational Management

- 5.1 Ensures system compliance with all relevant legislation, Board mandates and timelines.
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**DIRECTOR OF EDUCATION
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6. Strategic Planning

- 6.1 Provides leadership for the development of Multi-Year Strategic Plan aligned with Board goals.
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- 6.3 Aligns the system's policies and financial resources around achieving the system's vision and goals for students.
- 6.4 Develops annually, for Board approval, a Capital Plan.
- 6.5 Reports annually on the progress of the Multi-Year Strategic Plan and the Board Improvement Plan.

7. Personnel Management

- 7.1 Has overall authority and responsibility for all personnel-related issues, save and except those personnel matters precluded by board policy, legislation or collective agreements.
- 7.2 Ensures effective systems are in place for the selection, supervision, and development and performance review of all staff.
- 7.3 Ensures processes related to leadership placements support the learning and well-being needs of students.

8. Policy/Procedures

- 8.1 Facilitates the planning, development, implementation, review and evaluation of board policies.
- 8.2 Provides leadership in the planning, development, implementation, review and evaluation of administrative procedures.

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- 9.1 Establishes and maintains positive working relations with the Board.
- 9.2 Supports the Board in performing its role and facilitates the implementation of its role as outlined in board policy.
- 9.3 Ensures that the learning and well-being of students are at the core of the elected board's decision making.
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**BOARD
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**DIRECTOR OF EDUCATION
JOB DESCRIPTION 2190**

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10. Communications and Community Relations

- 10.1 Establishes effective communication strategies to ensure open, transparent and positive internal and external communications.
- 10.2 Ensures that mandated board committees have the opportunity to provide appropriate advice and support as required in the regulations and board policies.
- 10.3 Promotes public education through participation in community events.

11. Recognition

- 11.1 Establishes effective recognition programs and strategies to ensure that internal and external audiences are aware of student, volunteer, staff and system successes.

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- 12.1 Provides opportunities within the system for aspiring and existing leaders to improve their leadership capacities.
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- 12.3 Models the practices, dispositions and work habits that are desired for professional leaders in the system.
- 12.4 Communicates the system's vision and goals for students to the wider community.
- 12.5 Develops and sustain high levels of commitment among all leaders in the Simcoe County District School Board driven by a shared sense of responsibility for the continued achievement and well-being of students.

3. Administrative Procedures

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

References:
Education Act
The Ontario Leadership Framework 2013

**ADOPTED DECEMBER 19, 2007
REVISED NOVEMBER 27, 2013**

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

FROM: Associate Director

SUBJECT: **ACCOMMODATION REVIEW COMMITTEE (ARC) MEMBERSHIP:
ARC 2013:01 – MIDLAND SECONDARY SCHOOL/PENETANGUISHENE
SECONDARY SCHOOL**

1. **Background**

The Board approved the establishment of an Accommodation Review Committee (ARC) for Midland Secondary School and Penetanguishene Secondary School on January 23, 2013. A letter of request for community representation was sent to each municipality within the review area on June 28, 2013. Requests for parent/guardian and student ARC members were issued through a news release and posted on the board's website on September 6, 2013. Application forms were sent home with all students as set out in Administrative Procedures Memorandum A5500.

Voting membership consists of:

- (a) two parents/guardians, from the attendance area of each school, appointed by the school council;
- (b) one student appointed by student council (where a secondary school is under review);
- (c) one community representative.

Non-voting membership consists of:

- (a) local trustee(s);
- (b) the principal;
- (c) the superintendent(s) of education K-12;
- (d) the director of education or designate who will chair the ARC

The Board approved ARC membership on October 23, 2013. Since that time two further members, having been approved by their respective bodies, have come forward; Daniel Bouffard (Penetanguishene Secondary School – Parent/Guardian Representative), and Mike Ross (Town of Midland – Community Representative). Trustee Peter Beacock has advised the Board and ARC of a conflict of interest and will no longer sit on the committee. Updated membership for ARC 2013:01 is attached as APPENDIX A. Recruitment is continuing in order to fill membership to as large a degree as possible.

REPORT NO. D-5-a
NOVEMBER 27, 2013 - 2

RECOMMENDATION

That the Board approve the ARC membership, as set out in APPENDIX A of Report No. D-5-a, Accommodation Review Committee (ARC) Membership: ARC 2013:01 - Midland Secondary School/Penetanguishene Secondary School, dated November 27, 2013.

Respectfully submitted by:

Janis Medysky
Associate Director

Approved for submission by:

Kathryn Wallace
Director of Education

November 27, 2013

School	Principal	Parent/Guardian	Student Rep.
Midland Secondary School	Diane Fletcher	1. Fiona Cascagnette 2. Kyle Naylor	Jarrett Stoll
Penetanguishene Secondary School	Brian MacIsaac	1. Gerard Desrochers 2. Daniel Bouffard	Rob Bennett

Community Representatives

Town of Midland	Mike Ross
Township of Oro-Medonte	Continued Recruitment
Town of Penetanguishene	Brad Saunders
Township of Severn	Bob Marshall
Township of Springwater	Continued Recruitment
Township of Tay	Continued Recruitment
Township of Tiny	Gibb Wishart

SCDSB Trustees

Jodi Lloyd
Michele Locke
Amanda Monague

SCDSB Superintendents

John Dance
Stuart Finlayson

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

FROM: Director of Education

SUBJECT: **DIRECTOR OF EDUCATION PERFORMANCE REVIEW POLICY
AND PROCEDURE**

1. Background

The board currently does not have a policy and procedure to help guide trustees during the performance review process. Staff has developed a draft Director of Education Performance Review Policy and Procedure which contains information from Education Act, and The Ontario Leadership Framework 2013.

2. Current Status

At the Committee of the Whole meeting on November 20, 2013, trustees reviewed and discussed the draft policy and procedure for a Director of Education performance review and made some suggested revisions to the draft policy. The proposed revisions are included as APPENDIX A and the final version of the policy with the revisions is attached as APPENDIX B.

RECOMMENDATION

That the Board approve the adoption of a Director of Education Performance Review Policy and Procedure, as set out in APPENDIX B of Report No. D-5-b, Director of Education Performance Review Policy and Procedure, dated November 27, 2013.

Approved for submission by:

Kathryn Wallace
Director of Education

November 27, 2013

BOARD ADMINISTRATION 2100**DIRECTOR OF EDUCATION 2186**
PERFORMANCE REVIEW AND PROCEDURE**1. Rationale**

~~A trusting, mutually respectful and cooperative relationship between the Board of Trustees and its Director of Education with their mutual understanding of the performance outcomes expected of the director and their distinctive roles, lead to effective policy implementation and achievement of the Board's goals.~~

Whereas the Simcoe County District School Board believes a mutual understanding of the performance outcomes expected of the Director of Education leads to effective policy and implementation and achievement of Board goals.

The Ministry of Education has directed that school boards conduct an evaluation of the performance of the Director of Education (*Education Act 169.1(1)*).

2. Purpose

An effective performance review of the Board's Director of Education will:

- Strengthen the organization, making it more cohesive, viable, accountable and proactive in serving the needs of students and the broader school board community;
- Provide a mutual learning opportunity to affirm successful practices and to improve areas of identified needs;
- Reflect a continuous results-oriented and improvement focus for both the Director of Education and the school board;
- Provide a structured opportunity for the director to receive feedback and concerns in a timely and supportive way to facilitate resolution.

3. Policy

It is the policy of the Simcoe County District School Board to:

- Ensure accountability for the effective leadership and management of the school system and the effective implementation of its Multi-Year Strategic Plan and Board Improvement Plan.
- Reflect the goals of the Board's Multi-Year Strategic Plan, and the leadership practices described in the System-level Leadership Framework of the Ontario Leadership Framework and other goals as mutually agreed by both the Board and the Director of Education.
- Provide the Director of Education with concrete feedback on an annual basis from the elected board on his/her performance to be used for his/her personal development in the role.

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4. Guiding Principles

The Simcoe County District School Board supports the following guiding principles for the Performance Review process for the Director of Education:

- Characterized throughout by transparency and open communication, balanced by professional confidentiality and respect for all parties;
- Highlights the key role of the Director as the Chief Education Officer for the District to enhance student achievement and success for all children.
- Recognizes that the Director is the Chief Executive Officer. The Director is held accountable for work performed primarily by other staff.
- Emphasizes the need for and requires the use of qualitative and quantitative evidence for evaluation purposes.
- Aligned with the leadership practices described in the System-level Leadership Framework of the Ontario Leadership Framework, the Director of Education's job description as well as the board's Multi-Year Strategic Plan and Board Improvement Plan.
- Provides a mutual learning opportunity to affirm successful practices and to improve areas of identified need.

5. Key Process Elements

The Simcoe County District School Board Performance Review Process will:

- ~~Be completed annually.~~
- Comply with Ministry of Education requirements.
- Will conclude with a written report, approved by the Board and based on the agreed evidence (data) gathered and includes area(s) for focus and/or improvement in the next year.
- Be based on mutual agreement on the following:
 - The areas to be assessed based on the goals of the board's Multi-Year Strategic Plan, the Board Improvement Plan, and the leadership practices described in the System-level Leadership Framework of the Ontario Leadership Framework and other goals as mutually agreed by both the Board and the Director of Education.
 - The specific evidence of strategies to achieve goals and indicators of goal implementation.
 - An effective process for discussing and resolving any disagreement between the Board of Trustees and the Director of Education on the process or the written report.
 - Respect the need for professional confidentiality.

BOARD ADMINISTRATION 2100

**DIRECTOR OF EDUCATION 2186
PERFORMANCE REVIEW AND PROCEDURE**

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6. Performance Review Process and Timelines

~~6.1 The Chair of the Board will annually coordinate the performance review process.~~

6.1 The Chair of the Board will coordinate the performance review process and develop timelines mutually agreed by the Board and the Director of Education or as determined by the Board.

~~6.2 At the August Closed Session of the Board, the Director of Education will present his/her work plan which will reflect the mutually agreed-upon key priorities and goals set for the Director of Education as a result of the last performance review process. The evidence and indicators that will be used will align with the Board's Strategic Plan and Board Improvement Plan and reflect leadership practices described in the System-level Leadership of the Ontario Leadership Framework, as well as the Director of Education's Job Description. Trustees will be given the opportunity to ask questions of clarification at the Closed Session meeting in August.~~

6.2 The Process will include:

6.2.1 A presentation of a work plan which will reflect the mutually agreed-upon key priorities and goals set for the Director of Education. The evidence and indicators that will be used will align with the Board's Strategic Plan and Board Improvement Plan and reflect leadership practices described in the System-level Leadership of the Ontario Leadership Framework, as well as the Director of Education's Job Description.

~~6.3 In May of the same school year, in Closed Session of the Board, the Director of Education will present evidence of the specific strategies used to achieve the goals, the indicators of goal implementation and the results achieved. Trustees will be given the opportunity for questions of clarification.~~

6.2.2 A presentation by the Director of Education in a Closed Session of the Board will demonstrate the evidence of the specific strategies used to achieve the goals, the indicators of goal implementation and the results achieved.

BOARD ADMINISTRATION

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DIRECTOR OF EDUCATION

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PERFORMANCE REVIEW AND PROCEDURE

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~~6.4 Following the presentation at the May Closed Session of the Board, the Board will discuss the presentation and provide the contents for a performance review report. At the same meeting, the Board will make suggestions regarding the key future priorities and goals for the Director of Education for the next school year from their perspective as a board.~~

6.2.3 A discussion by the full Board will provide the results of the performance review report. At the same meeting, the Board will make suggestions regarding the key future priorities and goals for the Director of Education from their perspective as a Board.

~~6.5 The Chair and Vice-chair will compile and summarize the information and prepare a report.~~

6.2.4 The Chair and Vice-chair will prepare a report that summarizes the information from the Board discussion reflecting the consensus of the whole Board.

~~6.6 The board comments found within the report will reflect the consensus of the whole board of trustees.~~

6.2.5 The report prepared by the Chair and Vice-chair will be approved at the next meeting of the Closed Session of the Board.

~~6.7 The Chair and Vice-chair will meet and discuss the performance review with the Director of Education within 2 weeks of the meeting in (6.4).~~

6.2.6 A meeting between the Chair, Vice-chair and the Director of Education to discuss the performance review will then occur in a timely manner following the Board meeting.

~~6.8 The Chair will share the written report with the Director prior to the June Closed Session of the Board.~~

6.2.7 The performance review report will then be brought forward to the next Closed Session of the Board. Trustees will rise and report on the completion of the performance review.

~~6.9 At the June Closed Session of the Board, the Chair's written report will be shared with trustees.~~

~~6.10 Approval of the performance review report by the Board will occur at the June closed session meeting of the Board.~~

BOARD ADMINISTRATION 2100

**DIRECTOR OF EDUCATION 2186
PERFORMANCE REVIEW AND PROCEDURE**

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7. Confidentiality

To ensure that the process is governed by mutual trust and a genuine concern for improvement in one's work, the data used and the annual review will remain highly confidential. Copies of the performance appraisal report will be restricted to the Director of Education and their personnel file.

References:

Education Act

The Ontario Leadership Framework 2013

ADOPTED NOVEMBER 27, 2013

BOARD ADMINISTRATION 2100**DIRECTOR OF EDUCATION 2186**
PERFORMANCE REVIEW AND PROCEDURE**1. Rationale**

Whereas the Simcoe County District School Board believes a mutual understanding of the performance outcomes expected of the Director of Education leads to effective policy and implementation and achievement of Board goals.

The Ministry of Education has directed that school boards conduct an evaluation of the performance of the Director of Education (*Education Act 169.1(1)*).

2. Purpose

An effective performance review of the Board's Director of Education will:

- Strengthen the organization, making it more cohesive, viable, accountable and proactive in serving the needs of students and the broader school board community;
- Provide a mutual learning opportunity to affirm successful practices and to improve areas of identified needs;
- Reflect a continuous results-oriented and improvement focus for both the Director of Education and the school board;
- Provide a structured opportunity for the Director of Education to receive feedback and concerns in a timely and supportive way to facilitate resolution.

3. Policy

It is the policy of the Simcoe County District School Board to:

- Ensure accountability for the effective leadership and management of the school system and the effective implementation of its Multi-Year Strategic Plan and Board Improvement Plan.
- Reflect the goals of the Board's Multi-Year Strategic Plan, and the leadership practices described in the System-level Leadership Framework of the Ontario Leadership Framework and other goals as mutually agreed by both the Board and the Director of Education.
- Provide the Director of Education with concrete feedback from the elected board on his/her performance to be used for his/her personal development in the role.

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4. Guiding Principles

The Simcoe County District School Board supports the following guiding principles for the Performance Review process for the Director of Education:

- Characterized throughout by transparency and open communication, balanced by professional confidentiality and respect for all parties;
- Highlights the key role of the Director as the Chief Education Officer for the District to enhance student achievement and success for all children.
- Recognizes that the Director is the Chief Executive Officer. The Director is held accountable for work performed primarily by other staff.
- Emphasizes the need for and requires the use of qualitative and quantitative evidence for evaluation purposes.
- Aligned with the leadership practices described in the System-level Leadership Framework of the Ontario Leadership Framework, the Director of Education's job description as well as the board's Multi-Year Strategic Plan and Board Improvement Plan.
- Provides a mutual learning opportunity to affirm successful practices and to improve areas of identified need.

5. Key Process Elements

The Simcoe County District School Board Performance Review Process will:

- Comply with Ministry of Education requirements.
- Will conclude with a written report, approved by the Board and based on the agreed evidence (data) gathered and includes area(s) for focus and/or improvement.
- Be based on mutual agreement on the following:
 - The areas to be assessed based on the goals of the board's Multi-Year Strategic Plan, the Board Improvement Plan, and the leadership practices described in the System-level Leadership Framework of the Ontario Leadership Framework and other goals as mutually agreed by both the Board and the Director of Education.
 - The specific evidence of strategies to achieve goals and indicators of goal implementation.
 - An effective process for discussing and resolving any disagreement between the Board of Trustees and the Director of Education on the process or the written report.
 - Respect the need for professional confidentiality.

BOARD ADMINISTRATION 2100

**DIRECTOR OF EDUCATION 2186
PERFORMANCE REVIEW AND PROCEDURE**

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6. Performance Review Process and Timelines

- 6.1 The Chair of the Board will coordinate the performance review process and develop timelines mutually agreed by the Board and the Director of Education or as determined by the Board.
- 6.2 The Process will include:
- 6.2.1 A presentation of a work plan which will reflect the mutually agreed-upon key priorities and goals set for the Director of Education. The evidence and indicators that will be used will align with the Board's Strategic Plan and Board Improvement Plan and reflect leadership practices described in the System-level Leadership of the Ontario Leadership Framework, as well as the Director of Education's Job Description.
 - 6.2.2 A presentation by the Director of Education in a Closed Session of the Board will demonstrate the evidence of the specific strategies used to achieve the goals, the indicators of goal implementation and the results achieved.
 - 6.2.3 A discussion by the full Board will provide the results of the performance review report. At the same meeting, the Board will make suggestions regarding the key future priorities and goals for the Director of Education from their perspective as a Board.
 - 6.2.4 The Chair and Vice-chair will prepare a report that summarizes the information from the Board discussion reflecting the consensus of the whole Board.
 - 6.2.5 The report prepared by the Chair and Vice-chair will be approved at the next meeting of the Closed Session of the Board.
 - 6.2.6 A meeting between the Chair, Vice-chair and the Director of Education to discuss the performance review will then occur in a timely manner following the Board meeting.
 - 6.2.7 The performance review report will then be brought forward to the next Closed Session of the Board. Trustees will rise and report on the completion of the performance review.

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7. Confidentiality

To ensure that the process is governed by mutual trust and a genuine concern for improvement in one's work, the data used and the review will remain highly confidential. Copies of the performance appraisal report will be restricted to the Director of Education and their personnel file.

References:

Education Act

The Ontario Leadership Framework 2013

ADOPTED NOVEMBER 27, 2013

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

FROM: Associate Director

SUBJECT: **ACCOMMODATION REVIEW COMMITTEE MEMBERSHIP: MIDLAND
SECONDARY SCHOOL/PENETANGUISHENE SECONDARY SCHOOL
(BEAUSOLEIL FIRST NATION BAND)**

1. Background

The Board approved the establishment of an Accommodation Review Committee (ARC) for Midland Secondary School (MSS) and Penetanguishene Secondary School (PSS) on January 23, 2013. The ARC for MSS and PSS had its first working session on November 5, 2013. A discussion regarding membership brought about a question as to whether the Christian Island First Nation Reserve that is home to the Beausoleil First Nation Band is considered a municipality and is permitted to have an ARC member appointed by local municipal council.

The Board's Accommodation Review Policy 2313 (Section 4.2.2) provides that voting members of an ARC will include a public school supporter as a community representative appointed by the local municipality.

Staff sought legal advice regarding the municipal status of the Reserve. It is the legal interpretation that the First Nations Reserve does not have municipal status however it does have many of the responsibilities, powers and obligations of a municipality.

2. Current Status

The legal advice was considered by board staff and brought forward to the ARC at its working session meeting on November 19, 2013. Board staff and the ARC are supportive of the Board considering the addition of a voting ARC member to represent Christian Island First Nation Reserve on the ARC. The Band was requested to consider the appointment of a potential ARC member to be presented to the Board at its November 27, 2013 regular Board meeting.

The Beausoleil First Nation Band has appointed Sylvia Norton-Sutherland for the Board's consideration to be a member on the MSS and PSS ARC.

RECOMMENDATION

That the Board approve that Sylvia Norton-Sutherland of the Beausoleil First Nation Band be a voting member of the Midland Secondary School and Penetanguishene Secondary School ARC, as set out in Report No. D-5-c, Accommodation Review Committee Membership: Midland Secondary School/Penetanguishene Secondary School (Beausoleil First Nation Band), dated November 27, 2013.

Respectfully submitted by:

Janis Medysky
Associate Director

Approved for submission by:

Kathryn Wallace
Director of Education

November 27, 2013

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

FROM: Chairperson of SEAC
Superintendent of Education

SUBJECT: **MINUTES OF THE SPECIAL EDUCATION ADVISORY COMMITTEE
MEETING HELD SEPTEMBER 23, 2013**

The regular meeting of the Special Education Advisory Committee was held on Monday, September 23, 2013 at the Education Centre.

A. Roll Call

PRESENT:

SEAC Members

Angie Bridekirk (Chairperson), Susan Clough, Sue Downing, Mary Haire, James Hall (Vice-Chairperson), Suzanne Ley (Trustee), Sari Russell.

SEAC Alternates

Kevin Berry, Patrick King, Rose-Ann Marchitto.

Staff

Mike Giffen, Connie Gray, Hailey McLean, Janis Medysky, Sally Potts, Chris Samis, Shannon Thompson, Brodie Wilson.

REGRETS:

SEAC Members

Sarah Elliott, Margaret Homewood, Laura LaChance, Kim Latour, Jodi Lloyd (Trustee).

ABSENT:

SEAC Members

Joanne Brown, Joanne McCafferty, Caroline Smith (Trustee).

Recording Secretary

Tina Bazuk.

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

(1) Welcome

(a) Introductions

Janis Medysky, Associate Director, welcomed Chris Samis, Superintendent of Education, in charge of the Special Education portfolio, Mike Giffen, Principal of Special Education and Tina Bazuk, Executive Assistant to Chris Samis.

SEAC members briefly introduced themselves and provided an update on their roles.

(b) SCDSB Special Education Statement of Beliefs

James Hall, Vice-Chairperson, read the statements of beliefs.

(2) Approval of Agenda

Chairperson Bridekirk provided an update on the new format for the SEAC agenda.

Moved by Susan Clough
Seconded by Suzanne Ley

That the agenda be approved as printed.

CARRIED

(3) Approval of Minutes

(a) Minutes of the Regular SEAC Meeting held June 17, 2013

Superintendent Samis clarified that the Minority Report was not forwarded to the Ministry as indicated in the June 17, 2013 but was referenced within the Special Education Plan 2013-2014.

Moved by Mary Haire
Seconded by Sue Downing

That the Minutes of the Regular SEAC Meeting held Monday, June 17, 2013 be approved with the amendment of the Minority Report being referenced within the Special Education Plan 2013-2014 as opposed to being attached separately.

CARRIED

B. Presentations

(1) SEAC - Nil

(2) Staff

Superintendent Samis drew attention to the Professional Development (PD) opportunities taking place in September and October 2013.

(a) ASD Teacher PLC

Superintendent Samis introduced Hailey McLean, Central Consultant, Jennifer Perigoe, ASD Teacher and Joanna Polanowski, ABA Coordinator who presented on Autism Awareness in SCDSB.

During the Spring of 2013 the ASD team provided training to teachers in 9 Elementary Schools and 2 Secondary Schools. The training focused on increasing autism awareness and building understanding within the school community through engaging activities developed in collaboration with the ASD team. In May the team came together to share positive experiences and discussed how to move forward. Central Consultant McLean noted that the ASD team would be meeting on Wednesday, September 25, 2013 to determine how to continue enhancing autism awareness. Susan Clough, Autism Ontario advised that if Autism Ontario has a new initiative for April 2014 that she would be happy to forward to the team.

(b) Professional Development – Summer Learning (TEACCH/Geneva Centre)

Superintendent Samis informed the group that the goal in 2013-2014 is to provide more site-based training, therefore, some PD sessions will occur at the schools as opposed to the Education Centre.

Central Consultant McLean provided a presentation on the Treatment and Education of Autistic and Communication-Handicapped Children (TEACCH) training in Greensboro, North Carolina. The TEACCH training was attended by Central Consultant McLean and 3 ABA Coordinators from July 29 – August 2, 2013. The main focus of the training was structuring the environment to support learning and success. The team was able to participate in intensive, hands on training with five different students and directly apply principles and strategies learned.

A site-based PD session will be offered to SCDSB staff in the Structured Learning Environments. Trained Central Special Education staff will support SCDSB teachers to incorporate TEACCH strategies into their classroom environments and individualized programs for students with ASD.

Central Consultant McLean noted that much of the PD reaffirmed what SCDSB is already doing. The training provided a look through a different lens and will be able to place more importance on the environment and building in the predictability. Susan Clough requested a copy of the Structured Learning Environment document when available.

Central Consultant McLean provided a presentation on the Geneva Centre Summer Training that was attended by a variety of staff members at the Nottawasaga Inn & Resort from August 19 - 21, 2013. Three different workshops were offered. ASD in the Classroom: Introductory Training (2 days), Functional Behaviour Assessment (2 days) and ASD and Mental Health (1 day) with Dr. White.

Central Consultant McLean noted that interesting conversation took place and a lot of research shared but not a lot of strategies were brought forward. Links for the research materials will be forwarded to SEAC members. Dr. White will be conducting research and the SCDSB have indicated interest in participating.

(c) Summer Assistive Technology Camp

Superintendent Samis introduced Connie Gray, Central Consultant, who presented on the Summer Assistive Technology Camp that was held in Summer 2013.

The Assistive Technology (AT) Camp is for students with a learning disability using SEA equipment. Thirty two students from grades 4 - 8 attended the session and thirty two parents participated in the parent portion. Staff felt it was important to engage parents to ensure they are comfortable with the technology and can support their children and vice versa.

This was the third year for the AT camp and it received positive media coverage. The students and parents received hands on training on how to use the equipment and how to navigate the system. The students also created a website through weebly.com.

To view the CTV media coverage [Click here](#). Please note the story is 15:18 minutes in length.

Superintendent Samis advised that the camp was full and unfortunately some students had to be turned away. If looking to expand, the board would need to consider the costs. Students and parents can attend the camp for free but VOCALinks does charge the board a fee to run the camp. Staff are looking into different option to entice high school students.

C. Items for Decision

(1) Proposed Meeting Dates

Superintendent Samis reviewed the proposed SEAC meeting dates for 2013-2014. SEAC members approved the proposed dates.

D. Items for Information

(1) SEAC Member Reports

Autism Ontario – Simcoe County Chapter:

Positive Advocacy is hosting a 3 hour workshop on Tuesday, October 1, 2013 at Bradford Curling Club.

Autism Ontario is hosting an Autism Risk and Safety Management Seminar on Thursday, October 24, 2013 at Georgian College.

Deaf Access Simcoe Muskoka:

The Hearing Foundation of Canada is offering the Sound Source Program to 40 schools throughout SCDSB/SMCDSB during the 2013-2014 school year.

Catulpa Community Support Services:

Catulpa is celebrating their 40th Anniversary. Celebration takes place throughout Simcoe County on Thursday, September 26, 2013 between the hours of 11:00 am and 2:00 pm.

Integration Action for Inclusion in Education & Community Ontario:

The Provincial conference was held in Kingston in May 2013. The conference was a two day event funded by the Ministry of Education (MOE) and both parents and educators were in attendance. Speakers were brought in from the US and the focus was on inclusive education. The MOE has provided funding for 2014 and it appears that the conference will be held in the Waterloo District. Chairperson Bridekirk has requested that Simcoe County potentially host.

(a) SEAC Website – Ministry

Chairperson Bridekirk provided an update on the SEAC website created by the MOE to support SEAC's in their work with boards. The MOE's letter dated September 10, 2013 was forwarded to SEAC members electronically.

Chairperson Bridekirk called for a recess at this time.

The meeting reconvened at 8:20 p.m.

(2) Staff Reports

(a) Status of Recommendations to the Board

Associate Director Medysky reported that the time sensitive motion brought forward to Board on June 19, 2013 "SEAC recommends to the Board that it not support any motion to create a terms of reference or otherwise seek to alter SEAC's right and responsibilities" was discussed and postponed indefinitely.

(b) Terms of Reference

Associate Director Medysky provided an update on the draft Terms of Reference (TOR) created this summer. A preliminary discussion took place to explain the rationale for the TOR with the intent that further discussion would take place at the October 21, 2013 SEAC meeting in order to give members the opportunity to review and discuss with their respective associations.

Associate Director Medysky advised that when developing the draft TOR several factors were considered, ie: board by-laws, other committees of the Board, Special Education Plan and the importance of aligning with the other boards within our region. The Provincial Parent Associations Advisory Committee (PAaC) was consulted and best practices were looked at.

The draft TOR was shared with SEAC members electronically prior to the meeting and hard copies were placed in folders. Comments/feedback may be forwarded to Associate Director Medysky and Superintendent Samis via email prior to the October 21, 2013 meeting if members desire.

The Board of Trustees has passed a motion that the draft TOR would be reviewed at the Board meeting in November, 2013.

Discussion ensued regarding how many organizations are represented on SEAC and the difference between an association and agency. Chairperson Bridekirk listed the four agencies and eight associations currently represented on SEAC. Trustee Ley advised that according to the *Education Act*, a maximum of 12 local associations can be represented on SEAC, therefore members should be promoting SEAC to other associations to better represent all of our exceptional students.

(c) Special Education Plan

Superintendent Samis provided an update on the 2013-2014 Special Education Plan. The Special Education Plan has been posted on the public website, principals have been informed as to where to locate the plan and SEAC members have been provided with a hard copy. Due to a last minute change from a Special Education Report to a Plan there was rush to complete and submit last Spring. The Special Education Plan will be a plan again this year so discussions will begin earlier. Superintendent Samis noted that the Minority Report has been referenced within the Special Education Plan as opposed to being submitted as a separate document as in previous years. Susan Clough requested clarification as the Minority Report is referenced on page 113 of the Special Education Plan. Superintendent Samis agreed to seek clarification.

(d) Student Information System Update/PowerSchool

Superintendent Samis outlined some changes with the board's Student Information System. The former system eSIS, was purchased by Pearson and is now obsolete. Student information was migrated from eSIS to PowerSchool this past summer. The system is live and staff will continue to provide improvements and adjustments throughout the year. PowerTeacher provides teaching staff with a web-based interface for classroom management. Until staff became familiar with PowerSchool some access has been restricted. As staff become comfortable more access will be given. Minor issues have resulted but will be corrected when more access is given.

(e) SEA Update

Superintendent Samis provided a summary of SEA equipment. There were approximately 400 transfers of SEA equipment from June to September 2013 with 80 claims left to be processed.

Assistive Technology is well utilized in the schools. Staff have noticed that more students in the higher elementary school grades are bringing in their own devices so students using SEA feel more comfortable. Students are also using the guest wireless network.

Sally Potts, Principal of Special Education noted that Central Consultant Gray created a newsletter entitled the Scoop. The newsletter refers to programs that are available to all students, gives an update on the new version of Kurzweil, gives information on Read and Write Gold for Secondary Schools, details some points of interest and provides some tips. Staff are trying to introduce programs for teachers to use with all students. The September issue of the Scoop will be forwarded to SEAC members. Central Consultant Gray has agreed to provide a presentation at the October 21, 2013 SEAC meeting regarding Read and Write.

(f) Bayview Transition Site Update

Superintendent Samis provided an update on the Bayview Transition Site which supports students with the transition from school to community in a less chaotic environment. The transition site is affiliated with Innisdale Secondary School, similar to an Alternative School.

There is currently one student in the program with the goal of six SCDSB students in the future. The program is still new and therefore, it is important to continue to communicate the value and opportunities available through this program to the community. Staff are working with community agencies to determine how the site will work best. Transition Coordinators associated with Community Living will be involved.

Superintendent Samis confirmed that Bayview Transition site will be reviewed in a year or two to ensure efficiency.

(3) **Committee Reports**

(a) Working Group – APM A1435

Susan Clough provided a brief overview of the working group for APM A1435, Management Process for Student Behaviours Causing a Risk-of-Injury. The working group met this evening prior to SEAC and will be meeting again on October 21, 2013. All SEAC members have received the APM electronically and are asked to provide feedback to the Principals of Special Education a week prior to meeting in October so the recommended changes can be discussed.

(4) **Links to Board Reports**

- (a) [June 19, 2013 – Board Meeting](#)
- (b) [July 2, 2013 – Special Board Meeting](#)
- (c) [August 28, 2013 - Board Meeting](#)

E. Correspondence

(1) **Letter from Upper Canada District School Board**

A letter from Upper Canada District School Board SEAC to the Minister of Community and Social Services supporting the concerns shared by other SEACs regarding the recent changes to Special Services At Home (SSAH) and the lack of adequate funding to both the SSAH and Passport programs.

(2) Letter from Halton District School Board

A letter from the Halton District School Board SEAC to the Minister of Community and Social Services supporting the concerns shared by other Ontario SEAC's regarding changes to the Special Services at Home (SSAH) funding and barriers in applying to Developmental Services Ontario. The letter asks that the Ministry ensure a smooth transition to the Passport program, with adequate funding to meet the needs of this population, before any reduction in SSAH funding is considered. HDSB also asks that the Ministry consider repealing the specific requirement for a psychological assessment to determine eligibility for the DSO program when a medical diagnosis and/or extensive therapeutic assessment already clearly indicate levels of developmental disability.

(3) Letter from Ministry of Education, Trillium Demonstration School

A letter from the Ministry of Education, Trillium Demonstration School to SEAC provided a list of the Resource Services Teachers and their assigned school boards. The letter outlined the description of the Resource Teachers role, the Visiting Teacher program and Professional Development Workshops.

Susan Clough left the meeting at this time.

F. Other Matters

Sari Russell, Deaf Access Simcoe, requested feedback on a few items.

1. Currently the SCARRI system doesn't allow for Interpreter Tutors to indicate if they are absent or request someone to assist the child. She is recommending these issues be high on the priority list.
2. Interpreter Tutors are dealing with students with multiple needs and don't have access to PD such as an EA would. Mrs. Russell indicated that she would be happy to network through the province to find PD options. She is recommending the SCDSB look into.
3. She requested that the list of schools with visual strobes and sound systems be included in the Special Education Plan next year. Associate Director Medysky offered to bring this forward to the Accessibility Advisory Committee. Principal Potts met with the Hearing Resource Teachers on June 11, 2013 to develop an action plan.

G. Notices of Motion for Next Meeting - NIL

H. Adjournment

Moved by Jim Hall
Seconded by Mary Haire

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

CARRIED

The next meeting is scheduled for Monday, October 21, 2013

Report Status

This report is provided for information.

Respectfully submitted by:

Chris Samis
Superintendent of Education

Approved for submission by:

Kathryn Wallace
Director of Education

November 27, 2013

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

FROM: Parent Involvement Committee

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

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

PRESENT:

Committee Members: (Voting)
Elizabeth Bettencourt, Christine Bowman, Ken Boyington, Donna DaSilva, Marjorie Dowdell (Chairperson), Jennifer Johnson, Julianna Lerch, Tanya Nabuurs, David O'Brien, Lisa Robertson (Vice-chairperson).

Trustee

Representatives: (Non-voting)
Michele Locke.

Administration & Staff

Representatives: (Non-voting)
Rita England (Recorder), Jackie Kavanagh, Alison LaMantia, Peter McLean, Jane Seymour.

REGRETS: Michelle Hunter, Sarah Huter, Krista Mayne.

GUEST: Anita Ford-Johnson, Innisdale S.S.

1. Welcome

Vice-chairperson Marjorie Dowdell called the meeting to order at 6:05 p.m. and welcomed new committee members, Donna DaSilva, Sarah Huter and David O'Brien and guest Anita Ford-Johnson to the meeting.

Vice-chairperson Dowdell expressed regrets on behalf of Krista Mayne and Sarah Huter who were unable to attend.

Superintendent Kavanagh expressed regrets from the committee on behalf of Vice-Principal Angie Pino who stepped down from the committee this year due to family commitments. Peter McLean, Principal, Worsley E. S. will assume Principal Pino's role on the PIC committee.

2. Approval of Agenda

Vice-chairperson Dowdell asked the committee for approval of the agenda.

Moved by Lisa Robertson
Seconded by Jennifer Johnson

That the agenda be accepted as printed.

CARRIED

3. Review of PIC Mandate and Meeting Protocols

Superintendent Kavanagh reviewed the mandate of the Parent Involvement Committee, as outlined in the Ministry of Education document, *A Practical Handbook for Parent Involvement Committee Members – Making a Difference* www.ontario.ca/eduparents.

Ontario Regulation 612/00

The Mandate of the PIC is to:

- support, encourage, and enhance meaningful parent engagement at the board level to improve student achievement and well-being;
- provide information and advice to the board on parent engagement;
- communicate with and support school councils; and
- undertake activities to help parents support their children's learning at home and at school.

Superintendent Kavanagh reviewed the standardized process by which the board runs standing committees i.e. written motions, raising of hands to address the committee, monthly agenda building and committee members sending email requests through chair of the committee to the Superintendent responsible for the PIC committee.

4. Election of Chairperson and Vice-chairperson

Superintendent Kavanagh called for nominations for the position of Chairperson of the Parent Involvement Committee.

Moved by David O'Brien

That Marjorie Dowdell be nominated for election as Chairperson of the Parent Involvement Committee.

Marjorie Dowdell indicated she would stand.

Moved by Elizabeth Bettencourt

That Lisa Robertson be nominated for election as Chairperson of the Parent Involvement Committee.

The nomination was declined by Lisa Robertson.

Superintendent Kavanagh called for further nominations for the Chairperson position.

There being no further nominations, Marjorie Dowdell was acclaimed as Chairperson of the Parent Involvement Committee.

CARRIED

Marjorie Dowdell assumed the position of Chairperson at this time.

Chair Dowdell called for nominations for the position of Vice-chairperson of the Parent Involvement Committee.

Moved by Marjorie Dowdell

That Lisa Robertson be nominated for election as Vice-chairperson of the Parent Involvement Committee.

Lisa Robertson indicated she would stand.

Chair Dowdell called for further nominations for the office of Vice-chairperson of the Parent Involvement Committee.

There being no further nominations, Lisa Robertson was acclaimed as the Vice-chairperson of the Parent Involvement Committee.

CARRIED

5. Approval of June 12, 2013 Minutes

Chair Dowdell asked for approval of the minutes.

Moved by Lisa Robertson
Seconded by Jennifer Johnson

That the minutes of the June 12, 2013 be accepted as printed.

CARRIED

6. Establish Sub-Committee to Lead System School Council Members' Meetings

Chairperson Dowdell requested volunteers to establish a sub-committee for the development of agendas for the three System School Council Members' (SSCM) meetings. Draft agendas are to be brought back to the committee for information and additional input by committee members.

Lisa Robertson, offered to lead the working group, assisted by: Elizabeth Bettencourt, Donna DaSilva, Jennifer Johnson and Trustee Michele Locke.

Chairperson Dowdell opened discussion on the Video Conference format for the January 27, 2014 SSCM. Committee members were in agreement that meetings in a family of schools setting would be a more cost effective method of delivering the PIC's message to school councils. Trustees and superintendents would be invited to attend this meeting in their regions, depending on their availability.

MOTION

Moved by Marjorie Dowdell
Seconded by David O'Brien

That the Parent Involvement Committee recommend that the PIC not continue with the Video Conference due to lack of attendance and replace with a family of school event.

CARRIED

7. Establish Sub-Committee to Lead Circle of Learning Conference

Chairperson Dowdell requested volunteers to establish a sub-committee to lead the planning of the annual Circle of Learning Conference to be held on April 6, 2013.

Chair Dowdell offered to lead this team, assisted by: Elizabeth Bettencourt, Donna DaSilva, Jennifer Johnson, Julianna Lerch, Tanya Nabuurs and David O'Brien.

Monthly updates are to be brought back to the committee for information and additional input by committee members.

8. PIC 2013-2014 Budget

Superintendent Kavanagh provided the committee with information regarding the PIC budget which consists of Ministry operating funds of \$13,167 and a \$21,000 grant for the Circle of Learning, for a total of \$34,167.

The committee discussed unspent Schools' Parents Reaching Out grants obtained from the Ministry from previous years. Superintendent Kavanagh reported that unspent monies are returned to the Ministry. Superintendent Kavanagh will confirm the status of these grants and if these monies may be rolled over to be used for the 2013-2014 school year.

9. People for Education 17th Annual Conference – November 2, 2013

As in previous years, it was suggested that PIC members be sponsored to attend the People for Education conference at the Rothman School of Business in Toronto; as well as one member to be sponsored to attend the CMHO conference.

MOTION

Moved by Jennifer Johnson
Seconded by Tanya Nabuurs

That the Parent Involvement Committee recommend that funding in the amount of \$600.00 be made available to enable PIC members listed below to attend the annual People for Education Conference on November 2, 2013.

Marjorie Dowdell, Lisa Robertson, Elizabeth Bettencourt, Julianna Lerch, Ken Boyington, Donna DaSilva.

PIC members were encouraged to register for the conference courses as soon as possible at www.peopleforeducation.ca/events-worskshopscome-to-our-conference/. All receipts and mileage must be submitted to Rita England on a board expense claim after the event.

Chair Dowdell spoke on the Mental Health conference – Summit of Children and Youth Mental Health, April 3 – 4, 2013 (\$425 per person). The committee suggested a PIC member attend this event.

This item will be addressed at the October PIC meeting.

10. Discussion Regarding Direction for 2013-2014 PIC

Chair Dowdell and Vice-Chair Robertson requested feedback from the committee regarding the direction the committee should pursue for the 2013-2014 year. Members were encouraged to provide input from their areas and the importance of all voices being heard was stressed.

Discussion ensued regarding school council chair email addresses. A board memo has gone out to staff reminding principals to provide the new school council chairs with the school council chair email and login. A report will be brought back to the committee in November showing schools that are not using the school council emails.

Other suggestions included potential training on the Board Improvement Plan, PIC members familiarizing themselves with, and inviting their school area schools to System School Council meetings, coaching and supporting of school councils, Principal McLean to provide a presentation at the next System School Council Members meeting on the Board Improvement Plan, PRO Grant meeting for school councils in May 2014, communications and FOI providing school councils with information at SSCM meetings, Advanced Placement, PRO Grant presentation at an SSCM meeting, Administrative Team form training for school council, updating of school websites, and Communications providing a Twitter presentation at the System School Council Members' meeting - Twitter 101.

Alison LaMantia, Communication Manager, spoke on the Ministry of Education's *Great to Excellent – The Future of Ontario Education Strategy*. Manager LaMantia explained that her department will collect information from the Ministry's survey, compile and report back to the Ministry. PIC will be one of a number of the board's committees that will be completing the survey. A timed item of one hour is to be set up at the October PIC meeting for Manager LaMania to collect a response that is representative of the PIC group.

Communication Manager LaMantia will be completing a Communications Audit and will invite parent members of PIC to participate. Focus groups will begin at 4:45 – 5 pm before the November 19th meeting.

Chair Dowdell thanked everyone for their input and encouraged members to forward any additional items to her by email.

11. Additional Items

- a) Volunteers in Schools – Superintendent Kavanagh provided an update to the committee on the revised Volunteer policy (Policy 3250) which will be presented to the board at the September board meeting. The policy was updated to reflect changes enabling volunteers to become more involved in their community schools. The policy reflects the needs of the principals and schools.

Superintendent Kavanagh explained the process whereby information is disseminated to the system i.e. a numbered memorandum goes to the system, then shared by principals to staff and school council, then sent to parents interested in volunteering at the school via newsletter and shared at school council orientation sessions in November.

The committee discussed a communication template to be sent out to schools along with the policy.

- b) Superintendent Portfolio Duties & Family of Schools – Superintendent Kavanagh provided the committee with a handout: Superintendent Portfolio Duties and Family of School Assignments for 2013-2014. An updated copy will be provided yearly.

12. Adjournment

Moved by Lisa Robertson
Seconded by Donna DaSilva

That the meeting be adjourned at 8:40 p.m.

The next regular meeting will be held on Tuesday, October 15, 2013, 6:00 p.m., Georgian Room at the Education Centre.

13. Report Status

This report is provided for information.

Respectfully submitted by:

Jackie Kavanagh
Superintendent of Education

Approved for submission by:

Kathryn Wallace
Director of Education

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

FROM: Parent Involvement Committee

SUBJECT: **REPORT OF THE PARENT INVOLVEMENT COMMITTEE
MEETING HELD OCTOBER 15, 2013**

A meeting of the Parent Involvement Committee was held on Tuesday, October 15, 2013 at the Education Centre.

PRESENT:

Committee Members: (Voting)
Christine Bowman, Ken Boyington, Donna DaSilva, Marjorie Dowdell
(Chairperson), Michelle Hunter, Sarah Huter, Jennifer Johnson
(Vice-chairperson), Anita Johnson-Ford, Julianna Lerch, Gillian Miller,
David O'Brien.

Trustee

Representatives: (Non-voting)
Krista Mayne.

Student Trustee

Representatives: (Non-voting)
Patrick Whitten.

Administration & Staff

Representatives: (Non-voting)
Anne Bonham (Recorder), Jackie Kavanagh, Alison LaMantia,
Jane Seymour.

REGRETS: Michele Locke, Peter McLean.

1. Welcome

Chairperson Marjorie Dowdell called the meeting to order at 6:06 p.m. and welcomed new members Anita Johnson-Ford, Sarah Huter and Gillian Miller; as well as student trustee Patrick Whitten from Banting Memorial H.S. to the PIC meeting.

Chair Dowdell expressed regrets on behalf of Trustee Michele Locke and Peter McLean who were unable to attend.

Superintendent Jackie Kavanagh and Chair Dowdell expressed regrets on behalf of the committee regarding the resignation of Elizabeth Bettencourt and Lisa Robertson and thanked them for their many contributions and dedication to the PIC over the years.

2. Approval of Agenda

Chairperson Dowdell asked the committee for approval of the agenda.

Moved by David O'Brien
Seconded by Donna DaSilva

That the agenda be accepted as printed.

CARRIED

3. Election of Vice-Chairperson

Chairperson Dowdell called for nominations for the position of Vice-chairperson of the Parent Involvement Committee.

Moved by Anita Johnson-Ford

That Jennifer Johnson be nominated for election as Vice-chairperson of the Parent Involvement Committee.

Jennifer Johnson indicated she would stand.

Chairperson Dowdell called for further nominations for the Vice-chairperson position.

There being no further nominations, Jennifer Johnson was acclaimed as the Vice-chairperson of the Parent Involvement Committee.

CARRIED

4. Approval of September 24, 2013 Minutes

Chair Dowdell asked for approval of the minutes.

Moved by Christine Bowman
Seconded by Donna DaSilva

That the minutes of the September 24, 2013 be accepted as revised.

CARRIED

The committee discussed the attendance of PIC members at the November 2, 2013, People for Education 17th Annual Conference. Due to the resignation of committee members, Lisa Robertson and Elizabeth Bettencourt, it was determined that the following members will attend the conference: Marjorie Dowdell, Julianna Lerch, Ken Boyington, Donna DaSilva and Anita Johnson-Ford.

5. Ministry of Education “Great to Excellent – The Future of Ontario Education Strategy” TIMED ITEM (1 hour)

Alison LaMantia, Communication Manager spoke on the Ministry initiative *Building the Next Phase in Ontario’s Education Strategy “Great to Excellence.”*

The Ministry has requested input from Ontarians, education leaders, business leaders, school boards, parents, teachers and individuals on the seven questions listed below:

- 1) What are the skills, knowledge and characteristics students need to succeed after they have completed school, and how do we better support all learners in their development?
- 2) What does student well-being mean to you, and what is the role of the school in supporting it?
- 3) From your perspective, what further opportunities exist to close gaps and increase equity to support all children and students in reaching their full potential?
- 4) How does the education system need to evolve as a result of changes to child care and the implementation of full-day kindergarten?
- 5) What more can we all do to keep students engaged, foster their curiosity and creativity, and help them develop a love of life-long learning?
- 6) How can we use technology more effectively in teaching and learning?
- 7) What are the various opportunities for partnership that can enhance the student experience, and how can they benefit parents, educators and our partners too?

The committee provided their input to the questions and Communications Manager LaMantia will provide the committee with a compilation of the responses at the November PIC meeting.

Manager LaMantia will respond to the Ministry on behalf of the PIC committee by the November 15, 2013 deadline.

6. Review of Agenda for System School Council Members’ Meeting – October 21, 2013 and Overview of Presentations

Chair Dowdell provided the committee with information regarding the upcoming System School Council Members’ (SSCM) meeting.

Chair Dowdell advised the committee that as a result of two members of the working group for the System School Council Members’ meeting resigning, committee member Ken Boyington and Chair Dowdell will join the working group to assist with the development of the agenda.

The sub-committee members are: Donna DaSilva, Jennifer Johnson and Trustee Michele Locke. Jennifer Johnson is the lead of the SSCM meeting working group.

Chair Dowdell outlined the setup and structure for the meeting which will include: 3 tables set up for the 3 regions (Family of Schools) with trustees sitting with their school council representatives.

Manager LaMantia informed the committee that Communications has sent out notification regarding the upcoming SSCM meeting via news release and the SCDSB web.

Superintendent Kavanagh informed the committee that reminder emails regarding the upcoming meeting have been sent to all School Council chairs and to school principals requesting that the information be shared with all School Councils.

7. Conference: Summit of Children and Youth Mental Health – April 3 – 4, 2014

Chair Dowdell provided the committee with an update on the Summit of Children and Youth Mental Health to be held April 3 and 4, 2014. Chair Dowdell will represent the PIC committee at the conference. Chair Dowdell requested that anyone interested in attending the conference to contact her before the November PIC meeting. Further details may be found on the conference website:

http://www.opsba.org/index.php?q=what_we_do/annual_events/summit_on_children_youth_mental_health

MOTION

Moved by Jennifer Johnson
Seconded Sarah Huter

That the Parent Involvement Committee recommend that the PIC committee send Chair Marjorie Dowdell and one other PIC member to the Summit of Children and Youth Mental Health Conference, April 3 and 4, 2014. To be decided at the November meeting.

CARRIED

8. Unspent PRO Grant Funds from 2012 – 2013

Superintendent Kavanagh provided information to the PIC committee that any unspent PRO Grant Funds will be returned to the Ministry of Education. Each School Council has \$500 to allow school councils to support local efforts to communicate and engage parents. Funding must be spent by June 30, 2014.

Superintendent Kavanagh shared with the committee that area schools are able to pool their funds together to have a larger amount of funding to work with.

9. Additional Items

a) Manager LaMantia shared with the committee a draft letter, which may be personalized, to assist members of the PIC committee wishing to communicate with their schools and the School Council chairs.

- b) Discussion ensued regarding the board providing SCDSB emails for each PIC committee member to provide a more formal email address. Chair Dowdell suggested that her PIC chair email would be available for use until the possibility for email addresses for PIC members has been determined.
- c) Chair Dowdell reminded members to wear their blue PIC T-shirts to the System School Council Members' Meeting on October 21, 2013.

10. Adjournment

Moved by Julianna Lerch
Seconded by Gillian Miller

That the meeting be adjourned at 8:24 p.m.

The next regular meeting will be held on Tuesday, November 19, 2013, 6:00 p.m., Georgian Room at the Education Centre.

11. Report Status

This report is provided for information.

Respectfully submitted by:

Jackie Kavanagh
Superintendent of Education

Approved for submission by:

Kathryn Wallace
Director of Education

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

FROM: Chairperson of SEAC
Superintendent of Education

SUBJECT: **MINUTES OF THE SPECIAL EDUCATION ADVISORY COMMITTEE
MEETING HELD OCTOBER 21, 2013**

The regular meeting of the Special Education Advisory Committee was held on Monday, October 21, 2013 at the Education Centre.

A. Roll Call

PRESENT:

SEAC Members

Angie Bridekirk (Chairperson), Sue Downing, James Hall (Vice-Chairperson), Laura LaChance, Kim Latour, Suzanne Ley (Trustee), Sari Russell, Caroline Smith (Trustee).

Electronic Participation

Jodi Lloyd (Trustee).

SEAC Alternates

Kevin Berry, Rose-Ann Marchitto.

Staff

Mike Giffen, Hailey McLean, Janis Medysky, Sally Potts, Chris Samis, Brodie Wilson.

REGRETS:

SEAC Members

Susan Clough, Mary Haire, Margaret Homewood.

ABSENT:

SEAC Members

Joanne McCafferty.

Recording Secretary

Tina Bazuk.

Chairperson Bridekirk called the meeting to order at 7:10 p.m.

(1) Welcome

(a) Introductions

Chairperson Bridekirk welcomed committee members, staff members and guests and shared regrets for the evening. Chairperson Bridekirk also advised that Jodi Lloyd, Trustee, would be participating electronically.

(b) SCDSB Special Education Statement of Beliefs

Sari Russell, Deaf Access Simcoe Muskoka, read the statements of beliefs.

(2) Approval of Agenda

Moved by Laura LaChance
Seconded by Kim Latour

That the agenda be approved as printed.

CARRIED

(3) Approval of Minutes

(a) Minutes of the Regular SEAC Meeting held September 23, 2013

The minutes were approved with a couple minor revisions:

1. Section 2. Staff Reports, item (f) Bayview Transition Site Update, Transitional Coordinators was changed to Transition Coordinators.
2. Laura LaChance had submitted her regrets for the September meeting.

Moved by James Hall
Seconded by Kevin Berry

That the minutes be approved with the changes listed above.

CARRIED

B. Presentations

(1) SEAC

(a) Minister's Advisory Council

Chairperson Bridekirk introduced Janette Seymour who represents Autism and Pervasive Developmental Disorders on the Minister's Advisory Council. Mrs. Seymour gave a brief summary on the roles and responsibilities of the Minister's Advisory Council on Special Education (MACSE) and encouraged members to contact her if they wish to be included on her distribution list.

(b) Staff

(a) Great to Excellent – Consultation Process

Chairperson Bridekirk introduced Alison LaMantia, Manager of Communications, who shared the Ministry of Education's journey to build the next phase of Ontario's Education Strategy. The Ministry is gathering responses to seven questions (see below) from various stakeholders including SEAC. The responses will be combined, common themes will be identified and a single submission will be sent to the Ministry on behalf of the Simcoe County District School Board.

SEAC members divided into 4 small groups to discuss and share responses to assigned questions.

- 1) What are the skills, knowledge and characteristics students need to succeed after they have completed school, and how do we better support all learners in their development?
- 2) What does student well-being mean to you, and what is the role of the school in supporting it?
- 3) From your perspective, what further opportunities exist to close gaps and increase equity to support all children and students in reaching their full potential?
- 4) How does the education system need to evolve as a result of changes to child care and the implementation of full-day kindergarten?
- 5) What more can we all do to keep students engaged, foster their curiosity and creativity, and help them develop a love of life-long learning?
- 6) How can we use technology more effectively in teaching and learning?
- 7) In summary, what are the various opportunities for partnership that can enhance the student experience, and how can they benefit parents, educators and our partners too?

Individuals also have the opportunity to provide feedback through an online submission form at [<http://www.edu.gov.on.ca/eng/about/survey.html>].

C. Items for Decision - Nil

D. Items for Information

(1) SEAC Member Reports

Down Syndrome Association of Simcoe County:

Laura LaChance advised that the Down Syndrome Association of Simcoe County is currently looking to recruit a new leader as the President has stepped down. Laura LaChance also shared that she has been appointed to MACSE and is excited about the opportunity to share information with SEAC.

(a) Sound Sense Program

Sari Russell, Deaf Access Simcoe Muskoka, provided an update on the Sound Sense Program roll out to schools. The Hearing Foundation of Canada has been awarded a Trillium Foundation Grant to offer the Sound Source Program to 40 schools throughout SCDSB/SMCDSB free of charge during the 2013-2014 school year.

The program is suitable for grades 3 - 6 and meets the curriculum expectations of the Grade 4 "Sound" Science unit. The Sound Sense Program creates awareness of hearing loss and provides the opportunity to raise awareness and profile of the Hearing Resource Teachers in the schools.

The first presentation took place at Cundles Heights Public School and was very well received by students and staff. The program includes a 10 minute video that was shared with SEAC members.

Sari Russell has agreed to inquire of the Hearing Foundation of Canada regarding the ability to post the video so more students have access to view.

Chairperson Bridekirk called for a recess at this time.

The meeting reconvened at 8:40 p.m.

(2) Staff Reports

(a) Catulpa – Inclusive Recreation Program

Sally Potts, Principal of Special Education, provided an overview of the Catulpa, Inclusive Recreation Services. The goal is to support elementary-age students with multiple special needs, develop confidence and self-esteem as well as social, movement and sport skills.

Catulpa is unable to fund the program as they have in previous years. The cost for the 6 week program is \$400 per school and the Superintendents have agreed to help support this program for this school year.

Kim Latour, Catulpa Community Support Services, has agreed to discuss the opportunity for professional development for physical education staff.

(b) Special Education Plan

Superintendent Samis clarified that in previous years the Minority Reports had been attached to the Special Education Plan as a separate document. For 2013-2014, the Ministry advised that the Minority Report was to be noted within the Special Education Plan and was not required to be attached as a separate document.

The Framework regarding County Classes and Special Education Class Placements review was discussed and tabled. This item will be brought forward to SEAC at a later date.

(c) Individual Student Transportation Plan (ISTP)

Chris Samis, Superintendent of Education, provided an update on the legislative requirements for an Individual Student Transportation Plan (ISTP) to support students with a disability. The deadline for completion is January 1, 2014.

The *Accessibility for Ontarians with Disabilities Act (AODA)* specifies that ISTPs must be developed in consultation with parents or guardians of students with disabilities, must identify the roles and responsibilities of the student, parents or guardians, school staff, bus driver, bus operator and the Simcoe County Student Transportation Consortium.

A numbered memo which outlines the process and timelines has been sent to all school administrators.

(d) Terms of Reference

Janis Medysky, Associate Director, reminded that the Draft Terms of Reference (TOR) was brought forward to the September 23, 2013 SEAC meeting to allow members the time to share with their respective agencies. Members were asked to forward any feedback to Associate Director Medysky. To date a number of responses have been received and will be considered.

Discussion ensued regarding the TOR and the intention to be consistent with other committees and the board's by-laws.

SEAC Members were asked to send further comments and suggestions to Associated Director Medysky. A final TOR will be brought forward to Program Standing Committee in November for discussion and decision.

(3) Committee Reports

(a) Working Group – APM A1435

Kevin Berry, Alternate for Autism Ontario – Simcoe County, provided a brief overview of the working group for APM A1435, Management Process for Student Behaviours Causing a Risk-of-Injury. The working group met for the final time this evening prior to SEAC to discuss recommended changes. SEAC members will be forwarded a final “clean copy” of the APM, the marked up version and a summary of changes in order to provide time for last minute feedback. The final document will then be brought to the November SEAC meeting where a recommendation will be put forth for approval from Administrative Council.

Superintendent Samis thanked the working group for their time and contributions to ensuring the APM reflects the best interests of students and staff.

Trustee Ley and Kim Latour left the meeting at this time.

(4) Links to Board Reports

(a) [September 25, 2013 – Board Meeting](#)

E. Correspondence - Nil

F. Other Matters

1. James Hall, Vice-Chairperson, inquired about the IEP Writer issues and the extended deadline memo that was forwarded to teachers. Superintendent Samis clarified that the memo was sent out after notifying the Ministry of Education because of the continued technical issues that were occurring due to high volume use at the beginning of the school year. The board is looking to renew and/or replace the IEP Writer as it's an older piece of software that is up for replacement.
2. Laura LaChance requested an update on the current use of Personal Protective Equipment (PPE) in schools. Superintendent Samis indicated that an information report will be coming forward to the November Program Standing Committee updating Trustees on the current use of PPE in schools. Once approved, that information will be brought to November SEAC as an information item.
3. Laura LaChance inquired regarding the licensing for First Author, a Don Johnston software product. Superintendent Samis indicated that information about First Author would be brought to the November SEAC meeting.
4. Laura LaChance requested clarification to the difference between Co-operative Education and Work Experience. Superintendent Samis clarified that Co-operative Education is 110 hours with the expectations to complete an in-school classroom portion whereas Work Experience is a shorter placement and doesn't have the same expectations. Superintendent Samis agreed to bring information forward to the November SEAC meeting regarding what supports are in place to accommodate students who are not in a contained classroom to allow them to participate.
5. Sari Russell informed SEAC members of the Train in Trades Expo presented by BDO at the Barrie Molson Centre on October 23, 2013 from 2:00 p.m. – 7:00 p.m.
6. Superintendent Samis requested that all representatives provide a handout with information pertaining to their respective associations to the November SEAC meeting as it would be helpful to include in the Navigating Special Education workshops.
7. Laura LaChance requested that Hailey McLean, Central Consultant, include parents in the Kinark workshop for Sexuality Education on May 1, 2014.

G. Notices of Motion for Next Meeting - NIL

H. Adjournment

Moved by Kevin Berry
Seconded by Caroline Smith

That the meeting be adjourned at 9:45 p.m.

CARRIED

The next meeting is scheduled for Monday, November 18, 2013

Report Status

This report is provided for information.

Respectfully submitted by:

Chris Samis
Superintendent of Education

Approved for submission by:

Kathryn Wallace
Director of Education

November 27, 2013

October 30, 2013

The Corporation of the City of Barrie
Mayor's Office, City Hall
70 Collier St.
Barrie, ON L4M 4T5

Dear Mayor Lehman:

I am writing to respond to your letter dated October 9, 2013 concerning the status of partnership opportunities and next steps for Barrie Central Collegiate Institute.

Our responsibility and mandate is to our students and to the delivery of quality public education in Simcoe County. We take this responsibility very seriously. Every decision made by the Board of Trustees and by board staff is made with the best interests of all our students in mind. The motions passed by the Board of Trustees on May 31, 2011 are clear: board staff is to pursue viable financial partnerships relating to the shared development and use of a new secondary school on the current Barrie Central site. We recognize your position that a high school in downtown Barrie is a critical component of the city's delivery of a complete community.

We agree that the Request for Expressions of Interest (RFEI) released last fall garnered a number of responses, but, as you and city staff are aware, we must find a financially viable partnership in order to proceed. A school is built with more than excitement, commitment and good will. School boards do not make the final decision as to whether a new school is constructed. Again, the May 31, 2011 motions clearly outline the process that is to be followed. If a viable partner is secured, the board must prepare a business case for the Ministry of Education for approval prior to proceeding with development. The Ministry of Education will make the final decision on the development of a new school on the Barrie Central school site.

Our staff has been diligent in meeting with all promising potential partners. These meetings included organizations that responded to the initial RFEI. Staff followed-up on any other suggestions received from you or city staff regarding individuals or organizations that have expressed interest. All such meetings and conversations have been documented.

The Request for Proposal (RFP) is presently under development, with a target release of early November. As city staff is now aware, it will include both the Barrie Central Collegiate Institute and Prince of Wales properties. The timelines associated with the release of the RFP will provide ample time for responses, staff analysis, and a recommendation for board consideration in the event that a suitable and viable prospective partnership proposal results from this request. We expect that process to conclude in the early spring of 2014. Communication with the capital branch of the Ministry of Education will immediately follow.

We agree that the RFP must be specific. It needs to, and will, include the land area available and the size of the school we envision being built on the current Barrie Central site. We do not agree with the suggestion that the school's program focus be included in the RFP, however.

The focus of the school, should it have a specific focus, could be impacted by various factors, including the types of partner(s) that may emerge as a result of the RFP, or suggestions that could come as a result of a school community consultation process. It would be premature for the board to stipulate a specialty program focus for the school at this point.

The types of partnerships that will be entertained are outlined on our website through our Facility Partnerships Policy (Policy No. 2345). Partnerships must be suitable, viable and acceptable. This means:

- the health and safety of students and staff is of prime importance
- the partner must be appropriate for a school setting
- the partner must demonstrate how the partnership will support student achievement and well-being
- the partner must be in good financial standing and be able to cover the associated costs
- the partner must not provide a competing service (e.g. private schools, tutoring companies)

We do not intend to include city-owned land in our forthcoming RFP. At a meeting on April 17, 2013, board and city staff gave consideration to a phased-in approach to the issuance of an RFP. The Barrie Central property would be considered as the focus of phase one. This was reiterated at a meeting on May 8, 2013. With further time to reflect, we have concluded that including both the Barrie Central and Prince of Wales properties in the RFP will maximize interest.

To be clear with regards to rezoning, at a meeting held on December 13, 2012, city staff advised board staff that the city was presently going through a rezoning process for the entire site. City staff recommended that the board proceed with a joint application for the rezoning of the Barrie Central and Prince of Wales properties. This was done as it was agreed that rezoning could make the properties more attractive to potential respondents to an RFP. City staff had shared at a subsequent meeting held on April 17, 2013 that following the normal process would result in the rezoning being completed by the end of August 2013. At the March 27, 2013 Board Meeting, a motion was passed to proceed with the joint rezoning application, as had been suggested by city staff.

We are surprised by the city's decision to delay the rezoning because we understand how important the vision of a Centre for Excellence in Education in downtown Barrie is to you and City Council. We are proceeding with the release of the RFP despite this delay, but we cannot help but conclude that this delay could jeopardize the potential quality and number of respondents.

We agree that there is significant potential for the Simcoe County District School Board (SCDSB) to work with the City of Barrie on projects. The SCDSB has very successful working relationships with a range of organizations throughout Simcoe County, and we have considerable evidence of how collaboration can improve outcomes for students. We are proud of our record of successful engagement with many partners throughout Simcoe County as we fulfill the goals as detailed in our Strategic Plan.

Please contact me with any further questions you may have.

Sincerely,



Robert North, Chairperson
Simcoe County District School Board

- c: SCDSB Trustees
Kathryn Wallace, Director of Education, SCDSB
Paul Sloan, Superintendent of Education, SCDSB
Carla Ladd, CAO, City of Barrie
Rebecca James-Reid, Executive Director Access Barrie, City of Barrie
Barrie City Council

Presentation Outline for Delegating the Board on November 27, 2013
Jessica Farrall

The Importance of Creating Stability in the French Immersion Program

1. Opening Statement
2. Value of keeping the Extended French and French Immersion students together in one location
3. Value of keeping the French Immersion Program in one geographic location for the Georgian Triangle
4. Need for the French Immersion program to have permanency and not be an ever transient program
5. Why Admiral Collingwood remains the best location for this program
6. Better solutions for the over-enrollment issue at Admiral
7. Closing

November 15, 2013

To the Trustees/Board Administrators/Admiral School Administrators:

We are frustrated, disappointed and exasperated to learn of the Board's intention to remove the French Immersion Program from Admiral without consultation with the parents/guardians of the children in the Grade One program. There is no sound educational reason for doing so and the needs of the children are not being considered.

Many of us made the decision to enrol our child because of the school's proximity to our homes, making walking easy, and because of the school's wonderful reputation. Admiral staff has worked hard and been diligent in creating a positive learning environment and in ensuring that there is no divide between the students enrolled in French programs and those enrolled in English classes.

If there was any talk of changing locations, then that decision should have been made **before** the school year began, thus allowing for a more informed decision by the parent about their child's placement. The Board projects student enrolment months/years ahead and the argument that Cameron has the space for portables, but Admiral does not, makes no sense. Decisions were made based on these projections and if the choice was wrong, then the "decision makers" should be held responsible and a solution found that does not negatively impact the students.

Before removing the French Immersion Program Other "possible solutions" should be looked at and might include a revisit to the issue of allowing so many out of area students and their siblings to enrol at Admiral. All they need is special permission of the Board. Although, I believe grandfathering the present program would meet with the least opposition.

We are the legal guardians to our granddaughter, Madison Knapp, who is enrolled in the French program. We would not have permitted her to be in this program, if we had known she could be transferred at the end of June, 2014, to another school. She is closely bonded to her brother, also at Admiral, and it would be very traumatic to separate them. The older Grade 7 and 8 French students are mentoring the younger students in French and have become role models to them.

This valuable exchange is not available at Cameron. It appears that this program, staff, students, school and community are being penalized for its success.

The move would also necessitate a big change for these young children who are overwhelmed already by the change from SK to Grade One and being taught all in French. Many of the Grade One French Immersion students have already been enrolled in two different schools. Now you are proposing a third move to a third school. Where is the value in that? To move a child back to the regular program in Grade Two would also create difficulties for the student. What about the students who live in the Admiral area, would buses now be used to transport them to Cameron?

Needs of the students must come first, but this is being glossed over by the Board. A monumental decision is made that impacts students and staff. The Board wants to "rush" through a decision by November 27 without giving the public time to react and respond. To say that this change is not subject to an area attendance review when so many are affected is arbitrary and not fair.

We are appealing to the Trustees, as parents, to reconsider and analyze the impact that this decision will have on the children already in the program at Admiral. It is **not** educationally sound nor morally right. Administrators, Board officials and Trustees need to listen to the "grassroots" people because the children cannot speak for themselves.

Yours truly



Gail Woodward

Delegation Request

Meeting Date: November 27, 2013

Name of Delegate: Cerry Hansen

Subject Matter: Changes to feeder schools for the French Immersion Program

Recommendation:

I have no objection to the board establishing a French Immersion program at Oakley Park Public School in September 2014, as long current Grade 1 French Immersion students will not be affected.

The concerns I have are:

Current Grade 1 French Immersions students have already changed schools from their original feeder schools. They are only now getting familiar with their new French Immersion School (friends, busing, routines, school community, etc.). As a parent who does not speak French, the current relationship and routine established to date with the school and program my child attends would be disrupted.

Add to this the fact that they are also in in process of learning French as a second language. This program is a great opportunity for the children but is also very demanding and overwhelming early on.

This change could potentially mean that some of these students will have changed school three times by the time they start Grade 2.

To uproot these current Grade 1 students in Grade 2 would not be in their best interests. I would like the board to consider giving the Grade 1 students that are affected by this change the opportunity to remain at their current French Immersion School.