

SIMCOE COUNTY DISTRICT SCHOOL BOARD

REGULAR BOARD MEETING - WEDNESDAY, MARCH 26, 2014

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 February 26, 2014
 - (4) Declaration of Conflicts of Interest

CLOSED SESSION

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

PUBLIC SESSION

C.

- (1) Report from Student Trustees
- (2) Presentations/Delegations - Nil

D. RECOMMENDATIONS FOR ACTION

- (1) Report from the Closed Session of the Board in Committee of the Whole
- (2) Matters Arising from Previous Meeting:
Motion(s) for which notice was given at previous Board Meeting - Nil
- (3) Notice of Time Sensitive Motions from Statutory Committees - Nil
- (4) Committee Minutes/Reports - Items for Decision
 - (a) Report of the Business and Facilities Standing Committee Meeting held March 5, 2014
 - (b) Report of the Program Standing Committee Meeting held March 19, 2014
- (5) Staff Reports – Items for Decision - Nil
- (6) Committee Minutes/Reports - Items for Information
 - (a) Report of the Special Education Advisory Committee Meeting held January 20, 2014
 - (b) Report of the Parent Involvement Committee Meeting held January 21, 2014

- (c) Report of the By-law Committee Meeting held March 3, 2014
- (d) Report of the Human Resources Standing Committee Meeting held March 19, 2014

(7) Staff Reports - Items for Information - Nil

E. OTHER MATTERS

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

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

Business and Facilities Standing Committee Meeting – April 2, 2014 at 6:00 p.m. - Georgian Room

Human Resources Standing Committee Meeting – April 9, 2014 at 6:00 p.m. – Georgian Room

Special Business and Facilities Standing Committee Meeting – April 9, 2014 at 6:30 p.m. – Georgian Room

Program Standing Committee Meeting – April 9, 2014 following the Special Business and Facilities Standing Committee Meeting. – Georgian Room

Parent Involvement Committee Meeting – April 22, 2014 at 6:00 p.m. – Georgian Room

Regular Meeting of the Board – April 23, 2014 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, MARCH 26, 2014

REPORT	FYI	Decision Req.	MOTION
			Call Meeting to order. Roll Call
		√	That the agenda be approved as printed.
A-3-a Board Minutes February 26, 2014		√	That the Minutes of the Regular Board Meeting held Wednesday, February 26, 2014 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 Delegations/ Presentations			Nil
D-1		√	Report from the Closed Session of the Board in Committee of the Whole
D-4-a Business & Facilities March 5, 2014		√	(1) That the Board approve that there are no additional trustees required due to population density or area factors, as set out in Report No. BF-D-1, Trustee Determination and Distribution: 2014, dated March 5, 2014.
		√	(2) That the Board approve option 1, as set out in APPENDIX C-2 of Report No. BF-D-1, Trustee Determination and Distribution: 2014, dated March 5, 2014.
D-4-b Program Standing March 19, 2014		√	That the Board approve the submission of the regular school year calendar for 2014-2015 to the Ministry of Education for approval, as set out in APPENDIX A of Report No. PRO-D-1, Regular School Year Calendar 2014 -2015, dated March 19, 2014.
D-6-a SEAC – January 20, 2014	√		
D-6-b PIC – January 21, 2014	√		
D-6-c By-law Committee – March 3, 2014	√		
D-6-d Human Resources March 19, 2014	√		
E-1 Reports from Liaison Members			

E-2 Notices of Motion for Next Meeting			
E-3 Questions and Proposals from Trustees			
E-4 Professional Development Seminars Attendance			
E-5 Reports/Update from Staff			
E-6 Correspondence			Nil
Future Business			
Adjournment		√	Motion to Adjourn

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

FROM: The Secretary

SUBJECT: **MINUTES OF THE REGULAR MEETING OF THE
BOARD HELD FEBRUARY 26, 2014**

The regular meeting of the Simcoe County District School Board was held on Wednesday, February 26, 2014 at the Education Centre.

A. (1) Roll Call

PRESENT:

Trustees

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

ELECTRONIC:

Participation

Debra Edwards.

REGRETS:

Trustee

Amanda Monague, Christine Williams.

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 Nicole Black

That the Agenda be approved as printed

CARRIED

(3) Approval of Minutes

Minutes of the Regular Meeting of the Board held January 22, 2014 (A-3-a)

Moved by Krista Mayne

Seconded by Robert North

That the Minutes of the Regular Meeting of the Board held Wednesday, January 22, 2014 be approved as printed.

CARRIED

(4) Declaration of Conflicts of Interest

Chairperson Beacock declared a conflict of interest under Report No. D-5-b, Accommodation Review Committee (ARC) Membership: ARC 2013:01 – Midland Secondary School/Penetanguishene Secondary School.

B. Committee of the Whole

Moved by Krista Mayne
Seconded by Nicole Black

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

CARRIED

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

C. (1) Report from the Student Trustees

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

The Student Senate continues to move forward with their Ally Campaign to combat homophobia. They intend to make a public service announcement to promote positive behaviours in schools.

On February 25th, the Student Trustees presented a workshop at the Equity and Action Conference on student and youth involvement. They informed participants about what student voice means to them. They also networked with students about what resiliency means to them.

The Student Trustees recently attended the Ontario Student Trustees' Association conference in Ottawa. They met student trustees from across Ontario and had a chance to form new relationships. Student Trustee Whitten shared that the professional development offered at the conference has helped to build their confidence at the board table and in their personal lives.

This semester, Student Trustees will tour SCDSB secondary schools to meet with as many students as possible.

There is still an opportunity to complete the Ontario Student Trustees' Association 2014 Ontario Student, Parent, Educator Survey.

Vice-chairperson Locke shared that she received an email from a Student Trustee from another school board complimenting the great work of our SCDSB Student Trustees.

(2) Trustee Tributes - Nil

(3) Delegation

Shane Brown Re: Busing

Chairperson Beacock referred the above delegation to the Director of Education for review and appropriate action.

RECOMMENDATIONS FOR ACTION

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

- (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
February 5, 2014 (D-4-a)

Moved by Donna Armstrong
Seconded by Robert North

#BF-2014-02-05-13

That the Board approve to maintain existing attendance areas for Alcona Glen Elementary School, Goodfellow Public School, Innisfil Central Public School, Killarney Beach Public School and Sunnybrae Public School, as set out in Report No. BF-D-1, Attendance Area Review: Alcona Glen Elementary School, Goodfellow Public School, Innisfil Central Public School, Killarney Beach Public School and Sunnybrae Public School, dated February 5, 2014.

CARRIED

Report of the Human Resources Standing Committee Meeting
held February 12, 2014 (D-4-b)

(1,2)
Moved by Jodi Lloyd
Seconded by Krista Mayne

(1)

#HR-2014-02-12-14

That the Board approve the revisions to Policy No. 3031 – Workplace Harassment as set out in APPENDIX C of Report No. HR-D-1, Revisions to Policy No. 3031 – Workplace Harassment, dated February 12, 2014.

(2)

#HR-2014-02-12-15

That the Board approve the revisions to Policy No. 3120 – Employment Equity as set out in APPENDIX C of Report No. HR-D-2, Revisions to Policy No. 3120 – Employment Equity, dated February 12, 2014.

CARRIED

Report of the Program Standing Committee Meeting held February 12, 2014 (D-4-c)

A suggestion was made that information regarding the modified school year calendar school structure be shared with the rest of the system. This item will be brought forward at a future Program Standing Committee meeting for further discussion and consideration.

Moved by Robert North
Seconded by Nicole Black

#PRO-2014-02-12-16

That the Board approve the submission of the modified school year calendar for Ernest Cumberland Elementary School for 2014-2015 to the Ministry of Education for approval, as set out in APPENDIX A of Report No. PRO-D-1, Modified School Year Calendar 2014-2015 – Ernest Cumberland Elementary School, dated February 12, 2014.

CARRIED

(5) Staff Reports – Items for Decision

By-law Number D-2014-1 for Ontario Financing Authority Long-Term Financing (D-5-a)

The Ministry of Education advised boards on the process and timelines to transition construction costs for capital projects to long-term financing through the Ontario Financing Authority (OFA). To proceed, the Ministry and OFA require participating school boards to pass the necessary by-laws authorizing the long-term financing agreement with the OFA.

Moved by Caroline Smith
Seconded by Krista Mayne

#BP-2014-02-26-17

That the Board ratify By-law Number D-2014-1 to authorize the Ontario Financing Authority long-term financing agreement in the principal amount of \$5,476,409 pursuant to a loan agreement under Ontario Regulation 41/10, as set out in Report No. D-5-a, By-law Number D-2014-1 for Ontario Financing Authority Long-Term Financing, dated February 26, 2014.

CARRIED

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

Due to a conflict of interest, Chairperson Beacock vacated the Chair at this time. Vice-chairperson Locke assumed the Chair at this time.

A comment was made that a recent article about the Midland Secondary School/Penetanguishene Secondary School accommodation review committee meeting held on February 25, 2014 was not factually accurate surrounding issues of ARC membership.

Moved by Suzanne Ley
Seconded by Jodi Lloyd

#BP-2014-02-26-18

That the Board approve the ARC membership, as set out in APPENDIX A of Report No. D-5-b, Accommodation Review Committee (ARC) Membership: ARC 2013:01 – Midland Secondary School/Penetanguishene Secondary School, dated February 26, 2014.

CARRIED

Chairperson Beacock assumed the Chair at this time.

(6) Committee Minutes/Reports – Items for Information

Report of the Parent Involvement Committee Meeting held November 19, 2013 (D-6-a)

This report was provided as information.

Report of the Accessibility Advisory Committee Meeting held
November 25, 2013 (D-6-b)

Associate Director Medysky informed trustees that the Accessibility Advisory Committee meeting minutes will be brought forward to future Board meetings as information.

This report was provided as information.

Report of the Special Education Advisory Committee Meeting
held December 16, 2013 (D-6-c)

This report was provided as information.

Report of the Audit Committee Meeting held February 3, 2014 (D-6-d)

This report was provided as information.

(7) Staff Reports – Items for Information - Nil

E. OTHER MATTERS

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

Trustee Smith asked whether the need for evaluations that were rescheduled due to weather-related bus cancellations has had an impact on grades. She inquired whether it is possible to look at the students who may have been impacted by this situation and whether there is a need to provide the opportunity for them to upgrade marks. Superintendent Simpson shared that there are options through credit recovery days for students to address issues if they were close to passing a course.

Trustee Lloyd spoke about the timing of rescheduled evaluations and the impact that they may have had on students with Individual Education Plans (IEP). She felt that a number of students with IEPs may have not had their time accommodations addressed.

Director Wallace shared that this year was unique because of the one PA Day and the number of related bus cancellations. Normally there are two PA Days, which allows for more opportunity to reschedule evaluations. Director Wallace indicated that secondary school principals did have a plan in place to address the re-scheduling of evaluations.

Trustee North commented that other school boards were in worse situations in terms of the impact of weather on final exams. He inquired whether the weather situation would be considered for a student with a mark in the 80s going into the exam, but who was not successful on the exam.

Superintendent Simpson shared that the Ministry of Education's Growing Success Policy says 70 per cent of the grade should come from course work and 30 per cent from the final assessment or culminating activity.

Student Trustee Amyot commented that he is aware of areas in the United States where students are exempt from writing final examinations if they have earned a certain mark.

Chairperson Beacock shared that he attended, along with Director Wallace, Associate Director Medysky, Superintendents Samis and Sloan the Canada's Outstanding Principals gala in Toronto on February 25th. Principals Kim Campbell from Regent Park Public School and Melody Northrop from Andrew Hunter Elementary School were recognized this year. Chairperson Beacock shared that one of the key sponsors, Samsung, has donated \$20,000 worth of technology to each of the principals' schools.

(4) Professional Development Seminars Attendance – Nil

(5) Reports/Update from Staff

Director Wallace also shared how proud she is of Kim Campbell and Melody Northrop for being recognized as two of Canada's Outstanding Principals. She also praised the schools and their communities that each of these Principals represent.

(6) Correspondence – Nil

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

By-law Committee Meeting – March 3, 2014 at 6:00 p.m. – Georgian Room
Business and Facilities Standing Committee Meeting – March 5, 2014 at 6:00 p.m. -
Georgian Room

Human Resources Standing Committee Meeting – March 19, 2014 at 6:00 p.m. –
Georgian Room

Program Standing Committee Meeting – March 19, 2014 at 7:00 p.m. –
Georgian Room

Special Education Advisory Committee Meeting – March 17, 2014 at 7:00 p.m. –
Georgian Room

Parent Involvement Committee Meeting – March 25, 2014 at 6:00 p.m. –
Georgian Room

Regular Meeting of the Board – March 26, 2014 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 Krista Mayne

That the meeting be adjourned at 8:55 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, MARCH 5, 2014**

The Business and Facilities Standing Committee met in Public Session on Wednesday, March 5, 2014, at the Education Centre.

PRESENT:

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

Electronic Participation Debra Edwards, Patrick Whitten.

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

Student Trustees Cheryne Winstanley-Hayes.

Staff David Few.

REGRETS:

Committee Members Nicole Black, Krista Mayne.

Student Trustees Brandon Amyot.

Recording Secretary Lorraine Ryder.

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

Chairperson Lloyd informed the committee that since Vice-Chairperson North would be arriving late an election for Vice-Chairperson was required.

Election of Vice-Chairperson

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

Moved by Peter Beacock
Seconded by Donna Armstrong

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

Trustee Ley indicated that she would stand.

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

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

CARRIED

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

Approval of the Agenda

MOTION

Moved by Donna Armstrong
Seconded by Amanda Monague

That the agenda be approved as printed.

CARRIED

Declaration of Conflicts of Interest – Nil

MOTION

Moved by Christine Williams
Seconded by Peter Beacock

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

CARRIED

The Business and Facilities Standing Committee reconvened in public session at 6:30 p.m.

Paul Sloan, Superintendent of Education provided an overview of the background section contained in Report No. CL-BF-I-1, Update on Pursuit of Barrie Central Partnerships, dated March 5, 2014. It was requested of the Director to create an additional report containing the background section and have it included on the board's public website.

Superintendent Sloan responded to questions from the trustees at this time.

MOTION

Moved by Michele Locke
Seconded by Amanda Monague

That the committee move into closed session.

CARRIED

The Business and Facilities Standing Committee reconvened in public session at 7:00 p.m.

Presentations/Delegations - Nil

Items for Decision

1. **Trustee Determination and Distribution: 2014 (BF-D-1)**

Superintendent Dance and David Few, Manager of Planning, Community Use and Enrolment provided an overview of the report which presented information on the process to determine the number of trustees and the trustee distribution within districts for the upcoming election. As part of the review, different combinations of municipalities by quotients were examined resulting in an opportunity to consider balancing trustee quotients in the north and eastern portions of the county. This created electoral population quotients closer to 1.0 for each trustee representation.

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

(1, 2)

Moved by Michele Locke

Seconded by Robert North

(1)

#BF-2014-03-05-31

That Business and Facilities Standing Committee recommend that the Board approve that there are no additional trustees required due to population density or area factors, as set out in Report No. BF-D-1, Trustee Determination and Distribution: 2014, dated March 5, 2014.

(2)

#BF-2014-03-05-32

That the Business and Facilities Standing Committee recommend that the Board approve option 1, as set out in APPENDIX C-2 of Report No. BF-D-1, Trustee Determination and Distribution: 2014, dated March 5, 2014.

CARRIED

Items for Information

1. **French Immersion and Extended French as a Second Language Update (BF-I-1)**

Superintendent Dance presented an overview of the report which provided background information on the French Immersion and Extended French as a Second Language programs and the status of the accommodation plan for the 2014-2015 school year. The program department will be surveying the communities to obtain additional data which will assist staff to provide a comprehensive accommodation plan for the French programs and their host schools.

Superintendent Dance shared with trustees the draft survey that will be sent to all families of current junior kindergarten students. The following changes were suggested by trustees to the survey:

- Transportation Section – move the third sentence to the beginning of the paragraph and highlight
- Program locations – highlight that the program may move

Superintendent Dance responded to questions from trustees at this time.

This report was provided for information.

2. Budget (VERBAL)

Brian Jeffs, Superintendent of Business Services provided information to trustees with respect to the current economic model to balance the provincial budget by 2017-2018 predicated on the gross domestic product (GDP) growth of 4% – 5%. The real GDP in 2013-2014 is expected to be 1.3%, strengthening to 2.1% in 2014-2015. Superintendent Jeffs reviewed the impacts of external factors on the real GDP and program spending with Health being the largest envelope in the province, followed by Education and Servicing.

Superintendent Jeffs indicated that the board has not heard anything specific with respect to Grants for Student Needs (GSN). Senior administration have started and will continue to review departmental budgets throughout the month of March.

Superintendent Jeffs commented that his understanding on the capital funding from the ministry is that the current year allocation is the same as it was last year and that the board has not heard anything to date regarding the 2014-2015 funding.

Superintendent Jeffs responded to questions from trustees at this time.

Correspondence – Nil

Other Matters

1. Trustee Edwards asked if the ministry has approved the design of the New Orillia Secondary School. Superintendent Dance commented that staff are continuing to work with the ministry regarding the benchmark funding and are hoping to proceed with the tender process in the near future. The discussion has reached a positive stage with some small changes to the design.
2. Superintendent Dance provided an update regarding the snow removal budget as requested at the last Business and Facilities Standing Committee meeting. There is considerable pressure on the snow removal budget of 1.4M with the board already exceeding the budget. Considerable cost has been spent on removal of snow from roofs and flood situations in our schools.
3. Trustee Ley referenced the delegation from the February 26, 2014 Board meeting in regards to a transportation matter. Superintendent Dance indicated that this transportation matter was an out-of-area situation that is not eligible for transportation as per the Board's policy.
4. Trustee Ley mentioned the Prom Blitz Project and the storing of dresses at the Kozlov Center. The center is being renovated therefore dresses cannot be stored at the center. Trustee Ley asked if staff could help find a place to store the dresses if requested, as this is a great program for a lot of our students.

5. Trustee Smith asked if it is possible to examine the transportation policy in reference to children in joint custody living at two different locations. Director Wallace indicated that children who are in joint custody situations receive alternate transportation as long as both parents live within the boundaries of the same school that the student attends.
6. Trustee Smith asked a question regarding three students writing their EQAO (Grade 10) literacy test while attending a robotics competition in North Bay. Superintendent Simpson indicated that this event was not a school sanctioned event and that she is continuing to look into the matter.
7. Trustee Edwards requested that an update report on the New Orillia Secondary School be brought forward to the April Business and Facilities Standing Committee meeting.

Notices of Motion for Next Meeting - Nil

MOTION

Moved by Michele Locke
Seconded by Peter Beacock

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

CARRIED

RECOMMENDATIONS

1. That the Board approve that there are no additional trustees required due to population density or area factors, as set out in Report No. BF-D-1, Trustee Determination and Distribution: 2014, dated March 5, 2014.
2. That the Board approve option 1, as set out in APPENDIX C-2 of Report No. BF-D-1, Trustee Determination and Distribution: 2014, dated March 5, 2014.

Respectfully submitted by:

Brian Jeffs
Superintendent of Business Services

John Dance
Superintendent of Facility Services

Approved for submission by:

Kathryn Wallace
Director of Education

March 26, 2014

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, MARCH 19, 2014**

The Program Standing Committee met in Public Session at the Education Centre on Wednesday, March 19, 2014.

PRESENT:

Committee Members

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

Student Trustees

Brandon Amyot, Patrick Whitten.

Administration

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

Staff

Sarah Kekewich, Tracy McPhail, Sandra Sangster.

REGRETS:

Committee Members

Nicole Black, Debra Edwards, Caroline Smith.

Student Trustees

Cheryne Winstanley-Hayes.

Recording Secretary

Mary Cannell.

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

1. Approval of Agenda

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

Moved by Michele Locke
Seconded by Krista Mayne

That the agenda be approved as printed.

CARRIED

2. Declaration of Conflicts of Interest – Nil.

3. Presentations/Delegations – Nil.

Item for Decision

1. **Regular School Year Calendar 2014-2015 (PRO-D-1)**

Superintendent of Education Jackie Kavanagh provided background information related to the development of the 2014-2015 school year calendar.

Variables to be considered when a calendar is developed include meeting Ministry of Education guidelines and adhering to collective agreements with respect to the scheduling of professional development for staff. The proposed calendar is reflective of feedback from all stakeholder groups and is also compliant with all of the criteria outlined by the Ministry of Education including a minimum of 194 instructional days. As a result of the calendar, students will begin school on September 2, 2014 and end on June 24, 2015.

Superintendent Kavanagh responded to trustee queries and comments related to the definition of provincial education priorities, the placement of exam schedules and the length of summer vacation.

Moved by Peter Beacock
Seconded by Michele Locke

#PRO-2014-03-19-12

That the Program Standing Committee recommend that the Board approve the submission of the regular school year calendar for 2014-2015 to the Ministry of Education for approval, as set out in APPENDIX A of Report No. PRO-D-1, Regular School Year Calendar 2014 - 2015, dated March 19, 2014.

CARRIED

Items for Information

1. **Advanced Placement Program (PRO-I-1)**

Superintendent of Education Anita Simpson provided an overview of the progress being made with respect to the implementation of the Advanced Placement (AP) program in the 2014-2015 school year. Superintendent Simpson shared highlights from the meetings held with AP teachers and Guidance department chairs, the newly updated course calendar offerings, the plans for meeting professional development needs and the development of curriculum.

Superintendent Simpson responded to trustee queries and comments related to schools not offering AP courses, the voluntary nature of the AP program and the future creation of online AP course options.

This report was provided for information.

2. School Climate Survey Results (PRO-I-2)

Superintendent of Education John Legere and Research and Evaluation Manager Sandra Sangster provided an overview of the results of the 2013-2014 School Climate Survey. The 2013 School Climate Survey is designed to assess student perceptions of character education, school safety, equity and inclusive education as well as the general tone and culture of individual schools. Results from the survey assist administrators with monitoring the impact of local initiatives to foster an inclusive, positive school climate, as well as reduce bullying.

Superintendent Legere reviewed the positive impact that restorative practices and Power to Change bullying prevention training are having on maintaining safe, supportive learning environments for all students. Superintendent Legere indicated that digital citizenship and the responsible use of technology to support learning continue to be important foci for schools.

Superintendent Legere and Manager Sangster responded to trustee queries and comments related to Bring-Your-Own-Device (BYOD), gender differences in bullying statistics, the definition of bullying, and the need for a whole community approach to bullying prevention.

This report was provided for information.

3. Ontario Youth Apprenticeship Program (OYAP) (PRO-I-3)

Superintendent of Education Paul Sloan, Principal of Student Success Tracy McPhail and OYAP Coordinator Sarah Kekewich presented information on the Ontario Youth Apprenticeship Program (OYAP) that allows students to begin apprenticeship training while working towards completion of their Ontario Secondary School Diploma (OSSD).

Superintendent Sloan indicated that OYAP creates a more seamless transition for students from school to work and also addresses the skilled trade labour shortage provincially. Principal McPhail provided trustees with copies of brochures that serve to clarify apprenticeship information, demonstrate trends in the skilled trades, and increase awareness about the OYAP program.

Superintendent Sloan, Principal McPhail and Coordinator Kekewich responded to trustee queries and comments related to the high number of OYAP students who keep job placements post-graduation, the skilled trade shortage in Simcoe County, future skill set requirements of the job market and the realities of working in the trades.

This report was provided for information.

Other Matters

A trustee requested that staff investigate the costs associated with the production of yearbooks and student portraits to determine if there are more cost-efficient methods of delivery. Director Wallace and Superintendent of Education Chris Samis responded with information about the Request for Proposal (RFP) process and the variables that influence the cost of school yearbooks and photos, which are coordinated by school principals in cooperation with School Councils.

REPORT NO. D-4-b
MARCH 19, 2014 – 4

Notices of Motion for Next Meeting - Nil

Moved by Peter Beacock
Seconded by Michele Locke

That the meeting be adjourned.

CARRIED

Meeting adjourned at 9:20 p.m.

RECOMMENDATION

That the Board approve the submission of the regular school year calendar for 2014-2015 to the Ministry of Education for approval, as set out in APPENDIX A of Report No. PRO-D-1, Regular School Year Calendar 2014 -2015, dated March 19, 2014.

Respectfully submitted by:

Anita Simpson
Superintendent of Education

Approved for submission by:

Kathryn Wallace
Director of Education

March 26, 2014

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

FROM: Chairperson of SEAC
Superintendent of Education

SUBJECT: **MINUTES OF THE SPECIAL EDUCATION ADVISORY COMMITTEE
MEETING HELD JANUARY 20, 2014**

The regular meeting of the Special Education Advisory Committee was held on Monday, January 20, 2014 at the Education Centre.

A. Roll Call

PRESENT:

SEAC Members

Donna Armstrong (Trustee), Susan Clough, James Hall (Vice-Chairperson), Jodi Lloyd (Trustee), Sari Russell, Yana Skybin, Caroline Smith (Chairperson).

Electronic Participation

Laura LaChance.

SEAC Alternates

Kevin Berry, Rose-Ann Marchitto, Ceci Vasoff.

Staff

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

REGRETS:

SEAC Members

Sue Downing, Kim Latour.

Recording Secretary

Tina Bazuk.

Janis Medysky, Associate Director, called the meeting to order at 7:05 p.m.

(1) Welcome

(a) Introductions

Associate Director Medysky welcomed committee members and staff members and shared regrets for the evening.

(b) Elections of Chairperson

Associate Director Medysky outlined the election process and appointed Principals of Special Education, Sally Potts, and Mike Giffen, to act as tellers in the event that a vote is required.

Associate Director Medysky called for nominations for the position of Chairperson of the Special Education Advisory Committee.

Moved by James Hall
Seconded by Jodi Lloyd

That Trustee Caroline Smith be nominated for election as Chairperson of the Special Education Advisory Committee.

Trustee Smith indicated that she would stand.

Associate Director Medysky called for further nominations for the position of Chairperson of the Special Education Advisory Committee.

There being no further nominations, Trustee Smith was acclaimed as Chairperson of the Special Education Advisory Committee.

CARRIED

Trustee Smith assumed the position of Chairperson at this time.

(c) Election of Vice-Chairperson

Chairperson Smith called for nominations for the position of Vice-Chairperson of the Special Education Advisory Committee.

Moved by Susan Clough
Seconded by James Hall

That Laura LaChance be nominated for election as Vice-Chairperson of the Special Education Advisory Committee.

Staff noted that nominations received for members not physically present at the meeting could not be accepted.

Chairperson Smith called for further nominations for the position of Vice-Chairperson of the Special Education Advisory Committee.

Since there were no nominations of members present for the position of Vice-Chairperson, the elections for Vice-Chairperson will take place at the February SEAC meeting.

Chairperson Smith called for nominations for the position of Vice-Chairperson of the Special Education Advisory Committee for the evening.

Moved by Jodi Lloyd
Seconded by Susan Clough

That James Hall be nominated for election as Vice-Chairperson of the Special Education Advisory Committee for the evening.

James Hall indicated that he would stand.

Chairperson Smith called for further nominations for the position of Vice-Chairperson of the Special Education Advisory Committee for the evening.

There being no further nominations, James was acclaimed as Vice-Chairperson of the Special Education Advisory Committee for the evening.

CARRIED

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

Chairperson Smith took a moment to reintroduce alternate member Ceci Vasoff and to welcome new member Yana Skybin.

(d) SCDSB Special Education Statement of Beliefs

Susan Clough, Autism Ontario, Simcoe County Chapter, read the Statement of Beliefs.

(2) Approval of Agenda

Moved by Donna Armstrong
Seconded by Sari Russell

That the agenda be approved as written.

CARRIED

(3) Approval of Minutes

(a) Minutes of the Regular SEAC Meeting held December 16, 2013

Moved by Susan Clough
Seconded by Yana Skybin

That the minutes be approved as written.

CARRIED

B. Presentations

(1) SEAC - Nil

(2) Staff

(a) County Class Review

Chris Samis, Superintendent of Education, and Sally Potts, Principal of Special Education, presented the County Class review which is designed to foster inclusion, and promote academic, emotional, and social success of students with Special Education Needs.

The county class review will enable the SCDSB to identify successful practices throughout the system as well as identify gaps and allow SCDSB to be more consistent in offering responsive plans.

The Special Education and Research Departments will gather information and provide a report by the end of June 2014.

Superintendent Samis and Principal Potts responded to questions from SEAC at this time.

C. Items for Decision - Nil

D. Items for Information

(1) SEAC Member Reports - Nil

(2) Staff Reports

(a) Special Education - Academic Achievement and Exceptionalities Data Trend Report

Superintendent Samis introduced Mike Giffen, Principal of Special Education, who provided an overview of Report No. PRO-I-2 Special Education - Academic Achievement and Exceptionalities Data Trend Report that was presented to the Program Standing Committee on January 15, 2014.

Currently, 19% (9920) of the students in the SCDSB are accessing special education programs and services with the majority in regular classrooms. Male students continue to be identified far more often than females across both panels and all exceptionalities. Students identified with a Learning Disability continue to be the largest portion of students formally identified, although there has been a significant increase in the number and percentage of students identified with Autism (ASD) throughout the past 5 years.

SCDSB students identified with special educational needs continue to demonstrate improvement on EQAO's standardized assessments.

SCDSB will continue to focus on targeted strategies, intentional planning as well as sustained professional development to engage and support all learners with special education needs.

Superintendent Samis and Principal Giffen responded to questions from SEAC at this time.

(b) Special Education Multi-Year Plan

Principal Potts provided an overview of Report No. PRO-I-3 Special Education Multi-Year Plan that was presented to the Program Standing Committee on January 15, 2014.

Principal Potts overview focused on two sections of the Multi-Year Plan including, Full-Day Kindergarten (FDK) PLC - Year 2 and Improving Achievement in Mathematics – Year 2.

Sixteen (16) schools in Areas 3 and 5 have been chosen to participate in the implementation of FDK instructional programs to support the acquisition of oral language and self-regulation.

Twelve (12) to fifteen (15) elementary schools will participate in a twelve (12) week pilot program focusing on supporting students with the Grade 6 EQAO provincial mathematics assessment currently achieving at Level 1 and 2. DreamBox is a web-base personalized mathematics software program designed to increase student achievement and confidence while reducing the gap. One thousand on-line licences have been purchased in order to pilot the program

Superintendent Samis and Principal Potts responded to questions from SEAC at this time.

MOTION

Moved by James Hall
Seconded by Sari Russell

That the SEAC meeting continues past 9:00 p.m.

CARRIED

(c) Relocation of Special Education County Classes

Superintendent Samis provided an overview of Report No. PRO-I-4 Relocation of Special Education County Classes that was presented to the Program Standing Committee on January 15, 2014.

The SCDSB offers a wide variety of programs and services to support students with special education need throughout the county for all exceptionalities. As part of that range of services and supports, the SCDSB currently offers nine Elementary Social Skills County Class programs to support students for a short period of time.

In September 2014 three of the current Elementary Social Skills County Class programs will be relocated in order to meet the needs of the system and to best support all students.

Superintendent Samis, Principal Potts and Principal Giffen responded to questions from SEAC at this time.

MOTION

Moved by Laura LaChance
Seconded by Susan Clough

That SEAC support the special education relocation of the county classes, as per Report No. PRO-I-4 Relocation of Special Education County Classes, dated January 15, 2014.

CARRIED

Moved by Susan Clough
Seconded by Sari Russell

That the above motion be made Time Sensitive.

CARRIED

Susan Clough left the meeting at this time.

(3) Committee Reports

(a) Working Group – APM A1435

Superintendent Samis provided SEAC with a summary of changes for APM A1435, Management Process for Student Behaviours Causing a Risk-of-Injury. The APM has been reviewed by trustees, SEAC, legal counsel, Administrative Council and the Joint Health and Safety Committee.

The final version to APM A1435, Management Process for Student Behaviours Causing a Risk-of-Injury will be forwarded to SEAC members and posted on the public website.

Superintendent Samis responded to questions from SEAC at this time.

(4) Links to Board Reports

- (a) [December 18, 2013 – Board Meeting](#)
- (b) [January 08, 2014 – Board Meeting](#)

E. Correspondence

1. A letter was received from the Toronto District School Board SEAC to the Minister of Education, Ministry of Children and Youth Services and the Ministry of Health and Long Term Care, concerning the state of speech and language services for school aged children in Ontario.
2. A letter was received from the London District School Board SEAC to the Minister of Education, with respect to funding that ensures equitable education for all students in the province of Ontario. Additionally, the letter raises concerns with the impact of Full Day Learning on Special Education Resources.

Chairperson Smith requested that future SEAC correspondence be distributed to SEAC members prior to SEAC meetings.

F. Other Matters

1. Sari Russell shared with SEAC a potential fundraising opportunity for local associations. Deaf Access Simcoe Muskoka is hosting a fundraiser event through Retro Planet. Retro Planet has been amazing to work with and Deaf Access will receive 25% of proceeds. Sari Russell will forward the information to SEAC members.

G. Notices of Motion for Next Meeting - NIL

H. Adjournment

Moved by Kevin Berry
Seconded by Yana Skybin

That the meeting be adjourned at 9:40 p.m.

CARRIED

The next meeting is scheduled for Monday, February 24, 2014.

RECOMMENDATION FOR BOARD

That SEAC support the special education relocation of the county classes, as per Report No. PRO-I-4 Relocation of Special Education County Classes, dated January 15, 2014. (Time Sensitive Motion brought forward to Board on January 22, 2014)

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

March 26, 2014

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 JANUARY 21, 2014**

A meeting of the Parent Involvement Committee was held on Tuesday, January 21, 2014 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,
Tanya Nabuurs.

Trustee

Representatives: (Non-voting)
Suzanne Ley, Krista Mayne.

Administration & Staff

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

REGRETS: Gillian Miller, David O'Brien.

GUEST(S): Keith Crozier, Jessica Kukac.

1. Welcome

Chairperson Marjorie Dowdell called the meeting to order at 6:12 p.m. and welcomed guest speakers Keith Crozier, Vice-principal, Andrew Hunter Elementary School and Jessica Kukac, Environmental Systems Coordinator for the Simcoe County District School Board. Chairperson Dowdell also thanked visiting school council members for their interest in the Parent Involvement Committee.

Chair Dowdell expressed regrets on behalf of committee members Gillian Miller and David O'Brien who were unable to attend the meeting and welcomed Trustee Suzanne Ley, the new trustee representative for the PIC. Trustee Ley represents the electoral area of Barrie, Area 1 – Wards 1, 2 and 3.

2. Approval of Agenda

Chairperson Dowdell asked the committee for approval of the agenda.

Moved by Julianna Lerch
Seconded by Anita Johnson-Ford

That the agenda be accepted as printed.

CARRIED

3. Approval of November 19, 2013 Minutes

Chair Dowdell asked for approval of the minutes.

Moved by Sarah Huter
Seconded by Julianna Lerch

That the minutes of the November 19, 2013 meeting be accepted as printed.

CARRIED

4. JK Parent Involvement Pilot Project Update

Chair Dowdell welcomed Keith Crozier, Vice-principal at Andrew Hunter Elementary School who presented a PowerPoint presentation and provided feedback on the implementation and positive aspects of the JK Parent Involvement take home kits.

Vice-principal Crozier explained that the JK take home kit assists students by encouraging self-learning and responsibility and supports the home and school connection. Over 100 children and their families are presently involved in this project at Andrew Hunter Elementary School.

Principal Peter McLean explained that this pilot project was also implemented this fall at Worsley Elementary School with great success.

Appreciation was expressed by Trustee Ley, Superintendent Kavanagh and Principal Seymour on behalf of the committee to the JK Parent Involvement Pilot Project team: Jennifer Johnson, Wendy Miller, Angie Pino, Laura Black, Sue Francis, Melissa Doner and Robin Quinn for their outstanding work and commitment to organizing and distributing the parent engagement project and kits to the schools.

5. SCDSB – Environmental Policy Presentation

Chair Dowdell welcomed Jessica Kukac, Environmental Systems Coordinator who provided information on the board's environment procedures and presented a PowerPoint presentation entitled "SCDSB Environmental Systems."

Coordinator Kukac explained that as an Environmental Systems Coordinator she is responsible for board-wide waste management, energy conservation, green teams and environmental education. Environmental committees are established at each board site encouraging stewardship in schools.

Coordinator Kukac spoke on Environmental Principles, safe walking routes, APM 5300 – Vehicle Emission reduction policy and Ontario EcoSchools (free environmental education and certification program for grades K-12 which encourages school communities to develop ecological literacy and environmental practices to become environmentally responsible citizens and reduce the environmental footprint of the school).

The committee viewed a brief video entitled “Journeys to School” a video showing the extreme obstacles that many students around the world face in order to attend school every day.

Chair Dowdell and the committee thanked Jessica Kukac for her informative presentation.

Additional information may be found at:

SCDSB Environment Policy – 2325

http://scdsb.on.ca/Board/Policies%20Documents/Policy-2325_Environmental-Policy.pdf

SCDSB APM A5300 Vehicle Emission Reduction

http://www.scdsb.on.ca/Board/Procedures%20Documents/A5300_Vehicle-Emission-Reduction.pdf

A Look at Journeys to School from Around the World

<http://www.youtube.com/watch?v=MxBfqd639BE>

Ontario EcoSchools

www.Ontarioecoschools.org

6. Parent Involvement Project Team – Next Steps

Superintendent Kavanagh requested a sub-committee be organized in order that PIC members take the lead to determine the next steps for the JK Parent Involvement Pilot project. The sub-committee consists of Julianna Lerch, Anita Johnson-Ford, Michelle Hunter, Ken Boyington and Donna DaSilva.

7. Updates from Staff

a) Status of Unspent PRO Grants – 2012 – 2013

Superintendent Kavanagh reported that the Ministry confirmed that the PRO grant monies from the 2012 – 2013 school year are still available until the end of June 2014.

The Budget department will send a report to individual schools in the near future indicating the PRO allotment left for schools to spend. The funds must be spent and reports submitted by the end of June 2014.

b) School Council email addresses

Superintendent Kavanagh explained there has been an upgrade to the SCDSB server and an email and individual letters have been sent out to the school council chairs; as well as a copy to the principal of each school in Simcoe County indicating the login site; as well as, the login and password.

c) PIC member identifying email addresses

Alison LaMantia reported that IT had set up email addresses for all members of the PIC in December 2013.

8. System School Council Meeting – (Family of Schools Format)

Chair Dowdell spoke on the revised format for the next System School Council meeting as determined at the November 21, 2013 PIC meeting.

The committee decided on a Family of School format and to choose up to 20 schools to host the “Family of Schools” meetings. Committee members were asked to bring any future Family of Schools meeting plans to the regular PIC meeting for approval.

MOTION

Moved by Anita Johnson-Ford

Seconded by Sarah Huter

That the Parent Involvement Committee recommend that funding of up to \$100 be used to support Family of Schools meetings, with a maximum of up to 20 meetings, up to May 14, 2014.

CARRIED

MOTION

Moved by Tanya Nabuurs

Seconded by Christine Bowman

That the Parent Involvement Committee recommend that “Safe Talk” be approved as the first of 20 potential Family of Schools meetings, to be held at Innisdale Secondary School on January 27, 2014. Committee member Anita Johnson-Ford will be hosting the meeting.

CARRIED

9. Circle of Learning 2015 - Update

Chairperson Dowdell reported on the results of the Email motion sent to the committee members for their consideration on November 28, 2013.

E-MAIL MOTION

Moved by Marjorie Dowdell
Seconded by Jennifer Johnson

That the Parent Involvement Committee recommend that PIC authorize the sub-committee of the Circle of Learning Conference Planning Team, in consultation with Superintendent Kavanagh, to book a key note speaker for the Circle of Learning Conference. This expense is not to exceed \$7,500.00, including speaking fees, accommodations and travel.

CARRIED

Chair Dowdell reported that the sub-committee had met and updated the committee on the guest speakers chosen for the Circle of Learning, Dr. Peter Marshall and Jim Jordan.

MOTION

Moved by Jennifer Johnson
Seconded by Donna DaSilva

That the Parent Involvement Committee recommend that PIC authorize the sub-committee of the Circle of Learning Conference Planning Team, in consultation with Superintendent Kavanagh, **to book a second key note speaker** for the Circle of Learning Conference. This expense is not to exceed \$3,000.00, including speaking fees, accommodations and travel.

CARRIED

The committee discussed breakout sessions which would include various topics such as: social media, Freedom of Information, Canadian Parents for French, Special Education – Building Social Skills, Scholarships with Mike Howell, Math – Turn Math into family fun. The committee discussed potential options for the information booths: Recycling, Family Physicians, Dairy Farmers of Canada, Fitness, Triple P, Driver's Ed, Continuing Education and the Simcoe Muskoka District Health Unit.

The Circle of Learning Sub-committee will bring an update to the February meeting.

10. Additional Updates/Future Agenda Suggestions - Nil

11. Adjournment

Moved by Jennifer Johnson
Seconded by Tanya Nabuurs

That the meeting be adjourned at 8:05 p.m.

The next regular meeting will be held on Tuesday, February 18, 2014, 6:00 p.m.,
Georgian Room at the Education Centre.

12. 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: The By-law Committee

SUBJECT: **REPORT OF THE BY-LAW COMMITTEE MEETING
HELD MARCH 3, 2014**

A meeting of the By-law Committee was held on Monday, March 3, 2014 at the Education Centre.

PRESENT:

Committee Members: (Voting)
Donna Armstrong, Michele Locke, Krista Mayne, Caroline Smith.

REGRETS:

Committee Member: Nicole Black.

PRESENT:

Trustee (Non-voting)
Amanda Monague.

Staff Janis Medysky, Kathi Wallace.

Recording

Secretary Lena Robyn.

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

1. **Approval of Agenda**

Moved by Caroline Smith
Seconded by Krista Mayne

That the agenda be approved as revised.

CARRIED

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

3. **Election of Vice-chairperson of the By-law Committee**

Discussion took place regarding the requirement of electing a Vice-chairperson for the By-law Committee. The Committee had no objection to not elect a Vice-chairperson of the By-law Committee at this time.

4. Include Property Matters, Legal Matters, Personnel Matters under Order of Business for Special Meetings of the Board

Currently, the Board By-laws do not include the above three subject items under the Order of Business for Special Board Meetings, if a Closed Session is required. This aligns with what is currently stated under the Order of Business for the Regular Board Meetings and Standing Committee Meetings.

5. Delegation Requests when Standing/Advisory Committee Meetings are one week prior to the Board meeting

This suggested addition to the Board By-laws is to accommodate members of the public who wish to make a delegation to the Board following a Standing Committee meeting which has taken place during the week prior to the Board meeting. This will allow the public enough time to submit their request and outline, prior to the Board meeting.

6. Program Standing Committee Meetings

Currently, the Program Standing Committee meeting commences at 7:00 p.m. following the Human Resources Standing Committee meeting. In recent months, the Human Resources Standing Committee meetings have adjourned prior to 7:00 p.m., therefore, it has been suggested that the Program Standing Committee meeting time not be specified and that it commence following the Human Resources Standing Committee meeting.

7. Change Public Session of the Board to Re-convene earlier

The Public Session of the Board currently re-convenes at 7:30 p.m. following Closed Session. In recent months, the Closed Session meetings have not required 1.5 hours and have ended earlier than 7:30 p.m. It has been suggested that Public Session be changed to re-convene at 7:00 p.m. The Director's Office, along with the Chairperson and Vice-chairperson will closely monitor future closed and public Board agendas to avoid having public session re-convene at a later time, especially if there are any delegations that may come forward.

8. Inaugural and Organizational Board Meetings

The Inaugural and Organizational Board meetings currently commence at 7:30 p.m. If trustees approve to re-convene Public Session at 7:00 p.m., this would align with the time of the Regular Board meetings.

9. Conflicts of Interest

This subject is an addition to Article I: Definitions. The Committee felt that it was an important item to include in the Board By-laws so that trustees would have a better understanding of what their responsibilities are in the event that they feel they need to declare a conflict of interest. The definition that has been provided in the By-laws was cited from the Municipal Conflicts of Interest Act.

10. Chair and Vice-chair Elections (Electronic Participation)

This item is an addition to Appendix A of the Board By-laws to accommodate trustees who are participating electronically at meetings, and who may be nominated for the position of Chairperson or Vice-chairperson for Board or Committee meetings.

11. Conflict of Interest – Chairperson/Vice-chairperson

The Committee suggested that this section be included at the end of the Board By-laws, specifically as it relates to a conflict of interest that may affect the Chairperson or Vice-chairperson of a Board or Standing Committee.

12. Other Matters - Nil

Moved by Donna Armstrong
Seconded by Krista Mayne

That the By-law Committee recommend that the Board approve the proposed amendments to the Board By-laws, as set out in APPENDIX A of Report No. D-6-c, Report of the By-law Committee Meeting held March 3, 2014, dated March 26, 2014.

CARRIED

MOTION TO ADJOURN

Moved by Krista Mayne
Seconded by Caroline Smith

That the By-law Committee meeting be adjourned at 7:55 p.m.

CARRIED

13. Report Status

This report is provided as information.

Respectfully submitted by:

The By-law Committee

Approved for submission by:

Kathryn Wallace
Director of Education



Board By-laws

Simcoe County District School Board

Revised April 2014

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Revised Board By-laws – April 2014



**Governance and
Administration
Page 1 of 24**

Section: Board Operations

Subject: Board By-laws

Authority: School Board – Simcoe County District School Board

BY-LAWS

All actions of the Board of Trustees of Simcoe County District School Board (hereinafter called the “Board”) shall be in accordance with the requirements of the Education Act of Ontario, and all other related federal, provincial and municipal legislation.

ARTICLE I: DEFINITIONS

In these bylaws the following words and phrases shall have the meanings set out below:

- (a) “Call of a Meeting”, a written notice of the time and place, which is mailed or distributed to all members of the Board pursuant to the by-laws.
- (b) “Closed Session”, a meeting of a Committee of the Board, including a Committee of the Whole Board, which may be closed to the Public pursuant to the Education Act, the Young Offenders’ Act, the Municipal Freedom of Information and Protection of Privacy Act, or other relevant legislation.
- (c) “Director” means the Director of Education and Secretary of the Board.
- (d) “Education Act” means the Education Act of Ontario.
- (e) “Meeting” is a single official gathering of its members in one room or area to transact business for a length of time during which there is no cessation of proceedings and the members do not separate, unless for a recess.

- (f) “Member” means a person elected or acclaimed or appointed to the office of Trustee or member of the Board pursuant to the provisions of the Municipal Elections Act and the Education Act.
- (g) “Minutes” are a record of information and actions by the Board and Committees. Committee minutes are primarily intended for giving information, and should summarize important work done by the committee. Such minutes may contain recommendations. Minutes provide a brief record of how each motion is disposed of by the Board rather than verbatim recounting of the discussion.
- (h) “Officers of the Board” are the Chairperson, the Vice-Chairperson and the Director of Education and Secretary of the Board.
- (i) “Open Session”, a meeting of the Board or a Committee of the Board that is open to the Public.
- (j) “Prevailing side” means the affirmative if the motion passed and the negative if the motion failed. A person is said to have voted on the prevailing side if that member voted yes on a motion that passed or no on a motion that failed.
- (k) “Reports” provide information in either a written, verbal and/or visual format. Reports whether from a standing, statutory or an ad-hoc committee, are generally kept as brief as possible and may contain recommendation(s).
- (l) “Session”, a single or series of connected meetings devoted to a single order of business, program, agenda, or announced purpose; one session may contain more than one meeting.
- (m) “Special Committee”, a committee appointed, as the need arises, to carry out a specified task, at the completion of which, on presentation of its final report to the Board, it automatically ceases to exist; includes committees formerly referenced as ad-hoc and sub-committees.
- (n) “Student Trustees”, although not members of the Board, are elected by students of the Board or by a student representative body in accordance with Section 55 of the Education Act Ontario Regulation 7/07 Student Trustees and SCDSB Policy 2140. Their one-year term of office runs from August 1 of the year they are elected to July 31 of the following year.
- (o) “Time Sensitive Item”, an item where a decision is required that cannot wait to be dealt with at the appropriate regularly scheduled Standing Committee meeting.
- (p) “Treasurer” means Treasurer of the Board, the Board may assign to the person so appointed any of the duties of the treasurer and the supervisor of maintenance of school buildings.

- (q) “Conflict of Interest”, (as defined in the Municipal Conflicts of Interest Act):
- 6(1) Where a member, either on the members own behalf or while acting for, by, with or through another, has any direct or indirect pecuniary interest in any matter and is present at a meeting of the council or local board at which the matter is the subject of consideration, the member shall
- (a) as soon as practicable after the commencement of the meeting disclose the interest and the general nature thereof;
 - (b) withdraw from his place as member and
 - (i) in the case of a closed meeting, leave the room in which the meeting is held for the duration of the consideration of the matter, and
 - (ii) in the case of a meeting that is open to the public, either leave the room in which the meeting is held or remain in that part of the room set aside for the general public for the duration of the consideration of the matter;
 - (c) refrain from taking any part in the consideration or discussion of the matter and from voting on any question relating to the matter; and
 - (d) refrain from attempting in any way, whether before, during or after the meeting, to influence the decision of the council or local board with respect to the matter.
- (2) Where the member was not present at a meeting at which a matter in which the member, either on the members own behalf or while acting for, by, with or through another, has any direct or indirect pecuniary interest was the subject of consideration, the member shall disclose the interest at the next meeting the member attends, and the provisions of subsection (1) shall apply to the member in respect of the matter.

Where intent to obtain pecuniary interest

- (3) A member shall comply with this Section in respect of any matter in which the member intends to obtain a pecuniary interest, either on the members own behalf or while acting for, by, with or thorough another.

Recording in minutes of declaration of interest

7(1) Every declaration of interest and the general nature thereof disclosed pursuant to Section 6 shall be recorded in the minutes of the meeting by the clerk of the municipality or by the secretary of the local board, as the case may be.

Declaring a conflict of interest is the sole responsibility of a member.

ARTICLE II: MEETINGS OF BOARD OF TRUSTEES

INAUGURAL MEETING (IN ELECTION YEARS)

1. The Inaugural meeting of a newly elected Board will be held on the first Monday in December at ~~7:30 p.m.~~ 7:00 p.m.
2. The procedure for the Inaugural meeting will be as follows:
 - 2.1 The Director will take the chair until the election of a Chairperson. If the Director is absent the members present will designate who will preside.

- 2.2 The Director will call the meeting to order and:
 - 2.2.1 read the returns of the clerks of the municipalities certifying to the election of members;
 - 2.2.2 provide for the signing of the declaration of office and oath of allegiance and provide the opportunity to sign the SCDSB trustee Code of Conduct.
 - 2.2.3 declare the Board to be legally constituted when all the members present have taken the Declaration and Oath and constitute a majority of all of the members of the Board.
 - 2.2.4 in the event a member is absent from this meeting a member shall take the declaration of office in writing and the oath of allegiance on or before the day of the first meeting that person attends; this shall be noted at the next public meeting.
 - 2.2.5 the Board may make a decision as to whether the placement of a first nation trustee on the Board is permissive or mandatory as per the Education Act, Reg 462/97. It is the duty of the Director under the Education Act to advise the Board as to the status of first nation enrolment by October 31st.
 - 2.2.6 Student trustees will be placed on the Board according to Ontario Regulation 7/07 Student Trustees of the Education Act and SCDSB Policy 2130 Pupil Representation on the Board.
 - 2.3 The Director will conduct the election of a Chairperson of the Board according to the procedures in Appendix A.
 - 2.4 Upon election, the Chairperson will assume the chair and will conduct the elections for a Vice-Chairperson and one board member to sit on the Selection Committee, according to the procedures in Appendix A.
 - 2.5 The Selection Committee, composed of three members - the incoming Chairperson, Vice-Chairperson and one other member elected at the Inaugural meeting of the Board shall seek from board members their preferences regarding committee membership, and shall make its recommendations to the Board for approval at the regular Board meeting in December.
3. The order of business at the Inaugural Meeting will be as follows:
 - 3.1 Call to order
 - 3.2 Returns of the Clerks
 - 3.3 Declaration Oath and Trustee Code of Conduct
 - 3.4 Election of Chairperson
 - 3.5 Election of Vice-Chairperson
 - 3.6 Election of the Selection Committee member
 - 3.7 Adjournment

FIRST MEETING (IN NON-ELECTION YEAR)

1. On the first Monday an organizational board meeting will be held in December of each non-election year, the Board will meet at ~~7:30 p.m.~~ 7:00 p.m. to elect a member to the offices of Board Chairperson, Board Vice-Chairperson and the third member on the Selection Committee.

2. Trustees are provided the opportunity to sign the SCDSB Trustee Code of Conduct.
3. The Director will conduct the election of a Chairperson of the Board according to the procedures in Appendix A.
4. Upon election, the Chairperson will assume the chair and will conduct the election for a Vice-Chairperson and Selection Committee member according to the procedures in Appendix A.
5. The Selection Committee, comprised of three members - the incoming Chairperson, Vice-Chairperson and one other member elected at the Inaugural meeting of the Board shall seek from board members their preferences regarding committee membership, and shall make its recommendations to the Board for approval at the regular Board meeting in December.

REGULAR BOARD MEETINGS

1. Regular Board meetings of the Board will be held on the fourth Wednesday of each month except July unless otherwise determined by resolution of the Board.
2. Public meetings will begin at 6.00 p.m. The Board will first move into committee of the whole in closed session, and then reconvene in public session at ~~7:30 p.m.~~ 7:00 p.m. Public meetings will adjourn at 10:00 p.m. unless extended by resolution of the Board to 10.30 pm, or thereafter at half hour intervals, by a majority vote of the members present.

SPECIAL BOARD MEETINGS

1. Special Board meetings of the Board will be held:
 - 1.1 at the call of the Chairperson, in which case notice will be conveyed to all members at least 24 hours prior to the time set for the meeting.
 - 1.2 on the written request of five members to the Chairperson, who will call the meeting to be held within five days of the receipt of the written request. Notice will be conveyed to all members at least 24 hours prior to the time set for the meeting.
2. Special meetings will be open to the public, unless it is necessary for the Board to move into committee of the whole Board in closed session.
3. The notice of a special meeting will state all business to be considered. No other business will be considered unless all members of the Board are present and agree unanimously.
4. Order of Business for Special Meetings of the Board
 - A. (1) Roll Call
 - (2) Approval of Agenda
 - (3) Declaration of Conflicts of Interest

 - B. Closed Session in Committee of the Whole
 1. Property Matters
 2. Personnel Matters
 3. Legal Matters

 - C. (4) Items for discussion
 - D. (5) Adjournment

ARTICLE IV: BOARD OF TRUSTEES

1. Members of the Board are encouraged to attend other committee meetings as detailed in the Board approved Selection Committee report but are non-voting members. A member of the board shall attend meetings of the board, including meetings of board committees of which he or she is a member.
2. Reports of all standing committees and meetings of the Board will be printed with the names of members present, absent and regrets. In accordance with Ontario Regulation 463/97 Electronic Meetings, a member of the Board who participates through electronic means shall be deemed present.
3. Repeated absenteeism and/or vacancy by a member from meetings of the Board, and vacancies caused by the resignation, death, or incapacitation of a member before the end of a term, will be handled in accordance with Section 219 – Section 229, Part VII – Board Members – Qualifications, Resignations and Vacancies of the Education Act.
4. All trustees and student trustees shall review annually the Trustee Code of Conduct and will be provided the opportunity to sign a copy of it confirming that they have received a copy of the code of Conduct, read it, and agree to abide by it.

ARTICLE V: STANDING COMMITTEES OF THE BOARD

1. The standing committees of the Board are:
 1. Business and Facilities (first Wednesday of the month at 6:00 p.m.)
 2. Human Resources (second Wednesday of the month at 6:00 p.m.)
 3. Program Services (second Wednesday of the month ~~at 7:00 p.m.~~ following Human Resources)

Standing Committee meetings will not take place in December during an election year.

ARTICLE VIII: DELEGATIONS AND WRITTEN SUBMISSIONS TO THE BOARD AND COMMITTEES

1. Delegations

- 1.1 Subject to the approval of the Board and the rules which appear in this section, delegations may appear before the Board or a committee thereof, provided the subject matter is within the jurisdiction of the Board or a committee of the Board. A regular meeting of the Board or a committee will hear up to six delegations at one meeting; no more than four of those delegations shall be heard on any one matter. A special meeting of the Board may hear any number of delegations as determined by a majority of members present and voting.
- 1.2 Requests by delegations for public input on matters which are deemed by the Board to be of a confidential nature pursuant to the Education Act or the Municipal Freedom of Information and Protection of Privacy Act will be considered in a closed meeting of the committee of the whole Board.
- 1.3 Requests to make a delegation to the Board or to a committee of the Board shall be arranged through the Director. The Director shall refer the delegation's request to the Board or appropriate committee. Where appropriate, the procedures governing delegations to Board meetings will apply in committees.

- 1.4 Requests to appear as a delegation must be submitted along with a written copy of the presentation and/or an outline by 1 p.m. a week before the meeting.
- 1.5 In the event that a Standing/Advisory Committee meeting takes places during the week prior to the week of the Board meeting; a request from a member of the public is made to make a delegation regarding a decision or information item from that Standing/Advisory Committee meeting, the person wishing to delegate, must submit their delegation request along with a written copy of the presentation and/or an outline within 72 hours of when the Standing/Advisory Committee meeting was held and will be included on the agenda, if possible.
- 1.6. The Board shall decline to hear a delegation if:
 - 1.6.1 the delegation has addressed the Board or one of its committees on the same matter within the previous twelve months, and shall instead request a written submission that will be distributed to all trustees.
 - 1.6.2 notwithstanding 1.6.1, the Board may by motion authorize a further presentation by the same delegation on the same matter.
 - 1.6.3 the subject matter is not within the jurisdiction of the Board.
- 1.7 Delegations will be granted up to ten minutes for their presentation, inclusive of questions for clarification. Any extension of this time limit will be granted only by the permission of the Chairperson.
- 1.8 A delegation may designate not more than two persons as speakers and no other members of the delegation will address the Board.
- 1.9 Delegations will be made aware of the availability of a written guideline for presentations. Presentations to the Board or a committee of the Board shall be free of statements or material which are contrary to the Ontario Human Rights code and other laws of Ontario and Canada. Delegations will be informed that normal courteous behaviour and decorum are expected in addressing the Board or committee, and that all comments must be addressed to the Chairperson.
- 1.10 No motions will be in order on the matter addressed by the delegation unless the item was included on the previously distributed agenda for consideration at the same meeting.

APPENDIX A

Election of Board Chairperson, Board Vice-Chairperson, Committee Chairperson and Committee Vice-Chairperson, third member of the Selection Committee and OPSBA Director/Alternate Director.

The procedure to elect the Board Chairperson, Board Vice-chairperson, Committee Chairperson and Committee Vice-chairperson, third member of the Selection Committee and OPSBA Director and Alternate Director shall be as follows:

1. The Director of Education will designate two members of Administration to act as tellers and to count the ballots.

2. The Director of Education shall call for nominations and the nominee(s) shall indicate whether they elect to stand or decline to stand.
3. The Director of Education will ask the nominator to speak to their nomination.
4. If only one person is nominated and elects to stand, that member shall be declared elected by acclamation.
5. A candidate may have an opportunity to speak, following nominations.
6. The Director of Education will invite each nominee to appoint a scrutineer to observe the counting of ballots.
7. Where more than one nominee stands for election, a vote will be taken by ballot and the member receiving a majority of the votes cast shall be declared elected.
8. If no nominee receives a majority of the votes cast, the name of the member receiving the fewest votes shall be dropped from the ballot, provided at least two nominees shall remain on the ballot.
9. If no nominee receives a majority and two or more nominees are tied respecting the fewest votes, those nominees shall draw lots to determine which name shall be dropped from the ballot.
10. In the event of an equality of votes with two nominees remaining, a student trustee or designate of the Director of Education shall draw lots.
11. The tellers shall complete the following form and present it to the Director/Chairperson of the meeting who shall read the report and declare the result.
12. **Members participating electronically may be nominated for the position of Chairperson or Vice-chairperson.**

Committee Minutes and Reports

30. Minutes are a record of information and actions by the Board and committees. Committee minutes are primarily intended for giving information, and should summarize important work done by the committee. Such minutes may contain recommendations. Minutes provide a brief record of how each motion is disposed of by the Board rather than a verbatim recounting of the discussion.
31. Reports provide information in either a written, verbal and/or visual format. Reports, whether from a standing, statutory or special committee, are generally kept as brief as possible and may contain recommendation(s).

Electronic Meetings

32. All Board and committee meetings will be conducted as required in compliance with Ontario Regulation 463/97 Electronic Meetings under the Education Act and SCDSB Policy 2140 Electronic Meetings.
33. All regular procedural rules such as notice of meeting, quorum and the requirements to maintain a record and minutes of the meeting shall be adhered to. A lack of notice of the meeting to all members and a lack of quorum shall render action taken at the meeting invalid.
34. The electronic meeting shall permit all members to hear and be heard by all other participants in the meeting simultaneously.
35. Members attending a teleconference meeting shall be deemed to be present at the meeting.
36. Since voice recognition cannot always be ascertained during a telephone meeting the Members always state their name before speaking
 - At the Chairperson's discretion discussion takes place on a rotating basis
 - Votes are taken by roll call or by general consent
 - Members who are to leave the meeting prior to adjournment shall announce their leaving
37. Meetings where a group of members meet in one room and use a speaker-phone and other individual members of the group call in from other locations are permitted.
38. An attendee at a teleconference meeting may not electronically record a meeting without the permission of the meeting granted by majority vote.
39. **At the Chairperson and Vice-chairperson Elections, electronic participation is allowed.**
40. ***Conflict of Interest - Chairperson/Vice-chairperson***
Declaring a conflict of interest is the sole responsibility of a member. In the event the Chairperson of a standing committee/board meeting declares a conflict of interest, he/she vacates the chair for the duration of the matter. In the case of a closed meeting, leave the room in which the meeting is held for the duration of the consideration of the matter. In the case of a meeting that is open to the public, either leave the room in which the meeting is held or remain in that part of the room set aside for the general public for the duration of the consideration of the matter. Refrain from taking any part in the consideration or discussion of the matter and from voting on any question relating to the matter; and refrain from attempting in any way, whether before, during or after the meeting, to influence the decision of the council or local board with respect to the matter.

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

FROM: Human Resources Standing Committee

SUBJECT: **REPORT OF THE PUBLIC SESSION OF THE HUMAN RESOURCES
STANDING COMMITTEE MEETING HELD WEDNESDAY, MARCH 19,
2014**

The Human Resources Standing Committee met in Public Session on Wednesday, March 19, 2014, at the Education Centre.

PRESENT:

Committee Members

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

Administration

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

Student Trustees

Brandon Amyot, Patrick Whitten.

REGRETS:

Committee Members

Nicole Black, Debra Edwards, Caroline Smith.

Student Trustees

Cheryne Winstanley-Hayes.

Recording Secretary

Kary Hancock.

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

1. **Approval of the Agenda**

MOTION

Moved by Amanda Monague
Seconded by Peter Beacock

That the agenda be approved as printed.

CARRIED

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

3. **Presentations/Delegations** - Nil

MOTION

Moved by Peter Beacock
Seconded by Robert North

That the Human Resources Standing Committee move into closed session.

CARRIED

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

Items for Decision - Nil

Items for Information

1. **Staff Health and Wellness 2013-2014 (HR-I-1)**

Janis Medysky, Associate Director, invited Principal Halliday to the table. Principal Halliday is the chairperson of the Health & Wellness Committee and provided an overview of the initiatives being implemented for Simcoe County District School Board staff. Principal Halliday thanked the trustees for their support of this initiative through the 2013-2014 budget process. It is important to note that over 2300 responses were received from the initial survey to staff.

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

This report was provided for information.

2. **Attendance Support/Disability Management Program (HR-I-2)**

Associate Director Medysky advised that the Attendance Support/Disability Management Program was implemented in the fall of 2013. The program is intended to support employees who experience attendance issues for non-culpable reasons. The Disability Management Program is the management of an ill or injured employee's absence and return to work through regular communications with the employee to minimize the impact of their capacity to participate effectively in the workplace. The Attendance Support Program notifies employees when they have used 8 sick days. Employees enter into the Attendance Support Program once they have used 11 sick days and support is provided to them through a series of meetings for goal-setting and follow-up. The program increases the awareness of the importance of regular attendance at work and the impact irregular attendance has on their work and ultimately student achievement. The program provides a fair and equitable approach to the use of sick leave which is an employee benefit.

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

This report was provided for information.

3. Teacher Recruitment, Selection, Retention and Review (HR-I-3)

Associate Director Medysky provided an overview of how teachers arrive in the classrooms of our schools and how their employment is monitored. Positions are posted and applications received using Apply to Education which is an online application tool. We recently received 1000 applicants for the Elementary Occasional Teacher List and 800 for the Secondary Occasional Teacher List. As per Regulation 274, evaluations are performed for long term occasional teachers after a duration of 4 months. New contract teachers must have two performance appraisals completed within their first 12 months of teaching and then will be placed within the 5 year Teacher Performance Appraisal (TPA) cycle. Termination of a teacher for culpable behaviour is dealt with through the progressive discipline process. All of these processes involve compliance with a variety of board policies and provincial legislation.

Associate Director Medysky, Kathryn Wallace, Director of Education and Anita Simpson, Superintendent 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 Bill 122 is yet to be passed. We have plans in place for negotiations for next year but we require the negotiations framework before proceeding.

Director Wallace advised that there is a committee at the provincial level looking at a possible provincial benefit package for all labour groups. Director Wallace has been asked to sit on this committee.

This report was provided for information.

Correspondence - Nil

Other Matters - Nil

Notices of Motion for next meeting – Nil

MOTION

Moved by Christine Williams
Seconded by Michele Locke

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

CARRIED

Report Status

This report was provided for information.

Respectfully submitted by:

Janis Medysky
Associate Director

Approved for submission by:

Kathryn Wallace
Director of Education