

SIMCOE COUNTY DISTRICT SCHOOL BOARD

REGULAR BOARD MEETING - WEDNESDAY, APRIL 23, 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 Special Meeting of the Board held March 24, 2014
 - (b) Minutes of the Regular Meeting of the Board held March 26, 2014
- (4) Declaration of Conflicts of Interest

CLOSED SESSION

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

PUBLIC SESSION

- C. (1) Report from Student Trustees
- (2) Delegations – Nil
- (3) Trustee Tributes
 - 1. Melody Northrop, Principal, Andrew Hunter Elementary School
 - 2. Kimberley Campbell, Principal, Regent Park Public School
- (4) Presentations
Trustee Debra Edwards

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
 - (a) Notice of Motion from the March 26, 2014 Board Meeting
- (3) Notice of Time Sensitive Motions from Statutory Committees - Nil
- (4) Committee Minutes/Reports - Items for Decision
 - (a) Report of the Business and Facilities Standing Committee Meeting held April 2, 2014
 - (b) Report of the Program Standing Committee Meeting held April 9, 2014

- (5) Staff Reports – Items for Decision
 - (a) Appointments to the Ontario Public School Boards' Association (OPSBA) Director and Alternate Director

- (6) Committee Minutes/Reports - Items for Information
 - (a) Report of the First Nations Education Advisory Committee Meeting held June 14, 2013
 - (b) Report of the Accessibility Advisory Committee Meeting held January 20, 2014
 - (c) Report of the Parent Involvement Committee Meeting held February 18, 2014
 - (d) Report of the Special Education Advisory Committee Meeting held February 24, 2014
 - (e) Report of the Human Resources Standing Committee Meeting held April 9, 2014
 - (f) Report of the Special Business and Facilities Standing Committee Meeting held April 9, 2014
 - (g) Report of the Business and Facilities Standing Committee Budget Meeting held April 16, 2014
 - (h) Report of the Joint Business and Facilities Standing Committee and the Special Education Advisory Committee Budget Meeting held April 16, 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

Special ARC Board Meeting – April 29, 2014 at 6:00 p.m. – Roy Edwards Room
 Business and Facilities Standing Committee Meeting – May 7, 2014 at 6:00 p.m. - Georgian Room
 Special Education Advisory Committee Meeting – May 12, 2014 at 7:00 p.m. – Georgian Room
 ARC 2013:01 Special Board Meeting – May 13, 2014 at 6:00 p.m. (if required) – Roy Edwards Room
 Human Resources Standing Committee Meeting – May 14, 2014 at 6:00 p.m. – Roy Edwards Room
 Program Standing Committee Meeting – May 14, 2014 at 7:00 p.m.- Roy Edwards Room
 Character Education Awards Evening – May 15, 2014 at 6:00 p.m. - Roy Edwards Room
 Parent Involvement Committee Meeting – May 20, 2014 at 6:00 p.m. – Georgian Room
 Regular Meeting of the Board – May 28, 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, APRIL 23, 2014

REPORT	FYI	Decision Req.	MOTION
			Call Meeting to order. Roll Call
		√	That the agenda be approved as printed.
A-3-a Special Board Meeting – March 24, 2014		√	That the Minutes of the Special Meeting of the Board held Monday, March 24, 2014 be approved as printed.
A-3-b Board Minutes March 26, 2014		√	That the Minutes of the Regular Board Meeting held Wednesday, March 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			Nil
C-3 Trustee Tributes			1. Melody Northrop, Principal, Andrew Hunter Elementary School 2. Kimberley Campbell, Principal, Regent Park Public School
C-4 Presentations			Trustee Debra Edwards
D-1		√	Report from the Closed Session of the Board in Committee of the Whole

D-2-a
Notice of Motion –
March 26, 2014 Board
Meeting

√

(1)
Include Item (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.

(2)
Revise Item #1 under Inaugural Meeting (In Election Years) to read "newly elected Board will be held at 7:00 p.m."

(3)
Revise Item #1 under First Meeting (In Non-election Year) to read "the Board will meet at 7:00 p.m."

(4)
Revise Item #2 to read "and then reconvene public session at 7:00 p.m."

(5)
Include under Item #4. Order of Business for Special Meetings of the Board; Closed Session in Committee of the Whole

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

√

√

√

√

<p>D-2-a Notice of Motion – March 26, 2014 Board Meeting (cont'd)</p>		<p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p>	<p>(6) Revise under Item #3 to read “Program Services (Second Wednesday of the month, following Human Resources)”</p> <p>(7) Include Item #1.5 to read “In the event that a Standing/Advisory Committee meeting takes place a week prior to the week of the Board meeting; and 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, they 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.”</p> <p>(8) Include Item #12 to read “Members participating electronically may be nominated for the position of Chairperson or Vice-chairperson.”</p> <p>(9) Include Item #39 to read “At the Chairperson and Vice-chairperson elections, electronic participation is allowed.”</p> <p>(10) Include Item #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.”</p>
<p>D-4-a Business & Facilities – April 2, 2014</p>		<p>√</p>	<p>That the Board approve the 2014-2015 Budget – Trustee Expenses, excluding the OPSBA Fees and OSTA/AECO Fees, as set out in Report No. BF-D-1, 2014-2015 Budget – Trustee Expenses, dated April 2, 2014.</p>
<p>D-4-b Program Standing April 9, 2014</p>		<p>√</p> <p>√</p>	<p>(1) That the Board approve the revisions to Policy No. 4105, Curriculum Policy, as set out in APPENDIX C of Report No. PRO-D-1, Revisions to Policy No. 4105 – Curriculum Policy, dated April 9, 2014.</p> <p>(2) That the Board rescind Policy No. 4110 - Equalization of Educational Opportunity, as set out in APPENDIX A of Report No. PRO-D-2, Policy No. 4110 – Equalization of Educational Opportunity, dated April 9, 2014.</p>
<p>D-5-a Appointments to the Ontario Public School Boards' Association (OPSBA) – Director and Alternate Director</p>		<p>√</p>	
<p>D-6-a First Nations June 14, 2013</p>	<p>√</p>		
<p>D-6-b Accessibility Advisory Mtg – January 20, 2014</p>	<p>√</p>		

D-6-c PIC – February 18, 2014	√		
D-6-d SEAC – February 24 , 2014	√		
D-6-e Human Resources April 9, 2014	√		
D-6-f Special Bus & Facilities April 9, 2014	√		
D-6-g Business & Facilities Budget Mtg – April 16, 2014	√		
D-6-h Joint Bus & Fac and SEAC Budget Mtg – April 16, 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 SPECIAL MEETING OF THE
BOARD HELD MARCH 24, 2014**

A Special Meeting of the Simcoe County District School Board was held on Monday,
March 24, 2014.

A. (1) Roll Call

PRESENT:

Trustees Donna Armstrong, Nicole Black, Peter Beacock (Chairperson),
Jodi Lloyd, Suzanne Ley, Michele Locke (Vice-chairperson),
Krista Mayne, Amanda Monague, Caroline Smith.

REGRETS:

Trustee Debra Edwards, Christine Williams.

ABSENT:

Trustee Robert North.

PRESENT:

Student Trustees Patrick Whitten, Cheryne Winstanley-Hayes.

ABSENT:

Student Trustee Brandon Amyot.

Recording

Secretary Lena Robyn.

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

(2) Approval of Agenda

Moved by Krista Mayne
Seconded by Nicole Black

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

Chairperson Beacock introduced Marilyn Gouthro who was in attendance at the
meeting to help facilitate discussion on the Corporate Board Role Description Policy
and the Director of Education Performance Evaluation Process.

B. RECOMMENDATIONS FOR ACTION

(1) Staff Reports – Items for Decision

Corporate Board Role Description Policy (B-1-a)

The Education Act spells out duties for school boards that include such obligations as effective operations of schools, setting the Board's budget, implementing the Ministry's curriculum policies, and ensuring that appropriate staff is hired as required by schools. Trustees, as individuals do not have authority to make decisions or take action on behalf of the Corporate Board. This policy describes the Corporate Board's major areas of responsibility and supports effective board decision-making. The policy clarifies the distinction between the Corporate Board's responsibility to govern and the Director's executive and administrative duties.

Trustees discussed and reviewed the draft policy and made several suggested revisions to it.

Moved by Krista Mayne
Seconded by Caroline Smith

#SPB-2014-03-24-19

That the Board approve the adoption of a Corporate Board Role Description Policy, as set out in APPENDIX C of Report No. B-1-a, dated March 24, 2014.

CARRIED

The Board recessed at this time.

Director of Education Performance Evaluation Process (B-1-b)

At the November 27, 2013 Board meeting, trustees approved the adoption of a Director of Education Performance Review Policy and Procedure. The next step in the development of a Director of Education evaluation process is to discuss and determine how mutually agreed upon areas of evaluation will be decided and then be assessed. Trustees were provided with a template of the Director of Education Appraisal Report to be used for current and future performance evaluations for the Director of Education.

Marilyn Gouthro spoke to the evaluation process and template which highlighted examples of areas of evaluation that could be assessed.

Chairperson Beacock indicated that a document would be developed that will describe the timelines involved in the evaluation process.

Moved by Jodi Lloyd
Seconded by Amanda Monague

#SPB-2014-03-24-20

That the Board approve the Director of Education Appraisal Report template, as set out in APPENDIX C of Report No. B-1-b, Director of Education Performance Evaluation Process, dated March 24, 2014.

CARRIED

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

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)

First Nations Education Advisory Committee Meeting – March 28, 2014 at 10:00 a.m. –
Penetanguishene Secondary School

MOTION TO ADJOURN

Moved by Jodi Lloyd
Seconded by Donna Armstrong

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

CARRIED

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

FROM: The Secretary

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

The regular meeting of the Simcoe County District School Board was held on Wednesday, March 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, Amanda Monague, Caroline Smith.

**ELECTRONIC:
Participation**

Debra Edwards, Robert North.

**REGRETS
Trustees**

Christine Williams.

PRESENT:

Student Trustees Brandon Amyot, Patrick Whitten, 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 Nicole Black
Seconded by Donna Armstrong

That the Agenda be approved as printed

CARRIED

(3) Approval of Minutes

Minutes of the Regular Meeting of the Board held February 26, 2014 (A-3-a)

Moved by Krista Mayne
Seconded by Suzanne Ley

That the Minutes of the Regular Meeting of the Board held Wednesday, February 26, 2014 be approved as printed.

CARRIED

(4) Declaration of Conflicts of Interest - Nil

B. Committee of the Whole

Moved by Suzanne Ley
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, Patrick Whitten and Cheryne Winstanley-Hayes shared the following update:

Student Senate continues to talk about the Gay Straight Alliance Ally Campaign. Schools are invited to create a public service announcement to help eliminate the use of the phrase "That's so gay". Select videos may be posted on the Simcoe County District School Board's Youtube channel.

The Student Trustee Elections are taking place on April 16th at the Student Senate meeting. The deadline for school-level applications is April 8th.

The Student Trustees presented to the Parent Involvement Committee on March 25 and shared information about the work of the Student Senate this year, as well as general information about the role of Student Trustees and the upcoming Student Trustee Elections.

(2) Trustee Tributes - Nil

(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 March 26, 2014:

(1)
Moved by Suzanne Ley
Seconded by Krista Mayne

#BP-2014-03-26-21

That the Board approve the School/System Administrator Eligibility Lists as set out in Report No. CL-HR-D-1 School/System Administrator Eligibility Lists – March 2014, dated March 19, 2014.

CARRIED

(2)
Moved by Suzanne Ley
Seconded by Michele Locke

#BP-2014-03-26-22

That the Board approve Director of Education Kathryn Wallace's contract extension/renewal, as set out in APPENDIX B of Report No. CL-B-5-a, Personnel Matter, dated March 26, 2014.

CARRIED

Chairperson Beacock thanked Director Wallace for her commitment and leadership.

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

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

(4) **Committee Minutes/Reports – Items for Decision**

Report of the Business and Facilities Committee Meeting held
March 5, 2014 (D-4-a)

(1,2)
Moved by Caroline Smith
Seconded by Nicole Black

(1)
#BF-2014-03-05-23
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-2014-03-05-24
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

Report of the Program Standing Committee Meeting held March 19, 2014 (D-4-b)

Moved by Amanda Monague
Seconded by Nicole Black

#PRO-2014-03-19-25

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

Staff Reports – Items for Decision - Nil

(6) Committee Minutes/Reports – Items for Information

Report of the Special Education Advisory Committee Meeting held January 20, 2014 (D-6-a)

This report was provided as information.

Report of the Parent Involvement Committee Meeting held January 21, 2014 (D-6-b)

This report was provided as information.

Report of the By-law Committee Meeting held March 3, 2014 (D-6-c)

This report was provided as information.

Report of the Human Resources Standing Committee Meeting held March 19, 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

Vice-chairperson Locke presented the following Notice of Motion to be dealt with at the April 23, 2014 Board meeting

Under Article I: Definitions

Include Item (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.

Under Article II: Meetings of the Board of Trustees – Inaugural Meeting and First Meeting of the Board

- Revise Item #1 under Inaugural Meeting (In Election Years) to read “newly elected Board will be held at 7:00 p.m.”
- Revise Item #1 under First Meeting (In Non-election Year) to read “the Board will meet at 7:00 p.m.”

Under Article II: Meetings of the Board of Trustees – Regular Board Meetings

- Revise Item #2 to read “and then reconvene public session at 7:00 p.m.”

Under Article II: Meetings of the Board – Special Board Meetings

- Include under Item #4. Order of Business for Special Meetings of the Board; Closed Session in Committee of the Whole
 1. Property Matters
 2. Personnel Matters
 3. Legal Matters

Under Article V: Standing Committees of the Board

- Revise under Item #3 to read “Program Services (Second Wednesday of the month, immediately following Human Resources)”

Under Article VIII: Delegations and Written Submissions to the Board and Committees

- Include Item #1.5 to read “In the event that a Standing/Advisory Committee meeting takes place a week prior to the Board meeting; and 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, they 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.”

Under APPENDIX A

- Include Item #12 to read “Members participating electronically may be nominated for the position of Chairperson or Vice-chairperson.”

Under Electronic Meetings

- Include Item #39 to read “At the Chairperson and Vice-chairperson elections, electronic participation is allowed.”

Conflict of Interest – Chairperson/Vice-chairperson

- Include Item #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.”

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

Trustee Smith thanked the outgoing Chairperson of the Special Education Advisory Committee (SEAC), Angie Bridekirk, who served as Chair of SEAC for 15 years. Trustee Smith explained that Angie has worked with various organizations, including Simcoe County Family Network, Autism Ontario, Catulpa Community Support Services and Integration Action for Inclusion in School and Community Ontario.

Chairperson Beacock also thanked Angie Bridekirk for her commitment to Simcoe County District School Board as Chair of SEAC.

Chairperson Beacock reminded Trustees that the Director of Education will be receiving a report from the ARC 2013:01 Penetanguishene & Midland Secondary Schools and the Board will need to proceed with specific dates for Special ARC Board meetings. The tentative dates will be provided to trustees as soon as possible.

Trustee Mayne thanked the teachers from Bear Creek Secondary School who organized and supervised a European rugby tour for the boy's rugby team. She spoke about the value of the experience for students.

Trustee Smith asked whether the Board makes charitable donations with funding from the Ministry of Education. Superintendent Jeffs explained that public funds provided through the Ministry of Education are not used for charitable donations. Director Wallace clarified that school communities and board staff do participate in fundraising for various school-based and community causes.

Trustee Armstrong shared that the Board does receive donations to support scholarships for students.

Vice-Chairperson Locke asked whether the Board has a foundation. Superintendent Jeffs explained that the Board does not have a foundation at this time.

(4) Professional Development Seminars Attendance – Nil

(5) Reports/Update from Staff - Nil

(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.

Program Standing Committee Meeting – April 9, 2014, following Bus & Fac Meeting -
Georgian Room

Budget Meeting – April 16, 2014 at 6:00 p.m. – Roy Edwards Room

Joint Business and Facilities and Special Education Advisory Committee Budget
Meeting – April 16, 2014 at 7:00 p.m. – Roy Edwards 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)

MOTION TO ADJOURN

Moved by Suzanne Ley
Seconded by Nicole Black

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

CARRIED

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

FROM: Director of Education

SUBJECT: **NOTICE OF MOTION FROM THE MARCH 26, 2014 BOARD MEETING**

1. **Background**

In accordance with Article II: Item 8, of the board by-laws, Vice-chairperson Locke gave NOTICE OF MOTION at the Board meeting of March 26, 2014, to introduce the following motion at the next Board meeting. Attached as APPENDIX A outlines the proposed revisions/addition to the by-laws. Also attached as APPENDIX B is a copy of the pages of the current Board By-laws where these revisions/additions have been reflected.

*Moved by Michele Locke
Seconded by Caroline Smith*

Under Article I: Definitions

Include Item (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.

Under Article II: Meetings of the Board of Trustees – Inaugural Meeting and First Meeting of the Board

- Revise Item #1 under Inaugural Meeting (In Election Years) to read “newly elected Board will be held at 7:00 p.m.”
- Revise Item #1 under First Meeting (In Non-election Year) to read “the Board will meet at 7:00 p.m.”

Under Article II: Meetings of the Board of Trustees – Regular Board Meetings

- Revise Item #2 to read “and then reconvene public session at 7:00 p.m.”

Under Article II: Meetings of the Board – Special Board Meetings

- Include under Item #4. Order of Business for Special Meetings of the Board; Closed Session in Committee of the Whole
 1. Property Matters
 2. Personnel Matters
 3. Legal Matters

Under Article V: Standing Committees of the Board

- Revise under Item #3 to read “Program Services (Second Wednesday of the month, immediately following Human Resources)”

Under Article VIII: Delegations and Written Submissions to the Board and Committees

- Include Item #1.5 to read “In the event that a Standing/Advisory Committee meeting takes place a week prior to the Board meeting; and 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, they 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.”

Under APPENDIX A

- Include Item #12 to read “Members participating electronically may be nominated for the position of Chairperson or Vice-chairperson.”

Under Electronic Meetings

- Include Item #39 to read “At the Chairperson and Vice-chairperson elections, electronic participation is allowed.”

Conflict of Interest – Chairperson/Vice-chairperson

- Include Item #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.”

2. Report Status

This report is provided for information.

Approved for submission by:

Kathryn Wallace
Director of Education

April 23, 2014

PROPOSED REVISIONS/ADDITIONS TO THE BY-LAWS

Article I: Definitions

Include Item (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 the Board of Trustees – Inaugural and First Meetings of the Board

- Revise Item #1 under Inaugural Meeting (In Election Years) to read "newly elected Board will be held at 7:00 p.m."
- Revise Item #1 under First Meeting (In Non-election Year) to read "the Board will meet at 7:00 p.m."

Article II: Meetings of the Board of Trustees – Regular Board Meetings

- Revise Item #2 to read "and then reconvene public session at 7:00 p.m."

Under Article II: Meetings of the Board – Special Board Meetings

- Include under Item #4. Order of Business for Special Meetings of the Board; Closed Session in Committee of the Whole
 1. Property Matters
 2. Personnel Matters
 3. Legal Matters

Under Article V: Standing Committees of the Board

- Revise under Item #3 to read “Program Services (Second Wednesday of the month, following Human Resources)”

Under Article VIII: Delegations and Written Submissions to the Board and Committees

- Include Item #1.5 to read “In the event that a Standing/Advisory Committee meeting takes place a week prior to the week of the Board meeting; and 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, they 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.”

APPENDIX A

- Include Item #12 to read “Members participating electronically may be nominated for the position of Chairperson or Vice-chairperson.”

Electronic Meetings

- Include Item #39 to read “At the Chairperson and Vice-chairperson elections, electronic participation is allowed.”

Conflict of Interest – Chairperson/Vice-chairperson

- Include Item #40 to read “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.”

REPORT NO. D-2-a
APPENDIX B1-A25



Simcoe County
District School Board

Board By-laws

Simcoe County District School Board

Revised April 23, 2014

Contents

ARTICLE I: DEFINITIONS _____	3,4,5
ARTICLE II: MEETINGS OF THE BOARD OF TRUSTEES _____	5
INAUGURAL MEETING (IN ELECTION YEARS) _____	5,6
FIRST MEETING (IN NON-ELECTION YEAR) _____	6
REGULAR BOARD MEETINGS _____	6,7
ORDER OF BUSINESS FOR REGULAR BOARD MEETINGS _____	7,8
SPECIAL BOARD MEETINGS _____	8,9
ARC SPECIAL BOARD MEETINGS _____	9
COMMITTEE MEETINGS IN CLOSED SESSION _____	9,10
ARTICLE III: BOARD CHAIRPERSON AND BOARD VICE- CHAIRPERSON _____	10,11
ARTICLE IV: BOARD OF TRUSTEES _____	11,12
ARTICLE V: COMMITTEES OF THE BOARD _____	11,12
ARTICLE VI: SPECIAL COMMITTEES _____	12,13
ARTICLE VII: BY-LAW COMMITTEE _____	13
STANDING COMMITTEE, SPECIAL AND BY-LAW COMMITTEE RULES AND PROCEDURES _____	13

ARTICLE VIII: DELEGATIONS AND WRITTEN SUBMISSIONS TO THE BOARD AND COMMITTEES _____	14
1. Board & Committee Delegations _____	14
2. ARC Delegations _____	15
3. Written Submissions _____	156
4. Correspondence to the Board _____	156
5. Petitions _____	16
ARTICLE IV: AMENDMENT TO THE BYLAWS _____	16
ARTICLE X: RULES OF ORDER AND PARLIAMENTARY AUTHORITY _____	16
APPENDIX A _____	17
Election of Board Chairperson and Board Vice-Chairperson _____	17,18
APPENDIX B _____	19
Rules of Procedure at the Board _____	19
Recognition to Speak _____	19
Debate _____	19
Decorum in Debate _____	19
Voting _____	19
Motions _____	20
Order of Precedence of Motions _____	20
Specific Rules related to Motions _____	21
Main Motion _____	21
Subsidiary Motions _____	21
Privileged Motions _____	22
Incidental Motions _____	22
Motions that Bring Back Business _____	23
Committee of the Whole _____	24
Committee Minutes and Reports _____	24
Electronic Meetings _____	24,25
Conflicts of Interest _____	25

Revised Board By-laws – April 23, 2014



Simcoe County
District School Board

**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.

3. A quorum of the Board will consist of a majority of all members of the Board. Should there be no quorum present 30 minutes after the time appointed for the meeting, the names of members present, absent and regrets will be recorded, and the meeting will not convene.
4. Notice of all regular meetings will be conveyed to each member at least 72 hours prior to the time of the meeting.
5. An agenda setting out reports and supporting materials to be considered at a Board meeting will be available to trustees electronically or by courier, as required at least 48 hours prior to the meeting. The agenda will contain notice of such matters as may come regularly before the Board and will set out in full all notices of motion.
 - 5.1 Additional items deemed time sensitive by statutory committees shall be added to the order of business for the regular board meeting.
 - 5.2 Additional items may be added to the agenda at a meeting only with the unanimous approval of members present.
 - 5.3 Items that are time sensitive, as determined by the Board Chairperson, Vice-Chairperson and the Director, that normally would be dealt with by a standing committee may be dealt with at a Regular Board meeting.
 - 5.4 Tenders may go directly to the Board meeting.
6. All matters will be referred to the appropriate standing committee, without discussion by the Board, unless referenced to in item 5.3.
7. Should any meeting of the Board be cancelled due to inclement weather or other circumstances, the meeting will be rescheduled as soon as possible, with 48 hours notice by the Chairperson.
8. Within twelve months of its approval by the Board, a substantive main motion may:
 - 8.1 be brought back once, by means of a motion to *reconsider, amend something previously adopted, or rescind.*
 - 8.2 only be brought back a second time if, when first brought back, it was amended or rescinded.

After twelve months of its approval by the Board, a substantive main motion may be brought back at any time by means of a motion to *amend something previously adopted, or rescind.*

NOTICE OF MOTIONS

1. A member must announce their intention to make a motion at the meeting immediately preceding the meeting at which the motion is going to be made
2. A notice of motion presented at the current Board meeting does require a mover and a seconder.

ORDER OF BUSINESS FOR REGULAR BOARD MEETINGS

1. The Chairperson, Vice-chairperson and the Director shall meet monthly to determine all matters to be placed on the regular Board meeting agenda.
2. The order of business for each regular Board meeting will be as follows:
 - A. (1) Roll Call
 - (2) Approval of Agenda
 - (3) Approval of Minutes
 - (4) Declaration of Conflicts of Interest

B. Closed Session in Committee of the Whole

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

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

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

D. Recommendations for Action

- (1) Report from the Closed Session of the Board in Committee of the Whole
- (2) Matters Arising from Previous Meeting:
 - a) Unfinished business
 - b) Motion(s) for which notice was given at previous regular Board meeting
- (3) Notice of Time Sensitive Motions from Statutory Committees
- (4) Committee Minutes/Reports – Items for Decision
- (5) Staff Reports – Items for Decision
- (6) Committee Minutes/Reports – Items for Information
- (7) Staff Reports – Items for Information

E. Other Matters

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

F. Future meetings of the Board, Standing Committees and Advisory Committees

G. Adjournment

3. Any variation in the regular order of business must be approved by a majority of members present and voting.

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

ACCOMMODATION REVIEW COMMITTEE - SPECIAL BOARD MEETINGS

1. Within five school days from the date the director of education receives the Accommodation Review Report from the ARC, the Board Chairperson shall call the following ARC Special Board Meetings:
 - a) The first ARC Special Board Meeting will receive the final Accommodation Review Report and the staff report. The agenda will include the Accommodation Review Report and staff report. There will be no decisions or delegations. This meeting shall be held within 21 days from when the director receives the Accommodation Review Report.
 - b) The next ARC Special Board Meeting(s) will receive delegations from community members to make their views known to the Board before any decision(s) are made by the Board. This meeting shall be held within 30 days from the ARC Special Board Meeting. No decisions will be made. There will be no less than 21 days notice to the public of the ARC Special Board Meeting held to receive delegations.
 - c) The final ARC Special Board Meeting will be the meeting at which trustees will make a decision(s) and vote. The meeting date shall be held within 90 days from the ARC Special Board Meeting. No delegations will be heard. There will be no less than 60 days notice to the public of the final ARC Special Board Meeting.
2. In order to delegate at the ARC Special Board Meeting(s), individuals must forward their written outline to the Director's Office at least 7 days prior to the meeting date. Delegations will be heard as per the Board's by-laws: Accommodation Review Committee Delegations as per Article VIII Section 2.

COMMITTEE MEETINGS IN CLOSED SESSION

1. All meetings of committees of the Board will be open to the public unless closed under conditions required by the Education Act or other relevant legislation.
2. Pursuant to Section 207 (2) of the Education Act and the Municipal Freedom of Information and Protection of Privacy Act, a meeting of any committee of the Board, including a committee of the whole Board, may be closed to the public when the subject matter under consideration involves:
 - 2.1 the security of the property of the Board;
 - 2.2 the disclosure of intimate, personal or financial information in respect of any individual including a member of the Board or committee, an employee or prospective employee of the Board, a student or a person responsible for the care and custody of the student or a member of the public;
 - 2.3 the acquisition or disposal of a school site;
 - 2.4 decisions in respect of negotiations with employees of the Board;
 - 2.5 litigation affecting the Board;
 - 2.6 sensitive commercial, financial or labour relations information belonging to a private corporation with which the Board conducts business if the disclosure or information might result in undue loss or gain to any party.

3. Subject matter which includes personal information protected under the Municipal Freedom of Information and Protection of Privacy legislation shall be considered only in a closed meeting.
4. Pursuant to Section 55 (5) the Education Act, a student trustee may participate at a meeting that is closed to the public when the subject matter under consideration involves:
 - 4.1 the security of the property of the Board;
 - 4.2 the acquisition or disposal of a school site;
 - 4.3 decisions in respect of negotiations with employees of the Board;
 - 4.4 litigation affecting the Board.
5. Order of business in Closed Session:
 - A.
 - (1) Approval of Agenda
 - (2) Approval of Minutes
 - (3) Declaration of Conflicts of Interest
 - (4) Presentations/Delegations
 - B.
 - (1) Committee Minutes/Reports – Items for Decision
 - (2) Staff Reports – Items for Decision
 - (3) Committee Minutes/Reports – Items for Information
 - (4) Staff Reports – Items for Information
 - (5) Director/Staff Update (VERBAL)
 - C. Other Matters:
 - (1) Reports from Liaison Members
 - (2) Correspondence
 - (3) Notices of Motion for next meeting
 - (4) Questions and Proposals from Trustees
 - D. Future Business
 - E. Rise and Report
6. A committee of the Board may meet in closed session only with the approval of a majority of members of the committee present and voting.
 - 6.1 That the closed session standing committees rise and report to the next closed committee of the whole/Board meeting.
7. Decisions reached in a closed session of the committee of the whole Board will be reported to the Board in open session as follows:
 - 7.1 at a time set in the agenda of the Board on the same day as the closed meeting; or
 - 7.2 at a later date determined by a resolution of a majority of members present and voting specifying that a decision be kept private for a specific period, or until a certain action is completed.
8. No trustee shall discuss publicly the substance of debate carried out in closed session other than the decision that has been made and reported in open session unless a specific motion permitting such discussion is made and is supported by a majority of members present and voting.

ARTICLE III: BOARD CHAIRPERSON AND BOARD VICE-CHAIRPERSON

1. No member of the Board will be elected to the office of Board Chairperson for more than two consecutive one-year terms unless a majority of members present and voting approves three or more consecutive terms.
2. If a vacancy occurs in the office of the Chairperson or Vice-Chairperson, the Board shall elect a new Chairperson or Vice-Chairperson at the first Board meeting following the vacancy in accordance with Appendix A.

3. The Chairperson shall preside at all regular and special meetings of the Board and ARC special Board meetings in accordance with the rules and procedures described in Appendix B. In the event the Chairperson is absent, or declines to assume the chair, the Vice-Chairperson shall preside. In the event both of these officers are absent or decline to assume the chair, the members shall elect another member to preside pro tem, and may elect a further member to assist.
4. The official spokesperson for the Board on all matters within the jurisdiction of the Board is the Chairperson of the Board or designate.
5. The Vice-Chairperson will preside at the meetings of the Board when resolved into a committee of the whole Board in accordance with the rules and procedures described in Appendix B.
6. The Vice-Chairperson will Chair the By-law Committees.
7. The Chairperson shall be considered as ex-officio member of all committees except the Audit Committee.

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.

2. The order of business for public standing committee meeting will be as follows:
 1. Approval of Agenda
 2. Declaration of Conflicts of Interest
 3. Presentations/Delegations

Closed Session

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

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

4. Items for Decision
 5. Items for Information
 6. Correspondence
 7. Other Matters
 8. Notices of Motion for next meeting
3. The order of business for closed standing committee meetings will be as follows:
1. Approval of Agenda
 2. Declaration of conflicts of Interest
 3. Presentations/Delegations
 4. Items for Decision
 5. Items for Information
 6. Correspondence
 7. Other Matters
 8. Notices of Motion for next meeting
 9. Rise and Report to Committee of the Whole Board
4. All members of the Board will be members of all standing committees of the Board. The quorum of a standing committee shall be six members of the committee.
- 4.1 Should there be no quorum present 30 minutes after the time appointed for the meeting, the names of members present and absent will be recorded, and the meeting will not convene.
 - 4.2 Should any committee meeting be cancelled due to inclement weather or other circumstances, the meeting will be re-scheduled at the discretion of the Chairperson of the committee and provide a minimum of 48 hours notice.
 - 4.3 Additional standing committee meetings shall be called by the Committee Chairperson with a minimum of five business days in advance.
5. Additional business shall only be considered at a meeting under “other matters”.
6. Items brought forward under “other matters” will be for discussion only.
7. In the event of a continuance meeting of a Standing Committee, the report of the first session will be presented at the next regular Board meeting.

ARTICLE VI: SPECIAL COMMITTEES

1. The Board will establish and appoint members to special committees as are required by law or deemed necessary by the Board.
 - 1.1 The Director’s Office will call the first meeting of a special committee within 30 days.
 - 1.2 The special committee will elect the Chairperson and Vice-chairperson at their first meeting.
 - 1.3 Members of the committee will be appointed by the Board at the meeting in which the Special Committee is formed.
2. Special committees of the Board require quorum.

ARTICLE VII: BY-LAW COMMITTEE

1. The Selection Committee shall make recommendations to the Board for approval at the Regular Board meeting in December regarding the membership on the By-law Committee. Membership on the By-Laws Committee will consist of four trustees and the Vice-chairperson of the Board.
2. The Vice-chairperson of the Board will chair the Committee.
3. The By-law Committee requires quorum.
4. The Chairperson of the By-law Committee shall be allowed to speak to pending matters during meetings without vacating the chair.
5. An agenda setting out reports and supporting materials to be considered at a By-law meeting will be delivered to each committee member at least 48 hours prior to the meeting.
6. The Committee shall meet monthly or as determined by the Chairperson of the Committee.

STANDING, SPECIAL, BY-LAW COMMITTEE RULES AND PROCEDURES

1. Committees take their instructions exclusively from the Board. Committees are not empowered to direct that any action be taken by the Board or any of its employees, except to request further clarification or give minor administrative direction on any matter of business under consideration, and are limited to making recommendations to the Board.
2. The mandate for each committee will be determined by the Board and a committee will not consider matters outside its mandate.
 - 2.1 The Chairperson and Vice-chairperson of the Board will be members of all committees of the Board, but will not chair a standing committee.
 - 2.2 All members of the Board may attend a meeting of other committees and take part in the discussion; however, only committee members will vote on a matter before a committee. The relevant supporting materials for other committees will be provided to non-committee members on request.
3. The Chairperson and Vice-chairperson shall be elected annually by the members of the committee.
 - 3.1 In the absence of the Chairperson, the Vice-chairperson of the committee shall preside.
 - 3.2 In the absence of the Chairperson and Vice-chairperson of a committee, a member of the committee will be elected to preside.
 - 3.3 The process for the election of the Chairperson and Vice-chairperson of a Board committee shall be the same as described in Appendix A for the Board Chairperson and Board Vice-chairperson, the Selection Committee member, OPSBA Director and Alternate Director.
4. All meetings of a committee of the Board will be open to the public unless closed under the conditions established by the Education Act or other relevant legislation.
5. The Board's rules of debate as described in Appendix B will be observed in a committee except that:
 - 5.1 members may speak more than twice to the same question at the discretion of the Chairperson;
 - 5.2 motions will require a second at Standing Committee meetings and shall be in writing, in accordance with the parliamentary authority, unless otherwise stated.
 - 5.3 a recorded vote may be requested.

6. Reports of all committees will be printed before being presented to the Board, and contain the names of the members of the committee and other persons at the meeting.
7. In a non-election year, committees will continue to function until their successor committees are appointed.
8. Members on the mandatory, continuing and external/joint committees will be appointed by the Board following the recommendations of the Selection Committee.
9. Should there be no quorum present 30 minutes after the time appointed for the meeting, the names of members present and absent will be recorded, and the meeting will not convene.

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 place 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.
- 1.11 Trustees may ask questions of clarification, without comment pro or con with respect to the issue in general, within the ten minutes allowed for the delegation, unless any extension of this time limit is granted by permission of the Chairperson.
- 1.12 For submissions made to the Board, the Chairperson may:
 - 1.12.1 Receive the submission as information;
 - 1.12.2 Refer the matter to the Director of Education for review and appropriate action;
 - 1.12.3 Refer the matter to a standing committee for review and a report.

2. Accommodation Review Committee (ARC) Delegations

- 2.1 Subject to the approval of the Board and the rules which appear in this section, delegations regarding ARCs will be heard only at an ARC Special Board meeting called to receive delegations. These rules supercede Article VIII (1) for Accommodation Review Committee Delegations only.
- 2.2 An ARC Special Board meeting will hear up to twenty (20) delegations at one meeting.
- 2.3 No ARC related delegation will be heard at a Regular Meeting of the Board or a Committee of the Board or a Special Board meeting.
- 2.4 Requests to make a delegation shall be arranged through the Director and are reviewed in the order they are received and will appear on the agenda as a “first come, first served” basis, received by the Director’s office, in writing by e-mail or fax.
- 2.5 Requests to appear as a delegation must be submitted together with a written copy of the presentation and/or an outline by 1 p.m. a week (seven days) before the meeting. No extension of this limit will be granted.
- 2.6 Each individual that requests a delegation must contact the Director’s office directly.
- 2.7 Delegations will be granted up to ten minutes for their presentation, inclusive of questions for clarification. No extension of this time limit will be granted.
- 2.8 A delegation may designate not more than two persons as speakers and no other members of the delegation will address the Board.
- 2.9 Delegations will be made aware of the availability of a written guideline for ARC presentations. ARC presentations to 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, and that all comments must be addressed to the Chairperson.
- 2.10 No motions will be in order on the matter addressed by the delegation at the current meeting.
- 2.11 Trustees may ask questions of clarification, without comment pro or con with respect to the issue in general, within the ten minutes allowed for the delegation.
- 2.12 Delegations made to the Board will be received as information.

3. Written Submissions

- 3.1 Written submissions shall be received by the Director and copies shall be distributed to all trustees.
- 3.2 The submitter will be advised by the Director of any decisions made by the Board or its committee.

CORRESPONDENCE TO THE BOARD

1. Correspondence provided directly to the Board Chairperson that is pertinent to Board business will be copied to all trustees. Items related to the agenda for discussion or decision will be included on the Board agenda. Additional items may be added at the discretion of the Chairperson.
2. Correspondence addressed to the Secretary of the Board, including correspondence sent to the Director of Education in his or her capacity as Secretary of the Board, must be shared with the board.

PETITIONS

Petitions on any subject within the purview of the Board will be received by the Board. The petitioner may:

1. Request to delegate at either appropriate standing committee or regular Board meeting as determined by the Director.
2. Request to include the petition as correspondence on the regular board meeting agenda.

ARTICLE IV: AMENDMENT TO THE BYLAWS

These by-laws may be amended provided that notice be given at a previous regular Board meeting for the next regularly scheduled meeting, and such notice shall set out fully all proposed amendments. Within five days of such notice being given at a regular Board meeting, the same notice shall be sent to all members by electronic mail. Adoption of an amendment to the by-laws shall require a majority vote of the members present (i.e. abstentions count on the negative side).

ARTICLE X: RULES OF ORDER AND PARLIAMENTARY AUTHORITY

1. The rules of order to be observed at the meetings of the Board will be in accordance with the provisions of these By-laws, the Education Act and other relevant legislation. In all cases not provided for by these Bylaws and their appendices, the rules and practices of Robert's Rules of Order Newly Revised, will govern insofar as they are applicable. Where these Bylaws and Robert's Rules of Order differ, these Bylaws shall prevail.
2. Appendices A, B are attached to these Bylaws are an integral part of the Bylaws, and the rules contained therein shall apply to all meetings of the Board and its committees.

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.**

Teller's Report

Number of Votes Cast ¹	_____
Necessary for Election ²	_____
Candidate A	_____
Candidate B	_____
Candidate C	_____
<i>Illegal votes cast (Ineligible)</i>	_____

¹ Note: Blank ballots cast are counted in computing the number of votes cast.

² Note: A majority of the Votes Cast is required for election.

13. The Board, by motion, may order the destruction of the ballots cast in the election.

APPENDIX B

Rules of Procedure at the Board

Recognition to Speak

1. Members wishing to speak must seek recognition from the Chairperson before speaking.
2. The member moving the motion has first right to speak to the motion.
3. The Chairperson shall maintain a list of speakers and determine the order of recognition to speak.
4. A member may only interrupt another speaker to raise a point of order or a question of privilege affecting the assembly or affecting the member personally. After being recognized by the Chairperson the member will succinctly state the point of order or the question of privilege.

Debate

5. A member may speak twice to a question.
6. The Chairperson will vacate the chair during the appeal/challenge process, and then complies with the decision of the members.
7. When all members wishing to and entitled to speak have had an opportunity to do so, the Chairperson shall close debate and put the pending question to a vote.

Decorum in Debate

8. All speakers making points in debate, requests for information or clarification, must direct their remarks through the Chairperson. It is improper to speak directly to another member of the assembly during debate.
9. In debate, speakers shall avoid attacking other members and shall avoid personal remarks. The measure of the motion, not the person making the proposal, is the subject of debate.
10. Courtesy and respect must be given to all speakers. During debate it is improper to show dissent, and likewise support, while a member is speaking. Support or dissent of a speaker's remarks may only be given during further debate.
11. In debate, all speakers must confine their remarks to the merits of the pending question.

Voting

12. In all cases, a majority vote in the affirmative means more than half of the members present and voting have cast their votes in the affirmative; in all cases, a two-thirds vote in the affirmative means at least two-thirds of the members present and voting have cast their vote in the affirmative.
13. Voting on motions will initially be taken by a show of hands unless a recorded vote is demanded by one member.
14. A recorded vote will be taken on the request of one member. No motion to this effect is required. The Director/designate will conduct the vote in the following manner:
 - 14.1 those for the motion will be asked to stand until their names are noted;
 - 14.2 those against the motion will be asked to stand until their names are noted;
 - 14.3 those abstaining will be asked to stand until their names are noted;
 - 14.4 the Director will announce the vote count and whether the motion has been carried or lost.

15. If the Chairperson is unsure of the result of the vote, or a member demands a standing vote, the Chairperson shall count the votes, announce the vote count and announce if the motion has been carried or lost.

Motions

16. No motion shall be accepted or discussed which is deemed to be outside of the Board's mandate or jurisdiction, subject to appeal.
17. Main motions shall be in writing and secondary motions, at the discretion of the Chairperson, shall be in writing.
18. A main motion is the only motion that may be reconsidered.
19. All Board and Standing Committee motions shall be seconded, in accordance with the parliamentary authority, unless otherwise stated.

Order of Precedence of Motions

The order of precedence of motions (highest to lowest), in accordance with the parliamentary authority is:

Priviledged Motions

Fix the Time to Adjourn
Adjourn
Recess
Raise a Question of Privilege
Call for the Orders of the Day (set a continued meeting)

Main and Subsidiary motions

Lay on the Table
Previous Question (Close Debate)
Limit or Extend Limits of Debate
Postpone to a Certain Time
Refer to a Committee
Amend the Main Motion
Postpone Indefinitely
Main Motions

Incidental motions are also in order and may be moved, if applicable, when the ranked motions, above, are pending. The following are the more common incidental motions:

Incidental Motions

Point of Order
Appeal/Challenge the Decision of the Chairperson
Division of the Assembly
Division of the Question
Withdraw a Motion
Suspend the Rules
Parliamentary Inquiry
Point of Information

Specific Rules related to Motions

The detailed rules of procedure are contained in the parliamentary authority. The synopsis below provides the essence of the motions.

Main Motion

1. Original Main Motion. Introduces a substantive matter to the assembly. May only be made when no other motion is pending. Requires a second, is amendable, is fully debatable, requires a majority vote to adopt, may not interrupt, and may be reconsidered.
2. Amendments: Amendments must be germane to the main motion and may not be contrary to the main motion.

Subsidiary Motions

3. Postpone Indefinitely. Used to kill a motion. May only be made when a main motion is pending. Requires a second, is not amendable, is fully debatable, requires a majority vote to adopt, and may not interrupt.
4. Amend. Used to change any motion with a variable in it. Requires a second, is amendable, is fully debatable, requires a majority vote to adopt, and may not interrupt.
5. Refer to a Committee. Used to send an item of business to a specific committee when the item requires extensive consideration. Requires a second, is amendable, is debatable as to sending it to a committee, requires a majority vote to adopt, and may not interrupt. (See *Committee of the Whole*, page 24)
6. Postpone to a Definite Time. Used to delay the consideration of a question. Requires a second, is amendable, debate is restricted as to the merits of postponing, requires a majority vote to adopt, and may not interrupt. One may postpone an item of business to a specific time and make the item a special order that interrupts business when the time arrives. A special order requires a two-thirds vote to adopt.
7. Limit or Extend Debate. Extend debate is used to permit members to speak more times or for a longer time. Limit debate is used to restrict the number of times members may speak or to reduce the length of speaking. May only be applied to debatable motions. Requires a second, is amendable, is not debatable, requires a two-thirds vote to adopt, and may not interrupt.
8. Previous Question (Close Debate). Used to close debate on a motion or a series of pending motions. Requires a second, is not amendable, is not debatable, requires a two-thirds vote to adopt, and may not interrupt.

9. Lay on the Table. Used to set an item of business aside temporarily. Requires a second, is not amendable, is not debatable, requires a majority vote to adopt, and may not interrupt, but the motion laid on the table may be “taken from the table” by majority vote, without debate.

Privileged Motions

10. Call for Orders of the Day. Used to bring to the attention of the Chairperson that the agenda is not being followed. This is made by one member and may interrupt proceedings. The Orders of the Day may not be called unless all members who wish to speak have done so as per Item #5 of Appendix B – Debate.
11. Raise a Question of Privilege. Used to bring to the attention of Chairperson that the privileges of the assembly or the privileges of an individual member are being infringed. The Chairperson has a duty to rule on whether there is a question of privilege, which ruling is subject to appeal. This may be made by one member and may interrupt proceedings.
12. Recess. Used to take a short break, where the members do not leave the vicinity and may be re-assembled quickly. Requires a second, is amendable (restricted), is not debatable, requires a majority vote to adopt, and may not interrupt.
13. Adjourn. Used to conclude the meeting. Requires a second, is not amendable, is not debatable, requires a majority vote to adopt, and may not interrupt.
14. Fix the Time to Which to Adjourn. Used to set the time and place for a continuation of the current meeting. Requires a second, is amendable, is not debatable, requires a majority vote to adopt, and may not interrupt.

Incidental Motions

15. Point of Order. Used to bring to the attention of the Chairperson that a rule is being broken. May be made by one member and may interrupt the proceedings. Is not amendable, is not debatable, is ruled on by the Chairperson, subject to appeal, and no vote is required.
16. Appeal/Challenge the Decision of the Chairperson. Used by a member when the member believes that the Chairperson has ruled incorrectly and wishes the assembly to decide. Requires a second, is not amendable, is not debatable, requires a majority vote to overturn the Chairperson’s ruling, and may interrupt.
 - 16.1 The Chairperson will ask the Vice-person to take the chair.
 - 16.2 The Vice-chairperson shall ask the challenger to state and cite the basis of the challenge.
 - 16.3 The Vice-chairperson shall ask the Chairperson to respond.
 - 16.4 The Vice-chairperson shall ask for a vote – those who support the challenge – those who support the Chairperson’s ruling.
 - 16.5 The Vice-chairperson will announce the vote results.
17. Suspend the Rules. Used when a rule of order is interfering with the conduct of business. Requires a second, is not amendable, is not debatable, requires a two thirds vote to adopt, and may not interrupt.
18. Division of the Question. Used when a member wishes to consider and vote on individual parts or resolve clauses in a motion. May be demanded by one member without debate or vote when the individual parts are clearly independent. Does not require a second when the individual parts are clearly independent otherwise a second is required, is amendable, is not debatable, requires a majority vote to adopt, and may not interrupt.

19. Division of the Assembly. Used when a member believes that the vote result is too close to call or that the Chairperson has incorrectly announced the result of a vote. Does not require a second and is a demand to take a standing vote on the call of one member, is not amendable, is not debatable, no vote is required, and may interrupt.
20. Point of Information. Used by a member to ask a question. Does not require a second, is not amendable, is not debatable, does not require a vote, and may interrupt.
21. Parliamentary Inquiry. Used by a member to ask a question regarding the rules of order. Does not require a second, is not amendable, is not debatable, does not require a vote, and may interrupt.
22. Withdraw a Motion. Used by a member to request that a motion the member moved be withdrawn from consideration. This is a request that is often granted by the Chairperson, without objection. If there is an objection any member may move the motion to *Withdraw*. When objected to it requires a second, is not amendable, is not debatable, require a majority vote to adopt, and may interrupt.
23. Read from Paper. Used by a member to request that the member be permitted to read from a paper. This request is usually granted by the Chairperson, without objection. If the request is objected to any member may move to grant the request. Requires a second, is not amendable, is not debatable, requires a majority vote to adopt, and may interrupt.

Motions that Bring Back Business

24. Take from the Table. Used to remove an item of business from the table that has been set there through the motion to Lay on the Table. May only be made when no other motion is pending. Requires a second, is not amendable, is not debatable, and requires a majority vote to adopt.
25. Reconsider a Vote. May be used to change a vote on a motion that has been adopted or defeated at the current meeting. Is only applicable to main motions. May only be moved by a member who voted on the prevailing side. May only be made when no other motion is pending. Requires a second, is not amendable, is fully debatable and may go into the merits of the underlying motion, requires a majority vote to adopt, and may not interrupt.
26. Rescind (Repeal or Annul). Used to completely remove (rescind) a motion previously adopted. May only be made by a member who voted on the prevailing side. May only be made when no other motion is pending. Requires a second, is amendable, is fully debatable, requires a majority vote to adopt with notice given at the previous regular meeting of the Board or in the call of the meeting, and may not interrupt.
27. Amend Something Previously Adopted. Used to change (amend) a motion previously adopted. The proposed change(s) is/are included in the wording of the motion. May only be made when no other motion is pending. Requires a second, is amendable, is fully debatable, requires a majority vote to adopt with notice given at the previous regular meeting of the Board or in the call of the meeting, and may not interrupt.

Committee of the Whole

When an assembly wants to take advantage of the less formal rules of a committee, but still wants to do the work itself, it refers the business or motion it is dealing with to a committee made up of all its members and carries out the discussion immediately by turning itself into a Committee of the Whole. Hence, a motion to move into a *Committee of the Whole* is only a special form of "refer to committee". As with any other committee, a Committee of the Whole must report back to the assembly that created it when it has determined its recommendations on the task it was given. In turn, the assembly, when it has received the recommendations from the Committee of the Whole, decides by motion what actions to take.

28. *Committee of the Whole* is chaired by the Vice-Chairperson of the Board, members can make resolutions or amendments in the form of recommendations, move to "rise and report", raise points of order and appeal, but other motions are not permitted. Members may speak more than twice to the same question at the discretion of the Chairperson. When the members have finished the task, a motion is made to "rise and report". The proceedings are not recorded; only their outcome as contained in the report to the assembly is recorded in the minutes.

When used for a closed session, the motions are "to go into Committee of the Whole in closed session" and "to rise and report in open session".

29. *Informal Consideration* does not involve the formation of a committee. The motion is to "consider the question informally", and this only relates to there being no limit on the number of speeches on the main question or its amendments. All votes are formal, and all other rules of order apply. Proceedings are recorded. There is no need to rise and report when the main question has been disposed of, because that action automatically causes the informal consideration to cease.

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

FROM: Business and Facilities Standing Committee

SUBJECT: **REPORT OF THE PUBLIC SESSION OF THE BUSINESS AND FACILITIES
STANDING COMMITTEE MEETING HELD WEDNESDAY, APRIL 2, 2014**

The Business and Facilities Standing Committee met in Public Session on Wednesday, April 2, 2014, at the Education Centre.

PRESENT:

Committee Members

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

Administration

John Dance, Stuart Finlayson, Brian Jeffs, Jackie Kavanagh, Janis Medysky, Chris Samis, Anita Simpson, Paul Sloan.

Student Trustees

Patrick Whitten, Cheryne Winstanley-Hayes.

Staff

David Few.

REGRETS:

Committee Members

Nicole Black, Amanda Monague.

ABSENT:

Student Trustees

Brandon Amyot.

Recording Secretary

Lorraine Ryder.

Chairperson Lloyd called the meeting to order at 6:05 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

MOTION

Moved by Suzanne Ley
Seconded by Michele Locke

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

CARRIED

The Business and Facilities Standing Committee reconvened in public session at 7:15 p.m.

Presentations/Delegations - Nil

Items for Decision

1. 2014-2015 Budget - Trustee Expenses (BF-D-1)

Superintendent Jeffs provided a summary of the report which outlined the proposed changes to the trustee expenses budget for 2014-2015. A variety of advances have been made in the area of technology and the board's support of technology. The 2014-2015 trustee budget proposes a number of changes in the area of technology support and professional development.

Superintendent Jeffs commented that with the new board being elected, it was an opportune time to create a standard package of technology for trustees. The package was outlined in Note 2 of Appendix A which indicated that personal plans are mandatory. The technology package would also include an upgrade of laptops for all trustees.

Superintendent Jeffs responded to questions from trustees at this time.

There was discussion about including the OPSBA and OSTA Fees in the trustee budget. Given the increased level of scrutiny around trustee expenditures, trustees expressed concern about including an expense that doesn't directly relate to trustees. As such, it was agreed that these expenses would be excluded from the final 2014-2015 Trustee Expense budget.

After further discussion, Superintendent Jeffs indicated that he would revise Appendix A in the following manner:

- Remove "Other Trustee Expenditures" from Appendix A
- Note 2 – In reference to iPhone personal plans, change the word "mandatory" to "optional"

There was discussion regarding the board kilometrage rate for expense claims and whether it was in line with other organizations, Chairperson Lloyd indicated that she would discuss this topic with Superintendent Jeffs for possible inclusion at the next Business and Facilities Standing Committee meeting.

MOTION

Moved by Caroline Smith
Second by Suzanne Ley

#BF-2014-04-02-36

That the Business and Facilities Standing Committee recommend that the Board approve the 2014-2015 Budget – Trustee Expenses, excluding the OPSBA Fees and OSTA/AECO Fees, as set out in Report No. BF-D-1, 2014-2015 Budget – Trustee Expenses, dated April 2, 2014

CARRIED

MOTION

Moved by Robert North
Seconded by Suzanne Ley

That the committee recess at this time.

CARRIED

Items for Information

1. Barrie Central Partnerships (VERBAL)

Paul Sloan, Superintendent of Education informed the committee that Board staff are meeting with the proponents on April 14, 2014 regarding Barrie Central partnerships.

Superintendent Sloan responded to questions from trustees at this time.

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

Brian Jeffs, Superintendent of Business Services provided an overview of the report which summarized the awarded contracts within approved budget.

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

This report was provided for information.

3. Partnership Update: New Barrie South Secondary School (BF-I-2)

Superintendent Sloan provided an update on the partnership pursuit for the new Barrie South secondary school. Board staff hosted a public information meeting on Monday, March 3, 2014 to outline the partnership pursuit process for all individuals and organizations interested in proposing financially viable partnerships with the Simcoe County District School Board. Invitations for comments were requested by April 4, 2014 at the conclusion of the public meeting. Preparations have begun on drafting a request for proposal (RFP) for the new Barrie South secondary school.

Superintendent Sloan responded to questions from trustees at this time.

This report was provided for information.

4. Orillia Replacement Secondary School – Construction Update (BF-I-3)

John Dance, Superintendent of Facility Services provided an update on the status of construction for the Orillia Replacement secondary school. Meetings have been held with City of Orillia staff members to discuss the site plan. The architectural firm has worked with the consultant team to finalize the project and have the documents ready for tendering. Board staff is currently awaiting Ministry's approval to proceed to tender with the project. The tender is scheduled to be released in April and close in early May. Construction is expected to commence during the summer of 2014.

Superintendent Dance responded to questions from trustees at this time.

This report was provided for information.

5. Budget – Technical Paper Summary (VERBAL)

Superintendent Jeffs indicated that Grants for Student Needs (GSN) were released Thursday, March 27 and his department is continuing to work through the details. The Technical Paper has not been received to date. Superintendent Jeffs commented that the GSN release was not what staff was expecting. The Ministry of Education added 1.5-2 billion dollars over the next three years mostly for school renewal and school consolidations. A mental health lead was added to the GSN as well as some additional money for utilities and benchmark increases for construction.

Superintendent Jeffs responded to questions from trustees at this time.

Correspondence – Nil

Other Matters

1. Superintendent Dance commented that the board was successful in securing capital plan funding for the new Alcona South public school and an addition for Victoria Harbour Elementary School, however, no dollar amounts have been assigned to date for these projects. He expects that this fall the board will be ready for Full Day Kindergarten (FDK) at all sites and believes the focus in the future will be on growth schools, school consolidation and utilized space.
2. Trustee Edwards commented on the municipal elections 2014 information on the Board website and how it clearly defines the distribution of trustees. She felt that the honorarium amount that trustees receive should be included with this information.
3. Trustee Locke thanked Superintendent Dance and every staff member in each department who participated in the latest Accommodation Review Committee (ARC). Superintendent Dance also acknowledged Executive Assistant Debbie Foster for volunteering her assistance in the ARC process.
4. Trustee Lloyd commented on the good news about Victoria Harbour Elementary School and asked if the board has the resources of staff in place to facilitate all of the projects. Superintendent Dance indicated that with the FDK projects coming to an end, staff are well placed to follow through on all projects.

Notices of Motion for Next Meeting - Nil

MOTION

Moved by Krista Mayne
Seconded by Michele Locke

That the meeting be adjourned at 8:35 p.m.

CARRIED

RECOMMENDATION

That the Board approve the 2014-2015 Budget – Trustee Expenses, excluding the OPSBA Fees and OSTA/AECO Fees, as set out in Report No. BF-D-1, 2014-2015 Budget – Trustee Expenses, dated April 2, 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

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

FROM: Program Standing Committee

SUBJECT: **REPORT OF THE PROGRAM STANDING COMMITTEE
MEETING HELD WEDNESDAY, APRIL 9, 2014**

The Program Standing Committee met in Public Session at the Education Centre on Wednesday, April 9, 2014.

PRESENT:

Committee Members

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

Student Trustees

Brandon Amyot, Patrick Whitten, Cheryne Winstanley-Hayes.

Administration

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

Staff

Anna-Marie Boulding, Tyler Cave, Nathan Fisher, Ann McClure, Jamila Monahan, Marie Swift, Brodie Wilson.

REGRETS:

Committee Members

Nicole Black, Amanda Monague, Robert North, Caroline Smith.

Recording Secretary

Mary Cannell.

Chairperson Ley called the meeting to order at 8:05 p.m.

1. **Approval of Agenda**

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

Moved by Debra Edwards
Seconded by Jodi Lloyd

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. 4105 – Curriculum Policy (PRO-D-1)**

Superintendent of Education Anita Simpson indicated that this policy is being revised to incorporate a minor language change in the name of the Program Department.

Moved by Michele Locke
Seconded by Krista Mayne

#PRO-2014-04-09-13

That the Program Standing Committee recommend that the Board approve revisions to Policy No. 4105 - Curriculum Policy, as set out in APPENDIX C of Report No. PRO-D-1, Revisions to Policy No. 4105 - Curriculum Policy, dated April 9, 2014.

CARRIED

2. Policy No. 4110 – Equalization of Educational Opportunity (PRO-D-2)

Superintendent Simpson provided that since this policy was last reviewed in 1982, a number of Ministry of Education initiatives including standardized curricula have been introduced, thus making this policy redundant.

Moved by Peter Beacock
Seconded by Jodi Lloyd

#PRO-2014-04-09-14

That the Program Standing Committee recommend that the Board rescind Policy No. 4110 – Equalization of Educational Opportunity, as set out in APPENDIX A of Report No. PRO-D-2, Policy No. 4110 - Equalization of Educational Opportunity, dated April 9, 2014.

CARRIED

Items for Information

1. Technology Integration in Classrooms (PRO-I-1)

Superintendent Simpson provided background information on the system learning and research that focusses on the integration of technology in classrooms to support 21st century learning. Principal of Program Ann McClure indicated that the emphasis is on inquiry-based technology integration and connecting every school to technology teams (Tech Hubs).

A panel of educators shared their experiences related to Tech Hubs with trustees. Itinerant Resource Teacher Marie Swift and Teacher Jamila Monahan shared a video clip depicting the technology integration at Birchview Dunes Elementary School. The link to the video clip can be accessed by clicking on the following link: <https://www.youtube.com/watch?v=aquOUNQR5a4> .

Teacher Nathan Fisher from Bradford District High School and Teacher Tyler Cave from Ardrea-Cumberland Beach Public School provided samples of student work with software such as Desire2Learn (D2L) and shared further details on digital citizenship learning. Technology Consultant Anna-Marie Boulding indicated that platforms such as Google Docs and Wikis serve as effective communication tools for teachers in the collaboration and sharing of inquiry statements and in growing the learning.

Superintendent Simpson shared that Curriculum Services Canada filmed a vignette on this board's Tech Hub project to be shared provincially.

Superintendent Simpson and Principal McClure responded to trustee queries and comments related to engaging students and staff in learning more about technology, access to computers in schools and the Bring Your Own Device (BYOD) initiative.

This report was provided for information.

2. Innovation 2014-2015 (PRO-I-2)

Superintendent Simpson reviewed staffing plans for the 2014-2015 school year to support the development of technology-enabled learning environments in this board. A new centrally assigned Principal of Innovation will lead eleven innovation support staff who will focus on the development of learning and teaching strategies to support increased student engagement, achievement and well-being K-12 as well as the growth and development of 21st century learning skills.

This report was provided for information.

3. Gifted Screening Process and Identification Process Review (PRO-I-3)

Superintendent of Education Chris Samis and Special Education Consultant Brodie Wilson provided an overview of the current screening process used to identify gifted students. The process is now nomination-based and typically begins for students in the Grade 3 year, with an average of 1.2% of the overall student population formally identified as gifted.

This year, the Special Education department initiated a gifted screening pilot project aimed at increasing the rate of identification to provide consistency with statistical expectations. A panel has been formed to review the identification process and make recommendations regarding refinements to the current gifted screening process.

Superintendent Samis and Consultant Wilson responded to trustee queries and comments related to gender differences in giftedness, students with multiple exceptionalities, and accommodating all learners in the classroom.

This report was provided for information.

Other Matters - Nil

Notices of Motion for Next Meeting - Nil

Moved by Krista Mayne
Seconded by Donna Armstrong

That the meeting be adjourned.

CARRIED

Meeting adjourned at 9:50 p.m.

RECOMMENDATIONS

1. That the Board approve revisions to Policy No. 4105 - Curriculum Policy, as set out in APPENDIX C of Report No. PRO–D-1, Revisions to Policy No. 4105 - Curriculum Policy, dated April 9, 2014.
2. That the Board rescind Policy No. 4110 – Equalization of Educational Opportunity, as set out in APPENDIX A of Report No. PRO-D-2, Policy No. 4110 - Equalization of Educational Opportunity, dated April 9, 2014.

Respectfully submitted by:

Anita Simpson
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: Director of Education

SUBJECT: **APPOINTMENTS TO THE ONTARIO PUBLIC SCHOOL BOARDS'
ASSOCIATION (OPSBA) – DIRECTOR AND ALTERNATE DIRECTOR**

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

2. **OPSBA Services and Membership**

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

3. **Board Representation**

As a member board, the Simcoe County District School Board is required to appoint one trustee as the representative to serve as a director on the OPSBA Board of Directors.

At the April 24, 2013 Board meeting, Vice-chairperson Locke was elected for the position of Director on the OPSBA Board of Directors and Trustee Ley was elected for the position as Alternate Director for the 2013-2014 school year. Due to the Municipal elections taking place in October of this year, it is recommended that the Board elect trustees to these positions from the period of April 24, 2014 to November 30, 2014. The elections for these positions would then come forward again at the Regular Board meeting in December.

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

Respectfully submitted by:

Kathryn Wallace
Director of Education

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

FROM: First Nations Education Advisory Committee Meeting

SUBJECT: **REPORT OF THE FIRST NATIONS EDUCATION ADVISORY COMMITTEE
MEETING HELD JUNE 14, 2013**

A meeting of the First Nations Education Advisory Committee (FNEAC) was held on Friday, June 14, 2013 at Christian Island Elementary School.

PRESENT:

Voting Members

Michele Locke, Amanda Monague, Dan Shilling, Byron Stiles

Non-Voting Members

Anita Simpson, Lisa Ewanchuk, Lisa Snache, Rick Hodgkinson, Lori Beresford, Shelley Clark, Brian MacIsaac, Angela Johnson, Diane Fletcher

Guests

Paula Murphy, Sonya Partridge (Recorder)

REGRETS:

Nancy Assance, Jim Sammon, Daryl Halliday, Judy Meiners, Nick Howard, Kim Campbell, Debra Edwards, Arlana Bickell, Sylvia Norton-Sutherland

Welcome and introductions – Anita Simpson

Anita Simpson, Superintendent of Education, opened the meeting by welcoming the Committee members and facilitating introductions. She expressed regrets on behalf of those unable to attend.

Opening Prayer

Byron Stiles led the group in an opening prayer.

Approval of the minutes of the last meeting dated April 26, 2013

RECOMMENDATION

That the minutes be approved as printed.

Moved by Michele Locke
Seconded by Dan Shilling

CARRIED

Approval of the agenda

RECOMMENDATION

That the agenda be approved as printed.

Moved by Byron Stiles
Seconded by Michele Locke

CARRIED

School Reports

APPENDIX A

FNMI Program Update

Principal Ewanchuk reported the following information:

Native Studies

Growth in Native Studies programming has continued. During the 2012-2013 school year, twenty seven sections of Native Studies ran in thirteen of seventeen secondary schools. This includes eight sections allocated to Seventh Fire. Native Studies texts and resources were centrally supplied to support programming and experiential learning opportunities.

Course	Secondary School
Grade 9 Expressing Aboriginal Culture	Midland , Penetanguishnene
Grade 10 Aboriginal People in Canada	Banting Memorial, Barrie Central, Eastview, Midland, Nantyr Shores, ODCVI, Park Street
Grade 11 Aboriginal Beliefs, Values and Aspirations	Banting, ODCVI, Park Street, Penetanguishene, Twin Lakes
Grade 11 Current Aboriginal Issues in Canada	Barrie North, Bear Creek, Bradford, Innisdale
Grade 11 Contemporary Aboriginal Voices (English)	Eastview, Penetanguishene
Grade 12 Indigenous Peoples in a Global Context	Innisdale
Seventh Fire (MSS and Georgian Bay Native Friendship Centre)	8 sections

Next year, the courses will reflect the revised Ontario Curriculum document: *First Nations, Métis and Inuit Studies, Grades 9-12*. It is anticipated that fourteen of seventeen schools will run one or more sections.

Aboriginal Education Office Supplementary Grants

The SCDSB received two grants; *Using Data to Support Student Achievement* and *Supporting Educators* which allow for a deeper implementation of the *Ontario First Nation, Métis and Inuit Education Policy Framework*.

Fifteen schools with significant FNMI student populations worked to analyze their FNMI student achievement data and develop specific goals to embed within their 2013-2014 School Improvement Plan for Student Achievement and Well-Being. The *Supporting Educators* grant permitted the coordination of 5 cultural awareness sessions for 1 junior and/or intermediate teacher from twenty-two elementary schools. The focus of the sessions was on building relationships and engaging the FNMI learner, Anishinabe teachings, Haudensaunee teachings, Métis and Inuit teachings.

“Little Spirits” – Full Day Kindergarten Oral Language PLC

The FDK Oral Language PLC engaged in a collaborative inquiry focusing on enhancing student oral language skills by increasing educator capacity to assess and support oral language development. The “Little Spirits” PLC had a particular emphasis on providing a culturally appropriate and inclusive environment for students who are First Nation, Métis, or Inuit.

Goal: With the intention of improving oral language skills (including pragmatics and vocabulary) we hypothesize IF we structure the classroom environment, and experiences and as well as plan intentional play based interactions using an FNMI world view THEN students will improve their oral language skills and demonstrate their learning during play and explicit lessons.

Educator teams (teacher and Dedicated Early Childhood Educator) from twelve schools met in hubs of 3. Educator PLCs were facilitated by FNMI central staff and focused on embedding Eagle Crest leveled reading text within the program, teacher questioning strategies, building upon the use of the “circle” and using student schema to engage learners.

Enrolment Report

Rick Hodgkinson, Assistant Manager of Admissions and Enrolment shared that enrolment data was extracted from the board’s student information system (eSIS) for the purpose of reporting student data to the Ministry of Education through OnSIS for the March 31, 2013 count date. His report details the enrolment of First Nation students attending SCDSB schools (fee paying students) under the effective Educational Services Agreements with Beausoleil First Nation and Chippewas of Rama First Nation.

Enrolment on March 31, 2013

On March 31, 2013, 75 students from Beausoleil First Nation and Chippewas of Rama First Nation were registered at SCDSB schools. This is a decrease of 10 students compared to total enrolment on the previous count date (October 31, 2012). The table below details total enrolment for both reporting periods.

Registered First Nation Students – Total Fee Paying Students

	October 31, 2012		March 31, 2013		Change	
	Total Pupils	FTE	Total Pupils	FTE	Total Pupils	FTE
First Nation						
Beausoleil	30	30.00	30	30.00	0	0.00
Chippewas of Rama	55	53.50	45	43.50	- 10	- 10.00
Total	85	83.50	75	73.50	- 10	- 10.00

FTE -- Full-time equivalent enrolment

The table below and on the following page further detail the total number of Beausoleil First Nation and Chippewas of Rama First Nation students (fee paying students) attending SCDSB schools.

Beausoleil First Nation Students (Fee Paying Students) Attending SCDSB Schools

Beausoleil First Nation	School Attending	October 31, 2012		March 31, 2013		Change	
		Total Pupils	FTE	Total Pupils	FTE	Total Pupils	FTE
Elementary		0	0.00	0	0.00	0	0.00
Secondary	Barrie Central CI	1	1.00	0	0.00	- 1	- 1.00
	Midland SS	24	24.00	25	25.00	+ 1	+ 1.00
	Penetanguishene SS	5	5.00	5	5.00	0	0.00
	Total Secondary	30	30.00	30	30.00	0	0.00
Learning Centre		0	0.00	0	0.00	0	0.00
Total		30	30.00	30	30.00	0	0.00

FTE -- Full-time equivalent enrolment

Chippewas of Rama First Nation Students (Fee Paying Students) Attending SCDSB Schools

Chippewas of Rama First Nation	School Attending	October 31, 2012		March 31, 2013		Change	
		Total Pupils	FTE	Total Pupils	FTE	Total Pupils	FTE
Elementary	Lions Oval PS	2	1.50	2	1.50	0	0.00
	Rama Central PS	3	2.50	3	2.50	0	0.00
	Regent Park PS	8	7.50	8	7.50	0	0.00
	Total Elementary	13	11.50	13	11.50	0	0.00
Secondary	Orillia District CVI	10	10.00	9	9.00	- 1	- 1.00
	Park Street CI	1	1.00	0	0.00	- 1	- 1.00
	Twin Lakes SS	25	25.00	22	22.00	- 3	- 3.00
	Total Secondary	36	36.00	31	31.00	- 5	- 5.00
Learning Centre	Orillia Learning Centre	6	6.00	1	1.00	- 5	- 5.00
Total		55	53.50	45	43.50	- 10	- 10.00

FTE -- Full-time equivalent enrolment

Total All First Nation Students (Fee Paying Students) Attending SCDSB Schools

	October 31, 2012		March 31, 2013		Change	
	Total Pupils	FTE	Total Pupils	FTE	Total Pupils	FTE
Total All First Nation Students						
Elementary	13	11.50	13	11.50	0	0.00
Secondary	66	66.00	61	61.00	- 5	- 5.00
Learning Centre	6	6.00	1	1.00	- 5	- 5.00
TOTAL ALL STUDENTS	85	83.50	75	73.50	- 10	- 10.00

FTE -- Full-time equivalent enrolment

2012-2013 Average Daily Enrolment

The calculation of average daily enrolment (ADE) is based on the two count dates within the school year – October 31 and March 31. The average daily enrolment is the full-time equivalency status of students at October 31 and March 31 weighted at 0.5 for each of the count dates. The table below compares the current school year ADE to the 2011-2012 ADE for First Nation fee paying students.

Registered First Nation Students -- Average Daily Enrolment

First Nation	2011-2012 ADE	2012-2013 ADE	Change
Beausoleil	26.00	30.00	+ 4.00
Chippewas of Rama	55.50	48.50	- 7.00
Total	81.50	78.50	- 3.00

ADE -- Average daily enrolment

Voluntary, Confidential Self-Identification of Aboriginal Students

In accordance with SCDSB Policy 4195, *Voluntary, Confidential Self-Identification of Aboriginal Students*, all aboriginal students have the right to voluntarily self-identify so that appropriate programs may be designed and delivered to improve educational outcomes. The number of students voluntarily self-identified through the registration and student verification process continues to increase. The total number of students who have voluntarily self-identified as First Nation, Métis or Inuit are detailed in the tables on the following page.

Voluntarily Self-Identified Aboriginal Students -- 2012-2013

	Total Students		
	October 31, 2012	March 31, 2013	Change
Elementary	916	960	+ 44
Secondary	449	435	- 14
Total	1,365	1,395	+ 30

Voluntarily Self-Identified Aboriginal Students – Total Students 2012-2013

	First Nation			Métis			Inuit		
	Oct 31, 2012	Mar31, 2013	Change	Oct 31, 2012	Mar 31, 2013	Change	Oct 31, 2012	Mar 31, 2013	Change
Elementary	651	669	+ 18	260	279	+ 19	5	12	+ 7
Secondary	290	278	- 12	151	151	0	8	6	- 2
Total	941	947	+ 6	411	430	+ 19	13	18	+ 5

Additional Business

Trustee Locke shared information with the committee. (APPENDIX B and APPENDIX C)

Closing Prayer

Byron Stiles led the group in a closing prayer.

The meeting adjourned at 12:30 p.m. The next meeting will be held on Wednesday, October 16, 2013 at Rama at 10:00 a.m.

Report Status

This report is provided for information.

Respectfully submitted by:

Stuart Finlayson
Superintendent of Education

Approved for submission by:

Kathryn Wallace
Director of Education

School Reports

Christian Island Elementary School

Principal Johnson reported that unfortunately, the 4th Annual Pow Wow needed to be rescheduled for Wednesday, June 12th. Despite the need to reschedule, everything has still come together and we are all looking forward to seeing everyone's hard work and activities displayed and enjoyed.

The following week, our students will be taking part in a presentation on Bullying. This presentation is hosted by our APS (Anishnabek Police Services) and will take place throughout the day of Wednesday, June 19th. In addition to the presentation to our elementary school, there will be a similar presentation to the parents and community in the evening. The intent of the presentation is to bring awareness, strategies, and real-life stories to the students and community.

On Thursday, June 20th our Student Council will be hosting their 3rd Fun Day for the students and community. The purpose of this day is to encourage community and families to come out and have some fun with their children and their teachers. The previous two years were very successful and is now a yearly activity that our Student Council plan to offer. The students of the Student Council work hard all year running various events and fundraising activities to fund the Fun Day.

As you know, June 21st is Aboriginal Day and is a holiday for our students and staff. This is a day where the community comes together to celebrate our heritage and culture. There are many activities and events happening on Christian Island and there is always something for everyone. Generally, it is the various departments within Beausoleil First Nation that run the different events. The day starts early with a sunrise ceremony, followed with a full day of family type activities, and then everything comes to an end with a spectacular fireworks display. This year some of our staff has volunteered to host a barbeque and tour of our outdoor classroom area and new gardens that the students created.

Mnjikaning Kendaaswin Elementary School

Principal Howard reported that the Grade 5/6 band performed at the Washago Community Centre for the 'Over 80's annual meeting. He noted that it is always nice to entertain Senior's groups as they are always so appreciative. The Grade 7/8 students completed the 'Dare to Dream' project with a visit to the Orillia Courthouse and a number of classes had presentations about wetlands from the Lake Simcoe Conservation Authority to encourage a greater understanding of the importance of conservation.

The school will be holding two anti-gambling presentations for our older students and three of the MKES staff will be travelling to a Wisconsin First Nation for a week of immersion in cultural ceremonies. They are looking forward to their return when they can share their knowledge with the staff. The school held the Spring Concert for the community and enjoyed the opportunity to share their musical talents.

The Chippewas of Rama First Nation holds a Community Graduation to honour all the graduates from different phases of education. It was a wonderful ceremony that recognized the achievements of students from daycare, senior kindergarten, Grade 8, Grade 12, college, university and other post-secondary training programmes. MKES will also hold graduation ceremonies for senior kindergarten and Grade 8 students.

The classes are looking forward to their Field trips. Principal Howard reported that it is wonderful to participate in the upcoming Baseball and Track/Field competitions as part of a wider community. He wished everyone a wonderful and restful summer and thanked the committee for all the support they have given the school.

Lions Oval Public School

Principal Daryl Halliday reported that there are two key highlights to share from Lions Oval this term. The excitement continues to build about the June 20, 2013 Pow Wow at that school. Under the leadership of Rob Fitzgerald and Ian McCallum, the team of FNMI student leaders is putting together a wonderful day for the entire school from Kindergarten to Grade 8 students. Ian and Rob attended the June 3, 2013 staff meeting to brief the staff on the plan for the day. The student leaders have begun making announcements and will be an integral part of visiting classes to share the exciting plans ahead. They hope that the weather cooperates and anticipate a wonderful day of learning more about FNMI culture and traditions!

Additionally, two Lions Oval teachers (Diana Lee and Karen Szijarto) are hard at work reviewing student achievement data for self-identified FNMI students. They were released for 3 full days to work on this project. They will share findings with staff at the June staff meeting and from there the school will be setting goals and strategies to include in the School Improvement Plan for next year. With a targeted focus, they will not only make an impact on these students, but also on many other students in the school.

Regent Park Public School

Principal Campbell reported that Regent Park students enjoyed the wonderful cultural experience of an Aboriginal feast. They were able to share a bit of their culture with their friends and many tasted foods for the first time. She thanked Ian McCallum and Teresa Sandy. Lisa Ligers has continued to support the promotion of Restorative Practices this term with further training of teachers and personally supporting them as they begin to introduce this practice to their schools.

A team of teachers have been co-planning with a team from Orchard Park and board support personnel, to develop an Idle No More Grade 5/6 inquiry based unit. The intention is to introduce the content to students this year to plant the seeds of critical thinking and questioning to drive an informed inquiry approach next year when the full unit is rolled out.

Planning for a June 20th National Aboriginal Day celebration is underway with guest speakers. The school has chosen June 20, 2013 to maximize participation by FNMI students. Additionally, Jack Payette is retiring this year and the staff is organizing a community feast. Erica Martin and Teresa Sandy are supporting the teachers with the cultural component for such a celebration.

Rama Central Public School

Principal Shelley Clarke reported that on Tuesday, May 14, 2013 the Grade 6 classes at Rama Central attended a celebration of culture at the Rama First Nation Community. Students, teachers and community elders ran a wide variety of cultural activities. The day included a morning circle, Aboriginal sports and crafts, an Ojibway language lesson, a traditional feast, storytelling and dance.

At a recent school improvement planning session, teachers shared ideas for weaving the Seven Grandfather teachings into each goal of the plan to improve student achievement and well-being for next year.

Twin Lakes Secondary School

Principal Beresford reported that the Native Studies class has been involved in creating Norval Morriseau style paintings. In addition, Mr. Ralph King from Rama shared his extensive medicine teachings with the class using the outdoor classroom (stone circle and forested area). The class has explored, discussed, and responded to the 8th Fire Series on CBC hosted by Anishinaabe journalist/musician Wab Kinew. With media exploration critical in the course, they have viewed several videos written and directed by First Nation people. While at Ste. Marie among the Hurons, the class participated in a full day workshop called "In Their Footsteps", where the students learned about the amazing accomplishments of the Ouendat peoples, and how they lived and interacted with the Jesuits. The students are currently researching and preparing visuals on Aboriginal heroes and role models, focusing on FNMI actors, singer/songwriters, politicians, activists, and leaders. The categories that are being exploring are background, career choices, influence, and impact.

A significant component of the Native Studies course has been independent reading of and responses to novels, graphic texts, topic books, and other reading sources all written by FNMI authors. Students this semester have really embraced this growing body of literature. The focus has been about fostering awareness of First Nation, Metis, and Inuit issues in Canada, and here in Simcoe County.

Principal Beresford notes that Teacher Rob Kooy finds it is very satisfying and energizing to observe students grasping the issues, sometimes for the first time, relating to FNMI cultures. The students have discussions with parents and family members about the issues they are exploring, such as Residential Schools, and the Indian Act. Stereotypes are being analyzed and challenged.

Currently, Twin Lakes has 44 students who have self-identified. Of these students 8 are potential graduates. Next year they will offer Ojibwe and Native Studies.

Park Street Collegiate Institute

Principal Jim Sammon reported that the Grade 10 and 11 Native Studies class is wrapping up another successful semester. The students have enjoyed visits from a number of authentic voices who shared aspects of a variety of cultures including Rosanne Mancari – Interior Salish, Lynn McCarville – Inuit; Ruth Quesnelle – Metis; Ian McCallum – Munsee. In addition, the class participated in two field trips: one to Barrie North where they enjoyed guest speakers and an introduction to Pow Wows and another to the Aboriginal Resource Centre at Georgian College, Barrie Campus where they shared a traditional teaching and meal with a visiting elder and resource staff.

At Park Street, the students designed a series of announcements, a slide show, as well as foyer displays to promote Aboriginal Awareness Week in May. Currently the class is working on their final projects which will add elements of FNMI culture throughout the school building. This is in conjunction with the Full Circle application for this second phase of Speak Up funding from the Ministry. The class is also working collaboratively with the class at ODCVI to bring our courtyard garden elements over to the garden at 2 Borland Street so that the cultural elements are retained.

FNMI students continue to meet regularly with Karen King, FNMI student advisor. Some have registered for summer school to enhance their credit accumulation. One has applied to the Bold Eagle military program, and two have successfully applied to their bands for post-secondary funding that they will receive in September 2013. The school is looking forward to having an increased number of Native Studies sections next year so that there will be classes both semesters.

Midland Secondary School and Seventh Fire

Principal Fletcher reported that at **Midland Secondary School** a total of 83 FNMI students (43 First Nation, 38 Métis and 2 Inuit) have self-identified. This semester they offered a combined class of Grade 10 and 11 Native Studies and students have focused their learning on identity, beliefs and values. The Students' Council FNMI representative worked successfully this year encouraging and supporting FNMI peer participation in all Students' Council events. The FNMI Student Advisor continues to support FNMI students.

Some of the activities she has facilitated are;

- Pow Wow participation with a student co-presenting
- Inuit presentation by a student at elementary school
- Lunch time cultural activities
- Cultural activities at alternative site; ALPS
- Post-secondary funding workshops

Principal Fletcher reported that Seventh Fire has kept steady registration numbers for the duration of the semester, with a current enrolment of 20. Students are wrapping up their semester in their Health & Physical Education, Managing Personal & Family Resources, Native Studies and Ojibwe courses by working toward ISU completion and in-class components of their final evaluations.

Students in the Health and Physical Education course are completing a final evaluation wherein they are creating a Vitality plan for improvement in the areas of healthy eating, physical activity and self-esteem using traditional health and wellness strategies. In Managing Personal and Family Resources, students are working toward completion of their independent packages and on a final research assignment of their choice. Students are completing Independent Study Units for the various FNMI courses as well as Ojibwe and have been doing an exceptional job. Some excellent artistic projects have been submitted and it is evident the students put a lot of hard work and pride into their assignments. Students are creating Board Games in Ojibwe and have developed educational games to test their knowledge as well as expand it with new vocabulary. The themes for FNMI Studies have focused on Identity, Values, and Sovereignty. Students have also studied First Nation businesses and important aboriginal individuals who have contributed to the development of Canada.

The students of Seventh Fire participated in an overnight camping trip to YMCA's Camp Kitchikewana on Beausoleil Island on June 6, 2013 and June 7, 2013. They participated in a variety of outdoor physical activities to tie into the students' Physical Education credit and engaged in presentations and discussion regarding cultural awareness and the origin of Beausoleil First Nation as part of their Native Studies credit.

Additional initiatives that the students have had the opportunity of participating in are as follows:

- guest speaker from the Ontario Aboriginal HIV/AIDS Strategy to present a two-day workshop on sexual health from a First Nation perspective;
- participation in a Youth & Elder Forum (hosted by the Georgian Bay Native Friendship Centre) on the topic of substance abuse and youth in conflict with the law;
- guest speaker from the Georgian Bay Native Friendship Centre to present a workshop on relationships and interpersonal skills;
- a mini-field trip to ALPS to join MSS's other alternative program in a presentation and creative writing workshop by Kate Reid that promoted equity and diversity and personal expression through writing; and
- cultural feasts with First Nation and Metis themes held every other Friday at lunch.

Seventh Fire has experienced a great amount of success this semester, which will be celebrated at the annual Recognition and Graduation Gala on June 26th supported by the Georgian Bay Friendship Centre. We will be celebrating the successes of each of our students as well as recognition of our six graduates.

Penetanguishene Secondary School

Principal Maclsaac reported that as the school year wraps up the teaching staff for the Native Studies courses has provided him with an overview of some of the opportunities the students have enjoyed.

This year in the Native Art courses the classes explored the Canadian Aboriginal heritage through the arts; orally through storytelling and music, and visually through making art. They enjoyed mentors from the local community coming to the classroom telling stories, playing and singing music and demonstrating arts. Through these mentors they learned customs and rituals of the local communities. The students created cornhusk dolls, prayer pouches, totem poles, dream catchers, sculptures, West-coast style paintings, legend paintings, dot art, Metis weaving and drum making.

This semester in Contemporary Aboriginal Voices, students have enjoyed learning about the Aboriginal culture through the study of Aboriginal literature, movies, documentaries, poetry, news articles and recreation of traditional objects such as the medicine bag and dream catcher. The students have gained significant insight and understanding of the ramifications of colonization on our country's Aboriginal people. The students have learned about the lasting impact that residential schools have had on the family, community and on the loss of many cultural practices.

Lessons throughout the term provided opportunities for students to consider how they would feel if they were put in the same position of the particular author or character they were reading about. Students have developed a greater empathy towards the needs and struggles of Canadian's Aboriginal people. Through personal reflection, summary, research, and essay writing students have been able to demonstrate their knowledge and thoughts on the issues presented throughout the course. As a teacher of the course I have thoroughly enjoyed learning about Aboriginal literature and the issues that became topics of discussion. I have learned a tremendous amount and am looking forward to teaching the course again next year.

On June 4th the Native Values and Beliefs class travelled to Enahtig Healing Lodge. They had an amazing day and participated in a smudge and learned more about Ojibwa ceremonies from Enahtig staff members Andy and Wayne. June from Enahtig took them on a medicine walk where they learned about the uses of different plants and how it is important to place tobacco down whenever you pick medicines. They had a fantastic lunch that featured bison burgers and fresh pressed strawberry juice. In the afternoon they learned a baseball variant that had been shared from the Wikwemikong community on Manitoulin Island.

The week prior the class travelled to Midland. They had a tour of the Native Friendship Centre and got to see their beautiful newly renovated facility and learn more about the huge variety of programs they offer. The teacher reported that it was great to visit the building. Many of the students didn't realize that they can access services there, even if they're not aboriginal. The staff members offered to help some students with connections to volunteer placements – getting them their community service hours before their rapidly upcoming graduation.

That afternoon they went to the Wendat Village at the Huronia Museum. They participated in their Aboriginal Peoples program and learned about the original inhabitants of this area, the Wendat. They were taken on a tour of a longhouse, made clay okies, ground corn and played traditional Wendat games; duck on a rock and lacrosse. They also got to taste a delicious Wendat treat, popcorn covered in maple syrup!

In class, students have been able to work with Ruth Quesnelle, the school's FNMI Advisor. Ruth has led the school through making dream catchers and medicine pouches and has given a presentation about Métis history and heritage. Some class projects this spring have included students learning about different APTN programs and having conversations about the legacy of residential schools.

Next year PSS will continue to offer Expressing Aboriginal Culture, Native Beliefs and Values and Contemporary Aboriginal Voices. They plan to once again offer the Ojibwe language course with the intention to continue to expand the whole school knowledge and understanding of FNMI culture. They look forward to continued support for FNMI students through Ruth Quesnelle the FNMI Student Advisor and through Sylvia North the BFN Student Advisor.

ODCVI

Principal Meiners reported that the Native Studies class is a very inclusive, bi-leveled Grade 10 and 11 class, which also includes two Learning Centre students. Throughout the semester, they have completed a variety of curriculum activities while following the theme of Idle No More, which has guided the units of study. The students had the opportunity to use a variety of visual arts materials to present their investigative/research information as well as in a written format. The students particularly enjoyed making the clay sculptures to represent the Seven Grandfather Teachings and creating the Hiawatha Wampum belts. Guest speakers from the Native Friendship Centre and the Orillia Museum of Art and History shared traditional aboriginal teachings and aboriginal artwork with the students, which made the students' learning opportunity that much richer.

Keira Gagnon, the Native Studies teacher from Park Street and the teacher from ODCVI have been doing some shared planning and coordinating of resources for next year, when the two schools amalgamate. It is our goal to expand our resources without duplication, to further enhance the available resources for all of our students.

Rama Student Advisor

Lisa Snache reported that potential graduates are as follows:

Twin Lakes Secondary School: 4

Orillia District Collegiate: 2

The forecast for 2013-2014 graduates is 11 based on those registered now.

Eleven students travelled to Queens University for a 4 day Aboriginal University Experience where the focus was on Creative Arts or Applied Science Streams. Student comments ranged from “what a great experience” right down to “it wouldn’t be the school for me”. Three MKES Grade 8 students attended the ODCVI/PARK Grade 8 Day on May 30, 2013.

Student Representative

Arlana Bickell reported that she participated in track & field and soccer and completed Grade 10 EQAO. She attended the Aboriginal University Experience at Queen’s University from May 14 -17, 2013. Arlana placed in javelin at GBs, OFSAA regionals and represented at OFSAA and was selected to be a student member on Minister’s Student Advisory Council for 2013-14. There were 63 students selected out of 400 from across Ontario and they attended the first meeting for this group in Toronto on May 6, 2013. There will be a 3 day leadership session for this group August 18-22 at OELC.

Arlana participated as a student voice in a web conference: Social Justice Project for The Ontario Principals Council at the OPC Office in Toronto on May 31, 2013 and was selected to be a LINK crew leader at TLSS and will have training August 27-29, 2013. She received her senior letter at the TLSS awards ceremony on June 5, 2013 and will be attending the athletic banquet on June 10, 2013. She is preparing for exams and is volunteer coaching 2 soccer teams this summer (May to August) in addition to fundraising for her girls soccer team’s trip to Wales. Finally, she will be participating in an international tournament in July called the Welsh Super Cup.

FNMI... Simcoe County and Beyond
Trustee Michele Locke

At our final meeting of the past school year, I updated members on a number of initiatives I was following or participating in. I am the Director at the Ontario Public School Board Association, representing SCDSB. I have also been asked to sit on the First Nations Advisory Council at OPSBA because they did not have a Metis voice at the table. At a conference in January, at the FNAC meeting, we were discussing the importance of closing the gap between FNMI student EQAO scores and non- FNMI students and I noted that in SCDSB we had a bit of an anomaly compared to other boards.... Jeff Sprang, Communications Manager at OPSBA asked for more info and stated that this would be a good news story for Education Today – their magazine. I have included the link to the pdf... the story starts on page 30.

<http://ca.zinio.com/reader.jsp?issn=0843-5081&o=ext>

The FNAC is working on a learning module for Trustees, similar to style to the other dozen modules trustees have access to in order to participate in self-directed learning. This module will also come with a video, interviews with a variety of FNMI trustees, including Trustee Monague and myself.

Next year is a joint OPSBA AGM and Canadian School Board Association Congress in July. SCDSB has been asked to host an FNMI workshop for that event.

Peter Garrow is the Chair of the FNAC and this summer, he asked me, along with Marion MacDonald to participate in a conference call with People for Education. P4E and Annie Kidder recently discovered that FNMI education is getting a lot of attention from the ministries and they were preparing a report. However, they realized they knew nothing about FNMI education in the province and hastily put together a working group. P4E has the voice of many parents and many, many media outlets... they offered their connections to get the word out... but we demanded that we get to review everything. They agreed. The new report should be out shortly – they are trying to create a large press event for the report. <http://www.peopleforeducation.ca/>

I have added Trustee Monague's report from the FNAC meeting (APPENDIX C). I was unable to attend. Her report shows that our work is aligned with the work of the province. Conversations continue with federal issues at many levels...

The next FNAC meeting will be in January at the Public Education Symposium.

REPORT NO. D-6-a
APPENDIX C
APRIL 23, 2014

Hello everyone,

I thought I'd begin by saying that the review of the Education Services Agreements was a wonderful process and it is great to witness the signing of the documents and to celebrate the work that has gone into them over the last year. Collaboration and consultation were key in this process and it was a great learning opportunity not only to understand the elements of the Education Services Agreements, but to get a better sense of the different programs and services within the Board. My involvement was more on the Beausoleil First Nation side, but I think the people from Rama would echo my sentiments. There were many who had contributed to the documents in some way and I'd like to say Miigwetch to the following and apologize to any who were missed: Anita Simpson, Lisa Ewanchuck, Brian Jeffs, Phyllis Hili, Sally Potts, Hanne Nielson, Dionne Thompson, Lisa Boniface and Sonya Partridge (who was able to keep track of the changes, especially when we were jumping from clause to clause throughout the documents). I hope you will see in this recap how important Education Services Agreements are in that they enable First Nation communities and school boards to share student data and work together to support First Nation students.

On August 28th and 29th, I attended the First Nation Trustee Council meeting through OPSBA . The meeting focused on student data and assessment, language and culture within the schools, and updates on education for First Nation students. We had a number of guests who did presentations and/or shared updates with us from the Ministry's Aboriginal Education Office, the Chiefs of Ontario Education department, the Assembly of First Nations, and the Minister of Education.

For student data and assessment, we looked at a paper written by the Indigenous Education Coalition (IEC), Janine Griffore and Alayne Bigwin presented and gave us copies of the Second Progress Report on the Implementation of the Ontario FNMI Education Policy Framework, and there was a presentation on Culturally- Based Student Assessment which was developed by a team of educators and First Nation community members in Saskatchewan. The theme that went throughout these presentations and discussions was for student data and assessment to be holistic (factor in the students' sources of learning, culture, language, physical and mental health, socio-economic background) and not just the skill sets they have achieved through test scores.

The IEC paper, Data Sharing between Provincial School Boards and Native Nations in Ontario, Canada discussed the funding differences between First Nation- operated schools and provincially operated schools which continue to affect student achievement as there still is a large gap. The paper lead to the discussion of the need for collaboration and sharing student data between provincial school boards and First Nation communities and how Memorandums of Understanding or Education Service Agreements can facilitate this (and ours certainly does). Janine Griffore and Alayne Bigwin navigated us through the Ministry's Second Progress Report. It was interesting to learn that 44% of an estimated 64 000 Aboriginal students self- identified and the ministry is exploring the development of a self- identification policy for staff which could establish mentors or role models for students. There are still gaps between Aboriginal and Non-Aboriginal student achievement (EQAO, OSSLT) but when looking at the achievements of First Nation, Metis and Inuit students, there have been improvements in some areas over the years. The document also highlights the initiatives of the Ministry and school boards to support FNMI students.

The presentation on Culturally Based Student Assessment was of a holistic assessment tool that not only looked at the student's literacy skills but the sources of learning (home, school, community) and had links to support the student (home resources, school resources, community resources). The assessment can be adapted to different languages and cultures and is accessible to parents/guardians online. You can find more information by Googling "Help Me Tell My Story". The best part was the developers' intention to not measure the deficit of learning but to facilitate the appreciation of learning, which I thought, was a great approach when looking at student assessment and data.

The discussion we had with Liz Sandals was very good and I felt she was very responsive to the concerns we raised regarding the issues we are all facing regarding Language and culture. This included the shortage of Language teachers, the challenges Language teachers face regarding qualifications (OCT, courses within teacher's college), equality for Language teachers (teaching load, salary), the Language curriculum (accommodating for multiple levels of language, dealing with gaps in language instruction as it not always taught every year or every semester), cultural appropriateness of student assessment (EQAO), and the need to increase cultural awareness within students and teachers by making it compulsory for them to take courses in Aboriginal studies (Native Studies in high school or in teacher's college). Liz Sandals informed us about the newly revised Social Studies curriculum that encourages teachers and students to explore multiple perspectives of events or issues that pertain to First Nation, Métis and Inuit people. She also informed us that Teacher Education is changing within the Ministry and asked us to provide some recommendations of what to add to the program. She also suggested that we talk to our school boards in order to explore the possibility of sharing PD sessions with staff from Band- Operated schools (which is happening with our board and the Education Services Agreements help facilitate this). We also mentioned some others areas needing to be looked at such as a First Nation Student Trustee, having more Aboriginal Students in the Student Senate which can be brought up with the FNEACs of the different boards.

Minister Sandals was also interested in learning more about the work that various organizations are doing for First Nation Education including the work that Aboriginal Affairs and Northern Development Canada (AANDC) is doing in order to draft legislation for First Nation Education which will be presented in 2014. We informed her about the concerns about this legislation that have been raised by various First Nation communities and organizations who felt they weren't properly consulted with and there are many resources and organizations that could have been used towards drafting this legislation. Because of these concerns, many First Nation communities and organizations will not endorse this legislation and feel that the control for First Nation Education they have been fighting for could be lost.

Other updates are that an FNMI Charter of Commitment is being drafted and will be shared at our FNEACs for feedback before the document is presented to the Education Council. There is a Special Education Council that will be developing a Special Education Toolkit for First Nations and any further information about this toolkit will be forwarded to the members of SEAC once received.

REPORT NO. D-6-a
APPENDIX C - 3
APRIL 23, 2014

I hope you enjoyed this recap, there's a lot of information to share and I tried to keep it as short as possible. I will have a copy of the Ministry's Second Report available in the Trustee room soon for you to look through and it is also on the Ministry's website. If you have any questions, let me know.

Chi Miigwetch,

Amanda Monague

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

FROM: Accessibility Advisory Committee

SUBJECT: **REPORT OF THE ACCESSIBILITY ADVISORY COMMITTEE MEETING
HELD JANUARY 20, 2014**

A meeting of the Accessibility Advisory Committee was held on Monday January 20, 2014 at the Education Centre.

PRESENT:

Committee Members

Allison Bobbette, Delmar MacLean, Doug Mein,
Sarah Mueller (Chairperson), Albert Stein (Vice-chairperson).

Staff:

Abby DesForges, Kevin LePage, Sean Levasseur,
Janis Medysky, Steve Parker, Patty Shaw, Marla Tomlinson.

Regrets:

AAC Members

Margaretta Papp-Belayneh.

ABSENT:

AAC Members

Peter Beacock (Trustee), Sally Potts, Jennifer Griffin.

Recording Secretary

Jennifer Henry.

Chairperson Sarah Mueller called the meeting to order at 10:43 a.m.

1. Welcome and Opening Remarks

Chairperson Mueller welcomed committee members. She reported that Jennifer Griffen is taking a leave from the committee at this time. Chair Mueller proposed holding Jennifer's place on the committee until the fall, at which time her position can be re-evaluated. Vice-Chair Albert Stein provided an update on long-term committee member Margaretta Papp-Belayneh who has been unable to attend meetings.

2. Approval of Minutes

Minutes of the Accessibility Advisory Committee held November 25, 2013

Moved by: Doug Mein
Seconded by: Albert Stein

That the Minutes of the Accessibility Advisory Committee held Monday, November 25, 2013 be approved as printed.

CARRIED

3. Elections for Chair and Vice-Chair

Abby DesForges called for nominations for the Chairperson of the Accessibility Advisory Committee. Doug Mein nominated Sarah Mueller as Chairperson for the Accessibility Advisory Committee for the 2014 year. Sarah indicated that she would stand. There being no further nominations, Sarah Mueller was acclaimed as Chairperson of the Accessibility Advisory Committee for the upcoming year.

Sarah Mueller assumed the Chair at this time and called for nominations for Vice-Chairperson of the Accessibility Advisory Committee. Doug Mein nominated Albert Stein as Vice-chairperson of the Accessibility Advisory Committee for the 2014 year. Albert indicated that he would stand. There being no further nominations, Albert Stein was acclaimed as Vice-chairperson of the Accessibility Advisory Committee for the upcoming year.

4. In Focus – I have a Voice

Allison Bobbette introduced *In Focus- I Have a Voice*, a documentary that Rogers Television and Simcoe Community Services partnered to present. Allison played a key role in the documentary which celebrates people living with special needs and their contribution to our community. The committee watched the documentary. Discussion ensued regarding invisible disabilities which are often forgotten, how each person is differently abled, and how it would be nice to move away from the term “disabled” to a more inclusive, positive term.

Committee members requested that the link be forwarded to them and thanked Allison for sharing the video.

5. School Audit Reports – November 29, 2013

Vice-chair Albert Stein referred committee members to the November 29th audit reports provided in their folders for Bear Creek Secondary School and Hyde Park Public School. He reviewed the audits along with the recommendations, noting that few issues were found. The majority of items for recommendation involved the height and placement of objects and signage.

Chair Sarah Mueller reminded committee members that the next set of audits are scheduled for Barrie North Collegiate Institute and Hillcrest Public School on April 17, 2014.

6. Multi-Year Plan – Addition of Mental Health & Addictions

In follow up to the motion approved by committee members at the November 25th AAC meeting to incorporate mental health and addictions as part of the Multi-Year Accessibility Plan, Janis Medysky presented proposed wording and sought approval for its addition to the plan. Committee members reviewed and discussed the wording. The consensus among members was that they liked the wording, and would also like to see “addictions” referenced along with mental health.

Moved by: Doug Mein
Seconded by: Delmar MacLean

That the proposed wording be accepted with “addictions” being added to the first sentence of the paragraph.

CARRIED

There was discussion regarding the importance of educating teachers, staff, parents and students about mental health and addictions. Janis Medysky spoke to the role of the Board's Mental Health Lead and the funding that boards have received.

Doug Mein reported on an interview that he recently watched on BBC Hard Talk regarding mental health which he found both interesting and inspiring. Doug forwarded the link to Danielle Mink, SCDSB Mental Health Lead. Chair Mueller also referenced the book *Thirteen Reasons Why* by Jay Asher which she feels is a good resource.

7. Other Business

Nil.

MOTION TO ADJOURN

Moved by: Vice-Chair Albert Stein

Seconded by: Delmar MacLean

That the meeting be adjourned at 12:10 p.m.

CARRIED

NEXT MEETING

The next meeting will be held at the Simcoe County District School Board in Midhurst, on **Monday March 31, 2014** in the Georgian Room at 10:30 a.m.

Future meeting dates are:

April 17, 2014 – School Audits (Barrie North C.I. & Hillcrest P.S.)

May 26, 2014 – Working Lunch

Report Status

This report is provided for information.

Respectfully submitted by:

Janis Medysky
Associate Director

Approved for submission by:

Kathryn Wallace
Director of Education

April 23, 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 FEBRUARY 18, 2014**

A meeting of the Parent Involvement Committee was held on Tuesday, February 18, 2014 at the Education Centre.

PRESENT:

Committee Members:

(Voting)
Donna DaSilva, Marjorie Dowdell (Chairperson), Michelle Hunter,
Sarah Huter, Jennifer Johnson (Vice-chairperson), Anita Johnson-
Ford, Gillian Miller, David O'Brien.

Trustee

Representatives:

(Non-voting)
Suzanne Ley, Krista Mayne.

Administration & Staff

Representatives:

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

ABSENT:

Tanya Nabuurs.

REGRETS:

Christine Bowman, Ken Boyington, Julianne Lerch.

GUEST(S):

Jason Barr, John Legere, Danielle Mink.

1. Welcome

Chairperson Marjorie Dowdell called the meeting to order at 6:10 p.m. and welcomed guests John Legere, Superintendent of Education - Area 4, Danielle Mink, Mental Health Lead and Jason Barr, School Council Chair at Worsley Elementary School.

Chair Dowdell expressed regrets on behalf of committee members Ken Boyington, Christine Bowman and Julianne Lerch who were unable to attend the meeting.

2. Approval of Agenda

Chairperson Dowdell asked the committee for approval of the agenda.

Moved by David O'Brien
Seconded by Sarah Huter

That the agenda be accepted as printed.

CARRIED

3. Approval of January 21, 2014 Minutes

Chair Dowdell asked for approval of the minutes.

Moved by Sarah Huter
Seconded by Gillian Miller

That the minutes of the January 21, 2014 meeting be accepted as printed.

CARRIED

4. School Security

Superintendent John Legere informed the committee about the Safe Welcome Program. Video intercom technology was installed in all Simcoe County District School Board (SCDSB) elementary schools as part of the Ministry's funding for the Safe Welcome Program. All front doors of elementary schools are to be locked during the school day with the exception of nutrition breaks, beginning of day and end of day.

Superintendent Legere spoke to the committee on the consultation process shared with the school community, staff and administration. The goal is for full implementation of the program September 2014. Superintendent Legere responded to questions from the committee.

Superintendent Legere encouraged members to provide input to the board as the SCDSB continues to develop the Safe Welcome Program to keep children in SCDSB schools safe.

5. Mental Health Initiative Presentation

Chair Dowdell introduced Danielle Mink, Mental Health Lead for the Simcoe County District School Board who provided an overview on the various aspects of mental health in SCDSB schools. Danielle Mink presented a video "Stand up for Mental Health." developed by the Peel Board; as well as a presentation entitled "Mental Health and Addiction".

<http://www.peelschools.org/parents/specialed/mentalhealth/Pages/default.aspx>

Danielle Mink commented that schools are an optimal setting in which to reduce the stigma of mental health and promote positive mental health, prevent mental health problems in high risk groups, identify students in need and build pathways to care.

Danielle Mink reported on Mental Health 2013 – 2014 accomplishments include training, standardized process and documentation, crisis response, updated policies and procedures, suicide prevention and postvention.

Additional information and recommended reading may be found at: <http://smh-assist.ca>

Danielle Mink and Superintendent Jackie Kavanagh responded to questions from the committee.

Chair Dowdell thanked Danielle Mink for her informative presentation.

6. Communication Audit Results

Alison LaMantia, Communication Manager, reported that the Communication Audit results have been compiled and the document is presently in draft form.

Manager LaMantia shared some of the highlights of the draft document and will report back to the committee with the final results at the April or May PIC meeting.

7. People for Education Conference Update

Chairperson Dowdell welcomed Jason Barr, School Council Chair – Worsley Elementary School and Donna DaSilva to speak to the People for Education Conference held on November 2, 2013.

Chair Jason Barr provided information on the background of the People for Education (P4E) explaining that it is a non-profit organization which holds an annual parent/school community conference, publishes multi-lingual tip sheets for parents, works with policy-makers and works with media on public education items. More information on the People for Education may be found at: www.peopleforeducation.ca.

School Council Chair Barr and PIC member Donna DaSilva reported on the highlights from the 17th Annual P4E Conference and spoke about the very positive information shared with school council members at the People for Education Symposium.

8. Minister's Fifth Annual PIC Symposium - April 25 – 26, 2014

Chair Dowdell provided the committee with information on the Minister's Fifth Annual PIC Symposium on April 25 and 26, 2014. The Ministry is funding the event in Toronto and has requested two Parent Involvement Committee members attend this yearly conference.

MOTION

Moved by Donna DaSilva
Seconded by Gillian Miller

That the Parent Involvement Committee recommend that the chair send out an email asking all available and interested PIC members to confirm their interest in attending the Minister's Fifth Annual PIC Symposium on April 25, 2014.

If more than one person wishes to attend with the chair, a random draw will be made on Friday, February 21, 2014.

CARRIED

The Chair will send an email to the PIC members informing them of the outcome.

9. Updates from Staff

- a) School Council Administrative Procedure Memorandum (APM)
Superintendent Kavanagh spoke on the revised APM A7200. Information was gathered from PIC and school councils, and revisions were based on requirements from the Ministry and board documentation. A new addition to the APM is a template for School Council Bylaws to assist school councils to complete their work more effectively.
- b) School Year Calendar Input Invitation
Superintendent Kavanagh reported that invitations for the 2014 – 2015 Regular School Year Calendar have been sent to School Council Chairs, administrators and staff, members of all federations; as well as to PIC. Committee members were encouraged to provide their input before the deadline of February 21, 2014.
- c) Family of Schools Meetings
Chair Dowdell spoke on “Family of Schools” format replacing the System School Council meeting and explained that a motion was passed at the last meeting to provide funding of up to \$100 to be used to support “Family of Schools” meetings. Funding for this initiative is available for up to 20 schools.

MOTION

Moved by Sarah Huter
Seconded by Anita Johnson Ford

Family of Schools Meeting #2

That the Parent Involvement Committee recommend that “Eastview Engagement Night” be approved as one of the Family of Schools meetings, to be held at Eastview Secondary School on February 20, 2014. Committee member Sarah Huter will host the meeting.

CARRIED

Chair Dowdell encouraged PIC members to investigate booking a meeting with one of their schools to take advantage of the “Family of Schools” meeting offer. All receipts for the meetings are to be kept and sent to Rita England, Executive Assistant – Area 5.

10. Circle of Learning Committee Update

Chair Dowdell and the Circle of Learning sub-committee updated the committee on the progression of the Circle of Learning to date. The registration process went live on Tuesday, February 1, 2014

Advertising has been sent to the system by way of a system-wide memorandum (sent to all schools, board staff, school council chairs, and trustees), a media release, and an email invitation sent directly to SCDSB school council chairs. Copies of the Circle of Learning posters and registration forms have been sent to schools.

Keynote speakers Dr. Peter Marshall and Jim Jordan have been booked. Workshops include: Scholarships and Student Financing – Mike Howell, Special Education: Building Social Skills, Social Media: Keeping Your Children Safe and Turn Math into Family Fun with Trevor Brown.

Refreshments and lunch have been ordered through Armark and the lunch will be buffet style.

Discussion ensued regarding the possibility of bussing; and it was determined that an email will be sent to school council chairs to direct anyone who requires assistance to contact Chair Dowdell. The sub-committee requested the remainder of the funding be used for manipulatives for the mathematics workshop.

A childcare program has been arranged for 6 – 12 year olds at the Simcoe County Museum and a price quote is expected next week from the YMCA for childcare for 0 – 5 year olds.

Chair Dowdell will send out an e-mail regarding stuffing the conference bags.

11. Additional Updates/Future Agenda Suggestions - Nil

12. Adjournment

Moved by Anita Johnson Ford
Seconded by Gillian Miller.

That the meeting be adjourned at 8:35 p.m.

The next regular meeting will be held on Tuesday, March 25, 2014, 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

April 23, 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 FEBRUARY 24, 2014**

The regular meeting of the Special Education Advisory Committee was held on Monday, February 24, 2014 at the Education Centre.

A. Roll Call

PRESENT:

SEAC Members

Donna Armstrong (Trustee), Sue Downing (fulfilling the role of Vice-Chairperson), Jodi Lloyd (Trustee), Arlene McCaw, Yana Skybin, Caroline Smith (Chairperson).

Electronic Participation

Laura LaChance.

SEAC Alternates

Kevin Berry (Acting Member), Patrick King (Acting Member), Rose-Ann Marchitto (Acting Member), Ceci Vasoff (Acting Member).

Staff

Heidi Cameron-Armstrong, Jeremy Emons, Mike Giffen, Hailey McLean, Janis Medysky, Danielle Mink, Christine Misener, Sally Potts, Chris Samis, Brodie Wilson.

REGRETS:

SEAC Members

Susan Clough, James Hall, Kim Latour, Sari Russell.

Recording Secretary

Tina Bazuk.

Chairperson Smith called the meeting to order at 7:05 p.m.

(1) Welcome

(a) Introductions

Chairperson Smith welcomed committee members, staff members and guests and shared regrets for the evening.

Chairperson Smith introduced new SEAC Member Arlene McCaw, representing Learning Disabilities Association of Simcoe County.

(b) Election of Vice-Chairperson

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

Moved by Sue Downing
Seconded by Kevin Berry

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

Laura LaChance indicated that she would stand.

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

There being no further nominations, Laura LaChance was acclaimed as Vice-Chairperson of the Special Education Advisory Committee.

CARRIED

Since Laura LaChance was not physically present to assume the position of Vice-Chairperson at this time, Chairperson Smith called for nominations for the position of Vice-Chairperson of the Special Education Advisory Committee for the evening.

Moved by Donna Armstrong
Seconded by Patrick King

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

Sue Downing indicated that she 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, Sue Downing was acclaimed as Vice-Chairperson of the Special Education Advisory Committee for the evening.

CARRIED

Sue Downing assumed the position of Vice-Chairperson at this time.

(c) SCDSB Special Education Statement of Beliefs

Patrick King, Catulpa Community Support Services, read the Statement of Beliefs.

(2) Approval of Agenda

Section E. item (a) The Intersection of Disability, Achievement, and Equity: A System Review of Special Education in the TDSB was moved to Section D. item (5).

Moved by Kevin Berry
Seconded by Ceci Vasoff

That the agenda be approved as revised.

CARRIED

(3) Approval of Minutes

(a) Minutes of the Regular SEAC Meeting held January 20, 2014

Moved by Kevin Berry
Seconded by Donna Armstrong

That the minutes be approved as written.

CARRIED

B. Presentations

(1) SEAC - Nil

(2) Staff

(a) Vision Resources

Chris Samis, Superintendent of Education introduced Heidi Cameron-Armstrong, Vision Resource Teacher, who presented on vision impairments and resources. The Grade 5 student was in attendance to share personal experiences of living with vision impairment and the changes since using eSight glasses.

Superintendent Samis, Vision Resource Teacher Cameron-Armstrong and the student responded to questions from SEAC at this time.

(b) Gifted Events

Brodie Wilson, Central Consultant, introduced Christine Misener and Jeremy Emons, Itinerant Resource Teachers, who presented on the various enrichment events available to gifted and high achieving students.

Staff continue to look at more ways to accommodate students and to ensure parents and school staff are aware of these enrichment events.

Superintendent Samis, Central Consultant Wilson and Itinerant Resource Teachers Misener and Emons responded to questions from SEAC at this time.

(c) Understanding Special Education Budget

Superintendent Samis provided a brief overview of the budget process, funding sources and proposed timelines. The proposed date for Business Services to attend SEAC for preliminary budget discussions is March 17, 2014 and April 16, 2014 for the Joint SEAC/Business and Facilities Meeting to review the budget.

SEAC members requested the following information be provided at the March 17, 2014 SEAC meeting:

- Drill down details regarding the discretionary portion of the special education budget;
- The correlation between fund allocation and the number of identified students by exceptionality and special education programs within our board; and,
- The allocation of special education funds towards specific placements and the rationale behind the funding distribution.

SEAC members were asked to come up with a list of priorities for discussion at the March 17, 2014 SEAC meeting.

Superintendent Samis responded to questions from SEAC at this time.

MOTION

Moved by Ceci Vasoff
Seconded by Jodi Lloyd

That the committee recess at this time.

CARRIED

Trustee Lloyd left the meeting at this time.

MOTION

Moved by Kevin Berry
Seconded by Ceci Vasoff

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

CARRIED

C. Items for Decision - Nil

D. Items for Information

(1) SEAC Member Reports

(a) Motion Flowchart

Chairperson Smith provided SEAC members with a flowchart that will assist with the specific Motion processes that may arise at SEAC. The SEAC Motion Flowchart is attached as APPENDIX A.

(2) Staff Reports

(a) Mental Health Multi-Year Plan

Superintendent Samis introduced Danielle Mink, Mental Health Leader, who provided an overview of the Mental Health Multi-Year Plan which outlines strategies specific to Mental Health and identifies accomplishments for 2013-2014 and goals for 2014-2017.

As a school system, it is essential to optimize learning environments that promote and address student mental health by providing opportunities to reduce stigma, increase positive mental health, build on socio-emotional learning, as well as identify students in need and support them along the way.

SEAC members requested the opportunity to be consulted in the creation of the Mental Health Multi-year plan as they can provide valuable input and guidance. Both staff and SEAC members were asked to forward input and/or questions to Tina Bazuk, Executive Assistant for Special Education, so information can be collated and available for discussion on the March 17, 2014 SEAC agenda.

Superintendent Samis, Mental Health Leader Mink and Sally Potts, Principal of Special Education, responded to questions from SEAC at this time.

(b) Special Education Plan Discussion

Superintendent Samis invited individual members of SEAC to review the 2013-2014 Special Education Plan and provide feedback/suggestions for the 2014-2015 Special Education Plan at a pre-SEAC members information session on March 17, 2014 from 5:00 – 7:00 p.m. SEAC members were asked to RSVP with SEAC administrative staff.

Superintendent Samis responded to questions from SEAC at this time.

(c) SEAC Brochure

Superintendent Samis noted that the SEAC brochure was out-of-date and could benefit from being updated.

SEAC members agreed to forward recommendations to Executive Assistant Bazuk for input into the brochure.

Superintendent Samis indicated that he would bring possible revisions for comment and consultation to the March 17, 2014 SEAC meeting.

(3) **Committee Reports** - Nil

(4) **Links to Board Reports**

(a) [January 22, 2014 – Board Meeting](#)

Laura LaChance requested a written response to the Time Sensitive Motion brought forward to Board on January 22, 2014. Superintendent Samis provided a verbal update and advise that future Motions brought forward to Board would have a written response as per the Terms of Reference.

Superintendent Samis stated, with respect to the SEAC recommendations from the January 20, 2014 SEAC meeting, detailed in Report No. PRO-I-4 Relocation of Special Education County Classes, that the Board was appreciative of SEAC's support.

(5) **The Intersection of Disability, Achievement, and Equity: A System Review of Special Education in the TDSB**

Laura LaChance provided a brief overview of the report released by the TDSB, [The Intersection of Disability, Achievement, and Equity: A System Review of Special Education in the TDSB](#).

Superintendent Samis reminded SEAC of the county class review that is currently taking place. Special Education staff will work with the Research Department to develop a survey for SEAC to gather input for the county class review.

SEAC members requested that SEAC be included as a specific stakeholder in the consultation process of the County Class Review. Superintendent Samis agreed to add the committee to the list of those to be consulted.

Superintendent Samis advised that a meeting has been scheduled with TDSB staff to review the special education program at TDSB.

A sub committee to discuss SCDSB inclusionary practices was discussed and approved by motion.

MOTION

Moved by Kevin Berry
Seconded by Yana Skybin

That SEAC create a sub committee to review inclusionary practices of SCDSB and report back to SEAC by October 2014.

CARRIED

E. Correspondence - Nil

F. Other Matters

1. Yana Skybin inquired whether SEAC would have a booth/table at the Parent information fair on Tuesday, February 25, 2014. Executive Assistant Bazuk advised that SEAC materials would be available for parents at the SCDSB booth.

G. Notices of Motion for Next Meeting - NIL

H. Adjournment

Moved by Yana Skybin
Seconded by Kevin Berry

That the meeting be adjourned at 9:55 p.m.

CARRIED

The next meeting is scheduled for Monday, March 17, 2014.

SEAC PROCEDURAL RECOMMENDATIONS

1. That Laura LaChance be nominated for election as Vice-Chairperson of the Special Education Advisory Committee.
2. That SEAC create a sub committee to review inclusionary processes of SCDSB and report back to SEAC by October 2014.

Report Status

This report is provided for information

Respectfully submitted by:

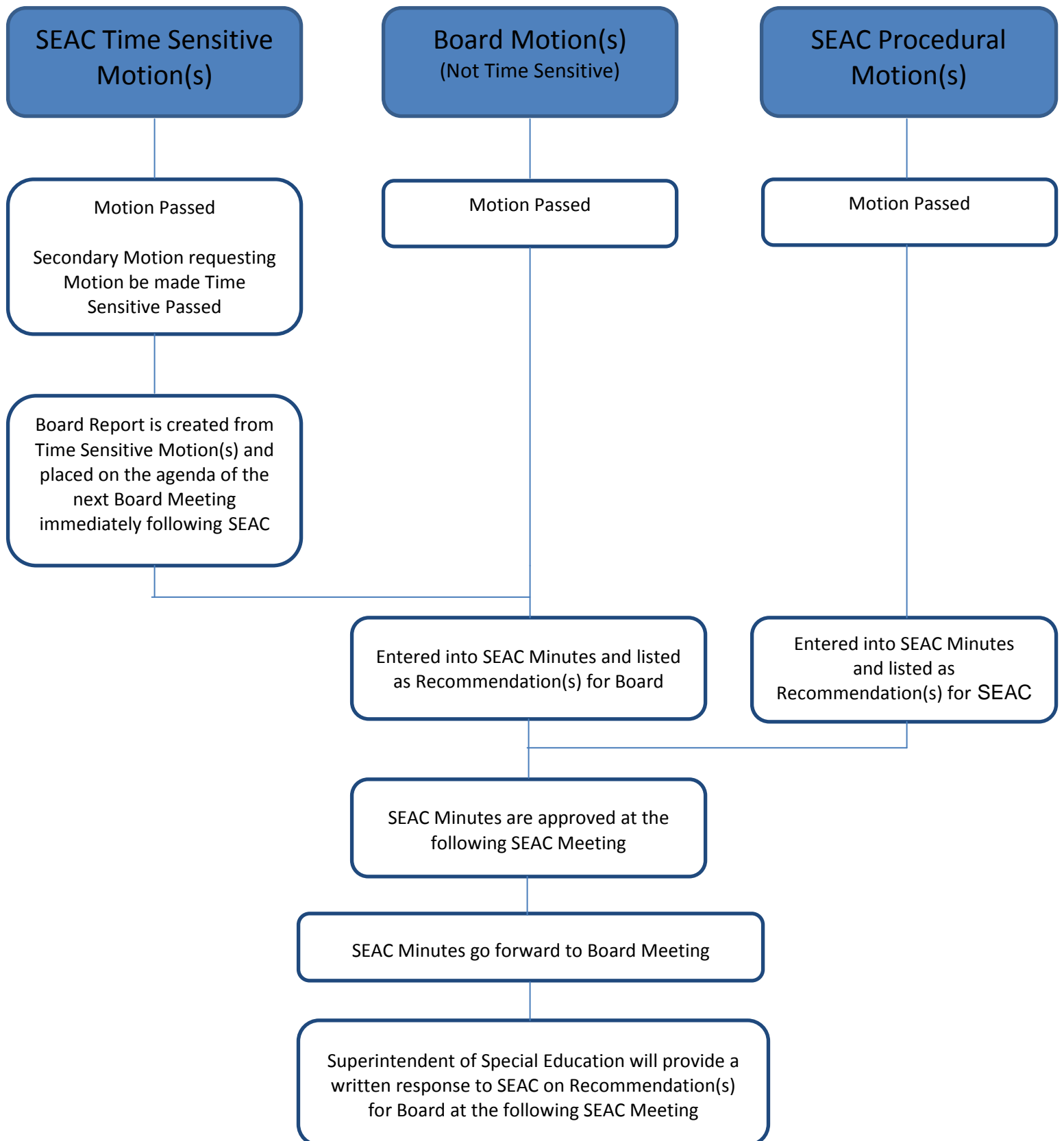
Chris Samis
Superintendent of Education

Approved for submission by:

Kathryn Wallace
Director of Education

April 23, 2014

SEAC Motion Flowchart



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

FROM: Human Resources Standing Committee

SUBJECT: **REPORT OF THE PUBLIC SESSION OF THE HUMAN RESOURCES
STANDING COMMITTEE MEETING HELD WEDNESDAY, APRIL 9,
2014**

The Human Resources Standing Committee met in Public Session on Wednesday, April 9, 2014, at the Education Centre.

PRESENT:

Committee Members

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

Administration

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

Student Trustees

Brandon Amyot, Patrick Whitten, Cheryne Winstanley-Hayes.

REGRETS:

Committee Members

Nicole Black, Amanda Monague, Robert North.

Recording Secretary

Kary Hancock.

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

1. **Approval of the Agenda**

MOTION

Moved by Suzanne Ley
Seconded by Peter Beacock

That the agenda be approved as printed.

CARRIED

Student Trustees Whitten and Winstanley-Hayes entered the meeting at this time.

2. Declaration of Conflicts of Interest - Nil

Trustee Edwards declared a conflict of interest regarding any discussions concerning ETFO.

3. Presentations/Delegations - Nil

MOTION

Moved by Suzanne Ley
Seconded by Donna Armstrong

That the Human Resources Standing Committee move into closed session.

CARRIED

The Human Resources Standing Committee reconvened in public session at 6:05 p.m.

Items for Decision - Nil

Items for Information

1. Performance Appraisal Process (HR-I-1)

Janis Medysky, Associate Director, provided an overview of the report that was first presented at the February 12, 2014 Human Resources Standing Committee Meeting in which trustees directed staff to research the frequency of performance appraisals in other sectors.

A survey of other school boards indicates that the frequency varies from no performance appraisals to the majority of boards completing appraisals every 5 years. Research into public sector organizations (hospitals, police forces) reveals performance appraisals take place generally every 2 years or annually. Examination of private sector businesses or industries reveals performance appraisals are generally conducted annually.

It is important to recognize that the format of the appraisals in the surveyed sectors varies widely in their scope and formality as well as the actual completion of the appraisals.

Administrators are responsible for the appraisals for all staff in the school with the exception of custodians. Regional Operation Supervisors perform performance appraisals for the custodial staff.

In the proposed procedure, all employees must submit the enhanced Annual Performance Plan to their supervisor annually. The supervisor and employee will be required to engage in a Performance Discussion prior to October 31 of each year.

At any time a supervisor may determine that a formal performance appraisal is required. This may come as a result of the Performance Discussions held annually.

The formal appraisal, the more involved process in performance management, will occur on a five year cycle. It is expected that the Performance Appraisal will be an anticipated culmination of the annual Performance Discussions held between the supervisor and employee.

In the next school year, the process will be piloted in several schools and by the Regional Operation Supervisors. The process will be monitored to determine the efficiency and effectiveness with a view to complete implementation in the next school year.

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

Trustee Smith entered the meeting at this time.

This report was provided for information.

2. Principal and Vice-Principal Allocations (HR-I-2)

Associate Director Medysky presented a report that provided a breakdown by area of the principal and vice-principal allocations for the 2014-2015 school year in comparison to the 2013-2014 allocations.

The allocations remained status quo for secondary principals and vice-principals and the elementary principals.

Elementary vice-principal time has been reduced entirely in three (3) schools and by fractions in others. There has also been an increase in some schools. This results in an overall increase of 1.5 FTE with a total of 34.90 FTE elementary vice-principals. The actual number of vice-principals has reduced from 57 to 54 for next school year.

This report was provided for information.

3. Labour Update (VERBAL)

Associate Director Medysky advised that Bill 122 (*An Act Respecting Collective Bargaining in Ontario's School System*) passed the third reading on April 8, 2014 however, it still requires royal assent.

The bill defines bargaining into two areas: central bargaining and local bargaining. The central bargaining table is made up of an employee bargaining agent who is OPSBA in our circumstance and an employee bargaining agent who would be the respective unions/federations. In addition, the Crown (Ministry) is required at each of the Central Tables. Central bargaining matters are determined by the members of the Central Table and the Crown. If a matter is not determined to be within the scope of the Central Table, it falls within the scope of local bargaining.

A Memorandum of Settlement is reached through central bargaining and local bargaining. These memos must be ratified.

Collective Agreements will be for three (3) years commencing on September 1 following the expiration date.

The definition of a strike is clearly articulated for teachers. Anything restricting or curtailing normal activities, the operation or functioning of a school, the performance of teachers as set out in the Education Act including any withdrawal of services or work to rule where teachers act in combination or in concert or with a common understanding.

Locally, we have our negotiations teams established and much of the work that we did prior to the last round of negotiations will still be of value.

We have been working with the provincial senior negotiators who are putting together the language to assist OPSBA.

Trustee Edwards left the meeting at this time.

This report was provided for information.

Correspondence - Nil

Other Matters - Nil

Notices of Motion for next meeting – Nil

MOTION

Moved by Suzanne Ley
Seconded by Michelle Locke

That the meeting be adjourned at 6:25 p.m.

CARRIED

Report Status

This report was provided for information.

Respectfully submitted by:

Janis Medysky
Associate Director

Approved for submission by:

Kathryn Wallace
Director of Education

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

FROM: Business and Facilities Standing Committee

SUBJECT: **REPORT OF THE SPECIAL PUBLIC SESSION OF THE BUSINESS AND
FACILITIES STANDING COMMITTEE MEETING
HELD WEDNESDAY, APRIL 9, 2014**

The Special Business and Facilities Standing Committee met in Public Session on Wednesday, April 9, 2014, at the Education Centre.

PRESENT:

Committee Members

Donna Armstrong, Peter Beacock, Debra Edwards, Suzanne Ley, Michele Locke, Jodi Lloyd (Chairperson), Krista Mayne, Caroline Smith, Christine Williams (fulfilling the role of Vice-Chairperson).

Administration

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

REGRETS:

Committee Members

Nicole Black, Amanda Monague, Robert North.

ABSENT:

Student Trustees

Brandon Amyot, Patrick Whitten, Cheryne Winstanley-Hayes.

Recording Secretary

Lorraine Ryder.

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

Election of Vice-Chairperson

In the absence of Vice-Chairperson Robert North, Chairperson Lloyd called for nominations for the position of Vice-Chairperson of the Business and Facilities Standing Committee for the evening.

Moved by Suzanne Ley
Seconded by Caroline Smith

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

Trustee Williams indicated that she would stand.

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

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

CARRIED

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

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

MOTION

Moved by Krista Mayne
Seconded by Michele Locke

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

CARRIED

The Business and Facilities Standing Committee reconvened in public session at 7:50 p.m.

Presentations/Delegations - Nil

Items for Decision - Nil

Items for Information - Nil

Correspondence – Nil

Other Matters – Nil

Notices of Motion for Next Meeting - Nil

MOTION

Moved by Peter Beacock
Seconded by Krista Mayne

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

CARRIED

Report Status

This report is provided for information.

Respectfully submitted by:

Brian Jeffs
Superintendent of Business Services

John Dance
Superintendent of Facility Services

Approved for submission by:

Kathryn Wallace
Director of Education

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

FROM: Business and Facilities Standing Committee

SUBJECT: **REPORT OF THE PUBLIC SESSION OF THE BUSINESS AND FACILITIES
STANDING COMMITTEE MEETING HELD WEDNESDAY, APRIL 16, 2014**

The Business and Facilities Standing Committee met in Public Session on Wednesday, April 16, 2014, at the Education Centre.

PRESENT:

Committee Members Donna Armstrong, Peter Beacock, Debra Edwards, Suzanne Ley (fulfilling the role of Vice-Chairperson), Michele Locke, Jodi Lloyd (Chairperson), Amanda Monague.

Electronic Participation Nicole Black.

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

Staff Karen Côté, Corry Van Nispen.

REGRETS:

Committee Members Krista Mayne, Robert North, Caroline Smith, Christine Williams.

Student Trustees Brandon Amyot.

ABSENT:
Student Trustees Patrick Whitten, Cheryne Winstanley-Hayes.

Recording Secretary Lorraine Ryder.

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

Election of Vice-Chairperson

In the absence of Vice-Chairperson Robert North, 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 Michele Locke

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 for the evening.

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 Peter Beacock

That the agenda be approved as printed.

CARRIED

Declaration of Conflicts of Interest

Trustee Edwards declared a conflict of interest in reference to the Elementary Teachers' Federation of Ontario.

Presentations/Delegations - Nil

Items for Decision - Nil

Items for Information

1. 2014-2015 Proposed Budget – Staffing (BF-I-1)

Brian Jeffs, Superintendent of Business Services commented that at the March Business and Facilities Standing Committee meeting, he provided information on the Ontario economy and the government's projected deficit and earlier this month information was provided on the trustee budget and the Ministry of Education Grants for Student Needs (GSN).

Superintendent Jeffs informed the table that this evening will begin the discussions for the 2014-2015 proposed budget. The 2014-2015 proposed budget will be presented in its entirety at the May Business and Facilities Standing Committee meeting.

Superintendent Jeffs thanked Corry Van Nispen, Controller and Karen Côté, Assistant Manager of Budget and Financial Reporting, along with staff in Business Services for their support in preparing the budget. Superintendent Jeffs also thanked his superintendent colleagues for their assistance and Kathryn Wallace, Director of Education for her wisdom, guidance and good counsel during the budget process.

Superintendent Jeffs indicated that Schedule 1 of the staffing portion of the budget was a summary of the sub-schedules that followed. Superintendent Jeffs provided the rationale for the increases and decreases in staff complement in each of the sub-schedules.

Superintendent Jeffs, Director Wallace, Janis Medysky, Associate Director, and Chris Samis, Stuart Finlayson and Paul Sloan, Superintendents of Education responded to questions from trustees at this time.

Superintendent Jeffs agreed to provide further clarification on the following at the May 7, 2014 Business and Facilities Standing Committee meeting.

Schedule 1.4 – Adult and Continuing Education

- rationale for the reallocation of 0.5 FTE staff from the Orillia Learning Centre to the Midland Learning Centre

Superintendent Jeffs requested permission from the table to post a few critical positions recognizing that the budget has not yet been approved. Superintendent Jeffs commented that if the budget is not approved the positions would be withdrawn

The table consented to the posting of the positions pending budget approval.

Superintendent Samis and Associate Director Medysky will review the position title of Chief Social Worker and discuss whether the title should be Manager rather than Chief.

This report was provided for information.

Correspondence – Nil

Other Matters - Nil

Notices of Motion for Next Meeting - Nil

MOTION

Moved by Michele Locke
Seconded by Amanda Monague

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

CARRIED

Report Status

This report is provided for information.

Respectfully submitted by:

Brian Jeffs
Superintendent of Business Services

John Dance
Superintendent of Facility Services

Approved for submission by:

Kathryn Wallace
Director of Education

April 23, 2014

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

FROM: Business and Facilities Standing Committee
Special Education Advisory Committee

SUBJECT: **REPORT OF THE BUSINESS AND FACILITIES STANDING COMMITTEE AND
SPECIAL EDUCATION ADVISORY COMMITTEE BUDGET MEETING HELD
APRIL 16, 2014**

A meeting of the Business and Facilities Standing Committee and Special Education Advisory Committee was held on Wednesday, April 16, 2014 at the Education Centre to discuss budget.

PRESENT:

Committee Members Donna Armstrong, Peter Beacock, Debra Edwards, Jodi Lloyd (Chairperson), Suzanne Ley (fulfilling the role of Vice-Chairperson), Michele Locke, Amanda Monague.

Electronic Participation Nicole Black.

SEAC Members Donna Armstrong (Trustee), Sue Downing, Kim Latour, Jodi Lloyd (Trustee), Yana Skybin.

SEAC Alternates Kevin Berry (Acting Member), Rose-Ann Marchitto (Acting Member).

Administration John Dance, Stuart Finlayson, Brian Jeffs, Janis Medysky, Anita Simpson, Paul Sloan, Chris Samis, Kathi Wallace.

Staff Karen Cote, Mike Giffen, Sally Potts, Corry Van Nispen.

REGRETS:

Committee Members Krista Mayne, Robert North (Vice-Chairperson), Caroline Smith, Christine Williams.

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

SEAC Members Susan Clough, James Hall, Laura LaChance (Vice-Chairperson), Arlene McCaw, Sari Russell, Caroline Smith (Chairperson).

Recording Secretary Tina Bazuk.

In the absence of Caroline Smith, SEAC Chairperson and Laura LaChance, SEAC Vice-Chairperson, Chris Samis, Superintendent of Education, called the meeting to order at 7:10 p.m.

Election of Chairperson

Superintendent Samis called for nominations for the position of Chairperson of the Special Education Advisory Committee for the evening.

Moved by Jodi Lloyd
Seconded by Donna Armstrong

That Kim Latour, SEAC Member, be nominated for election as Chairperson of the Special Education Advisory Committee for the evening.

Kim Latour indicated that she would stand.

Superintendent Samis called for further nominations for the position of Chairperson of the Special Education Advisory Committee for the evening.

There being no further nominations, Kim Latour was acclaimed as Chairperson of the Special Education Advisory Committee for the evening.

CARRIED

Kim Latour assumed the Chair at this time.

Election of Vice-Chairperson

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

Moved by Donna Armstrong
Seconded by Kevin Berry

That Sue Downing, SEAC Member, be nominated for election as Vice-Chairperson of the Special Education Advisory Committee for the evening.

Sue Downing indicated that she would stand.

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

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

CARRIED

Sue Downing assumed the Vice-Chair at this time.

Chairpersons Lloyd and Latour co-chaired the meeting.

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

Approval of Agenda

MOTION

Moved by Michele Locke
Seconded by Donna Armstrong

That the agenda be approved as printed.

CARRIED

Declaration of Conflicts of Interest

Trustee Edwards declared a conflict of interest in reference to the Elementary Teachers' Federation of Ontario.

Closed Session - Nil

Presentations/Delegations - Nil

Items for Decision - Nil

Items for Information

1. 2014-2015 Proposed Budget – Special Education (BF-I-1)

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

Superintendent Jeffs and Corry Van Nispen attended the SEAC meeting in March 2014 to provide a preliminary budget overview. In November 2013, Chris Samis, Superintendent of Education, reviewed the 2013-2014 Deferred Revenue with SEAC and gave members the opportunity to consider the areas of need. SEAC members provided input into the allocation of the funds to best support students with special education needs. An update on the status of the 2013-2014 Deferred Revenue will be presented at the May SEAC meeting.

Superintendent Jeffs took a moment to explain that special education grants are impacted by two key drivers, enrolment and benchmarks. If benchmarks are increasing year over year, it would help offset declining enrolment. If benchmarks and enrolments are decreasing year over year, it would provide a "double hit" to the grant revenue.

Superintendent Jeffs provided an overview of the 2014-2015 Proposed Special Education Budget and advised that the overall revenue is projected to increase by \$2.8 million. Expenses were reviewed with the rationale behind each expense detailed.

Superintendent Jeffs advised that the High Needs Amount formula has been rewritten and will be phased in over a four year timeframe.

The proposed budget is currently underspent by \$2.8 million due to the late release of the 2014-2015 Technical Paper from the Ministry. SEAC members will be provided with

the opportunity to give recommendations from their respective agencies/associations on the best way to allocate the additional revenue in order to benefit our students with special education needs prior to the balance budget being presented for approval at the May 7, 2014 Business and Facilities Standing Committee meeting.

Superintendent Jeffs and Superintendent Samis responded to questions from trustees and SEAC members at this time.

Correspondence – Nil

Other Matters - Nil

Adjournment

MOTION

Moved by Michele Locke
Seconded by Peter Beacock

That the meeting be adjourned at 7:40 p.m.

CARRIED

Report Status

This report is provided for information.

Respectfully submitted by:

Brian Jeffs
Superintendent of Business Services

Chris Samis
Superintendent of Education

Approved for submission by:

Kathryn Wallace
Director of Education

April 23, 2014