

SIMCOE COUNTY DISTRICT SCHOOL BOARD

REGULAR BOARD MEETING – WEDNESDAY, NOVEMBER 25, 2015

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 7:00 P.M (ROY EDWARDS ROOM).

PUBLIC SESSION

- A.**
- (1) Roll Call
 - (2) Approval of Agenda
 - (3) Approval of Minutes
 - (a) Special Meeting of the Board held October 22, 2015
 - (b) Regular Meeting of the Board held October 28, 2015
 - (c) Special Meeting of the Board held November 11, 2015
 - (d) Declaration of Conflicts of Interest

CLOSED SESSION

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

PUBLIC SESSION

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

D. RECOMMENDATIONS FOR ACTION

- (1) Report from the Closed Session of the Board in Committee of the Whole
- (2) Matters Arising from Previous Meeting - Nil
- (3) Notice of Time Sensitive Motions from Statutory Committees - Nil
- (4) Committee Minutes/Reports - Items for Decision
 - (a) Report of the Business and Facilities Standing Committee Meeting held November 4, 2015
 - (b) Report of the Program Standing Committee Meeting held November 11, 2015
- (5) Staff Reports – Items for Decision
 - (a) SCDSB SEAC Terms of Reference Revisions
 - (b) Special Education Advisory Committee Member Appointments

(6) Committee Minutes/Reports - Items for Information

- (a) Report of the Parent Involvement Committee Meeting held June 16, 2015
- (b) Report of the Parent Involvement Committee Meeting held September 29, 2015
- (c) Report of the Special Education Advisory Committee Meeting held October 5, 2015
- (d) Report of the Parent Involvement Committee Meeting held October 26, 2015
- (e) Report of the Human Resources Standing Committee Meeting held November 11, 2015

(7) Staff Reports - Items for Information - Nil

E. OTHER MATTERS

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

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

Business and Facilities Standing Committee Meeting – December 2, 2015 at 6:00 p.m. – Georgian Room
Organizational Meeting of the Board – December 7, 2015 at 7:00 p.m. – Roy Edwards Room
Parent Involvement Committee Meeting – December 8, 2015 at 4:00 p.m. – Georgian Room/Atrium
Human Resources Standing Committee Meeting – December 9, 2015 at 6:00 p.m. – Georgian Room
Program Standing Committee Meeting – December 9, 2015 following HR Meeting – Georgian Room
Special Education Advisory Committee Meeting – December 14, 2015 at 7:00 p.m. – Georgian Room
Regular Meeting of the Board – December 16, 2015 at 6:00 p.m., followed immediately by the Committee of the Whole in Closed Session (Georgian Room), Public Session will resume at 7:00 p.m. (Roy Edwards Room)

G. ADJOURNMENT

**SIMCOE COUNTY DISTRICT SCHOOL BOARD
PUBLIC SESSION
RECOMMENDED ACTION – WEDNESDAY, NOVEMBER 25, 2015**

REPORT	FYI	Decision Req.	MOTION
			Call Meeting to order. Roll Call
		√	That the agenda be approved as printed.
A-3-a Special Board Minutes October 22, 2015		√	That the Minutes of the Special Meeting of the Board held Thursday, October 22, 2015 be approved as printed.
A-3-b Board Minutes October 28, 2015		√	That the Minutes of the Meeting of the Board held Wednesday, October 28, 2015 be approved as printed.
A-3-c Special Board Minutes November 11, 2015		√	That the Minutes of the Special Meeting of the Board held Wednesday, November 11, 2015 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 Presentations			Nil
C-3 Delegations			Nil
D-1		√	Report from the Closed Session of the Board in Committee of the Whole
D-4-a Business & Facilities November 4, 2015		√	(1) That the Board approve the revisions to Policy No. 2345, Facility Partnerships, as set out in APPENDIX C of Report No. BF-D-1, Revisions to Policy No. 2345, Facility Partnerships, dated November 4, 2015.
		√	(2) That the Board approve the revisions to Policy No. 2313, Pupil Accommodation Review, as set out in APPENDIX B of Report No. BF-D-2, Revisions to Policy No. 2313, Pupil Accommodation Review, dated November 4, 2015.
D-4-b Program Committee November 11, 2015		√	That the Board approve the revisions to Policy No. 4115, Extended FSL Program, as set out in APPENDIX C of Report No. PRO-D-1, Revisions to Policy No. 4115, Extended FSL Program, dated November 11, 2015
D-5-a SCDSB SEAC Terms of Reference Revisions		√	That the Board approve the revisions to the Simcoe County District School Board Special Education Advisory Committee Terms of Reference, as set out in APPENDIX A of Report No. D-5-a, SCDSB Special Education Advisory Committee Terms of Reference Revisions, dated November 25, 2015.

SIMCOE COUNTY DISTRICT SCHOOL BOARD
 RECOMMENDED ACTION - 2
 NOVEMBER 25, 2015

D-5-b Special Education Advisory Committee Member Appointments		√	(1) That the Board appoint to the SCDSB SEAC, effective December 1, 2015, Caroline Smith as member for ABC, as set out in Report No. D-5-b, Special Education Advisory Committee Member Appointment, dated November 25, 2015.
		√	(2) That the Board appoint to the SCDSB SEAC, effective December 1, 2015, Peter Nagora as member and Elizabeth McKeeman as alternate member for New Path Youth and Family Services, as set out in Report No. D-5-b, Special Education Advisory Committee Member Appointment, dated November 25, 2015.
D-6-a PIC – June 16, 2015	√		
D-6-b PIC – September 29, 2015	√		
D-6-c SEAC – October 5, 2015	√		
D-6-d PIC – October 26, 2015	√		
D-6-e Human Resources November 11, 2015	√		
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 OCTOBER 22, 2015**

A Special meeting of the Simcoe County District School Board was held on Thursday, October 22, 2015 at the Education Centre.

A. (1) Roll Call

PRESENT:
Trustees

Kathleen Aikins, Donna Armstrong, Peter Beacock (Chairperson), Jennifer Cameron, Annie Chandler, Wayne Clements, Michele Locke (Vice-chairperson), Jodi Lloyd, Krista Mayne.

REGRETS:
Trustee

Donna DaSilva, Pamela Hodgson, Daniel Shilling.

REGRETS:
Student Trustees

Drew Campbell, Nicholas Gulley, Haley Tyrell.

Recording
Secretary

Lena Robyn.

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

(2) Approval of Agenda

Moved by Jodi Lloyd
Seconded by Krista Mayne

That the Agenda be approved as printed.

CARRIED

(3) Declaration of Conflicts of Interest – Nil

B. Committee of the Whole

Moved by Annie Chandler
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 7:45 p.m.

C. RECOMMENDATIONS FOR ACTION

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

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

Regular Meeting of the Board – October 28, 2015 at 6:00 p.m., followed immediately by the Committee of the Whole in Closed Session (Georgian Room), Public Session will resume at 7:00 p.m. (Roy Edwards Room)

MOTION TO ADJOURN

Moved by Annie Chandler
Seconded by Wayne Clements

That the meeting be adjourned at 7:50 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 OCTOBER 28, 2015**

The regular meeting of the Simcoe County District School Board was held on Wednesday, October 28, 2015 at the Education Centre.

A. (1) Roll Call

PRESENT:

Trustees

Kathleen Aikins, Donna Armstrong, Peter Beacock (Chairperson), Jennifer Cameron, Annie Chandler, Wayne Clements, Michele Locke (Vice-chairperson), Jodi Lloyd, Krista Mayne, Daniel Shilling.

ELECTRONIC

Participation

Donna Da Silva.

REGRETS:

Trustee

Pamela Hodgson.

PRESENT:

Student Trustees

Drew Campbell, Nicholas Gulley, Haley Tyrell.

Recording Secretary

Lena Robyn.

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

(2) Approval of Agenda

Moved by Jodi Lloyd

Seconded by Daniel Shilling

That the Agenda be approved as printed.

CARRIED

(3) Approval of Minutes

Minutes of the Special Meeting of the Board held September 17, 2015 (A-3-a)

Moved by Annie Chandler

Seconded by Krista Mayne

That the Minutes of the Special Meeting of the Board held Thursday, September 17, 2015 be approved as printed.

CARRIED

Minutes of the Regular Meeting of the Board held September 23, 2015 (A-3-b)

Moved by Donna Armstrong
Seconded by Annie Chandler

That the Minutes of the Regular Meeting of the Board held Wednesday, September 23, 2015 be approved as printed.

CARRIED

(4) Declaration of Conflicts of Interest

Chairperson Beacock indicated that he would be declaring a conflict of interest under Recommendation #3 of Report No. D-2-a, Notice of Motion from the September 23, 2015 Board Meeting.

B. Committee of the Whole

Moved by Kathleen Aikins
Seconded by Daniel Shilling

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 7:00 p.m.

C. (1) Report from the Student Trustees

Student Trustees shared the following update:
Student Senate discussed healthy eating in schools and encouraged students to eat in school cafeterias rather than leaving school property.

Potential initiatives for the coming year include raising awareness of the role of the Student Trustee and Student Senate, mental health and aboriginal issues. They also discussed making AP classes more accessible to students in various schools, and managing potential stress resulting from the frontloading of courses given that AP courses must be completed in first semester.

(2) Trustee Tribute - Nil

(3) Delegations - Nil

RECOMMENDATIONS FOR ACTION

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

Report from the Closed Session of the Board in Committee of the Whole from October 28, 2015.

Moved by Kathleen Aikins
Seconded by Jodi Lloyd

#BP-2015-10-28-87

That the Board approve the school administrator appointments, as set out in Report No. CL-HR-D-1, School Administrator Appointments, dated October 14, 2015.

CARRIED

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

Notice of Motion from the September 23, 2015 Board Meeting (D-2-a)

(1)

Moved by Jodi Lloyd
Seconded by Krista Mayne

#BP-2015-10-28-88

That the Board approve the following revisions to the Board By-laws:

Under Item #1, Article II: Regular meetings of the Board include the following:

1.1 to accommodate winter break, the meeting will be held on the third Wednesday in December;

1.2 to accommodate the OPSBA Public Education Symposium in January, the meeting will be held on the third Wednesday in January;

1.3 to accommodate commencement ceremonies in June, the meeting will be held on the third Wednesday in June.

Regular Board meetings will not be scheduled in July.

CARRIED

(2)

Moved by Jodi Lloyd
Seconded by Annie Chandler

#BP-2015-10-28-89

That the Board approve the following inclusion to the Board By-laws:

Under Article II: Committee Meeting in Closed Session include information Re: Ombudsman as follows:

3. Closing of Meetings Re: Certain Investigations

3.1 A meeting of a Board or of a Committee of a Board, including a Committee of the Whole Board, shall be closed to the public when the subject-matter under consideration involves an ongoing investigation under the Ombudsman Act respecting the board.

CARRIED

Due to a conflict of interest declared by Chairperson Beacock pertaining to Recommendation #3, Vice-chairperson Locke assumed the Chair at this time.

(3)

Moved by Jodi Lloyd
Seconded by Daniel Shilling

#BP-2015-10-28-90

That the Board approve the following revisions to the Board By-laws:

Revise under Article III: Board Chairperson and Board Vice-chairperson, Item #1 to read *"All members of the Board are eligible to be nominated for the role of*

Chairperson and Vice-chairperson at the Organizational Board meeting in December"

CARRIED

Chairperson Beacock assumed the Chair at this time.

(4)
Moved by Jodi Lloyd
Seconded by Annie Chandler

#BP-2015-10-28-91

That the Board approve the following inclusion to the Board By-laws:
Under Article V: Standing Committees of the Board include the following information:
Standing Committee meetings will adjourn at 10:00p.m. unless extended by resolution
of the Board to 10.30p.m, or thereafter at half hour intervals, by a majority vote of the
members present.

CARRIED

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

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

Report of the Business and Facilities Standing Committee Meeting
held October 7, 2015 (D-4-a)

(1)
Moved by Jodi Lloyd
Seconded by Michele Locke

#BF-2015-10-07-92

That the Board approve the revisions to Policy No. 2380, Child Care Facilities and
Services, as set out in APPENDIX C of Report No. BF-D-1, Revisions to Policy 2380,
Child Care Facilities Services, dated October 7, 2015.

CARRIED

(2)
Moved by Daniel Shilling
Seconded by Wayne Clements

#BF-2015-10-07-93

That the Board appoint Trustee Jodi Lloyd to serve as the designated voting member
for the November 26, 2015, SCSTC AGM, as set out in APPENDIX A of Report No.
BF-D-2, Simcoe County Student Transportation Consortium Annual General Meeting
(AGM) Designated Voting Member and Alternate Voting Member, dated October 7,
2015.

CARRIED

(3)
Moved by Wayne Clements
Seconded by Daniel Shilling

#BF-2015-10-07-94

That the Board appoint Trustee Annie Chandler to serve as the designated alternate
voting member for the November 26, 2015, SCSTC AGM, as set out in APPENDIX A
of Report No. BF-D-2, Simcoe County Student Transportation Consortium Annual
General Meeting (AGM) Designated Voting Member and Alternate Voting Member,
dated October 7, 2015.

CARRIED

Report of the Program Standing Committee Meeting
held October 14, 2015 (D-4-a)

(1)
Moved by Jodi Lloyd
Seconded by Krista Mayne

#PRO-2015-10-14-95

That the Board approve the revisions to Policy No. 2130, Student Trustee Representation on the Board, as set out in APPENDIX C of Report No. PRO-D-1, Revisions to Policy No. 2130, Student Trustee Representation on the Board, dated October 14, 2015.

CARRIED

(2)
Moved by Kathleen Aikins
Seconded by Jodi Lloyd

#PRO-2015-10-14-96

That the Board approve the adoption of Policy No. 4471, Smoke Free Learning and Working Environments, as set out in APPENDIX A of Report No. PRO-D-2, New Policy No. 4471, Smoke free Learning and Working Environments, dated October 14, 2015.

CARRIED

(5) Staff Reports – Items for Decision

Re-appointment of External Audit Committee Member (D-5-a)

Chris Edwards' appointment as an External Member on the Audit Committee expires on October 31, 2015 and as per the Board's Audit Committee Terms of Reference, an external member may be appointed to the Committee for a second three-year term.

Moved by Wayne Clements
Seconded by Jodi Lloyd

#BP-2015-10-28-97

That the Board approve the re-appointment of Chris Edwards to Audit Committee for a second term of three years, effective November 1, 2015 – October 31, 2018, as set out in Report No. D-5-a, Re-appointment of External Audit Committee Member, dated October 28, 2015.

CARRIED

(6) Committee Minutes/Reports – Items for Information

Report of the Accessibility Advisory Committee Meeting held May 25, 2015 (D-6-a)

This report was provided as information.

Report of the Special Education Advisory Committee Meeting
held September 14, 2015 (D-6-b)

This report was provided as information.

Report of the Human Resources Standing Committee Meeting
held October 14, 2015 (D-6-c)

This report was provided as information.

(7) Staff Reports – Items for Information – Nil

E. OTHER MATTERS

(1) Reports from Liaison Members

Vice-chairperson Locke reported that OPSBA has scheduled a teleconference on Monday, November 2, 2015. Vice-chairperson Locke will share the agenda with trustees when it becomes available.

(2) Notices of Motion for next meeting - Nil

(3) Questions and Proposals from Trustees

Trustee Jodi Lloyd congratulated Twin Lakes students who were recognized at the ThunderStars award ceremony on October 27, 2015.

Trustee Annie Chandler commented on the recent tulip garden planting ceremony at Stayner Collegiate Institute (SCI) which she attended with Chairperson Beacock and Director Wallace. SCI was chosen as one of 140 sites for a Dutch-Canadian Friendship Garden.

Chairperson Beacock informed trustees that they have been invited to an OSSTF event on December 1, 2015. He will forward the formal invitation to all trustees via email.

Chairperson Beacock thanked staff for all of the work that has been put into the planning of the South Barrie Secondary School throughout the process.

(4) Professional Development Seminars Attendance - Nil

(5) Reports/Update from Staff

Director Wallace thanked Chairperson Beacock for his comments regarding the South Barrie Secondary School, and assured the Board and the public that as always, the interests of our students are paramount in every decision that the Board makes.

(6) Correspondence – Nil

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

Years of Service Reception – November 3, 2015 at 5:00 p.m. – Roy Edwards Room
Business and Facilities Standing Committee Meeting – November 4, 2015 at 6:00 p.m. –
Georgian Room
Special Education Advisory Committee Meeting – November 9, 2015 at 7:00 p.m. –
Georgian Room
Special Board Meeting – November 11, 2015 at 6:00 p.m. – Georgian Room
Human Resources Standing Committee Meeting – November 11, 2015 following the
Special Board Meeting – Georgian Room

October 28, 2015

Program Standing Committee Meeting – November 11, 2015 following HR Meeting –
Georgian Room
Parent Involvement Committee Meeting – November 17, 2015 at 6:00 p.m. –
Georgian Room
Regular Meeting of the Board – November 25, 2015 at 6:00 p.m., followed immediately
by the Committee of the Whole in Closed Session (Georgian Room), Public Session will
resume at 7:00 p.m. (Roy Edwards Room)
Accessibility Advisory Committee Meeting – November 30, 2015 at 10:30 a.m. –
Georgian Room

MOTION TO ADJOURN

Moved by Kathleen Aikins
Seconded by Krista Mayne

That the meeting be adjourned at 7:45 p.m.

CARRIED

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

FROM: The Secretary

SUBJECT: **MINUTES OF THE SPECIAL MEETING OF THE
BOARD HELD NOVEMBER 11, 2015**

A Special meeting of the Simcoe County District School Board was held on Wednesday, November 11, 2015 at the Education Centre at 6:00 p.m.

A. (1) Roll Call

PRESENT:
Trustees

Donna Armstrong, Peter Beacock (Chairperson), Annie Chandler,
Wayne Clements, Donna Da Silva, Jodi Lloyd, Michele Locke
(Vice-chairperson), Krista Mayne, Daniel Shilling.

REGRETS:
Trustees

Kathleen Aikins, Jennifer Cameron, Pamela Hodgson.

PRESENT:
Student Trustees

Drew Campbell.

REGRETS:
Student Trustee

Nicholas Gulley, Haley Tyrell.

Recording Secretary

Betty Gregory.

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

(2) Approval of Agenda

Moved by Jodi Lloyd
Seconded by Krista Mayne

That the Agenda be approved as printed.

CARRIED

(3) Declaration of Conflicts of Interest – Nil

B. RECOMMENDATIONS FOR ACTION

Committee Minutes/Reports

Report of the Audit Committee Meeting held November 2, 2015 (B-1-a)

Brian Jeffs, Superintendent of Business Services (who participated electronically for the meeting) provided a brief overview of the report and Audit process and introduced Kerri Graham, Senior Manager from BDO Canada LLP and Andrea Nauss, Chartered Accountant, BDO Canada.

Kerri Graham, Senior Manager from BDO Canada LLP, provided information on the purpose of the audit, the process and the results of audit. Ms. Graham advised that they attended the Audit Committee meeting on November 2, 2015 to provide an overview of the Auditor's letter and report for the 2014-2015 Audited Financial Statements.

Corry Van Nispen, Controller, Business Services reviewed the key areas of the financial statements, including the Consolidated Statement of Financial Position and the Statement of Operations – Explanation of Variances.

Chairperson Beacock indicated that trustees are pleased with the work that has been done over the past several years and recognized the efforts of the staff.

Superintendent Jeffs thanked the staff in Business Services for their work during the audit process and commented that over the past 4 years changes have been made to systems and processes.

(1)

Moved by Wayne Clements
Seconded by Donna Da Silva

#SBP-2015-11-11-98

That the Board approve the audited financial statements for the year ended August 31, 2015, as set out in APPENDIX A of Report No. AUD-D-1, Audited 2014-2015 Financial Statements, dated November 2, 2015.

CARRIED

(2)

Moved by Wayne Clements
Seconded by Krista Mayne

#SBP-2015-11-11-99

That the Board approve the Annual Audit Committee Report: Year end August 31, 2015, as set out in Report No. AUD-D-2, Annual Audit Committee Report: Year end August 31, 2015, dated November 2, 2015.

CARRIED

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

Parent Involvement Committee Meeting – November 17, 2015 at 6:00 p.m. – Georgian Room
Regular Meeting of the Board – November 25, 2015 at 6:00 p.m., followed immediately by the
Committee of the Whole in Closed Session (Georgian Room), Public Session will resume at
7:00 p.m. (Roy Edwards Room)

Accessibility Advisory Committee Meeting – November 30, 2015 at 10:30 a.m. – Georgian
Room

MOTION TO ADJOURN

Moved by Donna Armstrong
Seconded by Daniel Shilling

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

CARRIED

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

FROM: Business and Facilities Standing Committee

SUBJECT: **REPORT OF THE PUBLIC SESSION OF THE BUSINESS AND FACILITIES
STANDING COMMITTEE MEETING HELD WEDNESDAY, NOVEMBER 4, 2015**

The Business and Facilities Standing Committee met in Public Session on Wednesday, November 4, 2015, at the Education Centre.

PRESENT:

Committee Members Kathleen Aikins, Donna Armstrong, Peter Beacock,
Jennifer Cameron, Annie Chandler, Wayne Clements,
Donna Da Silva, Jodi Lloyd (Chairperson), Michele Locke,
Krista Mayne (Vice-Chairperson).

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

Staff Andrew Keuken.

REGRETS:
Committee Members Pamela Hodgson, Daniel Shilling.

Student Trustees Drew Campbell, Nicholas Gulley, Haley Tyrell.

Recording Secretary Lorraine Ryder.

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

Approval of the Agenda

MOTION

Moved by Peter Beacock
Seconded by Michele Locke

That the agenda be approved as revised.

CARRIED

Declaration of Conflicts of Interest - Nil

Closed Session - Nil

Presentations/Delegations - Nil

Items for Decision

1. Revisions to Policy 2345 – Facility Partnerships (BF-D-1)

Superintendent Dance provided an overview of the report that comprised of the revisions to Policy 2345 – Facility Partnerships. The policy revisions align with the Ministry of Education Community Planning and Partnerships Guideline dated March 2015.

Trustee Aikins entered the meeting at this time.

Superintendent Dance and Andrew Keuken, Manager of Planning, Enrolment and Community Use responded to questions from trustees at this time.

Moved by Michele Locke
Seconded by Donna Armstrong

(1)

#BF-2015-11-04-06

That the Business and Facilities Standing Committee recommend that the Board approve the revisions to Policy 2345 – Facility Partnerships, as set out in APPENDIX C of Report No. BF-D-1, Revisions to Policy 2345 – Facility Partnerships, dated November 4, 2015.

CARRIED

2. Revisions to Policy 2313 - Pupil Accommodation Review Policy (BF-D-2)

Superintendent Dance provided an overview of the report that contained the revisions to Policy 2313 – Pupil Accommodation Review Policy. The policy revisions align with the Ministry of Education Pupil Accommodation Review Guideline dated March 2015.

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

Moved by Michele Locke
Seconded by Annie Chandler

(2)

#BF-2015-11-04-07

That the Business and Facilities Standing Committee recommend that the Board approve the revisions to Policy 2313 – Pupil Accommodation Review Policy, as set out in APPENDIX B of Report No. BF-D-2, Revisions to Policy 2313 – Pupil Accommodation Review Policy, dated November 4, 2015.

CARRIED

Items for Information

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

Brian Jeffs, Superintendent of Business Services provided an overview of the report that summarized the awarded contracts within approved budget. Superintendent Jeffs provided the rationale for the disqualified submission.

Superintendent Jeffs responded to questions from trustees at this time.

This report was provided for information.

Correspondence – Nil

Other Matters - Nil

Notices of Motion for Next Meeting - Nil

MOTION

Moved by Peter Beacock
Seconded by Kathleen Aikins

That the meeting be adjourned at 6:55 p.m.

CARRIED

RECOMMENDATIONS

1. That the Board approve the revisions to Policy 2345 – Facility Partnerships, as set out in APPENDIX C of Report No. BF-D-1, Revisions to Policy 2345 – Facility Partnerships, dated November 4, 2015.
2. That the Board approve the revisions to Policy 2313 – Pupil Accommodation Review Policy, as set out in APPENDIX B of Report No. BF-D-2, Revisions to Policy 2313 – Pupil Accommodation Review Policy, dated November 4, 2015.

Respectfully submitted by:

Brian Jeffs
Superintendent of Business Services

John Dance
Superintendent of Facility Services

Approved for submission by:

Kathryn Wallace
Director of Education

November 4, 2015

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

FROM: Program Standing Committee

SUBJECT: **REPORT OF THE PROGRAM STANDING COMMITTEE
MEETING HELD WEDNESDAY, NOVEMBER 11, 2015**

The Program Standing Committee met in Public Session at the Education Centre on Wednesday, November 11, 2015.

PRESENT:

Committee Members

Donna Armstrong (Chairperson), Peter Beacock, Annie Chandler (Vice-Chairperson), Wayne Clements, Donna DaSilva, Jodi Lloyd, Michele Locke, Krista Mayne, Daniel Shilling.

REGRETS:

Committee Members

Kathleen Aikins, Jennifer Cameron, Pamela Hodgson.

Student Trustees

Drew Campbell.

REGRETS:

Nicholas Gulley, Haley Tyrell.

Administration

Stuart Finlayson, Daryl Halliday, Paula Murphy, Chris Samis, Anita Simpson, Kathryn Wallace.

Staff

Crystal Carbino, Heather Hamilton, Heather Ma, Dean Maltby, Patrick Miller, Deb Scharf, Deb Shackell.

Recording Secretary

Mary Cannell.

Chairperson Armstrong called the meeting to order at 7:20 p.m.

1. **Approval of Agenda**

Chair Armstrong asked trustees for any additions or changes to the agenda.

Moved by Peter Beacock
Seconded by Daniel Shilling

That the agenda be approved as printed.

CARRIED

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

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

Item for Decision

1. Revisions to Policy No. 4115 – Extended FSL Program (PRO-D-1)

Superintendent of Program and Innovation Anita Simpson indicated that this policy is being revised to incorporate minor language changes related to out-of-attendance area students and to confirm that the final registration process for entry into the Extended French as a Second Language (EFSL) program will be held in January 2016.

Trustees requested that revisions to the language of the policy be made in Articles 4.2, 5.3.1 and 5.3.4. Superintendent Simpson confirmed that the requested changes would be incorporated into the policy.

Moved by Jodi Lloyd
Seconded by Krista Mayne

#PRO-2015-11-11-03

That the Program Standing Committee recommend that the Board approve the revisions to Policy No. 4115, Extended FSL Program, as set out in APPENDIX C of Report No. PRO-D-1, Revisions to Policy No. 4115 – Extended FSL Program, dated November 11, 2015.

CARRIED

Items for Information

1. New Health and Physical Education Curriculum (PRO-I-1)

Superintendent Simpson invited Dean Maltby, Principal of Program, and Deb Shackell, Health and Physical Education Itinerant Resource Teacher, to the table. Superintendent Simpson indicated that a variety of resources have been created to support teachers in the implementation of the new Health and Physical Education curriculum.

A video clip was played demonstrating how to access resources on the Ontario Physical Health and Education Association (OPHEA) website. Teacher Shackell shared further video samples with trustees depicting a variety of Daily Physical Activities (DPA) that were created for teachers to use in the classroom with their students.

Teacher Shackell responded to a trustee comment related to filming future DPA videos outdoors.

This report was provided for information.

2. Board Learning Plan for Student Achievement and Well-Being 2015-2016 (PRO-I-2)

Superintendent Simpson welcomed Patrick Miller, Principal of Innovation, and Tina Delaire, School Effectiveness Lead, to the table. Superintendent Simpson noted that this board's learning plan is the first of its kind in Ontario, and the intentional focus on learning in the title of our Board Plan supports implementation of our new mission and vision. The plan is also innovative in that it is the first of its kind to be interactive as well as the first to allow students, staff and parents to have a voice and to upload evidence of their learning.

Principal Miller demonstrated how staff, students and members of the public can access the plan and upload evidence of learning through the “Share My Learning” link. Other helpful links include the Essential Practices document, Math Action Plan, and the Simcoe Path. Principal Miller indicated that the tool allows teachers to learn from each other by viewing other inquiries taking place across the board through Numbered Memorandum 1 (NM1) and serves to break down geographic barriers for cross-collaboration among staff, because all teachers, principals and superintendents have access to each other’s learning stories through their inquiries.

Superintendent Simpson responded to trustee queries related to assessing the artefacts of learning and the timing of both collaborative inquiry meetings and the inputting of learning stories.

Principal Delaire outlined the SCDSB Math Action Plan that has been updated to become interactive with clickable links to other resources embedded within the plan.

This report was provided for information.

3. Full-Day Early Learning – Kindergarten (FDEL-K) Annual Action Plan (PRO-I-3)

Superintendent of Education Paula Murphy invited Heather Ma, Early Years Consultant, and Crystal Carbino, Designated Early Childhood Educator (DECE), to the table. Superintendent Murphy and Consultant Ma provided an overview of several of the action items included in the plan such as professional development opportunities for staff, Balanced Math K-1, and Welcome to Kindergarten resources through the Learning Partnership.

Consultant Ma shared that there will be a new Kindergarten curriculum released in the Fall of 2016 that will see a new method of communicating learning for reporting student achievement and will replace the board report card.

DECE Carbino noted that there are now outdoor learning spaces in 73 of the board’s 85 elementary schools.

Teacher Ma responded to a question about the outdoor learning space at one specific school.

This report was provided for information.

4. Student Success 2015-2016 Annual Action Plan (PRO-I-4)

Director Wallace introduced Heather Hamilton, Principal of Student Success. Principal Hamilton outlined the Student Success Action Plan that has five key areas of focus including learning and teaching, education and life planning, positive and inclusive school climate, protective factors and transitions, and temporary interventions aimed to re-engage students so that they can graduate.

Principal Hamilton provided trustees with an overview of the Grade 8 exit survey that was created last year to inform transition pathways for students.

Principal Hamilton responded to trustee queries related to how transition planning was affected by the labour action last year, the work of elementary Student Success teachers, how to better balance timetables for students and the importance of the presentations to Grade 8 students when they are deciding what secondary school to attend.

This report was provided for information.

5. School Climate Survey (PRO-I-5)

Superintendent of Education Daryl Halliday introduced Dr. Deb Scharf, Manager of Research and Evaluation Services. Manager Scharf provided an overview of the school climate survey that assesses students' perceptions about the tone and culture of their school among various other barometers. Manager Scharf indicated that this year the secondary survey will be conducted with the elementary survey occurring next school year. The survey has been revised this year to include parents and staff, simpler language, fewer questions and newer forms of bullying students might be experiencing. Both electronic and paper surveys are available for completion by students, staff and parents.

Manager Scharf and Superintendent Halliday responded to trustee queries related to the timing of the survey, including a clear definition of bullying, the time needed to complete the survey and the voluntary nature of the school climate survey.

This report was provided for information.

Other Matters

Trustee Lloyd referenced a recently published article on French Immersion in the *Education Today* magazine and asked Superintendent Simpson if superintendents from various boards meet to discuss French Immersion as a group. Superintendent Simpson responded that regional meetings take place several times a year where conversations about French are a part of other curriculum discussions. Many boards are challenged to manage growth in French Immersion due largely to the shortage of qualified French teachers and equity of access to the program.

Notices of Motion for Next Meeting - Nil

Moved by Krista Mayne
Seconded by Daniel Shilling

That the meeting be adjourned.

CARRIED

Meeting adjourned at 9:15 p.m.

RECOMMENDATION

That the Board approve the revisions to Policy No. 4115, Extended FSL Program, as set out in APPENDIX C of Report No. PRO-D-1, Revisions to Policy No. 4115 – Extended FSL Program, dated November 11, 2015.

Respectfully submitted by:

Anita Simpson
Superintendent of Program and Innovation

Approved for submission by:

Kathryn Wallace
Director of Education

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

FROM: Superintendent of Education

SUBJECT: **SCDSB SPECIAL EDUCATION ADVISORY COMMITTEE (SEAC)
TERMS OF REFERENCE REVISIONS**

1. **Background**

At the regular meeting of the Board on November 27, 2013, trustees approved the following recommendation:

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

2. **Current Status**

A variety of sources were utilized in the development of the SCDSB's SEAC Terms of Reference, which has been in place since its approval with success. SCDSB's SEAC Terms of Reference is intentionally written to be consistent with all relevant legislation as well as rules of order, including the SCDSB's Board By-laws, as used in other SCDSB Committees. Therefore, any relevant changes to the SCDSB's Board By-laws should be reflected in SCDSB's SEAC Terms of Reference in order to ensure continuity and consistency of practice.

At the regular meeting of the Board on October 28, 2015, the Board approved revisions to the Board By-laws, including the following recommendation:

Article III: Board Chairperson and Board Vice-chairperson, Item I: "All members of the Board are eligible to be nominated for the role of Chairperson and Vice-Chairperson at the Organizational Board meeting in December.

Section 8 of the current SCDSB SEAC Terms of Reference, Election of Chairperson and Vice-chairperson, reads:

The process of electing a Chairperson or Vice-chairperson shall be as per Board By-laws.

No member of SEAC will be elected to the office of SEAC Chairperson for more than two consecutive one-year terms unless the majority of members present and voting approves three or more consecutive terms.

SEAC's Chairperson and Vice-chairperson are elected annually at the first meeting of SEAC (January) following the election of the Board Chairperson and Vice-chairperson (December). Changes to the current SCDSB's SEAC Terms of Reference is intended to ensure that SCDSB's SEAC Terms of Reference is consistent with other SCDSB Committee practices, as well to maximize leadership opportunities for SEAC members.

3. RECOMMENDATION

That the Board approve revisions to the Simcoe County District School Board Special Education Advisory Committee Terms of Reference as set out in APPENDIX A of Report No. D-5-a, SCDSB Special Education Advisory Committee Terms of Reference Revisions, dated November 25, 2015.

Respectfully submitted by:

Chris Samis
Superintendent of Education

November 25, 2015

**SIMCOE COUNTY DISTRICT SCHOOL BOARD
SPECIAL EDUCATION ADVISORY COMMITTEE
TERMS OF REFERENCE**

1. Mandate

Under Ontario's Education Act, every exceptional pupil is entitled to special education programs and services, which meet his or her needs. In the Simcoe County District School Board (SCDSB), the Special Education Advisory Committee (SEAC) plays a vital role in ensuring that exceptional pupils receive appropriate educational services and programs by carrying out its mandate to:

- i) make recommendations to the Board in respect of any matter affecting the establishment, development and delivery of special education programs and services for exceptional pupils of the board;
- ii) participate in the Board's annual review of its special education plan; and
- iii) participate in the Board's annual budget process under section 231 of the Education Act, as that process relates to special education.

2. Authority

In accordance with the Education Act Section 57.1, "Every district school board shall establish a special education advisory committee."

Regulation 464/97 delineates specific requirements for SEAC. This regulation must be consulted for specific details on membership requirements, meetings and the scope of the SEAC's advisory capacity.

3. Composition

The Simcoe County District School Board's SEAC shall consist of:

- a) One representative from up to a maximum of 12 local associations from within the SCDSB's jurisdiction, who shall be nominated by the local association and appointed by the Board.
- b) One alternate member for each representative as nominated by the association and appointed by the Board to serve in the absence of the representative;
- c) Up to three members of the Board;
- d) When the Board has one member appointed by a First Nation, SEAC may include one member to represent the interest of Indian pupils as nominated by the First Nation(s) and appointed by the Board;
- e) When the Board has one member appointed by a First Nation, SEAC may include one alternate member to represent the interests of Indian pupils as nominated by the First Nation(s) and appointed by the Board to serve in the absence of the representative;
- f) Up to three community members appointed by the Board who are not representatives of a local association or members of the Board or another committee of the Board.

4. Process of Selection

- a) Local associations and First Nations will be contacted by the SCDSB to nominate a qualified representative and alternate representative. A nomination form will be provided and received by the Superintendent of Education responsible for Special Education.
- b) Should more than 12 nominations be received from local associations, the Director of Education will recommend to the Board the 12 local associations that provide a wide representation of exceptionalities of students.
- c) Representatives recommended by local associations must be eligible for appointment. They must be eligible to vote for SCDSB trustees, must reside in SCDSB's jurisdiction and may not be employees of the SCDSB.
- d) Community members will be invited by the SCDSB to apply for one of the three positions on SEAC. The Director of Education will recommend to the Board the three community members who either represent exceptional pupils in the board, represent a community agency which provides services to exceptional students or otherwise would be expected to bring an informed and balanced perspective on issues considered by SEAC. Community members must be eligible to vote for SCDSB trustees, must reside in SCDSB's jurisdiction and may not be employees of the SCDSB.

5. Term of Office

Each of the representatives and alternates appointed by the Board shall be members of SEAC during the term of members of the Board and until the new Board is established.

Members of the Board on SEAC are determined annually by the Selection Committee and approved by the Board at the regular Board meeting in December.

6. Absences and Vacancies

In the absence of a representative, the representative's alternate may take the place of the representative.

If a position on the SEAC becomes vacant as a result of the resignation or as defined in Regulation 464/97, the Board shall appoint a qualified person as nominated by the association for the remainder of the term. In the interim, pending this appointment, the alternate may take the place of the representative.

7. Meetings

Rules of Order will be followed as per the SCDSB By-laws.

A minimum of ten meetings will be held during the school year. The dates will be determined at the September meeting.

A Business and Facilities Standing Committee/SEAC budget meeting will be scheduled annually in the spring.

Meetings are held from 7:00 to 9:00 p.m. at the SCDSB Education Centre. A motion to extend the meeting beyond 9:00 p.m. will require majority approval.

The agenda will be prepared collaboratively by the Chair, Vice-Chair and the Superintendent responsible for Special Education and distributed two business days prior to the meeting to SEAC members. The agenda will be posted on the board's website.

Minutes of each meeting will be kept as per SCDSB By-laws. Minutes will be approved by SEAC and reported to a regular meeting of the Board.

Recommendations from SEAC to the Board will be contained in the minutes reported to the Board.

Time sensitive recommendations from SEAC to the Board shall be added to the agenda of a meeting of the board with 24 hours' notice prior to the meeting.

SEAC has the right to make presentations/delegations to the Board in support of any topic discussed at a SEAC meeting or recommendations made to the board in accordance with Board By-laws.

In the event that the date of a committee or meeting of the Board at which a SEAC recommendation is being voted upon is such that a SEAC presentation/delegation could not be added to the agenda according to Board By-laws, the presentation/delegation shall be added as a time sensitive item provided 24 hours' notice is given prior to the meeting.

SEAC will be provided with a written response to its recommendation(s) to the Board by the Superintendent responsible for Special Education.

SEAC meetings will be video-taped. Copies of the tapes are available to members, the public and staff.

8. Election of the Chairperson and Vice-Chairperson

A Chairperson and Vice-Chairperson will be elected at the first meeting of SEAC following the election of the Board Chairperson and Vice-Chairperson. The term of office shall be the same as that of the Board Chairperson and Vice-Chairperson.

The process for electing the Chairperson and the Vice-Chairperson shall be as per Board By-laws.

~~No member of SEAC will be elected to the office of SEAC Chairperson for more than two consecutive one-year terms unless a majority of members present and voting approves three or more consecutive terms.~~

All members of SEAC are eligible to be nominated for the position of Chairperson and Vice-chairperson at the SEAC meeting in January.

If a vacancy occurs in the office of SEAC Chairperson or Vice-Chairperson, SEAC shall elect a new Chairperson or Vice-Chairperson at the meeting following the vacancy as per Board By-laws.

9. Quorum

Quorum shall be the majority of the appointed members.

10. Expectations for SEAC Members

The Special Education Advisory Committee must conduct its business having regard to the interests of all students with exceptionalities in the board. It is essential that every SEAC member consider the needs of all exceptional students in a positive, honest and respectful manner.

Each member is expected to:

- Respect the right to privacy of individual exceptional pupils;
- Acquire and maintain a working knowledge of the special education programs and services provided by the board for all exceptionalities;
- Represent and inform SEAC about the association he/she represents (where the member is appointed as a representative of a local association);
- Act at all times with civility and respect for all other SEAC members and SCDSB staff;
- Recognize and respect the contributions, concerns, questions and opinions of SEAC members, invitees and SCDSB staff;
- Act in accordance with the Provincial Code of Conduct which is applicable to all members of the school community as well as the Board's Code of Conduct.

References

Education Act Section 57.1

Regulation 464/97

SCDSB By-Laws

SCDSB Policies

SCDSB Administrative Procedures

PAaC (Provincial Parent Associations Advisory Committee) on SEAC

Effective Practices Handbook for SEAC

Ministry of Education
"Special Education A Guide for Educators"

www.seac-learning.ca

www.edu.gov.on.ca/eng/parents/speced.html

www.edu.gov.on.ca/eng/teachers/speced.html

www.edu.gov.on.ca/eng/safeschools/code.html

www.edu.gov.on.ca/eng/general/elemsec/speced/seac

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

FROM: Superintendent of Education

SUBJECT: **SPECIAL EDUCATION ADVISORY COMMITTEE MEMBER APPOINTMENTS**

1. **Background**

O. Reg. 464/97: Special Education Advisory Committees sets out the requirement that each Board establish a Special Education Advisory Committee (SEAC). If a seat or position on a SEAC becomes vacant, the Board that appointed the person whose seat or position has become vacant shall appoint a qualified person to fill the vacancy for the remainder of the term, as laid out in *Regulation 464/97, Section 8*.

2. **Current Status**

The Simcoe County District School Board (SCDSB)'s SEAC currently has twelve (12) members representing 'local associations' as defined in *O. Reg. 464/97, section 1 and two (2) members representing 'additional members' appointed under subsection (5)*. *O. Reg. 464/97* permits school boards to approve a maximum of 12 'local associations' to further the interests and well-being of one or more groups of exceptional children or adults.

The Association for Bright Children (ABC) of Ontario (Simcoe Chapter) is a registered provincial association with many chapters across Ontario, including Simcoe County, dedicated to providing information, advocacy and support to parents of bright and gifted children and adolescents. There are approximately 600 students identified as gifted in the SCDSB, 50% IPRCd in special education congregated programs and 50% in regular classroom settings.

The Association for Bright Children of Ontario - Simcoe Chapter has provided the following nomination for representation on SEAC effective December 1, 2015:

- Caroline Smith as the SEAC member (replacing Ceci Vasoff).

New Path Youth and Family Services of Simcoe County is a registered mental health services organization providing a wide range of services for children, youth and families throughout Simcoe County, including outreach counselling, residential treatment as well as Section 23 programs. Recently, New Path has been chosen as Simcoe County's Lead Agency related to the Ministry of Children and Youth Services, Moving on Mental Health.

New Path Youth and Family Services has provided the following nomination for representation on SEAC effective December 1, 2015:

- Peter Nagora as the SEAC member (replacing Elizabeth McKeeman)
- Elizabeth McKeeman as the SEAC alternate member (replacing Peter Nagora)

These nominations meet the criteria for selection as member for ABC.

RECOMMENDATIONS

1. That the Board appoint to the SCDSB SEAC, effective December 1, 2015, Caroline Smith as member for ABC, as set out in Report No D-5-b, Special Education Advisory Committee Member Appointment, dated November 25, 2015.

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2. That the Board appoint to the SCDSB SEAC, effective December 1, 2015, Peter Nagora as member and Elizabeth McKeeman as alternate member for New Path Youth and Family Services, as set out in Report No D-5-b, Special Education Advisory Committee Member Appointment, dated November 25, 2015.

Respectfully submitted by:

Chris Samis
Superintendent of Education

Approved for submission by:

Kathryn Wallace
Director of Education

November 25, 2015

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 JUNE 16, 2015**

A meeting of the Parent Involvement Committee was held on Tuesday, June 16, 2015.

PRESENT:

Committee Members: (Voting)
Ken Boyington, Melanie Darlington, Sheri Doyle, Rachel Draper,
Jennifer Johnson (Vice-chairperson), Anita Johnson-Ford, Corryn
Mounstephen, David O'Brien (Chairperson), Mona Shah.

Trustee

Representatives: (Non-voting)
Annie Chandler, Wayne Clements.

Administration & Staff

Representatives: (Non-voting)
Rita England (Recorder), Jackie Kavanagh, Peter McLean,
Jane Seymour, Melanie Slade Morrison.

REGRETS: Jason Barr, Christine Bowman, Sarah Huter.

GUEST(S): Denise Cole, Jane Dewar, Cindy Gizuk, Ruth Howorth, Dawn Tufford.

1. Welcome

Chairperson David O'Brien called the meeting to order at 6 p.m. and welcomed trustees, board staff, Itinerant Resource Teachers (IRT) Equity and Inclusion, Denise Cole and Jane Dewar, and introduced new PIC members for the September 2015 school year: Ruth Howorth, Guthrie P.S., Cindy Gizuk, Portage View P.S. and Dawn Tufford, Emma King E.S. New member Yvonne Strahlmann, Minesing Central/Barrie North emailed her regrets to the committee.

Chair O'Brien expressed regrets on behalf of Christine Bowman who because of her work commitment has decided to step down from the committee. Chair O'Brien thanked Christine for her dedication and involvement with the Parent Involvement Committee.

Chair O'Brien praised committee member Sheri Doyle for stepping in on short notice when a scheduled workshop speaker was unable to present at the Banting Memorial High School *Math 101 – All Parents can support their children in math* session, on April 21, 2015.

2. Approval of Agenda

Chairperson O'Brien requested that there be a revision to the order of the agenda in order to accommodate a report entitled "Communication Survey Results" presented by Melanie Slade Morrison, Manager of Communications.

Moved by David O'Brien
Seconded by Jennifer Johnson

That the agenda be approved as revised.

CARRIED

7. Updates from Staff

b) Communication Survey Results - Melanie Slade Morrison provided a handout entitled *Communications Family Survey Summary of Findings* and explained that an online survey was conducted late 2014 seeking feedback on communication with the SCDSB community.

It was noted that parents'/guardians' preferred method of communication from their school was to receive information electronically. The communication survey also requested that parents/guardians respond to questions regarding workshops preferences, topics of interest and general suggestions.

The committee discussed suggestions to enhance parent and school council engagement.

3. Key Note Speakers

Jane Dewar and Denise Cole (IRTs) Equity and Inclusion, SCDSB Student Success, provided a presentation entitled "*Equity and Inclusive Education in the Simcoe County District School Board.*"

The Equity and Inclusion team spoke on Ontario's Equity and Inclusive Education Strategy, Board policies, programs, guidelines and practices, shared and committed leadership, school-community relationships, inclusive curriculum and assessment practices, religious accommodation, school climate and the prevention of discrimination and harassment, professional learning, accountability and transparency and the role of school councils to encourage diverse families to participate.

Jane Dewar explained that the equity team worked extensively with the Ministry and school boards across Ontario to determine the best practices for inclusive schools. Major accomplishments this year included: Equity Conference at Georgian College, equity training with student and teachers and the system, SCDSB Holy Days and Holiday calendar, October Equity Walk, kindergarten initiative, International Day of Pink, Equity Teams and Roots of Empathy.

The team responded to questions from the committee on safe, inclusive schools for everyone, all gender washrooms, Human Rights Code and welcoming environments for parents.

Chair O'Brien thanked Jane and Denise for their informative, passionate presentation.

The Committee recessed at this time.

4. Approval of May 19, 2015 Minutes

Chair O'Brien asked for approval of the minutes.

Moved by Jennifer Johnson
Seconded by Corryn Mounstephen

That the minutes of the May 19, 2015 meeting be accepted as printed.

CARRIED

5. Circle of Learning Parent Academy - Debrief

Superintendent Jackie Kavanagh reported that the seven Circle of Learning parent Academy events held throughout Simcoe County were attended by over 230 individuals. The general consensus was that the parents were satisfied with the presenters and information presented at the events.

Chair O'Brien and Superintendent Kavanagh explained to the committee that the next year's PRO Grant, if approved, will require a buy-in from school staff and school councils. Schools will be required to apply for funding through an application process to PIC outlining the details of their proposal to hold a parent engagement event. The school would plan and carry out the event.

Superintendent Kavanagh reviewed the final 2014-15 PRO Grant report and asked the committee for their input.

6. Future Planning Ideas for PIC

Chair O'Brien presented the revised PIC meeting dates for the 2015-2016 school year. New Member Orientation and the first meeting are now combined and will be held Tuesday, September 29, 2015.

School Council Orientation, originally set for Monday, October 6, 2015, will now be part of the regular PIC meeting to be held Monday, October 26, 2015.

School Council and PIC members will meet in the Roy Edwards at 4:30 p.m. to 5:30 p.m., after which PIC will meet in the Georgian room for dinner and their regularly scheduled meeting.

Chair O'Brien and the committee discussed possible ideas for next year's PIC: Bring a Friend Night, Bring your Principal and School Council Night (April PIC meeting), presentations on: Parent Portal, Mental Health, PIT People and Bridges out of Poverty.

The committee discussed various methods of welcoming school council chairs and encouraging them to get involved.

Chair O'Brien and Vice-chair Jennifer Johnson spoke on using PIC funding for promotional items to promote awareness of the committee and its work to engage parents and school councils. Suggestions included: generic PIC business cards, canvas bags, pens and coiled pads that would be distributed to welcome school council chairs at the School Council Orientation in October.

MOTION

Moved by David O'Brien
Seconded by Jennifer Johnson

That funding in the amount of \$ 1,000 be made available to purchase promotional items to be used to continue to support the work of PIC to enhance communication with school councils and school staff.

CARRIED

7. Updates from Staff

- a) Family of Schools meetings – Chair O'Brien explained that the \$200 funding to enhance family of schools meetings will not be continued for the 2015-2016 school year.
- c) Access for Office 365 for School Councils – Superintendent Kavanagh reported that Office 365 is available to school council chairs and that it could be a hub that carries historical information for school council chairs.

8. Additional Updates/Future Agenda Suggestions

Comments from Chair – Chair O'Brien stated that the School Council Orientation to be held October 26, 2015 is open to anyone on SCDSB school council. Principals are also encouraged to attend.

Chair O'Brien thanked Vice-chair Jennifer Johnson, Christine Bowman and Anita Johnson-Ford for their commitment to PIC.

Chair O'Brien commented that although Anita Johnson-Ford will not be a PIC member next year, she will be invited to present to PIC information updates from the Health Services committee meetings.

Chair O'Brien concluded by thanking the committee for a successful year and wishing everyone a safe summer.

9. Adjournment

Moved by Anita Johnson-Ford
Seconded by Jennifer Johnson

That the meeting be adjourned 8:20 pm.

The next PIC and New Member Orientation meeting for the 2015-2016 school year will be held on Tuesday, September 29, 2015, 6 p.m. in the Georgian Room at the Education Centre.

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

November 25, 2015

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

FROM: Parent Involvement Committee

SUBJECT: **REPORT OF THE PARENT INVOLVEMENT COMMITTEE
MEETING HELD SEPTEMBER 29, 2015**

A meeting of the Parent Involvement Committee was held on Tuesday, September 29, 2015 at the Education Centre.

PRESENT:

Committee Members: (Voting)
Jason Barr, Ken Boyington, Melanie Darlington, Rachel Draper,
Cindy Gizuk, Corryn Mounstephen (Vice-chairperson), David O'Brien
(Chairperson), Mona Shah, Yvonne Stahlmann, Dawn Tufford.

Trustee

Representatives: (Non-voting)
Wayne Clements.

Administration & Staff

Representatives: (Non-voting)
Rita England (Recorder), Jackie Kavanagh, Peter McLean,
Jane Seymour, Melanie Slade-Morrison.

REGRETS: Annie Chandler, Ruth Howorth.

GUEST(S):

1. Welcome and Introduction

Jackie Kavanagh, Superintendent of Education – Area 5, called the 2015 – 2016 Parent Involvement Committee meeting to order at 6 p.m. and welcomed PIC members, new members Cindy Gizuk, Dawn Tufford and Yvonne Stahlmann; as well as guests from school council.

Superintendent Kavanagh informed the committee that a letter of resignation had been received from Sarah Huter who is unable to fulfill her role on PIC due to work commitments. The committee thanked Sarah for her involvement and dedication to PIC.

2. Approval of Agenda

Superintendent Kavanagh asked the committee for approval of the agenda.

Moved by David O'Brien
Seconded by Mona Shah

That the agenda be accepted as printed.

CARRIED

3. Review of PIC Mandate and Meeting Protocols

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

Ontario Regulation 612/00

The Mandate of the PIC is to:

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

Superintendent Kavanagh provided information on the standardized process by which the board runs standing committees e.g. written motions and raising of hands to address the committee.

The committee was advised that the new chair and vice-chair will be attending a monthly agenda building meeting and all requests for agenda items must be sent by email through the chair or vice-chair of the committee. Future agenda items may also be brought to the table at the end of each meeting under Additional Updates/Future Agenda Items.

Expense and Mileage Claim forms were handed out and Superintendent Kavanagh explained that mileage claimed must be for board business only and a notation must be included on the expense form as to the reason for the mileage claim. Mileage claimed for PIC meetings, prep and planning for PIC meetings and sub-committee meetings are automatically covered by the PIC budget; however, all other expenses and mileage must be preapproved by Superintendent Kavanagh.

PIC members were reminded of the:

- a) attendance requirements for meetings and that a “Batphone” may be set up by contacting Rita England, at the Area 5 office, a week prior to the meeting.
- b) “Chain of Command” - contact your chair or vice-chair with questions; they will be brought to the attention of the superintendent for review and response.

4. New Member Orientation

Superintendent Kavanagh provided committee members with detailed information on the: development of interactive biographies for the board’s website, PIC Member List, PIC Meeting Dates, SCDSB PIC Bylaws, PIC Handbook and SCDSB website.

Trustee Wayne Clements recommended that PIC members use the board email address provided to them to protect the privacy of PIC members and the also the public.

5. Election of Chairperson and Vice-chairperson

Superintendent Kavanagh called for nominations for the position of Chairperson of the Parent Involvement Committee for 2015-2016 school year.

Moved by Corryn Mounstephen
Seconded by Ken Boyington

That David O'Brien be nominated for election as Chairperson of the Parent Involvement Committee.

The nomination was accepted by David O'Brien.

Superintendent Kavanagh called for further nominations for the Chairperson position.

There being no further nominations, David O'Brien was acclaimed as Chairperson of the Parent Involvement Committee.

CARRIED

Chair O'Brien assumed the position of Chairperson at this time.

Chair O'Brien called for nominations for the position of Vice-chairperson of the Parent Involvement Committee.

Moved by David O'Brien
Seconded by Cindy Gizuk

That Corryn Mounstephen be nominated for election as Vice-chairperson of the Parent Involvement Committee.

The nomination was accepted by Corryn Mounstephen.

Chairperson O'Brien called for further nominations for the office of Vice-chairperson of the Parent Involvement Committee.

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

CARRIED

6. Approval of June 16, 2015 Minutes

Chair O'Brien asked for approval of the minutes.

Moved by Rachel Draper
Seconded by Cindy Gizuk

That the minutes of the June 16, 2015 minutes be accepted as printed.

CARRIED

7. People for Education Conference – Saturday, November 7, 2015

Chair O'Brien spoke on the People for Education Conference from 2014 and explained that the People for Education are the voice for public education.

As in previous years, it was suggested that PIC members be sponsored to attend the People for Education conference at the Rothman School of Business in Toronto, on November 7, 2015.

MOTION

Moved by Cindy Gizuk
Seconded by Rachel Draper

That the Parent Involvement Committee recommend that funding in the amount of up to \$1,000.00 be made available to enable PIC members listed below to attend the annual People for Education Conference on Saturday, November 7, 2015.

PIC members attending the conference are: Cindy Gizuk, Yvonne Stahlmann, David O'Brien, Dawn Tufford and Melanie Darlington.

CARRIED

Committee members were encouraged to register and choose their courses online as soon as possible and to submit all original receipts and mileage to Rita England on a board expense claim after the event.

<http://www.peopleforeducation.ca/events-workshops/come-to-our-conference/register-now/>.

8. PRO Grant – Circle of Learning – Family of Schools Outreach

Chair O'Brien reported on the Parents Reaching Out (PRO) grant application that was approved by the Ministry. PIC has received a \$15,000 grant for the Circle of Learning – Family of Schools Outreach project.

This year, PIC members will be fostering parents as co-learners, supporting student achievement and well-being by working in partnership with both schools and school council members to organize opportunities for parents and their children.

The committee discussed: partnering with schools with a focus on partnership with school staff and school council to encourage more uptake from interested parents, event timing - early spring when the political climate will be better, a process to put in place to determine what partnership with schools will look like, an application form and the number of events to be held across Simcoe county and possible topics for the events.

Chair O'Brien and Superintendent Kavanagh requested a sub-committee be organized in order to determine the next steps to move forward with the Circle of Learning – Family of Schools Outreach.

The PRO Grant sub-committee consists of Jason Barr, David O'Brien and Ken Boyington.

9. Additional Updates/Future Agenda Items

- a) Contact Chair O'Brien with any agenda items for future meetings.
- b) Chair O'Brien brought forward information on the CPF Symposium for FSL Education to be held October 24th, 2015.
- c) PIC members discussed reordering identifying PIC T-shirts.

MOTION

Moved by Rachel Draper
Seconded by Yvonne Stahlmann

That the Parent Involvement Committee recommend that funding in the amount of \$550 be made available to purchase identifying PIC T-shirts (50).

CARRIED

In closing, Chair O'Brien encouraged PIC members to get to know their school councils and to use the new PIC business cards to initiate a conversation with school councils in their area.

10. Adjournment

Moved by Yvonne Stahlmann
Seconded by Dawn Tufford

That the meeting be adjourned at 7:45 p.m.

The next regular meeting will be held on Monday, October 26, 2015,
4:30 – 5:30 pm, Principals and School Council Members Meet and Greet, Roy Edwards Room, and
6:00 p.m., Regular PIC meeting, Georgian Room at the Education Centre.

11. Report Status

This report is provided for information.

Respectfully submitted by:

Jackie Kavanagh
Superintendent of Education

Approved for submission by:

Kathryn Wallace
Director of Education

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

FROM: Chairperson of SEAC
Superintendent of Education

SUBJECT: **MINUTES OF THE SPECIAL EDUCATION ADVISORY COMMITTEE
MEETING HELD OCTOBER 5, 2015**

The regular meeting of the Special Education Advisory Committee was held on Monday, October 5, 2015 at the Education Centre.

A. Roll Call

PRESENT:

SEAC Members

Kelly Barber, Kevin Berry (Chairperson), Andrew Copegog, Sheryl Eastop, Jennifer Paterson, Yana Skybin (Vice-chairperson), Sandy Thurston, Tanya van Voorst.

SEAC Alternates

Candice Coursey, James Hall (Acting Member), Peter Nagora (Acting Member), Dan Stroh (Acting Member).

Staff

Mike Giffen, Tina Holroyd, Stephen McClelland, Janis Medysky, Chris Samis, Shannon Thompson.

REGRETS:

SEAC Members

Kathleen Aikins (Trustee), Mark Bryan, Pamela Hodgson (Trustee), Rose-Ann Marchitto, Elizabeth McKeeman, Sally Seabrook, Ceci Vasoff.

ABSENT:

SEAC Members

Donna Armstrong (Trustee), Joanne McCafferty.

Recording Secretary

Tina Bazuk.

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

(1) Welcome

(a) Introductions

Chairperson Berry welcomed committee members and staff and introduced Jennifer Paterson, new representative for Learning Disabilities Association of Ontario.

Vice-chairperson Skybin shared regrets for the evening.

(b) SCDSB Special Education Statement of Beliefs (A-1-b)

Jennifer Paterson, SEAC member, read the Statement of Beliefs.

(2) Approval of Agenda

Moved by Yana Skybin
Seconded by Andrew Copegog

That the agenda be approved as written.

CARRIED

Sandy Thurston, SEAC member, entered the meeting at this time.

(3) Approval of Minutes

(a) Minutes of the Regular SEAC Meeting held September 14, 2015 (A-3-a)

Moved by Jennifer Paterson
Seconded by Tanya van Voorst

That the minutes be approved as written.

CARRIED

Presentations

(1) (a) ABC Presentation (B-1-a)

James Hall, Acting Member, offered an overview of the beliefs and objectives of the Association for Bright Children of Ontario (ABC).

ABC is dedicated to providing information, advocacy and support to bright and gifted children and youth, families, educators and community. Locally, SCDSB's chapter of ABC provides support to families to help navigate the school system as well as community resources available to students identified as gifted.

Chris Samis, Superintendent of Education, provided information on the class placements for students identified as gifted in both the elementary and secondary panel.

Gifted class placements for SCDSB Elementary schools include:

- Bayview Public School - Midland
- Codrington Public School - Barrie
- Orchard Park Public School - Orillia
- Cookstown Central Public School - Cookstown
- Mountain View Elementary School - Collingwood

Gifted Congregated Cluster Programs for SCDSB Secondary schools include:

- Midland Secondary School - Midland
- Twin Lakes Secondary School - Orillia
- Innisdale Secondary School - Barrie
- Barrie North Collegiate Institute - Barrie
- Banting Memorial High School – Alliston
- Collingwood Collegiate Institute - Collingwood

James Hall responded to questions from SEAC at this time.

(b) Fostering Independence (B-1-b)

Michael Giffen and Stephen McClelland, Principals of Special Education, provided an overview of fostering independence for students with special education needs.

SCDSB believes that increasing independence will help ensure students with special education needs are better able to participate and succeed in school and community. All students with special education needs are on a continuum of independence, and therefore one of the overarching goals of special education is to increase independence through students' IEPs.

This Fostering Independence presentation was delivered to SCDSB Principals during the spring of 2015 and has been included in the Human Resources orientation package for new supply and permanent Educational Assistants (EA).

The responsibilities of EAs have changed throughout recent years, with an increasing focus on students' physical, safety and/or communication needs, in addition their tasks related to supporting academic achievement. EAs are an integral part of the team and play a vital role in fostering independence, academic achievement and well-being.

EA allocations are reviewed and adjusted three times throughout the year in order to meet the changing needs of the school, including enrolment fluctuations.

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

C. Items for Decision - Nil

D. Items for Information

(1) Follow-up from Previous Meeting

(a) Personal Protective Equipment "Foam Pads" Follow-up (D-1-a)

In March 2012, SCDSB staff were tasked to consult with SEAC, parents, community partners and the Joint Health and Safety committee to review the practice and use of 'foam pads'. As a result of the consultation a report was brought forward to the Program Standing Committee in June 2012 which identified 5 general themes (Communication, Monitoring and Review, Explore Alternatives, Educate the Public and Balance).

SCDSB staff provided an update to SEAC at the October 6, 2014 SEAC meeting with regards to their use. SEAC requested SCDSB staff provide an additional update to SEAC in fall 2015.

After the October 6, 2014 SEAC meeting, SCDSB special education staff, in collaboration with community agencies and SEAC, met and redesigned customized 'foam pads' that would only be used in rare and unique situations.

The goal was to design a 'foam pad' that reduced the risk of injury to students or staff while maintaining the dignity of the student.

Superintendent Samis, advised that as of September 2015, the SCDSB is not currently supporting any students through the use of PPE 'foam pads'. SEAC members expressed gratitude to all involved to reach the goal of where we are today and requested further follow up with regards to training and protocols.

Superintendent Samis responded to questions from SEAC at this time.

(2) Staff Reports

(a) IEP Audits (D-2-a)

Superintendent Samis provided an overview of the Individual Education Plan (IEP) Audits report. In the spring of 2015, special education staff reviewed 10 IEPs (5 elementary and 5 secondary), including sample IEPs from students in regular as well as county class placements. Results from the audit influence the professional development opportunities offered for the next school year.

Tina Holroyd, Central Consultant in Special Education, shared with SEAC members that the Ministry has stated that a transition plan must be developed for all students who have an IEP. The transition plan will be developed/ updated annually as part of the IEP. Attached to the minutes as APPENDIX A is the Transition Plan flyer that will go home with all IEPs.

Creating well written and purposeful IEPs, requires a combination of appropriate teacher training, authentic parent consultation, as well as using an IEP program that maximizes efficiency and effectiveness. During the Fall of 2015, the SCDSB is planning to release a Request for Proposal (RFP) related to the IEP solution used by the board with the intent to be implemented September 2016.

Selecting a new IEP solution provides the SCDSB a chance to examine current IEP processes, related to content, process and outcome. SEAC members were given the opportunity to participate in a Think-Pair-Share activity in order to collaborate with staff to ensure the IEP process and product is as effective and efficient as possible. Each group was provided 4 samples of IEPs with the intent to review 2 and share feedback.

General feedback on the IEPs (keeping in mind that 4 different IEPs were reviewed):

Strengths

- Clear goals with timelines;
- Detailed accommodations;
- Timeframes and strategies;
- Useful teaching strategies;
- Individualized equipment listed;
- Strengths noted;
- Detailed assessment and parent consultation;
- Transition plans; and,
- Parent consultation form is a great way to keep in touch.

Next Steps (areas for improvement)

- Not enough detail;
- No smart goals;
- Too many goals – overwhelming;
- No parent consultation;
- Goals need to be more focused;
- Assessment data lacking;
- No academic strengths;
- Assessment data doesn't match strengths and needs;
- No transition plan; and,
- Too generic.

Superintendent Samis requested addition feedback regarding IEPs and what members would like to see with the new software to be forwarded to Tina Bazuk by October 16, 2015.

(3) Committee Reports

(a) Draft SEAC Handbook (D-3-a)

Due to availability of SEAC members, the October 5, 2015, SEAC Handbook sub-committee was cancelled. This item will be deferred until the November 9, 2015 meeting.

(4) SEAC Member Updates

(a) Association/Agency Updates – All (D-4-a) - Nil

Shannon Thompson, Central Consultant for Special Education, reminded SEAC members about the Children's Treatment Network, Simcoe County Special Needs Fair on October 8th, 2015 at 6:30 at the Mapleview Community Church in Barrie.

Peter Nagora, Acting Member, advised that New Path Youth and Family Services has been selected as the lead agency for Simcoe County for "Moving on Mental Health" and Elizabeth McKeeman has been named the lead executive. Moving on Mental Health is an important part of Ontario's Comprehensive Mental Health and Addictions Strategy. New Path will be working with partners in the community to develop strategies to ensure children, youth and families are able to get mental health services in their communities.

(5) Board Member Updates

(a) Updates from Board Meetings – (D-5-a) - Nil

E. Correspondence

A letter from the Upper Canada District School Board SEAC to the Minister of Education expressing concern over the previous, current and future planned decrease in Special Education Funding due to the reformulation of the High Needs Amount calculation.

F. Other Matters

Notices of Motion for Next Meeting - NIL

H. Adjournment

Moved by Tanya van Voorst
Seconded by Jennifer Paterson

That the meeting be adjourned at 9:00 p.m.

CARRIED

The next meeting date is November 9, 2015.

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

TRANSITION PLANS & THE IEP

Starting Kindergarten

Changing Schools

Moving into a new grade

Graduating from Secondary

“Individualized transition plans that reflect a student’s strengths and needs provide the foundation for successful transitional experiences that support the building of student resiliency.”

It is never too early to start planning!

Change happens to everyone throughout their life and these changes are called transitions. When planning for the future, children and their families are encouraged to start early.

Any change or transition will be more successful with planning that can be broken down into four phases:

1. Prepare
2. Plan
3. Practice
4. Make a Transition

- Ontario Ministry of Education

Each transition experience informs the next transition experience

Why is there a transition plan on the IEP?

The Ontario Ministry of Education has stated that a transition plan must be developed for all students who have an Individual Education Plan (IEP), whether or not they have been identified as exceptional by an Identification, Placement, and Review Committee (IPRC) and including those identified as exceptional solely on the basis of giftedness. The transition plan is developed as part of the IEP.

All transition plans must be developed in consultation with the school team, the parent(s), the student (as appropriate), the post-secondary institution (where appropriate), and relevant community agencies and/or partners, as necessary. For students who have an IEP, the transition plan must be reviewed annually as part of the IEP.

The physical, emotional, and learning needs of the student are considered when developing a transition plan, to determine if the student requires support when making transitions. Students make transitions in a variety of contexts: upon entry to school; between grades; from one program area or subject to another; when moving from school to school or from an outside agency/facility to a school; from elementary to secondary school; and from secondary school to the next appropriate pathway.

Transition Plan Page

The transition plan is reviewed and updated as part of the IEP process, and as such, it may not yet include this year's information for actions related to transitioning. Given the fact that a transition plan is developed collaboratively with a team, it is not necessarily completed in the first 30 days of the school year. The school will be in touch with you for a date to complete the transition plan together.

If you don't feel that a plan for transitioning is needed at this time, please let your contact at the school for the IEP know so that information can be documented in the Parent Consultation section of the IEP.

Steps for transition plan development:

Step 1: To identify the current transition goal required for the student

Step 2: To develop a transition plan in collaboration with a student's transition team

Step 3: To implement strategies and determine next steps

Step 4: To review the plan annually and update as necessary

Additional Resources

Entry to School Transition:

www.edu.gov.on.ca/eng/parents/planningentry.pdf

Creating Pathways to Success:

www.edu.gov.on.ca/eng/document/policy/cps/creatingpathwayssuccess.pdf

Individual Pathways Plan (IPP):

www.edu.gov.on.ca/eng/policyfunding/memos/april2013/creatingpathways2013.pdf

Individual Education Plan (IEP):

www.edu.gov.on.ca/eng/general/elemsec/speced/guide/resource/iepresguid.pdf

Transition Planning within the IEP:

www.edu.gov.on.ca/eng/general/elemsec/speced/transiti/transition.pdf

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

FROM: Parent Involvement Committee

SUBJECT: **REPORT OF THE PARENT INVOLVEMENT COMMITTEE
MEETING HELD OCTOBER 26, 2015**

A meeting of the Parent Involvement Committee was held on Tuesday, October 26, 2015 at the Education Centre.

PRESENT:

Committee Members: (Voting)
Jason Barr, Ken Boyington, Melanie Darlington, Rachel Draper,
Ruth Howarth, Corryn Mounstephen (Vice-chairperson),
David O'Brien (Chairperson), Mona Shah, Nancy Thompson,
Dawn Tufford.

Trustee

Representatives: (Non-voting)
Annie Chandler.

Administration & Staff

Representatives: (Non-voting)
Rita England (Recorder), Jackie Kavanagh, Peter McLean,
Jane Seymour, Melanie Slade-Morrison.

REGRETS: Wayne Clements, Cindy Gizuk, Yvonne Stahlmann.

GUEST(S): John Dance.

1. Welcome and Introduction

David O'Brien, Chairperson, called the meeting to order at 6:10 p.m. and welcomed PIC members.

Chair O'Brien welcomed new PIC members Nancy Thompson and Ruth Howarth to the committee and expressed regrets on behalf of PIC members Cindy Gizuk and Yvonne Stahlmann who were unable to attend the meeting.

2. Approval of Agenda

Chair O'Brien asked the committee for approval of the agenda.

Moved by Rachel Draper
Seconded by Mona Shah

That the agenda be accepted as printed.

CARRIED

3. KEY NOTE SPEAKER – Parent Portal

Jackie Kavanagh, Superintendent of Education, welcomed John Dance, Superintendent of Facility Services, who provided an overview on the Parent Portal.

Superintendent Dance explained that the Parent Portal is a secure online tool that was launched in January 2014 that provides parents/guardians (of students less than 18 years of age) with quick access to their children's attendance and, in secondary school, grades. Parents and guardians can set up daily, weekly or monthly email alerts for attendance information.

Parents are provided with access to the Parent Portal through a secure website – <http://ps.scdsb.on.ca> where an account can be created and families add their children for access to the available information. A password is provided to parents/guardians through a secure delivery method.

Superintendent Dance responded to questions from the committee.

Chair O'Brien thanked Superintendent Dance for his informative presentation.

4. Approval of September 29, 2015 Minutes

Chair O'Brien asked for approval of the minutes.

Moved by Dawn Tufford
Seconded by Mona Shah

That the minutes of the September 29, 2015 minutes be accepted as printed.

CARRIED

5. Introduction to SCDSB Website - Communications

Melanie Slade-Morrison, Manager of Communications, provided an overview of the Simcoe County District School Board (SCDSB) website and pointed out the key features associated with the website.

Manager Slade-Morrison commented on the extensive SCDSB school website project undertaken by her Communications team. Four schools are still in the process of upgrading to the new format.

6. PRO Grant – Circle of Learning – Family of Schools Outreach – Report Back from Subcommittee

Chair O'Brien and the sub-committee consisting of Jason Barr, David O'Brien and Ken Boyington spoke on the \$15,000 Parents Reaching Out (PRO) grant application that was approved by the Ministry for the Circle of Learning – Family of Schools Outreach project.

The goal of the Family of Schools Outreach is to work in partnership with both schools and school council members to organize opportunities for parents and their children.

In light of the current labour situation, the sub-committee will wait to hear the outcome before proceeding with the grant, in order to allow the involvement of school staff and board consultants with the various proposals.

Chair O'Brien and Superintendent Kavanagh will provide updates at future PIC meetings.

7. Updates from Staff

- a) Chair O'Brien encouraged PIC members attending the People for Education 19th Annual Conference, Saturday, November 7, 2015 to register and choose their sessions online if they had not already done so and submit all original receipts and mileage to Rita England on a board expense claim after the event.
- b) Superintendent Kavanagh reported that the PIC spending plan was approved by Administrative Council in October.

8. Additional Updates/Future Agenda Items

- a) Chair O'Brien provided the committee with a handout containing updated school areas (by superintendent) and school council chairs' email addresses. PIC members were encouraged to connect with schools in their vicinity.
- b) Committee member Jason Barr spoke on a before and after school program entitled "Build our Kids Success" sponsored by Reebok and Health Canada.

Superintendent Kavanagh and Jason Barr will obtain more information on this program and bring back to the next PIC meeting for further discussion.

Superintendent Kavanagh responded to the committee's questions surrounding the fundraising policy, donations, and the equity and inclusiveness committee.

9. Adjournment

Moved by Dawn Tufford
Seconded by Melanie Darlington

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

The next regular meeting will be held on Tuesday, November 17, 2015, 6:00 p.m., Georgian Room at the Education Centre.

10. 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

November 25, 2015

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

FROM: Human Resources Standing Committee

SUBJECT: **REPORT OF THE PUBLIC SESSION OF THE HUMAN RESOURCES
STANDING COMMITTEE MEETING HELD WEDNESDAY, NOVEMBER 11, 2015**

The Human Resources Standing Committee met in Public Session on Wednesday, November 11, 2015, at the Education Centre.

PRESENT:

Committee Members

Donna Armstrong, Peter Beacock, Annie Chandler, Wayne Clements, Donna DaSilva (Vice-Chairperson), Jodi Lloyd, Michele Locke, Krista Mayne (Chairperson), Daniel Shilling.

REGRETS:

Committee Members

Kathleen Aikins, Jennifer Cameron, Pamela Hodgson.

Administration

Stuart Finlayson, Daryl Halliday, Paula Murphy, Chris Samis, Anita Simpson, Kathryn Wallace.

PRESENT:

Student Trustees

Drew Campbell.

REGRETS:

Student Trustees

Nicholas Gulley, Haley Tyrell.

Recording Secretary

Mary Cannell.

Chairperson Mayne called the meeting to order at 6:30 p.m.

1. **Approval of the Agenda**

MOTION

Moved by Jodi Lloyd
Seconded by Daniel Shilling

That the agenda be approved as printed.

CARRIED

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

3. **Presentations/Delegations** - Nil

MOTION

Moved by Jodi Lloyd
Seconded by Annie Chandler

That the Human Resources Standing Committee move into closed session.

CARRIED

Student Trustee Drew Campbell left the meeting at this time.

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

Student Trustee Drew Campbell entered the meeting at this time.

Items for Decision - Nil

Items for Information

1. **Labour Update (VERBAL)**

Kathryn Wallace, Director of Education advised that she does not have a labour update for public session.

Correspondence - Nil

Other Matters

Director Wallace remarked on the importance of the many Remembrance Day celebrations held in schools across the board today.

Trustee Lloyd thanked custodians for their work in cleaning up schools following the recent labour disruption.

Notices of Motion for next meeting – Nil

MOTION

Moved by Peter Beacock
Seconded by Jodi Lloyd

That the meeting be adjourned at 7:10 p.m.

CARRIED

2. **Report Status**

This report was provided for information.

Respectfully submitted by:

Janis Medysky
Associate Director

Approved for submission by:

Kathryn Wallace
Director of Education

November 25, 2015