

**SIMCOE COUNTY DISTRICT SCHOOL BOARD**

**REGULAR BOARD MEETING – WEDNESDAY, JUNE 15, 2016**

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

- A.**
- (1) Roll Call
  - (2) Approval of Agenda
  - (3) Approval of Minutes
    - (a) Minutes of the Special ARC Board Meeting held May 24, 2016
    - (b) Minutes of the Regular Meeting of the Board held May 25, 2016
    - (c) Declaration of Conflicts of Interest

**CLOSED SESSION**

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

**PUBLIC SESSION**

- C.**
- (1) Report from Student Trustees
  - (2) Presentations  
Out-going Student Trustees (Drew Campbell, Nicholas Gulley, Haley Tyrell)
  - (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:  
Motion(s) for which notice was given at previous Board Meeting - Nil
- (3) Notice of Time Sensitive Motions from Statutory Committees - Nil
- (4) Committee Minutes/Reports - Items for Decision
  - (a) Report of the Business and Facilities Standing Committee Meeting held June 1, 2016
  - (b) Report of the Audit Committee Meeting held June 6, 2016
  - (c) Report of the Program Standing Committee Meeting held June 8, 2016
- (5) Staff Reports – Items for Decision
  - (a) Appointment of Student Trustee Mentor
  - (b) Capital Priorities Update
  - (c) Orillia Secondary School and Twin Lakes Secondary School Closed to Out-of-Area – Status Update

(6) Committee Minutes/Reports - Items for Information

- (a) Report of the Parent Involvement Committee Meeting held April 19, 2016
- (b) Report of the Special Education Advisory Committee Meeting held May 9, 2016
- (c) Report of the Human Resources Standing Committee Meeting held June 8, 2016

(7) Staff Reports - Items for Information – Nil

**E. OTHER MATTERS**

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

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

Regular Meeting of the Board – August 24, 2016 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  
REVISED RECOMMENDED ACTION – WEDNESDAY, JUNE 15, 2016**

REPORT	FYI	Decision Req.	MOTION
			Call Meeting to order. Roll Call
		√	That the agenda be approved as printed.
A-3-a Special ARC Board Minutes May 24, 2016		√	That the Minutes of the Special ARC Meeting of the Board held Tuesday, May 24, 2016 be approved as printed.
A-3-b Board Minutes May 25, 2016		√	That the Minutes of the Regular Meeting of the Board held Wednesday, May 25, 2016 be approved as printed.
			Declaration of Conflicts of Interest
<b>MOTION</b>		√	That we go into Closed Session of the Committee of the Whole
<b>PUBLIC SESSION</b>			
C-1			Report from Student Trustees
C-2 Presentations			Out-going Student Trustees (Drew Campbell, Nicholas Gulley, Haley Tyrell)
C-3 Delegations			
D-1		√	Report from the Closed Session of the Board in Committee of the Whole
D-4-a Business & Facilities June 1, 2016		√	That the Board approve the amendments to Trust Declarations, as set out in APPENDIX A and APPENDIX B of Report No. BF-D-1, Amendments to Trust Declarations for Scholarship and Trust Funds, dated June 1, 2016.
D-4-b Audit Committee – June 6, 2016		√	That the Board approve the revised 2015-2016 Internal Audit Plan, as set out in Report No. AUD-D-1, Internal Audit Update, dated June 6, 2016.
D-4-c Program Meeting – June 8, 2016		√	(1) That the Board approve the revisions to Policy No. 4180 – Assessment, Evaluation and Reporting of Student Achievement, as set out in APPENDIX C of Report No. PRO-D-1, Revisions to Policy No. 4180 – Assessment, Evaluation and Reporting of Student Achievement, dated June 8, 2016.
		√	(2) That the Board approve the revisions to Policy No. 4140 – Selection and Approval of Learning Media, as set out in APPENDIX C of Report No. PRO-D-2, Revisions to Policy No. 4140 – Selection and Approval of Learning Media, dated June 8, 2016.

SIMCOE COUNTY DISTRICT SCHOOL BOARD  
 RECOMMENDED ACTION - 2  
 JUNE 15, 2016

---

D-5-a Appointment of Student Trustee Mentor		√	That the Board appoint Trustee _____ to serve as the student trustee mentor from August 1, 2016 to July 31, 2017, as set out in Report No. D-5-a, Appointment of Student Trustee Mentor, dated June 15, 2016.
D-5-b Capital Priorities Update		√	That the Board approve the capital priority list, as set out in Report No. D-5-b, Capital Priorities Update, dated June 15, 2016.
D-5-c Orillia Secondary School and Twin Lakes Secondary School Closed to Out-of- Area – Status Update		√	That the Board approve Orillia Secondary School and Twin Lakes Secondary School be open to out-of-area requests for the 2016-2017 school year, as set out in Report No. D-5-c, Orillia Secondary School and Twin Lakes Secondary School Closed to Out-of-Area – Status Update, dated June 15, 2016.
D-6-a PIC – April 19, 2016	√		
D-6-b SEAC – May 9, 2016	√		
D-6-c Human Resources June 8, 2016	√		
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 MAY 24, 2016**

A Special meeting of the Simcoe County District School Board was held on Tuesday,  
May 24, 2016 at the Education Centre.

**A. (1) Roll Call**

**PRESENT:**

**Trustees**

Kathleen Aikins, Donna Armstrong, Peter Beacock (Chairperson),  
Annie Chandler, Pamela Hodgson, Jodi Lloyd (Vice-chairperson),  
Krista Mayne, Daniel Shilling.

**REGRETS**

**Trustees**

Jennifer Cameron, Wayne Clements, Donna Da Silva.

**ABSENT**

**Trustees**

Michele Locke.

**REGRETS**

**Student Trustee**

Nicholas Gulley.

**ABSENT:**

**Student Trustees**

Drew Campbell, Haley Tyrell.

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

**(2) Approval of Agenda**

Moved by Kathleen Aikins  
Seconded by Daniel Shilling

That the Agenda be approved as printed.

CARRIED

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

This Special ARC Board Meeting was held to hear a delegation regarding recommendations  
pertaining to Accommodation Review Committee (ARC) 2015:01, Byng Public School/Clearview  
Meadows Elementary School and Stayner Collegiate Institute.

*Trustee Krista Mayne entered the meeting at this time.*

**B. (4) Delegation**

1. Janet Forster

Chairperson Beacock thanked Ms. Forster for her presentation and indicated that her  
delegation is being received as information.

At the Special Board meeting on June 9, 2016, trustees will consider the information presented in the delegation, as well as the staff recommendations and will make a decision.

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

Regular Meeting of the Board – May 25, 2016 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 Kathleen Aikins  
Seconded by Annie Chandler

That the meeting be adjourned at 6:20 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 MAY 25, 2016**

The regular meeting of the Simcoe County District School Board was held on Wednesday, May 25, 2016 at the Education Centre.

**A. (1) Roll Call**

**PRESENT:**

**Trustees**

Kathleen Aikins, Donna Armstrong, Peter Beacock (Chairperson), Annie Chandler, Wayne Clements, Donna Da Silva, Pamela Hodgson, Krista Mayne (fulfilling the role of Vice-chairperson), Daniel Shilling.

**REGRETS**

**Trustees**

Jennifer Cameron, Michele Locke, Jodi Lloyd.

**PRESENT:**

**Student Trustee**

Drew Campbell, Nicholas Gulley, Haley Tyrell.

**Recording Secretary**

Lena Robyn.

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

In the absence of Vice-chairperson Lloyd, Chairperson Beacock called for nominations for the election of Vice-chairperson for the evening.

Moved by Annie Chandler  
Seconded by Donna Da Silva

That Trustee Krista Mayne be nominated for the position of Vice-chairperson for the evening.

Trustee Mayne indicated that she would stand.

Chairperson Beacock called for further nominations for the position of Vice-chairperson. There being no further nominations, Trustee Mayne was acclaimed as Vice-chairperson for evening.

**(2) Approval of Agenda**

Moved by Daniel Shilling  
Seconded by Kathleen Aikins

That the Agenda be approved as printed.

CARRIED

**(3) Approval of Minutes**

Minutes of the Regular Meeting of the Board held April 27, 2016 (A-3-a)

Moved by Annie Chandler  
Seconded by Kathleen Aikins

That the Minutes of the Regular Meeting of the Board held Wednesday, April 27, 2016 be approved as printed.

CARRIED

Minutes of the Special ARC Board Meeting held May 11, 2016 (A-3-b)

Moved by Krista Mayne  
Seconded by Daniel Shilling

That the Minutes of the Special ARC Meeting of the Board held Wednesday, May 11, 2016 be approved as printed.

CARRIED

Minutes of the Special Meeting of the Board held May 11, 2016 (A-3-c)

Moved by Annie Chandler  
Seconded by Kathleen Aikins

That the Minutes of the Special Meeting of the Board held Wednesday, May 11, 2016 be approved as printed.

CARRIED

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

**B. Committee of the Whole**

Moved by Kathleen Aikins  
Seconded by Donna Da Silva

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 improving communications with students, including updating the board website so that the Student Trustee information is more visible, and the potential of a sharable calendar that schools can use to share important dates with students.

**(2) Trustee Tributes - Nil**



(3) Delegations

Kevin Lobb and Brenda Melick Re: Offering French Immersion in SCDSB, Orillia Chairperson Beacock thanked Ms. Melick for her presentation and indicated that her delegation is being received as information.

**RECOMMENDATIONS FOR ACTION**

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

(1)

Moved by Annie Chandler  
Seconded by Donna Da Silva

*#BP-2016-05-25-37*

That the Board ratify the collective agreement reached with the Ontario Secondary School Teachers' Federation District 17 (Simcoe) Instructors' Bargaining Unit (IBU), for the term September 1, 2014 to August 31, 2017, as set out in Report No. CL-B-2-a, Ontario Secondary School Teachers' Federation District 17 (Simcoe) Instructors' Bargaining Unit (IBU), dated May 25, 2016.

CARRIED

(2)

Moved by Donna Da Silva  
Seconded by Daniel Shilling

*#BP-2016-05-25-38*

That the Board approve the school/system administrator eligibility list, as set out in Report No. CL-B-2-b, School/System Administrator Eligibility List – May 2016, dated May 25, 2016

CARRIED

(3)

Moved by Kathleen Aikins  
Seconded by Pamela Hodgson

*#BP-2016-05-25-39*

That the Board approve the school administrator appointments, as set out in Report No. CL-B-2-c, School Administrator Appointments, dated May 25, 2016.

CARRIED

(4)

Moved by Daniel Shilling  
Seconded by Annie Chandler

*#BP-2016-05-25-40*

That the Board approve the renewal of the Simcoe Community Access Network (SCAN) contract with Rogers Communications for a five year term, with an option for an additional five years, as set out in Report No. CL-B-2-e, Simcoe Community Access Network (SCAN) Renewal of Contract, dated May 25, 2016.

CARRIED

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

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

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

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

Report of the Accessibility Advisory Committee Meeting held January 25, 2016 (D-4-a)

Moved by Annie Chandler  
Seconded by Donna Da Silva

***#AAC-2016-01-25-41***

That the Board approve the revisions to the Simcoe County District School Board Accessibility Advisory Committee Terms of Reference, as set out in APPENDIX C of Report No. D-4-a, Report of the Accessibility Advisory Committee Meeting held January 25, 2016, dated May 25, 2016.

CARRIED

Report of the Business and Facilities Standing Committee Meeting  
held May 4, 2016 (D-4-b)

---

Brian Jeffs, Superintendent of Business Services clarified that the OPSBA/AECO fee for 2016-2017 has not increased and that the amount originally allocated under this budget line included other fees that will be reallocated to line – F&E, Fees & Contracts.

(1)

Moved by Donna Da Silva  
Seconded by Donna Armstrong

***#BF-2016-05-04-42***

That the Board approve the 2016-2017 Proposed Budget, as set out in APPENDIX A of Report No. BF-D-1, 2016-2017 Proposed Budget, dated May 4, 2016.

CARRIED

(2)

Moved by Daniel Shilling  
Seconded by Donna Da Silva

***#BF-2016-05-04-43***

That the Board approve the 2016–2017 Proposed Investments – Board Priorities, as set out in APPENDIX A of Report No. BF-D-2, 2016–2017 Proposed Investments – Board Priorities, dated May 4, 2016.

CARRIED

Director Wallace and Chairperson Beacock thanked staff for all of their hard work during the budget process.

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

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

Report of the First Nations Education Advisory Committee Meeting held  
October 21, 2015, 2016 (D-6-a)

Stuart Finlayson, Superintendent of Education indicated that from now on, the voting members of the First Nations Education Advisory Committee will receive the minutes electronically for review and approval. This will expedite the process so that there will no longer be a delay in receiving future minutes from the Committee.

This report was provided as information.

Report of the Special Education Advisory Committee Meeting  
held April 11, 2016 (D-6-b)

This report was provided as information.

Report of the Business and Facilities/SEAC Joint Budget Meeting  
held May 4, 2016 (D-6-c)

This report was provided as information.

Report of the Human Resources Standing Committee Meeting  
held May 11, 2016 (D-6-d)

This report was provided as information.

Report of the Program Standing Committee Meeting held May 11, 2016 (D-6-e)

This report was provided as information.

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

**E. OTHER MATTERS**

(1) Reports from Liaison Members - Nil

(2) Notices of Motion for next meeting - Nil

(3) Questions and Proposals from Trustees

Trustee Donna Armstrong requested that a further discussion take place regarding the process and wait list for the French Immersion program. Director Wallace indicated that this topic could be discussed at a future Program Standing Committee meeting.

(4) Professional Development Seminars Attendance

Trustee Donna Da Silva declared her intention to attend the June Annual General Meeting in Ottawa.

Student Trustees Nicholas Gulley, Haley Tyrell and in-coming Student Trustees Grace Leyshon and Zak Mattila are attending the OSTA/AECO Conference this week in Toronto.

(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 – June 1, 2016 at 6:00 p.m. –  
Georgian Room

Audit Committee Meeting – June 6, 2016 at 6:00 p.m. – Coldwater Room

First Nations Education Advisory Committee Meeting – June 8, 2016 at 10:30 a.m. –  
Christian Island

Human Resources Standing Committee Meeting – June 8, 2016 at 6:00 p.m. –  
Georgian Room

Program Standing Committee Meeting – June 8, 2016 following HR Meeting –  
Georgian Room

Special ARC Board Meeting – June 9, 2016 at 6:00 p.m. – Roy Edwards Room

Retirement Dinner – June 13, 2016 at 6:00 p.m. – Liberty North

Special Education Advisory Committee Meeting – June 13, 2016 at 7:00 p.m. –  
Georgian Room

Regular Meeting of the Board – June 15, 2016 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)

Parent Involvement Committee Meeting – June 21, 2016 at 6:00 p.m. – Georgian Room

**MOTION TO ADJOURN**

Moved by Kathleen Aikins

Seconded by Donna Da Silva

That the meeting be adjourned at 7:40 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, JUNE 1, 2016**

The Business and Facilities Standing Committee met in Public Session on Wednesday, June 1, 2016, at the Education Centre.

**PRESENT:**

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

**Student Trustees** Haley Tyrell.

**Electronic Participation** Jodi Lloyd.

**Administration** John Dance, Stuart Finlayson, Daryl Halliday, Brian Jeffs, Jackie Kavanagh, Paula Murphy, Paul Sloan, Kathryn Wallace.

**Recording Secretary** Lorraine Ryder.

**REGRETS:**

**Committee Members** Daniel Shilling.

**Student Trustees** Nicholas Gulley.

**ABSENT:**

**Student Trustees** Drew Campbell.

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

**Approval of the Agenda**

**MOTION**

Moved by Krista Mayne  
Seconded by Kathleen Aikins

That the agenda be approved as printed.

CARRIED

**Declaration of Conflicts of Interest** - Nil

**Closed Session** - Nil

**Presentations/Delegations** - Nil

**Items for Decision**

**1. Amendments To Trust Declarations For Scholarships and Trust Funds (BF-D-1)**

Brian Jeffs, Superintendent of Business Services provided a summary of the report that outlined the amendments to trust declarations for scholarships and trust funds. School curriculum and activities may change from when a trust was established. A school Awards Committee can request to the Board to amend the criteria of existing trust declarations.

Superintendent Jeffs responded to questions from trustees at this time.

Moved by Peter Beacock  
Seconded by Jennifer Cameron

***#BF-2016-06-01-34***

That the Business and Facilities Standing Committee recommend that the Board approve the amendments to Trust Declarations, as set out in APPENDIX A and APPENDIX B of Report No. BF-D-1, Amendments to Trust Declarations for Scholarship and Trust Funds, dated June 1, 2016.

CARRIED

**Items for Information**

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

Superintendent Jeffs provided an overview of the report that summarized the awarded contracts within approved budget.

Superintendent Jeffs responded to questions from trustees at this time.

This report was provided for information.

**2. 2015-2016 Secondary School Average Class Size (BF-I-2)**

John Dance, Superintendent of Facility Services provided an overview of the report that detailed the 2015-2016 secondary school average class size. Boards are required to provide the Ministry of Education with a report at the end of each school year specifying class size in its secondary schools.

Superintendent Dance responded to questions from trustees at this time.

This report was provided for information

**Correspondence** – Nil

**Other Matters**

1. Trustee Lloyd commented on the new Orillia Secondary School public open house taking place from 6:30-8:30 p.m. this evening and invited trustees and superintendents to stop by after the meeting.

2. Director Wallace congratulated Barrie Central staff and volunteers for all their planning and hard work for the Celebrate Barrie Central Collegiate event. Director Wallace commented on the evidence of the pride of having an education in Simcoe County by the attendees at the event.

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

**MOTION**

Moved by Krista Mayne  
Seconded by Donna Da Silva

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

CARRIED

**RECOMMENDATION**

That the Board approve the amendments to Trust Declarations, as set out in APPENDIX A and APPENDIX B of Report No. BF-D-1, Amendments to Trust Declarations for Scholarship and Trust Funds, dated June 1, 2016.

**Respectfully submitted by:**

Brian Jeffs  
Superintendent of Business Services

John Dance  
Superintendent of Facility Services

**Approved for submission by:**

Kathryn Wallace  
Director of Education

June 15, 2016

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

FROM: Audit Committee

SUBJECT: **REPORT OF THE PUBLIC SESSION OF THE AUDIT COMMITTEE  
MEETING HELD MONDAY, JUNE 6, 2016**

The Audit Committee met in Public Session on Monday, June 6, 2016, at the Education Centre.

**PRESENT:**

**Committee Members** Jay Anstey (Vice-Chairperson), Donna Armstrong,  
Donna Da Silva (Chairperson), Chris Edwards.

**Administration** Brian Jeffs.

**Staff** Mark Connors, Jeff Henderson, Corry Van Nispen.

**Recording Secretary** Lorraine Ryder.

**REGRETS:**

**Committee Members** Krista Mayne.

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

Brian Jeffs, Superintendent of Business Services requested that the agenda be revised by dealing with Report No. AUD-I-I, External Audit – 2015-2016 Financial Statements as the first agenda item, as two guests from BDO Canada LLP were in attendance. The committee was in agreement with the request.

Superintendent Jeffs also shared that he would speak on two Ministry of Education memorandums in “Other Matters”.

**Approval of the Agenda**

**MOTION**

Moved by Chris Edwards

Seconded by Jay Anstey

That the agenda be approved as revised.

CARRIED

**Declaration of Conflicts of Interest** – Nil

**Closed Session** – Nil

**Presentation/Delegations** – Nil



**Items for Decision**

**1. Internal Audit Update (AUD-D-1)**

Mark Connors, Regional Internal Audit Manager and Jeff Henderson, Senior Auditor provided a summary of the work undertaken by the Regional Internal Audit Team (RIAT) since February 1, 2016 that included a detailed overview of the SCDSB revised internal audit plan to date.

Superintendent Jeffs, Manager Connors, and Senior Auditor Henderson responded to questions from committee members at this time.

Moved by Jay Anstey  
Seconded by Chris Edwards

(1)

**#AUD-2015-11-02-04**

That the Audit Committee recommend that the Board approve the revised 2015-2016 Internal Audit Plan, as set out in Report No. AUD-D-1, Internal Audit Update, dated June 6, 2016.

CARRIED

**Items for Information**

**1. External Audit – 2015-2016 Financial Statements (AUD-I-1)**

Brian Jeffs, Superintendent of Business Services introduced Andrea Nauss, Chartered Accountant, and Kerri Graham, Partner, from BDO Canada LLP. Ms. Graham provided an overview of the audit of the consolidated financial statements of the Simcoe County District School Board that outlines the audit of the consolidated financial statements for the year ending August 31, 2016.

*Trustee Donna Armstrong entered the meeting at this time.*

Ms. Graham and Ms. Nauss responded to questions from committee members at this time.

This report was provided for information.

**2. 2016-2017 Meeting Dates (VERBAL)**

Superintendent Jeffs informed the committee that the 2016-2017 audit committee meeting dates are as follows: November 7, February 6, and June 5. A minimum of three meetings per year are required. Additional meetings can be scheduled as deemed necessary.

**Correspondence** – Nil

**Other Matters**

1. Superintendent Jeffs reviewed Ministry of Education memorandums 2016: SB05, Trustee Training Module on Internal Audit and the Role of Audit Committees (APPENDIX A), and 2016: B10, Increasing Consistency Amongst Regional Internal Audit Teams (APPENDIX B).

2. Jay Anstey requested that the mental health services report be sent to the audit committee. Superintendent Jeffs commented that the report, when finalized, will be shared with the committee.

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

**MOTION**

Moved by Chris Edwards  
Seconded by Donna Armstrong

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

CARRIED

**RECOMMENDATION**

That the Board approve the revised 2015-2016 Internal Audit Plan, as set out in Report No. AUD-D-1, Internal Audit Update, dated June 6, 2016.

**Respectfully submitted by:**

Brian Jeffs  
Superintendent of Business Services

**Approved for submission by:**

Kathryn Wallace  
Director of Education

June 15, 2016

**Ministry of Education**

School Business Support Branch  
900 Bay Street  
19<sup>th</sup> Floor, Mowat Block  
Toronto, ON M7A 1L2

**Ministère de l'Éducation**

Direction du soutien aux activités  
scolaires  
900 rue Bay  
19<sup>e</sup> étage, édifice Mowat  
Toronto ON M7A 1L2



**2016: SB05**

**MEMORANDUM TO:** Directors of Education  
Senior Business Officials

**FROM:** Cheri Hayward  
Director  
School Business Support Branch

**DATE:** **March 1, 2016**

**SUBJECT:** **Trustee Training Module on Internal Audit and The  
Role of Audit Committees**

---

The purpose of the memorandum is to announce the release of an online training module on “Internal Audit and The Role of Audit Committees” as part of the Good Governance for School Boards: Trustee Professional Development Program.

This module, available in both English and French, captures the key messages from the training on audit committees and internal audit that took place across the province in early 2015. It was developed by Ontario Education Services Corporation (OESC) and can be found on the OESC’s [website](#) as module #19.

The module is comprised of informational slides, as well as testimonials from the presidents of the four trustee associations and two superintendents of business highlighting personal experience with their own board’s audit committee and regional internal auditors.

The material is provided in three parts:

- Part A: Introduction
- Part B: The Internal Audit Function
- Part C: Audit Committees

This information provides audit committee members and school board management who work with their audit committee with an additional resource. It offers an introduction for those who are new to their role and a refresher on roles and responsibilities for those who have received previous training. As the website is public-facing, external audit committee members will also have access.

We encourage you to share this training opportunity with your audit committee members.

For any questions relating to the training module, please contact Paula Hatt, Senior Analyst, Audit at [paula.hatt@ontario.ca](mailto:paula.hatt@ontario.ca) or 416-326-1170.

*Original signed by*

Cheri Hayward  
Director  
School Business Support Branch

cc: Regional Internal Audit Managers  
Dan Duszczyzyn, Regional Internal Audit Coordinator

**Ministry of Education**

**Office of the ADM**

Financial Policy and Business Division  
900 Bay Street  
20th Floor, Mowat Block  
Toronto ON M7A 1L2

**Ministère de l'Éducation**

**Bureau du sous-ministre adjoint**

Division des politiques financières et des  
opérations  
900, rue Bay  
20<sup>e</sup> étage, Édifice Mowat  
Toronto ON M7A 1L2



**2016: B10**

**MEMORANDUM TO:** Directors of Education  
Senior Business Officials

**FROM:** Gabriel F. Sékaly  
Assistant Deputy Minister  
Financial Policy and Business Division

**DATE:** **May 26, 2016**

**SUBJECT:** **Increasing Consistency Amongst Regional Internal Audit Teams**

---

The purpose of this memorandum is to provide an overview of some new requirements for the regional internal audit initiative being implemented over the next several months, as well as the related expectations of school board management and Regional Internal Audit Managers (RIAM).

Regional Internal Audit Teams (RIAT) provide the sector with assurance and other value-added services. Due to the structure of the regional internal audit initiative, teams operate autonomously, which has led to the use of different approaches, tools and templates in each region. However, as regional internal audit is a province-wide initiative, we have heard that there is an appetite toward more standardization.

RIATs are currently identifying leading practices from each team that can be leveraged to increase consistency. New practices, such as the performance review process, will also be implemented through a standard approach. These practices will allow boards to see a similar level of service across RIATs, while still accommodating regional needs. The changes will also contribute to continuous improvement across all RIATs.

This memorandum outlines requirements that will be implemented in the next school year to increase consistency. Additional changes will be communicated as they arise.

### **Engagements per Year**

Based on the Audit Committee Annual Report to the Ministry, the number of audit and other engagements undertaken at each school board varies greatly across the province.

Some boards have had one or more years with no work undertaken by the RIAT. Given the focus on transparency and accountability, it is critical that each board benefits from the annual funding provided by the Ministry to support the regional internal audit function. To increase consistency throughout the sector, each school board should receive a minimum of two engagements a year from the RIAT starting in 2016-17.

Engagements include both internal audits and consulting engagements and can be executed by team members or specialists, depending on the capacity of the RIAT.

RIAMs should ensure the 2016-17 internal audit plans reflect this new requirement. The cooperation of school boards, particularly the staff of the processes audited, is essential to the completion of the audit plan and timely reporting to the audit committee.

The Ministry will confirm compliance with this requirement through review of the annual report to the Ministry, which lists the work performed by the RIAT during the year.

### **Engagement Follow-up Activities**

As required by internal audit standards, auditors should periodically undertake follow-up work to validate whether school board management has effectively implemented action plans developed to address audit findings (and findings of consulting engagements to the extent agreed upon with management). Follow-up activities also include monitoring of overdue findings.

While most RIATs engage in follow-up activities, this is not always the case due to competing priorities. Going forward, all RIATs are expected to undertake follow-up activities on findings from all completed engagements, as appropriate. A standard report will be developed to allow RIAMs to track findings.

Follow-up activities are in addition to the two engagements per board.

### **Internal Audit Report**

Each RIAT is currently using a different internal audit report template and style, often customizing the report to the preferences of individual audit committees. This is a time-consuming process resulting in audit reports that look different and contain varying levels of detail. As regional internal audit is a province-wide initiative, a report that is issued in one board should have the same overall look and feel of a report that is issued in another board. This is consistent with professional service firms who use a standard internal audit report template, regardless of the client.

This year's School Board Internal Audit Conference, to be held in June, will include a session covering internal audit report writing best practices. A standard regional internal audit report template will be developed after the conference that incorporates these best practices.

The new report template will be implemented for all regional internal audit engagements starting in 2016-17. I encourage senior management and the audit committee of each school board to support the standardized report template.

### **RIAT Performance Review**

Part of the mandate of the Regional Internal Audit Coordinator, Dan Duszczyzyn, is to assist internal audit host boards with the RIAM performance review process.

The unique structure of regional internal audit makes a formal performance review particularly important. RIAMs are employees of the host board, but have a functional reporting relationship to the audit committees of all boards in the region. In addition, internal auditors work with multiple departments in each school board. This creates a challenge in obtaining feedback on performance from those dealing directly with the auditors.

Dan is currently developing a formal performance evaluation framework for all RIAMs, to obtain feedback annually from each audit committee and senior business official in the region. This framework should be implemented by the end of the fiscal year. School boards are expected to complete feedback forms when provided.

Another key aspect of the performance review process is the RIAT post audit feedback survey, which has been standardized and will be implemented effective immediately. The purpose of this survey is to obtain timely feedback on auditor performance. At the completion of each audit, the RIAM will invite the head of the process audited and other key staff to take an online survey. Please consider completing the survey in order to receive the best possible service from your RIAT.

I encourage you to share this memo with your audit committee members.

If you have any questions or require additional information, please contact Paula Hatt, Senior Analyst, Audit at [paula.hatt@ontario.ca](mailto:paula.hatt@ontario.ca) or 416-326-1170.

*Original signed by:*

Gabriel F. Sékaly  
Assistant Deputy Minister  
Financial Policy and Business Division

cc: Regional Internal Audit Managers  
Dan Duszczyzyn, Regional Internal Audit Coordinator

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

FROM: Program Standing Committee

SUBJECT: **REPORT OF THE PROGRAM STANDING COMMITTEE  
MEETING HELD WEDNESDAY, JUNE 8, 2016**

The Program Standing Committee met in Public Session at the Education Centre on Wednesday, June 8, 2016.

**PRESENT:**

**Committee Members**

Kathleen Aikins, Donna Armstrong, Peter Beacock,  
Jennifer Cameron, Annie Chandler (Chairperson),  
Wayne Clements, Donna DaSilva, Pamela Hodgson,  
Daniel Shilling (Vice-chairperson).

**REGRETS:**

**Committee Members**

Michele Locke, Jodi Lloyd, Krista Mayne.

**Student Trustees**

Drew Campbell, Nicholas Gulley, Haley Tyrell.

**Administration**

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

**Staff**

Robin Dashnay, Tina Delaire, Jennifer Pinney-Rodger, John Playford.

**Recording Secretary**

Mary Cannell.

Chairperson Chandler called the meeting to order at 6:20 p.m.

1. **Approval of Agenda**

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

Moved by Kathleen Aikins  
Seconded by Donna DaSilva

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. 4180 – Assessment, Evaluation and Reporting of Student Achievement (PRO-D-1)**

Superintendent of Program and Innovation Anita Simpson indicated that the policy is being revised to include expanded definitions of reporting and professional judgement, and to align with the newly-released Ministry of Education policy document *Growing Success – The Kindergarten Addendum: Assessment, Evaluation and Reporting in Ontario Schools, 2016*.

Superintendent Simpson responded to trustee queries related to the definition of professional judgement and the software that teachers use to build comments for report cards.

Moved by Kathleen Aikins  
Seconded by Pamela Hodgson

***#PRO-2016-06-08-13***

That the Program Standing Committee recommend that the Board approve the revisions to Policy No. 4180 – Assessment, Evaluation and Reporting of Student Achievement, as set out in APPENDIX C of Report No. PRO-D-1, Revisions to Policy No. 4180 – Assessment, Evaluation and Reporting of Student Achievement, dated June 8, 2016.

CARRIED

2. **Revisions to Policy No. 4140 – Selection and Approval of Learning Media (PRO-D-2)**

Superintendent Simpson indicated that this policy is being revised to reflect changing learning environments, materials and media in 21<sup>st</sup> century classrooms.

Moved by Peter Beacock  
Seconded by Jennifer Cameron

***#PRO-2016-06-08-14***

That the Program Standing Committee recommend that the Board approve the revisions to Policy No. 4140 – Selection and Approval of Learning Media, as set out in APPENDIX C of Report No. PRO-D-2, Revisions to Policy No. 4140 – Selection and Approval of Learning Media, dated June 8, 2016.

CARRIED

**Items for Information**

1. **School Effectiveness Framework (SEF) 2015-2016 (PRO-I-1)**

Superintendent Simpson and School Effectiveness Lead Tina Delaire provided a historical overview of the changes to the SEF model over the past several years. Principal Delaire indicated that for the 2016-2017 school year, the SEF process will be aligned with the Ontario Renewed Math Strategy to provide intensive support to select schools.

Principal Delaire spoke to the strategies employed in the framework including the embracing of growth mindsets, supporting teacher autonomy, and the development of cultures of learning in those schools taking part in the SEF model.

A video clip was shared portraying personal feedback from participants in the SEF at one school and illustrated how the staff and students were engaged in the learning and the value of the purposeful inquiry.

Superintendent Simpson and Principal Delaire responded to trustee queries related to the criteria used to select schools for the SEF model and how to quantitatively assess the success of the SEF framework.

This report was provided for information.

**2. Simcoe County District School Board Special Education Plan 2016-2017 (PRO-I-2)**

Superintendent of Education Chris Samis indicated that the Special Education plan is a reporting requirement of the Ministry of Education that outlines the many programs and services offered to support students with special education needs. Changes to the plan for next year include legislative updates and revisions to make the document accessible to be read by text to speech programs. Superintendent Samis indicated that facility investments have been made in the area of sensory rooms.

Superintendent Samis responded to trustee queries and comments related to the pending changes in the software used to create and modify Individual Education Programs (IEP), and the current status of demonstration schools across the province.

This report was provided for information.

**3. First Nation, Métis and Inuit Student Voice Forums (PRO-I-3)**

Superintendent of Education Stuart Finlayson and Jennifer Pinney-Rodger, Student Success First Nation, Métis and Inuit (FNMI) teacher, shared a presentation with trustees depicting student voice through the FNMI forums. Feedback gathered included the value of a teacher having confidence in students' abilities, the use of effective teaching practices, and the weaving of FNMI cultural teachings in to the curriculum.

John Playford, Principal of Georgian Bay Secondary School, responded to a trustee question related to how to incorporate FNMI learnings in the design of the new secondary school. Superintendent Finlayson and Teacher Pinney-Rodger responded to trustee queries and comments related to FNMI resources for teaching staff, the value of visits from FNMI community elders to schools, and the voluntarily self-identification of staff as FNMI.

This report was provided for information.

**4. Police/School Board Protocol (PRO-I-4)**

Superintendent of Education Daryl Halliday welcomed Robin Dashnay, Principal of Oakley Park Public School and Principal Playford to the table. Superintendent Halliday indicated that the Police/School Board Protocol (P/SBP) is a mandated set of guidelines that serve to set out a common understanding of each partner's roles and responsibilities, as well as to formalize procedures and decision making authority in the event of an emergency.

Superintendent Halliday responded to trustee queries related to the debriefing that takes place following an incident, and the training of supply staff.

This report was provided for information.

**Other Matters**

Trustee Beacock commented on the closing celebrations recently held at Penetanguishene Secondary School and the attendance of Commander Chris Hadfield at the grand opening of Chris Hadfield Public School in Bradford. Trustee Beacock also thanked staff and the educational community for the work done to offer the Skilled Trades Expo to approximately 1800 students at the Elmvale arena recently.

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

Moved by Jennifer Cameron  
Seconded by Kathleen Aikins

That the meeting be adjourned.

CARRIED

Meeting adjourned at 7:55 p.m.

**RECOMMENDATIONS**

1. That the Board approve the revisions to Policy No. 4180 – Assessment, Evaluation and Reporting of Student Achievement, as set out in APPENDIX C of Report No. PRO-D-1, Revisions to Policy No. 4180 – Assessment, Evaluation and Reporting of Student Achievement, dated June 8, 2016.
2. That the Board approve the revisions to Policy No. 4140 – Selection and Approval of Learning Media, as set out in APPENDIX C of Report No. PRO-D-2, Revisions to Policy No. 4140 – Selection and Approval of Learning Media, dated June 8, 2016.

**Respectfully submitted by:**

Anita Simpson  
Superintendent of Program and Innovation

**Approved for submission by:**

Kathryn Wallace  
Director of Education

June 15, 2016

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

FROM: Director of Education

SUBJECT: **APPOINTMENT OF STUDENT TRUSTEE MENTOR**

1. **Background**

At the August 26, 2015 Board meeting, Trustee Chandler was appointed as the Student Trustee mentor until July 31, 2016.

2. **Current Status**

The Board is required to appoint a trustee to serve as the student trustee mentor from August 1, 2016 to July 31, 2017.

**RECOMMENDATION**

That the Board appoint Trustee \_\_\_\_\_ to serve as the student trustee mentor from August 1, 2016 to July 31, 2017, as set out in Report No. D-5-a, Appointment of Student Trustee Mentor, dated June 15, 2016.

**Approved for submission by:**

Kathryn Wallace  
Director of Education

June 15, 2016

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

FROM: Superintendent of Facility Services

SUBJECT: **CAPITAL PRIORITIES UPDATE**

**1. Background**

On December 16, 2015 the Board approved the following capital priorities as set out in Report No. BF-D-1 Capital Plan 2015-2016, dated December 2, 2015:

- |  |                        |
|--|------------------------|
| 1. Forest Hill Public School Rural Services      | (Growth Accommodation) |
| 2. W.R. Best Public School Rural Services        | (Growth Accommodation) |
| 3. Minesing Central Public School Rural Services | (Growth Accommodation) |
| 4. Banting Memorial High School                  | (Replacement School)   |
| 5. Cameron Street Public School                  | (Addition/Renovation)  |
| 6. Mountain View Elementary School               | (Addition/Renovation)  |
| 7. Bradford District High School                 | (Addition)             |
| 8. Stayner Collegiate Institute                  | (Addition/Renovation)  |

The Ministry of Education subsequently released Memorandum 2016: B1, Request for Capital Project Funding Submissions on May 26, 2016 (APPENDIX A). The submission deadline for all capital funding requests is set for July 15, 2016. The timing of the request has afforded staff the opportunity to reevaluate the approved capital priority list.

**2. Current Status**

Since the approval of the 2015-2016 Capital Plan additional information has been received and further analysis and reviews have been completed.

Through consultation with board consultants and the Ministry of Environment and Climate Change it has been determined that the Forest Hill Public School septic challenges can be addressed and funded outside of the capital priority process. It is therefore being recommended that the Forest Hill Public School Rural Services priority be removed. Similarly, potential solutions to the W.R. Best Public School septic challenges have also been identified. Accommodation needs at this location are, however, still required and suggest that, while not as urgent, placement on the capital priority list should be maintained.

A capital priority for Stayner Collegiate Institute was initially included as a placeholder due to its inclusion in a pupil accommodation review. As a result of Board approval of the recommendations set out in Report No. B-1-a, Pupil Accommodation Review 2015:01 – Byng Public School / Clearview Meadows Elementary School / Stayner Collegiate Institute – Addendum to Final Staff Report, dated June 9, 2016, it is now recommended that Stayner Collegiate Institute and Clearview Meadows Elementary School additions and renovations become a top priority.

Growth in the Town of Bradford continues to outpace the available accommodation in the local public schools. Combined, the four elementary schools in the community of Bradford are approximately 310 pupil places over capacity. As residential development progresses, this trend is expected to continue. Staff are currently in the process of identifying a site and are recommending that a new Bradford elementary school be added to the capital priority list.

**3. Conclusion**

Capital planning and capital priorities processes continuously evolve and require flexibility in order to adapt to the ever changing environment in the County of Simcoe. Staff are recommending changes to the capital priorities list, as reflected below, in order to best meet the most pressing accommodation needs of the Simcoe County District School Board.

- |   |                        |
|---|------------------------|
| 1. Minesing Central Public School Rural Services                    | (Growth Accommodation) |
| 2. Stayner Collegiate Institute/Clearview Meadows Elementary School | (Addition/Renovation)  |
| 3. Banting Memorial High School                                     | (Replacement School)   |
| 4. Cameron Street Public School                                     | (Addition/Renovation)  |
| 5. Mountain View Elementary School                                  | (Addition/Renovation)  |
| 6. W.R. Best Public School  | (Addition)             |
| 7. Bradford District High School                                    | (Addition)             |
| 8. New Bradford elementary school                                   | (Growth Accommodation) |

**RECOMMENDATION**

That the Board approve the Capital Priority list, as set out in Report No. D-5-b, Capital Priorities Update, dated June 15, 2016.

**Respectfully submitted by:**

John Dance  
Superintendent of Facility Services

**Approved for submission by:**

Kathryn Wallace  
Director of Education

**APPENDIX A – Pages 1 to 29**

**CAPITAL PRIORITIES UPDATE**

2016: B11

**MEMORANDUM TO:** Directors of Education  
  
Children's Service Leads, Consolidated Municipal Service Managers (CMSMs) and District Social Service Administration Boards (DSSABs)

**FROM:** Gabriel F. Sékaly  
Assistant Deputy Minister  
Financial Policy and Business Division  
  
Nancy Matthews  
Assistant Deputy Minister  
Early Years Division

**DATE:** May 26, 2016

**SUBJECT:** Request for Capital Project Funding Submissions

---

We are writing to announce the launch of the 2016 Capital Priorities program and to provide information on this year's requirements.

The Capital Priorities program provides school boards with an opportunity to identify their most urgent and pressing pupil accommodation needs. As with the 2015 Capital Priorities program, school boards are also invited to submit requests for funding to support the capital costs associated with the creation of new child care spaces.

On May 6, 2016 in 2016:B9 Memorandum, *Ministry of Education Initiatives to Support Community Hubs in Schools*, the ministry announced new capital funding to support child and family support programs through Ontario Early Years Child and Family Centres (OEYCFCs) in schools. School boards will be able to apply with their community partners for this funding as part of the 2016 Capital Priorities program.

In addition, effective April 2016, there are new communications protocol requirements for school boards receiving major capital construction project funding from the ministry. The details on this new protocol, and to which projects it applies to, are provided below.



## Highlights/Summary Points

- The 2016 Capital Priorities projects are required to open no later than the 2019-20 school year.
- School boards may apply for capital funding support for the creation of new child care spaces in schools, including internal renovations.
- School boards may apply for capital funding support for the creation of new space for child and family support programs in schools, including internal renovations.
- School boards may apply for child care or child and family support program projects as additions to previously approved capital projects that have not yet been given an Approval to Proceed (ATP) or have not begun construction. Schools boards will not be required to apply their Proceeds of Disposition (POD) to their approved projects.
- The submission deadline for all capital funding requests is **July 15, 2016**.
- School boards must follow the new communications protocol requirements for all ministry funded major capital construction projects.

## Capital Priorities

The Capital Priorities program serves as the primary means for funding capital projects that address school boards' pupil accommodation needs including enrolment pressures, supporting the consolidation of underutilized facilities, providing facilities for French-language rights holders in under-served areas, and replacing facilities in poor repair.

The ministry has allocated over \$2.5 billion in capital funding through the Capital Priorities program since it began in 2011.

### ***Child Care Centres in Schools***

In May 2015, the ministry announced \$120 million in new child care funding over three years towards the construction of child care spaces in new schools and schools approved for major expansions and renovations. The ministry has allocated approximately \$90 million of this funding to support over 50 projects in the first two years resulting in almost 3,200 new licensed child care spaces in schools.

On May 6, 2016, the ministry announced additional capital funding for new child care space in schools, by supplementing the existing child care funding program to support further new builds, expansion, replacement and retrofits of child care spaces. This announcement included \$20 million to create space for new child care and child and family support programs through OEYCFCs in schools, and \$18 million to retrofit existing child care space within a school to open up more spaces for children under four years old.

## ***Child and Family Support Programs in Schools***

In February 2016, the ministry announced its provincial plan to move forward with the integration and transformation of ministry funded child and family support programs (Ontario Early Years Centres (OEYCs), Parenting and Family Literacy Centres (PFLCs), Child Care Resource Centres (CCRCs), and Better Beginnings, Better Futures (BBBFs)) to establish OEYCFCs by 2018.

Beginning in 2018, CMSMs/DSSABs will be responsible for the local management of OEYCFCs as part of their existing service system management responsibilities for child care and other human services. While the expectation is that the key features of OEYCFCs are implemented by 2018, it is understood that system integration will take time and adjustments may need to be made in the future.

The goal is to enhance the quality and consistency of child and family support programs across Ontario to ensure that:

- All expecting parents, parents, caregivers and home child care providers have access to high quality services that support them in their role;
- All children have access to inclusive, play and inquiry-based learning opportunities to improve their developmental health and well-being;
- All parents, caregivers and home child care providers have a better understanding of early learning and development, find it easy to access support, and are provided with an accessible, non-stigmatized place to seek help; and
- Local services collaborate in an integrated way to meet the needs of children and families and actively engage parents and caregivers to increase participation.

In support of this goal, as part of the May 6, 2016 announcement, the ministry is proud to announce capital funding for school-based child and family support programs. This new funding will allow us to address the need for new and replacement child and family support programs, and support the establishment of OEYCFCs.

## **Project Submissions**

### ***Capital Priorities***

As with previous rounds of the Capital Priorities program, funding for Capital Priorities projects will be allocated on a business case basis for new schools, retrofits, and additions that need to be completed by the 2019-20 school year. School boards are required to identify their eight highest and most urgent Capital Priorities and submit the associated business cases through the School Facilities Inventory System (SFIS) in order to be considered for funding approval.

School boards are required to submit their completed Capital Priorities business cases by **July 15, 2016**. The ministry **will not** accept business cases after this date.

See Appendix A for details on Capital Priorities eligibility and evaluation criteria.

### ***Child Care Centres and Child and Family Support Programs***

With support from their local CMSMs/DSSABs, school boards have an opportunity to request capital funding support for the creation of new child care spaces or child and family support program projects through this round of the Capital Priorities program.

For child care spaces and child and family support programs associated with a Capital Priorities project request, school boards must submit a request for capital funding support for these projects by completing and attaching a *Joint Submission - Capital Funding for Child Care and Child and Family Support Programs* (Appendix G) to their Capital Priorities business case.

For all other requests for capital funding support for these types of projects, school boards are to complete the Joint Submission in conjunction with their CMSMs/DSSABs.

School boards are required to submit their completed Joint Submissions by **July 15, 2016**. The ministry **will not** accept Joint Submissions after this date.

See Appendix B for details on submission requirements for child care projects, and Appendix C for details on submission requirements for child and family support program projects.

### ***Joint Use Capital Projects***

As with previous Capital Priorities and School Consolidation Capital (SCC) programs, the ministry encourages school boards to consider collaborative capital project arrangements between school boards. The ministry will review and consider all joint use projects before evaluating any other Capital Priorities submissions. Joint use projects will get first consideration for capital funding. Please see 2013:B18 Memorandum for further details.

### ***Community Hub Projects***

As with the 2016 SCC program, the ministry encourages school boards to consider collaborative capital project arrangements between school boards and community partners. The community partner must provide capital funding for the project, and the project must not result in additional operating costs for the school board.

In addition, as announced on May 6, 2016 in 2016:B9 Memorandum, the ministry is developing a funding method for allocating funds to school boards to support the renovation of existing surplus school space into space required by a community partner. Eligible expenses must be depreciable and can include the conversion of space from an existing use to suit the needs of a community partner, as well as investments to improve accessibility. Additional details about this program, including reporting and accountability requirements will be available later this year. The ministry intends to launch this program later this summer.

## **Proceeds of Disposition (POD)**

School boards will not be required to allocate their PODs towards new capital projects. School boards are reminded, however, that they will still need to submit requests for new schools or additions using PODs for review through the Capital Priorities process. Additionally, school boards should identify PODs as a funding source for a Capital Priorities project that addresses outstanding renewal needs whenever possible.

## **Capital Analysis and Planning Template (CAPT)**

The CAPT is an essential tool for understanding school boards' capital financial position. An approved CAPT is necessary before the ministry is able to sufficiently assess the existing capital activity of a school board. As a result, school boards will not be considered for new capital project funding approval if the ministry does not have an approved CAPT consistent with the school board's 2014-15 Financial Statement.

## **Communications Protocol Requirements: Public Communications and Events**

All public announcements regarding capital investments in the publicly funded education system are joint communications opportunities for the provincial government and the district school board.

### ***Public Communications***

Effective April 2016, school boards should not issue a news release or any other media-focussed public communication regarding major capital construction projects without publicly recognizing the Ministry of Education's role in funding the project. In addition, school boards can contact the Ministry of Education to receive additional content for the media-focussed public communications, such as quotes from the Minister.

The Ministry of Education may also choose to issue its own news release about various project milestones in addition to those prepared by school boards. If the Ministry chooses to do so, school boards will be contacted to get quotes from the school board Chair and/or Director of Education.

The intent is to secure as much coverage for these events as possible, and in doing so, help promote the role of both the Ministry of Education and the school board in bringing exciting new capital projects to local communities.

### ***Major Announcements and Events***

**Important:** For all new school openings, or openings of major additions which includes child care, the Minister of Education must be invited as early as possible to the event. Invitations can be sent to [Minister.EDU@ontario.ca](mailto:Minister.EDU@ontario.ca), with a copy sent to the ministry's Regional Manager, Field Services Branch, in your area. School boards are not to proceed with their public event until they have received a response from the Minister's Office regarding the Minister's attendance. School boards will be notified at least four to

six weeks in advance of their opening event as to the Minister's attendance. Please note that if the date of your event changes at any time after the Minister has received the invitation, please confirm the change at the email address above.

If the Minister of Education is unavailable, the invitation may be shared with a government representative who will contact your school board to coordinate the details (e.g., a joint announcement). School boards are not expected to delay their announcements to accommodate the Minister or a Member of Provincial Parliament (MPP); the primary goal is to make sure that the Minister is aware of the announcement opportunity.

Should the event be focussed on child care or child and family support program capital, the Ministry of Education highly recommends inviting your partner CMSMs/DSSABs, who may also wish to participate and contribute.

### ***Other Events***

For all other media-focussed public communications opportunities, such as sod turnings for example, an invitation to your local event must be sent to the Minister of Education by email with at least three weeks' notice. Again, please send a copy to the ministry's Regional Manager, Field Services Branch, in your area. Please note that if the date of your event changes at any time after the Minister has received the invitation, please confirm the change at the email address above.

School boards are not expected to delay these "other" events to accommodate the Minister. Only an invitation needs to be sent, a response is not mandatory to proceed.

This communications protocol does not replace school boards' existing partnership with the Ministry of Education's regional offices. Regional offices should still be regarded as school boards' primary point of contact for events and should be given updates in accordance to existing processes.

### ***Acknowledgement of Support***

You must acknowledge the support of the Government of Ontario in media-focussed communications of any kind, written or oral, relating to the agreement or the project. This could include but is not limited to, any report, announcement, speech, advertisement, publicity, promotional material, brochure, audio-visual material, web communications or any other public communications. For minor interactions on social media, or within social media such as Twitter, Vine, etc. where there is a tight restriction on content, school boards are not required to include government acknowledgement. In addition, when engaged in reactive communications (e.g., media calls) the school board does not have to acknowledge government funding; however, if possible, such an acknowledgement is appreciated.

## ***Signage***

For ongoing major capital construction projects funded by the Ministry of Education since 2013, school boards will be required to display signage at the site of construction that identifies the support of the Government of Ontario. Signage will be provided to school boards by the Ministry of Education. School boards are then responsible for posting the signage for the projects identified by the Ministry of Education in a prominent location. This should be done in a timely manner following the receipt of the signage. All signage production costs will be covered by the Ministry of Education, including the cost of distributing the signage to school boards. A separate letter will be sent in the coming weeks to all school boards who will be receiving signage for projects funded since 2013. This letter will detail which projects are to receive signs.

## **Ministry Contact**

### ***Capital Priorities Program***

If you have any Capital Priorities program questions, or require additional information, please contact the Capital Analyst assigned to your school board (Appendix D) or:

Paul Bloye, Manager, Capital Policy and Programs Branch at 416-325-8589 or at [Paul.Bloye@Ontario.ca](mailto:Paul.Bloye@Ontario.ca)

or

Mathew Thomas, Manager, Capital Policy and Programs Branch at 416-326-9920 or at [Mathew.P.Thomas@ontario.ca](mailto:Mathew.P.Thomas@ontario.ca).

### ***Child Care and Child and Family Support Program***

If you have any child care and child and family support program questions, or require additional information, please contact the Early Years Education Officer or Child Care Advisor assigned to your school board (Appendix E) or:

Jeff O'Grady, Acting Manager, Early Years Implementation Branch at 416-212-4004 or at [Jeff.OGrady@ontario.ca](mailto:Jeff.OGrady@ontario.ca).

### ***Communications Protocol***

Should you have any questions related to the communication requirements, please contact:

Ryan Rigby, Senior Information Officer, Communications Branch at 416-325-2540 or [Ryan.Rigby@ontario.ca](mailto:Ryan.Rigby@ontario.ca).

We look forward to working with you to identify and develop your future capital projects.

*Original signed by:*

Gabriel F. Sékaly  
Assistant Deputy Minister  
Financial Policy and Business Division

Nancy Matthews  
Assistant Deputy Minister  
Early Years Division

Appendices:

Appendix A: Capital Priorities Eligibility and Evaluation Criteria

Appendix B: Child Care Projects

Appendix C: Child and Family Support Program Projects

Appendix D: List of Ministry Capital Analysts

Appendix E: List of Ministry Early Years Education Officers and Child Care Advisors

Appendix F: Capital Approval Process Chart

Appendix G: Joint Submission - Capital Funding for Child Care and Child and Family Support Programs (template)

c.c. Senior Business Officials  
Superintendents and Managers of Facilities  
Managers of Planning  
Early Years Leads  
CAOs of Consolidated Municipal Service Managers  
CAOs of District Social Service Administration Boards  
Steven Reid, Director, Field Services Branch, Ministry of Education

## Appendix A: Capital Priorities Eligibility and Evaluation Criteria

As in previous rounds of Capital Priorities, school boards are to submit business cases through the School Facilities Inventory System (SFIS) system. School boards can save their work in progress; however, once school boards submit their business cases, their submissions will be locked from further editing. School boards will only be able to modify their business cases by requesting that their Capital Analyst (Appendix D) unlock the submission.

### Eligible Project Categories

Projects eligible for funding consideration for this round of the Capital Priorities program must meet one or more of the following category descriptions:

#### 1) Enrolment Pressure

Projects will accommodate pupils where enrolment is currently or is projected to persistently exceed capacity at a school or within a group of schools, and students are currently housed in non-permanent space (e.g., portables).

#### 2) School Consolidations

Projects that support the reduction of excess capacity in order to decrease operating and renewal costs and address renewal need backlogs. These projects may also provide other benefits such as improved program offerings, accessibility or energy efficiency. Projects linked to an accommodation review must have a final trustee decisions on the outcome of the pupil accommodation review by **August 5, 2016**.

#### 3) Facility Condition

Projects will replace schools that have higher renewal needs than the cost of constructing an appropriately sized new facility.

#### 4) French-language Accommodation

Projects will provide access to French-language facilities where demographics warrant. Such projects will only be considered eligible if the school board can demonstrate that there is a sufficient French-language population not being served by an existing French-language school facility.

Projects matching the following descriptions should not be submitted as Capital Priorities:

- Projects related to only addressing an accommodation pressure of a specialized or alternative program such as French Immersion;



- Projects that have been previously funded by either the ministry or the school board; and
- Projects that should be funded through renewal funding, including program enhancements and projects related to only addressing current and/or proposed changes to the *Accessibility for Ontarians with Disabilities Act (AODA)*.

If a school board has previously submitted a project for Capital Priorities or School Consolidation Capital (SCC) funding and did not receive ministry funding, please refer to the ministry's comments when considering whether or not to re-submit the project. Please contact your Capital Analyst for further clarification.

## **Project Evaluation**

The ministry will assess all proposed projects using project-specific quantitative and qualitative measures depending upon the category of project.

For Accommodation Pressures and French-Language Accommodation projects:

- Assessments will be based on school-level capacity ratings, historical enrolment trends, enrolment forecasts, and geographic distribution of students; and
- Primary consideration will be given to projects in areas where accommodation needs are currently high and secondary consideration to projects in areas where accommodation needs are expected to be high in the next five to ten years.

For Facility Condition and School Consolidation projects:

- Assessments will be based on the projected operating and renewal savings and the removal of renewal backlog needs relative to the project cost; and
- Priorities will be given to projects with the highest expected Internal Rate of Return. This will be calculated using the expected cost of the project compared to the expected savings resulting from the project.

In addition to project specific assessments, the following school board performance measures will also be considered for all Capital Priorities project categories:

- School board's ability to build to ministry benchmark costs as evidenced by past projects;
- School board's ability to deliver projects within target timeframes as evidenced by past projects;
- School board's history of meeting the ministry's capital accountability measures (Appendix F);

- Enrolment and utilization trends for projects of the school board which have previously been funded; and
- Number of projects the school board currently has underway and the status of these projects in relation to approved funding and opening dates.

The ministry will expect that school boards will explore various options before submitting their business cases for a specific option. School boards must be able to identify the cost differentiation and considerations of various options.

## **Appendix B: Child Care Projects**

### **Child Care Eligibility**

The ministry will consider funding capital projects in schools where there is a need for new child care construction and/or retrofits to existing child care spaces for children aged 0 to 3.8 years of age. School boards will need to have the support of the corresponding Consolidated Municipal Service Manager/District Social Services Administration Board (CMSM/DSSAB) regarding the eligibility and viability requirements to build or renovate child care rooms in the identified school.

When considering long-term viability, CMSMs/DSSABs and school board planners must consider at least the next five years and use population projections, as well as other local data to inform submission decisions.

Only school boards that have reached their Schools-First Child Care Capital Retrofit Policy (SFCCCRP) space conversion targets will be eligible for child care retrofit projects.

### **Joint Planning and Local Prioritization of Child Care Projects**

The ministry expects school boards and CMSMs/DSSABs to work together to identify the need for dedicated child care space to support children ages 0 to 3.8 years in schools. CMSMs/DSSABs will need to consider projects relative to demand, long-term viability, and their local child care plan.

A new requirement has been included in the Joint Submission requiring the school board and CMSM/DSSAB to separately provide a priority ranking for each child care and/or child and family support program request being submitted for consideration. The school board provides its ranking for the project against its other projects, and the CMSM/DSSAB prioritizes all projects they are being asked to sign-off on by all school boards (i.e., if the English public school board, the English Catholic school board, and the French Catholic school board all request municipal approval on their Joint Submission, the CMSM/DSSAB must prioritize them all together rather than per individual school board). This will help ensure that the approved child care projects align with approved Capital Priorities projects. Transitional funding phase projects are excluded from the priority ranking process.

This will require active communication between CMSMs/DSSABs and coterminous school boards to prioritize child care and/or child and family support program projects being submitted by all school boards in the service areas of the CMSM/DSSAB.

### **Ministry Prioritization of Eligible Child Care Projects**

As originally communicated in the 2015:B11 Memorandum, the ministry will continue to use the following factors to prioritize projects under this policy should the number of eligible submissions surpass available funding:

- Child care replacement due to school closure/accommodation review;
- Age groupings (infant rooms are a priority);
- Accommodation pressures/service gaps; and
- Cost effectiveness and viability.

### **Child Care Operational and Accountability Requirements**

Approved new construction of child care rooms must meet the following operational and accountability requirements:

- The child care spaces/rooms will not result in an operating pressure for the CMSM/DSSAB.
- The physical space will be owned by the school board and leased to the child care operator or CMSM/DSSAB. School boards are not to charge operators beyond a cost-recovery level.
- School boards will recover their accommodation costs (e.g., rent, heating, lighting, cleaning, maintenance and repair costs) directly from child care operators and/or CMSMs/DSSABs as per the school board's usual leasing process. School boards are not permitted to absorb additional school board facility costs (e.g., custodial, heat, and lighting) and renewal costs (e.g., windows) through ministry funding, such as the School Facility Operations or Renewal Grant.
- School boards are required to follow the capital construction approval process (Appendix F) for the new construction and/or renovations of child care rooms. As per the ministry's Capital Accountability Requirements, school boards will be required to submit a space template before designing the project, where applicable. School boards will require an Approval to Proceed (ATP) before the project can be tendered.
- Child care space will not count as loaded space for the purposes of the facility space template. The facility space template should provide details of the child care space under the section "other".
- School boards will be held accountable for implementing appropriate measures to ensure that the cost and scope of approved child care projects are within the approved project funding and do not exceed the ministry's benchmarks.
- Rooms must be built in accordance with the *Child Care and Early Years Act, 2014* (CCEYA).
- It is expected that all new child care rooms funded under this policy will be built to accommodate a maximum group size for each age grouping for children 0 to 3.8 years (e.g., 10 infant spaces, 15 toddler spaces, and 24 preschool spaces), and that

child care rooms will be for exclusive use during the core school day. Although unobstructed space requirements are per child, infant, and toddler group sizes require additional space for separate sleep areas, change area, etc. These should be considered when developing floor plans. Considerations should also include the long-term use of the room, including the ability to convert to other child care age groups or for classroom use.

- Please note, a new optional approach to age groupings, ratios and staff qualifications will be implemented starting September 1, 2017 as part of the recent regulatory announcements under the CCEYA. Under the new approach, licensees will have the option of operating under the current requirements for age groupings, ratios, and qualifications (Schedule 1) or applying to adopt the new option (Schedule 2). Licensees and new applicants will have the opportunity to apply for a license under Schedule 2, which would be approved based on set criteria.
- Schedule 2 will come into effect on September 1, 2017 as an option. Licensees will be informed of when they can begin to submit requests for revisions by fall 2016.
- Programs created will support continuity of services for children and families in order to accommodate children as they age out of programs. For example, if a toddler room is included in the project proposal a preschool room must also be available.
- For the purpose of this policy, an eligible child care operator:
  - Is a not-for-profit operator or municipal operator; or
  - Is a for-profit operator already located in a school as a result of an agreement and has a purchase of service agreement, both of which were in place as of the date the memorandum was issued; and
  - Has not changed ownership or has not terminated the agreement since the date the memorandum was issued.
- Capital funding for child care cannot be used to address other school board capital needs. Funding will not be provided for school-age child care spaces as the ministry will not fund exclusive space for before and after school child care programs.

### **Child Care Capital Funding Calculation and Eligible Expenses**

New construction of child care rooms will be funded using the current elementary school construction benchmarks (for both elementary and secondary schools under this policy), including the site-specific geographic adjustment factor (GAF). For this policy, the loading factor used to calculate the capital funding will be 26 pupil places per room regardless of age groupings (e.g., infant, toddler, and preschool rooms will all be funded based on 26 pupil places per room). This approach allows school boards to build child care rooms at maximum group size and allow flexibility to address potential changes

under the CCEYA. This funding formula will apply to all new construction of child care, including the replacement of existing child care due to school closure or accommodation review.

$$\text{Capital Funding for New Construction of Child Care Rooms} = 26 \text{ Pupil Places} \times \text{Elementary Construction Cost Benchmark} \times \text{Average Elementary Area Benchmark} \times \text{Site Specific GAF}$$

*Note: The capital funding for retrofit projects for child care will be a maximum of 50 percent of the capital funding for new construction projects.*

Eligible expenses include:

- First-time equipping; and
- Expenses incurred to meet CCEYA and Building Code standards, which qualify under the Tangible Capital Assets Guide (TCA), revised April 2012.

### **Application Process – Joint Submission**

The Joint Submission includes project details, separate project rankings by both the school board and the CMSM/DSSAB, and confirms that the child care program meets all eligibility and viability requirements.

In order to be considered for funding for the construction of new or renovated child care rooms, school boards must work with their municipal partners to submit a jointly-signed Joint Submission (Appendix G) requesting the construction of child care space. School boards must submit a Joint Submission signed by both the CMSM/DSSAB Manager of Child Care and Early Years System and the school board Director of Education.

For child care spaces associated with a Capital Priorities project request, the Joint Submission must be submitted as part of the school board’s Capital Priorities business case. For all other child care projects, only a Joint Submission is required. The Joint Submission is to be submitted directly to the school board’s Ministry Early Years Regional Staff (Education Officer and Child Care Advisor) (Appendix E) and Capital Analyst (Appendix D).

Joint Submissions must be received by the ministry by **July 15, 2016**.

The ministry may request supporting documentation following a review of the Joint Submission.

## **Transitional Funding Phase**

The ministry will consider new child care construction funding for existing ministry-approved school capital projects that meet the following additional eligibility requirements to those listed above:

- The project has previously received ministry approval, and
- The project has not yet been given an ATP or begun construction.

School boards are encouraged to engage as soon as possible with their CMSM/DSSAB partners to begin to review feasibility of proposed new child care spaces within existing approved school capital projects, based on local demand and existing operating funding.

School boards and CMSMs/DSSABs are not required to provide a priority ranking for transition projects.

The ministry will review transition projects as they are received, so school boards are encouraged to submit their Joint Submission for transition projects at their earliest convenience.

## **Appendix C: Child and Family Support Program Projects**

### **Child and Family Support Program Eligibility**

The ministry will consider funding capital projects in schools where there is a need for new child and family support program construction or renovation to existing school space. Child and family support program renovation projects must result in new child and family support program space (i.e., not a retrofit to an existing child and family support program space). School boards will need to have the support of the corresponding Consolidated Municipal Service Manager/District Social Services Administration Board (CMSM/DSSAB) regarding the eligibility and viability requirements to build or renovate child and family support programs in identified schools.

When considering long-term viability, CMSMs/DSSABs and school board planners must consider at least the next five years and use population projections, as well as other local data to inform submission decisions.

Child and family support programs refer to the following ministry supported programs: Ontario Early Years Centres (OEYCs), Parenting and Family Literacy Centres (PFLCs), Child Care Resource Centres (CCRCs), and Better Beginnings, Better Futures (BBBFs). As part of Ontario's early years modernization plan, these four programs will be integrated and transformed to establish Ontario Early Years Child and Family Centres (OEYCFCs). While the expectation is that the key features of OEYCFCs are implemented by 2018, it is understood that system integration will take time and adjustments may need to be made in the future. CMSMs/DSSABs will be responsible for the local management of OEYCFCs as part of their existing service system management responsibilities for child care and other human services.

### **Joint Planning and Local Prioritization of Child and Family Support Program Projects**

The ministry expects school boards and CMSMs/DSSABs to work together to identify the need for child and family support programs. CMSMs/DSSABs will need to consider projects relative to demand, long-term viability, and their local needs assessment for child and family support programs.

A new requirement has been included in the Joint Submission requiring the school board and CMSM/DSSAB to separately provide a priority ranking for each child care and/or child and family support program request being submitted for consideration. The school board provides its ranking for the project against its other projects, and the CMSM/DSSAB prioritizes all projects they are being asked to sign-off on by all school boards (i.e., if the English public school board, the English Catholic school board, and the French Catholic school board all request municipal approval on their Joint Submission, the CMSM/DSSAB must prioritize them all together rather than per individual school board). This will help ensure that the approved child and family support program projects align with approved Capital Priorities projects. Transitional funding phase projects are excluded from the priority ranking process.



This will require active communication between CMSMs/DSSABs and coterminous school boards to prioritize child care and/or child and family support program projects being submitted by all school boards in the service areas of the CMSM/DSSAB.

### **Ministry Prioritization of Eligible Child and Family Support Program Projects**

The ministry will use the following factors to prioritize projects under this policy should the number of eligible submission surpass available funding:

- Projects are “ready-to-go” and the community has already made plans to relocate, replace or build new child and family support program space in a school.
- Child and family support programs are in locations that are well-positioned to meet local needs and fill identified service gaps, and will align with future OEYCFC planning completed by CMSMs/DSSABs.
- Projects in communities where municipal partners already have familiarity and/or responsibility for child and family support programs, and where strong partnerships between the school board and municipality already exist.

### **Child and Family Support Program Operational and Accountability Requirements**

Approved new construction of child and family support program rooms must meet the following operational and accountability requirements:

- The child and family support program space/rooms will not result in an operating pressure for the CMSM/DSSAB.
- The physical space will be owned by the school board and leased to the child and family support program operator or CMSM/DSSAB. School boards are not to charge operators beyond a cost-recovery level.
- School boards will recover their accommodation costs (e.g., rent, heating, lighting, cleaning, maintenance and repair costs) directly from child and family support program operators and/or CMSMs/DSSABs as per the school board’s usual leasing process. School boards are not permitted to absorb additional school board facility costs (e.g., custodial, heat, and lighting) and renewal costs (e.g., windows) through ministry funding, such as the School Facility Operations or Renewal Grant.
- School boards are required to follow the capital construction approval process (Appendix F) for the new construction and/or renovations of child and family support program rooms. As per the ministry’s Capital Accountability Requirements, school boards will be required to submit a space template before designing the project, where applicable, school boards will require an Approval to Proceed (ATP) before the project can be tendered.

- Child and family support program space will not count as loaded space for the purposes of the facility space template. The facility space template should provide details of the child and family support program space under the section “other”.
- School boards will be held accountable for implementing appropriate measures to ensure that the cost and scope of approved child and family support program projects are within the approved project funding and do not exceed the ministry’s benchmarks.
- Child and family support programs are all ministry funded child and family support programs (OEYCs, PFLCs, CCRCs, and BBBFs).
- It is expected that child and family support program spaces built or renovated under this policy:
  - Are built to the specifications of a kindergarten classroom or a regular classroom;
  - Have separate and sufficient washroom space for parents and children using the centre;
  - Have a separate sink or portable sink for parents/caregivers and children using the centre; and
  - Have appropriate covered space for stroller parking on school property or within the school.
- For the purpose of this policy, an eligible child and family support program operator:
  - Is a not-for-profit operator or municipal operator; and
  - Receives support from the ministry to operate an OEYC, PFLC, CCRC, or BBBF program.
- Capital funding for child and family support programs cannot be used to address other school board capital needs.

### **Child and Family Support Program Capital Funding Calculation and Eligible Expenses**

The construction of child and family support program rooms will be funded using the current elementary school construction benchmarks (for both elementary and secondary schools under this policy), including the site-specific geographic adjustment factor (GAF). For this policy, the loading factor used to calculate the capital funding will be 26 pupil places per room. This approach allows school boards to build child and family support program rooms that can be converted for classroom use in the future, if necessary. This funding formula will apply to all new construction of child and family

support programs, including the replacement of existing child and family support programs due to school closure or accommodation review.

$$\begin{array}{l} \textit{Capital Funding for} \\ \textit{New Construction of} \\ \textit{Child and Family} \\ \textit{Support Program} \\ \textit{Rooms} \end{array} = 26 \textit{ Pupil} \times \textit{Elementary} \textit{ Construction} \times \textit{Average} \textit{ Elementary} \times \textit{Site} \\ \textit{Places} \qquad \qquad \qquad \textit{Cost} \qquad \qquad \qquad \textit{Area} \qquad \qquad \qquad \textit{Specific} \\ \qquad \qquad \qquad \qquad \qquad \textit{Benchmark} \qquad \qquad \qquad \textit{Benchmark} \qquad \qquad \qquad \textit{GAF}$$

*Note: The capital funding for retrofit projects for child and family support programs will be a maximum of 50 percent of the capital funding for new construction projects.*

Eligible expenses include:

- First-time equipping; and
- Expenses incurred to meet Building Code standards, which qualify under the Tangible Capital Assets Guide (TCA), revised April 2012.

### **Application Process – Joint Submission**

The Joint Submission includes project details, separate project rankings by both the school board and the CMSM/DSSAB, and confirms that the child and family support program meets all eligibility and viability requirements.

In order to be considered for funding for the construction of new or renovated child and family support program space, school boards must work with their municipal partners to submit a jointly-signed Joint Submission (Appendix G) requesting the construction of child and family support program space. School boards must submit a Joint Submission signed by both the CMSM/DSSAB Manager of Child Care and Early Years System and the school board Director of Education.

For child and family support program spaces associated with a Capital Priorities project request, the Joint Submission must be submitted as part of the school board’s Capital Priorities business case. For all other child and family support program projects, only a Joint Submission is required. The Joint Submission is to be submitted directly to the school board’s Ministry Early Years Regional Staff (Education Officer and Child Care Advisor) (Appendix E) and Capital Analyst (Appendix D).

Joint Submissions must be received by the ministry by **July 15, 2016**.

The ministry may request supporting documentation following a review of the Joint Submission.

## **Transitional Funding Phase**

The ministry will consider new or renovated child and family support program construction funding for existing ministry approved school capital projects that meet the following additional eligibility requirements to those listed above:

- The project has previously received ministry approval, and
- The project has not yet been given an ATP or begun construction.

School boards are encouraged to engage as soon as possible with their CMSM/DSSAB partners to begin to review feasibility of proposed new or renovated child and family support program space/rooms within existing approved school capital projects, based on local demand and existing operating funding.

School boards and CMSMs/DSSABs are not required to provide a priority ranking for transition projects.

The ministry will review transition projects as they are received, so school boards are encouraged to submit their Joint Submission for transition projects at their earliest convenience.

## Appendix D: List of Ministry Capital Analysts

DSB	District School Board	Capital Analyst	Email	Phone
1	DSB Ontario North East	Jaimie Burke	<a href="mailto:Jaimie.Burke@ontario.ca">Jaimie.Burke@ontario.ca</a>	416-325-4297
2	Algoma DSB	Jaimie Burke	<a href="mailto:Jaimie.Burke@ontario.ca">Jaimie.Burke@ontario.ca</a>	416-325-4297
3	Rainbow DSB	Jaimie Burke	<a href="mailto:Jaimie.Burke@ontario.ca">Jaimie.Burke@ontario.ca</a>	416-325-4297
4	Near North DSB	Sarosh Yousuf	<a href="mailto:Sarosh.Yousuf@ontario.ca">Sarosh.Yousuf@ontario.ca</a>	416-325-8059
5.1	Keewatin-Patricia DSB	Jaimie Burke	<a href="mailto:Jaimie.Burke@ontario.ca">Jaimie.Burke@ontario.ca</a>	416-325-4297
5.2	Rainy River DSB	Jaimie Burke	<a href="mailto:Jaimie.Burke@ontario.ca">Jaimie.Burke@ontario.ca</a>	416-325-4297
6.1	Lakehead DSB	Jaimie Burke	<a href="mailto:Jaimie.Burke@ontario.ca">Jaimie.Burke@ontario.ca</a>	416-325-4297
6.2	Superior Greenstone DSB	Jaimie Burke	<a href="mailto:Jaimie.Burke@ontario.ca">Jaimie.Burke@ontario.ca</a>	416-325-4297
7	Bluewater DSB	Matthew Anderson	<a href="mailto:Matthew.Anderson@ontario.ca">Matthew.Anderson@ontario.ca</a>	416-325-9796
8	Avon Maitland DSB	Matthew Anderson	<a href="mailto:Matthew.Anderson@ontario.ca">Matthew.Anderson@ontario.ca</a>	416-325-9796
9	Greater Essex County DSB	Michael Wasyluk	<a href="mailto:Michael.Wasyluk@ontario.ca">Michael.Wasyluk@ontario.ca</a>	416-326-9924
10	Lambton Kent DSB	Michael Wasyluk	<a href="mailto:Michael.Wasyluk@ontario.ca">Michael.Wasyluk@ontario.ca</a>	416-326-9924
11	Thames Valley DSB	Michael Wasyluk	<a href="mailto:Michael.Wasyluk@ontario.ca">Michael.Wasyluk@ontario.ca</a>	416-326-9924
12	Toronto DSB	Lisa Bland	<a href="mailto:Lisa.Bland@ontario.ca">Lisa.Bland@ontario.ca</a>	416-326-9921
13	Durham DSB	Shakufe Virani	<a href="mailto:Shakufe.Virani@ontario.ca">Shakufe.Virani@ontario.ca</a>	416-325-2805
14	Kawartha Pine Ridge DSB	Shakufe Virani	<a href="mailto:Shakufe.Virani@ontario.ca">Shakufe.Virani@ontario.ca</a>	416-325-2805
15	Trillium Lakelands DSB	Shakufe Virani	<a href="mailto:Shakufe.Virani@ontario.ca">Shakufe.Virani@ontario.ca</a>	416-325-2805
16	York Region DSB	Yvonne Rollins	<a href="mailto:Yvonne.Rollins@ontario.ca">Yvonne.Rollins@ontario.ca</a>	416-326-9932
17	Simcoe County DSB	Sarosh Yousuf	<a href="mailto:Sarosh.Yousuf@ontario.ca">Sarosh.Yousuf@ontario.ca</a>	416-325-8059
18	Upper Grand DSB	Matthew Anderson	<a href="mailto:Matthew.Anderson@ontario.ca">Matthew.Anderson@ontario.ca</a>	416-325-9796
19	Peel DSB	Sarosh Yousuf	<a href="mailto:Sarosh.Yousuf@ontario.ca">Sarosh.Yousuf@ontario.ca</a>	416-325-8059
20	Halton DSB	Diamond Tsui	<a href="mailto:Diamond.Tsui@ontario.ca">Diamond.Tsui@ontario.ca</a>	416-325-2017
21	Hamilton-Wentworth DSB	Matthew Anderson	<a href="mailto:Matthew.Anderson@ontario.ca">Matthew.Anderson@ontario.ca</a>	416-325-9796
22	DSB Niagara	Michael Wasyluk	<a href="mailto:Michael.Wasyluk@ontario.ca">Michael.Wasyluk@ontario.ca</a>	416-326-9924
23	Grand Erie DSB	Michael Wasyluk	<a href="mailto:Michael.Wasyluk@ontario.ca">Michael.Wasyluk@ontario.ca</a>	416-326-9924
24	Waterloo Region DSB	Matthew Anderson	<a href="mailto:Matthew.Anderson@ontario.ca">Matthew.Anderson@ontario.ca</a>	416-325-9796
25	Ottawa-Carleton DSB	Daniel Cayouette	<a href="mailto:Daniel.Cayouette@ontario.ca">Daniel.Cayouette@ontario.ca</a>	416-325-2018
26	Upper Canada DSB	Daniel Cayouette	<a href="mailto:Daniel.Cayouette@ontario.ca">Daniel.Cayouette@ontario.ca</a>	416-325-2018
27	Limestone DSB	Shakufe Virani	<a href="mailto:Shakufe.Virani@ontario.ca">Shakufe.Virani@ontario.ca</a>	416-325-2805
28	Renfrew County DSB	Shakufe Virani	<a href="mailto:Shakufe.Virani@ontario.ca">Shakufe.Virani@ontario.ca</a>	416-325-2805
29	Hastings & Prince Edward DSB	Shakufe Virani	<a href="mailto:Shakufe.Virani@ontario.ca">Shakufe.Virani@ontario.ca</a>	416-325-2805
30.1	Northeastern CDSB	Jaimie Burke	<a href="mailto:Jaimie.Burke@ontario.ca">Jaimie.Burke@ontario.ca</a>	416-325-4297
30.2	Nipissing-Parry Sound CDSB	Sarosh Yousuf	<a href="mailto:Sarosh.Yousuf@ontario.ca">Sarosh.Yousuf@ontario.ca</a>	416-325-8059
31	Huron Superior CDSB	Jaimie Burke	<a href="mailto:Jaimie.Burke@ontario.ca">Jaimie.Burke@ontario.ca</a>	416-325-4297
32	Sudbury CDSB	Jaimie Burke	<a href="mailto:Jaimie.Burke@ontario.ca">Jaimie.Burke@ontario.ca</a>	416-325-4297
33.1	Northwest CDSB	Jaimie Burke	<a href="mailto:Jaimie.Burke@ontario.ca">Jaimie.Burke@ontario.ca</a>	416-325-4297
33.2	Kenora CDSB	Jaimie Burke	<a href="mailto:Jaimie.Burke@ontario.ca">Jaimie.Burke@ontario.ca</a>	416-325-4297

<b>DSB</b>	<b>District School Board</b>	<b>Capital Analyst</b>	<b>Email</b>	<b>Phone</b>
34.1	Thunder Bay CDSB	Jaimie Burke	<a href="mailto:Jaimie.Burke@ontario.ca">Jaimie.Burke@ontario.ca</a>	416-325-4297
34.2	Superior North CDSB	Jaimie Burke	<a href="mailto:Jaimie.Burke@ontario.ca">Jaimie.Burke@ontario.ca</a>	416-325-4297
35	Bruce-Grey CDSB	Matthew Anderson	<a href="mailto:Matthew.Anderson@ontario.ca">Matthew.Anderson@ontario.ca</a>	416-325-9796
36	Huron Perth CDSB	Matthew Anderson	<a href="mailto:Matthew.Anderson@ontario.ca">Matthew.Anderson@ontario.ca</a>	416-325-9796
37	Windsor-Essex CDSB	Michael Wasyluk	<a href="mailto:Michael.Wasyluk@ontario.ca">Michael.Wasyluk@ontario.ca</a>	416-326-9924
38	London DCSB	Michael Wasyluk	<a href="mailto:Michael.Wasyluk@ontario.ca">Michael.Wasyluk@ontario.ca</a>	416-326-9924
39	St. Clair CDSB	Michael Wasyluk	<a href="mailto:Michael.Wasyluk@ontario.ca">Michael.Wasyluk@ontario.ca</a>	416-326-9924
40	Toronto CDSB	Lisa Bland	<a href="mailto:Lisa.Bland@ontario.ca">Lisa.Bland@ontario.ca</a>	416-326-9921
41	Peterborough VNCCDSB	Shakufe Virani	<a href="mailto:Shakufe.Virani@ontario.ca">Shakufe.Virani@ontario.ca</a>	416-325-2805
42	York CDSB	Yvonne Rollins	<a href="mailto:Yvonne.Rollins@ontario.ca">Yvonne.Rollins@ontario.ca</a>	416-326-9932
43	Dufferin Peel CDSB	Sarosh Yousuf	<a href="mailto:Sarosh.Yousuf@ontario.ca">Sarosh.Yousuf@ontario.ca</a>	416-325-8059
44	Simcoe Muskoka CDSB	Sarosh Yousuf	<a href="mailto:Sarosh.Yousuf@ontario.ca">Sarosh.Yousuf@ontario.ca</a>	416-325-8059
45	Durham CDSB	Shakufe Virani	<a href="mailto:Shakufe.Virani@ontario.ca">Shakufe.Virani@ontario.ca</a>	416-325-2805
46	Halton CDSB	Diamond Tsui	<a href="mailto:Diamond.Tsui@ontario.ca">Diamond.Tsui@ontario.ca</a>	416-325-2017
47	Hamilton-Wentworth CDSB	Matthew Anderson	<a href="mailto:Matthew.Anderson@ontario.ca">Matthew.Anderson@ontario.ca</a>	416-325-9796
48	Wellington CDSB	Matthew Anderson	<a href="mailto:Matthew.Anderson@ontario.ca">Matthew.Anderson@ontario.ca</a>	416-325-9796
49	Waterloo CDSB	Matthew Anderson	<a href="mailto:Matthew.Anderson@ontario.ca">Matthew.Anderson@ontario.ca</a>	416-325-9796
50	Niagara CDSB	Michael Wasyluk	<a href="mailto:Michael.Wasyluk@ontario.ca">Michael.Wasyluk@ontario.ca</a>	416-326-9924
51	Brant Haldimand Norfolk CDSB	Michael Wasyluk	<a href="mailto:Michael.Wasyluk@ontario.ca">Michael.Wasyluk@ontario.ca</a>	416-326-9924
52	CDSB of Eastern Ontario	Daniel Cayouette	<a href="mailto:Daniel.Cayouette@ontario.ca">Daniel.Cayouette@ontario.ca</a>	416-325-2018
53	Ottawa CSB	Daniel Cayouette	<a href="mailto:Daniel.Cayouette@ontario.ca">Daniel.Cayouette@ontario.ca</a>	416-325-2018
54	Renfrew County CDSB	Shakufe Virani	<a href="mailto:Shakufe.Virani@ontario.ca">Shakufe.Virani@ontario.ca</a>	416-325-2805
55	Algonquin & Lakeshore CDSB	Shakufe Virani	<a href="mailto:Shakufe.Virani@ontario.ca">Shakufe.Virani@ontario.ca</a>	416-325-2805
56	CSP du Nord-Est	Laval Wong	<a href="mailto:Laval.Wong@ontario.ca">Laval.Wong@ontario.ca</a>	416-325-2015
57	CSP du Grand Nord de l'Ontario	Laval Wong	<a href="mailto:Laval.Wong@ontario.ca">Laval.Wong@ontario.ca</a>	416-325-2015
58	CS Viamonde	Laval Wong	<a href="mailto:Laval.Wong@ontario.ca">Laval.Wong@ontario.ca</a>	416-325-2015
59	CÉP de l'Est de l'Ontario	Daniel Cayouette	<a href="mailto:Daniel.Cayouette@ontario.ca">Daniel.Cayouette@ontario.ca</a>	416-325-2018
60.1	CSCD des Grandes Rivières	Laval Wong	<a href="mailto:Laval.Wong@ontario.ca">Laval.Wong@ontario.ca</a>	416-325-2015
60.2	CSC Franco-Nord	Laval Wong	<a href="mailto:Laval.Wong@ontario.ca">Laval.Wong@ontario.ca</a>	416-325-2015
61	CSC du Nouvel-Ontario	Laval Wong	<a href="mailto:Laval.Wong@ontario.ca">Laval.Wong@ontario.ca</a>	416-325-2015
62	CSDC des Aurores boréales	Laval Wong	<a href="mailto:Laval.Wong@ontario.ca">Laval.Wong@ontario.ca</a>	416-325-2015
63	CSC Providence	Laval Wong	<a href="mailto:Laval.Wong@ontario.ca">Laval.Wong@ontario.ca</a>	416-325-2015
64	CSDC Centre Sud	Laval Wong	<a href="mailto:Laval.Wong@ontario.ca">Laval.Wong@ontario.ca</a>	416-325-2015
65	CSDC de l'Est ontarien	Daniel Cayouette	<a href="mailto:Daniel.Cayouette@ontario.ca">Daniel.Cayouette@ontario.ca</a>	416-325-2018
66	CÉC du Centre-Est	Daniel Cayouette	<a href="mailto:Daniel.Cayouette@ontario.ca">Daniel.Cayouette@ontario.ca</a>	416-325-2018

## Appendix E: List of Ministry Early Years Education Officers and Child Care Advisors

REGION	EO/CCA	CMSM/ DSSAB	SCHOOL BOARD
TORONTO	<p><b>Education Officer:</b></p> <p><b>Dolores Cascone</b> Tel: 416-314-6300 Toll Free: 1-800-268-5755 <a href="mailto:dolores.cascone@ontario.ca">dolores.cascone@ontario.ca</a></p> <p><b>Azza Hamdi</b> Tel: 416-325-8303 <a href="mailto:Azza.Hamdi@ontario.ca">Azza.Hamdi@ontario.ca</a> (French Language Boards)</p> <p><b>Child Care Advisor:</b></p> <p><b>Isilda Kucherenko</b> Tel: 416-325-3244 <a href="mailto:isilda.kucherenko@ontario.ca">isilda.kucherenko@ontario.ca</a></p>	City of Toronto	CS Viamonde CSD Catholique Centre-Sud Toronto Catholic DSB Toronto DSB
		County of Dufferin	CS Viamonde CSD catholique Centre-Sud Dufferin–Peel Catholic DSB Upper Grand DSB
		Regional Municipality of Halton	CS Viamonde CSD Catholique Centre-Sud Halton Catholic DSB Halton DSB
		Regional Municipality of Peel	CS Viamonde CSD Catholique Centre-Sud Dufferin-Peel Catholic DSB Peel DSB
		County of Wellington	CS Viamonde CSD Catholique Centre-Sud Upper Grand DSB Wellington Catholic DSB
LONDON	<p><b>Education Officer:</b></p> <p><b>Sue Chanko</b> Tel: 519-870-2187 <a href="mailto:Sue.Chanko@ontario.ca">Sue.Chanko@ontario.ca</a></p> <p><b>Azza Hamdi</b> Tel: 416-325-8303 <a href="mailto:Azza.Hamdi@ontario.ca">Azza.Hamdi@ontario.ca</a> (French Language Boards)</p> <p><b>Child Care Advisor:</b></p> <p><b>Karen Calligan</b> Tel: 226 919-5832 <a href="mailto:karen.calligan@ontario.ca">karen.calligan@ontario.ca</a></p>	Regional Municipality of Waterloo	CS Viamonde CSD Catholique Centre-Sud Waterloo Catholic DSB Waterloo Region DSB
		City of Brantford	Brant Haldimand Norfolk Catholic DSB CS Viamonde CSD Catholique Centre-Sud Grand Erie DSB
		County of Norfolk	Brant Haldimand Norfolk Catholic DSB CS Viamonde CSD catholique Centre-Sud Grand Erie DSB
		City of Hamilton	CS Viamonde CSD catholique du Centre-Sud Hamilton-Wentworth DSB Hamilton-Wentworth Catholic DSB
		Regional Municipality of Niagara	CS Viamonde CSD catholique Centre-Sud DSB of Niagara Niagara Catholic DSB
		County of Huron	Avon Maitland DSB CS Viamonde CSD des écoles catholiques du Sud-Ouest Huron-Perth Catholic DSB
		County of Lambton	CS Viamonde CSD des écoles catholiques du Sud-Ouest Lambton Kent DSB St. Clair Catholic DSB
		City of London	CS Viamonde CSD des écoles catholiques du Sud-

			Ouest London District Catholic SB Thames Valley DSB
		County of Oxford	CS Viamonde CSD des ecoles catholiques du Sud-Ouest London District Catholic SB Thames Valley DSB
		City of St. Thomas	CS Viamonde CSD des ecoles catholiques du Sud-Ouest London District Catholic SB Thames Valley DSB
		City of Stratford	Avon Maitland DSB CS Viamonde CSD des ecoles catholiques du Sud-Ouest Huron –Perth Catholic DSB
		City of Windsor	CS Viamonde CSD des écoles catholiques du Sud-Ouest Greater Essex County DSB Windsor-Essex Catholic DBS
		Municipality of Chatham-Kent	CS Viamonde CSD des écoles catholiques du Sud-Ouest Lambton-Kent DSB St. Clair Catholic DSB
<b>NORTH BAY / SUDBURY</b>	<b>Education Officer:</b>  <b>Renée Brouillette</b>  Tel: 705-497-6893 Toll Free: 1-800-461-9570 <a href="mailto:renee.brouillette@ontario.ca">renee.brouillette@ontario.ca</a>  <b>Child Care Advisor:</b>  <b>Lina Davidson</b> Tel: 705-564-4282 <a href="mailto:Lina.davidson@ontario.ca">Lina.davidson@ontario.ca</a>	Cochrane DSSAB	CSD catholique des Grandes Rivières CSD du Nord-Est de l'Ontario DSB Ontario North East Northeastern Catholic DSB
		Nipissing DSSAB	Algonquin & Lakeshore Catholic DSB Conseil des écoles publiques de l'Est de l'Ontario CSD catholique des Grandes Rivières CSD catholique du Centre-Est de l'Ontario CSD catholique Franco-Nord CSD du Nord-Est de l'Ontario DSB Ontario North East Near North DSB Nipissing-Parry Sound Catholic DSB Northeastern Catholic DSB Renfrew County DSB
		Parry Sound DSSAB	CSD catholique Centre-Sud CSD catholique du Nouvel-Ontario CSD catholique Franco-Nord CSD du Nord-Est de l'Ontario Near North DSB Nipissing-Parry Sound Catholic DSB Simcoe Muskoka Catholic DSB Sudbury Catholic DSB
		Timiskaming DSSAB	CSD catholique des Grandes Rivières CSD du Nord-Est de l'Ontario DSB Ontario North East Northeastern Catholic DSB



		City of Greater Sudbury	CSD catholique du Nouvel-Ontario CSD du Grand Nord de l'Ontario Rainbow DSB Sudbury Catholic DSB
		Algoma DSSAB	Algoma DSB CSD catholique des Grandes Rivières CSD catholique du Nouvel-Ontario CSD du Grand Nord de l'Ontario CSD du Nord-Est de l'Ontario DSB Ontario North East Huron-Superior Catholic DSB Northeastern Catholic DSB
		Manitoulin-Sudbury DSSAB	Algoma DSB CSD catholique des Grandes Rivières CSD catholique du Nouvel-Ontario CSD du Grand Nord de l'Ontario CSD du Nord-Est de l'Ontario DSB Ontario North East Huron-Superior Catholic DSB Northeastern Catholic DSB Rainbow DSB Sudbury Catholic DSB
		Sault Ste. Marie DSSAB	Algoma DSB CSD catholique du Nouvel-Ontario CSD du Grand Nord de l'Ontario Huron-Superior Catholic DSB
<b>THUNDER BAY</b>	<b><u>Education Officer:</u></b>  <b>Heather Exley</b> Tel: 807-474-2993 Toll Free: 1-800-465-5020 <a href="mailto:heather.exley@ontario.ca">heather.exley@ontario.ca</a>  <b><u>Child Care Advisor:</u></b>  <b>Kelly Massaro-Joblin</b> Tel: (807) 474-2982 Toll Free: 1 800 465-5020 <a href="mailto:kelly.massaro-joblin@ontario.ca">kelly.massaro-joblin@ontario.ca</a>	Rainy River DSSAB	CSD catholique des Aurores boréales CSD du Grand Nord de l'Ontario Northwest Catholic DSB Rainy River DSB
		Kenora DSSAB	CSD catholique des Aurores boréales CSD du Grand Nord de l'Ontario Keewatin-Patricia DSB Kenora Catholic DSB Northwest Catholic DSB Rainy River DSB
		Thunder Bay DSSAB	CSD catholique des Aurores boréales CSD du Grand Nord de l'Ontario Keewatin-Patricia DSB Lakehead DSB Superior North Catholic DSB Superior-Greenstone DSB Thunder Bay Catholic DSB
<b>OTTAWA</b>	<b><u>Education Officer:</u></b>  <b>Nathalie Daoust</b> Tel: 613-225-9210 ext. 136 Toll Free: 1-800-267-1067 <a href="mailto:nathalie.daoust@ontario.ca">nathalie.daoust@ontario.ca</a>  <b><u>Child Care Advisor :</u></b>  <b>Rachelle Blanchette</b> Tel: 613-536-7331 <a href="mailto:rachelle.blanchette@ontario.ca">rachelle.blanchette@ontario.ca</a>	County of Hastings	Algonquin and Lakeshore Catholic DSB Conseil des écoles publiques de l'Est de l'Ontario CS Viamonde CSD catholique Centre-Sud CSD catholique du Centre-Est de l'Ontario Hastings and Prince Edward DSB Kawartha Pine Ridge DSB Peterborough Victoria Northumberland & Clarington Catholic DSB
		City of Kingston	Algonquin and Lakeshore Catholic DSB Conseil des écoles publiques de l'Est de l'Ontario

			CSD catholique du Centre-Est de l'Ontario Limestone DSB
		County of Lanark	Catholic DSB of Eastern Ontario CSD catholique du Centre-Est de l'Ontario Conseil des écoles publiques de l'Est de l'Ontario Upper Canada DSB
		County of Leeds and Grenville	Catholic DSB of Eastern Ontario Conseil des écoles publiques de l'Est de l'Ontario CSD catholique du Centre-Est de l'Ontario Upper Canada DSB
		County of Prince Edward/Lennox and Addington	Algonquin and Lakeshore Catholic DSB Conseil des écoles publiques de l'Est de l'Ontario CSD catholique du Centre-Est de l'Ontario Hastings and Prince Edward DSB Limestone DSB
		City of Cornwall	Catholic DSB of Eastern Ontario CSD catholique de l'Est ontarien Conseil des écoles publiques de l'Est de l'Ontario Upper Canada DSB
		City of Ottawa	Conseil des écoles publiques de l'Est de l'Ontario CSD catholique du Centre-Est de l'Ontario Ottawa Catholic DSB Ottawa-Carleton DSB
		United Counties of Prescott & Russell	Catholic DSB of Eastern Ontario Conseil des écoles publiques de l'Est de l'Ontario CSD catholique de l'Est ontarien Upper Canada DSB
		County of Renfrew	Conseil des écoles publiques de l'Est de l'Ontario CSD catholique du Centre-Est de l'Ontario Renfrew County Catholic DSB Renfrew County DSB
<b>BARRIE</b>	<b>Education Officer:</b>  <b>Ana Marie Prokopich</b> Tel: 705-725-6260 Toll Free: 1-888-999-9556 <a href="mailto:AnaMarie.Prokopich@ontario.ca">AnaMarie.Prokopich@ontario.ca</a>  <b>Azza Hamdi</b> Tel: 416-325-8303 <a href="mailto:Azza.Hamdi@ontario.ca">Azza.Hamdi@ontario.ca</a> (French Language Boards)	County of Bruce	Bluewater DSB Bruce-Grey Catholic DSB CS Viamonde CSD des écoles catholiques du Sud-Ouest
		County of Grey	Bluewater DSB Bruce-Grey Catholic DSB CS Viamonde CSD des écoles catholiques du Sud-Ouest
		Regional Municipality of Durham	CS Viamonde CSD catholique Centre-Sud Durham Catholic DSB Durham DSB

<p><b><u>Child Care Advisor:</u></b></p> <p><b>Maria Saunders</b>  Tel: 705-725-7629  <a href="mailto:maria.saunders@ontario.ca">maria.saunders@ontario.ca</a></p>		Kawartha Pine Ridge DSB Peterborough Victoria Northumberland & Clarington Catholic DSB
	County of Northumberland	CS Viamonde CSD catholique Centre-Sud Kawartha Pine Ridge DSB Peterborough VNC Catholic DSB
	City of Peterborough	CS Viamonde CSD catholique Centre-Sud Kawartha Pine Ridge DSB Peterborough VNC Catholic DSB
	County of Simcoe	CS Viamonde CSD catholique Centre-Sud Simcoe County DSB Simcoe Muskoka Catholic DSB
	City of Kawartha Lakes	Algonquin & Lakeshore Catholic DSB CS Viamonde CSD catholique Centre-Sud CSD catholique du Centre-Est de l'Ontario Peterborough VNC Catholic DSB Trillium Lakelands DSB
	Regional Municipality of York	CS Viamonde CSD catholique Centre-Sud York Catholic DSB York Region DSB
	District Municipality of Muskoka	CSD catholique Centre-Sud CSD du Nord-Est de l'Ontario Near North DSB Simcoe Muskoka Catholic DSB Trillium Lakelands DSB

## Appendix F: Capital Approval Process Chart

Capital Construction Approval Process Updated May 18, 2016		New Schools		Additions		Major Retrofits <sup>1</sup>		FDK
		Repeat Design	New Design	>50% <sup>3</sup>	<50% <sup>3</sup>	>50% <sup>3</sup>	<50% <sup>3</sup>	Individual Projects<\$250K
Pre-Design	Facility Space Template	Complete template with most recent adaptation (<5 years)	Board to submit template before hiring architect	Board to submit template before hiring architect	Not Required	Board to submit template before hiring architect	Not Required	Not Required
	Project Manager	Board to appoint a Project Manager (either internal staff or external resource). Board to notify Ministry of name and contact info.						
	Ministry Approval	Ministry must approve scope of project based upon submitted Space Template	Ministry must approve scope of project based upon submitted Space Template	Ministry must approve scope of project based upon submitted Space Template	Not Required	Ministry must approve scope of project based upon submitted Space Template	Not Required	Not Required
	GOAL	Board to retain an architect						
Pre-Tender	Independent Cost Consultant Report <sup>2</sup>	Submit final cost of recent adaptation (<5 years)	Projects with a total project cost of >\$3.0M	Projects with a total project cost of >\$3.0M	Not Required	Projects with a total project cost of >\$3.0M	Not Required	Not Required
	Approval to Proceed (ATP) Request	Board's senior business official to submit the ATP Request Form confirming total estimated project costs does not exceed board's identified funding.						
	Capital Analysis & Planning Tool (CAPT)	Board to confirm that data entered in the CAPT for the requested project is in line with the data provided through the ATP Request Form.						
	Ministry Approval	Ministry's approval required before proceeding to tender. Approval based on identification of sufficient funding.						
	GOAL	Board to proceed to tender						
Post-Tender	Tender exceed approved funding amount	Board to either identify additional funding available via ATP Request Form or make design changes to reduce the project cost. In either case, the board must demonstrate that sufficient funding is available to complete the project.						
	Tender meet approved funding amount	Board to accept tender bid. Important to ensure all project costs are identified and considered.						
Notes:	<ol style="list-style-type: none"> <li>1. Ministry approvals are not required for major retrofits that are 100% funded through Renewal Funding, Good Places to Learn Renewal, Energy Efficiency funding, School Condition improvement funding, School-First Child Care Retrofit Policy funding, and FDK funding of less than \$250K.</li> <li>2. Consultant to review the design, provide costing analysis and advice and report on options to ensure cost containment. To be based on drawings that are at least 80% complete.</li> <li>3. 50% determined by the following: (Estimated project cost / Latest construction benchmark value of the existing OTG (pre-construction) of the facility).</li> </ol>							
Definitions:	<b>Addition:</b> Expansion of the gross floor area of a facility. <b>Major Retrofit:</b> Major structural renovation or reconstruction of the existing building envelop. It does not include expansion of the existing gross floor area. Any project that does expand the gross floor area, Ministry funds or >\$1M in Accumulated Surplus is treated as a Major Retrofit.							

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

FROM: Superintendent of Facility Services

SUBJECT: **ORILLIA SECONDARY SCHOOL AND TWIN LAKES SECONDARY SCHOOL  
CLOSED TO OUT-OF-AREA – STATUS UPDATE**

1. **Background**

On December 16, 2015 the Board approved that Orillia Secondary School and Twin Lakes Secondary School be closed to out-of-area students as set out in Report No. BF-D-1, Capital Plan 2015-2016, dated December 2, 2015. The intent of this recommendation was to ensure that mechanisms were in place so that enrolment would remain balanced and stable upon the opening of the new Orillia Secondary School.

2. **Current Status**

Staff have since been requested to reevaluate this status due to the recent opening of Orillia Secondary School and enquiries from the community. Unique in this instance is that the attendance areas established for these schools have been in effect since September 2013 as a result of the February 27, 2013 Board approved motions as set out in Report No. BF-D-5, Attendance Area Review: Orillia Secondary Schools, dated February 6, 2013. Typically, new attendance areas coincide with the opening date of new schools, which is not the case in this situation. Projected Average Daily Enrolment (ADE) at Orillia Secondary School for 2016-2017 is 1,010 students, approximately 100 students less than capacity. Projected ADE at Twin Lakes Secondary School for 2016-2017 is 850 students, also approximately 100 students less than capacity.

3. **Conclusion**

As a result of the projected underutilization in the short-term at both Orillia Secondary School and Twin Lakes Secondary School, and in conjunction with having already well-established attendance areas, staff recommend that these schools be open to out-of-area requests for the 2016-2017 school year. It is expected that any approvals are carried out in accordance with Board Policy 2317 – School Attendance Areas and Board Administrative Procedures Memorandum A7000 – School Attendance Areas.

**RECOMMENDATION**

That the Board approve Orillia Secondary School and Twin Lakes Secondary School be open to out-of-area requests for the 2016-2017 school year, as set out in Report No. D-5-c, Orillia Secondary School and Twin Lakes Secondary School Closed to Out-of-Area – Status Update, dated June 15, 2016.

**Respectfully submitted by:**

John Dance, Superintendent of Facility Services

**Approved for submission by:**

Kathryn Wallace, Director of Education

June 15, 2016

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

FROM: Parent Involvement Committee

SUBJECT: **REPORT OF THE PARENT INVOLVEMENT COMMITTEE  
MEETING HELD APRIL 19, 2016**

A meeting of the Parent Involvement Committee was held on Tuesday, April 19, 2016 at the Education Centre.

**PRESENT:**

**Committee Members:**

(Voting)

Jason Barr, Ken Boyington, Shannon Daggett, Melanie Darlington, Rachel Draper, Cindy Gizuk, Ruth Howorth, Corryn Mounstephen (Vice-chairperson), David O'Brien (Chairperson), Nancy Thompson, Dawn Tufford.

**Trustee**

**Representatives:**

(Non-voting)

Donna DaSilva.

**Administration & Staff**

**Representatives:**

(Non-voting)

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

**REGRETS:**

Pamela Hodgson.

**GUESTS:**

Peter Beacock, Rebecca Dupuis, Glenda Galliford, Stephanie Jones, Amber Venner.

**1. Welcome and Introduction**

David O'Brien, Chairperson, called the meeting to order at 6:04 p.m. and welcomed the Chair of the Board, Peter Beacock, guest speakers, PIC members and visitors from schools.

Chair O'Brien explained to school council representatives that the Parent Involvement Committee (PIC) meeting is a formal committee of the board and that he would speak to any questions or comments from visitors at the end of the meeting.

Chair O'Brien expressed regrets on behalf of Yvonne Stahlmann and Mona Shah who because of family commitments, decided to step down from the Parent Involvement Committee.

Chair O'Brien welcomed new PIC member Shannon Daggett to the committee.

**2. Approval of Agenda**

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

Moved by Corryn Mounstephen  
Seconded by Cindy Gizuk

That the agenda be accepted as printed.

CARRIED

**3. Guest Speakers**

- a) Jackie Kavanagh, Superintendent of Education introduced the Chair of the Board Peter Beacock, Trustee for Oro Medonte and Springwater. Trustee Beacock provided an in-depth PowerPoint presentation on the Role of a Trustee.

Trustee Beacock spoke on the Board's Mission and Vision Statement and provided information on the individual role of a trustee, role of the Chairperson of the Board and role of the Vice-Chairperson of the Board as part of the Corporate Board.

Chair Beacock commented on the trustee election process, the term of office, the many roles of the trustees; as well as, individual trustees sitting on various standing committees of the Board and miscellaneous committees.

Chairperson Beacock commented that the role of trustee is also a Governance role - trustees are not involved in the day to day operations of the Board; however their main goals are to promote student achievement and well-being, encourage pupils to pursue their educational goals and promote a positive school climate.

For additional information please refer to Board Policy 2191:

[http://scdsb.on.ca/Board/Policies%20Documents/Policy-2191\\_Board-Chairperson-Role-Description.pdf](http://scdsb.on.ca/Board/Policies%20Documents/Policy-2191_Board-Chairperson-Role-Description.pdf)

Chair O'Brien thanked Chair of the Board Beacock for his informative presentation.

- b) Superintendent Kavanagh introduced Glenda Galliford, Itinerant Resource Teacher (IRT), Guidance and Transitions, who provided two handouts entitled: *Planning Transitions for Successful Futures*, *Guide for Parents* and *Supporting Parent Engagement Through the Transitions Years*.

IRT Galliford spoke on the Parenting Transitions Presentation which considers the current brain development research that is tied to the early teen years and assists parents as their child transitions into adulthood.

Information was provided on Parenting Pathways and planning future opportunities that are available to students for post-secondary planning using the myBlueprint education planner. Students are able to choose their life pathways.

[www.myBlueprint.ca](http://www.myBlueprint.ca)

IRT Galliford responded to questions from the committee regarding transition to highschool and offered her services as a guidance teacher to host a family of schools event relating to Parenting Pathways.

Chair O'Brien thanked IRT Galliford for the relevant information and presentation.

- c) Superintendent Kavanagh welcomed Stephanie Jones - Public Health Liaison, Rebecca Dupuis - Preventable Disease Team Manager and Amber Venner - Nursing Student.

Manager Dupuis and Nursing Student Venner spoke to the Simcoe Muskoka District Health Unit's (SMDHU) Immunization Protocol. Topics of interest included: how vaccines work to prevent serious illnesses, publically funded immunization schedules that focus on school-aged children, immunization surveillance, affidavits, Statement of Conscience or Religious Belief, SMDHU's ability to suspend students under the Immunization of School Pupils Act (ISPA), the school immunization program.

It was noted that immunization suspensions in Simcoe County have been delayed until October 6, 2016 for grade 2 and 3 students.

Manager Dupuis explained that the PANORAMA (provincial database), introduced June 2014, includes the immunization data of all school aged students and child care centers in the province. The database quickly enables the SMDHU staff to identify current information in case of an outbreak, and enables staff to put steps into place to ensure the safety of unimmunized students.

Manager Dupuis recommended PIC members refer to the Immunization of School Pupils Act (ISPA) and the SMDHU websites for further information.

[www.ontario.ca/laws/statue/90i01](http://www.ontario.ca/laws/statue/90i01)

[www.smdhu.org](http://www.smdhu.org)

Manager Dupuis and Nursing Student Veneer responded to questions from the committee regarding the contagious disease investigation process by the SMDHU, children in system who are not immunized, parents' responsibility to provide the SMDHU with immunization information, chickenpox and shingles vaccines, future possibilities for PANORAMA and information sharing with health care providers.

Chair O'Brien thanked the health team for the excellent information.



**4. Approval of February 16, 2016 Minutes**

Chair O'Brien asked for approval of the minutes.

Moved by Corryn Mounstephen  
Seconded by Cindy Gizuk

That the minutes of the February 16, 2016 minutes be accepted as printed.

CARRIED

**5. PRO Grant 2015-2016 – Circle of Learning, Family of Schools Outreach Update**

Chair O'Brien reported that 21 applications had been received for the Family of School Outreach project, with a total of \$32,300 in funds allocated to schools encompassing all areas of Simcoe County.

Chair O'Brien commented that in previous years the \$10,000 PRO Grant was spent on a one day Circle of Learning event that saw only 120 people in attendance. The extensive buy-in from school councils, schools and parents this new Family of Schools Outreach Grant format will reach hundreds of families in their communities.

PIC members were encouraged to support these sessions, but are not required to be in attendance.

**6. PRO Regional Grant Application 2016-2017**

Chair O'Brien reported that the 2015 – 2016 Family of Schools Outreach Grant is the most successful PRO grant in terms of school council, parent and board staff involvement. Initial feedback indicates that schools are excited to receive the funding to organize events that are relevant to their school communities. There has been more uptake for this PRO Grant rather than the one day Circle of Learning event hosted at the Education Centre two years ago.

Chair O'Brien requested the committee's approval to proceed with the same Family of Schools Outreach Grant format for the 2016-2017 PRO Grant. Committee members recommended continuing down the same path because of the better utilization of funds and the extensive buy-in from communities and board staff.

The deadline for the 2016-2017 PRO Grant application is May 29, 2016. A motion will be tabled at the May 2016 meeting to finalize the application to the Ministry.

**7. Minister's 7th Annual PIC Symposium – Barrie Region**

Chair O'Brien, Vice-chair Corry Mounstephen and PIC member Cindy Gizuk reported on the Annual PIC Symposium held at the Barrie Holiday Inn, on April 16, 2017. Also in attendance at the Symposium were School Council Chairs Jennifer Johnson and Laura Black.

A report was provided outlining each person's perspective of the symposium. Everyone attending the PIC Symposium enjoyed the one day event and commented on the outstanding guest speakers and information. PIC members were encouraged to attend this free opportunity next year which is sponsored by the Ministry of Education.

**8. Correspondence**

a) Walking to School and Safe Driving - Video for School Councils

The committee discussed a request that had come to the PIC's attention regarding a video initiative for schools to encourage parents and students to walk to school. Principal Peter MacLean commented that a number of schools already have a walking program at their schools, i.e. "Walkable Worsley", and this initiative does not fit every community, especially communities that are bussed.

After discussion with the committee, Superintendent Kavanagh and the committee concluded that this is not part of the PIC mandate and although it is an admirable initiative, it is up to each school to decide if it is right for their school community.

**9. Updates from Staff**

a) Superintendent Kavanagh reported on a conference she attended highlighting Sir Ken Robertson, who speaks on individuality, creativity and recognizes that different students have different passions. Superintendent Kavanagh recommended viewing the video on YouTube.

[https://www.ted.com/speakers/sir\\_ken\\_robinson](https://www.ted.com/speakers/sir_ken_robinson)

b) Superintendent Kavanagh commented that a numbered memorandum will be going out to the system to indicate that PIC is accepting applications for positions on the PIC for the 2016-2017 school year.

c) Superintendent Kavanagh spoke on the 2015-2016 Family of Schools PRO Grant and explained that all five areas of Simcoe County were represented in the applications. Superintendent Kavanagh stated that by taking PIC on the road, it encourages parents to co-learn with their children and to become involved in learning at the school. PIC members were encouraged to try to attend an event in their area.

**10. Additional Updates/Future Agenda Items**

Mental Health – Chair O'Brien commented that Cindy Gizuk attended the Mental Health Conference on behalf of PIC and will speak to the conference at next month's meeting.

Chair O'Brien thanked Principal Jennifer Cornick and all the school council chairs for attending the PIC meeting and invited them to attend any of the future PIC meetings.

**11. Adjournment**

Moved by Mona Shah  
Seconded by Dawn Tufford

That the meeting be adjourned at 8:15 p.m.

The next regular meeting will be held on Tuesday, May 24, 2016, 6:00 p.m., Georgian Room at the Education Centre.

**12. Report Status**

This report is provided for information.

**Respectfully submitted by:**

Jackie Kavanagh  
Superintendent of Education

**Approved for submission by:**

Kathryn Wallace  
Director of Education

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

FROM: Chairperson of SEAC  
Superintendent of Education

SUBJECT: **MINUTES OF THE SPECIAL EDUCATION ADVISORY COMMITTEE  
MEETING HELD MAY 9, 2016**

The regular meeting of the Special Education Advisory Committee was held on Monday, May 9, 2016 at the Education Centre.

**A. Roll Call**

**PRESENT:**

**SEAC Members**

Kathleen Aikins (Trustee), Kevin Berry (Chairperson), Mark Bryan (fulfilling the role of Vice-Chairperson), Sheryl Eastop, Rose-Ann Marchitto, Peter Nagora, Caroline Smith, Dan Stroh, Sandy Thurston.

**SEAC Alternates**

Svetlana Zarumvinski.

**Staff**

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

**REGRETS:**

**SEAC Members**

Donna Armstrong (Trustee), Kelly Barber, Annie Chandler (Trustee), Yana Skybin, Tanya van Voorst.

**SEAC Alternates**

James Hall.

**ABSENT:**

**SEAC Members**

Sally Seabrook.

**Recording Secretary**

Tina Bazuk.

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

**(1) Welcome**

**(a) Introductions**

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

**Election of Vice-Chairperson**

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

Moved by Kevin Berry  
Seconded by Caroline Smith

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

Mark Bryan indicated that he would stand.

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

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

CARRIED

Mark Bryan assumed the Vice-Chair at this time.

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

Kathleen Aikins, Trustee, read the Statement of Beliefs.

**(2) Approval of Agenda**

Moved by Kathleen Aikins  
Seconded by Caroline Smith

That the agenda be approved as written.

CARRIED

**(3) Approval of Minutes**

(a) Minutes of the Regular SEAC Meeting held April 11, 2016 (A-3-a)

Moved by Kathleen Aikins  
Seconded by Rose-Ann Marchitto

That the minutes be approved as written.

CARRIED

(b) Joint Business and Facilities/SEAC Budget Meeting held May 4, 2016 (A-3-b)

Chris Samis, Superintendent of Education, thanked SEAC members for attending the Joint Business and Facilities/SEAC Budget meeting on May 4, 2016 and provided members the opportunity to seek clarification if required. Superintendent Samis agreed to forward members a copy of the presentation from the Joint Budget meeting.

Moved by Kathleen Aikins  
Seconded by Sandy Thurston

That the minutes be approved as written.

CARRIED

**B. Presentations**

(1) (a) Transitional Integrated Program Plan (TIPP) (B-1-a)

Superintendent Samis introduced Shannon Thompson, Central Consultant in Special Education, who provided an overview of transition into school and the Transitional Integrated Program Plan (TIPP) for early intervention.

The Simcoe County Early Intervention Services system provides young children with special needs and their families with a wide range of services and supports to help them develop to their fullest potential.

Early intervention services in Simcoe County have been divided into five (5) sections which include:

- Alliston/New Tecumseth - Community Living Association of South Simcoe
- Barrie/Innisfil/Bradford - Simcoe Community Services
- Collingwood - E3 Community Services
- Midland - Community Living Huronia
- Orillia - Catulpa Community Support Services

*Svetlana Zarumvinski entered the meeting at this time.*

SCDSB Staff Numbered Memo: 115 outlines the transition process along with timelines.

February: Early years resource teachers complete the Student Profiles for Pre-school Transition and forward a copy to the special education department.

March/April: Special education staff will forward the profiles to the principals of the receiving schools and to the principal(s) of special education. Schools are encouraged to contact the early years resource teacher(s) listed on the profile to discuss incoming profiles and begin arranging visits to pre-school programs. School staff trained on the shared electronic record may contact parents and request permission to access their child's electronic record. Informed consent is required. The CTN Shared Electronic Record consent form must be completed and signed by the family.

May/June: If requested, the school team and early years resource teacher collaboratively determine the date of the Planning a Transition SNC to be held at the school. A copy of the Planning a Transition SNC record, and any other documentation provided is to be kept in a secure location until an Ontario Student Record (OSR) is created.

August/September: School team reviews the TIPP and Planning a Transition SNC documents with the classroom teacher and other support staff which will be used to ensure visual and environmental supports are in place.

The revised Kindergarten questionnaire completed during the registration process provides the schools with some valuable information to identify children who may benefit from additional support.

Barriers to smooth transitions do exist (i.e. single service, families unwilling to share information etc.) however, the board does their best to determine solutions.

Superintendent Samis and Central Consultant Thompson responded to questions from SEAC at this time.

### **C. Items for Decision**

#### **(1) (a) SEAC Member Absences (C-1-a)**

Superintendent Samis noted that on April 1, 2016 notification was received from Kelly Barber, SEAC Member, representing Simcoe Muskoka Child, Youth and Family Services informing that her leave had been extended.

At the April 11, 2016 SEAC meeting, members agreed to defer the report to ensure the proper process was being followed through the *Education Act* in order to authorize Kelly Barber for the absences.

As per *section 7. (1) of Regulation 464/97 Special Education Advisory Committee*, SEAC can authorize by way of a resolution entered into the minutes Kelly Barber's absences.

Discussions took place related to the future recruitment and enhancement of local parent association representation on SEAC. Superintendent Samis agreed to add this item to the June 6, 2016 agenda for further discussion.

### **MOTION**

Moved by Sandy Thurston  
Seconded by Mark Bryan

That the Special Education Advisory Committee excuse the absences of Kelly Barber, Simcoe Muskoka Child, Youth and Family Services from the Special Education Advisory Committee Meetings while on leave, as set out in Report No. SEAC C-1-a, SEAC Member Absences, dated May 9, 2016

CARRIED

(b) SEAC Meeting Dates 2016-2017 (C-1-b)

Superintendent Samis provided SEAC members with the proposed SEAC meeting schedule for 2016-2017.

**MOTION**

Moved by Mark Bryan  
Seconded by Kathleen Aikins

That SEAC adopt the second Monday of the month (with some exceptions) for SEAC meetings in 2016-2017, as per Report No. SEAC C-1-b, Proposed 2016-2017 SEAC Meeting Dates, dated May 9, 2016.

CARRIED

(c) PRO Grant – SEAC Application Proposal (C-1-c)

As a follow up to the April 10, 2016 SEAC meeting, Superintendent Samis agreed to follow-up and bring a specific Parent Reaching Out (PRO) Grant proposal to May 9, 2016 SEAC meeting for discussion and decision.

Regional PRO Grant applications are due May 29, 2016 for the 2016-2017 school year. With the guidance, direction and commitment of SEAC, Special Education staff would submit an application for a Regional PRO Grant to the Ministry of Education to support increased parent engagement of students with special education needs. The application would include a general outline of what, why, where, when as well as an overall focus on how the grant proposal could be used to encourage and enhance parental engagement to support well-being and achievement.

Superintendent Samis responded to questions from SEAC at this time.

**MOTION**

Moved by Kathleen Aikins  
Seconded by Rose-Ann Marchitto

That the SCDSB Special Education Advisory Committee (SEAC) approve the submission of a Parents Reaching Grant, as set out in Report No. SEAC C-1-c, by SCDSB special education staff for consideration to the Ministry of Education.

CARRIED

**D. Items for Information**

- (1) **Follow-up from Previous Meeting** - Nil



**(2) Staff Reports**

(a) SEAC Annual Evaluation (D-2-a)

SEAC members were provided the opportunity to break into small groups to complete the annual SEAC evaluation and reflect on what they would like to see stopped, started and continued in 2016-2017.

*Caroline Smith left the meeting at this time.*

Superintendent Samis will gather the information collected on the evaluation and provide a report to SEAC at the June 6, 2016 meeting.

Superintendent Samis responded to questions from SEAC at this time.

(b) 2016-2017 Special Education Plan (D-2-b)

SEAC members received copies of the Special Education Plan that included recommended changes from the 2016-2017 Special Education Plan Sub-Committee held April 11, 2016. The 2016-2017 Special Education Plan will be going forward to the Program Standing Committee on June 8, 2016 and submitted to the Ministry of Education prior to July 31, 2016.

Superintendent Samis advised that the *Accessibility for Ontarians with Disabilities Act (AODA)* requires organizations meet certain accessibility standards.

In order to equitably and effectively serve our communities, the SCDSB needs to make sure parents, students, staff and community members are able to access our information.

On a go forward basis all documents posted on the public website must be accessible. If there are items within the document that cannot be made accessible then a disclaimer that directs the individual to contact the school or special education department to explain the document must be included.

SEAC members agreed that it would be beneficial to keep forms included in the document.

Superintendent Samis responded to questions from SEAC at this time.

**(3) Committee Reports - Nil**

**(4) SEAC Member Updates**

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

**(5) Board Member Updates**

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

**E. Correspondence - Nil**

F. **Other Matters** - Nil

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

H. **Adjournment**

Moved by Kathleen Aikins  
Seconded by Rose-Ann Marchitto

That the meeting be adjourned at 8:55 p.m.

CARRIED

The next meeting date is June 6, 2016.

**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

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

FROM: Human Resources Standing Committee

SUBJECT: **REPORT OF THE PUBLIC SESSION OF THE HUMAN RESOURCES  
STANDING COMMITTEE MEETING HELD WEDNESDAY, JUNE 8, 2016**

The Human Resources Standing Committee met in Public Session on Wednesday, June 8, 2016, at the Education Centre.

**PRESENT:**

**Committee Members** Donna Armstrong, Kathleen Aikins, Peter Beacock, Jennifer Cameron, Annie Chandler (fulfilling the role of Vice-Chairperson), Wayne Clements, Donna Da Silva (fulfilling the role of Chairperson), Pamela Hodgson, Daniel Shilling.

**Electronic Participation  
Committee Member**

Jodi Lloyd.

**Administration**

Anita Simpson, John Dance, Stuart Finlayson, Daryl Halliday, Jackie Kavanagh, Janis Medysky, Chris Samis, Paul Sloan, Kathryn Wallace.

**REGRETS:**

**Committee Members** Michele Locke, Krista Mayne.

**PRESENT:**

**Student Trustees** Drew Campbell, Nicholas Gulley, Haley Tyrell.

**Recording Secretary**

Kary Hancock.

In the absence of Chairperson Mayne, Vice-Chairperson Da Silva assumed the role of Chairperson.

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

In the absence of Chairperson Mayne, Chairperson Da Silva called for nominations for the office of Vice-chairperson of the Human Resources Standing Committee for the evening.

Moved by Peter Beacock  
Seconded by Daniel Shilling

That Trustee Chandler be nominated as Vice-Chairperson of the Human Resources Standing Committee for the evening.

Trustee Chandler indicated that she would stand.

Chairperson Da Silva called for further nominations. There being no further nominations, Trustee Chandler was acclaimed as the Vice-Chairperson for the evening.

Trustee Chandler assumed the Vice-chair at this time.

2. **Approval of the Agenda**

**MOTION**

Moved by Peter Beacock  
Seconded by Daniel Shilling

That the agenda be approved as printed.

CARRIED

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

4. **Presentations/Delegations** – Nil

*Trustees Donna Armstrong, Kathleen Aikins and Jennifer Cameron entered the meeting at this time.*

Moved by Peter Beacock  
Seconded by Jennifer Cameron

That the Human Resources Standing Committee move into closed session.

CARRIED

*Student Trustees Nicholas Gulley and Haley Tyrell left the meeting at this time.*

The Human Resources Standing Committee reconvened in public session at 6:10 p.m.

*Student Trustees Nicholas Gulley and Haley Tyrell entered the meeting at this time.*

**Items for Decision** - Nil

**Items for Information**

1. **Labour Update (Verbal)**

Associate Director Medysky advised that she does not have a verbal update for public session.

**Correspondence** - Nil

**Other Matters** - Nil

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

**MOTION**

Moved by Daniel Shilling  
Seconded by Jennifer Cameron

That the meeting be adjourned at 6:10 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