



# Halton District School Board

## HALTON DISTRICT SCHOOL BOARD

J.W. Singleton Education Centre, 2050 Guelph Line, Burlington, Ontario

Wednesday, February 3, 2010

### Public Session: 7 p.m.

(Private Session: 6:30 p.m.)

## PUBLIC SESSION AGENDA

<b>1.0 – Opening</b>		<i>estimated time</i>	<i>page</i>
1.1	Welcome, Call to Order and Roll Call	2 mins.	
1.2	Approval of the Agenda	3 mins.	
1.3	Declarations of Possible Conflict of Interest	2 mins.	
<b>2.0 – Delegations to the Board</b>			
2.1	Presentations	10 minutes each presentation	
2.3	Delegations	5 minutes each ( <i>Info distributed to trustees only</i> )	
2.4	Acknowledgement of Delegations by the Chair		
<b>3.0 – Ratification / Action</b>		<i>estimated time</i>	<i>page</i>
3.1	Minutes of the Regular and Special Meetings	5 mins	
3.1.1	Halton District School Board Meeting, January 20, 2010		page 3
3.2	Ratification of Business Transacted in Private Session	3 mins.	
3.3	Order Paper	2 mins.	page 7
3.4	Action Items	10 mins. ea.	
3.4.1	Alton Property Needs ( <i>Report 10015</i> ) J. Hlusko		page 10
3.4.2	Alton Elementary School Construction ( <i>Report 10006</i> ) S. Parfeniuk		p. 49 from Jan.20
3.4.3	Lakeshore Woods Property Purchase ( <i>Report 10007</i> ) S. Parfeniuk		p. 29 from Jan.20
3.4.4	Orchard #3 Revision to LTAP ( <i>Report 10003</i> ) S. Parfeniuk		p. 33 from Jan.20
3.4.5	Student Fees ( <i>Report 10005</i> ) W. Joudrie		p. 37 from Jan.20 and REVISED -- page 12
<b>4.0 – Communication to the Board</b>		<i>estimated time</i>	<i>page</i>
4.1	Student Trustee Reports	5 mins.	
4.2	Information Items (including Notices of Motion and future actions)	10 mins. Ea	
4.2.1	Update on Board Accessibility ( <i>Report 10014</i> ) – G. Cullen		page 14
4.2.2	Capital Update ( <i>Report 10012</i> ) – G. Cullen		page 16
4.2.3	2009-10 Renewal Projected Funding ( <i>Report 10009</i> ) – G. Cullen		page 21
4.2.4	Gardiner Public School Addition ( <i>Report 10013</i> ) – G. Cullen		page 34
4.2.5	Orchard # 3 Design Plans ( <i>Report 10011</i> ) – G. Cullen		page 37
4.2.6	Construction Timelines ( <i>Report 10016</i> ) – G. Cullen ( <i>hardcopy of separate ledger attachment is available for trustees; electronic copy on website</i> )		page 43
<b>For action February 17, 2010</b>			
4.2.7	LTAP Revision ( <i>Report 10017</i> ) S. Parfeniuk		page 47
4.3	Committee Reports	10 mins.	
4.4	Director's Report		
4.4.1	Board Correspondence		
4.4.2	Full-time JK/SK Programs Update ( <i>M. Zonneveld</i> )		verbal report

- 4.4 Director's Report (*cont'd*)
  - 4.4.3 Monitoring Reports
  - 4.4.5 Other:
    - 4.4.5.1 Upcoming Items
      - Naming New Schools
      - Revised Estimates/Mini-Budget
      - Use of Working Reserves
      - Southeast Oakville Renovation Update
      - Portapack request for North Oakville (Ward 4)
      - Transportation Policy Issues
      - EC Drury Review
- 4.5 Communications from the Chair *5 mins.*
- 4.6 Trustee Questions and Comments *10 mins.*

**5.0 – Adjournment**

- 5.1 Motion to Adjourn

# HALTON DISTRICT SCHOOL BOARD

Wednesday, January 20, 2010

**7 p.m. – Public Session**

## MINUTES

### 1.0 -- Opening

- 1.1 Welcome, Call to Order and Roll Call
- 1.2 Approval of the Agenda
- 1.3 Declarations of Possible Conflict of Interest

### 2.0 – Communication to the Board

- 2.1 Presentations
- 2.2 Delegations
- 2.3 Acknowledgement of Delegations by Chair

### 3.0 – Ratification / Action

- 3.1 Minutes of the Regular and Special Meetings
  - 3.1.1 Meeting of the Halton District School Board, December 2 and 9, 2009
- 3.2 Ratification of Business Transacted in Private Session
- 3.3 Order Paper
- 3.4 Action Items
  - 3.4.1 Policy: Accessibility Standards (*Report 09196*) – *Y. Obeng*
  - 3.4.2 Banking Resolutions (*Report 09203*) – *S. Parfeniuk*
  - 3.4.3 Striking Committee (*Report 09204 – REVISED*) *B. Jones / J. Hames*
  - 3.4.3 Policy: Behaviour, Discipline & Student Safety (*Report 10004*) *O. Bartnicki*

### 4.0 – Communication to the Board

- 4.1 Student Trustee Reports
- 4.2 Information Items (including Notices of Motion and future actions)
  - 4.2.1 Pedestrian Safety – (*Report 10001*) – *S. Parfeniuk*  
***For action January 20, 2010***
    - 4.2.2 Lakeshore Woods Property Purchase (*S. Parfeniuk*) – *Report 10007*
    - 4.2.3 Orchard #3 Revision to LTAP (*S. Parfeniuk*) – *Report 10003*
    - 4.2.4 Student Fees (*W. Joudrie*) – *Report 10005*
    - 4.2.5 Alton Elementary School Construction (*S. Parfeniuk*) – *Report 100006*
- 4.3 Committee Reports
- 4.4 Director's Report
  - 4.4.1 Board Correspondence
  - 4.4.2 Full-time JK/SK Programs Update (*M. Zonneveld*)
  - 4.4.3 Monitoring Reports
  - 4.4.4 Capital Update (*G. Cullen*) – *Report 09201*
  - 4.4.5 Other
    - 4.4.5.1 pH1N1 Update (*W. Joudrie*)
    - 4.4.5.2 Upcoming Items
      - EC Drury Review
      - Revised Estimates/Mini-Budget
      - Portapak request for north Oakville (Ward 4)
      - Transportation policy issues
      - Maple Grove/New Central Public School Design Updates
      - Naming New Schools
- 4.5 Communications from the Chair
- 4.6 Trustee Questions and Comments

### 5.0 – Adjournment

- 5.1 Motion to Adjourn

**Halton District School Board**  
**Wednesday, January 20, 2010**

Present: K. Bateman-Olmstead (late), D. Danielli, M.E. Dilly (late), P. Ellis, J. Hames, J. Hlusko,  
B. Jones, G. Ockenden, P. Russell (late), G. Tuck Kutarna, D. Vrooman  
Regrets: L. McVey, C. Dogra

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**Agenda Item 1**

1.1 Welcome, Call to Order and Roll Call

The meeting was called to order at 6:03 p.m. noting the anticipated participation/arrival of P. Russell, K. Bateman-Olmstead, and M. Dilly

M. Dilly arrived at 6:16 p.m. K. Bateman-Olmstead arrived at 6:33 p.m.

M10-0009 G. Ockenden / D. Danielli

Be it resolved that the Halton District School Board move into Private Session.

**Carried.**

The Board rose from Private Session at 6:45 p.m.

Public Session was called to order at 7:14 p.m.

1.2 Approval of the Agenda

M10-0010 J. Hlusko / D. Vrooman

Be it resolved that the Halton District School Board approve the agenda for January 20, 2010 as distributed, noting the movement of item 4.2.5 to 4.2.2.

**Carried.**

1.3 Declarations of Possible Conflict of Interest

There were no declarations.

**Agenda Item 2**

2.1 Presentations

There were no presentations.

2.2 Delegations

There were no delegations.

2.3 Acknowledgement of Delegations by the Chair

There were no delegations.

**Agenda Item 3**

3.1 Approval of the Minutes

M10-0011 J. Hlusko / D. Vrooman

Be it resolved that the minutes for the Meeting of the Halton District School Board for January 6, 2010 be approved as distributed, noting M. Dilly's attendance, and noting G. Tuck Kutarna joining the meeting at 7:06 p.m.

**Carried.**

3.2. Ratification of Business Transacted in Private Session

M10-0012 J. Hames / D. Vrooman

Be it resolved that the Halton District School Board approve the Principal and Vice-Principal appointments, promotions and transfers as outlined in Report 10002.

**Carried.**

M10-0012 J. Hames / J. Hlusko

Be it resolved that the Halton District School Board appoint Odgers Berndtson as the firm to conduct the Director of Education search 2010.

**Carried.**

3.3. Order Paper

The Chair called attention to the Order Paper.

3.4. Action Items

3.4.1. Policy: Accessibility Standards

Y. Obeng spoke to Report 09196 and responded to trustee questions.

M10-0013 D. Danielli / P. Russell

Be it resolved that the Halton District School Board approve the policy for Accessibility Standards for Customer Service in compliance with Ontario Regulation 429/07.

**Carried.**

3.4.2. Banking Resolutions

S. Parfeniuk spoke to Report 09203 and responded to trustee questions.

M10-0014 K. Bateman-Olmstead / D. Vrooman

Be it resolved that the Halton District School Board approve the Banking Resolution: Authority to Sign (Appendix 1); Banking Resolution -- Current Expenditures (Appendix 2), and Banking Resolution – Facsimile Signatures on Cheques (Appendix 3)

**Carried.**

3.4.3. Striking Committee

B. Jones and J. Hames spoke to the revised Report 09204 and responded to trustee questions.

M10-0015 K. Bateman-Olmstead / D. Vrooman

Be it resolved that the Halton District School Board approve the committee appointments for 2010 as set out in Report 09204 (revised).

**Carried.**

3.4.4. Student Safety

O. Bartnicki spoke to Report 10004 and responded to trustee questions.

M10-0016 K. Bateman-Olmstead / P. Ellis

Be it resolved that the Halton District School Board approve the revised Board Policy: Progressive Discipline and School Safety as *Behaviour, Discipline and Safety of Students* as appended to Report 10004, and THAT staff be directed to continue with planned consultation.

**Carried.**

**Agenda Item 4**

4.1 Student Trustee Reports

W. Joudrie highlighted the student engagement presentation at the previous Student Senate meeting.

4.2 Information Items (including Notices of Motion)

4.2.1 Pedestrian Safety

S. Parfeniuk spoke to Report 10001 and responded to trustee questions.

4.2.2 *Alton Elementary School Construction*

S. Parfeniuk spoke to Report 10006 and responded to trustee questions.

Discussion ensued regarding the timing of the construction plans for the school as well as other enrolment issues for schools in the Orchard and Alton areas.

Anticipating a question which was appropriate to Private Session, J. Hlusko asked to reconvene in Private Session at 8:30 p.m.

M10-0017 J. Hlusko / D. Vrooman

Be it resolved that the Halton District School Board reconvene in Private Session. **Carried.**

On a motion from G. Ockenden, the Board reconvened in Public at 8:40 p.m. The Chair called a 5 minute recess, and called the meeting to order at 8:55 p.m.

J. Hlusko left the meeting at 8:48 p.m.

Discussion ensued in Public regarding the Alton issue.

4.2.3 *Lakeshore Woods Property Purchase*

S. Parfeniuk spoke to Report 10007 and responded to trustee questions. The item comes back to the Board on February 3, 2010 for action.

D. Vrooman requested copies of the map noted in the first paragraph of the report.

Discussion ensued with a variety of questions relating to enrolment, projections and timing, and land purchase.

4.2.4 *Orchard #3 LTAP Revision*

S. Parfeniuk spoke to Report 10003 and responded to trustee questions. The item comes back to the Board on February 3, 2010 for action.

4.2.5 *Student Fees*

W. Joudrie spoke to Report 10005 and responded to a wide range of trustee questions.

W. Joudrie indicated trustee comments would be taken into consideration prior to the report coming back to the Board on February 3, 2010 for action.

M10-0018 D. Vrooman / M. Dilly

Be it resolved that the Halton District School Board extend beyond 10 p.m. **Defeated.**

With the remainder of the items being appropriate to carry forward to the next agenda, trustees opted to adjourn the meeting until the next regular meeting, February 3, 2010.

**Agenda Item 5**

M10-0019 J. Hames / P. Russell

Be it resolved that the Halton District School Board adjourn at 10:15 p.m. **Carried.**

..... Recorder .....Chair



# Halton District School Board

Wednesday, February 3, 2010

*(Items shaded and/or marked in bold have been completed and will be deleted from the list prior to the next edition.)*

## ORDER PAPER

Motion #	Resolution	Responsibility
M06-0230	Be it resolved that the Halton District School Board allow students presently attending Robert Bateman HS from Florence Meares PS and Charles Beaudoin PS, to remain at Robert Bateman HS, with transportation, for a three-year period effective September 2007-10.	Senior Admin
M07-0056	Be it resolved that when remedies for heavily populated schools are next considered, Post's Corners Public School will be included using policies and practices prevailing at that time.	Senior Admin./ Facility Services
M08-0154	Be it resolved that the Halton District School Board encourage all schools to apply for EcoSchools certification by June 2010, or in the case of new schools not yet built, within two years of opening.	Program
M08-0200	Be it resolved that the Halton District School Board defer the appointment of a third community member to SEAC until such time as there are nine associations represented at the SEAC table.	Student Services /Director
M09-0081	Be it resolved that in September 2010, the Halton District School Board open a new school in Palermo to be culturally bilingual, dual track, and resourced accordingly. Be it resolved that the Halton District School Board direct French Immersion students Grades 1-3, destined to attend Palermo in 2010, to attend the vacant Lorne Skuce Public School as an incubator school as of September 2009; this is to address the overcrowding at École Forest Trail Public School and to establish a permanent FI cohort for students until graduation. Be it resolved that those students with older siblings who continue at École Forest Trail Public School be grandfathered until such time that the older sibling graduates. Be it resolved that in order to maintain continuity of the incubated setting; the Principal of the Palermo school be appointed in September 2009 and assigned to Lorne Skuce Public School, and that administration endeavour to recommend a Principal with experience in the French Immersion track and the Vice Principal have experience with the English track. Be it resolved that Core French Programming in the new Palermo school begin as a pilot in Grade 1 to assist in the development of a culturally bilingual environment and in order to benefit the English track students.	Senior Admin
M09-0184	Be it resolved that the HDSB enter into a Memorandum of Understanding (MOU) with the City of Burlington and the Burlington Library Board to establish the framework for a formal legal agreement related to the joint use facility currently known as the Alton community High School.	Superintendent of Business
M09-0269	Be it resolved that the Halton District School Board grandfather all French Immersion Graded 7/8 students residing in Clearview, to EJ James Public School for the 2010-11 school year, and Grade 8 students residing in Clearview to EJ James for the 2011-12 school year. Be it resolved that the Halton District School Board bus all French Immersion Grade 7/8 students residing in the Clearview area to EJ James for the 2010-11 and 2011-12 school years consistent with the transportation policy. Be it resolved that the dual track French Immersion program at the new school in Clearview, commencing September 2010 as a Grades 1-6 program, will thereafter grow into a Grade 1-8 program during the next two successive years.	Superintendent of Business
<b>M10-0013</b>	<b>Be it resolved that the Halton District School Board approve the policy for Accessibility Standards for Customer Service in compliance with Ontario Regulation 429/07.</b>	<b>Superintendent of Education</b>
<b>M10-0014</b>	<b>Be it resolved that the Halton District School Board approve the Banking Resolution: Authority to Sign (Appendix 1); Banking Resolution – Current Expenditures (Appendix 2), and Banking Resolution – Facsimile Signatures on Cheques (Appendix 3)</b>	<b>Superintendent of Business</b>
<b>M10-0015</b>	<b>Be it resolved that the Halton District School Board approve the revised Board Policy: Progressive Discipline and School Safety as Behaviour, Discipline and Safety of Students as appended to Report 10004, and THAT staff be directed to continue with planned consultation.</b>	<b>Superintendent of Education</b>

## PENDING REPORTS

*(Items will be shaded when completed, with a check-mark placed beside the presentation date.)*

Motion & Date	Resolution	Presentation Date
M08-0048 02/20/08	Be it resolved that staff bring back a report on the parameters and related costs for a study regarding the “bell times” for Halton District School Board schools, and the modification required to include morning start times as early as 8 a.m. and as late as 9:45 a.m., with the resulting study returned to the Board before March 2009.	March 2009 ✓ Additional investigation to be considered (Apr1)
M08-0092 04/23/08	Be it resolved that the Halton District School Board direct staff to bring a report, policy and protocol that will guide the placement, configuration and utilization of portables, THAT this document be completed by November 2008, so implementation can occur for the 2009-10 school year, and THAT this document include, but not be limited to considerations outlined in Report 08050.	November 2008 (verbal) ✓ Full report: Jan 2009 (deferred to March 09) ✓
M08-0240	Be it resolved that the Halton District School Board direct staff to develop a community consultation process, with ministry input, by January 2009 for Board consideration, to explore solutions and work from the Board’s goal of meeting the accommodation & program needs of students of Ward 3 Oakville; with the process to include timelines, representation and alternative accommodation options.	January 2009 ✓
M09-0014	Be it resolved that the Director report quarterly to the Board of Trustees regarding implementation, compliance & efficacy of the recommendations/management responses identified in Report 09011, Appendix A. (School Council & School Generated Funds)	April 2010- September 2010 December 2010
M09-0042	Be it resolved that the Halton District School Board defer this issue (Report 09004: LTAP Lakeshore Woods) to a future Program and Accommodation Committee Meeting with the matter coming back to the Board no later than June 2009.	June 2009 ✓
M09-0056	Be it resolved that administration bring back, by no later than the end of March, a report outlining the costs and benefits of early dismissal days.	March 2009 ✓
M09-0072	Be it resolved that staff be directed to provide a report identifying the terms of reference and membership for a proposed French as a Second Language Advisory Committee with an April 2009 formation date,.	April 2009 ✓
M09-0108	Be it resolved that staff bring a report to the Board in September 2009 on the purchase of library and curricular materials for the French Immersion Program at Lorne Skuce Public School	September 2009 ✓
M09-0083	Be it resolved that the Halton District School Board staff bring a report to Trustees containing information regarding the status of the McKenzie-Smith Bennett property being deemed surplus. The report, to come back to the Board no later than the end of May 2009, will include such information as the actual acreage for sale, the actual footprint of the acreage for sale and a current market assessment of the acreage for sale. Until this report comes back to the Board, the property deemed surplus will not be listed or sold.	May 2009 Defer to June 2009 ✓ Further action: Autumn 2009 ✓
M09-0150	WHEREAS the Halton District School Board is committed to full compliance with the Education Act, Regulations and all Ministry of Education Policies; AND WHEREAS the Halton district School Board is further committed to full transparency and accountability in its treatment of all sources of revenue and expenditures; AND WHEREAS the Halton District School Board’s “commitment to every student”, means ensuring an inclusive environment, in which all students can participate fully and with dignity in their school community. Be it resolved that the Halton District School Board develop a policy to ensure that no student of a regular day school program be charged for any of the following: (i) a registration or administrative fee (ii) a course fee (iii) a text book fee, other than a damage deposit (iv) a course materials fee, where the materials are necessary for a required element of the course; (v) a fee for a guest speaker, visiting teacher, or “in-class field trip”, where the material being presented is a required element of the course. AND further, that the policy include a requirement that any request for funds of a student or their family by a school or Board employee be accompanied by a detailed description of how the money being requested will be spent, AND that this policy be brought back to the Board of Trustees for consideration by no later than June, 2009.	June 2009 ✓ December 2009 ✓

## PENDING REPORTS (CONT'D)

*(Items will be shaded when completed, with a check-mark placed beside the presentation date.)*

Motion & Date	Resolution	Presentation Date
M09-0158	Be it resolved that the HDSB staff bring a report to Trustees containing information regarding the status of the General Brock property being deemed surplus. The report, to come back to the Board no later than September and will include such information as the actual acreage for sale, the actual footprint of the acreage for sale and a current market assessment of the acreage for sale. Until this report comes back to the Board, the property deemed surplus will not be listed or sold.	September 2009  Further action: Autumn 2009 ✓
M09-0160  06/03/09	Be it resolved that Report 09108 come to the Board for approval as a Policy at the June 17, 2009 meeting, and that the Cashless School initiative not be implemented until such time as trustees have had opportunity for discussion and approval	June 17, 2009 ✓
M09-0162 06/03/09	Be it resolved that Report 09106 (Active & Safe Routes to Schools) come to the Board at the June 17, 2009 meeting for trustees' discussion and approval.	June 17, 2009 ✓
M09-0174 <i>(in part)</i> 06/23/09	Be it resolved that the Halton District School Board direct staff to engage the New Central and Clearview parents regarding thematic programming to enhance the educational experiences for students in these schools; and to engage Clearview parents regarding French Immersion delivery options for students in their schools, and that staff report back on their findings no later than October 2009.	October 2009 ✓
M09-0242 10/21/09	Be it resolved that Halton District School Board staff review the potential for the building of an Alton elementary school, be moved up to 2011, and report back to the Board by January 31, 2010	January 2010
M09-0247 10/28/09	Be it resolved that the Halton District School Board direct the Director, prior to the meeting of November 4, 2009, to present a report to trustees with an analysis of the recreational capacity as it relates to physical education needs at McKenzie-Smith Bennett PS, and Acton District High School, which would remain should the recommendation contained in Report 09165 be approved.	November 4, 2009 ✓
M09-0260 11/04/09	Be it resolved that, pending the sale of the 2.56 acres of land at McKenzie-Smith Bennett Public School, the Halton District School Board will take from the October 16, 2009 Capital Renewal Request List for McKenzie-Smith Bennett Public School, \$185,000 (excluding \$200,000 identified on the third line from the bottom of page 3), and move it to the top of the Board's priority list for completion.	Date to be determined
M09-0270 11/18.09	Be it resolved that the Halton District School Board direct the Director to provide a feasibility report to review the potential of adding on to or attaching portapack(s) to the over-crowded schools north of Upper Middle Road in Ward 4, Oakville, and that this report be presented to the Board of Trustees by February 2010.	February 2010
M10-0005 01/06/10	Be it resolved that Halton District School Board staff draft a policy for Board approval no later than March 2010, that will address and direct procedures resulting from the emerging interests and potential costs associated with theme-based schools.	March 2010



# Halton District School Board

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Report Number: 10015  
Date: January 20, 2010

## INFORMATION FOR DECISION

TO: The Chair and Members of the  
Halton District School Board

FROM: Jennifer Hlusko, Trustee  
Burlington, Wards 5 & 6

RE: Alton Property Needs

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## RECOMMENDATION

- 1. Be it resolved that staff be directed to purchase 1.23 to 3.23 more acres for the Alton elementary school site.*
  - 2. Be it resolved that staff be directed to submit a business plan to the Ministry by March 31st, 2010 to build the Alton Public School, opening September 2011.*
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### Rationale:

The Ministry of Education's recommendation for land size (used throughout the EDC process) is approximately 1.0 acres per 100 students. The Halton District School Board Report 10006, dated January 20, 2010, shows the Alton elementary school opening in September 2013 with an enrolment of 794, and projects a peak enrolment of 942 in 2018, extending out to 896 in 2024.

My communication with Alton families show these numbers may be far lower than the actual enrolment once the new Alton elementary school is opened. In March 2009, the Halton Catholic District School Board revised catchment boundaries, and redirected all students in the Alton community from St. Gabriel to St. Elizabeth Seton Catholic Elementary School in the Orchard community. Many families who would enrol their students in Halton District School Board schools, but do not support the designated holding schools, have instead opted for St. Elizabeth Seton or private schools. It is my belief that once the Halton District School Board's Alton elementary school opens, we will find our projected enrolment estimates to be significantly low.

To avoid a situation like we have at Alexander's whereby our students cannot enjoy the use of adjacent parklands, it is recommended the Halton District School Board supplement their purchase of 5.87 acres with additional land purchase(s) to reach a total of 9 acres, if possible.

I refer to a motion approved by the Halton District School Board on October 7, 2009, in which trustees supported the Alton elementary school land purchase conditional on point #3.

1. Purchase 2.87 acres from Mattamy
2. Purchase 3.00 acres from Burl 9 Dev. Ltd.
3. Negotiate with the City re: acquire or access to some of the adjacent parkland

With regard to the second motion, I provide the following rationale.

Halton District School Board Report 10006, dated January 20, 2010, shows for September 2011, the Halton District School Board planning department expects 545 students in the Alton community.

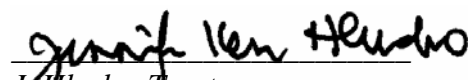
Again, my communication with Alton families show these numbers may be far lower than the actual enrolment once the new Alton elementary school is opened. As stated above, the Halton Catholic District School Board revised catchment boundaries in March 2009, redirecting all Alton students from St. Gabriel to St. Elizabeth Seton Catholic Elementary School in the Orchard community.

Many families who would enrol their students in Halton District School Board schools, but do not support the designated holding schools, have instead opted for St. Elizabeth Seton or private schools. Again, it is my belief that once the Halton District School Board Alton elementary school opens, we will find our projected enrolment estimates to be significantly low.

Even with our projected enrolment estimates, I call your attention to Report 10006, dated January 20, 2010. As of September 2012, even with the maximum allowed portables at CH Norton Public School, we will have accommodation issues at CH Norton Public School. The CH Norton Public School site can only hold eight portables. Once these are in place, the maximum on-the-ground capacity (OTG) for CH Norton Public School is 717 students.

Yet, Report 10006 projects CH Norton Public School at 747 students in 2011 and 813 students in 2012. Where will these 96 students be placed? The library, gymnasium, staff room, hallways??? In northeast Burlington, our students have suffered this fate at Alexander's and CR Beaudoin Public Schools. Let's not repeat this. Let's be pro-active and demonstrate to the Ministry the absolute need for funding to open the Alton elementary school in September 2011.

*Respectfully submitted,*

  
Janif Hlusko, Trustee,  
Burlington, Wards 5 & 6

<b>Number:</b>	<i>To be determined</i>
<b>Topic:</b>	<b>Student Fees</b>
<b>Effective:</b>	<b>Sept 2010</b>
<b>Cross-Reference:</b>	Education Act Section 32(1) The Education Act Section 170(1)
<b>Review/Revision Date:</b>	Sept 2013
<b>Responsibility:</b>	Director of Education or designate

**INTENDED PURPOSE:**

The Halton District School Board is committed to every student. The HDSB shall ensure that Student Fees are only applied as outlined in the following administrative procedures to ensure equity of access to programs and services while maintaining quality and breadth of programming choices.

**PROCEDURES:**

## 1. Transparency in Fees

**Fees charged should reflect actual costs to the school.**

- A budget that shows actual costs to the school shall be included with all requests from funds from students or alternately that the request may include a statement that a budget will be provided upon request;
- “Rounding up” should only occur where a small amount is added to the cost to avoid collection of small amounts of change;
- A budget may include a reasonable amount charged per pupil for protection against loss of uncollected amounts;
- Amounts collected through rounding up or protection against loss should be used to offset future goods and services.

## 2. Principal/School Council Oversight

**The principal shall be aware of fees charged to students.**

- Each principal shall have a communication/approval strategy to ensure they are aware of all fees;
- Each principal shall ensure School Council is made aware of all fees through the provision of regular written reports.

## 3. Discretionary Accounts

**Individual teachers and departments shall not charge fees for the purpose of creating “discretionary accounts”.**

- All money collected is to be for specific goods or services;
- Amounts received are to be remitted to the secretary or business manager for deposit in the school generated funds account.

4. Textbooks

**Students shall not be charged a fee for the use of a textbook or workbook.**

- Students can and should be charged for failing to return school materials entrusted to their care;
- Deposits for the use of a textbook shall not be requested with the exception of Gary Allan, Summer School and Night School;
- Students shall not be charged “course material” fees, where learning materials are provided through photocopying.

5. Registration, Administration and Program Fees

**Students shall not be charged a fee for registration, administration or program fee except:**

- Where the program is by its very nature, a fee-paying program (ex: Visa students, Continuing Education, International Baccalaureate, OYAP, Specialist High Skills Majors, etc), the appropriate fee may be charged.

6. Student Engagement/Activity Fees

**Student Engagement/Activity Fees may be charged to students under the following conditions:**

- Student Engagement/Activity Fees shall follow the elements 1-2 of this Administrative Procedure (Transparency and Oversight.)
- No student shall be excluded from participation in Student Engagement/Activity events based upon non-payment of these fees.
- Student Engagement/Activity Fees may include services such as orientation programs, leadership programs, special speakers etc.
- Student Engagement/Activity Fees shall not include consumables (ex. Photocopying, paper, computer peripherals etc)

7. Secondary Schools- Course Fees Budget

**An annual budget shall be allocated to all secondary schools to offset course fee charges**

- Secondary Schools shall not charge course fees to students.
- Costs associated with upgrades in materials will be allowable.
- Secondary Schools may charge a Physical Education Uniforms fee
- Secondary Schools may charge for field trips, in-school field trips and guest speakers consistent with sections 1 and 2 above (Transparency and Oversight)
- Where a field trip experience includes an assignment for student assessment, alternate assignments shall be provided for those who do not participate **(at no cost to the student)**.

8. Elementary Schools- Program Support Budget

**An annual budget shall be allocated to all elementary schools to offset a portion of program fee charges**

- Elementary Schools shall not charge fees for: musical instruments/recorders, music reeds, workbooks (Math, French etc), student agendas, Art sketchpads, kindergarten supplies etc.
- Elementary Schools **shall** use a portion of the Program Support Budget to support field trips, in-school field trips and guest speakers.
- Elementary Schools may charge for field trips, in-school field trips and guest speakers beyond those costs supported through the Program Support Budget and consistent with sections 1 and 2 above (Transparency and Oversight)



# Halton District School Board

2050 Guelph Line, Burlington, ON L7R 3Z2 (905) 335-3663 Fax: (905) 335-9802 www.hdsb.ca

Report Number: 10014

Date: January 21, 2010

## INCIDENTAL INFORMATION

TO: The Chair and Members of the  
Halton District School Board

FROM: Gerry Cullen, Superintendent of Facility Services

RE: Update on Halton District School Board Accessibility

### Background

Under Provincial regulation all Boards were to have an accessibility plan. The Halton District School Board has complied with the current requirements and has taken some additional steps to prepare for the advancement of this initiative.

The specific design alterations generated under this regulation are going to be impacted by the Province's update to the AODA (Accessibility for Ontarians with Disabilities Act, 2005). Most recently the Province released the "Customer Services" portion of the overall plan. There are four more portions yet to be released:

- i). Information and Communication
- ii). Built Environment
- iii). Employment Accessibility
- iv). Transportation

In preparation for the built environment changes, the Board authorized funding for an audit of all of its facilities. This audit has now been completed along with an outline of the required alterations needed to move to more accessible facilities.

The audit report is extensive (3200 pages) . In making comments on what will be needed, the consultant used what is generally believed to be the recommendations that will come from the provincial committee. School board associations as well as consultants have representatives on the provincial committee, so there has been some indication of the directions that will be taken.

It should be noted that without the final report we would stage any approach to this issue to allow for full compliance to the final recommendations. At this stage we feel the data contained in the audit is of interest to several departments or committees of the Board. To that end, we are making this accessibility audit information available on the Board's website.

We will also like to suggest the creation of a committee to oversee the next steps of the plan.

The Halton District School Board has used a process for several years now, to address the specific needs of a student or staff member at a specific school i.e. student in a wheel chair to school that was constructed prior to current code standards. This process works well and we would recommend that it continues to perform this annual service but do so as part of the oversight committee.

The proposed activities of the oversight committee would be:

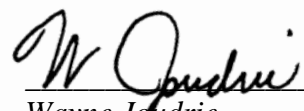
- Prioritize projects to make specific schools more accessible
- Prioritize the generic modifications outlined in the audit report i.e. low vision, hard of hearing etc.
- Facilitate and monitor the current special education student placement process
- Make recommendations to the designs of new facilities
- Monitor the status of the audit information to ensure that it remains current.

The following departments have been identified as those having interest or involvement in the issue therefore potential representation on the committee is as follows:

1. Facility Services
2. Information Technology
3. Special Education/SEAC
4. Principal HEPA
5. Principal HSPA
6. Program Services
7. Transportation
8. Human Resources
9. Business Services

*Respectfully submitted,*

  
\_\_\_\_\_  
Gerry Cullen  
Superintendent of Facility Services

  
\_\_\_\_\_  
Wayne Joudrie  
Director of Education



# Halton District School Board

2050 Guelph Line, Burlington, ON L7R 3Z2 (905) 335-3663 Fax: (905) 335-9802 www.hdsb.ca

Report Number: 10012

Date: January 20, 2010

## **INCIDENTAL INFORMATION**

TO: The Chair and Members of the  
Halton District School Board

FROM: Gerry Cullen, Superintendent of Facility Services

RE: Capital Update – January 2010

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As per the monthly schedule to report on capital projects, please find attached the chart showing recent activities in this regard.

*Respectfully submitted,*

Handwritten signature of Gerry Cullen in black ink.

Gerry Cullen  
Superintendent of Facility Services

Handwritten signature of Wayne Joudrie in black ink.

Wayne Joudrie  
Director of Education

<b>Capital Projects</b>	<b>Update: January 12, 2009</b>
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**Bolded notes indicate changes.**

<i>School &amp; Project Description</i>	<i>Pupil Places</i>	<i>Site Purchased</i>	<i>Permit Status</i>		<i>Construction (Tentative)</i>		<i>Start Date (Tentative)</i>	<i>Completion Date</i>	<i>Update Comments</i>
			<i>Site Plan (SPA)</i>	<i>Bldg. (BPA)</i>	<i>Tender</i>	<i>Award</i>			
Milton #4 PS (Shellrock) (Snyder & Assoc.)	704	<b>Own</b>	submitted Sept-08	Oct-09	May-09	Everstrong Construction	Oct.-09	<b>Sep-10 (tent.)</b>	2nd floor construction underway. Site Services complete
Brant Hills PS 2 Classrm. Add'n (Peter Hossack Arch.)	Add 46	own	<b>N/A</b>	Apr-09	Apr-09	May-09 Design 4 Construction	June 30-09	Sept. 04-09	Project complete.
Kilbride PS (PCS) 2 Classroom Add'n (BJC Arch. Inc.)	Add 46	own	submitted Mar 5-09	Jun 30-09	Apr 21-09	May-09 Sax Construction	Jun-09	Oct-09	Project complete.
Munns PS- Additions & Reno's (Graff Grguric & Arch.)	Add 184 (PARC)	own	submitted Dec 23-08	Issued Jul 29-09	Jan-09 Letter of Intent Apr 19-09	Mar.-09 STF Contractors	June 30-09	<b>Jun-10</b>	Addition underway. Interior renovations complete.
Sunningdale PS-Additions & Reno's (ATA Arch.)	Add 46 (PARC)	own	<b>SPA (Phase 2) approved Dec.-09</b>	<b>BPA (Phase 2) approved Jan-10</b>	<b>Phase 1 &amp; 2 Mar-09</b>	Apr.-09 Maple Reinders Construction	Apr. -09 Phase 1 (Complete) <b>Phase 2 Feb 22-10</b>	Phase 1-Aug. 30-09, Phase 2- Aug. 2010	Phase 2 addition preparing to mobilize. Contents of butterfly garden removed from base contract and to be completed by community group.
Montclair PS- Additions & Reno's (Peter Hossack Arch.)	Add 152 (PARC)	own	Apr-09	May-09	Jan-09	Mar-09 P.M. Contracting	Mar.-09	Sept.-09	Project complete.

<i>School &amp; Project Description</i>	<i>Pupil Places</i>	<i>Site Purchased</i>	<i>Permit Status</i>		<i>Construction (Tentative)</i>		<i>Start Date (Tentative)</i>	<i>Completion Date</i>	<i>Update Comments</i>
Bruce Trail PS-10 Room Addition (Svedas Koyanagi Arch.)	Add 230	own	Approved Aug-09	Jun 30-09	Sep.-09	On hold	On hold	TBA	Board approved Feb. 04 2009. Project status was reviewed by Admin Council June 17-09. Project on hold.
Charles R. Beaudoin PS-10 Classroom Addition (Snyder & Assoc.)	Add 230	own	Submitted Apr 9-09	Jun 8-09	Sep.-09	Oct.-09 TRP Construction	Nov.-09	Jul-10	Construction commenced foundations complete.
Mohawk Gardens PS (PCS) 4 Classroom Add'n (Peter Hossack Arch.)	Add 92	own	issued #535-029/09	issued #09 004809	Apr 30-09	May-09 TRP Construction	May-09	Nov. 20-09	Construction complete. Space occupied. Correcting deficiencies.
Escarpment View (Milton #5) PS (Svedas Koyanagi Arch.)	704	yes	Dec-08	Dec-08	Sep-08	Oct-08 STF Construction	Nov.-08	Feb. 1-10	Securing occupancy. Preparing for move. Gym will not be ready for use on or before March break.
PL. Robertson (Milton #6) PS (Biason) (Snyder & Assoc.)	704	yes	Dec-08	Dec-08	Sep-08	Oct.-08 Pre-Eng Contracting Ltd	Nov.08	Christmas-09	School occupied Jan 4, 2010. Correcting deficiencies.
Palermo Site for PS (Allen & Sheriff Arch.)	704	yes	approved Sep 15-09	submitted July 28-09	Aug 04-09	Sept. 22-09 Melloul Blamey Construction	Oct.-09	Aug. 30-10	Investigating way to expedite construction schedule. Foundations complete. Commencing work on superstructure.

<i>School &amp; Project Description</i>	<i>Pupil Places</i>	<i>Site Purchased</i>	<i>Permit Status</i>		<i>Construction (Tentative)</i>		<i>Start Date (Tentative)</i>	<i>Completion Date</i>	<i>Update Comments</i>
Clearview Site for PS (Peter Hossack & Arch.)	506	yes	approved Sep 15-09	<b>approved Oct-09</b>	Sep 03-09	Sept. 25-09 Tambro Construction.	Oct.-09	Aug. 15-10	<b>2nd floor construction underway. Progressing well.</b>
Orchard #3 PS (Peter Hossack Arch.)	552	Dec.-09	<b>Jan 24-10 (tent)</b>	<b>Mar.-10 (tent.)</b>	May.-10 (tent.)	Jul.-10 (tent.)	Aug.-10 (tent.)	<b>Aug.-11 (tent.)</b>	Board approved Feb. 4 2009. All parcels purchased in Oct. 09. Will require a Minor Variance due to zoning issue. <b>Board is considering changing pupil places to 704.</b>
Milton #1 HS (Allen & Sherriff Arch.)	1200	yes	Submitted Dec. 19 2008, 2nd submission Aug-09	Submitted Sept. 15-09	closed Oct. 8-09	<b>Closed over budget. Re-tender Feb.-10 (tent)</b>	<b>Spring 2010 (tent)</b>	<b>Sept-12 (tent.)</b>	<b>Cost consultant retained to reduce cost and bring project within budget. Drawings and specifications being revised.</b>
GDHS Additions & Reno's (Snyder & Assoc.)	Add 150	own	<b>Phase 2, Dec.-09</b>	<b>Phase 2, Dec. -09</b>	May-09	Jun-09	Jul-09	Aug. 15-11	<b>Phase 1 complete. Phase 2 construction underway. Preparing the Sports Field tender.</b>
Gardiner PS (LEED Silver)	600	yes	yes	yes	yes	yes	Mar. 1-08	Dec.-08	Complete. Awaiting LEED approval from Green Canada.
Alton HS (Svedas Koyanagi Arch.)	1200	no	Jan-10 (submit)	July -10 (submit)	Aug-10 (tent.)	Sept-10 (tent.)	Sept-10 (tent.)	Aug-12	Board approved MOU.School design complete. Designs for community centre in development. Expected final City design in January.
Lakeshore PS- Addition & Reno's (Graff Grguric Arch. )	Add 46 (GPTL)	own	Dec.-08	Mar.-09	Feb.-09	Mar.-09 TRP Construction	Jun-09	Dec.-09	Occupied classrooms week of Sept. 14-09. Interior renovations continue. <b>Addition of gym and office occupied Jan 4, 2010.</b>

<i>School &amp; Project Description</i>	<i>Pupil Places</i>	<i>Site Purchased</i>	<i>Permit Status</i>		<i>Construction (Tentative)</i>		<i>Start Date (Tentative)</i>	<i>Completion Date</i>	<i>Update Comments</i>
New Central PS (PARC) (BJC Architects Inc)	Add 89 (PARC)	own	Feb.-10	Aug.-10 (tent.)	TBA	TBA	TBA	Sept.-10	Sketch plans presented to Board Jan, 2010. Commencing working drawings.
Maple Grove PS (PARC) Svedas Koyanagi Architects Inc.	Add 248 (PARC)	own	submitted Ja.-10 (tent)	Submit May-10 (tent.)	June -10 (tent.)	June-10 (tent.)	July 1-10 (tent)	Mar.-11 (tent)	Sketch plans presented to Board Jan. 2010. Starting working drawings, Note: Potential delays with SPA regarding historical designation and property issues.
West Oak HS (Peter Hossack & Assoc. Architects)	1200	own	Jan.-10 (tent.)	June-10 (tent.)	Aug.-10 (tent)	Sept. -10 (tent)	Sept -10 (tent.)	July-12 (tent.)	Architect appointed. Sketch plan drawings and site plan being developed for Admin. Council approval.
Orchard Park PS	Temp. Portables	own	N/A	Feb-10 (tent.)	Feb-10 (tent.)	Mar.-10	Mar-10	Mar-10 (tent.)	Propose to place portables on site during the March Break. Tender for architect closing Jan. 12, 2010.
Alexander's PS	Temp. Portables	own	N/A	Feb-10 (tent.)	Feb-10 (tent.)	Mar.-10	Mar.-10	Mar-10 (tent.)	Propose to place portables on site during the March Break. Tender for architect closing Jan. 12, 2010.
Gardiner PS Addition (Snyder & Assoc.)	Add 60 (PCS)	N/A	TBA	TBA	Apr. -10 (tent.)	May-10 (tent.)	June-10 (tent.)	Dec-10 (tent.)	Architect is preparing sketch plan drawings and site plan for Admin. Council approval.