



Halton District School Board

HALTON DISTRICT SCHOOL BOARD

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

Wednesday, December 2, 2009

Public Session: 7 p.m.

(Private Session: 6 p.m.)

PUBLIC SESSION AGENDA

| 1.0 – Opening | | <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. | |
| 2.0 -- Elections | | | |
| 2.1 | Election of the Chair (W. Joudrie) | | |
| 2.2 | Presentation of Gavel of Office (W. Joudrie) | | |
| 2.3 | Election of the Vice Chair | | |
| 2.4 | Inaugural Address of the Chair | | |
| 3.0 – Ratification / Action | | <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, November 18, 2009 | | page 3 |
| 3.2 | Ratification of Business Transacted in Private Session | 3 mins. | |
| 3.3 | Order Paper | 2 mins. | page 8 |
| 3.4 | Action Items | 10 mins. ea. | |
| 3.4.1 | PIM Policy (S. Miller) – Report 09177 | | page 12 from Nov.18 |
| 3.4.2 | New Central Public School Theme (S. Miller) – Report 09179 | | page 16 from Nov.18 |
| 3.4.3 | Clearview School Theme (S. Miller) – Report 09180 | | page 20 from Nov.18 |
| 3.4.4 | Financial Statements (S. Parfeniuk) – Report 09181 | | page 23 from Nov.18 |
| 4.0 – Communication to the Board | | <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 | Administrative Procedures: | | |
| | Optional Attendance (Report 09189) Y. Obeng | | page 13 |
| | Student Fees (Report 09190) W. Joudrie | | page 28 |
| 4.2.2 | Programs for 4- and 5-Year Olds (Report 09192) M. Zonneveld | | page 34 |
| | For action, January 6, 2010 | | |
| 4.2.4 | Mid-Year Budget (Report 09195) S. Parfeniuk | | to be distributed |
| 4.3 | Committee Reports | 10 mins. | |
| 4.4 | Director’s Report | | |
| 4.4.1 | Board Correspondence | | |
| 4.4.2 | Monitoring Reports | | |

| 4.0 – Communication to the Board (cont'd) | | <i>estimated time</i> | <i>page</i> |
|--------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|-----------------------|-------------|
| 4.4 | Director's Report | | |
| 4.4.3 | Other: | | |
| 4.4.3.1 | pH1N1 Update | | |
| 4.4.3.3 | Upcoming Items | | |
| | <ul style="list-style-type: none">• EC Drury Review• Lakeshore Woods• Transportation Issues | | |
| 4.5 | Communications from the Chair | <i>5 mins.</i> | |
| 4.6 | Trustee Questions and Comments | <i>10 mins.</i> | |

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| 5.0 – Adjournment |
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5.1 Motion to Adjourn

HALTON DISTRICT SCHOOL BOARD

Wednesday, November 18, 2009

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
 - 2.1.1 Board Improvement Plans (*R. Peden*)
- 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, November 4, 2009
- 3.2 Ratification of Business Transacted in Private Session
- 3.3 Order Paper
- 3.4 Action Items
 - 3.4.1 Alton/West Oak Trails Secondary School Funding (*Report 09163*) – *S. Parfeniuk*
 - 3.4.2 Clearview French Immersion (*Report 09704*) – *S. Miller*
 - 3.4.3 Accommodation: Northwest Oakville (*Report 09174*) *K. Bateman-Olmstead*

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 Portable Inspections– (*Report 09174*) – *G. Cullen*
 - For action December 2, 2009**
 - 4.2.2 PIM Policy (*S. Miller*) – *Report 09177*
 - 4.2.3 New Central Public School Theme (*S. Miller*) – *Report 09179*
 - 4.2.4 Clearview School Theme (*S. Miller*) – *Report 09180*
 - 4.2.5 Financial Statements (*S. Parfeniuk*) – *Report 09181*
- 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
 - 4.4.3.1 Asset Protection (*Exec Limitations*) – *Report 09184*
 - 4.4.4 Other
 - 4.4.4.1 pH1N1 Update (*W. Joudrie*)
 - 4.4.4.2 Capital Update (*G. Cullen*) – *Report 09187*
 - 4.4.4.3 Upcoming Items
 - EC Drury Review
 - Student Fees
- 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, November 18, 2009

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

Agenda Item 1

1.1 Welcome, Call to Order and Roll Call

The meeting was called to order at 6:03 p.m. noting P. Russell's attendance via phone, regrets from G. Ockenden, and the anticipated arrival of M. Dilly.

M09-0263 D. Vrooman / J. Hames

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

Carried.

The Board rose from Private Session at 6:58 p.m.

Public Session was called to order at 7:11 p.m.

1.2 Approval of the Agenda

M09-0264 J. Hlusko / P. Ellis

Be it resolved that the Halton District School Board approve the agenda for November 18, 2009 as distributed.

Carried.

1.3 Declarations of Possible Conflict of Interest

There were no declarations.

Agenda Item 2

2.1 Presentations

R. Peden presented the Board Improvement Plan, introducing her team and the process resulting in the Ministry-required document. The team responded to trustee questions.

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

M09-0265 K. Bateman-Olmstead / J. Hames

Be it resolved that the minutes for the Meeting of the Halton District School Board for November 4, 2009, be approved as amended.

Carried.

3.2. Ratification of Business Transacted in Private Session

M09-0266 D. Danielli / D. Vrooman

Be it resolved that the Halton District School Board approve the Secondary/Elementary Principal/Vice-Principal appointments, transfers and shortlists as outlined in Report 09183.

Carried.

M09-0267 D. Danielli / P. Ellis

Be it resolved that the Halton District School Board accept the retirement of Director of Education Wayne Joudrie, effective August 31, 2010.

Carried.

3.3. Order Paper

The Chair called attention to the Order Paper.

3.4. Action Items

3.4.1. Alton/West Oak Trails Secondary School Funding

S. Parfeniuk spoke to Report 09163 and responded to trustee questions.

M09-0268 J. Hlusko / K. Bateman-Olmstead

Be it resolved that the funding for the northeast Burlington secondary school (Alton), and the north Oakville secondary school (West Oak Trails), approved by the Halton District School Board on October 15, 2008, and subsequently approved by the Ministry on May 20, 2009, include \$12,485,336 to be taken from the proceeds of disposition.

Carried.

3.4.2. Clearview French Immersion

S. Miller spoke to Report 09170 and responded to trustee questions.

M09-0269 P. Ellis / D. Vrooman

Be it resolved that the Halton District School Board grandfather all French Immersion Grade 7/8 students residing in Clearview area to EJ James for the 2010-11 and 2011-12 school years.

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 in September 2010 as a Grades 1-6 program and thereafter will grow into a Grade 1-8 program during the next two successive years.

D. Vrooman proposed a minor amendment to the first component of the motion.

M09-0269(a) D. Vrooman / P. Russell

Be it resolved that the Halton District School Board grandfather all French Immersion Grade 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.

Carried.

The vote on the amended motion was called.

M09-0269 P. Ellis / D. Vrooman

Be it resolved that the Halton District School Board grandfather all French Immersion Grade 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 in September 2010 as a Grades 1-6 program and thereafter will grow into a Grade 1-8 program during the next two successive years.

Carried.

3.4.3. *Accommodation: NW Oakville*

K. Bateman-Olmstead spoke to Report 09174 and responded to trustee questions.

M09-0270 K. Bateman-Olmstead / D. Vrooman

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 portapak(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.

Carried.

Agenda Item 4

4.1 Student Trustee Reports

L. McVey and C. Dogra provided an update on recent and upcoming meetings, including Student Senate and OSTA-AECO. The students responded to trustee questions relating to garbage issues at secondary schools and related items.

4.2 Information Items

D. Vrooman indicated his desire to bring forward a motion to deal with issues related to space stresses when complying with fire regulations.

4.2.1 *Portable Inspections*

G. Cullen spoke to Report 09171 and responded to trustee questions.

4.2.2 *New Central Public School Theme*

S. Miller spoke to Report 09179 and responded to trustee questions.

4.2.3 *Clearview School Theme*

S. Miller spoke to Report 09180 and responded to trustee questions.

4.2.4 *Financial Statements*

S. Parfeniuk spoke to Report 09181 and responded to trustee questions.

4.3 Committee Reports

D. Danielli provided an update regarding the Halton Learning Foundation activities, highlighted at a recent meeting.

4.4 Director's Report

W. Joudrie provided an update regarding the progress by the committee looking at student fees. He also spoke about preparation of a mind-year mini-budget.

4.4.1 *Board Correspondence*

There were no items of correspondence.

4.4.2 *Full-day JK/SK Programs Update*

M. Zonneveld provided an update regarding the Ministry initiative to implement full-day JK and SK programs, and responded to trustee questions.

4.4.3 *Monitoring Reports*

The Chair called attention to the monitoring report re: Executive Limitations Policy IIE: Asset Protection.

4.4.4 *Other*

4.4.3.1 *pH1N1 Update*

W. Joudrie provided an update regarding the Board's planning and preparation for pH1N1. He responded to trustee questions.

4.4.4 *Other (cont'd)*

4.4.3.2 *Facilities/Construction Update*

G. Cullen referenced the materials in the package, providing an update regarding capital projects. He responded to trustee questions.

4.4.3.3 *Upcoming Items*

Items to come before the Board in the near future were listed on the agenda.

4.5 *Communication from the Chair*

There were no items.

4.6 *Trustee Questions and Comments*

There were no trustee questions and/or comments.

Agenda Item 5

M09-0270 J. Hames / P. Russell

Be it resolved that the Halton District School Board adjourn at 9:40 p.m.

Carried.

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Recorder

.....Chair



Halton District School Board

Wednesday, December 2, 2009

(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 |
| M08-0162 | Be it resolved that the matter regarding Public Consultation be referred to the Communication Committee in September 2008. | Trustees |
| M08-0196 | Be it resolved that the Halton District School Board approve the attached site plan and floor plans of the Georgetown DHS renovation/addition as the concept to be developed in detail for construction pricing, and THAT the project budget be modified from \$13.1M to \$14,822,135 as outlined in this report, and THAT staff be authorized to request Ministry of Education approval for the capital expenditures related to this project. | Senior Admin Facilities Planning |
| 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 |
| M08-0214 | Be it resolved that the new Milton #2 Secondary School be designed to achieve LEED certification | Facilities |
| M08-0239 | Be it resolved that the Halton DSB construct an elementary school at capacity of no less than 500 in Southeast Oakville (Ward 3), in the area north of Cornwall known as Clearview, subject to the Minister of Education's authorization. | Superintendent of Business / Facilities |
| M09-0032 | Be it resolved that the Halton DSB authorize staff to negotiate a formal agreement with the Town of Halton Hills to facilitate the funding for and construction of an all-weather running track and artificial sports field surface at Georgetown District High School. (see also M09-0050 and 0052 below) | Senior Admin |
| M09-0050 | Be it resolved that the Halton DSB approve the updated outline of the proposed agreement with the Town of Halton Hills for the provision of an all weather running track, artificial surface sports field, lighting and scoreboard at Georgetown DHS, as outlined in Report 09025. The agreement is to arrange for the full repayment of the estimated \$2,150,000 capital cost expended by the Board through the Town's management of the rental to local sports organizations over a 20 year period. The agreement will contain design parameters, maintenance standards, protection of school use hours, liability, insurance coverage, financial guarantee, arbitration and termination clauses approved by legal counsel. | Director of Education |
| M09-0052 | (as above but with the addition).... as outlined in Report 09025. The Director of Education will be authorized to approve this agreement as outlined in the parameters contained in Report 09025. | |
| 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 |

ORDER PAPER

| Motion # | Resolution | Responsibility |
|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|
| M09-0108 | <p>Be it resolved that the Halton District School Board adjust the boundaries for the Oakville Ward 4 elementary school as outlined in Option 2, Report 09071; and</p> <p>Be it resolved that effective for the 2009/2010 school year, Abbey Lane and Pilgrim Wood Public Schools be deemed open for Optional Attendance; and that Heritage Glen Public School be deemed open for Optional Attendance effective the 2010/2011 school year; and</p> <p>Be it resolved that a budget of \$90,000 be set aside for the purchase of library and curricular materials for the FI Program at Lorne Skuce Public School, effective September 2009; and</p> <p>Be it resolved that Halton District School Board amend something previously adopted, specifically the portion of Motion 09-0081 which states: "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 siblings graduate", and that it now state "Be it resolved that those students with older siblings who continue at École Forest Trail Public School be grandfathered and their entitlement to transportation be continued for a five-year period, effective September 2009-2014."; and</p> <p>Be it resolved that the Halton District School Board provide the option of Optional Attendance to École Forest Trail PS for students who reside within an area defined by a 1.6 km walk-to distance.</p> | Superintendent of Business |
| M09-0174 | <p>Be it resolved that the HDSB 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 FI delivery options for students in their schools, and that staff report back on their findings no later than October 2009.</p> <p>Be it resolved that the Halton District School Board direct staff to provide capital/construction renewal plans for Maple Grove Public School, EJ James Public School, and New Central Public School no later than January 2010.</p> <p>Be it resolved that the Halton District School Board approve the closure and disposal of the following schools: Brantwood Public School; Chisholm Public School; Linbrook Public School</p> <p>Be it resolved that the Halton District School Board rescind motion M08-147.</p> | Director of Education / Senior Administration |
| M09-0184 | <p>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.</p> | Superintendent of Business |
| M09-0186 | <p>Be it resolved that the Capital Project listing and the LTAP be amended to indicate a proposed opening for the Milton Expansion #1 High School of 2011, and THAT the students and programs currently being accommodated at EC Drury High School continue until the new school opens</p> | Superintendent of Business / Facilities |
| M09-0228 | <p>Be it resolved that the Halton District School Board appoint the architectural firm of JHC Architects Inc. for the new construction related to PARC 14 at New Central Public School, and</p> <p>Be it resolved that the Halton District School Board appoint the architectural firm of Svedas Koyanagi Architects Inc for the new construction related to PARC 14 at Maple Grove Public School.</p> | Superintendent of Business / Facilities |
| M09-0230 | <p>Be it resolved that the Halton District School Board draft a letter to the Ministry of Education, with a copy to the Ontario Public School Boards' Association, regarding the implications of class reorganizations in order to meet the requirements of class size caps, and that the letter come b back to the Board on October 21, 2009 for trustee consideration.</p> | Director of Education / Chair |
| M09-0249 | <p>Be it resolved that the Halton District School Board approve the 2009 Long Term Accommodation Plan (LTAP); and</p> <p>THAT staff be directed to submit the updated LTAP to the Ministry of Education, City of Burlington, Town of Halton Hills, Town of Milton and the Town of Oakville, Region of Halton, Halton Catholic District School Board, Conseil Scolaire de District Catholique du Centre-Sud, and Conseil Scolaire de District du Centre Sud-Ouest for information.</p> | Superintendent of Business |
| M09-0257 | <p>Be it resolved that the Halton District School Board dispose of the surplus portions of the following school sites, as per Ontario Regulation 444/98:</p> <ol style="list-style-type: none"> 1. General Brock High School 14.05 acres 2. White Oaks Secondary School North Campus: <ol style="list-style-type: none"> a. Northern portion 7.3 acres b. Southern portion 2.71 acres 3. McKenzie-Smith Bennett Public School 2.56 acres | Superintendent of Business / Facilities |

ORDER PAPER

| Motion # | Resolution | Responsibility |
|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| 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 |
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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) | June 2009 ✓ September 2009 December 2009 |
| 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 |
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Halton District School Board

Report Number: 09189
Date: November 16, 2009

INCIDENTAL INFORMATION

TO: The Chair and Members of the
Halton District School Board
FROM: Administrative Council
RE: Elementary Optional Attendance

Background

Administrative Council has revised the Elementary Optional Attendance procedure in order to accommodate more students and provide improved customer service. The process will now commence in December of each year.

In the 2007-08 school-year trustees and parents expressed frustration with the limited opportunities in our Elementary Optional Attendance procedure. Staff implemented a pilot program in the 2008-09 school-year to determine the most effective strategies to improve the process. The pilot proved to be instructive, as well as effective. The pilot program produced an increase in optional attendance requests granted.

| | 2007-08 School Year | 2009-09 Pilot School Year |
|-----------------------------|----------------------------|----------------------------------|
| School designated open | 12 | 20 |
| Optional Attendance Granted | 177 | 473 |

Optional attendance is made challenging by two major issues: Accommodation and Staffing.

Accommodation - is addressed through careful and early review of schools to determine the appropriateness of opening a school to optional attendance requests.

Staffing - The new optional attendance process begins before staffing is assigned to each school. This allows for the review and approval of optional attendance requests without the restriction of staffing.

Highlights of Elementary Optional Attendance Procedure

Criteria for Approval -- Kindergarten to Grade 8 Applications

The approval of applications is dependent on the following:

- school is designated as an Open School;
- compliance to Ministry Primary Class Size caps is achieved;
- compliance to Ministry Early Learning Plan;
- availability of pupil spaces and class size guidelines;
- no new class would have to be created;
- no need to hire additional staff or increase instructional resources;
- no displacing of students to an alternative class placement;
- no additional costs to the Board;
- babysitting/daycare (alone) may not be a reason for granting a request.

Application Management

The Principal of the home school (including closed schools) initiates steps of the application and communication processes:

- applications are received and date/time stamped at home school;
- upon receipt of an application, the home school Principal may confer with the parents to clarify the reasons for the application and to reinforce that no decisions are made until such time as enrolments and organizations are clear;
- the home school Principal forwards the application to the receiving school Principal;
- the receiving school Principal, in consultation with the Superintendent, makes a decision;
- the receiving school Principal notifies the parent by sending the completed application form along with the Procedures and Conditions for Optional Attendance;
- the receiving school Principal sends copies of the completed application to the home school Principal and the receiving school Superintendent if denied.

ELEMENTARY OPTIONAL ATTENDANCE TIMELINES

| | |
|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Last Week of November | Elementary Schools designated as Open/Closed Operational policy, parent letter & listing of Open/Closed schools posted on website |
| December-January | Applications received at home school Applications are date stamped by home school, signed off and forwarded to receiving school Closed School Principals deny requests |
| January-February | Late Optional Attendance application acknowledgement letter sent to parents (on-going) Open School Principal and Superintendent will review applications and confer with home school Principal |
| Mid-February | Verify applications with school organizations, staffing and class size compliance |
| End-February | <u>Parent Notification</u> Approved Applications sent to parents by Requested School Principal Denied Applications sent to parents and Superintendents by Requested School Principal |
| March | Appeals received and processed by requested school superintendent JK/SK applications <u>may not</u> be considered until third week of September after final home school numbers are confirmed |

Respectfully submitted,

Yaw Obeng
Superintendent of Education

Wayne Joudrie
Director of Education

| | |
|-------------------------|-------------------------------------------------------------------|
| NUMBER: | <i>to be determined</i> |
| TOPIC: | Elementary Optional Attendance |
| EFFECTIVE: | December 2009 |
| CROSS-REFERENCE: | |
| REVISION DATE: | September 2012 |
| BOARD RECEIVED | |
| RESPONSIBILITY: | Superintendent of Education (Respective Family of Schools) |

INTENT STATEMENT:

Resident Halton students, enrolled in kindergarten through graduation, attending regular or French Immersion programs at schools other than those designated for their place of residence, do so by way of optional attendance.

The Elementary Optional Attendance process allows schools with physical space to accept students. The process allows for open schools to consider students before the Ministry-mandated Primary Class size and Early Learning Plan is applied during staffing, resulting in a greater chance of approval and earlier notification.

For the purpose of this Administrative Procedure, ‘Kindergarten’ means Junior Kindergarten and Senior Kindergarten.

Students granted optional attendance are not eligible for Board transportation.

Optional attendance does not apply to students placed by an IPRC or students attending English as a Second Language collector school programs.

PROCEDURE:

- Parents are not required to reapply each year after approval. However, all optional attendance requests granted are subject to renewal annually.
- In November of each year, Administrative Council will review preliminary enrolment projections, and subsequently identify the status of schools with respect to optional attendance for the following school year. Schools will fall into one of two different circumstances depending on the relationship between capacity and enrolment:
 1. **OPEN SCHOOL:**
The school has space available and may accept new applications for optional attendance and may renew previously approved applications for one additional year.
 2. **CLOSED SCHOOL:**
The school has run out of space and cannot approve new applications for optional attendance but may renew previously approved applications for one additional year.

The list of schools open to optional attendance in the first category (Open School) for the next school year is posted on the Board website.

Application Process -- Kindergarten to Grade 8:

Criteria for Approval

The approval of applications is dependent on the following:

- school is designated as an Open School;
- compliance to Primary Class Size* caps is achieved;
- compliance to Ministry Early Learning Plan;
- availability of pupil spaces and class size guidelines;
- no new class would have to be created;
- no need to hire additional staff or increase instructional resources;
- no displacing of students to an alternative class placement;
- no additional costs to the Board;
- babysitting/daycare (alone) may not be a reason for granting a request.

*** Please note: The Halton District School Board is required to meet parameters set out by the Ministry of Education. The Board is required to ensure 90 percent of our primary classes (JK to Grade 3 inclusive) have a class size of 20:1 or less, with the remaining 10 percent of primary classes having a maximum class size of 23:1. Principals may not consider optional attendance into Primary classes that have reached or are approaching the Primary class size cap.**

Application Management

The Principal of the home school (including closed schools) initiates steps of the application and communication processes:

- applications are received and date/time stamped at home school (Appendix B);
- upon receipt of an application, the home school Principal may confer with the parents to clarify the reasons for the application and to reinforce that no decisions are made until such time as enrolments and organizations are clear;
- the home school Principal forwards the application to the receiving school Principal;
- the receiving school Principal, in consultation with the Superintendent, makes a decision;
- the receiving school Principal notifies the parent by sending the completed application form (Appendix B) along with the Procedures and Conditions for Optional Attendance (Appendix C);
- the receiving school Principal sends copies of the completed application to the home school Principal and the receiving school Superintendent if denied.

Timelines and Process:

a) For September Placement

- applications are received at the home school between the period of December to January
- any appeals of these decisions must be submitted within 10 days of receipt of the denied notification (Appendix B & C);
- Kindergarten applications may not be approved until final numbers are confirmed in the third week of September.

b) Mid-Year Applications (Elementary)

- *See **Optional Attendance Administrative Procedure** follow application management process*

c) Late Applications For September

- *See **Optional Attendance Administrative Procedure** follow application management process*
- *Any request received after January 31 may not receive a decision until the end of September (includes Closed Schools)*
- *Receiving school Principal to send **Late Acknowledgment Letter** to parent (Appendix F)*

Appeals

Appeals to reconsider an application are permitted in situations where “extraordinary circumstances” need to be assessed. Appeals are to be submitted by parents, in writing, to the Superintendent(s) of Education of the **requested school** with a copies to the home school and requested school Principal within 10 days of notification of application denied. The Superintendent(s) of Education makes decisions regarding appeals, in consultation with the Principals involved, and communicates decisions in writing to the applicant and the schools. The decision of the Superintendent is final (Appendix D or E).

Regarding Siblings

- **When students are admitted to special programs (i.e. ELL or Special Education) in other schools it is not automatic that siblings will receive optional attendance.** If optional attendance for siblings is desired, the application must be completed and processed appropriately.

Regarding French Immersion

- Kindergarten applications for French Immersion Centres are not automatic and will be subject to the standard application process.

Application for Secondary Schools - Grade 8 to 9

- *See **Secondary Optional Attendance Administrative Procedure** (regular process)*

Tracking of Optional Attendance:

Careful tracking of the status of students attending schools under optional attendance is critical. Each school should establish an on-going database or spreadsheet for optional attendance requests that should include the following information: name, home school, date of application, reason, start date, and grade. (Appendix G)

ELEMENTARY OPTIONAL ATTENDANCE TIMELINES

| | |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Last Week of November | Elementary Schools designated as Open/Closed Operational policy, parent letter & listing of Open/Closed schools posted on website |
| December - January | Applications received at home school Applications are date stamped by home school, signed off and forwarded to receiving school Closed School Principals deny requests |
| January – February | Late Optional Attendance application acknowledgement letter sent to parents (on-going) Open School Principal and Superintendent will review applications and confer with home school Principal |
| Mid - February | Verify applications with school organizations, staffing and class size compliance |
| End - February | <u>Parent Notification</u> Approved Applications sent to parents by Requested School Principal Denied Applications sent to parents and Superintendents by Requested School Principal |
| March | Appeals received and processed by requested school superintendent JK/SK applications <u>may not</u> be considered until third week of September after final home school numbers are confirmed |

Elementary Optional Attendance Pilot Program
Appendices

| <u>Document</u> | <u>Appendix</u> |
|---------------------------------------------------------------------------|------------------------|
| Summary of Information To Parents Re: Elementary Optional Attendance..... | A |
| Application for Elementary Optional Attendance | B |
| Elementary Optional Attendance Procedures and Conditions..... | C |
| Elementary Appeal Denied..... | D |
| Elementary Appeal Granted..... | E |
| JK/SK Application – Acknowledge Letter..... | F |
| Tracking of Optional Attendance..... | G |



Halton District School Board

SUMMARY OF INFORMATION TO PARENTS Re: ELEMENTARY OPTIONAL ATTENDANCE

The Halton District School Board encourages elementary students to attend the school designated for families in their area. The Halton Board, however, provides to students who are residents in the Halton region the opportunity to apply for enrolment in a Halton school outside their regular school attendance area in schools where there are sufficient pupil places to accommodate them. This is referred to as optional attendance.

The Elementary Optional Attendance process allows schools with physical space to accept students. The process allows for open schools to consider students before the Ministry-mandated Primary Class size and Early Learning Plan is applied during staffing, resulting in a greater chance of approval and earlier notification.

For the purpose of this Administrative Procedure, 'Kindergarten' means Junior Kindergarten and Senior Kindergarten.

Students granted optional attendance are not eligible for Board transportation.

Optional attendance does not apply to students placed by an IPRC or students attending English as a Second Language collector school programs.

The optional attendance process in elementary schools is initiated by contacting the Principal of your home school. The Principal will provide an application form and further information. The approval of optional attendance requests is dependent upon:

- school is designated as an Open School;
- compliance to Primary Class Size* caps is achieved;
- compliance to Ministry Early Learning Plan;
- availability of pupil spaces and class size guidelines;
- no new class would have to be created;
- no need to hire additional staff or increase instructional resources;
- no displacing of students to an alternative class placement;
- no additional costs to the Board;
- babysitting/daycare (alone) may not be a reason for granting a request.

**** Please note: The Halton District School Board is required to meet parameters set out by the Ministry of Education. The Board is required to ensure 90 percent of their primary classes (JK to Grade 3 inclusive) are at a ratio of 20:1 or less, with the remaining 10 percent of primary classes having an average maximum class size of 23:1. Principals may not consider optional attendance into Primary classes that have reached or are approaching the Primary class size cap.***

Appeals

Appeals to reconsider an application are permitted in situations where "extraordinary circumstances" need to be assessed. Appeals are to be submitted by parents, in writing, to the Superintendent(s) of Education of the **requested school** with a copies to the home school and requested school Principal within 10 days of notification of application denied. The Superintendent(s) of Education makes decisions regarding appeals, in consultation with the Principals involved, and communicates decisions in writing to the applicant and the schools. The decision of the Superintendent is final.

Parents are not required to reapply each year after approval. However, all optional attendance requests granted are subject to renewal annually.



Halton District School Board

Application for Elementary Optional Attendance

Procedures and Conditions

1. Application forms are to be obtained from, and returned to, the designated home school.
 - a) Applications will be accepted from December 1 through January 31 of each year.
 - b) Late applications will be considered but decisions may not be made or communicated until after the third week in September.
2. Consideration for placement in the requested school is based on:
 - a) Availability of student spaces and resources; b) nature of the request; c) compliance to Ministry class size caps and Early Learning Plan.
3. It is understood that:
 - a) Parents are not required to reapply each year after approval. However, all optional attendance requests granted are subject to renewal annually.
 - b) Parents requesting optional attendance will speak with the designated home school principal prior to submitting an Optional Attendance Application form. Upon receipt, the home school will discuss and forward the application to the requested school;
 - c) If the request is granted, the Board will not provide transportation for the student.
4. Mid-Year applications will be considered upon receipt, please follow the Optional Attendance Procedure.
5. The requested school principal will contact the applicant regarding the decision (complete the paperwork and attach Appendix C)

| | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| <i>Student I.D. #</i> _____ <i>E.S.L.: Yes ___ No ___</i> | <i>Exceptional (I.P.R.C.): Yes ___ No ___</i> <i>French Immersion: Yes ___ No ___</i> |
| Student's Name: _____ Application Date: _____ <div style="display: flex; justify-content: space-between; font-size: small;"> Given Names Surname Day Month Year </div> | |
| Student's Address: _____ Telephone (____) _____ <div style="display: flex; justify-content: space-between; font-size: small;"> Street Town/City Postal Code area code </div> | |
| Birth Date: _____ Designated Home Elementary School _____ <div style="display: flex; justify-content: space-between; font-size: small;"> Day Month Year </div> | |
| Present School: _____ Requested School: _____ <div style="display: flex; justify-content: space-between; font-size: small;"> Open _____ Closed _____ Open _____ Closed _____ </div> | |
| Present Grade: _____ Grade Level: _____ | |
| If granted, placement to commence _____ | |
| <i>Date / Time Received:</i> _____ <i>Signature of Home School Principal</i> _____ | |
| Reason for Request _____ <div style="display: flex; justify-content: space-between; font-size: small;"> Name of Parent or Guardian (please print) Signature of Parent or Guardian </div> | |
| To be Completed by the Requested School (Attach Appendix C to Parent's copy of Decision) | |
| Date Received _____ Approved <input type="checkbox"/> Not Approved <input type="checkbox"/> | |
| Complete one: A. Student has been accepted at _____ in _____ <div style="display: flex; justify-content: space-between; font-size: small;"> Name of School Program/Year/Grade </div> | |
| Special Conditions: _____ | |
| B. Student has not been accepted because _____ <div style="text-align: right; font-size: small;"> _____ <i>Requested School Principal's Signature</i> </div> | |

When complete forward copies to: Applicant, Home School, and Superintendent- If Denied

Application for Elementary Optional Attendance Procedures and Conditions

Optional Attendance Granted

- If you have not done so already, please contact requested school in order to register.
- Parents are not required to reapply each year after approval. However, all optional attendance requests granted are subject to renewal annually.
- Transportation to and from (school) will be your responsibility as a parent.

Optional Attendance Denied

- Appeals to reconsider an application are permitted in situations where “extraordinary circumstances” need to be assessed. Appeals are to be submitted by parents, in writing, to the Superintendent(s) of Education of the **requested school** with a copies to the home school and requested school Principal within 10 days of notification of application denied.
- At that time space availability will be determined. Those who have appealed will be contacted in March. The decision of the Superintendent is final.



Halton District School Board

(HDSB Letterhead –Elementary Appeal Denied & Distributed by Superintendent)

(Date)

(Name
Address)

Dear Parents and/or Guardians:

Re: Optional Attendance (Name of Student)

Thank you for your letter appealing the decision to not grant your child (**Name of student**), optional attendance at (**Name of school**).

I have reviewed your appeal and regret to inform you that I am unable to grant your request based on the following:

- Closed School
- The school's enrolment is too high to accommodate out of area students.
- The school's organization does not allow additional students to be placed in the grade level you have requested.
- Compliance to Ministry mandated Primary Class Size Caps and Early Learning Plan would not be achieved
- The circumstances you have described do not meet the criteria for approval.

Please be aware that the Superintendent has the final authority for this decision and that there is no further avenue of appeal.

Sincerely,

(_____)
(Name), Superintendent

c (Name), Principal, (Home School)
(Name), Principal (Requested School)
file



Halton District School Board

Standard Elementary Appeal Granted – Distributed by Superintendent

(Date)

(Name & Address)

Dear Parents and/or Guardians:

**Re: Elementary Optional Attendance
(Name of Student)**

Thank you for your letter of appeal for reconsideration of your optional attendance request. The Principals and I have had an opportunity to explore your appeal for **(Name of student)** to attend **(Name of school)**. Fortunately, I am able to grant approval for **(Name of student & grade)**. If you have not already done so, please contact **(Name of requested school)** in order to register.

Parents are not required to reapply each year after approval. However, all optional attendance requests granted are subject to renewal annually. Transportation to and from (school) will be your responsibility as a parent.

Sincerely,

(Name)
Superintendent

c (name) Principal, Home School
(name) Principal, Requested School
file



Halton District School Board

(School Letterhead - JK/SK Applications)
(Elementary Acknowledge & Distributed by Principal)

[Date]

[Name & Address]

Re: Late Optional Attendance Application

Dear [Name]

This letter is to acknowledge receipt of your application for [Student's Name] to attend [Name of School], under optional attendance for September. We have received your application after the January 31 timeline. However, we will review your application.

Decisions may not be made nor communicated until after the third week in September. Students are to register and attend their home school pending a decision.

Sincerely,

[Name]
Principal

cc: [Name], Principal, [Name Requested School]
file



Halton District School Board

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

Report Number: 09190

Date: November 23, 2009

INCIDENTAL INFORMATION

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

FROM: Wayne Joudrie,
Director of Education

RE: Student Fees Policy

Rationale:

On May 20, 2009 the Board approved the following motion:

M09-0150 G. Tuck Kutarna / M.E. Dilly

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.

A group of elementary and secondary principals had meetings with Superintendents and the Director with respect to this issue. We reviewed a memo issued in 2003 with respect to student fees. Some principals were aware of the memo, while others were not. When we reviewed the elements of the memo, it was discovered there were not reliable, consistent practices in place.

As a result, we determined to review this work in two phases. The first phase occurred during June/July 2009. The second phase was completed by mid November, 2009.

- 1. Course Fees _____ Audit Phase 1
- 2. Registration Fees _____ Audit Phase 1
- 3. User Fees for in school field trips etc. _____ Audit Phase 2

Legal Reference:

An inquiry was made to legal counsel with respect to student fees. The response from counsel referenced specific elements of The Education Act and Regulations. These included:

- The Education Act Section 32(1)-A person has the right, without payment of a fee, to attend school
- The Education Act Section 170(1)- Every board shall provide, without charge, for the use of pupils...the textbooks that are required by regulation to be purchased by the board.
- Regulation 298, subsection 7(4)- Every board shall provide, without charge, for the use of each pupil enrolled in the day school operated by the board such textbooks selected under subsections (1) and (2) as relate to the course in which the pupil is enrolled.
- The Education Act Section 171(1)-A board may provide school supplies other than textbooks...

The following is an excerpt from the Ministry of Education website regarding questions and answers relating to student fees:

The Education Act subsection 32(1) sets out the right to attend school without payment of a fee. Consequently, no fees may be charged for participation in the regular day-school program. The basic principle to be respected is that each pupil should be able to benefit equally from the education system without being required to pay any fees to the board.

The Act requires that school boards must provide textbooks without charge.

Some learning materials may be considered to be "consumables", that is, they are consumed by the pupil and cannot be used again by another pupil in the next term. Generally, boards should not be charging for consumables that are essential to the delivery of the course, however, it is acceptable to charge fees for consumables in cases where the fee relates to upgrading or substitution, such as the cost of upgrading to a more costly material or substituting a material preferred by the pupil to that provided for course purposes. For example, in a woodworking course where a pupil chooses to use maple rather than spruce for a project. Similarly, if a student undertakes an approved project that is more costly than the project assigned, the additional costs may be charged to the student.

It is not uncommon for schools to offer to their pupils supplementary items and activities such as yearbooks, field trips, and athletics, and to charge a fee to defray the cost associated with them. Since acquisition of yearbooks and participation by pupils in extracurricular activities is voluntary and not an integral part of their day school program, these charges are permissible.

Paragraph 13 of subsection 171(1) of the Education Act states that school boards may provide supplies. Where a school board has a policy to not provide supplies, then it is the responsibility of parents to purchase and provide supplies for their children. Supplies in this context generally means things such as pencils and paper.

Boards may undertake bulk purchasing on behalf of parents and charge the parents for supplies. However, parents have the right to reject this purchasing opportunity and acquire supplies on their own.

Challenge:

The challenge for the Student Fees Committee was to ensure the Halton District School Board policies and procedures were consistent with the Education Act and Regulations while continuing to maintain the high level of quality program experience for our students. To that end, we conducted an inquiry into the current experience in Halton in order to quantify the impact on our current school budgets allocation.

Review of Course Fee Charges:

Based upon a review of all secondary school fees charged for courses, and with specific leadership of the secondary principal representatives and our internal auditor, the committee determined the average charge per pupil per year is approximately \$35. This equates to an additional \$600,000 added to the secondary school budgets in 2010-11 but would ensure no student would be required to pay a fee to participate in a secondary course leading to graduation.

These funds would include all costs in all secondary programs with the exception of the fees associated with the Physical Education Outdoor Education credit where a fieldtrip such as Algonquin Park is one of the components of the course. The range of fees per student/school was between \$23 per student/school to \$41 per student/school. Implementing this revenue increase to the secondary schools would cause some rationalization of current programming but would promote equity across the secondary panel.

The following is a listing of program areas where fees have been charged to students in the past:

- Family Studies
- Business
- French/Spanish
- English
- Drama
- Computer Science
- Visual Arts
- Photography
- Music
- Science
- Technology
- Physical Education

Based upon a review of a selection of elementary school fees charged for “in school” field trips, consumables etc., and with specific leadership of the elementary principal representatives and the internal auditor, the committee determined the average charge per pupil per year is \$20. This equates to an additional \$670,000 added to the elementary school budgets in 2010/11 but would ensure no student would be required to pay a fee to participate in an elementary program required to graduate, and fees associated with consumables, materials and “in school” field trips would be contained.

The range in elementary fees per student per year was between \$46 and \$15 (with an average of \$20 being the most common). Implementing this revenue increase to the elementary schools would cause some rationalization of current programming but would promote equity across the elementary panel.

The following is a listing of the program supports that were identified where fees have been charged to students in the past:

- recorders/musical instruments
- music reeds
- workbooks (Math, French etc.)
- guest presenters (Scientists in the Schools, Artists in the Schools)
- student agendas
- Phys. Ed (rock climbing)
- art sketch pads
- Kindergarten Class materials

Review of Registration Fee Charges:

Schools shall no longer charge registration fees to students. Student Engagement/Activity Fees may be charged to students under conditions outlined in the Administrative Procedure:

- Transparency
- Principal/School Council Oversight
- No student denied access to activity due to non payment
- No consumable fees charged to students

This is consistent with the Education Act and Regulations as these are explicit services and materials, and student participation is not limited due to inability to pay.

Financial Implications:

The financial impact of this decision would be an overall increase in both elementary and secondary budgets approaching \$1.3 million. This will need to be factored into the construction of the 2010-11 budget for the Board's consideration. Administrative Council is confident this can be accomplished in a manner that is educationally sound and fiscally responsible.

| Panel | Per Student | System |
|------------------|--------------------|---------------|
| Secondary | \$35 per student | \$600,000 |
| Elementary | \$20 per student | \$670,000 |
| Total commitment | | \$1,270,000 |

Respectfully submitted,



Wayne Joudrie
Director of Education

| | |
|------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Number: | <i>To be determined</i> |
| Topic: | Student Fees |
| Effective: | January 2010 |
| Cross-Reference: | Education Act: <ul style="list-style-type: none"> • Section 32(1); Section 170(1); Section 171(1) • Regulation 298, subsection 7(4) |
| Review/Revision Date: | September 2013 |
| Responsibility: | Director of Education |

INTENDED PURPOSE:

The Halton District School Board is committed to every student. The Halton District School Board shall ensure student fees are only applied as outlined in the following Administrative Procedure to ensure equity of access to programs and services while maintaining quality and breadth of programming choices.

PROCEDURES:

1. 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;
- Students shall not be charged “course material” fees, where learning materials are provided through photocopying.

2. Program Fees

Students shall not be charged a fee for admission to a program 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).

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. Transparency in Fees

Fees charged should reflect actual costs.

- A budget that shows actual costs to the school shall be accessible by members of the public as explanation for the fees charged;
- A budget may include a reasonable amount charged per pupil for protection against loss of uncollectible amounts;
- “Rounding up” should only occur where a small amount is added to the cost to avoid collection of small amounts of change;
- Amounts collected through rounding up or protection against loss should be used to offset future goods and services.

5. 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.

6. Registration Fees

Schools shall not charge registration fees to students.

7. 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 4-5 of this Administrative Procedure (ex: transparency, principal/school council 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)

8. Course Fees

Schools shall not charge course fees to students.

- Costs associated with upgrades in materials will be allowable.
- Schools may require Gym Uniforms as an essential component of the Phys Ed program.



Halton District School Board

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

Report Number: 09192

Date: November 26, 2009

INCIDENTAL INFORMATION

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

FROM: Mark Zonneveld, Superintendent of Education

RE: Early Learning Program Update – Year One Site Selection

The Ministry of Education has announced the provision of full day every day learning for four and five year olds beginning in September of 2010. The Early Learning Program (ELP) will be implemented during the next five years, with 15% of Junior and Senior Kindergarten students participating in the program in the first year. In Halton, this will involve 36 classes, for a total of 936 students.

In the selection of school sites, the Ministry has required us to work collaboratively with the Halton Catholic District School Board and the Region of Halton, and has asked that we consider the following criteria:

- available space within the school;
- availability of purpose built kindergarten rooms;
- community factors, including demographics and local needs;
- impact on our co-terminous Board and regional child care, and
- identified needs in our Board Improvement Plan.

It is important to note there is no capital funding available in the first year of implementation.

The following schools have been selected for Year One of the Early Learning Program in the Halton District School Board:

| Area | School | Projected Number of Classes |
|-------|-------------------------------|-----------------------------|
| North | PL Robertson Public School | 6 |
| | Escarpment View Public School | 6 |
| East | Clearview elementary school | 2 |
| | Palermo elementary school | 4 |
| | WH Morden Public School | 1 |
| | Abbey Lane Public School | 3 |
| | Oakwood Public School | 2 |
| West | King's Road Public School | 3 |
| | Mohawk Gardens Public School | 5 |
| | Tom Thomson Public School | 2 |
| | Lakeshore Public School | 2 |

This list was submitted to the Ministry in accordance with its deadline of November 30, 2009. Confirmation of these sites is subject to Ministry approval. Once confirmed, this information will be communicated to the affected schools and their communities.

Selection of Year Two sites is currently under consideration and will be dependent on direction from the Ministry and the availability of capital and operating funding.

The implementation of the Early Learning Program is an exciting process and will be ongoing during the next five years. Administrative Council will continue to provide updates as appropriate to the Board of Trustees.

Respectfully submitted,

Mark Zonneveld
Superintendent of Education

Wayne Joudrie
Director of Education