



Halton District School Board

HALTON DISTRICT SCHOOL BOARD

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

Wednesday, October 20, 2010

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 – Delegations to the Board			
2.1	Presentations	10 minutes each presentation	
2.2	Delegations	5 minutes each (<i>info distributed to trustees only</i>)	
2.3	Acknowledgement of Delegations by 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, October 6, 2010		page 2
3.2	Approval of Business Transacted in Private Session	3 mins.	
3.3	Order Paper	2 mins.	page 6
3.4	Action Items	10 mins. ea.	
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	
	For Action: November 3, 2010		
4.2.1	Alton/Burlington ERA109 Timelines (<i>J. Hlusko</i>) – Report 10167		page 10
	For Information		
4.2.2	Interim Accommodation – Maple Grove JK-Grade 5 (<i>S. Miller</i>) Report 10170		page 11
4.2.3	EQAO Presentation -- <i>R. Peden, Research Team</i>		<i>distributed previously/separately</i>
4.2.4	Growing Success Presentation – <i>J. Blackwell</i>		<i>distributed separately</i>
4.2.5	Admin Procedure: Active & Safe Routes to School		page 12
	Committee Reports	10 mins.	
4.4	Director’s Report		
4.4.1	Full-day Kindergarten Update (<i>M. Zonneveld</i>)		verbal report
4.4.2	Monitoring Reports		
4.4.5	Other:		
4.4.5.1	Upcoming Items		
	• Good Neighbour Policy (January 2011)		
	• Food for Thought (November 3, 2010)		
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, October 6, 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
 - 2.1.1 Aramark Food Services (*G. Cullen and Aramark Team*)
- 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, September 15, 2010
- 3.2 Ratification of Business Transacted in Private Session
- 3.3 Order Paper
- 3.4 Action Items

4.0 – Communication to the Board

- 4.1 Student Trustee Reports
- 4.2 Information Items (including Notices of Motion and future actions)
 - For information:**
 - 4.2.1 Aramark Update (*G. Cullen*) -- Report 10152
 - 4.2.2 Accessibility Plan Update (*Y. Obeng*) -- Report 10158
 - 4.2.3 Capital Update (*G. Cullen*) -- Report 10157
 - 4.2.4 Gardiner Public School LEED Silver (*G. Cullen*) – Report 10156
 - 4.2.5 Portable Inspections (*G. Cullen*) – Report 10155
 - 4.2.6 Boundary Review Consultation – Administrative Procedure (*J. Blackwell*) Report 10159
Initiation of Secondary School Boundary Reviews (*S. Parfeniuk*) Report 10159(a)
 - For Action October 20, 2010**
 - 4.2.7 ERA 109: Alton Elementary – (*G. Cullen*) – Report 10154
- 4.3 Committee Reports
- 4.4 Director's Report
 - 4.4.1 Full Day Kindergarten (*M. Zonneveld*)
 - 4.4.2 Monitoring Reports
 - 4.4.2.1 Executive Limitations IID: Succession Planning
 - 4.4.2.2 Executive Limitations IIF: Compensation and Benefits
 - 4.4.3 Other
 - 4.4.3.1 Upcoming Items
 - EQAO Presentation (October 20, 2010)
 - Growing Success (October 20, 2010)
 - Good Neighbour Policy (October 2010)
 - Food for Thought (October 2010)
- 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, October 6, 2010

Present: D. Danielli, K. Bateman-Olmstead, M. Dilly, J. Hames, J. Hlusko, B. Jones, G. Ockenden,
P. Russell (phone), G. Tuck Kutarna (phone), D. Vrooman

Agenda Item 1

1.1 Call to Order

J. Hames called the meeting to order at 6:04 p.m. noting the attendance of P. Russell and G. Tuck Kutarna by phone.

M10-0198 J. Hlusko / K. Bateman-Olmstead

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

Carried.

The Board rose from Private Session at 7:20 p.m. Public Session was called to order at 7:30 p.m. There were no declarations of conflict of interest.

1.2 Approval of the Agenda

M10-0199 D. Vrooman / D. Danielli

Be it resolved that the Halton District School Board amend the agenda to withdraw item 4.2.8 (Redirection of Students), and to move item 4.2.7 (ERA 109 Alton Elementary) to item 4.2.1 (For action October 20) with subsequent items renumbered accordingly; and that Initiation of Secondary School Boundary Reviews (Report 10159a) be identified as a new Item 4.2.8, and that the agenda be approved as amended.

Carried.

Agenda Item 2

2.1 Presentations

The Chair welcomed Superintendent of Facilities G. Cullen, who welcomed the Aramark Team. Karen Williams, Nutrition and Marketing Program Manager for Aramark, spoke to provision of food services for students, and Policy Program Memorandum 150.

2.2 Delegations

There were no delegations.

Agenda Item 3

3.1 Approval of the Minutes

M10-0200 P. Ellis / P. Russell

Be it resolved that the minutes for the Meeting of the Halton District School Board for September 15, 2010 be approved as distributed.

Carried.

3.2. Ratification of Business Transacted in Private Session

M10-0201 J. Hames / J. Hlusko

Be it resolved that the Halton District School Board approve the resolutions from the Halton District School Board Meeting in Private Session, October 6, 2010 respecting: Special Education

Carried.

3.3. Order Paper

The Chair called attention to the Order Paper.

3.4. Action Items

There were no items for action.

Agenda Item 44.1 Student Trustee Reports

Haniya Khan and Jason Earl spoke to the first Student Senate meeting of September 21, 2010. At the next meeting, discussions will occur about the upcoming Halton Youth Leadership Symposium. November's meeting will feature the first Student Senate video conference (Chris Hadfield Public School and JWS). Both J. Earl and H. Khan will be attending the OSTA AECO session on November 11-14.

4.2 Information Items (including Notices of Motion)

K. Bateman-Olmstead indicated her intent to bring a motion forward at the next meeting to discuss walking distances for elementary as well as bus stop designations.

For Action: October 20, 20104.2.1 ERA 109: Alton Elementary

G. Cullen spoke to Report 10154 and responded to trustee questions.

J. Hlusko indicated her desire to have this matter dealt with this evening, so moved a motion to waive the rules allowing that to occur.

M10-0202 J. Hlusko / K. Bateman-Olmstead

Be it resolved that the Board waive the rules to deal with this matter this evening.

Carried.M10-0203 J. Hlusko / P. Russell

Be it resolved that the Halton District School Board approve the development of a three-storey design for the ERA 109 elementary school (Alton, Burlington).

Carried.**For Information**4.2.2 Aramark Update

G. Cullen spoke to Report 10152, highlighting the revised PPM 150. He responded to trustee questions.

4.2.3 Accessibility Plan Update

Y. Obeng and Jacki Oxley spoke to Report 10158, highlighting the annual update regarding the Board's Accessibility Plan, and responded to trustee questions.

J. Hames noted the report was to be presented for information, rather than decision, and therefore with the consent of trustees, removed the recommendation.

4.2.4 Capital Update

G. Cullen spoke to Report 10157 and responded to trustee questions.

4.2.5 Gardiner Public School – LEED Silver

G. Cullen spoke to Report 10156 and responded to trustee questions.

4.2.6 Portable Inspections

G. Cullen spoke to Report 10155 and responded to trustee questions.

4.2.7 Boundary Review Consultation

J. Blackwell spoke to Report 10159 and responded to trustee questions.

4.2.8 Initiation of Secondary School Boundary Reviews

D. Euale spoke to Report 10159(a) and responded to trustee questions. D. Vrooman requested the report be renumbered to identify it separately from the consultation process.

4.3 Committee Reports

D. Danielli provided an update on the recent SEAC meeting, highlighting agenda topics and discussions.

K. Bateman-Olmstead provided an update on the recent Health and Safety meeting, activities and initiatives.

D. Vrooman provided an update on the recent Program Accommodation Committee with the next meeting slated for December 8. Since the “good neighbour” policy wasn’t fully discussed, it will come to the PAC meeting in December, and to the agenda following that (not October as originally planned).

P. Ellis provided dates for upcoming OPSBA events, conferences and workshops.

4.4 Director’s Report

The Director reported on several good news items featuring staff and student accomplishments.

4.4.2 Full-time JK/SK Programs -- Update

M. Zonneveld provided an update on issues relating to the full-day Kindergarten programs for 4- and 5-year olds, and responded to trustee questions.

4.4.3 Monitoring Reports

The monitoring reports were included in the package

4.5 Communication from the Chair

G. Ockenden asked for trustee representatives for the inclusive education committee and the trustee orientation committee. He indicated trustees had been assigned to the interview committee for the Superintendent of Business position. G. Ockenden indicated he had invitations for the official opening of Tiger Jeet Singh Public School.

G. Ockenden spoke to a conversation with a professor who is retiring from McMaster University, who is donating books to the German language program at Robert Bateman High School.

4.6 Trustee Questions and Comments

M. Dilly asked again for more information regarding the conversations with the City of Burlington and the Board. D. Euale indicated he has working notes from past meetings, and has contacted the City to ascertain the next meetings will be held after the election.

D. Vrooman spoke to two emails received from parents raising issues with the cashless schools, requesting a report on how the implementation of cashless schools is proceeding in our schools.

D. Danielli spoke to the “Me to We” Day held recently at the Air Canada Centre, and the “Hanna’s Suitcase” presentation in Hamilton. She also spoke to the Brookville Public School 50th anniversary this weekend.

K. Bateman-Olmstead confirmed EQAO information will be coming forward next meeting. She indicated a regional map would be helpful for new trustees.

Agenda Item 5

M10-0204 P. Russell / P. Ellis

Be it resolved that the Halton District School Board adjourn at 10:12 p.m.

Carried.

..... Recorder

.....Chair



Halton District School Board

Wednesday, October 20, 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
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 Grade 1 pilot to assist the development of a culturally bilingual environment in order to benefit 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 FI Grade 7/8 students residing in Clearview to EJ James for the 2010-11 & 2011-12 school years consistent with 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
M10-0045	Be it resolved that the Halton District School Board direct staff to enter into negotiations with the Town of Halton Hills for the sale of property at McKenzie-Smith Bennett, beyond the 2.56 acres declared surplus in Report 09165 as per Ontario Regulation 444/98, while still retaining sufficient land appropriate to a school facility.	Superintendent of Business / Planning
M10-0057	Be it resolved that the Halton District School Board authorize the Director to approve an agreement between the Municipality of Halton Hills and the Halton District School Board for the provision of an all-weather running track, artificial surface sports field, lighting and scoreboard at Georgetown District High School, with the following conditions: <ul style="list-style-type: none"> confirmation that at least \$500,000 of community donations received/confirmed by the Board the project costs shall not exceed \$2,150,000 as per Report 09025 the Town of Halton Hills has agreed to guarantee appropriate funding to finance the initial construction project over a 20 year period the Town of Halton Hills has agreed to guarantee appropriate funding to finance the replacement turf at a mutually agreed upon time approximating 10 years into the total 20 year period Halton District School Board staff have determined an appropriate financing vehicle to ensure the mitigation of long term risk. 	Superintendent of Business / Planning
M10-0058	Be it resolved that the Halton District School Board approve the naming of the field at Georgetown District High School to recognize the significant contribution of the Georgetown Kiwanis Club.	Superintendent of Business
M10-0135	Be it resolved that the Halton District School Board adjust the boundaries for the elementary schools in ERA 108 as outlined in Report 10100. Be it resolved that the new elementary school in ERA 108 open as a dual track school: English Track (JK-7), French Immersion Track (1-7). Be it resolved that SK students, redirected to Orchard Park Elementary School in 2011, be allowed to enroll in the Orchard Park JK program in September 2010.	Superintendent of Business / Planning

ORDER PAPER

Motion #	Resolution	Responsibility
M10-0174	Be it resolved that, pending Ministry approval, the Halton District School Board approve a revision to the approved renovations/additions at Maple Grove Public School in the following two areas: <ul style="list-style-type: none"> - incorporation of ceramic tiles for hallways and common areas in the new addition, and - an increase in the contingency account related to this project by \$50,000, making the total contingency budget \$100,000 And that these revisions be funded through use of a portion of reserves.	Superintendent of Business
M10-0184	Be it resolved that, pending the sale of the 2.56 acres of land at McKenzie-Smith Bennett Public School, and pending Ministry of Education approval, the Halton District School Board approve outstanding items from the October 16, 2009 Capital Renewal Request List for McKenzie-Smith Bennett Public School, up to a total of \$185,600	Superintendent of Business / Facilities
M10-0203	Be it resolved that the Halton District School Board approve the development of a three-storey design for the ERA 109 elementary school (Alton, Burlington)	Superintendent of Facilities

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 May 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 ✓
M09-0270 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 ✓
M10-0024 02/03/2010	Be it resolved that the Director of Education bring a report to the Board, no later than April 2010, that would include projected enrolment for newly built schools by the Halton District School Board within the past seven years; the data to include the projected enrolment statistics submitted to the Board and the Ministry at the time the Board approved the builds, as well actual enrolments for years one, three and five of the operation of the schools.	April 2010 ✓
M10-0112	Be it resolved that the Director request staff to provide a report to the Board relating to OSBIE and WSIB Claims experience, and that this report be presented in May or June so it may be referred to during budget deliberations, and THAT the key elements of the report include: <ul style="list-style-type: none"> • a minimum of three-years claims history • categories of claims regarding size/duration • categories of claims regarding staff vs. community vs. students • budget allocations vs. actuals 	June 2010 ✓
M10-0188 M10-0189	Be it resolved that the Halton District School Board establish a "Good Neighbour" Policy for Oakville and other municipalities as deemed appropriate, and that this policy ensure that neighbours living "next to" and "with-in" the direct vicinity of a Public School Site be consulted at the initial stages of any "new school build" and; Be it resolved that reasonable input from community members be considered prior to the completion of any extensive, costly architectural work.	To Program & Accommodation Committee (September 22) <i>Deferred to December PAC meeting; Board in January 2011</i>



Halton District School Board

Report Number: 10167
Date: October 6, 2010

INFORMATION FOR DECISION

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

FROM: J. Hlusko, Burlington Trustee, Wards 5 & 6

RE: Construction Timeline for ERA109 Elementary School

RECOMMENDATION

Be it resolved that the Halton District School Board direct the Director to provide two timelines for the build of the ERA 109 elementary school: one for the Board-approved projected opening date of January 2012, and one for the back-up opening date of September 2012.

Background

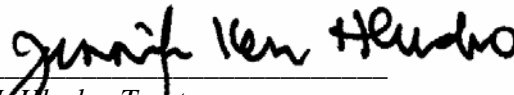
I brought the motion, M10-0023, on Wednesday February 3rd, 2010 which was adopted unanimously,
*Be it resolved that staff be directed to purchase additional acreage for the Alton elementary school site, and
THAT staff be directed to submit a business plan to the Ministry by March 31, 2010 to build the Alton public school, opening September 2011, or January 2012 if earlier is impossible.*

Although we have received Ministry approval and purchased the additional acreage, we may not be proceeding quickly enough to open the school for January 2012. With the Board's approval of a three-storey build, we may need a push to meet the timelines of the building process in order to open January 2012, as originally directed. If the January 2012 opening date is problematic financially or otherwise, then the Director will direct Superintendent of Facilities Gerry Cullen to inform the Board.

The Alton community is very eager to be housed in their own community school. Their students are currently divided amongst three holding schools. In addition, a number of public school students have opted to enrol in the nearby Orchard community Halton Catholic District School Board schools.

At our community meetings of February and April 2010, Superintendent Parfeniuk informed Alton parents that further growth may require the designation of a fourth holding school for the 2011-12 school year. Parents need the Alton ERA 109 elementary school to open as soon as possible.

Respectfully submitted,



J. Hlusko, Trustee
Burlington, Wards 5 & 6



Halton District School Board

Report Number: 10167

Date: October 20, 2010

INCIDENTAL INFORMATION

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

FROM: Administrative Council

RE: Interim Accommodation Changes – Maple Grove JK-Grade 5

Background

On March 30 2010, Trustees approved the following motion in Report 10071.

Be it resolved that interim accommodations for the students in Ward 3, Southeast Oakville be implemented for September 1, 2010 as follows:

- *Maple Grove Public school (JK to Grade 5): Chisholm school site as a holding school for JK to Grade 5 with Maple Grove boundaries consistent with those as approved by trustees on June 17 2009*
- *Maple Grove Public School (Grades 6-8): opens as a Grade 6,7 and 8 school with Maple Grove boundaries consistent with those as approved by trustees on June 17 2009*

Situation:

When the motion for accommodating the JK to Grade 5 students at the Chisholm site was approved, the scheduled completion date for construction at Maple Grove was March 2011. It was expected the students and staff would move to the Maple Grove site at that time.

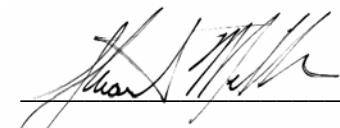
However, due to a new construction schedule, the completion date for the addition at Maple Grove has been revised to July 2011.

The rationale for temporarily housing the JK-Grade 5 students at the Chisholm site was due to accommodation pressures during the construction at Maple Grove.

Conclusions:

Since the construction will not be completed until July 2011, the accommodation pressures that caused the JK-Grade 5 students to be housed at the Chisholm site have not been altered. These pressures will not be alleviated until July 2011. It is expected all JK-Grade 5 students will commence attending the Maple Grove site in September 2011. At that time they will join the Grade 6-8 students and all Maple Grove students will be on the same site.

Respectfully submitted,



Stuart Miller
Superintendent of Education

David Euale
Director of Education



Halton District School Board

Report Number: 10171

Date: October 20, 2010

INCIDENTAL INFORMATION

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

FROM: Administrative Council

RE: Active & Safe Routes to School Admin Procedure

Attached, please find the Administrative Procedure regarding the Active and Safe Routes to Schools initiative. It is appended to this report for Trustees' information.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Dm Euale', written over a horizontal line.

David Euale
Director of Education

Number:	<i>to be determined</i>
Topic:	Active and Safe Routes to School Program (ASRTS)
Effective:	September 2010
Cross Reference:	Volunteer Handbook
Revision Date:	September 2011
Responsibility:	ASRTS Project Manager School Principal and School ASRTS Teacher Champion

INTENDED PURPOSE:

Active and Safe Routes to School (ASRTS) promotes the use of active and efficient transportation for the daily trip to school, addressing health and traffic safety issues while taking action on air pollution and climate change. The Halton District School Board will promote students to use active transportation to school by implementing the ASRTS program at its schools

The ASRTS program is considered an extracurricular activity operated both on and off-site

The Halton District School Board will :

- Provide a uniform approach to the program and its initiatives; particularly the walking school bus
- Regulate activities and processes for walking school busses
- Provide accessibility to the program for all Halton District School Board students
- Provide clear expectations for parents on the operations of walking school busses and the walking buddy initiative

PROCEDURES:

Schools can choose from the eight initiatives that comprise the program.

1. **Walking School Bus:** Parent volunteers walking a route, picking up children along the way and taking them to school. Leaders of the walking school bus are called walking school bus drivers.
2. **Walking Wednesdays:** One day a week is set aside as the day to walk to school.
3. **iWalk** (International Walk to School Week and Day): This is an annual event held during the first week of October where schools and their surrounding community have the opportunity to learn about the many issues surrounding transporting children to and from school and to discuss alternatives.
4. **Walk a Block:** A drop off zone for parents and school busses is set-up a block (or more) away from the school to encourage walking. This also helps to decrease traffic congestion at the school grounds.
5. **Walkabout:** A community group including the police, school staff, parents, public health nurse, and appropriate municipal/city employees conduct a tour of the school area looking for safe routes and appropriate infrastructure to support the walk to school.
6. **Walking Buddies:** Older students are ‘buddied’ with younger students for the walk to school.
7. **No Idling at School:** Initiatives are adopted to promote parents to turn engines off while they wait for their children
8. **Classroom Mapping:** A program that is available to teachers to assist them in having the children map their neighbourhood to discover the enablers and barriers to active and safe transportation.

The ASRTS Project Manager will:

1. Ensure all HDSB staff listed involved in the program, are aware of the Administrative Procedure relating to the Active and Safe Routes to School; and
2. Communicate to all participants the importance of adhering to the ASRTS administrative procedure, in order to reduce risk and liability
3. Inform all participants (teachers, parents and students) while acting within the scope of their duties have extended coverage under the Halton District School Board's liability insurance policy
4. Liaise with the school principal to confirm that the administrative procedure has been satisfied before implementation of the program initiatives
5. Assist with identified procedures

See each initiative for procedure specifics

The School Principal will:

1. Review the ASRTS administrative procedure
2. Inform the Project Manager, via an email through CHATT, that the procedure items for the Teacher Champion and Principal have been completed

See each initiative for procedure specifics

Each ASRTS Teacher Champion will:

1. Review the ASRTS administrative procedure;
2. Report to their principal that all their identified processes, as outlined in this administrative procedure, have been satisfied before implementing the chosen initiative; and
3. Obtain principal approval to proceed with program implementation (re: completion of item 2 meets the requirement for principal approval)
4. Provide back-up support as the walking school bus driver when the adult volunteer is ill

See each initiative for procedure specifics

Walking School Busses (WSB)

Currently the WSB bus operates **to school** and not home from school. This administrative procedure **applies to travelling to school only.**

Planning and preparing for the WSB:

The Project Manager will:

1. Provide 1.6 km scatter map, which informs where walking students reside, to the Teacher Champion and Principal
2. Plan and implement a walkabout of the route to assess safety and infrastructure. The Project Manager will contact the necessary community stakeholders to participate in the walkabout and school site assessment (Halton Regional Police Service, municipal traffic engineers, interested school parents; children from the school, school principal/vice-principal, school teacher champion, and political leaders) Walkabouts may occur with the absence of Halton Regional Police Service, but cannot take place without the appropriate municipal Traffic Engineer's presence.
3. Attend the walkabout
4. Complete the walkabout checklist with recommendations generated from the walkabout assessment documented
5. Follow-up for completion the walkabout recommendations
6. Distribute the completed walkabout checklist with recommendations to all walkabout attendees and file the walkabout checklist in the school office
7. Provide approval to implement if the Walkabout recommendations have not been satisfied but are deemed to be in the process of being completed/satisfied (after contact with the responsible parties connected to the action items)

The Teacher Champion will:

1. Select the walking route using a walking distance (1.6 km) scatter map
2. Attend the walkabout
3. Recruit the adult volunteer to run the walking school bus
4. Attain, from the Adult volunteer a completed Criminal Background check with Vulnerable Sector Screening and a completed Volunteer Acknowledgement and Disclaimer form
5. File the completed forms (# 4 above) in the school office
6. Obtain parental consent form signed by parent for student to participate in the walking school bus (*Appendix 1 Form 1*)
7. Distribute to each parent who has signed a WSB consent Form (*Appendix 1 Form 1*) the rules and procedures for the walking school bus (*Appendix 2 for Form 1*)
8. Place on the school website all Appendices and Forms for the ASRTS program
9. Obtain student leader permission forms and file in the office (*Appendix 1 Form 2*)
10. Organize younger students (JK, SK, grade 1) with an older walking buddy who is also using the walking school bus
11. Provide the WSB adult volunteer (and their back-up) with a list of students on their route who have parental permission to participate

The School Principal will:

1. Attend the walkabout
2. Assign the Teacher Champion as the back-up to the adult volunteer for the walking school bus
3. Obtain approval from the Project Manager to implement if the walkabout recommendations have not been satisfied

Execution of the WSB:

The Teacher Champion will:

1. Inform the parents of the WSB start date and time two weeks before its launch (flyer, telephone or website).
2. Inform the WSB adult volunteer the start date and time (two weeks before its launch)
3. Organize a back-up procedure between the WSB adult volunteer and teacher providing WSB back-up
4. File the WSB Parental Permission Form in the office
5. Provide the WSB adult volunteer with the list of students on their route who have parental permission to participate
6. Inform the older students participating in the WSB which younger students they will be buddied with
7. Distribute safety vests to the adult volunteer, any student volunteers and the back-up
8. Announce over the PA at school the WSB launch date/day and time

Monitoring and Controlling of the WSB:

The Walking School bus Adult Volunteer will:

1. Report to the Teacher Champion and the Principal any students who are not abiding by the Walking School Bus Rules and Regulations (*Appendix 2 Form 1*)

The Teacher Champion will:

1. Distribute to, and review with the WSB participants, the WSB rules (students and WSB adult volunteer)
2. Report to the Principal any students who are not abiding by the Walking School Bus Rules and Regulations (*Appendix 2 Form 1*)

The Principal will:

1. Attend to students who are not abiding by the Walking School Bus Rules and Regulations (*Appendix 2 Form 1*). Procedure will be; first offence: the issuing of a warning of loss of WSB participation and notification to the parents of the rule broken and the warning issued. Second offence: immediate removal from the WSB initiative

Bike Trains

Active transport to school can also be in the form of bike trains. This is a group of bikers making their way along a pre-designated route to the school. The processes and rules for the walking school bus would also apply to the Bike Train.

Walking Buddies

Students who identify interest in being a walking buddy are to be linked in the following ways:

1. Grades seven and eight students may buddy with the other grades for the walk to school; and
2. Grade seven and eight students are to report their interest to the Teacher Champion who will notify the principal. The principal, with the aid of other school staff will determine if the student is responsible to act as a walking buddy.

The following will occur before the ‘buddied’ students start to walk together:

The Teacher Champion will make sure the following has been completed:

1. The Walking Buddy Student Volunteer Permission Form has been signed by a parent/guardian, allowing their child to be a student volunteer as a walking buddy (*Appendix 1 Form 3*);
2. The Walking Buddy Parental Permission Form (*Appendix 1 Form 4*) has been signed by a parent/guardian allowing their child to be ‘buddied’ with a specific walking buddy from Grades seven or eight;
3. The Walking Buddy Rules and Regulations (*Appendix 2 Form 2*) have been reviewed with the walking buddies, copies are given to the parents and the rules are posted on the school’s website;
4. The location and time of pick-up has been arranged between the walking buddy student volunteer and parent of the younger child (Grades six to JK).

Monitoring and Controlling:

The Teacher Champion will:

1. Contact the parents of the younger student(s) to assess the pairing between their child and the older student. This will be done either through a) an informal process of a telephone call to the parent asking about the pairing or b) a more formal process of a flyer sent home requesting a written comment be sent back on their assessment of the pairing
2. Notify the Principal of the results of the parental assessments
3. Report back to the walking buddies the results of the assessments
4. Organize a new buddy pairing (if necessary)

The Principal will:

1. Contact any parents who raise concerns about the Walking Buddies pairing. Principal and parent will mutually determine if the buddy pairing should be cancelled and a new buddy pairing be organized.
2. Notify the walking buddy of the cancellation of the pairing

Walk a Block

Planning of the Walk-a-Block program:

The Project Manager will:

1. Notify the municipal Traffic Departments of the intent to run a walk-a-block program
2. Notify the Teacher Champion the results of the municipal Traffic Department assessment of the Walk-A Block drop-off site
3. Suggest the alternative site presented by the municipal Traffic Department (if they have a concern with the proposed Walk-A Block site)
4. Inform the Teacher Champion that a WSB or walking buddy initiative must be set-up from the drop-off location to the school site

The Teacher Champion will:

1. Contact the Project Manager to inform them of the intent to run a Walk-A-Block program and provide the location
2. Follow the same procedures as for WSB and Walking Buddy initiative

The Principal will

1. Follow the same procedures as for WSB and Walking Buddy initiative

Walkabouts

All walkabouts for the purpose of assessing walking school bus routes will be arranged through the Project Manager. **See walkabout specifics under the WSB section**

Walking Wednesdays, iWalk, No Idling Campaign and Classroom Mapping

These initiatives support the aforementioned activities and do not need administrative procedures.

Appendices:

*Appendix 1 Form 1: **WALKING SCHOOL BUS** Parental Permission Form*

*Appendix 1 Form 2: **WALKING SCHOOL BUS** Student Volunteer Parental Permission Form*

*Appendix 1 Form 3: **WALKING Buddy** Student Volunteer Parental Permission Form*

*Appendix 1 Form 4: **WALKING Buddy** Paired Student Parental Permission Form*

*Appendix 2 Form 1: **WALKING SCHOOL BUS (WSB) Rules and Regulations***

*Appendix 2 Form 2: **WALKING Buddies Rules and Regulations***



Halton District School Board WALKING SCHOOL BUS

Parental Permission Form

_____ Public School is organizing a voluntary **WALKING SCHOOL BUS (WSB)** initiative. The purpose of this program is to create an active, safe and fun means of getting students to school. There will be ____ routes (see attached map). Each route will have a minimum of ____ walking school bus drivers (____ adult leaders and ____ student leaders) who will lead the way. The walking school bus will run _____. You can find more information about the walking school bus on the school website at _____

If you are interested in your son or daughter participating in this program please read parental responsibilities below and complete the permission form below.

Parents are required to (*Parental Requirements*):

- 1) Wait at the walking school bus stop closest to their home to ensure your child is received by the WSB.
- 2) If the child misses the WSB, parents are responsible for ensuring their children get to school.
- 3) If your child is a student with special educational needs they need to be accompanied for the entire trip to school by their own personal caregiver
- 4) The following situations will result in the cancellation of the WSB
 - i. Thunderstorm warnings
 - ii. Blizzard warnings
 - iii. WSB driver or Teacher not able to lead the bus that day (parents will be notified of cancellations the night before)
 - iv. Read and review with your children the walking school bus rules and regulations (Appendix 2 Form 1)

For more information on the **WALKING SCHOOL BUS PROGRAM** please call or e-mail _____

I give permission for my son/daughter _____ in Grade ____ to participate in the **WALKING SCHOOL BUS** at _____.

I have read and I understand the parental requirements for this program.

Parent Signature: _____ Date: _____

Address: _____

I would like to volunteer as a walking school bus driver. Please contact me at _____

Volunteer: Adult (18 years or older) who has agreed to assist in the implementation of an ASRTS initiative and who *has had a Criminal Background check with Vulnerable Sector Screening that is on file with HDSB and has also completed the Volunteer Acknowledgment and Disclaimer form.* (All volunteer requirements are met as per the Boards Safe Schools Policy).



Halton District School Board
WALKING SCHOOL BUS

Student Volunteer Parental Permission Form

_____ Public School is organizing a voluntary **WALKING SCHOOL BUS (WSB)** initiative. The purpose of this program is to create an active, safe and fun means of getting students to school. There will be _____ routes (see attached map). Each route will have a minimum of ___ walking school bus drivers (____ adult leaders and _____ student leaders) who will lead the way. The walking school bus will run _____. You can find more information about the walking school bus on the schools website at _____

Your son or daughter has expressed an interest in being a student volunteer in the WSB initiative. Student volunteers will be required to:

- 1) Meet at a specific location, at a designated time, on one or more days of the week and help escort other students to the school property.
- 2) Attend a brief training sessions to review the student volunteer expectations.**
- 3) Attend other meetings as they may be called from time to time.
- 4) Follow the rules of the walking school bus (Appendix 2 Form 1) and wear the safety vest that is provided by the school on their duty days.

The official launch of the **WALKING SCHOOL BUS** will take place on _____. The start time for each route will be _____ a.m.

Parent volunteers and _____ will monitor the routes daily.

In order to be a student volunteer, this WSB Student Volunteer Parental Permission Form **must** be completed and returned to the office by _____. Training for student volunteers will take place at _____

For more information on the **WALKING SCHOOL BUS PROGRAM** please call or e-mail _____

<p>I agree to have my son/daughter _____ volunteer in helping to lead the WALKING SCHOOL BUS at _____ Public School on Route 1 _____ or Route 2 _____ (please check one – see attached map)</p> <p>Parent Signature: _____ Date: _____</p> <p><input type="checkbox"/> I would like to volunteer as a walking school bus driver. Please contact me at _____</p>
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Volunteer: Adult (18 years or older) who has agreed to assist in the implementation of an ASRTS initiative and who *has had a Criminal Background check with Vulnerable Sector Screening that is on file with HDSB and has also completed the Volunteer Acknowledgment and Disclaimer form. (All volunteer requirements are met as per the Boards Safe Schools Policy).*



Halton District School Board
WALKING BUDDIES

Student Volunteer Parental Permission Form

_____ Public School is organizing a **WALKING Buddy System**. The purpose of this program is to create an active, safe and fun means of getting students to school. A walking buddy is a grade seven or eight student who will be paired, one to one, with a student from another grade at the school (any deviation from this one-to-one definition, for example siblings, will be arranged between the parent, student volunteer and Principal)

The walking buddy will be responsible for escorting their paired student to the school in the morning, via active transportation (walking).

Your son or daughter has expressed an interest in being a student volunteer for the WALKING Buddy initiative. Student volunteers will be required to:

- 1) Meet at a specific location, at a designated time, on one or more days of the week and help escort the paired student to the school property
- 2) Once at the school they will escorted to the supervised area on the school grounds
- 3) **Attend a brief training session to review the student volunteer expectations**
- 4) Attend other meetings as they may be called from time to time
- 5) Meet with the paired student’s parent to arrange date and time of pick-up

The official launch of the **WALKING Buddy** initiative will take place on _____.

In order to be a student volunteer, this Student Volunteer Parental Permission Form **must** be completed and returned to the office by _____.. Training for student volunteers will take place at _____.

For more information on the **WALKING Buddy** Initiative contact _____.-

I agree to have my son/daughter _____ volunteer to be a **WALKING Buddy** at _____ Public School.

Parent Signature: _____ Date: _____

I have read, I understand and have reviewed with my child the rules and regulations sheet for **WALKING Buddies** (Appendix 2 Form 2)



Halton District School Board
WALKING BUDDIES

Paired Student Parental Permission Form

A **WALKING Buddy** is a grade seven or eight student who has volunteered to escort another younger student (grade six to JK) to school in the morning. The student volunteer has attended a street and traffic safety training session at the school.

You have expressed interest in having your child participate in the WALKING Buddy initiative.

Child's Name: _____

We have paired your child with _____, a Grade ____ student who lives in your area. You have met the student and agree to have your child paired with him/her to be escorted to school.

Please sign below showing your agreement to this arrangement and that you have reviewed the **WALKING Buddies** rules and regulations with your child. (Appendix 2 Form 2)

I agree that my child can participate in the **WALKING Buddy** initiative

Parents Signature: _____

Date: _____

Address: _____

School: _____



Halton District School Board WALKING SCHOOL BUS Rules and Regulations

Parents and students; please review these rules and regulations before participating in the WSB initiative.

Walking School Bus Drivers

The WSB driver is an adult volunteer or teacher with the Halton District School Board. The WSB driver is responsible to lead students along a designated route to the school. They will ensure the students safety along the way by implementing traffic safety practices. The student volunteer has attended a street and traffic safety training session at the school. Where applicable, they may be assisted by WSB student volunteers. Orange safety vests will identify the WSB driver and student volunteer.

WSB Rules:

1. All students who participate must have parental consent
2. All participants (parents or students) must obey the walking school bus driver
3. All participants are to stay on the designated walking school bus route
4. Once joining the WSB, participants may not break off or leave the group until arriving at the school site
5. Younger students (JK, SK, Grade one) will have a WSB buddy
6. If a parent wishes to walk with the walking school bus and bring a family pet (dog), the pet must be on a leash and muzzled
7. The WSB will move along its route picking up the children who are waiting. It will not stop and wait for students.
8. The walking school bus will not take attendance, but will know if the child waiting has a parental permission form to participate filed with the school office. Students without filed parental permission forms cannot join the WSB.
9. Students are to behave as per the Board's Student Code of Conduct Policy while participating in the WSB. (Proper behaviour is defined as the absence of the use of offensive language, arguments or physical fighting with other walking school bus participants, disobedience towards the walking school bus driver or leader, etc.) Lack of proper behaviour constitutes dismissal from the walking school bus program. **The walking school bus driver will report all improper behaviour to the Principal**

Cancellations of the WSB

The walking school bus will be cancelled if;

1. There are thunderstorms or warnings of impending thunderstorms
2. There is a blizzard
3. If neither the WSB adult volunteer or teacher are not available

These situations of cancellations will be posted on the school website and will be communicated the night before the scheduled WSB is to run via the schools **home notification** system. End of day announcements will also be used to communicate WSB cancellations.

Students with Special Educational Needs

The walking school bus is available to all students. Students with special educational needs can participate with the accompaniment of their own adult caregiver for the duration of the route.



Halton District School Board WALKING BUDDIES

Rules and Regulations

Parents and students; please review these rules and regulations before participating in the WALKING Buddy initiative

A **WALKING Buddy** is a grade seven or eight student who has volunteered to escort another younger student (grade six to JK) to school in the morning. The student volunteer has attended a street and traffic safety training session at the school. WALKING Buddy volunteers are covered by the extended coverage under Halton District School Board's liability insurance policy, while acting within the scope of their duties

Paired students will abide by these rules and regulations:

1. They will only be 'buddied' for the walk to school in the morning
2. The parent of the grade seven or eight student will have given permission for their child to be a WALKING Buddy
3. The parent of the younger child (grades six to JK) will approve the pairing arrangement (ie the buddy)
4. The students are to walk together to the school, taking a direct route while abiding the rules of the road
5. The younger student is to be dropped off at the supervised schoolyard area as identified by the school. Kindergarten students are to be escorted to the Kindergarten 'penn' as outlined by individual school practice
6. The younger student is to obey the direction of their WALKING Buddy volunteer
7. The WALKING Buddy volunteer is to conduct him or herself in a responsible manner. They will refrain from using offensive language, the use of any physical force, or manipulative behaviours
8. The WALKING Buddy volunteer will not socialize with other students on the walk to school since they are responsible to provide an one-to-one supervision to the younger student