



Halton District School Board

HALTON DISTRICT SCHOOL BOARD

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

Wednesday, November 18, 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 – Delegations to the Board		<i>estimated time</i>	<i>page</i>
2.1	Presentations	10 minutes each presentation	
2.1.1	Board Improvement Plans (BIP) – <i>Ruth Peden</i>		
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, November 4, 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.	
3.4.2	Alton/West Oak Trails SS Funding (<i>S. Parfeniuk</i>) – Report 09163		page 13 from Nov. 4
3.4.3	Clearview French Immersion (<i>S. Miller</i>) – Report 09170		page 47 from Oct.21
3.4.4	Accommodation: NW Oakville (<i>K. Bateman-Olmstead</i>) Report 09174		page 17 from Nov.4
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	Portable Inspections (<i>Report 09171</i>) <i>G. Cullen</i>		page 18 from November 4
For action December 2, 2009			
4.2.2	PIM Policy (<i>S. Miller</i>) – Report 09177		page 12
4.2.3	New Central Public School Theme (<i>S. Miller</i>) – Report 09179		page 16
4.2.4	Clearview School Theme (<i>S. Miller</i>) – Report 09180		page 20
4.2.5	Financial Statements (<i>S. Parfeniuk</i>) – Report 09181		page 23
4.3	Committee Reports	10 mins.	
4.4	Director’s Report		
4.4.1	Board Correspondence		
4.4.2	Full-time JK/SK Programs Update (<i>M. Zonneveld</i>)		verbal report

4.0 – Communication to the Board (cont'd)		<i>estimated time</i>	<i>page</i>
4.4.3	Monitoring Reports		
4.4.3.1	Asset Protection (<i>Exec Limitations II E</i>) S. Parfeniuk – Report 09184		page 75
4.4.3	Other:		
4.4.3.1	pH1N1 Update		
4.4.3.2	Capital Update (<i>Report 09187</i>) G. Cullen		page 77
4.4.3.3	Upcoming Items		
	<ul style="list-style-type: none">• EC Drury Review• Student Fees		
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, November 4, 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 Norbert Axtmann, CMHC Award of Excellence
- 2.2 Delegations
 - 2.2.1 Katie Brown, *Surplus Properties (Burlington)*
 - 2.2.2 Karen Brock, *Surplus Properties (Oakville)*
 - 2.2.3 Dona Foucault, *Surplus Properties (Oakville)*
 - 2.2.4 Jan van der Woerd, *Surplus Properties (Burlington)*
 - 2.2.5 Blair McAulay, *Surplus Properties (Burlington)*
- 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, October 21, 2009
- 3.2 Ratification of Business Transacted in Private Session
- 3.3 Order Paper
- 3.4 Action Items
 - 3.4.1 Disposition of Properties (*Report 09165*) – S. Parfeniuk, G. Cullen
 - 3.4.2 Alton/West Oak Trails Secondary School Funding (*Report 09163*) – S. Parfeniuk
 - 3.4.3 Clearview French Immersion (*Report 09704*) – S. Miller
 - 3.4.4 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
- 4.3 Committee Reports
- 4.4 Director's Report
 - 4.4.1 Board Correspondence
 - 4.4.2 Monitoring Reports
 - 4.4.3 Other
 - 4.4.3.1 pH1N1 Update (*W. Joudrie*)
 - 4.4.3.2 Upcoming Items
 - Disposition of Properties
 - Clearview FI
- 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 4, 2009

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

Regrets.

Agenda Item 1

1.1 Welcome, Call to Order and Roll Call

The meeting was called to order at 6:11 p.m. noting the attendance of P. Russell by phone.

M09-0251 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 03 p.m. Public Session was called to order at 7:17 p.m.

1.2 Approval of the Agenda

M09-0252 P. Ellis / D. Vrooman

Be it resolved that the Halton District School Board approve the agenda for
November 4, 2009 as distributed.

Carried.

1.3 Declarations of Possible Conflict of Interest

There were no declarations.

Agenda Item 2

2.1 Presentations

B. Jones introduced Arlene Etchen from the Canadian Mortgage and Housing Corporation, presenting the "Excellence in Education" award to Norbert Axtmann, Acton District High School. B. Jones introduced G. Ockenden who presented the Halton District School Board Award of Excellence to Norbert Axtmann.

2.2 Delegations

The Chair introduced Katie Brown, speaking on disposition of surplus properties in Burlington.

The Chair introduced Karen Brock, speaking on disposition of surplus properties in Oakville.

The Chair introduced Dona Foucault, speaking on disposition of surplus properties in Oakville.

The Chair introduced Jan van der Woerd, speaking on disposition of surplus properties in Burlington.

The Chair introduced Blair McAulay, speaking on disposition of surplus properties in Burlington..

2.3 Acknowledgement of Delegations by the Chair

The Chair indicated the matter regarding disposition of surplus properties was on tonight's agenda.

Agenda Item 3

3.1 Approval of the Minutes

M09-0253 G. Ockenden / K. Bateman-Olmstead

Be it resolved that the minutes for the Meeting of the Halton District School Board for October 21, 2009, be approved as amended.

Carried.

3.2. Ratification of Business Transacted in Private Session

M09-0254 D. Danielli / B. Jones

Be it resolved that the Halton District School Board dedicate an irregular shaped parcel of 2,883.6 sq. feet or 0.066 acre widening to the Town of Oakville for the frontage along Oxford Avenue, Oakville, at the Sunningdale P.S., 1434 Oxford Avenue, Oakville identified as Part 1 and 2, Plan 20R-18397.

Carried.

M09-0255 D. Danielli / J. Hlusko

Be it resolved that the Halton District School Board approve Vice-Principal allocations for Alexander's Public School, Bruce Trail Public School, and Chris Hadfield Public School to commence January 2010.

Carried.

M09-0256 D. Danielli / J. Hlusko

Be it resolved that the Halton District School Board approve motions from Private Session, November 4, 2009, related to Personnel Matters.

Carried.

3.3. Order Paper

The Chair called attention to the Order Paper.

3.4. Action Items

3.4.1. Disposition of Surplus Properties

The Chair indicated his intent to deal with the three separate property matters separately.

P. Ellis asked for the rationale regarding the separation of the motion. B. Jones indicated each of the items had separate nuances.

G. Tuck Kutarna asked if a motion had been brought regarding separation of the components of the recommendation. In that it had not, B. Jones indicated his withdrawal of the intent to separate the motion.

M09-0257 P. Ellis / M.E. Dilly

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.

1. General Brock HS 14.05 acres
2. White Oaks Secondary School North Campus:
 - (a) northern portion 7.3 acres
 - (b) southern portion 2.71 acres
3. McKenzie-Smith Bennett 2.56 acres

G. Tuck Kutarna indicated her desire to see an amendment to the motion, adding the following statement to the above motion.

M09-0257(a) G. Tuck Kutarna / D. Vrooman

Be it resolved that the aforementioned motion be amended to add the following:

Be it further resolved that if after complying with the requirements of Ontario Regulation 444, and after deducting all expenses associated with the sale of the properties named herein, including the cost of any improvements necessary to make the lands usable for the purposes of which the adjacent school intends, the net proceeds of disposition for any one of the properties included in this recommendation is less than 80% of what was estimated in the in-camera Report 09159, the matter of that sale will be brought back to the Board of Trustees for further consideration.

Discussion ensued regarding the amendment, the intention to bind or inhibit the Board, or other implications regarding the sale of the property. Confirmation regarding the private session nature of property sales was also addressed.

M09-0258 P. Ellis / J. Hames

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

The Board rose into Public Session at 9:07 p.m. No further debate occurred on the amendment.

P. Russell requested a recorded vote on the amendment.

M09-0257(a) G. Tuck Kutarna / D. Vrooman

Be it resolved that the aforementioned motion be amended to add the following:

Be it further resolved that if after complying with the requirements of Ontario Regulation 444, and after deducting all expenses associated with the sale of the properties named herein, including the cost of any improvements necessary to make the lands usable for the purposes of which the adjacent school intends, the net proceeds of disposition for any one of the properties included in this recommendation is less than 80% of what was estimated in the in-camera report 09159, the matter of that sale will be brought back to the Board of Trustees for further consideration.

G. Ockenden	no	G. Tuck Kutarna	yes
K. Bateman-Olmstead	no	P. Russell	yes
J. Hames	no		
J. Hlusko	no		
D. Vrooman	no		
P. Ellis	no		
M.E. Dilly	no		
D. Danielli	no		
B. Jones	no		Defeated.
C. Dogra	no		
L. McVey	abstain		

W. Joudrie and G. Cullen responded to questions related to Report 09176 which highlighted potential reconfigurations for sports fields at McKenzie-Smith Bennett Public School, that may be impacted by disposition of property.

Discussion ensued regarding the matter. G. Cullen, S. Parfeniuk and W. Joudrie responded to trustee questions and comments.

P. Russell requested a recorded vote on the main motion, which reads:

M09-0257 P. Ellis / M.E. Dilly

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.

1. General Brock HS 14.05 acres
2. White Oaks Secondary School North Campus:
 - (a) northern portion 7.3 acres
 - (b) southern portion 2.71 acres
3. McKenzie-Smith Bennett 2.56 acres

The recorded vote on Motion M09-0257 was called, and is reflected below:

J. Hlusko	yes	P. Russell	no	
D. Vrooman	yes	G. Ockenden	no	
P. Ellis	yes			
M.E. Dilly	yes			
G. Tuck Kutarna	yes			
K. Bateman-Olmstead	yes			
J. Hames	yes			
D. Danielli	yes			
B. Jones	yes			Carried
C. Dogra	no			
L. McVey	no			

M09-0259 D. Vrooman / M.E. Dilly

Be it resolved that the Board meeting be extended beyond 10 p.m.

Carried.

G. Ockenden indicated his intent to bring a motion related to this item. Discussion ensued.

M09-0260 G. Ockenden / D. Vrooman

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, \$185,600 (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.

M09-0261 P. Ellis / J. Hames

Be it resolved that the aforementioned motion be deferred to a future meeting.

Carried.

G. Ockenden left the meeting at 10:10 p.m. L. McVey and C. Dogra left the meeting at 10:15 p.m.

Discussion ensued regarding whether to recess to another date, or adjourn the meeting with the remainder of items appearing on the November 18 meeting agenda.

Agenda Item 5

M09-0262 P. Ellis / M.E. Dilly

Be it resolved that the Halton District School Board adjourn at 10:19 p.m.

Carried.

..... Recorder

.....Chair



Halton District School Board

Wednesday, November 18, 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
M09-0004	Be it resolved that the HDSB declare the following sites surplus to the needs of the Board and commence with the disposition of surplus property in accordance with Provincial regulations: 1. Speyside Public School (Halton Hills); 2. Laurier elementary site (Milton); 3. Portion of General Brock High School (Burlington); 4. Palmer elementary site (Burlington); 5. Parkway belt (Oakville); 6. Portion of White Oaks North Campus (Oakville); 7. Lorne Skuce Public School (Oakville); 8. Portion of McKenzie-Smith Bennett Public School (Halton Hills)	Superintendent of Business
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	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
M09-0186	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	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	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.	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

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 ✓
M-09-0260 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



Halton District School Board

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

Report Number: 09177

Date: November 3, 2009

INFORMATION FOR DECISION

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

FROM: Stuart Miller, Superintendent of Education
Privacy and Information Management Lead

RE: Privacy and Information Management (PIM) Policy

RECOMMENDATION

Be it resolved that the Halton District School Board approve the Policy regarding Privacy and Information Management, as appended to Report 09177.

Background:

School boards are rising to the twin challenges of the growing demand for access to information and the heightened expectations surrounding the security and protection of personal information.

Several years ago, a group of educational professionals identified the need for Ontario schools to factor privacy into the emerging requirements for data collection, retention, and use. This grassroots taskforce, the Privacy and Information Management (PIM) Taskforce, representing all categories of school boards -- large, small, public, Catholic, French and school authorities -- has emerged to coordinate this effort, assisting boards who may not have the resources or dedicated staff to devote to this task, and therefore, potentially placing themselves at risk.

The PIM taskforce represents members of the OASBO Freedom of Information/Records Management Committee, the Information and Communication Technology Committee and MISA (Managing Information for Student Achievement) leaders. It is committed to helping school boards comply with provincial and federal information access and privacy legislation, as well as supporting their efforts to meet or exceed the expectations of parents, students and teachers with respect to information security and protection of personal information.

By helping to align and coordinate the information privacy and security efforts of school boards across the province, the PIM Taskforce -- and as a result, individual Board committees -- will ultimately ensure efficiency and effectiveness, as well as strengthen access to information and protection of personal information within the educational system.

As a starting point for all school boards, the PIM Taskforce (volunteers from across the province) proceeded to develop a series of best practices and guidelines to provide Ontario schools with the tools needed to address reporting obligations, address emergent privacy developments, and comply with legal obligations.

This toolkit of best practices and guidelines ensures Ontario schools will have “*the trust and confidence of their communities -- teachers and administrators who handle personal information, parents who entrust their schools with their children, and the students who depend upon striking the right balance between privacy and access.*”

Included in the toolkit is a Privacy Standard developed by the PIM Taskforce. This standard is grounded in Ontario privacy legislation, specifically the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), the Personal Health Information Protection Act (PHIPA), the Education Act (including the Ontario Student Record Guidelines), and the Personal Information and Protection of Electronic Documents Act (PIPEDA).

Implementation

The toolkit also sets out a three-year timeframe for all school boards to review and align, or adapt their policies with the standards for privacy and information management. The Halton District School Board PIM Committee has reviewed the toolkit, and identified first-steps, quick-wins, and further plans to review administrative procedures and practices within the Board to comply with a three-year implementation goal.

The development and implementation of policy is the first step to the three-year implementation plan. The clear direction set out in the Privacy Standard and the ten commitments regarding privacy protection, as well as what actions are taken by the organization when managing personal information, will be of benefit to all Board employees, students and stakeholders:

The policy aligns the commitment of the Halton District School Board with a consistent Privacy Standard, and its legal obligations in the management of privacy protection (collection, use, disclosure, retention and the disposal of personal information). It also ensures the right of individuals to have access to their personal information, and for everyone to understand what measures are being taken by the organization to protect personal information.

Respectfully submitted,

Stuart Miller
Superintendent of Education
Privacy and Information Management Lead

Wayne Joudrie
Director of Education

Number:	<i>To be determined</i>
Topic:	Privacy and Information Management
Effective:	January 2010
Cross-Reference:	<i>Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56;</i> <i>Personal Health Information Protection Act, S.O. 2004, c.3, Sched. A;</i> <i>Education Act, R.S.O. 1990, c.E.2.</i>
Review/Revision Date:	January 2013
Responsibility:	Superintendent of Education (MISA, Research); Manager FOI

INTENDED PURPOSE:

The Halton District School Board is committed to the protection of personal information under its control and to the individuals' right of privacy regarding personal information that is collected, used, disclosed, and retained in the school system.

To that end, the Halton District School Board is committed to following the direction of the Privacy Standard and the ten commitments regarding privacy protection, and what actions are taken by the organization when managing personal information:

The Privacy Standard has been developed by the Privacy Information Management taskforce for use by Ontario school boards/authorities. It is based on globally recognized fair information principles and is grounded in Ontario privacy legislation, specifically the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA), the *Personal Health Information Protection Act* (PHIPA), the *Education Act* (including the *Ontario Student Record Guidelines*), and the *Personal Information and Protection of Electronic Documents Act* (PIPEDA).

In addition, this Standard attempts to meet public expectations regarding the protection of personal information. The ten commitments which make up the Privacy Standard have been adapted from the CSA Fair Information Privacy Principles. For the purpose of this Standard, personal information includes personal health information except where otherwise noted.

PRIVACY STANDARD

The Halton District School Board is committed to the following:

1. Accountability and Responsibility

Under the *Municipal Freedom of Information and Protection of Privacy Act*, the boards of trustees of Ontario school boards/authorities are responsible for personal information under their control and may designate an individual within their school board/authority who is accountable for compliance with privacy legislation.

Under the *Personal Health Information Protection Act*, health information custodians are responsible for personal health information and may designate an individual within their school board as an agent to assist with compliance with privacy legislation.

2. Specified Purposes

The purposes for which personal information is collected are specified, and individuals are notified of the purposes at or before the time personal information is collected.

3. Consent

An individual's informed consent is required for the collection, use, and disclosure of personal information, except where otherwise permitted by law.

4. Limiting Collection

The collection of personal information is fair, lawful, and limited to that which is necessary for the specified purposes.

5. Limiting Use, Retention, and Disclosure

The use, retention, and disclosure of personal information are limited to the specified purposes identified to the individual, except where otherwise permitted by law.

6. Accuracy

The Halton District School Board ensures personal information is accurate, complete, and up-to-date in order to fulfill the specified purposes for its collection, use, disclosure, and retention.

7. Security Safeguards

Personal information is secured and protected from unauthorized access, disclosure, and inadvertent destruction by adhering to safeguards appropriate to the sensitivity of the information.

8. Openness and Transparency

Policies and practices relating to the management of personal information are made readily available to the public.

9. Access and Correction

An individual has the right to access his/her personal information and will be given access to that information in accordance with privacy legislation, subject to any restrictions.

An individual has the right to challenge the accuracy and completeness of the information and request that it be amended, as appropriate, or to have a letter/statement of disagreement retained on file.

Any individual to whom the disclosure has been granted in the year preceding a correction has the right to be notified of the correction/statement.

An individual is to be advised of any third party service provider requests for his/her personal information in accordance with privacy legislation.

10. Compliance

An individual may address or challenge compliance with the above principles to the designated individual(s) accountable in each of the Ontario school boards/authorities.



Halton District School Board

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

Report Number: 09179

Date: November 9, 2009

INFORMATION FOR DECISION

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

FROM: Stuart Miller, Superintendent of Education

RE: Thematic programming for New Central school

RECOMMENDATION

Be it resolved that the Halton District School Board implement thematic programming at the New Central school and that this theme be named “ Creative and critical thinking for the 21st century” with a budget not to exceed \$10,000.

Background:

On June 17, 2009 the Board of Trustees approved the following motion:

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.

As a result of this motion, Superintendent of Education Stuart Miller initiated a process to engage the parents of New Central in providing input into the thematic programming for the new school.

Themes:

For the purposes of the Halton District School Board, it is necessary to define the theme as a common thread that weaves through all instructional areas. It is an enhancement to the Ontario curriculum. It provides students with a unique opportunity to master the Ontario curriculum through the lens of a focused theme, which has been thoughtfully selected to promote student engagement and support learning. Additionally the theme is emphasized throughout many of the school’s dimensions, such as special events and extra-curricular activities, school interior design and décor.

Community Consultation:

The Superintendent of Education met with Brantwood School Council. The purpose of this meeting was to brainstorm and gain ideas regarding potential preferences for a theme at New Central, and specifically to explore the thoughts around a theme of the Arts for New Central.

These suggestions were then taken to the Board’s Program department to investigate the feasibility of each. Board staff investigated the options that had been suggested, while at the same time investigating other ideas originating from the Program staff.

A public meeting was held on October 19, 2009, at New Central. At this meeting a PowerPoint was presented explaining the Board's context for a themed school, and the implications for the students attending such a school. This meeting was well attended by parents of New Central students as well as members of the Brantwood School Council who had met earlier in the initial brainstorming process. It was made clear at the meeting that all students in the school would still be completing the Ontario Curriculum and the theme was to serve as an enhancement to, rather than a replacement of, the curriculum. The following theme was presented to the community as a possibility for implementation at New Central:

1. *The Arts School*

Research was presented to support this theme as a viable enhancement for the students. It is a theme supported by research in improving student achievement and promoting student engagement. This theme would be a vehicle for all teachers at all grade levels by which to deliver the curriculum.

The public was invited to comment on this theme and to offer alternatives or refinements. Furthermore they were invited to contact the Superintendent of Education, the Director of Education or the Ward 3 Trustee with their comments or suggestions. The timelines for the recommendation and the options were also placed on the Board's website. The PowerPoint was also placed on the website. Many suggestions were provided at the meeting and subsequently, through e-mails and phone calls to the Superintendent of Education, more input was collected.

While there was input and some support for the concept of an arts school, there was also support for a science and technology theme, while some suggested a theme was neither desired nor required. Staff have undertaken the development of a theme that can effectively reflect many of these areas where input was received. *Creative and Critical Thinking for the 21st Century* can accomplish this.

Student Benefits:

The theme *Creative and Critical Thinking for the 21st Century* will encompass the skills necessary to enhance students' problem solving abilities. The theme will allow for broad-based exposure to all areas of the arts, thus promoting creativity in all areas of the learning process. Included in this focus would be visual, musical, and performing arts; as well as technical and media components. These elements will provoke creativity and critical thinking skills in students, which are essential in confronting the challenges of the 21st century. A science and technology component will provide students with current and useful ways to apply these skills in understanding their changing world. Naturally, these applications will increase in complexity and sophistication as the students progress through the more senior grades in the school.

There is clear evidence the arts can enhance a student's achievement and his or her engagement in school. Equally, there is clear evidence the application of learning is the most significant factor in support the student's understanding and ultimate achievement. The students will be given the opportunity to apply their creative and critical thinking skills to the very real science and technology challenges to which they will be exposed. In this vein, problem based learning will support critical thinking initiatives while challenging students to be creative about discerning the nature of the problems they come up against as well as evaluating the viability of several types of solutions. The breadth of the arts will be able to support all learners as it includes everything from performance to the technical aspects of the theme.

This theme is directly connected to current Ontario Ministry of Education initiatives such as “Reach Every Student-Energizing Ontario Education”. This theme also aligns with the four values of the Halton District School Board. Literacy and Numeracy will be well supported through experiential activities and learning opportunities that are connected to a common theme.

Additionally, community partnerships and experiential learning opportunities give rise to Pathways initiatives for New Central students. Our focus on safety and well-being will enhance student understanding of individual and group relationships and the importance of creating a cooperative community. Perhaps most significantly, this theme will require students to be curious, creative and innovative in exploring solutions.

Again, this theme does not preclude the acquisition of the expectations of the Ontario curriculum. Rather, this theme enhances the Ministry curriculum and provides opportunities for students to acquire skills in a more holistic and integrated way than perhaps might otherwise occur.

Finally, in their report to the Ontario government, Richard Florida and Roger Martin of the Rotman School of Business, University of Toronto, have argued Ontario is entering into an age of creativity and the skills required to be successful are just that. “*Ontario needs to deepen our skills with a focus on analytical and social intelligence skills*”. Creative and critical thinking skills are vital precursors to providing the foundations of both of these skills to our students.

Implementation:

The theme is to be implemented at the beginning of the school year in September 2010.

Budget Implications:

As yet, there is no budget, however the school administration will work with some New Central parents to develop a financial plan in order to support and sustain the theme. The budget is not to exceed \$10,000.

Summary

The theme *Creative and Critical Thinking* presents an opportunity for the students and staff of New Central to meet the expectations of the Ontario curriculum while being exposed skills that evidence clearly indicates enhances student achievement and engagement. Moreover it affords students the opportunity to apply these skills as they pertain to the curriculum and other areas of significant interest. At the public meeting and in subsequent conversations, e-mails and phone messages the public expressed the following:

- There was support for a thematic program for the New Central. There were however some diverse opinions as to the theme chosen. Many were concerned about New Central becoming an “Arts School” to the exclusion of all else, and subsequently dividing the community.
- Parents and HDSB staff wanted all the requirements of the Ontario curriculum adhered to.
- The option for the theme initially presented was too similar to regular programming; New Central parents wanted a theme that would not only honour regular programming, but would enhance it.
- They supported a theme that presented “real” and global issues to the students.
- Some supported not having a theme at all.

This input provided the backdrop for the development of the proposed ***Creative and Critical Thinking for the 21st Century***. It respects and addresses the input from the community while maintaining the high expectations of the Halton District School Board.

The challenge the community and school staff will face is the implementation of the theme. It is also apparent Halton District School Board staff will need to continue to work with the community to address their concerns surrounding the theme and the perception of some that New Central is an “Arts School”. The intention is to enhance creativity and the necessary critical thinking skills students require in order to meet the challenges and demands inherent in modern society.

Respectfully submitted,

S. Miller
Superintendent of Education

W. Joudrie
Director of Education



Halton District School Board

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

Report Number: 09180

Date: November 9, 2009

INFORMATION FOR DECISION

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

RE: Thematic Programming for Clearview school

RECOMMENDATION

Be it resolved that the Halton District School Board implement thematic programming at the new Clearview elementary school, and THAT this theme be named “Innovation for the 21st Century” with a budget not to exceed \$10,000.

Background:

On June 17, 2009, the Board of Trustees approved the following motion:

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.

As a result of this motion the Superintendent of Education initiated a process to engage the parents of Clearview in providing input into the thematic programming for the new school.

Themes:

For the purposes of the Halton District School Board, it is necessary to define a theme as a common thread that weaves through all instructional areas. It is an enhancement to the Ontario curriculum. It provides students with a unique opportunity to master the Ontario curriculum through the lens of a focused theme, which has been thoughtfully selected to promote student engagement and support learning. Additionally the theme is emphasized throughout many of the school’s dimensions, such as special events and extra-curricular activities, school interior design and decor.

Community Consultation:

Superintendent of Education Stuart Miller met with a small group of Clearview residents and representatives of the group COCA (a residents’ association in Clearview), on July 21, 2009. The purpose of this meeting was to brainstorm and gain ideas regarding potential preferences for a theme at Clearview. A second meeting was held at Iroquois Ridge High School on September 8, 2009, with a slightly larger group with the same intent of gathering information and ideas surrounding a theme at Clearview. These suggestions were then taken to the program department of the Halton District School Board to investigate the feasibility of each.

Board staff investigated the options suggested at the meetings, and at the same time investigated additional ideas originating from the program staff.

A public meeting was held on October 15, 2009, at Oakville Trafalgar High School. At this meeting a PowerPoint was presented explaining the Board context and rationale for a themed school, as well as the implications for students attending such a school. This meeting was well attended by Clearview residents, parents of Clearview students, as well as members of the residents' groups that met earlier in the initial brainstorming process. It was made clear at the meeting that all students in the school would still be completing the Ontario Curriculum and the theme was to serve as an enhancement to, rather than a replacement of, the curriculum. The following theme was presented to the community as a possibility for implementation at Clearview:

1. *Healthy Living School*

Research was presented to support this theme as a viable enhancement for the students. It is a theme that combines a focus on a healthy lifestyle and its attendant choices, including nutrition, fitness and sports, and wellness, along with a healthy awareness of the environment and human impact on it. This theme would be a vehicle for all teachers at all grade levels by which to deliver the curriculum.

The public was invited to comment on this theme and to offer alternatives or refinements. Furthermore they were invited to contact the Superintendent of Education, the Director of Education or the Ward 3 Trustee with their comments or suggestions. The timelines for the recommendation and the options were also placed on the Board's website. The PowerPoint was also placed on the website. Many suggestions were provided at the meeting and subsequently, through e-mails and phone calls to the Superintendent of Education, more input was collected.

There is support for the concept of the environment and healthy active living. There is also support however for a science and technology theme. Staff have been investigating a theme that can support all of these concepts. *Innovation for the 21st Century* can accomplish this.

Student Benefits:

The theme *Innovation for the 21st Century* will encompass the environment, a healthy active lifestyle and science and technology. One of the greatest challenges facing students in the 21st Century is the degradation of the environment, both on a micro and a macro level. Numerous other challenges will follow as a result of the pressures on both the local and the global environment.

In order to meet these challenges, students will have to understand the connection between their own lifestyles and choices, and subsequent connections to their environment. In order to take up these challenges, students will have to be both physically and intellectually prepared. Moreover, they will also require innovative solutions to the challenges they will face as individuals, as well as responsible global citizens. A theme of innovation will enhance the curriculum by focusing on challenges and solutions with regard to healthy living, our relationship with the environment and the science, technology and other fields that can support these advancements.

Two of the three prongs of this theme, the environment and healthy active living, have research to demonstrate their support of student learning through widespread areas of the curriculum. There is research available that indicates achievement and student engagement, among other factors, are enhanced as a result of an emphasis on these two prongs.

The third prong, science and technology, will afford an opportunity for students to apply the knowledge and skills emphasized by the other two. All three of these concepts will work together to provide students and teachers with authentic learning opportunities integral to support the theme of innovation.

This theme directly expands upon current Ontario Ministry of Education initiatives, such as the Foundations for Healthy Schools framework, and the newly revised and impending curricula. This theme also aligns with the four values of the Halton District School Board. Literacy and Numeracy will be well supported through experiential activities and learning opportunities that are connected to a common theme. Additionally, community partnerships and experiential learning opportunities give rise to Pathways initiatives for Clearview students. Our focus on safety and well-being will enhance student understanding of relationships, respect and responsibility for each other and the environment. Perhaps most significantly, this theme will require students to be curious, creative and ingenious in exploring solutions.

Finally, let it be clear the students will still meet all requirements of the Ontario curriculum, including all expectations with respect to assessment and evaluation, but they will be afforded an opportunity to do so with an enhanced, all encompassing theme. Upon graduation from Clearview they will have experienced a unique lens through which they will achieve all requirements of the curriculum, concomitant to an exposure to ideas and opportunities that they might otherwise not have.

Implementation:

The theme is to be implemented at the beginning of the school year in September 2010, when the new Clearview school opens.

Budget Implications:

As yet, there is no budget, however the school administration will work with some Clearview parents to develop a viable financial plan in order to support and sustain the theme. The budget is not to exceed \$10,000.

Summary:

The theme *Innovation for the 21st Century* presents an opportunity for the students and staff of the new Clearview school to meet the expectations of the Ontario curriculum while being exposed to an enhanced knowledge of some of those challenges and the innovative solutions they might require. At the public meeting and in subsequent conversations, e-mails and phone messages, the public expressed the following:

- There was support for a thematic program for the Clearview school. There were however some diverse opinions as to the theme chosen.
- Parents and Board staff wanted all the requirements of the Ontario curriculum adhered to.
- The option for the theme initially presented was too similar to regular programming; Clearview parents wanted a theme that would not only honour regular programming, but would enhance it.
- They supported a theme that presented “real” and global issues to the students.

This input provided the backdrop for the development of the proposed *Innovation for the 21st Century*. It respects and addresses the input from the community while maintaining the high expectations of the Halton District School Board. The challenge the community and the school staff will face is the implementation of the theme. They will be supported as they move the theme forward to Sept 2010 and the opening of the new Clearview school.

Respectfully submitted,

S. Miller
Superintendent of Education

W. Joudrie
Director of Education



Halton District School Board

Report Number 09181

Date: November 10, 2009

INFORMATION FOR DECISION

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

FROM: Administrative Council

RE: 2008/2009 Financial Statement Review and Year-end Reserve Fund Balances

Be it resolved that the Halton District School Board authorize the following reserve fund transfers:

1. *\$2,900,803 to the PARC 16B Review Reserve Fund;*
2. *\$2,126,337 to the Retirement Gratuity Benefit Reserve Fund*
3. *\$1,200,897 to the New Pupil Place/Best Start Debt Reserve;*
4. *\$1,043,467 to the Energy Efficiency Reserve Fund;*
5. *\$666,649 to Facility Family of Schools Reserve;*
6. *\$562,056 to the Year End Roll Forward Reserve Fund;*
7. *\$277,317 to the Safe Schools Reserve Fund;*
8. *\$247,661 to the UPDATE Project Reserve Fund;*
9. *\$151,798 to the Student Success Reserve Fund;*
10. *\$134,665 to the Halton Learning Foundation Reserve Fund;*
11. *\$673,554 to the Working Fund Reserve;*
12. *\$527,337 from the Facility Weather Conditions Reserve.*

Be it resolved that the Halton District School Board receive the audited financial statements for the fiscal year ended August 31, 2009.

Background

Administration has concluded its preparation of financial statements for the 2008-09 fiscal period ending August 31, 2009. These statements have been subjected to audit by the Board's external auditors. The Board's Audit Committee reviewed and approved these statements on November 10, 2009. A full report from the audit committee to the Board is presented in Report 09182.

Financial Year-End Summary

For the fiscal year ended August 31, 2009, the Halton District School Board was in compliance with all Provincial funding regulations. More specifically the Board's 2008/2009 expenditures for regular day school ("classroom"), special education, administration and capital renewal, including new pupil places, all met or exceeded provincial guidelines. With reference to administration, the Board's 2008/2009 administration expenditures were \$2,234,734 below the amount funded by the Province.

In total, for 2008/2009, the Consolidated Operating Fund Activities Schedule reports a cumulative operating surplus for the Halton District School Board of \$701,322 (Appendix A). This amount excludes the increase to the Board's working reserve fund of \$673,554.

This cumulated operating surplus can be accounted for as follows:

1. A 2008/2009 operating surplus as at August 31, 2009, for the Halton Learning Foundation (Appendix C) in the amount of \$48,635; and
2. A cumulative operating surplus for the Centre for Skills Development and Training (Appendix B) in the amount of \$652,687.

In addition to the above, as at August 31, 2009, the Halton District School Board had outstanding net long-term liabilities of \$167,038,195 and Capital Fund closing balance of \$74,320,913. The latter includes expenditures for New Pupil Places, Growth Schools and Good Places to Learn RECAPP projects. This debt will be serviced through debentures to be issued by the Board, through the Ontario Financing Authority, in upcoming offerings.

School Fundraising and Activities

Of significant note within the financial operation of HDSB elementary and secondary schools is the extent to which students, parents and guardians continue to support the curricular and co-curricular activities of our schools.

For the year ended August 31, 2009, a total of \$20,252,018 was raised in our schools in support of (but not limited to) athletics, extra-curricular activities, curriculum, field trips and fund raising. Given a student population of 49,227.82 ADE, this translates into \$411.39 per student.

It should be further noted that expenditures related to these funds amounted to \$20,262,105 or \$411.60 per student.

Details of both revenues and expenditures are attached to this report as Appendix A – Schedule 4.

Reserve Fund Balances

Under PSAB, traditional descriptions of Reserves and Reserve Funds have been changed to fall into two categories:

- (i) Internally restricted reserves, where boards have the authority to create a reserve for a restricted purpose and make local expenditure decisions, and
- (ii) Externally restricted reserves, which will be referred to as Deferred Revenues. Deferred revenues are those amounts received subject to external restrictions arising from legislation or regulations.

The following tables describe the balances of the various Internally and Externally Restricted Reserves:

Externally Restricted (described as Deferred Revenues)	As at 08/31/09	As at 08/31/08
Operating:		
Special Education	\$1,430,129	\$1,408,027
Energy Efficient Schools - Operating	371,483	0
Capital:		
Energy Efficient Schools - Capital	671,984	0
Total Externally Restricted Reserves	\$2,473,596	\$1,408,027

Internally Restricted	As at 08/31/09	As at 08/31/08
Operating:		
Retirement Gratuity Benefit Reserve	\$2,674,824	\$540,010
School Carry forward	(13,349)	100,077
Family of Schools Facilities Renewal	666,649	0
Facility Weather Conditions	1,781,600	2,273,254
HSTS Consortium Start-up	105,589	103,957
Working Fund	2,780,619	2,107,065
Other – Board Roll forwards	562,056	690,289
Other – Halton Learning Foundation	675,674	531,957
Other – Student Success	151,798	0
Other – Safe Schools	277,317	0
Project Update	982,453	723,428
Capital:		
PARC 16B Review Reserve	2,900,803	0
New Pupil Place Debt Reserve	1,144,166	0
Best Start Debt Reserve	80,163	0
Portable Relocation	\$1,780,820	\$1,780,820
Total Internally Restricted Reserves	\$16,551,182	\$8,850,857

2008/2009 Significant Changes to Reserve Fund Balances

As outlined above, as a result of both capital and operating expenditure in 2008/2009, the Board's reserve fund balances increased by \$8,765,894. Specific changes to the reserve funds are as follows:

- The Energy Efficiency Reserve Fund has been established as mandated by the Ministry. HDSB received \$1,151,000, in first of two year funding, to create environmentally friendly learning spaces, to reduce energy use, and to reduce greenhouse gas emissions. The reserve fund balance represents the un-spent portion that will be used to complete projects in 2009/10.
- Retirement Gratuity Benefit Reserve Fund has been topped up by the variance between actual experience in retirement gratuity expenditures and that actuarially determined. 2009/10 saw significantly fewer retirements than predicted by actuary.
- Family of Schools Facility Renewal Reserve was created in the amount of \$666,649 to pay for the completion of 2008/09 projects in the upcoming year.
- \$527,337 was drawn down from the Facility Weather Conditions Reserve Fund. This reserve was established to manage significant spikes in utility costs and snow removal. These funds represent the variance from the original 2008/09 amount budgeted for utilities and snow removal.
- The establishment of Student Success Reserve Grades 7 to 12, in the amount of 2008-09 under-spending of \$151,728, to support the preparation of students for passing the Grade 10 literacy test and to increase opportunities for students to participate in school-to-work, apprenticeship and college program pathways.

- The creation of the Safe Schools Reserve for \$271,377, the 2008-09 under-spent amount, to support amendments to the safe schools provisions of the Education Act, which came into effect February 1, 2008. This will be used to more effectively combine prevention support, early intervention, and discipline with opportunities for students to continue their education in 2009-10.
- PARC 16B Review Reserve has been established to offset the additional costs related to the revised scope of the projects, which includes more comprehensive parking, drop off “kiss and rides” and an elevator.
- New Pupil Place (\$1,144,166) and Best Start (\$80,163) Debt Reserves have been established to cover future debenture payments on capital projects under these funding categories.
- The increase of \$673,554 in the Working Fund Reserve balance represents the “net operating surplus” of the Board for 2008/2009.

Respectfully submitted,

*Steven Parfeniuk
Superintendent of Business*

*Wayne Joudrie
Director of Education*



Halton District School Board

W. Joudrie, *Director of Education*

B. Jones, *Chair of the Board*

Please note:

Financial statements identified as

Appendix 1 – Halton District School Board

**Appendix 2 – Fast Track – Centre for Skills
Development & Training, and**

Appendix 3 – Halton Learning Foundation

**are not available electronically, but are only provided
in the hard copies of the Board agenda package.**



Halton District School Board

Report Number: 09184
Date: November 6, 2009

MONITORING INFORMATION

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

FROM: Administrative Council

RE: Monitoring Executive Limitations Policy II E: Asset Protection

Background

In accordance with the Halton District School Board's Policy Governance model, the Director of Education may not allow assets to be unprotected nor unnecessarily risked. The Executive Limitations are listed below, along with the policy and procedures currently in place.

1. *Fail to insure against theft and casualty losses to at least replacement value.*
The Board has in place insurance coverage for both Liability and Property. Our agent for this coverage is the Ontario School Boards' Insurance Exchange (OSBIE).
2. *Allow plant and equipment to experience neither improper wear and tear nor insufficient maintenance to meet health and safety standards.*
The annual budget process allocates funding for equipment repair and replacement as well as for facility renewal and maintenance. The facility services department considers health and safety issues as a priority in utilizing these funds.
3. *Unnecessarily expose the organization or staff to claims of liability or loss.*
This is addressed in the Board's liability insurance policy.
4. *Make any purchase:*
 - a) *wherein normally prudent protection has not been given against conflict of interest;*
 - b) *of more than \$50,000 without having obtained comparative prices for items of comparable quality; however, the Director of Education may authorize an expenditure above this amount without obtaining comparable prices in emergency situations, to minimize system impact. The Board shall be informed of this expenditure at the earliest opportunity.*

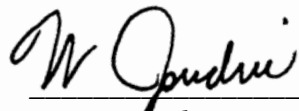
The Board's purchasing department is responsible for the purchasing of large value orders of more than \$2,000.00. Their process includes price comparisons to ensure that the Halton District School Board is receiving the best available price for quality products. In the 2008/2009 school year each secondary school was provided a defibrillator through the "Mikey" network. The total cost of these machines was \$54,000 and no competitive process was used to purchase the equipment.

5. *Receive process or disburse funds under controls, which are insufficient to meet the board-appointed auditor's standards.*
The Board's annual audit process includes a thorough review of financial procedures and processes to ensure that sufficient controls are in place regarding the management of Board funds.

6. *Invest or hold operating capital in insecure instruments, in contravention of the Education Act.*
The Board's annual audit process includes a thorough review of all investments to ensure that Board processes and practices are in accordance with the Education Act.
7. *Acquire, encumber or dispose of real property without Board approval.*
All site acquisitions and dispositions receive Board approval prior to finalization of the purchase or sale.
8. *Enter into any financial agreements of more than 5 years without Board approval.*
No such contracts have been initiated.
9. *Exceed more than five years without tendering audit services.*
A tender for Audit Services was issued in the summer of 2007.
10. *Fail to protect corporate information and files from loss or significant damage.*
In addition to "paper files", held in each department, the Board's critical corporate information is stored electronically and backed up daily. This "electronic information" is also stored in off-site facilities. In addition, the Board has a disaster recovery site. This site has the ability to run critical systems such as HR, financial and student administration systems. This facility's capacity is tested quarterly.
11. *Fail to maintain an inventory of significant capital property of the Board, as necessary for insurance purposes.*
Information required for insurance purposes is maintained (*see item 10*).

Respectfully submitted,

Steven Parfeniuk
Superintendent of Business



Wayne Joudrie
Director of Education



Halton District School Board

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

Report Number: 09187

Date: November 12, 2009

INCIDENTAL INFORMATION

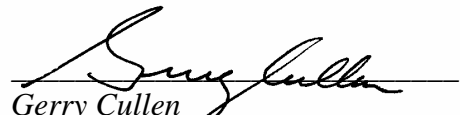
TO: The Chair and Members of the
Halton District School Board

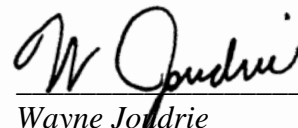
FROM: G. Cullen, Superintendent of Facility Services

RE: Capital Update – November 2009

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

Respectfully submitted,


Gerry Cullen
Superintendent of Facility Services


Wayne Jordrie
Director of Education

