



# Halton District School Board

**PLEASE NOTE START TIME OF 6 p.m.**

**\*\* SPECIAL MEETING OF THE BOARD \*\***

**HALTON DISTRICT SCHOOL BOARD**

J.W. Singleton Education Centre, Burlington, Ontario

**Thursday, August 4, 2011**

**6 p.m.**

**PUBLIC SESSION**

1. Call to Order
2. Meeting in Private Session
3. Ratification of Business Transacted in Private Session
4. Approval of Minutes: Halton District School Board Meeting, June 22, 2011 *page 2*
5. 2011-12 Amendments to the Special Education Plan (D. Boag) Report 11117 *page 7*
6. Revised Strategic Plan (D. Euale) Report 11122 *page 11*
7. Schedule of Reports (D. Euale) Report 11123 *page 13*
8. Adjournment

**Halton District School Board – Special Board Meeting  
Wednesday, June 22, 2011**

Present: K. Amos, K. Bateman-Olmstead, D. Bower, A. Collard, D. Danielli, A. Harvey Hope,  
J. Hlusko, K. Lochhead, N. MacNeill, G. Tuck Kutarna, D. Vrooman, J. Earl  
Regrets: H. Khan

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**Agenda Item 1**

1.1 Call to Order

The Chair called the meeting to order at 6:08 p.m. K. Lochhead arrived at 6:20 p.m.

M11-0131 A. Collard / D. Danielli

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

**Carried.**

The Board rose from Private Session at 7:15 p.m., and called Public Session to order at 7:21 p.m.

1.2 Approval of the Agenda

M11-0132 A. Collard / J. Hlusko

Be it resolved that the Halton District School Board amend the agenda to add a presentation as Item 1.4, and that the agenda be approved as amended.

**Carried.**

1.3 Declarations of Potential Conflict of Interest

There were no declarations.

**Agenda Item 2**

2.1 Presentation

The Chair welcomed Alison Wojkowski, Teacher of the Year from WH Morden Public School, and presented her with a Halton District School Board Award of Distinction..

**Agenda Item 3**

3.1 Approval of the Minutes

M11-0133 A. Collard / D. Bower

Be it resolved that the minutes for the Meeting of the Halton District School Board for June 15, 2011 be amended to note G. Tuck Kutarna's moving of the motion related to Subject Acceleration (Item 3.4.4.), and that the minutes be approved as amended.

**Carried.**

3.2. Ratification of Business Transacted in Private Session

M11-0134 K. Amos / A. Harvey Hope

Be it resolved that the Halton District School Board approve the resolutions from the Halton District School Board meeting in Private Session, June 22, 2011, respecting Property Matters.

**Carried.**

3.3. Action Items

3.3.1. 2011-12 Operating and Capital Budget

L. Veerman spoke to Report 11112, and responded to trustee questions.

J. Hlusko commented on the tremendous work involved in the development of the budget, but expressed concern regarding the disconnect regarding trustee discussions and the correlation to the timing of staffing decisions, particularly relating to itinerant gifted staffing, emphasizing a need to start planning earlier in the year.

D. Danielli spoke in support of maintaining the full-time position for the GSA coordinator.

G. Tuck Kutarna also spoke about the timing of budget discussions in relation to staffing. D. Bower also reiterated those concerns, as did A. Collard.

A. Collard also spoke in support of staffing for FDK, and previous concerns regarding the GSA coordinator.

A request for a report regarding the role of the GSA coordinator was made.

A. Harvey Hope spoke to the reduction of the French Language principal, indicating she was hopeful this wouldn't impact the program offerings.

M11-0135 A. Collard / D. Bower

Be it resolved that the Board of Trustees approve the 2011/2012 Halton District School Board PSAB Operating Budget, as amended, in the amount of \$560,446,778 and that the Superintendent of Business Services and Treasurer be authorized to proceed with the expenditure of funds as outlined in Appendix A dated June 15, 2011.

Be it resolved that the Board of Trustees approve the 2011/2012 Halton District School Board PSAB Capital Budget in the amount of \$66,237,358 and that the Superintendent of Business Services and Treasurer be authorized to proceed with the expenditure of funds as outlined in Appendix B dated June 15, 2011.

Discussion ensued on the recommendation, including questions relating to the contingency.

D. Danielli indicated her desire to bring forward an amendment.

M11-0135(a) D. Danielli/ A. Collard

Be it resolved that the Halton District School Board amend the proposed operational budget as outlined in the aforementioned motion, to approve funding, from contingency up to \$30,000, to maintain the Gay Straight Alliance Coordinator as a full-time position, for a one year contract extension.

**Carried.**

Discussion ensued.

The vote was called on the amended motion which reads:

M11-0135 A. Collard / D. Bower

Be it resolved that the Board of Trustees approve the 2011/2012 Halton District School Board PSAB Operating Budget, as amended, in the amount of \$560,446,778 and that the Superintendent of Business Services and Treasurer be authorized to proceed with the expenditure of funds as outlined in Appendix A dated June 15, 2011.

Be it resolved that the Board of Trustees approve the 2011/2012 Halton District School Board PSAB Capital Budget in the amount of \$66,237,358 and that the Superintendent of Business Services and Treasurer be authorized to proceed with the expenditure of funds as outlined in Appendix B dated June 15, 2011.

Be it resolved that the Halton District School Board amend the proposed operational budget as outlined in the aforementioned motion, to approve funding, from contingency up to \$30,000, to maintain the Gay Straight Alliance Coordinator as a full-time position, for a one year contract extension.

**Carried.**

M11-0136 A. Harvey Hope / N. MacNeill

Whereas the 2011/12 Operating Budget has a provision to reduce the System Principal for FSL/ELL to a 0.5 FTE position, and there are many different initiatives and programs currently in progress and also coming from the Ministry regarding FSL and ELL, and the Halton District School Board has increasing numbers of FSL and ELL students,

Be it resolved that the Associate Director bring back a report in January 2012 regarding how the reduction to 0.5 FTE System Principal FSL/ELL has affected the ability to plan and implement Ministry and Board initiatives related to the French Second Language and English Second Language portfolio.

**Carried.**

**Agenda Item 3**3.1 Information items for Future Action3.1.1 Notices of Motion

There were no Notices of Motion.

M11-0137 K. Lochhead / G. Tuck Kutarna

Be it resolved that the Halton District School Board waive the rules to allow the movement of items 3.1.2 to 3.1.5 to “Action” this evening.

**Carried.**

M11-0138 A. Collard / K. Lochhead

Be it resolved that the Halton District School Board amend the agenda to move items 3.1.2 through 3.1.5 for “Action” this evening.

**Carried.**

3.1.2 E-Learning

The Chair called attention to Report 11114. Because the Board had approved the waiving of the rules to allow action on this item, the vote was called on the motion.

M11-0139 G. Tuck Kutarna / N. MacNeill

Whereas the Halton District School Board is committed to expanding its capacity on offer online credits; therefore,

Be it resolved that the Director bring a report to the Board of Trustees by November 2011 outlining the Board’s implementation plan, including staffing and resource needs, to ensure a comprehensive calendar of online learning courses to be made available to Halton District School Board students, and That this report include a timeline for full implementation, and include a mechanism for incorporating student and staff feedback with regard to their learning experiences.

**Carried.**

3.1.3 Split Grades / Triple Grading

The Chair called attention to Report 11113. D. Euale, D. Beckett-Morton, and J. Blackwell spoke to the matter regarding staffing, and the impact of the motion approved by the Board on June 15 regarding triple-grading. The team responded to trustee questions. This item was approved for action, so the vote was called.

M11-0140 D. Bower / K. Amos

Be it resolved that the Halton District School Board approve triple grading in elementary schools for September 2011, as necessary to alleviate large class sizes, as an exemption to the Board Motion M110-0127 approved on June 15, 2011.

**Defeated.**

J. Hlusko left the meeting at 9:56 p.m.

3.1.4 Environmental Policy

The Chair called attention to Report 11115. S. Miller and Suzanne Burwell spoke to the proposed environmental policy, and responded to trustee questions. Because the Board had approved the waiving of the rules to allow action on this item, the vote was called on the motion.

M11-0141 A. Harvey Hope / K. Lochhead

Be it resolved that the Halton District School Board approve the policy, attached to Report 11115, regarding Environmental Sustainability and Stewardship.

**Carried.**

M11-0142 D. Danielli / A. Collard

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

**Carried.**

3.1.5 Summer Authority

The Chair called attention to Report 11116. D. Euale spoke to the report and responded to trustee questions.

M11-0143 A. Harvey Hope / A. Collard

Be it resolved that the Halton District School Board delegate authority during the summer months of 2011 to the Director of Education with regard to awarding tenders for capital projects, or other emergent business matters as required, and

Be it resolved that the Director of Education report on any capital projects awarded, or other decisions made through delegated authority, to the Board in the fall of 2011.

**Carried.**

Information items

3.1.6 Student Fees Update

S. Miller and J. Blackwell spoke to Report 11094, and responded to trustee questions.

3.1.7 Start Time Requests

D. Euale spoke to Report 11100 and responded to trustee questions.

K. Bateman-Olmstead left the meeting at 10:34 p.m.

3.1.8 Capital Update

G. Cullen spoke to Report 11099 and responded to trustee questions.

3.2 Committee Reports

D. Danielli spoke to recent OPSBA initiatives and motions coming before the AGM (July 7).

A. Harvey Hope spoke about recent committee plans, and cancellations.

K. Amos spoke to recent HLF activities.

D. Vrooman reminded trustees about the upcoming SEAC meeting.

3.3 Director’s Report)

D. Euale provided a summary of budget highlights, and thanked L. Veerman and her team for their work in that regard.

He also offered appreciation and thanks to D. Beckett-Morton, as this was her last Board meeting prior to her retirement.

3.4 Communications from the Chair

D. Vrooman spoke briefly about communications of interest to trustees.

3.5 Trustee Questions and Comments

N. MacNeill asked for clarification regarding notifications regarding sexual predators in school regions. O. Bartnicki indicated she would confirm practices with Halton Regional Police.

N. MacNeill also spoke to a “welcome to Kindergarten” program she observed at Tiger Jeet Singh Public School.

A. Collard indicated her intent to ask for a Ward 5 Burlington program and accommodation review this fall, particularly in light of enrolment statistics presented in conjunction with the triple-grade discussion this evening.

K. Amos expressed her appreciation and thanks to D. Beckett-Morton for her efforts with the Halton District School Board during the past 24 years. She also thanked trustees for their efforts as the first school year with this new board winds down.

On a motion from D. Bower, seconded by A. Collard, the Board reconvened in Private at 11:09 p.m.

The Board rose from Private at 12:15 a.m.

M11-0144 K. Amos / N. MacNeill

Be it resolved that the Halton District School Board appoint the architectural firm of Allen & Sherriff Architects Inc. to prepare the design and tender documents for the proposed new elementary school, (ERA120 (Milton SW #7) to be built in Milton area for September 2013, subject to Ministry approval.

**Carried.**

M11-0144 K. Amos / N. MacNeill

Be it resolved that the Halton District School Board appoint the architectural firm of Hossack and Associates Architects Inc. to prepare the design and tender documents for the proposed new elementary school, ERA121 (Milton SE #8), to be built in Milton area for September 2013, subject to Ministry approval.

**Carried.**

M11-0145 K. Amos / A. Collard

Be it resolved that the Halton District School Board approve the resolutions from the Halton District School Board meeting in Private Session, June 22, 2011, respecting Personnel Matters.

**Carried.**

**Agenda Item 5**

M11-0146 A. Collard / D. Danielli

Be it resolved that the Halton District School Board adjourn at 12:18 a.m.

**Carried.**

..... Recorder

.....Chair



# Halton District School Board

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Report Number: 11117

Date: July 13, 2011

## **INFORMATION FOR DECISION**

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

FROM: David Boag , Superintendent of Education  
David Euale, Director of Education

RE: 2011-2012 Amendments to the Special Education Plan

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### **RECOMMENDATION**

*Be it resolved that the Halton District School Board approve the 2011-2012 Special Education Plan as amended.*

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#### **Background:**

A significant rewrite of the Special Education Plan was undertaken in 2007 to more effectively align content with the Ministry of Education Standards for Special Education Plans, to identify how the Halton District School Board is addressing the Standards, and to correct any previous errors or omissions. During subsequent years, the Halton District School Board has endeavoured to fill service delivery gaps and to further align the provision of special education programs and services with the current direction and policies of the Ministry of Education.

On April 19, 2010, the Ministry of Education announced that Boards are no longer required to submit a Special Education Plan annually to the Ministry. Boards are however required to maintain and make available to the community a description of the special education programs and services provided by the board, and are required to submit annually to the Ministry a checklist containing the components of this plan. The HDSB SEAC has recommended that we continue to maintain the current Special Education Plan with appropriate revisions as the plan very clearly describes the programs and services currently offered in Halton. SEAC has also recommended that we continue to present the plan each year for approval by the Board.

A new SEAC was established in January of this year. As a result there was not a significant amount of time to review the plan so the changes this year are minimal. SEAC did however hold community consultation evenings with parents and community members, consulted with staff and surveyed their local associations. In addition, SEAC held a number of additional meetings to review input and start some dialogue about priority areas to address in the plan. Highlights of these changes are included below and a full listing of all Special Education Plan amendments is provided in Appendix 1.

The Halton District School Board Special Education Plan 2011-2012 (Amended June 2011) contains the following amendments to the 2010 - 2011 version.

Appendices adjusted to reflect SEAC budget priority requests, staff budget priority requests and approved special education budget items (page 101)

SEAC feels that for longer term planning we should track and have a public record of priorities each year that can be revisited the following year as we continue to plan for the future.

Ministry Changes to requirements of Special Education Plan (page 7)

A statement has now been included to indicate that the Ministry has changed its expectations with respect to Board Special Education Plans and to include our Board's practice for updating the plan each year.

Primary Gifted Programming (pages 34, 57)

This year we ran a primary gifted pilot in Burlington. The plan has been revised to reflect primary gifted classes available now to students in all communities.

Updated Data (pages 19, 31, 32, 69, 70, 86-89, 94-96)

There are several areas in the plan where data is updated annually to reflect the current state. These sections will be updated over the summer and will include annual IPRC statistics, changes in special education staffing, SEAC membership list and meeting dates, etc...

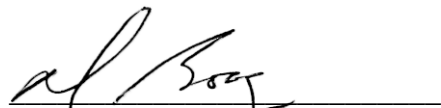
SEAC Recommendations

The Special Education Advisory Committee for the Halton District School Board has participated in numerous discussions on issues related to the above amendments and had numerous opportunities to refine the amendments. At a special SEAC meeting held July 5, 2010, SEAC voted to support the changes to the Special Education Plan identified in this report. There were 14 eligible voting members and the plan passed with a majority vote of 10 to 4.

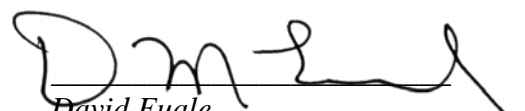
Conclusion

The proposed changes and amendments to the Special Education Plan will improve the effectiveness of special education programs and services in the Halton District School Board.

*Respectfully submitted,*



David Boag,  
Superintendent of Education (Student Services)



David Euale  
Director of Education

**APPENDIX 1**  
**SPECIAL EDUCATION PLAN**  
**Amendments to 2010 - 2011 Plan**

(dates throughout the document need to be updated to reflect 2011/2012 school year)

Section	Amendments
Appendices	<ul style="list-style-type: none"> <li>- change Appendix A to Special Education Plan Amendments</li> <li>- add Appendix for Budget Requests by SEAC and Staff for 2011/2012 and to include what was approved in the Budget process (to also be included on Board website)</li> <li>- update Appendix C to include the Primary Gifted Screening Process</li> <li>- update Appendix D: SEAC Flyer</li> <li>- date Appendix G to reflect a Minority Report from last year and add Board response</li> <li>- remove Appendix H</li> <li>- add an Appendix with summary of the Community Consultation from this year</li> </ul>
Introduction	<p>-replace last paragraph (p7)</p> <p style="padding-left: 40px;">Regulation 306 specifies the requirement of school boards to maintain, update and review annually their Special Education Plans. As of April 19, 2010, the Ministry no longer requires Boards to submit Special Education Plans annually. They instead require Boards to maintain and update a Special Education Report (as outlined in Regulation 306) and submit a checklist of its contents to the Ministry by Sept 1 each year. SEAC has chosen to maintain the name Special Education Plan and have the plan approved annually by the Halton District School Board.</p> <p style="padding-left: 40px;">In addition, School Boards are required annually to develop Board Improvement Plans. These plans set goals in a variety of areas for student achievement and list strategies for meeting these goals. It is the Ministry's and the Board's expectation that the programs and services outlined in the Special Education Plan will support student achievement for students with special needs as outlined in the Board Improvement Plan.</p>
Throughout Document	<ul style="list-style-type: none"> <li>- change Learning Disabled to Learning Disability or students with learning disabilities throughout document</li> <li>- Itinerant Resource Teachers are available to provide information, resources and programming support for schools that have students with significant special needs in the areas of Deaf/Hard of Hearing, Blind/Low Vision, Autism Spectrum Disorder, Giftedness, Learning Disabilities, Developmental and/or Physically Challenged, and Behaviour (p 23)</li> <li>- chart #6 Regional Residential/Day Schools section (p 60)</li> <li>- chart # 7, heading under self-contained placements, and again under exceptionality (p 61)</li> <li>- chart #8 - Heading under Exceptionality (p 62)</li> <li>- Special Education Staff Chart- under self contained classes (p 69).</li> <li>- The <u>School Resource Team</u> discusses any special circumstances (e.g. Learning disabilities/gifted) in consultation with the Supervisor of Special Services (Psychology) (p 112)</li> </ul>
Standard 1	<ul style="list-style-type: none"> <li>- replace 3<sup>rd</sup> paragraph on p 9 with:  Each year school board staff and SEAC conduct community consultation sessions in each area of the Board where parents and community members are invited to</li> </ul>

	provide input and feedback on special education programs and services in Halton. In 2011/2012, an on-line survey will be developed to provide an additional opportunity for receiving feedback from parents. This input is considered carefully when discussing changes to the Special Education Plan.
Standard 3	- remove section titled “Head of Program” (p 18) - update Org Chart (p 19) and remove #s in front of positions listed in the Department Office Staff box - add section for Section 23 Programs on Org chart (p 19) and include P, VP
Standard 4	- remove Learning Disabled under 2 <sup>nd</sup> nugget
Standard 5	- update IPRC Statistics (p 31, 32) - include “data collected as of June 30, 2011)
Standard 6	- Primary Gifted Screening began in 2009/2010 with a pilot class in Burlington. Gifted screening of Kindergarten and Grade 1 students has continued in other communities in 2010/2011 and self-contained placements will be made available to these students. (p 34 replace bottom paragraph)
Standard 9	- replace “Class size anticipated to be students” with “Class size is up to 8 students” - Replace Gifted, Grades 1- 4 section with: Beginning in 2010/2011 Primary Gifted classes ran in Burlington for grade 1 and 2 students. For the school year 2011/2012 a grade 3 class will be offered in Burlington and grades 1 and 2 will be made available to students in other communities. (p 57) -update chart on p61 to include primary gifted grades 1 -3 (p 61)
Standard 12	- update staffing numbers (p 69 - 70) - change sentence below chart to reference the website and the appropriate Appendix. - remove the sentence “These students are typically in the primary division (SK – Gr 3) (p74, section ii – Speech Language Services)
Standard 15	- update Accessibility Chart (p 86 - 89)
Standard 17	- update SEAC meeting dates for 2011/2012 (p 94) Tuesday, September 13, 2011 Tuesday, October 4, 2011 (location: Georgetown District High School) Tuesday, November 1, 2011 Tuesday, December 6, 2011 Tuesday, January 10, 2012 Tuesday, February 7, 2012 Tuesday, March 6, 2012 Tuesday, April 3, 2012 (location to be determined) Tuesday, May 1, 2012 Tuesday, June 5, 2012 -update SEAC Contact Information (p 95, 96)



# Halton District School Board

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Report Number: 11122  
Date: July 5, 2011

## **INFORMATION FOR DECISION**

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

FROM: D. Euale, Director of Education

RE: Draft Strategic Plan

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### Background

In mid-June, Trustees and Senior Administrative staff met to discuss any suggested revisions to the Board's current Strategic Plan. Under the facilitation of Al Greyson, substantial discussion resulted in a number of suggestions being brought forward, discussed, revised or redeveloped.

Below are the results of those discussions. This forms a revised "draft" Strategic Plan which is now ready to go forward for public input this fall – both from our internal and external communities.

Revisions are noted in *bold/italics* below:

The Halton District School Board is committed to every student.

We will

- inspire and support learning;
- create safe, healthy, ***inclusive*** and engaging environments
- provide opportunities for challenge and choice
- ***prepare students for success***

We value ***and respect***

### **Relationships**

***therefore, we will***

- build and maintain partnerships
- ***encourage*** cooperation, collaboration and compassion
- communicate effectively
- align our words and actions
- acknowledge and appreciate diversity (***moved from "Respect"***)

### **Responsibility**

***therefore, we will***

- measure and report results
- use resources effectively
- ***respond to*** demographic needs
- operate in an open and transparent manner
- model sound environmental practices
- make timely and informed decisions (***moved from "Respect"***)
- ***promote social responsibility***

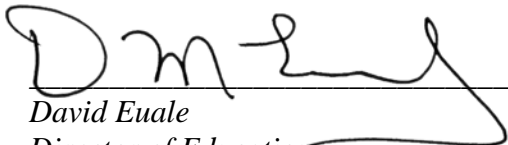
**Ingenuity***therefore, we will*

- **foster creativity, innovation and initiative**
- identify, **develop**, share and implement exemplary practices
- **establish responsive practices** to address divergent learning needs
- recognize ideas, efforts, and results (*moved from "Respect"*)

Next Steps

This Fall, the "draft" Strategic Plan will be rolled out for feedback to our staff (teachers, administrators, support staff), and also members of our school communities and public. The document will be made available on our website, soliciting input similar to the first series of questions (whether the statements are relevant, meaningful, etc). We anticipate compiling this feedback for review by the end of October.

*Respectfully submitted,*



David Euale  
Director of Education



# Halton District School Board

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Report Number: 11123  
Date: July 25, 2011

**INFORMATION FOR DECISION**

TO: The Chair and Members of the  
Halton District School Board  
FROM: D. Euale, Director of Education  
RE: Draft Schedule of Reports

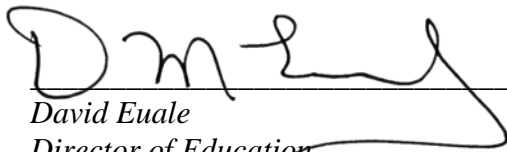
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The following draft schedule of reports for the 2011-12 school year is appended to help facilitate awareness of when reports will come to the Board.

A review of past reports, as well as current report requests and obligations have been considered.

The list will be updated as required.

*Respectfully submitted,*

  
*David Euale*  
*Director of Education*

**REPORTS TO BOARD 2011-12**

<b>REPORT SUBJECT</b>	<b>DATE:</b>	<b>RESPONSIBILITY</b>	<b>COMMENTS</b>
Special Education Plan	August	David Boag	<ul style="list-style-type: none"> <li>• For Board Approval</li> <li>• Submitted to Ministry– Sept. 1.</li> </ul>
September staffing adjustments	September	HR	<ul style="list-style-type: none"> <li>• For information to 2nd Sept. Board mtg.</li> </ul>
Equity & Inclusion (Aboriginal/GSA/ELL)	September	Yaw Obeng	<ul style="list-style-type: none"> <li>• Info report on 2010-11+; for info. 2011-12.</li> </ul>
Full-Day Kindergarten	September	Mark Zonneveld Gerry Cullen	<ul style="list-style-type: none"> <li>• Update report for 2011–2012</li> <li>• Report on # of schools, # of classes, class size.</li> <li>• Renovations complete</li> </ul>
Strategic Plan (draft – approval)	October	David Euale	<ul style="list-style-type: none"> <li>• Draft shared with trustees in early August and posted on web site</li> <li>• Draft shared with administrators at Leaders’ Conference Aug. 22.</li> <li>• Final approval by Board</li> </ul>
***Trustee Orientation: School Operations	October	Stuart Miller Yaw Obeng	<ul style="list-style-type: none"> <li>• Workshop: Elementary and secondary issue</li> <li>• Teacher Performance Appraisal</li> </ul>
Operational Plan 2011-12	October	Jeff Blackwell	<ul style="list-style-type: none"> <li>• Draft plan modified to reflect 2011-12 budget</li> </ul>
EJ James Expenditures Report	Sept./Oct.	Gerry Cullen	<ul style="list-style-type: none"> <li>• As per Board motion</li> </ul>
EQAO	October	Jeff Blackwell	<ul style="list-style-type: none"> <li>• Comprehensive report of EQAO results.</li> <li>• Progress of sub group</li> <li>• Sharing results + next steps Board wide – disaggregated data (info report)</li> </ul>
Early Intervention	October	David Boag	<ul style="list-style-type: none"> <li>• Report in response to Board motion</li> <li>• How do we assess our students?</li> <li>• How do we identify students who are experiencing difficulties?</li> <li>• Pyramid of Interventions</li> <li>• Report for information</li> </ul>
Safe Schools	October	Odette Bartnicki	<ul style="list-style-type: none"> <li>• Data on suspension and expulsion</li> <li>• Information on Safe Schools – SSAT</li> <li>• Preventative strategies – programs</li> <li>• Report for information</li> </ul>

<b>REPORT SUBJECT</b>	<b>DATE:</b>	<b>RESPONSIBILITY</b>	<b>COMMENTS</b>
School Climate	October	Stuart Miller	<ul style="list-style-type: none"> <li>• Based on “<i>Tell them from me</i>”</li> <li>• For information – First Year of TTFM</li> </ul>
Pathways Hazard Criteria	October	Lucy Veerman	<ul style="list-style-type: none"> <li>• As per Board Motion</li> <li>• Report from HSTS</li> </ul>
Disposition of Property Report	October	Lucy Veerman	<ul style="list-style-type: none"> <li>• List of surplus properties</li> <li>• Status report on sales</li> </ul>
Food Services	October	Gerry Cullen	<ul style="list-style-type: none"> <li>• Report on contracted school cafeterias</li> </ul>
Program Accommodation Review Committee (PARC) Policy Boundary Review – Admin Procedure	November	Lucy Veerman Jeff Blackwell David Euale	<ul style="list-style-type: none"> <li>• For decision</li> <li>• Revised PARC policy for Board approval</li> <li>• Review of boundary; review Admin Procedures.</li> </ul>
Site Acquisitions	November	Lucy Veerman	<ul style="list-style-type: none"> <li>• Milton 7 + 8 site purchases</li> </ul>
Financial Statements	November	Lucy Veerman	<ul style="list-style-type: none"> <li>• 2010-11 Year-end audited statement</li> <li>• Decision re surplus or deficit</li> </ul>
E-Learning	November	Dane Tutton	<ul style="list-style-type: none"> <li>• Response to board motion</li> <li>• Status report for 2011-12, 2012-13 plans</li> </ul>
Acceleration Pilot	November	Jeff Blackwell	<ul style="list-style-type: none"> <li>• Response to Board motion</li> <li>• Establishing pilot for vertical acceleration (progress report)</li> <li>• Implementation update</li> </ul>
Principal/Vice-Principal Placements/Transfer	November	Odette Bartnicki Tricia Dyson	<ul style="list-style-type: none"> <li>• P/VP Pool appointment</li> <li>• Placement for 2nd semester</li> </ul>
LTAP	December	Lucy Veerman	<ul style="list-style-type: none"> <li>• Long-Term Accommodation Plan Update</li> <li>• Single public meeting</li> </ul>
Revised Estimates	December	Lucy Veerman	<ul style="list-style-type: none"> <li>• 2011-2012 revenue projections based on October 31 actual and March 31 projected</li> <li>• Report due to ministry</li> <li>• Report on expected surplus/ deficit to Board</li> </ul>
Student Fees	December	Stuart Miller Lucy Veerman	<ul style="list-style-type: none"> <li>• Report: 1st year implementation (student fee subsidy)</li> <li>• Data on expenditures and impact on course/ student fees</li> </ul>

<b>REPORT SUBJECT</b>	<b>DATE:</b>	<b>RESPONSIBILITY</b>	<b>COMMENTS</b>
Bell Times	December	Stuart Miller Lucy Veerman	<ul style="list-style-type: none"> <li>• In response to Board motion</li> <li>• Protocol established for changing school start time and bus schedules.</li> </ul>
School Generated Fund	December	Lucy Veerman	<ul style="list-style-type: none"> <li>• Summary of Revenues + Expenditures</li> </ul>
FSL	December	Jeff Blackwell	<ul style="list-style-type: none"> <li>• Based on Board motion</li> <li>• To review the leadership of this initiative</li> <li>• Update on FSL initiatives and the need for .5 to 1.0 System Principal</li> </ul>
Director's Annual Report Operational Plan 2010-2011	December	David Euale	<ul style="list-style-type: none"> <li>• Mandated Director's Report to the Board/ public.</li> <li>• Operational Plans</li> </ul>
Full Day Kindergarten additions	December	Gerry Cullen	<ul style="list-style-type: none"> <li>• Award of tenders for FDK additions</li> </ul>
Renewal	January	Gerry Cullen	<ul style="list-style-type: none"> <li>• List of projects approved and the criteria used.</li> </ul>
Full-Day Kindergarten	January	Mark Zonneveld	<ul style="list-style-type: none"> <li>• Plan for 2012 – 2013 implementation.</li> </ul>
Budget Schedule	January	Lucy Veerman	<ul style="list-style-type: none"> <li>• Schedule of Board workshops</li> <li>• Details on consultations</li> </ul>
SRA Burlington (Alton) Elementary Boundaries	January	SO TBD	<ul style="list-style-type: none"> <li>• Boundary Review Committee to bring recommendations to the Director by December</li> <li>• Board to approve boundaries.</li> </ul>
****Trustee Orientation: Leadership	January	Tricia Dyson	
Director's Performance Appraisal	February	David Euale	<ul style="list-style-type: none"> <li>• Report to Board's DPA committee</li> </ul>
Cashless Schools	February	Lucy Veerman	<ul style="list-style-type: none"> <li>• Comprehensive review of impact to date of cashless schools</li> <li>• Plan for future implementation for decision</li> </ul>
International Baccalaureate Program	February	Jeff Blackwell	<ul style="list-style-type: none"> <li>• Program info; graduate pathways</li> </ul>
*Trustee Orientation: Human Resources	March	SO TBD	
Sustainability	March	David Euale	<ul style="list-style-type: none"> <li>• Sustainability Progress Report</li> <li>• Financial Implications</li> </ul>
IT Infusion	April	Bruce Smith	<ul style="list-style-type: none"> <li>• Report on multi-year plan (sustainability re: hardware, software, infrastructure as well as industry and educational trends)</li> </ul>

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Alton Secondary Boundaries	May	SO TBD	<ul style="list-style-type: none"> <li>Established 1-year prior to school opening</li> <li>Committee established and working throughout year</li> <li>Committee reports to Director by April 30, 2012</li> <li>Board to approve boundaries in June</li> </ul>
Principal/Vice-Principal Placements/Transfer	May	Odette Bartnicki	<ul style="list-style-type: none"> <li>Placement/promotion effective for Sept. 2012.</li> </ul>
Budget	Feb.-June	Lucy Veerman	<ul style="list-style-type: none"> <li>Board approval of Budget for June 2012</li> </ul>
Bargaining Parameters	June	HR	<ul style="list-style-type: none"> <li>10 bargaining committees established with SO and trustee liaisons</li> <li>Prep for bargaining for all 10 employee groups.</li> </ul>
School Build	June	Gerry Cullen	Updates <ul style="list-style-type: none"> <li>Alton secondary school</li> </ul>
Board Admin. Accommodation	May	G. Cullen L Veerman D. Boag T. Dyson HR	<ul style="list-style-type: none"> <li>Committee established to review the need for admin office space</li> <li>Review of space available</li> <li>Preliminary report to Board</li> </ul>