



Halton District School Board

HALTON DISTRICT SCHOOL BOARD

Meeting will be livestreamed from www.hdsb.ca

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

Public Session Agenda – Wednesday, October 2, 2019

Public Session: 7 p.m. (*Private Session precedes Public Session*)

PUBLIC SESSION AGENDA

1.0 Opening

- 1.1 Welcome, Call to Order and Attendance
- 1.2 Motion to Move into Private Session
- 1.3 Rise into Public Session
- 1.4 Acknowledgement of Traditional Lands
- 1.5 Declarations of Possible Conflict of Interest
- 1.6 Approval of the Agenda

2.0 Presentations/Delegations to the Board

- 2.1 Inspire Award Presentations
- 2.2 Delegations
- 2.3 Presentations
 - 2.3.1 EQAO Presentation (*D. Boag*)
- 2.4 Acknowledgement by the Chair re: Delegations and Presentations

3.0 Consent Agenda Items

- 3.1 Approval of Consent Agenda Action Items
 - 3.1.1 Minutes of the Halton District School Board Meeting, September 18, 2019 *page 2*
- 3.2 Receipt of Consent Agenda Information Items
 - 3.2.1 Order Paper *page 5*
 - 3.2.2 Admin Procedure Update (*Report 19111*) – S. Miller *page 8*
 - 3.2.3 Board Report Schedule (*Report 19112*) – S. Miller *page 9*
 - 3.2.3 Annual Report – Ombudsman’s Office Involvement (*Report 19113*) – D. Boag *page 12*

4.0 Ratification/Action

- 4.1 Approval of Business Transacted in Private Session
- 4.2 **For Action: September 18, 2019**
 - 4.2.1 2018-2019 LTAP Boundary Reviews (*Report 19109*) – M. Puccetti, D. Renzella *page 13*

5.0 Communication to the Board

- 5.1 Student Trustee Report
- 5.2 **For Action: October 16, 2019**
 - 5.2.1 Audit Committee Annual Report to Board of Trustees/Ministry (*Report 19115*) J. Gray *pg 22*
- 5.3 **For Information: September 18, 2019**
- 5.4 Notice(s) of Motion
- 5.5 Director’s Report
- 5.6 Communication from the Chair (*Report 19114*) *page 27*
- 5.7 Committee Reports
- 5.8 Trustee Questions and Comments

6.0 Adjournment

- 6.1 Motion to Adjourn

Halton District School Board

Public Session: Wednesday, September 18, 2019 -- 7 p.m.

Present: K. Amos (phone), A. Collard, D. Danielli, T. Ehl Harrison, H. Gerrits, J. Gray, A. Grebenc, J. Oliver, L. Reynolds, T. Rocha, M. Shuttleworth, M. Burnes, O. Lau

1 Opening

The Chair called the meeting to order at 6:04 p.m.

M19-0125 J. Oliver / T. Rocha

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

Carried Unanimously.

The Board rose from Private Session at 7:10 p.m.

The Chair called Public Session to order at 7:20 p.m.

Student Trustee Matthew Burnes recognized Halton's rich history and modern traditions of many First Nations and Métis. On behalf of the Board, acknowledgement and thanks was given to the Mississaugas of the Credit First Nation for sharing their traditional territory.

The Chair reminded Trustees of the requirement to declare any potential conflicts of interest.

M19-0126 M. Shuttleworth / H. Gerrits

Be it resolved that the Halton District School Board approve the agenda as distributed.

Carried Unanimously.

2 Delegations/Presentations to the Board

2.1 Inspire Awards

There were no Inspire Awards for presentation at this meeting.

2.2 Delegation

There were no delegations for this meeting.

2.3 Presentations

There were no presentations for this agenda.

2.4 Acknowledgement by the Chair

There were no presentations for this agenda.

3 Consent Agenda Items

3.1 Approval and Receipt of the Consent Agenda Items

Questions were posed regarding the Admin Procedures, specifically relating to Optional Attendance and the process for siblings, as well as the Asbestos Management AP and consultation with the unions in the development of the document.

M19-0127 J. Oliver / T. Rocha

Be it resolved that the Halton District School Board approve the Consent Agenda Action items for September 18, 2019.

Carried Unanimously.

4 Ratification / Action

4.1 Approval of Business Transacted in Private Session

M19-0128 T. Ehl Harrison / H. Gerrits

Be it resolved that the Halton District School Board accept the tender from Everstrong Construction Ltd per Tender No. RFT 19-168 for the construction of the new Milton SW #1 secondary school in Milton, Ontario

Be it resolved that the Halton District School Board approve a budget of \$43,712,066.00 for the construction of the Milton SW #1 secondary school. This project is to be financed as follows;

- Capital Priorities Funding of \$32,555,603.00 as allocated by the Ministry in November 2016;
- Educational Development Charges of \$8,137,345.00 (excluding land purchase costs and EDC eligible costs relating to expropriation);
- Building Capacity (Unencumbered Capital Savings) of \$191,481.00 to cover the budget shortfall;
- Proceeds of Disposition funding in the amount of \$2,827,637.00 to cover the budget shortfall.

Carried Unanimously.

Carried Unanimously.

S. Miller offered appreciation to those who had contributed to the success of this project during the lengthy planning/approvals process: local trustees Donna Danielli, Heather Gerrits; Chair Andréa Grebenc and Vice-Chair Tracey Ehl Harrison; past Superintendents Gerry Cullen and Lucy Veerman, as well as current Superintendents Maia Puccetti, Roxana Negoii; Associate Director David Boag, Superintendents Jacquie Newton and Julie Hunt Gibbons; Dom Renzella (General Manager, Planning), and Mike Wildfong, (Manager, Capital Projects), and Sonya Clayton, (Manager, Budget).

4.2 For Action: September 18, 2019

4.2.1 Committee of the Whole Recommendation

A. Grebenc spoke to Report 19110, highlighting discussions at the Committee of the Whole.

J. Gray asked if clarity could be added within the motion to state “secondary school students” as referenced later in the report.

M19-0129 M. Shuttleworth / L. Reynolds

Be it resolved that the Halton District School Board support, in principle, the concept of free transit for Burlington secondary school students through Burlington Transit, and direct staff to investigate with partners, the details of a Memorandum of Understanding, and to report back regarding this opportunity by December 2019.

Carried Unanimously

5 Communication to the Board

5.1 Student Trustee Report

Olivia Lau and Matthew Burnes provided an overview of the upcoming Student Senate meeting (Tuesday, September 24, from 6-9 p.m.), and responded to trustee questions.

5.2 For Action: October 2, 2019

5.2.1 2018-19 LTAP Boundary Reviews

D. Renzella spoke to Boundary Reviews proposed in Report 19109, and responded to trustee questions regarding the scope and staff time involved in the reviews.

M19-0130 A. Grebenc / A. Collard

Be it resolved that the Halton District School Board direct the Director of Education to undertake a review of legacy boundary issues in conjunction with the 2019-2020 LTAP process, and prepare a report that gives consideration to addressing boundaries while reducing costs, minimizing community upheaval, and other pertinent criteria.

Carried Unanimously.

5.3 For Information: September 4, 2019

There were no items for Information on this agenda.

5.4 Notice(s) of Motion

T. Ehl Harrison raised the issue of Parent Reaching Out (PRO) Grants, and clarity regarding the process that is required from the Ministry. She introduced the following motion, asking for her colleagues’ support to deal with this at tonight’s agenda.

M19-0131 T. Ehl Harrison / D. Danielli

Be it resolved that the Chair write a letter to the Minister of Education expressing the valuable contribution that school councils and PRO grants play in engaging the community in support of student achievement and well-being, encouraging the continuation of the program, and requesting that information be made available as soon as possible so that school councils can submit meaningful and timely proposals for consideration.

Carried Unanimously.

5.5 Director’s Report

S. Miller asked J. Hunt Gibbons to speak to materials she circulated regarding class sizes. She also responded to trustee questions.

S. Miller also asked R. Eatough to speak to the keynotes slated for this December.

5.6 Communications from the Chair

A. Grebenc spoke to a recent meeting with a local MPP.

5.7 Committee Reports

J. Oliver spoke to discussions and activities at this month's SEAC meeting, highlighting the election of a new Chair.

T. Ehl Harrison spoke to this week's Environmental Management Committee discussions, including efforts to promote environmental efforts within the Board.

J. Gray spoke to this week's Audit Committee, including items under discussion that will come to the Board in future weeks. J. Gray was elected as Chair of the Audit Committee, with L. Reynolds elected as Vice-Chair.

5.8 Trustee Questions and Comments

T. Ehl Harrison asked for information regarding the Ministry's Program and Policy Memorandum regarding use of cell phones in classrooms, and if there was any action required to change the Board's current practice. S. Podrebarac indicated changes are being integrated into the Board's existing administrative procedures and the student code of conduct. It is intended the documents will be shared with the appropriate educational stakeholders, and then revisions will be shared with the Board at a future meeting.

J. Gray spoke to the upcoming "Benefit Bash" hosted by the Halton Learning Foundation, slated for November 7.

At 8:50 p.m., the Board reconvened in Private Session.

M19-0132 H. Gerrits / T. Rocha

Be it resolved that the Board reconvene in Private Session. **Carried Unanimously.**

The Board rose into Public at 9:19 p.m.

6 Adjournment

M19-0133 J. Gray / M. Shuttleworth

Be it resolved that the Halton District School Board adjourn at 9:20 p.m.

Carried Unanimously.

Recorder's Signature:

Chair's Signature:

**Halton District School Board
ORDER PAPER – PUBLIC SESSION
Wednesday, October 2, 2019**

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

Motion #	Resolution	Responsibility
M13-0073	Be it resolved that in recognition of the role of SEAC and the motions passed at the SEAC Meeting of April 2, 2013 and conversations at the table this evening, that the HDSB defer the Assessment of Gifted Entry/Gifted Screening Process Review, and that the Board direct the Director to: 1. develop and implement a consultation plan to seek input from SEAC, parents of gifted students, teachers, school staff on improving our gifted assessment process.	Director of Education
M14-0158	Be it resolved that the HDSB consider the following option related to the establishment of a second entry point (Grade 5) for French Immersion: Option C (Defer the decision on second FI entry point): Defer the decision regarding a second FI entry point until we have implemented Primary Core French.	Director of Education
M15-0071	Be it resolved that HDSB support HSTS utilizing a third-party consultant to undertake a bell time analysis study for elementary and secondary schools, in order to find route efficiencies and determine the financial impacts or cost savings, AND THAT prior to the analysis being undertaken, study parameters will be established jointly by the Halton DSB and the Halton Catholic DSB; and THAT the cost of undertaking a bell time analysis study be provided to trustees for approval.	SO/Business
M16-0099	Be it resolved that Halton DSB refer to the Policy, By-law & Governance Cmte, the creation of a policy that incorporates the concepts regarding internal processes and public concerns identified in the admin procedure.	Policy, By-law & Governance Committee
M16-0133	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 secondary school, SRA 104 (Milton SW #1 HS) to be built in Milton area for September 2019. In the event Ministry approval is not received for this project, all expenses incurred for design and development of tender documents be funded through Close the Gap.	Facility Services
M17-0088	Be it resolved that the Halton District School Board close Robert Bateman High School, effective June 30, 2020. a) Effective September 1, 2019, the Halton District School Board revise the existing catchment area for Robert Bateman HS to redirect English program students entering Grade 9 to Nelson HS; b) Effective September 1, 2020, the HDSB revise the existing catchment area for Robert Bateman HS to redirect the Grade 10, 11 and 12 English program students to Nelson HS.	Director of Education
M17-0097	Be it resolved that, as part of implementation of any PAR-related changes, the Board direct the Director that the responsible Superintendent develop and deliver a consultation and communications plan to engage with affected and interested stakeholders in an early and ongoing way	Director of Education
M17-0184	Be it resolved that the Halton District School Board approve the continuation of the Close the Gap program, as outlined and THAT specific projects be undertaken as follows, funded subject to these cost estimates and budget availability: <ul style="list-style-type: none"> • air conditioning/electrical upgrades to 2nd & 3rd floor area of schools, \$5,180,000 • support for installation of elevators to address building accessibility, \$6,000,000 • support development and installation of a turf field at White Oaks SS, \$1,200,000 	Superintendent of Facility Services
M18-0087	Be it resolved that the HDSB approve the use up to \$5,000 of the “Reserve Account for Trustee Professional Development” for DiSC/ comparable alternative training for Trustees elected for the 2018-22 term, with training recommended to occur early in 2019.	Chair

Motion #	Resolution	Responsibility
M18-0117	Be it resolved that the Halton District School Board direct the scope of the Special Education Internal Audit to be presented to SEAC for information, and return to the Board for approval.	Director
M18-0173	Be it resolved that the Halton District School Board direct staff to undertake a secondary school boundary review for the new Milton SW #1 hs, with an expected completion date of no later than June 2019.	Director <i>Delayed: see below M19-0016</i>
M19-0016	Be it resolved that the Halton District School Board amend the motion directing staff to undertake a secondary school boundary review for the new Milton SW #1 high school, to reflect the delay in construction timelines, with the boundary review to be completed by the end of June 2020.	Director
M18-0174	Be it resolved that the Halton District School Board direct staff to undertake an elementary and secondary school boundary review for the Samuel Curtis Estates subdivision (ERA 111), which will include schools in ERA 103 (Pineland and Mohawk Gardens PS and SRA 100 (Nelson HS), as well as schools in ERA 112 (Eastview, Gladys Speers, Pine Grove PS) and SRA 102 (TA Blakelock HS); with an expected completion date no later than June 2019.	Director
M18-0220	Be it further resolved that a subsequent meeting of the Director's Performance Review Committee be struck to review and amend, as necessary, the Director of Education Annual Performance Review Policy.	Vice-Chair, Board of Trustees
M18-0221	Be it resolved that the Halton District School Board authorize staff to tender and award the 2018-2019 Facility Services Projects, Operations and Maintenance, either individually or combined, as outlined in Report 18149.	Superintendent Facility Services
M19-0037	Be it resolved that the Halton District School Board adjust the boundaries for the elementary schools in Oakville as outlined in Scenario 14c and detailed in Report 19024, effective September 2020, with some boundaries to be partially implemented as follows: 1. Sunningdale Public School boundary for new students entering Grades 2-8 French Immersion, effective September 2019; and 2. Remaining Kindergarten spots at Oodenawi Public School, as of February 22, 2019, will be filled by students newly registered at Palermo for September 2019 who live within the Oodenawi Public School boundary, as defined in Scenario 14c.	Director
M19-0048	Be it resolved that the Halton District School Board approve \$1,875,000 from 2019-2020 Capital Renewal funds to complete the Community Pathway Program renovation at Nelson High School.	Director of Education SO, Facilities
M19-0074	Be it resolved that the Halton District School Board accept the tender from Everstrong Construction, in the amount of \$2,876,900 as contained in RFT No.19-094 (issued by Snyder Architects Inc.) for the Phase 1 Renovations related to the Pupil Accommodation Review (PAR) work at Nelson High School, 4181 New Street, Burlington, ON, and Be it resolved that the Halton District School Board approve a budget of \$3,390,634 for the Phase 1 renovations including the electrical services upgrades at Nelson HS, 4181 New Street, Burlington, ON. Funding for this project is available in the 2018-19 School Renewal allocation as well as Accumulated Surplus designated for creating CPP Outdoor Learning Spaces.	Director of Education
M19-0080	Be it resolved that the Halton District School Board direct the Director of Education to undertake a review of the Board's French Language Policy.	Director of Education
M19-0103	Be it resolved that the Halton District School Board direct the Director of Education to communicate with the southwest Oakville community, the Board's decision regarding the disposition of the SW Oakville #1 property, and the staff report coming back to the Board regarding the reinvestment in SW Oakville community schools.	Director of Education
M19-0109	Be it resolved that the Board direct the Director to initiate a process to hire an outside stakeholder engagement firm, up to a maximum of \$50,000, to support consultation with families and the broader community in the development of a new HDSB Multi-Year Plan.	Director of Education

Motion #	Resolution	Responsibility
M19-0111	<p>Be it resolved that the Halton District School Board approve the Revised 2018/2019 Regional Internal Audit Plan which defers the audit of Continuing Education due to the review of the program by the Associate Director, and</p> <p>Be it resolved that the Halton District School Board approve the 2019/2020 Regional Internal Audit Plan which includes an audit of Privacy and Information Management, and follow-up reviews of the Information Technology Vulnerability and Security Assessment, Insurance Program Administration and Board Partnerships and Sponsorships.</p>	Superintendent of Business
M19-0113	Be it resolved that the Halton District School Board adjust the boundaries for the elementary schools in ERA 102 and 103 as outlined in option 3b and detailed in Report 19087, effective September 2020.	
M19-0119	Be it resolved that the Halton District School Board approve the projects as identified in Report 19103 to be submitted to the Ministry of Education as part of the next request for Capital Priorities.	Superintendent of Facilities with Planning
M19-0128	<p>Be it resolved that the Halton District School Board accept the tender from Everstrong Construction Ltd in the amount of \$33,665,879.00 contained in Tender No. RFT 19-168 for the construction of the new Milton SW#1 secondary school in Milton, Ontario.</p> <p>Be it resolved that the HDSB approve a budget of \$43,712,066.00 for the construction of the Milton SW#1 secondary school. This project is to be financed as follows:</p> <ul style="list-style-type: none"> • Capital Priorities Funding of \$32,555,603 as allocated by the Ministry in November 2016; • Educational Development Charges of \$8,137,345 (excluding land purchase costs and EDC eligible cost relating to expropriation); • Building Capacity (Unencumbered Capital Savings) of \$191,481 to cover the budget shortfall; and • Proceeds of Disposition funding in the amount of \$2,827,637 to cover the budget shortfall. 	Superintendent of Facilities
M19-0129	Be it resolved that the Halton District School Board support, in principle, the concept of free transit for Burlington secondary school students through Burlington Transit, and direct staff to investigate with partners, the details of a Memorandum of Understanding, and to report back regarding this opportunity by December 2019.	Director of Education
M19-0130	Be it resolved that the Halton District School Board direct the Director of Education to undertake a review of legacy boundary issues in conjunction with the 2019-2020 LTAP process, and prepare a report that gives consideration to addressing boundaries while reducing cost, minimizing community upheaval, and other pertinent criteria.	Director of Education
M19-0131	Be it resolved that the Chair write a letter to the Minister of Education expressing the valuable contribution that school councils and PRO grants play in engaging the community in support of student achievement and well-being, encouraging the continuation of the program, and requesting that information be made available as soon as possible so school councils can submit meaningful and timely proposals for consideration.	Chair of the Board

Halton District School Board

Report Number: 19111

Date: September 26, 2019

FOR INFORMATION

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

FROM: Stuart Miller, Director of Education

RE: Administrative Procedure Update

Background:

This report is the next in the regular updates of Administrative Council's ongoing review of all administrative procedures for the 2019-20 school year.

The procedures are appended for your convenience.

Admin Procedure Name	Revisions / Additional Info
Dealing with Public Concerns	Review date change only (not appended)
Distribution of Materials	Review date change only (not appended)
Election Audit Compliance Committee	Review date change only (not appended)
Inclement Weather	Review date change only (not appended)
Naming Schools	Review date change only (not appended)
Active Transportation	Review date change only (not appended)

Respectfully submitted,

Stuart Miller

Director of Education

Halton District School Board

Report Number: 19112
Date: September 25, 2019
FOR INFORMATION

TO: The Chair and Members of the Halton District School Board
FROM: S. Miller, Director of Education
RE: Board Report Update

Background:

First introduced in September 2014, this monthly report outlines reports scheduled to come to the Board during the current school year.

The report schedule outlines the planned dates for the 2019-20 school year. The document is reviewed periodically at Admin Council with updates provided as required. Changes are noted in **bold**. These updates will help keep Trustees apprised of what reports have been presented, completed, and/or have had to have timelines revised.

Respectfully submitted,

S. Miller
Director of Education

2019-2020 STAFF INITIATED BOARD REPORTS

September 24, 2019

REPORT SUBJECT	2019-20 DATE	RESPONSIBILITY	COMMENTS	
Admin Procedure Update	(ongoing)	Stuart Miller		<i>Info</i>
SEAC Membership	(as required)	Mark Zonneveld		<i>Info</i>
PAR Update	September 4	Terri Blackwell	<i>completed</i>	<i>Info</i>
2018-19 LTAP Boundary Reviews	September 18	Stuart Miller	<i>completed</i>	<i>Action</i>
Capital Update with Financials	September 18	Maia Puccetti/Roxana Negoj	<i>completed</i>	<i>Info</i>
Budget Approval/Tender Award SW Milton #1	September 18	Maia Puccetti	<i>completed</i>	<i>Action</i>
EQAQO Update	September 18	David Boag	<i>Private (October 2: Public)</i>	<i>Info</i>
Ombudsman Report	October 2	David Boag		<i>Info</i>
September Staffing Adjustments	October 2	Debra McFadden		<i>Info</i>
Annual Audit Committee Report to the Ministry of Ed	October 2	Roxana Negoj		<i>Info</i>
Capital Update	October 16	Maia Puccetti		<i>Info</i>
Trustee Honoraria (Sched.1)	October 16	Roxana Negoj		<i>Action</i>
Operational Plan Progress Report	October 16	David Boag		<i>Info</i>
French Immersion Enrolment Report	October 16	David Boag		<i>Info</i>
Community Planning and Partnerships	November 6	Roxana Negoj		<i>Info</i>
Annual Water Testing	November 6	Maia Puccetti	<i>Testing occurs in October</i>	<i>Info</i>
Environmental and Sustainability Initiatives	November 6	Maia Puccetti	<i>Presentation (includes solar update)</i>	<i>Info</i>
Budget/Tender for Nelson Phases 2 & 3	November 6	Maia Puccetti	<i>Private Session</i>	<i>Action</i>
PAR Update	November 6	Terri Blackwell		
Capital Update with Financials	November 20	Maia Puccetti/Roxana Negoj		<i>Info</i>
Deferred Maintenance Update/2019-20 School Renewal	November 20	Maia Puccetti		<i>Action</i>
Trustee Expenses	November 20	Roxana Negoj		<i>Info</i>
P/V/P Placements/Transfer	November 20	Jacquie Newton		<i>Info</i>
Financial Statements	November 20	Roxana Negoj		<i>Action</i>
Response to Trustee Motion re Oakville Schools & Lakeshore Woods property	November 20	Maia Puccetti/Roxana Negoj	<i>Private</i>	<i>Action</i>
Annual Statement of EDCs	November 20	Roxana Negoj		<i>Info</i>
Spec Ed Review w/ Primary Gifted Recommendations	November	Mark Zonneveld/Stuart Miller		<i>Info</i>
Community Funding Facility Enhancements	(as required)	Maia Puccetti / Roxana Negoj		<i>Info</i>
Confirmation of Capital Priorities funding	December 4	Maia Puccetti / Roxana Negoj		<i>Action</i>
Banking Resolutions	December 4	Roxana Negoj		<i>Action</i>
Director's Annual Report	December 4	Stuart Miller		<i>Info</i>
Close the Gap Update	January 8	Maia Puccetti / Roxana Negoj		<i>Info</i>
PAR Update	January 8	Terri Blackwell		<i>Info</i>
Striking Committee/ Appointments	January 8	Striking Committee /Stuart Miller		<i>Action</i>
Capital Update	January 22	Maia Puccetti		<i>Info</i>
School Generated Funds	January 22	Roxana Negoj / Stuart Miller		<i>Info</i>
Revised Estimates	January 22	Roxana Negoj		<i>Action</i>
Boundary Review(s)	February 5	Stuart Miller		<i>Action</i>
Budget Schedule	February 19	Roxana Negoj		<i>Info</i>
Welcome Centre Update	February 19	Gord Truffen		<i>Info</i>
Self-Contained Locations	March 4	M. Zonneveld		<i>Info</i>

Capital Update with Financials	March 4	Maia Puccetti/Roxana Negoï		Info
Annual Portable Inspection Update	March 4	Maia Puccetti		Info
Innovation Update	March 4	Jacque Newton		Info
PAR Update	March 4	Terri Blackwell		
Operational Plan Update	March 25	David Boag		Info
Draft Special Education Plan	March 25	Mark Zonneveld		Info
EDC By-law Timelines	March 25	Maia Puccetti		Info
Multi-Year Plan	April 1	Stuart Miller		Action
Draft Op Plan Targets/Strategies	April 1	Stuart Miller		Action
School Year Calendar	April 1	David Boag		Action
Capital Update	April 15	Maia Puccetti		Info
Budget/Tender for Milton No. 11 PS	May 6	Maia Puccetti	Subject to SPA & Ministry ATP (Private)	Action
P/VP Placements/Transfer	May 6	Jacque Newton		Info
Teachers Redundant to the Board	May 20	Debra McFadden		Info
Gifted Screening	May/June	Mark Zonneveld		Info
Community Funding - Facility Enhancements	(as required)	Maia Puccetti / Roxana Negoï		Info
Capital Update with Financials	May 20	Maia Puccetti / Roxana Negoï		Info
PAR Update	May 20	Terri Blackwell		Info
LTAP	May 20	Maia Puccetti		Action
EDC By-law Amendment (if required)	May 20	Maia Puccetti		Action
Disposition of Property/Acquisitions	(as required)	Maia Puccetti		Action
Transportation/Policy Exemptions	June 3	Roxana Negoï		Info
School Bell Time Change Requests	June 3	Roxana Negoï		Info
Boundary Review Report	June 3	Stuart Miller		Action
Capital Update	June 3	Maia Puccetti		Info
Budget	June 3/17	Roxana Negoï		Action
Special Education Plan	June 17	Mark Zonneveld		Action
Operational Plan Targets/Strategies	June 17	Stuart Miller		Action

Halton District School Board

Report Number: 19113

Date: September 26, 2019

FOR INFORMATION

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

FROM: D. Boag, Associate Director

RE: Annual Report – Ombudsman’s Office Involvement

Background:

The Ombudsman’s Office is an independent office of the Legislature that investigates and resolves public complaints about Ontario government organizations and municipalities, universities, and school boards. The Ombudsman recommends solutions to individual and systemic administrative problems.

The *Ombudsman Requests and Responses to Complaints Administrative Procedure* requires an annual information report be provided to the Halton District School Board of Trustees in September each year, summarizing issues or concerns identified by the Ombudsman relating to the Halton District School Board.

Ombudsman’s Office Involvement 2018-2019

The Ombudsman’s Office produces an annual report each June for the period of April 1 of the previous calendar year to March 31 of the current calendar year. The 2018-2019 report stated that during this time period there were 873 complaints related to school boards, 29 of which referenced the Halton District School Board.

When the Ombudsman’s office receives a complaint, they have several avenues by which to deal with the complaint including, but not limited to, providing advice to the complainant, contacting the school board to receive information related to the complaint and/or initiating a full investigation.

During this reporting period, the HDSB had one recorded contact with the Ombudsman’s Office. The issue reported on was related to an attendance matter. In this case senior administration discussed the matter by phone with the Ombudsman’s Office and provided clarification. Following the phone conversation, there was no subsequent follow-up with the Board on this complaint and the matter was then deemed to be closed. Staff have no information regarding the remaining 28 reported complaints to the Ombudsman’s Office.

Respectfully submitted,

David Boag
Associate Director

Stuart Miller
Director of Education

Halton District School Board

Report Number: 19109

Date: September 12, 2019

FOR DECISION

TO: The Chair and Members of the Halton District School Board
FROM: Maia Puccetti, Superintendent of Facility Services
Stuart Miller, Director of Education
RE: 2019-20 LTAP School Boundary Reviews

Background:

The 2018/2019 Long Term Accommodation Plan (LTAP) provided enrolment projections for 2019 to 2028 for each Elementary and Secondary Review Area (ERA and SRA) in the Board as well as for each elementary and secondary school within the system.. The LTAP provides the opportunity to identify school boundary review initiatives as a result of the construction of new schools and ongoing accommodation pressures in existing review areas. In order to proceed, trustees must approve the initiation and undertaking of school boundary reviews.

RECOMMENDATIONS:

1. ***Be it resolved that the Halton District School Board direct staff to recommence a school boundary review for the new Milton SW #1 hs, which will include schools in SRA 101, SRA 104 and SRA 105; with an expected completion date of no later than June 2020***
 2. ***Be it resolved that the Halton District School Board direct staff to recommence an elementary and secondary school boundary review for the Samuel Curtis Estates subdivision (ERA 111), which will include schools in ERA 103 (Frontenac PS, Mohawk Gardens PS , and Pineland PS) and SRA 100 (Nelson HS and Robert Bateman HS), as well as schools in ERA 112 (Eastview PS, Gladys Speers PS, Pine Grove PS) and SRA 102 (T.A. Blakelock HS); with an expected completion date of no later than February 2020.***
 3. ***Be it resolved that the Halton District School Board direct staff to undertake a school boundary review for the two communities north of Upper Middle Road and west of Bronte Road in ERA 114 (Village Common/Chateau Common to the north and Deerview Common/Trawden Way to the south) that are currently attending Heritage Glen PS (ERA 115) with an expected completion date of no later than February 2020.***
 4. ***Be it resolved that the Halton District School Board direct staff to undertake an elementary and secondary school boundary review for the Acton community in the Town of Halton Hills, which will include schools in ERA 126 (McKenzie-Smith Bennett PS and Robert Little PS) and SRA 107 (Acton District High School) with an expected completion date of no later than June 2020.***
 5. ***Be it resolved that the Halton District School Board direct staff to undertake an elementary school boundary review for the To Be Determined Area, located at the south-east corner of Derry Road and Regional Road 25, which will include Milton schools in ERA 119 and ERA 120; with an expected completion date no later than February 2020.***
-

Halton District School Board

Discussion:

The 2018/2019 Long Term Accommodation Plan (LTAP) provided enrolment projections for 2019 to 2028 for each Elementary and Secondary Review Area (ERA and SRA) in the Board as well as for each elementary and secondary school within the system. The LTAP provides the opportunity to identify school boundary review initiatives that are to be undertaken as a result of ongoing capital initiatives or as a result of new development and/or enrollment pressures on schools.

1. Burlington SRA 101, Milton SRA 104 and SRA 105 – Milton SW #1 hs

The Board received Capital Priorities funding approval for the new Milton SW #1 hs in October 2016. The new school is to be constructed Bronte St., south of Louis St. Laurent Blvd. The project was tendered during the summer of 2018, however, the tender came in above Ministry allocation. As a result, HDSB did not receive permission to proceed from the Ministry of Education and the project was returned to the design stage. Cost-savings measures were found in the redesign of the school and the Ministry granted permission to proceed to tender on July 19, 2019. The school is now projected to open for 2021/2022 at the earliest.

It is recommended this review also include SRA 101, in particular the area impacting Kilbride PS, north of Dundas St. and 407 ETR. Dr. Frank J Hayden SS is currently above capacity and is projected to remain above capacity for the next ten years. Kilbride PS is currently directed to Milton District HS and Dr. Frank J Hayden SS. Including Kilbride PS in this review will review the opportunity to have a united cohort that would attend one high school.

In the boundary review report that was presented to the Board in September 2018, the boundary review was scheduled to be completed by June 2019, in anticipation of the school opening for September 2020. As a result of delays in approval from the Ministry, this boundary review for the new Milton SW #1 hs was put on hold. Given the recent Ministry approvals it is recommended that this boundary review be recommenced, with an expected completion by no later than June 2020, in anticipation of the school opening for September 2021.

2. Burlington ERA 103 and SRA 100 and Oakville ERA 111, 112 and SRA 102 -Samuel Curtis Estates (SW Oakville) Redirection

The 2017-18 LTAP identified that in ERA 111, there is an area that currently attends schools in Burlington (ERA 103 - Frontenac PS, Mohawk Gardens PS and Pineland PS; SRA 100 - Nelson HS and Robert Bateman HS). This area is commonly known as "Samuel Curtis Estates" and is located at the SE corner of Burloak Drive and Lakeshore Road and was the first residential development in this area with no residential development of the Petro Canada lands that are located to the north and to the east of Samuel Curtis Estates. Historically, this area has been directed to Burlington schools because of proximity to existing Burlington schools and relative isolation from the existing residential in ERA 111. With the redevelopment of the Petro Canada lands (now known as the "Lakeshore Woods" community), there has been interest in redirecting public school students from Burlington to Oakville schools in ERA 112. Currently those English program students in the Lakeshore Woods community attend Gladys Speers PS for JK to Grade 6 and Eastview PS for Grade 7 and 8; while FI students attend Pine Grove PS (Grade 2 to Grade 8). Therefore the 2017-2018 LTAP identified that consideration should be given to the potential redirection of that area to elementary and secondary schools in Oakville. The undertaking of this boundary review was approved by trustees in the fall of 2018.

The first Boundary Review Steering Committee (BRSC) meeting took place in February 2019. Through the preliminary discussions on procedure and initial scenarios, it was apparent that the one issue that needed to be addressed was the Oakville SW #1 ps school site located on Nautical Blvd in ERA 111. Further discussion revealed that any boundary changes and development of accommodation strategies for the schools involved in this boundary study would require a decision

Halton District School Board

on the status of Oakville SW #1 ps before the start of the review. It was determined that the review needed to be put on hold until this issue was resolved.

In May 2019, trustees recommended that the Oakville SW #1 ps school site be declared surplus to the needs of the Board and the property be disposed of in accordance with Ontario Regulation 444/98. Given the Board will no longer moving forward with a new school in this area it was concluded that the boundary review be recommenced, which was identified in the 2018-2019 LTAP. It is the expectation that this boundary review will be completed by the end of February 2020.

3. Oakville ERA 114 and 115 - NW Oakville - Ward 4 elementary boundary review

There are two communities north of Upper Middle Road and west of Bronte Road in ERA 114 (Village Common/Chateau Common - "north pocket" and Deerview Common/Trawden Way - "south pocket") that currently attend Heritage Glen PS in ERA 115. Under the recommendation of the NW Oakville French Immersion boundary review during the 2011/2012 school year, Heritage Glen PS opened in Sept 2012 as a JK-8 ENG and 1-3 FI elementary school, growing by one FI grade every year until 2017/2018. As part of this boundary study it was also determined that elementary students in the two communities would attend Heritage Glen PS for ENG and FI.

As of October 31, 2018 there are 62 elementary students attending Heritage Glen PS from these two communities (24 elementary students from the north pocket and 38 elementary students from the south pocket). Therefore, given that these two communities are within the Palermo community and enrolments are projected to decline over the next 10 years, it is concluded that these communities should be redirected back to Palermo PS. It is the expectation that this boundary review will be completed by the end of February 2020.

4. Halton Hills ERA 126 and SRA 107 - Acton schools boundary review

There has been discussion within the Board and school board staff about student enrolment numbers in Acton, and the three schools located there (McKenzie-Smith Bennett PS, Robert Little PS and Acton District HS). Currently, McKenzie-Smith Bennett PS is a JK -8 ENG and 6-8 FI school and has a current OTG utilization of 85%. In the 2018/2019 LTAP, this school is projected to decrease to 69% OTG utilization by 2028. Robert Little PS is a JK -5 ENG and 2-5 FI school and has a current OTG utilization of 75%. In the 2018/2019 LTAP, this school is projected to decrease to 70% OTG utilization by 2028.

Acton District High School is a Grade 9-12 ENG and FI school and has a current OTG utilization of 68%. In the 2018/2019 LTAP update, OTG utilization is projected to decrease to 62% by 2028.

There has been discussion regarding the opportunity to reconfigure the grade structures at these 3 schools. This would include investigating the moving of the Grade 7 and 8 program from McKenzie-Smith Bennett PS to Acton District HS. It is the expectation this boundary review will be completed by the end of June 2020.

5. Milton ERA 119 and 120 -To Be Determined Boundary Review (Milton -Derry Road and Regional Road 25)

As a result of the Viola Desmond PS boundary review recommended scenario (Board Report 18020) a "To Be Determined" area was created for the Briarwood Development (24T-17001) located at the southeast corner of Derry Road and Regional Road 25. This development is directed to Craig Kielburger HS, but no elementary school. The development consists of three apartment buildings as well as five 3-story stacked townhouse buildings backing on to Sixteen Mile Creek Valley In total the development is planned to have 82 medium density units and 606 high-density units. As of May 2019, the developer has indicated that groundbreaking is tentatively expected for June 2020. It is recommended to commence a boundary review and designate elementary school (s) for this area prior

Halton District School Board

to the sale of units. It is the expectation that this boundary review will be completed by the end of February 2020.

6. Burlington ERA 100, ERA 101 and SRA 100 - Grade 7 to 12 French Immersion Enrolment Monitoring at Aldershot HS.

During the Burlington PAR process, there was some concern with respect to the viability of the French Immersion program at two secondary schools, Aldershot HS and Burlington Central HS. As a result in the final Burlington PAR report, there was a commitment to monitor FI enrolment at both Aldershot HS and Burlington Central HS.

Historically, the Aldershot HS Grade 9 FI class averages 26 students; however, the introduction of the ISTEM program for September 2019, has impacted the FI enrolment at the school. The chart below indicates that there are only 9 students enrolled in Grade 9 FI at Aldershot HS.

	English	ISTEM	FI	Total
Grade 9 Aldershot	56	112	9	177

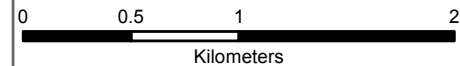
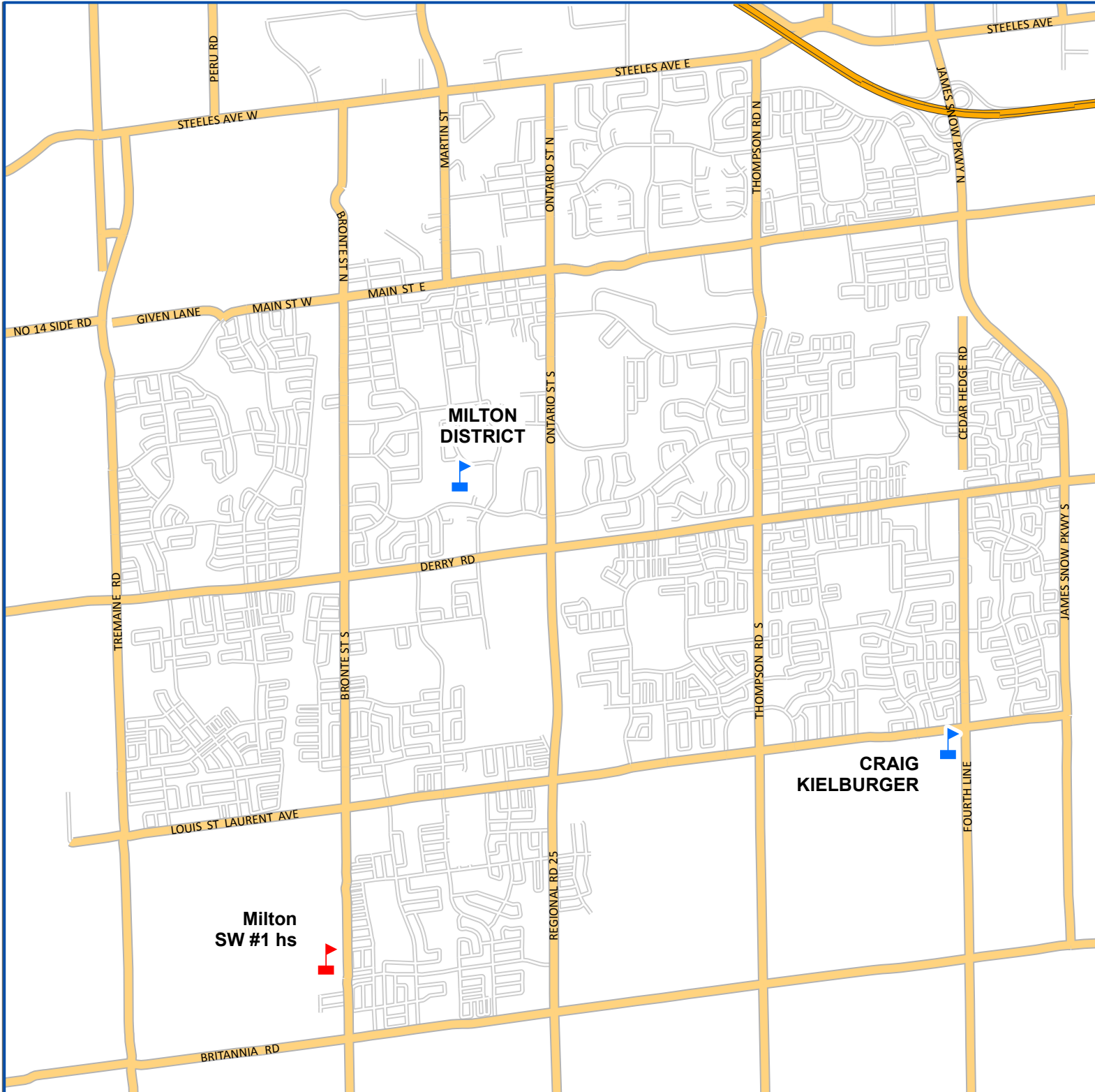
As the introduction of the ISTEM program has only been introduced this year at the school, the longer term impact on enrolments in the FI program is still unknown. Moving forward, Board staff will continue to monitor FI enrolments at Aldershot High School and Burlington Central High School to ensure program viability.

Respectfully submitted

*Maia Puccetti
Superintendent of Facility Services*

*Stuart Miller
Director of Education*

1. Milton SRA 104 and SRA 105 Milton SW #1 hs Boundary Review

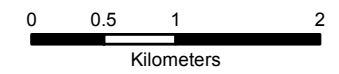
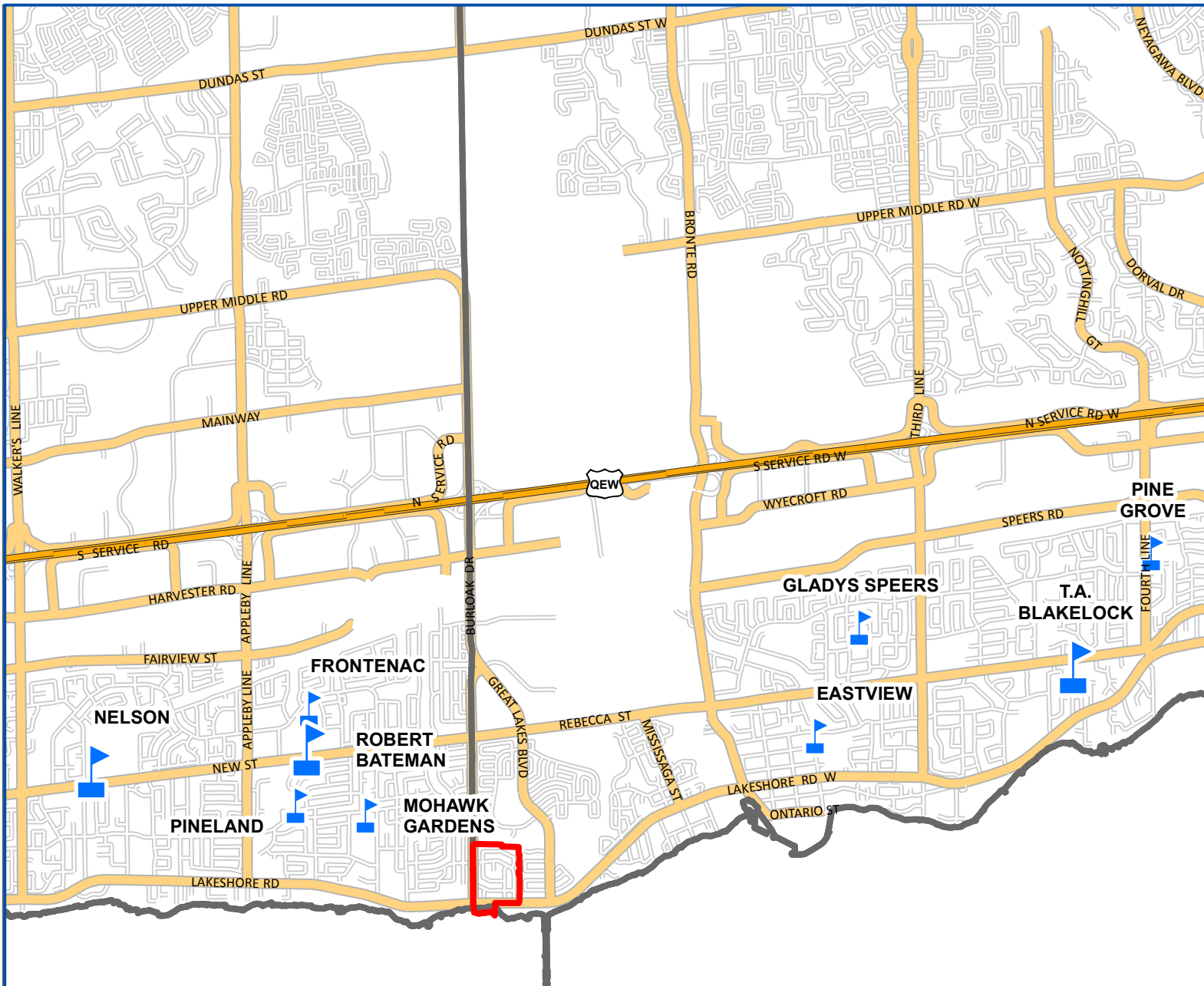


The current street network was provided by the Regional Municipality of Halton and the Region assumes no responsibility or liability for its use or accuracy.

Proposed roads are subject to change.

It is the intention of the HDSB to provide up-to-date and accurate information, and reasonable efforts have been made by the HDSB to verify the information, however a degree of error or change is inherent. This information is distributed "as is" without warranty. HDSB assume no legal liability or responsibility for the accuracy, completeness, or usefulness of any information. If you require additional information please contact the Planning Department at 905-335-3663.

**2. Burlington
ERA 103 and SRA 100
Oakville
ERA 111, ERA 112
and SRA 102
Samuel Curtis
Estates
Boundary Review**



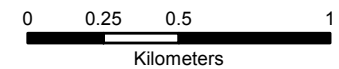
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3. Oakville ERA 114 and ERA 115 Boundary Review

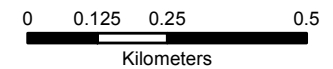


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4. Halton Hills ERA 126 and SRA 107 Acton Schools Boundary Review

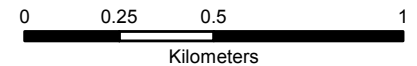
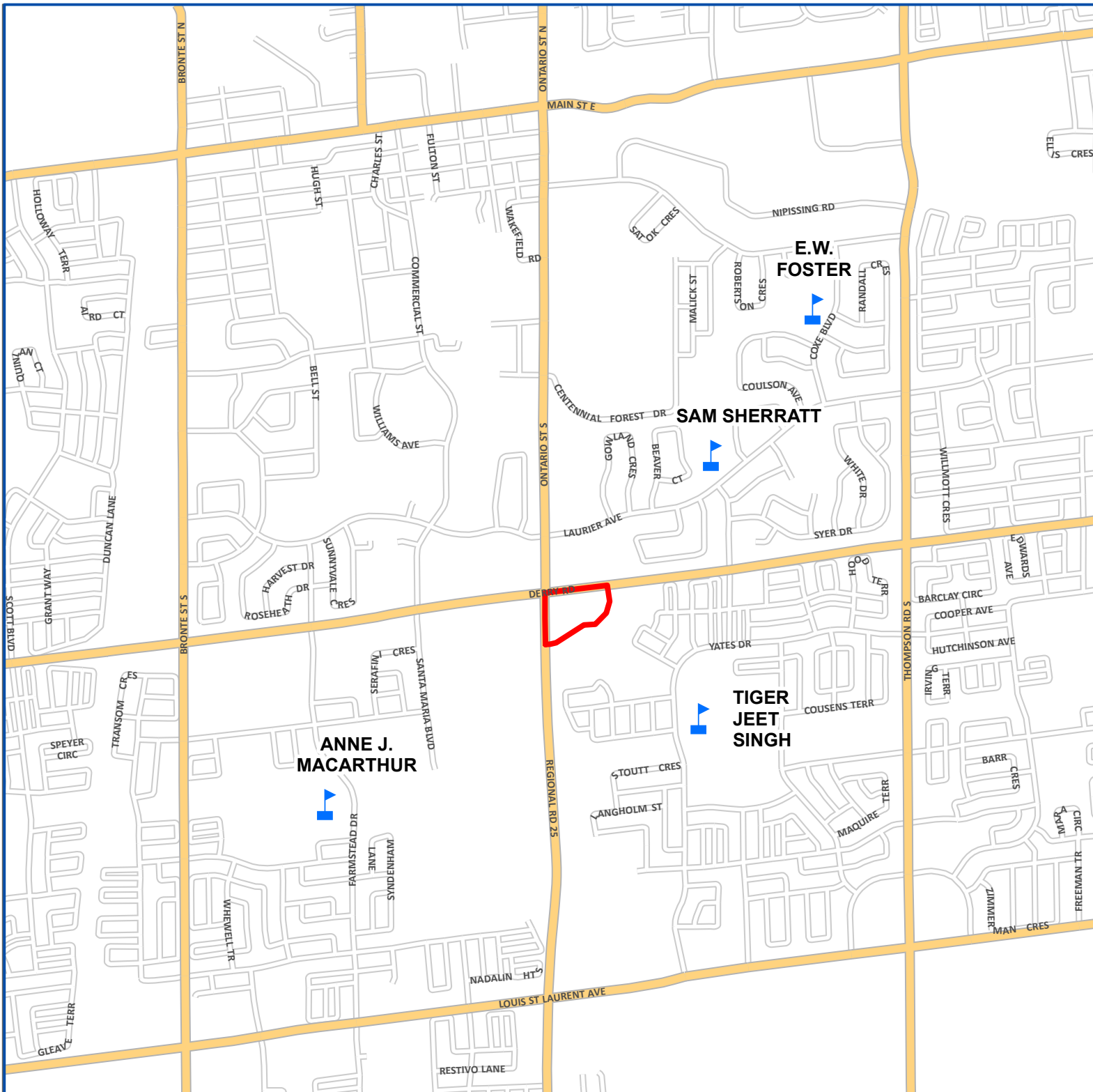


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5. Milton ERA 119 and ERA 120 "To Be Determined" Boundary Review



The current street network was provided by the Regional Municipality of Halton and the Region assumes no responsibility or liability for its use or accuracy.

Proposed roads are subject to change.

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Halton District School Board

Report Number: 19115
Date: September 26, 2019

FOR DECISION

TO: Members of the Halton District School Board
FROM: J. Gray, Halton Hills Trustee
Chair, Audit Committee
**RE: Audit Committee Annual Report to the Board of Trustees and
Annual Report to the Ministry**

RECOMMENDATION:

Be it resolved that the HDSB Board of Trustees accept the 2018/2019 Audit Committee Annual Report to the Board of Trustees and the 2018/2019 Annual Report to the Ministry.

Background:

The Halton District School Board (HDSB) Audit Committee met on September 17, 2019. The purpose of the meeting included;

1. To review the 2018/2019 Annual Reports to the Board of Trustees and to the Ministry.

Review of 2018/2019 Audit Committee Annual Report to the Board of Trustees

Under Ontario Regulation 361/10, S. 15 (1), the Audit Committee shall submit to the board an annual report. The annual report contains the information prescribed under the regulation.

Review of the 2018/2019 Audit Committee Annual Report to the Ministry

Under Ontario Regulation 361/10, S. 15 (2), the board shall submit information to the Minister on audit work performed since the last report and work planned for the upcoming period. The annual report contains the information prescribed under the regulation.

The Audit Committee has reviewed the Audit Committee Annual Report to the Board of Trustees and the 2018/2019 Annual Report to the Ministry.

Respectfully submitted,

*Jeanne Gray
Chair of the Audit Committee 2018/2019
Halton District School Board*

Halton District School Board

Annual Report to the Board of Trustees For the year ended August 31, 2019

Public Session

This report summarizes the audit committee's actions for the year ending August 31, 2019.

Audit Committee Members

The Audit Committee consisted of the following members:

- Jeanne Gray – Chair, Trustee Representative
- Ann Harvey Hope, Vice-Chair (to September 2018), Trustee Representative (to December 2018)
- Amy Collard, Vice-Chair, Trustee Representative
- Leah Reynolds, Trustee Representative (effective January 2019)
- Mary Caputi, Public Representative
- Dan McKerrall, Public Representative

In addition, staff attendees at the Committee meetings included:

- Stuart Miller – Director of Education
- Lucy Veerman – Superintendent of Business Services and Treasurer (to January 2019)
- Roxana Negoï – Superintendent of Business Services and Treasurer (effective February 2019)
- Jackie Sweetman – Controller of Financial Services
- Heather Camastro – Manager of Accounting
- Carrie Salemi – Manager of Accounting, School Financial Services
- Kathryn Samarin – Supervisor of School Financial Services
- Jenny Baker – Regional Internal Audit Manager
- David Tonin – Partner, Audit & Assurance, Deloitte LLP
- Lilian Cheung – Audit Manager, Audit & Assurance, Deloitte LLP

Additional trustee guests attending Audit Committee meetings are noted in the minutes.

Administrative Tasks

At the beginning of the year and in accordance with recommended good practice various administrative tasks were completed. These included:

- requesting declaration of any conflicts of interest
- appointing an Audit Committee Chair
- developing a work plan;
- developing a meeting schedule and agenda for the year; and
- updating the Audit Committee Terms of Reference

Halton District School Board

Meetings

The previous annual report (approved at Audit Committee meeting in September 2018) summarized the meetings up to September 18, 2018 and dealt with matters related to the 2017/2018 fiscal year. For matters dealing with 2018/2019, there were four meetings throughout the year. All meetings were held as planned. The regulation requires that the attendance record of the members of the committee be included in the report.

The members in attendance at each meeting were as follows:

Member's Name	November 13, 2018	January 22, 2019	April 30, 2019	September 17, 2019
Jeanne Gray	X	X	X	X
Ann Harvey Hope (to Dec 18)	X	-	-	-
Amy Collard	X	X	X	X
Leah Reynolds (eff. Jan 19)	-	X	X	X
Mary Caputi	X	X	X	Absent
Dan McKerrall	X	Absent	X	X

A meeting will be held in November 2019 for the presentation of the draft 2018/2019 audited financial statements.

The Regulation also requires the Audit Committee Chair to provide an oral or written report to the Board of Trustees summarizing the matters discussed at each meeting and a written report of any recommendations for the Board to approve. Information was provided to the Board of Trustees after each of the meetings.

Governance

The Audit Committee operated throughout the fiscal year ending August 31, 2019. All of the members satisfied the eligibility requirements in accordance with Ontario Regulation 361/10.

Halton District School Board Internal Auditor

The position of Internal Auditor at the Halton District School Board was vacant during the 2018/2019 fiscal year. The position of the Audit and Compliance Officer was also vacant during 2018/2019.

Several postings for the recruitment of the Internal Auditor were unsuccessful. As part of the 2019/2020 budget process, the positions of Internal Auditor and Audit and Compliance Officer were eliminated.

Halton District School Board

External Auditors

The external auditors, Deloitte LLP, presented the scope and extent of their work for the 2018/2019 audited financial statements to the committee, which the committee reviewed and recommended for approval at the April 30, 2019 meeting. The external auditors confirm their independence in conjunction with the presentation of the draft financial statements. The Audit Committee reviewed and recommended the approval of the annual audited financial statements for the 2017/2018 year on November 13, 2018.

As per the Board Executive Limitations Policy, external audit services were tendered for the 2018/2019 fiscal year. The Audit Committee recommended the re-appointment of Deloitte LLP as the board's external auditors for 2018/2019 fiscal year during the meeting held April 30, 2019.

Regional Internal Audit Team

The Audit Committee reviewed and approved the internal audit plans for the school board, reviewed, and discussed interim and year end reports summarizing the results of the audit work and recommendations made by the Regional Internal Audit Team.

Summary of the work performed

In addition to the items noted above, the following outlines further work performed by the Audit Committee in the last 12 months:

- Reviewed the fees charged by the external auditors in respect of the 2018/2019 financial statement audit;
- Followed up on any issues discussed at previous meetings;
- Discussed External, Internal and Regional Internal Audit Assessments;
- Held private meetings (i.e. exclusive of Management) with External Auditor and Regional Internal Auditors.

The Audit Committee is grateful to all of the participants for the interchange of ideas and expertise from the attendees. It is the interaction of all involved that allows us to be successful and to satisfy our duties and responsibilities under Ontario Regulation 361/10.

On behalf of the Audit Committee

Jeanne Gray
Audit Committee Chair 2018/2019

Halton District School Board

Annual Report to the Board of Trustees and Forwarded to the Ministry of Education for the year ended August 31, 2019

District School Board Name: Halton District School Board

Fiscal Year: 2018/2019

Re: Annual audit committee report to the Ministry of Education as per Ontario Regulation 361/10

During the 2018/19 fiscal year, the following internal audits or other engagements were completed by the regional internal audit team but not presented to the Audit Committee by August 31st:

- Special Education
- Information Technology – Vulnerability and Security Assessment Follow-Up Audit

In addition to those listed above, the following audits were completed in the 2018/19 fiscal year:

- Board Partnerships and Sponsorships Audit
- Follow-up Audit:
 - Information Technology – Backup, Disaster and Recovery
 - Entity Level Controls Assessment

Based on the multi-year internal audit plan, we are not expecting any enrolment audits to be performed.

Date	Signature	Jeanne Gray Audit Committee Chair, 2018/19
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Halton District School Board

Report Number: 19114
Date: September 26, 2019

FOR INFORMATION

TO: Members of the Halton District School Board
FROM: Andréa Grebenc, Chair of the Board
Trustee, Burlington Wards 3 and 6
RE: Chair's Correspondence

Periodically, the Chair receives correspondence addressed to the Board.

Correspondence appended to this report includes a letter from Elena DiBattista, Director, Our Kids Network, and the appended "Youth Voices Matter" (North Oakville).

Respectfully Submitted

*Andréa Grebenc
Chair, Halton District School Board
Burlington Trustee, Wards 3 & 6*

Subject: Final Report - Youth Voice Matter in North Oakville

Sent on behalf of Elena DiBattista

Dear Stuart, Andréa and Tracey,

Thank you for participating in the Youth Voices Matter in North Oakville Survey. Almost **1400 students between Gr 7 and Gr 10, in 10 schools from the North Oakville neighbourhood**, told us about the **Developmental Assets**, relationships and youth experiences that are important to them in their community.

Your partnership and continued collaboration has provided this amazing opportunity to listen to our students. As a result, we now are able to share their voice with the community so that together, as service providers, we can plan and support youth. Your Board, as an active member of OKN, works with community service providers from across sectors to best provide youth with the conditions to optimize opportunities to thrive. Your Board's contributions to research in Halton and the partnership have been extremely valuable to the community and to Halton youth. Thank you for your great contributions and for your support.

Attached you will find a document with key findings that you can share with staff, students and parents. The results may also be helpful for your School Improvement Plans and your Safety and Well-Being committees.

As you explore the data, you may wonder....

1. How might students give back to your school community?
2. How might we build positive relationships between students, teachers, parents?
3. How can we collaborate with partners to strengthen our school communities?

We are here to help.

For more information about **the data**, contact Elisabeth Wells, PhD, Our Kids Network Research & Knowledge Broker at elisabeth@ourkidsnetwork.ca.

To learn about the **North Oakville Youth Development Initiative**, contact Siobhan Laverdiere, Youth Engagement Coordinator at siobahn@ourkidsnetwork.ca.

To request a presentation on **Developmental Assets and Relationships** for your staff, students or community, contact Mary Tabak, Project Manager at mary@ourkidsnetwork.ca.

Thank you for being part of the village in North Oakville. We look forward to your continued collaboration and voice around the table. Please contact us if we can support you in your work or assist you in connecting to the community.

Best regards,

Elena DiBattista, *Director*

Our Kids Network

T 905-333-4226

C 905-802-2933

[@OurKidsNetwork](#)

www.ourkidsnetwork.ca