



**OFFICE OF THE DIRECTOR OF EDUCATION
BUSINESS AND FACILITIES STANDING COMMITTEE
PUBLIC SESSION
MEETING AGENDA – Wednesday, February 4, 2015
GEORGIAN ROOM at 6:00 p.m.**

1. Approval of Agenda
2. Declaration of Conflicts of Interest

Closed Session - Nil

Presentations/Delegations

1. Simcoe County Student Transportation Consortium – Michael Kodama, Chief Executive Officer
2. Capital Plan: New Sections – Andrew Keuken, Manager of Planning, Enrolment and Community Use

Items For Decision

- | | | |
|--|-----------------|---------------|
| 1. Attendance Area Review (AAR): Tay Elementary Schools | (BF-D-1) | John Dance |
| 2. Attendance Area Review (AAR): Southeast Barrie Elementary | (BF-D-2) | John Dance |
| 3. Review of Policy No. 2510 – Communications | (BF-D-3) | Kathi Wallace |
| 4. Revision to Policy 2115 – Trustee Expenditures | (BF-D-4) | Brian Jeffs |
| 5. Revision to Policy 2140 – Electronic Meetings | (BF-D-5) | John Dance |

Items For Information

- | | | |
|---|-----------------|-------------|
| 1. Contract Awards Within Approved Budget | (BF-I-1) | Brian Jeffs |
| 2. 2015-2016 Draft Budget Timelines | (BF-I-2) | Brian Jeffs |

Correspondence - Nil

Other Matters

Notices of Motion for Next Meeting

Adjournment

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Capital Plan 2014



Simcoe County
District School Board

Your Future... Our Priority



Introduction

Capital Planning is a continuous endeavor. Staff monitor each planning area as well as proposing study areas based on different ministry initiatives which may alleviate certain “pressure points”, or perhaps create new ones. Annually, staff recommend to the Board of Trustees which planning studies should be considered. Planning study recommendations are based on pressures experienced in the facility condition, program delivery, and/or enrolment/utilization areas. These factors are the basis for the delivery of quality learning environments for current and future students of Simcoe County.

The following is a summary of successful businesses cases resulting in capital funding:

2008

Angus Morrison ES addition/renovation
Baxter Central PS addition/renovation

2009

No Capital funding was announced

2010

Bradford ES/Fred C Cook ES consolidation and replacement school
Hyde Park PS – new school
Alliston Union PS replacement school

2011

No Capital funding was announced

2012

Orillia Replacement SS – consolidation and replacement school
Chris Hadfield PS – new school
Barrie South SS – new school

2013

Alcona South PS – new school
Victoria Harbour ES – consolidation, addition/renovation
Ardtree/Cumberland Beach PS – consolidation and replacement school

Simcoe County Growth

Simcoe County is comprised of 16 municipalities and two separated cities, with a population of 446,100 people. In June 2006, the province issued a new and substantive plan to better manage growth in the Greater Golden Horseshoe: the Growth Plan for the Greater Golden Horseshoe. The Growth Plan sets out a 25 year vision and integrated policies to curb urban sprawl and create livable neighborhoods and communities, while protecting valuable natural areas and water resources. In 2015/16 Environmental Plans and the Growth Plan will be reviewed.

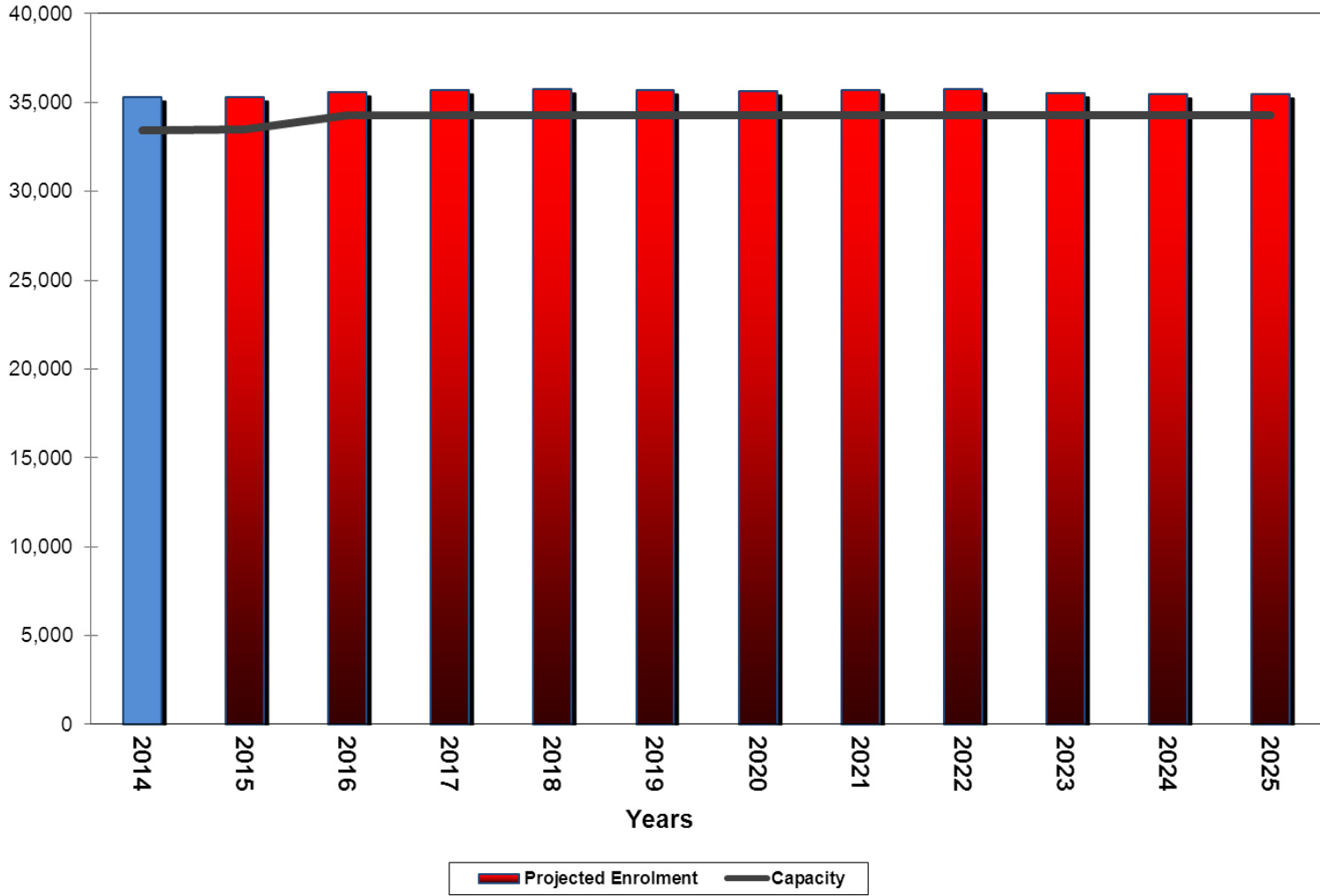
Simcoe Area: A Strategic Vision for Growth builds on the Growth Plan for the Greater Golden Horseshoe. It proposes a strategy for the Simcoe area including Simcoe County, the City of Barrie and the City of Orillia and provides direction on managing growth that is occurring in this complex area governed by multiple municipal governments.

SCDSB monitors all development applications and approval processes enabling the board to understand and predict population changes which will ultimately affect the short and long term school enrolment.

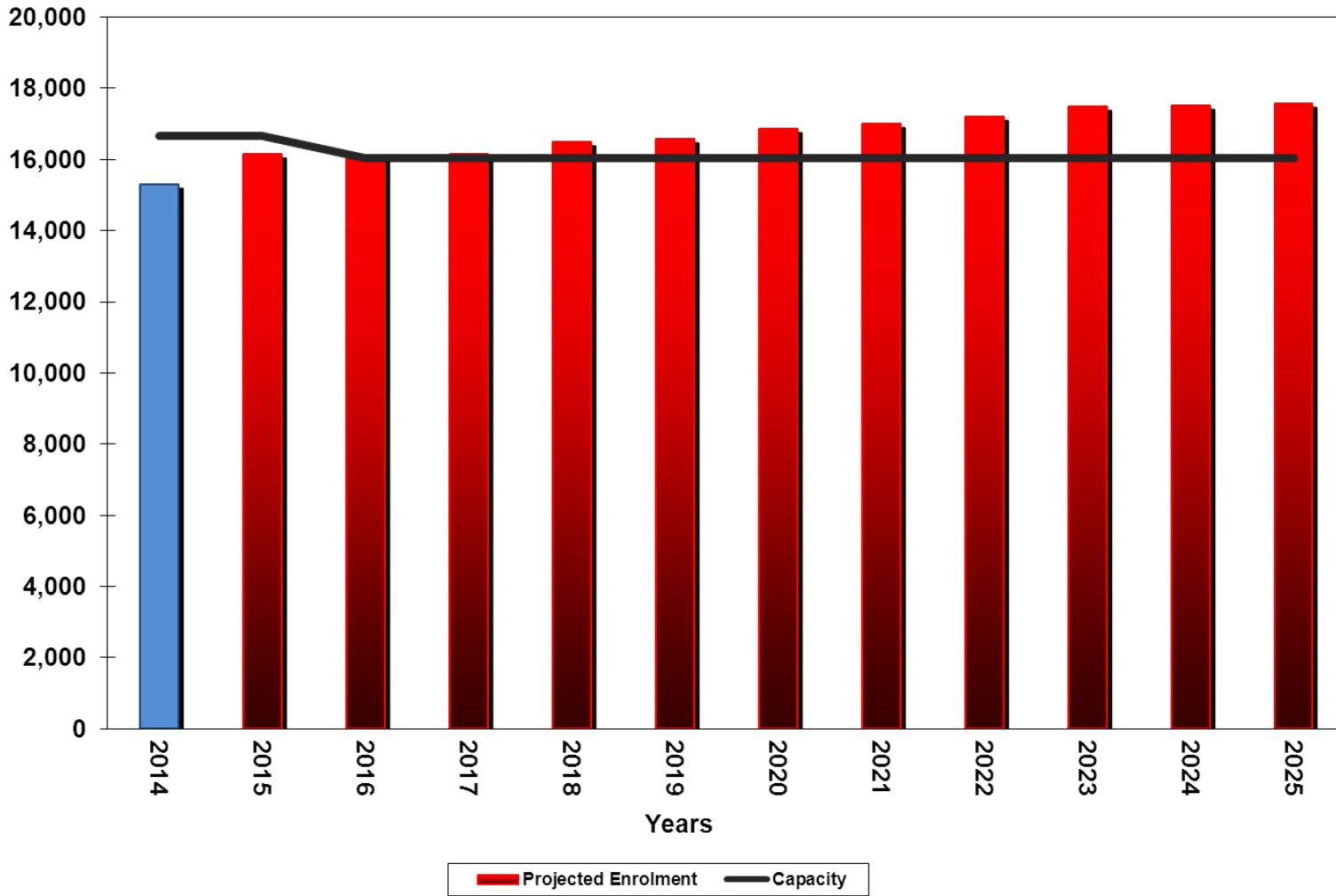
Growth Plan Population Allocation to 2031:

MUNICIPALITY	2011 CENSUS	PROPOSED COUNTY OPA NO.1	Net Growth Proposed
Municipalities with Urban Nodes			
Barrie	135,711	210,000	74,289
Orillia	30,586	41,000	10,414
Bradford West Gwillimbury	28,077	50,500	22,423
Collingwood	19,241	33,400	14,159
New Tecumseth	30,234	56,000	25,766
Midland	16,572	22,500	5,928
Penetanguishene	9,111	11,000	1,889
Subtotal	269,532	424,400	154,868
Other Municipalities			
Adjala-Tosorontio	10,603	13,000	2,397
Clearview	13,734	19,700	5,966
Essa	18,505	21,500	2,995
Innisfil	33,079	56,000	22,921
Oro-Medonte	20,078	27,000	6,922
Ramara	9,275	13,000	3,725
Severn	12,377	17,000	4,623
Springwater	18,223	24,000	5,777
Tay	9,736	11,400	1,664
Tiny	11,232	12,500	1,268
Wasaga Beach	17,537	27,500	9,963
Subtotal	174,379	242,600	68,221
Total	443,911	667,000	223,089

Elementary Enrolment Summary



Secondary Enrolment Summary



Section A - Recommended Planning Studies

The following chart summarizes the planning studies being recommended.

Recommended Planning Studies To Commence In 2015/2016			
Study Name	Schools Involved	Planning Review Area	Date To Commence Study
Attendance Area Review (AAR)			
AAR 2015:01	Angus Morrison ES Pine River ES	Southwest Elementary	2015/16
Accommodation Review Committee (ARC)			
ARC 2015/16:01	Byng PS Clearview Meadows ES Stayner CI	Northwest Elementary Northwest Secondary	Upon approval of new Pupil Accommodation Review Guidelines & new SCDSB policy
Program Reviews (PR)			
PR 2015:01 French Immersion	W.H. Day ES Bradford PS	Southeast Elementary	2015/16
PR 2015:02 7 to 12 School	Elmvale DHS Huron Centennial ES	North Secondary Central Elementary	2015/16

Section B - Capital Priorities (Recommended)

The following chart represents the list of recommended capital priorities that will be submitted to the Ministry of Education when requested and once approved by the Board.

Capital Priorities 2015						
Priority Order	School Name	Type of Construction	Target	Estimated Cost	Funding Source	Planning Area
1	Elmvale DHS	Addition/Renovation	2016	\$10.5 million	Capital Priority Partnership Capital	North Secondary
2	Barrie North CI	Consolidation with renovation/program upgrades	2016	\$21.5 million	Proceeds of Disposition Capital Priority	Barrie Secondary
3	North Simcoe SS	Consolidation with new school on MSS site	2016	\$29.5 million	Proceeds of Disposition Capital Priority	North Secondary
4	New East Alliston	Growth School	2017	\$8.3 million	Capital Priority	Southwest Elementary
5	Rural Services	Growth Accommodation	2015	\$5 million	Capital Priority	Central Elementary
6	Cameron Street PS (Collingwood)	Addition/Renovation	2016	\$3.5 million	Capital Priority	Northwest Elementary
7	Stayner CI	Addition/Renovation	2018	\$7.5 million	Consolidation Capital Priority	Northwest Secondary

Kindergarten

Full Day Kindergarten has reached the final phase of implementation. The capital portion of FDK has been completed. A variety of small renovations will occur during the summer of 2015 to round out the final implementation of the FDK program. Creation of outdoor classrooms are still occurring. With environmental initiatives at the forefront partnership opportunities are being sought to help augment natural greening and habitat creation within our school properties. With the ministry's direction to increase physical daily activity, the outdoor classrooms are being reviewed to determine if there are natural linkages to support DPA requirements as well.

The SCDSB has been invited to participate in a two year Ontario study to review the benefits of outdoor learning with regards to self regulation.

Best Start Child and Family Centres

A key goal of the ministry is to bring community services together in a comprehensive, flexible integrated and seamless way so that children and parents can access the services they need in a timely and effective fashion. Schools First policies are currently being developed. SCDSB is working in partnership with the Best Start network and the County of Simcoe to support this initiative.

Child Care and Before and After School Care

There are seventeen licensed child care centres located within SCDSB schools catering to children from 1.6 to 3.8 years of age. The Before and After School, PD day and holiday care programs are a part of the Full-Day Kindergarten Program. They offer age appropriate inquiry based programs to children in junior kindergarten to Grade 6. In the 2014/15 school year there are 76 schools offering before and after school programs and 29 schools offering PD day and holiday programs.



French Immersion/Extended French as a Second Language

With the implementation of French Immersion (FI) in 2013 there are several program locations that are experiencing accommodation and/or program pressures. These two pressures will continue to grow over the next several years as the program expands by grade and the Extended French as a Second Language (EFSL) program is phased out.

Several options have, and will continue to be, utilized to help alleviate the pressure points:

1. Dual Track School
2. Single Track French Immersion School
3. New French Immersion Locations
4. Divided French Immersion
5. Attendance Area Review
6. Reallocate feeder schools
7. Cap the number of classes per grade

Current sites delivering FI and/or EFSL French programming:

Ardagh Bluffs PS/Ferndale Woods ES (2015/16)	Barrie
Hillcrest PS	Barrie
Oakley Park PS	Barrie
Warnica PS	Barrie
W.H. Day ES	Bradford West-Gwillimbury
Admiral Collingwood ES/Cameron Street PS	Collingwood
Goodfellow PS	Innisfil
Mundy's Bay PS	Midland
Alliston Union PS	New Tecumseth
Regent Park PS	Orillia
Forest Hill ES	Springwater
Worsley ES	Wasaga Beach

Technological Education Renewal Project

SCDSB is currently entering the third phase of the Technological Renewal Education Project in all secondary schools. The goal of this renewal project is to position SCDSB as the provincial leader in technological education by 2017.

The Technological Education Renewal Project has included a significant investment into researching future educational and career opportunities for students, student health and safety, curriculum enhancement, teacher professional development, and renewal of technological education facilities and learning resources. A key element of the project will put processes in place to ensure the on-going sustainability of technological education in the SCDSB.

Goals for Phase 3

- Secure a culture of health and safety by putting new processes in place;
- Establish new facilities maintenance protocols to maintain technology labs;
- Institute equipment maintenance, replacement and procurement systems for all technology labs;
- Manage the replacement of each of the current twenty five dust collectors at end of life cycle;
- Enhance the cleanliness of all technology labs;
- Maintain currency of teaching/learning software and related IT hardware;
- Provide on-going teacher professional development and curriculum updates and
- Provide a minimum student project consumable budget and material management system.

Facility Partnerships

The Facility Partnerships policy sets out the need to communicate, and addresses partnership suitability, co-building, shared use of unoccupied space facilities, agreements and cost recovery. Partnerships are to be explored and sought out by the board when constructing new schools, undertaking significant renovations and considering options for the use of unoccupied space in schools.

The following list are 2014 Capital Priorities seeking facility partnerships:

Capital Partnership Opportunities			
Priority Order	School Name	Type of Construction	Target Opening
1	Elmvale DHS	Addition/Renovation	2016
2	Barrie North CI	Consolidation (renovation/program upgrades)	2016
3	North Simcoe SS	Consolidation (new school on MSS site)	2016
4	New East Alliston	Growth School	2017
5	Rural Services	Growth Accommodation	2015
6	Cameron Street PS (Collingwood)	Addition/Renovation	2016
7	Stayner CI	Addition/Renovation	2018

Community Use

One of the goals of the Simcoe Path is the responsible stewardship of resources. Within this goal is the direction to “optimize the use of resources”. Schools can be the hubs of their community and they can provide a place for the community to come together, volunteer, build skills, access community programs and become physically active. Two ways the Board supports community use is through permitting schools after hours and municipal joint use agreements.

Environmental Policy 2325

The Simcoe County District School Board (SCDSB) Environmental Policy documents are our responsibility to take a Leadership role in environmental awareness and action. Under the policy, the board has a commitment to sound Environmental principles, reflected in its daily activities, decision making, and future planning. Energy conservation, waste management, and environmental education are practices carried out by the Simcoe County District School Board that assist in the implementation of this policy. The following are the current initiatives supporting the Environmental Policy:

Energy Conservation

Green Energy Act and Energy Conservation and Demand Management Plan

Energy Intensity Targets

Run It Right

Ontario Power Authority Feed-In Tariff Program

Waste Management

Recycling Program

Environmental Education

Ontario EcoSchools

Green Teams

Environmental Investment Plan

Active Transportation

Outdoor Education and School Ground Greening

Section I – Surplus Property

A property must be deemed surplus to the board's needs before issuing a proposal to sell a property to those public agencies prescribed in O.Reg. 444/98. Following the 90-day notice period a property may be made available to the private sector if a prescribed public agency does not express an interest in acquiring the property.

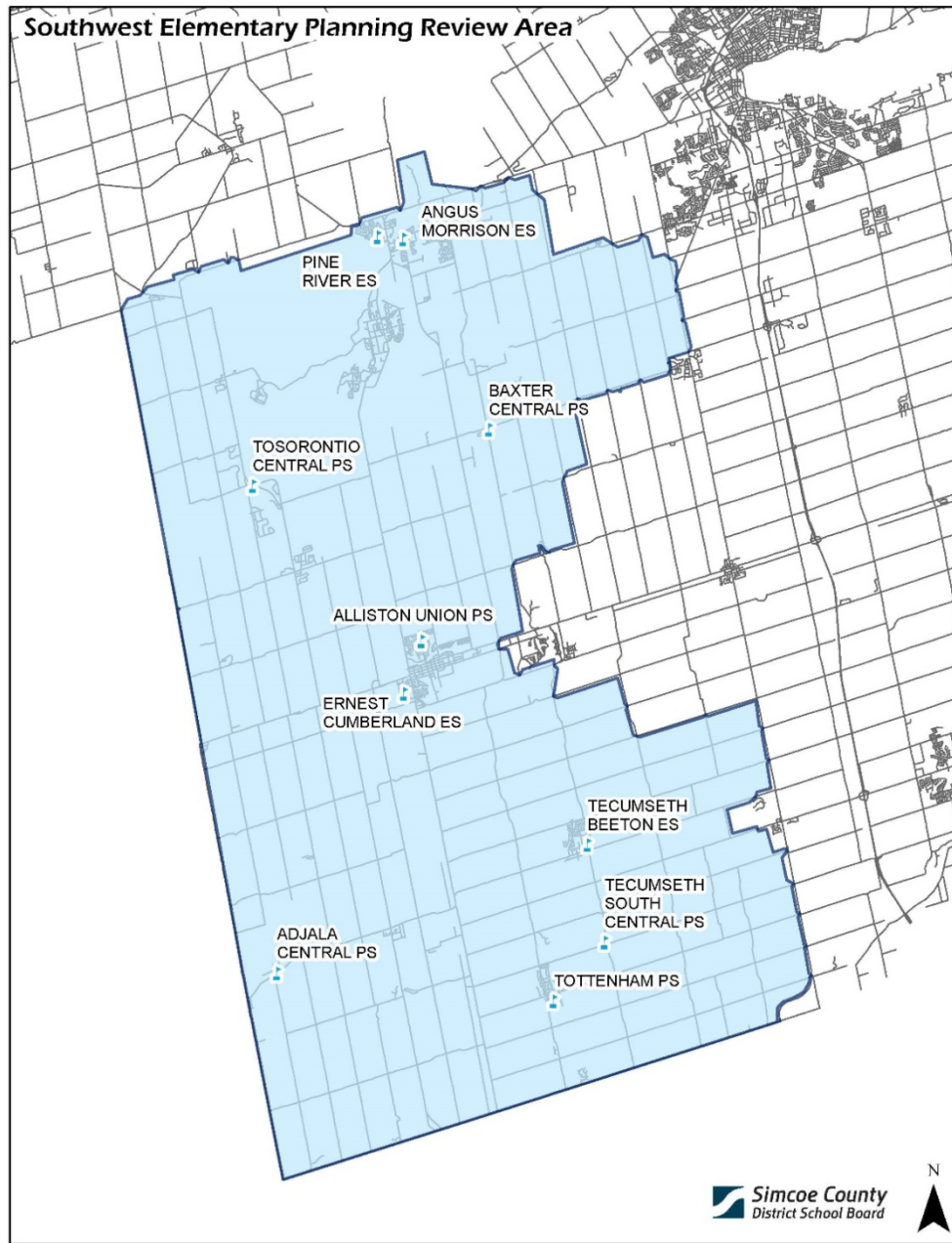
Several schools have been deemed surplus to the board's needs and the prescribed process to sell the lands was completed with anticipation the properties will be sold or leased to the public or private sector in 2015. There are several properties becoming surplus to the board's needs that will begin the disposition process.

Properties Deemed Surplus

Barrie Central CI
Bond Head PS
Fred C Cook ES - heritage building
Prince of Wales PS
William B Wright Memorial PS
Wyebridge PS

Properties Under Consideration For Disposition

Alliston Union PS (Albert St location)
Creemore Annex
OD/Park SS
Penetanguishene SS
Port McNicoll PS
Waubashene ES



Enrolment Summary:

Within this review area the overall enrolment is declining. Rural areas and small communities are declining. The community of Alliston and Angus continue to grow. Bond Head has approved development applications anticipated in 2014.

School Utilization Summary:

This chart indicates the school utilization for each school within the planning area. The number of portables are minimal as enrolment and school capacity are generally aligned, with the exception of the community of Alliston, where accommodation pressures will continue until further facility capacity is added.

Enrolment Projections to 2025

Elementary Enrolment	OTG 14	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Adjala Central PS	340	239	237	236	243	243	250	260	261	265	271	272	272
Alliston Union PS	507	701	756	799	813	802	787	784	777	790	793	792	791
Angus Morrison ES	458	616	620	623	641	653	653	657	657	641	630	614	610
Baxter Central PS	363	324	323	307	290	291	285	286	274	272	273	272	271
Ernest Cumberland ES	539	645	650	662	655	649	649	644	632	637	633	642	643
Pine River ES	234	259	254	245	248	248	245	241	235	218	226	226	226
Tecumseth Beeton ES	536	418	391	372	371	364	355	343	348	344	345	349	349
Tecumseth South Central PS	245	188	178	176	170	166	159	162	170	162	163	169	171
Tosorontio Central PS	375	367	355	336	328	333	331	340	336	352	364	374	383
Tottenham PS	360	307	290	295	291	294	295	287	291	281	281	280	280
Total	3957	4064	4056	4051	4049	4044	4009	4003	3981	3963	3979	3990	3996
Pupils Over/Under Capacity		107	99	94	92	87	52	46	24	6	22	33	39

Program Space Summary:

The programs shown in this chart are county programs and are distributed according to the needs of the students. Changes to the location of these programs occur as required.

School Name	Autistic Spectrum Disorder	Developmental Skills	Social Skills	Extended French	French Immersion	Gifted	Section 23
Adjala Central PS	--	--	--	--	--	--	--
Alliston Union PS	--	--	--	Yes	Yes	--	--
Angus Morrison ES	--	--	--	--	--	--	--
Baxter Central PS	--	--	--	--	--	--	--
Ernest Cumberland ES	--	--	--	--	--	--	--
Pine River ES	--	--	--	--	--	--	--
Tecumseth Beeton ES	Yes	--	--	--	--	--	--
Tecumseth South Central PS	--	--	--	--	--	--	--
Tosorontio Central PS	--	--	--	--	--	--	--
Tottenham PS	--	--	--	--	--	--	--

Childcare Summary:

This chart summarizes the current locations of the childcare programs operating within the schools of the planning area.

School Name	Infants	Toddlers	Pre School	Extended Child Care
Adjala Central PS	--	--	--	Yes
Alliston Union PS	--	--	--	Yes
Angus Morrison ES	--	--	--	Yes
Baxter Central PS	--	--	--	--
Ernest Cumberland ES	--	Yes	Yes	Yes
Pine River ES	--	--	--	Yes
Tecumseth Beeton ES	--	--	--	Yes
Tecumseth South Central PS	--	--	--	Yes
Tosorontio Central PS	--	--	--	Yes
Tottenham PS	--	Yes	Yes	Yes

Holding Schools – Closed To Out Of Area Summary:

This chart summarizes identified holding schools for potential growth solutions.

The schools designated as closed to out of area students are the result of holding school status, new schools, program, and schools reaching septic capacity.

2015/2016 Holding Schools/Closed to Out Of Area		
Holding At:	Holding For:	Reason for Closed to OOA
Adjala Central PS	--	--
Alliston Union PS	East Alliston	FI/EFSL, New School
Angus Morrison ES	--	--
Baxter Central PS	--	--
Ernest Cumberland ES	--	Boundary Changes
Pine River ES	--	--
Tecumseth Beeton ES	--	--
Tecumseth South Central PS	--	--
Tosorontio Central PS	--	--
Tottenham PS	--	--

Capital Renewal Summary – Annual Renewal:

The board receives approximately \$7 million annually in renewal funding. Renewal is a planned investment program that ensures that facilities will function appropriately by repairing, maintaining and replacing individual building components to extend their life cycle and improve the overall remaining service life of the building. Within the Planning Area, the board has allocated \$1,603,704, with the five year renewal needs being an additional \$31,436,143.

Capital Renewal Funding	2011-2012 Annual Renewal Board Allocation: \$6,730,773 Surplus: \$471,882 TOTAL: \$7,202,655		2012-2013 Annual Renewal Board Allocation: \$7,133,218		2013-2014 Annual Renewal Board Allocation: \$7,049,598		2014-2015 Annual Renewal Board Allocation: \$7,238,838		5 Year Renewal Needs Fiscal 2015/16 to Fiscal 2019/20	
	# Of Projects	\$ Allocated Funds	# Of Projects	\$ Allocated Funds	# Of Projects	\$ Allocated Funds	# Of Projects	\$ Allocated Funds	# of Items	Funds Required:
Adjala Central PS	1	\$17,297	1	\$20,126	--	--	--	--	68	\$4,886,366
Alliston Union PS	--	--	--	--	--	--	--	--	0	\$0
Angus Morrison ES	--	--	--	--	1	\$415,762	1	\$260,000	73	\$4,527,477
Baxter Central PS	--	--	1	\$9,194	--	--	--	--	34	\$2,252,438
Ernest Cumberland ES	1	\$29,788	--	--	--	--	--	--	35	\$3,223,634
Pine River ES	1	\$5,858	1	\$61,915	1	\$23,403	1	\$9,500	34	\$1,350,603
Tecumseth Beeton ES	--	--	1	\$31,608	--	--	--	--	65	\$4,782,399
Tecumseth South Central PS	--	--	--	--	1	\$29,847	1	\$600,000	63	\$4,114,468
Tosorontio Central PS	--	--	1	\$73,751	--	--	--	--	51	\$3,904,416
Tottenham PS	1	\$9,156	--	--	--	--	--	\$6,500	52	\$2,394,342
Total	4	\$62,098	5	\$196,594	3	\$469,012	3	\$876,000	475	\$31,436,143

Capital Renewal Summary – School Condition Improvement Funding:




In addition to renewal funding, the ministry allocates School Condition Improvement Funding to help with the increasing deferred renewal needs of school board infrastructure. To date the board has received \$16,145,972 in funding. Within this planning area \$319,152 has been allocated.

Capital Renewal Funding	Stage 1 SCI 2011-2012 Board Allocation: \$3,530,725		Stage 2 SCI 2012-2013 Board Allocation: \$3,558,955		Stage 3 SCI 2013-2014 Board Allocation: \$3,387,418		Stage 4 SCI 2014-2015 Board Allocation: \$5,668,874	
	# Of Projects	\$ Allocated Funds	# Of Projects	\$ Allocated Funds	# Of Projects	\$ Allocated Funds	# Of Projects	\$ Allocated Funds
Adjala Central PS	--	--	--	--	--	--	--	--
Alliston Union PS	1	\$146,606	--	--	--	--	--	--
Angus Morrison ES	--	--	--	--	--	--	--	--
Baxter Central PS	--	--	--	--	--	--	--	--
Ernest Cumberland ES	--	--	--	--	--	--	--	--
Pine River ES	--	--	--	--	--	--	--	--
Tecumseth Beeton ES	--	--	--	--	--	--	--	--
Tecumseth South Central PS	--	--	--	--	--	--	--	--
Tosorontio Central PS	--	--	--	--	1	\$172,547	--	--
Tottenham PS	--	--	--	--	--	--	--	--
Total	1	\$146,606	0	\$0	1	\$172,547	0	\$0



Energy Consumption Reduction Plan Summary:

Funds for this initiative are used to gather data and provide energy reduction benchmarks that determine the most energy efficient reduction models to determine future projects. The chart shows the current projects underway which will provide the energy reduction benchmark data.

Energy Consumption Reduction Plan

School	Energy Efficient Schools	Energy Conservation 2012 - 2013	Energy Conservation 2013 - 2014	Project	Budget	Funding Source	Status
Adjala Central PS							
Alliston Union PS				Energy Efficient Commissioning	\$221,509	Energy Reserve Stabilization Fund	Complete
Angus Morrison ES							
Baxter Central PS							
Ernest Cumberland ES				BAS Replacement Lighting Retrofit	\$220,000	Energy Efficient Schools	Complete
Pine River ES							
Tecumseth Beeton ES				BAS Replacement Lighting Retrofit	\$270,000	Energy Efficient Schools	Complete
Tecumseth South Central PS							
Tosorontio Central PS							
Tottenham PS							

Section K - Southwest Elementary Planning Review Area - 1








































Energy Conservation FIT			EcoSchools					
This table represents the schools currently with contracts under the FIT 2.0 program as well as those who have submitted applications under the FIT 3.0			This table represents schools that have certified as an Ontario EcoSchools. Schools may be certified as bronze, silver or gold level.					
School	FIT 2.0	FIT 3.0	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14
	kW	Application						
Adjala Central PS								
Alliston Union PS	35							
Angus Morrison ES	50							
Baxter Central PS								
Ernest Cumberland ES	100							
Pine River ES	75							
Tecumseth Beeton ES	135							
Tecumseth South Central PS	100							
Tosorontio Central PS								
Tottenham PS	100							

School Accessibility Summary:

The Accessibility For Ontarians With Disabilities Act requires all public buildings within the Province of Ontario to be fully accessible by 2025.

Funding has been used from annual renewal and capital projects. All new schools are constructed to meet the requirements of the Act.

The chart below indicates the accessibility status of the schools within the planning area.

<i>School Name</i>	<i>Site Accessible</i>	<i>School Accessible</i>	<i>Student Washrooms</i>	<i>Staff Washrooms</i>	<i>Special Needs Washroom</i>
Adjala Central PS					
Alliston Union PS					
Angus Morrison ES					
Baxter Central PS					
Ernest Cumberland ES					
Pine River ES					
Tecumseth Beeton ES					
Tecumseth South PS					
Tosorontio Central PS					
Tottenham PS					

 **Is Accessible**

The accessibility symbol indicating the school is accessible does not necessarily mean that the building is fully accessible to the AODA or the Ontario Building Code. This symbol indicates that at least one entrance and washroom is accessible.

Section K - Southwest Elementary Planning Review Area - 1

Capital Funding Summary:

Capital funding provides the board with revenue to construct new schools, additions and renovations in existing schools. These projects are a result of capital priorities approved by the Board and subsequently approved by the ministry. Funding is used to construct new growth schools and additions, replace aging and failing buildings, and renovate existing schools.

Since 2007, the board has received funding approval totaling \$267,158,082.

The chart below shows the new school construction, additions and renovations in this area that have resulted in improved learning environments, and also shows approved projects and their status.

Capital Projects			
New Schools Funded			
Board Wide Allocation:	\$182,161,133	Planning Area Allocated:	\$10,100,880
School Name	Proposed Opening Date	Allocated Funding	Status
Alliston Union Replacement	2014	\$10,100,880	Complete
Additions/Renovations Funded			
Board Wide Allocation:	\$84,996,949	Planning Area Allocated:	\$9,186,106
School Name	Proposed Opening Date	Allocated Funding	Status
Angus Morrison ES	2011	\$3,742,623	Complete
Baxter Central PS	2009	\$3,920,926	Complete
Tecumseth Beeton PS	2011	\$1,522,557	Complete

TO: The Chairperson and Members of the
Business and Facilities Standing Committee

FROM: Superintendent of Facility Services

SUBJECT: **ATTENDANCE AREA REVIEW (AAR): TAY ELEMENTARY SCHOOLS**

1. **Background**

The Board approved an AAR for the SCDSB elementary schools located in Tay Township, as set out in Report No. BF-D-1, Capital Plan – 2013, dated January 8, 2013. Following the guidelines of Board Policy 2317 – School Attendance Areas, the review was undertaken to address program issues relating to declining enrolment by consolidating Port McNicoll Public School, Victoria Harbour Elementary School and Waubaushene Elementary School to establish an attendance area that is sustainable and consistent with the approved motions from the Pupil Accommodation Review (ARC) that concluded May 24, 2012.

As part of the Board's final decision on the ARC, a motion was passed that directed staff to pursue partnerships with viable financial commitments until September 2013, as set out in Recommendation 1 of Report No. B-1-a, Accommodation Review 2011:01 - Port McNicoll Public School, Victoria Harbour Elementary School, Waubaushene Elementary School and Waubaushene Pines Elementary School, dated May 24, 2010.

Recommendations 2 – 6 in Report No. B-1-a, Accommodation Review 2011:01 - Port McNicoll Public School, Victoria Harbour Elementary School, Waubaushene Elementary School and Waubaushene Pines Elementary School, dated May 24, 2010 stated that if viable partnerships were not secured by September 30, 2013, Port McNicoll Public School, Waubaushene Elementary School and Waubaushene Pines Elementary School will be closed, effective June 30, 2015, and a capital priorities business case for pupil places at Victoria Harbour Elementary School would be submitted to accommodate students from Port McNicoll Public School, Waubaushene Elementary School and Waubaushene Pines Elementary School.

Staff pursued partnerships with the community by holding a public meeting, issuing a Request for Expressions of Interest (RFEI) and a Request for Proposal (RFP) from October 2012 to September 30, 2013. No suitable, viable partner was found, as set out in Report No. BF-I-2, Pursuit of Facility Partnerships For Accommodation Review Committee (ARC) 2011:01 – Port McNicoll Public School, Victoria Harbour Elementary School, Waubaushene Elementary School and Waubaushene Pines Elementary School, dated October 3, 2013.

Port McNicoll Public School, Waubaushene Elementary School and Waubaushene Pines Public School will close June 30, 2015. Staff submitted a business case to the Ministry of Education for capital funding at Victoria Harbour Elementary School to accommodate students from Port McNicoll Public School, Waubaushene Elementary School and Waubaushene Pines Elementary School. The Ministry approved capital funding on April 1, 2014 for an addition and renewal at Victoria Harbour Elementary School.

2. Current Status

The AAR commenced with a public meeting held at Victoria Harbour Elementary School on October 29, 2014. An information letter was sent to students of all three schools setting out the public meeting date and a proposed consolidation of all three school's attendance areas to attend Victoria Harbour Elementary School.

Design and construction of the proposed addition and renewal at Victoria Harbour Elementary School is anticipated to be completed by the spring of 2016. In order to assimilate students into one school in a stable atmosphere it was decided that students will be accommodated at Port McNicoll Elementary School as a holding facility until works are completed before students attend Victoria Harbour Elementary School. The holding school concept was reiterated at the public meeting from discussions in the ARC process.

APPENDIX A outlines the current attendance areas. APPENDIX B outlines the proposed attendance area for the Tay elementary school. The new attendance area is consistent with the approved Pupil Accommodation Review motion of May 24, 2012 and the board's 2012 and 2013 Capital Plan. The proposed attendance area includes a student population of sufficient size to support programming opportunities for students and sustainable enrolment to minimize the need to revisit future attendance area changes. The proposal also retains elementary feeder schools into Midland Secondary School that will continue stability for grade eight students moving into grade nine as one group with no splits to other secondary schools.

3. Comments and Concerns

The public meeting was held on October 29, 2014 at Victoria Harbour Elementary School to consult with the community and encourage feedback about the proposal. There were approximately ten persons in attendance who generally requested that areas east of Highway 400 and to the north along Highway 400 attend Coldwater Public School. APPENDIX B provides a context of the proximity of Coldwater Public School.

It was agreed that this area would be surveyed to gain a perspective on the general expectations of parents/guardians on where they would prefer students to attend elementary school. The survey, dated November 24, 2014 was sent to the families representing 42 students of which, eight requested Coldwater Public School, 13 requested Victoria Harbour Elementary School and 21 did not respond that are assumed to be satisfied with Victoria Harbour Elementary School. Preference differed throughout the area and was not concentrated in one particular area.

Staff also recognized that changing the students to Coldwater Public School would place grade eight students in a situation that these students would attend Midland Secondary School. This would contrast with the majority of Coldwater Public School grade eight students who will move into the new Orillia Secondary School. This would require consideration of a secondary school AAR to realign feeder elementary schools with secondary schools.

There was also concern expressed about holding students at Port McNicoll Public School until Victoria Harbour Elementary School's construction was completed during the 2015-2016 school year. It was explained that it is important to include all students at the beginning of the 2015/2016 school year to create a sense of ownership as a whole, as opposed to consolidating students in the middle of the year. That situation would create instability by reorganizing classes and teachers, including impacts on other programs.

The impact on enrolment of consolidation will be beneficial, resulting in a school population that lends itself to efficient and effective program. Victoria Harbour Elementary School will have an On The Ground capacity (OTG) of 504 pupil places after the addition and renewal construction is completed. The projected enrolment as shown below, meets the OTG needs over the medium term.

	Actual		Projected				
	2013	2014	2015	2016	2017	2018	2019
Port McNicoll PS	161	165	163	167	168	160	164
Victoria Harbour ES	315	290	287	285	293	286	285
Waubashene ES	108	103	94	94	99	93	95
Total	584	558	544	546	560	539	544

4, Conclusion

The proposed attendance area change will consolidate the majority of students residing in the Township of Tay at Port McNicoll Public School in preparation for the move into Victoria Harbour Elementary School after the addition and renewal construction is completed. Students would also retain their current transition into one secondary school as a group, Midland Secondary School.

The survey indicated some direction to Coldwater Public School however the vast majority of those surveyed indicated support to go to Victoria Harbour Elementary School or did not respond, assumed to mean no support to change to Coldwater Public School. Staff support the proposed attendance area that consists of the consolidation of entire attendance areas for Port McNicoll Public School, Victoria Harbour Elementary School and Waubashene Elementary School.

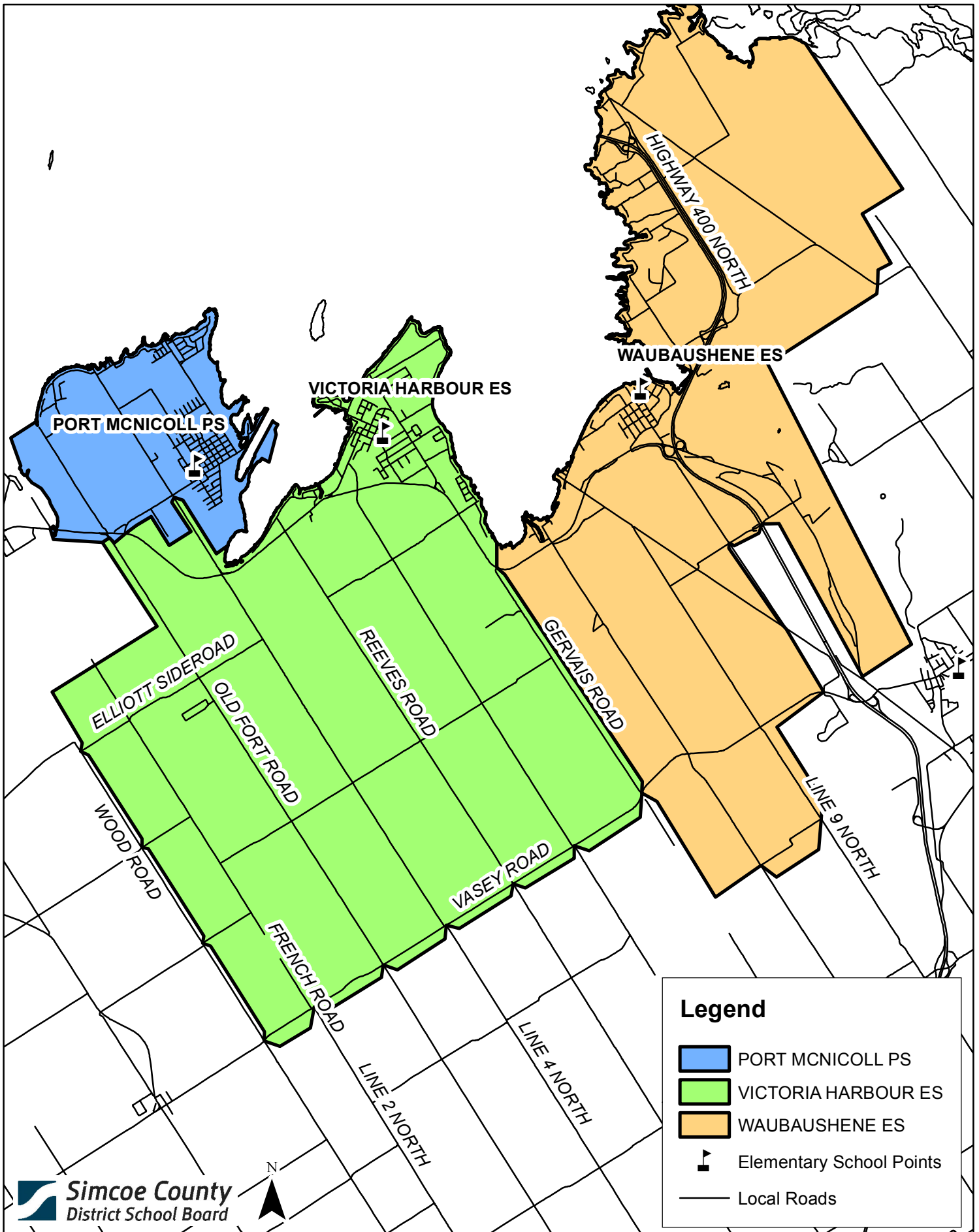
RECOMMENDATION

That the Business and Facilities Standing Committee recommend that the Board approve the attendance area effective September 2015, as set out in APPENDIX B of Report No. BF-D-1, Attendance Area Review (AAR): Tay Elementary Schools, dated February 4, 2015.

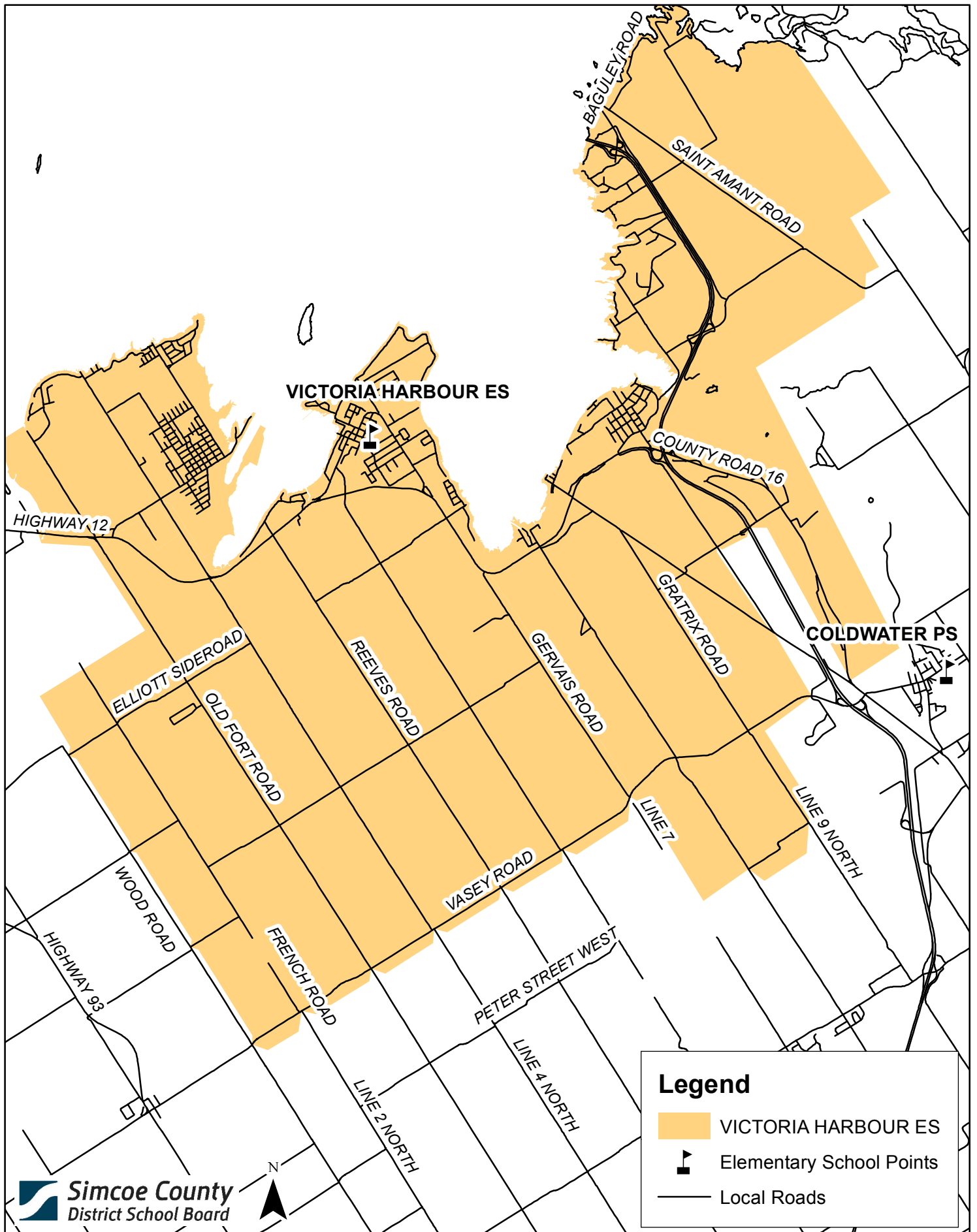
Respectfully submitted by:

John Dance
 Superintendent of Facility Services

February 4, 2015



Proposed Attendance Areas: Tay Elementary Schools



TO: The Chairperson and Members of the
Business and Facilities Standing Committee

FROM: Superintendent of Facility Services

SUBJECT: **ATTENDANCE AREA REVIEW (AAR): SOUTHEAST BARRIE ELEMENTARY**

1. **Background**

The Board approved an AAR for the elementary schools in the Southeast Barrie planning review area as set out in Report No. BF-D-1, Accommodation Planning – French Immersion and Extended French as a Second Language, dated June 4, 2014. The schools initially included in the review were Algonquin Ridge Elementary School, Assikinack Public School, Hewitt’s Creek Public School, Sunnybrae Public School, Willow Landing Elementary School, and Warnica Public School.

A thorough and detailed analysis with up to date enrolment data indicated potential impact to Hyde Park Public School by this AAR and staff recommended that Hyde Park Public School be included in the review as stated in Report No. BF-D-3, Southeast Barrie Elementary Attendance Area Review (AAR): 2014 – 2015 School Year, dated November 5, 2014.

Following the guidelines of Board Policy 2317 – School Attendance Areas, the review was undertaken to address significant accommodation and program pressures relating to the declining population of regular English track students and increasing popularity of the French programs at Warnica Public School. The anticipated increase of the French student population in this location will continue to cause significant accommodation pressures. Special consideration for the possibility of a single track French school in this area was emphasized to be included in the review.

Current enrolment at Warnica Public School is approximately 535 students and the school has a permanent On-The-Ground (OTG) capacity of 325. School utilization is at 165% with 10 portables on site. Due to the current site configuration, adding additional portables is not possible due to restricting limitations of portable placement, servicing connections, site drainage, and traffic flow.

The French programs in the Simcoe County District School Board include French Immersion (FI) with a Grade 1 entry point and Extended French as a Second Language (EFSL) with a Grade 5 entry point. EFSL will be phased out as the French Immersion program is phased in. When the Grade 1 FI cohort reaches Grade 5 in September 2017, EFSL will be phased out on a year by year basis and EFSL registration will not be available beginning in September 2017. French Immersion is currently in its second year of implementation with Grades 1 and 2 being offered.

APPENDIX A summarizes enrolment, utilization, and projections for both the French and English tracks at Warnica Public School. Currently there are approximately 340 students in the French programs and approximately 195 students in the regular English program, as can be seen in the following grade cohort chart. FI and EFSL students account for 60% of the total number of students and this percentage is expected to increase to at least 70% with full FI implementation. Current trends indicate that the French population will increase to at least 400 students by 2016-2017 and the population will stabilize at approximately 350 students by 2024-2025.

The English track is expected to continue to decline in enrolment as FI is phased in over time. As outlined in the chart below, small cohorts of English students are evident in the grades where a French program is offered. This creates increasing staffing pressures and greater incidences of split grades and potential future triple grades.

Regular Track

Year	JK	K	1	2	3	4	5	6	7	8	SE	Total
2014	28	24	7	12	23	29	12	17	15	15	14	196
2015	25	32	7	7	12	24	13	11	17	15	14	178
2016	25	29	10	8	7	13	11	13	11	17	14	158
2024	25	29	9	9	9	10	9	8	8	8	14	138

French Track

Year	JK	K	1	2	3	4	5	6	7	8	SE	Total
2014			45	61	0	0	47	82	59	45	-	339
2015			46	41	61	0	46	46	82	59	-	380
2016			46	41	41	60	43	45	46	82	-	403
2024			46	44	44	43	43	42	42	42	-	345

Total

Year	JK	K	1	2	3	4	5	6	7	8	SE	Total
2014	28	24	52	73	23	29	59	99	74	60	14	535
2015	25	32	53	48	73	24	59	58	99	74	14	559
2016	25	29	56	49	48	72	54	58	58	99	14	561
2024	25	29	55	53	53	52	51	50	50	50	14	483

Feeder schools for the French programs at Warnica Public School were previously amended in order to alter the critical nature of the accommodation pressures present. These amendments were intended to be a short term solution while this AAR could be completed.

2. Current Status

The AAR commenced with a public meeting held at Warnica Public School on December 2, 2014. An information letter was sent to students of all schools in the review area setting out the public meeting date and highlighting the consideration of transitioning Warnica Public School to a single track French Immersion/ Extended French school.

In order to accommodate the increase of the French population and also address the programming pressures in the English program, it was proposed that only French track students (Grades 1-8) would attend Warnica Public School. French students residing in the surrounding attendance areas would feed into Warnica Public School. These feeder schools for the French programs at Warnica Public School would include Algonquin Ridge Elementary School, Hewitt's Creek Public School, Hyde Park Public School, Mapleview Heights Elementary School, Willow Landing Elementary School, and future students located in the to-be-developed Annexed Lands (Hewitt's Creek Secondary Plan).

English track students currently at Warnica Public School would be relocated to the surrounding elementary schools. The proposed changes would result in approximately 95 students being transferred to Algonquin Ridge Elementary School, approximately 30 students to Hewitt's Creek Public School, and approximately 70 students to Hyde Park Public School. Analysis indicated that transfers to the other schools included in the AAR would not meet the objectives set out in Board Policy 2317 – School Attendance Areas and therefore no changes are proposed for these schools. APPENDIX B outlines the current attendance areas, APPENDIX C outlines the proposed areas of transfer, and APPENDIX D outlines the proposed attendance areas for the Southeast Barrie planning review area. The proposed attendance areas include student populations of sufficient size to support programming opportunities for English and French students and sustainable enrolments that will minimize the need for future attendance area changes.

The impact on enrolment will be beneficial in the short and long term, resulting in school populations that will result in efficient and effective programming for both French and English tracks. In the comparison chart between the status quo and the implementation of single track French at Warnica Public School shown below, Warnica Public School will experience a significant decrease of enrolment and utilization in future years that more closely matches the OTG capacity. Enrolment totals and utilization for English track schools will remain stable and provide for sustainable populations. Hewitt's Creek Public School and Hyde Park Public School are located in areas of recent development and also abut the Hewitt's Creek Secondary Plan. These schools will be closely monitored as future residential growth occurs and a new elementary school for this area will be recommended via the Capital Plan when enrolment justifies this need.

STATUS QUO

Current Attendance Areas	OTG	2014		2015		2020		2024	
		Enrolment	Utilization	Enrolment	Utilization	Enrolment	Utilization	Enrolment	Utilization
Algonquin Ridge	506	559	110%	520	103%	436	86%	428	85%
Hewitt's Creek	549	666	121%	682	124%	732	133%	739	135%
Hyde Park	528	469	89%	510	97%	680	129%	706	134%
Warnica - Regular		196		178		139		138	
Warnica - French		339		380		361		345	
Warnica - Total	325	535	165%	558	172%	500	154%	483	149%
Total	1583	2229	141%	2270	143%	2348	148%	2356	149%

SINGLE TRACK

Proposed Attendance Areas	OTG	2014		2015		2020		2024	
		Enrolment	Utilization	Enrolment	Utilization	Enrolment	Utilization	Enrolment	Utilization
Algonquin Ridge	506	559	110%	607	120%	529	105%	523	103%
Hewitt's Creek	549	666	121%	712	130%	759	138%	768	140%
Hyde Park	528	469	89%	571	108%	710	134%	731	138%
Warnica - Regular		196		0		0		0	
Warnica - French		339		380		361		345	
Warnica - Total	325	535	165%	380	117%	361	111%	345	106%
Total*	1583	2229	141%	2270	143%	2359	149%	2367	150%

* Totals of Status Quo and Single Track do not equal due to retention rate rounding.

The proposed boundaries for the elementary schools involved in the Attendance Area Review will result in several requirements for revised transportation arrangements impacting all schools in the review. Currently at Warnica there are three (3) regular home to school transportation buses and four (4) French (French Immersion and Extended French) program buses.

The proposed changes will result in the following transportation changes:

- For the Warnica attendance area transferred to Hyde Park, two (2) buses will be required. Currently Hyde Park P.S. has no regular buses.
- The Warnica attendance area transferred to Hewitt's Creek P.S. will require one (1) bus.
- The Warnica attendance area transferred to Algonquin Ridge will require 1 additional bus. There is a townhouse complex (address #549 Yonge Street) with an access point on Coxmill Road. When the 1.6 km walk distance is measured from Algonquin Ridge, the Coxmill Road access point to the complex is within the walk area. Should an exception to policy be granted for this area, one (1) additional bus would be required to transport the students that reside at this address.
- For the French Immersion and Extended French students currently in the regular Warnica attendance area one (1) bus will be required. Currently there are 275 program students within the current Warnica French program catchment area. Currently 53 of these students are riding on a regular bus, from a regular bus stop in the Warnica attendance area. When French program bus stops are established for the students, transportation can be provided with the number of buses above (5 French program buses which is one more than currently).

Therefore as a result of the boundary changes proposed two (2) additional buses, beyond the current seven buses, would be required to provide busing for students in the proposed scenario. Each bus would result in additional cost to the SCDSB. This cost would be taken from the board's transportation grant.

The SCSTC has also recommended bell time changes in the schools involved in the AAR. These changes would be:

- | | | |
|-------------------|-------------------------|--|
| • Hyde Park | – currently 9:00-3:20 | for 2015-2016 – 9:10 - 3:30 |
| • Hewitt's Creek | – currently 8:55 – 3:15 | for 2015-2016 – 9:10 – 3:30 |
| • Algonquin Ridge | – currently 9:00-3:20 | for 2015-2016 – 9:10 – 3:30 |
| • Warnica | – currently 9:00 – 3:30 | for 2015-2016 – status quo
or 9:10 – 3:40 |

All bell times need to be no earlier than 3:30 in the afternoon to complete high school runs and get buses back to the elementary school with no supervision required.

All bell times need to be no earlier than 9:10 in the morning in order to allow buses to complete high school runs, get to the first stop of the elementary school (i.e. Big Bay Point) and complete the elementary run on time.

3. Comments and Concerns

The public meeting of December 2, 2014 at Warnica Public School was held for the purposes of consulting with the community and encouraging feedback regarding the proposal. Approximately 100 people attended the meeting and four comments were submitted via email. While support for the French program and the single track proposal was generally exhibited, two main issues and concerns were apparent.

The first concern was regarding the timing of the proposal and the effect it would have on certain existing Grade 3 students. This cohort missed the FI implementation timeframe and will only have access to the French program via the EFSL program. Some community members were concerned that, if this proposal came into effect, it would require their children to move schools for the 2015-2016 school year and then force them to return again to Warnica Public School in 2016-2017 in order to enroll in EFSL. It was suggested to delay the transition by one year. Staff explained that the French programs are optional and that any decision to move students a second time in a two-year time period would be the decision of that specific family based on personal program preferences. It was also pointed out that if the transition occurred at a later date then a similar scenario would occur for 2015-2016 JK students planning to enroll in FI. It was further explained that delaying any action would further exacerbate accommodation pressures and English program decline and the programming pressures in that track.

The second main concern surrounded the provision of JK/SK. Under the staff proposal Warnica Public School would be a Grade 1-8 single track school at full FI phase in. It was suggested that the FI program be extended to kindergarten students and/or parents given the opportunity to have the option of enrolling their child(ren) in kindergarten at Warnica Public School if their intent was to enter Grade 1 FI. It was highlighted that Board Policy 4116 – French Immersion provides for a Grade 1 FI entry point only and that optional JK/SK registration would create staffing, planning and administrative challenges that would not be sustainable.

Other concerns expressed by individuals, or that were not categorized as a concern shared by the larger community, were busing concerns, having siblings potentially attending different schools, stress created by transferring schools, special education implications, the elimination of the EFSL program, and English students not being able to walk to their “local” school.

4. Conclusion

The proposed attendance area change would establish the first single track French elementary school in the Simcoe County District School Board. Initially the school would accommodate the FI and EFSL programs. Ultimately, Warnica Public School would become a Grade 1-8 FI school once FI is completely phased in. This change would alleviate short and long term accommodation pressures at this location and create a viable and sustainable program unique to the board. The elementary schools that would feed into Warnica Public School for the French programs include Algonquin Ridge Elementary School, Hewitt’s Creek Public School, Hyde Park Public School, Mapleview Heights Elementary School, Willow Landing Elementary School, and students living in the Hewitt’s Secondary Plan as development progresses there.

English track students currently at Warnica Public School would be relocated to surrounding elementary schools. This would alleviate the program pressures caused by the small English student cohorts at Warnica Public School. English programs at surrounding schools would be sustainable while also reducing the potential of split and triple grades. This proposal would provide sustainable program delivery that supports student achievement and is also an effective and efficient use of board resources.

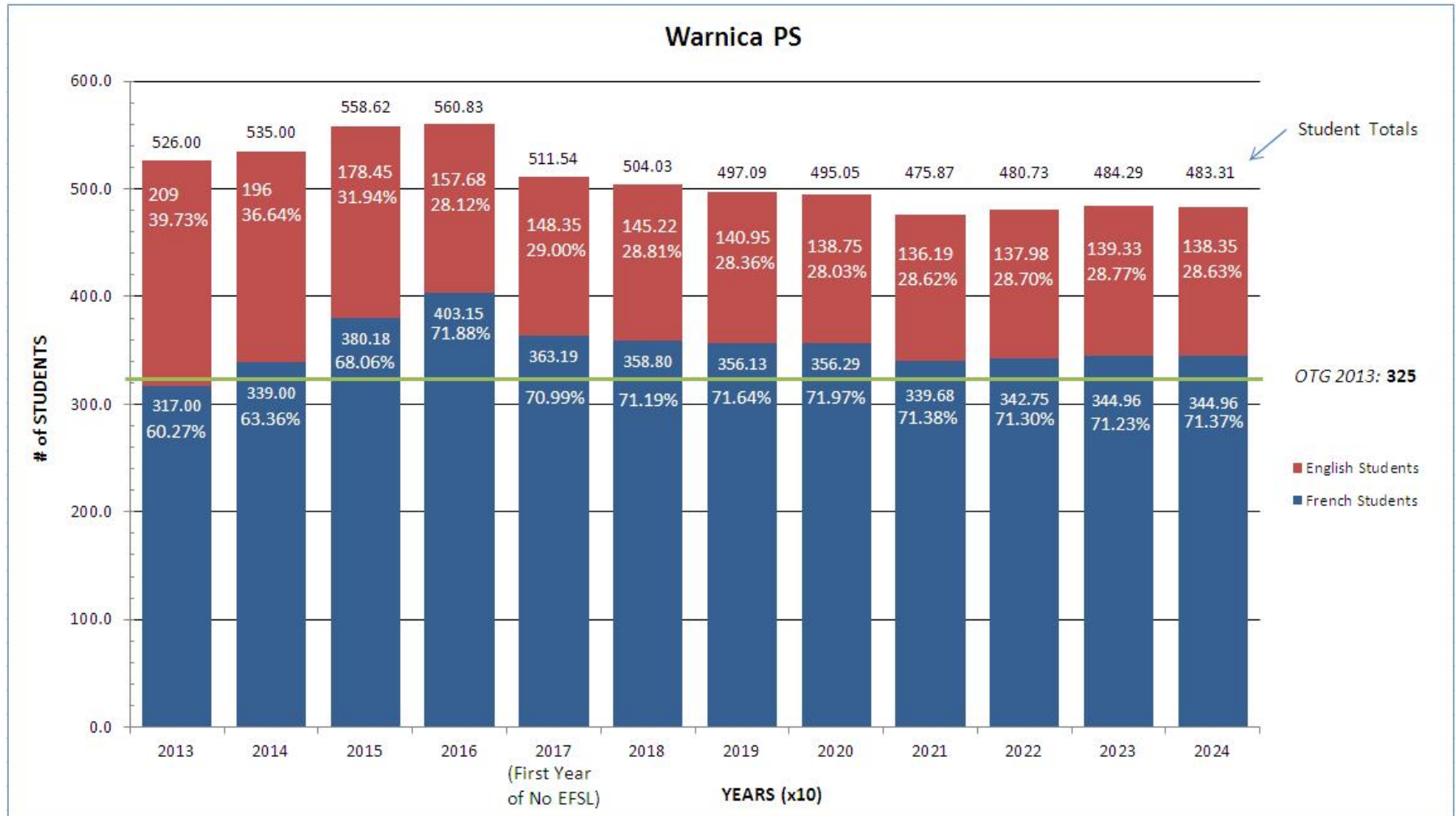
RECOMMENDATIONS

1. That the Business and Facilities Standing Committee recommend that the Board approve the transition of Warnica Public School to a single track French school effective September 2015, as set out in Report No. BF-D-2, Attendance Area Review (AAR): Southeast Barrie Elementary, dated February 4, 2015.
2. That the Business and Facilities Standing Committee recommend that the Board approve the attendance areas effective September 2015, as set out in APPENDIX D of Report No. BF-D-2, Attendance Area Review (AAR): Southeast Barrie Elementary, dated February 4, 2015.

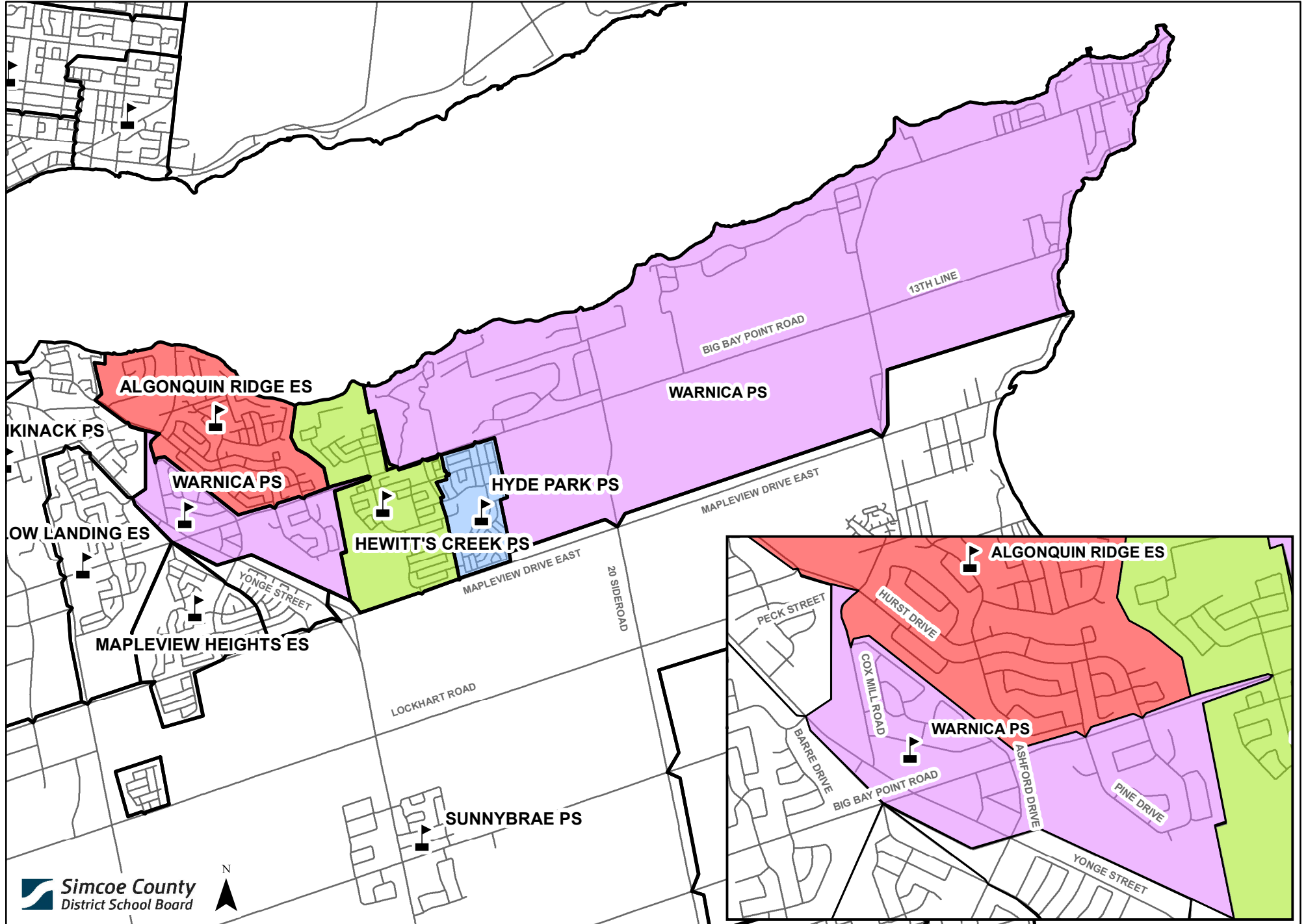
Respectfully submitted by:

John Dance
Superintendent of Facility Services

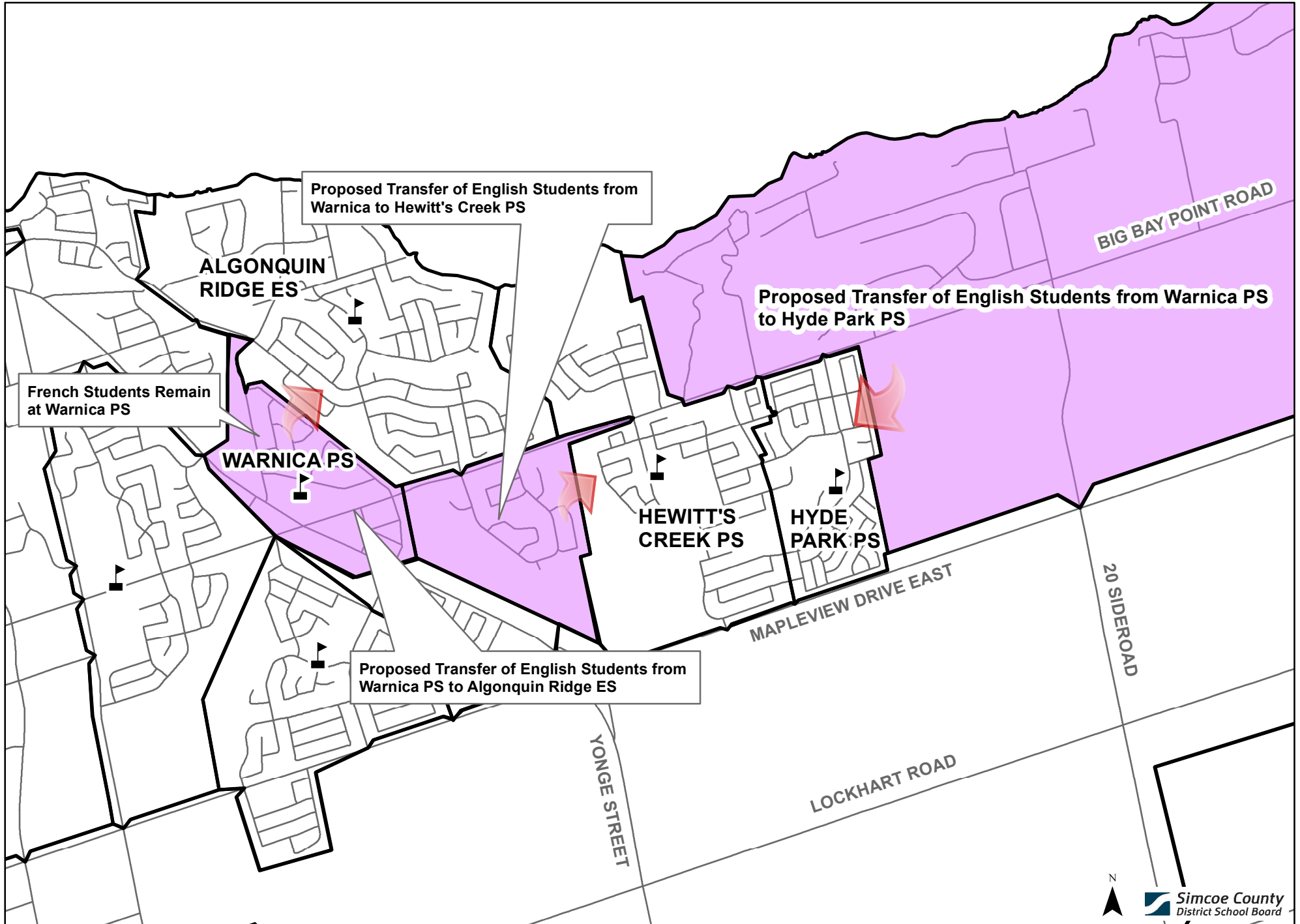
February 4, 2015



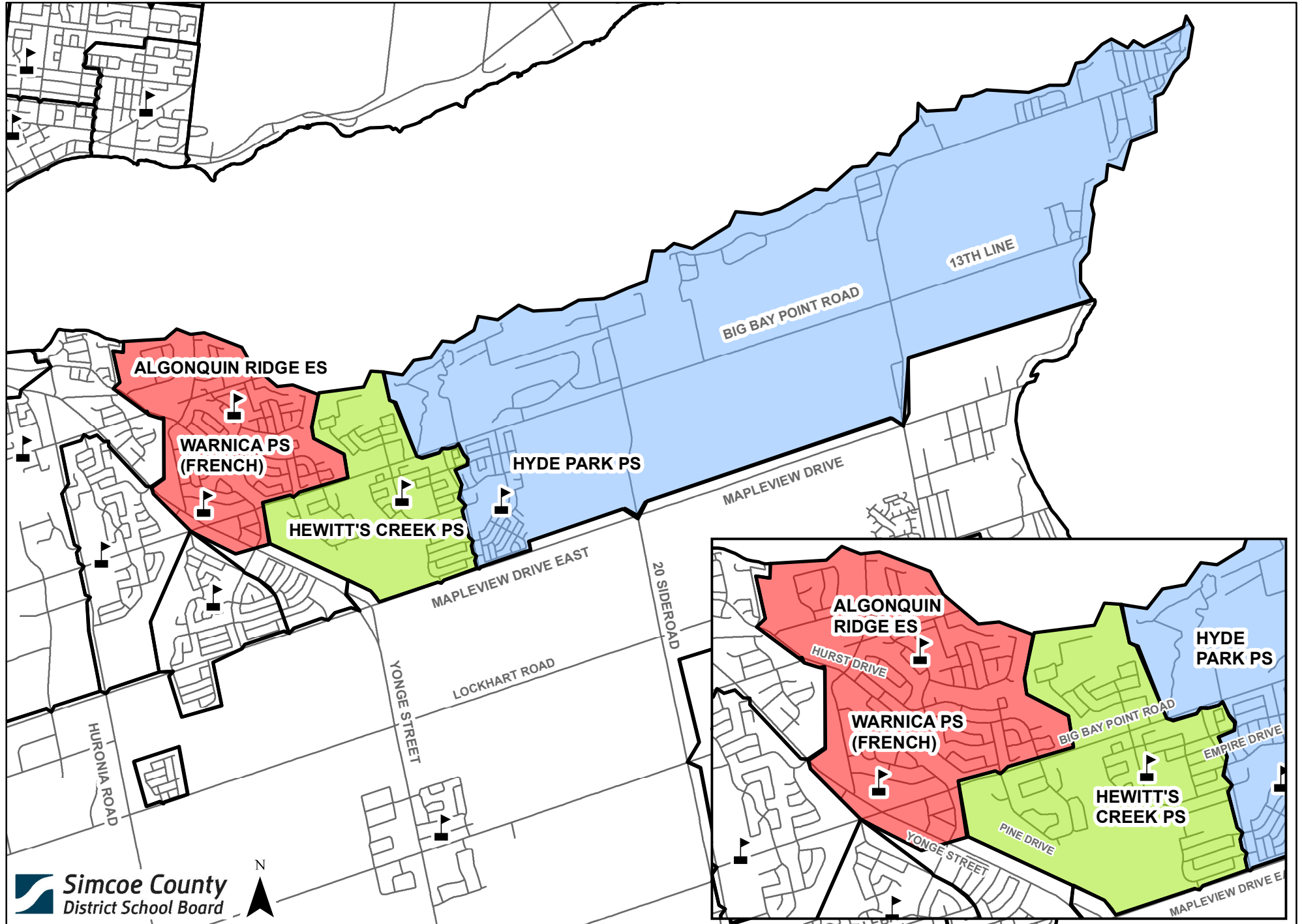
**Current Attendance Areas
Southeast Barrie Elementary Schools**



**Proposed Transfer Areas
Southeast Barrie Elementary Schools**



**Proposed Attendance Areas
Southeast Barrie Elementary Schools**



TO: The Chairperson and Members of the
Business and Facilities Standing Committee

FROM: Director of Education

SUBJECT: **REVIEW OF POLICY NO. 2510 – COMMUNICATIONS**

1. Background

Policy No. 2510 – Communications was adopted by the board on November 13, 1985 and last revised on November 23, 2011 (APPENDIX A).

2. Current Status

Policy No. 2510 has been reviewed to ensure currency and alignment with Ministry policy and direction, as per Policy No. 1000, Development and Review Process. It has been determined that all necessary elements of the existing policy are current and align with Ministry policy and direction.

RECOMMENDATION

That the Business and Facilities Standing Committee recommend that the Board approve that Policy No. 2510, Communications remain status quo, as set out in APPENDIX A of Report No. BF-D-3, Review of Policy No. 2510 – Communications, dated February 4, 2015.

Respectfully submitted by:

Kathi Wallace
Director of Education

February 4, 2015

COMMUNICATIONS 2500**COMMUNICATIONS 2510****1. Rationale**

The Simcoe County District School Board (SCDSB) recognizes that the success of public education depends on the support and commitment of all education stakeholders. Effective two-way communications, community awareness and community engagement practices are key elements in strengthening and maintaining connections among education partners, and meeting provincial and system goals for public education. Communications activities help to build public confidence, relay education-related messaging, increase community understanding of SCDSB initiatives and inform stakeholders of the SCDSB's progress in achieving education priorities.

2. Policy

It is the policy of the Simcoe County District School Board, at system, departmental and school levels, to develop, facilitate and support effective two-way communications, public awareness and community engagement strategies to:

- 2.1 promote student achievement and well-being;
- 2.2 inform stakeholders and communities about SCDSB schools, programs and initiatives; and,
- 2.3 increase understanding and positive connections relating to public education in Simcoe County.

3. Guidelines

Communicating effectively is a system-wide responsibility. Along with annually providing funds to staff and resource corporate communications efforts, the Board expects trustees, staff, schools and departments, in accordance with related legislation (i.e. the Education Act, MFIPPA, etc.), to:

- 3.1 promote awareness and understanding of SCDSB education achievements, initiatives and progress;
- 3.2 communicate openly, honestly and with integrity;
- 3.3 communicate accurate, understandable and timely information; and,
- 3.4 increase positive connections and good will relating to public education.

4. Administrative Procedures

The Director of Education is authorized to provide the administrative procedures necessary to implement this policy.

ADOPTED NOVEMBER 13, 1985
REVISED JANUARY 28, 2004
REVISED NOVEMBER 23, 2011
REVIEWED FEBRUARY 25, 2015

TO: The Chairperson and Members of the
Business and Facilities Standing Committee

FROM: Superintendent of Facility Services

SUBJECT: **REVISION TO POLICY 2115 – TRUSTEE EXPENDITURES**

1. Background

Policy No. 2115 – Trustee Expenditures was adopted by the Board on November 25, 2009. The most recent version is attached as APPENDIX A.

2. Current Status

Proposed revisions to Policy No. 2115 are attached as APPENDIX B. The revisions have been made to update the policy and reflect current Board practices. These revisions are represented in APPENDIX C.

RECOMMENDATION

That the Business and Facilities Standing Committee recommend that the Board approve the revisions to Policy 2115 – Trustee Expenditures, as set out in APPENDIX C of Report No. BF-D-4, Revision to Policy 2115 – Trustee Expenditures, dated February 4, 2015.

Respectfully submitted by:

Brian Jeffs
Superintendent of Business Services

February 4, 2015



BOARD ADMINISTRATION	2100
TRUSTEE EXPENDITURES	2115

1. **Rationale**

The Simcoe County District School Board (SCDSB) recognizes that as elected officials of the SCDSB Trustees are guardians of the public trust and that transparent accountability for expenditures made by trustees is required to support public confidence.

2. **Policy**

It is the policy of the SCDSB that funds be allocated in the annual budget for the reimbursement of trustee out-of-pocket expenses required to carry out the responsibilities of a board member.

3. **Definitions**

For the purpose of this policy “trustee” includes trustees of the Board, student trustees, and non-trustee members of board committees.

4. **Guidelines**

Travel, Meal and Accommodation

- 4.1 To reasonably and effectively conduct the business of the board, trustees incur out-of-pocket expenses for travel, meals, gratuities, and accommodation that may be eligible for reimbursement.
- 4.2 Trustees shall apply the expense rules as set out in APM A2502 Expense Claims, to be compliant with the Broader Public Sector Expense Directive.
- 4.3 Travel to and from a trustee’s residence to a meeting of the Board or of a committee of the board is a reimbursable travel expense.

Hospitality

- 4.4 Trustees may in the course of their duties provide food or non-alcoholic beverages to a person not an employee or trustee of the board. With pre-approval of the chairperson or designate a trustee will be reimbursed for reasonable out-of-pocket hospitality expenses that relate directly to the business of the board by applying APM A2502.

BOARD ADMINISTRATION	2100
TRUSTEE EXPENDITURES	2115

Page 2

Information Communication Technology

- 4.5 Trustees are provided with standard information and communication technology to effectively and efficiently fulfill their duties as a board member. This includes computer equipment and cellular devices and related use and maintenance fees. Additional equipment or enhancements to equipment are not provided through use of board funds.
- 4.6 Requests for service and repair and for billing inquiries must be directed to the helpdesk through the director's office.
- 4.7 When carrying on the business of the board, personal use of a board owned cellular device (cell phone) or BlackBerry® must be kept to a minimum. When a trustee chooses to use their board assigned device for general personal use a monthly fee is charged by way of a non-taxable payroll deduction by applying APM A2507, Cellular Phones and BlackBerries.
- 4.8 A trustee may choose to use their board-owned BlackBerry® for personal use such as text messaging, email and internet browsing. All BlackBerry® devices have unlimited text messaging and data plans for board business purposes. Trustees may use these features without the requirement to reimburse the board. These features and costs are reviewed regularly and may change by applying APM A2507.
- 4.9 Trustees have the option to use their personally owned cell phone or BlackBerry® for board business. A personally owned BlackBerry® will not be connected to the Board email, nor administered by Board staff. When using a personally owned cell phone or BlackBerry® for board business a trustee is responsible for maintaining their cell phone or BlackBerry® in good working order and may submit an expense claim report for long distance, roaming and information charges related to board business. Trustees will not be reimbursed for monthly plans, features, text messaging, browser fees, data charges, repairs, or maintenance by applying APM A2507.
- 4.10 The cell phone, text messaging and data plans are for board business in Canada. When board business is outside of Canada the helpdesk must be contacted through the director's office at least one week in advance to minimize the additional roaming charges by applying APM A2507.

BOARD ADMINISTRATION	2100
TRUSTEE EXPENDITURES	2115

- 4.11 All information and communication technology are the property of the board and are returned at the end of a trustee's term of office. Trustees may have the option to purchase certain equipment at the end of their term by applying APM A2500, Purchasing Procedures.

Office Equipment and Supplies

- 4.12 The purchase of furniture and equipment for use in a trustee's home office will be requested through the superintendent of business and facilities.
- 4.13 Standard office supplies can be purchased by trustees for reimbursement. All purchases are made by applying policy 2230, General Purchasing and APM A2500, Purchasing Procedures.
- 4.14 All equipment is the property of the board and is returned at the end of a trustee's term of office. Trustees may have the option to purchase certain equipment or supplies at the end of their term by applying APM A2500.

Gifts, Donations, Community Expenses, Advertising and Promotion

- 4.15 Although the Board of trustees may direct the purchase of gifts and similar expenditures to recognize people and events, individual trustee reimbursement for expenses related to gifts, donations, community expenses, advertising and promotion are not allowed.
- 4.16 Reimbursement for the cost of tickets or sponsorship of community events such as fund raising galas, charity functions, and political activities or events is not permitted. Donations to community groups or charities and to schools are not permitted.

Trustee Development Programs

- 4.17 Trustee development programs include conferences, seminars and workshops presented by educational and trustee organizations and pertinent to the board's responsibilities and activities but shall not include trustee in-service programs organized by the SCDSB.

BOARD ADMINISTRATION **2100**

TRUSTEE EXPENDITURES **2115**

Page 4

- 4.18 Registration, accommodation and travel (other than by car or bus) will be arranged for the trustee in advance and will be billed directly to the board office unless otherwise agreed in advance.
- 4.19 Travel costs for air, rail or bus transportation will be paid or reimbursed at economy or coach fares. Out-of-pocket costs for necessary ground transportation or taxis will be reimbursed with receipts. Travel costs by car will be paid at the regular rate in effect for the use of a personal vehicle on board business.
- 4.20 The full registration and all conference related costs will be paid or reimbursed for trustees only.
- 4.21 Trustee expense claim reports are to be submitted to the director by the fifth working day of the month following the trustee's return from the development program.
- 4.22 Expenses incurred in the prior fiscal year but submitted in the current year will not be reimbursed except in exceptional circumstances as approved by the superintendent of business and facilities by applying APM A2502.

Purchasing Cards, Cash Advances and Expense Claim Reimbursement

- 4.23 Trustees may receive a board purchasing card (p-card) as an efficient mechanism to purchase goods and services approved in the budget and necessary to the trustee role. Vendor code access restrictions are instituted from time to time and maintained by the superintendent of business and facilities by applying APM A2504, Purchasing Card.
- 4.24 Cash advances are not available to trustees.
- 4.25 An original receipt for expenditures shall be submitted with an expense claim report and the receipts are retained by accounting. Where evidence of payment is not provided expense claims will not be reimbursed by applying APM A2502.
- 4.26 All legitimate trustee expense claims including p-card purchases will be approved by the chairperson.
- 4.27 All legitimate expense claims including p-card purchases of the chairperson are certified by the superintendent of business and facilities for approval of the director.

BOARD ADMINISTRATION	2100
TRUSTEE EXPENDITURES	2115

4.28 Expense claims should be submitted monthly and at a minimum must be submitted by December 31 and August 31 of each year. Expenses incurred in the prior fiscal year and submitted in the current year will not be reimbursed except in exceptional circumstances as approved by the superintendent of business and facilities by applying APM A2502. The board's fiscal year runs from September 1 to August 31.

Disclosure

4.29 Semi-annually, the board will receive, in public session, a summary report of trustee expenses comparing budgeted to actual expenditures. By reporting, trustees are publicizing their commitment to educational governance and to their role as guardians of the public trust.

4.30 Annually, the superintendent of business and facilities will provide a report to Board detailing trustee expenses compared to budget.

4.31 At the end of a fiscal year any unspent amount in the trustee budget is incorporated into the overall surplus/deficit of the board.

Dispute Resolution

4.32 Should there be a dispute about the eligibility of any expense, the matter is brought forward by the superintendent of business and facilities to the external members of the Audit Committee for resolution. If a satisfactory resolution is not reached then the affected trustee must contest the decision at a public session of the board.

4.33 Where there is uncertainty as to an event or expenditure's direct relation to board business, trustees should obtain prior approval from the chairperson to ensure reimbursement for legitimate expenses.

5. Administrative Procedures

The Director of Education is authorized to provide the administrative procedures necessary to implement this policy.

**ADOPTED NOVEMBER 25 2009
REVISED MARCH 23, 2011**

**APM 2500
APM 2502
APM 2504**



BOARD ADMINISTRATION	2100
TRUSTEE EXPENDITURES	2115

1. **Rationale**

The Simcoe County District School Board (SCDSB) recognizes that as elected officials of the SCDSB Trustees are guardians of the public trust and that transparent accountability for expenditures made by trustees is required to support public confidence.

2. **Policy**

It is the policy of the SCDSB that funds be allocated in the annual budget for the reimbursement of trustee out-of-pocket expenses required to carry out the responsibilities of a board member.

3. **Definitions**

For the purpose of this policy “trustee” includes trustees of the Board, student trustees, and non-trustee members of board committees.

4. **Guidelines**

Travel, Meal and Accommodation

- 4.1 To reasonably and effectively conduct the business of the board, trustees incur out-of-pocket expenses for travel, meals, gratuities, and accommodation that may be eligible for reimbursement.
- 4.2 Trustees shall apply the expense rules as set out in APM A2502 Expense Claims, to be compliant with the Broader Public Sector Expense Directive.
- 4.3 Travel to and from a trustee’s residence to a meeting of the Board or of a committee of the board is a reimbursable travel expense.

Hospitality

- 4.4 Trustees may in the course of their duties provide food or non-alcoholic beverages to a person not an employee or trustee of the board. With pre-approval of the chairperson or designate a trustee will be reimbursed for reasonable out-of-pocket hospitality expenses that relate directly to the business of the board by applying APM A2502.

BOARD ADMINISTRATION **2100**

TRUSTEE EXPENDITURES **2115**

Page 2

Information Communication Technology

- 4.5 Trustees are provided with standard information and communication technology to effectively and efficiently fulfill their duties as a board member. This includes computer equipment and cellular devices and related use and maintenance fees. Additional equipment or enhancements to equipment are not provided through use of board funds.
- 4.6 Requests for service and repair and for billing inquiries must be directed to the helpdesk through the director's office.
- 4.7 When carrying on the business of the board, personal use of a board owned cellular device (cell phone) ~~or BlackBerry®~~ must be kept to a minimum. When a trustee chooses to use their board assigned device for general personal use a monthly fee is charged by way of a non-taxable payroll deduction by applying APM A2507, ~~Cellular Phones and BlackBerries.~~
- 4.8 A trustee may choose to use their board-owned **cellular device** ~~BlackBerry®~~ for personal use such as text messaging, email and internet browsing. All ~~BlackBerry®~~ **cellular** devices have unlimited text messaging ~~and data plans~~ for board business purposes. Trustees may use these features without the requirement to reimburse the board. These features and costs are reviewed regularly and may change by applying APM A2507.
- 4.9 Trustees have the option to use their personally owned **cellular device** ~~cell phone or BlackBerry®~~ for board business. A personally owned ~~BlackBerry®~~ **device** will not be connected to the Board email, nor administered by Board staff. When using a personally owned cell phone ~~or BlackBerry®~~ for board business a trustee is responsible for maintaining their cell phone ~~or BlackBerry®~~ in good working order and may submit an expense claim report for long distance, roaming and information charges related to board business. Trustees will not be reimbursed for monthly plans, features, text messaging, browser fees, data charges, repairs, or maintenance by applying APM A2507.
- 4.10 The cell phone, text messaging and data plans are for board business in Canada. When board business is outside of Canada, the helpdesk must be contacted through the director's office at least one week in advance to minimize the additional roaming charges by applying APM A2507.

BOARD ADMINISTRATION	2100
TRUSTEE EXPENDITURES	2115

- 4.11 All **board issued** information and communication technology are the property of the board and are returned at the end of a trustee's term of office. Trustees may have the option to purchase certain equipment at the end of their term by applying APM A2500, Purchasing Procedures.

Office Equipment and Supplies

~~4.12 The purchase of furniture and equipment for use in a trustee's home office will be requested through the superintendent of business and facilities.~~

- 4.13¹² Standard office supplies can be purchased by trustees for reimbursement. All purchases are made by applying policy 2230, General Purchasing and APM A2500, Purchasing Procedures.

4.13

- 4.14 All **board issued** equipment is the property of the board and is returned at the end of a trustee's term of office. Trustees may have the option to purchase certain equipment or supplies at the end of their term by applying APM A2500.

Gifts, Donations, Community Expenses, Advertising and Promotion

- 4.14⁵ Although the Board of trustees may direct the purchase of gifts and similar expenditures to recognize people and events, individual trustee reimbursement for expenses related to gifts, donations, community expenses, advertising and promotion are not allowed.

- 4.15⁶ Reimbursement for the cost of tickets or sponsorship of community events such as fund raising galas, charity functions, and political activities or events is not permitted. Donations to community groups or charities and to schools are not permitted.

Trustee Development Programs

- 4.16⁷ Trustee **professional** development programs include conferences, seminars and workshops presented by educational and trustee organizations and pertinent to the board's responsibilities and activities but shall not include trustee in-service programs organized by the SCDSB. **Costs for such professional development activities will be reimbursed. However, such costs may be restricted to an annual maximum per Trustee through the annual budget process.**

BOARD ADMINISTRATION 2100

TRUSTEE EXPENDITURES 2115

Page 4

- 4.178 Registration, accommodation and travel (other than by car or bus) will be arranged for the trustee in advance and will be billed directly to the board office unless otherwise agreed in advance.
- 4.189 Travel costs for air, rail or bus transportation will be paid or reimbursed at economy or coach fares. Out-of-pocket costs for necessary ground transportation or taxis will be reimbursed with receipts. Travel costs by car will be paid at the regular rate in effect for the use of a personal vehicle on board business.
- 4.1920 The full registration and all conference related costs will be paid or reimbursed for trustees only.
- 4.204 Trustee expense claim reports are to be submitted to the director by the fifth working day of the month following the trustee's return from the development program.
- 4.212 Expenses incurred in the prior fiscal year but submitted in the current year will not be reimbursed except in exceptional circumstances as approved by the superintendent of business and facilities by applying APM A2502.

Purchasing Cards, Cash Advances and Expense Claim Reimbursement

- 4.223 Trustees may receive a board purchasing card (p-card) as an efficient mechanism to purchase goods and services approved in the budget and necessary to the trustee role. Vendor code access restrictions are instituted from time to time and maintained by the superintendent of business and facilities by applying APM A2504, Purchasing Card.
- 4.234 Cash advances are not available to trustees.
- 4.245 An original receipt for expenditures shall be submitted with an expense claim report and the receipts are retained by accounting. Where evidence of payment is not provided expense claims will not be reimbursed by applying APM A2502.
- 4.256 All legitimate trustee expense claims including p-card purchases will be approved by the chairperson.
- 4.267 All legitimate expense claims including p-card purchases of the chairperson are certified by the superintendent of business for approval of the director.

BOARD ADMINISTRATION	2100
TRUSTEE EXPENDITURES	2115

4.278 Expense claims should be submitted monthly, and must be submitted by August 31 of each year for year-end purposes. Expenses incurred in the prior fiscal year and submitted in the current year will not be reimbursed except in exceptional circumstances as approved by the superintendent of business by applying APM A2502. The board's fiscal year runs from September 1 to August 31.

Disclosure

4.289 Semi-annually, the board will receive, in public session, a summary report of trustee expenses comparing budgeted to actual expenditures. By reporting, trustees are publicizing their commitment to educational governance and to their role as guardians of the public trust. In addition a summary report of Trustee expenses, by Trustee, will be posted on the Board's website.

4.2930 Annually, the superintendent of business will provide a report to Board detailing trustee expenses compared to budget.

4.304 At the end of a fiscal year any unspent amount in the trustee budget is incorporated into the overall surplus/deficit of the board.

Dispute Resolution

4.312 Should there be a dispute about the eligibility of any expense, the matter is brought forward by the superintendent of business to the external members of the Audit Committee for resolution. If a satisfactory resolution is not reached then the affected trustee must contest the decision at a public session of the board.

4.32
4.33 Where there is uncertainty as to an event or expenditure's direct relation to board business, trustees should obtain prior approval from the chairperson to ensure reimbursement for legitimate expenses.

5. Administrative Procedures

The Director of Education is authorized to provide the administrative procedures necessary to implement this policy.

ADOPTED NOVEMBER 25 2009
REVISED MARCH 23, 2011
REVISED FEBRUARY 25, 2015

BOARD ADMINISTRATION	2100
TRUSTEE EXPENDITURES	2115

1. Rationale

The Simcoe County District School Board (SCDSB) recognizes that as elected officials of the SCDSB Trustees are guardians of the public trust and that transparent accountability for expenditures made by trustees is required to support public confidence.

2. Policy

It is the policy of the SCDSB that funds be allocated in the annual budget for the reimbursement of trustee out-of-pocket expenses required to carry out the responsibilities of a board member.

3. Definitions

For the purpose of this policy “trustee” includes trustees of the Board, student trustees, and non-trustee members of board committees.

4. Guidelines

Travel, Meal and Accommodation

- 4.1 To reasonably and effectively conduct the business of the board, trustees incur out-of-pocket expenses for travel, meals, gratuities, and accommodation that may be eligible for reimbursement.
- 4.2 Trustees shall apply the expense rules as set out in APM A2502 Expense Claims, to be compliant with the Broader Public Sector Expense Directive.
- 4.3 Travel to and from a trustee’s residence to a meeting of the Board or of a committee of the board is a reimbursable travel expense.

Hospitality

- 4.4 Trustees may in the course of their duties provide food or non-alcoholic beverages to a person not an employee or trustee of the board. With pre-approval of the chairperson or designate a trustee will be reimbursed for reasonable out-of-pocket hospitality expenses that relate directly to the business of the board by applying APM A2502.

Page 2

Information Communication Technology

- 4.5 Trustees are provided with standard information and communication technology to effectively and efficiently fulfill their duties as a board member. This includes computer equipment and cellular devices and related use and maintenance fees. Additional equipment or enhancements to equipment are not provided through use of board funds.
- 4.6 Requests for service and repair and for billing inquiries must be directed to the helpdesk through the director's office.
- 4.7 When carrying on the business of the board, personal use of a board owned cellular device (cell phone) must be kept to a minimum. When a trustee chooses to use their board assigned device for general personal use a monthly fee is charged by way of a non-taxable payroll deduction by applying APM A2507.
- 4.8 A trustee may choose to use their board-owned cellular device for personal use such as text messaging, email and internet browsing. All cellular devices have unlimited text messaging for board business purposes. Trustees may use these features without the requirement to reimburse the board. These features and costs are reviewed regularly and may change by applying APM A2507.
- 4.9 Trustees have the option to use their personally owned cellular device for board business. A personally owned device will not be connected to the Board email, nor administered by Board staff. When using a personally owned cell phone for board business a trustee is responsible for maintaining their cell phone in good working order and may submit an expense claim report for long distance, roaming and information charges related to board business. Trustees will not be reimbursed for monthly plans, features, text messaging, browser fees, data charges, repairs, or maintenance by applying APM A2507.
- 4.10 The cell phone, text messaging and data plans are for board business in Canada. When board business is outside of Canada, the helpdesk must be contacted through the director's office at least one week in advance to minimize the additional roaming charges by applying APM A2507.
- 4.11 All board issued information and communication technology are the property of the board and are returned at the end of a trustee's term of office. Trustees may have the option to purchase certain equipment at the end of their term by applying APM A2500, Purchasing Procedures.

BOARD ADMINISTRATION	2100
TRUSTEE EXPENDITURES	2115

Office Equipment and Supplies

- 4.12 Standard office supplies can be purchased by trustees for reimbursement. All purchases are made by applying policy 2230, General Purchasing and APM A2500, Purchasing Procedures.
- 4.13 All board issued equipment is the property of the board and is returned at the end of a trustee's term of office. Trustees may have the option to purchase certain equipment or supplies at the end of their term by applying APM A2500.

Gifts, Donations, Community Expenses, Advertising and Promotion

- 4.14 Although the Board of trustees may direct the purchase of gifts and similar expenditures to recognize people and events, individual trustee reimbursement for expenses related to gifts, donations, community expenses, advertising and promotion are not allowed.
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- 4.16 Trustee professional development programs include conferences, seminars and workshops presented by educational and trustee organizations and pertinent to the board's responsibilities and activities but shall not include trustee in-service programs organized by the SCDSB. Costs for such professional development activities will be reimbursed. However, such costs may be restricted to an annual maximum per Trustee through the annual budget process.
- 4.17 Registration, accommodation and travel (other than by car or bus) will be arranged for the trustee in advance and will be billed directly to the board office unless otherwise agreed in advance.
- 4.18 Travel costs for air, rail or bus transportation will be paid or reimbursed at economy or coach fares. Out-of-pocket costs for necessary ground transportation or taxis will be reimbursed with receipts. Travel costs by car will be paid at the regular rate in effect for the use of a personal vehicle on board business.
- 4.19 The full registration and all conference related costs will be paid or reimbursed for trustees only.

Page 4

- 4.20 Trustee expense claim reports are to be submitted to the director by the fifth working day of the month following the trustee's return from the development program.
- 4.21 Expenses incurred in the prior fiscal year but submitted in the current year will not be reimbursed except in exceptional circumstances as approved by the superintendent of business and facilities by applying APM A2502.

Purchasing Cards, Cash Advances and Expense Claim Reimbursement

- 4.22 Trustees may receive a board purchasing card (p-card) as an efficient mechanism to purchase goods and services approved in the budget and necessary to the trustee role. Vendor code access restrictions are instituted from time to time and maintained by the superintendent of business and facilities by applying APM A2504, Purchasing Card.
- 4.23 Cash advances are not available to trustees.
- 4.24 An original receipt for expenditures shall be submitted with an expense claim report and the receipts are retained by accounting. Where evidence of payment is not provided expense claims will not be reimbursed by applying APM A2502.
- 4.25 All legitimate trustee expense claims including p-card purchases will be approved by the chairperson.
- 4.26 All legitimate expense claims including p-card purchases of the chairperson are certified by the superintendent of business for approval of the director.
- 4.27 Expense claims should be submitted monthly, and must be submitted by August 31 of each year for year-end purposes. Expenses incurred in the prior fiscal year and submitted in the current year will not be reimbursed except in exceptional circumstances as approved by the superintendent of business by applying APM A2502. The board's fiscal year runs from September 1 to August 31.

Disclosure

- 4.28 Semi-annually, the board will receive, in public session, a summary report of trustee expenses comparing budgeted to actual expenditures. By reporting, trustees are publicizing their commitment to educational governance and to their role as guardians of the public trust. In addition a summary report of Trustee expenses, by Trustee, will be posted on the Board's website.
- 4.29 Annually, the superintendent of business will provide a report to Board detailing trustee expenses compared to budget.
- 4.30 At the end of a fiscal year any unspent amount in the trustee budget is incorporated into the overall surplus/deficit of the board.

BOARD ADMINISTRATION	2100
TRUSTEE EXPENDITURES	2115

Dispute Resolution

- 4.31 Should there be a dispute about the eligibility of any expense, the matter is brought forward by the superintendent of business to the external members of the Audit Committee for resolution. If a satisfactory resolution is not reached then the affected trustee must contest the decision at a public session of the board.
- 4.32 Where there is uncertainty as to an event or expenditure's direct relation to board business, trustees should obtain prior approval from the chairperson to ensure reimbursement for legitimate expenses.

5. Administrative Procedures

The Director of Education is authorized to provide the administrative procedures necessary to implement this policy.

**ADOPTED NOVEMBER 25 2009
REVISED MARCH 23, 2011
REVISED FEBRUARY 25, 2015**

**APM 2500
APM 2502
APM 2504**

TO: The Chairperson and Members of the
Business and Facilities Standing Committee

FROM: Superintendent of Facility Services

SUBJECT: **REVISION TO POLICY 2140 – ELECTRONIC MEETINGS**

1. Background

Policy No. 2140 – Electronic Meetings was adopted by the Board on July 19, 2000. The most recent version is attached as APPENDIX A.

2. Current Status

Proposed revisions to Policy No. 2140 are attached as APPENDIX B. The revisions have been made to update the policy and reflect current Board practices and terminology in the area of electronic meetings. These revisions are represented in APPENDIX C.

RECOMMENDATION

That the Business and Facilities Standing Committee recommend that the Board approve the revisions to Policy 2140 – Electronic Meetings, as set out in APPENDIX C of Report No. BF-D-5, Revision to Policy 2140 – Electronic Meetings, dated February 4, 2015.

Respectfully submitted by:

John Dance
Superintendent of Facility Services

February 4, 2015

**BOARD
ADMINISTRATION 2100****ELECTRONIC
MEETINGS 2140****1. Rationale**

The purpose of this policy is to provide trustees an opportunity to participate electronically (i.e. via telephone conference call or video conference call) when unable to physically attend meetings.

2. Policy

It is the policy of the Simcoe County District School Board that electronic means may be used to facilitate trustee participation at Board and Special Board meetings including Closed Sessions and Committee meetings.

3. Guidelines

- 3.1 “Electronic attendance” is defined as participation in the meeting via telephone conference call or video conference call.
- 3.2 Electronic means of attendance will be provided for trustees who are unable to physically attend Board and Special Board meetings including Closed Sessions and Committee meetings.
- 3.3 Meetings in which trustees participate electronically will be held in conformity with the provisions of the Education Act and Regulations, and the applicable By-laws of the Board.
- 3.4 Cellular phones/smartphones are not to be used for closed session electronic meetings. Video conference will only be allowed for closed session electronic meetings if a secure connection can be made available.
- 3.5 Trustees **must contact the Executive Assistant – Board by no later than 12:00 PM (noon) on the day of the meeting to indicate that they will be participating electronically.** Should trustees wishing to participate electronically not be at their residences while the meeting is taking place, they must leave alternative contact instructions with the Director’s Office.
- 3.6 At the beginning of the meeting, agenda material will be communicated to all participating trustees, if not previously communicated.
- 3.7 Trustees participating electronically will inform the Chair of their departure from a meeting, whether it is temporary or permanent, to ensure a quorum is maintained at all times.

BOARD ADMINISTRATION 2100

ELECTRONIC MEETINGS

2140

Page 2

- 3.8 The Chair will conduct voting by asking trustees to indicate those in favour by stating their name, followed by those opposed. For ballot votes (conducted for the purpose of electing new trustees or of electing trustees to the positions of Chairperson or Vice Chairperson), trustees participating electronically have three options (listed below). **Trustees participating electronically must advise the Director of their voting preference when they give notice that they will be participating electronically:**
 - 3.8.1 After the motion has been read, the trustee may choose to fax his/her ballot to the Director's Office fax machine;
 - 3.8.2 After the motion has been read, the trustee may choose to email his/her ballot to the Director's email account. The Director or designate will print a copy of the email and add to the collected ballots;
 - 3.8.3 The trustee may choose to provide the Director's Office with sealed, numbered envelopes in advance. Each envelope shall contain a piece of paper indicating the name of a candidate; after the motion has been read, the trustee will indicate via conference call which envelope the Director (or designate) is to open. The Director or designate will open the corresponding envelope and add the slip of paper to the collected ballots.
- 3.9 Should a ruling of the Chair be appealed, the Chair will poll trustees alphabetically by last name to verify the decision.
4. The Director of Education is authorized to provide the administrative procedures necessary to implement this policy.

**ADOPTED JULY 19, 2000
REVISED FEBRUARY 22, 2006
REVISED DECEMBER 21, 2011**

BOARD ADMINISTRATION	2100
ELECTRONIC MEETINGS	2140

1. **Rationale**

The purpose of this policy is to provide trustees an opportunity to participate electronically (i.e. via telephone conference call or video conference call) when unable to physically attend meetings.

2. **Policy**

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3. **Guidelines**

- 3.1 “Electronic attendance” is defined as participation in the meeting via telephone conference call or video conference call.
- 3.2 Electronic means of attendance will be provided for trustees who are unable to physically attend Board and Special Board meetings including Closed Sessions and Committee meetings.
- 3.3 Meetings in which trustees participate electronically will be held in conformity with the provisions of the Education Act and Regulations, and the applicable By-laws of the Board.
- 3.4 ~~Cellular phones/smartphones are not to be used for closed session electronic meetings. Video conference will only be allowed for closed session electronic meetings if a secure connection can be made available.~~ **Trustees participating electronically in closed sessions must ensure confidentiality is not compromised by the proximity of others to the phone conversations. Board issued smartphones provide HSPA encryption to prevent unauthorized listening. It is recommended Trustees use their board issued smartphones for closed sessions.**
- 3.5 **Trustees must contact the Executive Assistant – Board by no later than 12:00 PM (noon) on the day of the meeting to indicate that they will be participating electronically.** Should trustees wishing to participate electronically not be at their residences while the meeting is taking place, they must leave alternative contact instructions with the Director’s Office.
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- 3.7 Trustees participating electronically will inform the Chair of their departure from a meeting, whether it is temporary or permanent, to ensure a quorum is maintained at all times.
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ADOPTED JULY 19, 2000
REVISED FEBRUARY 22, 2006
REVISED DECEMBER 21, 2011
REVISED FEBRUARY 25, 2015

BOARD ADMINISTRATION	2100
ELECTRONIC MEETINGS	2140

3. Rationale

The purpose of this policy is to provide trustees an opportunity to participate electronically (i.e. via telephone conference call or video conference call) when unable to physically attend meetings.

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It is the policy of the Simcoe County District School Board that electronic means may be used to facilitate trustee participation at Board and Special Board meetings including Closed Sessions and Committee meetings.

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- 3.3 Meetings in which trustees participate electronically will be held in conformity with the provisions of the Education Act and Regulations, and the applicable By-laws of the Board.
- 3.4 Trustees participating electronically in closed sessions must ensure confidentiality is not compromised by the proximity of others to the phone conversations. Board issued smartphones provide HSPA encryption to prevent unauthorized listening. It is recommended Trustees use their board issued smartphones for closed sessions.
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Page 2

- 3.11 Trustees participating electronically will inform the Chair of their departure from a meeting, whether it is temporary or permanent, to ensure a quorum is maintained at all times.
- 3.12 The Chair will conduct voting by asking trustees to indicate those in favour by stating their name, followed by those opposed. For ballot votes (conducted for the purpose of electing new trustees or of electing trustees to the positions of Chairperson or Vice Chairperson), trustees participating electronically have three options (listed below). **Trustees participating electronically must advise the Director of their voting preference when they give notice that they will be participating electronically:**
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 - 3.8.3 The trustee may choose to provide the Director's Office with sealed, numbered envelopes in advance. Each envelope shall contain a piece of paper indicating the name of a candidate; after the motion has been read, the trustee will indicate via conference call which envelope the Director (or designate) is to open. The Director or designate will open the corresponding envelope and add the slip of paper to the collected ballots.
- 3.13 Should a ruling of the Chair be appealed, the Chair will poll trustees alphabetically by last name to verify the decision.
- 4. The Director of Education is authorized to provide the administrative procedures necessary to implement this policy.

**ADOPTED JULY 19, 2000
REVISED FEBRUARY 22, 2006
REVISED DECEMBER 21, 2011
REVISED FEBRUARY 25, 2015**

TO: The Chairperson and Members of the
Business and Facilities Standing Committee

FROM: Superintendent of Business Services

SUBJECT: **CONTRACT AWARDS WITHIN APPROVED BUDGET**

1. **Background**

In accordance with the APM A2500-Purchasing Procedures, award of contract for the purchase of goods and services over \$100,000 will require Board approval after the competitive bid process if the bid exceeds the approved budget. When the bid is within the Board approved budget, award of contract will require the approval of the Director of Education or designate. Business Services will submit a monthly report to Business and Facilities Standing Committee, for information, summarizing awarded contracts within approved budget.

2. **Current Status**

The following is a contract awarded within approved budget.

The successful bidder for **Request for Proposal 2014-820P, Lenel OnGuard Access Control System Software Support Contract and Active Directory Upgrade** was submitted by Chubb Edwards, UTC Fire and Security Canada in the approximate amount of \$133,870.80 over a 5 year period. A summary of Request for Proposal responses received is outlined in APPENDIX A.

3. **Report Status**

This report is provided for information.

Respectfully submitted by:

Brian Jeffs
Superintendent of Business Services

February 4, 2015

Lenel OnGuard Access Control System Software Support Contract and Active Directory Upgrade Request for Proposal 2014-820P			
RESPONDENT'S NAME:			
EVALUATION CRITERIA	Chubb Edwards, UTC Fire and Security Canada Barrie, ON	Stanley Black and Decker Canada Corporation Mississauga, ON	
1) Software Support and Licensing Overall Cost 2) Software Support Details 3) Corporate Profile 4) Custom Solution for Active Directory Integration 5) Security Access Card Rollout Project Plan and Printing			
Final Score from 100%	84.2	60.1	
Date of Opening:	October 7, 2014		
Compliant Proposals In:	2		
Approx. Value of Contract:	\$ 133,870.80 (total spend over 5 year period)		
APPLICABLE TAXES NOT INCLUDED			

TO: The Chairperson and Members of the
Business and Facilities Standing Committee

FROM: Superintendent of Business Services

SUBJECT: **2015-2016 DRAFT BUDGET TIMELINES**

1. **Background**

A budget timeline is developed annually to provide guidance to departments and Administrative Council as to the timing and preparation of the proposed operating and capital budgets. The timeline is brought to the Board for information.

2. **Current Status**

The 2015-2016 Budget Timeline document is attached as APPENDIX A. The timeline provides a series of “milestones” to be achieved for budget preparation, stakeholder consultation, and for reporting to the Business and Facilities Standing Committee throughout the budget development process.

Trustee input is critical to the budget development process and the Board is ultimately responsible for the approval of a budget that is compliant with legislation and regulation, and consistent with strategic direction. Guidance provided to Administrative Council through the Director of Education throughout the process will ensure that the budget proposed is aligned with the Board Improvement Plan and *The Simcoe Path*.

3. **Report Status**

This report is provided for information.

Respectfully submitted by:

Brian Jeffs
Superintendent of Business Services

February 4, 2015

2015-2016 DRAFT BUDGET TIMELINES

2015-2016		
Date	Committee	Action
December 3,4 and 5	Regional Principals Meeting	Input into 2015-2016 Budget
February 4	Business and Facilities Standing Committee (regular meeting)	Draft 2015-2016 Budget Timelines
February 9 to May 26	Administrative Council	Budget Development presentation by SO's/Managers continues at A/C meetings
February 4 BUS & FAC	Business and Facilities Standing Committee (regular meeting)	Budget Update
March 9 March	SEAC Meeting	Projected 2015-2016 Special Education Budget Release of Technical Paper and Educational Funding Guidelines
April 15 SEAC/BUS & FAC	Joint SEAC/Business and Facilities Standing Committee	Projected 2015-2016 Special Education Budget Joint SEAC/Business and Facilities Standing Committee Meeting 2015-2016 Operating and Capital Budgets
May 6 BUS & FAC	Business and Facilities Standing Committee (regular meeting)	Final Debate and recommendation to Board on 2015-2016 Operating and Capital Budgets
May 27	Board of Trustees - Regular Board Meeting	Approval of Proposed 2015-2016 Operating and Capital Budgets