Regular Board Meetings are open meetings and the public is welcome to attend.

PLEASE NOTE: Requests of delegations to appear before the Board must be in writing and received by the Secretary by 4:30 p.m. of the day preceding the Board meeting, unless by motion of a majority of the members present the Board determines it will hear the delegation. Such requests must state the reason for the delegation to appear. Delegations are asked to submit their material in writing to the Secretary.

1.0 CALL TO ORDER
“We acknowledge that we are on the traditional land of the Anishnaabe Peoples. We wish to recognize the long history of Indigenous Peoples of Canada and show our respect to them today. We recognize their stewardship of the land; may we all live with respect on this land and live in peace and friendship.”

2.0 COMMITTEE OF THE WHOLE, OPEN SESSION – 5:00 p.m. (See page 3 of this Agenda)

3.0 COMMITTEE OF THE WHOLE, CLOSED SESSION – 7:00 p.m. (See page 4 of this Agenda)

4.0 ROUTINE MATTERS 15 minutes

4.1 Approval of Agenda
Resolved that the agenda be approved as presented/amended.

4.2 Declaration of Pecuniary Interest
Any member of the Board having a pecuniary interest regarding any item presented in this agenda, should declare same, and should absent her/himself from the room while the item is being discussed.

4.3 Approval of Consent Items
Resolved that the Consent Items be approved as presented.

4.4 Approval of Minutes (attached)
Resolved that the Minutes of the Avon Maitland District School Board meeting held Tuesday, June 25, 2019 be approved as presented/amended.

4.5 Business Arising from the Minutes

4.6 Committee of the Whole, Closed Session, Report to Board Public Session

4.7 Good News

4.8 Student Trustee Update

4.9 Student/Staff Presentation
4.10 Public Delegations

5.0 RECOMMENDATIONS FOR IMMEDIATE ACTION

Consent Item

5.1 Committee Reports – Nil report
5.2 Chair’s Reports – Nil report
5.3 Director’s Reports – Nil report

6.0 INFORMATION AND PROGRESS REPORTS

Consent Item

6.1 Committee Reports – Nil report
   a) AMDSB Special Education Plan
6.2 Chair’s Reports
   a) OPSBA – Membership Fee
6.3 Director’s Reports
   a) Tenders Over the Summer – Facilities Projects
   b) Updated Capital Plan
   c) Staff Adjustments
6.4 OPSBA Update (verbal)
6.5 Minutes from Board Committees for Information
   a) Student Senate Minutes – March 23, 2019, April 23, 2019, May 7, 2019 and June 11, 2019
6.6 Chair’s Activity Update (verbal)
6.7 Senior Staff Update (verbal)
6.8 Correspondence:
   a) Letter from Waterloo Region DSB received July 3, 2019 to Honourable Stephen Lecce, Minister of Education
   b) Letter from Greater Essex County DSB received August 7, 2019 re SEAC changes to funding announcement
   c) Letter from Greater Essex County DSB received August 7, 2019 re SEAC support of Bill 64, Noah and Gregory’s Law
   d) Letter from Greater Essex County DSB received August 7, 2019 re SEAC concern about the recent changes to provincial funding model for class size averages
   e) Letter from Greater Essex County DSB received August 7, 2019 re SEAC support of Bill 44, Education Amendment Act (Fetal Alcohol Spectrum Disorder), 2018

7.0 NEW BUSINESS

8.0 ANNOUNCEMENTS

8.1 Future Board Meetings (at Education Centre unless otherwise noted)
   • September 24, 2019 – 6:30 p.m. Committee of the Whole, Closed Session, 7:00 p.m. Student Advisory Committee, 7:30 Regular Session
8.2 Future Meetings/Events with Trustee Representation (at Education Centre unless otherwise noted)

- SEAC – Wednesday, September 11, 2019 – 4:00 p.m.
- AODA – Wednesday, September 18, 2019 – 4:00 p.m.
- Student Senators and Trustees – Tuesday, September 24, 2019 – 7:00 p.m.
- Audit Committee – Tuesday, September 24, 2019 – 5:00 p.m.
- Joint Health & Safety Committee – Thursday, September 26, 2019 – 1:30 p.m.
- SAL – Friday, September 27, 2019 – 8:30 a.m.

9.0 ADJOURNMENT

Resolved that this meeting be adjourned at _______ p.m.
2.0 COMMITTEE OF THE WHOLE, OPEN SESSION
TUESDAY, SEPTEMBER 10, 2019
5:00 p.m.

2.1 Approval of Agenda
Resolved that the agenda for the Committee of the Whole, Open Session, be approved as presented.

2.2 Presentations
3.2.1 Microsoft Teams Training – 5:00 p.m.

2.3 Reports/Items – For Discussion

2.3.1 Review of Board Policies
a) Board Policy #3 re Director’s Job Description
b) Board Policy #4 re Delegation of Authority
c) Board Policy #9 re Governance ByLaws
d) Board Policy #10 re Committees of the Board

2.3.2 Trustee Open Time – Questions / Issues
a) Communication between trustees (Trustee Rothwell)

2.4 Regular Session
Resolved that this Board reconvene into Regular Session.
3.0 COMMITTEE OF THE WHOLE, CLOSED SESSION
TUESDAY, SEPTEMBER 10, 2019
7:00 p.m.

3.1 Approval of Agenda

Resolved that the agenda for the Committee of the Whole, Closed Session, be approved as presented.

3.2 Declaration of Pecuniary Interest

Any member of the Board having a pecuniary interest regarding any item presented in this agenda, should declare same, and should absent her/himself from the room while the item is being discussed.

3.3 Approval of Minutes

Resolved that the minutes of the Committee of the Whole, Closed Session, meeting held on Tuesday, June 25, 2019 be approved as presented.

3.4 Business Arising from the Minutes

3.5 Public Delegation

3.6 Board Committee Minutes – for information

3.6 Director’s Reports – For Action or Information (attached unless otherwise noted)

2.7.1 Financial and Property Matters – for action/information (verbal)
   a) Stratford Update
   b) International Ed Update

2.7.2 Personnel Matters – for action/information (verbal)
   a) Staff Adjustments

2.7.3 Other – for action/information

2.8 Correspondence

2.9 Regular Session

Resolved that this Board reconvene into Regular Session.
DIRECTOR OF EDUCATION AND SECRETARY OF THE BOARD JOB DESCRIPTION

Legal References:  
Education Act: Part II School Attendance; Education Act: Part VIII Compliance with Board Obligations; Education Act: Part IX Finance; Education Act: Part X Teachers, Designated Early Childhood Educators, Pupil Records and Education Numbers; Education Act: Part XI Supervisory Officers; Education Act: Part XIII Behaviour, Discipline and Safety; Bill 177 Stronger, Fairer Ontario Act

The Director of Education and Secretary of the Board is both the Chief Education Officer and the Chief Executive Officer of Avon Maitland District School Board. The Director reports directly to and is accountable to the Board of Trustees. The Director is also accountable, through statute, to the Minister of Education for the organization and operation of Avon Maitland District School Board. All board authority delegated to staff is delegated through the Director of Education and Secretary of the Board.

The Director of Education and Secretary of the Board advises the Board of Trustees and recommends actions to address current emerging issues and trends to ensure that Avon Maitland District School Board policies and programs result in the attainment of the board mission and system goals.

Director of Education

Areas of Responsibility include but are not limited to:

1. Student Achievement and Well-Being
   1.1. Demonstrates care for and commitment to students.
   1.2. Demonstrates commitment to student achievement.
   1.3. Promotes an atmosphere of trust within the school community, setting the tone for mutually respectful relationships.
   1.4. Provides guidance, focus and leadership to ensure the success of all students.
   1.5. Takes the necessary steps to provide for the safety and welfare of students while participating in school programs or while being transported to or from school programs on transportation provided by Avon Maitland District School Board.
   1.6. Takes the necessary steps to provide facilities to accommodate Avon Maitland District School Board students.
1.7. Acts as, or designates, the local attendance counsellor for Avon Maitland District School Board.

1.8. Broadly promotes the board’s mission, vision and goals articulated in the multi-year Strategic Plan and ensures that the directions of the system are understood and shared by members of the organization.

1.9. Assumes responsibility for ensuring evidence of a coherent instructional guidance system through the Board Improvement Plan for Student Achievement and Well-Being (BIPSAW).

2. **Educational and System Leadership**

   2.1 Provides leadership in all matters relating to education in Avon Maitland District School Board and acts as Secretary of the Board.

   2.2 Develops and maintains positive and effective relations with schools and board departments.

   2.3 Provides leadership to promote clear, consistent expectations that focus on successful outcomes for students.

   2.4 Undertakes professional development related to the role of the Director.

   2.5 Demonstrates positive and proactive leadership that has the support of the staff with whom the director works most closely.

   2.6 Constructively addresses the rate of progress related to the multi-year Strategic Plan.

3. **Fiscal Responsibility/Compliance Mandate**

   3.1 Ensures that the fiscal management (budgets, time, personnel, policies and procedures) of Avon Maitland District School Board is in accordance with the Ministry’s funding model, other applicable grant regulations, and in accordance with the provisions of the *Education Act* and Regulations.

   3.2 Ensures that the fiscal management of the district is in alignment with the priorities and goals in the board’s multi-year Strategic Plan.

   3.3 Monitors to ensure that Strategic Plan priorities and goals are used to develop aligned department level goals.

   3.4 Demonstrates effective organizational skills that result in district compliance with all legal, Ministerial and board mandates and timelines.

   3.5 Reports to the Minister with respect to matters identified in and required by the *Education Act* and Regulations.
4. **Planning**

4.1 Provides leadership for the development of a multi-year Strategic Plan with corresponding annual plans that promote student achievement and well-being, and deliver effective and appropriate education programs to its pupils.

4.2 Consults the Board of Trustees in the planning process of the multi-year Strategic Plan, and ensures that the Plan establishes the board’s priorities and identifies specific measures and resources that will be applied in achieving these priorities.

4.3 Reports annually on implementation and results achieved in relation to the board’s multi-year Strategic Plan and the Board Improvement Plan for Student Achievement and Well-Being (BIPSAW).

4.4 Aligns the content of professional training with the capacities needed for district and school management.

4.5 Provides evidence that succession planning is facilitated through capacity building and the distribution of leadership to ensure strong future leadership.

5. **Personnel Management**

5.1 Has overall authority and responsibility for all personnel-related issues, save and except those personnel matters precluded by board policy, legislation or collective agreements.

5.2 Ensures effective systems are in place for the selection, supervision, development and performance review of all staff.

5.3 Ensures involvement of the Board Chair and Vice-Chair, as well as other board members as applicable, in the process of Superintendent selection.

5.4 Ensures compliance with human rights and labour relations legislation.

5.5 Makes every effort to identify and remove discriminatory biases and systemic barriers that would limit the opportunities for individuals from diverse communities for employment, mentoring, promotion, and succession planning in all board and school positions.

6. **Policy/Procedures**

6.1 Facilitates the planning, development, implementation, review and evaluation of board policies.

6.2 Provides leadership in the planning, development, implementation, review and evaluation of administrative procedures and accompanying forms.

7. **Director/Board Relations**

7.1 Establishes and maintains positive working relations with the Board of Trustees.

7.2 Supports the Board of Trustees in performing its role as a policy-governance board, and facilitates the implementation of its role as outlined in board policy.
7.3 Communicates effectively with the Board of Trustees and individual trustees.

8. **Communications and Community Relations**

8.1 Establishes effective communication strategies to ensure that key monitoring reports, student, volunteer and staff successes, local issues, and board decisions are widely known, understood and shared by all members of the organization.

8.2 Ensures that open, transparent and positive internal and external communications are in place.

8.3 Ensures that school councils have the opportunity to provide appropriate advice and support as required in the regulations and/or board policy.

8.4 Participates in community affairs in order to enhance and support Avon Maitland District School Board and promote public education.

9. **Student, Staff and District Recognition/Public Relations**

9.1 Establishes effective recognition programs and strategies to ensure that internal and external audiences are aware of student, volunteer, staff and Avon Maitland District School Board successes.
DELEGATION OF AUTHORITY

Legal References: Education Act and Regulations; Ministry of Education Policy/Program Memoranda; Bill 3, Sabrina’s Law, 2005; Child and Family Services Act; Employment Standards Act; Labour Relations Act; Municipal Freedom of Information and Protection of Privacy Act; Occupational Health and Safety Act; Ontarians with Disabilities Act; Pay Equity Act; Bill 177 Stronger, Fairer Ontario Act

Avon Maitland District School Board is allowed to delegate certain of its responsibilities and powers to others. Avon Maitland District School Board delegates to the Director of Education the right to do any act or thing or exercise any power that the board may or is required to do or exercise except those matters, which in accordance with Ontario legislation, cannot be delegated.

The board also reserves to itself the authority to make decisions on specific matters requiring board approval in accordance with board policies. Further, the board requires that any new provincial legislation or major initiatives must be initially brought to the board for discussion and determination of decision-making authority.

As an example, the Director of Education is authorized to appoint staff within the staff complements and salary ranges approved in collective agreements and the annual board budget.

Avon Maitland District School Board delegates to the Director of Education the authority to develop administrative procedures in the following major categories:

1. General Administration

   The general administration procedures deal with system planning matters that affect the whole board, issues that affect both students and staff members, and community involvement.

2. Educational Programs and Materials

   These procedures describe school organization, the curriculum, instructional strategies, and curriculum resources.

3. Students

   These procedures deal with all student matters. Some examples are school attendance, student welfare and safety, supervision, emergency plans, discipline, student evaluation, reporting to parents, and awards.
4. **Personnel and Employee Relations (teaching and non-teaching)**

These procedures provide for such matters as the hiring, promotion, disciplining (including dismissal) of employees, employee records, health and safety, benefits and assistance, professional development, performance appraisal, professional misconduct, recognition, and staff engagement.

Decisions on recommendations for the termination of the employment of a teacher on review status as a result of unsatisfactory performance appraisals shall be made by the board in accordance with Part X.2 Teacher Performance Appraisal of the Education Act.

5. **Business Administration**

Business administration procedures relate to budgeting, purchasing, audits, the management and maintenance of all board facilities and property, and student transportation.

Avon Maitland District School Board specifically delegates to the Director of Education the authority and responsibility to develop administrative procedures that are consistent with provincial legislation.
AVON MAITLAND DISTRICT SCHOOL BOARD
BOARD POLICY #9

BOARD GOVERNANCE BY-LAWS

Legal References: Education Act: Section 55 Representation of Student Trustees; Section 191 Honorarium for Members of Pupils on Boards; Section 191 Trustee Honoraria and Expenses; Section 207 Open and Closed Meetings of Boards; Section 208 Board Meetings; Section 208.1 Regulations: Electronic Meetings; Section 209 Trustee Declaration; Part VII Board Members—Qualifications, Resignations, and Vacancies, and In Person Attendance; Ontario Regulation 7/07 Student Trustees; Ontario Regulation 463/97 Electronic Meetings; Municipal Conflict of Interest Act; Municipal Elections Act; Municipal Freedom of Information and Protection of Privacy Act, Bill 177; Bill 78, the Education Statute Law Amendment Act (Student Performance); Bill 177 Stronger, Fairer Ontario Act

Related References: Educating Together: A Handbook for Trustees, School Boards and Communities. OPSBA 20032006; Good Governance: A Guide for Trustees, School Boards, Directors of Education and Communities OESC 2018; Robert’s Rules of Order.; Board Policy 10 Committees of the Board; AP515 Travel and Expense Claims; Form 515 Travel and Expense Claims; AP518 Hospitality; Form 518 Hospitality Expense Claims

The Education Act refers to members of the board as “board members”, while the Ontario Public School Boards’ Association uses the term “board trustees”. Throughout all board policies the terms “board member” and “board trustee” are used interchangeably.

Avon Maitland District School Board is a board of education established under the Education Act, with power to perform all the duties conferred or imposed upon a public school board by that or any other Act of the Legislative Assembly of the Province of Ontario. It shall operate in accordance with the provisions of the Education Act, other applicable legislation, the pertinent regulations of the Ministry of Education, and the following policy. An outline of the structure of the Avon Maitland District School Board can be found in Board Policy 10 Committees of the Board (Appendix 1).

Avon Maitland District School Board believes that its ability to discharge its obligations in an efficient and effective manner is dependent upon the development and implementation of a sound organizational design. In order to discharge its responsibilities to the electorate of the district, the board shall hold regular meetings. The board has adopted by-laws and policies so that the business of the board can be conducted in an orderly and efficient manner. Adherence to board by-laws and policies is expected from all board members.

The board believes that a fundamental obligation is to preserve, if not enhance, trust in public education generally, and in the affairs of Avon Maitland District School Board operations in particular. Consistent with its objective to encourage the general public to contribute to the educational process, board meetings will be open to the public. The board believes its affairs should be conducted in public to the greatest extent possible.

The board believes there are times when the public interest is best served by private discussion of specific issues during closed sessions. A meeting of a committee of the board, including a committee of the whole board, may be closed to the public when certain matters, as outlined in legislation, are discussed.
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No amendments, alteration or addition to the Board Policy 9 Board Governance By-Laws or to any policy of the board shall be made unless due notice thereof in writing, setting forth the proposed amendment, alteration or addition, has been given.

Policies shall be reviewed in a minimum of one separate meeting of the board before the notice of motion for amendment can be made.

By-law amendments can be made within one board meeting provided all board members have received a copy of the suggested amendment a minimum of 48 hours prior to the meeting.

Notwithstanding, amendments to a by-law or policy are not retroactive. Example: if a breach of the Code of Conduct has been identified, the process will unfold using the policies and by-laws in force at the time of the breach.

A two-thirds majority of all board members present must vote in favour to effect the change.

[Section 5.3.4 (c)]
First Meeting

The first meeting of a newly elected board shall be held not later than seven days after the day on which the term of office of the board commences. The first meeting of a newly elected board shall take place at the board's head office at 7:00 p.m.

Procedure

1.2 The procedure at the first meeting of the board in December, including the year of a newly elected board, shall be as follows:

1.2.1 The procedure at the first meeting of the board in December, including the year of a newly elected board, shall be as follows:

1.2.1.1 The Secretary of the board shall call the roll. The Secretary shall call the board to order and, where applicable, proceed to read the return of elections and resolutions or certificates of appointment of newly elected members and call for and receive declarations of office. (If all declarations have been duly executed prior to the commencement of the meeting, the Secretary will so announce.) A majority of the members of the board shall form a quorum.

1.2.2 Devotional exercises may be conducted immediately following the calling of the roll. A majority of the members of the board shall form a quorum.

1.2.3 All Trustees shall state and sign their attestation contained in Board Policy #5 re Board Members' Code of Conduct. Absent board members shall perform this attestation at their first attended board meeting of the new year.

Election of the Chair

1.3 Election of the Chair of the Board shall be by secret ballot and on all occasions when the result of a ballot is disclosed, there shall be no declaration of the count. The election procedure is as follows:

1.2.3.2.1 Trustees shall perform this attestation at their first attended board meeting of the new year.
1.3.1 Election of the chair of the board shall be by secret ballot and on all occasions when the result of a ballot is disclosed, there shall be no declaration of the count. The election procedure is as follows:

1.3.1 Scrutineers: The Secretary shall call for a motion naming two scrutineers who shall be two senior administrators of the board.

1.3.2 Secret Ballot Vote if Attending by Electronic Means: A trustee attending the meeting by electronic means shall be allowed to participate in the secret ballot for election of the Chair by privately advising each of the scrutineers of his/her choice of nominee or candidate for each ballot, and the scrutineers will write that choice on the appropriate ballot and place the ballot in the ballot box.

1.3.3 Nominations shall be by secret ballot and each ballot shall be valid only if it contains the name of one nominee.

1.3.4 The Secretary shall announce the result of the ballot by declaring the names of those nominated in alphabetical order. The members nominated shall be asked in alphabetical order to declare their willingness to stand. Those standing for election will be allowed up to two minutes to speak prior to the election.

1.3.5 The member receiving a clear majority of the votes cast shall be declared elected.

1.3.6 Should no member receive a clear majority of the votes cast, the name of the member receiving the smallest number of votes shall be dropped. In the event that the balloting results in a tie vote between the two members receiving the smallest number of votes, these two members shall draw lots to decide whose name shall continue to be on the slate of nominees. The board shall proceed to vote anew and so continue until one member receives a clear majority of the votes cast and such member shall be declared elected.

1.3.7 In the event that the balloting results in a tie vote between two members, the election shall be decided as provided in the Education Act, Section 208, subsection 8: “In the case of an equality of votes at the election of a Chair or vice-Chair, the candidates shall draw lots to fill the position of Chair or vice-Chair, as the case may be.” (Education Act, Section 208, subsection 8).

1.3.8 The Secretary shall announce the result of the ballot by declaring the name of the member who has received a clear majority of the votes cast.

1.3.9 The Chair shall assume the chair.

Election of Vice-Chair

1.4 Election of the Vice-Chair of the board shall be as in Section 1.3 above. The Vice-Chair of the board shall be chair of the committee of the whole, closed session board.

Election of Delegate to OPSBA

1.5 Election of a member to serve as voting delegate to and director of the Ontario Public School Boards’ Association (OPSBA) shall be as in Section 1.3 above.

1.5.1 In every year except the year following a school board/municipal election, this election is to take place in the first meeting of the board in May.
position becoming effective July 15 (to avoid confusion around attendance at the OPSBA AGM).

1.5.2 When there is a school board/municipal election in the fall of the year, the incumbent shall serve until November 30 in that year only. The election for the OPSBA delegate shall then be held at the Inaugural meeting of the new board in December. There will be no election in May in the year following a school board/municipal election. In this case the OPSBA delegate elected at the Inaugural Meeting will hold the position until July 15th of the following year (for a period of 16 months).

Election of Alternate Delegate to OPSBA

1.6 Election of a member to serve as alternate voting delegate to and alternate director of the Ontario Public School Boards’ Association (OPSBA) shall be as in Section 1.3 above.

1.6.1 In every year except the year following a school board/municipal election, this election is to take place in the first meeting of the board in May with the position becoming effective July 15.

1.6.2 When there is a school board/municipal election in the fall of the year, the incumbent shall serve until November 30 in that year only. The election for the OPSBA delegate shall then be held at the Inaugural meeting of the new board in December. There will be no election in May in the year following a school board/municipal election. In this case the OPSBA delegate elected at the Inaugural Meeting will hold the position until July 15th of the following year (for a period of 16 months).

1.6.3 The Board’s alternate delegate serves in place of the delegate when he or her duties.

Election to Fill a Vacancy at Any Other Time

1.7 Should any of the positions in Sections 1.3, 1.4, 1.5 or 1.6 above become vacant outside of the normal election times, an election will be held for vacant position(s) only.

Destruction of Ballots

1.7.1.8 Destruction of Ballots: Upon completion of elections for all offices as set out in Sections 1.3, 1.4, 1.5 and 1.6 above, the board, by motion, shall direct that all ballots be destroyed.
1. Meetings of the Board

Avon Maitland District School Board shall generally meet as a board twice a month in public and closed session as permitted by the Education Act.

2.1 Regular Meetings

The meetings of the board shall be held on the second and fourth Tuesdays of each month of the school year except that a meeting shall not be held on the second Tuesday in January, during the Christmas break or March Break nor on the fourth Tuesday in March when the preceding week is March Break, unless determined otherwise by motion or poll or the incumbent board as determined by the chair.

the school year except there is no meeting during the December break, no meeting during nor in the week following the March Break, no regular meeting on the second Tuesday in January, unless determined otherwise by motion or poll or the incumbent board as determined by the Chair. Therefore, there will be only one regular meeting in the months of December, January, and March.

2.1.1 Summer Meetings

Summer meetings of the board (i.e., in July and August) will be held on an “as required” basis at the call of the chair.

2.1.2 Curfew

The board shall not remain in session later than 10:30 p.m. unless determined by a majority vote of the members present, and no meeting shall be extended beyond 11:00 p.m. unless by unanimous approval of the members present every 30 minutes thereafter.

2.1.3 Closed Meetings

As set out in Section 207 (2) of the Education Act, a meeting of a committee of a board, including a committee of the whole board, may be closed to the public when the subject under consideration involves:

2.1.3.1 The security of the property of the board;
2.1.3.2 The disclosure of intimate, personal or financial information in respect of a member of the board or committee, an employee or prospective employee of the board or a pupil or his or her parent or guardian;
2.1.3.3 The acquisition or disposal of a school site;
2.1.3.4 Decisions in respect of negotiations with employees of the board; or
2.1.3.5 Litigation affecting the board.

Decisions may be reached in a closed meeting. However, any actions evolving from the decisions must be enacted at the regular meeting of the board. Following discussion, trustees board members rise from the closed session and report to the board on any recommendations agreed upon. If the recommendations are to become a resolution of the board, there will be a motion in open session to adopt the recommendation from the closed session.

2.2 Notice of Board Meetings

2.2.1 Written notice of all regular meetings of the board shall be communicated to each member at least 48 hours before the time of the meeting. Included with the notice shall be the meeting agenda and minutes from the previous board meeting(s) not previously approved. Members not receiving the notice or the board agenda by the Monday morning prior to the board meeting will be responsible for notifying the secretary.

2.2.2 Copies of reports to be presented to any meeting of the board shall be delivered by email with the notice of such meeting. The consideration of reports sent at a later date and items of new business arising at the meeting may, by decision of the majority of the board, be considered at that meeting of the board.
2.3 Special Board Meetings

2.3.1 A special meeting of the board may be called at any time on notice by the chair. Notice of such special meeting shall be given at least 24 hours prior to the time of such meeting. Notice of a special meeting need not be in writing, but a record of the date and time members were given notice, or of reasonable efforts made to notify individual members, shall be recorded in the minutes of the special meeting. The express purpose of such meeting shall be stated and no business shall be considered other than that stated in the notice unless all members of the board are present and unanimously consent thereto.

2.3.2 A special meeting of the board shall be called by the chair within 48 hours on a written request signed by three members. The express purpose of such meeting shall be stated and no business shall be considered other than that stated in the notice unless all members of the board are present and unanimously consent thereto. Should the chair fail to call the meeting requested by three members within 48 hours, it shall be the duty of the secretary to do so. Notice of such special meeting shall be given at least 24 hours previous to the time of such meeting.

2.4 Polling the Board

2.4.1 From time to time, it may be necessary to poll the members of the board for a decision which cannot be delayed to the next regular meeting and which, on the other hand, is not considered by the chair to be sufficiently important and/or contentious to warrant the calling of a special board meeting. In such cases:

2.4.1.1 The chair authorizes a poll to be conducted;

2.4.1.2 The secretary of the board (or designate) delivers the necessary background information to board members at least 24 hours in advance so that they have the opportunity to deliberate;

2.4.1.3 Board members may determine in advance whether to vote “yea” or “nay” by email at any time. On a day announced in the information delivered as per 2.4.1.2 above, the secretary of the board (or designate) telephones each board member who has not submitted their response via email to obtain a vote;

Note: Board members who will not be available are at liberty to either phone in submit their vote beforehand or to leave a message at home on how they vote.

2.4.1.4 Provided that a quorum has voted and that an attempt has been made to contact all board members, the secretary of the board carries out the wishes of the majority.

2.4.1.5 Where it has not been possible to contact a quorum, the chair, or in the chair’s absence or unavailability, the vice-chair shall make the decision.

2.4.1.6 In the absence of both the chair and the vice-chair, and when it has not been possible to contact a quorum, the secretary of the board shall make the decision and it shall be binding upon the board.

2.4.1.7 In cases of extreme emergency, or where time is of the essence, steps 2.4.1.2 and 2.4.1.3 may be omitted and the reason for the poll shall be explained when the telephone call is made.

2.4.1.8 Provided that a quorum has voted and that an attempt has been made to contact all board members, the Secretary of the Board carries out the wishes of the majority.

2.4.1.9 Where it has not been possible to contact a quorum, the Chair, or in the Chair’s absence or unavailability, the Vice-Chair shall make the decision.
2.4.1.7 In the absence of both the Chair and the Vice-Chair, and when it has not been possible to contact a quorum, the Secretary of the Board shall make the decision and it shall be binding upon the board.

2.4.1.8 Notice, in the form of minutes or notes of said poll, will be included with the next agenda of the board and will be approved by the board in the same fashion as the board approves minutes of a previous meeting.

3. Attendance at Meetings

3.1 It is the expectation of Avon Maitland District School Board that its members attend all board meetings and meetings of committees of which they are members.

3.2 Absence from a Meeting
Members of the board shall advise the office of the secretary of the board as soon as possible that they will be absent from a meeting. If a quorum is not present, the meeting may be cancelled, but presentations and delegations may be heard.

3.3 Definition of meeting locations for boards and requirements for members’ attendance is provided in the Education Act, Sections 208.1 (1) and (2); Section 228 (1); Section 229(1) and (2); Ontario Regulation 463/97 and in Section 6 of these governance by-laws. Provision for attendance at regular meetings of the board is by physical presence in the meeting room of the board or by participating in a meeting through electronic means. A member of Avon Maitland District School Board must be physically present in the meeting room of the board for at least three regular meetings in each 12-month period beginning in December and must not be absent, without being authorized by resolution entered in the minutes, from three consecutive regular meetings of the board.

3.4 Prolonged Absence
If a member of the board misses three consecutive regular meetings of the board, the member is deemed to have vacated the seat on the board unless the member’s absence has been authorized by board resolution entered in the minutes. A member wishing to request such authorization should contact the office of the secretary to arrange to have the request placed on a future board agenda for consideration by the board.

3.5 Failing to Fulfill Obligations
If a trustee fails to fulfill obligations, refer to policy Board Policy 5 re: Board Members’ Code of Conduct.

3.6 Attendance Report
A trustee attendance report shall be prepared annually. This report shall summarize the attendance of each trustee at the board meetings held during the previous school year.
3.7 **Quorum**

A quorum of the board shall be a majority of all members. Should there be no quorum present thirty minutes after the time appointed for the meeting, the secretary shall cause to be recorded the names of those members present, and the chair shall set the time and place of the next meeting. Staff presentations and delegations may be heard. When a quorum is no longer in attendance at the board meeting, no further business can legally be transacted, and it shall be the responsibility of the presiding chair and the secretary to note the lack of a quorum and to have the fact recorded in the minutes.

4. **Order of Business**

The order of business (agenda) of all regular and special board meetings is prepared by the secretary of the board. For “Notice of Board Meetings” see 2.2. For the suggested order of business for the first and second Board meetings of the month, see Appendices 1 and 2.

The suggested order of business for the first Board meeting of the month in which there are two board meetings is:

1. Call to Order

2. 1. Committee of the Whole—Closed Session, if required

3. 1. Committee of the Whole, Open Session

4. 1. Routine Matters

  4.1 Approval of Agenda

  4.24.1 Declaration of Pecuniary Interest

  4.3.1 Approval of Minutes

  4.4.1 Business Arising from the Minutes

  4.5.1 Committee of the Whole, Closed Session, Report to Board

  4.6.1 Committee of the Whole, Open Session, Report to Board

  4.7.1 Good News

  4.8.1 Student Trustee Update

  4.9.1 Public Delegations

  4.10.1 Student and/or Staff Presentations

5. Recommendations for Immediate Action

  5.1 Consent Items

  5.2 Committee Reports

  5.3 Chair’s Reports

  5.4 Director’s Reports

6. Information and Progress Reports

  6.1 Committee Reports

  6.26.1 Chair’s Reports

  6.36.1 Director’s Reports

  6.46.1 OPSBA Update

  6.56.1 Minutes from Board Committees: (examples)

    ii) Joint Health and Safety Committee

    iii) Special Education Advisory Committee (SEAC)

  iv) Student Senate

  6.6.1 Correspondence

New Business

- Announcements

- Future Board Meetings

- Future Meetings/Events with Trustee Participation

- Adjournment
7. Committee of the Whole, Closed Session, continues if not concluded before 8:00 p.m.
8. Committee of the Whole, Closed Session, report to Board Meeting, if applicable.

The suggested order of business for the second board meeting of the months in which there are two Board meetings, or for months in which there is one Board meeting is:

1. Call to Order
2. Committee of the Whole, Closed Session, if required
3. Routine Matters
   3.1 Approval of Agenda
   3.2 Declaration of Pecuniary Interest
   3.3 Approval of Minutes
   3.4 Business Arising From the Minutes
   3.5 Committee of the Whole, Closed Session, report to Board Meeting
   3.6 Good News
   3.7 Student Trustee Update
   3.8 Public Delegations
   3.9 Student and/or Staff Presentations
4. Recommendations for Immediate Action:
   4.1 Consent Items
   4.2 Committee Reports
   4.3 Chair’s Reports
   4.4 Director’s Reports
5. Information and Progress Reports:
   5.1 Committee Reports
   5.2 Director’s Reports
   5.3 OPSBA Update
   5.4 Minutes from Board Committees
   5.5 Correspondence
6. Committee of the Whole, Open Session, if required
7. Committee of the Whole, Open Session, report to Board Meeting, if required
8. Notice(s) of Motion
9. New Business
10. Announcements:
    10.1 Future Board Meetings
    10.2 Future Meetings/Events with Trustee Participation
11. Committee of the Whole, Closed Session, continues if not concluded before 8:00 p.m.
12. Committee of the Whole, Closed Session, report to Board Meeting, if applicable
13. Adjournment
4. **5. Rules of Order**

5.1 **Conflict of Interest**

In conformity with the *Municipal Conflict of Interest Act (1983)*:

a) Where a member has any significant pecuniary interest, direct or indirect, in any matter, the member must disclose the general nature of interest before any consideration of the matter. The member must not take part in any consideration or discussion of, or vote on any question in respect to the matter, and must not attempt in any way before, during or after the meeting to influence the voting.

b) The member must leave the meeting during the time the matter is under discussion. Note: “Meeting” is defined to include “any regular, closed, special, committee or other meeting” of the board.

5.1.1 **Disclose if Absent**

If absent from a meeting, members of the board must disclose their interest at the first meeting attended after such meeting.

5.1.2 **Record in Minutes**

Declarations of pecuniary interest and the general nature thereof must be recorded in the minutes of the open meetings. Every declaration of interest made in private meetings, but not the general nature of the interest, must be recorded in the minutes of the next open meeting.

5.2 **Delegations**

5.2.1 **Request in Writing**

Requests of delegations to appear before the board or one of its committees must be in writing and received by the secretary by 4:30 p.m. on the day preceding the board or committee meeting, unless by motion of a majority of the members present the board or committee determines it will hear the delegation. The chair of the board may direct that a delegation requesting a hearing before the board be heard instead by an appropriate committee of the board. A request must state the reason for the delegation to appear or the delegation will not be heard. Delegations shall submit their material in writing, prior to the presentation, to the secretary.

5.2.2 **Spokesperson and Time Allocation**

The delegation shall name a spokesperson(s). The delegation shall be allowed up to ten minutes to address the board or the committee on its first appearance on an issue, and up to five minutes for subsequent appearances, subject to subsection 5.2.4 (c). There shall be a maximum of six delegations permitted at a regular meeting.

5.2.3 **Hearing the Delegation**

a) The secretary shall inform the delegation of the date of the meeting and the approximate time when the presentation will be heard. At the time of notification, delegations will be informed of the time available for the presentation. They will also be informed that there may be no response to the presentation at the meeting, and that there may be questions of clarification asked of them by members of the board at the end of the presentation. Delegations will also be informed that the purpose of a delegation is to allow the presentation to be heard, and not to debate the issue at the time of presentation. They will further be advised that, at the conclusion of the presentation, the concern raised will either be referred to the appropriate committee, referred to a future board meeting, or handled by letter following the board meeting, as determined by the chair. Delegations will be offered a copy of the Delegations section of the Board.
Policy 9 Board Governance Bylaws before the meeting at which they are to appear.

a) Delegations appearing before the board will be introduced by the chair who shall announce the board's policy regarding delegations.

b) The chair shall announce how much time is available to the delegation and shall rule on the acceptability of the presentation and adherence to the time limit. The chair may limit or conclude a presentation that deviates materially from the announced topic of the presentation or essentially repeats a previous presentation to the incumbent board or committee. The spokesperson(s) for a delegation must refrain from the use of abusive, profane or derogatory language at all times, and the chair may expel or exclude from any meeting any person(s) who engages in this or any other form of improper conduct.

c) Following the presentation, the chair shall ask the members of the board if there is any point they wish clarified. At no time during the meeting will members of the board or staff enter into discussion with any member of the delegation except to request clarification of a point made in the presentation.

d) As soon as the chair is satisfied that all points have been clarified, the chair shall inform the delegation that the board will take the presentation under consideration.

e) The chair shall acknowledge the presentation. The chair shall request a written copy of the remarks if not previously submitted. If not stated, the chair shall ask the delegation what board action is being requested.

f) The matter may then be considered by the board in public session or in closed session as required or permitted by the Board's Bylaws, or the Education Act, or as otherwise directed by the chair or by motion of the board.

h) Within 30 days, the secretary shall inform the delegation of the disposition of its request, and include the date, time and place of any meeting of the board or a committee of the board on which agenda the subject matter is to appear.

5.2.4 Time Limits

a) In exceptional circumstances, the chair, in consultation with the vice-chair and secretary of the board, has the right to limit the allowed time for a presentation by a delegation, or the number of delegations to be heard at a meeting of the board.

b) However, the chair must provide an opportunity for all delegations wishing to speak on a topic to be received at subsequent regular meetings of the board (to a maximum of six delegations in total at a regular meeting, as stated in Section 5.2.2 above) or at one or more special meetings of the board to be called for that purpose.

c) Once the board has made a decision or has taken no action on a matter raised by a delegation or delegations, the board will not entertain a further delegation on substantially the same issue within the ensuing six-month period, unless the chair is of the opinion that there is sufficient new information to warrant a review, or unless the board has agreed to re-open the matter.

5.3 Rules of Order for Board Meetings

5.3.1 Presiding at Meetings
a) The **chair** shall preside at all meetings, or in the **chair**s absence, the **vice-chair** shall perform the duties of the **chair**. In the absence of the **vice-chair**, or while the **vice-chair** is serving as **chair**, the board shall choose a member to serve as **vice-chair**. [See **vice-chair** (see Board Policy No. 8, Role of the **vice-chair**)].

b) In the absence of both the **chair** and the **vice-chair**, the **secretary** shall call the meeting to order, and call for a motion naming a member to act as **chair** temporarily. In the absence of the **chair**, and where the **vice-chair** wishes, the **now acting Chair** will then call for a motion to chair the committee of the whole, the secretary shall open the board meeting name an acting **Vice-Chair**.

5.3.2 **Appeal of Chair’s Decision**

a) The **chair** shall preserve order and decorum, and decide all questions of order, subject to an appeal to the board. A member may immediately appeal a decision of the **chair**. The **chair** may request the reason for the appeal and shall explain the reason for the decision.

b) When called to decide a point of order, the **chair** shall, if requested, state the reasoning applicable to the case. Appeals from the **chair**s ruling shall be decided without debate (unless the **chair** invites discussion thereon) and shall be submitted in the following form: “Shall the decision of the **chair** be sustained (or upheld)’’

5.3.3 **Board Motions**

a) Every member, prior to speaking to any question or motion, shall address the **chair** and be recognized.

b) When two or more members address the **chair** at the same time, the **chair** shall name the member who is to speak first.

c) No member shall interrupt another while speaking, unless to raise a point of order. Members raising a point of order shall be recognized by the **chair** and shall confine themselves to the point of order or explanation.

d) Any member may require the motion under discussion to be read for information at any time during the debate, provided that no such request shall be made so as to interrupt the member speaking to the question.

e) After a motion has been moved and seconded, the **chair** shall allow reasonable discussion prior to calling the vote. The member introducing the motion shall be given the opportunity to speak first, and have the privilege of replying immediately prior to calling the vote. After the motion is read by the **chair** it shall be deemed to be in possession of the board, but it may be withdrawn at the request of both the mover and seconder.

f) When the question under consideration contains two or more distinct propositions, upon request of any member, the **chair** shall rule whether or not any particular proposition shall be considered and voted upon separately.

g) No motion or amendment shall be debated unless the same be moved and seconded, except formal motions to adopt reports, to refer, to postpone, to lay on the table, to put the previous question, to file, to pay accounts or to adjourn.

h) When a motion is under debate, the motions in order of precedence shall be:

   i. to adjourn; -(decided without debate)
   ii. to lay on the table; -(decided without debate)
   iii. to call the question; -(decided without debate)
   iv. to postpone; -(decided without debate)
   v. to refer; -(debatable only as to time and place)
   vi. to amend.
i) A motion to lay on the table may be reconsidered by the motion "to take from the table."

j) A motion to adjourn shall be in order, except when a member is speaking or a vote is being taken, or when the question has been called. A simple motion to adjourn shall not be open to amendment or debate; but a motion to adjourn to a certain time may be amended and debated. After a motion to adjourn has been defeated, a second motion to the same effect shall not be made until after some intermediate question(s) has (have) been disposed.

k) The motion to call the question shall preclude all further amendment or debate, and shall be submitted by the chair in this form: "Shall the question in debate be now called?" If adopted, the chair shall at once proceed to put the main question and any amendments pending to the vote of the board. However, if the motion to call the question is defeated, the main question may then be debated and amended.

l) A question having been postponed indefinitely shall not be taken up again at the same meeting.

m) A motion to refer to a standing committee shall take precedence over a motion to refer to any other committee. A motion to refer to a committee shall take precedence over a motion to refer to the director of education.

n) After a resolution is moved and seconded, a motion to amend may be made, and a motion to amend the amendment, but no further motion shall be made until these have been decided.

o) All questions shall be put in the order in which they are moved except that the amendments shall be put before the main motion; the last amendment first, and so on.

5.3.4 Voting

a) After the chair has put the questions to a vote there shall be no further debate.

b) Every member present, when a question is put, shall vote thereon unless excused by the board. A member who does not vote will be counted in the "opposed" votes and a tied vote is deemed to be a defeat of the motion. In a close vote, the Chair shall state the number in favour and opposed and ask if anyone has been misrepresented before declaring the result of the vote.

c) A two-thirds majority of the trustees attending the meeting is required:
   i. To close nominations;
   ii. To rescind a previous action of the board;
   iii. To refuse to consider a question;
   iv. To suspend a rule of order;
   v. To overturn a ruling of the chair;
   vi. To censure or expel a member of the board; (Section 2.3.1 in Board Policy No. 5 Board Members’ Code of Conduct and Section 3.5 in Board Policy No. 9 Board Governance By-Laws); and
   vii. To approve, amend, alter, add to, or rescind a by-law or policy of the board.

5.3.5 Reconsidering a Question

a) A motion to re-consider must be moved by a member who voted on the prevailing side. After a vote has been taken on any question (except one of indefinite postponement) such vote may be reconsidered at any time during the same meeting. Alternatively, it may be reconsidered at any meeting held thereafter, provided the mover gives notice to that effect, in writing, to the secretary of the board for inclusion in the agenda.
b) A motion to re-consider being once made and decided in the negative shall not again be entertained for three months.

5.3.6 Rules of Parliamentary Debate

a) The rules of parliamentary debate as set out in these by-laws and in the attached Appendix 43 - Parliamentary Procedure Made Easy shall govern. In case of conflict between these two, the text of these by-laws shall govern. Where existing board governance by-laws do not apply to or remedy a specific situation, the applicable reference in Robert's Rules of Order shall apply.

b) In exceptional circumstances as determined by a unanimous vote of the board, rules of the board may be suspended.

5.4 Recorded Vote

5.4.1 The recorded vote is sometimes known as a roll call vote. -A recorded vote shall be held on any questions prior to the vote by any member of the board who is eligible to vote on the question. Approval of the board is not necessary.

5.4.2 The chair of the board declares the results of the vote. A listing of each board member’s vote is included in the minutes.

5.5 Proxy Vote

There is no provision for proxy votes in the Education Act or Regulations made under the Education Act. Therefore, proxy votes shall not be permitted.

6. Electronic Means for the Holding of Meetings

6.1 Avon Maitland District School Board recognizes the value of using electronic modes of communication in conducting its business.

6.1.1 Avon Maitland District School Board recognizes the need to make provision for the use of electronic means for the holding of meetings of the board and its committees.

6.2 Avon Maitland District School Board has, as required by Ontario Regulation 463/97—Electronic Meetings made under the Education Act, developed and implemented a policy providing for the use of electronic means for the holding of meetings of the board and meetings of a committee of the board, including a committee of the whole board.

6.3 Unless indicated otherwise, the use of the term “meetings of the board” throughout these by-laws refers to meetings of the board and meetings of a committee of the board, including a committee of the whole board.

6.3.1 At the request of a board member or student trustee spokesperson, in situations where it is not possible for the member or student trustee spokesperson to attend a regularly scheduled or special meeting of the board, the board shall provide electronic means for participation in a meeting of the board. -Except in emergency situations, such request must be made to the chair or secretary of the board at least forty-eight hours before the commencement of said meeting.

6.3.2 Where appropriate, electronic means will be provided in the regular meeting place of the board and at one other location to allow public participation and to enable the public to hear all the debate during the public session. The board shall ensure that the room for a meeting of the board is open, physically accessible and of a size to permit physical attendance by a reasonable number of members of the public at every meeting of the board.
6.3.3 The following persons must be physically present in the board meeting room for any meeting of the board or committee of the whole:
- The chair of the board or designate
- At least one additional member of the board
- The director of education or designate

6.3.4 The following persons must be physically present in the committee meeting room for any meeting of the board’s committees (except for committee of the whole):
- The chair of the committee or designate
- The director of education or designate

6.3.5 A board member who participates in a meeting by electronic means is considered to be present at the meeting and will be recorded in the attendance for the meeting.

6.3.6 Given that the member must be able to be heard and hear all other participants in the meeting, audio teleconferencing or a conferencing software application will be the electronic means used.

6.3.7 All provisions in the legislation with regard to closed session meetings and conflict of interest will apply for electronic meetings of the board or committees.

6.3.8 Any member of the board, student trustee spokesperson or member of the public who participates in a meeting by electronic means in accordance with this policy shall be required to act in accordance with the Board’s Governance By-laws.

6.3.9 The chair or secretary of the board shall have authority to refuse to provide a member with electronic means of participation in a meeting of the board where it is deemed impossible to ensure compliance with 6.3.8 above, or, if it is not possible for the required persons (as indicated in 6.3.3 and 6.3.4 above) to be physically present at the meeting.

7. Officers of the Board

7.1 The officers of the board shall be the chair, vice-chair, secretary, Vice-Chair, Secretary of the board and treasurer of the board.

7.1.1 The chair and the vice-chair are elected annually and shall hold office until immediately prior to the Inaugural meeting except in an election year.

7.1.2 The director of education is also secretary of the board and the senior business official is also treasurer of the board and they hold these offices at the pleasure of the board.

7.1.3 The signing officers of the board shall be the chair, the vice-chair in the absence of the chair, the director of education and the senior business official.

7.2 Responsibilities of the Chair

7.2.1 These responsibilities are set out in Board Policy No. 7 Role of the Board Chair.

7.3 Responsibilities of the Vice-Chair

7.3.1 These responsibilities are described in Board Policy No. 8 Role of the Board Vice-Chair.

7.4 Responsibilities of the OPSBA Representatives

7.4.1 These responsibilities are delineated in Board Policy No. 11 Board Representatives on External Committees.

7.5 Responsibilities of the Secretary of the Board

7.5.1 The secretary of the board shall:
a) keep a full and correct record of the proceedings of every meeting of the board;
b) complete all board correspondence as required and directed by the board;
c) transmit copies of reports as requested by the Ministry of Education;
d) carry out board decisions;
e) create an organization which will ensure that board decisions are implemented effectively;
f) act as administrative liaison to the chairChair and vice-chairVice-Chair of the board;
g) be a signing officer of the board; and
h) perform such other duties as may be required by the Education Act, by the Regulations or by the board.

### Responsibilities of the Treasurer for the Board

7.6 Responsibilities of the treasurerTreasurer of the boardBoard:

- receive and account for all moneys of the board;
- be a signing officer of the board;
- act as administrative liaison to the Finance Committee and Audit Committee; and
- perform such other duties as may be required by the Education Act, by the Regulations, or by the board.

### Responsibilities of the Recording Secretary for the Board

7.7 Responsibilities of the recording secretaryRecording Secretary:

- Maintaining an accurate record of board members' attendance at board meetings;
- Ensuring that each motion is properly moved and seconded and so advising the secretarySecretary when such is not the case;
- Recording the content of each motion and the result of any vote thereon;
- Preparing the minutes of each board meeting;
- Obtaining the signature of the chairChair on the official copy of board meeting minutes;
- Amending the official copy of board meeting minutes when so directed by the board;
- Safekeeping of official minutes of board meetings.

### Representation of Pupils on the Board and Student Senate

This policy establishes means by which students may be meaningfully involved in board governance matters in compliance with the Education Act, Section 55 Representation of Pupils on School BoardsStudent Trustees, Section 6 of Bill 78, the Education Statute Law Amendment Act (Student Performance), 2006 and Ontario Regulation 7/07 Student Trustees. This policy also realizes the board’s desire to involve its students in understanding the issues and operation of public education in the board.

It is the policy of Avon Maitland District School Board to establish a Student Senate and a mechanism for selecting pupil representation on the board.
8.1 Selection of Student Senators and Student Trustees

8.1.1 Each secondary school shall describe in the student council’s constitution a selection process for student senators. In each secondary school, up to two (2) students shall be elected or acclaimed each spring by his or her peers to represent the school on the Student Senate and to liaise with students in the feeder schools. The school’s selection process shall also describe a replacement process should a student member resign from the committee or fail to maintain regular attendance.

8.1.2 The term of office for student senator starts on August 1 of the year in which he or she is elected and ends on July 31. Students may serve a second term.

8.1.3 Student senators shall be fulltime (minimum of six credits) senior students (Grade 11 or 12) in the year that they serve on the Student Senate. Student senators must commit a significant amount of time and effort to the position. Student senators, whenever possible, are expected to attend all evening meetings of the board and assigned committees.

8.1.4 The student senators will hold an election before April 30 of each year to determine the two student trustees. The election will be by secret ballot.

8.1.5 Student Trustees are, whenever possible, expected to attend all evening meetings of the board and assigned committees.

8.1.6 A person is not qualified to be elected or act as a student trustee if he or she is serving a sentence of imprisonment in a penal or correctional institution.

8.1.7 If a vacancy for the position of student trustee occurs during the year, it shall be filled by a by-election.

8.1.8 The board shall provide the Ministry with the names of the student trustees not later than 30 days after the date of the election or by-election.

8.2 Avon Maitland District School Board Student Senate

8.2.1 Mandate, Terms of Reference and Structure:

a) Mandate:

i. The purpose of the Student Senate is to advise the board on matters relating to public education within Avon Maitland District School Board.

ii. The committee may propose refinements to this mandate for board approval.

iii. The committee will review this policy in the spring of each year.

b) Membership and Terms of Reference:

i. There shall be an advisory committee to the board entitled Avon Maitland District School Board Student Senate with the following membership:

   ▪ Up to two (2) -students from each secondary school, excluding AMDEC, to be known as student senators;

   ▪ Two (2) board members will be assigned, one to serve as a member and one as an alternate;

   ▪ One (1) school administrator (principal or vice-principal); and

   ▪ Director of Education or designate

   ii. A quorum exists if six student senators, 50% of the secondary schools who have senate representation in a given year, and one board member or administrator are present.

   iii. All student members are encouraged to participate on other board committees.
iv. If a student senator Student Senator misses three meetings, the principal advisor or administrative liaison may contact the student senator's Student Senator's school and recommend to the school officials that a replacement be considered in compliance with the respective school's constitution.

v. A budget for the operation of this committee shall be established annually in the approved expenditure budget for the district.

vi. Section 10 [[Board Member Expenses]] of the Board Policy 9 Board Governance By-laws will apply for travel and out-of-pocket expenses for student senators Student Senators to fulfil their functions at board and committee meetings.

c) Structure:

i. The newly elected group shall meet prior to the end of the school year for in-service training and to define its own internal structure.

ii. The Student Senate shall define its own internal structure which shall include:

- Establishing a process for selecting a chair Chair and other officers if required;
- Establishing annually a meeting schedule which shall include all regular board meetings; and;
- Establishing criteria for communicating information to their student council and to the students at their schools and, where appropriate, feeder schools, on topics discussed by the committee.

iii. Meetings with Trustees and Attending Board Meetings:

- Student senators Senator and trustees Student Trustees of the board will usually meet monthly to discuss relevant issues.
- Upon request, on a meeting-to-meeting basis, a table will be designated for student senators Student Senators who are not the student trustees Student Trustees on the board and who wish to attend the public board meetings to observe the process.

8.3 Role of the Student Senator

8.3.1 The role of a student senator Student Senator is to represent the interests of the students of his/her family of schools at Student Senate meetings.

8.3.2 Student senators Senators shall communicate information to their student councils and to the students at their schools and, as appropriate, to feeder schools, on topics pertaining to students and their school, which have been discussed at Student Senate meetings.

8.3.3 The student senator Student Senator shall, upon receipt of complaints, questions or suggestions regarding a school or service, direct the person or persons to the appropriate principal or supervisor of the service. Student senators Senators shall not involve themselves with complaints about individual employees of the board. Should the complaint continue, the student senator Student Senator may discuss the matter with the director Director of education Education or designate.

8.4 Role of Student Trustees

8.4.1 The role of a student trustee Student Trustee is to represent the interest of all students at meetings of the board.

8.4.2 The student trustees Student Trustees shall sit at the table at board meetings and at meetings of committee of the whole, public session, and may speak to any matter before the board or committee according to Board Policy 9 Board Governance Bylaws, representing the views of the majority of student senators Student Senators. The student trustees Student Trustees may, at their own discretion, participate in closed sessions of the board, except on issues
related to the disclosure of intimate, personal or financial information in respect of a member of the board or committee, an employee or prospective employee of the board or a pupil or his or her parent or guardian.

8.4.3 A student trustee Student Trustee cannot move a motion but can suggest a motion. A student trustee Student Trustee is not entitled to a binding vote but is entitled to request a recorded vote at any board or committee meeting so that the student trustee's Student Trustee's voice can be reported. When such a request is made, two votes must take place, the first including the student trustee Student Trustee(s') vote(s) and the second without the student trustee Student Trustee(s') vote(s).

8.5 Conflict of Interest

8.5.1 A student trustee Student Trustee must declare a conflict of interest if he or she has they have a direct or indirect pecuniary interest in a matter under consideration. The student trustee Student Trustee must also declare a conflict if he or she has they have some other, non-pecuniary type of interest that places the person in a conflict position (e.g., bias). This could include any benefit obtained by relations, close friends, or associates of the student trustee Student Trustee.

8.5.2 When a student trustee Student Trustee declares a conflict of interest on any matter before the board he/she, they:
   a) shall, prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;
   b) shall not take part in the discussion and shall absence himself or herself absent themselves from the room while the matter is being discussed;
   c) shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question.

8.6 Mentor Program for Student Senators

8.6.1 Student senators Student Senators may be supported by a board member. The board member will discuss any issues upon which they want a student voice with their student trustee Student Trustee.

8.6.2 As part of the reciprocal relationship, the student senators Student Senators and board members may contact one another to share perspectives.

8.7 Disqualification of a Student Senator

8.7.1 If necessary, the director Director of education Education or designate, in consultation with the student senator's Student Senator's principal, will bring a recommendation for disqualification to the board during a closed session.

8.7.2 Disqualification may occur for one of the following reasons:
   a) the student senator Student Senator fails to maintain the required attendance at Student Senate meetings;
   b) the student senator Student Senator ceases to be enrolled as a full-time student in the board;
   c) the student senator Student Senator commits a serious breach of his or her school's code of conduct; or
   d) the student senator's Student Senator's behaviour is deemed to be incompatible with the roles and responsibilities of the position.

8.7.3 The student senator Student Senator has the right to present to the board prior to the board making its decision.

8.8 Recognition of Student Senators and Student Trustees
8.8.1 Upon completion of the student senator’s term of office, the student senator will be suitably recognized by the board. Types of recognition include, but are not limited to, confirmation of the accumulation of community service hours and a letter of service signed by the chair of the board.

8.8.2 Upon completion of his/her term of office, each student trustee is entitled to an honorarium. If a student trustee holds office for less than a full term, a prorated amount of the honorarium will be paid.

9. **Filling Vacancies on the Board**

9.1 **Objective**
This policy establishes the process by which the board shall fill a vacancy on the board when a board member (trustee) resigns, becomes ineligible or otherwise creates a vacancy on the board during the term of the board. It also establishes the process by which the board fills a vacancy when no qualified candidate runs in an election.

9.2 **Background**

9.2.1 The Education Act, Section 221 allows a board to fill a trustee vacancy in one of two ways:
   (a) Require the municipality to hold a by-election; or
   (b) Appoint a qualified person to the position.

9.2.2 A by-election may not be held after March 31 in a municipal election year (i.e., within the last eight months of a board’s four-year mandate). All costs of a by-election are borne by the board, in accordance with the Municipal Elections Act Section 7(3).

9.2.3 The method of appointment is not specified in the Education Act.

9.3 **Board Decisions**

9.3.1 **By-election**
If the board chooses to fill a trustee vacancy through a by-election in the vacated electoral zone, the process becomes the responsibility of the local municipality and takes approximately ten weeks. The municipality will provide to the board information regarding the implications of holding a by-election, including previous election results and estimated costs.

9.3.2 **Appointment Process**
   a) If the board chooses to appoint a trustee, the Education Act Section 221 (1)(a) requires that the vacancy be filled within 90 days (221.(1) (a) after the office becomes vacant.
   b) The Education Act, Section 219 (1) specifies the qualifications necessary to be a member of a board. The person must be:
      i. Qualified to vote for members of the board; and
      ii. A resident in the area of jurisdiction of the board.
      Disqualifications are outlined in Sections 219(4), (5) and (7).
   c) The board may choose to appoint one of the unsuccessful trustee candidates from the last municipal election, providing that the candidate remains a qualified person and is willing to serve.
   d) If the board chooses to offer the position to a broader range of electors, the following actions will occur:
      ii.i. The vacancy shall be advertised in the local media.
      iii. Persons interested in the position shall be required to submit an application in writing to the secretary of the board.
      iv. Applicants will be required to provide the following information:
         - Why they are interested in the position;
Their background, qualifications, interests, experience, and concerns regarding the position; and
Other information they think is pertinent

e) Any person expressing interest in applying for the position shall be offered a package of information to be picked up from the secretary of the board containing:
i. Avon Maitland District School Board facts folder;
ii. Policy Board Members’ Code of Conduct;
iii. Schedule of board and committee meetings;
iv. Committee membership lists; and
v. The OPSBA learning centre

f) If filling the position by appointment, the board shall conduct an interview process.

9.4 Interview Process

9.4.1 Only candidates who have submitted written applications as set out in Section 9.3.2 (d) by the deadline date shall be considered for an interview.

9.4.2 Interviews shall be conducted on board premises, which may include a school or the Education Centre.

9.4.3 The secretary of the board shall ask trustees to indicate their intention about their attendance and participation in the interviews.

9.4.4 Trustees participating shall constitute an ad hoc selection committee. Committee membership shall be a minimum of three trustees. The selection committee shall select its chair from among its members. Only trustees who have participated in all interviews shall vote on the committee recommendation. The committee shall make its recommendation to the board at the next meeting of the board.

9.4.5 The secretary of the board shall be the administrative liaison to the selection committee.

9.4.6 The selection committee shall establish its operating practices, but these shall include a common set of questions for all applicants.

9.4.7 The appointed candidate shall be advised promptly of the board’s decision and shall be sworn in at the next opportunity following his or her appointment.

10. Board Member Expenses

10.1 Avon Maitland District School Board shall reimburse board members for legitimate expenses incurred in carrying out their responsibilities while representing the interests of students, the community and the board.

10.2 The Avon Maitland District School Board assumes no obligation to reimburse expenses that are not in compliance with this policy.

10.3 Avon Maitland District School Board recognizes the benefit to the board of board members participating in professional development, including area, regional or provincial conferences and conventions related to current and ongoing matters of importance and interest to the board.
10.4 Implementation

Claim for Reimbursement of Expenses
On a monthly basis, board members should submit an expense claim form to the director’s office, using Form 515 Travel and Expense Claims. Blank forms may be obtained from the office of the director or the superintendent of business. Claims for expenses must include detailed invoices or receipts.

When submitting a statement of expense, trustees will state the purpose of the trip in the space provided and, if known, the specific budget code to which it is to be charged, as well as sufficient details to explain the expenses. Claims will be approved by the director of education and processed for payment. Reimbursement will be by electronic funds transfer.

Claims should be made under the following categories:

a) Transportation
This includes kilometrage from residence to board meetings, committee meetings, board activities, conferences and conventions. It will be paid at the current board determined kilometre rate. Travel expense is defined as the most practical mode of transportation to suit the occasion.

The allowance paid for the use of a personal automobile is deemed to cover all costs of operation including insurance, depreciation, gas, oil, repairs, etc.

b) Other Travel Expense
These claims, in accordance with Administrative Procedure 515 Travel and Expense Claims will include, but are not limited to, actual out-of-pocket expenses incurred for:
- Hotel room charges (standard room)
- In order to save money, private stays with family or friends while on board business are encouraged. A maximum of $30 per night for gratuitous lodging expenses when staying with family or friends is allowed – no receipt is required.
- Meals (if not included in registration)
- Tips and gratuities
- Business telephone calls
- Reasonable personal telephone calls
- Approved Internet connection
- Approved car rental, when a rental vehicle is more economical than the use of a personal vehicle
- Public transportation at the lowest fare practicable
- Necessary parking fees
- Other business expenses (e.g. fax)

The following will not be reimbursed:
- Recreational costs (e.g., fitness facilities, video rentals, mini-bar charges, etc.)
- Movies
- Alcoholic drinks
- Charges incurred by a spouse
- Auto expenses (reimbursed per kilometre charge)
- Automobile expenses including parking tickets or traffic tickets

c) Other Expenses
Actual out-of-pocket expenses incurred which are incremental to the normal operation of a trustee’s home or business will be reimbursed.
These claims will include, but are not limited to:

- Long distance business telephone and fax calls
- Basic internet access plan if not previously existing
- Computer/fax equipment and adequate technical support to access the board’s intranet system. (Any equipment provided under this policy remains the property of the board, to be returned at the end of the member’s term or terms of office.)

The following will not be reimbursed:

- Monthly residential telephone charges

10.5 **Hospitality (Admin Procedure 518)**

Hospitality is the provision of food, beverages, accommodation, transportation, or other amenities at board expense. **Hospitality expenses should be necessary, reasonable and eligible under Ministry regulations.**

Where specified, prior approval of the board is required before the expense is incurred if it is to be eligible for reimbursement.

The board will reimburse trustees for expenditures submitted on a statement of expenses, Form 518 Hospitality Claims, subject to the following parameters:

a) Hospitality at board expense may only be extended by a trustee with the approval of the chair or vice-chair.

b) Unless otherwise approved, hospitality should only be provided to individuals not employed by the board, except in instances covered by (d) i. below.

c) Hospitality should be extended in an economical, consistent, and appropriate way when it will facilitate board business or is considered desirable as a matter of courtesy.

d) Hospitality may be extended on behalf of the board when:
   i. Recognizing employees or other individuals for outstanding achievement (i.e., retirement, service, meritorious awards, etc.);
   ii. Engaging representatives of other boards, the broader public sector, industry, public interest groups, or unions in discussions on official matters;
   iii. Providing individuals from provincial, national, or international organizations and charitable organizations with an understanding and appreciation of the workings of the board;
   iv. Sponsoring or attending formal conferences related to the goals of the board.

e) Exceptions to the above must have prior approval of the chair.

**Avoiding Conflicts of Interest**

Trustees should avoid extending hospitality to vendors to the board to ensure that the hospitality extended does not give, or is not perceived to give, preferential treatment to any vendor.

Trustees should avoid accepting hospitality from vendors to the board (current or prospective) to avoid either real or perceived conflicts of interest.
**Alcohol**

Part of normal board hospitality may include the moderate consumption of alcoholic beverages with a meal or during a reception.

Reimbursement for the reasonable cost of alcohol is permitted for hospitality events.

The cost of alcoholic beverages cannot exceed the cost of the food.

Alcoholic beverages should not include premium brands or vintage wines.

Preference should be given to wine, beer, and spirits produced in Ontario.

All laws involving the serving of alcohol must be followed at any hospitality event.

**Gifts of Appreciation**

Token gifts of appreciation, valued at up to $50 may be extended to persons who are not attached to the board in exchange for pro bono services. Gifts must be approved by the Chair. *Form 515—Travel and Expense Claims* should be used when requesting reimbursements for gifts of appreciation.

**Reporting**

*Form 518—Hospitality Expense Claims* is available electronically or at the board office.

When submitting a statement of expense for hospitality the following information must be recorded:

a) the circumstances, including any requiring prior approval;

b) the form of hospitality (breakfast, lunch, dinner, reception, refreshments, etc.);

c) the costs supported by receipts;

d) name and location of the event;

e) the number of attendees;

f) names of individuals entertained, their titles, and employers;

g) records of necessary prior approvals; and

h) the specific budget code to which it is to be charged.

If the expense is to be charged to a specific project and the trustee or board member is unaware of that code, the trustee or board member shall identify the project and the accounting department will apply the code.

The claimant must sign the form and attach all original receipts showing the detail of the expense. Photocopies of receipts, or credit/debit card slips are not acceptable, as they do not show sufficient detail to authorize payment or meet audit requirements. Individuals are asked to send in the expense form with the original signatures.

All hospitality expense claims will be reviewed and signed by the Director prior to their submission to the accounting department.

The Avon Maitland District School Board assumes no obligation to reimburse expenses that are not in compliance with this policy.
10.6 Professional Development for Board Members

Notification of conferences or conventions that may be of interest to members of the board will be distributed or communicated from the office of the director, as the information is available.

a) Funding for professional development (including conferences and conventions and required travel) will be determined on an annual basis during the deliberations of the board’s budget process. This will include amounts designated for chair, vice-chair, Chair, Vice-Chair, OPSBA delegate and trustees, board members.

b) Professional development includes, but is not limited to, attendance at conferences and conventions, courses related to the role of the trustee, board member, and the purchase of professional print materials such as books or relevant magazine subscriptions.

c) If an individual trustee professional development allotment is unspent, the excess dollars may be redistributed for the use of other trustees who would otherwise exceed their allocations, through approval by the chair in consultation with the vice-chair, on a case-by-case basis.

c) The budget allotment for members is distributed on an as-used basis. The board and the treasurer shall monitor the fund on an on-going basis and if concerns arise, board members shall decide by consensus how to ensure it is not over-spent.

d) Board approval is required for an expenditure, which would cause the total fund in 10.6 (a) to be exceeded.

It is recognized that the board’s Ontario Public School Boards’ Association delegate, Director and any member of OPSBA’s executive may exceed the above allotment have higher-than-average expenses in order to attend OPSBA conferences within Ontario.

10.6.1 Student Trustee Expenses

The approved allotment shall be determined as part of the annual budget process and allocated by the director of education or designate.

[(See reference in Section 8.4.1 (b) vi under Avon Maitland District School Board Student Senate.)]

10.6.2 Annual Report

Annually, at the completion of the fiscal year, the amount expended by each trustee, board member in each category specified by this policy shall be reported to the board.

11. Indemnification of Board Members

As permitted under Section 176 of the Education Act, Avon Maitland District School Board provides group accident insurance to indemnify a member of a board or his or her estate against loss in case he or she is accidentally injured or killed. The board also provides group public liability and property damage insurance to indemnify a member of a board or his or her estate in respect of loss or damage for which he or she has become liable by reason of injury to persons or property or in respect of loss or damage suffered by him or her by reason of injury to his or her own property, while traveling on the business of the board or in the performance of duties as a member of the board within or outside the area over which the board has jurisdiction.
Tributes: Illness and Funerals

12.1 Avon Maitland District School Board has made provision for:
   a) Flowers or other small memento for the illness of a board member.
   b) Flowers or an appropriate donation to a charity or church of the family’s choice upon
      the death of a board member or immediate family member.

12.2 If a board member’s illness is extensive, additional purchases can be made at the
   discretion of the chair or the director of education.

12.3 In the case of death in the family, “immediate family” is defined as spouse, parents, and
   children. Discretionary power is vested in the chair or the director of education as to whether
   other persons can be recognized.

12.4 The director’s office will be responsible for deciding upon and making whatever purchase
   is appropriate and will also be responsible for notifying other members of the board.

12. Board Review/Self-Evaluation

13.1 The board’s review/self-evaluation process will complement the director’s evaluation process.

13.2 The purpose of the board review/self-evaluation is to answer such questions as the
   following:
   a) How well have we fulfilled each of our defined roles in relation to our district mission
      and vision as a board this year?
   b) How do we perceive our interpersonal working relationships?
   c) How well do we receive input and how well do we communicate?
   d) How well have we adhered to our annual work plan?
   e) How would we rate our board/director relations?
   f) How well have we adhered to our governance policies?
   g) What have we accomplished this past year? How do we know?

13.3 The principles upon which the board review/self-evaluation is based are as follows:
   a) A learning organization is focused on the improvement of practice.
   b) A pre-determined process for evaluation strengthens the governance function and
      builds credibility for the board.
   c) An evidence-based approach provides objectivity.

13.4 The components of the board review/self-evaluation are:
   a) Review of board role performance;
   b) Monitoring interpersonal working relationships;
   c) Monitoring board representation/communication;
   d) Review of the annual work plan completion;
   e) Monitoring board/director relations;
   f) Review of board motions;
   g) Review of board governance policies;
   h) Creating a positive path forward.
Order of Business, First Board Meeting of the Month

14. The suggested order of business for the first Board meeting of the months in which there are two board meetings is Amendments to the Board Governance By-laws

No amendments, alteration or addition to the Board Governance By-laws or to any policy of the board shall be made unless due notice thereof in writing, setting forth the proposed amendment, alteration or addition, shall have been given at a meeting prior to that at which the same comes up for consideration.

1. Call to Order
2. Committee of the Whole – Closed Session, if required
3. Committee of the Whole, Open Session
4. Routine Matters
   4.1 Approval of Agenda
   4.2 Declaration of Pecuniary Interest
   4.3 Approval of Minutes
   4.4 Business Arising from the Minutes
   4.5 Committee of the Whole, Closed Session, Report to Board
   4.6 Committee of the Whole, Open Session, Report to Board
   4.7 Good News
   4.8 Student Trustee Update
   4.9 Public Delegations
   4.10 Student and/or Staff Presentations
5. Recommendations for Immediate Action
   5.1 Consent Items
   5.2 Committee Reports
   5.3 Chair’s Reports
   5.4 Director’s Reports
6. Information and Progress Reports
   6.1 Committee Reports
   6.2 Chair’s Reports
   6.3 Director’s Reports
   6.4 OPSBA Update
   6.5 Minutes from Board Committees: (examples)
      i) Joint Health and Safety Committee
      ii) Special Education Advisory Committee (SEAC)
      iii) Student Senate
   6.6 Correspondence
7. New Business
   ▪ Announcements
7.1 Future Board Meetings
7.2 Future Meetings/Events with Trustee Participation
   ▪ Adjournment
   ▪ Committee of the Whole, Closed Session, continues if not concluded before the scheduled time of the Regular Meeting
   ▪ Committee of the Whole, Closed Session, report to Board Meeting, if applicable

Appendix 2

Order of Business, Second Board Meeting of the Month
The suggested order of business for the second board meeting of the months in which there are two Board meetings, or for months in which there is one Board meeting is:

1. Call to Order
2. Committee of the Whole, Closed Session, if required
3. Routine Matters
   3.1 Approval of Agenda
   3.2 Declaration of Pecuniary Interest
   3.3 Approval of Minutes
   3.4 Business Arising From the Minutes
   3.5 Committee of the Whole, Closed Session, report to Board Meeting
   3.6 Good News
   3.7 Student Trustee Update
   3.8 Public Delegations
   3.9 Student and/or Staff Presentations
4. Recommendations for Immediate Action:
   4.1 Consent Items
   4.2 Committee Reports
   4.3 Chair’s Reports
   4.4 Director’s Reports
5. Information and Progress Reports:
   5.1 Committee Reports
   5.2 Director’s Reports
   5.3 OPSBA Update
   5.4 Minutes from Board Committees
   5.5 Correspondence
6. Committee of the Whole, Open Session, if required
7. Committee of the Whole, Open Session, report to Board Meeting, if required
8. Notice(s) of Motion
9. New Business
10. Announcements:
    10.1 Future Board Meetings
    10.2 Future Meetings/Events with Trustee Participation
11. Committee of the Whole, Closed Session, continues if not concluded before the scheduled time of the Regular Meeting
12. Committee of the Whole, Closed Session, report to Board Meeting, if applicable
13. Adjournment

Appendix 3

A two-thirds majority of all board members present must vote in favour to effect the change. 
[Section 5.3.4 (c)]
# PARLIAMENTARY PROCEDURE MADE EASY

<table>
<thead>
<tr>
<th>Class of Motion</th>
<th>Kinds of Motion</th>
<th>Must be Seconded</th>
<th>Debatable</th>
<th>Vote Required</th>
<th>Amendable</th>
<th>When Used</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Main Motion</strong></td>
<td>Main Motion</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
<td>Yes</td>
<td>when floor clear</td>
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<tr>
<td>Subsidiary Motions</td>
<td>Amend</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
<td>Yes</td>
<td>to modify a motion</td>
</tr>
<tr>
<td></td>
<td>Amend the amendment</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
<td>No</td>
<td>to modify- amendment</td>
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<tr>
<td></td>
<td>Postpone indefinitely (or others)</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
<td>No</td>
<td>to kill main motion</td>
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<tr>
<td></td>
<td>Refer to a committee or to administration</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
<td>Yes</td>
<td>to study and/or modify</td>
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<tr>
<td></td>
<td>Postpone to certain time</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
<td>Yes</td>
<td>to defer action</td>
</tr>
<tr>
<td></td>
<td>Limit or extend debate</td>
<td>Yes</td>
<td>No</td>
<td>2/3</td>
<td>Yes</td>
<td>to control speaker</td>
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<tr>
<td></td>
<td>To call for a vote</td>
<td>Yes</td>
<td>No</td>
<td>2/3</td>
<td>No</td>
<td>to close debate</td>
</tr>
<tr>
<td></td>
<td>Table a motion</td>
<td>Yes</td>
<td>No</td>
<td>Majority</td>
<td>No</td>
<td>to defer action</td>
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<tr>
<td>Incidental Motions</td>
<td>Withdraw a motion</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
<td>No</td>
<td>to prevent wasting time</td>
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<tr>
<td></td>
<td>Object to consideration of question</td>
<td>No</td>
<td>No</td>
<td>2/3</td>
<td>No</td>
<td>before debate open</td>
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<tr>
<td></td>
<td>Suspension of the rules</td>
<td>No</td>
<td>No</td>
<td>Unanimous</td>
<td>No</td>
<td>to conduct special business</td>
</tr>
<tr>
<td></td>
<td>Appeal ruling of chair</td>
<td>Yes</td>
<td>No</td>
<td>2/3</td>
<td>No</td>
<td>to correct chair</td>
</tr>
<tr>
<td></td>
<td>Re-open nominations</td>
<td>Yes</td>
<td>No</td>
<td>2/3</td>
<td>Yes</td>
<td>expand nomination</td>
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<tr>
<td>Unclassified Motions</td>
<td>Take from table</td>
<td>Yes</td>
<td>No</td>
<td>Majority</td>
<td>No</td>
<td>to consider second time</td>
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<tr>
<td></td>
<td>Motion to reconsider (Mover must have voted on the prevailing side.)</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
<td>Yes</td>
<td>to consider second time</td>
</tr>
<tr>
<td></td>
<td>Motion to rescind or repeal</td>
<td>Yes</td>
<td>Yes</td>
<td>2/3</td>
<td>Yes</td>
<td>to cancel previous motion</td>
</tr>
<tr>
<td>Privileged Motions</td>
<td>Point of order</td>
<td>No</td>
<td>Chair &amp; mover</td>
<td>Chair rules</td>
<td>No</td>
<td>to keep on order of business</td>
</tr>
<tr>
<td></td>
<td>Question of privilege</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
<td>No</td>
<td>for comfort of members</td>
</tr>
<tr>
<td></td>
<td>Motion to recess</td>
<td>Yes</td>
<td>Only to Length</td>
<td>No</td>
<td>Majority</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>Adjourn</td>
<td>Yes</td>
<td>No</td>
<td>Majority</td>
<td>No</td>
<td>to close meeting</td>
</tr>
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</table>
Governance Structure moved to Board Policy#10 re Committees of the Board

GOVERNANCE STRUCTURE

BOARD
9 trustees
Meet 2nd and 4th Tuesday of the month
[except as noted in Section 1 of Governance Bylaws]

Chair, Vice Chair
- Recommend trustee committee assignments
- Director’s Review Committee
- Vice Chair is chair of Committee of the Whole Board (closed session)

STANDING COMMITTEES
Committee of the Whole Board
9 trustees – meet on Board meeting dates in closed or open session as required
Finance Committee
9 trustees

Director’s Review Committee

STANITORY COMMITTEES
Special Education Advisory Committee (SEAC)
Student Matters, Appeals and Hearings Committee
Supervised Alternative Learning (SAL) Committee
Parent Involvement Committee
Audit Committee

Ad Hoc Committees
Time-limited committees established from time to time to accomplish a specific task.

Other Trustee Assignments
AODA
Huron-Perth Student Transportation Services
BIPSA
Human Resources Pool
Foundation for Enriching Education Perth Huron
Safe Schools
Awards Committee
Accommodation Review (as required)

Advisory Committees
School Year Calendar Committee
Student Senate
Joint Health and Safety Committee
In order to govern the system in an effective and efficient manner, the board may establish such committees as it deems necessary. The purpose, powers and duties, and membership of each committee shall be approved by the board as required.

Avon Maitland District School Board shall establish statutory committees. The board shall also establish at least one standing committee, i.e., Committee of the Whole Board, which will meet in public and closed session, as permitted by the Education Act. A statutory or legislated committee is one required by the Education Act.

1. **Committees**

   1.1 A standing committee is a committee established by the board to perform a continuing function.

   1.2 In addition, members of the board may be assigned to serve as voting members on other advisory or ad hoc committees of the board. Ad hoc committees are established to carry out a specified task, at the completion of which they cease to exist. An example of this kind of committee is the selection committee to fill a trustee-board member vacancy as described in Section 9.4.4 of Board Policy 9 Board Governance By-Laws.

   1.3 Meetings of the standing, advisory and ad hoc committees of the board shall be open to the public except when the subject matter under consideration is covered by Section 207(2) of the Education Act.

   1.4 The rules of order of the board as set out in Board Policy 9 Board Governance By-Laws shall be observed in all regular and special meetings of all board committees.
1.5 A report of a committee is that of a majority of the committee. A minority report may appear as an appendix to the report of the committee.

1.6 Committees shall submit minutes to the board after each meeting and the Chair of the Committee, or where the Chair is not a trustee board member, a trustee board member appointed to the committee, or trustee board member designate, shall move any recommendations contained therein.

1.7 A committee report shall not be amended by the board, but the board may refer the report back to the committee for further consideration or with instruction to amend the report in some way.

1.8 Committee recommendations may be acted on separately when they are presented with the committee report or be postponed to a definite time. Whenever the board desires to consider the recommendations, the trustee board member Chair of the Committee, or a trustee board member appointed to the committee, reads each recommendation of the committee and moves its adoption. The motion should be stated in a form that will allow the board to vote directly on the proposal itself, rather than a motion to agree or disagree with the recommendation of the committee. A motion embodying a committee recommendation is considered and acted on as any other main motion.

1.9 Routing of business to the board or to a committee is the responsibility of the Secretary of the Board, in consultation with the Chair of the Board. The Secretary of the Board determines whether items of business go directly to the board or to committee for study, investigation and recommendation.

1.10 The general guidelines followed by the Secretary are urgency and depth of investigation. Nothing in this process prevents the board from referring a matter to a committee for investigation and recommendation.

2. Development of Committee Structure

Following the inaugural meeting of the board in an election year, or following the initial meeting of the board in other years, the members of the board are given an opportunity to express preferences for committee involvement.

The committee structure is described in “Governance Structure” in Appendix 1, Appendix 2 of Policy No. 9 Board Governance By-laws.

Trustee Board member preferences are stated on Form 010 Selection of Board Committees. As described in Section 1 of Board Policy 7 Role of the Board Chair, the Chair, in consultation with the Vice-Chair, recommends the assignment of trustees board members to board committees.

The membership of all committees shall be reported and voted on at the next regular meeting of the board and shall continue for the duration of a one-year session of the board.

3. Quorum

3.1 Determining Quorum
The presence of a majority of all members of the committee is necessary to form a quorum. The Chair and the Vice-Chair of the board may be named as members of committees and are then counted in determining quorum except as specified for Audit Committee. The Chair shall be an ex-officio member of all other committees of the board, and may make motions and vote when in attendance except as specified for Audit Committee. The Chair is not counted in determining quorum when attending as an ex-officio member. (Section 1 (a) of Board Policy 7 Role of the Board Chair, and Section 1 (d) in Board Policy 8 Role of the Board Vice-Chair)

It is the duty of the Chair of the Committee to determine that a quorum is present.

3.2 Reduced Quorum in Committees

A member who anticipates that attendance at a number of consecutive meetings will not be possible shall inform the committee in advance of such likelihood and the committee for the period of such anticipated absence and, solely for the purpose of calculating quorum as described in Section 3.1 above, may reduce the committee membership by one.

3.3 Limits on Reduced Quorum

No committee shall reduce its total membership by more than two members or one-third, whichever is the lesser, in accordance with the provisions of Section 3.2 for the purposes of calculating a quorum.

3.4 Thirty Minute Rule

If a quorum is not present within thirty minutes after the time set for the committee meeting, and in the absence of a definite extension agreeable to all members present, the meeting shall adjourn and the Recording Secretary shall record the names of the members then present.

3.5 Actions Possible if No Quorum

The only actions, which can be undertaken in the absence of a quorum, are to fix the time to adjourn, to adjourn, to recess or to take measures to obtain a quorum.

3.6 Adjournment When Quorum Lost

The committee shall adjourn a convened meeting whenever a quorum is no longer present and the Recording Secretary shall then record the time of adjournment and the names of the committee members then present.

4. Committee of the Whole Board

When it is required by law or when the board, on motion of a member, decides that it would be appropriate to discuss a matter in the Committee of the Whole Board, the board, by motion, shall resolve itself into a Committee of the Whole Board. The Committee of the Whole Board is comprised of all members of the board as voting members of the committee. Meetings of the Committee of the Whole Board may be in public or closed session.

The reasons for the closing of certain Committee of the Whole Board meetings are set out in
the Education Act and in Section 2.1.3 of Board Policy 9 Board Governance By-Laws.

4.1 Rules to Apply

The rules of order and the order of business set out in Board Policy Board Governance By-Laws shall apply to all regular and special meetings of the Committee of the Whole Board.

4.2 Documents for the Meeting

Preparation and distribution of the notice of meetings, agenda and minutes shall be as for regular and special meetings of the board.

4.3 Chair of Committee of the Whole

The Vice-Chair shall be the Chair of the Committee of the Whole Board in closed session and shall preside at all meetings of this committee. (Section 1, Board Policy 8 Role of the Board Vice-Chair). The Chair of the Board shall be the Chair of the Committee of the Whole Board in open session. (Section 1, Board Policy 7 Role of the Board Chair).

4.4 Limitations on Debate

Discussion in the Committee of the Whole Board shall be strictly limited to the subject referred to the Committee of the Whole Board.

4.5 Rise and Report

At the conclusion of its business, the Committee of the Whole Board shall, on motion of one of its members, rise and report its findings to the board, which shall deal with such report in the same fashion as any committee report.

5. Types of Committees – Statutory Committees

Statutory committees are specifically required by legislation. The Chair, in consultation with the Vice-Chair, will make recommendations for the assignment of members of the board to statutory committees.

Chairs of statutory committees are elected at the first meeting of the committee. A member of senior administration will act as administrative liaison to the committee and will be responsible for minutes for the committee.

5.1 Special Education Advisory Committee

5.1.1 Purpose:

a) The Special Education Advisory Committee (S.E.A.C.) is an advisory committee to Avon Maitland District School Board and may make recommendations to the board on any matter affecting the establishment and development of special education programs and services in respect of exceptional students of the board.

b) This committee provides an avenue for community involvement and receives advice and input from the community.
c) The Special Education Advisory Committee is mandated by *Ontario Regulation 464/97.*

5.1.2 **Powers and Duties:**

a) To become aware of the special education programs and services of the board that are provided to meet the needs of all exceptional students within the board;

b) To facilitate the exchange of information and ideas among the committee members representing the local associations, the Director and/or designate, and the board;

c) To make recommendations to the board about special education programs and services for exceptional students of the board;

d) To provide information to the local associations about the Special Education Advisory Committee (S.E.A.C.);

e) To review annually the special education report in accordance with Ministry legislation; and

f) To participate in a special education program review and provide recommendations to the board.

5.1.3 **Membership:**

a) Two trusteesboard members; and two alternates;

b) One representative from each of the local associations, not to exceed twelve, to be nominated by the respective associations and appointed by the board;

c) One alternate for each representative, nominated by each local association and appointed by the board;

d) The Director and/or designate; and

e) One or more additional community members who are not representatives of a local association.

5.1.4 **Meetings:**
The committee shall meet at least ten times in each school year.

5.2 **Student Matters, Appeals and Hearings Committee**

5.2.1 Each year the board will confirm a Student Matters, Appeals and Hearings Committee to be made up of all members of the board. As needed, a subset of no fewer than three Trustees-board members will be asked to hear appeals of pupil suspensions, principal recommendations for expulsion and appeals of student exclusions.

5.2.2 Committee meetings are called upon receipt of an appeal of a suspension or an expulsion, and upon a request for an expulsion hearing by the board.

5.3 **Supervised Alternative Learning**

5.3.1 **Purpose:**

a) The Supervised Alternative Learning Committee considers applications made on behalf of students of at least fourteen years of age up to the age of school leaving.

b) The committee considers whether or not to approve learning programs that involve full-time or part-time employment at an approved workstation; completion of a life skills course; or other studies acceptable to the committee.

c) The Supervised Alternative Learning Committee functions in accordance with the terms of Ontario Regulation 374/10.

5.3.2 **Powers and Duties:**
a) The Supervised Alternative Learning Committee shall consider the application of any parent to have his or her child participate in a S.A.L. program.
b) The committee shall also consider any oral or written submission made by any person in support or opposition to the application.
c) The committee may require the principal or any other employee of the board to report to the committee regarding the child for whom the application is made.

5.3.3 Membership:
  a) At least three members, including a member of the board; the Director of Education or designated supervisory officer; and at least one person who is not an employee of the board.
  b) Avon Maitland District School Board assigns one trustee board member and one alternate to the S.A.L. Committee.

5.3.4 Meetings:
Meetings are scheduled monthly based on receipt of an application for a S.A.L. program.

5.4 Parent Involvement Committee (PIC)

5.4.1 Purpose:
a) The Parent Involvement Committee (PIC) is to support, encourage and enhance parent engagement at the board level in order to improve student achievement and well-being.
b) A Parent Involvement Committee shall achieve its purpose by providing information and advice on parent engagement to the board; communicating with and supporting school councils of schools of the board; and understanding activities to help parents of pupils of the board support their children’s learning at home and at school.

5.4.2 Membership:
a) The number of parent members specified in the by-laws of the committee (parent members must constitute a majority of the members of a PIC);
b) The Director of Education;
c) One trustee board member and one alternate appointed by the board; and
d) The number of community representatives specified in the by-laws of the committee

5.4.3 Meetings:
PICs are to meet at least four times in each school year. Meetings are to be held in public and no meeting may be held unless the following members are present: a majority of parent members present, the Director of Education (or designate) and the board member (or their designate).

5.5 Audit Committee

5.5.1 Purpose:
The Audit Committee is a committee of the board which meets in closed session per Ministry direction (2011: SB06) and will report to the board; as such all decisions rest with the board. The primary role of the Audit Committee is to assist the board in fulfilling its duties related to governance and oversight.

5.5.2 Duties:
The Audit Committee is responsible for the following duties as defined in Regulation:
a) Duties related to the Financial Reporting process:
To review the board’s financial statements;
To review the result of the external audit;
To recommend to the board the approval of the annual audited financial statements;
To review matters that the external auditor is required to communicate to the audit committee under generally accepted auditing standards; and
To review with the external auditor material written communications

b) Duties related to internal controls:
To review the overall effectiveness of internal controls;
To review the scope of the internal and external auditor’s reviews of internal controls, as well as the findings, recommendations and management’s response; and
To discuss with the board administration the significant financial risks and the measures which administration has taken to monitor and manage these risks

c) Duties related to the internal auditor:
To review the internal auditor’s mandate, activities, staffing, and organizational structure;
To make recommendations on the content of the internal audit plan and on all proposed major changes to the plan;
To ensure there are no unjustified restrictions or limitations on the scope of the annual internal audit;
To review at least once in each fiscal year the performance of the internal auditor and provide comments regarding their performance;
To review the effectiveness of the internal auditor, including the internal auditor’s compliance with standards for internal auditing;
To meet on a regular basis with the internal auditor; and
To review findings, recommendations and any difficulties encountered in the course of the internal auditor’s work

d) Duties related to the external auditor:
To review the performance of the external auditor and make recommendations to the board on the appointment, replacement, or dismissal of the external auditor and on the fee and fee adjustment for the external auditor;
To review the external auditor’s audit plan;
To review and confirm the independence of the external auditor;
To meet on a regular basis with the external auditor and discuss important matters;
To resolve any disagreements between management and the external auditor about financial reporting; and
To recommend to the board a policy designating services that the external auditor may perform for the board and, if the board adopts the policy, to oversee its implementation

e) Duties related to compliance matters:
To review the effectiveness of the board’s system for monitoring compliance with legislative requirements and with the board’s policies and procedures and follow up on any non-compliance;
To review any significant findings of regulatory entities, and any observations of the internal or external auditor related to those findings;
- To review the board’s processes for communicating any applicable codes of conduct and for administering those codes of conduct;
- To obtain regular updates from management regarding compliance matters; and
- To obtain confirmation from the Director of Education and supervisory officers that all statutory requirements have been met

f) Duties related to risk management:
- To inquire about significant risks;
- To review the board’s procedures for risk assessment and risk management and to assess the steps taken to manage such risks;
- To perform other activities related to the oversight of the board’s risk management issues or financial matters as requested by the board to initiate and oversee investigations, as appropriate; and
- To report to the board annually, and at any other time the board may require on the audit committee’s performance of its duties

5.5.3 Membership:

a) The Audit Committee of Avon Maitland District School Board shall be comprised of three voting board trustees appointed by the board.

b) There are also two community members with voting privileges on the Audit Committee.

c) Community members shall be appointed by the Audit Committee for a two-year term, following advertising in each of the local subscription papers.

d) Community members shall be selected on the basis of their financial training and experience, in accordance with Ontario Regulation 361/10.

e) If the Chair ceases to be a member of the Audit Committee due to annual reorganization of committees, end of term, or other circumstances, the Chair shall be elected at the first meeting of the Audit Committee after the Chair position is vacated.

f) If neither the Chair nor the Vice-Chair is a member of the Audit Committee, they may sit as ex-officio (non-voting) members of the Audit Committee.

5.5.4 Meetings:

a) The Audit Committee shall meet at least three times in each fiscal year (beginning in 2011/2012) at the call of the Chair of the Committee, and at such other times as the Chair considers advisable.

b) The first meeting of the Audit Committee in each fiscal year shall take place no later than September 30.

c) A majority of members of the Audit Committee that includes at least one member who is not a board member constitutes quorum.

6. Types of Committees – Standing Committees

Standing committees are established to assist the board with work of an ongoing or recurring nature.

The following committees will be designated as standing committees for Avon Maitland District School Board. Normally committees meet on the same day on a regular monthly basis. The meeting dates are chosen annually.

6.1 Finance Committee

6.1.1 Purpose:
The Finance Committee is responsible for overseeing the budgeting process, financial reporting process, the establishment and maintenance of a system of
internal control and the management of the board in compliance with legislated requirements.

6.1.2 **Powers and Duties:**

a) To consider recommendations from other committees for items to be included in the budget;
b) To provide direction as to budget application when significant adjustments are required;
c) To present to the board a recommended budget each year;
d) To monitor the status of the budget throughout the year;
e) To research financial matters as referred by Avon Maitland District School Board;
f) To recommend the annual draft estimate budget to the board for board approval;
g) To present the revised estimates to the board for information;
h) To report on its activities and make recommendations as necessary to the full board after each meeting;
i) To meet in public and closed session as permitted by the *Education Act*; and
j) To conduct meetings in accordance with the *Education Act*, the *Municipal Conflict of Interest Act*, the *Municipal Freedom of Information and Protection of Privacy Act*, and such other Acts and Regulations as are applicable to the topics under discussion.

6.1.3 **Membership:**

a) The Finance Committee shall be all membertrustees of the board.
b) The board’s Director and Treasurer will be the administrative liaisons for the committee.

6.1.4 **Meetings:**

a) The Finance Committee shall meet at least five times a year: once in November or December to review the revised estimates; once in January to review the budget planning; and once each in the months of April, May, and June to review progress on developing the budget.
b) If necessary to complete the business of the committee, additional meetings may be called by the Chair of the Committee.

6.2 **Director’s Review Committee**

The Director’s Review Committee is a standing committee of the board with an approved trustee board member membership.

6.2.1 **Purpose:**

a) The corporate board will provide an evaluation for the Director of Education.
b) The board will evaluate the Director, using the Director’s job description and the Strategic Plan as the basis for the evaluation.

6.2.2 **Powers and Duties:**

a) To review with the Director the annual report(s) of the Director on the action the Director has taken in the system.
b) To review the system plan prepared by the Director.
c) To evaluate the Director’s performance in achieving the responsibilities set out in Board Policy 3 Director of Education and Secretary of the Board Job Description; and
d) To present an evaluation report for ratification by the board.

6.2.3 **Membership:**

a) Chair;
b) Vice-Chair; and
6.2.4 **Meeting:**
In the first year of service and annually or biannually thereafter.

7. **Special Ad Hoc Committees**

7.1 *Ad Hoc* committees are appointed to investigate and make recommendations on a particular issue and cease to exist once the final report to the board has been made. An ad hoc committee may be a sub-committee of a standing committee.

7.2 In establishing an ad hoc committee the board will:
   a) Require a specification of purpose, which purpose does not fall under the terms of reference of a standing committee;
   b) Require that the composition of the committee be clearly defined, that the procedure for selecting members and appointing a Chair be specified, and that the names of the Chair and committee members be reported no later than the next regular meeting of the board;
   c) Require that the powers and duties of the committee be specifically defined;
   d) Require the stating of a target date for reporting to the board; and
   e) Dissolve by motion an *ad hoc* committee when it has completed its work.

7.3 A member of senior administration will act as administrative liaison to the *ad hoc* committee and will be responsible for minutes for the committee.

Some examples of important *ad hoc* committees are provided below.

7.4 **Policy Committee**

The Policy Committee is an ad hoc committee of the board with an approved *trustee board member* membership. All *trustee board members* may attend meetings of the Policy Committee and participate in discussions, but quorum and voting privileges reside with the assigned *trustee board members* approved by the board. The Chair of the board may also vote as an *ex-officio* member of all board committees.

7.4.1 **Purpose:**
   a) The Policy Committee is responsible to the board for developing policies that outline how Avon Maitland District School Board will successfully function.
   b) The Policy Committee ensures that all board policies relate to the governance role of the board as described in Board Policy 2 Board Job Description.

7.4.2 **Powers and Duties:**
   a) To develop priorities for policy development, in consultation with the Director of Education, as described in Board Policy 12 Policy Making;
   b) To respond to issues identified by the board, a board committee, a *trustee board member* through notice of motion or by the community;
   c) To question if the development of a policy is the appropriate response to an issue or circumstance;
   d) To approve policy statements that meet the criteria identified by the board of *trustees members*;
   e) To review policies to ensure that they reflect the desired impact and/or purpose;
f) To follow the development and consultation processes set out in Board Policy 12 Policy Making;
g) To ensure that board policies are consistent with the Education Act and Regulations and other legislation; and
h) To review policies to ensure that they are still relevant, that they conform to the criteria for board governance policies and that they have been implemented effectively.

7.4.3 Membership:
   a) Trustees Board members as determined by the board;
   b) The Chair of the Board, as an ex-officio member; and
   c) The Director of Education and/or the Director’s designate as the administrative liaison for the Policy Committee.

7.4.4 Meetings:
   Meetings are held at the call of the Chair.

7.5 Board Review/Self-Evaluation Committee

7.5.1 Purpose:
   a) The board review/self-evaluation provides a pre-determined process for evaluation to strengthen the governance function and credibility of the board.
   b) This review complements the Director of Education evaluation process.

7.5.2 Powers and Duties:
   a) To review the action the board has taken during the preceding twelve months; and
   b) To review the board’s success in fulfilling its defined role and in developing and maintaining effective board/Director relations.

7.5.3 Membership:
   a) Committee of the Whole Board; and
   b) The Director of Education.

7.5.4 Meeting:
   Annually

7.6 Other Special Committees

The board will also establish special ad hoc committees for such purposes as the following:
   a) To select a Director of Education as set out in Board Policy 16 Selection of the Director;
   b) To appoint a trustee_board_member when a trustee_board_member vacancy occurs as described in Section 9.4.4 of Board Policy 9 Board Governance By-Laws.

8. Other Types of Committee Involvement

8.1 Advisory Committees

Board members of Avon Maitland District School Board serve on three advisory committees as follows:
   a) One trustee_board_member is appointed by the board to be a board representative on the School Year Calendar Committee;
   b) One trustee_board_member and one alternate are appointed to serve as members of the Students’ Advisory Committee (Student Trustees);
c) One trustee board member is a board representative on the Joint Health and Safety Committee; and

d) One board member is a board representative on the Indigenous Education Advisory Committee.

### 8.2 Other Trustee Board Member Assignments

Board members have other committee assignments as follows:

a) Three trustees board members are assigned to the Curriculum Pool, a curriculum steering committee;

b) Three trustees board members are assigned to the Human Resources Pool, which deals with matters such as negotiating collective agreements; and

c) One trustee board member is a member of the Foundation for Enriching Education Perth and Huron. The Foundation raises funds to develop and support its own programs, which it offers to the schools.

### 9. Resource Personnel

The Director or the Director’s designate may appoint resource personnel to work with committees, and shall determine the roles, responsibilities, and reporting requirements of the resource personnel.
Appendix 1

**Governance Structure**

**BOARD**
9 board members
Meet 2nd and 4th Tuesday of the month
[except as noted in Section 1 of Board Policy 9 Board Governance By-Laws]

**Chair, Vice-Chair**
- Recommend board member committee assignments
- Director’s Review Committee
- Vice-Chair is Chair of Committee of the Whole Board (closed session)

**Standing Committees**
Committee of the Whole Board
9 board members – meet on board meeting dates in closed or open session as required

**Statutory Committees**
- Special Education Advisory Committee (SEAC)
- Student Matters, Appeals and Hearings Committee
- Supervised Alternative Learning (SAL) Committee
- Parent Involvement Committee
- Audit Committee

**Ad Hoc Committees**
Time-limited committees established from time to time to accomplish a specific task

**Other Trustee Board Member Assignments**
- AODA
- Huron-Perth Student Transportation Services
- BIPSAW
- Human Resources Pool
- Foundation for Enriching Education Perth
- Huron Safe Schools
- Awards Committee
- Accommodation Review (as required)

**Advisory Committees**
- School Year Calendar Committee
- Students’ Advisory Committee (Student Trustees and Senators) Senate
- Joint Health and Safety Committee
- Indigenous Education Advisory Committee
AVON MAITLAND DISTRICT SCHOOL BOARD  
Engage, Inspire, Innovate … Always Learning

MINUTES

3:00 p.m. – COMMITTEE OF THE WHOLE, CLOSED SESSION  
3:30 p.m. – REGULAR BOARD MEETING  
Tuesday, June 25, 2019  
Seafort Education Centre

PRESENT:  
Trustees: Laura Bisutti, Colin Carmichael, Lynette Geddes, Robert Hunking, Herb Klassen, Julie Moore (via teleconference), Nancy Rothwell, Colleen Schenk, Al Sygrove  
Senior Staff: Director Lisa Walsh, Superintendents Janet Baird-Jackson, Jodie Baker, Kim Black, Jane Morris, Paul Langis, and Associate Superintendent Cheri Carter  
Resource: Chera Longston  
Recording Secretary: Barb Crawford

CALL TO ORDER  
Chair Schenk called the meeting to order at 3:00 p.m. and moved into Committee of the Whole, Closed Session.

COMMITTEE OF THE WHOLE, CLOSED SESSION

MOTION 2019-06-25-87 (L. Geddes – C. Carmichael)  
RESOLVED THAT this Board convene into Committee of the Whole, Closed Session.  
CARRIED

RECONVENE IN REGULAR SESSION

MOTION 2019-06-25-88 (L. Geddes – H. Klassen)  
RESOLVED THAT this Board reconvene into Regular Session.  
CARRIED

Chair Schenk recited the Opening Statement:  
“We acknowledge that we are on the traditional land of the Anishinaabe Peoples. We wish to recognize the long history of Indigenous Peoples in Canada and show our respect to them today. We recognize their stewardship of the land; may we all live with respect on this land and live in peace and friendship.”

Approval of Agenda  
Item 3.4 re Business Arising from the Minutes was moved to Item 6.0 New Business

MOTION 2019-06-25-89 (N. Rothwell – H. Klassen)  
RESOLVED THAT the Agenda of the Avon Maitland District School Board meeting be approved as amended.  
CARRIED
Declaration of Pecuniary Interest
No trustee made a declaration of pecuniary interest.

Approval of Minutes

MOTION 2019-06-25-90 (A. Sygrove - Bisutti)
RESOLVED THAT the Minutes of the Avon Maitland District School Board meeting held Tuesday, June 11, 2019 be approved as presented.
CARRIED

Committee of the Whole, Closed Session, Report to Board Public Session

Transportation Rate Schedule with District 8/36 School Bus Operators for 2019/2020

MOTION 2019-06-25-91 (R. Hunking – N. Rothwell)
RESOLVED THAT the approve the adjustment to the School Bus Operator Rate Schedules for Specialized Transportation and Non-Specialized Transportation for the 2019/2020 school year as part of the larger Transportation budget.
CARRIED

Good News
Trustees are attending grade 8 ceremonies throughout the district. The events have been celebrations of accomplishments and awards. Trustees extended congratulations to all grade 8 students as they move on to secondary school.
Superintendent Black Kim announced the Eco Exeter is a group of grade 9 students from South Huron District High School who have started an Eco project. They have appeared now on CTV London and Global news, and have been involved in many local activities. Organizers of the project have now sent an invitation to other schools to come together on September 12\textsuperscript{th} and expand the project and the eco-awareness that is happening.
Trustee Geddes reported that the Eco Squad performed their play on June 5\textsuperscript{th} for families and friends at St. Marys DCVI and Mitchell District High School. The Eco Squad encourages environmental living.

Staff Presentation
There were no staff presentations.

Public Delegations
Chair Schenk welcomed the delegation from the Mitchell Rotary Club.

RECOMMENDATIONS FOR IMMEDIATE ACTION
Item 4.4 d) re Approval of Contemplated Change Order: Accessible and Gender Neutral Washrooms at Stratford Northwestern SS was removed from Consent Items.

Consent Items

RESOLVED THAT the Consent Items be received as presented.
CARRIED

Report of the Special Education Advisory Committee re Special Education Budget 2018/2019 (handout, for information)
Approval of Tender: Mechanical Upgrades at Listowel District SS
Approval of Tender: Civil Upgrades at Shakespeare Public School
Approval of Tender: Electrical Alterations at Central Perth Elementary School
Tenders Over the Summer

**ACTION REPORTS**

**Report of the Finance Committee re Draft 2019/2020 Budget**

Associate Superintendent Carter presented the draft 2019/2020 Budget and noted a key piece to be aware of is this is a compliant budget to Ministry rules but it’s not a balanced budget. Staff are concerned about sustainability going forward, and expecting deeper funding cuts in 2020/2021.

**MOTION 2019-06-25-93**

(L. Geddes – N. Rothwell)

RESOLVED THAT the Avon Maitland District School Board approve the Deficit Recovery Plan to accompany the 2019/2020 Budget Submission as presented.

CARRIED

**MOTION 2019-06-25-94**

(L. Bisutti – R. Hunking)

RESOLVED THAT the Avon Maitland District School Board approve the Operating Revenue and Transfers of Reserves totaling $208,722,980 and Expense Estimates in the amount of $208,722,980 for the period of September 1, 2019 to August 31, 2020.

CARRIED

**MOTION 2019-06-25-95**

(L. Bisutti – R. Hunking)

RESOLVED THAT the Avon Maitland District School Board approve the Capital allocations and spending in the amount of $24,562,634 for the period September 1, 2019 to August 31, 2020.

CARRIED

Approval of Contemplated Change Order: Accessible and Gender Neutral Washrooms at Stratford Northwestern SS

Superintendent Baird-Jackson presented the report and explained as part of the ongoing infrastructure improvements and as part of the transition plan to be funded through Ministry facility grants, renewal of mechanical systems serving the large gymnasium, cafeteria, and a series of classrooms had been identified. In addition, washrooms upgrades associated with the accommodation plan and for the 2019-2020 school year at Stratford Northwestern were to be included with the overall project, primarily because of proximity to the mechanical work area. As a result, the mechanical work will need to be deferred. This project will be funded through the School Renewal and School Condition Improvement funding.

**MOTION 2019-06-25-96**

(L. Geddes – L. Bisutti)

RESOLVED THAT the Avon Maitland District School Board accept the contemplated change order from Accuratus Design & Build, for alterations at Stratford Northwestern Secondary in the tax inclusive tender amount of $367,815.00.

CARRIED

**INFORMATION AND PROGRESS REPORTS**

Staff Adjustments

Retirements/Resignations

Jerry Quance, Teacher at St. Marys DCVI effective June 30, 2019

New Hires

Heather Gerdes, Custodian at Goderich Public School effective June 17, 2019

OPSBA Update

The OPSBA AGM will be held July 4th to July 6th in Toronto.
Chair Activity Update
Chair Schenk attended the following events throughout the month of June. June 4th Audit Committee; June 6th ETFO Awards Dinner; June 10th Boards Recognition Reception; June 11th Finance Committee, June 13th Alice Munro meeting; June 17th Maitland River Elementary School year end assembly; June 17th Fair Board meeting; June 19th Wellness Committee meeting with AMDSB and HPCDSB and community partners; June 20th Educational Support Staff retirement dinner; June 24th Finance Committee.

Senior Staff Updates
Superintendent Baird-Jackson provided an updated on the Stratford renovation project. Work began on June 24th with type 3 setup for asbestos abatement, fencing installed, and the staff move is going well today. Demolition equipment will be on site on Friday and ready to begin early the following week. The demolition is expected to last 4 to 5 weeks with construction to follow ie excavation, foot and framework, etc.
Superintendent Morris announced Summer School for grades 9 to 12 across the district will begin next week. Summer learning for students in grades 1 and 2 will be held in Exeter, Maitland River and Avon schools. To date there are over 100 people registered for the Summer Learning Symposium on August 20th, 21st and 22nd at Mitchell District High School.

New Business
Follow up from delegation received at the June 11th board meeting.

NEW BUSINESS
Pia Zeni, Parent, Stratford Central Secondary School delegated to the board on June 11th regarding the Stratford renovation project.
Director Walsh advised that the Stratford Steering Committee reviewed the comments, questions and suggestions from the delegation and have produced a document that clarifies their statements and assumptions. In addition to the Chair’s response, a Stratford Delegation Q&A will be provided.

Don’t Meth with Us Presentation
Director Walsh explained that Superintendent Baker will continue to work with the Huron Perth Catholic District School Board (HPCDSB) and the Mitchell Rotary to update the presentation and incorporate suggestions related to age appropriate language, etc. It was further noted that staff are currently aligned with the HPCDSB.

ANNOUNCEMENTS
Future Board Meetings (at Education Centre unless otherwise noted)
- September 10, 2019 – 5:00 p.m. Committee of the Whole, Closed Session, 6:00 p.m. Regular Session
  Committee of the Whole, Open Session, 7:30 p.m. Regular Session

ADJOURNMENT

MOTION 2019-06-25-97 (N.Rothwell – C. Carmichael)
RESOLVED THAT this meeting be adjourned at 5:10 p.m.

CARRIED

Approved at Seaforth, Ontario
Date approved

Colleen Schenk
Chair of the Board

Dr. Lisa Walsh
Director of Education and Secretary of the Board
AVON MAITLAND DISTRICT SCHOOL BOARD

Create Positive, Inclusive Learning Environments, and Maximize Outcomes for Students

COMMITTEE ACTION REPORT

TO: Regular Board Meeting – September 10, 2019

AGENDA ITEM: 6.1 a)

SUBJECT: Avon Maitland District School Board’s Special Education Plan

1.0 Background

1.1 The Avon Maitland District School Board (AMDSB) continues to maintain a Special Education Plan. Each year the AMDSB Special Education Advisory Committee (SEAC) reviews the plan to ensure that it accurately reflects Special Education programs and services provided by the school board. The Special Education Plan is submitted to the Ministry of Education on an annual basis.

2.0 Special Education Plan

2.1 A thorough review of the Plan was undertaken during the 2018/2019 school year. The following is a list of the more noteworthy revisions:

<table>
<thead>
<tr>
<th>General</th>
<th>Corrected grammar or punctuation &amp; sentence structure</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>We received written feedback from one staff member this year</td>
</tr>
<tr>
<td>3.1</td>
<td>These numbers will change every year</td>
</tr>
<tr>
<td>4.2.3</td>
<td>Added our new Cornerstones Classroom reference Formerly our CTCC in Anne Hathaway and Clinton</td>
</tr>
<tr>
<td>4.3</td>
<td>Removed any reference in the document to Learning for All coaches And STAR (tech) teachers</td>
</tr>
<tr>
<td>4.5</td>
<td>Added Cornerstone to elementary special class</td>
</tr>
<tr>
<td>4.6</td>
<td>In almost all categories added accommodations and modifications in Supports/Program section Added Cornerstones Program under behaviour</td>
</tr>
<tr>
<td>4.7</td>
<td>Updated</td>
</tr>
<tr>
<td>4.8</td>
<td>New section - Cornerstones</td>
</tr>
<tr>
<td>6.0</td>
<td>Updated every year</td>
</tr>
<tr>
<td>6.3</td>
<td>Updated every year</td>
</tr>
<tr>
<td>7.0</td>
<td>Updated every year</td>
</tr>
<tr>
<td>8.0</td>
<td>Transportation reviews this section every year Updated for it to state AP 314</td>
</tr>
<tr>
<td>9.0</td>
<td>Reorganized and merged with another section that described roles, so we eliminated the other section</td>
</tr>
<tr>
<td>10.0</td>
<td>Page 49 – numbers updated</td>
</tr>
<tr>
<td>11.4</td>
<td>Revised by program department</td>
</tr>
<tr>
<td>Page 57</td>
<td>Pyramid of Intervention is currently under review and will be updated in next year’s document</td>
</tr>
<tr>
<td>14.3</td>
<td>Numbers updated</td>
</tr>
<tr>
<td>Page 62</td>
<td>Ensured it said TVCC and completed the dispute resolution column</td>
</tr>
<tr>
<td>15.7</td>
<td>Updated numbers</td>
</tr>
<tr>
<td>16.0</td>
<td>Facilities updates this section every year</td>
</tr>
<tr>
<td>18.2.3</td>
<td>New section</td>
</tr>
</tbody>
</table>
3.0 Recommendation

At the June 24, 2019 SEAC Meeting, the following motion was passed:

It is recommended that:
That the Avon Maitland District School Board approve 2019-2020 Special Education Plan.

Moved by H. Klassen, seconded by J. Jack.
CARRIED

Respectfully submitted by AMDSB Special Education Advisory Committee
AVON MAITLAND DISTRICT SCHOOL BOARD

We Will: Create Positive, Inclusive Learning Environments, and Maximize Outcomes for Students

CHAIR’S INFORMATION REPORT

TO: Regular Board Meeting – Tuesday, September 10, 2019

AGENDA ITEM: 6.2 a)

SUBJECT: Ontario Public School Boards’ Association – Membership Fee

1.0 OPSBA 2019/2020 Membership Fee

1.1 The Board is annually invoiced for continued membership in the Ontario Public School Boards’ Association. The 2019/2020 membership fee is $47,020.43 which includes 13% HST of $5,409.43. There was a decrease of $163.85 in membership fees from 2018/2019.

1.3 Attached is OPSBA’s July 2019 letter highlighting the benefits of membership in OSPBA.

Colleen Schenk
Chair of the Board
July 23, 2019

TO: Colleen Schenk, Board Chair and Lisa Walsh, Director of Education  
CC: Janet Baird-Jackson, Superintendent of Corporate Services

AVON MAITLAND DSB

This school year has seen numerous changes with a new government in place, new points of contact in several ministries and many new trustees who were elected in last year’s Municipal and School Board elections. OPSBA has focused much of its time, focus and resources on ensuring our priorities are communicated and promoted, and advocating for the government to commit its support and investment in public education. The previous Minister of Education, Lisa Thompson, addressed our Board of Directors in December and attendees at our Public Education Symposium (PES) in January and the new Deputy Minister, Nancy Naylor attended our first joint work team meeting of the school year. Our professional development this year has been focused on providing practical orientation sessions for new trustees and a refresh for re-elected trustees.

With the recent cabinet shuffle announcement, OPSBA will be reaching out to the new Minister of Education, Stephen Lecce, to introduce him to our Association and our priorities.

OPSBA represents over 1.3 million students, or nearly 70% of the entire K-12 student population, including all 31 English public school boards as well as 10 school authorities. Collectively, this makes our organization the number one stakeholder voice for education in Ontario. Your school board is clearly a very big part of who we are and what we do. We advocate for public education every day, and the government knows that we have the weight of all 31 member boards behind us.

More than ever, we need to continue to work together so we can collectively shape our advocacy and strategically organize our Association’s work to better serve all students and families in Ontario. This past April, we hosted our first Education Advocacy Day at Queen’s Park. The day provided an opportunity for OPSBA representatives to build on collaborative relationships with provincial stakeholders – both MPPs and political staff. This type of work was recently reinforced by our Board of Directors, who directed the Association to plan more strategic government relations and public affairs activities in the coming months.

With collective agreements expiring at the end of August, OPSBA has already begun its work as the Designated Bargaining Agent on behalf of its member boards. We are fortunate to have an experienced Labour Relations team with outstanding expertise and credibility working to ensure student achievement and well-being are at forefront of all discussions and decisions.

As a non-partisan organization, we have a 31-year history of building positive and mutually respectful working relationships with politicians and staff from all parties represented in the Ontario Legislature. These relationships
allow us to successfully represent the voice of our members on the many issues that affect our students and communities.

While much of the advocacy work can been seen in our public submissions and meetings with key stakeholders, there is a great amount of day-to-day work that is done behind the scenes. OPSBA staff have direct and constant access to both the bureaucracy and political staff in the government as well as in the opposition parties. These relationships allow for conversations and the sharing of information to further support our common priorities.

OPSBA is represented on a number of key government working tables and our work has resulted in a number of successful outcomes. Here are some of the year’s highlights:

- **Legislative Submissions and Government Consultations** – OPSBA has engaged in a wide range of advocacy work related to the provincial government’s legislative and regulatory agenda, including submissions and letters regarding:
  - Education in Ontario, the government’s fall 2018 consultation
  - Proposed class size and e-learning changes
  - Ontario Autism Program changes
  - School board policies on Service Animals
  - Changes to the 2015 Health and Physical Education Curriculum
  - Land expropriation and Education Development Charges
  - School bus safety
  - Child care and early learning
  - Retail recreational cannabis store locations
  - Education Funding / Grants for Student Needs
  - The 2019-20 Ontario Budget

- **Mental Health and Well-Being** – OPSBA continues in its role as founding member of the Ontario Coalition for Children and Youth Mental Health. OPSBA and the Coalition’s advocacy has led to the maintenance of mental health investments in the public education system for 2019-20 and beyond.

- **Indigenous Education** – OPSBA’s Indigenous Trustees’ Council has engaged in a range of initiatives to support the education of Indigenous students, and to ensure all students are educated about the history and culture of Indigenous peoples. OPSBA continues to be a leading advocate in education in this area.

- **Municipal and School Board Elections** – OPSBA partnered with the Ontario Education Services Corporation (OESC) to coordinate a series of resources to support trustee candidates and communities for the October 22, 2018, Municipal and School Board Elections occurring across Ontario, strengthening local democracy.

Especially in times of significant change, the voice of locally elected trustees makes a significant and direct contribution to the achievement and well-being of all students. In direct support of your work, OPSBA continues to promote the role and voice of school boards, and trustees, who are the only publicly elected officials with the direct responsibility for the education of our children.

**Our programs and services are highly cost effective.** The financial benefits of membership far exceed not only the membership fee itself, but the outcomes that could be achieved by boards acting individually. Our collective voice is a strong one. Working with our partners at the OESC, our interventions on copyright tariffs, natural gas rates and electricity rates have continued to create significant savings for all school boards and cover membership.
fees many times over. When this is combined with the other benefits created through our coordination and advocacy, the real value of board membership is clear.

<table>
<thead>
<tr>
<th>Examples of 2018-19 savings realized for:</th>
</tr>
</thead>
<tbody>
<tr>
<td>AVON MAITLAND DSB</td>
</tr>
<tr>
<td>Savings in Copyright Fees: $36,100</td>
</tr>
<tr>
<td>Savings in Energy Costs: $268,700</td>
</tr>
</tbody>
</table>

Please note: For the second year in a row, the OPSBA Board of Directors has approved a 0% increase for total membership fees. We have therefore kept the total membership fee (31 school boards and authorities combined) the same for three consecutive years. There may however be a slight change, up or down, to your individual board membership fee based on the fee model which is composed of a base amount and a percentage of your Board Administration and Governance Grant.

The 2019-2020 OPSBA membership fee for your board is $41,611.

Amazing things happen each and every day in public schools across the province. Our schools accept everyone who walks through their doors and our students are creating lasting friendships and memories with fellow classmates who come from diverse backgrounds. This contributes to what makes our public school system so incredible and allows each child to reach their own success.

Thank you for your continued support as a member of OPSBA and for your dedication to public education. You can learn more about the valuable services OPSBA offers your board by visiting www.opsba.org.

Sincerely,

Cathy Abraham
President

W.R. (Rusty) Hick
Executive Director

Attachment: Invoice for the 2019-2020 OPSBA membership fee

The Ontario Public School Boards’ Association represents public district school boards and public school authorities across Ontario, which together serve more than 1.3 million public elementary and secondary students. The Association advocates on behalf of the best interests and needs of the public school system in Ontario. OPSBA is seen as the credible voice of public education in Ontario and is routinely called on by the provincial government for input and advice on legislation and the impact of government policy directions.
AGENDA ITEM: 6.3 a) Tenders Over the Summer – Facilities Projects

1.0 Background

1.1 At the June 25, 2019 Board meeting, authority was delegated to Administration to proceed with tenders over the summer period for Facilities projects and to report back to the Board at its next regular meeting.

1.2 It was also noted, at that time, that if unexpected problems arose over the summer leading to the requirement for additional work on existing projects, as had happened in the past, email communication would be used to advise Trustees.

2.0 Facilities Projects

2.1 Early Years Addition at Exeter Elementary School

2.1.1 This project is to construct an Early Years space for a Family Age Group setting. This space will allow for childcare programming of infant through to five years of age which will be operated by London Bridge Childcare Services. The work includes renovating an existing resource room on the west side of the school and infilling the adjacent alcove to construct an appropriate size space.

2.1.2 The tender for this project was closed in October 2018, based on the expectation of an expeditious Ministry approval to proceed. After much communication with the Ministry, the approval was finally received this summer, at the higher value of $567,657 per our updated submission Approval to Proceed (ATP) submitted to the Ministry.

2.1.3 Eight contractors had received tender packages. One contractor did not submit and one contractor was declared informal. The following six prices were received.

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Tender Price (including taxes)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smith Construction</td>
<td>$683,650.00</td>
</tr>
<tr>
<td>Norlon Builders</td>
<td>$676,870.00</td>
</tr>
<tr>
<td>K &amp; L Construction</td>
<td>$638,676.00</td>
</tr>
<tr>
<td>SDI Builders</td>
<td>$607,368.22</td>
</tr>
<tr>
<td>Accuratus Design &amp; Build</td>
<td>$603,420.00</td>
</tr>
<tr>
<td>Elgin Contracting</td>
<td>$550,310.00</td>
</tr>
</tbody>
</table>
2.1.4 Due to the delay in the Ministry approval, the pricing on the tender needed to be revisited. Elgin Contracting was contacted and confirmed they were still interested in the project. Taking into account market increases, Elgin Contracting requested an additional $25,827.98 (excluding tax). The resulting total contract price is still lower than the second low bidder.

2.1.5 In order for the project to stay within the Ministry approved funding allocation, the contingency for this project was decreased by $10,000 (excluding tax).

2.1.6 Marklevitz Architects Inc. recommended that the low contractor, Elgin Contracting, be awarded the contract in the amount of $487,000.00 + $25,827.98 - $10,000 for a total of $502,827.98 (excluding tax).

2.1.7 The recommended tender amount was in line with the estimated budget amount for this project including fees of 9.75% to Marklevitz Architects Inc.

2.1.8 This project will be funded through the Early Years Capital Program funding. Administration approved the attached recommendation from the Board’s consultant.

3.0 Existing Projects

3.1 Email communication was used over the summer to advise Trustees of existing construction projects where previously unknown issues were uncovered mid-project.

Janet Baird-Jackson
Superintendent of Corporate Services

Dr. Lisa Walsh
Director of Education and Secretary of the Board
EXETER ELEMENTARY SCHOOL ADDITION & ALTERATIONS
Project No.: 3241-18
Tender Report Update

August 22, 2019

On October 30, 2018, six tender submissions were received for this project:

- Smith Construction $683,650.00
- Norton Builders $676,870.00
- K & L Construction $638,676.00
- SDI Builders $607,368.22
- Accuratus Design & Build $603,420.00
- Elgin Contracting $550,310.00

Under the conditions of the tender the bidders were required to hold their tender pricing without change until November 30, 2018. At that time the Board still did not have Ministry approval to proceed to construction and the tender offers officially lapsed.

Early in 2019, this approval seemed likely and the low bidder Elgin Contracting was asked if they were still interested and if there would be any change in the proposed price. Elgin contacted the listed subtrades and determined that given the market conditions at that time there would be an increase in cost of $29,185.62 including HST. It should be noted that at that time market conditions increased costs by 20% – 25%. This revised price seemed fair and was still lower than the other bids received. However, no Ministry approval was given at that time.

In August 2019, Ministry approval was granted and it was decided to accept the revised price of the original lowest bidder, Elgin Contracting, thus avoiding the cost and time delay that would result from a retendering of the project. Finally, a decision was made to reduce the Contingency Allowance within the project by $11,300.00 including HST, thus lowering the contact price.

The Contract Price is as follows:

- Tender Price $487,000.00  
- Plus Increase $25,827.98  
- Subtotal $512,827.98  
- Less Contingency $10,000.00  
- Subtotal $502,827.98  
- HST $65,367.64  
- Contract Value $568,195.62

Respectfully Submitted,

MARKLEVITZ ARCHITECTS INC.

Troy Marklevitz
B.Arch, M.R.A.I.C. LEED AP
AVON MAITLAND DISTRICT SCHOOL BOARD

Create Positive, Inclusive Learning Environments, and Maximize Outcomes for Students

DIRECTOR’S INFORMATION REPORT

TO: Regular Board Meeting – Tuesday, September 10, 2019

AGENDA ITEM: 6.3 b)

SUBJECT: Updated Capital Plan

1.0 Background

1.1 The Board received information on the ten year Capital Plan during the 2006-07 school year. At that time, the Ministry had requested ten year plans of boards, in part to help Ministry staff quantify the value of capital work required across the province and to help in determining capital funding policy.

1.2 Data shared at that time included ten year enrolment projections, as Ministry staff believed that this timeframe would better able them to determine if sustainable need was evident in planning areas.

1.3 Other data shared included data from the Ministry’s facility condition database, ReCAPP, now VFA, the Community Use of Schools data available at the time, and projections of program related capital requirements by school.

1.4 Since that time, the Ministry has developed more comprehensive information for themselves, including a solid VFA database, which is updated by third party assessors on a 5-year cyclical basis. We have now completed the 4th third party review since 2003, when the Ministry implemented these standardized condition reviews and capital reporting across the sector. The Ministry also maintains the School Facilities Information database (SFIS) which boards are required to keep current.

2.0 Updated Capital Plan

2.1 Much of the data identified above is shared with Trustees through other formats including the Annual Accommodation Review report, enrolment projection reports and presentations, annual Partnerships meetings, AODA meetings, Tender reports and the Tender versus Actual report, not to mention email communication regarding projects during breaks, particularly the summer break.

2.2 We have, however, pulled together the highlights of all the data into the attached Capital Plan document. The Capital Plan is intended as a living database, which is adjusted over time as work is completed and new information becomes available.

2.3 Much of the capital forecast components identified in the Capital Plan relate to infrastructure work at the various schools. This work will be captured by VFA and ultimately funded by the School Condition Index (SCI) grant if/as the components fit the high and urgent criteria established by the Ministry and funding is available to address the backlog of deferred maintenance as documented by the reviews.
2.4 The one component yet to complete is the projection of potential ‘right sizing’ needs, as both enrolment projections and the capital plan raise accommodation issues. To complete this work, staff believe it essential to have reliable updated enrolment projections, and so are engaging Jack Ammendolia, Watson and Associates, who also completes enrolment studies for many of our municipalities, including North Perth and Stratford.

Janet Baird-Jackson
Superintendent of Corporate Services

Dr. Lisa Walsh
Director of Education and Secretary of the Board
The Avon Maitland District School Board (AMDSB) is releasing a Capital Plan to update community partners on the status of AMDSB school conditions and demographics. This allows the AMDSB and community organizations to work together to optimize the use of public assets, in addition to the annual Trustee - Municipal Partners and Partnership meetings.

Cooperative and collaborative relationships between school boards, municipalities, and community organizations are part of the foundation of a strong, vibrant and sustainable publicly funded education system. It is the responsibility of all levels of government to make the most efficient and effective use of public assets. The twin challenges of local enrolment changes and responsible allocation of education funding to support student achievement create an incentive and opportunity to maximize the use of school board facilities and properties. Offering space in schools to partners can also strengthen the role of schools in communities and provide a place for programs to facilitate the coordination of, and improve access to, services for students and the wider community.

School boards have the authority to make decisions regarding their school facilities and the use of their properties, as consistent with the Ontario Education Act. At the same time, the Ministry of Education’s Community Planning and Partnerships Guideline (CPPG 2015) does not prevent school boards from building, renovating or closing schools, or from disposing of surplus assets when required. Historically, once AMDSB decides to close a school, the facility has been declared surplus to the needs of the Board. School boards can then proceed to lease or sell the property according to the process outlined in the Education Act, Ontario Regulation 444/98: Disposition of Surplus Real Property. The AMDSB will continue to identify which schools are suitable for facility partnerships, based on school board-determined criteria, and share this in the annual spring meeting.

In June 2017, Ontario launched its Plan to Strengthen Rural and Northern Education. This work, along with consultation with the Ontario Education Minister’s Reference Group, may inform the Ministry’s Community Planning and Partnership Guideline (CPPG) revision which may be expected in the next year or two. Until a new CPPG is in place, school boards continue to use the existing CPPG 2015 document.
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Since amalgamation in 1998, the AMDSB has closed 25 elementary and 1 secondary schools.

<table>
<thead>
<tr>
<th>YEAR OF VOTE BY TRUSTEES</th>
<th>SCHOOL CLOSURE*</th>
<th>YEAR OF IMPLEMENTATION</th>
<th>SCHOOL OPENINGS/CONSOLIDATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1999</td>
<td>Atwood Annex</td>
<td>1999</td>
<td>Students consolidated to Elma Public School</td>
</tr>
<tr>
<td>1999</td>
<td>Portia Annex</td>
<td>1999</td>
<td>Students consolidated to Hamlet Public School Building kept for Stratford Adult Learning site</td>
</tr>
<tr>
<td>2000</td>
<td>Walton Public School</td>
<td>2000</td>
<td>Students consolidated to Seaforth Public School (Market Street)</td>
</tr>
<tr>
<td>2000</td>
<td>Falstaff Public School</td>
<td>2000</td>
<td>Falstaff students re-assigned to Bedford and Avon Public Schools.</td>
</tr>
<tr>
<td>2000</td>
<td>Vanastra Community School</td>
<td>2000</td>
<td>Students re-assigned to Clinton and Huron Centennial Public School</td>
</tr>
<tr>
<td>2000</td>
<td>McCurdy Public School</td>
<td>2000</td>
<td>Students re-assigned to Usborne Central Public School and Exeter Public schools</td>
</tr>
<tr>
<td>2000</td>
<td>Seaforth Public School (Market Street)</td>
<td>2003</td>
<td>School relocated to former Seaforth District High School building</td>
</tr>
<tr>
<td>2001</td>
<td>Seaforth District High School</td>
<td>2002</td>
<td>Students re-assigned to Central Huron Secondary School</td>
</tr>
<tr>
<td>2003</td>
<td>Juliet Senior Public School</td>
<td>2003</td>
<td>Grade 7 &amp; 8 students re-assigned to Stratford Northwestern and Stratford Central Secondary School</td>
</tr>
<tr>
<td>2003</td>
<td>King Lear Public School*</td>
<td>2003</td>
<td>Grade 7 &amp; 8 students re-assigned to Stratford Northwestern and Stratford Central Secondary School</td>
</tr>
<tr>
<td>2004</td>
<td><em>new Avon opening</em> Huntington St</td>
<td>2005</td>
<td>After addition, and renaming, opens as new Avon</td>
</tr>
<tr>
<td>2004</td>
<td>Avon Public School (Caledonia Street)</td>
<td>2005</td>
<td>Students re-assigned to new Avon Public School (former King Lear school) following renovation</td>
</tr>
<tr>
<td>See above</td>
<td>Portia ALC</td>
<td>2005</td>
<td>Learning Services staff relocated Building sold</td>
</tr>
<tr>
<td>2007</td>
<td>Arthur Meighen Public School St. Marys Central School</td>
<td>2010</td>
<td>Grade 7 &amp; 8 students re-assigned to St. Marys DCVI Balance of students relocate to newly constructed Little Falls Elementary School</td>
</tr>
<tr>
<td>2008</td>
<td>Victoria Public School</td>
<td>2010</td>
<td>Students re-assigned to Goderich Public School (former Robertson Public School) with deep retrofit of existing building and major addition including Early Years centre</td>
</tr>
<tr>
<td>2008</td>
<td>Mitchell Public School</td>
<td>2010</td>
<td>7-8 students re-assigned to MDHS from Upper Thames Elementary School K-6 students re-assigned to Upper Thames.</td>
</tr>
<tr>
<td>2009</td>
<td>Blyth</td>
<td>2012</td>
<td>A portion of the Blyth students re-assigned to Hullett, Balance of students reassigned to Wingham and Turnberry during construction of new Maitland River Elementary School</td>
</tr>
<tr>
<td>2009</td>
<td>East Wawanosh</td>
<td>2012</td>
<td></td>
</tr>
<tr>
<td>2009</td>
<td>Wingham Public School</td>
<td>2013</td>
<td>Students consolidated in newly constructed Maitland River Elementary School.</td>
</tr>
<tr>
<td>2009</td>
<td>Turnberry</td>
<td>2013</td>
<td></td>
</tr>
<tr>
<td>YEAR OF VOTE BY TRUSTEES</td>
<td>SCHOOL CLOSURE*</td>
<td>YEAR OF IMPLEMENTATION</td>
<td>SCHOOL OPENINGS/CONSOLIDATIONS</td>
</tr>
<tr>
<td>--------------------------</td>
<td>-----------------</td>
<td>------------------------</td>
<td>-------------------------------</td>
</tr>
<tr>
<td>2010</td>
<td>Usborne</td>
<td>2012</td>
<td>Students re-assigned to Exeter Elementary School</td>
</tr>
<tr>
<td>2010</td>
<td>Zurich</td>
<td>2012</td>
<td>Students re-assigned to Stephen Central Public and Bluewater Coast Elementary Schools (former Hensall Public School)</td>
</tr>
<tr>
<td>2010 2010</td>
<td>Listowel Central Wallace</td>
<td>2016</td>
<td>Students re-assigned to newly constructed North Perth Westfield.</td>
</tr>
<tr>
<td>2011</td>
<td>Brussels</td>
<td>2012</td>
<td>Students re-assigned to North Woods and Elma Township.</td>
</tr>
<tr>
<td>2011 2012</td>
<td>Colborne</td>
<td>2011 2013</td>
<td>Students relocated to Victoria September 2011 Students re-assigned to Brookside and Goderich Public School</td>
</tr>
<tr>
<td>2012</td>
<td>Holmesville</td>
<td>2013</td>
<td>Students re-assigned to Huron Centennial</td>
</tr>
</tbody>
</table>

Well before it was mandated by the provincial government, the predecessor boards entered into successful partnerships and/or rental agreements with local agencies and businesses. These agreements included Exeter ES – lease of a portable to a computer business, Vanastra Community School – use of space for the OPP, CAS rental of a classroom at Victoria Public School, and in Stratford the SERC site agreement – a three way partnership amongst AMDSB, Huron Perth Catholic District School Board and the Municipality of Stratford, with Daycare and outdoor facilities.

The most recent examples include the following school board properties:
- CHSS (LRC portion) – lease of space for CCAC
- Hullett – ball diamond
- Little Falls – St. Marys Municipality for shared parking, access to use property for outdoor activities
- Seaforth - Huron East Municipality for access to tennis courts
- Sprucedale – Perth East Municipality for access to tennis courts
- Victoria - Huron Learning Collaborative rental of space

Also, Reciprocal Partnerships include the following:
- City of Stratford
- North Huron
- North Perth
- South Huron
- Town of Goderich
- Town of St. Marys
- West Perth

There are verbal reciprocal partnerships with Huron East and Central Huron, which are in the process of being formalized in written agreements.
The AMDSB has successful partnerships with the following childcare providers. These facilities are designed to provide a breadth of childcare services to the local community, including early identification services, licensed childcare spaces for children from infant to JK/K school age. All schools listed provide before and after school care. The AMDSB continues to work with partners to establish childcare sites to meet the needs of its families and communities.

* full child care in the school
** family resource centre

**AMDSB Child Care Programs 2018-19**

<table>
<thead>
<tr>
<th>School</th>
<th>Child Care Provider</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anne Hathaway Public School</td>
<td>Anne Hathaway Daycare</td>
</tr>
<tr>
<td>Avon Public School</td>
<td>YMCA of Stratford-Perth</td>
</tr>
<tr>
<td>Bedford Public School</td>
<td>YMCA of Stratford-Perth</td>
</tr>
<tr>
<td>Bluewater Coast Elementary School</td>
<td>London Bridge Childcare Services</td>
</tr>
<tr>
<td>Brookside Public School</td>
<td>YMCAs across Southwestern Ontario</td>
</tr>
<tr>
<td>Clinton Public School *</td>
<td>Clinton Cooperative Childcare</td>
</tr>
<tr>
<td>**</td>
<td></td>
</tr>
<tr>
<td>Clinton Public School **</td>
<td>Clinton Cooperative Childcare</td>
</tr>
<tr>
<td>Exeter Elementary School</td>
<td>London Bridge Childcare Services</td>
</tr>
<tr>
<td>Goderich Public School **</td>
<td>Clinton Cooperative Childcare</td>
</tr>
<tr>
<td>Hamlet Public School</td>
<td>YMCA of Stratford-Perth</td>
</tr>
<tr>
<td>Howick Central Public School</td>
<td>YMCAs across Southwestern Ontario</td>
</tr>
<tr>
<td>Hullett Central Public School</td>
<td>YMCAs across Southwestern Ontario</td>
</tr>
<tr>
<td>Huron Centennial Public School</td>
<td>YMCAs across Southwestern Ontario</td>
</tr>
<tr>
<td>Listowel Eastdale Public School</td>
<td>North Perth Spinrite Child and Family Centre</td>
</tr>
<tr>
<td>Little Falls Public School</td>
<td>St. Marys Child Care Centre</td>
</tr>
<tr>
<td>Maitland River Elementary School</td>
<td>North Huron Children's Centre</td>
</tr>
<tr>
<td>Milverton Public School</td>
<td>Perth Care for Kids</td>
</tr>
<tr>
<td>**North Perth Westfield Elementary School *</td>
<td>North Perth Spinrite Child and Family Centre</td>
</tr>
<tr>
<td>**</td>
<td></td>
</tr>
</tbody>
</table>
### Community Hubs in the Province of Ontario

In August 2015, the Premier’s Community Hubs Framework Advisory Group published *Community Hubs in Ontario: A Strategic Framework and Action Plan* and wrote that community hubs can be an access point for a range of health and social services, along with cultural, recreational, and green spaces to nourish community life. They can be located in a school, a neighbourhood centre, an early learning centre, a library, an elderly persons centre, a community health centre, an old government building, a place of worship or another public space. In Ontario, they can be found in both high-density urban neighbourhoods or in isolated rural communities. A community hub is seen as a unique location with services defined by local needs, services and resources. This is a location where people come together to access services, meet one another and plan together. The AMDSB continues to respond to requests for further community partnerships, where appropriate.

In May 2016, the Ministry of Education released a *Memorandum on the Ministry of Education Initiatives to Support Community Hubs in Schools* to Directors of Education, Children Service Leads and Directors of District Social Service Administration Boards in the Ontario. The Ministry of Education states that they are working to create space for new child care and child and family support programs, open more spaces for child care for children under four years of age and make surplus schools’ space available for use by community partners.

The Avon Maitland District School Board continues to seek opportunities to work with municipal and community partners to make better use of space to support community interests.

### Community Use of Schools

Schools provide a safe and supportive learning environment for students; they are also welcoming and inclusive places for community members to come together, volunteer, build skills, access community programs, and become physically active during non-school hours.

A variety of school facilities are available for rent, including gymnasiums, classrooms, cafeterias, auditoriums, libraries and outdoor sports fields.
To support affordable community access to school facilities, the Ministry of Education provides school boards with an annual Community Use of Schools Grant, which boards use to subsidize rental rates for non-profit organizations.

The following table shows the number of rental hours by school, for community use of AMDSB schools. The grant revenue for 2019/20 is projected to be $256,278.00. Historically, the user group fees and the grant revenue have covered the cost to operate the facilities during the rental hours, including custodial and energy costs, as opposed to being seen as a revenue stream for the board.

<table>
<thead>
<tr>
<th>Facility</th>
<th>Rental Hours Groups A,A1,B,C,D</th>
<th>Outdoor Sports field</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>classroom</td>
<td>Gym</td>
<td>Library</td>
</tr>
<tr>
<td>Anne Hathaway Public School</td>
<td>4,016.00</td>
<td>395.00</td>
<td>54.50</td>
</tr>
<tr>
<td>Avon Public School</td>
<td>4,658.00</td>
<td>1,291.00</td>
<td>1,081.00</td>
</tr>
<tr>
<td>Bedford Public School</td>
<td>6,968.75</td>
<td>549.75</td>
<td>41.75</td>
</tr>
<tr>
<td>Bluewater Coast E.S. (formerly Hensall P.S.)</td>
<td>1,519.00</td>
<td>1,113.50</td>
<td>35.50</td>
</tr>
<tr>
<td>Brookside Public School</td>
<td>989.25</td>
<td>66.75</td>
<td>-</td>
</tr>
<tr>
<td>Central Huron Secondary School</td>
<td>409.50</td>
<td>1,008.50</td>
<td>37.00</td>
</tr>
<tr>
<td>Central Perth Elementary School</td>
<td>8.50</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Clinton Public School</td>
<td>3,090.75</td>
<td>1,807.00</td>
<td>140.00</td>
</tr>
<tr>
<td>Downie Central Public School</td>
<td>2.50</td>
<td>212.50</td>
<td>-</td>
</tr>
<tr>
<td>Elma Township Public School</td>
<td>1,382.50</td>
<td>1,678.50</td>
<td>30.50</td>
</tr>
<tr>
<td>F.E. Madill Secondary School</td>
<td>434.50</td>
<td>1,210.00</td>
<td>9.00</td>
</tr>
<tr>
<td>Goderich District Collegiate Institute</td>
<td>916.50</td>
<td>1,230.00</td>
<td>29.00</td>
</tr>
<tr>
<td>Goderich Public School</td>
<td>6,504.25</td>
<td>1,383.50</td>
<td>-</td>
</tr>
<tr>
<td>Hamlet Public School</td>
<td>1,055.00</td>
<td>562.25</td>
<td>1,056.75</td>
</tr>
<tr>
<td>Howick Central Public School</td>
<td>39.25</td>
<td>7.00</td>
<td>905.00</td>
</tr>
<tr>
<td>Hullett Central Public School</td>
<td>823.50</td>
<td>870.00</td>
<td>850.50</td>
</tr>
<tr>
<td>Huron Centennial Public School</td>
<td>1,049.50</td>
<td>1,091.50</td>
<td>26.00</td>
</tr>
<tr>
<td>Facility</td>
<td>Rental Hours Groups A,A1,B,C,D</td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------------------------------------</td>
<td>--------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>classroom</td>
<td>Gym</td>
<td>Library</td>
</tr>
<tr>
<td>Listowel District Secondary School</td>
<td>564.00</td>
<td>2,756.75</td>
<td>-</td>
</tr>
<tr>
<td>Listowel Eastdale Public School</td>
<td>3,695.00</td>
<td>882.50</td>
<td>16.00</td>
</tr>
<tr>
<td>Little Falls Elementary</td>
<td>4,258.00</td>
<td>1,181.25</td>
<td>819.25</td>
</tr>
<tr>
<td>Maitland River Elementary School</td>
<td>3,816.00</td>
<td>185.00</td>
<td>0.75</td>
</tr>
<tr>
<td>Milverton Public School</td>
<td>3,079.50</td>
<td>1,746.75</td>
<td>1,106.75</td>
</tr>
<tr>
<td>Mitchell District High School</td>
<td>160.00</td>
<td>604.00</td>
<td>23.50</td>
</tr>
<tr>
<td>Mornington Central Public School</td>
<td>-</td>
<td>2.25</td>
<td>-</td>
</tr>
<tr>
<td>North Easthope Public School</td>
<td>-</td>
<td>5.00</td>
<td>-</td>
</tr>
<tr>
<td>North Perth Westfield E. S.</td>
<td>6,466.00</td>
<td>4,050.50</td>
<td>1,447.50</td>
</tr>
<tr>
<td>North Woods E.S. (formerly Grey CPS)</td>
<td>-</td>
<td>3.00</td>
<td>-</td>
</tr>
<tr>
<td>Romeo Public School</td>
<td>1,052.00</td>
<td>1,119.25</td>
<td>1,052.00</td>
</tr>
<tr>
<td>Seaforth Public School</td>
<td>3,394.00</td>
<td>1,616.75</td>
<td>39.00</td>
</tr>
<tr>
<td>Shakespeare Public School</td>
<td>3,030.75</td>
<td>1,255.50</td>
<td>1,009.25</td>
</tr>
<tr>
<td>South Huron District High School</td>
<td>714.75</td>
<td>807.50</td>
<td>26.50</td>
</tr>
<tr>
<td>South Perth Centennial Public School</td>
<td>4.50</td>
<td>42.00</td>
<td>-</td>
</tr>
<tr>
<td>Sprucedale Public School</td>
<td>2,202.00</td>
<td>1,087.50</td>
<td>1,087.50</td>
</tr>
<tr>
<td>St. Marys DCVI</td>
<td>49.50</td>
<td>1,129.00</td>
<td>-</td>
</tr>
<tr>
<td>Stephen Central Public School</td>
<td>940.00</td>
<td>942.50</td>
<td>106.00</td>
</tr>
<tr>
<td>Stratford Central Secondary School</td>
<td>90.25</td>
<td>1,717.50</td>
<td>2.00</td>
</tr>
<tr>
<td>Stratford Northwestern Secondary School</td>
<td>3,368.75</td>
<td>2,001.75</td>
<td>-</td>
</tr>
<tr>
<td>Upper Thames Elementary School</td>
<td>4,826.50</td>
<td>1,273.50</td>
<td>16.25</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>75,539.50</strong></td>
<td><strong>38,918.75</strong></td>
<td><strong>10,150.75</strong></td>
</tr>
</tbody>
</table>
Dialogue with Community Partners

Capital Planning and Pupil Accommodation involves sharing of information between the AMDSB and its community partners. Senior Administration continues to meet with community partners and reviews supplementary documentation on a variety of topics to further support the AMDSB schools and the communities where they are located. The board is very open to co-planned and co-executed capital projects with municipal and community partners to ensure the largest benefit to the community.

Innovative Community Consultation

In Fall 2018 the AMDSB used Thoughtexchange, a third-party, electronic platform for data gathering and analysis, to engage with stakeholders (students, parents/guardians, community and staff) regarding the future Vision for Stratford accommodation; in particular their priorities for Stratford Central and Stratford Northwestern. The Thoughtexchange process allowed participants to share their thoughts and respond to the thoughts of others. The information gathering exercise provided feedback on the shared values and priorities of the community.

Demographics

In the 2017-18 school year and in the very short term (2 years), elementary enrolments are relatively stable on a system-wide basis, but are projected to continue to decline, but at a much lower rate while secondary enrolments continue to experience a decline. Ten-year projections indicate that overall enrolment will decline by a further 2%.

AMDSB’s Enrolment History

These figures are presented as “students” as opposed to Average Daily Enrolments which is a change from reports previous to 2013. The use of students recognizes the fact that Avon Maitland experiences very few changes in elementary enrolments throughout the school year, which the Average Daily Enrolment calculation is designed to capture. However, the caution is that for financial purposes, the ADE calculation yields numbers much less that the secondary student bodies, particularly as impacted by part time secondary students and the 34-credit factor.

### Historical Total Student Enrolment

<table>
<thead>
<tr>
<th></th>
<th>2011-2012</th>
<th>2017-2018</th>
<th>Change</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary Enrolment</td>
<td>10,499</td>
<td>10,175</td>
<td>(324)</td>
<td>(3.08%)</td>
</tr>
<tr>
<td>Secondary Enrolment</td>
<td>6,356</td>
<td>5,126</td>
<td>(1,230)</td>
<td>(19.35%)</td>
</tr>
<tr>
<td>Totals</td>
<td>16,855</td>
<td>15,301</td>
<td>(1,554)</td>
<td>(9.22%)</td>
</tr>
</tbody>
</table>
Birth Rates

Birth data on a district wide basis for the period of 2000 to 2018 illustrates a range in the number of births recorded annually in the counties of Perth and Huron. It must be stated that birth data prior to 2013 is less complete due to inconsistent data collection methods employed by various health care providers involved with child birth services, including both licensed and un-licensed practitioners. Centralized reporting methods starting in 2013 are assumed to have improved live birth reporting data. The data indicates some increase in birth rates in recent years, which may be a result of more accurate reporting. It may also result in increased kindergarten registrations in some areas. We will continue to monitor the data going forward and apply it in our planning activities as appropriate.
AMDSB’s Projected Enrolment

The table below shows the most current enrolment projections for elementary and secondary students out to 2027/2028. The elementary numbers continue to indicate a decline out to 2023/2024 and then there is a small increase in enrolment thereafter. The elementary enrolment is expected to be at current levels at the end of the 10-year time frame. The secondary enrolment shows an annual decline until the end of the 10-year projections with a projected net decline of 374 students.

The basis of these projections is a full demographic report completed by Watson and Associates in 2016 with some planning areas subsequently updated in 2018. As noted by Watson and Associates, the projected enrolments become less reliable after five years from the date of the initial analysis.

It would be advisable to undertake a full demographic review in the near future and then repeat this process on a 4-year cycle to ensure the most accurate information is available for planning purposes.

10-Year Enrolment Projections

<table>
<thead>
<tr>
<th>Year</th>
<th>Current 2017/2018</th>
<th>Year 1 2018/2019</th>
<th>Year 2 2019/2020</th>
<th>Year 3 2020/2021</th>
<th>Year 4 2021/2022</th>
<th>Year 5 2022/2023</th>
<th>Year 6 2023/2024</th>
<th>Year 7 2024/2025</th>
<th>Year 8 2025/2026</th>
<th>Year 9 2026/2027</th>
<th>Year 10 2027/2028</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Elementary</td>
<td>Secondary</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>10175</td>
<td>5126</td>
<td>10227</td>
<td>10072</td>
<td>9987</td>
<td>9962</td>
<td>9965</td>
<td>9943</td>
<td>9998</td>
<td>10071</td>
<td>10185</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bluewater Coast Elementary School</td>
<td>317</td>
<td>138</td>
<td>43.5%</td>
</tr>
<tr>
<td>South Perth Centennial Public School</td>
<td>337</td>
<td>156</td>
<td>46.3%</td>
</tr>
<tr>
<td>Romeo Public School</td>
<td>233</td>
<td>131</td>
<td>56.2%</td>
</tr>
<tr>
<td>Central Perth Elementary School</td>
<td>371</td>
<td>217</td>
<td>58.5%</td>
</tr>
<tr>
<td>North Woods Elementary School</td>
<td>259</td>
<td>152</td>
<td>58.7%</td>
</tr>
<tr>
<td>Shakespeare Public School</td>
<td>282</td>
<td>172</td>
<td>61.0%</td>
</tr>
<tr>
<td>North Easthope Public School</td>
<td>268</td>
<td>164</td>
<td>61.2%</td>
</tr>
<tr>
<td>Hamlet Public School</td>
<td>305</td>
<td>191</td>
<td>62.6%</td>
</tr>
<tr>
<td>Stephen Central Public School</td>
<td>259</td>
<td>174</td>
<td>67.2%</td>
</tr>
<tr>
<td>Brookside Public School</td>
<td>305</td>
<td>208</td>
<td>68.2%</td>
</tr>
<tr>
<td>Elma Township Public School</td>
<td>478</td>
<td>336</td>
<td>70.3%</td>
</tr>
<tr>
<td>Anne Hathaway Public School</td>
<td>542</td>
<td>397</td>
<td>73.2%</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>----------------------------------</td>
<td>---------------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>Milverton Public School</td>
<td>386</td>
<td>283</td>
<td>73.3%</td>
</tr>
<tr>
<td>Exeter Elementary School</td>
<td>456</td>
<td>346</td>
<td>75.9%</td>
</tr>
<tr>
<td>Seaforth Public School</td>
<td>400</td>
<td>304</td>
<td>76.0%</td>
</tr>
<tr>
<td>Upper Thames Public School</td>
<td>735</td>
<td>575</td>
<td>78.2%</td>
</tr>
<tr>
<td>Downie Central Public School</td>
<td>268</td>
<td>212</td>
<td>79.1%</td>
</tr>
<tr>
<td>Sprucedale Public School</td>
<td>236</td>
<td>187</td>
<td>79.2%</td>
</tr>
<tr>
<td>Howick Central Public School</td>
<td>420</td>
<td>339</td>
<td>80.7%</td>
</tr>
<tr>
<td>Huron Centennial Public School</td>
<td>424</td>
<td>345</td>
<td>81.4%</td>
</tr>
<tr>
<td>Maitland River Elementary School</td>
<td>534</td>
<td>458</td>
<td>85.8%</td>
</tr>
<tr>
<td>Stratford Central Public School</td>
<td>322</td>
<td>288</td>
<td>89.4%</td>
</tr>
<tr>
<td>Mornington Central Public School</td>
<td>199</td>
<td>178</td>
<td>89.4%</td>
</tr>
<tr>
<td>Mitchell District HS - Elementary</td>
<td>161</td>
<td>149</td>
<td>92.5%</td>
</tr>
<tr>
<td>Little Falls Public School</td>
<td>498</td>
<td>466</td>
<td>93.6%</td>
</tr>
<tr>
<td>Goderich Public School</td>
<td>554</td>
<td>530</td>
<td>95.7%</td>
</tr>
<tr>
<td>South Huron Elementary School</td>
<td>184</td>
<td>178</td>
<td>96.7%</td>
</tr>
<tr>
<td>North Perth Westfield Elementary School</td>
<td>629</td>
<td>615</td>
<td>97.8%</td>
</tr>
<tr>
<td>Clinton Public School</td>
<td>305</td>
<td>301</td>
<td>98.7%</td>
</tr>
<tr>
<td>St Marys DVCI - Elementary</td>
<td>138</td>
<td>137</td>
<td>99.3%</td>
</tr>
<tr>
<td>Avon Public School</td>
<td>377</td>
<td>378</td>
<td>100.3%</td>
</tr>
<tr>
<td>Hullett Central Public School</td>
<td>259</td>
<td>260</td>
<td>100.4%</td>
</tr>
<tr>
<td>Listowel Eastdale Public School</td>
<td>297</td>
<td>308</td>
<td>103.7%</td>
</tr>
<tr>
<td>Bedford Public School</td>
<td>449</td>
<td>466</td>
<td>103.8%</td>
</tr>
<tr>
<td>Stratford Northwestern Public School</td>
<td>161</td>
<td>168</td>
<td>104.3%</td>
</tr>
<tr>
<td>GDCI - Elementary</td>
<td>138</td>
<td>147</td>
<td>106.5%</td>
</tr>
<tr>
<td>FE Madill - Elementary</td>
<td>161</td>
<td>173</td>
<td>107.5%</td>
</tr>
<tr>
<td><strong>Secondary</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Central Huron Secondary School</td>
<td>879</td>
<td>424</td>
<td>48.2%</td>
</tr>
<tr>
<td>South Huron District High School</td>
<td>870</td>
<td>432</td>
<td>49.7%</td>
</tr>
<tr>
<td>FE Madill Secondary School</td>
<td>1041</td>
<td>604</td>
<td>58.0%</td>
</tr>
<tr>
<td>Goderich District Collegiate Institute</td>
<td>684</td>
<td>398</td>
<td>58.2%</td>
</tr>
<tr>
<td>Stratford Northwestern Secondary School</td>
<td>1261</td>
<td>796</td>
<td>63.1%</td>
</tr>
<tr>
<td>Mitchell District High School</td>
<td>495</td>
<td>320</td>
<td>64.6%</td>
</tr>
<tr>
<td>St Marys DC&amp;VI</td>
<td>651</td>
<td>444</td>
<td>68.2%</td>
</tr>
<tr>
<td>Listowel District Secondary School</td>
<td>1200</td>
<td>921</td>
<td>76.8%</td>
</tr>
<tr>
<td>Stratford Central Secondary School</td>
<td>777</td>
<td>789</td>
<td>101.5%</td>
</tr>
</tbody>
</table>
School Consolidations and Shifting Demographics

In the past the AMDSB has undertaken a number of Accommodation Reviews in order to “right size” the facilities in the board to match the student enrolment and to deal with aging infrastructure. The Accommodation Review process is currently on hold based on a moratorium put in place during the previous government. Further, a planned revision to the guidelines associated with the accommodation review process has not been released.

The annual Pupil Accommodation Review Report to the Board has highlighted areas in the district where there are enrolment pressures; both overcrowding of schools and underutilization of schools. These pressures may be exacerbated due to the potential changes to secondary class sizes but the full impact will not be known until the new regulations are released.

It should be noted that the Ministry of Education expects school boards to address excess capacity within their districts before they can be considered for capital funds to address the overcapacity issues present in some of their schools. This expectation was certainly evident with the capital grants received to address issues at Stratford Central Secondary School.

Capital Renewal Needs Database– Identified by School, by Ministry in VFA

The Facility Condition Index (FCI) and renewal needs data is provided by a Ministry of Education contracted consultant. This consultant is responsible for the assessment of schools across the province over a rolling five year period. Approximately 20% of schools in the province are assessed on an annual basis. The renewal and FCI data are provided in a database called VFA.

AMDSB uses this data for capital planning purposes in determining capital needs in schools and in prioritizing capital budgeting. AMDSB looks at renewal needs primarily in a 5-year tactical window The FCI data is a dynamic database in that the information is in a state of constant update as the AMDSB completes capital projects and the Ministry conducts new assessments of the buildings. The AMDSB’s annual budget contains capital renewal funding which is comprised of School Renewal Grants and School Condition Improvement Grants. Both of these grants are applied to the capital needs of the AMDSB’s facilities in the following areas:

- Building Infrastructure Integrity - including walls, foundation and roof;
- Building Systems - including heating, plumbing and electrical;
- Building Civil (Site) Work - including parking lots, sidewalks and playground asphalt;
- Interior Spaces - including classroom interiors.

Current annual funding is not sufficient to cover the current capital needs of the AMDSB which is resulting in a sizable funding gap. This funding gap, recognized (and admitted to) by the Ministry, is projected to increase each year during the next 10 years, unless additional funding is available.
## Asset Renewal Needs and Comparable FCI Calculation as of March 31, 2019

<table>
<thead>
<tr>
<th>Asset - Asset Name</th>
<th>Asset - Size(m²)</th>
<th>Asset - Replacement Value</th>
<th>Asset Renewal Needs</th>
<th>Asset - Comparable FCI %</th>
<th>Assessment Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anne Hathaway Public School, Building ID 5347-B01</td>
<td>4826</td>
<td>$11,461,443</td>
<td>$2,570,448</td>
<td>22.43</td>
<td>2017</td>
</tr>
<tr>
<td>Avon Public School, Building ID 6116-B01</td>
<td>2871</td>
<td>$8,461,306</td>
<td>$1,585,059</td>
<td>18.73</td>
<td>2017</td>
</tr>
<tr>
<td>Bedford Public School, Building ID 5401-B01</td>
<td>3571</td>
<td>$9,835,581</td>
<td>$1,990,328</td>
<td>20.24</td>
<td>2018</td>
</tr>
<tr>
<td>Bluewater Coast Elementary School, Building ID 5982-B01</td>
<td>2245</td>
<td>$7,704,792</td>
<td>$2,548,497</td>
<td>33.08</td>
<td>2017</td>
</tr>
<tr>
<td>Brookside Public School, Building ID 5463-B01</td>
<td>2633</td>
<td>$7,451,906</td>
<td>$3,690,992</td>
<td>49.53</td>
<td>2017</td>
</tr>
<tr>
<td>Central Huron Secondary School, Building ID 8160-B01</td>
<td>14662</td>
<td>$29,457,705</td>
<td>$17,596,805</td>
<td>59.74</td>
<td>2017</td>
</tr>
<tr>
<td>Central Perth Elementary School, Building ID 5547-B01</td>
<td>2787</td>
<td>$8,474,828</td>
<td>$3,409,697</td>
<td>40.23</td>
<td>2017</td>
</tr>
<tr>
<td>Clinton Public School, Building ID 5600-B01</td>
<td>3983</td>
<td>$8,621,571</td>
<td>$3,389,225</td>
<td>39.31</td>
<td>2017</td>
</tr>
<tr>
<td>Downie Central Public School, Building ID 5695-B01</td>
<td>1942</td>
<td>$6,794,708</td>
<td>$1,876,265</td>
<td>27.61</td>
<td>2018</td>
</tr>
<tr>
<td>Elma Township Public School, Building ID 5783-B01</td>
<td>3472</td>
<td>$10,524,020</td>
<td>$3,843,389</td>
<td>36.52</td>
<td>2017</td>
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<tr>
<td>Exeter Elementary School, Building ID 5805-B01</td>
<td>3700</td>
<td>$10,107,290</td>
<td>$3,943,554</td>
<td>39.02</td>
<td>2017</td>
</tr>
<tr>
<td>FE Madill Secondary School, Building ID 8434-B01</td>
<td>17576</td>
<td>$34,819,067</td>
<td>$17,594,043</td>
<td>50.53</td>
<td>2017</td>
</tr>
<tr>
<td>Goderich District Collegiate Institute, Building ID 8231-B01</td>
<td>10772</td>
<td>$23,420,188</td>
<td>$9,559,852</td>
<td>40.82</td>
<td>2017</td>
</tr>
<tr>
<td>Goderich Public School, Building ID 6595-B01</td>
<td>4525</td>
<td>$13,391,274</td>
<td>$2,893,640</td>
<td>21.61</td>
<td>2017</td>
</tr>
<tr>
<td>Hamlet Public School, Building ID 5956-B01</td>
<td>2873</td>
<td>$7,385,816</td>
<td>$1,611,606</td>
<td>21.82</td>
<td>2018</td>
</tr>
<tr>
<td>Howick Central Public School, Building ID 6022-B01</td>
<td>3056</td>
<td>$9,247,047</td>
<td>$3,131,485</td>
<td>33.8/</td>
<td>2017</td>
</tr>
<tr>
<td>Hullett Central Public School, Building ID 6025-B01</td>
<td>2219</td>
<td>$6,624,380</td>
<td>$3,008,401</td>
<td>45.41</td>
<td>2017</td>
</tr>
<tr>
<td>Huron Centennial Public School, Building ID 6030-B01</td>
<td>3413</td>
<td>$9,487,854</td>
<td>$5,543,008</td>
<td>58.42</td>
<td>2017</td>
</tr>
<tr>
<td>Listowel District Secondary School, Building ID 8285-B01</td>
<td>14442</td>
<td>$35,199,143</td>
<td>$11,069,205</td>
<td>31.45</td>
<td>2018</td>
</tr>
<tr>
<td>Listowel Eastdale Public School, Building ID 5752-B01</td>
<td>2375</td>
<td>$7,071,715</td>
<td>$1,084,801</td>
<td>15.34</td>
<td>2018</td>
</tr>
<tr>
<td>Little Falls Public School, Building ID 12239-B01</td>
<td>3778</td>
<td>$10,409,020</td>
<td>$0</td>
<td>0 n/a</td>
<td></td>
</tr>
<tr>
<td>Maitland River Elementary School, Building ID 12370-B01</td>
<td>4305</td>
<td>$11,061,130</td>
<td>$0</td>
<td>0 n/a</td>
<td></td>
</tr>
<tr>
<td>Milverton Public School, Building ID 6295-B01</td>
<td>3174</td>
<td>$8,935,416</td>
<td>$2,073,129</td>
<td>23.20</td>
<td>2018</td>
</tr>
<tr>
<td>Mitchell District High School, Building ID 6298-B01</td>
<td>8058</td>
<td>$20,053,954</td>
<td>$8,910,945</td>
<td>44.44</td>
<td>2017</td>
</tr>
<tr>
<td>Mornington Central School, Building ID 6306-B01</td>
<td>1422</td>
<td>$5,965,784</td>
<td>$1,121,575</td>
<td>18.8/</td>
<td>2018</td>
</tr>
<tr>
<td>North Easthope Public School, Building ID 6365-B01</td>
<td>2163</td>
<td>$6,794,708</td>
<td>$1,688,416</td>
<td>24.85</td>
<td>2018</td>
</tr>
<tr>
<td>North Perth Westfield ES, Building ID 19194-B01</td>
<td>6593</td>
<td>tbd</td>
<td>$0</td>
<td>0 n/a</td>
<td></td>
</tr>
<tr>
<td>North Woods Elementary School, Building ID 5933-B01</td>
<td>2033</td>
<td>$6,624,380</td>
<td>$2,693,776</td>
<td>40.6/</td>
<td>2017</td>
</tr>
</tbody>
</table>
A capital discussion would not be complete without defining the parameters for capital planning across the system. Our capital planning process is really a three to five year rolling plan, with concentration focused on the immediate planning year for refinement of priority projects. The following list of parameters, shared with the Ministry, as part of their Operational Review Process of all school boards, define the standardized priority order for capital work. This schedule of priorities was also shared with the Board in the spring of 2005.

Inclusion of Capital Work Identified in the yearly Capital Plan is based on several factors. In priority they are:

- Code Requirements (Building Code, Fire Code)
- Safety Requirements
  - Asbestos abatement, fire systems, emergency exiting and lighting, water
- Infrastructure Requirements (basic building environment conditions)
  - Roofs, mechanical and electrical systems, windows, doors, plumbing and sewage
- Accessibility
  - Ramp, power door openers, elevators, barrier free washrooms
- Emergency Repairs
- Accommodation
  - Receiving school requirements
  - Accommodation Review outcomes

### General Conditions for Capital Planning

<table>
<thead>
<tr>
<th>Asset - Asset Name</th>
<th>Asset - Size(m2)</th>
<th>Asset - Replacement Value</th>
<th>Asset Renewal Needs</th>
<th>Asset - Comparable FCI %</th>
<th>Assessment Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Romeo Public School, Building ID 6610-B01</td>
<td>1926</td>
<td>$6,097,381</td>
<td>$1,368,327</td>
<td>22.44</td>
<td>2018</td>
</tr>
<tr>
<td>Seaforth Administration - Facilities Maintenance Building, Building ID 8364-B02</td>
<td>743</td>
<td>$1,650,890</td>
<td>$0</td>
<td>0</td>
<td>2017</td>
</tr>
<tr>
<td>Seaforth Public School, Building ID 8364-B01</td>
<td>6364</td>
<td>$13,993,401</td>
<td>$6,022,234</td>
<td>43.04</td>
<td>2017</td>
</tr>
<tr>
<td>Shakespeare Public School, Building ID 6661-B01</td>
<td>2337</td>
<td>$6,657,095</td>
<td>$2,190,793</td>
<td>32.91</td>
<td>2018</td>
</tr>
<tr>
<td>South Huron District High School, Building ID 8376-B01</td>
<td>11879</td>
<td>$31,271,602</td>
<td>$10,015,570</td>
<td>32.03</td>
<td>2017</td>
</tr>
<tr>
<td>South Perth Centennial Public School, Building ID 6699-B01</td>
<td>2411</td>
<td>$8,274,585</td>
<td>$3,173,616</td>
<td>38.35</td>
<td>2018</td>
</tr>
<tr>
<td>Sprucedale Public School, Building ID 6720-B01</td>
<td>1755</td>
<td>$6,488,393</td>
<td>$1,611,523</td>
<td>24.84</td>
<td>2018</td>
</tr>
<tr>
<td>St Marys D.C. &amp; V.I., Building ID 8384-B01</td>
<td>9480</td>
<td>$23,560,827</td>
<td>$7,039,275</td>
<td>29.88</td>
<td>2018</td>
</tr>
<tr>
<td>Stephen Central Public School, Building ID 6730-B01</td>
<td>2082</td>
<td>$6,624,380</td>
<td>$3,284,799</td>
<td>49.59</td>
<td>2017</td>
</tr>
<tr>
<td>Stratford Central Secondary School, Building ID 8388-B01</td>
<td>12643</td>
<td>$30,318,145</td>
<td>$13,152,491</td>
<td>43.38</td>
<td>2018</td>
</tr>
<tr>
<td>Stratford Northwestern Secondary School, Building ID 8389-B01</td>
<td>18421</td>
<td>$40,174,577</td>
<td>$15,699,261</td>
<td>39.08</td>
<td>2018</td>
</tr>
<tr>
<td>Upper Thames Elementary School, Building ID 6802-B01</td>
<td>6163</td>
<td>$15,574,910</td>
<td>$6,034,555</td>
<td>38.75</td>
<td>2017</td>
</tr>
</tbody>
</table>
Enrolment Analysis

- Program Improvements (if/as funds are available)
  - Special Education
  - Library Resource centers
  - Science Labs
  - Kindergarten spaces
  - Technology Shops

We also work to standardize design. For the best use of board funding, project design will replicate successful past practices with consideration for new technologies and established program needs. Standardization in this way has the following benefits:

- Ease and consistency of maintenance practices
- Reduced cost of developing a specification
- Flexibility of space utilization (cost effective future use considerations)
- Similar aesthetics for building occupants from room to room and building to building
- Keeps pace with current technologies while reducing the risk of unproven technologies

Appendix A outlines our projected capital forecast for the schools based on our internal facility team assessment and the items identified in the Ministry’s VFA database. Additional items are added to the forecast as information becomes available, sometimes during construction projects. For example, when work is undertaken, there may be areas of need identified that could not be seen prior to opening up a wall or roofing structure.

Appendix A also highlights areas which we believe may require further portables in the short term to address enrolment pressure at specific schools, such as Avon in Stratford, and Listowel Eastdale and North Perth Westfield in the Municipality of North Perth. The Ministry has restricted the use of capital funds for portable purchase commencing with the 2019/20 school year, which may lead to the requirement for consideration of boundary adjustments to address pressures, as one strategy in addition to relocation of existing portables.

**AMDSB Use of Portables 2019-20**

<table>
<thead>
<tr>
<th>School</th>
<th># of Portables for Classroom Use</th>
<th># of Portables for Other Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Avon</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Clinton</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Downie</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Hullett</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Listowel Eastdale</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Little Falls</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Mornington</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Sprucedale</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>MDHS</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>SSES</td>
<td>12</td>
<td>5 HP* (CEL use for 2019-20)</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>26</strong></td>
<td></td>
</tr>
</tbody>
</table>
Criteria to Consider for Community Partnerships

The AMDSB continues to have discussions with municipalities and other partners in regard to underutilized school space as it is important for the AMDSB to explore options to address these situations. The data included in the Capital Plan will be part of the information used to inform any potential recommendations brought to the AMDSB Board of Trustees. The data presented below includes present information about schools that have the lowest capacity percentage. The following factors can be seen as indicators for schools that are in need of partnerships to alleviate low school capacities.

**Capacity** – The capacity of a school is determined by the Ministry of Education by loading all instructional spaces within the facility to current Ministry capacity benchmarks (aligned with class size requirements and room areas). This refers to the total percentage of space used in a school. It is calculated using the total number of students which the Ministry of Education has deemed are able to be accommodated per the capacity benchmarks in the school and divided by the total number of students that are currently enrolled there. As stated earlier, the Ministry has suggested a start point of 60% in terms of community partnerships; but the more schools that are above this threshold, the greater the efficiency.

**Enrolment** – This refers to the number of students enrolled at a school during a particular year. Funds are provided to all school boards for each student enrolled. Therefore, a decrease in student population will mean a decrease in funding for the AMDSB. The Ministry annually calculates the Grants for Student Needs funding based on the Average Daily Enrolment (ADE) as of October 31 and March 31 of the school year.

The Ministry Community Planning and Partnerships Guideline March 2015 states that: “as a starting point, boards should review facilities that have been 60 percent utilized or less for two years and/or have 200 or more unused pupil places, and then should extend their review to other potentially suitable facilities.”
Based on these criteria the following schools meet the criteria for community partnerships.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Bluewater Coast Elementary School</td>
<td>317</td>
<td>138</td>
<td>43.5%</td>
<td>179</td>
</tr>
<tr>
<td>South Perth Centennial Public School</td>
<td>337</td>
<td>156</td>
<td>46.3%</td>
<td>181</td>
</tr>
<tr>
<td>Central Huron Secondary School</td>
<td>879</td>
<td>424</td>
<td>48.2%</td>
<td>455</td>
</tr>
<tr>
<td>South Huron District High School</td>
<td>870</td>
<td>432</td>
<td>49.7%</td>
<td>438</td>
</tr>
<tr>
<td>Romeo Public School</td>
<td>233</td>
<td>131</td>
<td>56.2%</td>
<td>102</td>
</tr>
<tr>
<td>FE Madill Secondary School</td>
<td>1041</td>
<td>604</td>
<td>58.0%</td>
<td>437</td>
</tr>
<tr>
<td>Goderich District Collegiate Institute</td>
<td>684</td>
<td>398</td>
<td>58.2%</td>
<td>286</td>
</tr>
<tr>
<td>Central Perth Elementary School</td>
<td>371</td>
<td>217</td>
<td>58.5%</td>
<td>154</td>
</tr>
<tr>
<td>North Woods Elementary School</td>
<td>259</td>
<td>152</td>
<td>58.7%</td>
<td>107</td>
</tr>
<tr>
<td>Stratford Northwestern Secondary School</td>
<td>1261</td>
<td>796</td>
<td>63.1%</td>
<td>465</td>
</tr>
<tr>
<td>St Marys DC&amp;VI</td>
<td>651</td>
<td>444</td>
<td>68.2%</td>
<td>207</td>
</tr>
<tr>
<td>Listowel District Secondary School</td>
<td>1200</td>
<td>921</td>
<td>76.8%</td>
<td>279</td>
</tr>
</tbody>
</table>
## Projected Capital Forecast

<table>
<thead>
<tr>
<th>School</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Anne Hathaway</strong></td>
<td>civil playground area</td>
</tr>
<tr>
<td></td>
<td>cooling tower and distribution pumps (1992 vintage); upgrades to ventilation</td>
</tr>
<tr>
<td></td>
<td>system washroom by the gym; range hoods in spec ed and staff room</td>
</tr>
<tr>
<td></td>
<td>masonry; joint sealants and window sealants</td>
</tr>
<tr>
<td></td>
<td>replace 3” galvanized water main</td>
</tr>
<tr>
<td></td>
<td>roof and skylight</td>
</tr>
<tr>
<td></td>
<td>terminal units and upgrades to heat pumps</td>
</tr>
<tr>
<td></td>
<td>PA System</td>
</tr>
<tr>
<td></td>
<td>elevator (1992 vintage)</td>
</tr>
<tr>
<td></td>
<td>fire alarm zone in childcare was not done with school</td>
</tr>
<tr>
<td><strong>Avon</strong></td>
<td>masonry south side of building; exterior wall sealants and window sealants</td>
</tr>
<tr>
<td></td>
<td>two rooftop units - roof area E (vintage 1999)</td>
</tr>
<tr>
<td></td>
<td>PA System (school request)</td>
</tr>
<tr>
<td></td>
<td>window replacement</td>
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<td></td>
<td>interior classroom doors (school request)</td>
</tr>
<tr>
<td></td>
<td>small rooftop unit for upper space used for Strive room (school request)</td>
</tr>
<tr>
<td></td>
<td>portable(s) in response to enrolment pressures</td>
</tr>
<tr>
<td></td>
<td>longer term plan for 4 Classroom addition</td>
</tr>
<tr>
<td><strong>Bedford</strong></td>
<td>rooftop unit - roof area C (vintage 2000)</td>
</tr>
<tr>
<td></td>
<td>increase parking lot</td>
</tr>
<tr>
<td></td>
<td>interior lighting (front foyer and gym)</td>
</tr>
<tr>
<td></td>
<td>interior doors (school request)</td>
</tr>
<tr>
<td><strong>Bluewater Coast</strong></td>
<td>windows, ventilation, floor - 4 classrooms in east wing and admin</td>
</tr>
<tr>
<td></td>
<td>masonry</td>
</tr>
<tr>
<td></td>
<td>emergency and exit lighting updates</td>
</tr>
<tr>
<td></td>
<td>asphalt for teacher parking</td>
</tr>
<tr>
<td><strong>Brookside</strong></td>
<td>masonry</td>
</tr>
<tr>
<td></td>
<td>pneumatic controls, lighting and drop ceilings</td>
</tr>
<tr>
<td></td>
<td>windows</td>
</tr>
<tr>
<td></td>
<td>boiler (vintage 2002)</td>
</tr>
<tr>
<td></td>
<td>PA System</td>
</tr>
<tr>
<td><strong>Central Perth</strong></td>
<td>Delta Wye check - Electrical Service upgrade</td>
</tr>
<tr>
<td>School</td>
<td>Description</td>
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<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>fire alarm (vintage 1997)</td>
</tr>
<tr>
<td></td>
<td>septic system</td>
</tr>
<tr>
<td></td>
<td>windows and masonry at front of school and exterior lighting</td>
</tr>
<tr>
<td></td>
<td>accessible washroom</td>
</tr>
<tr>
<td></td>
<td>masonry repairs - phase 3</td>
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<tr>
<td></td>
<td>library carpet</td>
</tr>
<tr>
<td></td>
<td>PA system</td>
</tr>
<tr>
<td>Clinton</td>
<td>roofing area D and rest of A</td>
</tr>
<tr>
<td></td>
<td>create meeting room and strive room in place of computer lab</td>
</tr>
<tr>
<td></td>
<td>PA system</td>
</tr>
<tr>
<td>Downie</td>
<td>roofing whole school</td>
</tr>
<tr>
<td></td>
<td>library ventilation and expansion tank and boiler (vintage 2002)</td>
</tr>
<tr>
<td></td>
<td>windows and doors</td>
</tr>
<tr>
<td></td>
<td>asphalt playground</td>
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<td></td>
<td>PA system</td>
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<td></td>
<td>fire alarm</td>
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<tr>
<td></td>
<td>roofing area B &amp; E</td>
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<tr>
<td>Elma</td>
<td>masonry - ongoing</td>
</tr>
<tr>
<td></td>
<td>windows</td>
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<td></td>
<td>exterior lighting</td>
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<tr>
<td></td>
<td>PA system</td>
</tr>
<tr>
<td>Exeter</td>
<td>childcare addition - Early Years Capital funding</td>
</tr>
<tr>
<td></td>
<td>masonry</td>
</tr>
<tr>
<td></td>
<td>unit ventilators room 1.12 and 1.13, pneumatic controls, RTU library (vintage 1997)</td>
</tr>
<tr>
<td></td>
<td>windows jk west elevation</td>
</tr>
<tr>
<td></td>
<td>exterior doors</td>
</tr>
<tr>
<td></td>
<td>roofing section J (KDGN) 33,480 sq ft</td>
</tr>
<tr>
<td></td>
<td>accessibility</td>
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<td></td>
<td>PA system</td>
</tr>
<tr>
<td>Goderich</td>
<td>masonry</td>
</tr>
<tr>
<td></td>
<td>windows and doors north west wing</td>
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<tr>
<td></td>
<td>library carpet</td>
</tr>
<tr>
<td>Hamlet</td>
<td>accessible washroom and front door system</td>
</tr>
<tr>
<td>School</td>
<td>Description</td>
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<td>-----------------------------------------------------------------------------</td>
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<tr>
<td>AMDSB Capital Plan</td>
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<tr>
<td>August 2019</td>
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<tr>
<td>Howick</td>
<td>mechanical and controls study</td>
</tr>
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<td></td>
<td>asphalt in parking lot and playground</td>
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<td></td>
<td>washroom fixtures</td>
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<td>exterior doors</td>
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<td>emergency &amp; exit lighting</td>
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<td></td>
<td>interior power distribution</td>
</tr>
<tr>
<td></td>
<td>interior lighting and hallway refresh both floors</td>
</tr>
<tr>
<td></td>
<td>rooftop unit replacements - library, gym and others (5 in total to replace)</td>
</tr>
<tr>
<td></td>
<td>(1 new - gym) (oldest RTU is 1997)</td>
</tr>
<tr>
<td></td>
<td>boiler (1999 vintage) and 4 exhaust fans (1963 vintage)</td>
</tr>
<tr>
<td></td>
<td>exterior doors and hardware</td>
</tr>
<tr>
<td></td>
<td>library carpet</td>
</tr>
<tr>
<td></td>
<td>asphalt</td>
</tr>
<tr>
<td></td>
<td>windows north end (no issues since 2017)</td>
</tr>
<tr>
<td>Hullett</td>
<td>well study</td>
</tr>
<tr>
<td></td>
<td>windows</td>
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<td></td>
<td>drainage work</td>
</tr>
<tr>
<td></td>
<td>library upgrade - phase 1 study</td>
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<tr>
<td>Huron Centennial</td>
<td>roof</td>
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<td></td>
<td>carpet in library</td>
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<td></td>
<td>electrical &amp; fire alarm - gym - phase 4</td>
</tr>
<tr>
<td>Listowel Eastdale</td>
<td>fire alarm</td>
</tr>
<tr>
<td></td>
<td>classroom VCT flooring</td>
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<td></td>
<td>portable(s) in response to enrolment pressures</td>
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<tr>
<td>Milverton</td>
<td>crawl space ventilation</td>
</tr>
<tr>
<td></td>
<td>study for electrical distribution</td>
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<tr>
<td></td>
<td>accessibility to gym (incl bleacher, railing and painting)</td>
</tr>
<tr>
<td></td>
<td>north classroom windows</td>
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<tr>
<td></td>
<td>roofing area B</td>
</tr>
<tr>
<td>Mornington</td>
<td>gym window infill</td>
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<tr>
<td>North Easthope</td>
<td>exterior doors</td>
</tr>
<tr>
<td>North Perth Westfield</td>
<td>ventilation and washroom upgrades</td>
</tr>
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<td></td>
<td>accessibility including washroom</td>
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<td></td>
<td>portable(s) in response to enrolment pressures</td>
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<td>School</td>
<td>Description</td>
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<tr>
<td><strong>North Woods</strong></td>
<td>roofing A&amp;B - phase 2</td>
</tr>
<tr>
<td></td>
<td>masonry - ongoing</td>
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<tr>
<td></td>
<td>asphalt playground upgrades</td>
</tr>
<tr>
<td></td>
<td>rooftop unit replacement - convert from electric to gas</td>
</tr>
<tr>
<td></td>
<td>gym floor replacement - abatement required</td>
</tr>
<tr>
<td></td>
<td>windows</td>
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<tr>
<td><strong>Romeo</strong></td>
<td>electrical service entrance</td>
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<tr>
<td></td>
<td>windows</td>
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<td></td>
<td>roof - area A</td>
</tr>
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<td></td>
<td>parking lot enhancement</td>
</tr>
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<td></td>
<td>accessibility - washroom and elevator</td>
</tr>
<tr>
<td><strong>Seaforth</strong></td>
<td>study roofing whole school (except area C) - thermography – re-cap only?</td>
</tr>
<tr>
<td></td>
<td>study - elevator</td>
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<tr>
<td></td>
<td>ventilation for south wing</td>
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<td></td>
<td>electrical distribution in core</td>
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<td>washroom upgrades - north wing</td>
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<tr>
<td><strong>Shakespeare</strong></td>
<td>study - elevator</td>
</tr>
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<td></td>
<td>study - electrical distribution</td>
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<td></td>
<td>vat flooring replacement</td>
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<td></td>
<td>plumbing fixtures</td>
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<tr>
<td><strong>South Perth Cent.</strong></td>
<td>masonry</td>
</tr>
<tr>
<td></td>
<td>roofing area A, B and D including canopy</td>
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<tr>
<td></td>
<td>library - carpet</td>
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<td></td>
<td>mechanical upgrades including controls</td>
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<td></td>
<td>asphalt and drainage</td>
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<td></td>
<td>washroom fixtures</td>
</tr>
<tr>
<td></td>
<td>windows and doors to entire building</td>
</tr>
<tr>
<td></td>
<td>accessibility</td>
</tr>
<tr>
<td><strong>Sprucedale</strong></td>
<td>Childcare addition - Early Years Capital funding</td>
</tr>
<tr>
<td></td>
<td>abandon well pit and install new</td>
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<td></td>
<td>accessible washroom</td>
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<td></td>
<td>boiler</td>
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<td></td>
<td>exterior doors</td>
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<tr>
<td></td>
<td>thermography on roof</td>
</tr>
<tr>
<td><strong>Upper Thames</strong></td>
<td>Childcare expansion - Early Years Capital funding</td>
</tr>
<tr>
<td>School</td>
<td>Description</td>
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<tr>
<td>-----------------</td>
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</tr>
<tr>
<td>Central HSS</td>
<td>Delta to Wye check - need to do a study</td>
</tr>
<tr>
<td></td>
<td>masonry east wing</td>
</tr>
<tr>
<td></td>
<td>four rooftop units (vintage 1997)</td>
</tr>
<tr>
<td></td>
<td>windows</td>
</tr>
<tr>
<td></td>
<td>washrooms - all need to be reviewed</td>
</tr>
<tr>
<td></td>
<td>thermography on roof</td>
</tr>
<tr>
<td></td>
<td>stairwell doors do not have latches (study to be done)</td>
</tr>
<tr>
<td></td>
<td>elevator and accessible washroom</td>
</tr>
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<td></td>
<td>fire alarm upgrades</td>
</tr>
<tr>
<td></td>
<td>roof area H - small gym</td>
</tr>
<tr>
<td></td>
<td>replace air handling units (rooftop area C engineered air unit) and carrier unit over tech area</td>
</tr>
<tr>
<td></td>
<td>replace air handling unit (engineered air unit over Media Centre)</td>
</tr>
<tr>
<td></td>
<td>masonry on 50's wing</td>
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<tr>
<td></td>
<td>exterior surveillance cameras</td>
</tr>
<tr>
<td></td>
<td>plumbing fixtures - priority 4 - third floor</td>
</tr>
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<td></td>
<td>renovations for grade 7/8</td>
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<tr>
<td></td>
<td>(phase 3 boiler divorce) LRC rework</td>
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<tr>
<td></td>
<td>small gym floor replacement or refinish</td>
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<td></td>
<td>food services renovation and repurposing boiler room</td>
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<td></td>
<td>exterior precast</td>
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<tr>
<td></td>
<td>review warranty roofs</td>
</tr>
<tr>
<td>F.E. Madill SS</td>
<td>science room (core area) HVAC unit and controls and exhaust and auto shop ventilation</td>
</tr>
<tr>
<td></td>
<td>north courtyard - fix floor slab re: insulation</td>
</tr>
<tr>
<td></td>
<td>main entrance and storm system door and admin office door with power door operator</td>
</tr>
<tr>
<td></td>
<td>large gym change room refurbishing of space including ventilation</td>
</tr>
<tr>
<td></td>
<td>large gym air handling unit, lighting, roofing and abatement - round 2</td>
</tr>
<tr>
<td></td>
<td>library refurbishing</td>
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<td></td>
<td>food services - monitor</td>
</tr>
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<td></td>
<td>guidance/administration</td>
</tr>
<tr>
<td>Goderich DCI</td>
<td>steel cladding on squash court</td>
</tr>
<tr>
<td></td>
<td>masonry south wall of large gym</td>
</tr>
<tr>
<td></td>
<td>roofing - M &amp; N (B corridor and cafeteria)</td>
</tr>
<tr>
<td>School</td>
<td>Description</td>
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<td>----------------</td>
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</tr>
<tr>
<td>Listowel DSS</td>
<td><strong>track repairs</strong>&lt;br&gt;structural - precast is alligatoring - east end of gym by boiler room panel has horizontal crack - needs to be looked at and monitored</td>
</tr>
<tr>
<td>School</td>
<td>Description</td>
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<td>---------------</td>
<td>------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>South Huron DHS</td>
<td>phase 2 of elevator and incidentals&lt;br&gt;main water service replacement&lt;br&gt;small gym ventilation&lt;br&gt;music room (K1) RTU&lt;br&gt;windows cafeteria&lt;br&gt;roofing - small gym (area D)&lt;br&gt;remove drop ceiling in construction shop, paint ceiling, new lighting&lt;br&gt;second floor ceiling tiles</td>
</tr>
<tr>
<td>Stratford Central</td>
<td>distribution panel upgrades&lt;br&gt;interior lighting - ongoing replacements (includes gym) - phase 1&lt;br&gt;penthouse air handling unit replacements&lt;br&gt;review of science labs space&lt;br&gt;remove cat walk; lighting upgrade; fire separation; replacement of small gym floor rubberized&lt;br&gt;related upgrades to above (balcony, windows, ceiling separation, lighting &amp; ventilation)&lt;br&gt;library/Media Centre upgrades&lt;br&gt;insulation&lt;br&gt;windows in central core 1972 vintage&lt;br&gt;washroom renovations throughout school&lt;br&gt;program related requirements?</td>
</tr>
<tr>
<td>Stratford NWSS</td>
<td>thermostat and control valve and reheat coils replacements (first floor main corridor and portion of second floor)&lt;br&gt;air handling unit replacements (gym, cafeteria, 2.51, 2.27)&lt;br&gt;2nd floor boys’ and girls’ washrooms - fixtures and finishes&lt;br&gt;roof replacement - area D1, C and rest B5&lt;br&gt;remainder of windows throughout school - phase 3&lt;br&gt;single glaze main courtyard windows (east and west side)&lt;br&gt;auto shop teaching area new overhead door&lt;br&gt;chiller&lt;br&gt;unit ventilators (English wing)&lt;br&gt;change room upgrades</td>
</tr>
<tr>
<td>SERC</td>
<td>Childcare expansion - Early Years Capital funding&lt;br&gt;roof replacement&lt;br&gt;emergency, exit lighting at SERC&lt;br&gt;flooring and painting library</td>
</tr>
</tbody>
</table>
# DIRECTOR’S INFORMATION REPORT

**TO:** Regular Board Meeting – Tuesday, September 10, 2019  

**AGENDA ITEM: 6.3 c)**  

**SUBJECT:** Staff Adjustments

## 1.0 Retirements and Resignations

<table>
<thead>
<tr>
<th>Name</th>
<th>Location</th>
<th>Position</th>
<th>Effective</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wendy Case</td>
<td>Education Centre</td>
<td>Health &amp; Wellness Officer</td>
<td>July 31, 2019</td>
</tr>
<tr>
<td>Janet Baird-Jackson</td>
<td>Education Centre</td>
<td>Superintendent of Corporate Services</td>
<td>February 28, 2020</td>
</tr>
<tr>
<td>Kirsten Scott</td>
<td>Education Centre/Bedford</td>
<td>Teacher</td>
<td>August 31, 2019</td>
</tr>
<tr>
<td>Karri Sonke</td>
<td>Facilities</td>
<td>Planning, Accommodation &amp; Energy Officer</td>
<td>July 5, 2019</td>
</tr>
<tr>
<td>Beverley Stacey</td>
<td>FE Madill SS</td>
<td>Custodian</td>
<td>November 1, 2019</td>
</tr>
<tr>
<td>David Frier</td>
<td>HPSTS Consortium</td>
<td>Transportation Manager</td>
<td>August 18, 2019</td>
</tr>
<tr>
<td>Jan Stoll</td>
<td>Learning Resource Centre</td>
<td>CompTech-Net</td>
<td>July 11, 2019</td>
</tr>
<tr>
<td>Diana Doctor</td>
<td>Learning Resource Centre</td>
<td>CompTrain12</td>
<td>Sept 11, 2019</td>
</tr>
<tr>
<td>Jo-Anne Currie-Redmond</td>
<td>North Easthope</td>
<td>Educational Assistant</td>
<td>August 31, 2019</td>
</tr>
<tr>
<td>Heather Barclay</td>
<td>Shakespeare</td>
<td>Educational Assistant</td>
<td>August 31, 2019</td>
</tr>
<tr>
<td>Christopher Strasser</td>
<td>St. Marys DCVI/ Little Falls PS</td>
<td>Custodian</td>
<td>June 21, 2019</td>
</tr>
<tr>
<td>Graham Leitch</td>
<td>Stratford Central SS</td>
<td>Teacher</td>
<td>June 30, 2019</td>
</tr>
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</table>

## 2.0 New Hires

<table>
<thead>
<tr>
<th>Name</th>
<th>Location</th>
<th>Position</th>
<th>Effective</th>
</tr>
</thead>
<tbody>
<tr>
<td>Janice White</td>
<td>Education Centre</td>
<td>Transportation Mgr</td>
<td>August 26, 2019</td>
</tr>
<tr>
<td>Janice Wilson</td>
<td>Education Centre</td>
<td>Board Certified</td>
<td>August 26, 2019</td>
</tr>
<tr>
<td>Kayla Parker</td>
<td>FE Madill SS</td>
<td>Custodian</td>
<td>August 6, 2019</td>
</tr>
<tr>
<td>Ryan Wilkinson</td>
<td>Listowel DSS</td>
<td>Custodian</td>
<td>June 24, 2019</td>
</tr>
<tr>
<td>Shelby Roth</td>
<td>Maidland River ES</td>
<td>Teacher</td>
<td>September 1, 2019</td>
</tr>
<tr>
<td>Lynn Brown</td>
<td>Stratford Northwestern SS</td>
<td>Custodian</td>
<td>July 2, 2019</td>
</tr>
</tbody>
</table>

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Paul Langis  
Superintendent of Education (Human Resource Services)  

Dr. Lisa Walsh  
Director of Education and Secretary of the Board
STUDENTS' ADVISORY COMMITTEE
Tuesday, March 26, 2019
Education Centre, Seaforth

MINUTES

Present:
Jack Campbell, CHSS
Grace Mayhew, CHSS
Grace Caldwell, FEMS
Hannah Wheeler, FEMS
Alyssa Sturdy, GDCI
Kyleigh Rosset, GDCI
Jolene Horn, LDSS
Natalie Moore, LDSS
Zoe Klein, DCVI
Emma Papple, SHDHS
Madison Strang, SHDHS
Ethan Elliott, SCSS
Kristin Vleeming, SCSS
Madison Baillie, SNSS
Brock Beatty, SNSS

Absent:
Eric Dearing, MDHS
Emily Ruby, MDHS
Cameron Stanger, DCVI

1.0 Call to Order
Meeting called to order

2.0 Approval of Agenda
Agenda approved by Natalie Moore and Ethan Elliott

3.0 Approval of Minutes
Minutes approved by Jack Campbell and Ethan Elliott

4.0 Business Arising from the Minutes

5.0 New Business

5.1 Re-Envisioning Schools – April Smith
- Teachers and students want similar things
- Student rep for the committee
- How can we positively promote change in our schools?
- Low cost, high impact

5.2 GOAL - what are the next steps for our project?
Group 1
- More initiative to attend school events
Group 2
- Alternate methods of learning
- Learning outside of the classroom
- Making the world the students classroom
- With workshops led by experienced professionals
Group 3
• Ask the students what they want to see in their schools
• Student clubs

5.3 HOW

Group 2
• Pairing with universities/colleges
• Working with the community
• Creating the school to be more beautiful
• Art students creating murals in the school

5.4 WHY

Group 1
• To get more out of school years
• It being okay for students to miss school for learning experiences

Group 2
• Engage students
• Being able to apply what you are learning to the real world
• Students learn in different ways
• You can’t learn everything in the classroom

Group 3
• Better school environment
• Create a better school environment
• Feel like they belong in the school

6.0 School Check-ins and Projects (updates)

6.1 CHSS –

6.2 FE Madill – December was a school-wide survey, results were shared. Therapy dogs were brought in. Motivation/Positivity and Mental Health Awareness board. Mental Health week activities. Motivational speaker Sara Westbrook. Another speaker coming (unidentified so far).

6.3 GDCI –

6.4 LDSS – Grade 9s were surveyed, results were shared. Wall of Mindfulness

6.5 MDHS –

6.6 DCVI –

6.7 SHDHS –

6.8 SCSS – It is slow because of the move for next school year. No one really wants to commit to anything as we have no idea what is happening next year.

6.9 SNSS – Stress Kits in schools (70 – sold out within 3 days). Deliverables.

7.0 Constitution – on hold due to government changes

8.0 Good News

8.1 CHSS - Gr. 6/7/8 dance had great numbers

8.2 FEMSS – Planning a mental health week – SDG project. Performance from the Drama Guild on Saturday. Cancelled Spring Fling – no licensed DJ so no dance. Grades day – games against each grade. Training SHSM students in mental health first aid – a lot of interest and will be running more courses in the future. Therapy dogs are continuing.

8.3 GDCI – McDonald’s is sponsoring coffee houses. McDonalds partnership give student volunteers. Pie throw fundraiser – students throw pies at teachers, teachers can throw pies at students if outbid.

8.4 LDSS – Planning for Listowel Relay for Life

8.5 MDHS -

8.6 DCVI – Went to a leadership training which was fun, learned how to juggle. Planning a really cool dance. Planning the carnival that happens every four years.
8.7 SHDHS – Planning for carnival and walk. Culinary class providing lunches on Fridays.
8.8 SCSS – Semi-formal. Central and Northwestern meeting each other before merging into one school, making them friends
8.9 SNSS – Art day, tape art. Semi-formal coming up, everything is on a website, rules, song suggestions. Working on mental health in the school. Mental health bags before and during exams.

9.0 Adjournment
The meeting was adjourned at 7:53 p.m.

GOAL

Fostering an environment where students feel empowered to pursue opportunities and enjoy learning and coming to school.

HOW

• Surveying students to create new clubs and modify old ones to improve relevance and interest.
• Working with teachers and community groups to bring new learning opportunities to school.
• SDG project idea.

WHY

Because students matter and should feel empowered to learn.
To increase and enhance/advance school spirit and to get more out of their school experience.
We want students to be apart of their schools and feel more included/accepted in many ways
STUDENTS’ ADVISORY COMMITTEE  
Tuesday, April 23, 2019  
Education Centre, Seaforth

MINUTES

Present:
Madison Strang, SHDHS  
Jack Campbell, CHSS  
Grace Caldwell, FEMSS  
Hannah Wheeler, FEMSS  
Alyssa Sturdy, GDCI  
Kyleigh Rosset, GDCI  
Makenna Wormington, GDCI  
Jolene Horn, LDSS  
Natalie Moore, LDSS  
Makenzie Hallam, LDSS  
Eric Dearing, MDHS  
Zoe Klein, DCVI  
Cameron Stanger, DCVI  
Abigail Luyten, DCVI  
Ethan Elliott, SCSS  
Kristin Vleeming, SCSS  
Madison Baillie, SNSS  
Brock Beatty, SNSS

Absent:
Emma Papple, SHDHS  
Grace Mayhew, CHSS  
Emily Ruby, MDHS

1.0 Call to Order  
Meeting called to order at 6:04 p.m.

2.0 Approval of Agenda  
Agenda approved by Natalie Moore

3.0 Approval of Minutes  
Minutes approved Kristin Vleeming

4.0 Business Arising from the Minutes

5.0 New Business

5.1 Incoming Senators (2019-2010)

5.2 Introductions

5.3 Role of Student Senator Trustees
   - 2 year commitment
   - Speak on behalf of the Student Senate to the Board
   - President, Vice-President, Secretary, Treasurer (new)

5.4 Next Year’s Project
   - Continue the SDG project that started this year (2018-2019)
   - Mental Health

5.5 Ice Breakers
5.6 Presentation (in school initiatives) – Mental Health
- SNSS - Therapy dog days. Teachers checking in on students. Yoga
- SCSS - Zen Den. No phone zone. Dog-friendly Friday
- SHDHS – Thankful Thursdays
- DCVI - Student Counselor brings in a dog
- MDHS – Therapy dogs come once in a while. Talk about the school survey. Working on having a larger voice in mental health.
- LDSS – Planning a mental health week. Relay for Life. A day before exams to relax. Learning how to manage stress (Grades 9 and 10)
- GDCI – Mental Health Week. Therapy animals. Yoga, Inspirational sticky notes.
- CHSS – Working with the mental health group. Workshops on how to deal with stress. Mental Health week.

6.0 Good News
6.1 CHSS – The band visited FE Madill to practice for National Music Fest in May
6.2 FEMSS – Summer Carnival; Dining Cup BBQ, Library Easter egg hunt; Student Council Elections are done and went well. Herd for Health. Walk around the block 3 times between period 3 and 4.
6.3 GDCI – Easter projects are done and were successful. Valhalla is being planned.
6.5 MDHS – Badminton team went to OWASA.
6.6 DCVI – Semi is being planned, Out of This World theme. Easter egg hunt. Starting to plan Carnival. Student Council elections.
6.7 SHDHS – Re-scheduling Nick Foley. Fundraising for a school walk, split 50/50 fundraising with a school up north.
6.8 SCSS – Meet up day with Stratford Northwestern. Big turn out at Pride semi. First place at Kiwanis. Student swap – students bring clothes and exchange clothes, remaining clothes are donated. Fishing tournament.
6.9 SNSS – Meet up day with Stratford Central. New York, New York semi. Easter egg hunt.

7.0 Adjournment
The meeting was adjourned at 7:30 p.m.
STUDENTS' ADVISORY COMMITTEE
Tuesday, May 7, 2019
Education Centre, Seaforth

MINUTES

Present:
Grace Caldwell, FEMSS
Hannah Wheeler, FEMSS
Alyssa Sturdy, GDCI
Kyleigh Rosset, GDCI
Jolene Horn, LDSS
Natalie Moore, LDSS
Emma Badley, MDHS
Zoe Klein, DCVI
Abigail Luyten, DCVI
Emma Papple, SHDHS
Madison Strang, SHDHS
Ethan Elliott, SCSS
Kristin Vleeming, SCSS
Brock Beatty, SNSS
Jason Burt, MDHS

Absent:
Jack Campbell, CHSS
Grace Mayhew, CHSS
Emily Ruby, MDHS
Eric Dearing, MDHS
Cameron Stanger, DCVI
Madison Baillie, SNSS

1.0 Call to Order
Meeting called to order by Hannah Wheeler and Zoe Klein

2.0 Approval of Agenda
Agenda approved

3.0 Approval of Minutes
Minutes approved

4.0 Business Arising from the Minutes

5.0 New Business

5.1 Presentation
• Started the plan for the presentation
• Created a slide document
• Finished plan for next year

5.2 Interviews
• Done, every school went and answered the questions

6.0 Good News
6.1 CHSS -
6.2 FEMSS -
6.3 GDCI -
6.4  LDSS -
6.5  MDHS -
6.6  DCVI -
6.7  SHDHS -
6.8  SCSS -
6.9  SNSS -

7.0  Adjournment
    The meeting was adjourned at 7:18 p.m.
STUDENTS' ADVISORY COMMITTEE
Tuesday, June 11, 2019
Education Centre, Seaforth

MINUTES

Present:

Zoe Klein (DCVI)
Madison Strang (SHDHS)
Rachel Rudy (SHDHS)
Camron Stanger (DCVI)
Abigail Luyten (DCVI)
Jolene Horn (LDSS)
Ethan Elliott (SCSS)
Kristin Vleeming (SCSS)
Natalie Moore (LDSS)
Hannah Wheeler (FEMSS)
Grace Caldwell (FEMSS)
Jack Campbell (CHSS)

Absent:

1.0 Call to Order
Meeting called to order at 6:07 p.m.

2.0 Approval of Agenda
Agenda approved

3.0 Approval of Minutes
Minutes approved

4.0 Business Arising from the Minutes

5.0 New Business

5.1 Edit Presentation
5.2 Presented to Board Members – 7:00 p.m.
5.3 Eat Cake! Yay!

6.0 Good News

6.1 CHSS – Official mental health day. Summer fun day.
6.2 FEMSS – Finished mental health week. Hello summer fun day, even though it rained everything moved indoors and went well (free with a student card). Tractor Day upcoming. Prom went fairly well, good attendance.
6.3 GDCI -
6.4 LDSS – Relay for Life, 130 participants, raised over $13,000.00.
6.5 MDHS -
6.6 DCVI – Carnival is next week. Happy spaces start at the end of the year. Good mental health course.
6.7 SHDHS – Prom went well. School of Walk and Carnival went well.
6.8 SCSS - Prom went well and smooth. Grade 11’s talked about the transition that will be happening
6.9 SNSS -
7.0    Adjournment
      The meeting was adjourned at 7:36 p.m.
June 24, 2019

The Honourable Stephen Lecce
Minister of Education
5th Floor
438 University Avenue
Toronto, Ontario M7A 2A5

Dear Minister Lecce,

I would like to start by congratulating you on your appointment as Minister of Education.

Trustees are mandated by the Education Act to enhance student achievement and well-being, and close gaps in student achievement. With this focus, Trustees with the Waterloo Region District School Board have directed me to voice our significant concerns regarding the proposed changes to classroom operations and funding the Government of Ontario has proposed to public education.

Changes to the Grants for Student Needs (GSN) has created challenges for our staff as they work diligently to prepare a balanced budget for the 2019-2020 school year. The WRDSB is facing an estimated loss of $12 million as a result of changes to the GSN. Per-pupil funding has reduced by $2 million from the 2017-18 budget year, which means each and every one of our students will receive $110.44 less in funding. Our staff will continue to provide exemplary support for our students despite these changes; however, funding is essential to ensure our students have the necessary resources in place to support their academic achievement and their well-being.

The change that is causing the most concern for both my fellow trustees and staff, especially as we look beyond the current school year, are the proposed changes to class sizes. Moving from an average of 22 to 28 students in a classroom in secondary school might not seem like it will have much of an impact on student achievement and well-being, but I can assure you that this change will drastically alter the experiences our students have at school. We are anticipating that this change will affect the courses schools can offer students. Specialized courses and electives with lower enrollment numbers, such as technology courses and the arts may be limited, which will impact our students' optional areas of study and pathways opportunities. We also anticipate that an average class size of 28 students may result in some mandatory courses having a reduced number of sections available. Reduced sections may lead to students on wait lists to receive the course they require to graduate, and class sizes that may stretch the capacity of our classroom facilities. Furthermore, the increase in the average class size will result in fewer caring adults in our schools - caring adults who play an important role in the lives of students, who have an impact on the well-being of students in classrooms, and who supervise extra-curricular activities that keep students engaged.
The four mandatory online learning courses that secondary students will be required to complete starting in 2020 as a requirement of graduation are also of concern. All students learn in different ways. For some, online learning is a clear choice and an effective way to accumulate credits. For others, online learning does not suit their needs. Some students need one-on-one interactions with educators and peers to stay engaged and focused on their work. This new requirement also has an equity component that currently, has not been addressed. Not all students and their families have access to the internet or have limited access and not all students have access to computers after school hours. Research has shown that e-learning is not an effective platform for all students to learn. This proposal is a one-size fits all approach to education that does not address the learning needs of all students. We believe that enacting a mandatory four online courses for secondary students will lead to a rise in disengaged learners and hinder graduation rates.

We urge you to reconsider the decrease in per pupil funding, the increase in secondary class sizes and the mandatory four e-learning credits, and to consider the impact these changes will have on our students’ achievement and well-being. We ask you to affirm your support for public education. An investment in public education is an investment in our youth, our communities and the future of Ontario.

Trustees of the Waterloo Region District School Board look forward to your response and would welcome a meeting at your convenience to discuss our concerns.

Sincerely,

[Signature]

Jayne Herring
Chairperson of the Board

cc: The Honorable Doug Ford
    MPP Belinda Karahalios
    MPP Laura Mae Lindo
    MPP Amy Fee
    MPP Mike Harris
    MPP Catherine Fife
    Ontario Public School Boards’ Association (OPSBA)
    Chairs of all District School Boards

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July 5, 2019

Hon. Lisa M. Thompson, Minister of Education
Ministry of Education
Mowat Block 22nd Floor
900 Bay Street
Toronto, Ontario M7A 1L2

Dear Minister Thompson,

I am writing to you today on behalf of the members of the Greater Essex County District School Board’s (GECDSB) Special Education Advisory Committee (SEAC). Our SEAC includes 8 Parent Associations, who represent thousands of the families in the Essex County Region.

In the fall of 2018, the members of our SEAC were made aware of the changes to funding that were announced by the Deputy Minister of Education in August of 2018. As a group whose responsibility includes advocating for the rights of all children with special needs in our region, we were disheartened and deeply disappointed by the Ministry of Education’s decision to reduce the increase to the Special Incidence Portion that was previously announced for the 2018-2019 school year. Schools have a legal obligation to accommodate every child with a disability. When a student requires full time 2:1 staffing, how to pay for it should never have to be the board’s primary concern. It should be the safety and dignity of that child, and the safety of staff and other students. The claw back of the additional funding for the boards who mostly already operate in a negative special education budget is unconscionable. And the lack of flexibility around the rules of the SIP grants often prevents them from being sought.

The GECDSB already has to use more funding than provided by the Ministry of Education through Special Education Grants to offset the costs associated with Special Education Services. The claw back of the SIP increase announced for the 2018-2019 school year only serves to increase the Special Education deficit. With this deficit, more children will be affected. As a SEAC, we are deeply concerned by the direction that this government is taking regarding funding for our most vulnerable students. As the Auditor General’s Report highlights, the Ministry of Education’s “funding formula uses out-of-date benchmarks and is due for an external review.”

We urge the Minister to reconsider this decision to reduce funding for these grants, and consider fully funding this necessary accommodation for our most vulnerable, complex and challenging students.

Sincerely,

Mary-Ann Fuduric, Chair
Special Education Advisory Committee
Greater Essex County District School Board

CC: GECDSB Board of Trustees
CC: Chairs of Ontario Special Education Advisory Committees

Building Tomorrow Together!
www.publicboard.ca
July 5, 2019

Honorable Lisa M. Thompson
Minister of Education
22nd Floor Mowat Block
900 Bay Street
Toronto, ON
M7A 1L2

Dear Minister Thompson,

The Special Education Advisory Committee (SEAC) of the Greater Essex County District School Board is writing in support of Bill 64, *Noah and Gregory's Law, Transition to Adult Developmental Services and Supports*. The Act recently passed its second reading and has been referred to the Standing Committee on Regulations and Private Bills. We ask that you strongly and actively support this Bill to ensure its passage to a third reading as soon as possible.

Students with developmental disabilities, along with their families, already face many challenges regarding crucial services and the cessation of these supports at age 18 causes increased and unnecessary burdens. We ask that you support the implementation of Bill 64 to improve their transition to adult services.

Thank you in advance for your consideration.

Sincerely,

Mary-Ann Fuduric, Chair
Special Education Advisory Committee
Greater Essex County District School Board

CC: Chairs of Ontario Special Education Advisory Committees
CC: GECDSB Board of Trustees
July 5, 2019

Hon. Lisa M. Thompson, Minister of Education
Ministry of Education
Mowat Block 22nd Floor
900 Bay Street
Toronto, Ontario M7A 1L2

Dear Minister Thompson,

I am writing to you today on behalf of the members of the Greater Essex County District School Board’s (GECDSB) Special Education Advisory Committee (SEAC). Our SEAC includes eight Parent Associations, who represent thousands of the families in the Essex County Region.

We are very concerned about the recent changes to the provincial funding model for class size averages and with the announcement of mandatory e-learning courses. The impact that these changes will have on students with special education needs will be devastating. Students with special education needs require significant in-class support to have meaningful and equitable access to education. Mandatory e-learning courses removes the critical component to success, a physical teacher who provides support and allows for meaningful connections, which are important to student well-being and resiliency. Furthermore, placing the burden of access to technology and the internet for these courses is inequitable. Students who live in remote areas of Windsor-Essex County or those without access to the necessary technology will be disadvantaged.

The drastic increase to class-size average will provide less support to students with special education needs and those identified as at-risk for learning difficulties. The increase to class sizes is likely to reduce course options, sections, and specialized courses that support students with learning needs. More students will equate to less time that teachers have to assist students identified as at-risk or those with Individual Education Plans.

We urge the Minister to reconsider this decision to reduce funding for these grants, and consider fully funding this necessary accommodation for our most vulnerable, complex and challenging students.

Sincerely,

Mary-Ann Fudurc, Chair
Special Education Advisory Committee
Greater Essex County District School Board

CC: GECDSB Board of Trustees
CC: Chairs of Ontario Special Education Advisory Committees
July 5, 2019

Honourable Lisa M. Thompson
Minister of Education
22nd Floor, Mowat Block
900 Bay Street
Toronto, ON M7A 1L2

Dear Minister Lisa Thompson:

The Greater Essex County District School Board’s (GECDSB) Special Education Advisory Committee (SEAC) would like to acknowledge and support Bill 44 to amend the Education Act to provide for board activities to promote awareness and understanding of Fetal Alcohol Spectrum Disorder (FASD), including best practices to support pupils who may have FASD. Currently, the GECDSB provides an annual professional development session each fall for teachers who have students in their classrooms identified with FASD. However, any additional professional development supports or awareness initiatives from the Ontario Ministry of Education would be beneficial to our educators who work diligently to support all students on a daily basis.

Sincerely,

Mary-Ann Fuduric, Chair
Special Education Advisory Committee
Greater Essex County District School Board

CC: Chairs of Ontario Special Education Advisory Committees