

Regular Board Meeting

Tuesday, November 27, 2018

Education Centre

St. Catharines

6:15 - 7:00 p.m. [Private Session]

7:00 - 10:00 p.m. [Public Session]

A G E N D A

A. COMMENCEMENT OF THE MEETING OF THE BOARD

1. Acknowledgement of Traditional Territory
2. Call to Order and Noting of Members Absent
3. Declaration of Conflict of Interest

B. COMMITTEE OF THE WHOLE

1. Motion to Move to Committee of the Whole (Private Session)
2. Motion to Return to Open Board (Public Meeting)

C. SINGING OF 'O CANADA'

Oakridge Public School choir will perform 'O Canada'

D. REFLECTIVE READING

By Student Trustees Keylee Smith and Amal Qayum

E. BUSINESS OF THE BOARD

1. Adoption of the Agenda

Recommended Motion:

“That the Agenda be adopted.”

2. Approval of Board Minutes

Pages 7-16

Recommended Motion:

“That the Minutes of the Regular Meeting of the District School Board of Niagara dated October 23, 2018 be confirmed as submitted.”

3. Business Arising from the Minutes

4. Ratification of Business Conducted in Committee of the Whole

Recommended Motion:

“That the business transacted in Committee of the Whole be now ratified by the Board.”

F. EDUCATIONAL SHOWCASING OR PRESENTATIONS

1. Director’s Report and Recognition

W Hoshizaki
Pages 17-18

a) Director’s Update to Trustees

2. Educational Showcases

G. STUDENT ACHIEVEMENT REPORT

H. DELEGATIONS

I. BOARD RECESS (Optional)

J. OLD BUSINESS

1. ACCOUNTS

S Veld
Page 19

Recommended Motion:

“That the Summary of Accounts paid for the month of October 2018, totaling \$16,536,087.15 be received.”

2. REPORT OF THE SPECIAL EDUCATION ADVISORY COMMITTEE

J Dickson
Pages 20-28

Recommended Motion:

“That the report of the Special Education Advisory Committee dated November 8, 2018 be received.”

3. REPORT OF THE SUPERVISED ALTERNATIVE LEARNING COMMITTEE

L Campbell
Pages 29-31

Recommended Motion:

“That the report of the Supervised Alternative Learning Committee dated November 15, 2018 be received.”

4. REPORT OF THE FINANCE COMMITTEE

K Maves
Pages 32-46

Recommended Motions:

“That the report of the Finance Committee dated November 19, 2018 be received.”

“That the Schedule of Accumulated Surplus for the year ended August 31, 2018, be approved.”

“That the Award of Contracts Summary Report for the period ended October 31, 2018, be received.”

“That the Annual Report on Board Investments, as at August 31, 2018, be received.”

“That Policy A-06 Trustee Honorarium be approved as presented and adopted.”

“That Policy A-07 Expense Allowance for Members of Board Standing or Statutory Committees be approved as presented and adopted.”

5. REPORT OF THE AUDIT COMMITTEE

S Veld
Pages 47-59

Recommended Motions:

“That the report of the Audit Committee dated November 19, 2018 be received.”

“That the 2017-18 Annual Report of the Audit Committee to the Ministry of Education be approved.”

6. REPORT OF THE POLICY COMMITTEE

D Schaubel
Pages 60-69

Recommended Motions:

“That the report of the Policy Committee dated November 20, 2018 be received.”

“That Policy i-l: Policy - General be approved as received and adopted.”

“That Policy E-01: Smoke Free Learning and Workplace Environments be approved as amended and adopted.”

“That Policy E-03: Health and Safety be approved as received and adopted.”

“That policy E-15: Workplace Violent and Harassment Prevention be approved as received and adopted.”

“That Policy G-12: Alcohol, Drug and Substance Use and Abuse be approved as amended and adopted.”

7. REPORT OF THE STUDENT TRUSTEE SENATE

K Smith / A Qayum
Pages 70-74

Recommended Motion:

“That the report of the Student Trustee Senate dated November 20, 2018 be received.”

8. REPORT OF THE PARENT INVOLVEMENT COMMITTEE

W Hahn

Recommended Motions:

“That the verbal report of the Parent Involvement Committee be received.”

K. QUESTIONS ASKED OF AND BY BOARD MEMBERS

L. NEW BUSINESS

M. INFORMATION AND PROPOSALS

1. Staff Reports

a) Wainfleet Elementary Accommodation Review

H McGregor
Pages 75-91

Recommended Motions:

“That the Board of Trustees approve the recommended accommodation option contained in the Final Staff Report for the Wainfleet Elementary Accommodation Review, attached as Appendix A; specifically,

That, pending NCDSB Trustee and Ministry of Education approval, a new 550 pupil place joint DSN – NCDSB elementary school be constructed within the Wainfleet Village Hamlet on a site yet to be determined to serve Elementary Planning Area 15; and,

That student transportation eligibility will be determined in accordance with the District School Board of Niagara’s Transportation Eligibility and Service Policy J-01, as amended from time to time; and,

That students from William E. Brown PS and Winger PS attend their respective schools during the construction of the new joint elementary school; and,

That William E. Brown PS and Winger PS be closed for instructional purposes as of June 30, 2021; and,

That the boundary for the new joint elementary school be established, as shown on the map attached as Appendix B, and be effective as of July 1, 2021.”

2. Trustee Information Sessions

3. Correspondence and Communications

4. Trustee Communications and School Liaison

5. Ontario Public School Boards’ Association Report

D Chase

6. **Future Meetings**

Page 92

The December 2018 calendar is attached.

N. **Ratification of Business Conducted in this Regular Meeting**

Recommended Motions:

“That the business transacted by the Board of Trustees at its meeting held on November 27, 2018 be now ratified by the Board.”

“That the Chair and proper officials of the District School Board of Niagara are hereby authorized and directed to do all things necessary to give effect to the business as decided by the Board of Trustees this day.”

O. **ADJOURNMENT**

Recommended Motion:

“That this meeting of the District School Board of Niagara be now adjourned.”



THE MINUTES OF THE REGULAR MEETING OF THE DISTRICT SCHOOL BOARD OF NIAGARA

BOARD ROOM – EDUCATION CENTRE

October 23, 2018

6:15 – 7:00 p.m. (Private Session)

7:00 – 10:00 p.m. (Public Session)

ATTENDANCE:

Board: Jennifer Ajandi, Sue Barnett, Helga Campbell, Lora Campbell, Diane Chase, Jonathan Fast, Cheryl Keddy Scott, Kevin Maves (Vice Chair), Dale Robinson (Chair), Dave Schaubel

Student Trustees: Amal Qayum and Keylee Smith

Officials: Warren Hoshizaki (Director of Education), Lora Courtois, John Dickson, Wesley Hahn, Helen McGregor, Marian Reimer Friesen, Kelly Pisek, JoAnna Roberto, Leanne Smith, Michael St. John, Jennifer Feren, Kim Yielding, Karen Bellamy, Cheryl Morgan

Regrets: Linda Crouch

Recording Secretary: Christina Dero

Technical Support: Wendy Coit

A. COMMENCEMENT OF THE MEETING OF THE BOARD

1. Acknowledgement of Traditional Territory

Chair Robinson opened the meeting with an Acknowledgement of Traditional Territory of the Haudenosaunee and Anishinaabe peoples.

2. Call to Order and Noting of Members Absent

Chair Robinson called the Regular Meeting of the Board to order at 7:00 p.m.

Chair Robinson welcomed guests who were in the gallery.

COMMENCEMENT OF THE MEETING OF THE BOARD – continued

Call to Order and Noting of Members Absent

Chair Robinson noted the absence of Trustee Crouch.

3. Declarations of Conflict of Interest

There were no declarations of conflict of interest.

B. COMMITTEE OF THE WHOLE (PRIVATE SESSION)

Moved by Sue Barnett

Seconded by Lora Campbell

“That the Board do now enter Committee of the Whole.”

CARRIED

Moved by Cheryl Keddy Scott

Seconded by Helga Campbell

“That the Board do now return to open meeting.”

CARRIED

The Board returned to open meeting at 6:20 p.m.

C. SINGING OF “O CANADA”

The Board stood as “O Canada” was performed by the Stevensville Public School choir.

D. REFLECTIVE READING

Trustee Barnett shared a reflective reading.

E. BUSINESS OF THE BOARD

1. Adoption of the Agenda

Moved by Lora Campbell

Seconded by Jonathan Fast

“That the Agenda be adopted.”

CARRIED**BUSINESS OF THE BOARD – continued****2. Approval of Board Minutes**

Moved by Cheryl Keddy Scott
Seconded by Dave Schaubel

“That the Minutes of the Regular Meeting of the District School Board of Niagara dated September 25, 2018 be confirmed as submitted.”

CARRIED**3. Business Arising from the Minutes**

There was no business arising from the minutes.

4. Ratification of Business Conducted in Committee of the Whole (Private Session)

Moved by Diane Chase
Seconded by Helga Campbell

“That the business transacted in Committee of the Whole be now ratified by the Board.”

CARRIED**F. EDUCATIONAL SHOWCASING OR PRESENTATIONS****1. Director’s Report and Recognition****a). Director’s Update to Trustees****i. Orange Shirt Day – Every Child Matters**

On Monday October 1, 2018, students and staff recognized Orange Shirt Day and the harm done to generations of children who attended Indian Residential Schools, and as an affirmation of our commitment to ensure that Every Child Matters as we continue on our reconciliation journey.

Mohawk Residential School Survivors sisters Roberta Hill and Dawn Hill spoke to students at 4 secondary schools sharing their stories and experiences. Many schools participated in “Project of Heart” and watched “Canada’s Darkest Secret – Mohawk Residential School” documentary to learn about Residential Schools and then decorated a small wood tile to display for Project Heart. 10 schools supported the Orange Shirt Day Button Fundraiser for Woodland Cultural Centre - Save the Evidence with over 600 buttons sold.

EDUCATIONAL SHOWCASING OR PRESENTATIONS – continued**Director's Update to Trustees****ii. National Coming Out Day 2018**

On Thursday, October 11, 2018 Stamford Collegiate Secondary School students, with the leadership of the LGBTQ+ council, showed their true colours by wearing bright rainbow colours. National Coming Out Day celebrates all who came out or are coming out as lesbian, gay, bisexual, transgender, queer (LGBTQ) or as an ally and telling the world that "You are free to be who you are and love who you love."

Stamford Nation sported rainbow colours in support of all those people but most importantly their own peers! The LGBTQ+ council gave out free rainbow coloured heart stickers, rainbow coloured pencils and lollipops among the other items that they were selling as a fundraiser in hopes of attending an LGBTQ+ conference in Ottawa that takes place in May. This is one of many events that the LGBTQ+ council is hosting this year to raise awareness of diversity and equality.

iii. Ontario Dress Purple Day

Every October, Children's Aid Societies across the province raise awareness about the rights of children and youth to safety and well-being, and the responsibility of adults and community services to help children, youth, and families who need support.

This year Ontario Dress Purple Day will take place on Wednesday, October 24, 2018.

iv. Cross Country

Since early September, cross country teams at schools across the DSBN have spent countless hours practicing in preparation for DSBN cross country events. Staff have also worked hard in coaching and preparing the courses.

Over 700 athletes participated in cross country events this year, along with large crowds of supporters cheering them on!

2. Educational Showcases

There were no educational showcases.

G. STUDENT ACHIEVEMENT REPORTS**1. 2018-2019 Board Improvement Plan for Student Achievement (BIPSA) Report (Handout)**

Trustees received a handout prior to the start of the Board meeting.

Moved by Sue Barnett
Seconded by Jennifer Ajandi

“That the 2018-2019 Board Improvement Plan for Student Achievement (BIPSA) Report be received.”

CARRIED

Director Hoshizaki introduced the 2018-2019 Board Improvement Plan for Student Achievement (BIPSA) and explained that this is an overarching document which considers Board-wide data and district trends. It establishes overall goals and targets and highlights the importance of student data and collaboration.

Superintendent Roberto added that the BIPSA outlines the outcomes of DSBN's focused goals for 2017/2018 and highlights the goals for the upcoming school year. Superintendent Roberto shared some of the elementary results with the Board, as well as some supports that were put in place that helped to achieve these positive results. Superintendent McGregor highlighted some of the secondary results, as well as the supports that had an impact on students results.

Representatives from DSBN schools shared their experiences and illustrated the effects of the initiatives and strategies that have been implemented to aid in student achievement. Categories included, data-based decision making, mathematics and literacy focus, achievement, special education, student voice, student trustees, mental health and well-being, collaborative instructional leadership, and career and life planning.

Trustees commended senior staff for their work on the presentation and for the great work being done to help student achievement.

The Board recessed from 8:43 – 8:57 p.m.

H. DELEGATIONS

There were no delegations.

I. BOARD RECESS

There was no recess at this time.

J. OLD BUSINESS**1. ACCOUNTS**

Moved by Jonathan Fast
Seconded by Sue Barnett

“That the Summary of Accounts paid for the months of August and September 2018, totaling \$34,959,702.26 be received.”

CARRIED

2. REPORT OF THE PARENT INVOLVEMENT COMMITTEE

Moved by Helga Campbell
Seconded by Lora Campbell

“That the report of the Parent Involvement Committee dated October 3, 2018 be received.”

CARRIED

Trustee Lora Campbell reported that the Parent Involvement Committee received an overview of the EQAO and OSSLT results from Superintendent Hahn.

Trustee Helga Campbell added that the Parent Involvement Committee Conference will take place on November 7, 2018 at Eden High School.

In response to a question from a Trustee, Superintendent Hahn and Director Hoshizaki explained that the conference will continue, regardless of whether DSBN receives the government grant that usually accompanies this work.

3. REPORT OF THE SUPERVISED ALTERNATIVE LEARNING COMMITTEE

Moved by Lora Campbell
Seconded by Diane Chase

“That the report of the Supervised Alternative Learning Committee dated October 10, 2018 be received.”

CARRIED

Trustee Lora Campbell reported that the Supervised Alternative Learning Committee reviewed and approved 17 cases during the October 10, 2018 meeting.

OLD BUSINESS – continued**4. REPORT OF THE SPECIAL EDUCATION ADVISORY COMMITTEE**

**Moved by Jennifer Ajandi
Seconded by Cheryl Keddy Scott**

“That the report of the Special Education Advisory Committee dated October 11, 2018 be received.”

CARRIED

Chair Robinson reported that the Special Education Advisory Committee heard a student voice presentation, reviewed the purpose of the Special Education Advisory Committee, and discussed best practices during the October 11, 2018 meeting.

5. REPORT OF THE PROGRAM AND PLANNING COMMITTEE

**Moved by Dave Schaubel
Seconded by Sue Barnett**

“That the report of the Program and Planning Committee dated October 15, 2018 be received.”

And

“That the Board of Trustees receive the Wainfleet Elementary Accommodation Review Final Staff Report dated October 12, 2018.”

And

“That the report of the Educational Research Committee of September 13, 2018 be received.”

And

“The report of the 2018-2021 Mental Health and Addictions Strategy be received.”

CARRIED

Trustee Schaubel provided a brief overview of the Program and Planning Committee report. Trustee Schaubel added that 2 packages can be found in the Trustee lounge which include the questions received during the accommodation review process, as well as the answers.

Trustee Chase added that she has not personally received any other communications about the accommodation review beside what is included in the package.

OLD BUSINESS – continued**6. REPORT OF THE STUDENT TRUSTEE SENATE**

Moved by Keylee Smith
Seconded by Amal Qayum

“That the report of the Student Trustee Senate dated October 16, 2018 be received.”

CARRIED

Student Trustee Smith reported that the Student Trustee Senate will be working with the Education Foundation of Niagara again this year. The Senators received a presentation from Leona Moore, Vice President of EFN.

Student Trustee Qayum updated Senators on the opportunity to participate in a provincial public consultation for education reform. Student Trustee Qayum added that she and Student Trustee Smith will be attending a professional development opportunity at OSTA-AECO and will report on the PD at the next Student Trustee Senate meeting.

K. QUESTIONS ASKED OF AND BY BOARD MEMBERS

There were no questions asked of or by Board members.

L. NEW BUSINESS

There was no new business.

M. INFORMATION AND PROPOSALS**1. Staff Reports**

There were no staff reports.

2. Trustee Information Session

Trustees attended an information session about “Cannabis in Schools” prior to the Board meeting.

3. Correspondence and Communication

There was no correspondence or communication.

INFORMATION AND PROPOSALS – continued**4. Trustee Communications and School Liaison**

- a) Trustee Barnett reported attending the Kristen French Advocacy Center Gala on behalf of DSBN last week.
- b) Trustee Helga Campbell reported attending Stamford Collegiate Secondary School's Honour Roll Banquet.
- c) Trustee Chase provided a reminder of Pumpkinfest that will be taking place on October 25, 2018.
- d) Chair Robinson reported attending Laura Second Secondary School's Honour Roll Celebration along with Trustee Lora Campbell.

Information on events and news happening within the Board can be found at www.dsbn.org and/or on the schools' websites.

5. Ontario Public School Boards' Association (OPSBA) Report

Trustee Ajandi reported attending the OPSBA Board of Director's meeting on September 28-29, 2018. Trustee Ajandi shared information that was discussed during the meeting, including:

- The new human rights commission policy on accessible education.
- The change in government, how to best engage in dialogue, and how to voice concerns.
- The government is seeking feedback and is accepting information online until December 15, 2018.
- Discussions took place around the Education Act allowing for appointments of Indigenous Trustees.
- Some school boards are looking to advocate to the Ministry of Education to develop a severe weather strategy.

Information published by the Ontario Public School Boards' Association is available at www.opsba.org.

6. Future Meetings

The calendar of November 2018 meetings was provided.

Chair Robinson noted that a special meeting of the Board is scheduled on November 6, 2018 at 7:00 p.m.

N. RATIFICATION OF BUSINESS CONDUCTED IN THIS REGULAR MEETING

Moved by Sue Barnett
Seconded by Diane Chase

RATIFICATION OF BUSINESS CONDUCTED IN THIS REGULAR MEETING – continued

“That the business transacted by the Board of Trustees at its meeting held on October 23, 2018 be now ratified by the Board.”

“That the Chair and proper officials of the District School Board of Niagara are hereby authorized and directed to do all things necessary to give effect to the business as decided by the Board of Trustees this day.”

CARRIED

O. ADJOURNMENT

**Moved by Cheryl Keddy Scott
Seconded by Helga Campbell**

“That this meeting of the District School Board of Niagara be now adjourned.”

CARRIED

The meeting adjourned at 9:20 p.m.

DALE ROBINSON, Chair

WARREN HOSHIZAKI, Director of Education
and Secretary

**November 27, 2018 Board Meeting
Director's Update to Trustees**

Local Updates

Live Your Passion! 2018!

Earlier this month, the 6th annual DSBN Young Women's Conference took place with an evening full of information, networking and fun. The conference provides DSBN students with the opportunity to network with industry mentors and post-secondary education representatives from many different sectors including construction, hospitality and tourism, manufacturing and green industries.

The conference which was titled "Live Your Passion!" was attended and enjoyed by over 250 female students and parents. Thanks to everyone involved for sharing their passion and making it such a successful event!



Beamsville District SS Students in the Spotlight!

Emma McDonald and Keerthana Srikanth, both grade 10 students at Beamsville District Secondary School, are currently in the spotlight at Brock University. After volunteering at the Town of Lincoln Museum and Cultural Centre and showing a keen interest for history, the museum's curator, Lisa Marie Mercier presented them with the opportunity to curate their own exhibit. After reviewing a rich abundance of resources from Brock's Archives and Special Collections they chose the topic; historical theatres in Niagara.

Following four months of preparation and research their display, entitled, "Now Playing: Evolution of Entertainment" includes photographs, maps and programs from the Beam Theatre, the Prudhommes Garden Theatre and the Shaw Festival.

Emma and Keerthana are excited to have their hard work on display and can now be viewed at the Archives and Special Collections display cases on the 10th floor of the James A. Gibson Library until the end of March 2019.



SUMMARY OF ACCOUNTS

Background and Rationale:

The Summary of Accounts is regularly presented to the Trustees in order to disclose the Board expenditures paid during the previous month. The Summary highlights the costs associated with employee benefits, transportation, utilities, and the total of all other non-salary expenditures.

Summary of Accounts:

A summary of accounts paid for the month of October 2018, is as follows.

Employee Benefits	\$ 8,126,612.03
Transportation	1,843,368.86
Utilities	427,270.14
Other	<u>6,138,836.12</u>
Total	<u>\$ 16,536,087.15</u>

Recommended Motion:

“That the Summary of Accounts paid for the month of October 2018, totaling \$16,536,087.15 be received.”

Respectfully submitted,

Stacy Veld
Superintendent of Business Services

Board Meeting of November 27, 2018

For further information, please contact Stacy Veld or the Director of Education.



SPECIAL EDUCATION ADVISORY COMMITTEE (SEAC)

Thursday, November 8, 2018

6:00 p.m.

Grimsby Lincoln Room – Education Centre

MINUTES

Committee Members Present:

Linda Morrice (Chair)
Amy Dunn
Danielle Reynolds
Paul Molnar
Mary Maida
Nick Smith
Samantha Sendzik
Julia Vasilyev
Jennifer Ajandi

Pathstone Mental Health
Autism Ontario, Niagara Chapter
Fetal Alcohol Spectrum Disorder – ONE
Down Syndrome Caring Parents Niagara
Down Syndrome Caring Parents Niagara
Niagara Support Services
Learning Disabilities Association Niagara Region
ABC of Ontario, Niagara Chapter
Trustee, District School Board of Niagara

Administration/Resource:

John Dickson
Leanne Smith
Kristen Kosh
Karen Ferguson
Nikki Train
Paulette Alcox
Keylee Smith

Superintendent of Special Education
Superintendent of Secondary Schools
OPC Representative: Elementary
OPC Representative: Secondary
Student Achievement Leader: Special Education
Assistant Student Achievement Leader: Special Education
DSBN Student Trustee

Regrets:

Shannon MacDonald, CNIB
Brent Beaudoin, VOICE
Kelly Irvine-Minor, Special Education Consultant

Recording Secretary:

Sue Sentence

QUORUM/CALL TO ORDER

Quorum was established and the Special Education Advisory Committee (SEAC) meeting was called to order at 6:03 p.m. Introductions were made around the table as the group welcomed new members, Mary Maida of Down Syndrome Caring parents Niagara and Keylee Smith, a Student Trustee for the DSNB.

WELCOME – STUDENT VOICE Special Achievement Leader, Nikki Train introduced Kelly Phillips, Vice - Principal of Senator Gibson Public School and her grade 8 student and his family. The student explained that through the use of technology in the classroom, he has discovered that there are no limits to his potential. He is able to

complete his work independently, with confidence and has developed a tremendous sense of humour and sense of pride in himself as a result of his hard work.

APPROVAL OF AGENDA

Chair Morrice requested a motion to approve the Agenda of the November 8, 2018 SEAC meeting.

Moved by Amy Dunn, Seconded by Samantha Sendzik

"That the Agenda dated November 8, 2018, be approved as presented."

CARRIED

BUSINESS ARISING FROM THE MINUTES

There was no new business arising from the Minutes of the October 11, 2018 SEAC meeting.

SPECIAL EDUCATION ONSIS REPORT

John Dickson / Leanne Smith

Superintendents Dickson and Smith presented a brief report outlining how special education data gets reported to the Ministry of Education. The group discussed evolving trends in the data and how the board plans to address special education needs as we move forward.

SEA EQUIPMENT

Paulette Alcox

Assistant Student Achievement Leader Alcox explained how special education SEA Claims are utilized for students and the difference between the per-pupil amount and the claims-based amount that the board receives to support student needs.

SPECIAL EDUCATION REPORT

Nikki Train

Student Achievement Leader, Nikki Train, received the group's feedback on Section 2, Special Education Programs and Services – Identification, Placement, and Review Committee (IPRC) Process. The group was asked to review Section 6 (Specialized Equipment) and 7 (Transportation for Students with Special Education Needs) of the Special Education Report, for next month's meeting.

SEAC AGENCY COMMUNITY MEMBER PRESENTATION

Julia Vasilyev

Julia delivered a brief report about the services provided by The Association for Bright Children of Ontario, the association that she represents on SEAC. Julia explained the group's mission statement, the services it provides and how representing the group on SEAC allows them to advocate for gifted children's unique needs.

ASSOCIATION AND BOARD INFORMATION

Autism Ontario, Niagara Chapter

Amy Dunn

The Chapter's Annual Gala is being held on December 1st at Club Italia. Proceeds from the event help to fund various programs and camps. A new website is being created and will be live soon. The Niagara Chapter also welcomes a new manager to the team.

TRUSTEE, DISTRICT SCHOOL BOARD OF NIAGARA

Jennifer Ajandi

The Trustees were presented with the Board's Improvement Plan for Student Achievement at the October Board Meeting. Students, teachers, and administrators shared stories and highlighted the successes that are happening throughout the board. A new board of trustees was elected during the municipal elections last month and therefore, we will see some new faces at SEAC next month.

OPC Representative: Secondary

Karen Ferguson

Secondary School's are preparing to welcome grade eight students next week as they continue to work with elementary schools to transition students to high school for next year. The students have begun course

selections and will be given the opportunity to visit their high school open houses at the end of the month. Mid Term report cards are being prepared to send home this week.

Down Syndrome Caring Parents Niagara**Mary Maida**

The 3rd Annual Go21 Niagara 2018 Walk that was held on September 30th, raised over \$15,000 to help promote awareness and create opportunities for people with Down Syndrome. The group also held a successful Halloween Party in October and are busy planning their Christmas Party already.

Learning Disabilities Association of Niagara**Samantha Sendzik**

LDANR is offering a Winter and Spring session of their SMART Math Program for children in grades 4 to 6. Registration for all winter programs will open on Monday, November 26th at 6am.

Niagara Support Services**Nick Smith**

No report

Fetal Alcohol Spectrum Disorder - ONE**Danielle Reynolds**

No report

OPC Representative: Elementary**Kristen Kosh**

Elementary school progress reports went home today. Parents will have the opportunity to attend parent-teacher interviews next week. Staff professional development taking place on Friday, November 16th will have a math focus. Grade eight students are eagerly anticipating their high school visits next week.

Assistant Student Achievement Leader**Paulette Alcox**

The Special Education Team has also been looking at grade eight transitions and supporting students as they begin preparing for high school. In addition, the first steps are underway for pre-school transitions for students who will be joining us in kindergarten for September 2019.

Student Achievement Leader**Nikki Train**

Central Staff are preparing for the PD Day and will be out hosting professional development sessions throughout the board on November 16th. The board continues to interview for EA positions and are hiring for 22.5 new EA contracts.

ABC of Ontario**Julia Vasilyev**

The SENG (Supporting the Emotional Needs of the Gifted) conference in Toronto on October 14th was a great success. The association will hold their next meeting on December 2nd.

Student Trustee**Keylee Smith**

No report.

Superintendent of Secondary Schools**Leanne Smith**

November 14th is Take Our Kids to Work Day for all grade nine students. Over 250 presentations are planned throughout the board for staff to attend on the November 16th PD Day.

Superintendent of Special Education**John Dickson**

Thank you to Jennifer Ajandi and Dale Robinson for four years of support as SEAC members and for their passion and dedication to all DSBN students.

Pathstone Mental Health**Linda Morrice**

Pathstone staff will be participating in the CMHO Conference – Innovation in Service Delivery, on November 26, 2018. Group members will make a presentation on the Process and Practice of Addressing Service Gaps in Infant

Mental Health. Pathstone has been shortlisted to receive a grant from iA Financial Group of up to \$125,000. Community Members can vote for Pathstone until November 30th at <https://donations-contest.ia.ca>.

CORRESPONDENCE

Superintendent Dickson shared two pieces of correspondence this month.

The first letter, from the Peterborough Victoria Northumberland and Clarington Catholic District School Board, requested that the Minister of Education change the manner in which it provides boards with special education funding.

Moved by Linda Morrice, Seconded by Amy Dunn

“That the Special Education Advisory Committee withholds it’s support of the PVNC CDSB’s request.”

CARRIED

The second letter, from the Upper Grand District School Board, requested that the Minister of Education amend the Education Act so that boards shall promote awareness and understanding of permanent brain injury resulting for prenatal alcohol exposure, including best practices to support pupils who may have FASD. Furthermore, that this lifelong brain injury be recognized as a neurodevelopmental disorder, diagnosed under Fetal Alcohol Disorder (FASD).

Move by Linda Morrice, Seconded by Danielle Reynolds

“That the Special Education Advisory Committee support the request of the Upper Grand District School Board as set out above and send a letter to the Minister of Education to communicate it’s support of Bill 44.”

CARRIED

QUESTIONS AND ANSWERS

There were no questions.

ADJOURNMENT

Moved by Amy Dunn, Seconded by Julia Vasilyev

“That the Special Education Advisory Committee meeting adjourn.”

CARRIED

The meeting adjourned at 7:37 p.m.

NEXT MEETING: Thursday, December 13, 2018 at 6:00 p.m. – Grimsby-Lincoln Room



SUPERVISED ALTERNATIVE LEARNING (S.A.L.) COMMITTEE

Thursday, November 15, 2018
Grimsby Lincoln Room–Education Centre

MINUTES

Members:

Lora Campbell, Trustee
Ann Harrison, Student Achievement Leader
Tracy Sacco, Student Achievement Leader – Alternative Education

Resources:

Lynn Coles, Attendance Counsellor
Jennifer Dearborn, SAL Secretary
Debra Dinga, Administrative Assistant to the Superintendent
Pratima Burton, Vice Principal, Laura Secord Secondary School
Crane Gittins, Vice Principal, A.N. Myer Secondary School
Linda Oliverio, Vice Principal, Port Colborne High School
Karen Ferguson, Vice Principal Stamford Collegiate Secondary School
Linda Oliverio, Vice Principal, Eastdale Secondary School
Eric Stewart, Vice Principal, Governor Simcoe Secondary School
Caroline Graham, John Howard Society of Niagara

Apologies:

Helen McGregor, Superintendent of Education, Secondary

Student Achievement Leader, Ann Harrison called the meeting to order at 1:00 pm.

189-018

DT	Female	D.O.B. July 29/03	15yrs 3mths at time of meeting
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DT has been enrolled in many schools over the years and has struggled to attend regularly. She has explored educational options available to her in the community and has a desire to eventually graduate. An academic plan is in place (ADA 201-01, P5 daily). She is also interested in pursuing a co-op placement. DT will receive support from a Social Worker and additional classes in the second semester may be considered.

189-019

KB Male D.O.B. Oct. 09/01 17yrs 1mth at time of meeting

KB has difficulty attending school and previously had community supports in place. He is interested in re-engaging in his education and is scheduled to attend school twice per week to study OLC401. A community connection is in place for a co-op placement and he will also be meeting with a Social Worker on a regular basis.

189-020

AP Female D.O.B. Feb. 14/01 17yrs 8mths at time of meeting

AP has initiated an interest in pursuing her education although attending school in the past has been very challenging for her. She is connected to community supports and has been referred to a social worker. She attends school once a week while studying MFM1P.

189-021

ET Female D.O.B. Jul 16/02 16yrs 3mths at time of meeting

ET's goal is to graduate. She has strong family support in addition to the community and health supports that are in place. She is currently studying to recover an Art credit and is completing GLC20H. She has a part-time job which can be further connected to a co-op placement. She is engaging with a social worker and additional community supports are recommended to help her achieve her goals.

189-022

JD Male D.O.B. Apr 08/02 16yrs 7mths at time of meeting

JD has struggled to attend school over the years. He has a strong family advocate supporting him and has received community supports. He thrives and enjoys working and has been successful in having a job. He has been advocating for himself and is currently studying OLC401, once per week. He currently has a part-time job that is linked to co-op.

189-023

CT Male D.O.B. Dec 18/02 15yrs 10mths at time of meeting

CT struggles to attend school and was linked with community supports. He is currently studying MATIL and attends at school twice per week. He is interested in independent learning in semester two. CT has been successful in having a seasonal job which can be connected to a co-op in the future. SERT support will be put in place for CT.

189-024

DD Male D.O.B. Dec 31/01 16yrs 10mths at time of meeting

Attending school for DD has been difficult. DD has a desire to earn an Ontario Certificate and wants to be able to be successful in the workplace. He is studying to recover two credits, ENG2LK and MAT2LK, one afternoon per week. Additional community referrals will be sought to assist DD.

189-025

CW Male D.O.B. Apr 04/02 16yrs 7mths at time of meeting

CW is interested in a co-op placement and is pursuing two literacy credits while attending school, two afternoons per week. He will be connected with a social worker. It is CW's hope to return to school for his grade 12 year. Additional community supports will be sought to assist him to be successful.



MINUTES OF THE FINANCE COMMITTEE

Monday, November 19, 2018

Grimsby-Lincoln Meeting Room
5:00 p.m.

Present:

Trustee Committee Members: Kevin Maves (Committee Chair), Sue Barnett, Lora Campbell, Jonathan Fast

Trustee Guests: Linda Crouch, Dale Robinson (Board Chair)

Administration: Stacy Veld, Superintendent of Business Services

Recording Secretary: Brenda Buckingham, Business Assistant

CALL TO ORDER

Chair Kevin Maves called the meeting to order at 5:00 p.m.

Superintendent Stacy Veld announced the retirement of Business Assistant & Committee's Recording Secretary Brenda Buckingham following 37 years of service with the District School Board of Niagara and the former Niagara South Board of Education. She then introduced Terri Cook to the Committee members. Terri has been appointed to this position, effective December 3rd, and is currently Administrative Assistant to Superintendent of Curriculum & Student Achievement JoAnna Roberto. Congratulations were extended to both.

APPROVAL OF THE AGENDA

Following review of the agenda, it was

Moved by: Jonathan Fast

Seconded by: Lora Campbell

"That the agenda be approved as presented."

CARRIED UNANIMOUSLY

SCHEDULE OF ACCUMULATED SURPLUS

Superintendent of Business Services Stacy Veld presented the Schedule of Accumulated Surplus as part of the Board's 2017-18 year-end Financial Statement process. The Schedule provided the September 1, 2017, accumulated surplus account balances, transfers to and from each fund during the 2017-18 fiscal year, and the resulting account balances as at August 31, 2018. Explanatory notes were included, giving a brief overview of each accumulated surplus account.

It was noted that the changes in the surplus funds are reflected in the 2017-18 audited Financial Statements which will be presented to the Board's Audit Committee on November 19th and to the full Board of Trustees on November 27th for approval. Superintendent Veld confirmed that the District School Board of Niagara's strong financial position has been established through a continued proficient budget process and ongoing accountability measures.

The Accumulated Surplus accounts are comprised of internally appropriated and unappropriated funds. Internally appropriated funds are those set aside for specific Ministry and DSNB initiatives allowing for a more stable budget and the avoidance of fluctuations based on large planned expenditures. The unappropriated funds include the General Operating monies that have accumulated over the years from year-end operating surpluses.

Interim financial reports have been provided to Trustees throughout the year which provided the changes over original projections in enrolment, grants and expenditures, as well as a projected year-end financial position. The reports were based on actual data available at various points in time, being October 31st, February 28th and April 30th. This final report on accumulated surplus does not vary significantly from what was identified to the Committee in June. At that time, it was projected that the Board would have a break-even budget as a result of an increase in enrolment over projections. Although the DSNB continues to experience cost pressures in supply teacher expenses for illness, and in school operations & maintenance as a result of the loss of top-up funding, these have been mitigated by efficiencies in operational expenses and continued underspending in board administration.

Superintendent Veld was pleased to confirm that the year-end position has resulted in a surplus to the General Operating Accumulated Surplus account of \$381,957 versus a budgeted use of \$2,704,989. It was explained that, compared to the original budget, there was a revenue increase of approximately \$600,000 from additional investment income and an expenditure reduction of \$1 million in benefits and WSIB.

During discussion, Superintendent Veld confirmed that \$4.5 million was transferred back into the Major Capital surplus account, \$3 million of which had been borrowed to fund the GFESS theatre as well as additional surplus which can be utilized to fund future capital needs. It was also noted that the system's multi-functional devices (photocopiers) were replaced in 2017-18. The Photocopier Equipment Replacement accumulated surplus funded this initiative with sufficient funds remaining to also fund the next replacement cycle. The 2017-18 budget year also included the setup of a new replacement account for synthetic sports fields and track.

Committee Chair Kevin Maves noted that the DSNB continues to be in a very strong financial position and he commended Superintendent Veld on the strengths of the Board's financial staff.

Moved by: Lora Campbell

Seconded by: Sue Barnett

"That the Schedule of Accumulated Surplus for the year ended August 31, 2018, be approved."

CARRIED UNANIMOUSLY

AWARD OF CONTRACTS SUMMARY REPORT

In accordance with Board Policy B-01 *Purchasing of Goods and Services*, as approved in June 2018, the Committee was provided with a summary report of contracts, equal to or greater than \$750,000, that were awarded in the period ending October 31, 2018. A total of five projects met that criteria. The Report provided the project name, the bidders who responded, the value of the contract awarded, and date the contract was awarded.

Moved by: Jonathan Fast
Seconded by: Sue Barnett

“That the Award of Contracts Summary Report for the period ended October 31, 2018, be received.”

CARRIED UNANIMOUSLY

ANNUAL REPORT ON BOARD INVESTMENTS

As required by Board Policy B-04 *Investment of Board Funds*, Superintendent Veld presented the Annual Report on Board Investments which is prepared as part of the year-end financial reporting process.

The Committee was provided with a schedule summarizing the individual investments held at the end of the fiscal year, being August 31, 2018, with associated investment details. Superintendent Veld confirmed that the investments held, and the organization limit allowed, are all compliant with Board policy and the objectives set out therein.

The investment portfolio is generating an annual average return of 2.19%, which is an increase of 22% over the interest rate paid by the Board's financial services provider, CIBC, on the DSBN's daily cash balances.

Superintendent Veld also reported that, in 2017-18, a new short-term investment strategy to maximize interest income on the Board's daily cash balances was implemented. During 2017-18, the DSBN held an average of \$43.7 million in short-term investments with an average interest rate of 1.95%, which is an increase of 8.3% over the interest rate earned on the Boards' daily cash balances. These investments are separate from the long-term investments reported on at this meeting.

It was further reported that the Ministry of Education is introducing a Cash Management Strategy where monthly payments to school boards will be minimized if the board has surplus funds on hand. The board will not lose funding, as it will be paid by the end of the fiscal year. However, this will limit a board's opportunity to invest any surplus funds as the Ministry will retain those funds until year-end. Staff will be researching what operating funds the Board will need to have on hand.

Moved by: Sue Barnett
Seconded by: Lora Campbell

“That the Annual Report on Board Investments, as at August 31, 2018, be received.”

CARRIED UNANIMOUSLY

REVIEW OF BOARD POLICIES

Policy A-06 *Trustee Honorarium*

Superintendent Veld presented revisions to Policy A-06 *Trustee Honorarium*. The revisions reflect amendments made to Ontario Regulation 357/06 *Honorarium for Board Members* regarding the Term of Office effective in 2021 and 2022 and the removal of consideration of the Ontario Consumer Price Index percentage increase in the calculation of the honorarium.

In response to questions from the Committee, Superintendent Veld will make enquiries as to the Province's reason for changing the yearly term of office to begin on November 15th and end on the following November 14th, commencing in 2022.

Moved by: Jonathan Fast
Seconded by: Lora Campbell

“That Policy A-06 *Trustee Honorarium* be approved as presented and adopted.”

CARRIED UNANIMOUSLY

Policy A-07 *Expense Allowance for Members of Board Standing or Statutory Committees*

The revisions to Policy A-07 *Expense Allowance for Members of Board Standing or Statutory Committees* are housekeeping in nature with no impact on content.

During discussion it was confirmed that payments are being made to non-DSBN members of those committees and that Regulation 361/10, governing the Audit Committee, prohibits any remuneration to be paid to its members.

Moved by: Jonathan Fast
Seconded by: Lora Campbell

“That Policy A-07 *Expense Allowance for Members of Board Standing or Statutory Committees* be approved as presented and adopted.”

CARRIED UNANIMOUSLY

NEXT MEETING

The next meeting is scheduled for January 16, 2019, at 6:00 p.m.

ADJOURNMENT

The meeting adjourned at 5:40 p.m.

**Kevin Maves
Chair**

**REPORT OF THE AUDIT COMMITTEE
TO THE DISTRICT SCHOOL BOARD OF NIAGARA**

NOVEMBER 27, 2018

To the Board of Trustees of the District School Board of Niagara

Following the statutory committee meeting, held on Monday, November 19, 2018, in St. Catharines, Ontario, the Audit Committee recommends to the Board of Trustees the approval of the following:

“That the report of the Audit Committee dated November 19, 2018, be received.”

and

“That the 2017-18 Annual Report of the Audit Committee to the Ministry of Education be approved.”

Respectfully Submitted,

Lons Kushner
Chair of the Audit Committee

Attachments:

- Minutes of November 19, 2018, Audit Committee Meeting
- Regional Internal Audit Status Report
- Annual Report of the Audit Committee to the Ministry of Education



AUDIT COMMITTEE

MINUTES

Monday, November 19, 2018
5:45 p.m.

Education Centre
Grimsby-Lincoln Room

Present:

Audit Committee Members: Linda Crouch, Yusuf Essop, Jonathan Fast,
Lons Kushner (Chair), Kevin Maves

Trustee Guest: Sue Barnett

DSBN Administration: Stacy Veld, Superintendent of Business Services

Regional Internal Audit Team: Jenny Baker, RIAT Manager

External Auditors: Lois Ouellette, Partner, KPMG
Scott Plugers, Manager, KPMG

Recording Secretary: Brenda Buckingham, Business Assistant

CALL TO ORDER

Chair Lons Kushner called the meeting to order at 5:45 p.m.

Superintendent Stacy Veld reported to the Committee that Business Assistant & Audit Committee Recording Secretary Brenda Buckingham is retiring in the near future. Terri Cook was then introduced to the Committee members. Terri has been appointed to the role effective December 3rd. She is currently Administrative Assistant to Superintendent of Curriculum & Student Achievement JoAnna Roberto. Congratulations to both.

APPROVAL OF THE AGENDA

Moved by: Yusuf Essop
Seconded by: Jonathan Fast

"That the agenda be approved as presented."

CARRIED UNANIMOUSLY

DECLARATIONS OF CONFLICT OF INTEREST

There were no conflicts of interest declared with respect to matters noted on the agenda.

MOVE TO CLOSED SESSION

Moved by: Linda Crouch
Seconded by: Yusuf Essop

"That the Committee move into closed session."

CARRIED UNANIMOUSLY

The Committee moved into closed session at 5:50 p.m.

MOVE BACK TO OPEN SESSION

Moved by: Jonathan Fast
Seconded by: Yusuf Essop

“That the Committee move back into open session.”

CARRIED UNANIMOUSLY

The Committee moved back to open session at 6:20 p.m.

REGIONAL INTERNAL AUDIT TEAM UPDATE

Regional Internal Audit Team Manager Jenny Baker reported on the RIAT's work undertaken since September 10, 2018.

Audits Planned and In Process**Attendance Support and Data Visualization:**

This internal audit was approved in June for the 2018-19 plan to determine whether the risk mitigation strategies that are in place are appropriate to address the rising costs of absenteeism. The Committee was provided with a copy of the audit's Terms of Reference which outlined the background, audit's objectives, scope and approach, schedule of dates and audit team members. Deloitte has been engaged to assist with the data research and analysis. The estimated completion date is November 30th, 2018, and the final audit report will be provided to the Committee at their June meeting.

Jenny Baker noted that absenteeism information has been extracted back to 2012 for all employee groups. The data will be analyzed and finalized with the Human Resources staff, with results presented to the HR and Business Superintendents in the near future.

Superintendent Veld noted that all school boards experience budget restraints due to staff absenteeism. Various programs have been implemented at the DSBN to help mitigate the effects of absenteeism. The results of this audit will provide additional insight and recommendations. There has also been a recent move from the SEMS absence reporting program to Easy Connect, so this audit was timely on that basis as well.

Records and Information Management Audit

This internal audit was also approved last June for the 2018-19 plan to determine if the DSBN's records and information management framework currently in place is sufficient to oversee efficient and systematic control of processes. The Committee was provided with a copy of the audit's Terms of Reference which outlined the background, audit's objectives, scope and approach, schedule of dates and audit team members. The RIAT team is working with Board Lawyer Jennifer Feren and Records Management Officer Trudi Wright. They will also be looking at the Ontario Association of School Business Officials (OASBO) Privacy and Information Management Committee's records retention schedule revisions to its 2008 Privacy and Information (PIM) toolkit and working with OASBO's IT reps on destruction of electronic records and how to store, strip and archive records to meet regulatory requirements. The estimated audit completion date is April 30th, 2019, and the final audit report will be provided to the Committee at their June meeting.

Moved by: Yusuf Essop
Seconded by: Jonathan Fast

“That the Regional Internal Audit Status Report, including Terms of Reference for the internal audits of *Attendance Support & Data Visualization* and *Records and Information Management*, be received.”

CARRIED UNANIMOUSLY

DSBN Trustee Sue Barnett commended Jenny Baker for her clear and concise presentation of this audit report and update.

ANNUAL REPORT TO THE MINISTRY OF EDUCATION

Ontario Regulation 361/10 requires the Audit Committee to provide an annual report to the Ministry of Education confirming the internal audits performed during each fiscal year.

Superintendent Stacy Veld reviewed the report which notes that both the Repairs and Maintenance Audit and the Network Security and Penetration Testing Follow-up Audit were completed in the year ended August 31, 2018, with results presented to the Committee. The report also confirms, for the Ministry's information, that no enrolment audits are scheduled.

Moved by: Linda Crouch
Seconded by: Kevin Maves

"That the 2017-18 Annual Report of the Audit Committee be approved for submission to the Ministry of Education."

CARRIED UNANIMOUSLY

OTHER BUSINESS

Committee Member Linda Crouch

DSBN Trustee Linda Crouch was thanked for her service and commitment to this Committee over the last four years. This is Linda's last Audit Committee meeting, as she is not returning to the DSBN in the next Trustee term.

NEXT MEETING

The next Audit Committee meeting will take place on Monday, June 10, 2019 at 5:30 p.m.

ADJOURNMENT

The meeting adjourned at 6:35 p.m.

**Lons Kushner
Chair**



POLICY COMMITTEE

**Tuesday, November 20, 2018
5:30 p.m.
Grimsby Lincoln Room – Education Centre**

MINUTES

PRESENT: Cheryl Keddy Scott, Dave Schaubel, Jonathan Fast, Jennifer Ajandi, Linda Crouch, Dale Robinson

ADMINISTRATION: Wes Hahn, Kelly Pisek, Jennifer Feren, Kim Yielding

GUESTS: Lora Courtois, Michael Langlois

SECRETARY: Jennifer McGugan

WELCOME AND INTRODUCTIONS

Chair Cheryl Keddy Scott called the meeting of the Policy Committee to order at 5:30 pm.

APPROVAL OF AGENDA

Chair Cheryl Keddy Scott asked the Committee for approval of the agenda.

Moved by Dave Schaubel, Seconded by Jonathan Fast

BUSINESS ARISING FROM THE MINUTES

There was no new business arising from the Minutes of May 15, 2018.

NEW BUSINESS

POLICY i-I: POLICY - GENERAL

Superintendent Wes Hahn presented this policy. No feedback was received, and no changes were made.

Moved by Linda Crouch, seconded by Jonathan Fast

“That Policy i-I: Policy - General be approved as received and adopted.”

attached

CARRIED

POLICY E-01: SMOKE FREE LEARNING AND WORKPLACE ENVIRONMENTS

Superintendent Lora Courtois noted that changes to this policy were due to the Smoke Free Ontario Act that passed in October 2018. The Act indicates that smoking is illegal on property and in vehicles.

Superintendent Courtois pointed out that references to grounds or land has been changed to property. As well, reference to School Support Services was changed to included Curriculum Support Services and

Special Education Support Services. Also, 'school volunteer' was changed to 'volunteer driver'. The committee agreed that the first sentence of the policy be removed and reference to signage should include "No Vaping".

Moved by Dale Robinson, seconded by Dave Schaubel

"That Policy E-01: SMOKE FREE LEARNING AND WORKPLACE ENVIRONMENTS be approved as amended and adopted."

attached

CARRIED

POLICY E-03: HEALTH AND SAFETY

Health and Safety Officer Michael Langlois stated that the Occupational Health and Safety Act mandates this policy to be reviewed annually. The policy was reviewed by the Joint Health and Safety Committee and was approved with no changes. No feedback was received.

Moved by Dave Schaubel, seconded by Linda Crouch

"That Policy E-03: Health and Safety be approved as received and adopted."

attached

CARRIED

POLICY E-15: WORKPLACE VIOLENT AND HARASSMENT PREVENTION

Health and Safety Officer Michael Langlois stated that Occupational Health and Safety Act mandates this policy be reviewed annually. The policy was reviewed by the Joint Health and Safety Committee and was approved with no changes. No feedback was received.

Moved by Jonathan Fast, seconded by Dale Robinson

"That policy E-15: Workplace Violent and Harassment Prevention be approved as received and adopted."

attached

CARRIED

POLICY G-12: ALCOHOL, DRUG AND SUBSTANCE USE AND ABUSE

Superintendent of Human Resources Lora Courtois presented this policy. There have been recent changes in the Education Act to include cannabis. The change is reflected in this policy. Also, the wording in this policy has been changed to focus on all and any substances that would make one unfit for work. At times there are school sanctioned events where an outside group would have alcohol. These events are covered under policy C-1: Community Use of Schools, where students would not be present and permission from the Director is obtained.

Moved by Linda Crouch, seconded by Jonathan Fast

"That Policy G-12: Alcohol, Drug and Substance Use and Abuse be approved as amended and adopted."

attached

CARRIED

Education Act Update

Jennifer Feren, Board Lawyer, presented the changes made to Policy G-28: Student Discipline. The policy had language added that ensures the policy is aligned with the recent changes in the Education Act around cannabis. This ensures that suspension and expulsion reasons match the Education Act.

NEXT MEETING

The next Policy Committee meeting is scheduled for Tuesday, February 12, 2019 at 5:30 p.m. Policies will be open for vetting from Nov.30-Jan 24. Newly Developed Policy: Supporting Students with Prevalent Medication Conditions will be added to the group. E-13: Attendance Support Program will be postponed to the May 14, 2019 meeting.

ADJOURNMENT

Moved by Dale Robinson, Seconded by Jonathan Fast

<i>"That the Policy Committee meeting adjourn."</i>
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CARRIED

The meeting adjourned at 5:50 pm.

POLICY

SECTION:	PREAMBLE	POLICY:	i-01
TOPIC:	POLICY - GENERAL	PAGE:	Page 1 of 1
REVIEW DATE:	June 2019 <u>November 2023</u>	DATE:	June 2014 <u>November 2018</u>
		REVISED:	

The Board will establish policy in the general areas of:

- A. Board Governance and Administration
- B. Business
- C. Community Relations
- D. Educational Programs and Student Services
- E. Human Resources - General
- F. Facility Services and Operations
- G. General School Operations
- H. Support Staff
- I. Teaching Staff
- J. Transportation

All clauses of the *Education Act* and the Regulations of the Ministry of Education which apply to public elementary schools or secondary schools shall be considered as part of the governance of the District School Board of Niagara.

1. **DEFINITION OF POLICY**

Policy may be defined as the statement of formal guidance that provides the operational framework within which the organization functions. Policy statements help focus attention and resources on high priority issues by aligning and merging efforts to achieve the organizational vision.

2. **POLICY MANUAL AND CONTRACTUAL AGREEMENTS**

- (a) The Policy Manual shall include all policies passed by the Board.
- (b) If there is any conflict between the collective agreements and a Board policy, the terms of the collective agreement(s) shall take precedence.

3. Board policies are available on the external website.

POLICY

SECTION:	HUMAN RESOURCES - GENERAL	POLICY:	E-01
TOPIC:	SMOKE-FREE LEARNING AND WORKPLACE ENVIRONMENTS	PAGE:	Page 1 of 1
REVIEW DATE:	February 2019 <u>November 2023</u>	DATE:	February 2014 <u>November 2018</u>
		REVISED:	

~~The harmful effects of smoking on health are recognized, both to the smoker as well as the non-smoker who is exposed to second-hand smoke.~~ The District School Board of Niagara (DSBN) wishes to safeguard the health of its students and employees by ensuring smoke-free learning and working environments.

1. In accordance with the Smoke-Free Ontario Act, smoking or vaping or the holding of lit tobacco is prohibited ~~on all school lands and premises inside the building of any school, or on any outdoor property used by the school;~~ and in all Board-DSBN owned/leased vehicles.
2. In addition, any smoking device and smokeless tobacco product (e.g., chewing tobacco), or vaping device which includes e-cigarettes are prohibited from all ~~school board lands and premises~~ schools or on any outdoor property used by the school.
3. Due to the fact that Administrative and outdoor education facilities are frequently used as a classroom and co-op placement site, smoking is also prohibited on the Education Centre, School-Curriculum Support Services, Special Education Support Services. -Outdoor Education Centres and Service Centre premises.
4. Students shall be instructed on the health hazards associated with smoking. In addition to the Health and Physical Education Curriculum, teachers are encouraged to reinforce the message in other courses as well as in activities such as coaching. Schools are encouraged to display posters dealing with the negative effects of smoking.
5. School and Site Administrators shall ensure that "No Smoking and No Vaping" signs are posted in accordance with the legislation and regulations.
6. Persons/organizations who use Board-DSBN facilities and their grounds-outdoor property shall agree to abide by this Policy as a condition of their community use of schools agreement for the use of the facilities/groundsoutdoor property.
7. Smoking is prohibited in a motor vehicle driven by a ~~school~~-volunteer driver carrying student passengers, regardless of the age of the student.
8. An exception to this policy shall be made for the traditional use of tobacco that forms part of Aboriginal culture and spirituality, when used for such purposes in consultation with the school Administrator.

POLICY

SECTION:	HUMAN RESOURCES - GENERAL	POLICY:	E-03
TOPIC:	HEALTH AND SAFETY	PAGE:	Page 1 of 1
REVIEW DATE:	November 2018 9	DATE:	November 2017 November 2018
		REVISED:	

The District School Board of Niagara (DSBN) is committed to the health and safety of all of its employees, by protecting all employees from workplace injury or occupational illness. All supervisors and workers must be dedicated to sharing the responsibility of reducing the risk of injury and illness by working in compliance with the law and with work practices and procedures established by the DSBN.

The DSBN shall:

1. Establish a Multi-Workplace Joint Health and Safety Committee (MWJHSC) consistent with terms of the Ontario Occupational Health and Safety Act and the DSBN MWJHSC Terms of Reference.
2. Make every reasonable effort to ensure that all administrators/supervisors know their responsibilities as described in the Occupational Health and Safety Act, and regulations thereunder, the DSBN MWJHSC Terms of Reference and this policy.

All supervisors* must:

- a) Maintain safe and healthy work conditions for staff under their authority.
- b) Ensure that staff work in accordance with safe work practices and procedures.
- c) Correct unsafe or unhealthy conditions and acts by initiating appropriate corrective action.
- d) Report and investigate all accidents/incidents.
- e) Instill safety awareness in workers through education and training.

* NOTE: A supervisor, as defined by the Occupational Health and Safety Act, Section 1.(1) means a person who has charge of a workplace or authority over a worker. A supervisor will be held accountable for the health and safety of the employees under their authority. Supervisors are responsible for ensuring that the workplace is safe and that employees work in compliance with established safe work practices and procedures.

3. Make every reasonable effort to ensure that all staff know their responsibilities as described in the Occupational Health and Safety Act, the DSBN MWJHSC Terms of Reference and this policy.

All staff must:

- a) Follow safe work procedures and practices.
- b) Use protective equipment supplied.
- c) Report any work related illness or injury immediately to their supervisor.
- d) Report all unsafe and unhealthy acts and conditions to their supervisor.
- e) Complete appropriate training in their specific work tasks to protect their health and safety.

References

Policy E-15: Workplace Violence and Harassment Prevention
Health and Safety Act (OHSA) Workplace Harassment
MWJHSC Terms of Reference

POLICY

SECTION:	HUMAN RESOURCES	POLICY:	E-15
TOPIC:	WORKPLACE VIOLENCE AND HARASSMENT PREVENTION	PAGE:	Page 1 of 2
REVIEW DATE:	November 2018 ⁸⁹	DATE:	November 2017 November 2018
		REVISED:	

The District School Board of Niagara (DSBN) is committed to the prevention of workplace violence and harassment and to ensure the health and safety and dignity of all employees and workers in its workplace. Any threats or acts of violence or harassment by or against employees or workers or the public are unacceptable and will not be tolerated. This includes situations where an employee may be exposed to domestic violence while at work. The DSBN will take steps required to protect their workers from workplace violence from all sources. To better understand workplace violence and workplace harassment, the definitions are listed below:

Workplace violence:

- (a) Is the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker.
- (b) Is an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker.
- (c) Is a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

Workplace harassment:

- (a) engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome, or
- (b) workplace sexual harassment.

Workplace sexual harassment:

- (a) engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
- (b) making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

This policy is not intended to limit or constrain the reasonable exercise of management functions in the workplace. Reasonable action or conduct by an employer, manager or supervisor that is part of his or her normal work function would not normally be considered workplace harassment.

This policy recognizes that workplace violence and harassment may occur between co-workers, workers and members of the school community and workers and strangers. This policy applies to all workplace activities that occur both at and away from the workplace. Every individual at DSBN has responsibilities to ensure a healthy, safe and respectful work environment. Everyone is expected to uphold this policy and to work together to prevent workplace violence and harassment.

The DSBN will ensure this policy and the supporting programs are implemented and maintained and that workers and supervisors have the appropriate information and instruction to protect them from violence and harassment in the workplace.

All workers will adhere to this policy and the supporting programs. School Administrator(s)/Supervisors are responsible for ensuring that measures and procedures are followed by workers and that workers have the appropriate information they need to protect themselves.

POLICY

SECTION:	HUMAN RESOURCES	POLICY:	E-15
TOPIC:	WORKPLACE VIOLENCE AND HARASSMENT PREVENTION	PAGE:	Page 2 of 2
		DATE:	November 2017 November 2018
REVIEW DATE:	November 2018 ⁹	REVISED:	

Every worker must work in compliance with this policy and the supporting program. All workers are encouraged to raise any concerns about workplace violence and harassment and to report any violent incidents, threats of violence and workplace harassment as defined above immediately.

The DSBN will investigate and deal with all incidents and complaints of workplace violence and harassment in a fair and timely manner, respecting the privacy of all concerned as much as possible.

Student to Staff

Harassment and risks of workplace violence that may arise because of student behavior towards employees and workers will be dealt with under the Safe Schools legislation.

This policy must be reviewed at least annually.

POLICY

SECTION:	SCHOOL OPERATIONS	POLICY:	G-12
TOPIC:	ALCOHOL, DRUG AND SUBSTANCE USE AND ABUSE	PAGE:	1 of 1
REVIEW DATE:	June 2020 <u>November 2023</u>	DATE:	June 2015 <u>November 2018</u>
		REVISED:	

~~To meet its goal of providing school environments which are free from alcohol and/or illegal drugs, the District School Board of Niagara (DSBN) prohibits the possession, distribution or use of alcohol and/or illegal drugs by its students while on school property or on out of school sanctioned programs and events. The DSBN also will not condone behaviour that suggests that a student is under the influence of alcohol, illegal drugs or may have intentionally misused a commonly available product or plant. Disciplinary measures will be taken for violation of this policy within the framework provided by the Code of Student Behaviour and student discipline policies, individual school Codes of Behaviour, and Provincial and Federal laws and regulations.~~

DSBN's goal is to provide a school environment that is free from substances that can make a student unfit for learning or a staff member or volunteer unfit for duty. The District School Board of Niagara (DSBN) prohibits the possession, distribution or use of substances (alcohol, illicit drugs, legal drugs – cannabis, misuse of medication and prescribed medication that renders an individual to be unfit). This applies to any person while on school property or on out of school sanctioned programs and events. The DSBN also will not condone behaviour that suggests that a staff, student or volunteer is under the influence of a substance. There are staff exceptions to alcohol consumption which are addressed in Policy C-01 Community Use of Schools - General. Disciplinary measures will be taken for violation of this policy within the framework provided by the Code of Conduct and student discipline policies, individual school Codes of Conduct and Provincial and Federal laws and regulations.

In accordance with Ministry of Education Curriculum Policy Documents, the DSBN will provide educational programs that will seek to provide accurate information about the dangers of substance use and abuse~~alcohol and drug abuse~~, and assist students to acquire the skills and attitudes they need to make appropriate decisions regarding substance use and abuse alcohol and drug use.

Schools and DSBN personnel will work with other community agencies to raise student awareness regarding the serious consequences of alcohol use and drug abuse.

POLICY

SECTION:	SCHOOL OPERATIONS	POLICY:	G-12
TOPIC:	ALCOHOL, DRUG AND SUBSTANCE USE AND ABUSE	PAGE:	2 of 1
REVIEW DATE:	June 2020 <u>November 2023</u>	DATE:	June 2015 <u>November 2018</u>
		REVISED:	

References

Policy C-01: Community Use of Schools - General
 Policy G-14: Out of School Programs/Events

**Student Trustee Senate Meeting
Education Centre, Board Room
Tuesday, November 20, 2018**

Members Present

Student Trustees: Amal Qayum, Westlane Secondary School
Keylee Smith, Welland Centennial Secondary School

Trustees: Sue Barnett
Diane Chase

***School Representatives:**

Zaara Alam	A. N. Myer	Grania McParland	Laura Secord
Carter Yacyshyn	A. N. Myer	Melanie Riley	Laura Secord
Rachel MacNinch	Beamsville	Anandi Dajka	Port Colborne
Elise Wilts	Beamsville	Payton Dickie	Port Colborne
Devon Fiander	DSBN Academy	Brooke MacIntosh	St. Catharines Collegiate
Mark Papp	DSBN Academy	Marianne Vongboudty	St. Catharines Collegiate
Jeff Sung	E L Crossley	Greg Mahmoudpour	Sir Winston Churchill
Krish Patel	Eastdale	Kyrah Nicholls	Stamford
Aiden Kasper	Eden	Olivia Sargeson	Stamford
Anastasia Vakoulich	Eden	Jenna Giroux	Thorold
Isabella Daneyko	Greater Fort Erie	Jessica Hagar	Thorold
Rachel Dobbie	Greater Fort Erie	Alyssa Bendlis	Welland Centennial
Isabelle Newkirk	Governor Simcoe	Evvi Libby	Welland Centennial
Mackenzie Ziegler	Governor Simcoe	Daniel Krowchuk	Westlane
Nick Pasaluko	Grimsby	Riya Patel	Westlane
Jayden Bartlett	Grimsby		

**Based on students who "signed-in"*

Administrative Advisors:

Ms. Leanne Smith, Superintendent of Secondary Schools
Ms. Ann Harrison, Student Achievement Leader, Student Success
Ms. Susan Santesso, Consultant, Student Success
Ms. Linda Oliverio, Vice Principal, Port Colborne High School

Recording Secretary: Mrs. Nichola Lee, Administrative Assistant to the Superintendent

Regrets:

MINUTES OF MEETING

Welcome and Introductions

Amal and Keylee welcomed the Student Trustee Senators to the meeting. The Ancestral Land Acknowledgement was read by Keylee.

Approval of the Agenda

Eden motioned the agenda be approved. Centennial seconded the motion. Motion carried.

Indigenous Presentation

DSBN Consultant Erica Zombolas and Student Achievement Leader Paul Taylor were invited to present to the Senate members. They provided background on Indigenous education and issues and spoke to the supports DSBN provides its Indigenous students including Student Voice, which forms an important piece of the DSBN Strategic Plan. Ms. Zombolas also shared the initiatives of other school boards in Ontario to elect Indigenous Student Trustees to their boards.

Amal and Keylee thanked Ms. Zombolas and Mr. Taylor for presenting to the Senate and will share the presentation with the Senators.

Report from Trustees

Trustee Chase informed the Senators that she did not run for a second term as a DSBN Trustee and thanked the Senators for the opportunity to be a part of their Committee. Trustee Barnett thanked Trustee Chase for her support of the Student Trustee Senate over the years. She updated the Senators about the Accommodation review in Wainfleet and the DSBN Memories and Milestones event. The Senators were informed that the DSBN is currently supporting the additional teaching certifications in mathematics for elementary teachers. Trustee Barnett reported on the success of an Education Foundation of Niagara (EFN) Trivia night fundraiser for poverty relief and advised that the EFN Breakfast with Santa needs volunteers.

Report from Student Trustees

Amal thanked Trustee Chase for her service to the Student Trustee Senate and congratulated Trustee Barnett on her re-election as a DSBN Trustee. Keylee reported on the OSTA AECO Fall General Meeting on Oct 25th-28th in Toronto. Amal updated the Senators on the Ontario Student Leadership Conference (OSLC) that occurred this past fall and encouraged the Senators to consider attending next fall as it is a great leadership opportunity. The website address was provided to the Senators for more information. Keylee updated the Senators about the DSBN Student Voice held on October 30th and advised that the feedback from that conference will be shared in December. Finally, Amal reminded the Senators to respond to the Provincial Government Consultations and provided the link to the website.

STS Recommendations Report

Amal and Keylee proposed that the Student Trustee Senate run individual student voice forums at the school level as the STS is unable to do a formal board level survey. Ms. Harrison was invited to speak about the success of the October DSBN Student Voice forum as a model for running smaller student voice forums. Amal then invited the Senators to form into groups to conduct round table discussions about what support should be provided to student facilitators and how to involve all school demographics effectively.

Reflecting on EFN Plan

Keylee and Amal asked the Senators to complete the *Around the Table* card before leaving. They asked the Senators to focus on their school's EFN initiative for the month of November and reminded them that there are volunteer opportunities with EFN. Senators can contact Amal or Keylee for more information.

Around the Table Card

Each school shared highlights of the initiatives at their school since the last meeting:

A.N. Myer

EFN: school-wide scavenger hunt is being organized for December

Other school initiatives:

- Lollypops Sale

Beamsville

EFN: Halloween Trick or Treat “Bug-in”

Other school initiatives:

- Anti-bullying Week
- We Scare Hunger Food Drive
- Indigenous Awareness week activities

DSBN Academy

EFN: Still in planning stages

Other school initiatives:

- Halloween dance
- Student vs NRP basketball game
- Winter Dance
- Colour Wars

Eden

EFN:

- Future basketball game buyouts
- dance fundraiser
- bake sales
- Buy-a-Butler

Other school initiatives:

- Me to We
- International Club fundraiser for Natural Disaster Relief
- Adopt a Child
- Christmas Shoebox for Kids
- Kindness Graffiti Wall

E. L. Crossley

EFN: Will meet with Principal to discuss initiatives

Other school initiatives:

- Christmas Cheer – each classroom chooses a family in need and the entire class donates items such as food, toys, etc. to support them

Governor Simcoe

EFN: Holiday Dance being planned

Other school initiatives:

- Mental Health Workshops – outreach club is training to hold a lunchtime workshop for mental health
- We Scare Hunger – non-perishable items collected from school community (twelve barrels donated to Community Care)

- Coffee House held in early November featuring school musicians, coffee and baked goods
- Gillian's Place – school clubs are organizing support from the school community for a family at Christmas

Greater Fort Erie

EFN: Coffee house to raise funds at football game

Other school initiatives:

- Halloween Dance
- Halloween Spirit Week (costume contest, mystery bucket, doughnut on a rope)
- Pep rally
- Semi-formal is on November 30th

Grimsby

EFN: Coat Drive, school dance, Pumpkin Carving, Gingerbread decorating fundraisers

Other school initiatives:

- Holiday films being shown in gym
- School intramurals
- Pasta Thursday

Port Colborne

EFN:

- Make Change for Children
- Donate 25% of sales from Spirit-wear

Other school initiatives:

- Planning semi-formal
- Fun Day at H.H. Knoll Lakeview Park (springtime)
- Spirit Weeks
- Discussing ways to get students involved and promoting events

Laura Secord

EFN: confirmed a plan to have an Arts & Crafts Festival in April for EFN

Other school initiatives:

- Forming a group of students to discuss and write a submission for the provincial government consultation
- Break down barriers between clubs and promote teamwork between clubs

St. Catharines Collegiate

EFN: Bugout fundraiser

Other school initiatives:

- Diversity lunch
- a night to celebrate diverse culture in the school
- diversity quilt
- fundraising for Rotary Exchange and Drama Italy trip

Sir Winston Churchill

EFN: Halloween Pumpkin Patch: sold pumpkins to students and provided them with carving materials and workspace

Other school initiatives:

- Coffee House: after school dancing, singing, poetry, etc.
- Christmas Parade – holiday-based activities, shows, etc.

Stamford Collegiate

- Join Link crew in basketball buy in, “Scare Cause You Care”; suckers from Halloween
- Jingle and Hingle! Performing different acts (singing, dancing) for charity
- Christmas Spirit Week: giving out hot chocolate and dressing up

Thorold

EFN: Bake sale pizza lunches – the proceeds from one of these events will be directed to support EFN

Other school initiatives:

- Walk a Half Mile in Her Shoes fundraiser for Gillian’s Place
- Semi-Colon tattoos – money raised for Kids Phone Help Line

Welland Centennial

EFN: money from buyouts; proceeds from spirit-wear sales

Other school initiatives:

- School dances

Westlane

EFN: Developing an idea for fundraiser

Other school initiatives:

- Halloween bake sale for War Child
- Food drive for Project Share

Meeting Adjourned

GFESS Secondary School motioned the meeting be adjourned at 8:00pm. AN Myer Secondary School seconded the motion. Motion carried.

Next Meeting:

Wednesday, December 12, 2018
6:00 p.m. to 8:00 p.m.
Education Centre – Board Room



DISTRICT SCHOOL BOARD OF NIAGARA

REPORT TO BOARD

WAINFLEET ELEMENTARY ACCOMMODATION REVIEW

On October 23, 2018, the District School Board of Niagara (DSBN) Trustees received the Final Staff Report for the Wainfleet Elementary Accommodation Review (Appendix A). The DSBN Accommodation Review Policy (F-2) sets out that members of the public must be provided with an opportunity to provide feedback on the Final Staff Report through public delegations to the Board of Trustees. A November 6, 2018, Special Board meeting was scheduled for public delegations. No members of the public registered as a delegate for the meeting and the meeting was subsequently cancelled. The recommended option remains the same as outlined in the Final Staff Report, which is to close the two elementary schools in Planning Area 15 and build a new joint elementary school with the Niagara Catholic District School Board (NCDSB) for the 2021/2022 school year on a site within the Wainfleet Village Hamlet. The school catchment area boundaries would be modified accordingly.

Recommendation

That the Board of Trustees approve the recommended accommodation option contained in the Final Staff Report for the Wainfleet Elementary Accommodation Review, attached as Appendix A; specifically,

That, pending NCDSB Trustee and Ministry of Education approval, a new 550 pupil place joint DSBN – NCDSB elementary school be constructed within the Wainfleet Village Hamlet on a site yet to be determined to serve Elementary Planning Area 15; and,

That student transportation eligibility will be determined in accordance with the District School Board of Niagara's Transportation Eligibility and Service Policy J-01, as amended from time to time; and,

That students from William E. Brown PS and Winger PS attend their respective schools during the construction of the new joint elementary school; and,

That William E. Brown PS and Winger PS be closed for instructional purposes as of June 30, 2021; and,

That the boundary for the new joint elementary school be established, as shown on the map attached as Appendix B, and be effective as of July 1, 2021.

Appended Data:

Appendix A: Final Staff Report for the Wainfleet Elementary Accommodation Review

Appendix B: Regular Track Boundary for a New Elementary School in Planning Area 15

Respectfully Submitted by:

Stacy Veld, Superintendent of Business Services

John Dickson, Superintendent of Education

Warren Hoshizaki, Director of Education

For further information, please contact Superintendents Stacy Veld, John Dickson, or the Director of Education.

**DISTRICT SCHOOL BOARD OF NIAGARA
REPORT TO PROGRAM AND PLANNING COMMITTEE
MEETING OF OCTOBER 15, 2018**

Wainfleet Elementary Accommodation Review

Final Staff Report

**Wainfleet Elementary Accommodation Review
Initial Staff Report**

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1. PURPOSE

This Final Staff Report provides the District School Board of Niagara (DSBN) Trustees with a summary of the Wainfleet Elementary Accommodation Review, information on the community consultation process, and the final staff recommended option. The Accommodation Review process is still underway, with public delegations at the November 6, 2018, Special Board Meeting. Any changes to the Final Staff Report, as a result of public delegations, will be detailed in an Addendum. The Final Staff Report, including the public delegation Addendum, will be presented on November 27, 2018, for Trustees' consideration.

2. WAINFLEET ELEMENTARY ACCOMMODATION REVIEW

The Long Term Accommodation Plan (LTAP) identified Elementary Planning Area 15, which includes William E. Brown PS and Winger PS, as an area where an accommodation review could be an option to address inefficiencies or issues related to school enrolment and facility utilization. On March 22, 2018, the Program and Planning Committee received the Wainfleet Elementary Accommodation Review Initial Staff Report. The Report outlined the accommodation and programming challenges faced within the Planning Area, details for each elementary school, and provided a potential accommodation option, which was:

To consolidate the schools into a joint-use DSBN-NCDSB school to open for the 2021-22 school year on a site to be determined.

On March 27, 2018, the Board of Trustees approved the initiation of the Wainfleet Elementary Accommodation Review, which included William E. Brown PS and Winger PS.

The Wainfleet Elementary Accommodation Review is being undertaken in accordance with the DSBN Accommodation Review Policy F-2, which describes the procedures for a standard accommodation review. An Accommodation Review Committee (ARC) was established as part of the standard review process.

The notice of Trustees' decision to initiate the Accommodation Review was posted on the DSBN Accommodation Review website, www.dsbni.org/arc and published in the local newspapers. It was also distributed to school principals and their communities, the Township of Wainfleet and the Niagara Region, community partners, the Directors of Education of coterminous boards, and the Ministry of Education. The Notice of Initiation provided information on the ARC working meetings, the public meetings, how to participate in the process, and how to obtain more information.

In accordance with Policy F-2, a Final Staff Report must be prepared and submitted to the Board of Trustees after the final public meeting. The Final Staff Report is to build on the information provided in the Initial Staff Report and through the accommodation review process. The Report must include:

- A recommended option, which may be modified from the Initial Staff Report;
- A proposed accommodation plan with timelines for implementation; and,
- A community consultation section with feedback from the ARC and the consultation process.

3. ACCOMMODATION REVIEW COMMITTEE

An ARC was established to represent the respective school communities and to serve as a means for additional input. The ARC included a parent/guardian from each school, Trustees for the review area as well as one additional Trustee outside the review area, principals, and a facilitator. The ARC was tasked with reviewing the Initial Staff Report and had the option to provide feedback and other accommodation options with supporting rationale.

After the ARC orientation meeting held on May 10, 2018, three working meetings were held to review the Initial Staff Report, ask questions, provide feedback, and to review and discuss comments received from the school communities and public. The meetings took place on:

- May 16, 2018, at William E. Brown PS;
- September 19, 2018, at Winger PS; and,
- October 2, 2018, at Winger PS.

The minutes of the ARC working meetings are available on the DSBN's website and will continue to be available until after a final decision is made.

At the final ARC working meeting, the ARC facilitator reminded the Committee of its mandate and tasks, and advised the final meeting is an opportunity to reflect on what has been heard through the review and to provide input into the final staff report. The Committee discussed the community feedback received during the consultation process and shared their thoughts on the challenges and opportunities with the accommodation review. Broad themes raised by the community were identified for inclusion in the final staff report.

The ARC fulfilled its mandate and provided the following feedback:

- Both Parent Committee members felt that, overall, there was little opposition to the accommodation review from the school communities.
- Comments received by the ARC were primarily related to concerns of school size. That some community members felt the small school feel would be lost in an amalgamated school.
- One Parent Committee member shared questions that were asked at the recent Parent Council Meeting which were related to transition matters such as how the two schools would transition into one and how the new school would be shared between the DSBN and NCDSB.
- Both Parent Committee members were supportive of the proposed accommodation option and one member felt that the larger school population would benefit the students socially.

The ARC did not provide an alternative recommendation for the accommodation review.

4. COMMUNITY CONSULTATION

Consultation with school communities, municipal and community partners, and the general public is key to the Accommodation Review process. Preliminary consultation with municipalities and community partners was completed prior to the initiation of the Accommodation Review and was ongoing throughout the process.

Immediately following the Board of Trustees' decision to initiate the Accommodation Review, a webpage was made available on the DSBN and school websites for public input. Principals of the elementary schools kept their school communities informed through newsletters, school council meetings, and by encouraging parents/guardians to contact them with any questions or concerns regarding the Accommodation Review and the Initial Staff Report.

Two public meetings were held to provide an opportunity for the community to share their comments and input, ask questions, and to suggest solutions on the Accommodation Review and the Initial Staff Report. The public was welcomed to speak at the meeting(s) and encouraged to provide written comments at the meeting, to the school principal, or through the DSBN's website. The public was advised that, after each public meeting, answers to comments or questions received would be posted on the DSBN's website.

A summary of the consultation process and the key themes raised follows:

4.1 Municipal Consultation

On March 13, 2018, DSBN staff met with municipal planning representatives from Wainfleet and on March 14, 2018, with the Niagara Region to advise that an Initial Staff Report is being prepared for presentation to Trustees on the proposed accommodation review. DSBN staff provided a summary of the proposed accommodation review, the Accommodation Review Policy, process timelines, and general enrolment projection information pertaining to the Wainfleet Planning Area. Township and Regional staff provided a brief summary of growth patterns in Wainfleet.

After the initiation of the Accommodation Review, DSBN staff met with the Township of Wainfleet on April 19, 2018, to present the Initial Staff Report and recommendations, to provide information related to community partnerships / hubs opportunities, and to invite Township staff to ask questions or provide comments on the accommodation review and report. The potential for partnership opportunities between the Board and Township was discussed with DSBN staff highlighting examples of existing partnerships with other area municipalities. Township staff subsequently prepared a background information report to Council detailing the accommodation review process, potential for partnership opportunities, and how to participate in the review.

The Niagara Region was invited to a similar meeting, after the initiation of the Accommodation Review, to discuss the Initial Staff Report and recommendations, and to share Regional comments. Regional staff felt that a second meeting wasn't necessary but that the Region would appreciate being kept informed as the accommodation review proceeds and the location of a new school is narrowed.

Both the Township and Niagara Region were invited to submit written comments on the Accommodation Review. As of the date of this report, no written comments have been received.

4.2 Niagara Catholic District School Board Consultation

The Niagara Catholic District School Board (NCDSB) in a letter dated March 1, 2018, indicated its support for making application to the Ministry of Education Joint-Use Seed Funding Program with the District School Board of Niagara. The Joint-Use Seed Funding application was successful and the Niagara Catholic District School Board engaged a consultant to work with staff to further investigate the viability of a proposed Wainfleet joint-school. At the time of writing this report, the NCDSB has received the report from the consultant and is preparing a staff report for Trustees.

4.3 Community Partner Consultation

Neither William E. Brown PS nor Winger PS have community partners that would be affected by the proposed accommodation review.

4.4 Public Consultation Process

Two public meetings were held to provide interested parties with an opportunity to hear about the Accommodation Review and to provide their input by way of speaking or submitting written comments. The meetings took place on:

- May 16, 2018, at William E. Brown PS; and,
- September 19, 2018, at Winger PS.

The minutes of the public meetings are available on the DSBN's website and will continue to be available until after a final decision is made.

At each meeting, the public was reminded to utilize the DSBN and school Accommodation Review websites to access the relevant information. The website contains the process, important dates, reports and other related documents as well as the opportunity to submit further comments, input, and questions.

The attendance and speaker details for each meeting is as follows:

- William E. Brown PS meeting: a total of 16 people signed in with 2 identifying as members of the community, 5 identifying as parent/guardians of students, 1 identifying as a student, 2 as teacher or support staff, and 2 as agency or board representatives.
- Winger PS meeting: a total of 21 people signed in with 8 identifying as members of the community, 10 identifying as parent/guardians of students, 1 identifying as a student, 2 as teacher or support staff, and 1 as agency or board representatives.

Answers to key questions asked at meetings or submitted in writing were posted on the DSBN's website following each ARC and public meeting. In addition, at each ARC working meeting following a public meeting, the ARC was provided with answers to questions or topics raised by the public for further discussion.

4.4 Public Consultation Feedback with Information Provided by Staff

The consultation process resulted in key themes regarding the proposed Accommodation Review and recommended option. These are discussed in the following sections with staff response:

Size of Proposed Consolidated School

Some members of the public felt that the proposed new consolidated school was too large, and that the community would lose its rural character.

Information Provided by Staff

William E. Brown PS and Winger PS have enrolments of just over 200 students each. The proposed consolidated school is expected to have an enrolment of 448 DSBN students when it opens after which the enrolment would decline and stabilize in the 440 range. Smithville PS in Smithville, John Brant PS in Ridgeway, Twenty Valley PS in Vineland are all current examples of successful DSBN elementary schools in smaller communities with student populations of over 400.

Historically, at a time when birth rates were higher, larger elementary school populations were common. In Wainfleet, Winger PS maintained a school enrolment in the 280 to 320 range from the period 1984 to 2004. During roughly the same period William E. Brown PS¹ maintained a school enrolment in the 250 to 300 range.

For decades the Township had larger elementary schools without any negative impact on the rural character of the community. The DSBN has successfully built new schools that reflect local community character. A recent example would be John Brant PS in Ridgeway. The Ridgeway community expressed concern that a new school would not fit in with the historical and quaint character of the area. The Board designed John Brant PS to reflect their unique characteristics. The school received positive feedback from both Town officials and the local Ridgeway community and won a Niagara Region Community Design award. The DSBN would strive for the same level of excellence in building a new school for the Township of Wainfleet.

Some community members felt a new school would attract new home development and urban-type growth resulting in the loss of the rural character of the municipality. Wainfleet's population is just over 6,300 residents. Over the last 10 years, the Township experienced a 3.7% decline in population (2006-2011 census) followed by marginal growth of 0.3% (2011-2016 census). Growth in Wainfleet tended to be in the senior population while the youth and working age population declined.

The Township is the only Niagara municipality that does not have designated urban areas nor are municipal services (water or sewer) available. The Township is made up of eight small Hamlet communities, the Lakeshore Area, and a very large agricultural/rural area. The largest Hamlet is Wainfleet Village where the majority of residential, commercial, and community uses are located.

The majority of lands in Wainfleet are agricultural which are protected by planning policies and non-agricultural development is not permitted. Any residential, commercial, institutional, and other non-agricultural development is directed to one of the eight Hamlets and must be on private septic and water. This means that development potential in Wainfleet will be minor, consisting mainly of sporadic low-density development on large lots created by severances or the redevelopment of a lakeshore property. The development of large "suburban" subdivisions, such as those in the Garner South area of Niagara Falls, will not occur in Wainfleet due to planning policy and limitations of private servicing. Both Wainfleet and Niagara Region planning staff confirm this planning direction, the requirements for servicing, that future growth must be focused in Wainfleet's Hamlet areas and, as a result, growth will consist of smaller subdivisions, severances, and redevelopment.

The construction of a new school will not result in the loss of the community's rural character nor will it attract urban development.

¹ From the period 1984 to 1999 students would attend Wainfleet South PS for primary grades and William E. Brown for grades 5 to 8. The enrolments were combined for that period for the purpose of this report.

Individual Student Needs

Members of the public raised concerns that with a larger school the students would be lost or “just a number”, and students wouldn’t have the support or resources needed.

Information Provided by Staff

Class sizes are set by the Ministry of Education and the Collective Agreement. The class size framework is consistently applied across all schools regardless of school size. A school of 200 students will have a range of class sizes consistent with that of a larger school.

Teaching staff allocated to a school are based on enrolment and student needs at the school. A larger school will have a larger staff complement bringing a wider range of interests and expertise. This will provide greater opportunities to have dedicated teachers for specialized programming such as music, art, or physical education, and for more choice in extra-curricular activities, clubs, and sports.

Resources to support student’s individual needs will continue to be available. This includes learning resource teachers, youth counsellors, and social workers. In a school with low enrolment, support staff may be shared with another school, which means the staff person is only available part of the day at each school to support students. A consolidated school with a higher enrolment would allow support staff to be at one site to support students and allow for more speciality support.

Proposed Joint School Venture

Members of the public asked several clarifying questions about the proposed joint school venture and the NCDSB’s role in the process.

Information Provided by Staff

The Ministry of Education sets out Pupil Accommodation Review Guidelines for the closure or consolidation of a school or schools. Each School Board must prepare its own Accommodation Review Policy that is consistent with the Ministry’s Guidelines. The Ministry is currently updating its Pupil Accommodation Review Guidelines and advised that no new accommodation reviews may be undertaken unless it is for a joint school initiative amongst Boards. The recommended option to consolidate William E. Brown PS and Winger PS into a joint school with St. Elizabeth CS is the only scenario that may be considered based on the Ministry’s direction.

The DSBN must undertake a formal accommodation review because a school or schools is being considered for closure or consolidation. The NCDSB is not required to undertake a formal accommodation review since there is no proposal to close St. Elizabeth. The NCDSB has held its own community consultation to receive feedback on the proposed joint school initiative. The DSBN and NCDSB have been working together on the joint school initiative but neither Board is required to participate in the other Board’s review or consultation processes.

The proposed joint-use elementary school would be similar to the Kate S. Durdan PS – Loretto CS in Niagara Falls. Each school would operate independently of one another in providing an elementary education and occupy its own part of the building with separate classrooms and separate entrances. The two schools would share common spaces such as the gymnasium and learning commons.

Closed Schools

Concern was raised that once the schools are closed and buildings are empty there will be issues with maintenance, vandalism, and trespassers.

Information Provided by Staff

The DSBN maintains all of its school properties, regardless of whether the school is open or closed, and would continue to maintain the Wainfleet schools until the school properties are sold.

Transition

The community had questions related to the transition of the school should consolidation be approved such as how the two school communities be brought together and whether there is a process.

Information Provided by Staff

The DSBN's Accommodation Review Policy sets out that a Transition Team is to be established to facilitate a school closure. The Transition Team would include the Area Superintendent, Principals, parents and staff representatives of William E. Brown PS and Winger PS. The Team would identify the issues, needs, and responsibilities related to the school closure. The team would monitor the progress of transition activities and well-being of students affected by the school closure.

5. RECOMMENDED ACCOMMODATION OPTION

The DSBN's Accommodation Review Policy F-2 sets out that the Final Staff Report must provide a recommended option, which could be different from the proposed option set out in the Initial Staff Report. Having completed the consultation process, and after reviewing and considering the information and data provided, the recommended accommodation option for the Wainfleet Elementary Accommodation Review is:

To consolidate William E. Brown PS and Winger PS into a joint-use DSBN-NCDSB school to open for the 2021-22 school year on a site within the Wainfleet Village Hamlet.

The recommended option, should it be approved, could be completed as follows:

- | | |
|------------------------|---|
| 2019 – 2021: | Transition team is established to facilitate the consolidation of the schools.
Planning and construction of new elementary school. |
| June 2021: | William E. Brown PS and Winger PS are closed for instructional purposes as of June 30, 2021. |
| September 2021: | New joint DSBN-NCDSB elementary school opens and all students will attend the new school. School boundaries are adjusted accordingly. |

The rationale for the recommended option remains the same as detailed in the Initial Staff Report. The following key points summarize the rationale:

- The proposed option will bring together communities, teachers, and resources into a single school, which will provide the benefits of a larger school population.

- Students will benefit from an increased variety of programming, extra-curricular activities, and student supports.
- A new school facility will provide students and teachers with innovative and modern technology and facilities.
- A larger staff with a broader base of expertise and experience will be available to meet students' needs and interests.
- A larger and more diverse student population makes it easier for students to find their niche, based on the premise that in a larger school there is something for everyone.
- Improved enrolment levels and facility utilization rates can be achieved with a single consolidated school rather than maintaining two lower enrolment and/or underutilized schools. The consolidated enrolment projections and facility utilization can be found in Appendix A.
- With a capacity of 446 DSBN students, the facility utilization rate would be 100.3% in 2021-22 school year, which represents peak enrolment. It is expected to decline into the 97% - 100% range in the years after.
- The consolidation would reduce surplus pupil spaces by approximately 55 in the Planning Area based on a 2021-22 opening year.
- There will be cost savings and efficiencies that are associated with maintaining one school instead of two schools.

Proposed Location for New School

The DSBN uses its Planning Guiding Principles to help guide optimal planning, decision making, and facility construction. A location that is central to the student population, and the community served, is considered optimal to minimize travel distances. DSBN Planning staff used a Geographic Information System program to determine the geographic mid-point of the student population in the planning area Appendix B.

The location falls in the vicinity of Johnson Road, south of Highway 3, and north of Bell Road. This is not an ideal location for a school because planning policy and legislation place a high priority on protecting agricultural lands for agricultural uses. This area is designated Agricultural under Provincial, Regional, and Local planning documents, and zoned for Agricultural use under the Wainfleet Zoning By-law. A school is not permitted by the existing planning designations or zone category. Non-agricultural growth and development, such as a school, is to be accommodated in one of the Township's Hamlet areas.

The Wainfleet Village Hamlet is approximately 3 kilometres east of the geographic midpoint and would be the preferred location for the proposed new joint-use school from a municipal and planning perspective. The Village functions as the Township's center and is the location for the majority of community and civic facilities. William E. Brown PS and St. Elizabeth CS are both located in Wainfleet Village as is the town hall, public library, arena, post office, park, and fire and emergency services.

The potential to co-locate with, or near, municipal and community facilities in the Village provides students with access to additional learning or recreation activities, residents with access to community services in one location, and for potential municipal or community partnerships. Provincial direction from both the Ministry of Education and the Ministry of Municipal Affairs, and Niagara Region Plan policies, supports community hubs and co-location. Township staff has indicated their preference would be that a new school be located in Wainfleet Village, which would support the vision set out in their Official Plan.

Funding

The proposed accommodation option would require capital investment funding and approval from the Ministry of Education and will be requested through the School Capital funding application.

Appendix C is the financial summary for the recommended option.

Transportation

Transportation Policy J-01 will be applied to students in the new consolidated Wainfleet elementary school boundary. The Policy sets out distance and hazard criteria that qualify students for transportation services and stipulates that, whenever possible and practical, the transportation ride time is not expected to exceed one hour.

Niagara Student Transportation Services (NSTS) completed a review of the recommended accommodation option. For the purpose of developing a transportation simulation, a central point in the Wainfleet Village was used as the potential location for the new joint consolidated school.

The simulation projects that William E. Brown PS students would experience decrease in average bus ride time from 21 minutes to 20 minutes. Seventy-six (76) percent of students will have a bus ride time of less than 30 minutes, and 98% of students will have a ride time of less than 45 minutes. Winger PS students would experience an increase in average bus ride time from 20 minutes to 26 minutes. Seventy-one (71) percent of students will have a bus ride time of less than 30 minutes, and 97% of students will have a ride time of less than 45 minutes. The simulation indicates that no students would have a ride time of over 60 minutes.

William E. Brown PS and Winger PS students currently share the bus with St. Elizabeth CS students and this practice would be maintained with a joint consolidated school. Approximately \$7,000 in annual transportation savings are expected with the proposed recommendation as a result of efficiencies with transporting all students to one school site.

Community Partnerships / Community Hubs

The DSBN has always been committed to collaborating with municipal and community partners to identify opportunities to co-locate services at a school site. The accommodation review process is an ideal time to identify potential opportunities. Recent examples include:

- The DSBN and the Town of Fort Erie are working together to fund a performing arts theatre at the Greater Fort Erie SS.
- An agreement between the DSBN and City of St. Catharines for Harriet Tubman PS that gives students use of the municipal park during school hours while after hours the City is able to offer recreation programming in the school's gym.
- A joint venture between the DSBN and the Welland Public Library to have a new public library accommodated at Diamond Trail PS.

The community hubs initiative falls under the umbrella of the Ministry of Infrastructure and was previously included in the mandate letters of many ministries including Education, Health and Long-Term Care, Municipal Affairs and Housing, and Community and Social Services. A community hub can be a school, a neighbourhood centre, or another public space that offers coordinated services such as education, health care, affordable

housing and social services. The Ministries encourage the municipal and education sectors across the province to plan together for the creation of community hubs where appropriate.

The DSBN has engaged in discussions with the Township of Wainfleet and with Port Cares about partnership potential and will continue to explore these opportunities into the future as the process continues. Partnership with a child care provider has also been taken into consideration. There is an existing child care operator at St. Elizabeth CS, and NCDSB staff have advised they will communicate with their partner about future child care space should a new school be built.

6. TIMELINES

Public delegations will be received at the November 6, 2018, Special Board Meeting. If required, an Addendum to the Final Staff Report will be prepared and brought forward to the Board of Trustees for consideration at the November 27, 2018, Board Meeting.

7. RECOMMENDED MOTION

“That the Board of Trustees receive the Wainfleet Elementary Accommodation Review Final Staff Report dated October 12, 2018.”

8. APPENDED DATA

APPENDIX A: Consolidated Enrolment Projection Scenario Wainfleet PS

APPENDIX B: Geographic Midpoint of Winger and William E. Brown Student Locations

APPENDIX C: Consolidated Scenario Wainfleet Elementary Schools Financial Impact

Respectfully submitted,

John Dickson
Superintendent of Education

Stacy Veld
Superintendent of Business Services

Warren Hoshizaki
Director of Education

October 12, 2018

(Potential Wainfleet PS)

Scenario: 306

OTG Capacity: 446.0

Municipality: Wainfleet

Status: Active

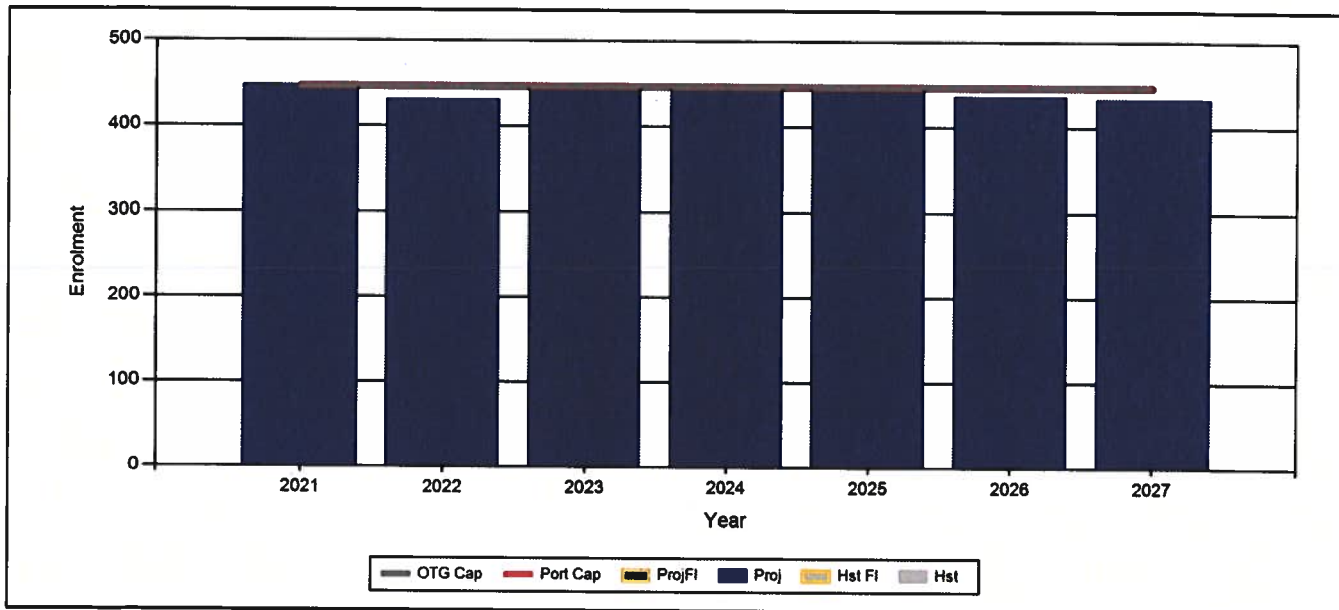
Portable Capacity:

Planning Area: Wainfleet

School Type: Elementary

Portables:

Admin Area: Area 2



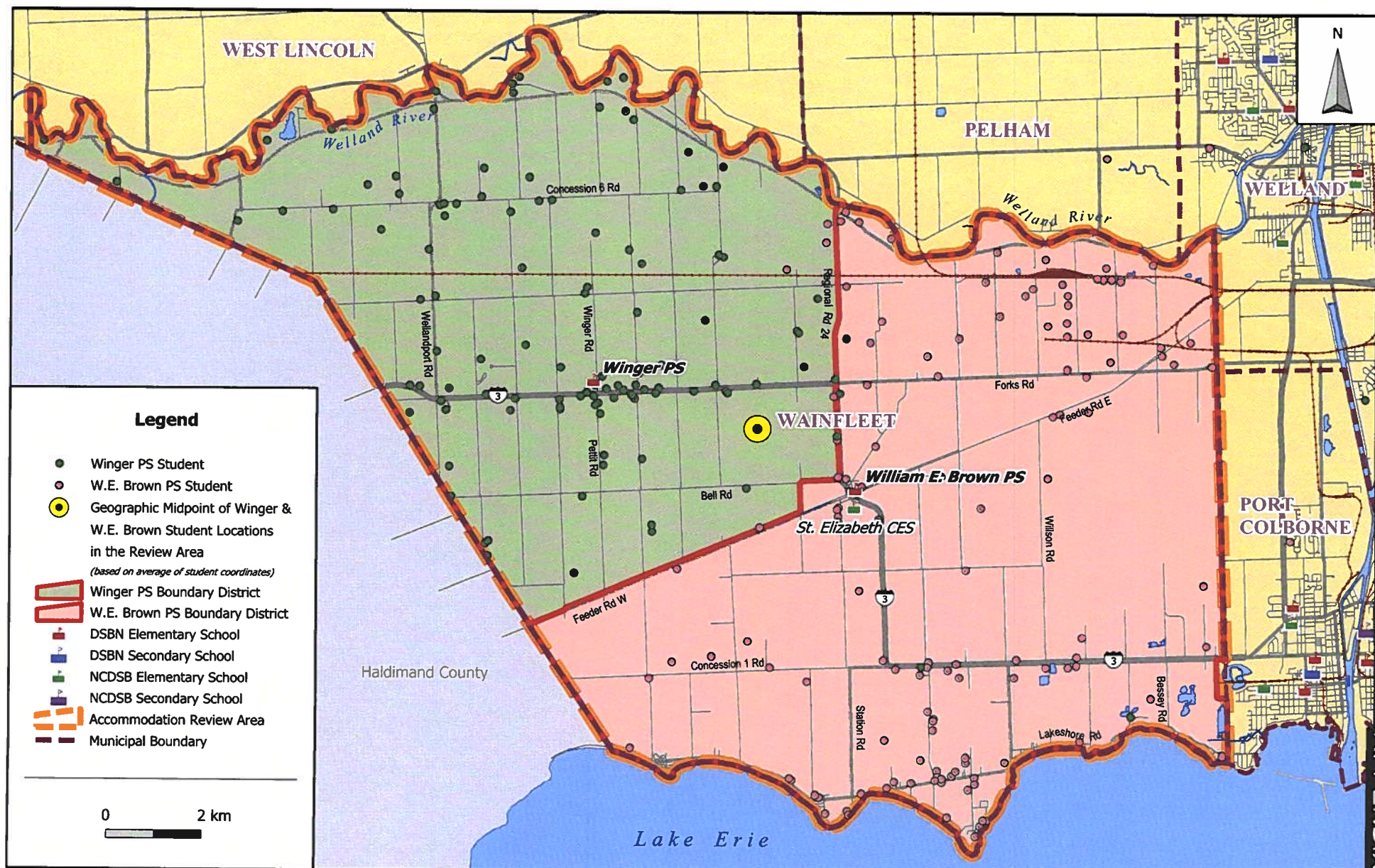
Total Historic Enrolment

Year	JK	SK	01	02	03	04	05	06	07	08	09	10	11	12	Total	Util %
2008	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	
2009	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	
2010	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	
2011	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	
2012	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	
2013	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	
2014	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	
2015	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	
2016	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	
2017	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	

Total Projected Enrolment

Year	JK	SK	01	02	03	04	05	06	07	08	09	10	11	12	Total	Util %
2018	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0					.0	0.0%
2019	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0					.0	0.0%
2020	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0					.0	0.0%
2021	38.0	29.1	48.1	38.3	43.5	50.8	43.1	48.7	40.6	67.1					447.5	100.3%
2022	37.0	39.5	30.8	48.1	39.1	45.3	52.9	46.6	52.1	40.2					431.5	96.8%
2023	37.0	38.5	41.7	30.8	49.1	40.7	47.1	57.1	49.9	51.6					443.3	99.4%
2024	37.0	38.5	40.6	41.7	31.4	51.0	42.3	50.8	61.1	49.4					443.9	99.5%
2025	37.0	38.5	40.6	40.6	42.6	32.6	53.1	45.7	54.4	60.5					445.6	99.9%
2026	37.0	38.5	40.6	40.6	41.4	44.3	33.9	57.3	48.9	53.9					436.5	97.9%
2027	37.0	38.5	40.6	40.6	41.4	43.1	46.0	36.6	61.3	48.4					433.7	97.2%

Geographic Midpoint of Winger and William E. Brown Student Locations



**Consolidated Scenario
Wainfleet Elementary Schools
Financial Impact**

ESTIMATED CAPITAL COSTS	Capital (One Time) \$
Capital build and site requirements:	
• 550 capacity joint elementary school, septic system, parking and site preparation costs	13,400,000
• Site purchase	TBD

NET OPERATING SAVINGS/(COSTS)	Annual \$
<u>Savings</u>	
Transportation	7,000
Principals / Vice Principals	49,000
Secretaries	28,000
Caretaking	20,000
Utility, Property and Maintenance Costs	<u>75,000</u>
	179,000
<u>Costs</u>	
Decrease to School Foundation Grant	<u>(107,000)</u>
Net Operating Savings/(Costs)	<u><u>72,000</u></u>

ESTIMATED SCHOOL RENEWAL	Capital (2018-2023) \$
School Renewal Expenditures Avoided	<u>5,602,956</u>

Proposed Boundary District for the Consolidation of William E. Brown and Winger Public Schools



December

2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4 Organization Mtg 5:30 pm COW Mtg 6:15 pm Regular Mtg 7 pm	5 PIC Meeting 5:30 pm	6	7	8
9	10	11 P & P Meeting 6 pm	12 SAL Committee 1 pm Student Trustee Senate 6pm	13 SEAC 6 pm	14	15
16	17	18	19	20	21	22
23	24 Winter Break	25 Winter Break	26 Winter Break	27 Winter Break	28 Winter Break	29
30	31 Winter Break					