

Regular Board Meeting

Tuesday, January 28, 2020

Education Centre

St. Catharines

6:15 - 7:00 pm [Private Session]

7:00 - 10:00 pm [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

Recommended Motion:

“That Ness Griffin be appointed to the position of Interim Indigenous Student Trustee, which term ends on July 31, 2020.”

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’ via video

D. REFLECTIVE READING

By Trustee Nancy Beamer

E. BUSINESS OF THE BOARD

1. Adoption of the Agenda

Recommended Motion:

“That the Agenda be adopted.”

2. Approval of Board Minutes

Pages 10-21

Recommended Motions:

“That the Minutes of the Organization Meeting of the District School Board of Niagara dated December 3, 2019 be confirmed as submitted.”

“That the Minutes of the Regular Meeting of the District School Board of Niagara dated December 3, 2019 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 22-26

a) Director’s Recognition:

- Elaine Jenkins, Volunteer, DSBN Academy
- Jill Stiefelmeyer, Teacher, Governor Simcoe Secondary School
- Lisa Fucile, Teacher, A.K. Wigg Public School

b) Director’s Update to Trustees

2. Educational Showcases

a) Director’s Artisan Card Award Winners

K Yielding

G. STUDENT ACHIEVEMENT REPORT

H. DELEGATIONS

I. BOARD RECESS (Optional)

J. OLD BUSINESS

1. ACCOUNTS

S Veld
Page 27

Recommended Motion:

“That the Summary of Accounts paid for the months of November and December 2019, totalling \$37,000,263.97 be received.”

2. REPORT OF THE PARENT INVOLVEMENT COMMITTEE

N Beamer / D Newton
Page 28-29

Recommended Motion:

“That the report of the Parent Involvement Committee dated December 4, 2019 be received.”

3. REPORT OF THE SUPERVISED ALTERNATIVE LEARNING COMMITTEE

L Campbell
Pages 30-34

Recommended Motions:

“That the report of the Supervised Alternative Learning Committee dated December 11, 2019 be received.”

“That the report of the Supervised Alternative Learning Committee dated January 22, 2020 be received.”

4. REPORT OF THE SPECIAL EDUCATION ADVISORY COMMITTEE

A Bradnam / S Mitchell
Pages 35-47

Recommended Motions:

“That the report of the Special Education Advisory Committee dated December 12, 2019 be received.”

“That the report of the Special Education Advisory Committee dated January 23, 2020 be received.”

5. REPORT OF THE STUDENT TRUSTEE SENATE

K Smith/K Tavernese/N Griffin
Pages 48-49

Recommended Motion:

“That the report of the Student Trustee Senate dated December 17, 2019 be received.”

6. REPORT OF THE FINANCE COMMITTEE

K Maves
Pages 50-65

Recommended Motions:

“That the report of the Finance Committee dated January 15, 2020 be received.”

“That the DSBN Family Learning Centres report be received, and that \$80,000 from International Education strategic initiatives be allocated to fund the pilot of four centres for the 2020-21 school year.”

“That the Financial Report on International Education 2018-19 be received, and that \$276,332 be allocated to support the 2019-20 recommended initiatives.”

“That the 2019-20 Interim Financial Report, reflecting updated enrolments for October 31, 2019, and the resulting changes in revenues and expenditures, be received.”

“That the Capital Projects Borrowing Resolution 2020-01 authorizing the Board to borrow up to \$13,598,490 for the short-term financing of Ministry funded capital projects, pursuant to the provisions of section 243(1) of the Education Act, be approved.”

7. REPORT OF THE PROGRAM AND PLANNING COMMITTEE

D Schaubel
Pages 66-79

Recommended Motions:

“That the report of the Program and Planning Committee dated January 15, 2020 be received.”

“That the Board of Trustees approve the elementary boundary changes to transfer Zone A, as shown on Appendix C, from E.I. McCulley P.S. to Carleton P.S. and,

That the approved boundary changes take effect on the day after the Board of Trustees approval and apply to all future students in Zone A, except existing E.I. McCulley P.S. JK to Grade 7 students in Zone A, as described in this report, which are grandfathered from the boundary changes and have the option to attend either school; and,

That the school boundaries be updated accordingly.”

“That the School Screening Association Report be approved.”

“That the Educational Research Committee of September 11, 2019 and October 15, 2019 be received.”

8. REPORT OF THE AD HOC GOVERNANCE COMMITTEE

D Schaubel
Pages 80-90

“That the reports of the Ad Hoc Governance Committee dated November 19, 2019, and November 26, 2019, be received.”

“That the following amendments to the By-Laws and Rules of Order of the District School Board of Niagara be approved, with such amendments to take effect upon the passing of the recommendations contained therein.”

R-61	The District School Board of Niagara shall have three (3) Student Trustees, one of which shall be an Indigenous Student Trustee. A Student Trustee is not a member of the Board and is not entitled to exercise a binding vote on any matter before the Board or any of its committees.
N - 56	In contrast, a task force or fact-finding group or an ad hoc committee (that does not meet the definition in N-1) may be established as a working committee under the supervision and chair of administrative staff. Such groups always meet in private unless they agree to meet in public and are not governed by the <i>Education Act</i> or the Board By-Laws.
L-6	<p>There shall be the following committees of the Board with each Board member required to sit on two (2) Standing or Statutory Committees.</p> <ul style="list-style-type: none"> • Audit Committee..... 3 Board Members • Policy Advisory Committee..... 5 Board Members • Program and Planning Committee..... 5 Board Members • Finance Committee..... 4 Board Members • Special Education Advisory Committee (SEAC)..... 2 Board Members plus 2 appointed Board Member Alternates (this is a legislated four (4) year term) • Supervised Alternative Learning Committee (SAL)..... 1 Board Member • Parent Involvement Committee..... 2 Board Members • Student Trustee Senate... 2 Board Members plus 2 Student Trustees

	<ul style="list-style-type: none"> • Code of Conduct Investigation Committee.. 4 Board Members (Chair, Vice-Chair plus 2 appointed Board Member Alternates (this is a four (4) year term) • Student Discipline Committee..... 3 Board Members (legislated minimum) • Ad Hoc Negotiations Committee..... 2 Board Members for each contract • Ad Hoc Properties Disposal Committee..... 23 Board Members (Chair of Program and Planning Committee, and Chair of Finance Committee, and Chair of the Board, or designate) <p>Other Ad Hoc Committees will be established as required.</p>
O-8	<p>The Chairperson of the Board shall be an ex-officio member of all committees. As such, Where the Chairperson of the Board is sitting on a committee as ex-officio member, the Chairperson of the Board shall not be counted in arriving at quorum or allowed to vote unless acting as a designated alternate. However, where the Chairperson of the Board has been appointed to a committee of the Board, the Chairperson shall be an active member of the committee and shall be counted in arriving at quorum and shall be allowed to vote.</p>

M-3	<p>The following matters shall not be raised in a regular open meeting of the Board and in committee may be considered in private session:</p> <ul style="list-style-type: none"> a) Legal matters or any litigation affecting the Board; b) Decisions in respect of negotiations with employees of the Board; c) Purchase, lease or disposal of property; d) Suspensions, expulsions, exclusion of pupils and re-admission of such pupils; e) Indigent pupils; f) Personnel matters involving efficiency, discipline, termination or other retirement of employees, medical reports or examinations, and staff changes; g) Human resources update by the Director; h) The security of the property of the Board; i) The disclosure of intimate, personal or financial information in respect of a member of a Board or committee, an employee or prospective employee of the Board or a pupil or his or her parent or guardian; and j) Other matters agreed upon by the majority of the Board members. <ul style="list-style-type: none"> a) The security of the property of the board; b) The disclosure of intimate, personal or financial information in respect of a member of the board or committee, an employee or prospective employee of the board or a pupil or his or her parent or guardian; c) The acquisition or disposal of a school site; d) Decisions in respect of negotiations with employees of the board; or e) Litigation affecting the board; or f) Where the subject-matter under consideration involves an ongoing investigation under the <i>Ombudsman Act</i> respecting the board.
L-8	<p>The Education Foundation of Niagara (EFN) is a separate incorporated charitable organization and not a committee of the Board. Four (4) Trustees will be asked to serve as Directors on the EFN Board of Directors. The DSBN will appoint up to three (3) Trustees of the Board to sit as a non-voting member of the EFN Board with the understanding such service is over and above a Trustee's obligation for involvement in Board committee work.</p>

K. QUESTIONS ASKED OF AND BY BOARD MEMBERS

L. NEW BUSINESS

1. REPORT OF THE CODE OF CONDUCT INVESTIGATION COMMITTEE

S Barnett
Pages 91-94

Recommended Motion:

“That the report of the Code of Conduct Investigation Committee dated January 28, 2020 be received.”

M. INFORMATION AND PROPOSALS

1. Staff Reports

2. Trustee Information Session

No information session scheduled.

3. Correspondence and Communications

4. Trustee Communications and School Liaison

5. Ontario Public School Boards' Association Report

6. Future Meetings

Page 95

The February 2020 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 January 28, 2020 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 ORGANIZATION MEETING OF THE BOARD

**BOARD ROOM – EDUCATION CENTRE
6:16 p.m.**

DECEMBER 3, 2019

ATTENDANCE:

Board: Kate Baggott, Alex Bradnam, Sue Barnett, Nancy Beamer, Lora Campbell, Elizabeth Klassen, Kevin Maves, Shannon Mitchell, Doug Newton, Dave Schaubel

**Student
Trustees:** Keylee Smith and Karina Tavernese

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

Regrets: Jonathan Fast

**Recording
Secretary:** Christina Dero

1. CALL TO ORDER

The meeting was called to order at 6:16 p.m. by Warren Hoshizaki, Director of Education and Secretary of the Board, who conducted the meeting until the election of the Chairperson.

Director Hoshizaki noted that Trustee Fast sends his regrets.

2. READING APPLICABLE BY-LAW PROCEDURES FOR THE ELECTION OF NEW CHAIRPERSON AND VICE-CHAIRPERSON

Director Hoshizaki read DSBN By-Law F-1, that states “The order of business for the Organization Meeting of the Board is to elect the Chairperson and Vice-Chairperson of the Board.”

Director Hoshizaki moved to agenda item 4 – Election of Chairperson.

3. APPOINTMENT OF SCRUTINEERS

There appointment of scrutineers was not necessary.

4. ELECTION OF CHAIRPERSON

The process for the election of a Chairperson was carried out in accordance with DSBN By-Laws F-6.1 and F-6.2.

Director Hoshizaki read By-Law F-6.1 Nominations:

- i. The Secretary of the Board shall receive written nominations of members of the Board for the position of Chairperson and Vice-Chairperson.
- ii. Nominations shall be submitted to the Secretary of the Board from December 1st until 12:00 noon on the day of the Organization Meeting and may be submitted only by members of the Board.
- iii. The Secretary shall confirm with each nominee the nominee's acceptance of the nomination.
- iv. A Board member may be nominated for both Chairperson and Vice-Chairperson but, if elected as Chairperson, must either decline the position or withdraw from the ballot for Vice-Chairperson.
- v. A Board member may nominate only one member of the Board for each position. This includes the Board member making the nomination.
- vi. After nominations are closed, the Secretary will prepare separate ballots containing the names of the candidate for each position.

Director Hoshizaki announced that Trustee Sue Barnett was nominated and let her name stand for the position of Chairperson. She has been acclaimed Chairperson for the District School Board of Niagara.

Chair Barnett chaired the remainder of the Organization Meeting of the Board.

5. ELECTION OF VICE-CHAIRPERSON

The process for election of a Vice-Chairperson was carried out in accordance with DSBN By-Law F-7.

Chair Barnett announced that Trustee Dave Schaubel was nominated and let his name stand for the position of Vice- Chairperson. He has been acclaimed Vice-Chairperson for the District School Board of Niagara.

6. MOTION TO DESTROY THE BALLOTS

A motion to destroy the ballots was not necessary.

7. COMMITTEE MEMBERSHIP

There Is no requirement to select committee membership at this time.

8. SIGNING AUTHORITY

In accordance with DSBN By-Laws B-2 and B-3:

**Moved by Doug Newton
Seconded by Alex Bradnam**

“That the Chairperson or the Vice-Chairperson of the Board, and the Secretary or Treasurer of the Board, be the signing officers of the Board”;

AND

“That for the payment of the accounts, automatic cheque signing equipment be used bearing the signature of the Chairperson and Treasurer of the Board.”

CARRIED

9. BORROWING AUTHORITY

A resolution authorizing the borrowing of money to meet current expenditures of the District School Board of Niagara (the Board).

- A. In accordance with Subsection 243(1) of the Education Act (R.S.O. 1990) (the Act), the Board considers it necessary to borrow the amount of up to 45 million dollars (\$45,000,000) to meet, until current revenue is received, the current expenditures of the Board for the period commencing on January 1, 2020 and ending on December 31, 2020 ('the Period').
- B. Pursuant to Subsection 243(3) of the Act, the total amount borrowed pursuant to this Resolution, together with the total of any similar borrowings and any accrued interest on those borrowings, is not to exceed the unreceived balance of the estimated revenues of the Board for the Period.
- C. The total amount previously borrowed by the Board pursuant to Section 243 that has not been repaid is \$0.
- D. The amount borrowed for current expenditures is within the Board's Debt and Financial Obligation Limit as established by the Ministry of Education from time to time.

**Moved by Lora Campbell
Seconded by Kate Baggott**

- 1. **“The Chairperson or Vice-Chairperson and the Secretary or Treasurer of the Board are authorized on behalf of the Board to borrow in accordance with section 243 of the Education Act from time to time by way of promissory note, or overdraft, or**

BORROWING AUTHORITY – continued

bankers acceptance from the Bankers of the Board or from any other approved lender a sum or sums not exceeding in the aggregate 45 million dollars (\$45,000,000) to meet, until current revenue is collected, the current expenditures of the Board for the Period and to give to the Bankers of the Board or to any other approved lender promissory notes or bankers acceptances, as the case may be, sealed with the corporate seal of the Board and signed by any two of the Chairperson or Vice-Chairperson and the Secretary or Treasurer of the Board for the sums borrowed plus interest at a rate to be agreed upon from time to time with the Bankers of the Board or any other approved lender; and

2. The interest charged on all sums borrowed pursuant to this Resolution, plus any related charges, is not to exceed the interest that would be payable at the prime lending rate of the chartered banks listed in Schedule 1 of the Bank Act (Canada) on the date of borrowing; and
3. The Secretary or Treasurer of the Board is authorized and directed to apply in payment of all sums borrowed, plus interest, all of the moneys collected or received in respect of the current revenues of the Board.”

CARRIED

10. RATIFICATION OF BUSINESS CONDUCTED IN THIS ORGANIZATION MEETING

Moved by Kevin Maves
Seconded by Shannon Mitchell

“That the business transacted by the Board of Trustees at its Organization Meeting held on December 3, 2019 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

11. ADJOURNMENT

Moved by Nancy Beamer
Seconded by Elizabeth Klassen

“That the Organization Meeting of the District School Board of Niagara be now adjourned.”

CARRIED

ADJOURNMENT – continued

The meeting adjourned at 6:23 p.m.

SUE BARNETT, Chair

WARREN HOSHIZAKI, Director of Education
and Secretary



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

BOARD ROOM – EDUCATION CENTRE

December 3, 2019

6:15 – 6:23 p.m. (Organizational Meeting)

6:25 – 6:49 p.m. (Private Session)

7:08 – 7:25 p.m. (Public Session)

ATTENDANCE:

Board: Kate Baggott, Alex Bradnam, Sue Barnett (Chair), Nancy Beamer, Lora Campbell, Elizabeth Klassen, Kevin Maves, Shannon Mitchell, Doug Newton, Dave Schaubel (Vice Chair)

**Student
Trustee:** Keylee Smith and Karina Tavernese

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

Regrets: Jonathan Fast

**Recording
Secretary:** Christina Dero

**Technical
Support:** Wendy Coit

A. COMMENCEMENT OF THE MEETING OF THE BOARD

1. Acknowledgement of Traditional Territory

Chair Barnett 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 Barnett called the Regular Meeting of the Board to order at 7:08 p.m. and welcomed guests in the gallery.

COMMENCEMENT OF THE MEETING OF THE BOARD – continued

Call to Order and Noting of Members Absent

Chair Barnett noted the absence of Trustee Fast.

3. Declarations of Conflict of Interest

There were no declarations of conflict of interest.

B. COMMITTEE OF THE WHOLE (PRIVATE SESSION)

Moved by Alex Bradnam

Seconded by Doug Newton

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

CARRIED

Moved by Doug Newton

Seconded by Elizabeth Klassen

“That the Board return to Open meeting.”

CARRIED

The Board returned to open meeting at 6:49 p.m.

C. SINGING OF “O CANADA”

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

D. REFLECTIVE READING

Trustee Baggott shared a reflective reading.

E. BUSINESS OF THE BOARD

1. Adoption of the Agenda

Moved by Doug Newton

Seconded by Lora Campbell

“That the Agenda be adopted.”

CARRIED

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

Moved by Alex Bradnam
Seconded by Elizabeth Klassen

“That the Minutes of the Regular meeting of the District School Board of Niagara dated November 26, 2019 be confirmed as submitted.”

CARRIED

3. Business Arising from the Minutes

Trustee Beamer expressed concerns about the delegation presentation not being included in the November 2019 Board meeting package. Chair Barnett explained that a decision was made by the Chair and Vice Chair to allow the presentation even though a written submission was not received beforehand because of the direct relationship between the delegation topic and the presentation of the DSBN's Equity and Diversity Flag.

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

Moved by Nancy Beamer
Seconded by Shannon Mitchell

“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**

There was no Director's report or recognition.

2. Educational Showcases

There were no educational showcases.

G. STUDENT ACHIEVEMENT REPORTS

There were no student achievement reports.

H. DELEGATIONS

There were no delegations.

I. BOARD RECESS

There was no Board recess.

J. OLD BUSINESS

There was no old business.

K. QUESTIONS ASKED OF AND BY BOARD MEMBERS

There were no questions asked of or by Board members.

L. NEW BUSINESS

Take Notice that in accordance with the Board By-law and Rules of Order section Q-2, a recommendation that the following amendments to the By-Laws and Rules of Order of the District School Board of Niagara will come forward for consideration at the Board meeting schedule January 28, 2020, with such amendments to take effect upon the passing of the recommendations contained therein.

M-3	<p>The following matters shall not be raised in a regular open meeting of the Board and in committee may be considered in private session:</p> <ul style="list-style-type: none"> a) Legal matters or any litigation affecting the Board; b) Decisions in respect of negotiations with employees of the Board; c) Purchase, lease or disposal of property; d) Suspensions, expulsions, exclusion of pupils and re-admission of such pupils; e) Indigent pupils; f) Personnel matters involving efficiency, discipline, termination or other retirement of employees, medical reports or examinations, and staff changes; g) Human resources update by the Director; h) The security of the property of the 	(i) Replacement of M-3
-----	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------

		<p>Board;</p> <p>i) The disclosure of intimate, personal or financial information in respect of a member of a Board or committee, an employee or prospective employee of the Board or a pupil or his or her parent or guardian; and</p> <p>j) Other matters agreed upon by the majority of the Board members.</p> <p>a) The security of the property of the Board;</p> <p>b) The disclosure of intimate, personal or financial information in respect of a member of the Board or committee, an employee or prospective employee of the Board or a pupil or his or her parent or guardian;</p> <p>c) The acquisition or disposal of a school site;</p> <p>d) Decisions in respect of negotiations with employees of the Board; or</p> <p>e) Litigation affecting the Board; or</p> <p>f) Where the subject-matter under consideration involves an ongoing investigation under the <i>Ombudsman Act</i> respecting the Board.</p>	
--	--	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

M. INFORMATION AND PROPOSALS

1. Staff Reports

There were no staff reports.

2. Trustee Information Session

There was no trustee Information Session.

3. Correspondence and Communication

- a) Trustee Beamer shared a letter from a parent who recently moved to Fonthill that described her children's positive experience transitioning to Glynn A. Green Public School.

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

- a) Trustee Bradnam advised that he will be attending the Laura Secord Secondary School Achievement Awards Ceremony.
- b) Chair Barnett reported attending the Nutcracker at Welland Centennial Secondary School. Five DSNB schools worked together to make the performance possible.
- c) Trustee Bradnam reported that he the opportunity to work with an organization recently to collect over 1,000 books for DSNB schools.

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

Trustee Baggott reminded trustees that the deadline to register for the Public Education Symposium is January 6, 2020.

Trustee Baggott urged trustees to review the OPSBA/Nanos Polling Report that is available on the OPSBA website

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

6. Future Meetings

The calendar of January 2020 meetings was provided.

Strategic Planning Committee - January 13, 2020.

N. RATIFICATION OF BUSINESS CONDUCTED IN THIS REGULAR MEETING

Moved by Alex Bradnam
Seconded by Lora Campbell

“That the business transacted by the Board of Trustees at its meeting held on December 3, 2019 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 Kate Baggott
Seconded by Nancy Beamer

ADJOURNMENT – continued

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

CARRIED

The meeting adjourned at 7:25 p.m.

SUE BARNETT, Chair

WARREN HOSHIZAKI, Director of Education
and Secretary

**January 28, 2020 Board Meeting
Director's Update to Trustees**

Director's Recognition for Extraordinary Contributions – Elaine Jenkins, Volunteer, DSBN Academy

In her quest to give back to the community, Elaine Jenkins was inspired by DSBN Academy and its mission to support first generation students in preparing for a post-secondary education. She began by volunteering weekly with their breakfast program and would often volunteer her time to make sandwiches for their lunch program as well.

In that first year, she had an idea that involved a partnership with Ridley College and the countless clothing items left behind by international students. She wondered if graduating students leaving for college and university might benefit from these items? Both Ridley College and DSBN Academy happily agreed to let the students decide for themselves. This involved countless hours gathering, washing, sorting, and transporting 100s of items including coats, shoes, and fashionable clothing to the school. It wasn't difficult to promote this free shopping event with the school's first graduation class in June 2017. Since graduating students would soon be leaving their world of wearing a school uniform, they were eager and grateful to be given the opportunity to shop.

Elaine Jenkins has repeated this very generous work for three consecutive years impacting hundreds of students. Her impact also extends to other students in Niagara as a volunteer with Prom Project, involving countless hours behind the scenes to ensure that the dresses, suits, and shoes are prepared and organized for this annual event sponsored by the Education Foundation of Niagara.

The DSBN Academy staff and students, know Elaine Jenkins to be an incredibly caring and generous person who continues to make a difference in the lives of DSBN students.

Elaine, thank you, and congratulations for receiving Director's Recognition for Extraordinary Contributions.

Director's Recognition for Extraordinary Contributions – Jill Stiefelmeyer, Teacher, Governor Simcoe Secondary School

Jill Stiefelmeyer is the Program Leader at Governor Simcoe and is being recognized for her exemplary commitment to students and to athletics within DSBN over her 22-year career.

Jill recognizes the impact team sports had on her personal growth & success and she focuses her efforts to support students using a healthy/active living approach that develops their self-esteem and self-confidence, ensuring students have the same growth opportunities she had as a student.

Jill is an extraordinary organizer. She has coached basketball, volleyball, field hockey, badminton and track & field and coordinates an extensive intramural and interscholastic sports program at her school.

Under Jill's leadership, many invitational tournaments & SOSSA championships have been hosted including organizing bi-yearly basketball trips to an international tournament in Hawaii and for many years the BPSN Tournament (formerly the Standard Basketball Tournament).

Jill spends a great deal of time organizing fund raisers to financially support her students while seeking out scholarship opportunities for student athletes to ensure everyone can participate. Her talents are shared in the community volunteering as a coach with the Niagara JUEL provincial girls' basketball team.

Jill sets high expectations and her adherence to policy and procedure ensures safety and fairness for everyone. This consistency has made Jill a respected voice at the local and provincial levels of athletics. Her wealth of knowledge and skill-set have led to various positions of responsibility including Chair of the SOSSA Transfer Committee, member of the NRHSAA and OFSAA Transfer Committees, Chair of the NRHSAA Transfer Committee, elected position as SOSSA Girls' Rep to OFSAA and member of the OFSAA Basketball Sport Advisory Committee. In 2015, Jill received the OFSAA Pete Beach Award for her contributions to local and association-based activities.

Recently, Jill's talents were recognized nationally when she was invited to serve as co-lead for basketball with the 2021 Canada Summer Games. Jill is a caring individual who does what she does for the enjoyment and growth of her students. Her expertise and commitment to a higher level of athletics have helped shape our current system and made it possible for DSBN students to participate in athletics at a fair and transparent level.

Jill you are most deserving of Director's Recognition for Extraordinary Contributions. Congratulations!

Director's Recognition for Extraordinary Contributions – Lisa Fucile, Teacher, A.K. Wigg Public School

Lisa Fucile has been a dedicated professional in the DSBN for 30 years both in schools; as a homeroom teacher, a special education teacher and learning resource teacher; and at the system level as a special education consultant.

Lisa greets every day, child and challenge with warmth, kindness and positive energy. She is down to earth, honest, patient, extremely knowledgeable, supportive and genuine.

Lisa brings numerous strengths with her, most notably her passion for finding ways for students to be successful, and her ability to connect and make relationships with staff, students and families.

Lisa always looks at what is best for students (academically, socially, emotionally) which has led to a profound influence on student learning and achievement. Staff appreciate her support with developing programming, IEPs, co-teaching, emailing articles and resources that she has discovered on her 'down time'.

In meetings with parents, she listens to what they have to say, tries to understand their concerns/challenges and then works tirelessly alongside to develop a plan of action and solutions.

The relationships that Lisa develops are built on trust, respect and professionalism. She isn't afraid to show her vulnerable side which allows staff, students and parents alike to feel comfortable. Students feel valued

and safe with Lisa. She provides them a safe space whenever they need it- which includes breaks and after school hours. During the summer months she has even been known to offer free tutoring to students who are struggling with reading.

One parent wanted to share the following:

For many years Lisa helped our oldest son through school with her heartfelt support. We know our son valued his time with her and she really showed she cared by helping him in every way she could. From being an ear to speak to or a trusted adviser, Lisa was always a mentor he could reach out to at any time and has remained in contact even throughout his high school years. Lisa is also helping our other son through his own challenges, and he too values his time with her just as much as his brother. Lisa is dedicated, caring, and in our experience effective at guiding our children through the trials and adventures that our young one's face in their lives. Lisa really helps our boys to see that who they are inside is more important than any label. She is greatly appreciated by us for the hard work she puts in to help our children.

From helping them through challenges, to celebrating their successes with them, she helps our boys see that they are powerful. Thanks, so much Lisa for putting so much of yourself into helping our boys.

It is clear Lisa loves what she does, and her positive energy and effort are contagious on both staff and students. Thank you for your relentless effort to have high expectations and help students reach them each and every day. Congratulations on receiving Director's Recognition for Extraordinary Contributions.

Local

Gift of Music

The students at Prince of Wales (St. Catharines) P.S. and E.I. McCulley P.S. welcomed a special group of visitors from the "Gift of Music" campaign on Tuesday, December 17th, which included Canadian Country Music Artist Tim Hicks and Santa!

After a brief concert featuring some amazing performers from the Niagara Conservatory of Music, students from the school were invited to open beautifully wrapped gifts containing musical instruments for the school. The students cheered loudly as they unwrapped guitars, ukuleles, and a variety of percussion instruments. The staff are very excited to use the instruments in music classes and extracurricular activities!





Whoville Lunch at Harriet Tubman

Staff and students at Harriet Tubman were excited to celebrate the season by enjoying a special holiday lunch on Thursday, December 19th. The delicious meal of turkey, potatoes, stuffing and all the fixings was donated by Zehrs, the Superstore, NoFrills and the Harriet Tubman School Council. It was cooked and served by our own St. Catharines Collegiate Culinary Department staff and students. The Collegiate band also provided beautiful musical entertainment while the students enjoy their lunch.



Kindergarten Open Houses

The first day of Kindergarten is an exciting day for children and their families. We help them prepare for the journey ahead by inviting them to our Kindergarten Open Houses.

On Thursday, January 30, DSBN elementary schools will open their doors and give families a first-hand look at their Kindergarten program. Children see a classroom, meet staff, and get a great goodie bag filled with resources. Parents receive materials to help them get ready for the big day.

We will have great pictures and videos of the open houses on social media on January 30.



DISTRICT SCHOOL BOARD OF NIAGARA

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 months of November and December 2019, is as follows.

Employee Benefits	\$ 19,619,384.09
Transportation	3,380,834.95
Utilities	1,061,207.88
Other	<u>12,938,837.05</u>
Total	<u>\$ 37,000,263.97</u>

Recommended Motion:

“That the Summary of Accounts paid for the months of November and December 2019, totaling \$37,000,263.97 be received.”

Respectfully submitted,

Stacy Veld
Superintendent of Business Services

Board Meeting of January 28, 2020

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



PARENT INVOLVEMENT COMMITTEE

Wednesday, December 4th, 2019
5:30 – 7:00 p.m. – Oakridge Public School
Co-Chairs: Lisa Mooney and Jim Burnison
MINUTES

PRESENT: Lisa Mooney, Joy Janzen, Susan Jovanovic, Kelly McNeil, Melissa Lofquist, Jim Burnison, Pauline Dawson, Stacia Heaton

REGRETS: Trustee Doug Newton

SUPERINTENDENT: Michael St. John

TRUSTEES: Nancy Beamer

ADMINISTRATION: Tracy Leemet, Fred Louws

RECORDING SECRETARY: Elisha von Wuthenau

WELCOME

Meeting was called to order. Chair Lisa Mooney welcomed everyone and introduced Lorne Gretsinger, Principal of Oakridge school. Mr. Gretsinger provided a brief tour of the renovations and new child care area recently completed at Oakridge. Chair Lisa Mooney also welcomed a visiting parent from Grimsby Secondary School.

ADOPTION OF AGENDA

Moved by Stasia Heaton

Seconded by Joy Janzen

“That the Agenda be adopted.”

CARRIED

BUSINESS ARISING FROM THE MINUTES

none

SUPERINTENDENT’S REPORT

Superintendent St. John welcomed all the members and thanked them for their commitment to being part of the DSBN Parent Involvement Committee.

He shared the following:

- Ontario Secondary School Teachers Federation (OSSTF) current situation, “work to rule” and one day strike. The DSBN’s priority is student safety. There have been no reported issues in schools as any problems or changes are addressed collaboratively. At this point there is no further information to present regarding OSSTF or Elementary Teachers Federation of Ontario (ETFO) job action.
- School cancellations and bus cancellations. Superintendent St. John explained how the decision is made and listed the different organizations that are involved in making the decision to either cancel busses or close schools due to inclement weather. He explained that student safety is always a priority.
- There are a number of policies that are up for review/input listed on the DSBN website. Committee members were encouraged to look at the website.

CO-CHAIR'S REPORT

Lisa Mooney shared the following:

PIC policy is presently on the DSNB website for review. The committee discussed the policy to determine if it is still relevant and to determine if there was anything that needed to be added or changed.

Moved by Joy Janzen

Seconded by Melissa Lofquist

"To approve the submission of the PIC Policy A-08 to the Policy Committee as it is"

CARRIED

TRUSTEE UPDATE

Trustee Nancy Beamer shared the following:

- Trustee Beamer shared information regarding the student from Grimsby Secondary who designed the new Equity and Diversity flag. Trustee Beamer also shared the video regarding the new flag.
- There were hundreds of names submitted to the naming committee for the new high school that will be replacing South Lincoln Secondary, Grimsby Secondary and Beamsville District Secondary. After reducing the submissions to 3 names, the trustees decided to name the new Secondary School, West Niagara Secondary School.
- Trustee Beamer briefly discussed the Board Improvement Plan for Student Achievement (BIPSA) data, trends and goals. Superintendent St. John also provided copies of the report for interested committee members.
- A summary of discussions and presentations at the recent Board meeting was provided.

CONFERENCE DISCUSSION

Discussion took place regarding the PIC Conference scheduled on Wednesday, November 6th, 2019.

- 382 people registered, which is generally the same as previous years.
- 43 vendors participated.
- Discussion was had around the use of blazecast for "advertising", using text vs voicemail and having the information coming from one source rather than depending on individual schools.
- 4.43 out of 5, overall rating and 45 out of 46 respondents would recommend the conference according to the survey completed by participants.
- The committee agreed that the provision of books to all participants was beneficial and recommended for next year.
- There was brief discussion regarding the possibility of changing the format next year. Consideration of having a keynote speaker. It was also discussed how to focus differently on some presentations that had low enrollment but have an important message for families in the DSNB.

NEW BUSINESS

- none

ADJOURNMENT

Moved by Kelly McNeil

Seconded by Joy Janzen

"That the Parent Involvement Committee meeting adjourn."

CARRIED

Meeting adjourned at 8:15 p.m.

Next meeting – February 05, 2020
Location TBD



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

Wednesday, December 11, 2019
Director's Meeting Room–Education Centre

MINUTES

Members:	Lora Campbell, Trustee Caroline Graham, John Howard Society of Niagara Andrea Jagoe-Lynett, Student Achievement Leader Tracy Sacco, Student Achievement Leader – Alternative Education
Resources:	Melinda Dackiw, SAL Secretary Ann Gilmore, Sir Winston Churchill Barb Lane, VP Stamford Collegiate Nadia LaSelva, Attendance Counsellor Nichola Lee, Administrative Assistant to the Superintendent Linda Oliverio, VP Port Colborne High School
Regrets:	Leanne Smith, Superintendent of Education, Secondary

Student Achievement Leader Andrea Jagoe-Lynett called the meeting to order at 1:00 pm.

192-009

KM D.O.B. 28/05/2004 15 yrs. 5 mths.

The student's attendance at school is sporadic. The plan for the student includes participating in the *Youth Job Connection* program. She has completed the resume building workshop and is seeking employment. KM will work on a MBF3C once a week at school and will see the school social worker.

KM is approved for SAL.

192-010

JG D.O.B. 12/05/2003 16 yrs. 5 mths.

JG suffers from social anxiety that prevents regular classroom participation. The student has connected with the school social worker and is receptive to external mental health supports. JG is interested in the *Youth Job Connection* program and will work on MEL4E and SNC1P once a week at school. JG is working on Community Involvement hours.

JG is approved for SAL.

192-011

LW D.O.B. 31/01/2003 16 yrs. 8 mths.

LW wants to focus on mental health and well-being. The Committee suggests an addiction worker meet with him at the school. The student will work on MBF3C at school one day per week. He will participate in the *Youth Job Connection* program.

LW is approved for SAL.

192-012

TA D.O.B. 13/01/2003 16yrs. 9mths.

TA has complex mental health needs and is supported by a social worker in the community. The Committee recommends that she receive a CMHA referral. The student will work on SNC1D at school once a week. She is interested in a work placement through the *Youth Job Connection* program.

TA is approved for SAL.

192-013

MF D.O.B. 24/06/2003 16yrs. 4 mths.

MF will focus on co-op this semester and is interested in working in a trade. He will seek employment through the *Youth Job Connection* program.

MF is approved for SAL.

192-014

JW D.O.B. 21/02/2003 16 yrs. 8 mths.

JW is participating in the *Recipe for Success* pre-employment program supported by the co-op teacher. He will be connected to a social worker both at school and in the community.

JW is approved for SAL.

192-015

KB D.O.B. 26/11/2002 16 yrs. 11mths.

KB will link employment to co-op credits by participating in the *Youth Job Connection* program. She will work on ENG4C at night school. The Committee recommends that KB connect with the school social worker. The student has applied for Niagara Link for semester two.

KB is approved for SAL.

CASE REVIEW:

189-001	AP	The Committee recommends that this SAL case be terminated. Andrea Jagoe-Lynett will follow up.
189-021	ET	A case update will be provided at the December SAL meeting.
189-022	JD	The SAL plan is active. Student is working on a math credit and is looking for a co-op placement with the support of the Student Success Lead. JD is in regular contact with the school.
189-030	BF	The SAL plan is active.
189-035	EI	The Committee recommends that this SAL case be terminated. Andrea Jagoe-Lynett will follow up.

189-042	RI	The Committee recommends that this SAL case be terminated. Andrea Jagoe-Lynett will follow up.
189-044	CL	The Committee recommends that this SAL case be terminated. Andrea Jagoe-Lynett will follow up.
189-047	AS	A case update will be provided at the December SAL meeting.
189-057	MP	The Committee recommends that this SAL case be terminated. Andrea Jagoe-Lynett will follow up.
192-001	BM	The SAL plan is active. The student is connected to YJC and linking employment with co-op credits. He has well-being supports in the community.
192-002	KW	The SAL plan is active. The student has completed one credit and is enjoying the Youth Job Connection experience.
192-003	SC	A case update will be provided at the December SAL meeting.
192-005	RD	The SAL plan is active. Student is connecting with the school.
192-006	BM	The SAL plan is active. Student is progressing with two online courses.
192-007	ML	The SAL plan is active. The student is working on courses at school one day a week.
192-008	HB	The SAL plan is active. The student and parent are connecting with the school. HB is working on a reading assignment.

The meeting adjourned at 2:30pm.



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

Wednesday, January 22, 2020
Grimsby Lincoln Room–Education Centre

MINUTES

Members:	Lora Campbell, Trustee Caroline Graham, John Howard Society of Niagara Andrea Jagoe-Lynett, Student Achievement Leader Tracy Sacco, Student Achievement Leader – Alternative Education Leanne Smith, Superintendent of Education, Secondary
Resources:	Nadia LaSelva, Attendance Counsellor Melinda Dackiw, SAL Secretary Nichola Lee, Administrative Assistant to the Superintendent Jessica Folino, Vice-Principal, Thorold Secondary School Barb Lane, Vice-Principal, Stamford Collegiate Secondary School Eric Stewart, Vice-Principal, Governor Simcoe Secondary School Helena Tritchew, Principal, Laura Secord Secondary School

Student Achievement Leader Andrea Jagoe-Lynett called the meeting to order at 1:00 pm.

192-016

TR D.O.B. 27/06/2002 17 yrs. 5 mths

TR will receive school social worker support. He will participate in the Youth Job Connection program assisted by the co-op teacher and work on CHV2O twice a week supported by the instructional outreach teacher.

TR is approved for SAL.

192-017

KH D.O.B. 30/05/2003 16 yrs. 7 mths

The student struggles with health issues, which affects her attendance. She will work on GLS1O and PPZ3O while focussing on her well-being.

KH is approved for SAL.

192-018

CH D.O.B. 26/12/2002 17 yrs. 0 mths

The student works part-time and is interested in participating in the Youth Job Connection program. The Committee recommends she work on ENG2D and CHV2O.

CH is approved for SAL.

192-019

NF D.O.B. 25/02/2003 16 yrs. 10 mths

The student's plan is to participate in the Youth Job Connection program with the support of the co-op teacher. He has mental health supports in the community.

NF is approved for SAL.

CASE REVIEW:

- 189-001 AP - SAL plan is active.
- 189-021 ET - SAL plan is active.
- 189-022 JD - SAL plan is active. Still working on MEL3E.
- 189-030 BF - SAL plan is active. Continues to connect with school three times per week.
- 189-047 AS - SAL plan is active.
- 192-001 BM – SAL plan is in place. He will meet with VP to discuss academic plans.
- 192-002 KW – SAL plan is in place. Has found a workplace placement.
- 192-003 SC - SAL plan is active.
- 192-005 RD - SAL plan is active.
- 192-006 BM – SAL plan is active.
- 192-007 ML - SAL plan is active. Student is looking for work placement in restaurant field for full time co-op.
- 192-008 HB - SAL plan is active. Student is working on well-being.
- 192-009 KM – SAL plan is in place. Has work placement. Will being GLC in semester two.
- 192-010 JG – SAL plan is in place. Student needs to finish culminating coursework.
- 192-011 LW – SAL plan is active. Attends school once a week to work with Resource Teacher.
- 192-012 TA - SAL plan is active. Student is in regular contact with school and working on co-op.
- 192-013 MF - SAL plan is active. Working on co-op and connects with school on regular basis.
- 192-014 JW - SAL plan is active. Student working to complete co-op hours for semester 1.
- 192-015 KB - SAL plan is active. Student is in full day co-op through Youth Job Connection program.
- 192-016 MS – SAL plan is active.
- 192-017 PB – SAL plan is active.
- 192-018 MR – SAL plan is active.
- 192-019 JI – SAL plan is active. Student participating in Youth Job Connection program.
- 192-020 IM – Andrea Jagoe-Lynett to follow up.
- 192-021 CW – Referred to Niagara link late semester 1. Has two options for placement.
- 192-022 KN - SAL plan is active.
- 192-023 ML - SAL plan is active.
- 192-024 MM - SAL plan is active. Student still attends the Youth Job Connection classes.
- 192-025 HL – SAL plan is active.
- 192-026 DH - SAL plan is active.
- 192-027 HS – SAL plan is active. Student is attending Youth Job Connection classes and will have a placement soon.



SPECIAL EDUCATION ADVISORY COMMITTEE (SEAC)

Thursday, December 12, 2019

5:30 p.m.

Grimsby Lincoln Room – Education Centre

MINUTES

Committee Members Present:

Linda Morrice (Chair)
Amy Dunn
Nick Smith
Samantha Sendzik
Shannon Mitchell
Kelly Cimek
Alex Bradnam

Pathstone Mental Health
Autism Ontario - Niagara
Niagara Support Services
Learning Disabilities Association Niagara Region
Trustee, District School Board of Niagara
Community Living Welland Pelham
Trustee, District School Board of Niagara

Administration/Resource:

Wes Hahn
Jodie Kerr
Karen Ferguson
Nikki Train

Superintendent of Special Education
OPC Representative: Elementary
OPC Representative: Secondary
Student Achievement Leader, Special Education

Regrets:

Danielle Reynolds
Mary Maida
Leanne Smith
Shannon MacDonald (Vice Chair)
Brent Beaudoin

Niagara FASD Coalition
Down Syndrome Niagara
Superintendent of Secondary Schools
CNIB Foundation
VOICE for Deaf and Hard of Hearing Children

Recording Secretary:

Jennifer McGugan

QUORUM/CALL TO ORDER

Quorum was established and the Special Education Advisory Committee (SEAC) meeting was called to order at 5:35 p.m. The meeting began with the Acknowledgement of Traditional Territory.

STUDENT VOICE

Special Achievement Leader, Nikki Train introduced a Senator Gibson student, who also participates in the Elementary Gifted Program at the Central French Immersion Public School Site. The student shared how much he enjoys the Gifted Program. He gave details about the unique projects he is currently working on. He plans to study mechanical engineering and chemistry, and he would like to become a Millwright.

APPROVAL OF AGENDA

Chair Morrice requested a motion to approve the Agenda of the December 12, 2019 SEAC meeting.

Moved by Alex Bradnam, Seconded by Nick Smith

"That the Agenda dated December 12, 2019, be approved as presented."

CARRIED

BUSINESS ARISING FROM THE MINUTES

There was no new business arising from the Minutes of the November 14, 2019 SEAC meeting.

SUPERINTENDENT REPORT

Wes Hahn

Superintendent Hahn shared that ETFO is in phase 2 of elementary job action and OSSTF job action currently involves rotating boards withdrawing services. At the DSBN, the Director of Education, Senior Team and Board of Trustees have worked hard to ensure our staff feel supported in the job action climate. Superintendent Hahn stressed that students are always the priority at the DSBN.

Superintendent Hahn described his recent visit to the Children's Autism Program CCTC class run in partnership with Niagara Support Services. He noted that one strategy the DSBN has put into action to support students with ASD is student access to an increased number of ABA facilitators. Also, he shared that the partnership with Niagara Children's Centre preschool to transition special education students into kindergarten is one of the best in the province.

Superintendent Hahn and members of the Special Education Team participated in an After School Social Skills Development Program online seminar with the Ministry of Education and were invited to share DSBN strategies with other school boards in the province.

SPECIAL EDUCATION REPORT

Nikki Train

Student Achievement Leader, Special Education, Nikki Train introduced Darla Perron, ABA Facilitator with the DSBN. Darla spoke to the committee about school and student transitions, as well as ABA strategies used in the DSBN. Nikki highlighted the Special Education Professional Development being offered to DSBN staff over the next week.

Student Achievement Leader, Nikki Train asked the group to **review pg. 28 (Section 8 Transition Planning) and pg. 13-21 (Section 4 Individual Education Plans)** of the DSBN Special Education Plan 2019-20. Samantha Sendzik requested that section addressing transition to post-secondary be included in Section 8 Transition Planning, p28. Amy Dunn recommended that a link to the Ministry Transition Guide be included on pg. 28. Kelly Cimek requested that the Transition information that was presented at this SEAC meeting be incorporated into Section 8 Transition Planning, pg. 28. Also, it was noted that the Ministry references on pg. 28 need to be updated, and the upcoming Niagara Children's Centre and Autism Support changes will need to be incorporated into the Special Education Plan.

TRUSTEE REPORT

Shannon Mitchell

Trustee Shannon Mitchell shared that at the December 3, 2019 Organizational Meeting Chair Sue Barnett was acclaimed to the role along with Vice Chair Dave Schaubel. Trustee Mitchell also reported that Maddy Boychuk, a student at Grimsby Secondary School, was recognized for her design of DSBN's first ever equity and diversity flag. Called "Tree of Change," Maddy sought to embrace all the traits of DSBN in her artwork. Maddy's design will be used to create flags which will be flown across DSBN schools. Trustee Mitchell shared that a naming committee representing all stakeholders selected the top three names for the new secondary school for Beamsville/Grimsby/Smithville area. The top three names were presented to the board with the final name, West Niagara Secondary School, being determined by a board vote. At the board meeting last week, Superintendents highlighted DSBN's work in the areas of health and mental well-being, collaborative instructional leadership, and career and life planning.

ASSOCIATION AND BOARD INFORMATION

Pathstone Mental Health

Linda Morrice

No report.

Learning Disabilities Association Niagara Region**Samantha Sendzik**

A parent and student survey are available from OHRC Right to Read.

https://ontariotbs.ca1.qualtrics.com/jfe/form/SV_4TwifRctQYohRoV?SG=01&fbclid=IwAR2cv0OmETDrfdRGW3s6JTpdeOwIBASAnyad0JOots2TFdURrwBUo2KBnn8 There is a LDANR trivia night on February 22, 2020.

Autism Ontario – Niagara**Amy Dunn**

Kim McAlpine, Service Navigator, is hosting various information sessions for parents that have received their budget. A new 10-week bowling league pilot program starts the end of January for teen group.

VOICE for Deaf and Hard of Hearing Children**Brent Beaudoin**

No report.

Niagara FASD Coalition**Danielle Reynolds**

No report.

Niagara Support Services**Nick Smith**

A vacancy has been declared for the Childrens Autism Program (CAP) CCTC class that closes December 20, 2019.

CNIB**Shannon McDonald**

No report.

OPC Representative: Elementary**Jodie Kerr**

Grade 8's are completing intention sheets. Administrators from elementary and secondary schools are meeting to plan transition activities.

OPC Representative: Secondary**Karen Ferguson**

Course selections for the 2020/21 school year are happening.

CORRESPONDENCE

The Committee received no correspondence.

QUESTIONS AND ANSWERS

There were no questions received.

ADJOURNMENT

Moved by Alex Bradnam, Seconded by Shannon Mitchell.

"That the Special Education Advisory Committee meeting adjourn."

CARRIED

The meeting adjourned at 6:55 p.m.

NEXT MEETING: Thursday, January 16, 2020 at 5:30 p.m. – Grimsby-Lincoln Room



SPECIAL EDUCATION ADVISORY COMMITTEE (SEAC)

Thursday, January 23, 2020

5:30 p.m.

St. Catharines Room – Education Centre

MINUTES

Committee Members Present:

Linda Morrice (Chair)
Shannon MacDonald (Vice Chair)
Kelly Cimek
Amy Dunn
Shannon Mitchell
Doug Newton
Danielle Reynolds
Nick Smith

Pathstone Mental Health
CNIB Foundation
Community Living Welland Pelham
Autism Ontario - Niagara
Trustee, District School Board of Niagara
Trustee, District School Board of Niagara
Niagara FASD Coalition
Niagara Support Services

Administration/Resource:

Leanne Smith
Jodie Kerr
Karen Ferguson
Nikki Train

Superintendent of Secondary Schools
OPC Representative: Elementary
OPC Representative: Secondary
Student Achievement Leader, Special Education

Regrets:

Wes Hahn
Alex Bradnam
Brent Beaudoin
Samantha Sendzik

Superintendent of Special Education
Trustee, District School Board of Niagara
VOICE for Deaf and Hard of Hearing Children
Learning Disabilities Association Niagara Region

Recording Secretary:

Jennifer McGugan

QUORUM/CALL TO ORDER

Quorum was established and the Special Education Advisory Committee (SEAC) meeting was called to order at 5:33 p.m. The meeting began with the Acknowledgement of Traditional Territory.

STUDENT VOICE

Special Education Student Achievement Leader, Nikki Train introduced the grade 9, Sir Winston Churchill student, secondary principal, Ann Gilmore, and the student's family. The student shared with the committee his life story and highlighted all the supports provided to him, as a child with hearing loss. He described how the FM transmitters available to him in school are very helpful. He noted his respect for the teachers and fellow students that are willing use the FM transmitters to support him. He has discovered the many opportunities for learning and extracurricular activities in secondary school. He shared his love of geography and hopes to pursue this in postsecondary school.

APPROVAL OF AGENDA

Chair Morrice requested a motion to approve the Agenda of the January 23, 2020 SEAC meeting.

Moved by Shannon Mitchell, Seconded by Nick Smith

"That the Agenda dated January 23, 2020 be approved as presented."

CARRIED

SUPERINTENDENT REPORT

Wes Hahn

Superintendent Smith updated the committee on Job Action. ETFO announced that Phase 4 Job Action began on Monday, January 20, 2020. Phase 4 does not allow participation in any DSBN or Ministry professional learning. There has been rotating strike action for both elementary and secondary teachers across the province. Elementary teachers at the DSBN participated in a one-day walk out today. Exams begin in DSBN secondary schools tomorrow. Elementary schools will not be issuing Term 1 report cards. Superintendent Smith noted that student marks have been submitted to Administration and teachers are available to discuss student achievement. Secondary schools will be issuing report cards. Secondary teachers will not be completing comments on secondary report cards. They will complete a percentage mark and learning skills. The DSBN is working to maintain relationships and provide effective communication, while keeping the focus on student learning.

Superintendent Smith reminded the committee to enter any feedback they may have for the policies that are open for vetting on the DSBN website. <https://policy.dsbnschools.org/> The policies will close on Friday January 24th at midnight.

SPECIAL EDUCATION REPORT

Nikki Train

Student Achievement Leader, Special Education, Nikki Train reviewed preschool transitions with the committee. She shared that the DSBN is working with community agencies to transition over 200 new students to the DSBN in 2020-21.

Nikki Train noted that the DSBN provided professional development to all Educational Assistants today during the elementary teachers one-day walk out. Educational Assistants learned about habits of mind, FASD, and Mental Health and Well-Being. She also shared that she participated in DSBN interviews for hiring a new Speech and Language Pathologist.

Student Achievement Leader, Nikki Train asked the group to review pg. 43-46, Section 3 Coordination of Services with Other Ministries and Agencies, of the DSBN Special Education Plan 2019-20. Danielle Reynolds noted edits on pages 43-46. Kelly Cimek asked that we ensure there is Indigenous representation throughout the document. A copy of the Special Education Plan can be found on the board's website.

TRUSTEE REPORT

Shannon Mitchell

Trustee Shannon Mitchell noted that there has not been a board meeting since the SEAC meeting in December 2019. She shared that she was at the picket lines with the teachers in Niagara Falls today.

ASSOCIATION AND BOARD INFORMATION**Pathstone Mental Health**

Linda Morrice

Pathstone has two Behaviour Consultants (RECE, RT) who provide transition supports for children who have no developmental concerns (DPS score over 7) but who still struggles with externalizing behaviours and may require additional supports as they transition to school. As second semester/term is upon us, the agency is processing many new referrals for the Day Treatment Program for both Secondary and Elementary.

Community Living

Kelly Cimek

No Report.

Autism Ontario – Niagara**Amy Dunn**

Our Service Navigator Kim McAlpine is still busy hosting various parent information nights on navigating the new OAP and helping families connect to services within the community that they can utilize their Childhood Budgets, as well as other services and support groups available locally. Being offered and co-hosted by GAIN Learning Centre is Safety-Care training for families (Thursdays from 6:00pm - 7:30pm starting January 30th for part 1 and February 27th for part 2), and the Children's Friendship Training program (10 week program aimed at children ages 8-12 teaching skills of making and maintaining social skills/cues). Annual trivia night is on February 29th at Beechwood Golf and Social House in Niagara Falls. Tickets are \$25.00 each or \$200.00 for a team of 8. This Saturday, January 25th 2020, Showtime Comedy on St Paul Street will be hosting their annual Standup for Autism fundraiser. Tickets are \$20.00 in advance and \$30.00 at the door. See all attached documents for more information.

Niagara FASD Coalition**Danielle Reynolds**

No report.

Niagara Support Services**Nick Smith**

A vacancy has been declared for the Childrens Autism Program (CAP) CCTC class. There will be another vacancy coming forward. Working with Community Living to provide presentations. More information to be shared.

CNIB**Shannon McDonald**

March Break camp registration is open for CNIB clients ages 6-17. Now offering PA day camps. No fees involved for the CNIB clients.

OPC Representative: Elementary**Jodie Kerr**

Kindergarten Open Houses are being held January 30, 2020 in DSBN schools. Youth counsellors are offering The Compassion Project, Passport Skills for Life and Bounce Back in classrooms. Student learning is the focus in schools. There are intramurals and clubs running during nutrition and fitness breaks.

OPC Representative: Secondary**Karen Ferguson**

Secondary school exams begin tomorrow. Teachers are working with In School Student Success Teams (ISSST), parents and students.

CORRESPONDENCE

The Committee received a letter from Durham District School Board chair of SEAC to Stephen Lecce, Minister of Education, urging the government to fill the vacancies on the Ministry Advisory Committee on Special Education (MACSE) with six voting members from SEACs in the 6 Ministry of Education's regional areas. The committee will wait on writing a letter of support at this time and discuss further at the next meeting.

QUESTIONS AND ANSWERS

There were no questions received.

ADJOURNMENT

Moved by Shannon McDonald, Seconded by Shannon Mitchell.

"That the Special Education Advisory Committee meeting adjourn."

CARRIED

The meeting adjourned at 6:27 p.m.

NEXT MEETING: Thursday, February 13, 2020 at 5:30 p.m. – Grimsby-Lincoln Room



STUDENT TRUSTEE SENATE COMMITTEE

December 17, 2019
Board Room, Education Centre
MINUTES OF MEETING

Members Present

Student Trustees: Keylee Smith, Welland Centennial Secondary School
Karina Tavernese, Sir Winston Churchill Secondary School
Ness Griffin, Laura Secord Secondary School

Trustees: Nancy Beamer

School Representatives:

Parsa Razeghi, A.N. Myer	Marshall Barker, Sir Winston Churchill
Jessica Zheng, A. N. Myer	Sacha Schimmelpenninck Van Der Oye, Sir Winston Churchill
Samantha Adams, Beamsville	Jacob O'Connor, Stamford
Samantha Pierce, Beamsville	Olivia Sargeson, Stamford
Camryn Furlong, E.L. Crossley	Duaa Abasi, Thorold
Mackenzie Ziegler, Governor Simcoe	Sydney Alexander, Thorold
Ella Kucman, Greater Fort Erie	Donghwui Kim, Welland Centennial
Skye Reid, Laura Secord	Evvi Libby, Welland Centennial
Emma Hric, Port Colborne	Reyana Jayawardena, Westlane
Matteo Panunte, Port Colborne	Salony Sharma, Westlane
Brooke MacIntosh, St. Catharines Collegiate	

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

Administrative Advisors: Ms. Leanne Smith, Superintendent of Secondary Schools
Ms. Janet Cripps, Consultant, Student Success

Recording Secretary: Ms. Susan Sentance, Administrative Assistant

Regrets: Ms. Andrea Jagoe-Lynett, Student Achievement Leader, Student Success
Mrs. Nichola Lee, Administrative Assistant to the Superintendent
Ms. Carla Piovesana, Vice Principal, Eden High School
Priya Shourie, E.L. Crossley
Krish Patel, Eastdale
Piper Jackman, Eastdale
Nikola Minor, Grimsby
Emma Tracey, Grimsby
Trustee Dave Schaubel

Absent: Devon Fiander, DSBN Academy
Justice Wells, DSBN Academy
Aidyn Kasper, Eden
Anastasia Vakoulich, Eden
Grace-Anna Pieltt, Greater Fort Erie
Owen Theriault, Governor Simcoe
Sara Turvani, Laura Secord
Nadia Jassem, St. Catharines Collegiate

Welcome

The meeting opened with the reading of the Indigenous Land Acknowledgment.

Approval of the Agenda:

St. Catharines Collegiate motioned for the agenda to be approved. Welland Centennial seconded the motion.

Motion carried

Report from the Student Trustees:

Keylee introduced Ness Griffin as the newly appointed Indigenous Student Trustee.

Update on OSSTF Strike: Keylee explained that the OSSTF's job action is continuing.

Update on Strategic Plan Meeting: Due to the OSSTF job action, the Strategic Planning meeting that was originally scheduled for December 3, 2019 has been tentatively moved to January 13, 2020. The purpose of the meeting is to gather the voices of the entire DSBN community to help create a vision and plan goals for the Board moving forward into the next five years.

Gift Wrapping with EFN: Keylee and Karina both participated in the Education Foundation of Niagara's gift-wrapping fundraiser at the Pen Centre. They encouraged Senators interested in volunteering to contact them for more information.

IEAC update: Newly appointed Indigenous Student Trustee, Ness Griffin, explained the Indigenous Education Advisory Committee's role in integrating indigenous culture into mainstream curriculum. Recent initiatives include offering a First Nations, Metis and Inuit Studies AQ course to DSBN staff in the Fall of 2019 and hosting a four-part Moccasin Talks Speaker Series with Tanya Talaga, which continues on January 13, 2020 at Scotiabank Centre.

Perfect Attendance Draw: Congratulations to the winners of the perfect attendance draw: Brooke MacIntosh from St. Catharines Collegiate, Grace-Anna Pielt from Greater Fort Erie, and Camryn Furlong from E.L. Crossley.

Report from the DSBN Trustees:

Trustee Beamer shared that at the December 3, 2019 Organizational Meeting Chair Sue Barnett was acclaimed to the role along with Vice-Chair Dave Schaubel.

Meeting Adjournment:

Stamford motioned that the meeting be adjourned. Thorold seconded the motion.

Motion carried

Next Meeting:

Student Trustee Senate Retreat
Wednesday, February 19, 2020
Location Walker Living Campus



MINUTES OF THE FINANCE COMMITTEE MEETING

Wednesday, January 15, 2020
6:00 p.m.

Grimsby-Lincoln Meeting Room
Education Centre

Present:

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

Administration: Stacy Veld, Superintendent of Business Services and Treasurer of the Board
Warren Hoshizaki, Director of Education
John Dickson, Superintendent of Education
JoAnna Roberto, Superintendent of Curriculum and Student Achievement
Nicky Westlake, Controller of Finance

Guests: Alex Bradnam, Trustee
Shannon Mitchell, Trustee

Recording Secretary: Terri Cook, Business Assistant

CALL TO ORDER

Chair Kevin Maves called the meeting to order at 6:00 p.m.

APPROVAL OF THE AGENDA

Following review of the agenda, it was

Moved by: Jonathan Fast
Seconded by: Sue Barnett

“That the agenda be approved as presented.”

CARRIED

DSBN FAMILY LEARNING CENTRES

Superintendent JoAnna Roberto presented the DSBN Family Centres Report. Superintendent Roberto stated that in January 2018, Ontario's child and family programs united under the EarlyON brand and the funding shifted from school boards to the Region. The Region indicated at that time that all EarlyON locations would continue to operate until they had time to review the requirements for Niagara and that funding for existing sites would end in June of 2020.

In May 2019, the Niagara Region Children's Services issued a Negotiated Request for Proposal (NRFP) to all service providers. The DSBN submitted five requests for proposals for the 16 designated zones in the Region. The DSBN received a Notice of Award letter in December 2019 indicating that we were successful in obtaining funding for one site for the 2020-21 school year at Kate S. Durdan Public School. The other designated zones were awarded to various community partners.

Superintendent Roberto outlined a pilot project that would extend the operations of the four remaining centres: Connaught; Lincoln Centennial; Peace Bridge and Plymouth Public Schools and requested that \$80,000 from International Education strategic initiatives be allocated to fund this pilot for the 2020-21 school year.

Moved by: Lora Campbell
Seconded by: Jonathan Fast

“That the DSBN Family Learning Centres report be received, and that \$80,000 from International Education strategic initiatives be allocated to fund the pilot of four centres for the 2020-21 school year.”

CARRIED

INTERNATIONAL EDUCATION 2018-19 FINANCIAL REPORT

Superintendent Stacy Veld presented the International Education Financial Report for the year ended August 31, 2019.

The Board of Trustees approved a recommendation in 2011-12 that 30% of the net surplus would be retained in the International Education Program accounts to fund future business development initiatives, while 70% of the surplus would be available to fund one-time costs associated with DSBN strategic initiatives in the following fiscal year.

The DSBN's Senior Team developed a set of recommendations for the allocation of the surplus funds in the amount of \$276,332 for the consideration of the Finance Committee. The following recommendations were based on the criteria that the initiatives recommended do not represent continuing cost commitments; do not replicate expenditures funded through the Ministry; and will have a long-lasting and board-wide impact on student success.

- 1) \$ 80,000 to support a pilot of four DSBN family learning centres
- 2) \$ 40,000 to fund elementary school signs refresh
- 3) \$ 61,332 to support AODA compliance for elementary playground surfacing
- 4) \$ 65,000 for new playgrounds and outdoor spaces
- 5) \$ 30,000 EFN Scholarships

Moved by: Lora Campbell

Seconded by: Jonathan Fast

“That the Financial Report on International Education 2018-19 be received, and that \$276,332 be allocated to support the 2019-20 recommended initiatives.”

CARRIED

2019-20 INTERIM FINANCIAL REPORT

Superintendent Stacy Veld, with Controller of Finance Nicky Westlake presented the first 2019-20 Interim Financial Report. The first interim financial report is based on the revised estimates submitted to the Ministry. The report provides a comparison of year-to-date actual revenue and expenditures to the prior year, explains key variances from budget, and forms a conclusion as to the projected surplus or deficit for the year.

Consistent with our 2019-20 original budget, the first Interim Financial Report projects to use \$4.2M of accumulated surplus to balance the budget. The increase in GSN revenue is primarily a result of the increase in enrolment and changes from our original budgeted expenditures to include funding to support the implementation of the new enrolment software, increase in transportation expenses, and expenditures related to our prior year surplus underspending carried forward to this fiscal year.

Moved by: Sue Barnett

Seconded by: Jonathan Fast

“That the 2019-20 Interim Financial Report, reflecting updated enrolments for October 31, 2019, and the resulting changes in revenues and expenditures, be received.”

CARRIED

SHORT-TERM FINANCING OF MINISTRY FUNDED CAPITAL PROJECTS

Superintendent Stacy Veld presented the Short-Term Financing of Ministry Funded Capital Projects report, stating that the DSBN has received capital funding from the Ministry of Education totalling \$13,598,490. This amount represents additional School Condition Improvement funding for the 2019-20 fiscal year for various DSBN facilities.

Since the Ministry of Education (MOE) pays these capital grants twice per year, based on actual spending, school boards must finance the project costs until the provincial grants are received. In order to mitigate the financial impact on school boards, the MOE allows the use of short-term borrowing to interim finance the capital projects and covers all related interest costs through the Allocation for Short-Term Interest Grant.

In order to commence capital borrowing under this program, approval of a borrowing resolution by the Board of Trustees is required.

Moved by: Sue Barnett
Seconded by: Jonathan Fast

“That the Capital Projects Borrowing Resolution 2020-01 authorizing the Board to borrow up to \$13,598,490 for the short-term financing of Ministry funded capital projects, pursuant to the provisions of section 243(1) of the Education Act, be approved.”

CARRIED

NEXT MEETING

The next meeting is scheduled for April 15, 2020 at 6:00 p.m.

ADJOURNMENT

Moved by: Sue Barnett
Seconded by: Jonathan Fast

CARRIED

The meeting adjourned at 6:47 p.m.

PROGRAM AND PLANNING COMMITTEE



Wednesday, January 15, 2020
5:30 p.m.
Grimsby Lincoln Room – Education Centre

MINUTES

Present:

Trustee Committee Members: Dave Schaubel (Chair), Shannon Mitchell, Lora Campbell (for Nancy Beamer), Kevin Maves, Jonathan Fast

Trustee Guests: Sue Barnett, Alex Bradnam

Administration: Warren Hoshizaki, Director of Education
JoAnna Roberto, Supt. of Curriculum and Student Achievement
Wes Hahn, Supt. of Special Education
Helen McGregor, Supt. of Curriculum & Student Achievement (9-12)
Marien Reimer Friesen, Superintendent of
Stacy Veld, Superintendent of Business

Recording Secretary: Debra Dinga, Administrative Assistant

Regrets: Nancy Beamer

CALL TO ORDER

Chair, Trustee Schaubel called the meeting of the Program and Planning Committee to order at 5:30 p.m.

APPROVAL OF THE AGENDA

Moved by Trustee Campbell, seconded by Trustee Mitchell

“That the agenda be approved as presented.”

CARRIED

BUSINESS ARISING FROM THE MINUTES

There was no business arising from the minutes.

NEW BUSINESS

Elementary School Boundary Change Report – E.I. McCulley and Carleton Schools

Superintendents Stacy Veld and Marian Reimer Friesen presented the Elementary School Boundary Change Report for E.I. McCulley and Carleton Schools.

Superintendent Veld explained that enrollment and accommodation pressures at E.I. McCulley have resulted in the need for a boundary change to reduce the school's capacity which is currently projected to exceed 120-130% in the next five years. Superintendent Veld also noted that the proposed boundary change does not create misalignment with any secondary schools as these schools are both boundaried to Laura Secord Secondary School.

Superintendent Reimer Friesen noted that these two schools are both K to 8 schools which are in close proximity to each other. A boundary change provides a desirable and natural solution that will have good uptake and produce a decline in population at E.I. McCulley. Carleton School is well situated to receive additional students as they have useable classroom spaces as well as available furniture and supplies for the increased student population. This is a positive step for both schools and a change that families can naturally embrace while allowing us to welcome more new families and appropriately direct kindergarten students toward their new school for September.

Moved by Trustee Mitchell, seconded by Trustee Maves

“That the Board of Trustees approve the elementary boundary changes to transfer Zone A, as shown on Appendix C, from E.I. McCulley P.S. to Carleton P.S. and,

That the approved boundary changes take effect on the day after the Board of Trustees approval and apply to all future students in Zone A, except existing E.I. McCulley P.S. JK to Grade 7 students in Zone A, as described in this report, which are grandfathered from the boundary changes and have the option to attend either school; and,

That the school boundaries be updated accordingly.”

CARRIED

School Screening Association Report

Superintendent Wes Hahn presented an overview of the School Screening Association (SSA) Report. He noted that hearing and vision problems can go undetected affecting overall student achievement. The SSA, a non-profit organization, can provide JK to Gr. 8 students with professional in-school hearing and vision screening clinics which require minimal school administration of the program.

Screening results provide valuable feedback to classroom teachers, administration and parents in order to make student accommodations as well as provide referrals where applicable.

There is no cost for schools and families are asked for a small fee of \$15 to cover the cost of the hearing screening. However, no student is prevented from participating due to lack of funds. Free clinics can also be arranged. It is expected that it will take one full year to work through DSBN schools.

Moved by Trustee Maves, seconded by Trustee Mitchell

“That the School Screening Association Report be approved.”

CARRIED

Research Committee Report

Superintendent JoAnna Roberto presented an overview of the Educational Research Committee's Proposal Report and Summaries from September 11, 2019 and October 15, 2019.

Two proposals were highlighted:

- Niagara Pilot of the Middle Years Development Instrument
– for Gr. 4-7 student participation in all DSBN schools– as proposed by Dr. Amanda Sherman, District School Board of Niagara and Natalie Edgar, Niagara Region Children's Services
- Impact of One-to-One Classroom Technology using the EDWIN Suite on Middle Performance
– for 300 DSBN Gr. 7/8 students as proposed by Dr. Christine Porter, Independent Research Director and Educational Consultant

Moved by Trustee Campbell, seconded by Trustee Maves

"That the Educational Research Committee of September 11, 2019 and October 15, 2019 be received."

CARRIED

OTHER BUSINESS

There was no other business.

NEXT MEETING

The next Program and Planning Committee meeting is scheduled for Tuesday, February 4 at 6:00 p.m. in the Grimsby Lincoln Room at the Education Centre.

ADJOURNMENT

Moved by Trustee Mitchell , seconded by Trustee Campbell

"That the meeting of the Program and Planning Committee adjourn."

CARRIED

The meeting adjourned at 5:57 p.m.



MINUTES OF THE AD HOC GOVERNANCE COMMITTEE

**Director's Meeting Room
Education Centre
7:33 p.m. to 8:11 p.m.**

Tuesday, November 19, 2019

Attendance:

Trustee Committee Members:

Trustee Kate Baggott
Trustee Sue Barnett
Trustee Elizabeth Klassen
Trustee Doug Newton
Trustee Dave Schaubel

Administration/Resource:

Jennifer Feren Board Lawyer

Recording Secretary:

Elizabeth Mellon Legal Assistant to the Board Lawyer

1. CALL TO ORDER/WELCOME

Jennifer Feren called the meeting to order at 7:33 p.m. and welcomed the Trustees to the Ad Hoc Governance Committee meeting.

Quorum was met.

2. SELECTION OF COMMITTEE CHAIR

Trustee Sue Barnett nominated Trustee Dave Schaubel as Chair and this was seconded by Trustee Elizabeth Klassen.

3. APPROVAL OF AGENDA

The November 19, 2019 Agenda was reviewed and approved.

**Moved by Trustee Elizabeth Klassen
Seconded by Trustee Kate Baggott**

“That the Agenda of the Ad Hoc Governance Committee is approved.”

CARRIED

4. DISCUSSION ON MANDATE OF COMMITTEE

At the meeting, Jennifer Feren reviewed a draft mandate of the Committee. She presented a list of governance topics for this Committee’s consideration. Jennifer Feren shared that in addition to the Board’s request to address the addition of the Indigenous Student Trustee, the Legal Department had kept track of some By-Law “housekeeping” issues that Trustees had identified throughout the past year. Additionally, she advised of other “best practice” governance issues based on reflection on past usage of the Board’s By-Laws and Rules of Order. The list of topics compiled prior to the call of this Committee are as follows, and are in no particular order:

- (i) Addition of Indigenous Student Trustee
- (ii) Typo correction
- (iii) Ad Hoc Properties Disposal Committee
- (iv) Clarification of O-8
- (v) Replacement of M-3
- (vi) EFN

Jennifer Feren advised the Committee that past Ad Hoc Governance Committees had chosen to consider only portions of the list of topics at a time to keep discussions focused.

Jennifer Feren also indicated that the past practice of the Ad Hoc Governance Committee had included bringing periodic reports to the Board when the Ad Hoc Governance Committee had reached consensus on a recommendation to amend (or confirm) the Board By-Laws and Rules of Order on the discussed topic. In response to questions, it was confirmed that, as was past practice, only when this Committee makes a recommendation to the Board would the resolution be captured in Committee Minutes to be reported at a Board meeting. The Committee considered same and confirmed the intent to continue with this practice.

Jennifer Feren reminded this Committee that the Board By-Laws required:

- Written notice of any proposed amendment, alternation or addition to be given at a meeting previous to when the amendment is to be considered; and,
- The amendment requires confirmation by two-thirds vote of all the members of the Board.

Following discussion, the Committee recommended the following motion:

Recommended Motion:

Moved by Trustee

Seconded by Trustee

“That the mandate of Ad Hoc Governance Committee shall be to review and to make recommendations to the Board of Trustees for amendments to the Board’s By-Laws and Rules of Order on the following issues:

- (i) Addition of Indigenous Student Trustee
- (ii) Typo Correction

- (iii) **Ad Hoc Properties Disposal Committee**
- (iv) **Clarification of O-8**
- (v) **Replacement of M-3**
- (vi) **EFN”**

CARRIED

5. NEW BUSINESS

This Committee preferred to discuss each of the first six (6) topics prior to reviewing staff's recommended amendments to the Board By-Laws and Rules of Order. The Committee wished to consider one resolution consolidating all of the impacted sections of the Board By-Laws and Rules of Order together related to the first six (6) topics.

The first six (6) topics from this Committee's approved Terms of Reference were discussed as follows:

(i) Addition of Indigenous Student Trustee

Jennifer Feren reviewed the report entitled "Addition of Indigenous Student Trustee". The Board of Trustees passed a resolution on September 24, 2019 to approve the addition of an Indigenous Student Trustee.

As such, staff recommend amending the DSBN By-Laws to codify this resolution.

(ii) Typo Correction

Jennifer Feren reviewed the report entitled "Typo Correction – "N-5" Listed Twice". On June 25, 2018, the Board of Trustees accepted the recommendations of the Ad Hoc Governance Committee and approved amendments to the By-Laws and Rules of Order related to Ad Hoc Committees and Special Committees of the Board of Trustees. Unfortunately, when published, the Amended By-Laws and Rules of Order had a typographical error such that the last two subparagraphs were both identified as "N-5" despite the Board Resolution identifying the last subparagraph as "N-6".

As such, staff recommend a correction to the typographical error to properly identify the last subparagraph as "N-6".

(iii) Ad Hoc Properties Disposal Committee

Jennifer Feren reviewed the report entitled "Ad Hoc Properties Disposal Committee" and explained that the practice of the Board of Trustees has been that the Chair of the Board has sat as an active and voting member of the Ad Hoc Properties Disposal Committee, along with the Chair of the Program and Planning Committee and the Chair of the Finance Committee.

As such, staff recommend that the observed practice of the Board be codified in the By-Laws and Rules of Order.

(iv) Clarification of O-8

Jennifer Feren reviewed the report entitled “Clarification of O-8” and confirmed that the practice of the Board of Trustees includes having the Chair of the Board sit on some Committees of the Board of Trustees as an active and voting member. As such, to clarify and avoid confusion, By-Law O-8 requires distinguishing the occasions where the Chair of the Board is attending a Committee as an ex-officio member of the Committee and the occasions where the Chair of the Board is attending a Committee as an active and voting member of the Board.

As such, staff recommend that the observed practice of the Board to appoint the Board Chair as an active and voting member of some Committees of the Board of Trustees from time to time be codified in the By-Laws and Rules of Order.

(v) Replacement of M-3

Jennifer Feren reviewed the report entitled “Replacement of M-3” and confirmed that the current By-Laws and Rules of Order provided for grounds to meet in private session that did not fully align with the *Education Act*.

As such, staff recommend that the By-Laws and Rules of Order be amended to remove the current M-3 paragraph and replace it with the language that mirrors the language of the *Education Act*.

(vi) EFN

Jennifer Feren reviewed the report entitled “EFN Representation” that confirms that currently the By-Laws and Rules of Order confirm that the Education Foundation of Niagara (EFN) is a separate incorporated charitable organization and not a committee of the Board.

As such, staff recommend that to avoid any actual, potential or perceived conflict of interest between the two (2) corporations that the DSBN consider reducing the number of DSBN Trustees appointed to serve on the EFN Board and consider having any DSBN Trustee serve in a non-voting capacity.

There was a discussion regarding the DSBN appointing up to three (3) Trustees of the Board to sit as non-voting members on the EFN Board with the understanding such service is over and above a Trustee’s obligation for involvement in Board committee work.

There were further discussions in regard to deferring this agenda item to the next meeting of the Ad Hoc Governance Committee.

Recommended Motion:

Moved by Trustee Kate Baggott

Seconded by Trustee Doug Newton

“That the Ad Hoc Governance Committee shall defer report number (vi) concerning EFN to the next meeting of the Ad Hoc Governance Committee; and

That the recommended amendments to the Board By-Laws and Rules of Order that follow in the table below be approved; and,

That the Board Lawyer be directed, in accordance with the Board By-Laws and Rules of Order section Q-2, to deliver Notice of Recommended Motion at the Board Meeting to be held on November 26, 2019 for the consideration this Committee's recommended amendments to the Board By-Laws and Rules of Order that follow in the table below, such that:

- (i) That the recommendations from the Ad Hoc Governance Committee that follow in the table below shall come forward for consideration at the Board meeting scheduled for January 28, 2020; and
- (ii) That such amendments to take effect upon the passing of the recommendations contained herein."

			Ad Hoc Governance Committee Mandate Topic Reference
R-61		The District School Board of Niagara shall have three (3) Student Trustees, one of which shall be an Indigenous Student Trustee. A Student Trustee is not a member of the Board and is not entitled to exercise a binding vote on any matter before the Board or any of its committees.	(i) Addition of Indigenous Student Trustee
N - 56		In contrast, a task force or fact-finding group or an ad hoc committee (that does not meet the definition in N-1) may be established as a working committee under the supervision and chair of administrative staff. Such groups always meet in private unless they agree to meet in public and are not governed by the <i>Education Act</i> or the Board By-Laws.	(ii) Typo Correction
L-6		<p>There shall be the following committees of the Board with each Board member required to sit on two (2) Standing or Statutory Committees.</p> <ul style="list-style-type: none"> • Audit Committee..... 3 Board Members • Policy Advisory Committee..... 5 Board Members • Program and Planning Committee..... 5 Board Members • Finance Committee..... 4 Board Members • Special Education Advisory Committee (SEAC)..... 2 Board Members plus 2 appointed Board Member Alternates (this is a legislated four (4) year term) 	(iii) Ad Hoc Properties Disposal Committee

		<ul style="list-style-type: none"> • Supervised Alternative Learning Committee (SAL)..... 1 Board Member • Parent Involvement Committee..... 2 Board Members • Student Trustee Senate... 2 Board Members plus 2 Student Trustees • Code of Conduct Investigation Committee.. 4 Board Members (Chair, Vice-Chair plus 2 appointed Board Member Alternates (this is a four (4) year term) • Student Discipline Committee..... 3 Board Members (legislated minimum) • Ad Hoc Negotiations Committee..... 2 Board Members for each contract • Ad Hoc Properties Disposal Committee..... 23 Board Members (Chair of Program and Planning Committee, and Chair of Finance Committee, and Chair of the Board, or designate) <p>Other Ad Hoc Committees will be established as required.</p>	
O-8		<p>The Chairperson of the Board shall be an ex-officio member of all committees. As such, Where the Chairperson of the Board is sitting on a committee as ex-officio member, the Chairperson of the Board shall not be counted in arriving at quorum or allowed to vote unless acting as a designated alternate. However, where the Chairperson of the Board has been appointed to a committee of the Board, the Chairperson shall be an active member of the committee and shall be counted in arriving at quorum and shall be allowed to vote.</p>	(iv) Clarification of O-8

M-3	<p>The following matters shall not be raised in a regular open meeting of the Board and in committee may be considered in private session:</p> <ul style="list-style-type: none"> a) Legal matters or any litigation affecting the Board; b) Decisions in respect of negotiations with employees of the Board; c) Purchase, lease or disposal of property; d) Suspensions, expulsions, exclusion of pupils and re-admission of such pupils; e) Indigent pupils; f) Personnel matters involving efficiency, discipline, termination or other retirement of employees, medical reports or examinations, and staff changes; g) Human resources update by the Director; h) The security of the property of the Board; i) The disclosure of intimate, personal or financial information in respect of a member of a Board or committee, an employee or prospective employee of the Board or a pupil or his or her parent or guardian; and j) Other matters agreed upon by the majority of the Board members. <ul style="list-style-type: none"> a) The security of the property of the board; b) The disclosure of intimate, personal or financial information in respect of a member of the board or committee, an employee or prospective employee of the board or a pupil or his or her parent or guardian; c) The acquisition or disposal of a school site; d) Decisions in respect of negotiations with employees of the board; or e) Litigation affecting the board; or f) Where the subject-matter under consideration involves an ongoing investigation under the <i>Ombudsman Act</i> respecting the board. 	(v) Replacement of M-3
-----	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------

6. NEXT MEETING

The next meeting will be held on Tuesday, November 26, 2019 at 5:30 p.m. in the Director's Meeting Room.

7. ADJOURNMENT

**Moved by Trustee Sue Barnett
Seconded by Trustee Kate Baggott**

“That the meeting of the Ad Hoc Governance Committee be now adjourned.”

CARRIED

The meeting of the Ad Hoc Governance Committee adjourned at 8:11 p.m.



MINUTES OF THE AD HOC GOVERNANCE COMMITTEE

**Director's Meeting Room
Education Centre
5:36 p.m. to 5:40 p.m.**

Tuesday, November 26, 2019

Attendance:

Trustee Committee Members:

Trustee Dave Schaubel (Chair)
Trustee Kate Baggott
Trustee Sue Barnett
Trustee Elizabeth Klassen
Trustee Doug Newton

Administration/Resource:

Jennifer Feren Board Lawyer

Trustee/Board Employee Guests:

Trustee Lora Campbell
Trustee Alex Bradnam

Recording Secretary:

Elizabeth Mellon Legal Assistant to the Board Lawyer

1. CALL TO ORDER/WELCOME

Dave Schaubel called the meeting to order at 5:36 p.m. and welcomed the Trustees to the Ad Hoc Governance Committee meeting.

Quorum was met.

2. APPROVAL OF AGENDA

The November 26, 2019 Agenda was reviewed and approved.

**Moved by Trustee Kate Baggott
Seconded by Trustee Sue Barnett**

"That the Agenda of the Ad Hoc Governance Committee is approved."

CARRIED

3. **BUSINESS ARISING FROM THE MINUTES**

At the last meeting of the Ad Hoc Governance Committee, the following item was deferred to this committee meeting:

(vi) EFN

Jennifer Feren reviewed the report entitled “EFN Representation” that confirms that currently the By-Laws and Rules of Order confirm that the Education Foundation of Niagara (EFN) is a separate incorporated charitable organization and not a committee of the Board.

As such, staff recommend that to avoid any actual, potential or perceived conflict of interest between the two (2) corporations that the DSBN consider reducing the number of DSBN Trustees appointed to serve on the EFN Board and consider having any DSBN Trustee serve in a non-voting capacity.

Recommended Motion:

Moved by Trustee Sue Barnett

Seconded by Trustee Elizabeth Klassen

“That the recommended amendments to the Board By-Laws and Rules of Order that follow in the table below be approved; and,

That the Board Lawyer be directed, in accordance with the Board By-Laws and Rules of Order section Q-2, to deliver Notice of Recommended Motion at the Board Meeting to be held on November 26, 2019 for the consideration this Committee’s recommended amendments to the Board By-Laws and Rules of Order that follow in the table below, such that:

- (i) That the recommendations from the Ad Hoc Governance Committee that follow in the table below shall come forward for consideration at the Board meeting scheduled for January 28, 2020; and**
- (ii) That such amendments to take effect upon the passing of the recommendations contained herein.”**

			Ad Hoc Governance Committee Mandate Topic Reference
L-8		The Education Foundation of Niagara (EFN) is a separate incorporated charitable organization and not a committee of the Board. Four (4) Trustees will be asked to serve as Directors on the EFN Board of Directors The DSBN will appoint up to three (3) Trustees of the Board to sit as a non-voting member of the EFN Board with the understanding such service is over and above a Trustee’s obligation for involvement in Board committee work.	(vi) EFN Representation

4. **NEXT MEETING**

At the call of the chair.

5. **ADJOURNMENT**

Moved by Trustee Kate Baggott

Seconded by Trustee Elizabeth Klassen

“That the meeting of the Ad Hoc Governance Committee be now adjourned.”

CARRIED

The meeting of the Ad Hoc Governance Committee adjourned at 5:40 p.m.

DISTRICT SCHOOL BOARD OF NIAGARA
CODE OF CONDUCT INVESTIGATION COMMITTEE
FINDINGS OF FACT
RE: FORMAL INVESTIGATION

Code of Conduct Complaint No. 2019-006 (Klassen re: Baggott)

Summary of Allegation

- A parent of a student attending a school in the Grimsby, Lincoln and Beamsville area sent a group email to all Trustees and several DSBN employees, including the Principal, Vice Principal, Superintendent and Director
- Trustee Klassen is the Trustee for this school and had been communicating with this parent extensively
- Trustee Klassen has complained that Trustee Baggott became involved in the parent's complaint despite knowing that the issue related to a school for which Trustee Baggott was not the assigned Trustee
- Trustee Klassen has complained that:
 - Trustee Baggott did not respect Trustee Klassen's role as the assigned Trustee for the school; and,
 - Trustee Baggott did not understand her own role and duty to bringing the matter to the attention of the board by referring the parent to Trustee Klassen (the assigned Trustee for the school) and/or the Area Superintendent or Director of Education (pursuant to the "Parent and/or Community Concerns Guidelines for Trustees")

Process & Timeline:

- Date of Alleged Breach: **May 22, 2019**
- Date COCI Committee Advised of the Alleged Breach: **June 6, 2019**
- Allegation that the following sections of the Board's Code of Conduct were breached:

15. Shall respect and understand the roles and duties of the individual Trustees, Board of Trustees, the Director of Education and the Chair of the Board.

20. All Trustees of the Board shall endeavor to work with other Trustees of the Board and staff of the Board in a spirit of respect, openness, courtesy and co-operation.

- Reporting Trustee was interviewed on: **June 19, 2019 & July 17, 2019**
- Witnesses of the Reporting Trustee were interviewed on: **Written questions were submitted July 18, 2019 and responses received the week of August 12, 2019**
- Written Breach of Code of Conduct Notification & Summary of Allegations was given to the Trustee who is subject of the Complaint on: **October 2, 2019**
- Trustee who is subject of the Complaint provided a written statement on: **October 11, 2019**
- Trustee who is subject of the Complaint was interviewed on: **December 2, 2019**
- Witnesses of the Trustee who is subject of the Complaint were interviewed on: **The Trustee who is subject of the complaint offered the subject parent as a witness. The COCI Committee was asked to make findings of fact about sections 15 and 20 of the Code of Conduct, as above noted. That said, the COCI Committee reviewed**

the communication exchanged between the parent and the Trustees as provided by the Trustees and the communication speaks for itself. The Trustee who is subject of the Complaint was asked to submit any further communication relevant and did not provide anything further citing privacy concerns and did not provide explanation as to whether she had sought consent for the release to the COCI Committee of any relevant communication

- Code of Conduct Committee meeting dates: **June 19, 2019, July 17, 2019, August 29, 2019, October 25, 2019, November 7, 2019, November 29, 2019, December 2, 2019, December 18, 2019, January 16, 2020**

Findings of Fact:

- a) On May 3, 2019, the subject parent sent an email to all Trustees, the School Principal, Vice Principal, Superintendent and the Director about an issue relating to his child and the imposition of progressive discipline by the school administrator and his concern regarding his interactions with DSNB staff and the subject parent's dissatisfaction with the response to date.
- b) The subject parent is a parent of a student at a school in the Grimsby, Lincoln and Beamsville area.
- c) The DSNB practice includes assigning schools to Trustees and based on this practice, the school in question is part of Trustee Klassen's school portfolio and not Trustee Baggott's.
- d) Trustee Klassen as Trustee for Grimsby, Town of Lincoln and Beamsville had been in communications with the subject parent over the course of the school year and with regard to the specific issue the subject parent raised to all Trustees in an email on May 3, 2019.
- e) On May 4, 2019, Director Hoshizaki communicated to all Trustees that Trustee Klassen has been involved and if any Trustee would like more information, they were to call the Director.
- f) The issue raised by the subject parent (imposition of progressive discipline by the school administrator) is an operational issue.
- g) Trustee Baggott asserted that the subject parent also raised a human rights issue to her during the time of her communication with the subject parent in May 2019. However, the subject parent did not raise the issue in any correspondence given to the COCI Committee nor did Trustee Baggott provide any correspondence in this regard, citing privacy concerns. Trustee Baggott did not provide explanation as to whether she had sought consent for the release of any relevant communication. Trustee Baggott also did not raise any human rights issue to the School Superintendent or the Director at the time she says it was raised by the subject parent.
- h) Contrary to the Director's May 4, 2019 communication to all Trustees:
 - a. On May 7, 2019, Trustee Baggott emailed the subject parent and advised that she was looking into his issue and offered some information she had researched about progressive discipline and confirmed that she was continuing to look into the matter of the progressive discipline.
 - b. On May 9, 2019, Trustee Baggott emailed the subject parent a second time and confirmed that Trustee Klassen was the area Trustee and that Chair Barnett was the Chair and confirmed her appreciation to the subject parent and that the issue he raised informed her and influences her consideration of the culture of the board and her decision-making processes moving forward in a global way.
 - c. On May 10, 2019, Trustee Baggott emailed the subject parent a third time and directed him to contact the board lawyer.

- i) In her written response to the Written Breach of Code of Conduct Notification & Summary of Allegations, Trustee Baggott did not dispute the allegations that she was in contact with the subject parent who's child attended a school that was not one of her assigned schools but instead attended a school that was one of Trustee Klassen's assigned schools. In her written response, Trustee Baggott justified her contact by referencing her *Education Act* duties to bring parent concerns to the Board and maintain focus on student achievement and well-being.
- j) In the Trustee Baggott's interview on December 2, 2019, she confirmed that she had not reached out to Trustee Klassen to ask her about the situation or to offer assistance to her after receiving the subject parent's emails. It is Trustee Baggott's position that it would have been inappropriate to initiate contact with Trustee Klassen at that time due to issues that pre-date this complaint.
- k) Further, Trustee Baggott also confirmed that she did not reach out to the School Superintendent or the Director of Education to ask them any questions about the context of the situation or how she might be able to assist this parent because she indicated that her contact was prior to the Director requesting all communication be directed to him, (which is not supported by the dates on the emails). Instead, Trustee Baggott referred to the responsibility of Trustees to monitor the performance of the Director under the *Education Act*.
- l) Further, Trustee Baggott acknowledged receipt of the "Parent and/or Community Concerns Guidelines for Trustees") but advised that the parent had worked through the four steps.
- m) In her written response and in her interview on December 2, 2019 Trustee Baggott presented her belief that she had a duty under the *Education Act* to become involved related to the duty to:
 - a. "bring concerns of parents ... to the attention of the board" but confirmed that she did not bring the issue to the attention of the board but instead it was included in her global response to the director's performance appraisal as she indicated it was the only opportunity to make the disclosure; and
 - b. "maintain focus on student achievement and well-being" but when asked how her involvement met this responsibility, she advised that her involvement accelerated a meeting with the Director and Superintendent without providing any supporting evidence of this fact and that it is her view that raising the issue of human rights is paramount to protecting their well-being.
- n) Trustee Baggott raised that there is no policy confirming that Trustees must limit their involvement to their assigned schools.
- o) The witnesses of the Reporting Trustee did not note any further escalation in the subject parent.
- p) Trustee Klassen did not raise her concerns directly with Trustee Baggott.

Summary

- a) The COCI Committee did not interview the subject parent but requested Trustee Baggott to submit any further relevant communication. Trustee Baggott did not provide anything further citing privacy concerns and did not provide explanation as to whether she had sought consent for the release to the COCI Committee of any relevant communication.
- b) It is alleged that Trustee Baggott did not respect or understand her role as Trustee and/or the role of the school Trustee (Trustee Klassen) or the role of the Director of Education in addressing an operational issue.

- c) It is alleged that Trustee Baggott's communications to the subject parent evidences a lack of respect, openness, courtesy and co-operation relative to working with other Trustees of the Board and staff of the Board.

Respectfully submitted,

Sue Barnett
Chair, Code of Conduct Investigation Committee and Board

Date: January 28, 2020

For further information, please contact Sue Barnett, Chair

February

2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5 5:30 pm PIC	6	7	8
9	10	11 5:30 pm Policy	12	13 5:30 pm SEAC	14	15
16	17 Family Day	18	19 9 am – Student Trustee Senate Retreat 1 pm - SAL	20	21	22
23	24	25 6:15 pm COW Meeting 7pm Regular Board Meeting	26	27	28	29