



**REGULAR MEETING OF THE BOARD  
AGENDA**

**DATE:** Tuesday, April 23, 2013  
**LOCATION:** Corporate Office, Lindsay  
**TIME:** 6:30 p.m.

- 1 **CALL TO ORDER**
- 2 **NATIONAL ANTHEM**
- 3 **DECLARATION OF POSSIBLE CONFLICT OF INTEREST**
- 4 **DELEGATIONS/PRESENTATIONS**
  - 4.1 Mental Health Update S. Woon
- 5 **APPROVAL OF THE AGENDA/ADDITIONS**
- 6 **ACTION ITEMS:**
  - 6.1 Approval: Board Minutes dated March 26, 2013 (pgs.3 5)
  - 6.2 Adoption: Committee of the Whole minutes dated April 9, 2013 (pgs.6 8)
  - 6.3 Recommendations from April 9, 2013 L. Clodd (pg.9)
  - 6.4 Recommendations from In Camera L. Hope
  - 6.5 ADMINISTRATIVE REPORTS:
  - 6.6 TRUSTEE REPORTS:
    - 6.6.a SEAC Minutes dated March 5, 2013 J. Byrne (pgs.10 12)
- 7 **INFORMATION ITEMS (VERBAL)**
  - 7.1 ADMINISTRATIVE REPORTS: (verbal)
    - 7.1.a Administrative Update L. Hope
    - 7.1.b System Update C. Shedden

7.2 TRUSTEE REPORTS (verbal):

- 7.2.a Staff Recognition
- 7.2.b Character Development Committee Meeting Report
- 7.2.c Student Trustee Report
- 7.2.d OPSBA Report

B. Reain  
J. Byrne  
H. Ready  
T. Armstrong

8 CORRESPONDENCE

9 PUBLIC QUESTIONS AND COMMENTS

10 NEXT MEETING

DATE: Tuesday, May 14, 2013  
LOCATION: McMurray Room BMLSS  
VIDEO CONFERENCE: VC Room – Archie Stouffer Conference Centre  
Board Room – Lindsay Corporate Office  
TIME: 6:30 p.m.

11 ADJOURNMENT



**Trillium Lakelands District School Board  
Regular Meeting of the Board  
Public Session**

**Date:** Tuesday, March 26, 2013  
**Location:** Lindsay Corporate Office  
**Time:** 6:30 p.m.

**Present:** D. Alton, T. Armstrong, G. Brohman, J. Byrne, L. Clodd, J. Hayes, B. Reain, K. Round, J. Saunders, H. Ready

**Administration:** L. Dow, A. Gillespie, L. Hope, B. Kaye, E. Manners, D. Scates, C. Shedden, S. Woon

**1. CALL TO ORDER**

The meeting was called to order at 6:40 p.m.

**2. DECLARATION OF POSSIBLE CONFLICT OF INTEREST**

No conflicts were declared.

**3. DELEGATIONS/PRESENTATIONS**

**3.1. Principal Learning Teams**

Andrea Gillespie, Superintendent of Elementary School Improvement and Elementary Operations presented the Principal Learning Teams. "Primary reading and junior math are areas of focus for us this year. We have done some specific things including encouraging and inviting principals to join a Principal Learning Team based on their area of need." Mary Lou Lefler, Principal at Bracebridge PS; Kim Olsson, Principal at Spruce Glen PS; Peggy Barrette, Principal at Glen Orchard PS; Caroline Pattison, Principal at Gravenhurst Public School; Ken Waddell, Principal at VK Greer Public School; and Marianne Auger, curriculum consultant presented the results of their experience working together, challenging each other, and celebrating successes in each of their individual schools with teachers and students.

**4. APPROVAL OF THE AGENDA/ADDITIONS**

Additions: 6.2.e. – School Update – J. Byrne  
6.2.f. – School Council Update – J. Hayes

13 03 J. Byrne / T. Armstrong  
THAT THE AGENDA BE APPROVED AS AMENDED.  
Carried.

**5. ACTION ITEMS**

**5.1. Approval: Board Minutes dated February 26, 2013**

13 03 J. Byrne / J. Hayes  
THAT THE MINUTES OF THE BOARD MEETING DATED FEBRUARY 26, 2013 BE APPROVED.  
Carried.

Date: Tuesday, March 26, 2013  
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**5.2. Recommendations from In Camera**

13 03

J. Hayes / T. Armstrong

THAT THE HUMAN RESOURCES STAFFING REPORT DATED MARCH 26, 2013 BE APPROVED.  
Carried.

13 03

J. Saunders / J. Hayes

THAT THE SURPLUS PROPERTY REPORT BE APPROVED.  
Carried.

**5.3. Administrative Reports**

**5.3.a. Revised Surplus Management Plan**

Director of Education, Hope, provided trustees with the Revised Surplus Management Plan for 2013 2016.

13 03

J. Hayes / T. Armstrong

THAT THE 2013 2016 REVISED SURPLUS MANAGEMENT PLAN BE APPROVED.  
Carried.

**5.4. Trustee Reports**

**5.4.a. SEAC Minutes dated February 5, 2013**

Trustee Byrne provided trustees with the SEAC Minutes dated February 5, 2013. Trustee Byrne requested that the letter SEAC drafted to the Ministry of Education regarding special education courses be forwarded to trustees.

THE SEAC MINUTES DATED FEBRUARY 5, 2013 WERE RECEIVED FOR INFORMATION.

**6. INFORMATION ITEMS (VERBAL)**

**6.1 Administrative Reports (verbal)**

**6.1.a Administrative Update**

Director of Education Hope updated Trustees on the following:

- Me to We mid year report indicated that several local schools are involved in the We Act program
- Math Camp registration opened today and the response is very enthusiastic. We expect Math Camp to be well attended in August
- Recent Elementary and Secondary PD events are being well attended
- TLDSB is receiving input on the naming of the three meeting rooms at the new Muskoka Education Centre

**6.1.b System Update**

Director's Office Manager Shedden updated trustees on recent events that have occurred and are upcoming in the Board.

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## 6.2 Trustee Reports (verbal)

### 6.2.a Equity and Inclusive Education Committee Report

Trustee Clodd updated trustees on the Equity and Inclusive Education Committee meeting held on March 6, 2013.

### 6.2.b Aboriginal Education Committee Report

Trustee Clodd updated trustees on the Aboriginal Education Committee meeting held on March 25, 2013.

### 6.2.c Student Trustee Report

Student Trustee Ready provided an update about the Group of 7 and the upcoming G7 Student Leadership Conference being planned for April 26th.

### 6.2.d OPSBA Report

Trustee Armstrong and Trustee Clod updated trustees about the OPSBA conference.

### 6.2.e School Update

Trustee Byrne updated trustee on his school visits.

### 6.2.f School Council Update

Trustee Hayes updated trustees on her school visits.

## 7. CORRESPONDENCE

## 8. MOTION TO ADJOURN

13 03

T. Armstrong / J. Byrne

THAT THE BOARD DO NOW ADJOURN AT 7:50 P.M.

Carried.

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Karen Round, Chairperson of the Board

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Larry Hope, Director of Education

Lisa Dow, Recording Secretary

H. Ready

**Regrets:** L. Clodd

**Administration:** B. Barrett, L. Hope, B. Kaye, E. Manners, D. Scates, C. Shedden, S. Woon

**1. CALL TO ORDER**

The meeting was called to order at 7:12 p.m.

**2. DECLARATION OF POSSIBLE CONFLICT OF INTEREST**

None were declared.

**3. DELEGATIONS/PRESENTATIONS**

Superintendent of Business Kaye introduced TLDSB Financial Analyst, Nicole Britton who is attending the meeting to present some of the policies and procedures to trustees as part of her Supervisory Officer's course requirements.

**4. APPROVAL OF THE AGENDA/ADDITIONS**

Additions 6.2.c OPSBA Report on Technology Survey – G. Brohman

K. Round / J. Byrne

THAT THE AGENDA BE APPROVED AS AMENDED.

Carried.

**5. ACTION ITEMS**

**5.1. Administrative Reports**

**5.1.a. BD 3500 – Reimbursement of Expenses Policy**

Financial Analyst Britton and Superintendent of Business Kaye presented to trustees the revised Reimbursement of Expenses Policy BD 3500.

K. Round /B. Reain

THAT THE REVISED REIMBURSEMENT OF EXPENSES POLICY BD 3500 BE APPROVED.

Carried.

Date: Tuesday, April 9, 2013  
Location: HCEC – Video Conference Room  
Time: 6:30 p.m.

COMMITTEE OF THE WHOLE MEETING  
Public Session

**5.1.b. BD 3501 – Reimbursement of Expenses Procedure**

Financial Analyst Britton and Superintendent of Business Kaye presented to trustees the revised Reimbursement of Expenses Procedure BD 3501.

THE REIMBURSEMENT OF EXPENSES PROCEDURE BD 3501 WAS RECEIVED FOR INFORMATION.

**5.1.c. BD 2002 – Trustee Reimbursement of Expenses Procedure**

Superintendent of Business Kaye presented to trustees the revised Trustee Reimbursement of Expenses Procedure BD 2002.

THE TRUSTEE REIMBURSEMENT OF EXPENSES PROCEDURE BD 2002 WAS RECEIVED FOR INFORMATION.

**5.1.d. BU 3000 – Travel Rate Policy**

Superintendent of Business, Kaye presented to trustees the Travel Rate Policy BU 3000.

K. Round / J. Byrne

THAT THE BOARD RETAIN THE TRAVEL RATE FOR REIMBURSEMENT OF STAFF FOR USE OF A PERSONAL VEHICLE ON BOARD BUSINESS AT 45 CENTS/KM EFFECTIVE MAY 1, 2013.

Carried.

**5.1.e. OP 6020 Code of Conduct Policy**

Superintendent of Secondary School Improvement and Student Success, Barrett presented to trustees the revised Code of Conduct Policy OP 6020.

J. Saunders / B. Reain

THAT THE CODE OF CONDUCT POLICY OP 6020 BE APPROVED.

Carried.

**5.1.f. OP 6021 Code of Conduct Procedure**

Superintendent of Secondary School Improvement and Student Success, Barrett presented to trustees the revised Code of Conduct Procedure OP 6021.

THE CODE OF CONDUCT PROCEDURE – OP 6021 WAS RECEIVED FOR INFORMATION.

**5.1.g. Treasurer's Report**

Superintendent of Business, Kaye presented to trustees the Treasurer's Report as of February 28th, 2013.

THE TREASURER'S REPORT WAS RECEIVED FOR INFORMATION.

**5.2. Trustee Reports**

**6. INFORMATION ITEMS (VERBAL)**

**6.1. Administrative Reports (verbal)**

**6.1.a. Administrative Update**

Director Hope updated trustees on the following:

- Attended Accelerate Muskoka – an event for community leaders held at the Summit Centre in Huntsville

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Location: HCEC – Video Conference Room  
Time: 6:30 p.m.

COMMITTEE OF THE WHOLE MEETING  
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- Had the chance to hear Bill Belsey speak to parents in Muskoka. He was pleased to see how well versed our students and parents are in cyber bullying issues
- Lots of support from all staff for ongoing professional development – we are encouraged by what we are seeing
- A leadership symposium coming up in April leadership development funding has been provided by the ministry to offer leadership development to new leaders in the system. 28 educators have been invited to spend time with the senior administrative team.
- A posting for principal and vice principal positions has recently been shared with staff

#### **6.1.b. System Update**

Director's Office Manager Shedden updated trustees on recent events that are upcoming in the Board.

### **6.2. Trustee Reports (verbal)**

#### **6.2.a. Student Trustee Report**

Student Trustee Ready reported on the G7 Student Senate upcoming Super 7 planned for April 26, 2013.

#### **6.2.b. OPSBA Report**

Trustee Armstrong shared the latest OPSBA news with trustees.

#### **6.2.c. OPSBA Report on Technology Survey**

Trustee Brohman provided information about the recent document produced by OPSBA *Vision for Learning and Teaching in a Digital Age* and encouraged trustees to complete the survey as requested from OPSBA.

## **7. CORRESPONDENCE**

7.1. Trustee Byrnes provided an update on a recent letter sent to the Ministry of Education from the TLDSB Special Education Advisory Committee.

## **8. QUESTIONS AND COMMENTS**

## **9. MOTION TO ADJOURN**

K. Round / B. Reain

THAT THE BOARD DO NOW ADJOURN AT 8:20 p.m.

Carried.

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Louise Clodd, Vice Chairperson of the Board

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Larry Hope, Director of Education

Catherine Shedden, Recording Secretary



## TRILLIUM LAKELANDS DISTRICT SCHOOL BOARD

RECOMMENDATIONS FROM COMMITTEE OF THE WHOLE

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**DATE:** April 16, 2013  
**TO:** Trustees  
**ORIGIN:** April 9, 2013 – Committee of the Whole Meeting  
**REFERENCE:** April 23, 2013 – Regular Meeting of the Board

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L. Clodd /

THAT THE REVISED REIMBURSEMENT OF EXPENSES POLICY BD 3500 BE APPROVED.

L. Clodd /

THAT THE BOARD RETAIN THE TRAVEL RATE FOR REIMBURSEMENT OF STAFF FOR USE OF A PERSONAL VEHICLE ON BOARD BUSINESS AT 45 CENTS/KM EFFECTIVE MAY 1, 2013.

L. Clodd /

THAT THE CODE OF CONDUCT POLICY OP 6020 BE APPROVED.

## TRILLIUM LAKELANDS DISTRICT SCHOOL BOARD

ADMINISTRATIVE REPORT

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**DATE:** April 2, 2013  
**TO:** Trustees  
**SUBJECT:** SEAC Minutes dated March 5, 2013  
**ORIGIN:** John Byrne, Trustee  
**REFERENCE:** Regular Board Meeting – April 23, 2013

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**PURPOSE:** To provide the Board with the SEAC Minutes.

**CONTEXT:** The attached minutes provide information on the latest SEAC activity.

**CONTENT:** The SEAC Minutes attached includes information on:

- Staff Updates
- Early Reading Intervention

**TRILLIUM LAKELANDS DISTRICT SCHOOL BOARD  
SPECIAL EDUCATION ADVISORY COMMITTEE  
Minutes**

Date: Tuesday, March 5, 2013  
Time: 5pm  
Location: Video Conference

Members Present: A. Armstrong, A. Brown, J. Byrne, D. Callan, L. Clodd (Trustee Alternate), L. Kuzmyk, P. Stephenson  
Regrets: J. Balfour, M. Johnstone, K. Langston, B. Reain, P. Smith  
Staff Present: J. Andreasen, J. Johnston, S. Woon, S. McKinley (Consultant)

**1. Approval of Agenda**

Moved by J. Byrne, seconded by A. Armstrong  
That the agenda be approved as amended  
Carried.

**2. Approval of Minutes of Tuesday, February 5, 2013**

Moved by L. Clodd, seconded by A. Armstrong  
That the minutes from the February 5, 2013 SEAC meeting be approved as presented  
Carried.

**3. Staff Update**

Superintendent Shelley Woon provided the following updates to SEAC regarding Board, staff and department initiatives:

- The Issues in Special Education Advisory Meeting occurred on February 6, 2013. There was a good turnout of teachers, Educational Assistants, ECEs and Administration. The meeting provides opportunity for people to give input on special education programs and services in the system. One of the key areas of discussion focused on the assessment process and the potential of undertaking a continuous intake system for assessments. The other main focus was discussing the role of the consultant.
- A small group is establishing a risk and threat assessment protocol in partnership with local Children's Mental Health agencies, Police and CAS.
- TLDSB is working with community partners to plan a conference from April 29-May 3 called "*Doing Better Together for Children and Youth Mental Health.*" The conference will include training on a mental health assessment tool and on collaborative problem solving. Numerous workshops will also be offered.
- TLDSB is working with community partners on exploring pathways for youth who present with significant risk. Goals include trying to establish common pathways for access to services, shared consent, sharing of information and ongoing support.

Coordinator of Specialized Services Jennifer Johnston provided the following updates to SEAC regarding initiatives occurring in the system:

- TLDSB is working on transition planning in relation to PPM 156: Supporting Transition Planning for Students with Special Needs. PPM 156 requires that every student with an IEP will have a transition plan. PPM 156 will come into effect as of September 2014. The new IEP database is already built to support this requirement.

**4. *Early Reading Intervention*** (*Special Education Consultant Shannon McKinley*)  
Special Education Consultant Shannon McKinley shared information with SEAC about Early Reading Intervention in TLDSB.

**5. *Association and Community News***

Leslie Kuzmyk from the Tourette Foundation Muskoka Chapter reported that the Annual Trek for Tourette, is Sunday March 24, 2013, at 2pm in Bracebridge (and across Canada).

**6. *Items for Discussion***

**7. *Correspondence***

- Letter from the Ontario Brain Injury Association re: Impact Report 2012
  - No response required
- cc UGDSB to MOE re: Support for other Boards
  - No response required
- cc KPRDSB to MOE re: mandatory Special Education Courses
  - No response required

**8. *Future Business***

- Special Education Plan
- Mental Health Update (May)

**9. *Next Meeting***

Tuesday, April 2, 2013, 5pm  
Videoconference

**10. *Adjournment***

Moved by L. Kuzmyk, Seconded by A. Armstrong  
That the meeting be adjourned  
Carried.