



## Inaugural Board Meeting

Monday, December 12, 2016

Board Room, Education Centre

# AGENDA

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- A – 1      **Opening**
- (a)      Roll Call (**6:30 pm**)
  - (b)      In Camera Session
    - (i)      Personnel Matters
    - (ii)     Legal Matters
  - (c)      Welcome to Open Session (**7:15 p.m.**)
  - (d)      Memorials
  - (e)      Chair's Inaugural Address
  - (f)      Reading of Trustee Code of Ethics
  - (g)      Declaration of Conflict of Interest
  - (h)      Agenda Additions/Deletions/Approval
  - (i)      In Camera Report
  - (j)      Presentations
  - (k)      Delegations
- B – 1      **Approval of Minutes**
- \* (a)      November 28, 2016 (Regular Board)
  - \* (b)      December 5, 2016 (Nomination)
  - \* (c)      December 5, 2016 (Organizational)
- C – 1      **Business Arising from Minutes and/or Previous Meetings**
- \* (a)
- D – 1      **Director's Report**
- (a)      Draft Director's Annual Report - 2015–16
- E – 1      **Student Trustee Report**
- F – 1      **Committee Report**
- \* (a)      Striking Committee Report      D. Dean
- G – 1      **New Business**
- \* (a)      Audit Committee Minutes - December 6, 2016      R. Collver
  - \* (b)      Audit Committee Annual Report      R. Collver
  - \* (c)      Consolidated Financial Statements - August 31, 2016      J. Gunn
  - \* (d)      Signing Officers      J. Gunn
  - \* (e)      Borrowing Authority      J. Gunn
  - \* (f)      Review of Bylaws Not on Board's Regular Review      J. Gunn
  - Schedule [from October 5, 2009]
  - \* (h)      Revised Budget Estimates      J. Gunn
  - \* (i)      Technology Infrastructure Review      D. Abbey
  - \* (j)      School Consolidation Capital Funding Submission      J. Gunn

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### H – 1 Other Business

- \* (a) Summary of Accounts - November 2016 J. Gunn
- \* (b) Joint Occupational Health and Safety Committee Minutes – November 17, 2016 J. Gunn
- \* (c) OPSBA Report C.A. Sloat

### I – 1 Correspondence

- \* (a) Toronto District School Board

### J – 1 Adjournment

#### Future Meetings (held at the Education Centre unless noted otherwise)

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Native Advisory Committee	December 13, 2016, 12:00 p.m.	Hagersville Secondary School/NewStart/NATIONS
Compensatory Education Steering Committee	December 15, 2016, 1:30 p.m.	Dogwood Room Norfolk SSC
Special Education Advisory Committee	January 12, 2017, 6:30 p.m.	Board Room
Grand Erie Parent Involvement Committee	January 19, 2017, 6:30 p.m.	Dogwood Room Norfolk SSC
Committee of the Whole	January 16, 2017, 7:15 p.m.	Board Room
School Year Calendar Committee	January 17, 2017, 4:00 p.m.	Pine Tree Room Joseph Brant Learning Centre
Regular Board Meeting	January 30, 2017, 7:15 p.m.	Board Room

## Trustee Code of Ethics

1. **Integrity:**

I will ensure that students are considered first as the basis for decision-making

2. **Respect:**

I will express my individual opinions on issues under consideration by the Board. When expressing individual views, I will respect the differing points of view of colleagues, staff, students and the public.

3. **Responsibility:**

I will base my actions on unimpeachable conduct, acting at all times with utmost good faith in accordance with my fiduciary duty.

4. **Relationships:**

I will play a lead role in promoting partnerships with the community to enhance programs and services for students.



**Regular Board Meeting**  
November 28, 2016  
Education Centre, Board Room

## MINUTES

**Present:** B. Doyle, Board Vice-Chair, G. Anderson, R. Collver, D. Dean, A. Felsky, J. Harris, J. Richardson, K. Sandy, C.A. Sloat, D. Sowers

**Administration:** Director - B. Blancher; Superintendents – D. Abbey, W. Baker, L. De Vos, J. Gunn, D. Martins, Sincerbox, L. Thompson; Recording Secretary - D. Fletcher

**Regrets:**

**Trustees:** T. Waldschmidt, E. Marr (Student Trustee), B. Newman (Student Trustee)

**Administration:** Nil.

### A – 1 Opening

#### (a) Roll Call

The meeting was called to order by Chair, D. Dean at 6:30 p.m. for the purposes of conducting the In Camera Session.

#### (b) Declaration of Conflict of Interest

Nil.

#### (c) In Camera Session

Moved by: G. Anderson

Seconded by: D. Sowers

THAT the Board move into In Camera Session to discuss personnel and legal matters at 6:30 p.m.

**Carried**

#### (d) Welcome to Open Session

The Public Session meeting was called to order by Vice-Chair, B. Doyle at 7:17 p.m.

#### (e) Memorial – Scott Johnson, Grand Erie Learning Alternatives

The memorial statement was read by A. Felsky. The Board of Trustees and Senior Administration took a moment of silence to honour Scott.



(f) **Agenda Additions/Deletions/Approval**

Moved by: J. Richardson  
Seconded by: C.A. Sloat  
THAT the Agenda be approved as printed.  
**Carried**

(g) **In Camera Report**  
Nil.

(i) **Presentations – Student Recognition Awards**

The recognition program is Grand Erie District School Board's way to honour and celebrate students who have accomplished excellence in the areas of academics, athletics, and the arts, as well as excellence in the community. All recipients receive a certificate signed by B. Blancher and D. Dean, Chair of the Board. Trustee Felsky and Director Blancher presented the certificates to those recipients present.

Olivia Soden from James Hiller School ran in the Brantford Classic Run on April 24, 2016 and raised over \$2100 with her family. Last year, when Olivia was in grade one, she represented her school well when participating in this run by showing cooperation, humility, inclusiveness and responsibility. Olivia's brother benefits from the Rotary resources and Olivia and her family wanted to show their appreciation for the organization by fundraising for the Brantford Classic Run.

Daunte Henriques from Delhi District Secondary School is a grade ten student who did exceedingly well in the school track and field season. At OFSSA, he took the silver medal in the 200m race and the bronze in the 100m race. At the Legion's National Championships this summer, Daunte took the silver in the midget 200m and gold in the midget 300m. He demonstrated perseverance and responsibility and has shown true Raider spirit in his sport.

William Lander from Paris District High School when in grade eight at North Ward, won multiple awards in national and international level mathematics and computing competitions through the University of Waterloo. He received gold medals between 2015 and 2016 in the Grade 9 Beaver Computing, Canadian Intermediate, Mathematics Contest, Canada Computing Competition, Pascal Contest, Fryer Contest and the Gauss Contest. He also competed in the Google Code Jam Computing Contest and is the recipient of the science and mathematics award at the grade 8 graduation ceremonies.

The recipients were congratulated by the trustees and responded to questions and comments.



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(j) **Delegation – R. McAuley**

R. McAuley presented her delegation regarding the French Immersion Program.

**B – 1 Approval of Minutes**

(a) **Regular Board Meeting – October 24, 2016**

Moved by: D. Sowers

Seconded by: A Felsky

THAT the Minutes of the Regular Board Meeting, held October 24, 2016 be approved.

**Carried**

(b) **Committee of the Whole Board – November 14, 2016**

Moved by: D. Sowers

Seconded by: C.A. Sloat

THAT the Minutes of the Committee of the Whole Board Meeting, held November 14, 2016 be approved.

**Carried**

**C – 1 Business Arising from Minutes and/or Previous Meetings**

Nil.

**D – 1 Director's Report**

The Director congratulated Shawn McKillop, Manager of Communications who passed the Accreditation in Public Relations exam.

Dates of Significance include:

- International Day of Persons with Disabilities: December 3, 2016
- Open Houses for French Immersion Program (Transitioning Families): Paris Central (December 7, 2016 at 7:00 p.m.) and Lakewood Elementary School (December 13, 2016 at 7:00 p.m.)

L. Thompson provided a verbal update on "Accessibility Awareness Day" (#AccessibleGE) held on November 25, 2016. All sites in Grand Erie were challenged to participate, or to celebrate abilities of all kinds.



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Schools were engaged in awareness activities that included reading short stories, participating in mindfulness activities, motivational speakers, reading various brail documents and various games that promoted accessibility such as a seated volleyball game. The date coincides closely with the International day of Persons with Disabilities (December 3, 2016).

D. Abbey updated trustees that Grand Erie will be involved in the Broadband Modernization Program: Wave 1. The goal of the program is to provide an adequate level of broadband connectivity to all Ontario students and educators at an affordable price, and to enhance student achievement and well-being through connected, innovative learning environments.

### Presentation: Strength Opportunity Achievement Results (SOAR) Program- Pauline Johnson Collegiate & Vocational School

S.O.A.R. is a Grand Erie program dedicated to supporting student athletes by balancing demands in their academics, athletics and leadership development. An application to the program is mandatory. Students are provided with a flexible timetable and are educated on nutrition and sports psychology. They learn leadership skills and receive complementary athletic training. There is equal balance placed on four separate areas of demand, which are, athletic, family, academic, social and emotional demands.

Moved by: R. Collver

Seconded by: J. Harris

THAT the Grand Erie District School Board receive the Director's Report of November 28, 2016 as information.

**Carried**

#### **E – 1 Student Trustee's Report**

Nil.

#### **F -1 Committee Report**

##### **(a) Committee of the Whole Board – November 14, 2016**

Moved by: G. Anderson

Seconded by: D. Sowers

THAT the Grand Erie District School Board approve the Committee of the Whole Board dated November 28, 2016 as follows:



1. **In Camera Report**
  - i. THAT Item B-1-b be approved
  - ii. THAT Item B-1-c be approved
  - iii. THAT Ecolé Fairview be declared surplus to the Board's future accommodation needs in accordance with S. 194(3)(a) of the Education Act
  - iv. THAT Ecolé Fairview be offered to preferred agencies at fair market value in compliance with Ontario Regulation 444/98
2. **French Immersion Program Capping and Grandfathering**

THAT the Grand Erie District School Board approve that caps be established each year prior to kindergarten registration for all FI programs and that caps for any new program space consider the space that will be required for full implementation of the new planned FI program.

Once the French Immersion Program is fully implemented to Grade 8 at Paris Central in 2019-2020, transportation no longer be provided from the Burford and Paris French Immersion Catchment to Ecole Dufferin and Ecole Confederation and students will return to their French Immersion home school.
3. **Director's Report**

THAT the Grand Erie District School Board receive the Director's Report of November 14, 2016 as information.
4. **Trustee Honoraria**

THAT the Grand Erie District School Board approve the Trustee Honoraria for the period from December 1, 2016 to November 30, 2017 as presented.
5. **Draft Annual update, Multi-year Accessibility Plan 2012-17**

THAT the Grand Erie District School Board approve the Draft Annual Update, Multi-Year Accessibility Plan for 2012-17.
6. **Educational Technology Update**

THAT the Grand Erie District School Board receive the Educational Technology Plan Update as information.
7. **Health and Safety Annual Report**

THAT the Grand Erie District School Board receive the Health and Safety Annual Report for 2015-16 as information.
8. **Trustee's Travel and PD Expenses**

THAT the Grand Erie District School Board receive the Trustee Expense Report as information.
9. **Data Report – Student Suspension Report**

THAT the Grand Erie District School Board receive the "Data Report – Student Suspensions 2015-16" as information.





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10. **Data Report – Student Expulsion Report**  
THAT the Grand Erie District School Board receive the “Data Report – Student Expulsions 2015-16” as information.
11. **Parenting and Family Literacy Centres Update**  
THAT the Grand Erie District School Board receive the report Parenting and Family Literacy Centres Update as information.
12. **Grand Erie Parent Involvement Committee (GEPIC) Membership 2016-2017**  
THAT the Grand Erie District School Board receive the Grand Erie Parent Involvement Committee (GEPIC) membership for the term November 2016 to November 2017 as information.
13. **Report on Graduation Rates**  
THAT the Grand Erie District School Board receive the Graduation Rate Report as information.
14. **Haldimand East Capital Projects**
  - i. THAT the Grand Erie District School Board receive the Haldimand East Capital Projects Report as information.
  - ii. THAT the Grand Erie District School Board approve the striking of a Project Committee for the addition to Thompson Creek Elementary School.
15. **Website RFP Initiation**  
THAT the Grand Erie District School Board receive the Website RFP Initiation report as information.
16. **BL8 Committees of the Board – Privacy and Information Management Standing**  
THAT the Grand Erie District School Board approve Bylaw 8 – Committees of the Board – Addition of Privacy Information Management Committee as a Standing Committee.
17. **BL25 Director’s Performance Appraisal**  
THAT the Grand Erie District School Board approve Bylaw 25 - Director’s Performance Appraisal, as amended.
18. **SO3 Involvement of Schools in Community Events**  
THAT the Grand Erie District School Board forward Policy SO3 – Involvement of Schools in Community Events to all appropriate stakeholders for comment to be received by February 17, 2016.
19. **FT5 Pupil Accommodation Reviews**  
THAT the Grand Erie District School Board approve Policy FT5 - Pupil Accommodation Reviews, as amended.



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20. **SO24 Copyright – Fair Dealing Guidelines**  
THAT the Grand Erie District School Board approve the revised Policy SO24 - “Copyright- Fair Dealing Guidelines”.
21. **F104 Advertising**  
THAT the Grand Erie District School Board forward F104 - Advertising to all appropriate stakeholders for comment to be received by February 17, 2017.
22. **HR109 Offence Declaration**  
THAT the Grand Erie District School Board forward Administrative Procedure HR109 “Offence Declaration” to all appropriate stakeholders for comment to be received by February 17, 2017.
23. **SO126 Volunteers**  
THAT the Grand Erie District School Board forward SO126 - Volunteers to all appropriate stakeholders for comment to be received by February 17, 2016.
24. **F101 Hospitality Expenses**  
THAT the Grand Erie District School Board receive Procedure F101 – Hospitality and Food Expenses as information.
25. **FT116 Building Security**  
THAT the Grand Erie District School Board receive Procedure FT116 – Building Security and Access as information.
26. **P102 Procedure for Experiential Learning**  
THAT the Grand Erie District School Board receive Procedure P102 – Business Procedures for Experiential Learning Program as information.
27. **Correspondence**  
THAT the Grand Erie District School Board receive correspondence as information.

C.A. Sloat requested that Recommendation No. 2 be separated from the main report.

D. Dean requested that Recommendation No. 19 be separated from the main report.

A vote was taken on Recommendations No. 1 and 3-18, and 20-27.

**Carried**

C.A. Sloat referred to the motion carried on November 14, 2016 and proposed that recommendation No.2 be amended for clarity:



Moved by: C.A. Sloat

Seconded by: J. Harris

THAT the Grand Erie District School Board approve that caps be established each year prior to Kindergarten registration for all FI programs and that caps for any new program consider the space that will be required for full implementation of the new planned FI program.

The enrolment cap at each school will first take into account siblings of current students enrolled in the FI programs, and the rest of the spaces will be allocated through a randomized selection process.

Once the French Immersion Program is fully implemented to Grade 8 at Paris Central in 2019-2020, transportation no longer be provided from the Burford and Paris French Immersion Catchment to École Dufferin and École Confederation and students will return to their French Immersion home school.

A vote was taken on recommendation No. 2.

**Carried**

Amendments were suggested to the wording in FT5, after discussion it was agreed that no changes were required.

A vote was taken on recommendation No. 19.

**Carried**

D. Sowers left the meeting at 8:32 p.m.

#### **G – 1 New Business**

##### **(a) Report to INAC (Indigenous and Northern Affairs Canada) and Six Nations of Grand River**

B. Blancher invited Stacy Hill, Grand Erie District School Board Native Advisor for Grand Erie to present the report. A revised report was provided to Trustees and Senior Administration. This report is being shared in a different model with the success stories for students provided separately. The success stories will also be included for the Six Nations Council when the report is presented in 2017.

B. Blancher and S. Hill collectively highlighted the following:

- Native Advisory Committee membership
- Goals under the areas of achievement, environment, engagement, and advocacy
- Planning and facilitation of projects at the school level
- Initiatives completed during the 2015-2016 school year
- Message from Native Trustee Karen Sandy



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- Programs and success stories
- Data – enrolment by grade and school
- Credit accumulation by grade, year and gender
- Absences (partial and full day) by grade and gender
- Average number of full day and partial day absences by grade
- 2016 EQAO results
- 2016 Ontario Secondary School Literacy Test (OSSLT) results

G. Anderson inquired about the substantial shift coming out of federal government schools and the increased number of grade 9 students enrolled with the coterminous board.

S. Hill explained how one of the areas of focus is to develop a strategic plan with Six Nations principals with transition initiatives beginning at the grade 6 level.

D. Dean was pleased with the brochure and available data. He voiced a concern about the absences and how they factor into student achievement.

C.A. Sloat inquired about Onkwehonwe. S. Hill explained that this unique program is a Section 23 classroom and is specific to the Six Nations community.

C.A. Sloat inquired about reporting on New Credit Students. B. Blancher explained that Six Nations requires us to provide a report, however we do not have the same agreement with New Credit and therefore are not required to report.

Moved by: G. Anderson

Seconded by: J Harris

THAT the Grand Erie District School Board receive the report to Indigenous and Northern Affairs Canada (INAC) and Six Nations of the Grand River as information and forward it to Indigenous and Northern Affairs and Six Nations of the Grand River.

**Carried**

**(b) Organizational Board Meeting – Set Date, Time and Place**

B. Blancher presented the annual report which provides direction to organize the Board for the following year.

Moved by: C.A. Sloat

Seconded by: J. Harris



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THAT (a) the Nominating Committee meeting be held in the Board Room at the Education Centre on December 5, 2016 at 6:30 p.m.; (b) the 2016 Organizational Meeting be held in the Board Room at the Education Centre on December 5, 2016, following the Nomination Committee Meeting; and (c) the 2016 Inaugural Meeting be held in the Board Room at the Education Centre on December 12, 2016 at 7:15 p.m.

**Carried**

(c) **Workforce Report**

S. Sincerbox explained that the Board receives the Workforce Report three times during the school year – November, February and April. This report provides totals, by employee group/position, relative to the budget. The Report also includes retirement and resignation names.

Highlights included:

- Line 9 – Teachers Elementary (Adjustment of .5 FTE due to increase number of kindergarten students)
- Line 10 – Teachers Secondary (Adjustment of 1.0 FTE position through funding sources)
- Line 14 – Child and Youth Workers (Adjustment of 1.0 FTE – Native Child and Youth Worker)
- Line 23 - Early Childhood Educators (Adjustment of 4 ECEs due to increase number of kindergarten students)

Moved by: G. Anderson

Seconded by: J. Harris

THAT the Grand Erie District School Board approve the Workforce Report with data as of October 31, 2016.

**Carried**

(d) **Major Construction Update**  
Nil.

(e) **Enrolment Update**

J. Gunn referred to the actual enrolments reported by schools as of October 31, 2016. Elementary enrolment in October shows projected enrolment of 17,519 with an actual of 17,714, an increase of 195. 175 of those students are in JK/SK. As of Friday November 25, 2016, 34 Grand Erie schools were completely signed off on ONSIS, 14 schools are on board to sign off, 10 schools were awaiting principal sign off and one school is currently



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working on verification of data. Elementary schools should be fully through ONSIS process shortly.

Secondary enrolment in October shows projected enrolment at 8461.4 with an actual of 8462.9, which appears to be on budget. The ONSIS process is expected to be completed by December 23, 2016.

Moved by: G. Anderson

Seconded by: J. Harris

THAT the Grand Erie District School Board receive the Enrolment Update Report as information.

**Carried**

**(f) Preliminary Year End (F2)**

J. Gunn invited Cindy Smith, Manager of Business Services to present.

J. Gunn referred to the Audit Committee meeting held on November 22, 2016 and that within the Board's financial statements are a portion of financial that the board is responsible for as compliance.

C. Smith referred to the revised Interim Financial Report – Revenue Summary for the year ended August 31, 2016. Fiscal 15-16 Year end variances from revised estimates were reviewed.

C.A. Sloat inquired about the ministry audit. J. Gunn explained that a self-assessment was completed on 15/16 to ensure issues identified in the 14/15 audit were not repeated.

These reports will be placed on the agenda for the Audit Committee meeting on December 6, 2016.

Moved by: R. Collver

Seconded by: G. Anderson

THAT the Grand Erie District School Board receive the Preliminary 2015-16 Year End Report as information.

**Carried**

**(g) Technology Infrastructure Review**

D. Abbey presented the report as information, and for consideration of approval at the December 12<sup>th</sup> meeting. John Ecklund, Manager of Information Technology was invited to present and highlighted:



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- This report is to ensure that technology is current technology and no more than five years old
- This request is to acquire new technology to support schools and to look at sustainable plan to move forward for acquisition of technology
- Limitations – the Power School system is currently hosted in the cloud, would like to obtain our own data centre which could alleviate the cost of \$80,000 to host system in cloud
- Professional Development (PD) Place – Health and Safety (H&S) Training (system is currently running on a server which is more than 7 years old)
- Board website, staff portal and school website – would like to house on a data centre
- Currently two firewalls that need to be replaced
- Access points and network switches
- Backup and Restore procedures – currently using three different products
- Disaster Recovery and Business Continuity Plan

D. Abbey spoke to the cost plan.

J. Gunn referred to Table A: Technology Area, Purchase Cost, and Monthly Lease Cost

- Data Centre Updated- suggested to lease that portion (Jan – Feb)
- Firewall licensing – purchase this year \$75,500
- Address ½ of elementary access points this year
- Disaster Recovery Site – purchase in 2017 and plan to renew in five years
- Once all portions have been started, put money away every year to ensure that when replacement is required in five years the funds will be available

J. Harris inquired if there is consideration to adopt a governance model. J. Ecklund clarified that the goal is to develop a stable operating platform and then a service level agreement with schools to follow.

J. Harris voiced a concern about the cost over runs for Power School and if there is a plan to mitigate? John Ecklund responded that a transition day would ensure that servers are in place to copy the system over. This is not the same as the migration from Maplewood to PowerSchool and that really it is just moving the same data and information from one place to another.

J. Harris inquired about staffing levels (ONSIS) compared to the other boards.

D. Abbey explained that the three additional clerical staff hired are keeping us right on schedule with ONSIS. That boards of comparable size have similar or more staffing.



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C.A. Sloat inquired if this should come to budget deliberations. J. Gunn views this report as similar to the Educational Technology plan that comes to budget yearly.

Financial approval in December will re-allocate the current years' budget to get year one under way. Other decisions regarding year two plans will be considered during 2017-18 budget deliberations.

C. A. Sloat inquired if items identified under Implementation Timeline will come back for individual approval?

J. Gunn explained any Request for Proposals (RFP) will come to board for approval as required by policy.

Moved by: G. Anderson

Seconded by: A. Felsky

THAT the Grand Erie District School Board receive the report "Technology Infrastructure Review" as information and refer the report to the December 12<sup>th</sup> board meeting for consideration of approval.

**Carried**

**H – 1 Other Business**

**(a) Summary of Accounts – October 2016**

Presented as printed.

Moved by: J. Harris

Seconded by: G. Anderson

THAT the Grand Erie District School Board receive the Summary of Accounts for the month of October 2016 in the amount of \$ 7,975,194.45 as information.

**Carried**

**(b) Special Education Advisory Committee Minutes – October 6, 2016**

Presented as printed.

Moved by: R. Collver

Seconded by: C.A. Sloat

THAT the Grand Erie District School Board receive the "Special Education Advisory Committee Minutes – October 6, 2016" as information.

**Carried**





(c) **Joint Occupational Health & Safety Committee Minutes – October 20, 2016**

Presented as printed.

Moved by: C.A. Sloat

Seconded by: A. Felsky

THAT the Grand Erie District School Board receive the “Joint Occupational Health and Safety Committee Minutes – October 20, 2016” as information.

**Carried**

(d) **Grand Erie Parent Involvement Committee Minutes – September 20, 2016**

Presented as printed.

J. Harris was in attendance, the minutes will be amended to reflect this.

Moved by: D. Dean

Seconded by: J. Harris

THAT the Grand Erie District School Board receive the “Grand Erie Parent Involvement Committee Minutes – September 20, 2016” as information.

**Carried**

(e) **Native Advisory Committee Minutes – October 11, 2016**

Presented as printed.

Moved by: D. Dean

Seconded by: G. Anderson

THAT the Grand Erie District School Board receive the “Native Advisory Committee Minutes – October 11, 2016” as information.

**Carried**

(f) **Student Transportation Services Brant Haldimand Norfolk Minutes – October 25, 2016**

Presented as printed. STSBHN procedures are currently out for review.

Moved by: G. Anderson

Seconded by: K. Sandy



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THAT the Grand Erie District School Board receive the "Student Transportation Services Brant Haldimand Norfolk Minutes – October 25, 2016" as information.

**Carried**

(g) **Student Senate Minutes – October 27, 2016**

Presented as printed.

Moved by: C.A. Sloat

Seconded by: J. Richardson

THAT the Grand Erie District School Board receive the "Student Senate Minutes - October 27, 2016" as information.

**Carried**

(h) **Audit Committee Minutes - November 22, 2016**

Moved by: R. Collver

Seconded by: C. A. Sloat

THAT the Grand Erie District School Board receive the "Audit Committee Minutes- November 22, 2016" as information.

**Carried**

I – 1 **Correspondence**  
Nil.

J – 1 **Adjournment**

Moved by: C.A. Sloat

Seconded by: J. Harris

THAT the meeting be adjourned at 9:55 p.m.

**Carried**

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Board Vice-Chair, Brian Doyle



## Board Nomination Meeting

December 5, 2016  
Education Centre, Board Room

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### MINUTES

**Present:** G. Anderson, R. Collver, D. Dean, B. Doyle, A. Felsky, J. Harris, J. Richardson, K. Sandy, C.A. Sloat, D. Sowers, T. Waldschmidt, E. Marr (Student Trustee)

**Administration:** Director - B. Blancher; Superintendents – D. Abbey, W. Baker, L. De Vos, J. Gunn, D. Martins, S. Sincerbox, L. Thompson; Recording Secretary - D. Fletcher

**Regrets:**

**Trustees:** B. Newman (Student Trustee)

**Administration:** Nil.

#### A – 1 Opening

(a) **Roll Call/Welcome**

The meeting was called to order by Director of Education and Secretary of the Board, B. Blancher, at 6:30 p.m.

#### B – 1 Chair for Nomination Meeting

Director of Education and Secretary of the Board B. Blancher, will chair the Board Nomination Meeting.

#### C – 1 Selection of Slate of Officers

(a) **Appointment of Scrutineers**

Moved by: T. Waldschmidt

Seconded by: A. Felsky

THAT J. Gunn and D. Martins be appointed as scrutineers for the election of the Chair and Vice Chair of the 2017 Board, the Chair and Vice Chair of the 2017 Committee of the Whole Board, and OPSBA Director and Alternate Director.

**Carried**



## Board Nomination Meeting

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(b) **Method of Nominating**

Moved by: J. Harris

Seconded by: D. Sowers

THAT nominations for the election of Chair and Vice Chair of the 2017 Board, the Chair and Vice Chair of the 2017 Committee of the Whole Board, and the OPSBA Director and Alternate Director be made orally.

**Carried**

(c) **Nominations for Board Chair**

G. Anderson nominated D. Dean who accepted the nomination.

R. Collver nominated J. Harris who accepted the nomination.

Moved by: C.A. Sloat

Seconded by: T. Waldschmidt

THAT the nominations for the position of the Chair of the Board be closed.

**Carried**

Ballots were distributed and the ballots were collected and tabulated.

D. Dean was declared elected as Chair of the 2017 Board.

(d) **Nominations for Board Vice-Chair**

B. Doyle nominated G. Anderson who accepted the nomination.

R. Collver nominated J. Harris who accepted the nomination.

Moved by: C.A. Sloat

Seconded by: J. Richardson

THAT the nominations for the position of the Vice-Chair of the Board be closed.

**Carried**

Ballots were distributed and the ballots were collected and tabulated.

G. Anderson was declared elected as Vice-Chair of the 2017 Board.

(e) **Nominations for Committee of the Whole Board Chair**

B. Doyle nominated T. Waldschmidt who accepted the nomination.

R. Collver nominated J. Harris who accepted the nomination.



## Board Nomination Meeting

December 5, 2016  
Education Centre, Board Room

Moved by: D. Dean

Seconded by: D. Sowers

THAT the nominations for the position of the Chair of the Committee of the Whole Board be closed.

**Carried**

Ballots were distributed and the ballots were collected and tabulated.

T. Waldschmidt was declared elected as Chair of the Committee of the Whole Board of the 2017 Board.

(f) **Nominations for Committee of the Whole Board Vice-Chair**

D. Dean nominated A. Felsky who accepted the nomination.

C.A. Sloat nominated R. Collver who accepted the nomination.

Moved by: B. Doyle

Seconded by: G. Anderson

THAT the nominations for the position of the Vice-Chair of the Committee of the Whole Board be closed.

**Carried**

Ballots were distributed and the ballots were collected and tabulated.

A. Felsky was declared elected as Vice-Chair of the Committee of the Whole Board of the 2017 Board.

(g) **Nominations for OPSBA Director and Voting Delegate**

J. Richardson nominated C.A. Sloat who accepted the nomination.

Moved by: D. Dean

Seconded by: T. Waldschmidt

THAT the nominations for the position of the OPSBA Director and Voting Delegate be closed.

**Carried**

C.A. Sloat was declared acclaimed as OPSBA Director and Voting Delegate of the 2017 Board.

(h) **Nominations for OPSBA Alternate Director and Alternate Voting Delegate**

D. Dean nominated R. Collver who accepted the nomination.

D. Sowers nominated A. Felsky who accepted the nomination.



## Board Nomination Meeting

December 5, 2016  
Education Centre, Board Room

Moved by: C.A. Sloat

Seconded by: J. Harris

THAT the nominations for the position of the OPSBA Alternate Director and Alternate Voting Delegate be closed.

**Carried**

Ballots were distributed and the ballots were collected and tabulated.

R. Collver was declared elected as OPSBA Alternate Director and Voting Delegate of the 2017 Board.

(i) **Motion to Destroy Ballots**

Moved by: C.A. Sloat

Seconded by: D. Sowers

THAT the scrutineers be directed to destroy the ballots collected during the 2017 Board elections.

**Carried**

**D – 1 Review of Slate of Officers**

Chair of the Board	David Dean
Vice Chair of the Board	Greg Anderson
Chair of the Committee of the Whole Board	Tom Waldschmidt
Vice Chair of the Committee of the Whole Board	Alex Felsky
OPSBA Director/Voting Delegate	Carol Ann Sloat
OPSBA Alternate Director/Alternate Voting Delegate	Rita Collver

**E – 1 Other Business**

Nil.

**F – 1 Adjournment**

Moved by: C.A. Sloat

Seconded by: R. Collver

THAT the meeting be adjourned at 6:58 p.m.

**Carried**

---

Director of Education and Secretary, Brenda Blancher



## Board Organizational Meeting

December 5, 2016  
Education Centre, Board Room

### MINUTES

**Present:** G. Anderson, R. Collver, D. Dean, B. Doyle, A. Felsky, J. Harris, J. Richardson, K. Sandy, C.A. Sloat, D. Sowers, T. Waldschmidt, E. Marr (Student Trustee)

**Administration:** Director - B. Blancher; Superintendents – D. Abbey, W. Baker, L. De Vos, J. Gunn, D. Martins, S. Sincerbox, L. Thompson; Recording Secretary — D. Fletcher

**Regrets:**

**Trustees:** B. Newman (Student Trustee)

**Administration:** Nil.

#### A – 1 Opening

##### (a) Roll Call/Welcome

The meeting was called to order by Director of Education and Secretary of the Board, B. Blancher, at 7:00 p.m.

#### B – 1 Report from Nomination Meeting

##### (a) 2017 Nominating Committee Report and Nominations from the Floor

A further call for nominations from the floor was made by B. Blancher.

Moved by: A. Felsky

Seconded by: D. Sowers

THAT the Grand Erie District School Board approve the slate of officers as presented in the Board Nomination Meeting.

**Carried**

The following slate of officers for 2017 was confirmed.

Chair of the Board	David Dean
Vice Chair of the Board	Greg Anderson
Chair of the Committee of the Whole Board	Tom Waldschmidt
Vice Chair of the Committee of the Whole Board	Alex Felsky
OPSBA Director/Voting Delegate	Carol Ann Sloat
OPSBA Alternative Director/Alternate Voting Delegate	Rita Collver



## Board Organizational Meeting

December 5, 2016  
Education Centre, Board Room

### C – 1 Presentation to 2016 Board Chair

On behalf of the Board, B. Blancher presented D. Dean with a gift of appreciation for his work as Board Chair in 2016 and looks forward to working with him again as Chair.

David Dean, 2017 Board Chair, assumed the Chair.

The Chair thanked and congratulated everyone and looks forward to next year.

### D – 1 Appointment of 2017 Striking Committee

As per Bylaw 3 “Annual Organizational Meeting”, the Striking Committee is comprised of the Board Chair, Board Vice-Chair and four other trustees. The names were drawn by lot.

Moved by: C.A. Sloat

Seconded by: J. Harris

THAT the Grand Erie District School Board appoint the following individuals to the Striking Committee:

Board Chair – D. Dean

Board Vice-Chair – G. Anderson

A. Felsky

K. Sandy

D. Sowers

T. Waldschmidt

**Carried**

### E – 1 In Camera Session

Nil.

### E – 2 In Camera Report

Nil.

### F – 1 Adjournment

Moved by: C.A. Sloat

Seconded by: R. Collver

THAT the meeting be adjourned at 7:06 p.m.

**Carried**

---

Board Chair, David Dean





## GRAND ERIE DISTRICT SCHOOL BOARD

---

TO: Trustees of the Grand Erie District School Board

FROM: Brenda Blancher, Director of Education

RE: **Draft Director's Annual Report 2015-16**

DATE: December 12, 2016

---

**Recommended Action:** It was moved by \_\_\_\_\_, seconded by \_\_\_\_\_  
THAT the Grand Erie District School Board receive the Draft Director's Annual Report 2015-16 as information.

### Background Information

The Director's Annual Report is required by section 283(3) of the Education Act. As outlined in the Act, the report must be submitted at the first meeting of the Board of Trustees in December. In addition, the Ministry of Education requires that the report must be posted on our Board website on or before January 31, 2017.

### Additional Information

The Draft Director's Annual Report for 2015-16 is an online and interactive document. The report highlights activities and accomplishments connected to the Grand Erie Multi-Year Plan and the stories and articles included in the report acknowledge the contributions of students and staff across all areas of Grand Erie.

A link to the plan is provided below:

<http://www.granderie.ca/Board/Director-and-Superintendents/dar/Pages/Annual%20Report%20from%20the%20Director%20-%202016.aspx>

Respectfully submitted,

Brenda Blancher  
Director of Education



## GRAND ERIE DISTRICT SCHOOL BOARD

---

TO: Trustees of the Grand Erie District School Board

FROM: Brenda Blancher, Director of Education and Secretary

RE: **2017 Statutory and Standing Committee Representation**

DATE: December 12, 2016

---

<p><b>Recommended Action:</b> It was moved by _____, seconded by _____ THAT the Grand Erie District School Board approve the 2017 Trustee Statutory and Standing Committees Representation.</p>
---

### **Rationale/Background**

Attached is 2017 Trustee Statutory and Standing Committee Representation list.

### **Communication Plan**

All stakeholders will be notified accordingly.

Respectfully submitted,

Brenda Blancher  
Director of Education and Secretary

# GRAND ERIE DISTRICT SCHOOL BOARD 2017 COMMITTEE REPRESENTATION

	Greg Anderson	Rita Collver	David Dean	Brian Doyle	Alex Felsky	John Harris	James Richardson	Karen Sandy	Carol Ann Sloat	Diane Sowers	Tom Waldschmidt
<b>STATUTORY COMMITTEES</b>											
Accessibility Plan (1)	✓										
Audit Committee (3)		✓							✓	✓	
Grand Erie Parent Involvement (2)								✓			✓
S.E.A.C. (2 + 2 Alt.)		✓		Alt.			Alt.		✓		
S.A.L (Brant ) + Alt.			✓						Alt.		
S.A.L (Haldimand) + Alt.							Alt.	✓			
S.A.L (Norfolk) + Alt.						✓			Alt.		
Student Discipline (3 + Alt.) [All trustees are second alternative]				✓	✓	✓					
<b>STANDING COMMITTEES</b>											
Compensatory Education (2)			✓								✓
Director's Review Committee (Chair, Vice Chair +2)	✓		✓			✓				✓	
Education Week (2)					✓					✓	
Joint Advisory (Brantford) (2)			✓		✓						
Native Advisory (1+1 Native)					✓			✓			
Privacy and Information Management (2)						✓					✓
Quality Accommodations (2)	✓								✓		
Safe and Inclusive Schools											
School Year Calendar (2)				✓			✓				
STSBHN [Transportation] (1 + Alt.)							✓			Alt.	



## Audit Committee

December 6, 2016

Norfolk School Support Centre, Waterford

Dogwood Room

# MINUTES

### COMMITTEE MEMBERS PRESENT:

Rita Collver, Trustee and Chair

Carol Ann Sloat, Trustee

Diane Sowers, Trustee

William Lovekin, Volunteer

Richard Sroka, Volunteer

### RESOURCE STAFF PRESENT:

Jamie Gunn, Superintendent of Business and Treasurer

Cindy Smith, Manager of Business Services

Brenda Blancher, Director of Education

B Schell, Millard, Rouse and Rosebrugh-External Auditor

---

#### 1. Call to Order and Welcome and Introductions

Chair Collver welcomed the committee members and resource staff and called the meeting to order at 6:00 p.m.

#### 2. Declaration of Conflict of Interest

The Chair reminded the committee, to declare any conflicts of interest in writing, as per 4.14 in the terms of reference. No declarations of conflicts of interest were received.

#### 3. Review December 6, 2016 Agenda

Moved by: CA Sloat

Seconded by: D Sowers

"That the Audit Committee approve the agenda of December 6, 2016."

CARRIED.

#### 4. In Camera Session

An in-camera session was not required.

#### 5. Minutes

5.1. Approval of November 22, 2016 minutes.

Item 5. 1, motion to correct as follows:



## Audit Committee

December 6, 2016

Norfolk School Support Centre, Waterford

Dogwood Room

"That the Audit Committee approves the minutes ~~as~~ of September 20, 2016."

Moved by: D Sowers

Seconded by: C A Sloat

"That the Audit Committee approve the minutes of November 22, 2016 as amended."

CARRIED.

### 6. Business Arising from Previous Minutes

#### 6.1. Audit Committee Self-Assessment Summary

R Collver reviewed the Audit Committee Self-Assessment Summary. The committee noted that a self-assessment was not completed by all committee members and requested clarification on the requirement or expectation of all the committee members to complete the self-assessment.

The committee discussed the need for training. J Gunn indicated that the Ministry Financial Analysis and Accountability Branch (FAAB) website – Audit Committee tab may have PD resources for the committee. R Collver indicated that she would look into this and bring any suggested training forward.

The committee discussed the comparison of other the school boards to assist with performance measures but indicated that this is difficult without being provided with access to comparables data.

Separate (In Camera) sessions with Management, internal and external auditors as required:

C Smith indicated that she had experience at other audit meetings where there was a standing in camera agenda item where staff was asked to leave.

B Schell indicated that the post communication letter outlines any identified issues and if the auditor needed to go in camera, they would request this.

R Sroka, shared from his experience, where there was a standing in camera item where the committee members had the opportunity to ask questions, without staff present. The committee discussed the integrity of the staff and auditors present and that if there is a finding that required discussion, they have the option to go in camera. R Collver indicated that the committee would review this.



## Audit Committee

December 6, 2016

Norfolk School Support Centre, Waterford

Dogwood Room

External Audit, 5. –Reviews other professional services that relate to financial reporting-C Smith indicated the actuaries would be an example of this and could be highlighted as part of when the Financial Year End is presented.

The Committee discussed that the Audit Committee Self-Assessment Summary is reported in the Audit committee Annual Report.

It was noted that items 5. 3 and 5.4 should be combined for the next assessment.

### 7. Internal Audit-no Report

### 8. External Audit

#### 8.1.2015-16 Financial Statement Q & A Presentation

C Smith reviewed the questions from the committee members and the responses from staff and external auditor as attached.

In addition, the committee brought forward the following questions:

R Sroka, asked if the special services agreement amount for INAC is the same for both 2015 and 2016. J Gunn indicated it is the same amount based on the signed agreement.

R Sroka asked for clarification on the qualified opinion with respect to school generated funds. B Schell, indicated that this is about public relations risk, not about the materiality.

In response to a question, J Gunn indicated that trust funds are not audited because they are not Board funds. B Schell indicated that although they are not Board funds, through the audit process they are reviewed.

In response to confirming the amount of school generated funds, J Gunn indicated the amount reported in Note 12 is the net surplus in school accounts.

C A Sloat asked with the implementation of KEV software, if the amount of cash dealings has decreased. C Smith, informed the committee of the update on the KEV cashless system and of the goal to have 100% of the schools offering KEV by the



## Audit Committee

December 6, 2016

Norfolk School Support Centre, Waterford

Dogwood Room

end of June. C Smith further indicated that there will be ongoing resources to provide support, training and buy in for the KEV program. The Committee asked about the cost of the KEV program and how this is funded.

C Smith clarified that GEDSB parents have the option to pay for items through KEV but that they can still pay for the items by cash. J Gunn highlighted the uptake of the KEV program in various schools.

Moved by: D Sowers

Seconded by: R Sroka

"The Audit Committee recommend the approval of the 2015-16 Financial Statements as presented by Millard, Rouse and Rosebrugh."

CARRIED.

### 9. Other Business

#### 9.1. Audit Committee Annual Report to the Board of Trustees

R Collver reviewed the Audit Committee Report to the Board of Trustees.

Moved by: R Sroka

Seconded by: D Sowers

"The Audit Committee approve the 2016 Audit Committee Annual Report as presented for submission to the Board."

CARRIED.

### 10. Consent Items

#### 10.1. 2015-16 Interim Financial Report

J. Gunn reviewed the Interim Financial Report. J Gunn explained to the committee of the cycle of enrollment estimates, how it commences in June prior to the fiscal year and in December the revised estimates are submitted. The comparisons are for the revised estimates. J Gunn presented the fluctuations on both revenue and expenses.

Declining enrollment grant looks at the previous year and the current year. When the enrollment audit removed approximately 90 students from 2014-15 it affected the declining enrolment grant for 2015-17 negatively.



## Audit Committee

December 6, 2016

Norfolk School Support Centre, Waterford  
Dogwood Room

The committee requested clarification on how unspent School Improvement Grants are identified in the statements. J Gunn clarified that the grants do not flow through a deferred revenue account but rather the grants are earned and flow through the statements as it is spent. This is reported on and outlined annually in the Facility Renewal Plan that is presented at the Board.

The committee requested that the Annual Audit Plan be brought forward to the next meeting. J Gunn indicated that PwC will be presenting this at the Spring meeting.

### 11. Other Business:

R Collver thanked R Sroka for his contributions as his term is ending. The Committee will be recruiting for this vacancy in the near future.

### 12. Future Meeting Dates

- **Tuesday, March 28, 2017** | Norfolk SSC | Dogwood Meeting Room | 6:00 pm  
Agenda Topics – Facility Services Data / Facility Condition Index overview and input on the Risk Assessment.
- **Tuesday, May 9, 2017** | Norfolk SSC | Dogwood Meeting Room | 6:00 pm

### 13. Adjournment-Chair

Moved by: C A Sloat

Seconded by: R Sroka

That the Audit Committee of December 6, 2016 adjourn at 6:55 p.m.

CARRIED.



Grand Erie District School Board - Audit Committee  
Questions regarding the draft August 31, 2016 Audited Financial Statements

Page 2 - Management's Responsibility for Financial Reporting

- 2<sup>nd</sup> paragraph "involves the use of estimates based on management's judgement" - what sort of estimates?
  - An example of an accounting estimate would be amortization. Management uses professional judgement, historical information and accounting guidelines to estimate the number of years an asset will be used by the organization.
- 3<sup>rd</sup> paragraph - in compliance with legislative and regulatory requirements - should Board policies be included with this?
  - Yes this could be amended to read "...in compliance with legislative and regulatory requirements *and Board policies*, and reliable..."

Page 3 - Independent Auditors' Report

- 4<sup>th</sup> paragraph - in making those risk assessments - is this strictly professional judgement?
  - Risk assessments are primarily qualitative in nature, but do incorporate some basic analysis of preliminary results (with comparisons to both prior year and budget)...the assessments, per functional area, once completed, are ranked as either low, medium or high....depending on that ranking...a quantitative value is assigned to that area... and that figure is used in the statistical determination of the sample size to be selected for substantive testing based upon the total dollar value of the area. The largest factor in this determination, however, is the use of professional judgment.

Note 1 - Summary of Significant Accounting Policies

- Page 10, 1<sup>st</sup> paragraph - still not sure why we use term Reporting Entity when we all know it is the Board
  - This section is defining the Reporting Entity and what financial information is included in the audited statements. In our case it is the Board, the transportation consortia and our schools.
- Page 11 a - management's best estimate -are these actual estimates not actuarial work?
  - The actuary reviews and makes suggestions on mortality, interest, inflation and expense assumptions prior to completing their evaluation and confirms their assumptions with management.

- Trust funds - why here and in Note 14? Should this refer to Note 14?
  - This accounting policy notes describe policies only....any reference to actual figures is highlighted in a separate note....the Ministry template has some duplication in the wording that we have not removed....accounting policy notes are not referenced to specific notes.
- Page 13 - use of estimates - why refer to note one when this is note 1?
  - This could be amended to read "The preparation of consolidated financial statements in conformity with the basis of accounting described *earlier in this note* requires...."

#### Note 8 - Long Term Debt

- Page 17 - last long term debt - last year this item was due October 6, 2019 - - how is it not on the list for 2016?
  - This loan was paid out in 2016.

#### Note 10 - Retirement and Other Employee Future Benefits

- Page 18 - Current year benefit costs - WSIB obligations - why so much more this year 110,786 to 563,858 (is this covered on page 21 WSIB - 3<sup>rd</sup> line??)
  - All reported staff accident Information is provided to the actuary - the valuation is with respect to expected future claim costs and expenses resulting from workplace injuries that occurred on or before the valuation date. The page 21 reference provides information about the obligation.
- Page 20 - life insurance benefits have a statement effective September 1, 2013 - should the Health Care and Dental Benefits also include this caveat?
  - Yes this statement would also apply to Health Care and Dental Benefits.

#### Note 17 - Tuition Agreement Transfers

- New Credit First Nation - think the short form is incorrect MNCFN - not MNFCN
  - Agreed. There is also a name change for AANDC. They are now INAC - Indigenous and Northern Affairs Canada. Both changes will be made in the final version of the statements.



## GRAND ERIE DISTRICT SCHOOL BOARD

---

TO: Brenda Blancher, Director of Education & Secretary

FROM: Rita Collver, Audit Committee Chair

RE: Audit Committee Annual Report

DATE: December 12, 2016

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<p><b>Recommended Action:</b> It was moved by _____ and Seconded by _____</p> <p>THAT Grand Erie District School Board approve the 2016 Audit Committee Annual Report.</p>
--

**Background:**

Ontario Regulation 361/10 and Grand Erie Bylaw 8 - Audit Committee Terms of Reference require the Audit Committee to provide an annual report to the Board.

**Additional Information:**

The Audit Committee Annual Report for the year ended August 31, 2016 is attached.

**Communication:**

Pending approval by the Board, copy of the report will be forwarded to the Ministry of Education.

Respectfully submitted,

Rita Collver  
Audit Committee Chair

# Grand Erie District School Board

## Audit Committee Annual Report to the Board of Trustees

This report summarizes the audit committee's actions for the fiscal year ending August 31, 2016

### Audit Committee Members

Following the recruitment and selection process indicated in Ontario Regulation 361/10, the following audit committee members were appointed to serve during the term:

R. Collver - Committee Chair  
C. A. Sloat - Trustee representative  
D. Sowers - Trustee representative  
W. Lovekin - External member  
R. Sroka - External member

In addition, regular attendees at the Committee meetings were:

B. Schell -Millard Rouse and Rosebrugh LLP (external auditors)  
B. Blancher -Director of Education  
J. Gunn -Superintendent of Business  
C. Smith -Manager of Business Services

### Administrative Tasks

At the beginning of the year and in accordance with recommended good practice, various administrative tasks were completed. These included:

- Developing a work plan
- Developing a meeting schedule and agenda for the year

### Meetings

It was agreed to schedule five meeting throughout the year. Additional meetings would be scheduled if necessary. All meetings have been held as planned.

The members in attendance at each meeting are as follows:

Member	Mar 29, 2016	May 3, 2016	Sept 20, 2016	Nov 22, 2016	Dec 6, 2016
R. Collver	X	X	X	X	X
C. A. Sloat	X	X	X	X	X
D. Sowers		X	X	X	X
W. Lovekin	X		X	X	X
R. Sroka		X	X	X	X

The Audit Committee was established by Board Motion January 31, 2011. All of the members were independent in accordance with the provision 4.(1) and 4.(2) of the regulation.

### Assessment

The Audit Committee members completed a self-assessment using the instrument provided by the Ministry of Education. A summary of the results of the self-assessment was reviewed at the meeting held on December 6, 2016. The committee agreed to refer the comments provided on the self-assessment to a future meeting date for a fuller discussion.

### External Auditors

The relationship with the external auditors has been satisfactory. The committee completed the assessment of the External Auditor at the May 6, 2016 meeting. Modifications to the evaluation tool were discussed. In future years the assessment tool will be circulated for completion in January following the presentation of the annual financial statements. The audit committee recommended the reappointment of the external auditors, Millard, Rouse & Rosebrugh LLP (MRR) for the 2015-16 fiscal year during the meeting held May 3, 2016. MRR presented the 2015-16 audit plan and fees estimate to the committee, which the committee reviewed and recommended for approval at the September 20, 2016 meeting. The external auditor also confirmed their independence at the September 20, 2016 meeting.

Consolidated Financial Statements for the year ended August 31, 2016 were presented to the committee at the meeting held on November 22, 2016. The committee recommended approval of the August 31, 2016 Financial Statements at the December 6, 2016 meeting.

### Internal Auditors

A Risk Assessment Questionnaire was last completed by board management staff for the 2014-15 fiscal year as a supplemental annual tool to identify any changes that occurred since the last full risk assessment was completed in 2010. No update was completed in 2015-16. The Regional Internal Audit Team is planning to complete a full risk assessment in 2016-17 for Grand Erie.

#### 2015-16 Internal Audits:

Grant and Non-Grant Revenue	- management provided follow up response for the unsatisfactory audit findings to the committee. This audit is considered closed.
Payroll Compensation & Benefits	- audit completed and final audit report presented to the committee September 20, 2016
IT Service Delivery	- audit completed and final audit report presented to the committee November 22, 2016

#### 2016-17 Planned Audits:

Budget Planning, Development and Control

PwC has been contracted to oversee and perform the internal audit function for the regional Boards. Their team have been attending the committee meetings since September 2016. Once they complete the Risk Assessment in 2017 a full review of future planned audits will be developed.

### Summary of other work performed

In addition to the items noted above the following outlines further work performed by the audit committee in the last 12 months:

- The committee welcomed a new non-board member W. Lovekin who was appointed to replace the retiring member F. Casey.
- Reviewed and refined the Audit Committee Self-Assessment Tool for use in the current year
- Reviewed Quarterly Budget reports and invited audit committee non-board members to attend budget meetings
- A Consolidated Due Diligence Report ensuring Board compliance with statutory obligations was presented at each meeting.
- Received the South Region Internal Audit – Financial Summary 2015-16 and estimates for 2016-17.

By the signature noted below, we attest that we have discharged our duties and responsibilities respecting Ontario Regulation 361/10.

On behalf of the Audit Committee,

R. Collver, Audit Committee Chairperson



## GRAND ERIE DISTRICT SCHOOL BOARD

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TO: Brenda Blancher, Director of Education & Secretary

FROM: Jamie Gunn, Superintendent of Business & Treasurer

RE: **Consolidated Financial Statements – August 31, 2016**

DATE: December 12, 2016

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**Recommended Action:** It was moved by \_\_\_\_\_ Seconded by \_\_\_\_\_  
THAT the Grand Erie District School Board approve the Auditor's Report for the year ended August 31, 2016, as recommended by the Grand Erie District School Board Audit Committee.

**Recommended Action:** It was moved by \_\_\_\_\_ Seconded by \_\_\_\_\_  
THAT the Grand Erie District School Board direct the Board Chair and Vice Chair to sign the Consolidated Financial Statements dated August 31, 2016 on behalf of the Board; and THAT the Consolidated Financial Statements dated August 31, 2016 be forwarded to the Ministry of Education as required by the Education Act.

### Background:

The Audit Committee have reviewed the attached Consolidate Financial Statements and Auditor's Report for the year ended August 31, 2016 and passed a motion to recommend their approval at the meeting of the Audit Committee held December 6, 2016.

Blaine Schell of Millard, Rouse & Rosebrugh LLP will be present to review the report with the Board.

Respectfully submitted,

Jamie Gunn  
Superintendent of Business & Treasurer

**Grand Erie District School Board**  
Consolidated Financial Statements  
**August 31, 2016**





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**Grand Erie District School Board**  
**Index to Consolidated Financial Statements**  
**August 31, 2016**

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## MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL REPORTING

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The accompanying consolidated financial statements for the Grand Erie District School Board (Board) are the responsibility of the Board's management and have been prepared in accordance with the Financial Administration Act, supplemented by Ontario Ministry of Education memorandum 2004:B2 and Ontario Regulation 395/11 of the Financial Administration Act as described in Note 1 to the consolidated financial statements, except for the qualified opinion regarding the completeness of revenue with respect to the school fundraising activities.

The preparation of consolidated financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

Board management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements and Board policies and reliable financial information is available on a timely basis for preparation of the consolidated financial statements. These systems are monitored and evaluated by management.

The Audit Committee of the Board meets with the external auditors to review the consolidated financial statements and discuss any significant financial reporting or internal control matters prior to the Board's approval of the consolidated financial statements.

The consolidated financial statements have been audited by Millard, Rouse and Rosebrugh LLP, independent external auditors appointed by the Board. The accompanying Independent Auditors' Report outlines their responsibilities, the scope of their examination and their opinion on the Board's consolidated financial statements.

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Brenda Blancher, Director of Education

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Jamie Gunn, Superintendent of  
Business and Treasurer

Brantford, Ontario  
December 06, 2016



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## INDEPENDENT AUDITORS' REPORT

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To the Board of Trustees of Grand Erie District School Board

We have audited the accompanying consolidated financial statements of Grand Erie District School Board, which comprise the consolidated statement of financial position as at August 31, 2016 and the consolidated statements of operations, changes in net debt and cash flow for the year then ended, and a summary of significant accounting policies and other explanatory information.

### *Management's Responsibility for the Consolidated Financial Statements*

Management is responsible for the preparation of these consolidated financial statements in accordance with the basis of accounting described in Note 1 to the consolidated financial statements, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

### *Auditors' Responsibility*

Our responsibility is to express an opinion on these consolidated financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified audit opinion.

(continues)

Independent Auditors' Report to the Board of Trustees of Grand Erie District School Board *(continued)**Basis for Qualified Opinion*

In common with many school boards, individual schools derive revenue from school fundraising activities held throughout the year. Adequate documentation and controls were not in place throughout the year to allow us to obtain satisfactory audit verification as to the completeness of these revenues. Accordingly, our verification of these revenues was limited to the amounts recorded in the records of the individual schools and we were not able to determine whether any adjustments might be necessary to school fundraising revenue, annual surplus, and cash flows from operating activities for the year ended August 31, 2016, and financial assets as at August 31, 2016 and accumulated surplus as at September 1, 2015 and August 31, 2016.

*Qualified Opinion*

In our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion paragraph, the consolidated financial statements of Grand Erie District School Board as at and for the year ended August 31, 2016, are prepared, in all material respects, in accordance with the basis of accounting described in Note 1 to the consolidated financial statements.

*Emphasis of Matter*

Without modifying our opinion, we draw attention to Note 1 to the consolidated financial statements, which describes the basis of accounting used in the preparation of these consolidated financial statements and the significant differences between such basis of accounting and Canadian Public Sector Accounting Standards.

*Millard, Rouse + Rosebrugh LLP*

December 6, 2016  
Simcoe, Ontario

Chartered Professional Accountants  
Licensed Public Accountants

**Grand Erie District School Board**  
**Consolidated Statement of Financial Position**  
**As at August 31, 2016**

	2016	2015
<b>Financial assets</b>		
Cash and cash equivalents	\$ 4,029,952	\$ 4,108,824
Accounts receivable (Note 2)	16,094,002	15,029,870
Accounts receivable - Government of Ontario (Note 3)	90,734,251	88,215,600
	<b>\$ 110,858,205</b>	<b>\$ 107,354,294</b>
<b>Financial liabilities</b>		
Temporary borrowing (Note 4)	\$ 18,264,470	\$ 9,122,139
Accounts payable and accrued liabilities (Note 5)	14,353,607	10,016,981
Deferred revenue (Note 6)	671,360	3,109,142
Deferred capital contributions (Note 7)	181,309,038	178,515,767
Long term debt (Note 8)	91,112,813	102,165,953
Retirement and other employee future benefits (Note 10)	29,403,558	39,566,894
	<b>335,114,846</b>	<b>342,496,876</b>
<b>Net debt</b>	<b>(224,256,641)</b>	<b>(235,142,582)</b>
<b>Non-financial assets</b>		
Prepaid expenses	570,716	4,702,639
Inventories of supplies	250,000	250,000
Tangible capital assets (Note 11)	205,640,710	204,925,882
	<b>206,461,426</b>	<b>209,878,521</b>
<b>Accumulated surplus (deficit) (Note 12)</b>	<b>\$ (17,795,215)</b>	<b>\$ (25,264,061)</b>

**ON BEHALF OF THE BOARD**

\_\_\_\_\_ Chair of the Board

\_\_\_\_\_ Vice-Chair of the Board

See accompanying notes



**Grand Erie District School Board**  
**Consolidated Statement of Operations**  
**Year ended August 31, 2016**

	2016 Budget	2016	2015
<b>REVENUES</b>			
Provincial grants - Grants for student needs	\$ 292,170,137	\$ <b>294,748,432</b>	\$ 290,007,304
Provincial grants - Other	4,166,570	<b>4,974,150</b>	4,321,994
Federal grants and fees	7,079,324	<b>7,818,030</b>	7,252,760
Other revenue - School boards	273,203	<b>231,568</b>	252,234
Other fees and revenue	1,042,186	<b>2,294,734</b>	2,031,583
School fundraising	7,509,800	<b>7,041,840</b>	7,445,440
	312,241,220	<b>317,108,754</b>	311,311,315
<b>Expenses (Note 13)</b>			
Instruction	235,063,476	<b>236,932,522</b>	235,272,524
Administration	7,212,750	<b>8,353,338</b>	7,610,910
Transportation	11,058,204	<b>11,140,058</b>	10,920,332
Pupil accommodation	43,819,443	<b>43,709,872</b>	45,327,742
Other	1,550,131	<b>2,672,153</b>	262,276
School funded activities	7,509,800	<b>6,831,965</b>	7,416,033
	306,213,804	<b>309,639,908</b>	306,809,817
<b>ANNUAL SURPLUS</b>	6,027,416	<b>7,468,846</b>	4,501,498
<b>Deficit - beginning of year</b>	(21,837,434)	<b>(25,264,061)</b>	(29,765,559)
<b>DEFICIT - END OF YEAR</b>	\$ (15,810,018)	<b>\$ (17,795,215)</b>	\$ (25,264,061)

See accompanying notes



**Grand Erie District School Board****Consolidated Statement of Cash Flow****Year ended August 31, 2016**

	2016	2015
<b>OPERATING ACTIVITIES</b>		
Annual surplus	\$ 7,468,846	\$ 4,501,498
Items not affecting cash:		
Amortization of tangible capital assets	14,825,861	14,009,358
Revenue recognized from deferred capital contributions	(13,330,751)	(12,319,636)
Loss on disposal of assets held for sale	-	124,483
	<b>8,963,956</b>	<b>6,315,703</b>
Sources and (uses):		
Accounts receivable	(1,064,132)	6,134,433
Accounts payable and accrued liabilities	4,336,627	(2,886,763)
Deferred revenue - operating	(320,459)	165,689
Retirement and other employee future benefits	(10,163,336)	(3,979,322)
Prepaid expenses	4,131,923	(717,262)
	<b>(3,079,377)</b>	<b>(1,283,225)</b>
Cash flow from operating activities	<b>5,884,579</b>	<b>5,032,478</b>
<b>INVESTING ACTIVITIES</b>		
Proceeds on disposal of assets held for sale	-	340,517
Cash used to acquire tangible capital assets	(15,540,689)	(10,738,963)
Cash flow used by investing activities	<b>(15,540,689)</b>	<b>(10,398,446)</b>
<b>FINANCING ACTIVITIES</b>		
Accounts receivable - Government of Ontario	(2,518,651)	7,763,633
Increase (decrease) in temporary borrowing	9,142,331	(17,313,705)
Increase (decrease) in deferred revenue - capital	(2,117,324)	393,753
Additions to deferred capital contributions	16,124,022	11,079,480
Long term debt issued	-	7,720,000
Debt repayments	(11,053,140)	(4,235,717)
Cash flow from financing activities	<b>9,577,238</b>	<b>5,407,444</b>
<b>Net change in cash and cash equivalents during the year</b>	<b>(78,872)</b>	<b>41,476</b>
Cash and cash equivalents - beginning of year	<b>4,108,824</b>	<b>4,067,348</b>
<b>CASH AND CASH EQUIVALENTS - END OF YEAR</b>	<b>\$ 4,029,952</b>	<b>\$ 4,108,824</b>

See accompanying notes



**Grand Erie District School Board**  
**Consolidated Statement of Change in Net Debt**  
**Year Ended August 31, 2016**

	Budget 2016	2016	2015
<b>Annual surplus</b>	\$ 6,027,416	\$ 7,468,846	\$ 4,501,498
<b>TANGIBLE CAPITAL ASSET ACTIVITY</b>			
Acquisition of tangible capital assets	(16,919,838)	(15,540,689)	(10,738,964)
Amortization of tangible capital assets	14,863,442	14,825,861	14,009,358
	(2,056,396)	(714,828)	3,270,394
		8,183,674	
<b>OTHER NON-FINANCIAL ASSET ACTIVITY</b>			
Acquisition of prepaid expenses	-	(570,716)	(4,702,639)
Use of prepaid expenses	-	4,702,639	3,985,378
	-	4,131,923	(717,261)
<b>Decrease in net debt</b>	3,971,020	10,885,941	7,054,631
Net debt at beginning of year	(235,142,582)	(235,142,582)	(242,197,213)
<b>Net debt at end of year</b>	\$ (231,171,562)	\$ (224,256,641)	\$ (235,142,582)

See accompanying notes





**Grand Erie District School Board****Notes to Consolidated Financial Statements****Year ended August 31, 2016****1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The consolidated financial statements are prepared by management in accordance with the basis of accounting described below.

Basis of accounting

The consolidated financial statements have been prepared in accordance with the Financial Administration Act supplemented by Ontario Ministry of Education memorandum 2004:B2 and Ontario Regulation 395/11 of the Financial Administration Act.

The Financial Administration Act requires that the consolidated financial statements be prepared in accordance with the accounting principles determined by the relevant Ministry of the Province of Ontario. A directive was provided by the Ontario Ministry of Education within memorandum 2004:B2 requiring school boards to adopt Canadian Public Sector Accounting Standards commencing with their year ended August 31, 2004 and that changes may be required to the application of these standards as a result of regulation.

In 2011, the government passed Ontario Regulation 395/11 of the Financial Administration Act. The Regulation requires that contributions received or receivable for the acquisition or development of depreciable tangible capital assets and contributions of depreciable tangible capital assets for use in providing services, be recorded as deferred capital contributions and be recognized as revenue in the statement of operations over the periods during which the asset is used to provide service at the same rate that amortization is recognized in respect of the related asset. The regulation further requires that if the net book value of the depreciable tangible capital asset is reduced for any reason other than depreciation, a proportionate reduction of the deferred capital contribution along with a proportionate increase in the revenue be recognized. For Ontario school boards, these contributions include government transfers, externally restricted contributions and, historically, property tax revenue.

The accounting policy requirements under Regulation 395/11 are significantly different from the requirements of Canadian Public Sector Accounting Standards which requires that;

- government transfers, which do not contain a stipulation that creates a liability, be recognized as revenue by the recipient when approved by the transferor and the eligibility criteria have been met in accordance with public sector accounting standard PS3410;
- externally restricted contributions be recognized as revenue in the period in which the resources are used for the purpose or purposes specified in accordance with public sector accounting standard PS3100; and
- property taxation revenue be reported as revenue when received or receivable in accordance with public sector accounting standard PS3510.

As a result, revenue recognized in the statement of operations and certain related deferred revenues and deferred capital contributions would be recorded differently under Canadian Public Sector Accounting Standards.

*(continues)*



**Grand Erie District School Board****Notes to Consolidated Financial Statements****Year ended August 31, 2016****1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (*continued*)**Reporting entity

The consolidated financial statements reflect the assets, liabilities, revenues, and expenses of the reporting entity. The reporting entity is comprised of all organizations accountable for the administration of their financial affairs and resources to the Board and which are controlled by the Board.

School generated funds, which include the assets, liabilities, revenue and expenses of various organizations that exist at the school level and which are controlled by the Board are reflected in the consolidated financial statements.

Transportation consortium, which include the Board's pro-rata share of assets, liabilities, revenues and expenses of the consortium which are controlled unilaterally by the participating Boards are reflected in the consolidated financial statements.

Cash and cash equivalents

Cash and cash equivalents comprise of cash on hand, demand deposits and short term investments. Short term investments are highly liquid, subject to insignificant risk of changes in value and have a short maturity term of less than 90 days.

Deferred revenue

Certain amounts are received pursuant to legislation, regulation or agreement and may only be used in the conduct of certain programs or in the delivery of specific services and transactions. These amounts are recognized as revenue in the fiscal year the related expenditures are incurred or services performed.

Deferred Capital Contributions

Contributions received or receivable for the purpose of acquiring or developing a depreciable tangible capital asset for use in providing services, or any contributions in the form of depreciable tangible assets received or receivable for use in providing services, shall be recognized as deferred capital contributions as defined in Ontario Regulation 395/11 of the Financial Administration Act. These amounts are recognized as revenue at the same rate as the related tangible capital asset is amortized. The following items fall under this category:

- Government transfers received or receivable for capital purpose
- Other restricted contributions received or receivable for capital purpose
- Property taxation revenues which were historically used to fund capital assets

*(continues)*

**Grand Erie District School Board**  
**Notes to Consolidated Financial Statements**  
**Year ended August 31, 2016**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (*continued*)**

Retirement and other employee future benefits

The Board provides defined retirement and other future benefits to specified employee groups. These benefits include pension, life insurance, and health care benefits, dental benefits and retirement gratuities. The Board has adopted the following policies with respect to accounting for these employee benefits:

- (a) The costs of self-insured retirement and other employee future benefit plans are actuarially determined using management's best estimate of salary escalation, accumulated sick days at retirement, insurance and health care cost trends, disability recovery rates, long-term inflation rates and discount rates.

The cost of retirement gratuities are actuarially determined using the employee's salary, banked sick days and years of service as at August 31, 2012 and management's best estimate of discount rates. Any actuarial gains and losses arising from changes to the discount rate are amortized over the expected average remaining service life of the employee group.

For self-insured retirement and other employee future benefits that vest or accumulate over the periods of service provided by employees, such as life insurance and health care benefits for retirees, the cost is actuarially determined using the projected benefits method pro-rated on service. Under this method, the benefit costs are recognized over the expected average service life of the employee group.

For those self-insured benefit obligations that arise from specific events that occur from time to time, such as obligations for worker's compensation, long-term disability and life insurance and health care benefits for those on disability leave, the cost is recognized immediately in the period the events occur. Any actuarial gains and losses that are related to these benefits are recognized immediately in the period they arise.

- (c) The costs of multi-employer defined pension plan benefits, such as the Ontario Municipal Employees Retirement System pensions, are the employer's contributions due to the plan in the period;
- (d) The costs of insured benefits are the employer's portion of insurance premiums owed for coverage of employees during the period.

Trust funds

Trust funds and their related operations administered by the Board are not included in the consolidated financial statements as they are not controlled by the Board.

*(continues)*



**Grand Erie District School Board**  
**Notes to Consolidated Financial Statements**  
**Year ended August 31, 2016**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (*continued*)**

Tangible capital assets

Tangible capital assets are recorded at historical cost less accumulated amortization. Historical cost includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset, as well as interest related to financing during construction. When historical cost records were not available, other methods were used to estimate the costs and accumulated amortization.

Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as leased tangible capital assets. All other leases are accounted for as operating leases and the related payments are charged to expenses as incurred.

Tangible capital assets, except land, are amortized on a straight line basis over their estimated useful lives as follows:

Land improvements with finite lives	15 years
Buildings	40 years
Portable structures	20 years
Furniture and equipment	5-15 years
Computer hardware	5 years
Computer software	5 years
Capital leased assets	10 years
Vehicles	5 years

Assets under construction and assets that relate to pre-acquisition and pre-construction costs are not amortized until the asset is available for productive use.

Land permanently removed from service and held for resale is recorded at the lower of cost and net realizable value. Cost includes amounts for improvements to prepare the land for sale or servicing. Buildings permanently removed from service and held for resale cease to be amortized and are recorded at the lower of carrying value and estimated net realizable value. Tangible capital assets which meet the criteria for financial assets are reclassified as “assets held for sale” on the Consolidated Statement of Financial Position.

Works of art and cultural and historic assets are not recorded as assets in these consolidated financial statements.

*(continues)*



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**Grand Erie District School Board**  
**Notes to Consolidated Financial Statements**  
**Year ended August 31, 2016**

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**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (*continued*)**

Government transfers

Government transfers, which include legislative grants, are recognized in the consolidated financial statements in the period in which the events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met and reasonable estimates of the amount can be made. If government transfers contain stipulations which give rise to a liability, they are deferred and recognized in revenue when the stipulations are met.

Government transfers for capital are deferred as required by Regulation 395/11, recorded as deferred capital contributions (DCC) and recognized as revenue in the consolidated statement of operations at the same rate and over the same periods as the asset is amortized.

Investment income

Investment income is reported as revenue in the period earned.

When required by the funding government or related Act, investment income earned on externally restricted funds such as pupil accommodation, education development charges and special education forms part of the respective deferred revenue balances.

Budget figures

Budget figures have been provided for comparison purposes and have been derived from the budget approved by the Trustees. The budget approved by the Trustees is developed in accordance with the provincially mandated funding model for school boards and is used to manage program spending within the guidelines of the funding model.

Use of estimates

The preparation of consolidated financial statements in conformity with the basis of accounting described earlier in this note requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the consolidated financial statements, and the reported amounts of revenues and expenses during the year. Actual results could differ from these estimates.

Property tax revenue

Under public sector accounting standards, the entity that determines and sets the tax levy records the revenue in the financial statements, which in the case of the Board, is the Province of Ontario. As a result, property tax revenue received from the municipalities is recorded as part of provincial grants.



**Grand Erie District School Board****Notes to Consolidated Financial Statements****Year ended August 31, 2016****2. ACCOUNTS RECEIVABLE**

	2016	2015
Municipalities	\$ 8,895,121	\$ 8,737,510
Province of Ontario	208,194	378,865
Government of Canada	4,199,234	3,381,845
Other school boards	530,838	650,488
Other	2,260,615	1,881,162
	<b>\$ 16,094,002</b>	<b>\$ 15,029,870</b>

**3. ACCOUNTS RECEIVABLE - GOVERNMENT OF ONTARIO**

The Province of Ontario replaced variable capital funding with a one-time debt support grant in 2009-10. The Grand Erie District School Board received a one-time grant that recognizes capital debt as of August 31, 2010 that is supported by the existing capital programs. The Board receives this grant in cash over the remaining term of the existing capital debt instruments. The Board may also receive yearly capital grants to support capital programs which would be reflected in this account receivable.

The Board has an account receivable from the Province of Ontario of \$90,734,251 as at August 31, 2016, (2015 - \$88,215,600) with respect to capital grants.

**4. TEMPORARY BORROWING**

Temporary borrowing is comprised of bank overdraft and short term bank loans as follows:

	2016	2015
Bank overdraft	\$ 13,784,470	\$ 9,122,139
Bankers' acceptances	4,480,000	-
	<b>\$ 18,264,470</b>	<b>\$ 9,122,139</b>

The organization has credit facility agreement consisting of revolving demand term facility with a limit of \$35,000,000 and additional credit facility agreements by way of bankers' acceptance or loans with a limit of \$5,900,000. The bank overdraft bears interest at prime minus 0.75%. The bankers' acceptances bear interest at the banker's prime minus 0.75% for fees at 1.275 per annum, plus an acceptance fee of 0.75%.



**Grand Erie District School Board**  
**Notes to Consolidated Financial Statements**  
**Year ended August 31, 2016**

**5. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES**

	2016	2015
Trade	\$ 13,991,380	\$ 9,592,131
Teachers wage deferral plan payable	362,227	424,850
	<b>\$ 14,353,607</b>	<b>\$ 10,016,981</b>

**6. DEFERRED REVENUE**

Revenues received and that have been set aside for specific purposes by legislation, regulation or agreement are included in deferred revenue. Deferred revenue for specific purposes by legislation, regulation or agreement as at August 31, 2016 is comprised of:

	Balance as at August 31, 2015	Revenue received and interest earned	Revenue recognized in the period	Transfer to deferred capital contributions	Balance as at August 31, 2016
Provincial - operating	\$ 522,367	\$ 41,515,448	\$ (41,801,359)	\$ -	\$ 236,456
Third Party - operating	40,718	713,983	(748,531)	-	6,170
Provincial - capital	2,546,057	16,685,385	(10,852,486)	(7,950,222)	428,734
Third party - capital	-	194,632	-	(194,632)	-
	<b>\$ 3,109,142</b>	<b>\$ 59,109,448</b>	<b>\$ (53,402,376)</b>	<b>\$ (8,144,854)</b>	<b>\$ 671,360</b>

**7. DEFERRED CAPITAL CONTRIBUTIONS**

Deferred capital contributions include grants and contributions received that are used for the acquisition of tangible capital assets in accordance with regulation 395/11 that have been expended by year end. The contributions are amortized into revenue over the life of the asset acquired.

	2016	2015
Balance - beginning of year	\$178,515,767	\$179,755,923
Additions	16,124,022	11,079,480
Revenue recognized	(13,330,751)	(12,319,636)
Balance - end of year	<b>\$181,309,038</b>	<b>\$178,515,767</b>



**Grand Erie District School Board**  
**Notes to Consolidated Financial Statements**  
**Year ended August 31, 2016**

**8. LONG TERM DEBT**

	2016	2015
Demand Loan payable to Royal Bank of Canada, bearing interest at 3.31%, repayable in blended monthly principal and interest payments of \$22,073, due January 10, 2025	\$ 1,928,819	\$ 2,126,100
Demand Loan payable to Royal Bank of Canada, bearing interest at 3.18%, repayable in blended monthly principal and interest payments of \$22,042, due July 8, 2025	2,051,142	2,247,229
Demand Loan payable to Royal Bank of Canada, bearing interest at 3.39%, repayable in blended monthly principal and interest payment of \$22,390, due December 23, 2025	2,147,125	2,331,007
Loan payable to Royal Bank of Canada, bearing interest at 2.64%, repayable in the following blended monthly principal and interest payments of \$17,882, due June 24, 2019	585,284	781,555
Ontario Finance Authority Debenture for Good Places to Learn expenditures, bearing interest at 4.76%, repayable in blended semi-annual principal and interest payments of \$529,236, due November 15, 2029.	10,452,309	10,993,634
Ontario Finance Authority Debenture for Good Places to Learn expenditures, bearing interest at 4.56%, repayable in blended semi-annual principal and interest payments of \$399,470, due November 15, 2031.	8,810,240	9,194,251
Ontario Finance Authority Debenture for Good Places to Learn expenditures, bearing interest at 4.9%, repayable in blended semi-annual principal and interest payments of \$331,482, due March 3, 2033.	7,529,504	7,813,059
Ontario Finance Authority Debenture for Good Places to Learn expenditures, bearing interest at 5.23%, repayable in blended semi-annual principal and interest payments of \$659,390, due April 13, 2035.	15,713,290	16,191,116
Ontario Finance Authority Debenture for Good Places to Learn expenditures, bearing interest at 4.83%, repayable in blended semi-annual principal and interest payments of \$129,343, due March 11, 2036.	3,275,299	3,372,166

(continues)





**Grand Erie District School Board**  
**Notes to Consolidated Financial Statements**  
**Year ended August 31, 2016**

**8. LONG TERM DEBT (continued)**

	2016	2015
Ontario Finance Authority Debenture for Good Places to Learn, Prohibitive To Repair and Capital Priorities expenditures, bearing interest at 3.799%, repayable in blended semi-annual principal and interest payments of \$1,290,173, due March 19, 2038.	38,063,922	39,166,701
Ontario Finance Authority Debenture for Good Places to Learn, Prohibitive To Repair and Capital Priorities expenditures, bearing interest at 4.003% repayable in blended semi-annual principal and interest payments of \$18,692, due March 11, 2039.	555,879	570,565
Loan payable to Royal Bank of Canada, bearing interest at 3.10%, repayable in the following blended monthly principal and interest payments of \$53,702	-	7,378,570
	<b>\$ 91,112,813</b>	<b>\$ 102,165,953</b>

Principal repayment terms are approximately:

2017	\$ 3,838,730
2018	4,001,150
2019	4,134,930
2020	4,129,425
2021	4,308,260
Thereafter	70,700,318
	<u>\$ 91,112,813</u>

**9. DEBT CHARGES AND CAPITAL LOAN INTEREST**

The debt charges and capital loan interest charges includes principal and interest payments as follows:

	2016	2015
Principal payments on long term debt	\$ 11,053,140	\$ 4,235,717
Interest payments on long term debt	4,558,903	4,535,066
	<b>\$ 15,612,043</b>	<b>\$ 8,770,783</b>



**Grand Erie District School Board**  
**Notes to Consolidated Financial Statements**  
**Year ended August 31, 2016**

**10. RETIREMENT AND OTHER EMPLOYEE FUTURE BENEFITS**

Retirement and other employee future benefit liabilities:

	2016	2015
<b>Accrued employee future benefit obligations</b>		
Retirement gratuity plan	\$ 24,569,323	\$ 34,740,615
Retirement life insurance and health care benefits	1,536,670	1,663,560
Workplace Safety and Insurance Board obligations	3,158,735	3,002,619
Sick Leave Top-Up Benefits	138,830	160,100

Total employee future benefit liability at August 31	29,403,558	39,566,894
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Retirement and other employee future benefit expenses:

<b>Current year benefit cost</b>		
Sick Leave Top-Up Benefits	138,830	160,100
Workplace Safety and Insurance Board obligations	563,858	110,786
	702,688	270,886

<b>Interest on accrued benefit obligation</b>		
Retirement gratuity plan	818,908	1,011,567
Retirement life insurance and health care benefits	38,114	47,541
Workplace Safety and Insurance Board obligations	74,558	88,738
	931,580	1,147,846

<b>Recognized actuarial gains</b>		
Retirement gratuity plan	(1,740,625)	-

<b>Benefit data correction</b>		
Retirement gratuity plan	-	(1,179,068)

<b>Recognition of unamortized actuarial (gain) loss</b>		
Retirement gratuity plan	67,335	(1,446)
Retirement life insurance and health care benefits	50,769	79,425
Sick Leave Top-Up Benefits	4,145	55,060
	122,249	133,039

Total employee future benefit expenses	\$ 15,892	\$ 372,703
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**Grand Erie District School Board**  
**Notes to Consolidated Financial Statements**  
**Year ended August 31, 2016**

**10. RETIREMENT AND OTHER EMPLOYEE FUTURE BENEFITS (*continued*)**

**Actuarial assumptions**

The accrued benefit obligations for employee future benefit plans as at August 31, 2016 are based on on actuarial assumptions of future events determined for accounting purposes as at August 31, 2013 and based on updated average daily salary and banked sick days as at August 31, 2016. These valuations take into account the plan changes outlined above and the economic assumptions used in these valuations are the Board's best estimates of expected rates of:

	2016	2015
	%	%
Inflation		
Retirement gratuity plan	1.5	1.5
Retirement life insurance and health care benefits	1.5	1.5
Workplace safety and insurance board obligations	2	2
Wage and salary escalation		
Retirement gratuity plan	0	0
Insurance and health care cost escalation		
Health costs	8.25	8.5
Dental costs	4.25	4.5
Discount on accrued benefit obligations		
Retirement gratuity plan	2.05	2.45
Retirement life insurance and health care benefits	2.05	2.45
Workplace Safety and Insurance Board obligations	2.05	2.45

**Retirement benefits**

**Ontario Teachers' Pension Plan**

Teachers are eligible to be members of the Ontario Teachers' Pension Plan. Employer contributions for these employees are provided directly by the Province of Ontario. The pension costs and obligations related to this plan are a direct responsibility of the Province. Accordingly, no costs or liabilities related to this plan are included in the Board's financial statements.

**Ontario Municipal Employees Retirement System**

All non-teaching employees of the Board are eligible to be members of the Ontario Municipal Employees Retirement System (OMERS), a multi-employer pension plan. The plan provides defined pension benefits to employees based on their length of service and rates of pay. The Board contributions equal the employee contributions to the plan. During the year ended August 31, 2016, the Board contributed \$3,704,735 (2015 - \$3,709,606) to the plan. These contributions are the Board's pension benefit expenses. No pension liability for this type of plan is included in the Board's consolidated financial statements.

*(continues)*



**Grand Erie District School Board**  
**Notes to Consolidated Financial Statements**  
**Year ended August 31, 2016**

**10. RETIREMENT AND OTHER EMPLOYEE FUTURE BENEFITS (*continued*)**

Retirement gratuities

The Board provides retirement gratuities to certain groups of employees hired prior to specified dates. The Board provides these benefits through an unfunded defined benefit plan. The benefit costs and liabilities related to this plan are included in the Board's consolidated financial statements. The amount of the gratuities payable to eligible employees at retirement is based on their salary, accumulated sick days, and years of service at August 31, 2012.

Voluntary Retirement Gratuity Early Payout Provision

During 2015-16, OSSTF, ETFO and CUPE ratified agreements at the local and central level, which included a voluntary retirement gratuity early payout provision. The provision provided OSSTF, ETFO and CUPE members the option of receiving a discounted frozen retirement gratuity benefit payment by August 31, 2016 (or the first pay period in September 2016 for CUPE).

This provision was also made available to all non-unionized school board employees, including principals and vice-principals. These payments will be made by August 31, 2016.

Some employees took the early payouts, which were discounted from the current financial statement carrying values. As a result, the reduction in the liability for those members who took the voluntary retirement gratuity early payout option was accompanied by actuarial gains in the board's 2015-16 year financial statements. This resulted in the board's employee future benefit liability decreasing by \$7,228,964.

Life insurance benefits

The Board sponsors a separate plan for retirees to provide life insurance benefits. The Board is responsible for the payment of life insurance premiums under this plan, however all or a portion of the cost are recovered from the employees as specified in their collective agreement. The premiums are based on the Board experience and retirees' premiums may be subsidized by the board. The benefit costs and liabilities related to the plan are provided through an unfunded defined benefit plan and are included in the Board's consolidated financial statements. Effective September 1, 2013, employees retiring on or after this date, will no longer qualify for Board subsidized premiums or contributions.

Health Care and Dental Benefits

The Board sponsors a separate plan for retirees to provide group health care and dental benefits. The Board is responsible for the payment of health care premiums under this plan, however all or a portion of the cost is recovered from the employees as specified in their collective agreement once a certain time period has been reached. Benefits provided by the Board are provided through an unfunded defined benefit plan. The benefit costs and liabilities related to this plan are included in the Board's consolidated financial statements.

*(continues)*



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**Grand Erie District School Board**  
**Notes to Consolidated Financial Statements**  
**Year ended August 31, 2016**

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**10. RETIREMENT AND OTHER EMPLOYEE FUTURE BENEFITS (*continued*)**

**Other employee future benefits**

Workplace Safety and Insurance Board Obligations

The Board is a Schedule 2 employer under the Workplace Safety and Insurance Act and, as such, assumes responsibility for the payment of all claims to its injured workers under the Act. The Board does not fund these obligations in advance of payments made under the Act. The benefit costs and liabilities related to this plan are included in the Board's consolidated financial statements. Plan changes in 2012 require school boards to provide salary top-up to a maximum of 4 1/2 years for employees receiving payments from the Workplace Safety and Insurance Board, where the previously negotiated collective agreement included such provision.

Long-Term Disability Life Insurance and Dental and Health Care Benefits

The Board may provide life insurance, dental and health care benefits to employees on long-term disability leave at their request. The Board is responsible for the payment of life insurance premiums and the cost of health care benefits under this plan, however all or a portion of the cost is recovered from the employees as specified in their collective agreement once a certain time period has been reached. Benefits provided by the Board are provided through an unfunded defined benefit plan. The costs of salary compensation paid to employees on long-term disability leave are fully insured and not included in this plan.

Sick Leave Top-Up Benefits

A maximum of eleven unused sick leave days from the current year may be carried forward into the following year only, to be used to top-up salary for illnesses paid through the short-term leave and disability plan in that year. The benefit costs expensed in the financial statements are \$142,975 (2015 – 215,160).

For accounting purposes, the valuation of the accrued benefit obligation for the sick leave top-up is based on actuarial assumptions about future events determined as at August 31, 2016 and is based on the average daily salary and banked sick days of employees as at August 31, 2016.

*(continues)*



**Grand Erie District School Board**  
**Notes to Consolidated Financial Statements**  
**Year ended August 31, 2016**

**10. RETIREMENT AND OTHER EMPLOYEE FUTURE BENEFITS (*continued*)**

**Benefit Plan Future Changes**

Currently, the Board provides health, dental and life insurance benefits for certain employees and retired individuals from school boards and has assumed liability for payment of benefits under these plans. As part of ratified labour collective agreements for unionized employees that bargain centrally and ratified central discussions with the principals and vice-principals associations, Employee Life and Health Trusts (ELHTs) will be established in 2016-17 for the following employee groups: ETFO, ETFO-EW, OSSTF, OSSTF-EW, CUPE, non-unionized employees (including principals and vice-principals). The ELHTs will provide health, life and dental benefits to teachers (excluding daily occasional teachers), education workers (excluding casual and temporary staff), other school board staff and retired individuals up to a school board's participation date into the ELHT. These benefits will be provided through a joint governance structure between the bargaining/employee groups, school board trustees associations and the Government of Ontario. Starting on February 1, 2017, the Board will no longer be responsible to provide benefits to the above mentioned groups. The Board will transfer to the ELHTs an amount per full-time equivalency based on the 2014-15 actual benefit costs + 8.16% representing inflationary increases for 2015-16 and 2016-17. In addition, the Ministry of Education will provide an additional \$300 per FTE for active employees to the school board. These amounts will then be transferred to the Trust for the provision of employee and retiree benefits.

**11. TANGIBLE CAPITAL ASSETS**

COST	2015	Additions and Transfers	Disposals and transfers	2016
Land	\$ 4,148,032	\$ -	\$ -	\$ 4,148,032
Land improvements	7,008,341	400,612	-	7,408,953
Buildings	291,518,453	12,462,220	-	303,980,673
Portable structures	10,406,001	325,482	143,400	10,588,083
Furniture and equipment	5,535,367	309,755	379,402	5,465,720
Computer hardware	13,806,707	1,936,979	2,335,375	13,408,311
Computer software	861,095	-	46,967	814,128
Capital leased assets	534,779	-	-	534,779
Vehicles	358,345	105,643	-	463,988
	<b>\$334,177,120</b>	<b>\$ 15,540,691</b>	<b>\$ 2,905,144</b>	<b>\$346,812,667</b>



**Grand Erie District School Board**  
**Notes to Consolidated Financial Statements**  
**Year ended August 31, 2016**

AMORTIZATION	2015	Amortization and write downs	Disposals, transfers, adjustments	2016
Land improvements	\$ 1,972,566	\$ 530,262	\$ -	\$ 2,502,828
Buildings	108,949,428	10,216,000	-	119,165,428
Portable structures	7,287,837	531,162	143,400	7,675,599
Furniture and equipment	3,071,047	551,715	379,402	3,243,360
Computer hardware	6,707,266	2,721,502	2,335,375	7,093,393
Computer software	576,530	167,522	46,967	697,085
Capital leased assets	470,473	25,467	-	495,940
Vehicles	216,091	82,233	-	298,324
	<b>\$129,251,238</b>	<b>\$ 14,825,863</b>	<b>\$ 2,905,144</b>	<b>\$141,171,957</b>

NET BOOK VALUE	2016	2015
Land	\$ 4,148,032	\$ 4,148,032
Land improvements	4,906,125	5,035,775
Buildings	184,815,245	182,569,025
Portable structures	2,912,484	3,118,164
Furniture and equipment	2,222,360	2,464,320
Computer hardware	6,314,918	7,099,441
Computer software	117,043	284,565
Capital leased assets	38,839	64,306
Vehicles	165,664	142,254
	<b>\$205,640,710</b>	<b>\$204,925,882</b>

## 12. ACCUMULATED SURPLUS (DEFICIT)

Accumulated surplus (deficit) consists of the following:

	2016	2015
<b>Surplus(deficit):</b>		
Invested in non-depreciable tangible capital assets	\$ 4,114,936	\$ 4,114,936
Employee future benefits	(29,264,728)	(39,406,794)
Internally appropriated	4,373,099	7,502,764
School generated funds	3,357,510	3,147,635
Other	(376,032)	(622,602)
	<b>\$ (17,795,215)</b>	<b>\$ (25,264,061)</b>



**Grand Erie District School Board**  
**Notes to Consolidated Financial Statements**  
**Year ended August 31, 2016**

**13. EXPENSES BY OBJECT**

The following is a summary of the expenses reported on the consolidated statement of operations by object:

	2016 Budget	2016 Actual	2015 Actual
Salary and wages	\$211,343,052	\$213,525,642	\$210,437,003
Employee benefits	30,888,430	29,520,672	30,446,071
Staff development	1,009,775	2,053,502	2,169,874
Supplies and services	28,387,687	29,268,285	28,923,017
Interest charges on capital	4,188,999	4,621,504	4,556,380
Rental expenses	112,128	258,808	338,091
Fees and contract services	14,760,440	15,217,551	15,723,237
Amortization and write downs of tangible capital assets	14,863,442	14,825,861	14,133,841
Other	659,851	348,083	82,303
	<b>\$306,213,804</b>	<b>\$309,639,908</b>	<b>\$306,809,817</b>

**14. TRUST FUNDS**

Trust funds administered by the Board amounting to \$728,309 (2015 - \$756,274) have not been included in the consolidated statement of financial position nor have their operations been included in the consolidated statement of operations.

**15. ONTARIO SCHOOL BOARD INSURANCE EXCHANGE (OSBIE)**

The school board is a member of the Ontario School Board Insurance Exchange (OSBIE), a reciprocal insurance company licensed under the Insurance Act. OSBIE insures general public liability, property damage and certain other risks. Liability insurance is available to a maximum of \$24,000,000 per occurrence.

**16. SUBSEQUENT EVENTS**

The Board has entered into an agreement to sell property for \$976,325 during the year. The sale is scheduled to close on September 28, 2016.





**Grand Erie District School Board**  
**Notes to Consolidated Financial Statements**  
**Year ended August 31, 2016**

**17. TUITION AGREEMENT TRANSFERS**

Grand Erie District School Board has tuition agreements with Indigenous and Northern Affairs Canada (INAC) and The Mississaugas of the New Credit First Nations (MNCFN). The agreements provide accommodation instruction and special services for Aboriginal Pupils. Revenues earned by the Board during the year are as follows:

	2016	2015
<b>Indigenous and Northern Affairs Canada</b>		
Tuition agreements - secondary	\$ 5,952,722	\$ 5,739,716
Special services agreement - native advisor	113,052	113,052
Special services agreement - educational counsellor	344,220	344,220
Special services agreement - high cost special secondary	380,153	380,153
Other	211,085	74,198
	<b>7,001,232</b>	<b>6,651,339</b>
<b>The Mississaugas of the New Credit First Nations</b>		
Tuition agreements - secondary	457,478	436,305
Special services agreement - high cost special education	118,145	118,427
Other	33,527	-
	<b>609,150</b>	<b>554,732</b>
<b>Total</b>	<b>\$ 7,610,382</b>	<b>\$ 7,206,071</b>

**18. CONTRACTUAL OBLIGATIONS**

The Board has ongoing commitments under operating leases. Anticipated lease payments over the next five years are as follows:

2017	\$ 2,695,460
2018	2,777,050
2019	2,833,500
2020	3,010,500
2021	3,171,745
	<b>\$ 14,488,255</b>

The Board had letters of credit outstanding with the bank as at August 31, 2016 of \$577,524 (2015 - \$605,524), which were required for security on some of the construction projects.

**19. COMPARATIVE FIGURES**

As a result of Ministry review and adjustments, certain comparative figures have been reclassified. The opening balance of deferred revenue and deficit have been adjusted by \$890,000.



**Grand Erie District School Board****Notes to Consolidated Financial Statements****Year ended August 31, 2016****20. PARTNERSHIP IN TRANSPORTATION CONSORTIUM**

	<b>2016</b>		<b>2015</b>	
	<b>Total</b>	<b>Board Portion</b>	<b>Total</b>	<b>Board Portion</b>
<b>Financial position:</b>				
Financial assets	\$ 63,562	\$ (63,562)	\$ 7,144	\$ (7,144)
Liabilities	(63,562)	63,562	(7,144)	7,144
<b>Accumulated surplus(deficit)</b>	-	-	-	-
<b>Operations:</b>				
Revenues	15,541,501	(10,911,792)	15,459,898	(10,795,668)
Expenses	(15,541,501)	10,911,792	(15,459,898)	10,795,668
<b>Annual surplus(deficit)</b>	\$ -	\$ -	\$ -	\$ -

Transportation Consortium

On October 14, 2010, Student Transportation Services of Brant Haldimand Norfolk was incorporated. On September 1, 2009, the Board entered into an agreement with Brant Haldimand Norfolk Catholic District School Board and Conseil Scolaire de District Catholique Centre-Sud in order to provide common administration of student transportation in the region. This agreement was executed in an effort to increase delivery efficiency and cost effectiveness of student transportation for each of the boards. Under the agreement, decisions related to the financial and operating activities of Student Transportation Services of Brant Haldimand Norfolk are shared. No partner is in a position to exercise unilateral control.

The Board's consolidated financial statements reflect proportionate consolidation, whereby they include the assets that it controls, the liabilities that it has incurred, and its pro-rata share of revenues and expenses.

The above provides condensed financial information, which is reported net of harmonized sales tax.

**21. REPAYMENT OF "55 SCHOOL BOARD TRUST" FUNDING**

On June 1, 2003, the Board received \$3,520,453 from The 55 School Board Trust for its capital related debt eligible for provincial funding support pursuant to a 30-year agreement it entered into with the trust. The 55 School Board Trust was created to refinance the outstanding not permanently financed (NPF) debt of participating boards who are beneficiaries of the trust. Under the terms of the agreement, The 55 School Board Trust repaid the Board's debt in consideration for the assignment by the Board to the trust of future provincial grants payable to the Board in respect of the NPF debt.

As a result of the above agreement, the liability in respect of the NPF debt is no longer reflected in the Board's financial position.





## GRAND ERIE DISTRICT SCHOOL BOARD

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TO: Brenda Blancher, Director of Education & Secretary

FROM: Jamie Gunn, Superintendent of Business & Treasurer

RE: **Signing Officers**

DATE: December 12, 2016

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**Recommended Action:** It was moved by \_\_\_\_\_ Seconded by \_\_\_\_\_  
THAT (1) signing authorities for the Grand Erie District School Board, relative to General and Trust Accounts/ Legal Documents/ Contracts/ Bank Loans shall be one of the Chair of the Board or the Vice Chair of the Board, together with one of the Director of Education & Secretary or the Superintendent of Business & Treasurer; and (2) facsimile signatures of the Board Chair and Superintendent of Business & Treasurer shall be used for signing General Account cheques produced by the Board's financial accounting system.

### **Background:**

This recommendation is presented to ensure that the Board's operations continue in an orderly manner.

Respectfully submitted,

Jamie Gunn  
Superintendent of Business & Treasurer



## GRAND ERIE DISTRICT SCHOOL BOARD

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TO: Brenda Blancher, Director of Education & Secretary

FROM: Jamie Gunn, Superintendent of Business & Treasurer

RE: **Borrowing Authority**

DATE: December 12, 2016

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<p><b>Recommended Action:</b> It was moved by _____ Seconded by _____ THAT the Grand Erie District School authorize the Signing Authorities of the Board to obtain loans at any one time up to a maximum of \$35,000,000 to cover current payrolls and general account payments, if required.</p>
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### Background:

This recommendation will ensure that the Board continues to carry out its operational business function.

Respectfully submitted,

Jamie Gunn  
Superintendent of Business & Treasurer



## GRAND ERIE DISTRICT SCHOOL BOARD

TO: Brenda Blancher, Director of Education & Secretary

FROM: Jamie Gunn, Superintendent of Business & Treasurer

RE: **Review of Borrowing Bylaws Not on Board's Review Schedule**

DATE: December 12, 2016

**Recommended Action:** It was moved by \_\_\_\_\_ Seconded by \_\_\_\_\_  
 THAT the Grand Erie District School Board receive the Review of Borrowing Bylaws Not on Board's Review Schedule report as information.

### Background

A number of financial bylaws are not part of the Boards regular review cycle as they support longer term commitments with specific maturity dates. The review date is "until maturity" for each of these bylaws, as which time they will be rescinded.

Follows is a schedule of the financial bylaws, showing the amount and maturity dates:

Bylaw		Review Date
BL10	Good Places to Learn, Stage 1 Funding \$11,845,000	until maturity (2031 11 15)
BL14	Good Places to Learn and Primary Class Size Program Borrowing \$9,456,198	until maturity (2033 03 03)
BL20	Borrowing Bylaw: OFA Financing of Capital Projects — Good Places to Learn, Stage 3 - \$3,716,520	until maturity (2036 03 11)
BL21	Borrowing By-Law re: Energy Performance Contract Tri-Party agreement between Grand Erie, Duke Solutions and Canada Life Assurance December 21, 2001 Investment Account \$9,490,000 Reference Bond matures Jun 1, 2023  Efficiency Services agreement between Grand Erie and Duke Solutions - January 3, 2002 Principal aggregate amount of loan \$9,674,000 Contract matures September 10, 2023 (Ameresco took over the contract May 25, 2004)	until maturity (2023 09 23)

Bylaw		Review Date
BL22	Capital Related Debt for Ministry approved projects committed prior to amalgamation of School Boards and change in the Education Funding Model \$3,520,453 (combined with BL22A)	until maturity (2033 06 02)
BL22A	Capital Related Debt – Computershare agreement regarding the administration and processing of payments related to BL22	until maturity (2033 06 02)
BL23	Energy Performance Contract – Phase II Tri-Party agreement between Grand Erie, Ameresco and Manufacturers Life Insurance Company - August 23, 2004; Authorized Investment \$15,345,606.26 Facility Renewal Agreement between Grand Erie and Ameresco - May 25/04; \$27,366,667	until maturity (2028 09 10)
BL24	Borrowing Bylaw — Capital Expenditure Finance \$10,525,000	until maturity (2025 12 23)
BL30	Borrowing Bylaw — New Pupil Places Based Capital Projects \$13,555,558	until maturity (2029 11 15)
BL31	Borrowing Bylaw — Bridge Financing Coronation School Renovation \$5,900,000	2019 04 01 or earlier upon receipt of capital funds
BL32	Borrowing Bylaw — Telephone Replacement Project \$1,884,000	until maturity (2019 05 25)
BL37	Borrowing Bylaw re: Ontario Financing Authority Permanent Capital Financing \$18,242,787	until maturity (2035 04 13)
BL40	Borrowing Bylaw re: Ontario Financing Authority Permanent Capital Financing \$584,685	until maturity (2039 03 11)
BL41	Borrowing Bylaw re: Ontario Financing Authority Permanent Capital Financing \$41,251,572	until maturity (2038 03 19)

Respectfully submitted,

Jamie Gunn  
Superintendent of Business & Treasurer



## GRAND ERIE DISTRICT SCHOOL BOARD

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TO: Brenda Blancher, Director of Education & Secretary

FROM: Dave Abbey, Superintendent of Education

RE: **Technology Infrastructure Review**

DATE: December 12, 2016

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**Recommended Action:** Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_  
 THAT the Grand Erie District School Board approve the reallocation of the 2016-17 IT budget to support the year 1 changes outlined in the "Technology Infrastructure Review" Report.

**Recommended Action:** Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_  
 THAT the Grand Erie District School Board approve the "Technology Infrastructure Review" Report plan subject to annual budget approval.

### Background:

The purpose of this report is to highlight the current state of the IT infrastructure at Grand Erie District School Board presenting the risks and limitations with the current technology and then providing recommendations for next steps.

The Grand Erie District School Board operates a Data Center providing computer servers and storage to enable the applications and services that our school board requires to operate. Grand Erie District School Board's Data Center is located in a secure room at the Teacher Resource Center (TRC).

The computer equipment in the Data Center has an operational life of 5 years. The computer servers and storage in the Data Center should be replaced as the existing technology becomes end-of-life and unsupported. In addition to the Data Center, the school board uses a communications network to connect each of our schools to the TRC and the internet.

Historically, the acquisition of server, storage and network technology at Grand Erie has been acquired without any strategic planning or budgeting. This current practice is not sustainable and is exposing the board to business risk. At the next Audit committee meeting the PWC auditors will be presenting their assessment of IT Services and this business risk will be brought forward.

Grand Erie has used the IBM report authored on April 7, 2010 as a guide for Educational Technology device deployment. The same IBM report recommends the school board develop a Disaster Recovery (DR) Plan, and a board-funded multi-year plan to acquire servers, storage and the network devices. The deployment and rollout of Educational Technology devices has been aggressively operationalized, while little or nothing has been done to create a sustainable plan to fund or deploy infrastructure technology.

One of the technology goals of Grand Erie's new Multi-Year plan is to;

*"Provide an up-to-date technology infrastructure that meets the needs of classrooms, administration and departments"*

If we are serious about meeting this goal, IT funding for technology and staffing needs to be reviewed and a sustainable plan needs to be created to ensure we can live up to this published goal.

**Information:**

**1) Status of areas and need;**

**a) *Main Data Center:***

The equipment currently in the Grand Erie Data Center is end-of-life (older than 5 years) and not covered by manufacturer's warranty. During the last budget process, we did identify the need to refresh the equipment in the Data Center and as a result, a new IT budget line was created with a budget amount \$150,000 allocated to each budget cycle that can be rolled over into the next budget year. This is a good start but it is not enough to purchase new equipment that is required today.

Besides the business risk that exists with having end-of-life equipment in the Data Center, the existing equipment also limits the board in providing services for important applications.

**b) *PowerSchool:***

PowerSchool is the main application of the school board. Currently this application is hosted in the 'Cloud' and not at the TRC Data Center. Having the PowerSchool system operating at a remote data center ("the Cloud") costs the school board \$80,000 per year in hosting fees. The performance of the hosted PowerSchool application is good, however, since the PowerSchool application is hosted, it limits the IT department's access to the Student/Staff data in PowerSchool.

Examples of these limitations include;

- i) We cannot integrate PowerSchool with other systems. For example, we should be able to push staff demographic data daily from our HR system (IPPS) into PowerSchool to reduce the need for school staff to manually maintain this staff demographic data. We should also be able to integrate our Special Education system data (E-lite) with PowerSchool to allow any Spec Ed data to flow into the corresponding Spec Ed Fields of PowerSchool, thus removing the current manual process of double entry and the errors and delays this manual process results in. Once this system integration is in place the time demand on the school clerical staff will decrease and the data will be cleaner resulting in expedited OnSIS reporting cycles.
- ii) We are now limited to requesting only 2 copies of the PowerSchool database per school year. We would like the flexibility to make as many copies of the production system as required for OnSIS count dates to review enrolment numbers on those dates or during the summer prior to the transfer of students into summer school.
- iii) A PowerSchool system hosted at the TRC would allow the IT team to create richer student reports and allow easier access to extract data for research and ad-hoc queries.



Having the PowerSchool application hosted at the Data Center would require the IT Department to consider hiring a skilled Data Base Administrator or DBA. DBA's are responsible to create and maintain all Databases (this is where all the data is stored for the various applications). The DBA is also responsible for backing up the system's and ensuring the systems can be restored in a timely manner. Since the DBA is the one person that understands how the data is stored for each application they are the key staff that are asked to provide data extracts for enrolment or research requests of data. DBA's are also tasked to create the processes allowing one application (i.e. Spec Ed) to pass data to another application (i.e. PowerSchool).

c) ***PD Place***

This is another application that has caused some frustration to our staff as they attempt to complete the mandated Health & Safety Training. The system is running on old hardware. There are a number of areas we are working on to improve the performance of PD Place but the heart of the issue is this system is running on a 7-year-old server that needs to be replaced.

The PD Place servers need to be re-configured to handle spikes in user traffic much like a board website or transportation site needs to handle spikes in traffic on a snow day as parents access these websites to get information about school closures. Applications like PD Place during times of demand need to have multiple computer servers running to meet the demand spikes. A device called a 'Load Balancer' is a computer that monitors for spikes in demand on servers and can automatically spawn additional servers during peak demand periods. A Load Balancer should be part of any future PD Place server configuration.

d) ***Board Website, Staff Portal, School Websites***

The Board Website, Staff Portal and School Websites are currently running on the unsupported equipment in our Data Center. Our Communications department and school staff have limited access to update files on the board and school websites. We are paying our current Website vendor \$75,000 per year to keep these applications supported and make requested changes and updates to the websites.

Grand Erie is currently working on a RFP to replace the existing Board Website, Staff Portal and School Websites. The plan includes finding a vendor to build these websites to our specifications and once completed these websites will be hosted in the Grand Erie Data Center. We would like to have new servers covered with a warranty to support these new Websites.

In addition to the request for new technology to support the website, we would like to review the possibility of hiring a skilled Programmer/Web developer to maintain these Web sites once handed over to Grand Erie Staff to maintain, allowing Grand Erie to become self-sufficient and not requiring the payment of \$75,000 per year to the vendor.

e) ***Network Upgrades***  
***Firewall***

The Firewall is a device that is part of our network that is designed to block or grant network access between an untrusted network (the internet) and a trusted network (Grand Erie network). Firewalls are rated by the amount of traffic the device can monitor and the

types of features supported by the Firewall model. Our current firewall is reaching capacity and will start to fail as more and more of our schools come on-line with the new Bell high speed Fibre connections increasing the traffic through the Firewall.

Many of our students and staff are using a VPN (virtual private network) connection from their smartphones or computers to access internet sites. The current firewall can't monitor what sites our users are accessing when these users connect to the internet using a VPN connection. This is problematic as many internet sites should not be accessed in a school environment.

Besides acting as a security device, the Firewall can also be used to shape network traffic. At Grand Erie we have a BYOD network and a PRIV Network. Shaping the traffic on a network means to create rules to give one network priority over another network. Shaping traffic will allow applications like PowerSchool and PD Place (that use the PRIV network) to operate normally without delays.

As part of the Firewall investigation, I contacted a leading Firewall vendor to install their Firewall equipment into our network to monitor the performance of our existing Firewall, monitoring what virus's and malware are currently making it past our Firewall and then to provide us with a report on all of the items our existing Firewall is letting into our network. (Appendix A – Firewall Report) contains a summary of this report. A new Firewall will help prevent any Distributed Denial of Services attacks (DDoS) like that which happened to the EQAO website.

The report confirmed the presence of viruses and malware in our network. The presence of which puts our network and computers at risk for corruption and unexpected performance problems.

#### ***Access Points and Network Switches***

During the past few months the IT Department has replaced all the Access Points (AP's) in our secondary school sites and offices as well as many of the switches at these sites. We would like to continue this deployment of AP's to all of the Elementary Schools allowing Educational Technology devices to connect to required resources and provide complete Wi-Fi coverage in the schools.

The new AP's allow a guest network to be created and offer faster and more seamless connectivity for school end point devices. These new access points can also be monitored and maintained from one central site, resulting in less traveling for network technicians to school sites to resolve any reported issues.

#### **f) *Backup and Restore Upgrades***

We would like to upgrade the technology that is currently used to backup and restore systems. The IT Department is currently using 3 different backup products acquired over time to provide backup capacity. We are not backing up some information that should be backed up (i.e. e-mails). We can't provide value added services like legal holds on documents or archiving processes.

New Backup and Restore servers would allow us to discontinue use of the 3 existing products and allow all backup and restore activities to be controlled by a single application. The new software would allow Grand Erie to place legal holds on documents

as a result of a court case or legal investigation. The new software will also support provincial archiving mandates to ensure documents are held and can be accessed for legislated time periods.

**g) *Disaster Recovery or Business Continuity Plan:***

The school board does not have a Disaster Recovery (DR) plan or any DR capability. Any fire or flood at the TRC that effects the main data center would have major impact to board operations.

There are different models to build Disaster Recovery capacity, many school boards operate a Disaster Recovery site at a Secondary School that is part of their School District. Other school boards rent space from a municipal partner or private company. Each model has its own pros and cons. If the decision is to host the DR site internally, Simcoe Composite School is the IT Departments preferred site to host the Grand Erie Disaster Recovery site.

## **2) Options to acquire new technology**

The traditional method for a school board to acquire Data Center equipment is to purchase the equipment outright and then set aside 20% of the total spend in a budget line that can roll-over each year to allow for the replacement of the equipment after 5 years. As well as the capitalized method outlined above many school boards have turned to leasing equipment and operationalizing the cost of the equipment to be paid out over the 5-year life span of the technology.

## **3) Estimated Replacement Prices of Technology**

The IT department has discussed different technologies with a number of vendors over the last 6 months and has a good idea what is required for the replacement equipment. Grand Erie can acquire the equipment going through an open RFP process or working with the Provincial vendor of record for this technology. The prices below are prices provided by the company Compugen that is the Provincial Vendor of Record for this equipment.

The Purchase Cost listed below in Table A is a total 5 year cost and it includes a 5-year warranty on devices and annual licensing required over the 5-year period. The lease prices provided are over a 60-month period.

Technology Area	Purchase Cost	Monthly Lease Cost
Main Data Center -Servers, Switches, Backup Hardware - Storage - Load Balancers - Backup Software - Training - Professional Services	\$950,000	\$17,450
Firewall – Hardware Licensing	\$75,000 \$225,000	

Access Points/Switches for Elementary Schools	\$600,000	
Disaster Recovery Site -Servers, Switches, Backup Hardware -Storage -Professional Services	\$450,000	\$7,370

(Table A – Technology Replacement Cost Estimates)

Using these estimates \$950,000(Main Data Center) + \$450,000(DR Site) + \$300,000 (Firewalls) = \$1,700,000. The 5 year estimated cost is \$1,700,000 dollars. To be sustainable this equipment should be replaced every 5 years.

Access Points and network switches should be on a 5 to 7-year replacement cycle with a current replacement cost of approximately \$1,200,000 dollars. (\$600,000(Elementary AP's/Switches) + \$600,000(Secondary AP's/Switches)

Financing details on how this technology can be acquired can be found in Appendix 'B'.

#### 4) Implementation Timeline

Once approval is given IT will work with Purchasing to acquire the technology from existing Provincial Vendor of Record agreements to expedite the acquisition process. Integration of new technology for the Data Center, Firewall and Access Points will start as soon as the hardware arrives.

Expected implementation timeline for the Firewall will be 2-4 weeks, Data Center 1-2 months and Access Points 6 months.

#### Recommendations:

Based on the items presented in this report, the board needs to create a long term sustainable plan for IT infrastructure at Grand Erie and the following steps are recommended;

- 1) Allocate funds to IT to acquire new infrastructure technology in the short-term for year 1. (Data Center, Firewall, Access Points) as per Appendix 'B'.
- 2) Consider changes to the annual IT budget to allow for the replacement of technology of Data Center and Network devices as per Appendix 'B' (will be subject to approval in 2017 18 and future budget years).
- 3) Consider staffing requirements to support the On-site PowerSchool Student Information System and new board and school Websites (will be subject to approval in 2017 18 Budget year).
- 4) Allow the current Business Continuity/Disaster Recovery Planning to continue prior to making any purchase of Disaster Recovery technology. The recommendations coming from this committee should confirm the need and scope of the Business Continuity/Disaster Recovery technology.

Respectfully submitted,

Dave Abbey  
Superintendent of Education

## Appendix A – Firewall Report.

## EXECUTIVE SUMMARY

### FOR Grand Erie District School Board

**Key Findings:**

- **493** total applications are in use, presenting potential business and security challenges. As critical functions move outside of an organization's control, employees use non-work-related applications, or cyberattackers use them to deliver threats and steal data.
- **113** high-risk applications were observed, including those that can introduce or hide malicious activity, transfer files outside the network, or establish unauthorized communication.
- **2,540,890** total threats were found on your network, including vulnerability exploits, known and unknown malware, and outbound command and control activity.

The Security Lifecycle Review summarizes the business and security risks facing **Grand Erie District School Board**. The data used for this analysis was gathered by Palo Alto Networks during the report time period. The report provides actionable intelligence around the applications, URL traffic, types of content, and threats traversing the network, including recommendations that can be employed to reduce the organization's overall risk exposure.

**493**APPLICATIONS  
IN USE**113**HIGH RISK  
APPLICATIONS**2,540,890**

TOTAL THREATS

**2,540,764**VULNERABILITY  
EXPLOITS**97**

KNOWN MALWARE

**29**UNKNOWN  
MALWARE

---

**Report Period: 7 Days**

Start: Thu, May 12, 2016

End: Thu, May 19, 2016

## Applications that Introduce Risk

The top applications (sorted by bandwidth consumed) for application subcategories that introduce risk are displayed below, including industry benchmarks on the number of variants across other **Lower Education** organizations. This data can be used to more effectively prioritize your application enablement efforts.

RISK LEVEL

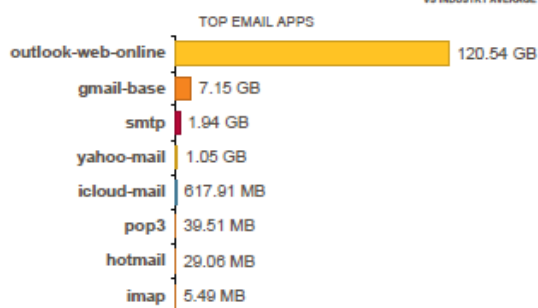


### Key Findings:

- A total of **493** applications were seen in your organization, compared to an industry average of **360** in other **Lower Education** organizations.
- The most common types of application subcategories are **photo-video**, **internet-utility** and **social-networking**.
- The application subcategories consuming the most bandwidth are **internet-utility**, **photo-video** and **encrypted-tunnel**.

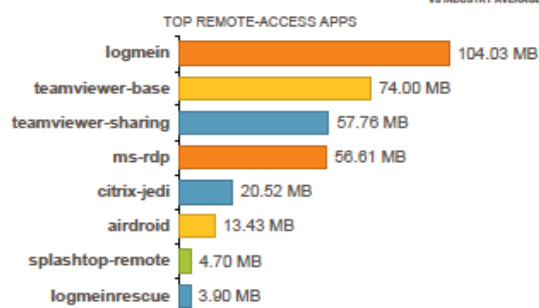
#### Email - 131.36GB

16 14  
APPLICATION VARIANTS  
VS INDUSTRY AVERAGE



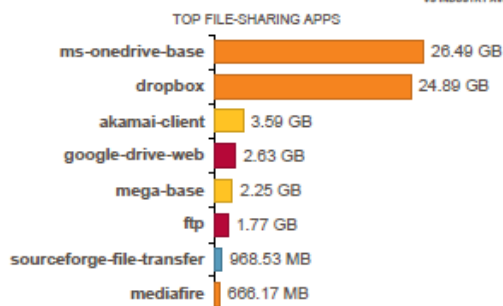
#### Remote-Access - 337.6MB

11 8  
APPLICATION VARIANTS  
VS INDUSTRY AVERAGE



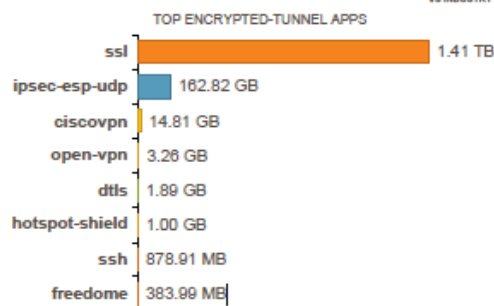
#### File-Sharing - 64.6GB

38 27  
APPLICATION VARIANTS  
VS INDUSTRY AVERAGE



#### Encrypted-Tunnel - 1.59TB

16 10  
APPLICATION VARIANTS  
VS INDUSTRY AVERAGE



## URL Activity

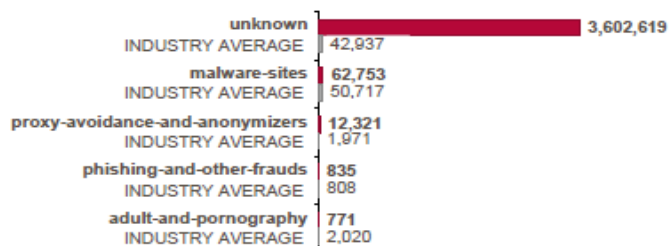
Uncontrolled Web surfing exposes organizations to security and business risks, including exposure to potential threat propagation, data loss, or compliance violations. The most common URL categories visited by users on the network are shown below.

### Key Findings:

- High-risk URL categories were observed on the network, including **business-and-economy**, **social-networking** and **computer-and-internet-info**.
- Users visited a total of **37,851,587** URLs during the report time period across **76** categories.
- There was a variety of personal and work-related Web activity present, including visits to potentially risky websites.

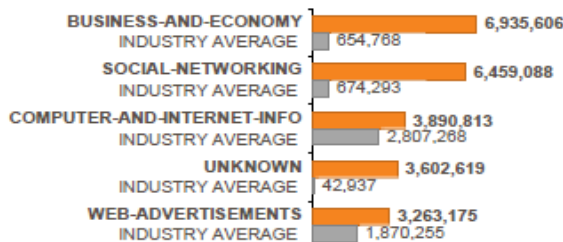
### High-Risk URL Categories

The Web is a primary infection vector for attackers, with high-risk URL categories posing an outsized risk to the organization. Solutions should allow for fast blocking of undesired or malicious sites, as well as support quick categorization and investigation of unknowns.



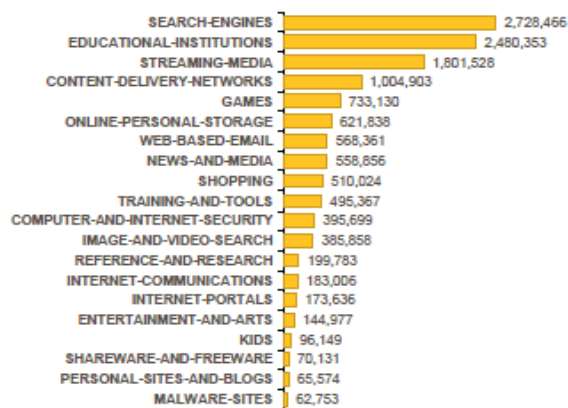
### High-Traffic URL Categories

The top 5 commonly visited URL categories, along with industry benchmarks across your peer group, are shown below.



### Commonly Used URL Categories

The top 20 most commonly visited URL categories are shown below.



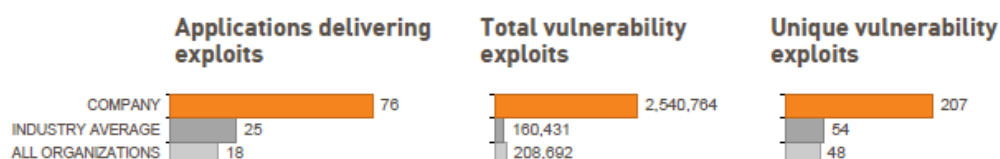


## Application Vulnerabilities

Application vulnerabilities allow attackers to exploit vulnerable, often unpatched, applications to infect systems, which often represent one of the first steps in a breach. This page details the top five application vulnerabilities attackers attempted to exploit within your organization, allowing you to determine which applications represent the largest attack surface.

### Key Findings:

- **76** total applications were observed delivering exploits to your environment.
- **2,540,764** total vulnerability exploits were observed across the following top three applications: **dns**, **sip** and **unknown-tcp**.
- **207** unique vulnerability exploits were found, meaning attackers continued to attempt to exploit the same vulnerability multiple times.



### Vulnerability Exploits per Application (top 5 applications with most detections)

DETECTIONS	APPLICATION & VULNERABILITY EXPLOITS	SEVERITY	THREAT TYPE	CVE ID
<b>935,402</b>	<b>dns</b>			
105,143	DGA NXDOMAIN response Found	Low	brute-force	
829,886	DGA NXDOMAIN response	Info	info-leak	
373	DNS ANY Request	Info	brute-force	
<b>513,419</b>	<b>sip</b>			
513,206	SIP Register Request Attempt	Low	brute-force	
68	SIP Bye Request Attempt	Info	brute-force	
145	Microsoft Communicator INVITE Flood Denial of Service Vulnerability	Info	brute-force	CVE-2008-5180
<b>186,574</b>	<b>web-browsing</b>			
63	Apache Wicket Unspecified XSS Vulnerability	Critical	code-execution	CVE-2012-3373
6	Microsoft Windows HTTP.sys Remote Code Execution Vulnerability	Critical	code-execution	CVE-2015-1635
5	ANGLER Exploit Kit Detection	Critical	code-execution	
590	Microsoft IIS Escaped Characters Decoding Command Execution Vulnerability	Critical	code-execution	CVE-2001-0333
28	HTTP Cross Site Scripting Vulnerability	Critical	code-execution	
4	ANGLER Exploit Kit Detection	Critical	exploit-kit	
3	ANGLER Exploit Kit Detection	Critical	code-execution	
2	MAGNITUDE Exploit Kit Detection	Critical	code-execution	
56	WordPress Login BruteForce Attempt	Critical	brute-force	
2	Bash Remote Code Execution Vulnerability	Critical	code-execution	CVE-2014-6271;CVE-2014-7169;CVE-2014-6277;CVE-2014-6278

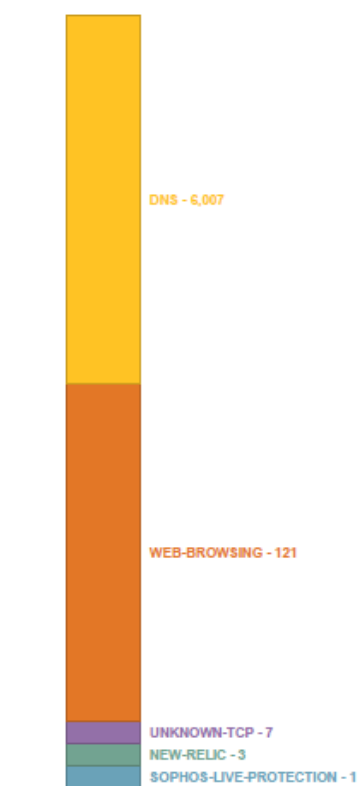
## Command and Control Analysis

Command-and-control (CnC) activity could indicate a host in the network has been infected by malware, and may be attempting to connect outside of the network to malicious actors, reconnaissance attempts from outside, or other command-and-control traffic. Understanding and preventing this activity is critical, as attackers use CnC to deliver additional malware, provide instruction, or exfiltrate data.

### Key Findings:

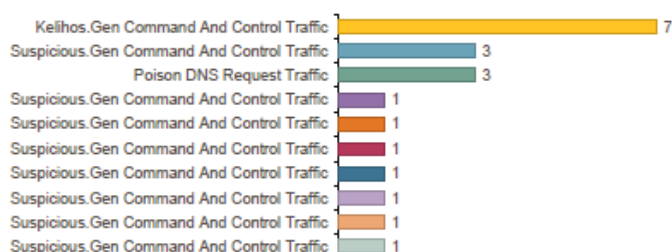
- 5 total applications were used for command-and-control communication.
- 6,139 total command-and-control requests were seen on your network.
- 6,005 total suspicious DNS queries were observed.

COMMAND AND CONTROL  
ACTIVITY BY APPLICATION



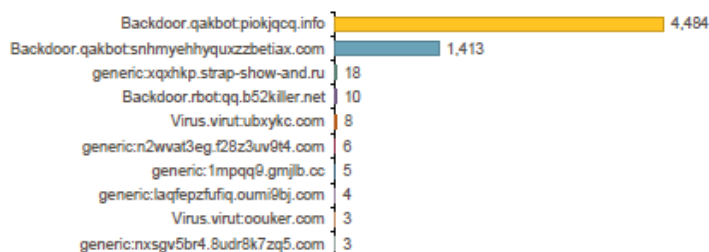
### Spyware Phone Home: 134

This image below represents compromised hosts attempting to connect external malicious CnC servers.



### Suspicious DNS Queries: 6,005

While DNS is a common and necessary application, it is also commonly used to hide outbound CnC communication, as shown in the chart below.



## Summary: Grand Erie District School Board

The analysis determined that a wide range of applications and cyber attacks were present on the network. This activity represents potential business and security risks to **Grand Erie District School Board**, but also an ideal opportunity to implement safe application enablement policies that, not only allow business to continue growing, but reduce the overall risk exposure of the organization.

### Highlights Include:

- High-risk applications such as **social-networking, file-sharing and email** were observed on the network, which should be investigated due to their potential for abuse.
- **493** total applications were seen on the network across **28** sub-categories, as opposed to an industry average of **360** total applications seen in other **Lower Education** organizations.
- **2,540,764** total vulnerability exploits were observed across the following top three applications: **dns, sip and unknown-tcp**.
- **126** malware events were observed, versus an industry average of **370,817** across your peer group.
- **5** total applications were used for command and control communication.

**493**APPLICATIONS  
IN USE**113**HIGH RISK  
APPLICATIONS**2,540,890**

TOTAL THREATS

**2,540,764**VULNERABILITY  
EXPLOITS**97**

KNOWN MALWARE

**29**UNKNOWN  
MALWARE

### Recommendations:

- Implement safe application enablement policies, by only allowing the applications needed for business, and applying granular control to all others.
- Address high-risk applications with the potential for abuse, such as remote access, file sharing, or encrypted tunnels.
- Deploy a security solution that can detect and prevent threats, both known and unknown, to mitigate risk from attackers.
- Use a solution that can automatically re-program itself, creating new protections for emerging threats, sourced from a global community of other enterprise users.

## Appendix B – Financing Details.

	2016/2017 Year 1	2017/2018 Year 2	2018/2019 Year 3	2019/2020 Year 4	2020/2021 Year 5	2021/2022 Year 6	2022/2023 Year 7	2023/2024 Year 8	2024/2025 Year 9	2025/2026 Year 10
<b>Annual Spending Requirement</b>										
Data Center (Lease Equipment)	138,120	207,180	207,180	207,180	207,180	207,180	207,180	207,180	207,180	207,180
Firewall (Annual License)	29,000	43,500	43,500	43,500	43,500	43,500	43,500	43,500	43,500	43,500
Firewall (Purchase)	74,500					74,500				
Access Points for Secondary							600,000			
Access Points for Elementary	300,000	300,000						300,000		300,000
Disaster Recovery Site		458,300					458,300			
<b>Total Spend Per Year</b>	<b>541,620</b>	<b>1,008,980</b>	<b>250,680</b>	<b>250,680</b>	<b>250,680</b>	<b>325,180</b>	<b>1,308,980</b>	<b>550,680</b>	<b>550,680</b>	<b>250,680</b>
<b>Reserve Contribution for Future Replacement</b>										
Firewall Purchase (5yr)		14,900	14,900	14,900	14,900	14,900	14,900	14,900	14,900	14,900
Access Points for Secondary (7yr)	85,715	85,715	85,715	85,715	85,715	85,715	85,715	85,715	85,715	85,715
Access Points for Elementary (7yr)		42,857	85,715	85,715	85,715	85,715	85,715	85,715	85,715	85,715
Disaster Recovery Site (5yr)			91,660	91,660	91,660	91,660	91,660	91,660	91,660	91,660
<b>Total Annual Contribution to Reserve</b>	<b>85,715</b>	<b>143,472</b>	<b>277,990</b>	<b>277,990</b>	<b>277,990</b>	<b>277,990</b>	<b>277,990</b>	<b>277,990</b>	<b>277,990</b>	<b>277,990</b>
<b>Total Annual Budget Requirement (Lease + licence + refresh + reserve contribution) A+B</b>										
<b>C</b>	<b>627,335</b>	<b>1,152,452</b>	<b>528,670</b>	<b>528,670</b>	<b>528,670</b>	<b>603,170</b>	<b>1,586,970</b>	<b>828,670</b>	<b>828,670</b>	<b>528,670</b>
<b>Reserve Fund Balances before Replacements</b>										
Firewall Purchase	0	14,900	29,800	44,700	59,600	74,500	14,900	29,800	44,700	59,600
Access Points for Secondary	85,715	171,430	257,145	342,860	428,575	514,290	600,005	85,720	171,435	257,150
Access Points for Elementary	0	42,857	128,572	214,287	300,002	385,717	471,432	557,147	342,862	128,577
Disaster Recovery Site	0	0	91,660	183,320	274,980	366,640	458,300	91,660	183,320	274,980
<b>Total Annual Contribution</b>	<b>85,715</b>	<b>229,187</b>	<b>507,177</b>	<b>785,167</b>	<b>1,063,157</b>	<b>1,341,147</b>	<b>1,544,637</b>	<b>764,327</b>	<b>742,317</b>	<b>720,307</b>
<b>Planned Replacement from Reserve</b>										
Firewall Purchase	0	0	0	0	0	74,500				
Access Points for Secondary	0	0	0	0	0		600,000			
Access Points for Elementary	0	0	0	0	0			300,000	300,000	
Disaster Recovery Site	0	0	0	0	0		458,300			
<b>Total funded from reserve</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>74,500</b>	<b>1,058,300</b>	<b>300,000</b>	<b>300,000</b>	<b>0</b>





## GRAND ERIE DISTRICT SCHOOL BOARD

TO: Brenda Blancher, Director of Education & Secretary

FROM: Jamie Gunn, Superintendent of Business & Treasurer

RE: **School Consolidation Capital Funding Submission**

DATE: December 12, 2016

**Recommended Action:** It was moved by \_\_\_\_\_ Seconded by \_\_\_\_\_  
 THAT the Grand Erie District School Board approve the School Consolidation Capital Funding Request for submission to the Ministry of Education.

### **1.0 Background:**

The recently released Ministry memorandum **2016:B19 Request for School Consolidation Capital Funding Submissions (SCC)** calls on Boards to submit business cases identifying their approved consolidation projects that need to be completed by the 2020-21 school year. Certain Child Care and Child and Family Program Projects will also be considered.

Projects eligible for SCC funding include:

- School Consolidation projects that are supported by a final trustee decision by March 31, 2017.

Projects eligible for Child Care Capital funding include:

- Child Care replacement due to school closure/accommodation review
- Demand for new spaces and/or retrofits to existing childcare spaces for aged 0 to 3.8 years of age
- Child Care in new (growth) school projects

### **2.0 Priority Recommendations:**

2.1 Guided by recent ARC Approval for the South East Norfolk Elementary accommodation review area, we recommend that a business case be submitted as follows:

- The redevelopment of Elgin Avenue Public School including additional classroom space to accommodate current Elgin Avenue and West Lynn students following the closure of West Lynn Public School. This would mean demolition of portions of the existing school, building of new portions of the school and a complete retrofit of the portions of the building being retained.
- The business case would be supported by the closure of West Lynn Public School and the creation of a new French Immersion attendance boundary to better utilize space at Walsh and Lakewood Elementary.

- Subject to the support of the county Consolidated Municipal Services Manager, the submission would include the request for capital funding to support the creation of child care space and child and family support space in the redeveloped Elgin Avenue Public School.

Pending Board approval, the business case outlined above will be developed and submitted prior to the January 27, 2017 Ministry deadline.

Respectfully submitted,

Jamie Gunn  
Superintendent of Business & Treasurer



## GRAND ERIE DISTRICT SCHOOL BOARD

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TO: Brenda Blancher, Director of Education & Secretary

FROM: Jamie Gunn, Superintendent of Business

RE: **Summary of Accounts – November**

DATE: December 12, 2016

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**Recommended Action:** It was moved by \_\_\_\_\_, seconded by \_\_\_\_\_  
THAT the Grand Erie District School Board receive the Summary of Accounts for the month of  
November 2016 in the amount of \$9,993,001.41 as information.

### Rationale/Background

The summary of accounts for the Grand Erie District School Board for each month is provided to the Board.

Respectfully submitted,

Jamie Gunn  
Superintendent of Business and Treasurer





## Joint Health and Safety Committee

November 17, 2016

Joseph Brant Learning Centre- Pine Tree Room

### MINUTES

#### 1.0 Roll Call

##### Employer Representatives:

Lena Latreille

Rebecca Jago

Tom Krukowski

Griffin Cobb

Cheryl Innes

Business Services (Certified Member)

Human Resources (Certified Member) (*Co-Chair*)

Facility Services

Secondary School Administration (Certified Member)

Elementary School Administration (Certified Member)

##### Employee Representatives:

George Wittet

Amanda Baxter

Angela Korakas

Andrea Murik

Jennifer Orr

Jennifer Faulkner

Nancy Hondula

Jim Clayton

Secondary Occasional Teachers (Certified Member) (*Chair*)

Elementary Occasional Teachers (Certified Member)

Designated Early Childhood Educator (Certified Member)

Secondary Teachers (Certified Member)

Elementary Teachers (Certified Member)

CUPE Clerical/Technical (Certified Member)

CUPE Educational Assistants (Certified Member)

CUPE Facility Services (Certified Member)

##### Resources:

Hilary Sutton

Health and Safety Officer

##### Recording Secretary

Mandy DePlancke

Human Resources Assistant

##### Regrets:

Laura Mels

David Imre

Dan McDougald

Non-Union (Certified Member)

Non-Union (Alternate)

Professional Student Services Personnel (Certified Member)

#### 2.0 Minutes of Last Meeting

The draft minutes for October 20<sup>th</sup>, 2016 were reviewed.

#### 3.0 Approval of Last Meeting Minutes

The minutes were approved.

#### 4.0 Agenda Additions

##### 6.2 Communication

*SUCCESS* for Every Student



## Joint Health and Safety Committee

November 17, 2016

Joseph Brant Learning Centre- Pine Tree Room

- 6.3 Dust Collectors
- 6.4 Hearing Protection
- 6.5 Paris District High School Odour

### 5.0 Unfinished Business – Discussion

#### 5.1 Annual Workplace Violence Survey

May 2016: The Annual Workplace Violence Survey results were reviewed. Staff that responded to the survey had concerns with working with aggressive students, parents and community members freely accessing schools and dark parking lots. A question was raised by a committee member whether the survey needs to be more specific to individual schools, utilizing specific questions and concerns. Everyone was encouraged to read the Blackboard report after every board meeting. The Blackboard report gives updates on upcoming projects taking place.

June 2016: This item was deferred to the next meeting in September, 2016.

September 2016: The Health and Safety Office will send the Workplace Violence Survey results to all JOHSC members to review again. This item will be deferred to the next meeting in October, 2016.

October 2016: This item was deferred to the next meeting in November, 2016.

November 2016: The Annual Workplace Violence Survey results were reviewed by the committee. The committee discussed different options that would allow the survey to gather more information regarding workplace violence. It was suggested that a revised survey be developed and sent to Administrators at each location for them to complete. It is hoped that this will allow for more detail to be provided and help identify specific locations that may have concerns. The Division Manager of Operations and Health and Safety and the Health and Safety Officer will work on developing the survey and will bring it forward at the next meeting for input and review. The tentative timeline for sending out the revised survey is January or February 2017. This item will remain on the next agenda.

#### 5.2 Review of Policy HR4-Health and Safety

The committee reviewed Policy HR4- Health and Safety. An error was noted in section 2.9 of the Guidelines. 'Workplace Team' needs to be replaced with "Joint Health and Safety Committee shall review all non- critical accident reports for the school". This item can be removed from the next agenda.

#### 5.3 Review of Policy HR5- Harassment/Objectionable Behaviour

The committee reviewed Policy HR5- Harassment/Objectionable Behaviour. A number of members of the committee agreed to put forward a formal



## Joint Health and Safety Committee

November 17, 2016

Joseph Brant Learning Centre- Pine Tree Room

recommendation for Section 3.0 regarding a 3<sup>rd</sup> party investigating formal complaints. This recommendation will be forwarded to the Superintendent of Business. This item will remain on the next agenda.

### 5.4 Review of Policy HR8 - Workplace Violence

The committee reviewed Policy HR8- Workplace Violence. A minor change has been suggested under Section 5, Reporting. The Division Manager of Operations and Health and Safety will forward this to the Superintendent of Business. This item can be removed from the next agenda.

### New Indoor Air Quality Reports

#### 5.5 Indoor Air Quality Report- Central Public School- eBase Portable 2

Due to a concern by a staff member regarding air quality in the portable, air testing was completed. Test results were within acceptable levels, however carbon dioxide (CO<sub>2</sub>) levels were slightly elevated. While the space is occupied, the portable exhaust fan should be running continuously and windows should be opened a small amount to provide air movement and flow. This item can be removed from the next agenda.

#### 5.6 Indoor Air Quality Report- Russell Reid Public School eBase 17 – Classroom

Due to a concern by a staff member regarding air quality in the classroom, air testing was completed. Test results were within acceptable guidelines. This item can be removed from the next agenda.

#### 5.7 Indoor Air Quality Report- École Confederation School-eBase Portable 8075

Due to a concern by a staff member regarding air quality in the portable, air testing was completed. Test results were within acceptable guidelines, however carbon dioxide (CO<sub>2</sub>) levels elevate when the space is occupied. To keep carbon dioxide (CO<sub>2</sub>) levels within guidelines, the portable exhaust fan should be running continuously and windows should be opened a small amount to provide air movement and flow. Additional air testing has been requested due to health concerns and will be completed on November 18, 2016. This item will remain on the next agenda.

#### 5.8 Indoor Air Quality Report- Joseph Brant Learning Centre- Transportation- eBase 02

Due to a concern by staff regarding the release of dust from the duct work and the HVAC unit, air testing was completed. Test results were within acceptable guidelines. The unit has been inspected and filters have been changed. This item can be removed from the next agenda.



## Joint Health and Safety Committee

November 17, 2016

Joseph Brant Learning Centre- Pine Tree Room

### 6.0 New Business

#### 6.1 Health and Safety Annual Report- 2015-2016

The Division Manager of Operations and Health and Safety reviewed the Annual Health and Safety Report with the committee. Minor grammatical errors were found. This item can be removed from the next agenda.

#### 6.2 Communication

A committee member brought forward a concern regarding communication and health and safety issues. Some site representatives feel that they are not informed of activities that occur at their locations regarding things such as air testing, maintenance issues and repairs. The Division Manager of Operations and Health and Safety reviewed the practice that should occur to notify site representatives of information items.

Health and Safety concern forms were also discussed by the committee. The Division Manager of Operations and Health and Safety reviewed the procedure when these forms are received. A committee member requested that a reminder be sent to Administrators regarding the procedure to follow when these forms are received. This item can be removed from the next agenda.

#### 6.3 Dust Collectors

A committee member raised a concern about teaching staff emptying dust collectors. They noted that some staff may need personal protective equipment and training on how to complete this. It was noted that schools had been sent a standard operating procedure that outlined this information. This item can be removed from the next agenda.

#### 6.4 Hearing Protection

A committee member brought forward a concern that a specific school was not aware of the new hearing protection guidelines. The Health and Safety Officer noted that the documents regarding the recent changes in legislation and training signoff have been sent out twice. If staff have questions regarding these guidelines they are to contact their supervisor. This item can be removed from the next agenda.



## Joint Health and Safety Committee

November 17, 2016

Joseph Brant Learning Centre- Pine Tree Room

### 6.5 Paris District High School Odour

A committee member requested that the concern at Paris District High School be noted in the minutes. An unidentified odour is present at times in a classroom, hallway and office area in the school. The Health and Safety Officer stated that the investigation is ongoing to find the source. The Ministry of Labour received a complaint and will be visiting the school to do an investigation.

A health and safety concern form was completed but had not been received to date. This item will remain on the next agenda.

### 7.0 Information Items

#### 7.1 Bulk Sample Analysis – Dunnville Secondary School – Project #15961 – eBase 1059

Due to a damaged column at Dunnville Secondary School, bulk samples were analyzed for determination of asbestos content. The samples were found not to be asbestos-containing. This item can be removed from the next agenda.

#### 7.2 Asbestos Abatement – Site Report #1 – North Park Collegiate Vocational School – Project #15954 – eBase 1142 (Cafeteria)

A Type 2 Asbestos Abatement was completed at North Park Collegiate Vocational School which involved the removal of acoustic ceiling tiles. A visual inspection of the work area was conducted as well as air testing. No asbestos-containing debris or residue associated with the abatement was observed and air testing results were within regulated limits. This item can be removed from the next agenda.

#### 7.3 Site Report #1 – North Park Collegiate Vocational School – Project #15960 – eBase1146

Due to the replacement of an exterior door at North Park Collegiate Vocational School, a Designated Substance Survey was completed before installation to identify hazardous materials within the work area. This item can be removed from the next agenda.

#### 7.4 Site Report #1- Woodman-Cainsville Public School- Project #15963- eBase 37



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Due to a cable installation at Woodman-Cainsville Public School, a Designated Substance Survey-was completed before installation to identify hazardous materials within the work area. This item can be removed from the next agenda.

7.5 Bulk Sample Analysis Report- Cayuga Secondary School- Project #15969- eBase 1011

Bulk samples were collected from the wall coating in eBase 1011 at Cayuga Secondary School. The samples were found not to contain asbestos. This item can be removed from the next agenda.

7.6 Site Report #1- Site Report #1- Seneca Central Public School- Project#16015- eBase 6,7,19,36

Air monitoring was completed in relation to the roof replacement at Seneca Central Public School. No visible dust or debris was observed during monitoring and air monitoring results were within regulated limits. This item can be removed from the next agenda.

7.7 Asbestos Abatement- Site Report#1- Waterford DHS- Project #16002- eBase 2040

Clean-up of asbestos-containing textured plaster debris was completed within the classroom at Waterford District High School. Air samples were within the regulated limits. This item can be removed from the next agenda.

7.8 Bulk Sample Analysis Report- Graham Bell Public School- Project #16011- eBase 102

Bulk samples were collected from the ceiling tile in eBase 102 at Graham Bell Public School. The samples were found not to contain asbestos. This item can be removed from the next agenda.

8.0 Review of Reports

8.1 Employee Accident Reports Summary – October 2016

Workplace Safety and Insurance Board Reportable – October 2016

Student Aggression Summary Table for October 2016

All reports were reviewed as distributed.

8.2 Status of Workplace Inspections including Non-Academic sites – October 2016

*SUCCESS* for Every Student



## Joint Health and Safety Committee

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Reports were made available to the committee for review. All locations completed the September workplace inspections.

### 8.3 Health and Safety/Facility Services Review Committee Meeting Minutes

There was no meeting in October. The next meeting is scheduled for December 6, 2016.

### 8.4 Critical Injuries

There have been 23 student critical injuries and no employee critical injuries for the 2016-2017 school year to date.

### 8.5 Focus Group

Next meeting February 16, 2017.

### 8.6 Review of On-going Project Items

See Chart.

### 8.7 Work Orders

Work orders details were distributed and discussed by the committee.

### 9.0 Health and Safety Training

Health and Safety Training dates for the 2016-2017 school year:

- Recertification: November 24, 2016
- Basic Certification: March 13, 14 and 15, 2017 (Facility Services)
- Hazard Specific Training: March 16 and 17, 2017 (Facility Services)
- Recertification: April 28, 2017 (Facility Services)
- JOHSC Recertification: March 24, 2017
- First Aid Training: April 4, 2017

### 10.0 Recommendations to Executive Council

One recommendation is being forwarded to Executive Council.

### 11.0 Adjournment / Next Meeting(s):

Meeting adjourned at 12:00 p.m.

The next JOHSC meeting will be on December 15, 2016 – JBLC – Pine Tree Room





**Joint Health and Safety Committee**  
November 17, 2016  
Joseph Brant Learning Centre- Pine Tree Room

**As of November 2016**

**Policy/Procedure Review:**

Date item initiated	Item	Dates Discussed	Latest Update	Status and Timeframe
April 2013	Annual Workplace Violence Survey	2016 – October	Survey results were discussed by the committee. New questions are currently being developed.	

Policy/Procedure	Out for Comment	Board Approval	Board Review Date	Committee Review Date	Comments
HR4 – Health and Safety Policy and Appendix Guidelines		Board approved February 2014	September 2015	September 2016	Under Review
HR8 – Workplace Violence	January 14, 2013	Returns to Board for approval April 2013	September 2015	September 2016	Under Review
HR5 – Harassment		Board approved January 2014	September 2015	September 2016	Under Review

**Annual Updates Provided Each School Year:**

Item	Review Month	Resulting Update
Pavement Improvements	Update will be provided May, 2017	May 2016: Information that was provided to the committee from a recent report to the Board on facility and capital projects.

***SUCCESS*** for Every Student



No.	Elementary School	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June
1	Agnes G. Hodge	X	X	X							
2	Anna Melick	X	X	X							
3	Banbury Heights	X	X	X							
4	Bellview	X	X	X							
5	Bloomsburg	X	X	XX							
6	Boston	X	X	X							
7	Branlyn Community	X	X	X							
8	Brier Park	X	X	X							
9	Burford District Elementary	X	X	X							
10	Caledonia Centennial	X	X	X							
	Cedarland	X*		X							
12	Centennial-Grandwoodlands	X	X	X							
13	Central P.S.	X	X	XX							
14	Cobblestone Elementary	X		X							
20	Confederation (Fr Imm)	X	X	X							
15	Courtland	X	X	XX							
16	Delhi	X	X	XX							
17	Dufferin	X	X	X							
18	Echo Place	X	X	X							
19	Elgin Ave.	X	X	X							
22	Fairview Ave.	X	X	X							
23	Glen Morris	X	X	X							
24	Graham Bell	X	X	X							
25	Grandview	X	X	X							
26	Grandview Central( Dunnville)	XX		X							
27	Greenbrier	X		X							
28	Hagersville Elementary	X	X	X							
29	Houghton	X	X	XX							
30	J.L. Mitchener	X	XX	X							

**\*\*Please note that** XX indicates that an annual JOHSC inspection should take place.

**\*\*Please note that** indicates that monthly inspection was not completed

**\*\*Please note that** X\* indicates that two inspections have been completed as a result of a missed inspection

No.	Elementary School	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June
31	James Hillier	X	X	X							
32	Jarvis	X	X	X							
33	King George	X	X	X							
34	Lakewood	X	X	XX							
35	Langton	X	X	XX							
36	Lansdowne-Costain	X	X	X							
37	Lynndale Heights	X	X	X							
38	Major Ballachey	X									
39	Mt. Pleasant	X	X	X							
40	North Ward	X	X	X							
41	Oakland-Scotland	X	X	X							
42	Oneida Central	X	XX	X							
43	Onondaga-Brant	X	X	X							
44	Paris Central	X	X	X							
45	Port Rowan	X	X	X							
46	Prince Charles	X	X	X							
47	Princess Elizabeth	X	X	X							
48	Rainham	X	XX	X							
49	River Heights	X	X	X							
50	Russell Reid	X	X	X							
51	Ryerson Heights	X	X	X							
52	Seneca Central	X	X	XX							
53	St. George-German	X	X	X							
54	Teeterville P.S.	X	X	XX							
55	Thompson Creek	X	X	XX							

**\*\*Please note that XX** indicates that an annual JOHSC inspection should take place.  
**\*\*Please note that** indicates that monthly inspection was not completed  
**\*\*Please note that X\*** indicates that two inspections have been completed as a result of a missed inspection

No.	Elementary School	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June
56	Walpole North	X	X	X							
57	Walsh	X	X	X							
58	Walter Gretzky Elementary School	X	X	X							
59	Waterford Public	X	XX	X							
60	West Lynn	X	XX	X							
61	Woodman-Cainsville	X	X	X							
	<b>Secondary Schools</b>										
62	B.C.I. & V.S.	X	X	XX							
63	Cayuga Secondary S.(incl. TP - 28 Cayuga St. N., Cayuga)	X	X	XX							
64	Delhi District Secondary S.(incl. TP - 169 Wellington Ave, Delhi)	X	X	XX							
65	Dunnville Secondary S. (Incl. TP - 237 Chestnut St., Dunnville)	X	XX	X							
66	G.E.L.A. Brantford (Rawdon)	XX	X	X							
67	G.E.L.A. - CareerLink Eaton Market Square	XX	X	X							
68	G.E.L.A. - Simcoe	XX	X	X							
69	Hagersville S.S.(incl. HSSC and TP - 12 Almas St. Unit 2, Hagersville)	XX	X	X							
70	McKinnon Park S.S.(incl. TP - 174 Caithness St., Caledonia, and 3201 Second Line Rd., Hagersville)	X	X	XX							
71	North Park C. & V.S.	X	XX	X							
72	Paris District H.S. (incl. TP - 2 Elm St., Paris)	X	X	XX							
73	Pauline Johnson C.V.S. (incl. TP - 410 Colborne St., Brantford)	XX	X	X							
74	Simcoe Composite School (Incl. TP - 39 Kent St N Unit 4, Simcoe)	X	XX	X							
75	Sprucedale Secondary School	X	X	X							
76	Tollgate Tech. Skills Centre	X	X	XX							
77	Valley Heights S.S. (Includes Houghton Annex & TP on site)	X	X	XX							
78	Waterford District High School (incl. NSSC and TP site - Camp Trillium)	X	X	XX							
No.											
79	H.E. Fawcett Teacher Resource Centre (TRC)	X		X							
80	Joseph Brant (including GELA - ESL, Woodland Cultural Ctr)	X	X	X							
81	Head Office	X	X	X							
82	Head Office - Facility Services	X	X	X							

**\*\*Please note that** XX indicates that an annual JOHSC inspection should take place.

**\*\*Please note that** indicates that monthly inspection was not completed

**\*\*Please note that** X\* indicates that two inspections have been completed as a result of a missed inspection

**\*\*Please note that** TP indicates a Turning Point Location will be done as part of school inspection.

<u>Storage Facilities - Done by school staff as portion of school</u>										
<u>in monthly inspect. &amp; Inspected twice a year by JOHSC</u>	<u>Sept.</u>	<u>Oct.</u>	<u>Nov.</u>	<u>Dec.</u>	<u>Jan.</u>	<u>Feb.</u>	<u>Mar.</u>	<u>Apr.</u>	<u>May</u>	<u>June</u>
Storage Building Burford Bus Barn, 35 Alexander St., Burford	X	X	X							
Storage Building Langton Bus Barn, 23 Albert Street, Langton	X	X	XX							
Storage Building Walsh Bus Barn, 93 Regional Road #3, Walsh	X	X	X							

**\*\*Please note that** **XX** indicates that an annual JOHSC inspection should take place.

indicates that monthly inspection was not completed

**\*\*Please note that** **X\*** indicates that two inspections have been completed as a result of a missed inspection

**OPSBA report**

December 12, 2016

You have all received OPSBA Connects which outlines most of what was covered at the last Board of Directors meeting. These are my items of interest

**Before and after school programs for ages 6-12**

Concerns were raised about trustee roles in this. The discussion about our schools seems to be out of our trustee control. Also trustees may be able to say no in certain situations where our Board staff can't.

School Boards have to have plans in place by 2017, but the municipalities have until 2019

Too many unanswered questions. Also some boards have only 1 municipality so the discussions are easier, our Board has 4 with different ideas, different levels of service. We cannot have one size fits all model nor do we want to, but equity of access may be an issue

**Government update** – house rose December 8<sup>th</sup> until after Family day Feb 20<sup>th</sup>.

Bill 45 – moving the provincial election date to June 7, 2018 (from October) so it will not conflict with municipal elections on October 22.

Bill 68 - Discussion about moving our terms to November 15 from December 1<sup>st</sup> – but this may not be a good time and while the Ministry thinks Boards are lame ducks there is sometimes business that has to be completed. Had 2<sup>nd</sup> reading will be back in February

**Finance – Transportation** – some boards are having a lot of difficulty getting buses for any sort of charted activity, especially after school. No spare buses are available to do these runs. Parent drivers are being used more often, some Board have more outside choices for transportation i.e. taxis, limos, city busses than other Boards or areas of Boards.

**Ombudsman report** – there was not much media traction. One Board who was listed at 2<sup>nd</sup> highest number of complaints can only come up with 3 complaints that any senior admin knows about.

Discussion about how they are reported – and the fact that the Ombudsman asked for a contact person, yet they do not seem to use this contact person so the Boards can track complaints/calls

**Community hubs** – planning a 2 day conference for spring 2017, concerns about the right groups needing the right information at the right time

**Coalition on Mental Health** – minutes not available yet. But the Minister of Education met with the executive group. Concerns that there is not enough recognition of all the work done on MH. The Minister wants a working definition on well being and has asked the Coalition for help with this.

The Minister wants to make well being more accessible for students and staff. The Minister has invited herself back to the next meeting

**French as a second language** (attachment)

Discussion about support for FSL, and the starting point for the program, some are starting in grade 1, but there are concerns that the 600 hours needed by grade 8 if you start too soon – is it rigorous enough? Watered down?

Many questions about FI, but that is not the focus of this group. Boards need a new FSL plan in 2017

**Just released** – Discussion paper: EQAO and Large scale testing in Ontario




**PES** – January 19-21

Contact OPSBA if you are having trouble reserving a hotel room at the Sheraton

**Friday evening regional meeting** – reviewed and gave input to the survey sent to senior business officials about funding. This will assist Wayne McNally in writing the OPSBA position paper which will go to the Ministry as input into next year's GSN's

**2013-18 Canada-Ontario Agreement on Minority-Language Education and  
Second Official-Language Instruction  
FSL Progress and Achievements**





**Student Participation**

Status	Performance Targets	Progress To Date
	<ul style="list-style-type: none"> <li>Increase the overall percentage of students in Grades 9 to 12 enrolled in Core French, Extended French and French Immersion from 30.9% to 33.7%.</li> </ul>	<ul style="list-style-type: none"> <li>The overall percentage of students in Grades 9 to 12 enrolled in Core French, Extended French and French Immersion increased to 32.1% in 2014-15.</li> </ul>
	<ul style="list-style-type: none"> <li>Increase the overall percentage of students in English-language schools enrolled in French Immersion in Grades 1 to 3 from 14.1% to 17.1%.</li> </ul>	<ul style="list-style-type: none"> <li>The overall percentage of students in English-language schools enrolled in French Immersion in Grades 1 to 3 increased to 16.8% in 2014-15.</li> </ul>
	<ul style="list-style-type: none"> <li>Increase the percentage of students with special education needs enrolled in the Grade 9 Core French program from 46.6% to 51.6%.</li> </ul>	<ul style="list-style-type: none"> <li>The percentage of students with special education needs enrolled in the Grade 9 Core French program increased to 47.9% in 2014-15.</li> </ul>

**Initiatives in 2015-16 – Highlights** (\* indicates professional learning resources available on the *Transforming FSL* website at: [www.curriculum.org/fsl](http://www.curriculum.org/fsl))

- New resources developed:
  - Welcoming English Language Learners into French as a Second Language Programs* was developed to support the inclusion of English language learners in Core French, Extended French and French Immersion programs; and
  - A \*toolkit, including a webcast and three editable PowerPoint presentations, was developed to support the introduction and implementation of *Including Students with Special Education Needs in French as a Second Language Programs: A Guide for Ontario Schools, 2015*.
- Three resources were developed to assist principals and vice-principals in making FSL programs more inclusive of students with special education needs and English language learners:
  - \**ED Talk: Principal to Principal*, a video presentation that challenges assumptions from a principal's perspective about who can benefit from learning French;
  - \**Supporting All Students in FSL: eLearning Module for Principals and Vice-Principals*, an e-learning module to provide practical suggestions and video examples; and
  - \**Issue #7, Pathways in French as a Second Language in Grades 7 to 12*, a print publication that forms part of the *From Awareness to Action: Resources for Principals and Vice-Principals* series.







**Provision of Programs**

Status	Performance Targets	Progress To Date
	<ul style="list-style-type: none"> <li>Of the 58 English-language school boards that provide secondary level education, increase the percentage that offer Core French up to Grade 12 from 96.6% to 100%.</li> </ul>	<ul style="list-style-type: none"> <li>Of the English-language school boards that provide secondary level education, the percentage that offer Core French up to Grade 12 increased to 98.3% in 2014-15.</li> </ul>
	<ul style="list-style-type: none"> <li>Increase the percentage of school boards that offer Extended French and/or French Immersion at the elementary level from 88% to 92%.</li> </ul>	<ul style="list-style-type: none"> <li>The percentage of school boards that offer Extended French and/or French Immersion at the elementary level increased to 90% in 2014-15.</li> </ul>
	<ul style="list-style-type: none"> <li>Increase the percentage of school boards that offer Extended French and/or French Immersion at the secondary level from 86% to 88%.</li> </ul>	<ul style="list-style-type: none"> <li>The percentage of school boards that offer Extended French and/or French Immersion at the secondary level increased to 89.7% in 2014-15.</li> </ul>
	<ul style="list-style-type: none"> <li>Increase the percentage of elementary and secondary English-language schools offering Extended French and/or French Immersion programs from 23.2% to 24.2%.</li> </ul>	<ul style="list-style-type: none"> <li>26% (1,155) of elementary and secondary schools offered Extended French and/or French Immersion programs in 2014-15, an increase from 23.2% in 2011-12.</li> </ul>




**Initiatives in 2015-16 - Highlights**

- Provincial funding, based on enrolment, was provided for the additional costs of delivering high quality FSL programs.
- 16 school boards received funding to purchase classroom resources (e.g., reading material, interactive technology) to support the additional cost of enriching new French Immersion and Extended French elementary classrooms and secondary FSL courses.



Student Performance		
Status	Performance Targets	Progress To Date
	<ul style="list-style-type: none"> <li>Increase the overall percentage of students in Grades 4 to 8 achieving level 3 or above on their June report card in Core French by 5% (from 74% to 79%).</li> </ul>	<ul style="list-style-type: none"> <li>The overall percentage of students in Grades 4 to 8 achieving level 3 or above on their June report card in Core French increased to 76.9% in 2014-15.</li> </ul>
	<ul style="list-style-type: none"> <li>Increase the overall percentage of students in Grade 9 in all FSL programs who reach level 3 or above for their final mark by 5% (from 67.8% to 72.8%).</li> </ul>	<ul style="list-style-type: none"> <li>The overall percentage of students in Grade 9 in all FSL programs who reached level 3 or above for their final mark increased to 73.1% in 2014-15.</li> </ul>
	<ul style="list-style-type: none"> <li>Increase the overall percentage of students in Grades 10 to 12 who reach level 3 or above for their final mark in their French Immersion language course by 5% (from 75.5% to 80.5%).</li> </ul>	<ul style="list-style-type: none"> <li>The overall percentage of students in Grades 10 to 12 who reach level 3 or above for their final mark in their French Immersion language course increased to 80% in 2014-15.</li> </ul>
<b>Initiatives in 2015-16 – Highlights</b> (* indicates professional learning resources available on the <i>Transforming FSL</i> website) <ul style="list-style-type: none"> <li>Funding was made available for thirteen school boards to provide outside-of-school-hours support, such as live online homework help and after school assistance offered by university students, to improve confidence and achievement of elementary and secondary students in FSL.</li> <li>Additional resources relating to the <i>*Student Proficiency and Confidence Pilot Project</i> (2013-14), including a video, graphic resource summary and visual overview of findings, were developed to provide unique insight into Ontario students' performance upon completion of FSL programs.</li> <li>As part of Phase 2 of the <i>Improved Proficiency in FSL, Grades 9-12</i> project, resources were developed to improve student proficiency in FSL at the secondary level by using the CEFR to inform planning and assessment practices:             <ul style="list-style-type: none"> <li><i>*Working Together to Improve Students' Proficiency in FSL through CEFR-inspired Practices: Compendium of Resources</i> includes learning cycles and assessment tasks, and serves as a catalyst for exploration and discussion amongst FSL professionals;</li> <li>A professional activities *handbook supports educators in planning professional learning activities for FSL teachers; and</li> <li>A *webcast assists FSL teachers in their understanding of the use of the compendium and the handbook.</li> </ul> </li> </ul>		
Enriched School Environment		
Status	Performance Targets	Progress To Date
	<ul style="list-style-type: none"> <li>Increase the number of students in all FSL programs who participate in FSL enrichment activities from 256,000 to 270,000.</li> </ul>	<ul style="list-style-type: none"> <li>The number of students in all FSL programs who participated in FSL enrichment activities increased to 304,375 in 2015-16.</li> </ul>
	<ul style="list-style-type: none"> <li>Increase the number of elementary and secondary students in all three FSL programs who participate in enrichment activities offered by organizations in partnership with the ministry from 1,200 to 1,600.</li> </ul>	<ul style="list-style-type: none"> <li>The number of elementary and secondary students in all three FSL programs who participate in enrichment activities offered by organizations in partnership with the ministry increased to 2,344 in 2015-16.</li> </ul>
	<ul style="list-style-type: none"> <li>Increase the number of days FSL students participate in a French learning experience that takes place over multiple days from 1,600 to 2,000.</li> </ul>	<ul style="list-style-type: none"> <li>The number of days FSL students participated in a French learning experience that took place over multiple days increased to 3,447 in 2015-16.</li> </ul>
<b>Initiatives in 2015-16 – Highlights</b> <ul style="list-style-type: none"> <li>All 60 English-language school boards provided meaningful activities for students (e.g., concerts, plays, public speaking, student excursions) in all FSL programs to improve and apply their French language skills and cultural understanding in authentic situations.</li> <li>Through Canadian Parents for French:             <ul style="list-style-type: none"> <li><i>French Street</i>, a webpage database of French community-based resources to support school boards and parents, was launched and updated regularly;</li> <li>A FSL symposium was hosted for parent representatives to learn how to motivate parents to organize FSL school environment enrichment activities;</li> <li>Workshops and webinars were presented in three regions of the province to support parents through their child's FSL journey; and</li> <li>Phase 2 of a review of the Festival/Concours d'art oratoire through the lens of the CEFR was conducted.</li> </ul> </li> <li>Through French for the Future/Français pour l'avenir, three local forums, conducted entirely in French, were held in Sudbury, Toronto and Ottawa for French as a first language and FSL secondary students to attend together.</li> <li>Funding was made available for 11 school boards to provide French extended learning experiences for students in FSL, including student exchanges, integrated art tours and French outdoor education camps.</li> </ul>		



Support for Educational Staff and Research		
Status	Performance Targets	Progress To Date
	<ul style="list-style-type: none"> <li>Increase the total number of school days for FSL teachers participating in FSL specific professional learning activities on an annual basis from 21,000 to 22,000.</li> </ul>	<ul style="list-style-type: none"> <li>The total number of school days for FSL teachers participating in FSL-specific professional learning activities on an annual basis was approximately 20,715 in 2015-16.</li> </ul>
	<ul style="list-style-type: none"> <li>Increase the total number of FSL teachers participating in Common European Framework of Reference related professional learning activities on an annual basis from 8,000 to 10,000.</li> </ul>	<ul style="list-style-type: none"> <li>The total number of FSL teachers participating in Common European Framework of Reference related professional learning activities on an annual basis was approximately 7,838 in 2015-16.</li> </ul>
	<ul style="list-style-type: none"> <li>Increase the number of bursaries granted to FSL teachers to attend summer FSL programs from 69 to 75.</li> </ul>	<ul style="list-style-type: none"> <li>The number of bursaries granted to FSL teachers to attend summer FSL programs was 67 in 2015-16.</li> </ul>
<b>Initiatives in 2015-16 – Highlights</b> <ul style="list-style-type: none"> <li>All 60 English-language school boards developed and provided professional learning opportunities for FSL educators to support the provincial goals for FSL.</li> <li>Bursaries were provided through the Ontario Modern Language Teachers' Association and the University of Ottawa to allow FSL teachers to participate in summer language programs.</li> <li>Professional learning resources for FSL educators were developed and posted on the <i>Transforming FSL</i> website, including:             <ul style="list-style-type: none"> <li>A printed resource, <i>Listening to Learn</i>, was developed as a module to present a differentiated approach to teach listening in FSL.</li> <li>Two issues of <i>Prologue</i>, a professional learning publication for FSL educators were released, <i>The Action-oriented Approach</i> and <i>Assessment for Learning and Assessment as Learning</i>.</li> </ul> </li> </ul>		



## Robin Pilkey

Chair and Trustee, Ward 7, Parkdale-High Park

I-1-a  
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November 21, 2016

Grand Erie District School Board  
349 Erie Avenue  
Brantford, ON, N3T 5V3

Dear David Dean

Attached is a letter to the Minister of Education with a motion from the Board of Trustees October 26, 2016 meeting *addressing systemic racism and implementing meaningful change through the curriculum review process*.

We hope you will support this motion by discussing this at your board and by sending a letter to the Minister of Education asking for her support.

Please contact or Trustee Neethan Shan [Neethan.shan@tdsb.on.ca](mailto:Neethan.shan@tdsb.on.ca) if you have any questions concerning this motion.

Yours truly

A handwritten signature in black ink, appearing to be 'Robin Pilkey', with a stylized flourish at the end.

Robin Pilkey  
Chair of the Board

cc: Trustee Neethan Shan – Ward 21 Scarborough-Rouge River  
Ontario School Board Chairs  
OSPBA



November 21, 2016

**Robin Pilkey**

Chair and Trustee, Ward 7, Parkdale-High Park

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The Honorable Mitzie Hunter  
Minister of Education,  
Government of Ontario  
14th Floor, Mowat Block  
900 Bay Street  
Toronto, ON, M7A 1L2

Dear Minister Hunter:

At the October 26, 2016 meeting of the Toronto District School Board discussion was held on addressing systemic racism and how to implement meaningful change through the Curriculum Review Process.

Among the issues raised were the following:

- the current curriculum being taught in public schools from Grade 1 to Grade 12 does not adequately reflect the ethno-racial diversity of Ontario; and
- many racialized students, parents and educators feel that they, their experiences and their contributions are not represented and reflected in the content of what is being taught in their classrooms; and
- despite the slow progress being made, there is a long way to go in making sure that the staffing of the education system is reflective of the student population; and
- student achievement is tied to how the students feel about themselves and their identities, the level of their self-esteem and the sense of belonging in their schools and in the education system; and
- racial inequities and systemic discrimination continue to be an important issue in the education system;

On behalf of the Toronto District School Board of Trustees, I am writing this letter to bring to your attention the following motion that was passed at our October 26<sup>th</sup> 2016 Board meeting:

*Be it resolved that the Chair send a communication to the Minister of Education requesting that the Ministry undertake an ethno-racial, equity-based, comprehensive review of the curriculum beginning with Grade 1 and continuing to Grade 12 in all major subjects;*

- (i) *That the review be conducted with the objective of putting forward concrete recommendations that can help make the curriculum become more reflective and representative of the diverse ethno-racial communities in Ontario;*
- (ii) *That educators, anti-racism advocates, parents/guardians and students from the diverse racialized communities be engaged in the review process;*
- (iii) *That a copy of the request be sent to the Minister Responsible for the Anti-Racism Directorate;*
- (iv) *That a copy of the Board's decision be sent to the chairs of all Ontario school boards, with a request for support;*
- (v) *That a copy of the Board's decision be sent to the Ontario Public School Boards' Association with a request for support and advocacy of the resolution.*

I look forward to hearing from you on this important issue.

Yours truly



Robin Pilkey  
Chair of the Board

cc: Minister for Anti-Racism Directorate  
Ontario School Board Chairs  
OSPBA