



## Committee of the Whole Board

January 15, 2018  
Education Centre, Board Room

### MINUTES

**Present:** D. Sowers – Committee Chair, G. Anderson, R. Collver (via Telephone), D. Dean, B. Doyle, A. Felsky, J. Harris, J. Richardson, K. Sandy, C.A. Sloat, T. Waldschmidt, J. Hsiao (Student Trustee), L. Kelly (Student Trustee)

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

**Regrets:**

**Trustees:** Nil

**Administration:** Nil

**A – 1 Opening**

**(a) Roll Call**

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

**(b) Declaration of Conflict of Interest**  
Nil.

**(c) In Camera Session**

Moved by: A. Felsky

Seconded by: T. Waldschmidt

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 Committee Chair, D. Sowers at 7:15 p.m.

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

Presented as printed.

Moved by: B. Doyle

Seconded by: G. Anderson

THAT the agenda be approved

**Carried**



## Committee of the Whole Board

January 15, 2018

Education Centre, Board Room

(f) **In Camera Report**

Moved by: G. Anderson

Seconded by: A. Felsky

THAT the Grand Erie District School Board approve B-1-d 1 through 5.

**Carried**

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

(a) **Ad hoc Committee Terms of Reference – Grand Erie and Six Nations to Review Enrolment Pressures at McKinnon Park**

B. Blancher referred to the Ad Hoc Committee – Grand Erie and Six Nations to Review Enrolment Pressures at McKinnon Park report providing background and reviewed the draft Terms of Reference for Ad Hoc Committee.

C.A. Sloat requested under item 1.1 ii) be changed to “Board and staff.”

Moved by: J. Harris

Seconded by: B. Doyle

THAT the Grand Erie District School Board THAT the Grand Erie District School Board approve the Terms of Reference for the Ad Hoc Committee – Grand Erie and Six Nations to Review Enrolment Pressures at McKinnon Park as amended.

**Carried**

(b) **Paris District High School Transportation**

R. Wyszynski asked P. Kuckyt, Manager of Transportation to the table to provide overview of the Paris District High School Transportation report providing background and additional information. P. Kuckyt noted based on a consideration of factors and the implications of adding transportation services for students within the current walking distance to Paris District High School, Sr. Administration recommends that the eligibility rules continue to be applied as outlined in FT6 – Student Transportation.

G. Anderson noted that he supports the recommendation.

J. Harris asked if the current courtesy pick up could be moved to an additional location to ensure the safety of the students? P. Kuckyt responded that an option may be available but there could be some operational impact. J. Harris has a concern about adding an additional



## Committee of the Whole Board

January 15, 2018

Education Centre, Board Room

bus and the cost impact but requested we move to a compromise for the pickup location of the courtesy riders.

A. Felsky noted she agrees with J. Harris' statement and we need to consider a compromise on the courtesy pick up location to stop students having to cross the busy road.

T. Waldschmidt thanked everyone but cannot support the recommendation.

C.A. Sloat referred to FT6 2.2 and asked if there would be increased cost for adding an additional pick up location for the courtesy riders. P. Kuckyt responded that there may be low probability but cannot guarantee.

B. Doyle stated he has trouble supporting the motion as it stands, understanding the economics but we need to look at safety of our students first and we need to have provisions in our policy when it comes back for review.

T. Waldschmidt requested a recorded vote for the motion.

Moved by: T. Waldschmidt

Seconded by: C.A. Sloat

THAT the Grand Erie District School Board continue to apply the transportation eligibility rules as outlined in Board Policy FT6 – Student Transportation.

**Carried**

### **Recorded votes:**

G. Anderson – Yes

R. Collver – Yes

D. Dean – Yes

B. Doyle - No

A. Felsky - No

J. Harris - Yes

J. Richardson - Yes

K. Sandy - No

C.A. Sloat - Yes

D. Sowers - No

T. Waldschmidt - No

C.A. Sloat asked about the compromise on the alternate pickup location for the courtesy riders. It was requested Sr. Administration bring back information to the February 12 Committee of the Whole.



## Committee of the Whole Board

January 15, 2018

Education Centre, Board Room

### C – 1 Director's Report

The Director highlighted:

- January is Kindergarten registration month and the process is underway in all of our schools (French Immersion deadline is February 9, 2018)
- January is the last month of Semester 1 in our secondary schools and staff and students are preparing for final exams that begin on January 25<sup>th</sup>
- New Staff portal will go live on February 1
- Ministry of Education is seeking input on Student transportation - In December 2017, the Ministry of Education announced it was seeking public inputs on how to strengthen its student transportation system. The Ministry wants to create a new vision for the future of student transportation that will be responsive to the changing needs of students, school boards, school bus operators and school bus drivers. Engagement will focus on four areas: responsiveness; equity & accessibility; safety and well-being; and accountability.
- Bill 193, Rowan's Law (Concussion Safety) - This bill was introduced on December 14, 2017 by Minister of Tourism, Culture and Sport Eleanor McMahon. If passed, Rowan's Law (Concussion Safety), 2017, and amendments to the *Education Act* would provide the framework to govern concussion prevention, detection, management and awareness in amateur competitive sport and schools.
- January 22, 2018 is a PA Day for Elementary Schools – staff will be working on assessment, evaluation and report card writing that day.
- B. Blancher requested R. Wyszynski provide Trustees with an update on the following:
  - question from a Trustee during the Enrolment Update Report on November 27 asking whether increased elementary enrolment is related to the new housing developments in West Brantford stating Walter Gretzky enrolment was up 55 students and provided a breakdown.
  - that surplus space in Haldimand has successfully been secured and that our first tenant is at Dunnville Secondary School – Apex Driving School.
- B. Blancher requested D. Abbey provide Trustees with an update on the Website Issues:
  - D. Abbey asked J. Ecklund to the table to provide an update. J. Ecklund noted that the first time the website crashed, the provider was contacted and ITS completed the recommended solutions/correction they suggested. J. Ecklund further noted ITS has implemented some changes and reconfiguration and is hoping the fix will work and the website will be more functional during high traffic.
  - C.A. Sloat asked why does it take so long for the website to come back after it crashes. J. Ecklund responded that the website never went down it just becomes unresponsive due to the amount of traffic trying to access the site.
  - C.A. Sloat noted we seem to be over budget and asked how far above budget will it be to fix this issue? J. Ecklund responded that the current overspend is



## Committee of the Whole Board

January 15, 2018

Education Centre, Board Room

\$15,000 which was due to adding the enhanced search feature on the website that did not exist.

- J. Harris asked if there is a need to buy more hardware or change the software? J. Ecklund responded not at this time.
- J. Harris further asked how long do we think it will take to fix this? J. Ecklund responded that there are some techs doing some testing this week.
- J. Harris commented that he is happy to hear that we are not accepting these issues with the provider and requested ongoing updates. B. Blancher responded that we are definitely not accepting this and noted updates can be provided as we work through these issues.

### *K. Sandy left the meeting at 7:55 pm.*

- B. Blancher requested L. De Vos provide updates on Child Care Centres. L. De Vos noted that an EarlyON Child Care Centre has been approved for Hagersville Secondary School and that she and R. Wyszynski will be meeting with the local Consolidated Municipal Services Manager (CMSM) and the provider in the near future. L. De Vos further noted that a Child Care Centre was approved at Central Public School which will have space for 64 children and will be additional space added to the school. C.A. Sloat noted that both of these are in our buildings but the ministry is funding and asked if the board will be involved in the planning. B. Blancher responded that we will be heavily involved in the planning.
- B. Blancher noted minor revisions have been made to SO15 – Field Trips' Manual checklists. The Grand Erie Accessibility Committee suggested revisions to the Category I, II and III Field Trip Checklists to include planning with accessibility in mind. Changes have been made to the Checklists and these are reflected in the documents now posted on the portal and website.

Moved by: T. Waldschmidt

Seconded by: B. Doyle

THAT the Grand Erie District School Board receive the Director's Report of January 15, 2018 as information.

**Carried**

### D – 1 New Business – Action/Decision Items

#### (a) Schedule of Pre-Budget Consultation Meetings

Presented as printed. R. Wyszynski is suggesting a 5:30 p.m. start. R. Collver suggests that the Auditor General's Recommendations for School Boards Financial Management be part of the agenda at the first meeting.



## Committee of the Whole Board

January 15, 2018  
Education Centre, Board Room

Moved by: C.A. Sloat

Seconded by: G. Anderson

THAT the Grand Erie District School Board set the dates for Pre-Budget Consultation Meetings as follows:

1. Monday, February 5, 2018
2. Wednesday, February 21, 2018.

**Carried**

(b) **Transition Committee for Grandview Central Public School and Fairview Avenue Public School**

L. De Vos referred to the Transition Committee for Grandview Central Public School and Fairview Avenue Public School report providing background, the required individuals and the role of the Transition Committee and the communication plan.

Moved by: G. Anderson

Seconded by: D. Dean

THAT the Grand Erie District School Board approve the establishment of a Transition Committee for Grandview Central Public School and Fairview Avenue Public School.

**Carried**

(c) **Transition Committee for Elgin Avenue Students Moving to Lynndale Heights for 2018/19 School Year**

W. Baker referred to the Transition Committee for Elgin Avenue Students Moving to Lynndale Heights for 2018-19 School Year report providing background, the required individuals and the role of the Transition Committee and the communication plan.

Moved by: D. Dean

Seconded by: R. Collver

THAT the Grand Erie District School Board approve the establishment of a Transition Committee to support the movement of Elgin Avenue students to Lynndale Heights for the 2018-19 school year.

**Carried**

(d) **Contract Award – New Elevator Addition at Major Ballachey Elementary School**

R. Wyszynski referred to the Contract Award – New Elevator Addition at Major Ballachey Elementary School report providing background on the Tender 2018-35-T for General Contract services that was issued on October 20, 2017 and closed on November 21, 2017.

R. Wyszynski noted 8 firms submitted bids and noted one bid was disqualified as their bid



## Committee of the Whole Board

January 15, 2018

Education Centre, Board Room

was not compliant with the Bid Documents Terms and Conditions. R Wyszynski recommends the contract be awarded to Abcott Construction Ltd.

C. A. Sloat noted the amount is about \$100,000 over what is budgeted and is concerned about contingency. R. Wyszynski responded the difference will be covered by the Hub funding which needs to be used by August 31, 2018 and also by School Condition Improvement funds.

G. Anderson asked when will construction begin? R. Wyszynski responded that there is hope to start immediately with a 4-month construction plan.

Moved by: T. Waldschmidt

Seconded by: B. Doyle

THAT the Grand Erie District School Board approve the award for General Contracting Services for the New Elevator Addition at Major Ballachey Elementary School as set out in Tender 2018-35-T to Abcott Construction Ltd. in the amount of \$545,140.00 plus HST.

**Carried**

(e) **Contract Award – Prime Design Consultant Services for a Building Renovation at Elgin Ave. Public School**

R. Wyszynski referred to the Contract Award – Prime Design Consultant Services for a Building Renovation at Elgin Ave. Public School report providing background on the Request for Proposal 2018-9-P for Prime Design Consultant Services for a Building Renovation at Elgin Avenue Public School was issued on September 29, 2017 and closed on November 1, 2017. R. Wyszynski noted 7 firms submitted bids and noted two bids did not qualify for financials to be opened. R. Wyszynski noted after the 4 step evaluation process it is recommended the contract be awarded to Salter Pilon Architecture.

C.A. Sloat noted that this project also includes Hub funding and based on the August 31, 2018 deadline date and the start of this project, asked if the Hub funding will be used by deadline. R. Wyszynski responded that the funds will be used. C.A. Sloat further asked when the Board will see tenders for approval. R. Wyszynski responded at the April meeting.

Moved by: G. Anderson

Seconded by: T. Waldschmidt

THAT the Grand Erie District School Board approve the award for Prime Design Consultant Services for a Building Renovation at Elgin Avenue Public School as set out in Request for Proposal 2018-9-P to Salter Pilon Architecture in the amount of \$334,750.00 plus HST.

**Carried**



## Committee of the Whole Board

January 15, 2018

Education Centre, Board Room

*R. Collver left the meeting at 8:12 p.m.*

### D – 2 New Business – Information Items

#### (a) Category III Trips

B. Blancher referred to the Category III Trips report noting that the report includes trips that were approved between June and December 2017 and previously approved trips that have not yet taken place.

Moved by: G. Anderson

Seconded by: C.A. Sloat

THAT the Grand Erie District School Board receive Category III Trips as information.

**Carried**

#### (b) Enrolment vs Capacity by School

R. Wyszynski referred to the Enrolment vs. Capacity by School Report providing background, reviews the enrolment, school capacity and utilization as at October 31, 2017 compared to data from October 31, 2016. R. Wyszynski reviewed the utilization for both elementary and secondary.

Moved by: G. Anderson

Seconded by: T. Waldschmidt

THAT the Grand Erie District School Board receive the report Enrolment vs Capacity as information.

**Carried**

#### (c) Grand Erie Learning Alternatives (GELA) Annual Report

D. Martin referred to the Grand Erie Learning Alternatives (GELA) Annual Report providing background and provided high level overview of the data with respect to the following areas:

- Ministry of Education (MOE – for Students Under 21 Years of Age) that includes the following programs: Day School; School Within a College (SWAC); Prior Learning Assessment and Recognition (PLAR); Night School; Passion Courses; Dual Credit; and Heritage Languages Elementary Program.
- Ministry of Education (MOE – for Students Under 21 Years of Age) Summer School which includes the following programs: Summer School – eLearning, Summer School – In-Class, Summer Co-op, Summer Literacy and Numeracy Program; and Reach Ahead Opportunities.



## Committee of the Whole Board

January 15, 2018

Education Centre, Board Room

- Ministry of Education (MOE – for Students over 21 Years of Age) which includes the following programs: Mature Prior Learning Assessment and Recognition (MPLAR); Adjust Day School Brantford City Centre Campus; eLearning; Independent Study; Adult Co-op; Personal Support Worker Certificate (PSW); Family Literacy Program
- Other Ministry Offerings which includes the following programs: Ministry of Citizenship and Immigration (MCI) – English as a Second Language Program; Ministry of Immigration, Refugees and Citizenship Canada (IRCC) – Language Instruction for Newcomers to Canada (LINC); CareerLink – Employment Ontario Service (EOS); Ministry of Advanced Education and Skills Development (MAESD) – Bridges to Success (BTS). Ministry of Community Safety & Correctional Services – Brantford Jail.

D. Martins provided a summary and reviewed the next steps moving forward.

J. Harris referred to Appendix C and asked for clarity on some of the numbers regarding eLearning, why is there a low number of completion compared to enrollment. D. Martins responded that one of the things the team is looking at is seeking funding through Con Ed to hire casual staff who can contact those individuals to find why they aren't completing work and to offer support.

J. Harris further noted this report has evolved over time and expressed appreciation for the increased data transparency now which gives a baseline of what we are doing and where we need to go.

C.A. Sloat referred to the marketing plan, how fulsome will that be. D. Martins responded that on a go forward basis she and the Principal will work with the Manager of Communications to improve the type of marketing and communication materials.

Moved by: G. Anderson

Seconded by: B. Doyle

THAT the Grand Erie District School Board receive the Grand Erie Learning Alternatives (GELA) Report as information.

**Carried**



## Committee of the Whole Board

January 15, 2018  
Education Centre, Board Room

### E – 1 Bylaw/Policy/Procedure Consideration - Action/Decision Items

#### (a) SO14 – Equity and Inclusive Education

W. Baker noted Policy SO14 Equity and Inclusive Education was circulated to all appropriate stakeholder for comments. W. Baker referred to the comments and amendments made.

Moved by: B. Doyle

Seconded by: T. Waldschmidt

THAT the Grand Erie District School Board approve Policy SO14 Equity and Inclusive Education.

**Carried**

#### (b) SO136 Equity and Inclusive Education

W. Baker noted the Procedure SO136 Equity and Inclusive Education has been included in Policy SO14 Equity and Inclusive Education and is therefore no longer required therefore the request is to have SO136 rescinded.

Moved by: C.A. Sloat

Seconded by: J. Richardson

THAT the Grand Erie District School Board rescind Procedure SO136 Equity and Inclusive Education.

**Carried**

#### (c) SO18 Environmental Education and Stewardship

R. Wyszynski noted Policy SO18 Environmental Education and Stewardship was circulated to all appropriate stakeholder for comments. R. Wyszynski referred to the comments and amendments made.

Moved by: T. Waldschmidt

Seconded by: G. Anderson

THAT the Grand Erie District School Board approve Policy SO18 Environmental Education and Stewardship.

**Carried**



## Committee of the Whole Board

January 15, 2018  
Education Centre, Board Room

### (d) **SO19 Privacy and Information Management**

D. Abbey noted Policy SO19 Privacy and Information Management was circulated to all appropriate stakeholder for comments. D. Abbey referred to the comments and amendments made.

C.A. Sloat asked that a reference be noted on the policy as to when the Board designated the Director of Education as the Head of Institution in 2012.

Moved by: G. Anderson

Seconded by: C.A. Sloat

THAT the Grand Erie District School Board approve Policy SO19 Privacy and Information Management as amended.

**Carried**

### (e) **SO20 Assessment, Evaluation and Reporting**

D. Martins noted Policy SO20 Assessment, Evaluation and Reporting was circulated to all appropriate stakeholder for comments. D. Martins referred to the comments and amendments made.

J. Harris referred to page 3 and asked do we have obligation to safeguard our students' work when they submit through a third party. D. Abbey responded that that this is a good question and we may want to consider including a statement. J. Harris will leave it to the Sr. Administration to discuss.

G. Anderson noted the lower limit is listed as zero and wondered if principals will accept this? D. Martins responded that the Ministry frowns on a zero being entered and we recommend strongly against it.

D. Dean does have concerns with the intermediate and the senior division section under Plagiarism and what this policy wants the teachers to follow. D. Dean asked does this reflect the high expectations as noted in our multi-year plan and has some serious questions and wonders do we need to be firmer. B. Blancher responded that we have had many discussions and this is more around the first offence. D. Dean asked how does the teacher know if this is a first offence. B. Blancher responded that the Sr. Admin team will take away these comments for consideration.



## Committee of the Whole Board

January 15, 2018

Education Centre, Board Room

Moved by: G. Anderson

Seconded by: C.A. Sloat

THAT the Grand Erie District School Board approve Policy SO20 Assessment, Evaluation and Reporting.

**Carried**

(f) **SO3 Electronic Communication and Social Media Guidelines**

B. Blancher noted Policy SO3 Electronic Communication and Social Media Guidelines is a new policy and will be going out for comment.

Moved by: C.A. Sloat

Seconded by: T. Waldschmidt

THAT the Grand Erie District School Board forward Policy SO3 Electronic Communication and Social Media Guidelines to all appropriate stakeholders for comments to be received by April 6, 2018.

**Carried**

(g) **Bylaw 8 – Committees of the Board – Addition of Indigenous Education Advisory Committee (IEAC) as a Standing Committee**

B. Blancher referred to the Bylaw 8 – Committees of the Board – Addition of Indigenous Education Advisory Committee (IEAC) as a Standing Committee providing background and additional. B. Blancher reviewed the minor revisions to Bylaw 8 and the draft Indigenous Education Advisory Committee Terms of Reference

Moved by: B. Doyle

Seconded by: A. Felsky

THAT the Grand Erie District School Board approve Bylaw 8 – Committee of the Board – Addition of Indigenous Education Advisory Committee (IEAC) as a Standing Committee.

**Carried**

E – 2 **Procedures Consideration – Information Items**

(a) **HR107 Maintaining Employee Safety while Working with Students**

L. Thompson noted Procedure HR107 Maintaining Employee Safety while Working with Students was circulated to all appropriate stakeholder for comments. L. Thompson referred to the comments and amendments made.



## Committee of the Whole Board

January 15, 2018

Education Centre, Board Room

A. Felsky requested clarification of what type of protective equipment is provided and how staff go around requesting it. L. Thompson responded staff go through school resource team, work with behavioural counsellors and ensure strategies are put in place first. If equipment is requested. the request is fulfilled. Some examples of equipment are shin guards, arm guards, vest, etc. A. Felsky further asked what is the time line to provide equipment and has there been any work refusal because staff did not have the necessary equipment. L. Thompson responded if it is new equipment and needs to be ordered, we may borrow from another space, but on average it has been a quick turnaround. L. Thompson further noted we have had work refusal but not due to lack of protective equipment.

Moved by: D. Dean

Seconded by: T. Waldschmidt

THAT the Grand Erie District School Board receive Procedure HR107 – Maintaining Employee Safety while Working with Student as information.

**Carried**

(b) **HR121 Injury/Incident/Disease Investigation and Reporting**

R. Wyszynski noted Procedure HR121 Injury/Incident/Disease Investigation and Reporting was circulated to all appropriate stakeholder for comments. R. Wyszynski referred to the comments and amendments made.

Moved by: C.A. Sloat

Seconded by: G. Anderson

THAT the Grand Erie District School Board receive Procedure HR121 Injury/ Incident/ Disease Investigation and Reporting as information.

**Carried**

(c) **P106 Home Instruction**

L. De Vos noted Procedure P106 Home Instruction was circulated to all appropriate stakeholder for comments. L. De Vos referred to the comments and amendments made.

Moved by: G. Anderson

Seconded by: T. Waldschmidt

THAT the Grand Erie District School Board receive Procedure P106 - Home Instruction as information.

**Carried**

F- 1 **Other Business**

Nil



## Committee of the Whole Board

January 15, 2018  
Education Centre, Board Room

G – 1 **Correspondence**  
Nil

H – 1 **Adjournment**

Moved by: C.A. Sloat

Seconded by: G. Anderson

THAT the meeting be adjourned at 9:03 p.m.

**Carried**

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Committee of the Whole Board Chair, D. Sowers