



Regular Board Meeting

Monday, February 26, 2018
Board Room, Education Centre

AGENDA

- A – 1 **Opening**
- (a) Roll Call
 - (b) Declaration of Conflict of Interest
 - (c) In Camera Session (**6:30 p.m.**)
 - (i) Personnel Matters
 - (d) Welcome to Open Session / Land Acknowledgement Statement (**7:15 p.m.**)
 - (e) Memorials
 - (f) Agenda Additions/Deletions/Approval
 - (g) In Camera Report
 - (h) Presentations
 - (i) United Way
 - (i) Delegations
- B – 1 **Approval of Minutes**
- * (a) January 29, 2018 (Regular Board)
 - * (b) February 12, 2018 (Committee of the Whole)
- C – 1 **Business Arising from Minutes and/or Previous Meetings**
- * (a) BL29 Student Trustee Selection (**A**) B. Blancher
 - * (b) Pupil Accommodation Guidelines Report B. Blancher
- D – 1 **Director's Report**
- E – 1 **Student Trustee Report**
- F – 1 **Committee Reports**
- * (a) Committee of the Whole Report – February 12, 2018 D. Sowers
- G – 1 **New Business**
- * (a) Workforce report S. Sincerbox
 - * (b) STSBHN Walk Distance Review R. Wyszynski
 - * (c) Schedule of Budget Review Meetings (F2) R. Wyszynski
- H – 1 **Other Business**
- * (a) Summary of Accounts – January 2018 R. Wyszynski
 - * (b) Special Education Advisory Committee – January 18, 2018 L. Thompson
 - * (c) Joint Occupational Health & Safety Committee Minutes – January 18, 2018 R. Wyszynski
 - * (d) Privacy Information Management Committee Minutes (Draft) – February 1, 2018 D. Abbey
- I – 1 **Correspondence**

SUCCESS for Every Student



Regular Board Meeting

Monday, February 26, 2018
Board Room, Education Centre

J - 1 **Adjournment**

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

Indigenous Education Advisory Committee	February 27, 2018, 1:00 p.m.	Board Room
Ad Hoc Grand Erie and Six Nations Committee to Review Enrolment Pressures at McKinnon Park	February 28, 2018, 6:00 p.m.	McKinnon Park Secondary
Quality Accommodation Committee	March 1, 2018, 2:00 p.m.	Pine Tree Room, Joseph Brant LC
Committee of the Whole Board	March 5, 2018, 7:15 p.m.	Board Room
Native Advisory Committee	March 6, 2018, 9:00 a.m.	Tollgate Technical Skills
Safe and Inclusive School Committee	March 8, 2018, 1:00 p.m.	Board Room
Special Education Advisory Committee	March 8, 2018, 6:00 p.m.	Board Room
Grand Erie Parent Involvement Committee	March 22, 2018, 6:30 p.m.	Dogwood Meeting room Norfolk SSC
Chairs' Committee	March 26, 2018, 5:45 p.m.	Norfolk Room
Board Meeting	March 26, 2018, 7:15 p.m.	Board Room
Audit Committee	March 27, 2018, 4:00 p.m.	Brant Room
Committee of the Whole	April 9, 2018, 7:15 p.m.	Board Room
Special Education Advisory Committee	April 19, 2018, 6:00 p.m.	Board Room
Chairs' Committee	April 23, 2018, 5:45 p.m.	Norfolk Room
Board Meeting	April 23, 2018, 7:15 p.m.	Board Room
Student Trustee Senate	April 26, 2018, 10:30 a.m.	Board Room
Compensatory Education Committee	April 26, 2018, 1:00 p.m.	Dogwood Meeting Room, Norfolk SSC

SUCCESS for Every Student



MINUTES

Present: Board Chair G. Anderson, Board Vice-Chair T. Waldschmidt, R. Collver (via telephone), D. Dean, B. Doyle, A. Felsky, J. Harris, J. Richardson, K. Sandy, C.A. Sloat, D. Sowers, J. Hsiao (Student Trustee)

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

Regrets:

Trustees: L. Kelly (Student Trustee)
Administration: Nil

A – 1 Opening

(a) Roll Call

The meeting was called to order by Chair, G. Anderson at 6:28 p.m. for the purpose of conducting the Open Session.

(b) Declaration of Conflict of Interest

Nil

(c) In Camera Session

Moved by: A. Felsky

Seconded by: B. Doyle

THAT the Board move into In Camera Session to discuss personnel and legal matters at 6:28 p.m.

Carried

(d) Welcome to Open Session

The Public Session meeting was called to order by Chair, G. Anderson at 7:11 p.m.

(e) Memorials

Nil



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

Presented as printed. United Way Presentation has been deferred to February 26, 2018.

K. Sandy requested Indigenous Student Trustee be added to the agenda under G-1-d.

Moved by: T. Waldschmidt

Seconded by: D. Sowers

THAT the Agenda be approved as amended.

Carried

(g) **In Camera Report**

Moved by: C.A. Sloat

Seconded by: J. Harris

THAT the Grand Erie District School Board approve item C-1-c.

Carried

Moved by: B. Doyle

Seconded by: D. Dean

THAT the Grand Erie District School Board approve item C-1-d.

Carried

(h) **Presentations**

(i) **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 G. Anderson, Chair of the Board. Chair Anderson and Director Blancher presented the certificates to those recipients present.

Carter Rount – Grade 9 – Pauline Johnson Collegiate and Vocational School – in 2016 was accepted into the Junior Performance team at Cambridge's Whistle bear golf Club, finished third at the 2017 Optimist Kingsville Canadian Open and has qualified for 2018 Optimist International Junior Golf Championship which is one of the largest junior golf tournaments in the world, which takes place in July at the PGA National Resort in Florida.

Isaac Kragten – Grade 10 – McKinnon Park Secondary School – accomplished actor who has appeared in a variety of television series and movies. Isaac won a 2017 Daytime Emmy



award for Best Performance in a Children's Series for TVO's Odd Squad. Most recently worked alongside Academy Award winner Robert DeNiro on a major motion picture – The War with Grandpa – which is set for release later this year.

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

- (i) **Delegation**
Nil

B – 1 Approval of Minutes

- (a) **Inaugural Board Meeting – December 11, 2017**

Presented at printed.

Moved by: D. Sowers

Seconded by: C.A. Sloat

THAT the Minutes of the Inaugural Board Meeting, held December 11, 2017 be approved.

Carried

- (b) **Committee of the Whole Board – January 15, 2018**

Presented as printed.

Moved by: D. Sowers

Seconded by: A. Felsky

THAT the Minutes of the Committee of the Whole Board Meeting, held January 15, 2018, be approved.

Carried

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

Nil

D – 1 Director's Report

Director's highlights:

- New staff portal launches this week – Thursday, February 1
- Ontario Services Education Committee with the support of OPSBA and the Ministry of Education has produced a video and resource PD module for Ontario trustees about Indigenous History – it's called, *"A Journey towards Truth and Reconciliation: First Nations, Métis and Inuit Trustee Professional Learning Module"* and was



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officially launched this past Thursday. All Trustees received an email from OPSBA describing the two-part video module which focuses on the true history of Indigenous peoples in Canada and the ways in which school boards, and schools, are moving towards reconciliation. The PD will provide trustees and school boards with context and an understanding and appreciation for Indigenous histories and with insight and support for building school communities where the relationship between Indigenous and non-Indigenous Ontarians is founded on mutual respect.

www.modules.ontarioschooltrustees.org. Take the time to watch the videos. In doing so, you will be taking a small step towards reconciliation. This will be a good next step from our November Trustee Learning Session.

- Secondary School Semester 1 Final exams are finishing up this week. February 1 & 2 are PA Days for Secondary schools. Semester 2 starts on Monday, February 5
- Scott Johnson Memorial Award – the Director recently attended the Brant United Way Achievement Celebration and presented the Scott Johnson Memorial Award, recognizing students who are involved in the stewardship of their community through supporting the Brant United Way, to Paris District High School (PDHS) and teacher Aimee Ernst was in attendance to receive the award. PDHS encourages a spirit of giving in their students who raised money for the United Way by having a classroom Change Waves competition. Waves of Change focused on how even one small donations can create a positive ripple throughout the community. Grand Erie also received 2 honours – 100% participation of all sites in Brant/Brantford and Top 10 workplace contributor to the Brant United Way.
- Arts Soup takes place on February 1 and 2 at various sites across Grand Erie. The Manager of Communications has included information on this event in the Media Update for this week. Trustees are welcome to visit any of the Arts Soup events.
- January 31 is Bell Let's Talk Day – a wide-reaching, multi-year program designed to break the silence around mental illness and support mental health all across Canada.
- February is Black History Month and Psychology Month
- B. Blancher requested that L. DeVos provide Trustees with an update on Early Years
 - L. De Vos noted the Early Development Instrument (EDI) is a tool used to assess children's developmental health and this year is a collection year. Kindergarten teachers have been released for training and will be released to complete the assessment of SK students only between February 1 and March 31. L. De Vos noted the Early Years Experiences Collection at Kindergarten Registration Reporting Initiative is a new Ministry funded initiative offered to school boards this year. This initiative has two parts: online Kindergarten registration and a Child Care Experiences survey. Grand Erie is taking the first year to plan for the online portion. The Ministry survey was uploaded into survey monkey and was promoted as part of the Kindergarten registration



package. The data from the survey will inform school boards and the Ministry about childcare experiences and needs for future planning.

- C.A. Sloat asked about EDI, is this must do or our choice and who is funding? L. De Vos it is Ministry of Education mandated and funded.
- J. Harris asked how will the data be used? L. De Vos responded the data will assist locally and provincially in regards to where the highest needs are by neighbourhood and where childcare should be provided
- B. Blancher requested that R. Wyszynski to speak about the Energy Efficiency Award
 - R. Wyszynski informed Trustees in recognition of our commitment to energy conservation and efficiency in 2017, the Grand Erie District School Board has been acknowledged and recognized by Energy +, our local distribution company serving Brant County schools, as community leaders and congratulated for our efforts in conserving energy through our LED retrofit program, participating in the saveONenergy program that offers incentives and educating our staff and students on the importance of energy and environmental conservation. This award is similar to the award we received from Brantford Power.

Moved by: D. Dean

Seconded by: T. Waldschmidt

THAT the Grand Erie District School Board receive the Director's Report of January 29, 2018 as information.

Carried

E – 1 Student Trustees' Report

Nil

F -1 Committee Report

(a) Committee of the Whole Board – January 15, 2018

Moved by: D. Sowers

Seconded by: C.A. Sloat

THAT the Grand Erie District School Board approve the Committee of the Whole Board dated January 15, 2018 as follows:

1. In Camera Session

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



2. Ad hoc Committee Terms of Reference – Grand Erie and Six Nations to Review Enrolment Pressures at McKinnon Park

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.

3. Paris District High School Transportation

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

4. Director's Report

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

5. Schedule of Pre-Budget Consultation Meetings

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.

6. Transition Committee for Grandview Central Public Schools and Fairview Avenue Public School

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

7. Transition Committee for Elgin Avenue Students Moving to Lynndale Heights for 2018/19 School Year

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.

8. Contract Award – New Elevator Addition at Major Ballachey Elementary School

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.

9. Contract Award – Prime Design Consultant Services for a Building Renovation at Elgin Ave. Public School

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.

10. Category III Trips

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

11. Enrolment vs Capacity by School

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

12. Grand Erie Learning Alternatives (GELA) Annual Report

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

13. SO14 Equity and Inclusive Education

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

14. SO136 Equity and Inclusive Education

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

15. SO18 Environmental Education and Stewardship

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



16. SO19 Privacy and Information Management

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

17. SO20 Assessment, Evaluation and Reporting

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

18. SO3 Electronic Communication and Social Media Guidelines

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.

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

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.

20. HR107 Maintaining Employee Safety while Working with Students

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

21. HR121 Injury/Incident/Disease Investigation and Reporting

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

22. P106 Home Instruction

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

Carried



G – 1 New Business

(a) Major Construction Update

R. Wyszynski referred to the Major Construction Update report.

Moved by: J. Harris

Seconded by: J. Richardson

THAT the Grand Erie District School Board receive the Major Construction Update report as information.

Carried

(b) Quarterly Budget Report (Q1)

R. Wyszynski referred to the Quarterly Budget report.

G. Anderson noted the increase in supply teacher costs and asked is this occurring everywhere and has there been discussion. B. Blancher responded it is occurring everywhere and there are provincial discussions taking place on this issue.

Moved by: D. Sowers

Seconded by: C.A. Sloat

THAT the Grand Erie District School Board receive the Quarterly Budget Report for the three months ended November 30, 2017 as information.

Carried

(c) Reverse Education Services Agreements

B. Blancher referred to the Reverse Education Services Agreement (RESA) report providing background, additional information and next steps regarding the request Grand Erie received mid-June from Six Nations Polytechnic STEAM (Science, Technology, Arts and Mathematics) program leads to consider entering into an RESA for students not residing on Six Nations who wanted to attend the STEAM program beginning in September 2018.

The report provided information on work being done at the Ministry of Education level to support RESA's and Director Blancher and Superintendent Martins are attending a meeting with Six Nations Polytechnic and Ministry of Education staff to further investigate this initiative. The Ministry is very supportive of RESA's being put in place as they see this as choice for families. Updates will be provided to trustees.



Moved by: J. Harris

Seconded by: T. Waldschmidt

THAT the Grand Erie District School Board receive the Reverse Education Services Agreement report as information.

Carried

(d) **Indigenous Student Trustee**

K. Sandy noted she is aware of two Boards that are moving towards adding Indigenous Student Trustees and recommends Grand Erie District School Board consider moving in the same direction.

Moved by: K. Sandy

Seconded by: A. Felsky

THAT the Grand Erie District School Board investigate the possibility of adding an Indigenous Student Trustee to the Grand Erie District School Board

It was requested by trustees that a report about the possibility of adding an Indigenous Student Trustee be brought to the February 12, 2018 Committee of the Whole Board Meeting.

Carried

H – 1 **Other Business**

(a) **Summary of Accounts – December 2017**

Presented as printed.

Moved by: J. Harris

Seconded by: C.A. Sloat

THAT the Grand Erie District School Board receive the Summary of Accounts for the month of December 2017 in the amount of \$10,304,053.27 as information.

Carried

(b) **Special Education Advisory Committee Minutes – November 16, 2017**

Presented as printed.

Moved by: D. Sowers

Seconded by: C.A. Sloat



THAT the Grand Erie District School Board receive the Special Education Advisory Committee Minutes – November 16, 2017 as information.

Carried

(c) **Special Education Advisory Committee Minutes – December 7, 2017**

Presented as printed.

Moved by: R. Collver

Seconded by: J. Harris

THAT the Grand Erie District School Board receive the Special Education Advisory Committee Minutes – December 7, 2017 as information.

Carried

(d) **Joint Occupational Health & Safety Committee Minutes – December 21, 2017**

Presented as printed.

Moved by: R. Collver

Seconded by: D. Sowers

THAT the Grand Erie District School Board receive the Joint Occupational Health and Safety Committee Minutes – December 21, 2017 as information.

Carried

(e) **Native Advisory Committee Minutes – November 28, 2017**

Presented as printed.

Moved by: D. Sowers

Seconded by: J. Richardson

THAT the Grand Erie District School Board receive the Native Advisory Committee Minutes – November 28, 2017 as information.

Carried

(f) **Native Advisory Committee Minutes (Draft) – December 18, 2017**

Presented as printed.

Moved by: D. Sowers

Seconded by: D. Dean



THAT the Grand Erie District School Board receive the Native Advisory Committee Minutes (Draft) – December 18, 2017 as information.

Carried

(g) **Student Senate Virtual Meetings Minutes – December 7, 2017**

Presented as printed.

Moved by: D. Sowers

Seconded by: T. Waldschmidt

THAT the Grand Erie District School Board receive the Student Senate Virtual Meeting Minutes – December 7, 2017 as information.

Carried

(h) **Grand Erie Parent Involvement Committee - (Draft) – January 11, 2018**

Presented as printed.

Moved by: B. Doyle

Seconded by: C.A. Sloat

THAT the Grand Erie District School Board receive the Grand Erie Parent Involvement Committee - (Draft) – January 11, 2018 as information.

Carried

(i) **Safe and Inclusive Schools Committee Minutes (Draft) – January 11, 2018**

Presented as printed.

Moved by: R. Collver

Seconded by: K. Sandy

THAT the Grand Erie District School Board receive the Safe and Inclusive Schools Committee Minutes (Draft) – January 11, 2018 as information.

Carried

I – 1 **Correspondence**
Nil

J – 1 **Adjournment**

Moved by: C.A. Sloat

Seconded by: B. Doyle



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THAT the meeting be adjourned at 8:04 p.m.
Carried

Board Chair, Greg Anderson



MINUTES

Present: D. Sowers – Committee Chair, G. Anderson, R. Collver, D. Dean, 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: B. Doyle

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: R. Collver

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: D. Dean

Seconded by: T. Waldschmidt



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THAT the agenda be approved
Carried

- (f) **In Camera Report**
Nil.

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

- (a) **Paris District High School Transportation**

R. Wyszynski asked P. Kuckyt, Manager of Transportation to the table. P. Kuckyt referred to the Paris District High School Transportation Report noting this report was prepared at the request of the Board to provide a possible solution and implications for Student Transportation Services of Brant Haldimand Norfolk (STSBHN) of adding an alternate pick up location for courtesy riders. P. Kuckyt reviewed the concerns of implementing an alternate pick up stop and further noted that STSBHN procedure 002 – Transportation Eligibility contains language which is intended to provide flexibility for Senior Administration to apply the eligibility. P. Kuckyt further noted that the request from the Hanlon Place subdivision was reviewed against the parameters and the request for an exception to be implemented was denied at the start of the current school year.

G. Anderson asked for clarity on what is being suggested, is it that there are unintended consequences of adding an additional stop and by doing so it could impact elementary and other parts of the board? P. Kuckyt responded that is correct.

G. Anderson further asked could this become a revolving door of requests? P. Kuckyt responded that he believes the number of delegations received by the board would increase if the Board were to become involved in making area specific decisions on if transportation services, for otherwise ineligible students, were to be provided. The Board has the responsibility to set policy and for STSBHN to then enforce it.

A. Felsky certainly sees the need for fair and predicable processes for exceptions but wondered if there is way in the future for creative exceptions. P Kuckyt responded that he believes the current language contained in the policies and procedures involving transportation strike the right balance of consistency and flexibility.

R. Collver thanked P. Kuckyt for the time spent on this situation and investigating solutions. R. Collver further noted that when we are offering courtesy transportation, we need to ensure parents are aware of the pickup location and if they choose to the take use of the service they become responsible for any safety concerns.



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Moved by: C.A. Sloat

Seconded by: G. Anderson

THAT the Grand Erie District School Board receive the Paris District High School Transportation report as information.

Carried

(b) **Indigenous Student Trustee**

B. Blancher referred to the Indigenous Student Trustee Position report which was prepared in response to the January 29, 2018 motion passed by Trustees to investigate the possibility of adding an Indigenous Student Trustee to the Grand Erie District School Board. B. Blancher noted Senior Administration reviewed the requirements in the Education Act, funding for the position and Grand Erie Bylaw 29 – Student Trustees and based on the information gathered, the implementation of an Indigenous Student Trustee position in Grand Erie is achievable. B. Blancher noted that Bylaw 29 Student Trustee will need to be revised and brought back for Board for approval should the Board decide to implement the Indigenous Student Trustee position.

R. Collver asked what the process/plan would be on the selection of Indigenous Student Trustee. B. Blancher responded we do have a full process we could model the selection after and provided a high level overview of the current process. B. Blancher noted it is our thought that we currently have 8 secondary schools with native clubs and we would request each send an Indigenous representative to the April Student Senate and would also request Indigenous applicants.

R. Collver asked follow up questions, if the students that apply will they need to be self-identification? B. Blancher responded yes they would need to be self-identification.

Moved by: A. Felsky

Seconded by: T. Waldschmidt

THAT the Grand Erie District School Board approve the creation of an Indigenous Student Trustee position effective August 1, 2018.

Carried

C – 1 **Director's Report**

The Director highlighted:

- Random Acts of Kindness Week – February 11 – 18
- Family Day – February 19



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- Ministry DRAFT Pupil Accommodation Review Guidelines - the Ministry of Education has released Draft Revised Pupil Accommodation Review Guideline (PARG) and this was shared with Trustees on February 9. The Ministry is inviting feedback on the draft document until March 23 and hopes to release a revised PARG this spring after which time we will be expected to revise our existing policy – FT5 Pupil Accommodations Reviews. The memo received does state that the ministry expects school boards to undertake extensive community consultations to promote understanding of PAR processes and only once revised PAR policies have been approved by Trustees can any new PARS be started.
 - C.A. Sloat feels that it is important for Grand Erie to provide feedback on the draft
 - R. Collver would hope the Trustees do bring this back to a Board meeting and asked if our budget will reflect that we have not completed any ARCs this year

Moved by: R. Collver

Seconded by: J. Richardson

THAT the Grand Erie District School Board receive a report from the Director of Education on the new Pupil Accommodation Guidelines in comparison to our existing Policy FT5 at the February 26, 2018 Regular Board Meeting.

Carried

- B. Blancher asked D. Martins to provide Trustees with an overview of the work completed by the Re-Engagement Team
 - D. Martins noted the Re-Engagement Team consists of Jeannie Martin, Charlie Richardson and Joe Tice and reviewed updated numbers as of February 8, 2018 starting from mid-November:
 - Total students contacted: 136
 - Re-engaged: 60
 - Programs re-engaged to: Regular Day School – 12; GELA – 25; Turning Point – 12; NewStart – 9; SWAC – 1; and Youth Lodge – 1
- B. Blancher provided some clarity regarding the changes to Comp Ed reporting that was noted in the January Chairs' Committee Meeting.
- B. Blancher asked Student Trustee J. Hsiao to provide Trustees with information on the Vimy Pilgrimage Award
 - J. Hsiao noted that this year marks the 101st anniversary of the Battle of Vimy Ridge and that she was named a recipient of the Vimy Pilgrimage Award and will be visiting the Vimy Memorial on April 9th. J. Hsiao provided a brief overview of this national award which is given to 20 youth from across the country. J. Hsiao noted that she has made personal connections with the historic sites, learning that Walter Allward, architect of the Vimy Memorial also designed the



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Brantford cenotaph and discovered the names of 4 BCI alumni are engraved on the Vimy Memorial.

G. Anderson congratulated Student Trustee Hsiao. A. Felsky recognized Student Trustee Hsiao accomplishment. D. Dean also congratulated Student Trustee Hsiao.

D. Dean noted that he was recently reading the Brantford Expositor and came across an article that recognized Student Trustee L. Kelly on her accomplishment with respect to writing competition. D. Dean asked L. Kelly to provide the Trustees with an overview of her award. L. Kelly noted she participated in the Laurier Stedman Prize, a creative writing competition. L. Kelly noted she submitted a short story and earned one of two second place awards.

Moved by: G. Anderson

Seconded by: D. Dean

THAT the Grand Erie District School Board receive the Director's Report of February 12, 2018 as information.

Carried

D – 1 New Business – Action/Decision Items

(a) Draft Proposed School Year Calendar 2018-19

W. Baker referred to the Draft Proposed School Year Calendars 2018-19 noting the School Year Calendar Committee met on January 24, 2018 to review and discuss the proposed elementary and secondary school year calendars developed in consultation with the Brant Haldimand Norfolk Catholic District School Board.

W. Baker provided a high level overview of the Ministry of Education requirements and the Calendar specifications.

G. Anderson ask for clarity if the October 2 is the Young Canada Day. W. Baker responded that is correct.

R. Collver noted along with the memo, you also received PPM151 which notes boards are required to include a general outline of the activities to be conducted on each of the PA days and asked if the legend on the bottom of the calendars is all we submit to the Ministry and is that sufficient? W. Baker responded that is what we provide the Ministry in the past and has been enough.



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C.A. Sloat stated according to PPM151, the board should prepare an agenda and at least ten (10) days prior to the PD Day must post the agenda on its board website and the website of each participating school. Have we done this in the past? W. Baker responded we have not and will need to investigate solutions.

R. Collver stated this a perfect opportunity to inform the public of what occurs during a PA day and not just another day off for teachers and would recommend the Sr. Administration consider this.

Moved by: R. Collver

Seconded by: G. Anderson

THAT the Grand Erie District School Board approve the calendars recommended by the School Year Calendar Committee in the report "Draft Proposed School Year Calendars 2018-19".

Carried

D – 2 New Business – Information Items

(a) Early Literacy Intervention

L. Thompson referred to the Early Literacy Interventions report noting the Elementary and Special Education Program Support staff gathered data on the types of early literacy interventions tools used in Grand Erie schools in the 2017-18 school year. L. De Vos noted based on the data gathered, the committee generated four outcome goals, characteristics of effective literary program, board considerations for effective literacy intervention implementation, cost and training requirements, and identified gaps in the data.

D. Dean thanked and congratulated the Superintendents for this report. D. Dean asked for clarity around Empower and the inability to administer the program according to recommended guidelines. L. Thompson responded we have provided extra Learning Resource time with the attempt to the deliver Empower, it does happen but not with fidelity all the time.

J. Harris thanked the Superintendents for undertaking this report, and noted it was one of the more important ones and is looking forward to the conversations that will occur following this, the establishment of best practices and feels it is a timely report for budget discussions.

R. Collver concurred with the J. Harris statement and further noted Trustees will need direction with regards to budget and the implications. B. Blancher responded that this dove tails perfectly with the budget discussions that are occurring.



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Moved by: D. Dean

Seconded by: T. Waldschmidt

THAT the Grand Erie District School Board receive the Early Literacy Interventions report as information.

Carried

R. Collver noted that the Ministry is doing research with 7 other Board using Empower and Lexia and asked if there been any feedback yet? B. Blancher responded we have not heard anything but will follow up.

K. Sandy left the meeting at 8:04 p.m.

(b) Employee Assistant Program Report 2016-17 School Year

S. Sincerbox referred to the Employee Assistance Program Report – 2016-17 School Year, providing rationale/background and high level review of the data for the following areas: Employee Assistance Program visits, Utilization of the Program and Statistical; Presenting Problems; Committee Activities and EAP Participant Survey.

Moved by: D. Dean

Seconded by: G. Anderson

THAT the Grand Erie District School Board receive the Employee Assistance Program Report, 2016-17 as information.

Carried

(c) Privacy and Information Management Plan 2018-19

D. Abbey referred to the Privacy and Information Management Plan 2018-19 report noting this plan was prepared in response to the recommendations from the June 2017 audit of the Board's Privacy and Information Management practices which identified 36 Risk Descriptions – 12 were identified as effective, no action required and 24 were identified in the low to high range of risk. D. Abbey further noted this plan has been developed to address the low to high risk areas over the next three years.

D. Abbey further noted that to adequately address the remaining low to high risk items and to avoid the board facing unnecessary risk and suffer reputational and/or financial damage for the lack of privacy management accountability, a dedicated privacy specialist who has good understanding of legal compliance framework for privacy and access to information needs to be considered in the next round of budget deliberations. The individual would be



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responsible for overseeing personal information across the board and raising privacy awareness/training among staff.

D. Abbey noted there are two budgetary items around this plan which are the digital records and the privacy specialist.

D. Dean indicated that the report mentions the need for a contract position and at some point mentioned full time employee and wonders if we have the right terminology. D. Abbey responded the contract position could be an option to help get us started but we may also feel that a full time individual may be required.

C.A. Sloat referred to Appendix B about Privacy Breaches to be communicated by administrative memo and wondered if this should be a more public facing document and realizes this is still a work in progress. D. Abbey responded possibly it could be a procedure with more specific instruction in an Admin memo.

Moved by: T. Waldschmidt

Seconded by: G. Anderson

THAT the Grand Erie District School Board receive the Privacy Information Management Plan 2018-19 as information.

Carried

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

(a) F5 Advocacy

R. Wyszynski noted Policy F5 Advocacy was circulated to all appropriate stakeholder for comments. R. Wyszynski referred to the comments and amendments made.

Moved by: C.A. Sloat

Seconded by: T. Waldschmidt

THAT the Grand Erie District School Board approve Policy F5 Advocacy.

Carried

(b) HR2 Consideration of Non-Unionized Employee Concerns

S. Sincerbox noted HR2 Consideration of Non-Unionized Employee Concerns was circulated to all appropriate stakeholder for comments. S. Sincerbox referred to the comments and amendments made.



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R. Collver asked for clarity as the title states this is for Non-Unionized Employees, however the Policy statement indicates “recognizes every employee or group of employees”? S. Sincerbox responded that statement will be revised to reflect the intent.

Moved by: C. A. Sloat

Seconded by: R. Collver

THAT the Grand Erie District School Board approve Policy HR2 Consideration of Non-Unionized Employee Concerns as amended.

Carried

E – 2 Procedures Consideration – Information Items

(a) F102 Purchasing Card Program

R. Wyszynski noted Procedure F102 Purchasing Card Program was circulated to all appropriate stakeholder for comments. R. Wyszynski referred to the comments and amendments made.

Moved by: G. Anderson

Seconded by: J. Richardson

THAT the Grand Erie District School Board receive Procedure F102 – Purchasing Card Program as information.

Carried

(b) F103 Travel and Expense Claims

R. Wyszynski noted Procedure F103 Travel and Expense Claims was circulated to all appropriate stakeholder for comments. R. Wyszynski referred to the comments and amendments made.

Moved by: T. Waldschmidt

Seconded by: A. Felsky

THAT the Grand Erie District School Board receive Procedure F103 – Travel and Expense Claims as information.

Carried



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(c) FT112 Disposal of Surplus Furnishings and Equipment

R. Wyszynski noted Procedure FT112 Disposal of Surplus Furnishings and Equipment was circulated to all appropriate stakeholder for comments. R. Wyszynski referred to the comments and amendments made.

Moved by: J. Harris

Seconded by: J. Richardson

THAT the Grand Erie District School Board receive Procedure FT112 Disposal of Surplus Furnishings and Equipment as information.

Carried

F- 1 Other Business

Nil

G – 1 Correspondence

Nil

H – 1 Adjournment

Moved by: C.A. Sloat

Seconded by: G. Anderson

THAT the meeting be adjourned at 8:17 p.m.

Carried

Committee of the Whole Board Chair, D. Sowers



GRAND ERIE DISTRICT SCHOOL BOARD

TO: Trustees of the Grand Erie District School Board

FROM: Brenda Blancher, Director of Education & Secretary

RE: **Bylaw 29 – Student Trustees**

DATE: February 26, 2018

<p>Recommended Action: Moved by _____ Seconded by _____ THAT the Grand Erie District School Board approve Bylaw 29 – Student Trustees.</p>

Background

Bylaw 29 – Student Trustees was received in October 2016. Following approval of the addition of an Indigenous Student Trustee, revisions to Bylaw 29 are necessary to include this new position.

Draft revisions have been made for Trustee consideration and a revised Bylaw 29 is attached.

Communication

Bylaw 29 will be distributed in accordance with Bylaw 9.

Respectfully submitted,

Brenda Blancher
Director of Education & Secretary



BYLAW

BL29

Student Trustees

Board Received: October 24 2016

Review Date: November 2020

1. Number and Term

- a) Each May the Grand Erie District School Board will receive the results of the elections for ~~two~~ **three** Student Trustees. The term of the Student Trustees will be for one year, from August 1 to July 31, and will extend past the election of the Board, every fourth year.
- b) One Student Trustee will be elected from the northern part of the Board (Brantford/Brant County); one will be elected from the southern part of the Board (Haldimand and Norfolk Counties) **and one will be elected from the Indigenous student community of the Board.**

2. Qualifications

- a) Any student may apply to be a Student Trustee who:
 - i) will be registered as is a full-time student in the senior division on August 1st in a secondary school of the Grand Erie District School Board;
 - ii) will be a full-time pupil in the senior division;
 - iii) has written parental consent (if under 18 years of age) (Appendix A);
 - iv) agrees to adhere to the Provincial Code of Behavior for Schools and Bylaw 28 -Trustee Code of Ethics at all times while performing the functions of a Student Trustee;
- b) Any student who applies for the position of Student Trustee must indicate a willingness to make the necessary commitment to attend scheduled Board meetings.
- c) Student Trustee applicants must complete the Student Trustee Permission Form (Appendix A) and forward to it to the principal along with the application (see 4(b)).

2.1 Indigenous Student Trustee

Any student may apply to be the Indigenous Student Trustee following all the qualifications above and in addition must be self-identified as Indigenous.

3. Mentors

~~Two~~ **Three** Grand Erie District School Board Trustee(s) will be appointed by the Board Chair to act as mentors to the Student Trustees. In addition to the Board Trustee mentors, the outgoing Student Trustees of the Grand Erie District School Board shall act as contact persons for information and advice to the incoming Student Trustees.

4. Selection of Student Trustees

- a) The Director shall notify secondary school principals by February 15th of the Student Trustee application process (Appendix B).
- b) Any student who is interested in the position of Student Trustee must apply in writing to the principal of ~~his/her~~ **their** school by the first Friday in March. The application should consist of a one-page resume and a two paragraph explanation of why the student is interested in the position of Student Trustee. The one-page resume should include volunteer activities and/or extra-curricular activities, job experience, leadership skills, etc. that the applicant has acquired.
- c) Each high school principal will forward the eligible applications from ~~his/her~~ **their** school to the Director of Education **(c/o Executive Assistant to the Board Trustees)** by the Friday after March Break.

- d) The Selection Committee will be the Grand Erie District School Board Student Senate. Each secondary school as the right to have two voting members on the Student Senate. Schools with Native Student Clubs will also have one voting Indigenous student member on the Student Senate. For the purposes of this selection process the Student Senate may meet separately as a north, south and indigenous Senate (selecting the Student Trustees from their group). To be considered eligible, student trustee applicants must attend the student senate elections. If there are exceptional circumstances and a candidate cannot be in attendance, the Director will be consulted to assist with a resolution. The Selection Committee will invite all eligible candidates for interviews. (All candidates will be asked the same questions and will be asked to elaborate on their written applications.)
- e) After completion of all interviews, the Selection Committee will conduct secret ballot votes to nominate one Student Trustee for each area of the Board group. Balloting will be conducted by removing the candidate's name receiving the fewest votes until one name from each area of the Board achieves a simple majority. The election process will be completed no later than April 30 of each year.
- f) The names of the elected Student Trustees will be presented to the Board as information, at the Committee of the Whole No. 2 Meeting in May of each year.

5. Dismissal of a Student Trustee

- a) If a Student Trustee misses three regularly-scheduled, consecutive Board meetings without the permission of the Board, they will be deemed to have vacated their seat.
- b) A Student Trustee who ceases to be qualified according to the Education Act and the associated Regulation shall resign;
- c) A Student Trustee shall be disqualified if they fail to adhere to the Provincial Code of Conduct and Bylaw 28 -Trustee Code of Ethics.

6. Filling a Vacated Seat During the Year

If a Student Trustee seat is vacated during the term the Board will determine if the vacancy shall be filled. If it is the determination of the Board that the vacancy be filled, applicants will be sought and a by-election process will be held by the Student Senate.

7. Type and Extent of Participation

- a) Student Trustees are non-voting members at the Board table. Student Trustees may participate fully in discussions on all matters before the Board except as defined in part (d) of this section.
- b) On any motion the Student Trustee may have their position officially recorded in the minutes but their vote is non-binding.
- c) Student Trustees may sit on Board committees. They may not take the place of an elected Trustee on committees that have a legislated requirement for Trustee participation.
- d) Student Trustees may attend in-camera meetings except when the agenda item includes the disclosure of intimate, personal or financial information in respect of a member of the Board or committee, an employee or prospective employee of the Board or a pupil or his or her guardian.
- e) Student Trustees are expected to host Student Senate Meetings with support from a Student Success Consultant
- f) Student Trustees, under the age of 18, are permitted to attend Student Trustee events if they adhere to the requirements of SO15 Out of Classroom Field Trips and Excursions and are accompanied by Board administrative or academic staff, an elected Trustee, or their parent/guardian.
- g) Student Trustees must have prior approval from the Chair of the Board and their school Principal before registering for Student Trustee events.

8. Honorarium and Expenses

Student Trustees will be paid an honorarium in the amount of \$2,500.00 per year. This honorarium shall be prorated for a student trustee who holds office for less than a complete term. Student Trustees can choose to have the honorarium paid bi-monthly or at the end of the term on July 31. Student Trustees will be eligible to claim travel and previously approved professional development expenses following the process for reimbursement as outlined in Bylaw 15 – Trustee expenses.

9. Co-op Credit

Service as a Student Trustee may be eligible for either a co-op credit or community service hours, with the approval of the Student Trustee's principal and co-op teacher. The Director shall support the Student Trustee in working through the requirements for a co-op credit.

10. Communication with Students

A major responsibility of the Student Trustees consists of communication between the Student Trustee and the students from their particular area (north/south/indigenous). Student Senate meetings, and the Grand Erie District School Board website are available to the Student Trustees as a means of communicating with all students.

APPENDIX 'A'

Student Trustee Permission Form

The job of a Student Trustee is to represent all students of the Grand Erie District School Board.

1. Student Trustee

- a) will act as a representative of the students and members of the Grand Erie District School Board at all times;
- b) will obtain permission from parents/legal guardians (if student is under the age of 18) and the principal of their high school before leaving for any Student Trustee function
- c) will follow the Provincial Code of Conduct and Bylaw 28 -Trustee Code of Ethics while fulfilling their obligations as a Student Trustee.

Student's Signature:

Date:

2. Parent/Legal Guardian

I give approval for my son/daughter to apply for the position of Student Trustee for the Grand Erie District School Board from August 1, 20__ to July 31, 20__.

We reviewed Bylaw 29 and agree, if the applicant is acclaimed/elected to the position of student trustee, we confirm we are responsible for:

- a) Regular attendance and transportation to Board and Committee of the Whole meetings (two meetings per month) at the Education Centre in Brantford.
- b) Ensuring the applicant remains a full-time student for the trustee term

Parent/Legal Guardian's Signature:

(required for a student under the age of 18)

Student Signature

Date:

3. School Principal

I acknowledge that _____, if elected to serve as a Student Trustee for the Grand Erie District School Board, may, from time to time, be required to provide leadership and input outside of the regular classroom.

Principal's Signature:

Date:

APPENDIX B**Letter to Secondary School Principals**

Dear Principal,

Grand Erie supports a strong student voice. Each year the students of the Grand Erie District School Board elect ~~two~~ **three** Student Trustees to represent students from this Board. One Student Trustee is elected from the northern (Brant County/City of Brantford) area of the Board, ~~and~~ one is elected from the southern (Haldimand/Norfolk) area of the Board **and one is elected by Indigenous students.**

Student Trustees are (senior students) who are involved, passionate, and have demonstrated leadership capabilities. The position of Student Trustee is not an easy one. Some of the responsibilities include: communication between Board members and students throughout the Board and regular attendance at scheduled Board meetings.

The election of Student Trustees occurs each April, with the term running from August 1st to July 31st. You may submit one or more application(s) for consideration. Schools that have active Native Student Clubs can nominate one or more indigenous students. Each application should include specific references to those qualifications as outlined in Section 2 of the Bylaw. Applications must be received in your office by the first Friday in March and forwarded to the Director's office by the Friday after March Break.

Please ensure that all qualified students in your school are apprised of this opportunity and that good candidates are encouraged to apply. Please direct any questions from potential applicants or parents/guardians about the role of student trustee or application form to the Directors office. We appreciate your continued support for a strong student voice in the Grand Erie District School Board.

**GRAND ERIE DISTRICT SCHOOL BOARD**

TO: Trustees of the Grand District School Board

FROM: Brenda Blancher, Director of Education & Secretary

RE: **Draft Pupil Accommodation Review Guideline**

DATE: February 26, 2018

<p>Recommended Action: Moved by _____ Seconded by _____</p> <p>THAT the Grand Erie District School Board receive the Draft Pupil Accommodation Review Guideline report.</p>
--

Background

As noted in a report brought to the Board on August 28, 2017, on June 28, 2017 Directors of Education received a memorandum from the Ministry of Education outlining the Ministry plan to strengthen rural and northern education. This plan included a review of the Ministry Pupil Accommodation Review Guideline released in March 2015 in order to create a more collaborative process that both better promotes the well-being of students and better recognizes the impact of school closures on rural and northern communities. Throughout the fall of 2017 the Ministry conducted community consultations on the accommodation review process.

On February 9, 2018, Memorandum 2018: B02 was sent to Directors of Education by Joshua Paul, Assistant Deputy Minister Capital and Business Support Division, to share the release of the Draft Revised Pupil Accommodation Review Guideline (PARG). Accompanying the memorandum was the draft revised PARG along with a summary of fall 2017 Ministry consultation feedback. At this point in the review process, the Ministry is accepting feedback on the proposed revisions until March 23, 2018 and is encouraging school boards to provide feedback.

Additional Information

At the February 12, 2018 Committee of the Whole Meeting, Trustees passed the following motion:

THAT the Grand Erie District School Board receive a report from the Director of Education on the new Pupil Accommodation Guidelines in comparison to our existing Policy FT5 at the February 26, 2018 Regular Board Meeting.

The table on Appendix A of this report provides an overview of the key elements of the draft PARG. Sections in red font highlight changes to the draft guideline in comparison to the guideline released by the Ministry in March 2015 which is the foundation for our current policy FT5 – Pupil Accommodation Review. The sections highlighted in red therefore also reflect possible areas of revision to FT5 should these changes remain in the final Ministry document. The sections highlighted in yellow are either components not included in FT5 or components that would need to be clarified in FT5.

It should be noted that while Section XV – Administrative Review Process is presented in red font, this information is currently available on the Ministry's website; however, this information is not contained in the PARG released in March 2015.

Next Steps

As noted above, under Background, school boards are encouraged to provide feedback on the Draft Pupil Accommodation Guidelines by March 23, 2018 by sending comments to information.met@ontario.ca.

The ministry plans to release a final revised PARG in spring 2018, after which school boards will be expected to amend their existing Pupil Accommodation Review policies. Only once revised policies have been approved by Trustees can any new accommodation reviews be started.

Respectfully submitted,

Brenda Blancher
Director of Education & Secretary

Appendix A

Draft Ministry Pupil Accommodation Review Guideline – January 2018**V. Planning Prior to an ARC**

- **The Ministry Pupil Accommodation Review (PARG) guideline is a minimum requirement**
- refers to Community Planning and Partnership Guide - school boards must be informed by information from local municipal governments
- school boards must document efforts to obtain information from municipalities

VI. Establishing an Accommodation Review

- **Initial Staff Report must contain at least 3 options - a recommended option, an alternative option and a status quo option**
- Initial Staff Report must also include information on actions taken by school board staff prior to establishing an accommodation review
- **must use Ministry-approved template to write the initial staff report**
- **options must address: impact on student programming, student well-being, school board resources and the local community**
- **impact on local community must include consideration of the local economy if at least one school is eligible to receive RNEF funding**

The following factors should be included for each option:

- summary of accommodation issues
- where students would be accommodated
- if proposed changes to existing facility or facilities are required
- any program changes as a result of the option
- affects to student transportation
- if new capital investment is required and how school board intends to fund this and how students would be accommodated if funding is not available

any relevant information obtained from municipalities and other community partners including any confirmed interest in using underutilized space (in the March 2015 PARG but not in FT5)

VII. Accommodation Review Committee

- acts as official conduit for information shared between the board and school communities
- may comment on initial staff report, seek clarification and provide other accommodation options but must include supporting rationale for other options
- Does not need to achieve consensus regarding information provided to Trustees

Membership

- includes, at a minimum, parent reps from each school under review chosen by their respective communities
- Can also include students and reps from broader community
- **Trustees may be ad hoc ARC members to monitor the process**

Formation

- Following the Trustees' consideration of initial staff report prior to the first public meeting
- Orientation session needs to be held to outline the mandate, roles and responsibilities and procedures of the ARC

Terms of Reference

- Boards will provide these to the ARC to describe the mandate
- Will clearly outline the board's expectations of the roles and responsibilities and describe procedures of the ARC
- At a minimum, the ARC will provide feedback on the initial staff report options
- Will outline the minimum number of working meetings of the ARC

ARC Meetings

- Will meet to review materials presented by staff
- Will hold as many meetings as is deemed necessary within the timelines established in the board's pupil accommodation review policy

VIII. School Information Profile

- Board staff must develop SIPs to help the ARC and community understand context around school selection
- **Impact on student programming**
- **Impact on student well-being**
- **Impact on school board resources**
- **Impact on local community (including RNEF consideration)**
- Clear set of minimum data requirements and factors under headings of Facility Profile, Instructional Profile and Other School Use Profile (pp. 10-11)

IX. Consultation with Local Municipal Governments

- Boards must invite affected single and upper-tier municipalities and other community partners who expressed an interest prior to the pupil accommodation review to discuss and comment on the options in the board's initial report
- **Invitations will be sent to elected Mayor, Chair, Warden, Reeve or equivalent and to the CAO, City Manager or equivalent for affected single and upper-tier municipalities** – these people must provide their response to the initial options before the final public meeting
- Boards must provide them with advance notice of the final public meeting
- School boards must document efforts to meet with the affected municipalities, as well as other community partners that expressed an interest prior to the accommodation review; and provide any relevant information from this meeting as part of the final staff report to Trustees

X. Public Meetings

- **Minimum of 3 must be held**
- School board staff facilitate the public meetings
- To solicit broader community feedback on the recommended and alternative options in the initial report
- Are to be announced and advertised publicly by the board through an appropriate range of media as determined by the board

At a minimum, the first public meeting must include:

- An overview of the ARC orientation session
- The initial staff report with **recommended and alternative options**
- Presentation of the SIPs

XI. Completing the Accommodation ReviewFinal Staff Report

- Written by staff to the Trustees and available to the public as per the board's policy and posted on the board's website
- Includes a Community Consultation section containing feedback from the ARC and all public consultations as well as any relevant information from municipalities and other community partners prior to and during the review process
- Includes a section that summarizes secondary school student feedback for those reviews involving one or more secondary schools
- School boards will determine how best to involve secondary school students in the review process to promote their voice and ensure their well-being – options include a dedicated meeting for students or an online tool for students to submit anonymous feedback
- Board staff may choose to amend their proposed options from the initial staff report; however, if a new school closure is introduced as part of any option in the final staff report, an additional public meeting must be held no fewer than 20 business days from the posting of the final staff report
- Recommended option(s) must also include a proposed accommodation plan for the decision of Trustees, containing a timeline for implementation

Delegations to the Board of Trustees Meeting

- Once the final board report is submitted by staff, the school board must allow an opportunity for members of the public to provide feedback on the final report through public delegations
- Notice will be provided based on Board policy
- After the public delegations, school board staff will compile feedback from the delegations which will be presented to the Trustees with the final staff report

Decision of the Board of Trustees

- Have the discretion to approve the recommendation(s) in the final staff report as presented, modify the recommendation(s), or approve a different outcome
- Ministry encourages school boards not to make final pupil accommodation review decisions during the summer holiday period

XII. Transition Planning

- Should be carried out in consultation with parents/guardians and staff
- Board is expected to establish a separate committee to address the transition for students and staff

XIII. Timelines for the Accommodation Review Process

- Following the date of Trustees' approval to conduct an accommodation review, the board will provide written notice of the decision within 5 business days to each of the elected Mayors, Chairs, Wardens, Reeves or equivalent and to the CAO's, City Managers or equivalent and other community partners who have expressed interest prior to the accommodation review and include an invitation for a meeting to discuss and comment on the options in the initial staff report
- Must also notify the Director of Education of their coterminous school board and the Ministry of Education through the ADM of the Capital and Business Support Division

- Beginning with the date of the Trustees' approval to conduct a pupil accommodation review, there must be no fewer than 30 business days before the first public meeting is held
- **Must be a minimum of 60 business days between the first and final public meetings**
- Final staff report must be posted no fewer than 10 business days after the final public meeting
- From the posting of the final staff report, there must be no fewer than 10 business days before the public delegations
- Must be no fewer than 10 business days between public delegations and the final decision of Trustees

XIV. Modified Accommodation Review Process

- In certain circumstances where the potential pupil accommodations options available are deemed by the school board to be less complex **and do not include one or more schools eligible to receive support from the RNEF**, school boards may find it appropriate to undertake a modified review process
- **A school board's pupil accommodation review policy must clearly outline the conditions where a modified pupil accommodation review process could be initiated**
- **The conditions for conducting a modified PAR process must satisfy condition one and two or more of conditions two to five**
- **Exclusion of any RNEF-eligible school**
- Distance to the nearest available accommodation; or
- Utilization rate of the facility; or
- Number of students enrolled at the school; or
- When a school board is planning the relocation (in any school year or over a number of school years) of a program, in which the enrolment constitutes more than or equal to 50% of the school's enrolment (this calculation is based on the enrolment at the time of the relocation, or the first phase of a relocation carried over a number of school years).
- School boards may consider additional factors that are defined in their pupil accommodation review policy to qualify for the modified pupil accommodation review process – the Board of Trustees must approve these explicitly defined factors, after community consultation, in order to adopt a modified pupil accommodation review process as part of the Board's PAR policy

Implementing the Modified Accommodation Review Process

- Initial staff report will explain the rationale for exempting the school(s) from the standard review process
- Initial staff report and SIPs must be made available to the public, as determined by the board's policy, and posted on the board's website
- A public meeting will be announced and advertised through an appropriate range of media as determined by the school board
- Following the public meeting, staff will submit a final staff report to the Trustees which must be made available to the public and posted on the board's website; **however, if a new school closure is introduced as part of any option in the final staff report, an additional public meeting must be held no fewer than 20 business days from the posting of the final staff report**
- **The final staff report must include**
- **A community consultation section – feedback from all public consultations etc.**
- **A section that summarizes secondary school student feedback for reviews involving one or more secondary schools**

- Once the final board report is submitted by staff, the school board must allow an opportunity for members of the public to provide feedback on the final report through public delegations
- Notice will be provided based on Board policy
- After the public delegations, school board staff will compile feedback from the delegations which will be presented to the Trustees with the final staff report

Decision of the Board of Trustees

- Have the discretion to approve the recommendation(s) in the final staff report as presented, modify the recommendation(s), or approve a different outcome
- Ministry encourages school boards not to make final pupil accommodation review decisions during the summer holiday period

Timelines for the Modified Process

- Following the date of Trustees' approval to conduct an accommodation review, the board will provide written notice of the decision within 5 business days to each of the elected Mayors, Chairs, Wardens, Reeves or equivalent and to the CAO's, City Managers or equivalent and other community partners who have expressed interest prior to the accommodation review and include an invitation for a meeting to discuss and comment on the options in the initial staff report
- Must also notify the Director of Education of their coterminous school board and the Ministry of Education through the **ADM of the Capital and Business Support Division**
- The affected single and upper-tier municipalities and other community partners must provide their response to the initial options before the final public meeting
- The board must hold at least one public meeting; beginning with the date of Trustees' approval to conduct a modified review, there must be no fewer than 30 business days before this public meeting is held
- Final staff report must be publicly posted no fewer than 10 business days before public delegations
- If a new school closure is introduced as part of any option in the final staff report, then an additional public meeting must be held no fewer than 20 business days from the posting of the final staff report
- If there is an additional public meeting, there must be no fewer than 10 business days for the public delegations
- There must be no fewer than 10 business days between public delegations and the final decision of Trustees

XV. ADMINISTRATIVE REVIEW PROCESS

- If during the course of the review process, a person becomes concerned that the board is not following its policy, the ARC should be contacted with concerns – people are directed to consult the board's policy first
- If at the end of this process it is felt that the board did not follow its policy then an Administrative Review can be requested from the Ministry
- Once Trustees have made their final decision, there are 30 calendar days to submit a petition to the Ministry
- Within 60 calendar days, the Ministry will decide whether to appoint a facilitator to undertake an Administrative Review

An individual or individuals must:

Step 1

- Review the board's policy and identify those areas where they believe the board did not follow policy. Submit a copy of the board's policy highlighting how the review process was not compliant with the policy

Step 2

- Collect signatures of people who also believe the board did not follow policy and who support the request for an Administrative Review
- Demonstrate the support of a portion of the school community through the completion of a petition signed by a number of supporters equal to at least 30% of the affected school's student headcount – (other rules around this on pp. 19-20)

Step 3

- Write a letter or email to the Minister of Education to accompany the petition – a sample is included in Appendix A
- Submit the petition, letter, and justification to the board and the Minister of Education within 30 calendar days of the board's closure resolution

The school board is then required to:

- Confirm to the Minister of Education that the names on the petition are parents/guardians of students enrolled at the affected school and/or individuals who participated in the review process
- Prepare a response to the submission regarding the process and forward to the Minister of Education within 30 calendar days of receiving the petition

If the conditions set out above have been met, the Ministry is required to:

- Undertake a review by appointing a facilitator to determine whether the board's review process was undertaken in a manner consistent with the board's policy within 30 days of receiving the board's response

XVI. EXEMPTIONS

There are specific exemptions where boards are not obligated to undertake an accommodation review. No change from 2015.



GRAND ERIE DISTRICT SCHOOL BOARD

TO: Brenda Blancher, Director of Education & Secretary
FROM: Diane Sowers, Chair, Committee of the Whole Board
RE: **Committee of the Whole Board Report**
DATE: February 26, 2018

Recommended Action: It was moved by _____, seconded by _____
THAT the Grand Erie District School Board approve the Committee of the Whole Board Report,
dated February 12, 2018 as follows:

1. Paris District High School Transportation

Moved by: C.A. Sloat
Seconded by: G. Anderson
THAT the Grand Erie District School Board receive the Paris District High School Transportation report as information.

2. Indigenous Student Trustee

Moved by: A. Felsky
Seconded by: T. Waldschmidt
THAT the Grand Erie District School Board approve the creation of an Indigenous Student Trustee position effective August 1, 2018.

3. Director's Report

Moved by: R. Collver
Seconded by: J. Richardson
THAT the Grand Erie District School Board receive a report from the Director of Education on the new Pupil Accommodation Guidelines in comparison to our existing Policy FT5 at the February 26, 2018 Regular Board Meeting.

Moved by: G. Anderson
Seconded by: D. Dean
THAT the Grand Erie District School Board receive the Director's Report of February 12, 2018 as information.

4. Draft Proposed School Year Calendar 2018-19

Moved by: R. Collver
Seconded by: G. Anderson
THAT the Grand Erie District School Board approve the calendars recommended by the School Year Calendar Committee in the report "Draft Proposed School Year Calendars 2018-19".

5. Early Literacy Intervention

Moved by: D. Dean

Seconded by: T. Waldschmidt

THAT the Grand Erie District School Board receive the Early Literacy Interventions report as information.

6. Employee Assistant Program Report 2016-17 School Year

Moved by: D. Dean

Seconded by: G. Anderson

THAT the Grand Erie District School Board receive the Employee Assistance Program Report, 2016-17 as information.

7. Privacy and Information Management Plan 2018-19

Moved by: T. Waldschmidt

Seconded by: G. Anderson

THAT the Grand Erie District School Board receive the Privacy Information Management Plan 2018-19 as information.

8. F5 Advocacy

Moved by: C.A. Sloat

Seconded by: T. Waldschmidt

THAT the Grand Erie District School Board approve Policy F5 Advocacy.

9. HR2 Consideration of Non-Unionized Employee Concerns

Moved by: C. A. Sloat

Seconded by: R. Collver

THAT the Grand Erie District School Board approve Policy HR2 Consideration of Non-Unionized Employee Concerns as amended.

10. F102 Purchasing Card Program

Moved by: G. Anderson

Seconded by: J. Richardson

THAT the Grand Erie District School Board receive Procedure F102 – Purchasing Card Program as information.

11. F103 Travel and Expense Claims

Moved by: T. Waldschmidt

Seconded by: A. Felsky

THAT the Grand Erie District School Board receive Procedure F103 – Travel and Expense Claims as information.

12. FT112 Disposal of Surplus Furnishings and Equipment

Moved by: J. Harris

Seconded by: J. Richardson

THAT the Grand Erie District School Board receive Procedure FT112 Disposal of Surplus Furnishings and Equipment as information.

Respectfully submitted,

Diane Sowers, Chair
Committee of the Whole Board



POLICY

HR2

Consideration of Non-Unionized Employee Concerns

Board Received: _____ Review Date: _____

Policy Statement:

The Grand Erie District School Board recognizes that every **non-unionized** employee ~~or group of employees~~ has the right to approach the Board with the object of discussing, without prejudice, concerns regarding their employment.

Notwithstanding the foregoing, an employee or group of employees who are members of a bargaining unit shall have concerns ~~related to their collective agreement handled pursuant to the collective agreement (i.e. Grievance/arbitration process or negotiations).~~ **handled by a representative of their bargaining unit.**

Accountability

1. Frequency of Reports – As needed
2. Criteria for Success – Enhanced access to the Board by Employees
– Clear communication of Board decisions

Procedures

Briefs or presentations ~~(not related to collective bargaining issues)~~ by **non-unionized** employees or employee groups may be presented to the Board or a Committee of the Board, subject to the guidelines provided below.

1. Concerns shall first be pursued through the appropriate communication routes. The initial step would be to pursue the matter through their principal/supervisor.
2. If the matter is unresolved at this stage it should be submitted to the appropriate superintendent. If the superintendent is the employee's immediate supervisor, the matter is referred to the director.
3. If the matter under consideration has not been resolved to the satisfaction of the employee or group of employees within six (6) weeks, they may request an opportunity to present the matter to the Board. The employee or group of employees will make such request(s) through the Director of Education to the Board Chair. At that point, the Board may deal with it or it may appoint an "ad hoc" committee for that purpose.
4. If the concern is presented to the Board, it will be in the form of a delegation. All procedures and protocols related to a delegation are outlined in Board By-Law 11 (Delegations) ~~or~~ **and** Board By-Law 18 (Personnel Matters to be Considered In-Camera).
5. The final decision of the Board will be communicated to the employee or group of employees by the Director of Education or designate.



GRAND ERIE DISTRICT SCHOOL BOARD

TO: Brenda Blancher, Director of Education & Secretary
FROM: Scott Sincerbox, Superintendent of Education (Human Resources)
RE: **Workforce Report**
DATE: February 26, 2018

<p>Recommended Action: Moved by _____ Seconded by _____ THAT the Grand Erie District School Board approve the Workforce Report with data as of January 31, 2018.</p>

Rationale/Background

The Board receives information three times a school year – November, February and April - that provides totals by employee group/position, relative to the budget. The Report also includes retirement and resignation names.

Respectfully submitted,

Scott Sincerbox
Superintendent of Education (Human Resources)

	Budget	Funding	Oct 31/17	Jan 31/18
		Adjustments		
Supervisory Officers	8.00		8.00	8.00
Consultants & Coordinators - Elementary	15.50		15.50	15.50
Consultants & Coordinators - Secondary	5.00		5.00	5.00
Principal Leaders - Elementary	3.00		3.00	3.00
Principal Leaders - Secondary	1.00		1.00	1.00
Principals & Vice-Principals – Elementary	70.50		70.50	70.50
Principals & Vice-Principals – Secondary	32.00		32.00	32.00
Teachers – Elementary	1068.50	10.00	1078.50	1078.50
Teachers – Secondary	606.17	13.00	618.00	619.00
Psycho-Educational Consultants	8.00		8.00	8.00
Speech Pathologists	6.50	0.50	7.00	7.00
Social Workers	7.50		7.50	7.50
Child and Youth Workers	12.00		12.00	12.00
Attendance Counsellors	7.00		7.00	7.00
Behaviour Counsellors	7.00	0.50	7.50	7.50
Communicative Disorders Assistants	7.00		7.00	7.00
Educational Assistants	303.00	7.00	310.00	310.00
Educational Assistants - Native	11.00		9.00	9.00
Other EA Funding	23.50	1.00	24.50	24.50
Library Technicians	11.00	0.73	11.73	11.73
Clerical, Secretarial, Business Admin & Non-Union	224.61	2.00	226.61	226.61
Early Childhood Educators	110.00	4.00	114.00	114.00
Plant Operations & Maintenance	203.48	4.85	208.33	208.33
Food Services	6.00		6.00	6.00
Transportation	6.00		6.00	6.00
Noon-Period Supervisors	31.64		41.10	41.43
Parent Family Literacy Centre Staff	3.60		3.60	3.60
TOTAL	2798.50	43.58	2848.37	2849.70
Resignations/Retirements			G. Byron	M. Book
			B. Stokes	B. Bridgewater
			S. Anschuetz	C. Campbell
			L. Strasser	M. Capel
			W. Adams	J. Clayton
			T. Borowicz	S. Compton
			A. Taylor	T. Daniel
				N. Dawdy-Curley
				J. Desjardins
				E. Douglas
				C. Kohoko
				M. MacLellan
				G. Malo
				N. Martin
				J. Minna
				K. Mitchell
				J. Nichols
				K. Peart
				S. Pickett
				G. Reeves
				S. Reid
				D. Rombough
				M. Smith
				S. Smith
				M. Vandendriessche
				C. Vanderlubbe
				S. VanGulck
				J. Weber
				J. White
				M. Wildfong
				J. Woytaz
Elementary Occasional - Qualified			348.00	379.00
Secondary Occasional - Qualified			232.00	249.00
Secondary Occasional - Unqualified			1.00	1.00
Clerical/Technical - Casual			46.00	119.00
Educational Assistants - Casual			123.00	132.00
Casual Caretakers			30.00	28.00
Casual ECE			56.00	55.00
Casual Parent Family Literacy Centre Staff			20.00	20.00

**GRAND ERIE DISTRICT SCHOOL BOARD**

TO: Brenda Blancher, Director of Education & Secretary
FROM: Raf Wyszynski, Superintendent of Business
RE: **Student Transportation Services Brant Haldimand Norfolk Walking Distance Review**
DATE: February 26, 2018

Recommended Action: Moved by _____ Seconded by _____ THAT the Grand Erie District School Board receive the STSBHN Walking Distance Review as information.

Background

At the October 31, 2017 Student Transportation Services Brant Haldimand Norfolk (STSBHN) Board of Directors' Meeting, the issue of walk distances was surfaced as STSBHN Procedure 002 – Transportation Eligibility is currently up for review. Procedure 002 outlines the current walking distance and states that "Students may access transportation services if their primary address is within the school's attendance boundary, at a distance of more than – JK-Grade 8 1.60 km and Grade 9-12 3.20 km."

At the October meeting, the representative from the Brant, Haldimand, Norfolk Catholic District School Board (BHNCD SB) shared that there was interest from BHNCD SB to explore decreasing the current walk distances for both elementary and secondary students. Direction was provided for the Manager of Transportation Services to bring information back to the February STSBHN Board of Directors' meeting.

Grand Erie Policy FT6 – Student Transportation also outlines walking distance under Section 1. Transportation Eligibility.

Additional Information

At the February 20, 2018 STSBHN Board of Directors' meeting, Manager Phil Kuckyt presented the information attached as Appendix A. The group present reviewed the information and felt that this needed to be shared with each Board's Trustees as information.

Notes:

- The model presented on page 2 of the attached report is based on a harmonized plan where each Board has the same walking distance in place
- Manager Kuckyt shared that the Ministry supports a harmonized model and moving away from this may create problems
- The representative from BHNCD SB stated that his Board was only interested in changing walking distance for elementary students not secondary students
- While the Analysis Results on page 2 of the report show financial implications for additional buses, they don't factor in potential capital costs for new loading zones (although this issue may not affect Grand Erie)
- Page 4 outlines other factors to consider in changing walking distance
- Timing is such that this cannot be put in place for September 2018 as STSBHN policy states that policy changes need to go out for public feedback for 60 days and the Board of Directors does not meet again until May at which time input from each Board will be presented

Next Steps

This report is being presented as information to bring awareness to Trustees of the conversation currently taking place and to allow Trustees the opportunity to provide feedback on this topic.

Feedback will be shared with the STSBHN Board of Directors at the May meeting.

Respectfully submitted,

Raf Wyszynski
Superintendent of Business

APPENDIX A



Student Transportation Services Brant Haldimand Norfolk

TO: Board of Directors

FROM: Philip Kuckyt, Manager of Transportation

RE: Impact of changes to Elementary and Secondary Walk Distances

DATE February 20, 2018

Background

At the October 31st, 2017 STSBHN Board of Directors meeting, a request was made to have the staff of STSBHN complete an analysis and outline the impact of changing the distance at which students would become eligible to receive transportation services. The Directors requested a review to determine the impact of having an elementary walk distance of 1.4 KM or 1.2 KM as well review the impact of having a secondary walk distance of 3.0 KM and 2.8 KM. All other combinations of current and requested distances were to be considered as part of the analysis.

The current walk distances, as outlined in STSBHN procedure (002) Transportation Eligibility, have elementary students become eligible if they reside in catchment and at a distance greater than 1.6 KM from their school in an urban setting while secondary students becoming eligible if they reside within catchment at a distance greater than 3.2 KM from their school in an urban environment.

Scenarios Reviewed

There was a total of 8 scenarios which were analyzed as part of the review. The 8 scenarios included the following combinations of eligibility distances:

		Secondary		
		3.2	3.0	2.8
Elementary	1.6	current	1	2
	1.4	3	4	5
	1.2	6	7	8

Analysis Results

STSBHN staff performed the analysis by calculating the number of additional students who would be eligible to receive transportation at the new thresholds. Staff then analyzed the current bus loads to determine how many of the newly eligible students could be added to existing routes, either by assigning them to currently unoccupied seats or through the removal of current courtesy riders (students who are

otherwise ineligible and are only granted permission to ride as long as the seat is not needed by an eligible rider). The results of the analysis showed:

Scenario	# Students Eligible	# Students Removed	# of Add. Buses	Estimated Add. Cost	Est. Add. Cost by Board		
					GEDSB	BHNCDSB	CSCMonAvenir
1	160	102	2	\$ 69,583.30	\$ -	\$ 69,583.30	\$ -
2	392	73	6	\$ 208,749.90	\$ 34,791.65	\$ 173,958.25	\$ -
3	768	158	5	\$ 173,958.25	\$ 139,166.60	\$ 34,791.65	\$ -
4	928	260	7	\$ 243,541.54	\$ 139,166.60	\$ 104,374.95	\$ -
5	1160	231	10	\$ 347,916.49	\$ 139,166.60	\$ 208,749.90	\$ -
6	1900	118	20	\$ 695,832.98	\$ 488,644.25	\$ 207,188.73	\$ -
7	2060	220	22	\$ 765,416.28	\$ 488,644.25	\$ 276,772.03	\$ -
8	2292	191	26	\$ 904,582.88	\$ 488,644.25	\$ 415,938.63	\$ -

The total number of additional buses required to service the increased demand is broken down as follows:

Scenario	# Students Eligible	# Students Removed	# of Add. Buses	# of additional buses by zone			
				Brantford	Brant	Norfolk	Haldimand
1	160	102	2	2	0	0	0
2	392	73	6	5	1	0	0
3	768	158	5	2	1	2	0
4	928	260	7	4	1	2	0
5	1160	231	10	7	1	2	0
6	1900	118	20	11	2	5	2
7	2060	220	22	13	2	5	2
8	2292	191	26	16	3	5	2

The analysis noted that the cost of implementing the various scenarios was not evenly distributed between member boards. Currently, GEDSB accounts for approximately 65% of the route costs of STSBHN while BHNCDSB accounts for the remaining third. In these scenarios, as an example, BHNCDSB will bear nearly all of the costs for secondary eligibility changes as their 2 secondary locations in Brantford have large sections of their catchments which fall within the decreased walk requirement and would now see a number of newly eligible students who would require a seat on a school bus; in a similar fashion, it was mainly the GEDSB who would be impacted by changes to the elementary walk distances.

Other Factors to Consider

Through the analysis of the 8 scenarios listed above, it became apparent that there were other factors which would need to be considered outside of the financial impact of a change to the walk distance expectations. Some of the other factors which would need to be reviewed include:

1. **The impact on current courtesy riders in the system.** Although families are required to apply for this form of transportation, a number of students in each of the 8 scenarios will likely have their courtesy requests denied due to a lack of empty space on bus routes. This could prove to be a shock to the system, especially for those students and families who have been successful in gaining a courtesy seat for a number of successive years, as families often do come to rely on this service.

2. **Schools who currently do not receive transportation services.** There were a number of schools, specifically in the elementary panel, who currently do not receive transportation services as none of their students reside beyond the current walk distance. Supervision schedules would need to be established at the schools to see 15 minutes made available at the start and end of the school day. Supervision would likely increase at these sites as school staff would be needed in the loading zone of the school in addition to those currently assigned to the playground in the morning. The cost of this additional supervision to each member board could be determined once a scenario was selected. STSBHN staff would work with the human resource departments to determine current supervision schedules and build estimates on what that additional pressure would cause each site. New sites to receive transportation include 4 sites in scenario 3 through 5 and 13 in scenarios 6 through 8.
3. **Lack of loading zones.** Due to the fact that some schools do not receive transportation, it was noted in the analysis that appropriate school bus loading zones are not present at all school locations. Two examples which were noted in the analysis include the lack of appropriate school bus loading zones at both Resurrection and St Patrick (Brantford). Both of these sites would see a need to work with the City of Brantford to establish one on the roadway or on the school's property if the walking distance was reduced to 1.2 KM. If an adequate school bus loading zone was not possible on the roadway, STSBHN staff would work with facility services staff to get estimates on capital improvements, and their associated costs, to implement loading zones on the school's property.
4. **School Bell Times.** There may be some ability of STSBHN to minimize the total estimated cost for implementing any of the above 8 solutions. Although some efficiencies were accounted for in the number of new bus routes that were forecasted, additional efficiencies may be achieved with the swinging of bell times of schools that are newly eligible to receive transportation. The swings in bell time will likely be between 15 to 30 minutes in order to allow routes enough time to pick-up students and travel between locations. Further analysis on these possibilities can be researched once a refined scenario is selected.
5. **Walk Distances from the region:** The Ministry of Education requires a transportation survey to be completed from consortium managers annually which, among other things, collects data relating to walk distance policy. Although the Ministry will not release information on individual submissions of the survey, the eligibility distances from across the province are provided in Appendix 1. To provide greater detail on what neighbouring school boards transportation eligibility thresholds are, a survey was conducted, the results of which are shared in Appendix 2.

Respectfully submitted,

Philip Kuckyt
Manager of Transportation Services

Appendix #1

Eligibility Distances as collected in the 2015-16 Ministry of Education transportation survey

Home to school walking distances

30 consortia	General Home to School Distance				
		JK/SK	GR1-3	GR4-8	GR9-12
	Range	0-1.6	0.8-1.6	1.0-3.2	1.6-4.8
	Median	0.8	1.5	1.6	3.2
4 consortia	Rural Home to School Distance				
		JK/SK	GR1-3	GR4-8	GR9-12
	Range	0-1.6	0-1.6	0-3.2	0-3.2
	Median	1.0	1.4	1.6	1.2
	Urban Home to School Distance				
		JK/SK	GR1-3	GR4-8	GR9-12
	Range	0-1.6	0.8-1.6	1.0-3.2	2.6-4.0
	Median	1.2	1.6	1.6	3.2

Appendix #2

Eligibility thresholds collected from neighbouring consortia and school boards

		Walk Distance Expectations (in KM)				
		JK-SK	Primary	Junior	Intermediate	Secondary
Consortium	Niagara (harmonized)	0.8	1.6	1.6	1.6	2.5
	Hamilton (public)	1	1.6	1.6	1.6	3.2
	Hamilton (Catholic)	1.2	1.6	1.6	1.6	1.6
	Waterloo (public)	0.8	1.6	1.6	1.6	3.2
	Waterloo (Catholic)	0.8	0.8	1.3	1.3	3.2
	Guelph (Fr Public)	0.8	1.6	1.6	1.6	3.2
	Guelph (Fr Catholic)	0.8	1.6	1.6	1.6	3.2
	Guelph (Duf/Peel Cath)	1	1.6	1.6	2	3.8
	Guelph (public)	1.6	1.6	1.6	3.2	3.5
	Guelph (Wellington Catholic)	1.6	1.6	1.6	1.6	3.2
	Halton (harmonized)	1.6	1.6	1.6	1.6	3.2
	London (harmonized)	1.6	1.6	1.6	1.6	3.2



GRAND ERIE DISTRICT SCHOOL BOARD

TO: Brenda Blancher, Director of Education & Secretary
FROM: Rafal Wyszynski, Superintendent of Business & Treasurer
RE: **Schedule of Budget Review Meetings**
DATE: February 26, 2018

Recommended Action: Moved by _____ Seconded by _____
THAT the Grand Erie District School Board set the dates for Budget Review Meetings as follows:

1. May 7, 2018
2. May 15, 2018
3. May 22, 2018.

Background

Consistent with Board Policy F2 the Board will schedule a number of public meetings to review the proposed budget for the following fiscal year.

See the attachment for the proposed schedule and accompanying topics. All meetings are held in the Education Centre Board Room commencing at 5:30 p.m. and are open to the public.

Respectfully submitted,

Rafal Wyszynski
Superintendent of Business & Treasurer



GRAND ERIE DISTRICT SCHOOL BOARD

TO: Brenda Blancher, Director of Education & Secretary
FROM: Rafal Wyszynski, Superintendent of Business & Treasurer
RE: **Summary of Accounts – January 2018**
DATE: February 26, 2018

<p>Recommended Action: Moved by _____ Seconded by _____ THAT the Grand Erie District School Board receive the Summary of Accounts for the month of January 2018 in the amount of \$9,421,290.20 as information.</p>
--

Rationale/Background:

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

Respectfully submitted,

Rafal Wyszynski
Superintendent of Business & Treasurer



MINUTES

- A-1 Call to Order R. Collver
- (a) Welcome and Introductions
- Interim Chair Collver welcomed everyone and introduced members to Raf Wyszynski, Grand Erie DSB Superintendent of Business.
- (b) Land Acknowledgement Statement C. A. Sloat
- Read by C. A. Sloat
- (c) Roll Call P. Curran
- Present: P. Bagchee, L. Boudreault, L. Boswell, B. Caers, C. Clattenburg, R. Collver (V-C), P. Curran (RS), L. DeJong, M. Falkiner, C. Hofbauer, K. Mertins, L. Scott, C.A. Sloat, K. Smith, L. Thompson, J. White, R. Winter.
- Absent: M. Carpenter, S. Sloat, R. Smith, D. Werden.
- Guests: C. Smith, R. Raf Wyszynski.
- B-1 Election – Chair and Vice-Chair L. Thompson/P. Curran
- Superintendent Thompson conducted the election in accordance with Grand Erie DSB Bylaw 8 SEAC Committee Terms of Reference.
 - i) SEAC Chair
 - Nominations from the floor for the position of SEAC Chair were called for three times.
 - Committee member K. Smith nominated himself.
 - As no other candidates were forthcoming K. Smith was declared SEAC Chair for the 2018 calendar year.
 - ii) SEAC Vice-Chair
 - Nominations from the floor for the position of SEAC Vice-Chair were called for three times.
 - Committee member R. Collver nominated herself.
 - As no other nominations were forthcoming, R. Collver was declared the SEAC Vice-Chair for the 2018 calendar year.
 - Superintendent Thompson congratulated both members and thanked R. Collver for her work as Interim Chair during the last two months.
- C-1 Agenda Additions K. Smith
- a) R. Collver requested “Future Agenda Items Discussion” be added following the Correspondence section.
- “THAT the SEAC 17-05 Agenda be amended with the insertion of 1-1 Future Agenda Items Discussion.”
- Moved: C. A. Sloat
Seconded L. Scott

CARRIED



H-1-b
Special Education Advisory Committee SEAC 17-05
Education Centre – Board Room
January 18, 2018 6:00 p.m.

D-1 Information Items

K. Smith

(a) Timed Items

i. Special Education Budget Overview

C. Smith / R. Wyszynski

- Budget information was presented in a summary handout with explanations for each of the 9006, 9007 and 9012 sections.
- Staff will return with additional information in either April or May when an opportunity to provide SEAC input will be available.
- Chair Smith thanked the Superintendent and Manager for their time and expertise.

E-1 Business Arising from Minutes and/or Previous Meetings

K. Smith

(a) Ratification of Minutes December 7, 2017 SEAC Meeting

MOVED: L. Boswell

SECOND: L. DeJong

“THAT the minutes of SEAC 17-04, held December 7, 2017 meeting be approved as distributed.”

CARRIED

(b) Suspension and Expulsion Data Update for Students with Special Needs Thompson

L.

- Superintendent Thompson reviewed the information included in the graphs from 2016-17 data.
- Members requested information to be provided at an upcoming meeting that indicates the number of Special Needs students suspended rather than the number of days.
- Members would like clarification on the designation, “non-identified”, that is included in this information.
- Superintendent Thompson will follow up on both queries.

F-1 New Business

K. Smith

(a) Ministry of Education Assessment Consultation – Dec 8, 2017

L. Thompson

- The formal consultation has concluded but individuals are welcome to share their perspectives on improving the EQAO process, through email to: educationassessment@ontario.ca.

(b) Minister’s Advisory Council on Special Education Communication – Collaborating with the Community February, 2018

L. Thompson

- Members collaborated on input to three scenarios provided.
- Superintendent Thompson will provide collated results to SEAC.



(c) Special Education Plan - Standard 8 Categories of Exceptionalities
– and Related Appendices K and L

J. White / K. Mertins

- Standard 8 – revisions involved only updates to the language to ensure categories and definitions match those used by the Ministry.
- Appendix L –will be incorporated into Standard 8 and the Appendix will be deleted.
- Appendix K – will be revised to include information about all special education program offerings.

G-1 Standing Items

K. Smith

(a) Special Education News

- Indira Naidoo-Harris becomes Minister of Education and remains Minister Responsible for Early Years and Child Care
- Bruce Rodrigues remains Deputy Minister of Education and now also becomes Deputy Minister Responsible for Early Years and Child Care.

(b) Special Needs Strategy Update

L. Thompson/ K. Mertins

– Key Messages

- The goal of the Provincial Advisory Group is to advise multiple ministries in their efforts to help local tables move forward with implementation.
- A second meeting is scheduled to take place January 31, 2018.

(c) Policy /Procedures – Draft HR 107 Maintaining Employee Safety
While Working with Students

L. Thompson

- Authority for sharing information about students is provided by the Ontario Health and Safety Act, Section 25 under duty of the employer to “Provide information, ...to protect worker health and safety;...”

H-1 Correspondence

K. Smith

None

I-1 Future Agenda Items Discussion

K. Smith

(a) Joint Protocol Development

- P. Bagchee reported that she and L. Smith, Principal Leader Student Success, are attending a series of meetings with Child Welfare Authorities including Brant Family and Children’s Services, Catholic Children’s Aid Society of Hamilton, The Children’s Aid Society of Haldimand and Norfolk, The Children’s Aid Society of Hamilton; and Ogowadeni:deo with a shared goal of promoting student achievement for children in care.



H-1-b
Special Education Advisory Committee SEAC 17-05
Education Centre – Board Room
January 18, 2018 6:00 p.m.

J-1 Member Updates

K. Smith

(a) Community Updates

- i. L. Boswell - Contact Brant is hiring a full time person to work with youth diagnosed with FASD; more information to follow.
- ii. L. Scott – International FASD Awareness Day September 9, 2018
- iii. L. Scott - Private Member Bill 191 information will be sent to Ontario SEAC members seeking support.
- vii. K. Smith – Seeking letters and cards for a child diagnosed with Williams' Syndrome and whose 18th birthday is on July 18, 2018; Mail may be addressed to Kaitlin at 267 Brantwood Park Road Brantford, ON N3P 1P2
[http://www.cbc.ca/beta/news/canada/hamilton/birthday-cards-for-kaitlin- 1.4484677](http://www.cbc.ca/beta/news/canada/hamilton/birthday-cards-for-kaitlin-1.4484677)
- viii. R. Collver – Great dodgeball tournament at Pauline Johnson recently.

(b) Ministry of Child and Youth Services

- Providing More Choice for Families in the Ontario Autism Program
- New Direct Funding Option and Additional Supports L. Thompson/J. White
 - Coming into place January 15, 2018, services will be available until the child reaches 18 years of age.

MOVED: L. DeJong
SECONDED: C. A. Sloat

“THAT the SEAC 17-05 meeting, held January 18, 2018 be adjourned at 7:52 p.m.”

CARRIED

K-1 Next Meeting

K. Smith

February 15, 2018| Grand Erie DSB – Board Room | 6:00 p.m.



MINUTES

1.0 Roll Call

Employer Representatives:

Lena Latreille	Business Services (Certified Member)
Tom Krukowski	Facility Services
Cheryl Innes	Elementary School Administration (Certified Member)
Rebecca Jago	Human Resources (Certified Member) (<i>Chair</i>)

Employee Representatives:

George Wittet	Secondary Occasional Teachers (Certified Member) (<i>Co-Chair</i>)
Andrea Murik	Secondary Teachers (Certified Member)
Jennifer Orr	Elementary Teachers (Certified Member)
Ian Smith	CUPE Facility Services
Nancy Hondula	CUPE Educational Assistants (Certified Member)
Amanda Baxter	Elementary Occasional Teachers (Certified Member)
Elizabeth Armstrong	CUPE Clerical/Technical
Angela Korakas	Designated Early Childhood Educator (Certified Member)
Dan McDougald	Professional Student Services Personnel (Certified Member)

Resources:

Vacant	Health and Safety Officer
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Recording Secretary:

Mandy DePlancke	Human Resources Assistant
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Regrets:

Griffin Cobb	Secondary School Administration (Certified Member)
Laura Mels	Non-Union (Certified Member)

2.0 Minutes of Last Meeting

The draft minutes for December 21, 2017 were reviewed.

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Joint Occupational Health and Safety Committee

H-1-c

January 18, 2018

Facility Services- Meeting Room

3.0 Approval of Last Meeting Minutes (December 21, 2017)

The minutes were approved.

4.0 Agenda Additions

None

5.0 Unfinished Business – Discussion

5.1 Review of Policy HR5- Harassment

December 2017: The committee reviewed Policy HR5- Harassment/Objectionable Behaviour. The Worker Co-Chair put forward a formal recommendation for Section 3.0 regarding a 3rd party investigating all complaints. This recommendation will be forwarded to the Superintendent of Business. This item will remain on the next agenda.

January 2018: The recommendation submitted by the committee regarding Policy HR-5 Harassment was forwarded to the Superintendent of Business. When the response is received, the Division Manager of Operations and Health and Safety will forward it to the committee by email. This item can be removed from the next agenda.

5.2 Fresh Start

December 2017: A committee member brought forward a concern regarding a new program they stated was in operation at 2 local secondary schools called Fresh Start for Students. They stated that this program resulted in OSR's that were cleared upon a student entering Grade 9. Their concern was that this would result in removing information related to violence or aggression. The Division Manager of Operations and Health and Safety will follow up with the Superintendent of Business for more information. This item will remain on the next agenda.

January 2018: The Grand Erie District School Board does not participate in the Fresh Start program. The Board must adhere to the OSR guidelines and only specific documents can be expunged from the file. This item can be removed from the next agenda.

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5.3 Scent Free Buildings

December 2017: A committee member brought forward a concern regarding the increased use of essential oil diffusers in schools and the impact this has on staff that have scent sensitivities. The committee agreed to suggest that essential oil diffusers be added to the list of items that are not allowed to be in the schools. The Division Manager of Operations and Health and Safety, will bring this forward to the Superintendent of Business. This item will remain on the next agenda.

January 2018: The Division Manager of Operations and Health and Safety will send out an alert to all buildings indicating that essential oils are banned within the Board buildings. This item can be removed from the next agenda.

5.4 Keys

December 2017: A concern was brought forward regarding Occasional teaching staff not being provided with a key to the classroom in case of a lockdown when they are working at some elementary schools. A list of locations of concern was provided and the Division Manager of Operations and Health and Safety who will follow up with the Superintendent of Business. This item will remain on the next agenda.

January 2018: The list of school locations that do not have classroom keys was distributed to the appropriate Superintendents. They will be following up with the schools. This item can be removed from the next agenda.

New Indoor Air Quality Reports

None

6.0 New Business

None

7.0 Information Items

7.1 Bulk Sample PLM Analysis Report- Lakewood Elementary School- eBase #1012- Project #16789

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Samples of cementitious material were collected eBase #1012 for the determinations of asbestos content. The content was found to contain asbestos. This item can be removed from the next agenda.

7.2 Bulk Sample PLM Analysis Report- Pauline Johnson Collegiate and Vocational School- eBase #1155- Project #16793

Samples of drywall were collected from eBase #1155 for the determination of asbestos content. The content was not found to contain asbestos. This item can be removed from the next agenda.

7.3 Asbestos Abatement Site Report- Waterford District High School- eBase #1030- Project #16792

A visual clearance was conducted following the removal of asbestos-containing parging cement. No asbestos-containing debris was observed. This item can be removed from the next agenda.

7.4 Asbestos Abatement Site Report 1&2- North Park Collegiate and Vocational School- eBase 1157, 1158, 1159, 1160, 1163, 1183, 1184, 1035, 1036- Project #16597

A visual clearance was conducted following the removal of asbestos-containing vinyl floor tiles. No asbestos-containing debris was observed. This item can be removed from the next agenda.

7.5 Lead Remediation Site Report- Grandview Public School- eBase #005- Project #16589-01

A visual clearance was conducted following the clean-up of all loose and flaking lead-containing paint. The work area was determined to be at an acceptable level of cleanliness. This item can be removed from the next agenda.

8.0 Review of Reports

8.1 Employee Accident Reports Summary – December 2017
Workplace Safety and Insurance Board Reportable – December 2017
Student Aggression Summary Table for December 2017

All reports were reviewed as distributed.

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8.2 Status of Workplace Inspections including Non-Academic sites – December 2017

Reports were made available to the committee for review. Waterford District High School did not complete the December inspection.

8.3 Health and Safety/Facility Services Review Committee Meeting Minutes

The next meeting is scheduled for April 10, 2018.

8.4 Critical Injuries

There have been 33 student critical injuries and 3 employee critical injury for the 2017-18 school year to date.

8.5 Focus Group

The next meeting is scheduled for February 15, 2018.

8.6 Review of On-going Project Items

See chart.

8.7 Work Orders

Work order details were made available to the committee for review.

9.0 Health and Safety Training

Health and Safety Training dates for 2017-18 school year:

First Aid:

- Emergency First Aid- April 13, 2018
- Emergency First Aid- May 10, 2018

Health and Safety Training:

- Basic Certification (Facility Services)- March 12-14, 2018
- Hazard Specific (Facility Services)- March 15-16, 2018
- Recertification (Facility Services)- April 13, 2018

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Facility Services- Meeting Room

- Recertification (Joint Occupational Health and Safety Committee)-
March 23, 2018

10.0 Recommendations to Executive Council

The Worker Chair of the committee put forward a formal recommendation to the Superintendent of Business regarding the mandatory health and safety training that staff must complete. The worker members of the committee are requesting that Casual staff be paid for the time that is required to complete the training. This item will remain on the next agenda.

11.0 Adjournment / Next Meeting(s):

The meeting was adjourned at 11:15 am.

The next JOHSC meeting will be held on February 15, 2018 –Facility Services – Meeting Room.

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H-1-c Joint Occupational Health and Safety Committee January 18, 2018 Facility Services- Meeting Room

As of January 2018

Date item initiated	Item	Dates Discussed	Latest Update	Status and Timeframe
April 2013	Annual Workplace Violence Survey	2017 –June	Results were reviewed by the committee. The annual survey will be sent out again in 2018.	
April 2017	Terms of Reference Review	2017- May	The Terms of Reference Review document has been submitted to the Ministry of Labour. Awaiting response from the Ministry.	

Annual Updates Provided Each School Year:

Item	Review Month	Resulting Update
Pavement Improvements	2018- May - Update to be provided to Committee	

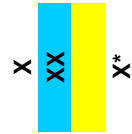
Policy/Procedure Review:

Policy/Procedure	Out for Comment	Board Approval	Board Review Date	Committee Review Date	Comments
HR4 – Health and Safety Policy and Appendix Guidelines		Board approved September 2015	October 2019	September 2017	Feedback provided by the committee
HR8 – Workplace Violence		Board for approval January 2015	February 2019	September 2017	Feedback provided by the committee
HR5 – Harassment		Board approved September 2015	October 2019	September 2017	Recommendation forwarded by the committee

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

X Monthly inspection was completed
 XX Annual JOHSC inspection completed
 Monthly inspection was not completed
 X* Two inspections completed due to a missed inspection



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

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

<u>Storage Facilities - Done by school staff as portion of school in monthly inspect. & 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	X	X					
Storage Building Langton Bus Barn, 23 Albert Street, Langton	X	X	X	XX	X					
Storage Building Walsh Bus Barn, 93 Regional Road #3, Walsh	X	X	X	XX	X					



MINUTES

Present: D. Abbey, S. Bell, J. Ecklund, K. Newhouse, S. Noort, C. Smith, C.A. Sloat, T. Waldschmidt; Recording: L. Howells

Regrets: G. Rousell,

1. Call to Order/Welcome **D. Abbey**

D. Abbey welcomed everyone to the Privacy Information Management meeting. It was noted that an Elementary Principal representative is required. L. Howells to contact M. DeGroote to request an Elementary Principal representative be identified.

2. Review of Previous Minutes / Actions **All**

The minutes from the November 3, 2017 Privacy Information Management meeting were reviewed.

3. Review Privacy Audit – Update on Actions **D. Abbey**

D. Abbey noted the Managers have been working on their actions and updates have been noted against items.

4. Privacy Audit Results Next Steps **D. Abbey**

D. Abbey reviewed the Draft Privacy Audit Plan that is scheduled to be presented the Committee of the Whole Board meeting on February 12, 2018.

D. Abbey requested committee review the plan and provide any feedback Tuesday, February 6th.

5. Communication Plan

5.1 **Website:** Privacy page has been added to the staff portal. Link to privacy resources (IPC, PIM Toolkit) and training videos will be added.

5.2 **Training:** on hold at this time

5.3 **Director's Meeting:** Confidentiality Agreement was communicated at the January 2018 meeting. The signing of Confidentiality Agreements currently on hold, S. Bell is working with Unions regarding wording.

5.4 **Retention:** Retention Guidelines: a summary list from 2015 was found. L. Howells requested S. Noort to review and provide feedback if the items listed on the list cover all the items for schools. L. Howells noted the final summary will be posted on the portal and the link will be communicated to schools.



H-1-d Privacy and Information Management

February 1, 2018
Norfolk Room

6. Next Meeting –Friday, May 1, 2018 – it was requested meeting be moved to an alternate date due to committee availability.

Draft

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