



## Committee of the Whole Board

March 5, 2018  
Education Centre, Board Room

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### MINUTES

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

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

**Regrets:**

**Trustees:** R. Collver, D. Dean  
**Administration:** D. Abbey, D. Martins

**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: G. Anderson

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. B. Blancher was requested the following item be added under D-1 New Business – Action/Decisions

D-1-d Initiation of Naming Process for the New Dunnville Elementary School



Moved by: G. Anderson  
Seconded by: T. Waldschmidt  
THAT the agenda be approved as amended  
**Carried**

(f) **In Camera Report**

Moved by: A. Felsky  
Seconded by: T. Waldschmidt  
THAT the Director's Interim Performance Appraisal has been completed.  
**Carried**

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

Nil

**C – 1 Director's Report**

The Director highlighted:

- B. Blancher in D. Abbey's absence provided Trustees with an update on website expenses
  - B. Blancher reviewed budget for the new Board Website budget which also included the Transportation, CareerLink Websites and Staff Portal
  - B. Blancher noted after the website was launched we received some user feedback requesting a better search tool and in addition to the enhanced search tool, several other small enhancements/fixes have been requested
  - \$107,350 is the total amount spent on the new website when enhancements were added
- Secondary Athletics Facilitator – as reported to Trustees in October 30, 2017 in the Rural Education Funding report, funds were allocated to a hire a contract Secondary Athletic Facilitator to investigate the amalgamation of the secondary athletics associations in the Board. A Request for Proposal failed to find anyone to take on this task so Superintendent Martins met with HR to problem solve and it was decided that we would reach out to OFSAA to help us connect with people who had accomplished this task in other school boards. A consultant has been hired on a contract and met with Superintendent Martins to begin this task
- National Social Work Week begins today and the Ontario Association of Social Workers are using the tag line "Social Workers on the Front Line of Real Issues"
- March 8 is International Women's Day and the theme this year is Press for Progress
- Next week is March Break – all schools are closed



Moved by: B. Doyle

Seconded by: J. Harris

THAT the Grand Erie District School Board receive the Director's Report of March 5, 2018 as information.

**Carried**

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

**(a) Board Approved Transportation Review**

R. Wyszynski invited P. Kuckyt, Manager of Transportation Services to the table.

P. Kuckyt reviewed the Board Approved Transportation report which consisted of:

- Background
- Out-of-Boundary Students for: Norfolk Secondary, Oakland-Scotland to Waterford District High School, Caledonia to Cayuga Secondary Express Route, Students attending River Heights, Out of Boundary Students attending Houghton PS;
- Out of District Students for: Norwich/Otterville students attending Delhi District Secondary School, Princeton/Drumbo students attending Paris District Secondary, Tillsonburg students travelling through Courtland Transfer
- Section 23 Students – Woodview Program
- Additional Information

C.A. Sloat asked if under 2.2 there needs to be secondary boundary review? P. Kuckyt responded that operationally a number of years ago it may have made sense but it is not as important at this time.

B. Doyle commented that we had issues in Caledonia in September and we got through it and thanked P. Kuckyt for standing firm.

Moved by: G. Anderson

Seconded by: B. Doyle

THAT the Grand Erie District School Board approve the transportation route exceptions listed in this report for the 2018-19 School Year as amended.

**Carried**



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D-2-a **Transportation Consortium Annual Report**

R. Wyszynski invited P. Kuckyt to present and review the Student Transportation Services of Brant Haldimand Norfolk (STSBHN) – Annual report which consisted of:

- Route and Vehicle Statistics: Services Providers and Vehicles, Vehicle Descriptions, Route Costs, Vehicle Utilization
- Student Data: Student Eligibility, Courtesy Transportation by Secondary and Elementary; Student Ride Times by Range
- Consortium Update: Board of Directors Goals and Objectives, STSBHN internal goals and objectives
- STSBHN Going Forward: Contracts, Technology, Safety, Community Engagement

P. Kuckyt noted that on April 5<sup>th</sup> we have been selected as the pilot site to conduct elementary training as part of the Auditor General's report

T. Waldschmidt asked how long do we have a contract with First Student. P. Kuckyt responded we are in contract until August 2020.

C. A. Sloat asked if the >75 minute numbers on page 4 captures all students even the ones that choose to accept this length of travel. P. Kuckyt responded that some are captured but not all. C.A. Sloat further asked will there be the need to do bell time changes? P. Kuckyt responded that he does not see a need to recommend a bell time change at this time.

Moved by: G. Anderson

Seconded by: T. Waldschmidt

THAT the Grand Erie District School Board receive the Student Transportation Services Brant Haldimand Norfolk – Annual Report as Information.

**Carried**

D-1-b **Allocation of Self-Contained Classrooms for 2018-19**

L. Thompson referred to the Allocation of Self-Contained Classrooms for 2018-19 report noting Special Education personnel have established self-contained classrooms throughout the Grand Erie District School Board to provide alternative options for students in which the most enabling environment is a smaller class setting and higher staff to student ratio. L. Thompson provided high level overview on the 2017-18 school year Mixed Exceptionality (ME) classes, Elementary Deaf and Hard of Hearing Class; elementary self-contained classroom for Autism, and self-contained classrooms for Students with learning disabilities.



L. Thompson noted Teacher Consultants – Special Education have reviewed Grand Erie Special Education classrooms and have attempted to minimize changes for the 2018-19 school year, however some are required. L. Thompson reviewed the recommended changes for the 2018-19 school year, additional information, budget implications and communication plan.

Moved by: G. Anderson

Seconded by: C.A. Sloat

THAT the Grand Erie District School Board approve the locations and number of self-contained classrooms for 2018-19 as outlined, pending budget deliberations.

**Carried**

(b) **Trustee Determination and Distribution**

R. Wyszynski referred to the Trustee Determination and Distribution report explaining that before each general election, the Board determines the number of trustee positions on their board and distributes these positions across the board's area of jurisdiction. R. Wyszynski further reviewed to the Appendices which are the calculation output from the Ministry web-based calculation tool as well as the MPAC data.

Moved by: T. Waldschmidt

Seconded by: C.A. Sloat

THAT the Grand Erie District School Board designate no municipal area as a low population area for the regular election of 2018.

THAT the Grand Erie District School Board approve the number of trustees to be elected in the regular election of 2018 for each municipality as:

- i) City of Brantford – 4 trustees, elected at large
- ii) Brant County and Norfolk County Wards 3 & 7 – 2 trustees, elected at large
- iii) Norfolk County less Wards 3 & 7 – 2 trustees, elected at large
- iv) Haldimand County – 2 trustees, elected at large

**Carried**

(c) **Initiation of Naming Process for the new Dunnville Elementary School**

L. De Vos referred to the Initiation of Naming Process for the New Dunnville Elementary School laydown report providing a high level overview of the suggested process.

Moved by: J. Richardson

Seconded by: B. Doyle



THAT the Grand Erie District School Board approve the initiation of the naming process for the new Dunnville Elementary school as per FT3.

**Carried**

**D – 2 New Business – Information Items**

(a) **Transportation Consortium Annual Report** – was presented following D-1-a.

(b) **Information Technology Services Annual Report**

In D. Abbey's absence, B. Blancher referred to the Information Technology Services (ITS) Annual Update report and invited J. Ecklund, Manager of Information Technology Services to the table to provide Trustees with an update on:

- ITS Milestones 2017-18 which included PowerSchool, School Admin Laptop Refresh, School Admin Assistant Refresh, Computer Technical Lab Refresh, OnSIS, Access Point Deployment, Bell Network Update, Data Centre Hardware Refresh, Firewall, New Board Website, staff Portal and School Websites, Asset Management System, and School Server Decommissioning
- ITS Initiatives for 2018-19 which included School Server Decommissioning, Disaster Recovery Site, Phone Controller Replacement, Encryption of more devices, On-Line Student Registration, Document Management System, and PowerSchool Parent Portal

C.A. Sloat asked if LITE had been implemented into PowerSchool. J. Ecklund responded not yet but are hoping to have this happening within the next couple of weeks. C.A. Sloat further asked about the phone system and how is that going to work as we are still under capital expenditure financing? J. Ecklund responded that technology has changed and we do not require a phone controller at every school and further responded that we will review the terms of the old contract.

Moved by: A. Felsky

Seconded by: J. Richardson

THAT the Grand Erie District School Board receive the Information Technology Annual Update as information.

**Carried**



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

**(a) SO27 Acceptable Use of Information Technology**

In D. Abbey's absence, B. Blancher noted Policy SO27 Acceptable Use of Information Technology was circulated to all appropriate stakeholder for comments. B. Blancher referred to the comments and amendments made. B. Blancher noted some additional amendments.

C.A. Sloat requested that Trustees be included under 1.0 fourth bullet.

Moved by: K. Sandy

Seconded by: A. Felsky

THAT the Grand Erie District School Board approve Policy SO27 Acceptable Use of Information Technology as amended.

**Carried**

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

**(a) FT114 Employee Use of Board-Owned Property and Equipment**

R. Wyszynski noted Procedure FT114 Employee Use of Board-Owned Property and Equipment was circulated to all appropriate stakeholder for comments. R. Wyszynski referred to the comments and amendments made.

Moved by: T. Waldschmidt

Seconded by: G. Anderson

THAT the Grand Erie District School Board receive Procedure FT114 Employee Use of Board-Owned Property and Equipment as information.

**Carried**

**(b) FT119 Boundary Reviews**

R. Wyszynski noted Procedure FT119 Boundary Reviews was circulated to all appropriate stakeholder for comments. R. Wyszynski referred to the comments and amendments made.

C.A. Sloat feels that questions being asked at the time of the meeting is very important, understands that it can be painful. C.A. Sloat further commented that this should be a policy as the Board approves the start of a boundary review. B. Blancher responded that Sr. Administration did have a discussion regarding the questions at a public meeting.



J. Harris asked B. Blancher what are the implication of changing this to a policy? B. Blancher responded that this reads as a policy and the board approves the initiation of a boundary review and there are no implications.

Moved by: G. Anderson

Seconded by: C.A. Sloat

THAT the Grand Erie District School Board receive Procedure FT119 Boundary Reviews as information.

**Carried**

Moved by: G. Anderson

Seconded by: T. Waldschmidt

THAT the Grand Erie District School Board approve Procedure FT119 Boundary Reviews be changed to Policy FT8 Boundary Reviews

**Carried**

(c) **HR112 Employee Assistance Program (EAP)**

S. Sincerbox noted Procedure HR112 Employee Assistance Program (EAP) was circulated to all appropriate stakeholder for comments. S. Sincerbox referred to the comments and amendments made.

Moved by: B. Doyle

Seconded by: J. Richardson

THAT the Grand Erie District School Board receive Procedure HR112 Employee Assistance Program (EAP) as information.

**Carried**

(d) **HR124 Principal/Vice Principal Performance Appraisal**

S. Sincerbox noted Procedure HR124 Principal/Vice Principal Performance Appraisal was circulated to all appropriate stakeholder for comments. S. Sincerbox referred to the comments and amendments made.

Moved by: G. Anderson

Seconded by: T. Waldschmidt

THAT the Grand Erie District School Board receive Procedure HR124 Principal/Vice Principal Performance Appraisal as information.

**Carried**



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### F- 1 Other Business

Nil

### G – 1 Correspondence

#### (a) Thank you Card – Student Recognition

Moved by: J. Richardson

Seconded by: G. Anderson

THAT the Grand Erie District School Board receive correspondence as information.

**Carried**

### H – 1 Adjournment

Moved by: A. Felsky

Seconded by: C.A. Sloat

THAT the meeting be adjourned at 8:20 p.m.

**Carried**

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Committee of the Whole Board Chair, D. Sowers