



AGENDA

- A – 1 **Opening**
- (a) Roll Call
 - (b) Declaration of Conflict of Interest
 - (c) In Camera Session (**6:30 p.m.**)
 - (i) Personnel Matters
 - (ii) Legal Matters
 - (d) Welcome to Open Session / Land Acknowledgement Statement (**7:15 p.m.**)
 - (e) Memorials
 - (i) Larry Hotte S. Gibson
 - (f) Agenda Additions/Deletions/Approval
 - (g) In Camera Report
 - (h) Presentations
 - (i) Student Recognition
 - (i) Delegations
- B – 1 **Approval of Minutes**
- * (a) March 25, 2019 (Regular Board)
 - * (b) April 08, 2019 (Committee of the Whole)
- C – 1 **Business Arising from Minutes and/or Previous Meetings**
- D – 1 **Director's Report**
- E – 1 **Student Trustees' Report**
- F – 1 **Committee Reports**
- * (a) Committee of the Whole – April 08, 2019 R. Collver
- G – 1 **New Business**
- * (a) Enrolment Update R. Wyszynski
 - * (b) Quarterly Budget Report R. Wyszynski
 - * (c) Workforce Report S. Sincerbox
 - * (d) Contract Award – Roofing – Onondaga-Brant Public School R. Wyszynski
 - * (e) Contract Award – Roofing – Paris District High School R. Wyszynski
- H – 1 **Other Business**
- * (a) Summary of Accounts - March 2019 R. Wyszynski
 - * (b) Special Education Advisory Committee Minutes – February 14, 2019 L. Thompson
 - * (c) Joint Occupational Health & Safety Committee Minutes - March 21, 2019 R. Wyszynski
 - * (d) Audit Committee (Draft) – March 19, 2019 R. Wyszynski
 - * (e) Safe and Inclusive School Committee (Draft) – March 21, 2019 W. Baker
 - * (f) Native Advisory (Draft) – April 09, 2019 D. Martins
 - * (g) Special Education Advisory Committee Minutes – March 21, 2019 L. Thompson

SUCCESS for Every Student



Regular Board Meeting
Monday, April 29, 2019
Board Room, Education Centre

I – 1 **Correspondence**

J - 1 **Adjournment**

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

Education Week Gala	May 2, 2019	11:30 AM	Sanderson Centre
Privacy and Information Management Committee	May 2, 2019	3:00 PM	Norfolk Room
Grand Erie Parent Involvement Committee	May 2, 2019	6:30 PM	Dogwood Room, Norfolk SSC
Committee of the Whole	May 13, 2019	7:15 PM	Board Room
Special Education Advisory Committee	May 16, 2019	6:00 PM	Board Room
Budget Review Meeting	May 22, 2019	5:30 PM	Board Room
Safe and Inclusive School Committee	May 23, 2019	1:00 PM	Board Room
Chairs' Committee	May 27, 2019	5:45 PM	Norfolk Room
Board Meeting	May 27, 2019	7:15 PM	Board Room
Student Transportation Services Brant Haldimand Norfolk	May 28, 2019	9:00 AM	Brant Room
Native Advisory Committee	June 4, 2019	9:00 AM	McKinnon Park Secondary
Budget Review Meeting	June 4, 2019	5:30 PM	Board Room
Committee of the Whole	June 10, 2019	7:15 PM	Board Room
Indigenous Education Advisory Committee	June 12, 2019	6:00 PM	Lloyd S. King ES Hagersville
Special Education Advisory Committee	June 13, 2019	6:00 PM	Board Room
Audit Committee	June 18, 2019	4:00 PM	Brant Room
Chairs' Committee	June 24, 2019	5:45 PM	Norfolk Room
Board Meeting	June 24, 2019	7:15 PM	Board Room

SUCCESS for Every Student

Memorial Statement

Larry Hotte

It is with great sadness that the Grand Erie District School Board informs you of the passing of Larry Hotte, a former student, long time educator, devoted husband, parent, grandparent and friend to so many affiliated with our Board, especially in the Brantford community.

Larry spent his entire life connected to our education system. From his elementary days at Prince Charles P.S. to his high school years at North Park Collegiate, he would regale his family, friends and colleagues sometimes at length with his escapades and those of his classmates. He would then marry, Cheryl, his life partner who also spent her career predominantly as a kindergarten teacher, most notably at what is now known as Lansdowne-Costain P.S. Being Cheryl's assistant and chief scissor-specialist was known as "Larry's second full-time job".

However, by this time Larry had come a dedicated elementary school teacher with stops at Paris Central, Greenbrier and most notably, Brier Park. Besides being known as a bulletin board aficionado he was also very committed to developing the physical fitness and health of his students.

Eventually, Larry found his way with the help of Mike Schertzer and Neil McKinnell to Brantford Collegiate Institute where he became a stalwart for over two decades in the History Department. Larry had such a passion for teaching his students, and for passing on his acute love of History, whether it be Early Civilizations, Modern Western, American, or Canadian History. He was an inspiration to all who set foot in his classroom.

Larry retired in 2011, but never left teaching. He was an occasional teacher at many schools, most notably B.C.I. where he was a fixture in both the halls and the gym. He never gave up his pursuit of discovering morsels of chocolate or anything sweet wherever they were to be found, in the Main Office, Staff Room, Student Services, Library, History Office, etc.

For 30 years at B.C.I. Larry coached both Girls' Soccer, and especially, Basketball, including his 7 years since retiring. He was always positive, saw the best in every player on the team, was respected by all the other coaches. In particular, Larry was a calming influence, especially on his fellow coach, Ron Jamula, while allowing each player to excel. Ron has expressed how, "Larry created an environment where students wanted to be. When players left the gymnasium they always had a kind word for him, and a smile on their face."

Finally, Dufferin, Lansdowne, and James Hillier schools have also lost a valuable booster as both a parent and grandparent. He was always at special occasions and competitions for his family members, but also there in support of his friends and colleagues throughout the Grand Erie Board. Larry's positivity, encouragement, caring, spirit, and love of life will be missed by all.

Grand Erie has lost a special person.

Respectfully submitted,

Brantford Collegiate Institute and Vocational School



MINUTES

Present: Board Chair G. Anderson, Board Vice-Chair D. Dean, R. Collver, E. Dixon, B. Doyle, S. Gibson, J. Richardson, C.A. Sloat, C. Speers, C. VanEvery-Albert, D. Werden, A. Cattrysse (Student Trustee), A. Hauser (Student Trustee), J. Hsiao (Student Trustee),

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

Regrets:

Trustees: Nil
Administration: Nil

A - 1 **Opening**

(a) **Roll Call**

The meeting was called to order by Chair, G. Anderson at 6:30 p.m.

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

Nil

(c) **In Camera Session**

Moved by: B. Doyle

Seconded by: S. Gibson

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

Carried

(d) **Welcome to Open Session**

The Public Session meeting was called to order by Chair, G. Anderson at 7:15 p.m.

(e) **Memorials**

Memorial Statement for Dawn Tanner, Hagersville Secondary School, was read by J. Richardson. C. VanEvery-Albert shared her condolences on behalf of the Six Nations Education Council.



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

Presented as printed.

Moved by: B. Doyle

Seconded by: S. Gibson

THAT the Agenda be approved.

Carried

(g) **In Camera Report**

Moved by: D. Dean

Seconded by: E. Dixon

THAT the Grand Erie District School Board approve the application to participate in a teacher exchange with a teacher from Australia for the period of January 1, 2020 to December 31, 2020, subject to receiving confirmation that the incoming teacher has a satisfactory teaching records.

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. Trustee Sloat and Director Blancher presented the certificate.

Nicole Kelly – Brantford Collegiate Institute and Vocational School – Athletics – is a world champion in the sport of hockey. Last year, Nicole donned the maple leaf jersey for the first time as one of 23 players on Canada's Under-18 women's hockey team. Then in January, she was named to the team to compete at the International Federation's Under-18 Women's World Championship in Japan. Team Canada defeated the United States 3-2 in overtime, earning gold for Canada. During her secondary school career, she balanced the grueling training schedule required of an international-caliber athlete, while earning a reputation of her sense of integrity, responsibility, respect and cooperation.

Nicole was congratulated by the trustees and responded to questions and comments.



- (j) **Delegation**
Nil

B - 1 Approval of Minutes

- (a) **Regular Board Meeting – February 25, 2019**

Presented as printed.

Moved by: J. Richardson

Seconded by: B. Doyle

THAT the Minutes of the Regular Board Meeting, held February 25, 2019 be approved.

Carried

- (b) **Committee of the Whole Board – March 04, 2019**

Presented as printed.

C.A. Sloat asked about when the French Immersion Secondary Haldimand-Norfolk report will come back to board. B. Blancher responded mostly likely May or, at the latest, June.

Moved by: D. Dean

Seconded by: D. Werden

THAT the Minutes of the Committee of the Whole Board Meeting, held March 04, 2019, be approved.

Carried

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

- (a) **2018-19 Grand Erie's Student Achievement Plan: Success for Every Student – Mid-Year Update**

L. De Vos referred to the 2018-19 Grand Erie's Student Achievement Plan: Success for Every Student – Mid-Year Update report and provided a high-level overview on background, additional information and the four key objectives of the Provincial Math Strategy.

L. De Vos proceeded to provide an overview of the Elementary Program section which consisted of:

- Numeracy
- Literacy



- Numeracy, Literacy & Well-Being – Early Years: School
- French as a Second Language
- ESL/ELL
- Indigenous Education

C. VanEvery-Albert commented about the Indigenous section and noted there are many different nations and many different ways of knowing and asked which nations this reflects? D. Martins responded that we have many nations reflected in the word Indigenous even though this appears to be inclusive we need to continue to be aware that nations are unique.

C.A. Sloat asked about the “Waterfall” document and would like to see it. L. De Vos showed an example of the Waterfall document and indicated it supports educator learning. These are ‘cheat sheets’ for educators.

C.A. Sloat further asked about the School Effectiveness Framework. L. De Vos responded that we have learned that we needed to understand more about math leadership and exactly what our school needs are with respect to quantity and operational sense. Funding that supported school visits and release time for school teams was eliminated in the 2018-19 GSN. As a result, we are taking a step back from plans and we are working with elementary administrators on what their learning needs are, and supporting them in math learning so that they can support their staff.

D. Dean asked L. D Vos to touch on bullet two of the key objectives “ increased educator mathematics knowledge and pedagogical expertise” and do you know anything about the teacher test for pre-service candidates? L. De Vos responded that she hasn’t heard any details yet and believes the Ministry is beginning a consultation on this.

D. Martins provided an overview of the Secondary Program section which consisted of:

- Achieving Excellence in Applied Courses (AEAC)
- Literacy Support
- Credit Accumulation for Grade 9 and 10
- Student Re-Engagement
- Intermediate Collaborative Learning
- School Support Visits
- District Support Visits.

C. VanEvery-Albert asked what is meant by culturally responsive classrooms? D. Martins responded this is work with subject leaders that provides awareness and access to a multitude of resources and supports that are selected which should be representative of the students



we serve. Students should see themselves reflected in the resources used to support their learning.

C.A. Sloat asked with the non-indigenous student re-engagement, is this Turning Point students? D. Martins responded the client are students over the age of 18 who have been demitted from any school and program with the target group being disengaged students who are no longer in school.

L. Thompson provided an overview on the Special Education section which consisted of:

- The Special Education System Team guides and supports schools to learn about and implement effective differentiated instruction and assessment
- Itinerant Teachers for Early Years and Self-Regulation
- Teacher Consultants for Special Education
- Well-Being
- Achievement

C.A. Sloat commented that she really appreciated this report and the examples within it.

R. Collver thanked the team for their efforts with this report and that is the hard work of all staff is starting to pay off.

Moved by: R. Collver

Seconded by: S. Gibson

THAT the Grand Erie District School Board receive the report on Grand Erie's Student Achievement Plan: Success for Every Student – Mid-Year Update as information.

Carried

(b) **Bylaw 4 – Board and Committee of the Board Meeting Agenda**

B. Blancher referred to the Bylaw 4 – Board and Committee of the Board Meeting Agendas report noting this was presented at the March 4, 2019 Committee of the Whole Meeting, at which time further revisions were suggested to bring clarity. B. Blancher reviewed the revised draft.

B. Blancher noted there was concern brought forward regarding the addition or removal of “upon request”. C.A. Sloat recommends removing.



Moved by: D. Dean

Seconded by: D. Werden

THAT the Grand Erie District School Board approve Bylaw 4 – Board of Committee of the Board Meeting Agendas, as amended.

Carried

D - 1 Director's Report

Director's highlights:

- **Ministry Announcements** – March 15, 2019 and then a follow-up memorandum B08 that was referenced in the email Chair Anderson sent to Trustees. B. Blancher took a few minutes to outline the 14 key components listed in the B memo.
 - Appendix A – Planning Assumptions
 - Two (2) consultation opportunities – Hiring Practices and Class Size – open until May 31st – also sent out by Chair Anderson to Trustees on March 15th.
 - In the message sent to Trustees, there are 2 consultation guides – one for Hiring Practices and one for Class Size which provide background information and outline current practices along with proposed changes.
 - Feedback is to be submitted electronically for both consultations by May 31st and email addresses have been provided – 2 different emails.

D. Werden noted the class size change will have a huge impact. Do we have an indication of how this will work operationally? R. Wyszynski responded we need more information before we can determine our operationalization but noted we are losing money.

C. Speers stated that she attended a EQAO webinar and has a presentation that she will share if anyone is interested.

- **GEPIC Spring Event: Social Networking and Online Safety** –Grand Erie's Parent Involvement Committee (GEPIC) is hosting an important and timely social media and online safety information session for Grand Erie parents on April 16 at 6 p.m. in the Gord Paynter Theater at North Park Collegiate and Vocation School. The event will be led by guest speaker Paul Davis who brings more than 27 years of IT knowledge and experience to Grand Erie. Paul Davis is an expert in all of the latest social media trends and his presentation will cover cyberbullying, sexting, smartphones, digital trails, online security and other relevant topics.
- **OSSLT** – students in our secondary schools will be writing the Ontario Secondary School Literacy Test this Wednesday. We wish our Grade 10 students and those writing the test for a second time all the best.



- **Conestoga College – Skilled Trades Centre Proposal** – As part of the Director’s Report for the January Board Meeting (held on February 4th), B. Blancher shared that Conestoga College put forth a proposal to MPP Will Bouma about building the skilled trades workforce in Brantford-Brant. MPP Bouma invited Grand Erie to meet with him and John Tibbets, President of Conestoga College to discuss this further. This past Friday, Chair Anderson, Vice-Chair Dean, Superintendent Martins and B. Blancher attended a meeting at MPP Bouma’s office along with John Tibbets and Stephen Speers for a discussion. At this point Conestoga College is moving ahead with expanding their skilled trades facilities in Brantford and they are interested in partnering with the local school boards to offer skills specific training to students in secondary schools. One piece of the proposal would be to have students who aspire to a skilled trades career attend the Skilled Trades Centre beginning in Grade 11, students would complete their high school credits at the centre while also being able to take their tech courses in a state of the art facility allowing for learning on industry-standard, up to date equipment. This would be a true partnership that will also allow for career exploration and cooperative education opportunities including a possible expansion of OYAP. Superintendent Martins and B. Blancher, together with appropriate staff, will put together a high-level outline of a plan for how something like this might look. This is outside the box thinking and will require some changes in how we staff a program like this, how we transport students etc. Also, we need to look at this program from a Grand Erie perspective – not just Brant-Brantford.

C. VanEvery-Albert asked if there is any thought of involving the Six Nations Education staff with these discussions. B. Blancher responded that our we are just at the beginning phase and stated that this is a good recommendation.

C. Speers asked if we are considering including local business? B. Blancher responded that would be part the college program.

- B. Blancher asked D. Martins to provide information to Trustees on Indigenous Cultural Safety
 - D. Martins noted we have participated in two conference calls and Grand Erie has been invited to participate in an Indigenous Cultural Safety program with a proposal due the end of April. This would be one-time program funding from April 2019 to March 31, 2020.

G. Anderson added for the Ministry of Education two consultation opportunities, he will pull together the same group of Trustees that reviewed the previous consultations.



Moved by: B. Doyle

Seconded by: E. Dixon

THAT the Grand Erie District School Board receive the Director's Report of March 25, 2019 as information.

Carried

E - 1 Student Trustees' Report

Nil

F - 1 Committee Report

(a) Committee of the Whole Board – March 04, 2019

Moved by: R. Collver

Seconded by: D. Dean

THAT the Grand Erie District School Board approve the Committee of the Whole Board dated **March 04, 2019** as follows:

1. In Camera Report

THAT the Grand Erie District School confirm the Director's Interim Performance Appraisal has been completed.

2. Director's Report

THAT the Grand Erie District School Board receive the Director's Report of March 4, 2019 as information.

3. French Immersion Secondary Haldimand-Norfolk Location

THAT the Grand Erie District School Board receive the French Immersion Secondary Haldimand-Norfolk Location report as information.

4. Allocation of Self-Contained Classrooms for 2019-20

THAT the Grand Erie District School Board approve the locations and number of self-contained classrooms for 2019-20 as outlined, pending budget deliberations.

5. Board Approved Transportation Review

THAT the Grand Erie District School Board approve the transportation route exceptions listed in this report for the 2019-20 School Year.



6. Transportation Consortium Annual Report

THAT the Grand Erie District School Board receive the Student Transportation Services Brant Haldimand Norfolk – 2018-19 Annual Report as information.

7. Information Technology Services (ITS) Annual Update

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

8. Bylaw 4 – Board and Committees of the Board Meeting Agendas

THAT the Grand Erie District School Board refer Bylaw 4 – Board and Committee of the Board Meeting Agendas back to Administration.

9. Bylaw 16 – Suspension, Revision or Repeal of any Bylaw, Policy or Procedure

THAT the Grand Erie District School Board approve Bylaw 16 – Suspension, Revision or Repeal of any Bylaw, Policy, Procedure or Protocol, as amended.

10. FT6 – Student Transportation

THAT the Grand Erie District School Board forward Policy FT6 – Student Transportation to all appropriate stakeholders for comments to be received by April 26, 2019.

11. FT7 – Inclement Weather

THAT the Grand Erie District School Board forward Policy FT7 – Inclement Weather to all appropriate stakeholders for comments to be received by April 26, 2019.

12. SO7 – Student Expulsion

THAT the Grand Erie District School Board forward Policy SO7 – Student Expulsion to all appropriate stakeholders for comments to be received by April 26, 2019, as amended.

13. HR108 Police Record Checks for Employees

THAT the Grand Erie District School Board forward Procedure HR108 – Police Record Checks for Employees to all appropriate stakeholders for comments to be received by April 26, 2019.

14. FT116 Building Security and Access

THAT the Grand Erie District School Board forward Procedure FT116 – Building Security and Access to all appropriate stakeholders for comments to be received by April 26, 2019.



15. OPSBA Report

THAT the Grand Erie District School Board received the OPSBA Report of March 4, 2019 as information.

Carried

G - 1 New Business

(a) Major Construction Project Report

R. Wyszynski referred to the Major Construction Project Report and provided a high-level overview on scope, timeline, status and budget for the following projects:

- Mapleview Elementary School – new elementary school in Dunnville
- New Elevator Addition at Major Ballachey Elementary School
- Child Care Renovation at Hagersville Secondary School
- Child Care Addition at Central Public School

R. Collver asked for clarity on the child care projects, have we received the money? R. Wyszynski responded that the funding has been awarded but we have not received the money and we are still waiting for approval to proceed

Moved by: C.A. Sloat

Seconded by: D. Werden

THAT the Grand Erie District School Board receive the Major Construction Project Report as information.

Carried

(b) Contract Award – Dunnville Secondary School Masonry Restoration Project

R. Wyszynski referred to the Contract Award – Dunnville Secondary School Masonry Restoration project report noting the masonry on the building has deteriorated over the years due to moisture and in 2018 an intrusive investigation of the exterior walls was completed which determined there were significant issues with the structural steel and masonry around many areas of the perimeter. R. Wyszynski further noted Tender 2019-4-T was issued on January 25, 2019 and closed on February 28, 2019. One bid was received and Purchasing Services completed all the necessary evaluations steps of the competitive process and recommends award of contract to RD Masonry.



D. Werden noted his concerns regarding completing this work on an aging building that will most likely only use half the number of classrooms.

Moved by: J. Richardson

Seconded by: B. Doyle

THAT the Grand Erie District School Board approve the award for masonry restoration services at Dunnville Secondary School as set out in Tender 2019-4-T to RD Masonry in the amount of \$974,100 plus HST.

Carried

H - 1 Other Business

(a) **Summary of Accounts – February 2019**

Presented as printed.

Moved by: R. Collver

Seconded by: B. Doyle

THAT the Grand Erie District School Board receive the Summary of Accounts for the month of February 2019 in the amount of \$9,148,926.44 as information.

Carried

(b) **Joint Occupational Health & Safety Committee Minutes – February 21, 2019**

Presented as printed.

Moved by: D. Werden

Seconded by: C. Speers

THAT the Grand Erie District School Board receive the Joint Occupational Health and Safety Committee Minutes – February 21, 2019 as information.

Carried



(c) **Native Advisory Committee Minutes (Draft) - February 19, 2019**

Presented as printed. D. Martins noted two amendments to the minutes.

Moved by: S. Gibson

Seconded by: C. VanEvery-Albert

THAT the Grand Erie District School Board receive the Native Advisory Committee Minutes (Draft) - February 19, 2019 as information.

Carried

(d) **Privacy and Information Management Committee Minutes (Draft) - February 20, 2019**

Presented as printed.

Moved by: D. Werden

Seconded by: B. Doyle

THAT the Grand Erie District School Board receive the Privacy and Information Management Committee Minutes (Draft) - February 20, 2019 as information.

Carried

(e) **Student Transportation Services Brant Haldimand Norfolk Committee Minutes (Draft) - March 05, 2019**

Presented as printed.

Moved by: R. Collver

Seconded by: D. Werden

THAT the Grand Erie District School Board receive the Native Advisory Committee Minutes (Draft) - March 05, 2019 as information.

Carried

(f) **Grand Erie Parent Involvement Committee Minutes (Draft) - March 07, 2019**

Presented as printed.

Moved by: D. Dean

Seconded by: C. A. Sloat

THAT the Grand Erie District School Board receive the Grand Erie Parent Involvement Committee Minutes (Draft) - March 07, 2019 as information.

Carried



I - 1 Correspondence
Nil

J - 1 Adjournment

Moved by: C.A. Sloat
Seconded by: S. Gibson
THAT the meeting be adjourned at 8:30 p.m.
Carried

Board Chair, G. Anderson



MINUTES

Present: R. Collver – Committee Chair, G. Anderson, D. Dean, E. Dixon, B. Doyle, S. Gibson, J. Richardson, C.A. Sloat, C. Speers, C. VanEvery-Albert, D. Werden, A. Cattrysse (Student Trustee), A. Hauser (Student Trustee), J. Hsiao (Student Trustee)

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

Regrets:

Trustees: Nil
Administration: Nil

A - 1 Opening

(a) Roll Call

The meeting was called to order by Committee Chair, R. Collver at 6:30 p.m.

(b) Declaration of Conflict of Interest

Nil

(c) In Camera Session

Moved by: B. Doyle

Seconded by: S. Gibson

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, R. Collver at 7:22 p.m.



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

Presented as printed.

Moved by: E. Dixon
Seconded by: C. VanEvery-Albert
THAT the Agenda be approved.

Carried

(f) **In Camera Report** - moved to the end of the meeting.

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

(a) **Allocations of Self-Contained Classroom for 2019-20 - Revised**

L. Thompson referred to the Locations and Number of Self-Contained Classrooms for 2019-20 School year report noting there was an error detected on the 2019-20 Self-Contained classrooms table that was brought to Board on March 4, 2019. The revised table with accurate information was reviewed.

Moved by: G. Anderson
Seconded by: B. Doyle
THAT the Grand Erie District School Board re-introduce the motion approved at the March 25, 2019 Board meeting regarding the locations and number of self-contained classrooms for the 2019-20 school year.

Carried

Moved by: C.A. Sloat
Seconded by: J. Richardson
THAT the Grand Erie District School Board approve the locations and numbers of self-contained classrooms for the 2019-20, as outlined, pending budget deliberations

Carried



C - 1 Director's Report

Director's highlights:

- **Elementary Eco Conference at Camp Trillium** – this Thursday, April 11, 2019 at Camp Trillium in Waterford the Grand Erie District School Board elementary Eco Conference will take place from 10 am to 2 pm. The day will include a keynote address from 16-year old inspirational speaker and environmentalist Hannah Alper and a number of break-out workshops hosted by a number of local and provincial organizations.
- **Gay Pride** – June is nationally recognized as pride month in Canada. Many institutions and organizations, including our Nation's Parliament, fly the pride flag as a celebration of diversity. The Grand Erie Multi-Year Plan indicators of Equity and Well-Being speak to the promotion of practices that help students, families and staff feel safe, welcomed and included and environments that recognize the well-being of mind, body, emotion and spirit of students and staff. The Grand Erie Elementary Teachers' Federation President, Shawn Martin, surfaced at a recent Presidents' Council Meeting that the GEETF Representative Council of Union Stewards passed a motion to request that all elementary schools raise the gay pride flag in June. K. Newhouse, Manager of Communication started to investigate how we might approach this initiative – the main issue for us at this time is that according to Heritage Canada, there are rules and guidelines for how the Canadian Flag is displayed to honour the flag and our country. It is not appropriate to fly a banner flag like the Pride Flag on the same flag pole. In order to follow flag protocol, we would need additional flag poles installed at all of our schools. In consideration of cost and the fact that it is almost mid-April, we have decided to allow ourselves more time to implement this plan in Grand Erie. Exec Council would like to honour pride month by having the Pride Flag on display here at the Ed Centre. We are still determining how that will happen for this June.

E. Dixon asked if schools can display now. B. Blancher responded that we do have schools that display the flag in other ways and not on the same flagpole as the Canadian flag.

- **International Day of Pink – this Wednesday, April 10th** - The *Day of Pink* is the *International Day* against Bullying, Discrimination, Homophobia, Transphobia, and Transmisogyny across the world.
- Director Blancher turned it over to R. Wyszynski to speak to two items:
 - **Centralized Procurement** – R. Wyszynski provided Trustees information regarding the directive sent to Directors and Superintendents of Business on March 25th from Nancy Naylor, Deputy Minister regarding centralized public sector procurement and provided a high-level overview of new measures that have been implemented retroactive to March 18, 2019.
 - **Attrition Protection** – R. Wyszynski reviewed 2019:SB02 Key Planning Details for Attrition Protection Memo sent to Directors and Superintendent of Business on April 3rd from Andrew Davis, ADM, Education Labour and Finance.



B-1-b Committee of the Whole Board Meeting

Monday, April 08, 2019
Education Centre, Board Room

D. Werden asked what happens after four years? R. Wyszynski responded attrition protection is in place for four years while the class size changes are phased in. D. Werden further asked if there is any protection with regards to secretary, custodians. R. Wyszynski responded that there has not been any indication of reductions elsewhere, but stressed that this memo only addresses classroom attrition.

- **Section 23 Class** – L. Thompson reminded Trustees that the partnership between with St. Leonard's and Grand Erie was terminated effective January 31, 2019. L. Thompson noted that Grand Erie made an application to the Ministry of Education to repurpose the funds that were provided for this partnership and is pleased to report we were successful in our application. L. Thompson noted the funds have been repurposed to support a new partnership that Grand Erie has entered into with Woodview Mental Health and Autism Services. A second classroom has been opened at Pauline Johnson Collegiate & Vocational School with this repurposed funding. Grand Erie provides a teacher and an Educational Assistant and Woodview provides Child and Youth Worker support. Students accessing this program access Woodview services outside of the school day as well.
- **PA Day – April 12th** – this Friday is a PA Day for all elementary and secondary schools.
 - **Elementary** – focus is on Math Achievement – resources and materials have been provided to schools along with follow up after the PD Day.
 - **Secondary** – focus is on Indigenous Education in alignment with Ontario's Education Equity Action Plan – the morning will be guided professional learning with resources provided by the Indigenous Ed Team. The afternoon focuses on self-directed PD for staff to have an opportunity to further explore Indigenous Education supports and learning within and outside of the school.
 - **Education Assistants** - BMS sessions will be available. There are also sessions on self-regulation and the suicide risk protocol being offered.
- **Trustee Caucus – April 15th** – the Agenda will be sent out in the next couple of days.
- **GEPIC Spring Event – Tuesday April 16, 2019 – at North Park** - Social Networking and Online Safety: What Parents Need to Know will be led by guest speaker Paul Davis

Moved by: G. Anderson

Seconded by: D. Dean

THAT the Grand Erie District School Board receive the Director's Report of April 08, 2019 as information.

Carried



D - 1 New Business – Action/Decision Items

(a) International Students – Fee Structure

R. Wyszynski referred to the International Students – Fee Structure report that is presented annually and consisted of:

- International Tuition Fees – Summary of Students Enrolled 2014-15 to 2018-19
- Budget Implications/Funding Source(s)
- Proposed fee schedule for 2019-20
- Next Steps

Moved by: D. Werden

Seconded by: D. Dean

THAT the Grand Erie District School Board approve the 2019-20 Tuition Fees for International Students.

Carried

(b) Mileage Remuneration Review

R. Wyszynski referred to the Mileage Remuneration Review Report noting the mileage rate is reviewed annually for budgeting purposes. R. Wyszynski reviewed the Canada Revenue Agency's (CRA) Automobile allow rates for 2019, recent gasoline prices in Ontario and budget implications.

D. Werden asked why May 1st not September 1st. R. Wyszynski responded we are currently reimbursing below the allowable rate and believes we need to bring this in line with the CRA's allowable rate.

C.A. Sloat noted that this need to be reviewed during the budget time. R. Wyszynski responded that the first step is to ask Trustees and agreed that it would be an increase in the 2018-19 budget year.

G. Anderson agreed that this should be effective September 1, 2019

D. Werden stated he cannot support May 1 and recommends this report come in June.

C.A. Sloat further commented that we have an opportunity at budget time if we need to, we can roll this back and is not sure she is comfortable with the mid-year change.



Moved by: G. Anderson

Seconded by: C. VanEvery-Albert

THAT the Grand Erie District School Board approve a revised mileage rate to \$0.58 per kilometer for the first 5,000 kilometers, and \$0.52 per kilometer thereafter effective September 1, 2019, subject to final budget approval.

Carried

(c) **Quality Accommodations Update**

R. Wyszynski referred to the Quality Accommodations Committee report providing background and updates. R. Wyszynski continued with a high-level overview on the following:

- Residential Growth;
- Pupil Accommodations Review Guidelines (PARG);
- Priority recommendations from the 2018 Quality Accommodations Committee report; which still remain the same
- Future Accommodations;
- Enrolment Share Analysis; and
- Next Steps.

G. Anderson shared his concerns with a number of the priorities.

D. Dean commented we have opposite problems with elementary and secondary schools.

C. VanEvery-Albert asked if the enrolment numbers include Six Nations and Mississaugas of the Credit? R. Wyszynski responded that enrolments include all students.

Moved by: D. Werden

Seconded by: C. Speers

THAT the Grand Erie District School Board receive the Quality Accommodations Committee Report as information.

Carried

(d) **Secondary Class Size**

S. Sincerbox noted that there is a no report at this time given the recent Ministry of Education changes to expectations around secondary class size.



D. Werden stated the rules as they stand right now, indicates that we require the motion. S. Sincerbox responded that as we proceed through the current staffing process we will be at or above the average of 22 students in each class. However, S. Sincerbox stated that moving forward with the motion, as in previous years, is at the will of the board.

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

(a) **Education Week 2019**

B. Blancher referred to the Education Week 2019 Report noting that Education Week will take place between May 6 to May 10 and Grand Erie's Annual Education Week Gala will take place on Thursday, May 2 between 11:30 am and 1:30 p.m. hosted by Student Trustees. This year's theme is *Feeling Well...Mind, Body & Spirit* and B. Blancher informed Trustees a complete list of Education Week activities and events will be shared at the end of April.

Moved by: S. Gibson

Seconded by: J. Richardson

THAT the Grand Erie District School Board receive the Education Week 2019 Report as information.

Carried

(b) **Education Technology Initiative Update**

D. Abbey referred to the Education Technology Plan Update report which provides updates of the of implementation of Phase 9 of the plan as well as next steps heading into Phase 10 (2019-20). D. Abbey provided a high-level update on the following:

- Hardware: Teacher and Student Devices, Hardware Refresh Update, Hardware Refresh Strategy Highlights
- Professional Development: Digital Lead Learners (DLLs), Educational Technology Projects, Ed Tech Student Crew, Professional Learning, Support Staff and Program Team Connections, Principal and Vice-Principals
- Forward Planning
- Budget Implications
- Next steps

C. Speers thanked D. Abbey and wondered with the Parent Portal would the Elementary paper Agendas be phased out. D. Abbey responded that he is not aware.

C.A. Sloat asked about the implementation of Phase 10. D. Abbey responded Phase 10 is still a work in progress.



Moved by: E. Dixon

Seconded by: G. Anderson

THAT the Grand Erie District School Board receive the Education Technology Plan Update as information.

Carried

(c) **IBM Report**

D. Abbey referred to the IBM Canada K-12 Report – Learning Plan Leveraging Digital report noting in the fall of 2018, IBM Canada K-12 Education Division was engaged to perform a review of the current utilization of education technology and provide recommendations and guidance. D. Abbey provided a high-level overview of the report which consisted of:

- Executive Summary
- Analysis and Recommendations by Each Component of IBM Education Framework

D. Abbey noted that action plans for the recommendations will take some time to prepare and will mostly likely not be ready until the fall.

G. Anderson noted the recommendation under Governance and asked don't we do that now. D. Abbey responded that while there are meetings between portfolios, this is different in that there is a narrow focus. It is important that all portfolios are moving in the same direction and understand technology connections.

C.A. Sloat thanked D. Abbey for the report.

Moved by: B. Doyle

Seconded by: D. Werden

THAT the Grand Erie District School Board receive the Grand Erie District School Board Learning Plan Leveraging Digital report as information.

Carried

(d) **Summer School Report**

D. Martins referred to the Summer School Report noting in 2018 summer school students experienced a high level of success as 92.2% of attempted credits were achieved, D. Martins noted for 2019, summer school will be held at Brantford Collegiate Institute (BCI) and Hagersville Secondary School (HSS) and reviewed the key elements of 2019 program and summer school challenges.



E. Dixon asked why summer school is not offered in Norfolk? D. Martins responded the school chosen are air-conditioned schools and further noted that a Norfolk location was proposed previously however the registration was low and not a viable option.

Moved by: J. Richardson

Seconded by: C. VanEvery-Albert

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

Carried

(e) **e-Learning Annual Report**

D. Martins referred to the eLearning Annual Report which has been delivered by Grand Erie since September 2002 in partnership with the Ontario eLearning Consortium (OeLC). D. Martins provided a high-level overview of the report which consisted of:

- Current eLearning Programs
- Continuing Education and Summer School
- Grand Erie e Learning website
- Roles and Responsibilities of the Technology Enabled Learning and Teaching Contact (TELTc)
- Considerations and New Developments for 2018-19
- Budget Implications/Funding Sources
- Ongoing Program

C. VanEvery-Albert stated she is very interested about the asynchronous eLearning model and what research has been done to change the model. D. Martins responded there is difference and asynchronous learning students don't have to be in the same location or time to participate. D. Martins noted synchronous learning can be too limiting for principals to block times whereas asynchronous provides more flexibility.

D. Dean stated that eLearning success rate is high but asked what is mark distribution. D. Martins responded that we have not looked at that data but certainly can gather for future reports.

Moved by: C.A. Sloat

Seconded by: B. Doyle

THAT the Grand Erie District School Board receive the eLearning Annual Report as information.

Carried



(f) **Before and After School Programs 2019-20**

L. De Vos referred to the Before and After School Programs Kindergarten – Grade 6, 2019-20 report noting under the Ministry of Education, school boards are required to ensure provision of before-and-after school programs where there is sufficient demand and/or viability. L. De Vos noted providers have struggled for the past year to retain and recruit new Early Childhood Educators due to a shortage across the province. L. De Vos provided a high-level overview of steps taken to mitigate the situation moving forward and reviewed the Before and After School Care Program Status as of April 2019 and next steps.

Moved by: G. Anderson

Seconded by: S. Gibson

THAT the Grand Erie District School Board receive the report on Before and After School Programs 2019-20 as information.

Carried

(g) **Trustees' Expenses Report**

R. Wyszynski referred to the Trustees' Expenses Report as printed.

Moved by: D. Werden

Seconded by: D. Dean

THAT the Grand Erie District School Board receive the Trustees' Expense Report as information.

Carried

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

(a) **Bylaw 31 Bridge Financing – Coronation School Renovation Project**

R. Wyszynski referred to the Bylaw 31 Bridge Financing – Coronation School Renovation Project report.

Moved by: D. Werden

Seconded by: E. Dixon

THAT the Grand Erie District School Board rescind Bylaw 31 – Bridge Financing – Coronation School Renovation Project.

Carried



(b) **SO28 Student Concussion and Head Injury**

D. Martins noted Policy SO28 Student Concussion and Head Injury has been identified for review, will be going out for comment and reviewed the revisions.

S. Gibson commented that after recently going through this at her employment, they received a recommendation that concussion be referred to as traumatic brain injury and asked if we should consider doing the same. D. Martins responded that we have just received some recent information and will review to see if there is a mention of change.

Moved by: G. Anderson

Seconded by: C.A. Sloat

THAT the Grand Erie District School Board forward Policy SO28 – Student Concussion and Head Injury to all appropriate stakeholders for comments to be received by May 30, 2019.

Carried

(c) **F6 Purchasing**

R. Wyszynski noted Policy F6 Purchasing was circulated to all appropriate stakeholders for comments. R. Wyszynski referred to the comments and amendments made.

C.A. Sloat commented about the public tender opening and believes this is something that should be included. R. Wyszynski responded that there is no directive under the Broader Public Sector that identifies this as a best practice.

C.A. Sloat asked why don't we post on website? R. Wyszynski responded he would consider this.

D. Werden asked does our policy need to be rewritten based on the procurement directive that has been received. R. Wyszynski responded no, our policy will still be compliant, it will just result in longer durations before we can release tenders if the new BPS thresholds cannot be met.

Moved by: G. Anderson

Seconded by: J. Richardson

THAT the Grand Erie District School Board approve Policy F6 - Purchasing.

Carried



(d) **FT1 – Major Construction Projects**

R. Wyszynski noted Policy FT1 – Major Construction Projects was circulated to all appropriate stakeholders for comments. R. Wyszynski referred to the comments and amendments made.

C.A. Sloat asked about comment #4, when a board can strike a committee, and how would he see this happening? R. Wyszynski responded this could occur during the presentation of Facility and Renewal Capital in November. Senior Administration will bring a report identifying all the details of each project for the upcoming school year. The Board could select projects to be included under FT1 during this time.

Moved by: D. Werden

Seconded by: C. Speers

THAT the Grand Erie District School Board approve Policy FT1 – Major Construction Projects.

Carried

(e) **Bylaw 29 Student Trustees**

B. Blancher referred to the Bylaw 29 – Student Trustees report noting due to changes to Ontario Regulation 7/07 – Students Trustees, revisions have been made and was sent to Trustees for comments to be received by March 8, 2019. B. Blancher reviewed the minor revisions based on the comments received and noted some additional amendments.

Moved by: B. Doyle

Seconded by: D. Dean

THAT the Grand Erie District School Board approve Bylaw 29 – Student Trustees, as amended.

Carried



E – 2 Procedure Consideration – Information Items

(a) FT103 Temporary Closure of Board Buildings

R. Wyszynski noted Procedure FT103 – Temporary Closure of Board Buildings has been identified for review, will be going out for comment and reviewed the revisions.

Moved by: J. Richardson

Seconded by: D. Werden

THAT the Grand Erie District School Board forward Procedure FT103 – Temporary Closure of Board Buildings to all appropriate stakeholders for comments to be received by May 30, 2019.

Carried

(b) FT110 Recorded Surveillance: Board Buildings & School Transportation Vehicles

R. Wyszynski noted Procedure FT110 – Recorded Surveillance: Board Buildings & School Transportation Vehicles has been identified for review, will be going out for comment and reviewed the revisions.

Moved by: D. Werden

Seconded by: G. Anderson

THAT the Grand Erie District School Board forward FT110 – Recorded Surveillance: Board Buildings & School Transportation Vehicles to all appropriate stakeholders for comments to be received by May 30, 2019.

Carried

(c) HR103 Duties and Expectations of Teachers

S. Sincerbox noted Procedure HR103 – Duties and Expectations of Teachers has been identified for review, will be going out for comment and reviewed the revisions.

Moved by: C.A. Sloat

Seconded by: C. VanEvery-Albert

THAT the Grand Erie District School Board forward HR103 – Duties and Expectations of Teachers to all appropriate stakeholders for comments to be received by May 30, 2019, as amended.

Carried



(d) **HR105 Term Appointments – Central Support Staff**

S. Sincerbox noted Procedure HR105 Term Appointments – Central Support Staff has been identified for review, will be going out for comment and reviewed the revisions.

Moved by: J. Richardson

Seconded by: B. Doyle

THAT the Grand Erie District School Board forward HR105 Term Appointments – Central Support Staff to all appropriate stakeholders for comments to be received by May 30, 2019.

Carried

(e) **HR117 Re-evaluating Existing Non-Union Positions**

S. Sincerbox noted Procedure HR117 Re-evaluating Existing Non-Union Positions has been identified for review, will be going out for comment and reviewed the revisions.

Moved by: D. Werden

Seconded by: C. Speers

THAT the Grand Erie District School Board forward HR117 Re-evaluating Existing Non-Union Positions to all appropriate stakeholders for comments to be received by May 30, 2019.

Carried

(f) **F107 Purchasing**

R. Wyszynski noted Procedures F107 Purchasing has been combined with Policy F6 – Purchasing and F107 is no longer required.

Moved by: C.A. Sloat

Seconded by: S. Gibson

THAT the Grand Erie District School Board rescind Procedure F107 - Purchasing.

Carried

(g) **P104 Supervised Alternative Learning (SAL)**

D. Martins noted Procedure P104 – Supervised Alternative Learning (SAL) was circulated to all appropriate stakeholders for comments. D. Martins referred to the comments and amendments made.



Moved by: J. Richardson

Seconded by: E. Dixon

THAT the Grand Erie District School Board receive P104 – Supervised Alternative Learning (SAL) as information.

Carried

(h) **SO103 Safe Arrivals**

W. Baker noted Procedure SO103 – Safe Arrivals was circulated to all appropriate stakeholders for comments. W. Baker referred to the comments and amendments made.

Moved by: G. Anderson

Seconded by: D. Werden

THAT the Grand Erie District School Board receive SO103 – Safe Arrivals as information.

Carried

(i) **SO106 Field Trips/Team Travel Booking**

B. Blancher noted Procedure SO106 – Field Trips/Team Travel Booking was circulated to all appropriate stakeholders for comments. B. Blancher referred to the comments and amendments made.

Moved by: D. Dean

Seconded by: B. Doyle

THAT the Grand Erie District School Board receive SO106 – Field Trips/Team Travel Booking as information, as amended.

Carried

F - 1 **Other Business**

(a) **OPSBA Report**

Nil

G - 1 **Correspondence**

Nil

Board was required to move back into In Camera.



B-1-b Committee of the Whole Board Meeting

Monday, April 08, 2019
Education Centre, Board Room

In Camera Session

Moved by: D. Werden

Seconded by: J. Richardson

THAT the Board move into In Camera Session to discuss personnel, and legal matters at 9:25 p.m.

Carried

A-1-(f) In Camera Report

NIL

H - 1 Adjournment

Moved by: C.A. Sloat

Seconded by: G. Anderson

THAT the meeting be adjourned at 9:40 p.m.

Carried

Committee of the Whole Board Chair, R. Collver



GRAND ERIE DISTRICT SCHOOL BOARD

TO: Trustees of the Grand District School Board
FROM: Rita Collver, Chair, Committee of the Whole Board
RE: **Committee of the Whole Board Report**
DATE: April 29, 2019

Recommended Action: Moved by _____ Seconded by _____
THAT the Grand Erie District School Board approve the minutes and the recommendations from the April 8, 2019 Committee of the Whole Board meeting as follows:

1. **Allocations of Self-Contained Classroom for 2019-20 - Revised**

- a) THAT the Grand Erie District School Board re-introduce the motion approved at the March 25, 2019 Board meeting regarding the locations and number of self-contained classrooms for the 2019-20 school year.
- b) THAT the Grand Erie District School Board approve the locations and numbers of self-contained classrooms for the 2019-20, as outlined, pending budget deliberations

2. **Director's Report**

THAT the Grand Erie District School Board receive the Director's Report of April 8, 2019 as information.

3. **International Students – Fee Structure**

THAT the Grand Erie District School Board approve the 2019-20 Tuition Fees for International Students.

4. **Mileage Remuneration Review**

THAT the Grand Erie District School Board approve a revised mileage rate to \$0.58 per kilometer for the first 5,000 kilometers, and \$0.52 per kilometer thereafter effective September 1, 2019, subject to final budget approval.

5. **Quality Accommodations Update**

THAT the Grand Erie District School Board receive the Quality Accommodations Committee Report as information.

6. **Education Week 2019**

THAT the Grand Erie District School Board receive the Education Week 2019 Report as information.

7. **Education Technology Initiative Update**

THAT the Grand Erie District School Board receive the Education Technology Plan Update as information.

8. **IBM Report**

THAT the Grand Erie District School Board receive the Grand Erie District School Board Learning Plan Leveraging Digital report as information.

9. **Summer School Report**

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

10. **e-Learning Annual Report**

THAT the Grand Erie District School Board receive the eLearning Annual Report as information.

11. **Before and After School Programs 2019-20**

THAT the Grand Erie District School Board receive the report on Before and After School Programs 2019-20 as information.

12. **Trustee Expenses Report**

THAT the Grand Erie District School Board receive the Trustees' Expense Report as information.

13. **Bylaw 31 Bridge Financing – Coronation School Renovation Project**

THAT the Grand Erie District School Board rescind Bylaw 31 – Bridge Financing – Coronation School Renovation Project.

14. **SO28 Student Concussion and Head Injury**

THAT the Grand Erie District School Board forward Policy SO28 – Student Concussion and Head Injury to all appropriate stakeholders for comments to be received by May 30, 2019.

15. **F6 Purchasing**

THAT the Grand Erie District School Board approve Policy F6 - Purchasing.

16. **FT1 – Major Construction Projects**

THAT the Grand Erie District School Board approve Policy FT1 – Major Construction Projects.

17. **Bylaw 29 Student Trustees**

THAT the Grand Erie District School Board approve Bylaw 29 – Student Trustees, as amended.

18. **FT103 Temporary Closure of Board Buildings**

THAT the Grand Erie District School Board forward Procedure FT103 – Temporary Closure of Board Buildings to all appropriate stakeholders for comments to be received by May 30, 2019.

19. **FT110 Recorded Surveillance: Board Buildings & School Transportation Vehicles**

THAT the Grand Erie District School Board forward FT110 – Recorded Surveillance: Board Buildings & School Transportation Vehicles to all appropriate stakeholders for comments to be received by May 30, 2019.

20. **HR103 Duties and Expectations of Teachers**

THAT the Grand Erie District School Board forward HR103 – Duties and Expectations of Teachers to all appropriate stakeholders for comments to be received by May 30, 2019, as amended.

21. **HR105 Term Appointments – Central Support Staff**

THAT the Grand Erie District School Board forward HR105 Term Appointments – Central Support Staff to all appropriate stakeholders for comments to be received by May 30, 2019.

22. **HR117 Re-evaluating Existing Non-Union Positions**

THAT the Grand Erie District School Board forward HR117 Re-evaluating Existing Non-Union Positions to all appropriate stakeholders for comments to be received by May 30, 2019.

23. **F107 Purchasing**

THAT the Grand Erie District School Board rescind Procedure F107 - Purchasing.

24. **P104 Supervised Alternative Learning (SAL)**

THAT the Grand Erie District School Board receive P104 – Supervised Alternative Learning (SAL) as information.

25. **SO103 Safe Arrivals**

THAT the Grand Erie District School Board receive SO103 – Safe Arrivals as information.

26. **SO106 Field Trips/Team Travel Booking**

THAT the Grand Erie District School Board receive SO106 – Field Trips/Team Travel Booking as information, as amended.

Respectfully submitted,

Rita Collver, Chair
Committee of the Whole Board



BYLAW

BL29

Student Trustees

Board Received:

Review Date:

1. Number and Term

- a) Each March the Grand Erie District School Board will receive the results of the elections for 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 Grand Erie.

2. Qualifications

- a) Any student may apply to be a Student Trustee who:
 - i) will be registered as 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 Conduct 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

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 December 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 their school by the third Friday in January. 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 secondary school principal will forward the eligible applications from their school to the Director of Education (c/o Executive Assistant to the Board of Trustees) by the first Friday in February.

- d) The Selection Committee will be the Grand Erie District School Board Student Senate. Each secondary school has the right to have two voting members on the Student Senate. Schools with Indigenous 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. Interview questions will be sent out 24 hours prior to the election.
- e) After completion of all interviews, the Selection Committee will conduct secret ballot votes to elect one Student Trustee for each 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 the last day of February each year.
- f) The names of the elected Student Trustees will be presented to the Board as information, at the Board Meeting in March 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 Conduct.

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 ~~or Indigenous Student Council~~ as appropriate.

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.



Student Trustee Permission Form

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

Please select which Student Trustee position you are applying for:

- North (Brantford/Brant)
- South (Haldimand/Norfolk)
- Indigenous

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 Conduct 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 29and 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 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, 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 February, with the term running from August 1st to July 31st. You may submit one or more application(s) for consideration. Schools that have active Indigenous 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 third Friday in January and forwarded to the Director's office (c/o Executive Assistant to the Board of Trustees) by the first Friday in February.

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 Director's office. We appreciate your continued support for a strong student voice in the Grand Erie District School Board.



PROCEDURE

SO106

Field Trips/Team Travel Booking

Board Received: _____ Review Date: _____

Accountability:

1. Frequency of Reports – As needed
2. Criteria for Success – Safety issues addressed;
 – Clear communications present;
 – Most efficient means necessary.

Procedures:

The Grand Erie District School Board believes out-of-classroom trips and activities enhance the educational experience for students.

1. Field Trips

- a) At least two weeks prior to the date of the trip, school staff will complete a requisition, using the board’s purchasing software program, including the date and times of the trip, school name, destination, number of students transported, special requirements, the number of busses required, and for services to be provided. School staff will contact the operator or service provider to arrange the trip.
- b) Regardless of the dollar value associated with the transportation requirements of the extra-curricular activity, it is always recommended that multiple quotes are collected to ensure that the school is receiving good value for their money. For additional information relating to the expectations and dollar thresholds for purchases, review ~~F6407~~ Purchasing.
- c) At the time of creating the requisition, school staff will contact the operator or service provider to arrange the trip providing detailed information including the requisition number.
- d) Requisitions created by the school are electronically forwarded to Student Transportation Services Brant Haldimand Norfolk (STSBHN)) through the board’s purchasing software program. Transportation Services electronically turns the requisition into a Purchase Order, automatically forwarding a copy to the school and the operator.
- e) School staff will contact the operator or service provider if changes are required to the arrangements detailed in the purchase order, or if the trip is cancelled. They will also notify (STSBHN) about these changes, via E-mail: transportation@stsbhn.ca
- f) Confirmation to Business Services of receipt of services for fields trips is only required if the trip is over \$2,500.00.
- g) The operators or service providers will submit their invoices, quoting the purchase order, number directly to STSBHN who will forward the confirmed invoices to Business Services for posting and payment.
- h) Costs will be charged to the account indicated on the requisition. If the cost is to be charged to (an) other account number (s), the account number(s) must be clearly listed on the requisition.
- i) When students or other parties are directly contributing towards the cost of the trip, school staff collect monies, deposit to school banking, then submit a cheque, payable to Grand Erie District School Board to Business Services. The cheque should reference the purchase order number. These monies will be deposited to the credit of the account indicated on the purchase order.

2. Team Travel (Secondary Schools)

- a) Each new school year, schools will create a requisition to electronically issue a blanket purchase order for team travel for the current school year (September to June).
- b) School staff will contact the operator or service provider, giving sufficient notice to arrange transportation for team travel, quoting the blanket purchase order number each time.
- c) The operators or service providers will submit their invoices, quoting the purchase order number, directly to STSBHN who will forward the confirmed invoices to Business Services for posting and payment.
- d) STSBHN will maintain records of team travel trips, including costs and invoice numbers.
- e) Unless otherwise specified, all costs will be charged to the school's team travel budget

3. Operators and Service Providers

- a) A current regularly updated list of operators and service providers will be posted on the STSBHN website.
- b) Operators with accessible vehicles will be identified on the STSBHN website.



GRAND ERIE DISTRICT SCHOOL BOARD

TO: Brenda Blancher, Director of Education & Secretary
FROM: Rafal Wyszynski, Superintendent of Business & Treasurer
RE: **Enrolment Update Report**
DATE: April 29, 2019

Recommended Action: Moved by _____ Seconded by _____ THAT the Grand Erie District School Board receive the Enrolment Update Report as information.
--

Rationale/Background:

Enrolment is reported to the Ministry of Education on two count dates, October 31st and March 31st, each year.

Additional Information:

The attached report contains the following data:

- a) Original enrolment projections for budget
- b) Preliminary enrolment reported as at September 7, 2018
- c) Preliminary enrolment reported as at September 28, 2018
- d) Enrolment reported as at October 31, 2018
- e) Actual OnSIS enrolment as at October 31, 2018 and enrolment reported as at March 31, 2019
- f) Graph illustrating four years of actual enrolment history plus current year enrolment.

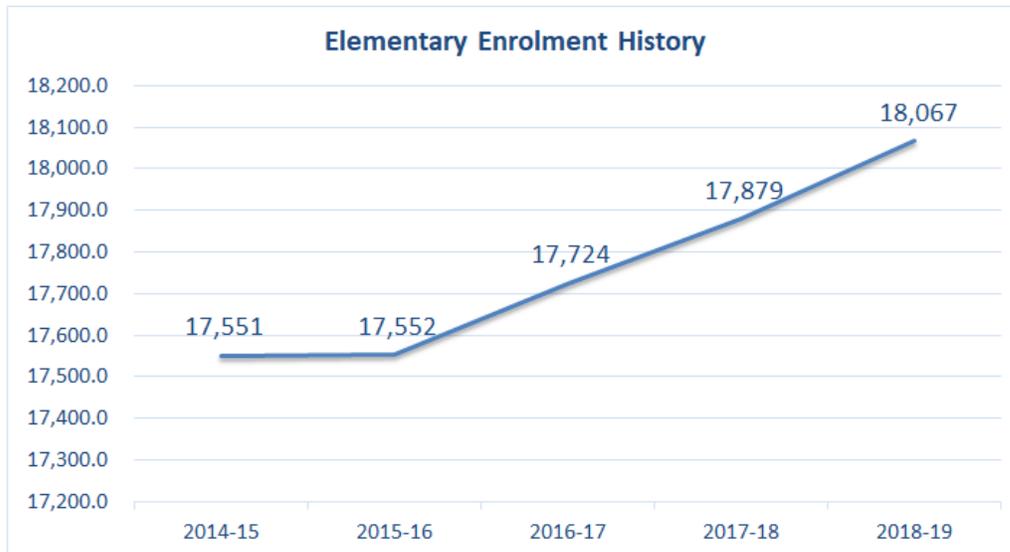
Respectfully submitted,

Rafal Wyszynski
Superintendent of Business & Treasurer

**Grand Erie District School Board
2018-19 Elementary Enrolment Update**

	Enrolment History					Change over 2017-18
	2014-15	2015-16	2016-17	2017-18	2018-19	
JK/SK	3,373.0	3,380.0	3,407.0	3,362.5	3,432.0	69.5
Grade 1-3	5,257.0	5,292.0	5,371.0	5,379.0	5,355.0	(24.0)
Grade 4-8	8,623.0	8,558.0	8,629.0	8,808.0	8,961.5	153.5
Special Education (Ungraded)	298.0	322.0	317.0	329.5	318.0	(11.5)
Average Daily Enrolment	17,551.0	17,552.0	17,724.0	17,879.0	18,066.5	187.5

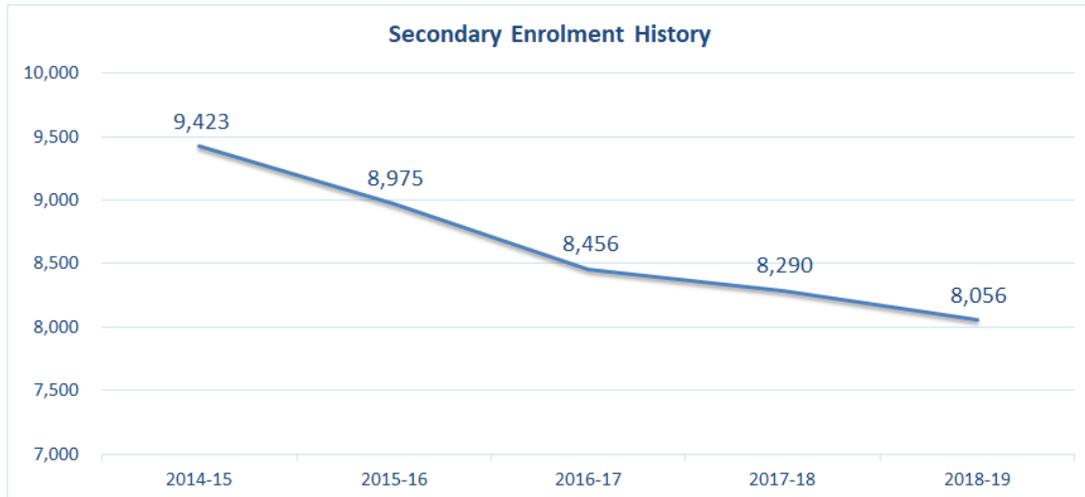
	2018-19 Enrolment					Change over Budget	Change over Oct 31 '18
	Budget	Sept. 7 '18	Sept. 28 '18	Oct. 31 '18	Mar. 31 '19		
JK/SK	3,227.0	3,416.0	3,413.0	3,419.0	3,445.0	218.0	26.0
Grade 1-3	5,334.0	5,328.0	5,335.0	5,343.0	5,367.0	33.0	24.0
Grade 4-8	8,862.0	8,926.0	8,937.0	8,944.0	8,979.0	117.0	35.0
Special Education (Ungraded)	320.0	306.0	309.0	317.0	319.0	(1.0)	2.0
Average Daily Enrolment	17,743.0	17,976.0	17,994.0	18,023.0	18,110.0	367.0	87.0



**Grand Erie District School Board
2018-19 Secondary Enrolment Update**

	Enrolment History					Change over
	2014-15	2015-16	2016-17	2017-18	2018-19	2017-18
Pupils of the Board - Regular	8,388.86	8,337.08	7,850.84	7,692.52	7,523.95	(168.58)
Pupils of the Board - High Credit	71.34	64.43	66.16	44.77	45.70	0.93
Tuition Agreement Pupils	578.30	573.00	538.50	552.63	485.88	(66.75)
ADE for Grant	9,422.50	8,974.51	8,455.50	8,289.91	8,055.52	(234.39)

	2018-19 Enrolment					Change over Budget	Change over Oct 31 '18
	Budget	Sept. 7 '18	Sept. 28 '18	Oct. 31 '18	Mar. 31 '19		
Pupils of the Board - Regular Oct. 31	7,551.23	7,684.30	7,794.65	7,746.66	7,713.12	161.89	(33.54)
Pupils of the Board - Regular Mar. 31	7,173.67	7,300.09	7,404.92	7,359.33	7,334.77	161.10	(24.56)
Pupils of the Board - Regular ADE	7,362.45	7,492.19	7,599.78	7,552.99	7,523.95	161.50	(29.05)
Pupils of the Board - High Credit Oct. 31	22.53	14.75	15.88	14.13	13.63	(8.90)	(0.50)
Pupils of the Board - High Credit Mar. 31	77.47	50.72	54.60	48.58	77.77	0.30	29.19
Pupils of the Board - High Credit ADE	50.00	32.73	35.24	31.36	45.70	(4.30)	14.34
Pupils of the Board - Tuition Agreement Oct. 31	552.73	431.42	503.87	506.75	494.25	(58.48)	(12.50)
Pupils of the Board - Tuition Agreement Mar. 31	527.27	411.57	480.69	483.44	477.50	(49.77)	(5.94)
Pupils of the Board - Tuition Agreement ADE	540.00	421.50	492.28	495.09	485.88	(54.13)	(9.22)
Total FTE - October 31, 2018	8,126.49	8,130.47	8,314.40	8,267.54	8,221.00	94.51	(46.54)
Total FTE - March 31, 2019	7,778.41	7,762.38	7,940.21	7,891.35	7,890.04	111.63	(1.31)
ADE for Grant	7,952.45	7,946.42	8,127.31	8,079.45	8,055.52	103.07	(23.93)



**GRAND ERIE DISTRICT SCHOOL BOARD**

TO: Brenda Blancher, Director of Education and Secretary
FROM: Rafal Wyszynski, Superintendent of Business and Treasurer
RE: **Quarterly Budget Report**
DATE: April 29, 2019

<p>Recommended Action: Moved by _____ Seconded by _____ THAT the Grand Erie District School Board receive the Quarterly Budget Report for the six months ended February 28, 2019 as information.</p>

Background:

Consistent with Board Policy F2, the Quarterly Budget Report for the six months ended February 28, 2019 is attached.

Additional Information:

During the month of March 2019, financial information regarding departmental budgets was collected from budget-holders to analyze board expenditures versus budget for the period September 1, 2018 to February 29, 2019. Some of the highlights are summarized below:

- Enrolment is expected to be closely aligned to the revised estimates projection.
- Other than a small decrease in Education Program – Other (EPOs), revenues are expected to remain at levels forecasted at the end of November 2018.
- There is expected to be a small decrease (\$22,000) in the transportation budget due to a high number of transportation closures as a result of inclement weather
- The above average quantity of inclement weather days has also resulted in minor favourable variance in the utilization of sick days.

The 2018-19 Revised Estimates reported a surplus of \$1,600,000. The information summarized above and in the attached dashboard has resulted in a restated surplus of \$1,710,000, an increase of \$110,000 and more closely aligned to the budget presented to Trustees in June 2018. The biggest risks to the financial forecast are related to sensitive variable costs such as utilities, unforeseen legal expenditures and replacement staff for teachers, EAs and ECEs. The \$1.7m surplus forecasted in this report is on track with the targets established in the Multi-Year Financial Recovery Plan.

Grand Erie Multi-Year Plan:

This report supports the Achievement indicator of Success for Every Student and the following statement: we will monitor, measure and reflect on our outcomes.

Respectfully submitted,

Rafal Wyszynski
Superintendent of Business and Treasurer

**Grand Erie District School Board
2018-19 Financial Forecast Report
For the Period Ended February 28, 2019**

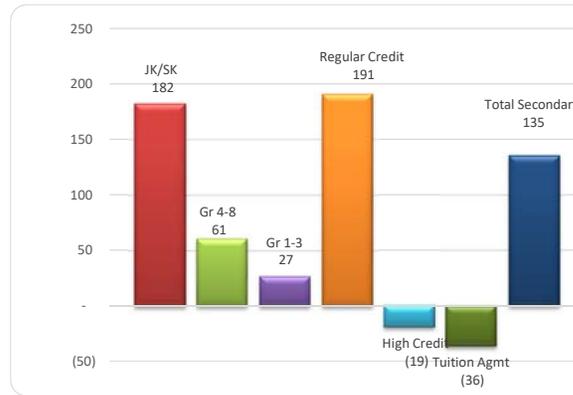
Summary Comparison of Revised Budget versus Estimates Budget

(\$Thousands)	Estimates (Budget)	Revised Estimates	Forecast Q2	Variance from Rev	
				\$	%
Revenue					
Provincial Grants (GSN)	292,206	293,097	293,097	-	0.0%
Grants for Capital Purposes	6,560	6,738	6,738	-	0.0%
Other Non-GSN Grants	4,076	5,283	5,248	(35)	-0.7%
Other Non-Grant Revenues	8,873	8,544	8,553	9	0.1%
Amortization of DCC	16,694	17,003	17,003	-	0.0%
Total Revenue	328,409	330,665	330,639	(26)	0.0%
Expenditures					
Classroom Instruction	229,353	230,022	229,868	(155)	-0.1%
Non-Classroom	27,082	27,727	27,741	14	0.1%
Administration	7,543	7,583	7,569	(14)	-0.2%
Transportation	12,811	12,811	12,789	(22)	-0.2%
Pupil Accommodation	47,784	48,415	48,456	41	0.1%
Contingency & Non-Operating	2,136	2,507	2,507	-	0.0%
Total Expenditures	326,709	329,065	328,929	(136)	0.0%
In-Year Surplus (Deficit)	1,700	1,600	1,710	110	-
Prior Year Accumulated Surplus for compliance	1,917	1,917	1,917	-	0.0%
Accumulated Surplus (Deficit) for compliance	3,617	3,516	3,626	110	3.1%

Summary of Enrolment

ADE	Estimates (Budget)	Revised Estimates	Variance from Est	
			\$	%
Elementary				
JK/SK	3,237	3,419	182	5.6%
Gr 1-3	5,367	5,394	27	0.5%
Gr 4-8	9,149	9,210	61	0.7%
Total Elementary	17,753	18,023	270	1.5%
Secondary <21				
Regular Credit	7,363	7,553	191	2.6%
High Credit	50	31	(19)	-38.0%
Tuition Agmt & Visa	540	504	(36)	-6.7%
Total Secondary	7,953	8,088	135	1.7%
Total Board	25,706	26,111	405	1.6%

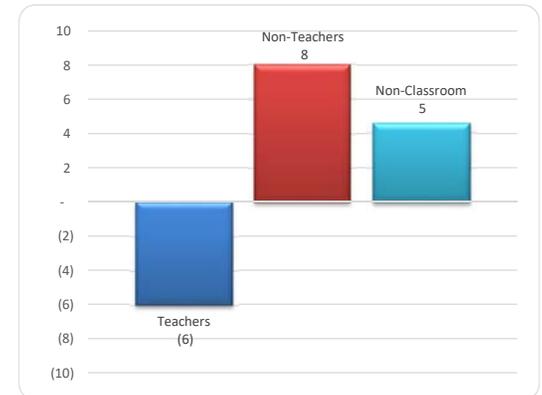
Changes in Enrolment: Budget v. Forecast



Summary of Staffing

FTE	Estimates (Budget)	Revised Estimates	Variance from Est	
			\$	%
Classroom				
Teachers	1,683	1,677	(6)	-0.4%
Non-Teachers	455	463	8	1.8%
Total Classroom	2,138	2,140	2	0.1%
Non-Classroom	677	682	5	0.7%
Total	2,815	2,822	7	0.2%

Changes in Staffing: Budget v. Forecast



**Grand Erie District School Board
2018-19 Financial Forecast Report
Revenues**

For the Period Ended February 28, 2019

Budget Assessment					
Estimates	Revised Estimates	Forecast Q2	Change		
			\$ Increase (Decrease)	% Increase (Decrease)	
Grant Revenues					
Pupil Foundation	140,764	143,396	143,396	-	0.0%
School Foundation	20,022	20,074	20,074	-	0.0%
Special Education	37,064	37,765	37,765	-	0.0%
Language Allocation	4,056	4,056	4,056	-	0.0%
Rural and Northern Education Funding	585	585	585	-	0.0%
Learning Opportunities	7,192	7,205	7,205	-	0.0%
Continuing and Adult Education	1,341	1,081	1,081	-	0.0%
Teacher Q&E	28,047	26,186	26,186	-	0.0%
ECE Q&E	1,945	2,043	2,043	-	0.0%
New Teacher Induction Program	175	149	149	-	0.0%
Restraint Savings	(80)	(80)	(80)	-	0.0%
Transportation	13,663	13,702	13,702	-	0.0%
Administration and Governance	8,679	8,731	8,731	-	0.0%
School Operations	25,936	26,378	26,378	-	0.0%
Community Use of Schools	375	375	375	-	0.0%
Declining Enrolment	1,072	44	44	-	0.0%
Indigenous Education	616	647	647	-	0.0%
Safe Schools Supplement	491	500	500	-	0.0%
Permanent Financing - NPF	262	262	262	-	0.0%
Total Operating Grants	292,206	293,097	293,097	-	0.0%
Grants for Capital Purposes					
School Renewal	3,151	3,154	3,154	-	0.0%
Temporary Accommodation	330	330	330	-	0.0%
Short-term Interest	200	200	200	-	0.0%
Debt Funding for Capital	3,404	3,404	3,404	-	0.0%
Minor Tangible Capital Assets (mTCA)	(525)	(350)	(350)	-	0.0%
Total Capital Purposes Grants	6,560	6,738	6,738	-	0.0%
Other Non-GSN Grants					
Education Programming - Other (EPO)	2,272	3,476	3,441	(35)	(1.5%)
Other Federal & Provincial Grants	1,804	1,807	1,807	-	0.0%
Total Non-GSN Grants	4,076	5,283	5,248	(35)	(0.9%)
Other Non-Grant Revenues					
Education Service Agreements	7,504	7,132	7,132	-	0.0%
Other Fees	128	128	128	-	0.0%
Other Boards	210	210	210	-	0.0%
Community Use & Rentals	564	564	573	9	1.5%
Miscellaneous Revenues	467	510	510	-	0.0%
Non Grant Revenue	8,873	8,544	8,553	9	0.1%
Deferred Revenues					
Amortization of DCC	16,694	17,003	17,003	-	0.0%
Total Deferred Revenue	16,694	17,003	17,003	-	0.0%
TOTAL REVENUES	328,409	330,665	330,639	(26)	(0.0%)

Notes:

1. Estimates is the 2018-2019 Estimates Budget as approved by the Board in June 2018

Grand Erie District School Board
2018-19 Financial Forecast Report
Expenses
For the Period Ended February 28, 2019

	Budget Assessment				
	Estimates	Revised Estimates	Forecast Q2	Change	
				\$ Increase (Decrease)	% Increase (Decrease)
Classroom Instruction					
Teachers	171,059	170,520	170,417	(103)	(0.1%)
Supply Teachers	6,495	6,456	6,411	(45)	(0.7%)
Educational Assistants	17,441	17,758	17,738	(20)	(0.1%)
Early Childhood Educators	6,442	6,687	6,679	(8)	(0.1%)
Classroom Computers	4,399	4,450	4,422	(28)	(0.6%)
Textbooks and Supplies	7,020	7,476	7,536	60	0.9%
Professionals and Paraprofessionals	9,713	9,847	9,869	22	0.2%
Library and Guidance	5,577	5,574	5,574	-	0.0%
Staff Development	731	978	945	(33)	(4.5%)
Department Heads	476	275	275	-	0.0%
Total Instruction	229,353	230,022	229,868	(155)	(0.1%)
Non-Classroom					
Principal and Vice-Principals	13,810	13,983	13,983	-	0.0%
School Office	7,560	7,688	7,670	(19)	(0.2%)
Co-ordinators and Consultants	3,966	4,306	4,349	44	1.1%
Continuing Education	1,745	1,750	1,738	(11)	(0.7%)
Total Non-Classroom	27,082	27,727	27,741	14	0.1%
Administration					
Trustees	289	290	286	(4)	(1.4%)
Director/Supervisory Officers	1,258	1,237	1,237	-	0.0%
Board Administration	5,996	6,055	6,045	(10)	(0.2%)
Total Administration	7,543	7,583	7,569	(14)	(0.2%)
Transportation	12,811	12,811	12,789	(22)	(0.2%)
Pupil Accommodation					
School Operations and Maintenance	23,511	23,769	23,810	41	0.2%
School Renewal	3,154	3,154	3,154	-	0.0%
Other Pupil Accommodation	3,666	3,666	3,666	-	0.0%
Amortization & Write-downs	17,453	17,826	17,826	-	0.0%
Total Pupil Accommodation	47,784	48,415	48,456	41	0.1%
Contingency & Non-Operating	2,136	2,507	2,507	-	0.0%
TOTAL EXPENDITURES	326,709	329,065	328,929	(136)	(0.0%)

Notes:

1. Estimates is the 2018-2019 Estimates Budget as approved by the Board in June 2018



GRAND ERIE DISTRICT SCHOOL BOARD

TO: Brenda Blancher, Director of Education & Secretary
FROM: Scott Sincerbox, Superintendent of Education (Human Resources)
RE: **Workforce Report**
DATE: April 29, 2019

<p>Recommended Action: Moved by _____ Seconded by _____ THAT the Grand Erie District School Board approve the Workforce Report with data as of March 31, 2019.</p>

Rationale/Background

- 1.0 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 31/18	Jan 31/19	Mar 31/19
		Adjustments			
1 Supervisory Officers	8.00		8.00	8.00	8.00
2 Consultants & Coordinators - Elementary	14.50	2.50	17.00	17.00	17.00
3 Consultants & Coordinators - Secondary	5.00		5.00	5.00	5.00
4 Principal Leaders - Elementary	3.00		3.00	3.00	3.00
5 Principal Leaders - Secondary	1.00		1.00	1.00	1.00
6 Principals & Vice-Principals – Elementary	70.00	0.50	70.50	70.50	70.50
7 Principals & Vice-Principals – Secondary	30.50		30.50	30.50	30.50
8 Teachers – Elementary	1104.00	-2.00	1102.00	1102.00	1102.00
9 Teachers – Secondary	579.00	-1.00	575.00	575.00	581.00
10 Psycho-Educational Consultants	8.00		8.00	8.00	8.00
11 Speech Pathologists	7.00	0.50	7.50	7.50	7.50
12 Social Workers	8.50		8.50	8.50	8.50
13 Child and Youth Workers	13.00	0.50	13.50	13.50	13.50
14 Attendance Counsellors	7.00		7.00	7.00	7.00
15 Behaviour Counsellors	9.50	-0.50	9.00	9.00	9.00
16 Communicative Disorders Assistants	7.00		7.00	7.00	7.00
17 Educational Assistants	303.00	4.00	307.00	307.00	307.00
18 Educational Assistants - Indigenous	9.50	-0.50	9.00	9.00	9.00
19 Other EA Funding	28.50	0.00	29.00	29.00	28.50
20 Library Technicians	11.73		11.73	11.73	11.73
21 Clerical, Secretarial, Business Admin & Non-Union	221.41		221.41	221.41	221.41
22 Early Childhood Educators	114.00	5.00	118.00	119.00	119.00
23 Plant Operations & Maintenance	206.50		206.50	206.50	206.50
24 Food Services	6.00		6.00	6.00	6.00
25 Transportation	6.00		6.00	6.00	6.00
26 Noon-Period Supervisors	33.60		34.66	34.66	34.66
TOTAL	2815.24	9.00	2821.80	2822.80	2828.30
Resignations/Retirements			E. Atkins	S. Allan	S. Blackburn
			J. Atwell	M. Bellekom	M. Fick
			R. Elsiger	B. Binks	S. Fraser
			N. Kennedy	D. Carroll	E. Gleason
			S. Keresturi	K. Chisholm	L. Gleason
			A. Knifton	J. Clarke	L. Hunter-Duvar
			W. LaSalle	K. Clarke	C. Lockington
			M. Lefler	E. Decker	R. Long
			P. Logan	D. Duff	M. MacGrandles
			J. Lumax	D. Forbes	E. Mather
			J. MacDougall	G. Hamilton	C. Ruppert
			L. Olech	A. Headon-Townsend	J. Shoup
			R. Ritchat	J. Herchel	L. Szwarc
			A. Rixmann	L. Hoag	V. Waldie
			C. Speir	R. Jago	
			R. VanKlink	B. Little	
				D. Macdonald	
				S. Marr	
				C. McCaig	
				B. McNeil	
				R. Mehlenbacher	
				K. Michael	
				D. Moyer	
				T. Oldham	
				K. Paine	
				M. Rutledge	
				D. Sasseville	
				D. Sovereign	
				L. Szobota	
				S. Talos	
				J. Yee	
Elementary Occasional - Qualified			328.00	346.00	318.00
Elementary Occasional - Unqualified			0.00	0.00	0.00
Secondary Occasional - Qualified			226.00	220.00	213.00
Secondary Occasional - Unqualified			1.00	1.00	1.00
Clerical/Technical - Casual			75.00	72.00	60.00
Educational Assistants - Casual			117.00	121.00	96.00
Casual Caretakers			33.00	27.00	30.00
Casual ECE			44.00	47.00	46.00



GRAND ERIE DISTRICT SCHOOL BOARD

TO: Brenda Blancher, Director of Education & Secretary
 FROM: Rafal Wyszynski, Superintendent of Business & Treasurer
 RE: **Contract Award - Onondaga-Brant School Roofing Project**
 DATE: April 29, 2019

Recommended Action: Moved by _____ Seconded by _____
 THAT the Grand Erie District School Board approve the award for the roof replacement at Onondaga-Brant School as set out in Tender 2019-20-T to Flynn Canada Ltd. in the amount of \$506,100 plus HST.

Background:

Tender 2019-20-T for roofing services at Onondaga-Brant School was issued on February 28, 2019 and closed on April 16, 2019. Bids were received from 8 firms and listed in the table below:

Proponent	Unit Price Bid (Excl. HST)
Flynn Canada Ltd	\$506,100
Roque Roofing	\$530,000
BML Roofing	\$536,580
Schreiber Bros	\$540,640
Atlas Apex	\$545,791
Semple Gooder	\$545,860
Atlantic Roofers	\$553,000
Provincial Industrial	\$570,700

Additional Information

The existing roof system dates back to 1992 and there is 18,858 sq. ft. that is in need of replacement. A roofing contractor was hired to establish a scope of work for the re-roofing of this building.

Purchasing Services has completed all the necessary evaluation steps of the competitive process and recommends the award of contract to **Flynn Canada Ltd.** The estimated timeline for the project spans 30 working days.

Financial Impact:

The project will be funded by the School Condition Improvement Grant.

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: **Contract Award – Paris District High School Roofing Project**
 DATE: April 29, 2019

Recommended Action: Moved by _____ Seconded by _____
 THAT the Grand Erie District School Board approve the award for the roof replacement at Paris District High School as set out in Tender 2019-20-T to Semple Gooder in the amount of \$550,770 plus HST.

Background

Tender 2019-20-T for roofing services at Paris District High School was issued on February 28, 2019 and closed on April 16, 2019. Bids were received from 8 firms and listed in the table below:

Proponent	Unit Price Bid (Excl. HST)
Semple Gooder	\$550,770
Flynn Canada Ltd	\$589,020
Atlas Apex	\$599,195
Roque Roofing	\$607,400
Schreiber Bros	\$613,350
Atlantic Roofers	\$622,500
BML Roofing	\$633,920
Provincial Industrial	\$648,200

Additional Information

The existing roof system dates back to 1995 and there is 21,584 sq. ft. that is in need of replacement. A roofing contractor was hired to establish a scope of work for the re-roofing of this building.

Purchasing Services has completed all the necessary evaluation steps of the competitive process and recommends the award of contract to **Semple Gooder**. The estimated timeline for the project spans 30 working days.

Financial Impact:

The project will be funded by the School Condition Improvement Grant.

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 – March 2019**
DATE: April 29, 2019

<p>Recommended Action: Moved by _____ Seconded by _____ THAT the Grand Erie District School Board receive the Summary of Accounts for the month of March 2019 in the amount of \$9,086,024.42 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

Present: Chair K. Smith, P. Bagchee, L. Boudreault, C. Brady, C. Clattenburg, R. Collver, L. DeJong, S. Gibson, K. Jones, K. Mertins, W. Rose, L. Thompson, T. Waldschmidt, J. White, T. Wilson.

Regrets: L. Boswell, B. Caers, M. Carpenter, G. Drake, M. Falkiner, A. Powless-Bomberry, L. Scott, R. Smith, R. Winter.

Recorder: P. Curran.

A-1 Opening **K. Smith**

(a) Welcome K. Smith

Chair Smith welcomed everyone and called the meeting to order at 6:02 p.m.

L. Thompson read the Land Acknowledgement Statement. L. Thompson

(b) Agenda Additions / Deletions / Approvals K. Smith

L. Thompson requested the addition of C-1 (f) "Amendment to the SEAC Minutes of November and December 2018".

L. Thompson requested the addition of C-1 (g) "Bylaw 8 – SEAC Terms of Reference Request to Amend".

Moved by: C. Brady

Seconded by: R. Winter

"THAT the agenda for SEAC 18-06 February 14, 2019 be approved as amended."

Carried

B-1 Timed Items **K. Smith**

PATHs and SNAP Programs P. Bagchee

Ms. Bagchee explained the three pillars of the Mental Health Strategy involve Literacy, Wellness & Resiliency and Interventions.

She spoke about the benefits of programs, such as PATHS (Promoting Alternative THinking Strategies) and SNAP (Stop, Now And Plan).

PATHS is a Social Emotional Learning (SEL) program that teaches self-awareness, self regulation, social awareness, responsible decision making and relationship skills. SNAP helps children learn self-control, emotional regulation and problem-solving.



The long-term goal is to help teachers understand how integral SEL skills are to learning, achievement and wellness. Classroom teachers within Grand Erie felt that the PATHS curriculum created a classroom environment that was more beneficial to teaching their students. The PATHS program also connects to the Oral Language, Health and Social Studies curriculums.

The SNAP program is being piloted in 2-3 Strategies classrooms in partnership with Woodview Children’s Mental Health & Autism Services.

Ms. Bagchee will bring additional information and updates as requested.

C-1 Business Arising from Minutes and/or Previous Meetings K. Smith

(a) Ratification of Minutes January 17, 2019 SEAC Meeting

Moved by: T. Waldschmidt

Seconded by: K. Jones

“THAT the minutes of SEAC 18-05, held on January 17, 2019 be approved as distributed.”

Carried

(b) Contract Extension and Local Priorities Funding J. White / L. Thompson
- Breakdown of Supports and their Value to the System

Transition Educational Assistants (7 full time)

Were hired to provide increased support for significant transitions, implement comprehensive Behaviour or Safety plans, provide stabilization during assessment or escalated situations and to assist at a system level where required.

Lead Educational Assistant (one full time)

Was hired to work on a team of three to support EA’s across the board, provide additional response, modelling, implementation of plans, assist with Personal Protective Equipment

Additional School Educational Assistants (four full time)

Support SIP (Special Incidence Portion) funded students new to Grand Erie and will provide some temporary support days to schools.

Teachers for Self-Contained Classrooms (four full time)

Elementary classes for students requiring a more individualized program as determined through the IPRC (Identification Placement and Review Committee) process.



Itinerant Teacher – Differentiation (one full time)
Build, implement, and accelerate classroom practices of student specific differentiated strategies to maximize student achievement and shift towards measurable IEP (Individual Education Plan) Expectations and Assessment.

Itinerant Teachers Early Years and Self Regulation (2 full time)
Support students in Kindergarten and grade 1 with focus on tier 1 interventions that reduce unnecessary referrals to other system staff.

Behaviour Counsellor (0.5 full time)
Increased one half time BC to full time.

Speech and Language Pathologists (0.5 full time plus 0.5 of half time BC who left)
Highly trained in Augmentative and Alternative Communication providing support to specific segment of student populations.

Child and Youth Worker (0.5 full time)
Provided better distribution of work load. CYWs provide individual, group and class wide support to students.

Secondary Learning Resource Teachers (15 sections)
Two sections were added to Valley Heights MID (Mild Intellectual Disability) class to bring it to fully self-contained status.
The remaining 13 sections were assigned to schools with partially contained ME (Mixed Exceptionality) classes.

Although the funding will not be provided again, it will be beneficial to keep in mind the value of the additional services and programs while working through the budget process.

- (c) Differentiated Special Education Needs Amount K. Smith
Chair Smith reviewed the information provided by Manager of Business Services C. Smith as requested at the January meeting.
- (d) Draft Letter in Support of Reinstating Education Act Amendment re FASD. K. Smith
Chair Smith reviewed the package assembled for seeking reinstatement of the amendment.

Moved by: C. Brady
Seconded by: T. Waldschmidt
"THAT the Grand Erie DSB SEAC submit the package, with all enclosures, to the relative Ministers and Ontario SEAC Chairs"
Carried



- (e) Draft Letter in Support of Bill 64 2018 Noah and Gregory’s Law K. Smith
Chair Smith reviewed the draft letter.
W. Rose asked the legislation reference be italicized.
- Moved by: C. Brady
Seconded by: T. Waldschmidt
THAT the Grand Erie DSB SEAC submit the letter as amended to the relevant Minister and to Ontario SEAC Chairs.
Carried
- (f) Amendment to the SEAC minutes of November and December 2018 L. Thompson
- Superintendent Thompson advised members that the back to back meetings in December, resulting from the cancellation of November’s meeting due to inclement weather, were reviewed during the January 28th regular Board meeting.
- We have been asked to reference them more distinctly, i.e., the meeting involving November material will be referred to as SEAC Meeting #1 December 13, 2018 and the meeting involving December material will be referred to as SEAC Meeting #2 December 13, 2018.
- As well, both C. A. Sloat and D. Werden’s names will be removed from the regrets section of SEAC Meeting # 1minutes.
- Moved by: K. Smith
Seconded by: S. Gibson
“THAT both sets of minutes from December 13, 2018 will be revised and resubmitted to the Executive Assistant to the Board of Trustees.”
Carried
- (g) Bylaw 8 – SEAC Terms of Reference Request to Amend L. Thompson
A community member had approached the Recording Secretary to request fulfilling the role of Native Representative. As we have a representative for the students of Six Nations of the Grand River, we explored the possibility of a representative for the students of the Mississaugas of the Credit First Nation.
- Under the Ministry definitions for SEAC outlined in ON Reg. 464/97, school boards could have up to two representatives for indigenous students, providing the school board has more than one indigenous trustee and has at least 100 students attending Grand Erie schools from that First Nation. Grand Erie has only one trustee representing the interests on Indigenous students and one First Nation has less than 100 students attending Grand Erie schools.



- G-1 Community Updates / Information Items** K. Smith
- (a) **Regional Special Education Council (RSEC) Report** Special Education Management Team
- Staff discussed the presentations on how to support students with anxiety and, providing services to students who are deaf / hard of hearing and how to support them to keep up with their peers.
- Grand Erie’s presentation about the Special Education professional learning day with administrators was well received.
- H-1 Correspondence** K. Smith
- (a) **LDAO SEAC Circular February 2019.** K. Smith
Chair Smith reviewed the items and encouraged members to peruse.
- (b) **Ltr Thames Valley DSB Jan 22, 2019** K. Smith
re: Inadequate Funding for Special Needs & Long Wait Lists
Members determined to adopt a wait and see stance.
- (c) **Ltr Peel DSB – Jan 31, 2019** K. Smith
re: Impact of changes in Special Education Funding
Members determined this is not an actionable item.
- I-1 Future Agenda Items and SEAC Committee Planning** K. Smith
- Moved by: T. Waldschmidt
Seconded by: K. Jones
THAT the Grand Erie DSB Special Education Advisory Committee receive an updated report on the On Track Program.
Carried
- J-1 Next Meeting** K. Smith
March 21, 2019 | Grand Erie DSB – Board Room | 6:00 p.m.
- K-1 Adjournment** K. Smith
- Moved by: T. Waldschmidt
Seconded by: K. Jones
“THAT the SEAC 18-06 meeting of February 14, 2019 be adjourned at 8:47 p.m.”
Carried



MINUTES

(Chair – George Wittet)

1.0 Roll Call

Employer Representatives:

Lena Latreille	Business Services (Certified Member) (<i>Co-Chair</i>)
Griffin Cobb	Secondary School Administration (Certified Member)
Cheryl Innes	Elementary School Administration (Certified Member)

Employee Representatives:

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

Recording Secretary:

Jennifer Chopra	Human Resources Assistant
-----------------	---------------------------

Regrets:

Tom Krukowski	Facility Services
Phillip Kuckyt	Human Resources
Hilary Sutton	Health and Safety Officer
Ian Smith	CUPE Facility Services

2.0 Minutes of Last Meeting

The draft minutes for February were reviewed and adjustments were made to sections 6.1, 7.1, 9.1, 10.0 and 11.0.

3.0 Approval of Last Meeting Minutes

The minutes were approved as amended.

4.0 Agenda Additions

6.3 Access to Lockdown PA Announcements

5.0 Unfinished Business - Discussion

5.1 Online Safe Schools/Workplace Violence Incident Reporting Tool

January 2019: A question was raised by a member if the pilot schools have begun using the new online Safe Schools/Workplace Violence Incident Reporting Tool. Information regarding completing the online reporting form will be forwarded to those locations to assist



H-1-c Joint Occupational Health and Safety Committee

March 21, 2019

Facility Services – Meeting Room

workers and administrators when completing the form. The Division Manager of Operations and Health & Safety will provide an update on when the tool will be made available to the rest of the Board. This item will remain on the next agenda.

February 2019: The Division Manager of Operations and Health & Safety advised the committee that online Safe Schools/Workplace Violence Incident Reporting tool is still being piloted to the initial locations. Issues have been identified and we are currently working toward resolutions prior to making the tool available to the rest of the Board. This item will remain on the next agenda.

March 2019: The Division Manager of Operations and Health & Safety advised the committee that improvements are continuously being made to eliminate confusion surrounding the functionality of the Online Safe Schools/Workplace Violence Incident Reporting tool to ensure consistency prior to making the tool available to the rest of the Board. This item will remain on the next agenda.

5.2 Inspection Training

February 2019: The Division Manager of Operations and Health & Safety provided the committee with an in-depth review of common hazards that exist within schools. Examples were demonstrated to the committee to provoke awareness. The committee will work together to create educational materials to help promote awareness of health and safety hazards in the workplace for all and will discuss further at the next meeting. This item will remain on the next agenda.

March 2019: The committee continues to review easy and cost-effective options to deliver inspection training to all sites to provide hazard awareness and promote a positive Health and Safety climate across the Board. This item will remain on the next agenda.

New Indoor Air Quality Reports

5.3 Indoor Air Quality Report- Pauline Johnson- eBase #1154 (MH Classroom)- February 5, 2019

Indoor Air Quality testing was conducted in the MH Classroom at Pauline Johnson. It was recommended that a humidifier be added to the space to add moisture to the air. A work order has been placed and no additional testing is required. This item can be removed from the next agenda.

6.0 New Business

6.1 Ministry of Labour Field Visit Report- Dufferin Public School- March 5, 2019

The Ministry of Labour visited Dufferin Public School to investigate a student critical injury that occurred on February 20, 2019. No orders were issued. This item can be removed from the next agenda.

6.2 Ministry of Labour Field Visit Report- Simcoe Composite School- March 8, 2019

On March 8, 2019 the Ministry of Labour visited Simcoe Composite School to investigate a student critical injury. No contravention was identified, and no orders were issued. This



Joint Occupational Health and Safety Committee

H-1-c

March 21, 2019

Facility Services – Meeting Room

item can be removed from the next agenda.

6.3 Access to Lockdown PA Announcements

A concern was brought forward by a committee member regarding the ability to hear the PA during a lockdown announcement. The concern was that in areas such as a gymnasium or music room, the activity could result in the announcement not being heard. A question was raised about some areas used for the secure lockdown portion may not have a PA in place, so staff are not able to hear the all clear announcement. The Division Manager of Operations and Health & Safety reminded the committee that part of the building specific procedure is to establish alternate solutions such as the buddy system or a designated person(s) to alert those who may not have access to hearing the announcement. A question was also brought forward regarding those in portables receiving lockdown announcements to which the Division Manager of Operations and Health & Safety will investigate and follow up with the committee. This item will remain on the next agenda.

7.0 Information Items

7.1 Limited Designated Substance Survey Report- Pauline Johnson Collegiate and Vocational School- Renovation Areas- February 2019

A designated substance survey was performed at Pauline Johnson Collegiate and Vocational School in various areas to identify hazardous building materials prior to renovations. This item can be removed from the next agenda.

7.2 Bulk Sample Analysis Report- Pauline Johnson Collegiate and Vocational School- eBase #2004- February 26, 2019

Multiple bulk samples were collected from Pauline Johnson Collegiate and Vocational School for the determination of asbestos content. The samples did not contain asbestos. This item can be removed from the next agenda.

7.3 Limited Designated Substance Survey Report- Education Centre- eBase #08 (Secretary Office)- March 2019

A limited designated substance survey was performed at the Education Centre in the Secretary Office to identify hazardous building materials prior to renovations. This item can be removed from the next agenda.

7.4 Asbestos Abatement Site Report No. 02- Thompson Creek Elementary School- eBase #112, 114, 117B, 135A, 148, 135, 136, 139- March 6, 2019

An asbestos abatement was performed at Thompson Creek Elementary School in various areas that had asbestos-containing caulking. All work was performed according to regulation. This item can be removed from the next agenda.



Joint Occupational Health and Safety Committee

H-1-c

March 21, 2019

Facility Services – Meeting Room

-
- 7.5 Bulk Sample Analysis Report- North Park Collegiate Vocational Institute- eBase #1159 (Washroom)- March 7, 2019
Multiple samples were collected from the washroom at North Park Collegiate Vocational Institute. The samples did not contain asbestos. This item can be removed from the next agenda.
- 7.6 Asbestos Abatement Site Report No. 02- North Park Collegiate Vocational Institute- eBase #1159 (Washroom)- March 8, 2019
An asbestos abatement was performed at North Park Collegiate Vocational Institute. No asbestos-containing debris or residue were found. This item can be removed from the next agenda.
- 7.7 Asbestos Abatement Site Report No. 01B- Paris DHS, Burford DES, North Ward PS and Tollgate Technical- Various Locations- March 11, 2019
Asbestos abatements were completed at Paris District High School, Burford District Elementary School and North Ward Public School in various locations. All work was performed according to regulation. This item can be removed from the next agenda.
- 7.8 Asbestos Abatement Site Report No. 01A- Courtland PS, Valley Heights SS, Elgin Ave PS, Simcoe Composite SS, Lakewood District ES and Walpole North ES- Various Locations- March 11, 2019
Asbestos abatements were completed at Courtland Public School, Valley Heights Secondary School, Elgin Ave Public School, Simcoe Composite Secondary School, Lakewood District Elementary School and Walpole North Elementary School in various locations. All work was performed according to regulation. This item can be removed from the next agenda.
- 7.9 Asbestos Abatement Site Report No. 02B- Pauline Johnson Collegiate and Vocational School, Graham Bell Public School and North Park Collegiate- Various Locations- March 12, 2019
Asbestos abatements were completed at Pauline Johnson Collegiate and Vocational School, Graham Bell Public School and North Park Collegiate in various locations. All work was performed according to regulation. This item can be removed from the next agenda.
- 7.10 Asbestos Abatement Site Report No. 02A- Hagersville ES, Hagersville SS, Cayuga SS, J.L Mitchener PS and Dunnville SS- Various Locations- March 12, 2019
Asbestos abatements were completed at Hagersville Elementary School, Hagersville Secondary School, Cayuga Secondary School, J.L Mitchener Public School and Dunnville Secondary School in various locations. All work was performed according to regulation. This information can be removed from the next agenda.



Joint Occupational Health and Safety Committee

H-1-c

March 21, 2019

Facility Services – Meeting Room

-
- 7.11 Asbestos Abatement Site Report No. 02B- Pauline Johnson CVS, Graham Bell PS and North Park Collegiate- Various Locations- March 12, 2019
Asbestos abatements were completed at Pauline Johnson Collegiate and Vocational School, Graham Bell Public School and North Park Collegiate in various locations. All work was performed according to regulation. This item can be removed from the next agenda.
- 7.12 Limited Designated Substance Surveys- Various Locations- March 11- March 15, 2019
Limited designated substance surveys were conducted to identify possible hazardous building materials that may be disturbed during renovations at various locations. This item can be removed from the next agenda.
- 7.13 Bulk Sample Analysis Report- Lakewood Elementary School- March 15, 2019
Multiple samples of building materials were collected from vinyl floor tiles at Lakewood Elementary School for the determination of asbestos content. All work was completed according to regulation. This item can be removed from the next agenda.
- 7.14 Bulk Sample Analysis Report- Langton Elementary School- March 15, 2019
Multiple samples were collected for determination of asbestos content from various locations in Langton Elementary School. No asbestos-containing debris or residue was found. This item can be removed from the next agenda.
- 8.0 Review of Reports
- 8.1 Employee Accident Reports Summary- February 2019
Workplace Safety and Insurance Board Reportable- February 2019
Student Aggression Summary Table for February 2019
All reports were reviewed by the committee.
- 8.2 Status of Workplace Inspections Including Non-Academic Sites- February 2019
All inspections were completed for the month of February.
- 8.3 Health and Safety/Facility Services Committee- Next meeting April 9, 2019
- 8.4 Critical Injuries- There have been 3 staff critical injuries and 46 student critical injuries for the 2018/19 school year.
- 8.5 Focus Group Meeting Minutes- Next meeting April 18, 2019.
- 8.6 Review of Ongoing Project Items- See chart.
- 8.7 Work Orders
Work order details were made available to the committee for review.



H-1-c Joint Occupational Health and Safety Committee

March 21, 2019
Facility Services – Meeting Room

9.0 Health and Safety Training

9.1 Health and Safety Training dates for 2018-19 school year:

First Aid:

- Standard First Aid: April 24-25, 2019 (full)
- Emergency First Aid: May 9, 2019
- Emergency First Aid (Facility Services): June 28, 2019

Health and Safety Training:

- Recertification (Facility Services): April 12, 2019
- Recertification (JOHSC Certified Members): April 17, 2019

BMS

- Initial Training: April 12, 2019
- Recertification: April 12, 2019

February 2019: The Division Manager of Operations and Health & Safety elicited feedback from committee members for topics as a focus for the Joint Occupational Health and Safety Committee Recertification training session taking place on April 17. A report of the most common injury statistics from School Board's Co-Operative Insurance was provided to the committee for review. As an additional resource, the committee reviewed several modules offered by Workers Health and Safety Centre that provoked interest in the members such as Ergonomics and WSIB's recently introduced Traumatic Mental Stress policy. The Division Manager of Operations and Health & Safety will reach out to a contact at Workers Health and Safety Centre to collect a list of suitable modules to send to members for feedback for the next Joint Occupational Health and Safety Committee meeting to select from. This item will remain on the next agenda.

March 2019: After deliberation and discussion surrounding potential focus topics, the committee selected Critical Incident and Post Traumatic Stress and Stress in the Workplace to be the training programs that will be presented at the Joint Occupational Health and Safety Committee Recertification training session on April 17. This item will remain on the next agenda.

10.0 Recommendations to Executive Council

February 2019: The Employee Representatives of the committee put forward a formal recommendation to the Superintendent of Business regarding the use of a Truncated Safety Plan amongst all workers at risk of being exposed to workplace violence. The Employee Representatives of the committee are requesting these plans to be shared at each school location in a confidential binder that is accessible to all staff including teaching and non-teaching, permanent and occasional workers. This item will remain on the next agenda.

March 2019: In response to the recommendation put forward to Executive Council regarding the use of Truncated Safety Plans in schools it was determined that it cannot be



Joint Occupational Health and Safety Committee

H-1-c

March 21, 2019

Facility Services – Meeting Room

implemented due to privacy concerns, however a verbal sharing of information from the Principal on an as-needed basis would be supported. An inquiry was brought forward from a member requesting further information regarding the process of a Principal sharing information verbally. The Division Manager of Operations and Health & Safety will request further clarification and will advise the committee once a response is received. This item will remain on the next agenda.

- 11.0 Adjournment/Next Meeting(s): Meeting adjourned at 11:16am. Next meeting is April 18, 2019 in the Facility Services Meeting Room.



Joint Occupational Health and Safety Committee

March 21, 2019

Facility Services – Meeting Room

As of March 2019:

Date item initiated	Item	Dates Discussed	Latest Update	Status and Timeframe
April 2017	Terms of Reference Review	2018- September	The Terms of Reference Review document has been approved by the Ministry. (Current agreement expires September 2022)	Review September 2021
November 2018	Workplace Violence Risk Assessment	2018- November- 2019- March	Summary document being collated and made available for review	Review April 2019

Annual Updates Provided Each School Year:

Item	Review Month	Resulting Update
Pavement Improvements	2019- May	Multiple locations slated

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 2019	Committee Approved December 2018
HR5 – Harassment		Board approved September 2015	October 2019	September 2019	Committee Approved December 2018
HR8 – Workplace Violence		Board for approval January 2015	February 2019	September 2019	Committee Approved December 2018

#	Site	Sep 2018	Oct 2018	Nov 2018	Dec 2018	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	Jun 2019
Elementary Schools											
1	Agnes Hodge	C	C	C	C	A	C	C			
2	Banbury Heights	C	C	C	C	C	C	C	P		
3	Bellview	C	C	C	C	C	C	C	P		
4	Bloomsburg	C	C	A	C	C	C	C			
5	Boston	C	C	C	C	A	C	C			
6	Branlyn Community	C	C	C	C	C	C	C	P		
7	Brier Park	C	C	C	C	C	C	A			
8	Burford District Elementary	C	C	C	C	C	C	C	P		
9	Caledonia Centennial	C	C	C	A	C	C	C			
10	Cedarland	C	C	C	C	C	C	C		P	
11	Centennial-Grandwoodlands	C	C	C	C	C	C	A			
12	Central P.S.	C	A	C	C	C	C	C			
13	Cobblestone Elementary	C	C	C	C	C	C	C	P		
14	Confederation (Fr Imm)	C	C	C	C	A	C	C			
15	Courtland	C	C	A	C	C	C	C			
16	Delhi	C	C	A	C	C	C	C			
17	Dufferin	C	C	C	C	A	C	C			
18	Echo Place	C	C	C	C	C	C	C	P		
19	Elgin Ave.	C	C	C	C	C	C	C			
20	Glen Morris	C	C	C	C	C	C	A			
21	Graham Bell	C	C	C	C	C	C	C		P	
22	Grandview	C	C	C	C	C	C	C		P	
23	Greenbrier	C	C	C+C	C	C	C	C		P	
24	Hagersville Elementary	C	C	C	C	C	C	A			
25	Houghton	C	C	C	C	A	C	C			
26	J.L. Mitchener	C	A	C	C	C	C	C			
27	James Hillier	C	C	C	C	C	A	C			
28	Jarvis	C	C	C	C	C	C	A			
29	King George	C	C	C	C	A	C	C			
30	Lakewood	C	C	A	C	C	C	C			
31	Langton	C	C	C	A	C	C	C			
32	Lansdowne-Costain	C	C	C	C	A	C	C			
33	Lynndale Heights	C	C	A	C	C	C	C			
34	Major Ballachey	C	C	C	C	C	C	C			
35	Mapleview	C	C	C	C	C	A	C			
36	Mt. Pleasant	C	C	C	C	C	A	A			
37	North Ward	C	C	C	C	C	C	A			
38	Oakland-Scotland	C	C	C	C	A	C	A			
39	Oneida Central	C	C	C	C	C	C	A			
40	Onondaga-Brant	C	C	C	A	C	C	C			
41	Paris Central	C	C	C	C	C	C	A			
42	Port Rowan	C	C	C	C	A	C	C			
43	Prince Charles	C	C	C	C	C	C	A			
44	Princess Elizabeth	C	C	C	C	A	C	C			
45	Rainham	C	A	C	C	C	C	C			
46	River Heights	C	C	C	A	C	C	C			
47	Russell Reid	C	C	C	C	A	C	C	P		
48	Ryerson Heights	C	C	C	C	C	A	C			

#	Site	Sep 2018	Oct 2018	Nov 2018	Dec 2018	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	Jun 2019
49	Seneca Central	C	C	C	C	C	A	C			
50	St. George-German	C	C	C	C	C	C	A			
51	Teeterville P.S.	C	C	C	C	A	C	C			
52	Thompson Creek	C	A	C	C	C	C	C			
53	Walpole North	C	C	C	C	C	C	A			
54	Walsh	C	C	C	A	C	C	C			
55	Walter Gretzky Elementary School	C	C	C	C	C	A	C			
56	Waterford Public	C	C	A	C	C	C	C			
57	West Lynn	C	C	A	C	C	C	C			
58	Woodman-Cainsville	C	C	C	C	C	C	C	P		
Secondary Schools											
59	B.C.I. & V.S.	C	C	A	C	C	C	C	P		
60	Cayuga Secondary S. (CSS)	C	C	A	C	C	C	C	P		
61	Delhi District Secondary S. (DDSS)	C	C	A	C	C	C	C	P		
62	Dunnville Secondary S. (DSS)	C	A	C	C	C	C	A			
63	G.E.L.A. Brantford (Rawdon)	C	A	C	C	C	C	A			
64	G.E.L.A. - CareerLink Eaton Market Square and ALT ED	A	C	C	C	C	C	A			
65	G.E.L.A. - Simcoe	A	C	C	C	C	C	A			
66	Hagersville S.S. (HSS)	A	C	C	C	C	A	C			
67	McKinnon Park S.S. (MPSS)	C	A	C	C	C	C	C		P	
68	North Park C. & V.S. (NPCVS)	C	A	C	C	C	C	C		P	
69	Paris District H.S. (PDHS)	C+C	A	C	C	C	C	C	P		
70	Pauline Johnson C.V.S. (PJCVS)	A	C	C	C	C	C	A			
71	Simcoe Composite School (SCS)	C	A	C	C	C	C	C	P		
72	Tollgate Tech. Skills Centre (TTSC)	C	A	C	C	C	C	A			
73	Valley Heights S.S. (VHSS)	C	C	C	A	C	C	C		P	
74	Waterford District High School (WDHS)	C	C	A	C	C	C	C	P		
Turning Points and Leased Spaces											
75	CSS Turning Point - Haldimand County Library, 28 Cayuga St. N., Cayuga								P		
76	DDSS Turning Point - 640 James St., Delhi								P		
77	HSS Turning Point - 12 Almas St. Unit 2, Hagersville										
78	HSS New Start - 2319 3rd Line Road, Oshweken										
79	MPSS Turning Point - Grace United Church 174 Caithness St., Caledonia										
80	PDHS Turning Point - Optimist Club of Paris, 2 Elm St., Paris								P		
81	PJCVS Turning Point - Alexandra Presbyterian Church 410 Colborne St., Brantford										
82	SCS Turning Point - Port Dover Lions Club Silver Lake Market, 320 St. Patrick St, Port Dover								P		
83	VHSS Annex and Turning Point - Aylmer Evangelical Mennonite Mission Church, 50619 Talbot Line, Aylmer										
84	WDHS Turning Point - Camp Trillium 433 Thompson Rd, West, Waterford								P		
Support Centre											
85	H.E. Fawcett Teacher Resource Centre (TRC)	C	C	C	C	C	C	C		P	
86	Joseph Brant (including GELA - ESL)	C	C	C	C	C	C	C	P		
87	Haldimand School Support Centre										
88	Norfolk School Support Centre								P		
89	Head Office	C	C	C	C	C	C	A			
90	Head Office - Facility Services	C	C	C	C	C	C	A			

#	Site	Sep 2018	Oct 2018	Nov 2018	Dec 2018	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	Jun 2019
Storage Facilities											
91	Burford Bus Barn, 35 Alexander St. Burford	C	C	C	C	C	C	C	P		
92	Langton Bus Barn, 23 Albert St. Langton	C	C	C	A	C	C	C			
93	Walsh Bus Barn, 93 Regional Road #3 Walsh	C	C	C	A	C	C	C			
Total Sites		81	93	93	93						
Total Regular Monthly Inspections Completed		76	70	69	73	69	74	60	-	-	-
Total Annual Inspections Completed		4	11	11	8	12	7	21	-	-	-
Total Annual Inspections Planned		-	-	-	-	-	-	-	22	8	-
Total Double Inspections Completed		1	-	1	-	-	-	-	-	-	-
Total Incomplete		-	-	-	-	-	-	-	-	-	-
Total Not Reported		-	-	-	-	-	-	-	71	85	93

Annual JOHSC inspection completed
 Monthly inspection was completed
 Two inspections completed due to a missed inspection
 Monthly inspection was not completed
 Annual JOHSC inspection planned

A
C
C+C
NC
P



MINUTES

Present: Rita Collver, Chair, Christine Woodley, Volunteer, Beryl Collingwood, Volunteer (4:50p.m.), Brenda Blancher, Director of Education, Rafal Wyszynski, Superintendent of Business and Treasurer, Cindy Smith, Manager of Business Services, Claudine VanEvery-Albert, Trustee, Blaine Schell, External Auditor MRR

Regrets: Suk Bedi and Christopher O'Conner, PwC Internal Auditor, Don Werden, Trustee

Recorder: Kathryn Underwood, Recording Secretary

A – 1 Opening

(a) Roll Call

The meeting was called to order at 4:00 p.m.

(b) Welcome/Land Acknowledgement Statement

The Chair welcomed the committee members and B. Blancher read the land acknowledgement statement to the committee.

(c) Agenda Additions/Deletions/Approval

R Wyszynski requested that agenda item G-1 C management Action Plan Update-Enrolment Monitoring and Forecasting be moved to C-1 B after review of the minutes.

Moved by: C Van-Avery Albert

Seconded by: C Woodley

That the Audit Committee approve the amended agenda of March 19, 2019.

Carried.

(d) Declaration of Conflict of Interest

None.

B – 1 Selection of the Audit Committee Chair

R Wyszynski referred to the Terms of Reference and the annual selection of a Chair of the committee for the fiscal year from among the members appointed to the committee. R Wyszynski reminded the committee that any member can be the Chair of the Audit Committee. R Collver was nominated as Chair.

Moved by: C VanEvery-Albert

Seconded by: C Woodley

That R Collver be appointed as the Audit Committee Chair for the 2019 fiscal year.

Carried.



C – 1 Minutes

(a) **Approval of the December 4, 2018 Minutes**

Presented as printed and it was noted that the following minor changes were made;
Item C – 1 A, “will be added to the March 2019 Audit Committee”
CA Sloat be reflected as present.

Item E – 1 a, “the process to review the Secondary enrolment at a more detailed level.”

Moved by: C Woodley

Seconded by: C VanEvery-Albert

That the Audit Committee approve the Audit Committee minutes of December 4, 2018.

Carried.

D – 1 **In Camera**

(a) **Legal Matters**

Moved by: C VanEvery-Albert

Seconded by: B Collingwood

“That the Audit Committee move into In-Camera Session to discuss a Legal Matter at 4:58pm.”

Carried.

(b) **Welcome to Open Session**

The Public Session was called to order by Chair, R Collver at 5:14 p.m.

E – 1 **Business Arising from the Previous Minutes**

(a) **Audit Committee Code of Conduct**

B Blancher highlighted the Bylaw 28 Trustee Code of Conduct and indicated that under the Audit Committee Terms of Reference that the Trustee Code of Conduct applies to the members of the Audit Committee.

B Blancher reviewed the conflict of interest requirements and the written statement, Appendix B. The committee discussed that Appendix B will be revised to remove the wording Trustee and that the form be completed if a declaration of conflict of interest is presented and they be filed electronically.

In response to a question as to when to identify a conflict of interest and what the process is, B Schell, indicated that it is a comfort level of each committee member but no formal identification structure. B Blancher indicated that the Trustee Code of Conduct outlines the process of declaring a conflict.

(b) **Policies and Procedures to support a crisis situation**

R Wyszynski highlighted the Boards current policies and procedures that support and provide guidance to staff and students during a crisis. Historical events were reviewed and reflected upon.



B Collingwood asked if a crisis were to occur how our Board is prepared and if there is a plan, protocol or guide to follow. In response, B Blancher highlighted the current process when handling a crisis and the involvement of the Senior Administration team and Communications staff and the collective team approach that includes a debriefing following the event.

B Collingwood suggested that a decision tree may be a useful resource and is willing to share an example from the health care field. R. Wyszynski indicated that because every crisis is so different that the decision tree could be process prohibitive but will look at the sample and bring forward any recommended changes to the current process.

(c) **Enrolment Variance Report by School, Elementary**

R. Wyszynski highlighted the Elementary enrolment variance report for staffing, OnSIS and enrollment variance by number and percentage.

M Le Dressay, Planning officer indicated the special education self-contained classrooms are not included in this report and the JK/SK number are projected conservatively. M Le Dressay reported on the significant variances for school enrolments. R. Wyszynski reported that moving forward, the reports will highlight which schools have variability and review the numbers and not identify the percentages when considering staffing requirements.

In response to a question, R. Wyszynski indicated that staff reviews the attrition rates and volatility behaviour of each school. He further highlighted the FTE totals for 2018 and suggested that this information be shared annually at the March Audit Committee meeting.

(d) **IT Security Update**

Following up from the September Audit Committee meeting, R. Wyszynski reported that technology risks and security are currently being reviewed. He further indicated that IT staff are conducting a network vulnerability test, a review of the denial of services attack and are reviewing the website high volume constraints. Staff will provide an IT security update report in June.

B Collingwood requested that the IT department review how the vendors are securing the Board's data. In response, R. Wyszynski, indicated that our legal team has recently reviewed language with respect to privacy and vendor agreements so that the Grand Erie District School Board is protected should a privacy breach occur with a vendor.

F – 1 Internal Audit

(a) **Evaluation of the Regional Internal Auditor**

The Chair, informed the committee that the Internal Audit Evaluation form is a tool provided by the Ministry.

It was requested that the tool be completed by audit committee members and returned by June 3, 2019 to be included at the June meeting.



(b) **Revised 2018/19 IA Plan**

R. Wyszynski reminded the Audit Committee of the revised audit plan that was approved in June, and the changes discussed at the December Audit Committee meeting and the need for a motion from a committee.

Moved by: B Collingwood

Seconded by: Claudine

"That the Audit Committee approve the removal of (1) the Annual Risk Assessment and Internal Audit Plan Update and (2) the Annual Management Action Plan Validation activities from the currently approved plan due to cost/effort constraints.

And further, both the risk radar and management radar will be completed by staff."

F – 2 **External Audit**

Nothing to report.

G – 2 **Other Business and Emerging Issues**

(a) **Ministry of Education Training Module 5 & 6**

The Chair discussed that the Ministry of Education no longer has the resources available on the website but will continue to be shared from the Superintendent of Business and Treasurer. The committee concurred the training modules are valuable.

(b) **Multi-Year Financial Recovery Plan Update**

R. Wyszynski presented an update on the Multi-Year Financial Recovery Plan and highlighted the plan in year of the seconded year of the plan. He highlighted the current financial picture and forecasted surplus, major factors, strategies for success, description of risks and financial summary and impact.

In response to a question, R. Wyszynski indicated that he has had ongoing updates with the Ministry of the Education and indicated that they are pleased.

(c) **Management Action Plan Update-Enrolment Monitoring and Forecasting**

R. Wyszynski reported that in June 2018 the Enrolment Monitoring and Forecasting Audit was completed and presented to the committee and this included observations, implications and recommendations.

Information is provided to demonstrate how the recommendations are being fulfilled. The Committee heard updates on the progress of the 4 recommendations in the report from staff

In response to the risks and recommendations, that were identified in the audit, R Wyszynski reported that Information Technology staff have developed a procedure document and staff are currently reviewing.



Review and Revise School Enrolment procedures

J. Ecklund highlighted and shared how the PowerSchool OnSIS team documents and tracks discrepancies and the reoccurrences of enrolment data. The committee discussed how this information could be shared at the June Audit Committee. It was discussed that the Enrolment Audit and Risk Radar be shared with all new committee members.

In response to a question of clarification if Six Nations students are included in the OnSIS information, C Smith indicated that they are part of OnSIS but they are reported based on their nations. Six Nations students are invoiced three times per year. It was requested that the projections for students for IANC and the last year for billing for 2017-18

Enrolment Management-Enhancement of Enrolment Audit Tracking Schedule.

In response to the internal audit recommendation to have an audit schedule by school that includes tracking, follow up and progress, C Smith presented information on how school audits are identified and completed. Prior year's audits are reviewed to ensure that issues have been mediated. In response to a question C. Smith informed the committee that Principals may request an audit and that audits are completed between the months of February to May of each year.

In response to the audit results, C. Smith highlighted the structure of the Enrolment Audit that includes the areas of Registration, Attendance, Admissions, Withdrawals and Transfers, Classification of Program, Revenue Receipts and Deposits, and Expenditures and Disbursements. Following an audit, the audit report is sent to the Principal for comments and sent to the Superintendent.

C Smith highlighted the Fiscal 2018-19 School Audit Schedule Reports and reviewed the structure of the data that will be included to future June audit committee meetings.

In response to a question, an audit will typically take one day at the school and one day to review information in advance of the meeting and then a half a day to prepare the report and collaborative follow up for identified high risks.

In response to a question, C Smith identified that CUPE requested that Business Services be included in the Professional Development meeting in April.

In response, if there was risk that was identified that impacted a student, that the risk would be escalated to the Superintendent of Business.

Variance Report

M Le Dressay shared with the committee that the purpose of the report is to demonstrate and explain where applicable the differences between the projected enrolment numbers and actual enrolment numbers reported in OnSIS for October 31st.

She further explained that the projected enrolment numbers are prepared by the Superintendent of Business, Planning Officer, and HR Coordinator in April of the preceding school year. Budget numbers are prepared using the projected enrolment numbers which is the driving force behind the number of classroom and non-classroom staff allocated to each elementary school. The projection process is started by rolling up the numbers from the



month end enrolment report from January. If new students arrive in April, May or June, the staffing process is completed already and will not account for these new students for the upcoming school year until the first organization collected during the last week of August before school commences.

M Le Dressay highlighted the data as presented and indicated that the total variance board wide is + 286 students and for this report the Self-Contained Special Education Class enrolment numbers was not included.

(d) **Budget Dates and Survey**

The Chair highlighted the upcoming dates as follows:

Thursday, April 25, 2019, Wednesday, May 22, 2019, Monday, June 3, 2019 all at 5:30pm, Board Room, Education Centre. The Chair indicated the 2019-2020 Budget survey was circulated to all Grand Erie staff.

H – 1 **Consent Items**

(a) **Consolidated Due Diligence Report**

The Committee received the due diligence report up to and including February 2019.

(b) **2018-19 Q1 Budget Report -Received.**

(c) **Period 5 Financial Forecast-Received.**

G – 1 **Recommendations to the Board**

Internal Audit Plan.

I – 1 **Proposed Agenda Items for Future Meetings**

The committee discussed the agenda topics for the June meeting including;

- Discussion on Audit Committee Training Modules 7 & 8
- IT Security
- Enrolment Auditing-IT

Emerging Issues:

Ministry announcements, class size numbers and staffing.

J – 1 **Adjournment**

Moved by: B Collingwood

Seconded by: C Woodley

“That the Audit Committee of March 19, 2019 adjourn at 6:00 p.m.”

Carried.



MINUTES

Chairs: H. Knill-Griesser and C. Bibby

Present: A. Andratis; W. Baker; J. Benner; D. Dean; K. Kitchen; C. Krueger; P. Bagchee; S. Martin;

Regrets: G. Ash; A. Crabb; C. Judson; N. Rose; S. Sawyer; T. VanKuren; R. Weber; J. Dale; T. Haist; M. Hodges; S. Miller; A. Potichnyj; J. Seldon

Recorder: Heather-Jo Causyn

A - 1 Opening

(a) **Welcome**

The meeting was called to order by Committee Chair, Heather Knill-Griesser at 1:00 pm.

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

Nil

B - 1 Timed Item

B-1.1 Workplace Violence and Safe School Incident Reporting

L. Latrielle shared information regarding the reporting of workplace violence and safe school incidents throughout the various levels (ie., between staff members, students and staff, staff and visitors, and between students) and the steps that followed (ie., suspension, physical intervention/restraint, completion of Workplace Violence Report form, progressive discipline or acceptable staff behavior, Safe Schools Incident Reporting Form 1, tracking reports, etc..

C – 1 Policies and Procedures Out for Comment

C-1.1

1.1 - 1.5 Sent Out for Comment to Committee Members - Deadline for Responses was February 28, 2019

1.1 F6 – Purchasing

- No comments received

1.2 FT1 - Major Construction Projects

- No comments received

1.3 P104 - Supervised Alternative Learning (SAL) Other Excusals from Attendance at School - No comments received

1.4 SO103 - Safe Arrivals

- No comments received

1.5 SO106 - Field Trips Team Travel Booking

- No comments received

1.6 FT13 - Pride of Place



- No comments received
- 1.7 FT14 - Environmental Standards for Facility Operations and Maintenance
 - No comments received
- 1.8 HR01 – Bereavements
 - No comments received
- 1.9 HR08 - Workplace Violence
 - No comments received
- 1.10 SO21 - School Food and Beverages
 - No comments received
- 1.11 SO29 - Threat/Risk Policy
 - No comments received
- 1.12 SO112 - Appropriate Student Dress
 - No comments received
- 1.13 SO118 - Opening and Closing Exercises at Schools
 - No comments received

2. Operational Matters

2.1 Census Update

G. Rousell reported that full data collection is taking place this week. Some schools are doing the data collection over multiple days. Receiving good feedback from the schools. The Census is open until April 5th to assist those in completing the questionnaire that have missed their entry date because of such things as illness. Results will be shared in September. From the results, to date, G. Rousell feels that students are taking their responses seriously.

2.2 Traumatic Events System Response – Update

Document has been edited. Appendices will be reviewed.

2.3 Cannabis Education for Educators- March 26th

Professor coming from Western who will present information regarding different frameworks, introduce the harm reduction model and talk about intervention.

Offered to grade 9 physical education teachers, guidance, PSSP staff and administrators.

Working with Student Success for a platform so that teachers are able to locate the information (ie., information to parents).

2.4 Violence Threat Risk Assessment Training- Review for Special Education Staff Level One Training for Staff and Community Partners - Proposal for June 2019

Review of the VTRA process was completed last month for Child and Youth Workers, Social Workers, Teacher Consultants and Behaviour Counsellors. The focus was on the understanding of VTRA as a “lens” and a way multi-disciplinary teams can work together to better mitigate risks related to student behaviour. Level 1 VTRA training for new administrators and support staff. Two days of training is being planned for administrators and community partners in June.



2.5 **Anti-Islamophobia Training- Samiyah Somji, Nova Vita Domestic Violence Services**

Provides training throughout the community. After school sessions are available.

Focus is to increase knowledge and challenge faulty beliefs that are still held in our communities. S. Somji will go to schools to present, if requested.

The Brantford Muslim Association has made a donation to Grand Erie to support this work. Each Brant/Brantford elementary and secondary school will receive a sum of money as well there are funds in the amount of \$500 available to support inclusion and equity or specific promotions of a positive nature around Islam.

2.6 **Human Trafficking - Working Group**

Met with Brant Police Services, Grand Erie, Catholic Board, Police Services and Victim Services representatives to determine what this looks like, what to look for and where to start to address the problem through increased awareness. Brantford Police Services wish to do a series of workshops with teachers and students.

Looking for any other organizations that should be included. Reinforces the traumatic events lens.

2.7 **Safe and Inclusive Schools Brochure – Draft**

Can be found under the Resources section. Please review and message C. Bibby or H. Causyn with changes you would like made.

2.8 **Safe Schools Working Group – Update**

The Safe and Inclusive Committee has become more involved in Human Rights issues – equity and inclusion and has less to do with behaviour. Situations over the last couple of years show an increase in violent behaviour. Options discussed included going back to two committees, sub committee or leave it as one committee. What can we do to warrant the sub-committee? Two groups under Safe Schools – Equity and Inclusion and a Safe Schools committee with a focus that will diverge (ie., alternatives to suspensions, developmental approaches to understanding behaviour, supportive interventions).

The Board is looking for information such as violence toward staff, students, etc. Clear information being provided to Administrators across the Board to help with consistency of practice regarding suspensions would be helpful, particularly for similar behaviours. Discussed the mitigating factors that have to be considered such as age, behaviour, cultural misunderstandings, equity, poverty, race, LGBTQ, equity, inclusion, and well-being. How are we going to address these issues and to what extent as part of the sub committee that focuses on safety? Behaviour is contextual and needs to be understood in that way. We also need to teach self-regulation and responsible problem solving in order to continue to build positive student behaviour in schools.

]

D – 1 **Next Meeting**

May 30, 2019 at 1 pm – Pine Tree Room at the Joseph Brant Learning Centre

E – 1 **Adjournment**

The meeting was adjourned at 3 pm.



MINUTES

Present: Denise Martins, Jeannie Martin, Trustee Claudine Vanevery-Albert, Pam Davis, Joe Tice, Sharon Williams, Cathi Krueger, Sherri Vansickle, Sabrina Sawyer, Audrey Powless-Bomberry, Mike DeGroot, Christina Speers, Melissa Turner, Sharon Doolittle

Regrets: Anne Noyes

A - 1 Opening

(a) **Welcome and Introductions/Land Acknowledgement Statement** C. Vanevery-Albert

Claudine Vanevery- Albert welcomed everyone. Introductions were made.
Sharon Williams gave the Haudenosaunee Thanksgiving Address.

B - 1 Indigenous Student Voice

Counsellor S. Vansickle was unable to get students to come to the meeting. She said that the senior students at B.C.I. are very integrated and inclusive and the younger students are doing well. There are a few experiencing life traumas and she is keeping in touch with them. The Native Club is going but the students are shy.

M. DeGroot distributed and gave the Principal's Report for B.C.I.

Nominal Roll – 74 students as of September - 69 as of April, 23 grade 12 students – 13 are potential graduates

Native Studies courses – None currently

Native Language – LNMAO – 9 students, LNMBO – 7 students, LNMCO – 1 student. This is taught by Jeff Doreen as a group class.

ESA staff – 0.5 (Revised as per discussion)

Transition Activities – Take your Kid to Work Day, Grade 7 Day, Shadow Day – grade 8 transitional activity – students are partnered with grade 9 students on a specific day to visit the classrooms and have a secondary school experience. Students are given a tour, as well as introduced to various activities., Laurier Information Night, Future Grade 9 Information Night

Community/Parent Engagement – lacrosse trip, the Sisters in Spirit Vigil, Orange Shirt Day, Residential Schools, B.C.I. Student Nutritional Program that works in co-operation with the First Nations Nutritional Program, distributing fruit, yogurt, cheese strings and other healthy snacks to Indigenous students daily.

Staff PD Day – April 12th is dedicated to Indigenous Education

Questions were asked regarding why there are no Native Studies courses being run.

C. Vanevery-Albert asked under the Education Service Agreement (ESA) what academic supports do they have at B.C.I.? Are there FNMI staff?

All of the services in the school are offered to them and S. Vansickle is the Native Counsellor at B.C.I.



D. Martins replied all of the Native Counsellors and the Native Advisor are funded through the ESA.

Other funding comes in by sections generated by student achievement.

M. Turner asked why the Native Studies classes are not running?

J. Martin said that an agreement has been made to run those courses and it should be looked into on how to make this happen.

C. Vanevery -Albert said it is not just Native Studies but the history of this area.

D. Martins – These courses are aligned with the ministry. There are things that are being done to include the Native Studies course into the grade 10 History course. The threshold to run specialty courses that students choose is going up. What courses are offered depends on how many students choose the course. They are working on other incentives for the schools to offer these courses. At this time, it is very challenging because of the changes being made in education. It goes back to the students changing their course selection. May have to work to better promote these course selections in future.

J. Martin – Appreciates how courses are funded and selected but if we are truly committed to seeing these courses run we need to figure out how to make it happen. We have to get past the we don't have enough students to run this course.

D. Martins – The principals can come to her for help and they cannot cancel the courses without coming to her.

S. Sawyer – She is happy to share the resources for teachers for the Native Studies courses. Following the Equity Education Action Plan the courses that are important to the First Nations people should not be cancelled. Whatever is put out there we should have to back-up.

D. Martins – should use creative problem solving to help the principals to reach a conclusion.

A. P. Bomberry – is on a task force regarding education that are reviewing the needs of the Six Nations community members and said there are some who would like to have their own high school. Their culture and language are being taught in elementary school, so it is important to offer this in high school.

M. DeGroot – will take this information back and meet with S. Vansickle and the Department Heads to see what changes can be made moving forward.

D. Martins – is working on a culturally based program that is part of the Ad Hoc committee action plan. They are moving forward on this.

C – 1 Approval of Minutes - February 19, 2019

C. Vanevery- Albert

Review of February 2019 minutes

C. Speers moved to approve the minutes; J. Martin seconded

D – 1 Business Arising from the Minutes

(a) Welcome banner draft design

J. Martin

The Indigenous Student Council worked with an artist and drafted some designs. J. Martin has been trying to contact the artist for the designs but has not heard back. She has some other ideas and will contact the committee by email regarding this, since the next meeting is in June.

D. Martins would like to have it finalized soon and to know the location of where they will be put up in the schools. The aim is to have the banners up in the schools for September.



- (b) Revised terms of reference – draft for discussion D. Martins
- Of the two options presented, it was decided - to add to the revised Terms of Reference: 3.10 – “Committee decision-making will be based on a census model”.
- The revised terms of reference and By-law 8 will go to the Exec Council then board table in May.
- C. VanEvery-Albert would like this listed first on the next agenda.

- (c) Community Based Programs Pamphlet M. Turner

M. Turner said the pamphlet will be done on Thursday, April 11th. C. Vanevery-Albert asked for this to be emailed to her.

- (d) Student Census Follow-up J. Martin & D. Martins
D. Martins will be monitoring the outcome. She received an email from the team running it and there was not as much participation from the secondary schools.
A. Powless-Bomberry inquired because she was not aware of the census taken. The “Count Us In” census was explained and were it is on the board web page.
C. Vanevery-Albert spoke to the Superintendent of Safe and Inclusive Schools regarding the planning of this and was told it was too late for any input. She did not receive a copy of the census.
J. Martin asked when the next student census will be and said hopefully the people responsible will be more transparent and will have planned it better.
D. Martins said that the data is to be used to support students who are struggling in our system.
S. Sawyer said she worked with the staff on this. One of the challenges was that the census was based on the PRISA census. Some of the questions had to be changed because it was outdated, and some were not based on the diversity of our cultures e.g. favoured the term indigenous instead of First Nations, Metis, Longhouse etc. The Safe and Inclusive committee decided on everything. The next one will be a staff census. She feels there needs to be more people at the table planning the census.
C. Vanevery-Albert asked D. Martins when the results of the census will be forwarded.
- will talk to the Director in regard to this.

E - 1 Indigenous Education P.D. Day April 12, 2019

S. Sawyer

This is the first Indigenous Education P.D. Day. The sessions will be held in the schools and presentations will be done by the staff.

The self-directed afternoon sessions that are offered were all at capacity.

The sessions offered are: The Blanket Exercise, a tour of Good Minds, Allyship, a video of the Mohawk Institute and a speaker on Residential Schools, and a visit to the Woodlawn Cultural Centre.

C. Speers asked how this was initiated.

D. Martins said the mandate to have the first Indigenous P.D. Day came from work of the Indigenous Education and Student Success Teams. Her team developed a program and



that was taken to share at the Family of Schools meeting. This was then revised by J. Martin prior to being shared with school administrators.

F - 1 Six Nations Student Registrations & Transitions - update

J. Martin

J. Martin emailed the schools on Six Nations. She asked to please remind the guidance counsellors to compare the confirmation of the registration list to the Six Nations registration form.

Grade 8 Shadow Day – May 10, 2019

J. Tice and J. Martin will do an 'Right Fit Activity', where they ask the student to reflect on the classes and activities that they enjoy and then see what secondary schools are the best fit at providing the programs and activities that they are interested in.

Follow-up Tours – Grade 7 – April 26, 2019 – Brantford schools

May 3, 2019 – Haldimand schools

J. Martin – working to have these dates entered on the federal school calendars

G - 1 Discussion Items

- Open House for Nations-Newstart at the Community Based Learning Centre on April 15, 2019. – J. Martin said they are working hard to provide a great environment for the students and encourage community involvement. They will have information tables and refreshments.

- J. Martin asked the committee to review the Education Service Agreement for the next meeting.

- A. Powless-Bomberry asked where the extra \$300,000 funding was spent.

- D. Martins – went for assessment, referrals for support, indirect services for support.

I - 1 Adjournment

- Next meeting is Tuesday, June 4, 2019 at 9:00 a.m. -11:30 a.m. hosted by McKinnon Park Secondary School



A teacher and Educational Assistant staff each classroom where the goal is to increase credit accumulation while helping students to overcome various barriers and possibly return to regular class.

C-1 Business Arising from Minutes and/or Previous Meetings K. Smith

(a) Ratification of Minutes February 14, 2019 SEAC Meeting

- i. L. Boswell – was marked present but was not in attendance.
- ii. W. Rose – page one B-1 Timed Items – PATHs and SNAP Programs, the acronym should be constructed from Stop Now and Plan

Moved by: W. Rose

Seconded by: R. Collver

“THAT the minutes of SEAC 18-06, held on February 14, 2019 be approved as amended.”

Carried

(b) Bylaw 8 – SEAC Terms of Reference Request to Amend – update L. Thompson

Superintendent Thompson advised members that she spoke with staff from our London District office regarding a second SEAC member representing indigenous students. We are permitted to have a second representative only if we have two (2) trustees representing Indigenous students.

The Board has the discretion to have a second trustee member representing the interests of Indigenous students.

This information was shared with our Director who will share this with the appropriate members from the Mississaugas of the Credit First Nation.

(c) EQAO Reporting Denominator – EQAO Memo K. Smith

The three documents included in the agenda package represent the content and discussion from the recent teleconference which we discussed at the February 14th meeting.

Chair Smith advised members to review the questions beginning on page 18 which indicate the types of questions other school boards were asking, noting that changes to the EQAO denominator will not affect funding.

Vice-Chair Collver informed members that the Ministry had recently hired a full time Director for EQAO.



Ms. White asked members to provide suggestions on other needs they identified in the approach and for any other manner in which EA could be allocated.

- (c) Ministry Approval of Grand Erie DSB 2017-18 Special Education Plan L. Thompson

The London District Office of the Ministry of Education wrote to Superintendent Thompson thanking Grand Erie DSB for the submission of our special education plan which they found to be complete, clear, concise and comprehensive.

Ms. Thompson thanked the special education staff and committee members for their diligent review of the standards and appendices.

E-1 Other Business K. Smith

- (a) Special Education Funding Update – B Memo February 20, 2019 L. Thompson

The memo provides details on funding for the 2018-19 school year. It indicates no changes to funding as was previously presented to SEAC by Business Services.

- (b) Changes to the Ontario Autism Program (OAP) J. White / L. Sheppard

Childhood Budgets will be introduced starting April 1st, 2019 – Provincial funding will flow directly to families who can use the money to purchase behavioural services as they deem necessary for their child.

All families register for the OAP through their local Single Point of Access - (West Region: Ron Joyce Children's Health Centre / McMaster Children's Hospital)

All behaviour service plans under the old OAP (before this announcement) will be continued to the end date in the plan, then transitioned to the childhood budget.

The Ministry has also released a funding announcement about supporting students with Autism in schools. The focus is on developing a new strategy for working with students with autism using four pillars: professional development, funding, after-school programs and collaboration.

Grand Erie DSB is aware of 17 students currently attending school part time who may need to attend full time beginning in April, three (3) new registrations for students who were attending external programs and 20 new Kindergarten students for September.



Staff created a bookmark with the Policy/Program Memorandum No. 140 on one side and an overview of ABA (Applied Behaviour Analysis) on the other.

<http://www.edu.gov.on.ca/extra/eng/ppm/140.html>

The ASD (Autism Spectrum Disorders) Multi-Disciplinary Team is developing an interactive framework to build confidence and increase access to resources for tier 1 strategies used by teachers.

F-1 Standing Items

K. Smith

- (a) Spotlight on Special Education – Not this month
- (b) Special Needs Strategy – Not this month

G-1 Community Updates

K. Smith

- (a) Input into the Special Education Plan – Survey update

L. Thompson

The Manager of Communications will ensure the request for input to our Special Education Plan will continue on the board website from March 18 to April 18, 2019 using the suggestions from SEAC. The request for input will also be shared with school administrators to include in their newsletters and on their websites.

H-1 Correspondence

K. Smith

- (a) Ontario College of Teachers OCT - Invitation to Attend the Launch of the Professional Advisory: Supporting Student's Mental Health

P. Bagchee

The Grand Erie DSB will send P. Bagchee, L. Thompson, K. Smith, R. Winter and K. Jones.

P. Curran will submit attendee names and provide any additional information to members.

[OCT Professional Advisory - Supporting Students' Mental Health](#)

- (b) Ltr Durham CDSB re Autism Funding March 6, 2019

K. Smith

Chair Smith reviewed the letter and noted the contents had been discussed earlier in the meeting.



I-1 Future Agenda Items and SEAC Committee Planning

K. Smith

- (a) Impact of Increased Class Size on Delivery of Special Education – W. Rose
- (b) Impact of New E-Learning Credit Requirement on Special Education Students – W. Rose
- (c) Members discussed the increased behaviour problems evident in classrooms and would like to explore this topic further including the possibility of increased physical activities in the classroom. – R. Collver

J-1 Next Meeting

K. Smith

- (a) Tuesday, April 23, 2019 | Grand Erie DSB – Board Room | 6:00 p.m.

K-1 Adjournment

K. Smith

Moved by: S. Gibson
Seconded by: L. Boswell
"THAT the SEAC 18-07 meeting of March 21, 2019 be adjourned at 8:17 p.m."
Carried