



GRAND ERIE DISTRICT SCHOOL BOARD

Head Office, 349 Erie Avenue
Brantford, ON N3T 5V3

Committee of the Whole Board No.1 Meeting January 14, 2013, 7:15 p.m.

MINUTES

PRESENT:

Trustees: D. Werden, Committee Chair, J. Angus, R. Collver, D. Dean, E. Dixon, B. Doyle, A. Everets, C. Lefebvre, M. Macdonald, C.A. Sloat, L. Bradovka (Student Trustee), D. Fleet (Student Trustee)

Administration: Director — J. Forbeck; Superintendents - G. Anderson, W. Baker, B. Blancher, J. Gunn, M.. McDonald, A. Nesbitt; Recording Secretary — D. Fletcher

REGRETS:

Trustees: B. Johnston

Administration: Nil.

A – 1 **Opening**

(a) **Roll Call**

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

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

E. Dixon declared a conflict of interest for an In Camera property item.

(c) **In Camera Session**

Moved by: C.A. Sloat

Seconded by: C. Lefebvre

THAT the Board move into In Camera Session to discuss Personnel, Legal and Property Matters at 6:30 p.m.

Carried

Open Session reconvened at 7:21 p.m.

(d) **Welcome to Open Session**

The Public Session meeting was called to order by Committee Chair D. Werden at 7:21 p.m.

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

In Camera item D-1-a Property Matter was added by D. Werden.

Moved by: B. Doyle

Seconded by: E. Dixon

THAT the agenda be approved, as amended.

Carried

(f) **In Camera Report**

Moved by: C.A. Sloat

Seconded by: A. Everets

THAT the Grand Erie District School Board accept the resignation of Superintendent Greg Anderson for the purpose of retirement effective the end of the day August 31, 2013.

Carried

Moved by: C.A. Sloat

Seconded by: J. Angus

THAT the Board ratify the terms of the local Memorandum of Settlement reached between the Grand Erie District School Board and CUPE 5100 (Facility Services) dated January 7, 2013 for the term September 1, 2012 – August 31, 2014.

Carried

Moved by: J. Angus

Seconded by: E. Dixon

THAT the Board ratify the terms of the local Memorandum of Settlement reached between the Grand Erie District School Board and CUPE 5100 (Educational Assistants) dated January 7, 2013 for the term September 1, 2012 – August 31, 2014.

Carried

Moved by: R. Collver

Seconded by: C. Lefebvre

THAT the Board ratify the terms of the local Memorandum of Settlement reached between the Grand Erie District School Board and CUPE 5100 (Office, Clerical & Technical) dated January 7, 2013 for the term September 1, 2012 – August 31, 2014.

Carried

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

Nil.

C – 1 Director's Report

J. Forbeck highlighted that Kindergarten registration has been initiated and includes Full-Day and French Immersion. The new edition of Preparing for Kindergarten guide will be arriving in schools and online shortly.

Grade 8 student and parent information nights scheduled this week include:

- January 15, 2013 - North Park Collegiate and Vocational School/Delhi District Secondary School
- January 16, 2013 – Simcoe Composite School
- January 17, 2013 - Brantford Collegiate Institute and Vocational School/Waterford District High School

The Grand Erie District School Board was honored by the Brant United Way, earning a spot as one of the top employees raising the most funds for the United Way. Employees of the Board in the Brant Area showed a 36% increase in payroll deductions. Results for Haldimand- Norfolk still to come.

D. Dean thanked the Director for making United Way a major priority and modeling this commitment to our employees.

J. Angus is pleased to hear the grade 8 information nights are scheduled however voiced a concern regarding the situation with extra-curricular activities and how parents are expressing interest in schools with the coterminous board. A decrease in student enrolment will impact the number of staff.

J. Forbeck acknowledged this problem across the province and this concern has been addressed with OSSTF. He reflected on his time as a teacher and how extra-curriculars are a very important part of a child's education. It provides for a well-rounded education, and understands the importance to teachers and students in the system.

R. Collver felt it disheartening to think they may not continue, and inquired if conversations across the province with other boards have indicated other options of offering extra-curricular.

A. Everets suggested conversations could begin with addressing the barriers of having parent volunteers. D. Dean stated that elementary schools are also a factor.

J. Forbeck stated that Directors through CODE have developed a committee to review the barriers, and that information can be provided to the Board.

J. Angus supports that as a teacher, extra-curricular was something valued and she truly believes most teachers in our board do value that and are feeling uncomfortable. It is part of the scenario we are involved in.

Moved by: C.A. Sloat

Seconded by: R. Collver

THAT the Grand Erie District School Board receive the Director's report of January 14, 2013 as information.

Carried

D – 1 **Bylaw/Policy/Procedure Consideration – Action/Decision Items**

(a) **HR8 Workplace Violence**

J. Gunn explained annual review is required by the Occupational Health and Safety Act, no revisions were made.

Moved by: J. Angus

Seconded by: A. Everets

THAT the Grand Erie District School Board forward Policy HR8 – “Workplace Violence” to all appropriate stakeholders for comment to be received by April 5, 2013.

Carried

(b) **SO23 Accessibility – Integrated Accessibility Standards Regulation (IASR)**

W. Baker referred to comments received. Suggestions from trustees relate to the policy statement. The first sentence should have consistent wording with other policies and the last sentence involved minor changes to the wording.

Moved by: E. Dixon

Seconded by: B. Doyle

THAT the Grand Erie District School Board approve Policy SO23 — “Accessibility – Integrated Accessibility Standards Regulation (IASR)”, as amended.

Carried

D – 2 **Administrative Procedure Consideration – Information Items**

(a) **FT111 School Initiated Facility Upgrades**

J. Gunn stated that revisions made relate to job title changes.

Moved by: J. Angus

Seconded by: C. Lefebvre

THAT the Grand Erie District School Board forward Administrative Procedure FT111 – “School Initiated Facility Upgrades” to all appropriate stakeholders for comment to be received by April 5, 2013.

Carried

(b) **HR106 Board Employees – Inclement Weather**

M. McDonald reviewed the recommended changes. These are related to provide clarity regarding transportation in zones of residence and workplace for employees.

Moved by: C.A. Sloat

Seconded by: J. Angus

THAT the Grand Erie District School Board forward Administrative Procedure HR106 – “Board Employees – Inclement Weather” to all appropriate stakeholders for comment to be received by April 5, 2013.

Carried

(c) **HR123 Workplace Violence**

No changes were recommended.

Moved by: A. Everets

Seconded by: J. Angus

THAT the Grand Erie District School Board forward Administrative Procedure HR123 – “Workplace Violence” to all appropriate stakeholders for comment to be received by April 5, 2013.

Carried

(d) **HR122 Cellular Telephones/Personal Digital Assistant Devices**

J. Gunn indicated the major change involved changing personal digital assistant devices (PDA) to smart phones.

Moved by: J. Angus

Seconded by: C.A. Sloat

THAT the Grand Erie District School Board forward Administrative Procedure HR122 – “Cellular Telephone/Personal Digital Assistant Devices ” to all appropriate stakeholders for comment to be received by April 5, 2013, as amended

Carried

(e) **HR110 Hiring Procedures**

M. McDonald referred to comments received. One specific change is legislation 274/12 and its’ requirements when hiring teachers. It is compliant with regulations in collective agreements.

In response to D. Dean, M. McDonald addressed concerns about using language such as diversity of perspective and bias free and that this language is consistent with equity and inclusive and other procedures.

Discussion involved the important of respecting diversity and embedding it into the hiring guidelines.

Moved by: J. Angus

Seconded by: B. Doyle

THAT the Grand Erie District School Board receive Administrative Procedure HR110 - "Hiring Procedures" as information, as amended.

Carried

Moved by: C.A. Sloat

Seconded by: A. Everets

THAT the Grand Erie District School Board refer Administrative Procedure HR110 – "Hiring Procedures" to Senior Administration for review.

Carried

(f) **SO121 Request to Attend a School Outside a Home School Area**

B. Blancher addressed the comments received.

Moved by: C.A. Sloat

Seconded by: E. Dixon

THAT the Grand Erie District School receive Administrative Procedure SO121- "Request to Attend a School Outside the Home School Area" as information.

Carried

(g) **SO137 Accessibility – Integrated Accessibility Standards Regulation (IASR) – Transportation**

W. Baker addressed the comments received.

In response to C.A. Sloat, J. Forbeck stated that because the administrative procedures and policy for accessibility provide a philosophical flow, they should remain under school operations.

Moved by: E. Dixon

Seconded by: J. Angus

THAT the Grand Erie District School Board receive Administrative Procedure SO137 - "Accessibility – Integrated Accessibility Standards Regulation (Transportation)" as information.

Carried

(h) **SO138 Accessibility – Integrated Accessibility Standards Regulation (IASR) – Information and Communication**

Moved by: C. Lefebvre

Seconded by: D. Dean

THAT the Grand Erie District School Board receive Administrative Procedure SO138 - "Accessibility – Integrated Accessibility Standards Regulation (Information & Communications)" as information.

Carried

- (i) **SO139 Accessibility – Integrated Accessibility Standards Regulation (IASR) – Employment**

Moved by: J. Angus

Seconded by: R. Collver

THAT the Grand Erie District School Board receive Administrative Procedure SO139 - “Accessibility – Integrated Accessibility Standards Regulation (Employment)” as information.

Carried**E – 1 Other Business**

- (a) **Port Dover Composite School Transition Committee Report**

A. Nesbitt commented that copies of minutes from three meetings held in November and December 2012 were provided for trustees. Highlights included the plan to create a joint graduation for students from Port Dover Composite School (PDCS) and Simcoe Composite School (SCS), and plans to review scholarships and awards for students from PDCS.

The Transition Committee has requested the Board to consider the possibility of providing transportation for students living in Port Dover that attend SCS and participate in extra-curricular activities before and after school. The committee requested a budget be created that would be managed by the principal of SCS.

In response to E. Dixon, A. Nesbitt explained the bus is for students involved in extra-curricular activities and not for those who have jobs in Port Dover after school.

In response to B. Doyle, A. Nesbitt confirmed this has not been done in the past for other school closures.

E. Dixon voiced a concern about students that have after school jobs and need to get back to Port Dover right after school.

L. Bradovka explained her situation is similar, and the employer could provide flexibility to the students considering their situation.

D. Werden clarified that the students and parents from the transition committee requested that the bussing be considered in the budget process.

In response to J. Angus, J. Gunn explained a single run from SCS to PDCS could cost approximately \$200.00 per day for the transition period from February 1, 2013 to end of June 2013. It could be funded from within the school budgets already allocated.

It was agreed that this idea would not be considered at this time but may be addressed at a later date.

Moved by: R. Collver

Seconded by: B. Doyle

THAT the Grand Erie District School Board receive the Port Dover Composite School Transition Committee Report as information.

Carried

(b) **Doverwood Public School Transition Committee Report**

W. Baker reviewed items discussed at the meetings held on November 19, 2012 and December 5, 2012. The next meeting is scheduled for January 31, 2013.

In response to C.A. Sloat, W. Baker will forward notes from the meeting.

J. Gunn stated that the proposed budget regarding the former Port Dover Composite School will be provided at the Committee of the Whole No. 2 meeting on January 21, 2013.

Moved by: E. Dixon

Seconded by: C. Lefebvre

THAT the Grand Erie District School Board receive the "Doverwood Public School Transition Committee" Report as information.

Carried

(c) **Doverwood Public School Council – Request for Name Change**

The motion was revised to align with FT3 Naming of Schools.

Moved by: C.A. Sloat

Seconded by: J. Angus

THAT the Grand Erie District School approve the formation of a renaming committee due to the consolidation of Port Dover Composite School and Doverwood Public School.

Carried

(d) **Draft Threat/Risk Assessment Protocol**

G. Anderson presented the protocol and the importance to bring it forward in light of the tragic occurrence in Connecticut. The protocol consists of two components, risk and threat and is based on the work of Kevin Cameron, from the Canadian Centre for Threat Assessment and Trauma Response.

Christine Bibby, Social Worker for Safe School Teams was in attendance.

In response to C.A. Sloat, G. Anderson explained this protocol would be used for grades five and up, and predominantly for grades seven and eight.

The information will be handed out annually to parents at the beginning of the school year and the protocol will also be placed in the Safe School Binders for Principals to use as a tool.

In response to C.A. Sloat, G. Anderson stated that the protocol is currently in draft until other agencies and the coterminous board get involved and sign on.

R. Collver supports the protocol and felt it was very well done.

In response to J. Forbeck's inquiry about what one needs to know or can learn from this package, C. Bibby highlighted some main points. Upon review of anyone that does a heinous act, the history of that individual will provide numerous warning signs. It is our responsibility as educators to be aware of those warning signs to intervene early.

Any assessment of this nature should be multi-disciplinary to fully understand the situation. It is important to understand the risk and knowing what we can do about that risk.

In response to D. Werden, C. Bibby explained that this protocol mainly speaks to students, and not administrators or teachers, although they understand threats may be caused by community members also.

C. Bibby also explained this is a parallel process through the domestic violence network.

Moved by: C. Lefebvre

Seconded by: J. Angus

THAT the Grand Erie District School Board approve the Draft Threat/Risk Assessment Protocol.

Carried

F – 1 Correspondence

- (a) **St. Clair Catholic District School Board**
- (b) **Canadian Union of Public Employees Local 5100**
- (c) **Bluewater District School Board**
- (d) **Minister of Education re OSSTF Occasional**
- (e) **Minister of Education re OSSTF All Secondary**
- (f) **Minister of Education re OSSTF All Employees Psych**
- (g) **Minister of Education re ETFO Occasional**
- (h) **Minister of Education re ETFO All Elementary**
- (i) **Minister of Education re ETFO - ECEs**

Moved by: C.A. Sloat

Seconded by: C. Lefebvre

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

Carried

G – 1 In Camera Session

Moved by: J. Angus

Seconded by: C.A. Sloat

THAT the Board move into In Camera Session to discuss legal and property matters at 8:57 p.m.

Carried

Open Session reconvened at 9:06 p.m.

H – 1 Adjournment

Moved by: C.A. Sloat

Seconded by: B. Doyle

THAT the meeting be adjourned at 9:06 p.m.

Carried

Committee of the Whole Board No.1 Chair, Don Werden