



**GRAND ERIE DISTRICT SCHOOL BOARD**

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

**Committee of the Whole No. 2 Meeting  
June 10, 2013, 7:15 p.m.**

**MINUTES**

**PRESENT:**

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

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

**TELECONFERENCE:**

**Trustee:** A. Everets

**REGRETS:**

**Trustees:** B. Johnston, C. Lefebvre

**Administration:** Nil.

**A – 1 Opening**

(a) **Roll Call**

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

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

Nil.

(c) **In Camera Session**

Moved by: J. Angus

Seconded by: B. Doyle

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

**Carried**

Open Session reconvened at 7:21 p.m.

(d) **Welcome to Open Session**

Committee Chair C.A. Sloat welcomed everyone to the Open Session at 7:21 p.m.

On behalf of the trustees of the Grand Erie District School Board, she wished Superintendent Greg Anderson all the best in his retirement. G. Anderson shared his appreciation and how much he has enjoyed his time at Grand Erie.

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

Item B-1-c and C-1-c were added to the In Camera agenda.

Moved by: J. Angus

Seconded by: B. Doyle

THAT the agenda be approved as printed.

**Carried**

(f) **In Camera Report**

Moved by: R. Collver

Seconded by: J. Angus

THAT the Grand Erie District School Board approve the lease of surplus space at Port Dover Composite School to Norfolk County for the purpose of locating the Norfolk Public Library Branch.

**Carried**

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

(a) **Doverwood Transition Committee – Request for Name Change of PDCS**  
(From January 14, 2013)

W. Baker referred to the report and reviewed the steps taken by the Doverwood Transition Committee to recommend three choices of names to the Board:

(In alphabetical order):

- 1) Lakewood Elementary School
- 2) Port Dover Community School
- 3) Port Dover Elementary School

E. Dixon indicated that the majority preferred Lakewood Elementary school.

B. Doyle is pleased to hear the “Lakers” theme will remain in the name.

D. Werden is in favor of Lakewood Elementary School, maintaining the Woodhouse Township.

Moved by: J. Angus

Seconded by: D. Werden

THAT that the Grand Erie District School Board re-name the school formerly known as Port Dover Composite School to “Lakewood Elementary School”.

**Carried**

W. Baker will provide a final report once the Transition Committee completes tasks and celebrations.

(b) **Compensatory Education Plan** (From March 18, 2013)

J. Forbeck referred to the reports brought forth in March 2013. Those reports included school selection, budget implications and a draft action plan from the previous year.

In response to R. Collver, J. Forbeck explained that the committee would not actually have conversations with unions and position collective agreement discussions, but it would be an HR representative who is part of the committee that would address those concepts in labour relations meetings.

In response to R. Collver, J. Forbeck explained that weighting factor is a new item in the plan and he referred to the pride of place program in facilities as an example. IT has also discussed equipment and even distribution amongst school however they may evaluate what future plans could provide for compensatory schools.

In response to R. Collver, B. Blancher explained that Empower Reading is a program in a number of other school boards for students in higher grades than what the LLI covers; it is similar to Reading Recovery.

In response to M. Macdonald, J. Forbeck explained that Social Skills Programs and character education exists in all schools in Grand Erie. The Social Skills Program is not a separate program just for compensatory education schools.

D. Dean recommended viewing a presentation from Central School called “Dynamic Program Management”. This presentation was made at a SEAC meeting and felt it was very valuable.

In response to C.A. Sloat, J. Forbeck agreed that we will always review the needs of all of Grand Erie and strive for common balance amongst all schools.

Moved by: R. Collver

Seconded by: J. Angus

THAT that the Grand Erie District School Board receive the 2013/2014 Compensatory Education Plan as information.

**Carried**

The 2013-2014 School Year Calendars were approved by the Ministry of Education. The final versions will be available on the Board's website.

The retirement dinner was held June 4, 2013 and honored 89 retirees.

Nineteen recipients from the Board were presented awards at the Council for Exceptional Children Annual Awards Night held on May 29, 2013.

J. Forbeck invited M. McDonald to provide a verbal report on school visits.

M. McDonald visited Pauline Johnson Collegiate & Vocational School and provided the following update after meeting with staff and students:

- Pauline Johnson CVS is part of the School Support Initiative (SSI) and staff have identified Grade 10 applied math and English as focus
- The team is looking at student engagement to enhance the learning environment at the school
- The staff have engaged in school-wide campaign called "PJ Rules"; these rules link with the school's expectations in terms of behavior and align with the character attributes
- The school has seen gains in grade 10 credit accumulation (4 out of 4) with an increase of three percent from the previous year; grade 10 credit accumulation has increased 21 percent as well

Moved by: J. Angus

Seconded by: B. Doyle

THAT the Grand Erie District School Board receive the Director's report of June 10, 2013 as information.

**Carried**

#### **D – 1 Chair/Vice-Chair Report**

D. Dean thanked R. Collver for her commitment and initiative to visit school councils during the months of February 2012 to June 2013. Reception has been very positive from the school councils and they have been appreciative that trustees are reaching out to them about how our schools are run.

R. Collver is appreciative of D. Dean's commitment as well and also for the invitations extended from the school councils. She commended everyone in the school councils for doing such a great job.

Moved by: D. Dean

Seconded by: B. Doyle

THAT the Grand Erie District School Board receive the Chair/Vice-Chair Report of June 10, 2013.

#### **E – 1 New Business –Action/Decision Items**

##### **(a) Annual Review of the Special Education Plan**

W. Baker invited Carol Mackenzie, Faye Adams and W Hobbs to speak to the Special Education Plan.

The Special Education Advisory Committee made a motion to approve this plan.

Summary of changes for 2012-2013 were reviewed. Appendixes A, B, C, S, and U have been changed slightly.

In response to C.A. Sloat, W. Baker explained that the checklist & plan will be provided to the Ministry and would be pleased to provide the plan to trustees.

D. Dean specified that a written letter was provided by the Ministry that overruled Regulation 306. The plan is available.

In response to R. Collver, W. Hobbs stated that Grand Erie's Mental Health Plan was included in draft plan and is waiting for feedback on the draft.

D. Dean explained that a written completed edition could be provided however there are ongoing changes by staffing moves. The draft must be submitted by July 13, 2013.

In response to C.A. Sloat and transition planning, J. Angus explained that the one blank on the checklist for transition planning refers to students with developmental disabilities. There is a local implementation to the amendments of the protocol signed off in 2012.

In response to R. Collver, F. Adams explained that in regards to transition planning, it asked if there have been changes made to the plan and we have not changed the plan from 2011-2012 to 2012-2013 in the transition area.

Moved by: D. Werden

Seconded by: J. Angus

THAT the Grand Erie District School Board approve the Annual Review of the Special Education Plan, as recommended by SEAC and the submission of the Special Education Report Components Checklist to the Regional Office of the Ministry of Education.

**Carried**

(b) **Board Approved Transportation Review**

The Student Transportation Services of Brant Haldimand Norfolk (STSBHN) are in the process of reviewing route information and planning for the 2013-14 school year and part of that planning cycle has staff perform a comprehensive review of situations that fall outside the STSBHN Procedure 002- Transportation Eligibility.

The following services were reviewed:

***1) Norfolk Secondary Students (not included are students coming to Delhi from outside of our board)***

J. Gunn explained that the intent is for senior students who, because of population may not be offered programming at their school. They would be provided transportation to other schools. Grade nine and 10 arrive there because they have applied for courtesy transportation.

In response to C.A. Sloat who asked about the impact if changes were made to transporting these students, J. Gunn referred to the estimated costs outlined in Table 1 from the Walsh transfer sites that go to either Simcoe or Delhi.

In response to D. Werden and transfer points for courtesy riders in grades nine and 10, J. Gunn stated that the STSBHN is requesting to confirm current practice for senior students and providing a seat on the transfer route. Grades 9 and ten can take the ride due to courtesy transportation.

***2) Oakland-Scotland to WDHS Express Route***

J. Gunn suggests continuing to bus 47 students from Oakland-Scotland to Waterford.

***3) Caledonia to Cayuga Secondary Express Route***

Overlapping boundaries for McKinnon and Cayuga show 27 students in MPSS Catchment who attend CSS.

***4) Out of District Students***

***4.1) Norwich/Otterville students attending Delhi District Secondary School***

145 students of oxford students are bused to Delhi District Secondary School.

***4.2) Princeton/Drumbo students attending Paris District Secondary***

41 oxford students are bused Paris District High School.

***5) Students attending River Heights***

46 students in ONE catchment who attend River Heights School.

***6) Section 23 Students***

*10 section 23 students to Graham-Bell and Pauline Johnson.*

J. Angus addressed the consideration of boundary changes in relation to some of these services.

R. Collver inquired if we have provided the clarification that the consortia requests in the scenarios listed under #2.0 Norfolk Secondary Students. She explained that we need to have a better understanding about the choices students are making to attend other schools not in our Board.

The trustees requested confirmation about grades 9 and ten students be brought to the Regular Board Meeting on June 24, 2013. J. Gunn agreed to confirm that grades 9 and ten are only on those routes for courtesy transportation.

Moved by: J. Angus

Seconded by: E. Dixon

THAT the Grand Erie District School Board approve tables 3 to table 8 of the transportation routes exceptions listed in this report for the 2013-14 school year.

**Carried**

Moved by: J. Angus

Seconded by: D. Werden

THAT the Grand Erie District School Board approve Norfolk students in grade 11 and 12, who have a program requirement that cannot be met at their home school, be provided Board Approved transportation to another secondary school where current routes allow.

**Carried**

L. Bradovka left the meeting at 8:50 p.m.

D. Fleet left the meeting at 8:55 p.m.

## **E – 2 New Business – Information Items**

### **(a) Category III Trips (SO105)**

As per procedure SO105 “Out of Classroom Trips/Tours for Students”, the report provided a list of trips currently approved until February 2014.

The year was corrected to 2014 for the BCI (Washington Trip) in April 5-7, 2014.

Moved by: J. Angus

Seconded by: E. Dixon

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

**Carried**

### **(b) Implications of 2013-2014 Friday the 13<sup>th</sup> Events on the Port Dover area students**

W. Baker referred to the impact of students of Port Dover during the Friday the 13<sup>th</sup> Events; there are three such events in 2013-2014. Past practice suggests during cold weather, schools remain open and that during warm weather the schools are closed.

B. Doyle and E. Dixon were not in favor of keeping the schools open for any of the Friday the 13<sup>th</sup> dates because of the unpredictability of the weather.

W. Baker clarified that when staff was surveyed as a group, they agreed that it was more of a problem getting in and out of Port Dover than staying at the school.

D. Werden recalled that historically, all transfer points happened when the schools remained open from November to March.

Moved by: J. Angus

Seconded by: E. Dixon

THAT the Grand Erie District School Board cancel transportation in Port Dover, close the Port Dover elementary school to students and direct staff to report to work at the school, and establish group stops for secondary students on September 13, 2013 and June 13, 2014, as amended.

**Carried**

Moved by: R. Collver

Seconded by: J. Angus

THAT the Grand Erie District School Board keep the Port Dover elementary school open, with transportation running, on December 13, 2013.

**Carried**

(c) **Early Development Instrument (EDI) Report**

In February 2012, all children in senior kindergarten in Brant, Haldimand and Norfolk participated in the School Readiness Project through the Early Development Instrument (EDI). Communities use this project to help them plan early childhood development programs to ensure that all children have the best possible start at school.

The project is done in partnership with the Ministry of Children and Youth Services through the Best Start Networks of Haldimand and Norfolk, Brantford and Brant; the Brant Haldimand Norfolk Catholic District School Board; the Grand Erie District School Board; and The Offord Centre for Child Studies at McMaster University.

The report presented included Appendix A – Brant County Health Unit of Early Childhood Development in Brant, Appendix B - Haldimand & Norfolk – Are our Children Ready for School?, and Appendix C – 2006 EDI and 2012 Gr6 EQAO results.

B. Blancher referred to Appendix C that outlines cohort tracking of two sets of data:

- 1) 2006 EDI and 2012 Gr6 EQAO
- 2) 2009 EDI and 2012 Gr3 EQAO



In response to R. Collver, B. Blancher referred to the EQAO results at level three and four as shown in the data analysis.

R. Collver was pleased to see the EDI results school by school and inquired if a report for all of Grand Erie could be provided to provide tracking of results.

D. Werden stated that statistically it appears that improvement is shown and inquired if the data has been broken down by compensatory schools or other schools to identify the clusters.

B. Blancher verified that a difference was apparent when reviewed with Sally Landon. Schools that performed with high EQAO results and low risk EDI versus those who were high risk on EDI but showed good EQAO results.

Moved by: R. Collver

Seconded by: D. Werden

THAT the Grand Erie District School Board receive the Report on the 2012 EDI Results report as information.

**Carried**

#### **F – 1 Bylaw/Policy/Procedure Consideration – Action/Decision Items**

##### **(a) SO25 Visual Identity**

J. Forbeck reviewed feedback provided through staff engagement, focus groups and stakeholder's comments.

Moved by: R. Collver

Seconded by: J. Angus

THAT the Grand Erie District School Board approve SO25 – “Visual Identity”.

**Carried**

##### **(b) HR113 Teacher Performance Appraisal**

M. McDonald reviewed the two comments received.

D. Dean inquired if there is any reference to the steps taken when a teacher has two unsatisfactory performance appraisals in the first two years. Clarity for processes dealing with teachers that have not met the standard needs to be provided.

M. McDonald referred to page 3 – 2.c in the procedure and reviewed the requirements. Reference to the enrichment plan under clause 277.40.1.(2)g was also noted. There are very specific timelines to follow; improvement plans are also used. A strict process needs to be followed leading to termination.

Moved by: R. Collver  
Seconded by: J. Angus  
THAT the Grand Erie District School Board receive HR113 – “Teacher Performance Appraisal” as information.  
**Carried**

#### G – 1 Other Business

##### (a) OPSBA Report

D. Werden provided a verbal update on elections for OPSBA. Michael Barrett will remain president for another year; Mark Bailey is the 1<sup>st</sup> vice-president and Laurie French as the 2<sup>nd</sup> vice-president. Grand Erie could be hosting an OPSBA meeting in October 2013.

#### H – 1 Correspondence

##### (a) Draft letter re: Regulation 274/12

Trustees provided feedback to amend the letter.

Moved by: D. Werden  
Seconded by: R. Collver  
THAT the Board move into In Camera Session to discuss Personnel Matters at 9:44 p.m.  
**Carried**

Moved by: D. Werden  
Seconded by: J. Angus  
THAT the Committee of the Whole No. 2 Meeting continue past 10:00 p.m. to deal with remaining items on the agenda.  
**Carried**

#### I – 1 In Camera Report:

Moved by: E. Dixon  
Seconded by: J. Angus  
THAT C-1-c be approved.  
**Carried**

#### J – 1 Adjournment

Moved by: C.A. Sloat  
Seconded by: B. Doyle  
THAT the meeting be adjourned at 10:17 p.m.  
**Carried**