



**GRAND ERIE DISTRICT SCHOOL BOARD**

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

**Committee of the Whole No. 2 Meeting  
January 21, 2013, 7:15 p.m.**

**MINUTES**

**PRESENT:**

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

**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: D. Werden

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

**Carried**

Open Session reconvened at 7:20 p.m.

(d) **Welcome to Open Session**

The Public Session meeting was called to order by Committee Chair C.A. Sloat, at 7:20 p.m.

She welcomed students from Redeemer College and Brock University.

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

The following items were added:

Item F-1-b Ministry of Education re: Ratified Collective Agreements (Office, Clerical, Technical)

Item F-1-c Ministry of Education re: Ratified Collective Agreements (Educational Assistants)

Item F-1-d Ministry of Education re: Ratified Collective Agreements (Facility, Transportation and Maintenance)

Moved by: J. Angus

Seconded by: C. Lefebvre

THAT the agenda be approved as amended.

**Carried**

(f) **In Camera Report**

Moved by: D. Dean

Seconded by: J. Angus

THAT whereas the Board has completed a comprehensive review of student accommodation in its Norfolk Secondary schools, the Grand Erie District School Board considers the lease of space at Port Dover Composite School to the Norfolk Public Library Branch as a shared use facility a reasonable step in a plan to provide accommodation for pupils on the site.

**Carried**

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

(a) **HR110 Hiring Procedures** (from January 21, 2013)

M. McDonald referred to two revisions made.

Moved by: R. Collver

Seconded by: A. Everets

THAT the Grand Erie District School Board receive Administrative Procedure HR110 – “Hiring Procedures” as information.

**Carried**

**C – 1 Director’s Report**

J. Forbeck highlighted grade 8 student and parent information nights scheduled this week:

- January 22, 2013 - Pauline Johnson Collegiate & Vocational School, Valley Heights Secondary School
- January 23, 2013 - Paris District High School
- January 24, 2013 – Tollgate Technological Skills Centre

Family literacy Day will be held on January 25, 2013 at Walter Gretzky Elementary School in recognition of students, parents and staff reading together.

The Strong Start Program is an actual training program that occurs before and after school or as part of the day in some areas of our board. A recent newsletter for Strong Start has reflected that in 2008, our board piloted one school and in 2012, we are in 50% of our schools, with 30 schools offering the program in this region.

The Director highlighted the SKIP (Senior and Kids Intergenerational Program) and the student involvement in our board.

Moved by: C. Lefebvre

Seconded by: E. Dixon

THAT the Grand Erie District School Board receive the Director's report of January 21, 2013 as information.

**Carried**

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

##### **(a) Set Pre-Budget Meeting Dates**

The proposed dates conflicted with other meetings, therefore confirmed dates have been revised to February 26, 2013 and March 5, 2013, starting at 6:00 p.m.

Moved by: J. Angus

Seconded by: B. Doyle

THAT the Grand Erie District School Board set the dates for Pre- Budget Consultation Meetings as follows:

1. February 26, 2013
2. March 5, 2013

**Carried**

##### **(b) Port Dover Composite School Elementary Conversion Proposal**

J. Gunn provided the background for this proposal. The major portion of the work will be on the ground floor, as one half of the ground floor wing is currently science lab type classrooms. These will be altered into junior kindergarten classes with on-suite washrooms.

After review of the initial budget, it was determined that all flooring does not require replacing, and that water in every classroom will not be possible however water will be available in adjacent spaces in the offices nearby.

Consideration to put fixed window shades on all classrooms was suggested; it is appropriate for the main floor but not necessary for second floor.

Cafeteria will serve as a dedicated lunch room. The potential Norfolk Public Library Branch be located in the building as well. Other potential ideas in the future being considered include daycare and a safety village from the OPP.

In response to B. Doyle, J. Gunn explained that the ground level will be used for the primary division and lockers are not appropriate for that age. They will be demolished to create “cubby” type sections for coats and shoes. The lockers on the second level are appropriate for the senior students.

In response to D. Werden, J. Gunn confirmed that we were able to meet the requests as outlined in the Major Construction policy. The six classrooms will be altered to create four and will meet the 1200 square feet minimum needed for full day kindergarten classes.

Major renovations are not being done, but the surfaces are being upgrading with the exception of locker removals.

Moved by: B. Doyle

Seconded by: E. Dixon

THAT the Grand Erie District School Board approve the proposed PDCS Elementary Conversion for completion of design and tender and site plan approval application. Final budget to be approved prior to construction.

**Carried**

## D – 2 New Business – Information Items

### (a) Category III Trips

J. Forbeck stated that this report is presented to the board every six months. Some trips that have been already approved are listed as information. There were three other trips approved but have been cancelled due to lack of participation. They include Hagersville Secondary School (NYC), Delhi District Secondary School (NYC), and Dunnville Secondary School (NYC).

In response to D. Werden, J. Forbeck explained that the five students from Cayuga Secondary School going to Europe will likely joining other schools participating in trip.

In response to D. Dean, J. Forbeck explained that the educators confirmed their attendance on these trips to Europe, and is considered a voluntary activity.

Moved by: C. Lefebvre

Seconded by: B. Doyle

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

**Carried**

(b) **Enrolment vs Capacity by School Report**

H. Gunn highlighted the enrolment numbers as of October 31, 2012, and that any schools currently at 85% capacity or higher is funded as 100% full. There are 33 elementary schools funded at 100%.

The numbers compared to last year report in elementary show a positive increase from 85% to 87% overall, due to the removal of Dunnville Central and Coronation through the ARC process. Full time kindergarten also escalates the enrolment numbers.

The numbers for secondary show a decline. The board motion to close Port Dover Composite School affected those numbers in a positive manner but there still shows a continuous decline in enrolment.

In response to R. Collver, J. Gunn stated that the Quality Accommodations Committee was working with data however was delayed due to job action. Meetings will be scheduled for February, and the committee will provide a report to board possibly in March 2013.

Moved by: R. Collver

Seconded by: B. Doyle

THAT the Grand Erie District School receive the Enrolment vs Capacity by School Report as information.

**Carried**

(c) **Child Care Retrofit Plan**

B. Blancher presented the draft plan and provided background on this initiative initiated from a memo (2012:EL3) issued by Jim Grieve, Assistant Deputy Minister of the Early Learning Division. It was a follow up to the announcement that as part of the 2012 budget, Ontario will provide assistance to child care operators as we move towards full implementation of full-day kindergarten in 2014-2015.

She reviewed the funding formula that is based on a base amount of \$92,000 per room and an estimated average cost of \$4,600 per space.

Appendix B was reviewed. Under Proposed Plan for September 2013 – this was written for both our Board and our Coterminous Board so in the first bullet, remove the “s” from the word providers and in the second bullet remove the “s” from the word boards

In response to D. Dean, J. Gunn stated that we have a two to one ratio of students in the coterminous board.

J. Angus commented that consideration in the future should be given for a more equitable split of funds if we have twice as many students.

B. Blancher agreed in terms of the Parenting and Family Literacy Centers, but in regards to this initiative, we would need to convert more spaces and we are not sure if we can.

D. Werden acknowledged this as a great idea and concept but agreed that one of the reasons we are struggling is because we closed many of our elementary schools. Many boards are waiting around province with excess space and were pleased to see this happening.

Moved by: J. Angus

Seconded by: R. Collver

THAT the Grand Erie District School Board receive the Child Care Retrofit Plan as information.

**Carried**

#### **E – 1 Other Business**

##### **(a) OPSBA Report**

No report.

#### **F – 1 Correspondence**

- (a) Ministry of Education re: Administrative Review – Norfolk ARC**
- (b) Ministry of Education re: Ratified Collective Agreements (Office, Clerical, Technical)**
- (c) Ministry of Education re: Ratified Collective Agreements (Educational Assistants)**
- (d) Ministry of Education re: Ratified Collective Agreements (Facility, Transportation and Maintenance)**

Moved by: J. Angus

Seconded by: R. Collver

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

**Carried**

**G - 1 Adjournment**

Moved by: R. Collver

Seconded by: J. Angus

THAT the meeting be adjourned at 8:06 p.m.

**Carried**

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Committee of the Whole Board No. 2 Chair, Carol Ann Sloat