



## GRAND ERIE DISTRICT SCHOOL BOARD

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

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### Committee of the Whole Board No.1 Meeting June 3, 2013, 7:15 p.m.

#### MINUTES

#### PRESENT:

**Trustees:** Committee Chair, D. Werden, 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**

Nil.

(c) **In Camera Session**

Moved by: C.A. Sloat

Seconded by: M. Macdonald

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

**Carried**

Open Session reconvened at 7:23 p.m.

(d) **Welcome to Open Session**

Committee Chair D. Werden welcomed everyone to the Open Session at 7:23 p.m.

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

Item B-1-c was added to the In Camera agenda by D. Werden.

Moved by: C.A. Sloat

Seconded by: J. Angus

THAT the agenda be approved as printed.

**Carried**

(f) **In Camera Report**

Moved by: J. Angus

Seconded by: E. Dixon

THAT Item B-1-b Initial Term of Principal Leader of Elementary Program from September 1, 2013 to June 30, 2016 be approved.

**Carried**

Moved by: C.A. Sloat

Seconded by: E. Dixon

THAT Item C-1-c-i be approved.

**Carried**

Moved by: R. Collver

Seconded by: B. Doyle

THAT Item C-1-c-ii be approved.

**Carried**

Moved by: J. Angus

Seconded by: A. Everets

THAT Item C-1-c-iii be approved.

**Carried**

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

Nil.

**C – 1 Director's Report**

J. Forbeck invited A. Nesbitt and W. Baker to provide a verbal report on school visits.

A. Nesbitt visited Delhi District Secondary School and provided the following observations:

- Growth was identified for math at the applied level grade 9
- The visit included visiting a School Support Initiative (SSI) classroom and meeting with staff and students

- Peer-to-peer learning was observed with students providing feedback to each other
- EQAO results from last year showed a 17 percent increase since last year in applied math
- Principal Alison high was commended on her commitment to the distribution of the weekly school newsletter

In response to M. Macdonald, A. Nesbitt explained that the electronic newsletter is sent out to the community such as local businesses. Often, the student council members act as key communicators between the school and the community base.

W. Baker visited Lynndale Heights School and provided the following observations:

- How the Schools in the Middle (SIM) initiative incorporates co-learning
- Improvement was reported in literacy and numeracy through the support of the principal, teacher and student involvement
- A representative from the Ministry of Education Literacy and Numeracy Secretariat (LNS) would like to share the success of this collaborative work during her upcoming visit to Denmark

J. Forbeck indicated that summer school registration is now open, more information can be found on our website.

Superintendent Greg Anderson is retiring after more than 10 years with the Grand Erie District School Board and more than 30 years of experience in education. His retirement celebration will be held on June 6, 2013 at 4:00 p.m. at the Joseph Brant Learning Centre.

Grand Erie District School Board is holding their annual retirement dinner on June 4, 2013 that will honor more than 88 retirees.

Major Ballachey and Princess Elizabeth Parent Family Literacy Centers (PFLC) held a joint grand opening today at Princess Elizabeth School. Parents, children, community members, and trustees Jane Angus, David Dean, Eva Dixon and Carol Ann Sloat celebrated the opening with an official ribbon cutting ceremony.

Moved by: J. Angus

Seconded by: D. Dean

THAT the Grand Erie District School Board receive the Director's report of June 3, 2013 as information.

**Carried**

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

This agenda item was deferred to the Committee of the Whole No.2 Agenda on June 10, 2013.

**E – 1 Bylaw/Policy/Procedure Consideration – Action/Decision Items****(a) BL25 Director’s Performance Appraisal**

J. Forbeck referred to the proposed changes.

Moved by: D. Dean

Seconded by: J. Angus

THAT the Grand Erie District School Board approve BL25 – “Director’s Performance Appraisal”.

**Carried**

**(b) HR7 Replacement/Casual Principal/Vice Principal Selection Process**

M. McDonald referred to the two suggested changes incorporated into the current policy. The policy statement has been revised to reflect feedback provided at a previous meeting.

Moved by: C.A. Sloat

Seconded by: R. Collver

THAT the Grand Erie District School Board approve HR7 – “Replacement/Casual Principal/Vice Principal Selection Process”.

**Carried**

**E – 2 Administrative Procedure Consideration – Information Items****(a) HR102 Working with Blood-Borne Infections, Precautions and Practices**

M. McDonald explained that there are no recommended changes.

Moved by: J. Angus

Seconded by: C. Lefebvre

THAT the Grand Erie District School Board forward Administrative Procedure HR102 – “Working with Blood-Borne Infections, Precautions and Practices” to all appropriate stakeholders for comment to be received by November 1, 2013.

**Carried**

**(b) HR118 Occasional Teacher Performance Appraisal Process**

M. McDonald requested to defer the review of HR118 until the fall at which time a new process and tool will be developed in accordance with Regulation 274/12.

Moved by: C.A. Sloat

Seconded by: E. Dixon

THAT the Grand Erie District School Board defer the review of HR118 Occasional Teacher Performance Appraisal Process, until October 2013.

**Carried**

(c) **FT104 Reporting of Vandalism and Unusual Property Occurrence Incidents**

J. Gunn reviewed the comments received. Most changes are reflected in titles and redundancies.

It was suggested to remove the word “natural” under procedures - Responsibility of the Site Administrator or Designate.

In response to C.A. Sloat, J. Gunn explained that the information required in Appendix A is not shared with the public, but would be provided to the police if required.

Moved by: R. Collver

Seconded by: B. Doyle

THAT the Grand Erie District School receive Administrative Procedure FT104 – “Reporting of Vandalism and Unusual Property Occurrence Incidents” as information, as amended.

**Carried**

(d) **HR101 Fragrance/Scent Safe Workplace**

J. Gunn indicated that this procedure was initiated through the Health and Safety Committee. He referred to the several comments, some of which are opposite perspectives from two employees.

In response to A. Everets question about the meaning of “scent safe”, J. Gunn provided examples of employees that have severe reactions to fragrances, and other staff members are sensitive to this by refraining from wearing scents. It would not be possible to ensure that every workplace is fragrance free.

Moved by: J. Angus

Seconded by: D. Dean

THAT the Grand Erie District School receive Administrative Procedure HR101 – “Fragrance/Scent Safe Workplace” as information.

**Carried**

(e) **SO133 Signing Authority for Short Term Agreements**

J. Gunn explained there were no comments received.

Moved by: D. Dean

Seconded by: B. Doyle

THAT the Grand Erie District School Board receive Administrative Procedure SO133 – “Signing Authority for Short Term Agreements” as information.

**Carried**

**F – 1 Other Business****(a) Award of Contract for Port Dover Elementary School**

J. Gunn provided background on Port Dover Elementary School, and the bids that were received from five firms. The county will be considering their portion, slightly over \$1,000,000.

Contract will be signed following June 10, 2013 Special Board Meeting. Occupancy on the school side is scheduled to start on August 15, 2013, however the library will be three to four weeks beyond that. The total project estimate (including net HST) is \$838,033.00

Additional items that were provisional to the contract totaling \$23, 170 include:

- 1) Heritage display case to be built in lobby
- 2) Concrete ramp and walkway for rear school door
- 3) Fencing enclosure at the rear loading dock area.

School/Alumni contributions may be available to cover the costs of the new display case of \$7,500.00

Moved by: J. Angus

Seconded by: C. Lefebvre

THAT the Grand Erie District School Board approve the award for General Contracting services for the Port Dover Elementary renovation project as set out in tender 2013-156-T to Paulsan Construction Inc. in the amount of \$610,000 + HST.

**Carried**

**(b) OPSBA Report****(i) Member Board Policy Resolutions for AGM**

D. Werden asked the trustees to provide direction for the following motions:

#1 Future Bargaining Representation (Upper Canada DSB) – *approved in principle subject to final wording*

#2 OPSBA Facilitating Chairs Meetings (Upper Canada DSB) – *not approved*

#3 Change to Date of Public Education Symposium (Waterloo Region DSB) – *not approved*

#4 Funding for Naturalized Play Spaces and Outdoor Classrooms (Greater Essex County DSB) - *approved*

**(ii) Executive Officers – Nomination for Elections**

Don Werden provided written biographies for the candidates running for the first and second vice-president and requested feedback. Trustees referenced the strengths of the candidates.

**G – 1 Correspondence**

- (a) Ministry of Education – Letter**
- (b) Minister of Education – Building the Next Phase in Ontario’s Education Strategy**

R. Collver suggested providing a response in the fall 2013.

Moved by: R. Collver

Seconded by: J. Angus

THAT the Grand Erie District School Board defer to the Committee of the Whole No. 2 Meeting on September 16, 2013.

**Carried**

**H – 1 Adjournment**

Moved by: C.A. Sloat

Seconded by: M. Macdonald

THAT the meeting be adjourned at 8:13 p.m.

**Carried**

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