



GRAND ERIE DISTRICT SCHOOL BOARD

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

Committee of the Whole Board No.1 Meeting May 6, 2013, 7:15 p.m.

MINUTES

PRESENT:

Trustees: Committee Vice-Chair, J. Angus, R. Collver, D. Dean, E. Dixon, B. Doyle, A. Everets, C. Lefebvre, M. Macdonald, C.A. Sloat

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

REGRETS:

Trustees: B. Johnston, D. Werden, L. Bradovka (Student Trustee), D. Fleet (Student Trustee)

Administration: W. Baker

A – 1 **Opening**

(a) **Roll Call**

The meeting was called to order by Committee Vice-Chair, J. Angus 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: E. Dixon

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

Carried

Open Session reconvened at 7:15 p.m.

(d) **Welcome to Open Session**

Committee Vice-Chair J. Angus welcomed everyone to the Open Session at 7:15.

The “Color Your Hair” Event was held today and sponsored by Body and Soul Hairdressing Salon in support of Mental Health Week. The Director, trustees and some staff members from the office attended to have colored streaks in their hair. Each color represented different emotions.

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

Item D-2-a F107 Purchasing will be presented after D-1-d F6 Purchasing.

Item D-1-a Property item was added to the In Camera item by J. Gunn.

Moved by: C.A. Sloat

Seconded by: D. Dean

THAT the agenda be approved as amended.

Carried

(f) **In Camera Report**

Nil.

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

Nil.

C – 1 Director’s Report

J. Forbeck highlighted the different activities that promote engagement and environment throughout Grand Erie.

Education Week (May 6-11th) is an annual event celebrated by school boards across the province. Students, teachers and parents celebrate teaching excellence and student achievement. In addition to a number of events held this week at many schools, Art Soup will be held May 8, 2013 for students in grades 4 to 6. They will engage in art workshops presented by community leaders.

The Breakfast of Champions, hosted by Brant Food for Thought will be held May 7, 2013; the program supports many programs in our schools.

Mental Health Week (May 6-11th) will hold an event “Chalk it Up” on May 9, 2013.

The Ministry of Education in collaboration with the Ministry of Labor has provided a “TIPS” sheet for grades 7-12 students about safety at the workplace.

Grade 7 student, Jayden Phillips from Bellview will be proudly representing his school and the Board on the Minister’s Student Advisory Council. He attended a meeting on May 6, 2013 with the Minister to discuss a number of topics, including aboriginal education.

Moved by: D. Dean

Seconded by: B. Doyle

THAT the Grand Erie District School Board receive the Director's report of May 6, 2013 as information.

Carried

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

(a) BL1 Board Composition

J. Forbeck referred to the revisions made in #3 Vacancy, and requested any feedback regarding the wording for this section.

Discussion involved including Regulation 228, timing of the vacancy, and resolution in the minutes.

It was agreed to refer to the Regular Board Meeting for further discussion.

Moved by: A. Everets

Seconded by: B. Doyle

THAT the Grand Erie District School Board refer BL1 Board Composition to the Regular Board Meeting on May 27, 2013.

Carried

(b) BL6 Minutes

J. Forbeck reviewed the revisions made to the bylaw.

It was suggested to re-word 1.d Distribution.

Moved by: R. Collver

Seconded by: C.A. Sloat

THAT the Grand Erie District School Board approve Bylaw 6 – “Minutes”, as amended

Carried

(c) HR8 Workplace Violence

There were no comments received.

Moved by: R. Collver

Seconded by: E. Dixon

THAT the Grand Erie District School Board approve Policy HR8 – “Workplace Violence”.

Carried

(d) **F6 Purchasing**

J. Gunn referred to the changes suggested. The Broader Public Sector (BPS) procurement directive is the guiding framework for purchasing policies and procedures.

In response to R. Collver, J. Gunn explained purchasing in school boards was recently reviewed by the Provincial Auditor General. The accountability piece is part of the directive; it will be the expectation of our external auditors that we are following that directive. They currently refer to our purchasing policies and procedures when testing internal controls and compliance.

Moved by: C.A. Sloat

Seconded by: C. Lefebvre

THAT the Grand Erie District School Board forward Policy F6 – “Purchasing” to all appropriate stakeholders for comment to be received by October 4, 2013.

Carried

(e) **SO8 Community Partnerships**

There are no suggested revisions at this time.

Moved by: C.A.Sloat

Seconded by: C. Lefebvre

THAT the Grand Erie District School Board forward Policy SO8 – “Community Partnerships” to all appropriate stakeholders for comment to be received by October 4, 2013.

Carried

(f) **SO10 Bullying Prevention and Intervention**

G. Anderson referred to Bill 113. As mandated by government, the word “accepting” is to be added to “safe and inclusive”.

Moved by: C.A. Sloat

Seconded by: M. Macdonald

THAT the Grand Erie District School Board forward Policy SO10 – “Bullying Prevention and Intervention” to all appropriate stakeholders for comment to be received by October 4, 2013.

Carried

(g) **SO11 Progressive Discipline and Promoting Positive Student Behavior**

G. Anderson referred to Bill 113. As mandated by government, the word “accepting” is to be added to “safe and inclusive”.

Moved by: C.A. Sloat

Seconded by: R. Collver

THAT the Grand Erie District School Board forward Policy SO11 – “Progressive Discipline and Promotion Positive Student Behavior” to all appropriate stakeholders for comment to be received by October 4, 2013.

Carried

D – 2 Administrative Procedure Consideration – Information Items

(a) F107 Purchasing

J. Gunn referred to the sections that relate to thresholds and purchasing as we move away from specific reference to tenders and requests for proposal (RFP) process to a more general reference to the appropriate competitive process.

6.6 Consulting Services was added.

A. Everets pointed out that parents and schools councils have found difficulty with this directive as it does not lend to engaging local partners with the schools. Timelines in receiving products was a concern for some schools after following this process.

She inquired about the simplest way to purchase items that still supports local companies.

J. Gunn explained that whether funds are fundraised or donated, it stays in the board account for purchases that must follow our policy.

There needs to be a competitive process for certain commodities if the total buy for the board exceeds \$100,000. Some examples are agendas and sporting equipment.

J. Gunn will take this feedback to purchasing to see if there is another way of purchasing smaller items.

C.A. Sloat noted that the word “designate” should be removed under 7.3.2.

C.A. Sloat stated that by following the purchasing process, it may ensure that the products are safe and will protect the safety of our students.

Moved by: C.A. Sloat

Seconded by: R. Collver

THAT the Grand Erie District School Board forward Administrative Procedure F107 – “Purchasing” to all appropriate stakeholders for comment to be received by October 4, 2013, as amended.

Carried

(b) **HR120 Communicable Diseases**

M. McDonald explained that this administrative procedure was written in consultation with the local health unit. Proposed changes were reviewed.

In response to R. Collver, M. McDonald explained that a blood test is part of the procedure for those staff members excused from their place of employment. Those staff members are either pregnant or plan on becoming pregnant. The blood test will determine immunity.

He further explained that we are simply asking them to see their doctor; it is only for those staff members who to ensure that they are not exposing themselves to a health risk.

Moved by: A. Everets

Seconded by: C.A. Sloat

THAT the Grand Erie District School Board forward Administrative Procedure HR120 – “Communicable Diseases” to all appropriate stakeholders for comment to be received by October 4, 2013.

Carried

(c) **SO129 Bullying Prevention and Intervention**

Bill 113 has mandated some changes. G. Anderson outlined those changes related to Intervention and Support strategies, Notifying Parents and Communication as Intervention (Monitoring and Review).

In response to R. Collver, G. Anderson explained that the schools must have the intervention and support strategies in place, as Bill 113 has been in effect since February 2013.

In response to R. Collver, G. Anderson explained that if timelines are implemented to notify parents, it may prove to be a challenge if those timelines are not met. We need to be certain that all of the information is accurate.

D. Dean understands that parents should become aware of a situation as soon as possible but information is not always available within a certain time frame.

G. Anderson referred to the safe schools binder that principals have as a tool; it addresses this information.

In response to M. Macdonald, G. Anderson indicated that the superintendent is responsible for ensuring that the intervention and support strategies are in place and in effect.

B. Doyle discussed cyber bullying and its impact on schools and queried if we should disallow phones to be used in the schools. G. Anderson stated that parents may not be in agreement if they use technology to contact their children.

In response to R. Collver, G. Anderson indicated that the training strategies are reviewed by the Safe Schools Team.

In response to R. Collver, G. Anderson explained that family of schools (FOS) training is conducted at a FOS meeting and reviewed by a superintendent on an annual basis. The key is that the principals have a safe schools team.

Moved by: C.A. Sloat

Seconded by: D. Dean

THAT the Grand Erie District School forward Administrative Procedure SO129 – “Bullying Prevention and Intervention” to be forwarded to all appropriate stakeholders for comment to be received by October 4, 2013.

Carried

(d) **SO130 Progressive Discipline and Promoting Positive Student Behavior**

G. Anderson explained that the proposed changes refer to reporting to principals and responding to incidents.

C.A. Sloat stated that 10.0 Communication as Intervention should be worded the same as SO129. “Including one half of the school population at each monitoring period” should be removed.

In response to R. Collver, G. Anderson stated that training in classrooms falls under the principal’s direction.

M. McDonald explained that as part of the NTIP process, new teachers spend part of the first day in a workshop on student behavior.

In response to R. Collver, G. Anderson explained that in considering the most appropriate response to address inappropriate behavior, the words “exceptional students” will be removed from #4. The Individual Education Plan.

Moved by: B. Doyle

Seconded by: E. Dixon

THAT the Grand Erie District School forward Administrative Procedure SO130 – “Progressive Discipline and Promoting Positive Student Behavior” to be forwarded to all appropriate stakeholders for comment to be received by October 4, 2013, as amended.

Carried

(e) **SO134 Website Requirements**

B. Blancher indicated that some information currently in this administrative procedure is no longer required. The procedure has been streamlined as we work towards creating a new external website for the board and individual websites for schools.

In response to R. Collver, B. Blancher confirmed that any errors on the website would be forwarded to the Communications Manager, as per his suggestion. It is one way to track traffic on the school website by having everything funneled to one area.

Moved by: C.A. Sloat

Seconded by: D. Dean

THAT the Grand Erie District School Board forward Administrative Procedure SO134 – “Website Requirements” to all appropriate stakeholders for comment to be received by October 4, 2013.

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

Comments and changes received were reviewed as outlined in the report.

Moved by: R. Collver

Seconded by: E. Dixon

THAT the Grand Erie District School Board receive Administrative Procedure FT111 – “School Initiated Facility Upgrades” as information.

Carried

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

Comments that were received were reviewed as outlined in the report.

D. Dean and C.A. Sloat do not support the closing of the whole system for inclement weather. C.A. Sloat referred to other companies that still require their employees to travel.

J. Angus supported the administrative procedure as the system is not closed very often, and we need to consider employees safety as well as students.

Moved by: R. Collver

Seconded by: M. Macdonald

THAT the Grand Erie District School Board receive Administrative Procedure HR106 – “Board Employees – Inclement Weather” as information.

Carried

(h) **HR122 Cellular Telephones/Smart Phones**

Several comments were received, and the changes were reviewed as outlined in the procedure.

M. Macdonald suggested removing the words “at law” for #15.

B. Doyle addressed a question he received from a parent “If a board is providing a cell phone to principals and vice principals, why don’t parents have their cell number?”

J. Gunn explained that it is used as an internal communication device and often the office phone can be forwarded to the cell phone. There are many ways for the public to contact staff.

D. Dean stated that employees would be subjected to all kinds of calls all times of the day.

C.A. Sloat commented on the number of cell phones for employees and the monthly cost. It was suggested to review positions and the requirement of a cell phone.

Moved by: D. Dean

Seconded by: C.A. Sloat

THAT the Grand Erie District School Board receive Administrative Procedure HR122 – “Cellular Telephones/Smart Phones” as information, as amended.

Carried

(i) **HR123 Workplace Violence**

J. Gunn highlighted changes as suggested by comments received.

R. Collver suggested including early childhood educators in the Behavior Management Systems Training.

Moved by: B. Doyle

Seconded by: E. Dixon

THAT the Grand Erie District School Board receive Administrative Procedure HR123 – “Workplace Violence” as information, as amended.

Carried

E – 1 Other Business

(a) **Data Report - Cyberbullying**

G. Anderson reviewed the data report for the 2011 school climate survey data.

Moved by: C.A. Sloat

Seconded by: B. Doyle

THAT the Grand Erie District School Board receive the “Data Report – Cyberbullying” as information.

Carried

F – 1 Correspondence

(a) **Ministry of Citizenship and Immigration**

G – 1 Adjournment

Moved by: C.A. Sloat

Seconded by: M. Macdonald

THAT the meeting be adjourned at 8:47 p.m.

Carried

Committee of the Whole Board No.1 Vice-Chair, Jane Angus