



GRAND ERIE DISTRICT SCHOOL BOARD

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

Committee of the Whole Board No.1 Meeting April 8, 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, M. McDonald, A. Nesbitt; Recording Secretary - D. Fletcher

REGRETS:

Trustees: B. Johnston

Administration: J. Gunn

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: J. Angus

Seconded by: B. Doyle

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

Carried

Open Session reconvened at 7:18 p.m.

(d) **Welcome to Open Session**

Committee Chair D. Werden welcomed everyone to the Open Session at 7:18 p.m.

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

Moved by: C.A. Sloat
Seconded by: E. Dixon
THAT the agenda be approved as printed.
Carried

(f) **In Camera Report**

Nil.

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

Nil.

C – 1 Director's Report

J. Forbeck indicated that all grade 10 students in secondary schools in our Board will write the Ontario Secondary School Literacy Test on April 11, 2013. International day of pink on April 10, 2013 will be celebrated this week by a number of our schools.

Grade 5 students from the Brant area schools will be introduced to local food sources and agriculture at the 18th Annual Bite of Brant held on April 10 and April 11, 2013.

Norfolk County schools have coordinated a parent event on April 9, 2013 that will focus on cyber bullying and internet safety. The event is part of a parent series provided by a Parent Reaching Out Grant.

The Best Start fair will be held on April 13, 2013 at the Brantford Civic Centre. The event welcomes parents and caregivers of children up to age 12 who can learn about community resources and services.

Moved by: J. Angus
Seconded by: C. Lefebvre
THAT the Grand Erie District School Board receive the Director's report of April 8, 2013 as information.
Carried

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

(a) **SO3 Involvement of Schools in Community Events**

J. Forbeck noted there were no recommendations to change the policy.

Moved by: D. Dean
Seconded by: J. Angus
THAT the Grand Erie District School Board forward Policy SO3 – “Involvement

of Schools in Community Events” to all appropriate stakeholders for comment to be received by September 13, 2013.

Carried

(b) **SO5 School/Site Security and Lockdown**

Recommended changes included the removal of Appendix A and to modify language to reflect lockdown as one word throughout the policy.

D. Dean suggested adding that the appropriate person(s) who would be responsible in deeming the school safe in procedure #7.

Moved by: E. Dixon

Seconded by: C.A. Sloat

THAT the Grand Erie District School Board forward Policy SO5 – “School/Site Security and Lockdown” to all appropriate stakeholders for comment to be received by September 13, 2013, as amended.

Carried

D – 2 Administrative Procedure Consideration – Information Items

(a) **F104 Board Advertising**

J. Forbeck referred to procedure #5 and the inclusion of the Board Chair and Director’s name in advertising.

A scan of 16 boards across the province showed that some are moving away from including this. One board includes names when advertising is for items governed by regulation or statute.

Moved by: C. Lefebvre

Seconded by: R. Collver

THAT the Grand Erie District School Board forward Administrative Procedure F104 – “Board Advertising” to all appropriate stakeholders for comment to be received by September 13, 2013.

Carried

(b) **HR108 Police Record Checks for New Employees**

M. McDonald reviewed the recommendations. One includes removing the word “new” from the title with the rationale of the rare occasion that circumstances dictate that a police record check is required for an employee that is not new.

HR108 includes new employees and existing employees

Moved by: D. Dean

Seconded by: J. Angus

THAT the Grand Erie District School Board forward Administrative Procedure HR108 – “Police Record Checks for New Employees” to all appropriate stakeholders for comment to be received by September 13, 2013.

Carried

(c) **HR109 Offence Declaration**

As the companion procedure for HR108, one minor change is recommended to accurately reflect how they are conducted.

Moved by: C.A. Sloat

Seconded by: J. Angus

THAT the Grand Erie District School forward Administrative Procedure HR109 – “Offence Declaration” to all appropriate stakeholders for comment to be received by September 13, 2013.

Carried

(d) **SO108 Community Providers and Schools Working Together**

W. Baker referred to the proposed changes to the “Application to Establish A Partnership Agreement”.

In response to J. Angus, W. Baker explained the expectations of providing similar services to all schools.

In response to D. Dean, W. Baker explained that the communication plan with sharing information with parents/guardians should still be included in the guidelines for partnership agreements.

Moved by: C.A. Sloat

Seconded by: J. Angus

THAT the Grand Erie District School Board forward Administrative Procedure SO108 – “Community Providers and Schools Working Together” to all appropriate stakeholders for comment to be received by September 13, 2013, as amended

Carried

(e) **SO126 Volunteers**

J. Forbeck referred to Appendix A, and that feedback provided by administrators showed the appendix to be a barrier in engaging parents in schools. It was suggested by principals that a two page checklist would be more beneficial.

It was recommended by trustees to attach the checklist to the procedure.

In response to C.A Sloat’s question regarding a police check that is school specific, J. Forbeck agreed that a police check should be transferrable to other schools.

D. Dean inquired about procedure #5 “Volunteers Acting in the Capacity of Coach” and the importance of clarity on the position of the community coach during sanction situations.

In response to D. Werden, J. Forbeck explained that under procedure 3.2 “Police Record Check”, current employees may not be required to provide a police record check if the parent is an board employee who coaches at the school of their child.

Moved by: C.A. Sloat

Seconded by: J. Angus

THAT the Grand Erie District School Board forward Administrative Procedure SO126 – “Volunteers” to all appropriate stakeholders for comment to be received by September 13, 2013, as amended.

Carried

E – 1 Other Business

(a) Draft Child and Youth Mental Health Strategy

W. Baker invited Heather Carter and Wayne Hobbs. H. Carter presented the draft Child and Youth Mental Health Strategy for 2012-2015. This is required to be submitted to the Ministry of Education.

The Areas of Focus for 2012-2015 were highlighted:

- Improve all organizational conditions
- Deliver Mental Health Literacy
- Enhance Mental Health Promotion and Prevention Programming

C.A. Sloat recommended acknowledging the ASIST teams programs. That would also include the recognition of the secondary school that first developed the ASIST Program.

M. Macdonald requested that Native Advisor Counselors be included on page 9 under support for educator initiated Mental Health Symposium. H. Carter will consider that for future planning.

In response to M. Macdonald and the suicide prevention community event on the Six Nations, J. Forbeck explained that counselors have indicated they would be visiting there.

In response to M. Macdonald, H. Carter noted that the multidisciplinary committee will be developed in the near future to discuss all areas of suicide. The goal is to reach a broader audience by following what research and literature directs us to.

The plan will be submitted to the ministry in draft format.

Moved by: B. Doyle

Seconded by: C. Lefebvre

THAT the Grand Erie District School Board receive the “Draft Child and Youth Mental Health Strategy” as information.

Carried

E-1 (b) Data Report – School Climate Surveys (2011-2012)

G. Anderson explained that the School Climate Survey is mandatory by province and provides a health snapshot of the school.

The data report detailed:

- Students’ perception of where bullying happens
- Student attitudes about school rules
- Type of bullying that happen at school
- Student perceptions about connectedness to school
- Number of student responses – 2011-12 Surveys
- Overall – Entire System

J. Angus highlighted the statistic that shows that 62% of students feel the same about bullying as last year and/or worse than last year. G. Anderson addressed that concern and how cyber bullying has become an issue. It is a difficult issue to address because it may occur outside school hours.

In response to R. Collver, G. Anderson explained that the concerns about bullying are similar to last year, although slightly better. 9000 student responses only represent only half of the students in the Board. The process involved having a few counties of the Board complete the survey every year as opposed to all students completing the survey every few years.

In response to R. Collver’s question regarding the programs we promote on bullying and if they are mandatory. G. Anderson stated that clear direction is provided by the Safe Schools Team, who provide tools and supports to principals such as Restorative Justice, Roots of Empathy, and Tribes.

Assemblies provide awareness but do not make enough of an impact. Another factor across the county is the challenge is overseeing bullying when the principal is out of the school.

D. Dean stated that if we apply 91% to entire student body, that there are approximately 2700 students who do not feel safe in the classroom.

G. Anderson explained that bullying often takes place the washrooms and school, where there is the least supervision.

D. Werden referred to the board wide analysis that 2700 students do not feel safe and asked if principals and superintendents look at individual school results to deal with areas that may be of concern?

G. Anderson addressed the concern and acknowledged that this area does need some growth.

J. Forbeck explained that schools receive data to create a plan to address these concerns. School visits continue to review the environment element.

In response to M. Macdonald, G. Anderson explained that there was a low sampling from parents in completion of the survey and those specific answers can be provided to trustees.

In response to B. Doyle, G. Anderson stated that discipline measures for various forms of bullying are dependent upon grade level. The Student Discipline Committee deals with expulsions; to date there have been two expulsions for fear of bullying that resulted in injury and police charges.

Principals are required to notify parents of students that are doing the bullying and students that are victimized. They are informed of the consequences.

Moved by: B. Doyle

Seconded by: E. Dixon

THAT the Grand Erie District School Board receive the "Data Report – School Climate Surveys (2011-2012)" as information.

Carried

(c) **Events Protocol**

Events need to be coordinated to recognize certain events that occur in our schools and Board. This protocol can be used as a tool for principals when organizing events. Trustee input and principal input has been received. Events Protocol is currently designed as an administrative memo, but J. Forbeck is seeking feedback to determine if it should be a policy or administrative procedure.

Discussion involved how bylaws reference what the trustees do around the Board table and is not standard for schools.

Policy provides expectation about the way the employees act. It was agreed to have Events Protocol be formalized as policy and accompanying procedure.

Moved by: C.A. Sloat

Seconded by: C. Lefebvre

THAT the Grand Erie District School Board receive Events Protocol as information and refer to administration to bring back as a policy at the Committee of the Whole No. 1 Meeting on September 9, 2013.

Carried

(d) **Policy/Procedures Manual Review**

J. Forbeck stated that the Policy and Procedures manual is being brought forth for discussion to determine if the current alignment of the binder should remain the same or should we develop an Ad-hoc committee to review policies and procedures binder.

Discussion involved the option combing a policy and procedure within a document and creating an Ad-hoc committee to review any policies or procedures that have become redundant.

Moved by: A. Everets

Seconded by: B. Doyle

THAT the Grand Erie District School Board create an Ad-hoc Committee to report back to the board in November 2013.

Carried

G. Anderson arrived at 8:03 p.m.

(e) **Trustee Code of Conduct**

J. Forbeck outlined Bill 177 and the Trustee Code of Ethics and steps to take when someone breaches the code of conduct.

C.A. Sloat spoke to Bylaw 28 “Trustee Code of Ethics”, and supports the additional of a written reference that would identify the person responsible for handling a situation of a trustee breaching the code of conduct.

It was agreed to review and modify to include this process.

D. Dean commented that although there is not a particular need at the moment as the group works well together in regards to integrity to each other and the Board, it should be prepared for upcoming elections in 2014.

Moved by: A Everets

Seconded by: J. Angus

THAT the Grand Erie District School Board create a committee that provides a report on the Trustee Code of Conduct in the fall of 2013.

Carried

F – 1 **Correspondence**

A. Everets reminded trustees about the County Breakfast on April 18, 2013. Brantford “Food for thought” is holding a breakfast on May 7, 2013.

R. Collver was pleased that the Jarvis Gifted Class Open House was very well attended. W. Baker confirmed that 12 additional students are confirmed for the class in the fall of 2013. The families of three additional students are considering.

R. Collver reminded trustees that the Trustee Caucus Session on April 22, 2013 will be held at the Iroquois Lacrosse Arena.

H – 1 **Adjournment**

Moved by: C.A. Sloat

Seconded by: E. Dixon

THAT the meeting be adjourned at 9:02 p.m.

Carried

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