



## Committee of the Whole Board

February 12, 2018  
Education Centre, Board Room

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### MINUTES

**Present:** D. Sowers – Committee Chair, G. Anderson, R. Collver, D. Dean, A. Felsky, J. Harris, J. Richardson, K. Sandy, C.A. Sloat, T. Waldschmidt, J. Hsiao (Student Trustee), L. Kelly (Student Trustee)

**Administration:** Director - B. Blancher; Superintendents - D. Abbey, W. Baker, L. De Vos, D. Martins, S. Sincerbox, L. Thompson, R. Wyszynski; Recording Secretary – L. Howells

**Regrets:**

**Trustees:** B. Doyle

**Administration:** Nil

**A – 1 Opening**

**(a) Roll Call**

The meeting was called to order by Committee Chair, D. Sowers at 6:30 p.m. for the purpose of conducting the In Camera Session.

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

Nil.

**(c) In Camera Session**

Moved by: R. Collver

Seconded by: T. Waldschmidt

THAT the Board move into In Camera Session to discuss personnel and legal matters at 6:30 p.m.

**Carried**

**(d) Welcome to Open Session**

The Public Session meeting was called to order by Committee Chair, D. Sowers at 7:15 p.m.

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

Presented as printed.

Moved by: D. Dean

Seconded by: T. Waldschmidt



## Committee of the Whole Board

February 12, 2018  
Education Centre, Board Room

THAT the agenda be approved  
Carried

- (f) **In Camera Report**  
Nil.

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

- (a) **Paris District High School Transportation**

R. Wyszynski asked P. Kuckyt, Manager of Transportation to the table. P. Kuckyt referred to the Paris District High School Transportation Report noting this report was prepared at the request of the Board to provide a possible solution and implications for Student Transportation Services of Brant Haldimand Norfolk (STSBHN) of adding an alternate pick up location for courtesy riders. P. Kuckyt reviewed the concerns of implementing an alternate pick up stop and further noted that STSBHN procedure 002 – Transportation Eligibility contains language which is intended to provide flexibility for Senior Administration to apply the eligibility. P. Kuckyt further noted that the request from the Hanlon Place subdivision was reviewed against the parameters and the request for an exception to be implemented was denied at the start of the current school year.

G. Anderson asked for clarity on what is being suggested, is it that there are unintended consequences of adding an additional stop and by doing so it could impact elementary and other parts of the board? P. Kuckyt responded that is correct.

G. Anderson further asked could this become a revolving door of requests? P. Kuckyt responded that he believes the number of delegations received by the board would increase if the Board were to become involved in making area specific decisions on if transportation services, for otherwise ineligible students, were to be provided. The Board has the responsibility to set policy and for STSBHN to then enforce it.

A. Felsky certainly sees the need for fair and predicable processes for exceptions but wondered if there is way in the future for creative exceptions. P Kuckyt responded that he believes the current language contained in the policies and procedures involving transportation strike the right balance of consistency and flexibility.

R. Collver thanked P. Kuckyt for the time spent on this situation and investigating solutions. R. Collver further noted that when we are offering courtesy transportation, we need to ensure parents are aware of the pickup location and if they choose to the take use of the service they become responsible for any safety concerns.



## Committee of the Whole Board

February 12, 2018  
Education Centre, Board Room

Moved by: C.A. Sloat

Seconded by: G. Anderson

THAT the Grand Erie District School Board receive the Paris District High School Transportation report as information.

**Carried**

### (b) **Indigenous Student Trustee**

B. Blancher referred to the Indigenous Student Trustee Position report which was prepared in response to the January 29, 2018 motion passed by Trustees to investigate the possibility of adding an Indigenous Student Trustee to the Grand Erie District School Board. B. Blancher noted Senior Administration reviewed the requirements in the Education Act, funding for the position and Grand Erie Bylaw 29 – Student Trustees and based on the information gathered, the implementation of an Indigenous Student Trustee position in Grand Erie is achievable. B. Blancher noted that Bylaw 29 Student Trustee will need to be revised and brought back for Board for approval should the Board decide to implement the Indigenous Student Trustee position.

R. Collver asked what the process/plan would be on the selection of Indigenous Student Trustee. B. Blancher responded we do have a full process we could model the selection after and provided a high level overview of the current process. B. Blancher noted it is our thought that we currently have 8 secondary schools with native clubs and we would request each send an Indigenous representative to the April Student Senate and would also request Indigenous applicants.

R. Collver asked follow up questions, if the students that apply will they need to be self-identification? B. Blancher responded yes they would need to be self-identification.

Moved by: A. Felsky

Seconded by: T. Waldschmidt

THAT the Grand Erie District School Board approve the creation of an Indigenous Student Trustee position effective August 1, 2018.

**Carried**

### C – 1 **Director's Report**

The Director highlighted:

- Random Acts of Kindness Week – February 11 – 18
- Family Day – February 19



## Committee of the Whole Board

February 12, 2018  
Education Centre, Board Room

- Ministry DRAFT Pupil Accommodation Review Guidelines - the Ministry of Education has released Draft Revised Pupil Accommodation Review Guideline (PARG) and this was shared with Trustees on February 9. The Ministry is inviting feedback on the draft document until March 23 and hopes to release a revised PARG this spring after which time we will be expected to revise our existing policy – FT5 Pupil Accommodations Reviews. The memo received does state that the ministry expects school boards to undertake extensive community consultations to promote understanding of PAR processes and only once revised PAR policies have been approved by Trustees can any new PARS be started.
  - C.A. Sloat feels that it is important for Grand Erie to provide feedback on the draft
  - R. Collver would hope the Trustees do bring this back to a Board meeting and asked if our budget will reflect that we have not completed any ARCs this year

Moved by: R. Collver

Seconded by: J. Richardson

THAT the Grand Erie District School Board receive a report from the Director of Education on the new Pupil Accommodation Guidelines in comparison to our existing Policy FT5 at the February 26, 2018 Regular Board Meeting.

**Carried**

- B. Blancher asked D. Martins to provide Trustees with an overview of the work completed by the Re-Engagement Team
  - D. Martins noted the Re-Engagement Team consists of Jeannie Martin, Charlie Richardson and Joe Tice and reviewed updated numbers as of February 8, 2018 starting from mid-November:
    - Total students contacted: 136
    - Re-engaged: 60
    - Programs re-engaged to: Regular Day School – 12; GELA – 25; Turning Point – 12; NewStart – 9; SWAC – 1; and Youth Lodge – 1
- B. Blancher provided some clarity regarding the changes to Comp Ed reporting that was noted in the January Chairs' Committee Meeting.
- B. Blancher asked Student Trustee J. Hsiao to provide Trustees with information on the Vimy Pilgrimage Award
  - J. Hsiao noted that this year marks the 101<sup>st</sup> anniversary of the Battle of Vimy Ridge and that she was named a recipient of the Vimy Pilgrimage Award and will be visiting the Vimy Memorial on April 9<sup>th</sup>. J. Hsiao provided a brief overview of this national award which is given to 20 youth from across the country. J. Hsiao noted that she has made personal connections with the historic sites, learning that Walter Allward, architect of the Vimy Memorial also designed the



## Committee of the Whole Board

February 12, 2018  
Education Centre, Board Room

Brantford cenotaph and discovered the names of 4 BCI alumni are engraved on the Vimy Memorial.

G. Anderson congratulated Student Trustee Hsiao. A. Felsky recognized Student Trustee Hsiao accomplishment. D. Dean also congratulated Student Trustee Hsiao.

D. Dean noted that he was recently reading the Brantford Expositor and came across an article that recognized Student Trustee L. Kelly on her accomplishment with respect to writing competition. D. Dean asked L. Kelly to provide the Trustees with an overview of her award. L. Kelly noted she participated in the Laurier Stedman Prize, a creative writing competition. L. Kelly noted she submitted a short story and earned one of two second place awards.

Moved by: G. Anderson

Seconded by: D. Dean

THAT the Grand Erie District School Board receive the Director's Report of February 12, 2018 as information.

**Carried**

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

#### (a) **Draft Proposed School Year Calendar 2018-19**

W. Baker referred to the Draft Proposed School Year Calendars 2018-19 noting the School Year Calendar Committee met on January 24, 2018 to review and discuss the proposed elementary and secondary school year calendars developed in consultation with the Brant Haldimand Norfolk Catholic District School Board.

W. Baker provided a high level overview of the Ministry of Education requirements and the Calendar specifications.

G. Anderson ask for clarity if the October 2 is the Young Canada Day. W. Baker responded that is correct.

R. Collver noted along with the memo, you also received PPM151 which notes boards are required to include a general outline of the activities to be conducted on each of the PA days and asked if the legend on the bottom of the calendars is all we submit to the Ministry and is that sufficient? W. Baker responded that is what we provide the Ministry in the past and has been enough.



## Committee of the Whole Board

February 12, 2018  
Education Centre, Board Room

C.A. Sloat stated according to PPM151, the board should prepare an agenda and at least ten (10) days prior to the PD Day must post the agenda on its board website and the website of each participating school. Have we done this in the past? W. Baker responded we have not and will need to investigate solutions.

R. Collver stated this a perfect opportunity to inform the public of what occurs during a PA day and not just another day off for teachers and would recommend the Sr. Administration consider this.

Moved by: R. Collver

Seconded by: G. Anderson

THAT the Grand Erie District School Board approve the calendars recommended by the School Year Calendar Committee in the report "Draft Proposed School Year Calendars 2018-19".

**Carried**

### D – 2 New Business – Information Items

#### (a) Early Literacy Intervention

L. Thompson referred to the Early Literacy Interventions report noting the Elementary and Special Education Program Support staff gathered data on the types of early literacy interventions tools used in Grand Erie schools in the 2017-18 school year. L. De Vos noted based on the data gathered, the committee generated four outcome goals, characteristics of effective literary program, board considerations for effective literacy intervention implementation, cost and training requirements, and identified gaps in the data.

D. Dean thanked and congratulated the Superintendents for this report. D. Dean asked for clarity around Empower and the inability to administer the program according to recommended guidelines. L. Thompson responded we have provided extra Learning Resource time with the attempt to the deliver Empower, it does happen but not with fidelity all the time.

J. Harris thanked the Superintendents for undertaking this report, and noted it was one of the more important ones and is looking forward to the conversations that will occur following this, the establishment of best practices and feels it is a timely report for budget discussions.

R. Collver concurred with the J. Harris statement and further noted Trustees will need direction with regards to budget and the implications. B. Blancher responded that this dove tails perfectly with the budget discussions that are occurring.



## Committee of the Whole Board

February 12, 2018  
Education Centre, Board Room

Moved by: D. Dean

Seconded by: T. Waldschmidt

THAT the Grand Erie District School Board receive the Early Literacy Interventions report as information.

**Carried**

R. Collver noted that the Ministry is doing research with 7 other Board using Empower and Lexia and asked if there been any feedback yet? B. Blancher responded we have not heard anything but will follow up.

*K. Sandy left the meeting at 8:04 p.m.*

(b) **Employee Assistant Program Report 2016-17 School Year**

S. Sincerbox referred to the Employee Assistance Program Report – 2016-17 School Year. providing rationale/background and high level review of the data for the following areas: Employee Assistance Program visits, Utilization of the Program and Statistical; Presenting Problems; Committee Activities and EAP Participant Survey.

Moved by: D. Dean

Seconded by: G. Anderson

THAT the Grand Erie District School Board receive the Employee Assistance Program Report, 2016-17 as information.

**Carried**

(c) **Privacy and Information Management Plan 2018-19**

D. Abbey referred to the Privacy and Information Management Plan 2018-19 report noting this plan was prepared in response to the recommendations from the June 2017 audit of the Board's Privacy and Information Management practices which identified 36 Risk Descriptions – 12 were identified as effective, no action required and 24 were identified in the low to high range of risk. D. Abbey further noted this plan has been developed to address the low to high risk areas over the next three years.

D. Abbey further noted that to adequately address the remaining low to high risk items and to avoid the board facing unnecessary risk and suffer reputational and/or financial damage for the lack of privacy management accountability, a dedicated privacy specialist who has good understanding of legal compliance framework for privacy and access to information needs to be considered in the next round of budget deliberations. The individual would be



## Committee of the Whole Board

February 12, 2018  
Education Centre, Board Room

responsible for overseeing personal information across the board and raising privacy awareness/training among staff.

D. Abbey noted there are two budgetary items around this plan which are the digital records and the privacy specialist.

D. Dean indicated that the report mentions the need for a contract position and at some point mentioned full time employee and wonders if we have the right terminology. D. Abbey responded the contract position could be an option to help get us started but we may also feel that a full time individual may be required.

C.A. Sloat referred to Appendix B about Privacy Breaches to be communicated by administrative memo and wondered if this should be a more public facing document and realizes this is still a work in progress. D. Abbey responded possibly it could be a procedure with more specific instruction in an Admin memo.

Moved by: T. Waldschmidt

Seconded by: G. Anderson

THAT the Grand Erie District School Board receive the Privacy Information Management Plan 2018-19 as information.

**Carried**

### E – 1 Bylaw/Policy/Procedure Consideration - Action/Decision Items

#### (a) F5 Advocacy

R. Wyszynski noted Policy F5 Advocacy was circulated to all appropriate stakeholder for comments. R. Wyszynski referred to the comments and amendments made.

Moved by: C.A. Sloat

Seconded by: T. Waldschmidt

THAT the Grand Erie District School Board approve Policy F5 Advocacy.

**Carried**

#### (b) HR2 Consideration of Non-Unionized Employee Concerns

S. Sincerbox noted HR2 Consideration of Non-Unionized Employee Concerns was circulated to all appropriate stakeholder for comments. S. Sincerbox referred to the comments and amendments made.





## Committee of the Whole Board

February 12, 2018  
Education Centre, Board Room

R. Collver asked for clarity as the title states this is for Non-Unionized Employees, however the Policy statement indicates “recognizes every employee or group of employees”? S. Sincerbox responded that statement will be revised to reflect the intent.

Moved by: C. A. Sloat

Seconded by: R. Collver

THAT the Grand Erie District School Board approve Policy HR2 Consideration of Non-Unionized Employee Concerns as amended.

**Carried**

### E – 2 Procedures Consideration – Information Items

#### (a) F102 Purchasing Card Program

R. Wyszynski noted Procedure F102 Purchasing Card Program was circulated to all appropriate stakeholder for comments. R. Wyszynski referred to the comments and amendments made.

Moved by: G. Anderson

Seconded by: J. Richardson

THAT the Grand Erie District School Board receive Procedure F102 – Purchasing Card Program as information.

**Carried**

#### (b) F103 Travel and Expense Claims

R. Wyszynski noted Procedure F103 Travel and Expense Claims was circulated to all appropriate stakeholder for comments. R. Wyszynski referred to the comments and amendments made.

Moved by: T. Waldschmidt

Seconded by: A. Felsky

THAT the Grand Erie District School Board receive Procedure F103 – Travel and Expense Claims as information.

**Carried**



## Committee of the Whole Board

February 12, 2018  
Education Centre, Board Room

### (c) FT112 Disposal of Surplus Furnishings and Equipment

R. Wyszynski noted Procedure FT112 Disposal of Surplus Furnishings and Equipment was circulated to all appropriate stakeholder for comments. R. Wyszynski referred to the comments and amendments made.

Moved by: J. Harris

Seconded by: J. Richardson

THAT the Grand Erie District School Board receive Procedure FT112 Disposal of Surplus Furnishings and Equipment as information.

**Carried**

### F- 1 Other Business

Nil

### G - 1 Correspondence

Nil

### H - 1 Adjournment

Moved by: C.A. Sloat

Seconded by: G. Anderson

THAT the meeting be adjourned at 8:17 p.m.

**Carried**

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Committee of the Whole Board Chair, D. Sowers