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## MINUTES

**Present:** Board Chair D. Dean, Board Vice-Chair G. Anderson, B. Doyle, J. Harris, J. Richardson, K. Sandy, C.A. Sloat, D. Sowers, E. Marr (Student Trustee), B. Newman (Student Trustee)  
**Via Telephone:** A. Felsky

**Administration:** Director - B. Blancher; Superintendents – D. Abbey, W. Baker, L. DeVos, J. Gunn, D. Martins, Sincerbox, Recording Secretary – L. Kay

**Regrets:**

**Trustees:** R. Collver, T. Waldschmidt  
**Administration:** L. Thompson

**A – 1 Opening**

**(a) Roll Call**

The meeting was called to order by Chair, D. Dean at 6:30 p.m. for the purposes of conducting the Open Session.

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

**(c) In Camera Session**

Moved by: D. Sowers

Seconded by: J. Richardson

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 Chair, D. Dean at 7:20 p.m.

**(e) Memorial**  
Nil.



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

J. Gunn requested an addition to the agenda as item:  
G-1-e Appointment of Non-Board Audit Committee Members.

Moved by: J. Richardson  
Seconded by: D. Sowers  
THAT the Agenda be approved as amended.  
**Carried**

(g) **In Camera Report**

Moved by: G. Anderson  
Seconded by: B. Doyle  
THAT the Grand Erie District School Board approve the term appointment of the Indigenous Education Teacher Consultant from September 1, 2017 – June 30, 2020 pending Board budget approval.

Moved by: D. Sowers  
Seconded by: J. Richardson  
THAT the Grand Erie District School Board approve the term appointment of the position of Teacher Consultant, Special Education from September 1, 2017 – June 30, 2020 pending Board budget approval.

Moved by: J. Harris  
Seconded by: C.A. Sloat  
THAT the Grand Erie District School Board approve the term appointment of the Student Success Teacher Consultant from September 1, 2017 to June 30, 2020 pending Board budget approval.

Moved by: D. Sowers  
Seconded by: C.A. Sloat  
THAT the Grand Erie District School Board approve the term appointment extension list pending Board budget approval and Ministry Funding.

Moved by: G. Anderson  
Seconded by: D. Sowers  
THAT the Grand Erie District School Board approve C-1-g.  
**Carried**



(h) **Presentations - Student Recognition Awards**

The recognition program is Grand Erie District School Board's way to honour and celebrate students who have accomplished excellence in the areas of academics, athletics, and the arts, as well as excellence in the community. All recipients receive a certificate signed by B. Blancher and D. Dean, Chair of the Board. Trustee Sower and Trustee Harris presented the certificate to Arabella Alton.

Arabella Alton, Grade 12 from Valley Heights Secondary School is recognized for her dedication and perseverance to the sport of high jump, resulting in outstanding athletic achievement. This past summer, Arabella achieved a first-place finish in high jump at the Eastern Canadian Championships in Moncton, N.B., in the field of competitors from Ontario, Quebec and the Maritime provinces. The sport has taught her much about goal setting and perseverance, as she achieved a new personal best of 1.74 meters, beating her third-place finish at OFSAA the previous spring, which had earned Arabella her first medal at the provincial level. Aside from being a tremendous athlete, Arabella is a stand-out student, applying the same dedication and hard work to everything she pursues.

Since the recipient was unable to attend in person a video presentation was viewed.

(i) **Delegation**  
Nil.

**B – 1 Approval of Minutes**

(a) **Regular Board Meeting – February 27, 2017**

Presented as printed.

Moved by: B. Doyle

Seconded by: C.A. Sloat

THAT the Minutes of the Board Meeting, held February 27, 2017 be approved.

**Carried**

(b) **Committee of the Whole Board – March 6, 2017**

Presented as printed. C.A. Sloat noted that with the waiting listing numbers for French Immersion, it may be beneficial to have a French Immersion Report brought to the Board in fall 2017. B. Blancher responded that we continue to monitor the situation and will be bringing a report to the November CW meeting



Moved by: D. Sowers

Seconded by: G. Anderson

THAT the Minutes of the Committee of the Whole Board Meeting, held March 6, 2017 be approved.

**Carried**

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

**(a) Board Improvement Plan for Student**

L. DeVos invited J. White to the table in the absence of Superintendent Thompson to present the Special Education Program section of the report.

L. DeVos reviewed the overall background, additional information, and four key objectives of the Renewed Math Strategy.

L. DeVos proceeded to review the Elementary Program section which consisted of:

1. Renewed Math Strategy
2. Monitoring and Measuring
  - a. Participant reaction
  - b. Participant learning
  - c. Organizational change
  - d. Participant use of new knowledge
  - e. Student learning outcomes
3. Next Steps
  - a. School Level
  - b. System Level

C.A. Sloat noted that the report contains data/results for Secondary, when will data/results be available for Elementary? L. DeVos responded that much of the data at elementary is qualitative at this point. B. Blancher wanted to remind the Trustees that Secondary has just ended a cycle of learning, where elementary is mid-way through a cycle of learning. D. Dean asked if quantity relationships refer to fractions. L. De Vos noted that every Educator was given a card outlining the various terms and reviewed this with the Trustees. D. Dean is concerned about the language we are using. D. Dean noted that when he reads this report it is about teacher learning; how do we communicate to parents? L. De Vos indicated that the Elementary Program Team provides monthly newsletter inserts to schools on math topics to support parents working with students at home and is also working with the Communications group to pull together other parent-friendly communication pieces.



D. Martins reviewed the Secondary program section which consisted of:

1. Renewed Math Strategy (RMS)
  - a. Indicators of success
  - b. Next steps
2. Literacy Support Plan
3. Credit Accumulation
4. Intermediate Renewed Math Strategy
5. Intermediate Collaborative Learning
6. Assessment for Learning – School Support visits.

J. Harris asked D. Martins to explain the assistive technology further. D. Martins responded these are special software programs or apps, on tablets, computers and smart boards. J. White further responded that with Microsoft 365 and Ed Tech these are accessible to all students across the board. L. De Vos noted they are in discussions with various vendors to see what is the best available software and apps for the student use. J. Harris asked about how we gauge the effectiveness of a tool and how do we ensure the privacy of our students? L. De Vos noted they have currently put a survey out to see what apps and software are being used to determine if they ensure the privacy of our students.

J. White reviewed the Special Education section which consisted of:

1. Renewed Math Strategy
  - a. System
  - b. School
  - c. Student
2. Renewed Math Strategy Intensive Support /OFIP School Observations
3. Next Steps

C.A. Sloat asked for further clarity on the fourth bullet on page 12 of the report. J. White provided further clarity that this was all grades in the system. C.A. Sloat asked if some of the bullets on the page 10 are gentle wish list items for the budget. J. White responded there are no official plans and yes these are ideas if the budget is available.

Moved by: C.A. Sloat

Seconded by: J. Harris

THAT the Grand Erie District School Board receive the report on the Board Improvement Plan for Student Achievement Mid-Year Update as information.

**Carried**



**D – 1 Director’s Report**

**(a) Facilities**

B. Blancher asked J. Gunn to introduce the Facilities presentation. J. Gunn invited Manager of Facilities, T. Oldham and Supervisor of Energy and Environmental Conservation, K. Hashimoto to present the Facilities Efficiencies.

T. Oldham provided an overview on the management of Maintaining Facility Data. The overview covers:

- Key Facilities: building profile & characteristics (age, construction), facility condition index (FCI), operational costs (energy, maintenance, operations), forecast data (life expectancy, capital planning), resource management (staffing), cost recovery (public access) and compliance & risk management.
- Operations: area & time management (work loading), consumable data (MSDS), Service level management & quality assurance measures, asset tracking (custodial equipment).
- Maintenance: Prioritization of Demand maintenance (approximately 16,000 to 23,000 work orders are submitted annually), procurement of work (external service providers) scheduled maintenance tasks, hazardous substances (this would include science labs at secondary), compliance records (TSSA, ESA Inspections), costs, tracking of utility costs (water Cost, etc.).
- Capital & Construction
- Health & Safety: Employee Safety, Incident Reporting, training records, life safety compliance, safe water compliance, safe workplace inspections, legislative reporting requirements.
- Business & Finance: consolidation studies, community use factors, utility costs, labour, projected future capital expenditures

K. Hashimoto provided an overview on the various applications that Grand Erie District School Board uses which consisted of:

- building automation system (HVAC, plumbing, electrical, energy management, water, bell system),
- INET & CCTV (Security),
- eBASE (Integrated workplace management systems),
- internal GEDSB systems

T. Oldham provided a summary noting the Grand Erie is a leader in facilities data management and automation compared to other school boards.



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Education Centre, Board Room

G. Anderson congratulated T. Oldham and K. Hashimoto on the work they have completed. J. Harris and C.A. Sloat echoed G. Anderson comments. C.A. Sloat noted that Grand Erie is also a leader in Green Environments. C.A. Sloat asked T. Oldham if warranty tracking is included. T. Oldham responded that they have started and are getting on track to monitor warranties. C.A. Sloat further noted that Grand Erie is ranked number 12 on the provincial Facility Condition Index.

*A. Felsky left the meeting at 8:42 p.m.*

(b) **Wellness**

B. Blancher asked S. Sincerbox to introduce the Wellness Presentation. S. Sincerbox invited G. Rousell, M. Goold and J. Della Fortuna to the table to present an overview of the activities that have occurred with respect to the Staff Wellness Committee. G. Rousell reviewed the results of the Wellness Survey. M. Goold reviewed what has been completed in 2016-2017. J. Della Fortuna reviewed the next steps for 2017-2018. S. Sincerbox noted that he received positive feedback from the first Wellness Wednesday event.

D. Dean thanked the team and requested a copy of the slides be sent to the Trustees.

Director's highlights:

- Take the BeWell Pledge is launched is on our website for chance to win a Wellness Kit.
- Wellness Wednesday: Learning more about EAP – will take place Wednesday March 29, 2017 from 4:30 – 6:30 p.m.
- Community Use of Schools Handbook from FT4 has had some minor housekeeping revisions made to it.
- Nine (9) Grand Erie Students will be competing in the Bay Area Science and Engineering Fair at Mohawk College on Saturday, April 1
- Princesses Elizabeth Public School is the recipient of this year's School Ground Greening Grant from the Brantford/Brant Earth Week Event Committee. This year marks the tenth year that the Earth Week Event Committee has undertaken a School Ground Greening project. The special ceremony will take place on Monday, April 24, 2017
- Ontario Secondary School Literacy Test – Grand Erie Grade 10 students will be writing the test on Thursday, March 30, 2017
- April 1 begins Heritage month
- April 2 is Autism Day

B. Blancher asked W. Baker to provide an update on the Fentanyl issue. W. Baker advised Trustees that a campaign to raise awareness is being supported by local agencies, Grand Erie District School Board and Police Detachments. On March 8<sup>th</sup> the Secondary Principals



## Regular Board Meeting

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Education Centre, Board Room

received some education on signs and systems, safety precautions while completing searches and each Principal received a naloxone kit for their school. The next step in Grand Erie is to educate the Elementary Principals. C.A. Sloat ask how much does the kit cost and is it a one-time use. W. Baker noted the cost is approximately \$145 per kit, which is a nasal application and good for 2 usages per kit with a year shelf life. G. Anderson congratulated W. Baker for allowing the kits to be used in Grand Erie schools.

B. Blancher asked L. DeVos to give an update on Camp SAIL. L. DeVos noted that Camp SAIL 2017 planning is well underway with seven locations and 14 classes. The focus for this year is changing from mainly Literacy to an emphasis on Numeracy. There will continue to be an Indigenous focus at some schools. The focus aligns with the provincial Renewed Math Strategy and our Board Improvement Plan for Student Achievements. The selected locations are:

- Brantford: King George, Central, Major Ballachey & Bellview
- Norfolk: Delhi and Lynndale Heights
- Haldimand: Hagersville

C.A. Sloat asked about the timing for the day. L. DeVos noted that students will attend from 9:00 a.m. to 1:00 p.m. and a nutritional snack will be provided.

Moved by: G. Anderson

Seconded by: K. Sandy

THAT the Grand Erie District School Board receive the Director's Report of March 27, 2017 as information.

**Carried**

### E – 1 Student Trustees' Report

Student Trustee Newman noted that three (3) students from Tollgate will be competing this weekend in Ontario Skills Competition.

Student Trustee Marr advised the Board that the Student Trustees are currently working with C. Clark-Pearce, Teacher Consultant, Student Success on the agenda for Student Senate scheduled for Thursday, April 20 which will include the election for the 2017/18 Student Trustees.

Moved by: B. Doyle

Seconded by: D. Sowers

THAT the Grand Erie District School Board receive the Student Trustees' Report of March 27, 2017 as information.

**Carried**





F -1 **Committee Report**

(a) **Committee of the Whole Board – February 13, 2017**

Moved by: G. Anderson

Seconded by: J. Harris

THAT the Grand Erie District School Board approve the Committee of the Whole Board dated March 6, 2017 as follows:

**1. In Camera Report**

THAT the Grand Erie District School Board approve the resignation of Superintendent of Business, Jamie Gunn, for the purposes of retirement effective July 31, 2017.

THAT the Director's Interim Performance Appraisal has been completed.

**2. Director's Report**

THAT the Grand Erie District School Board receive the Director's Report of March 6, 2017 as information.

**3. Allocation of Self-Contained Classrooms for 2017-2018**

THAT the Grand Erie District School Board approve the locations and number of self-contained classrooms for 2017-2018 as outlined, pending budget deliberations.

**4. Compensatory Education Action Plan**

**(i) Compensatory Education Plan Report and Draft Higher Improvement in Performance Schools Strategy**

THAT the Grand Erie District School Board receive the 2016/2017 Compensatory Education report and the 2017/2018 draft Higher Improvement in Performance Schools Strategy for information.

**(ii) Compensatory Education School Selection Report – 2017/18**

THAT the Grand Erie District School Board approve the designation for high and moderate needs Compensatory Schools for 2017/18.

**(iii) Compensatory Education Plan Funding Report**

THAT the Grand Erie District School Board approve the direction for staffing and resource enhancements for compensatory education schools for 2017/2018, subject to final budget approval.

**5. Board Approved Transportation Review**

THAT the Grand Erie District School Board approve the transportation route exceptions listed in this report for the 2017-18 School Year.



**6. Transportation Consortium Annual Report**

THAT the Grand Erie District School Board received the Student Transportation Services of Brant Haldimand Norfolk – Annual Report as information.

**7. Draft Proposed School Year Calendar 2017 – 2018**

THAT the Grand Erie District School Board approve the calendars recommended by the School Year Calendar Committee in the report “School Year Calendars 2017-18”.

**8. SO3 Involvement of Schools in Community Events**

THAT the Grand Erie District School Board rescind Policy SO3 – Involvement of Schools in Community Events.

**9. Award – General Contractor of Thompson Creek Addition**

THAT the Grand Erie District School Board approve the award of contract for Project 2016-79-T / Construction of the Thompson Creek four Classroom Addition to T.R. Hinan Contractors Inc. for the total cost of \$890,100 plus HST.

**10. Strategic Communication Plans**

THAT the Grand Erie District School approve the Strategic Communications Plan.

THAT the Grand Erie District School Board disband the Strategic Communications Plan Ad Hoc Committee.

**11. Information Technology Services Annual Report**

THAT the Grand Erie District School Board receive the Information Technology Annual Update as information.

**12. F4 Trustee Honoraria**

THAT the Grand Erie District School Board forward Policy F4 – Trustee Honoraria to all appropriate stakeholders for comment to be received by June 2, 2017.

**13. P1 Special Education Guiding Principles**

THAT the Grand Erie District School Board approve Policy P1 – Special Education Guiding Principles, as amended.

**14. HR118 Occasional Teacher Performance Appraisal**

THAT the Grand Erie District School Board forward Procedure HR118 – Occasional Teacher Evaluation to all appropriate stakeholders for comment to be received by June 2, 2017.



**15. F104 Advertising**

THAT the Grand Erie District School Board receive Procedure F104 – Advertising as information.

**16. HR109 Offence Declaration**

THAT the Grand Erie District School Board receive Procedure HR109 – Offence Declaration as information.

**17. SO126 Volunteers**

THAT the Grand Erie District School Board receive Procedure SO126 – Volunteers as information.

**18. OPSBA Report**

THAT the Grand Erie District School Board receive the OPSBA Report as information.

**19. Correspondence**

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

**Carried**

**G – 1 New Business**

**(a) Major Construction Update (FT2)**

J. Gunn presented the Major Construction Update Report which provided an update on the Thompson Creek Addition and Fairview Avenue Redevelopment projects. J. Gunn noted that on Open House to share the plans is scheduled for April 13, 2017 at Fairview Avenue School.

Moved by: D. Sowers

Seconded by: B. Doyle

THAT the Grand Erie District School Board receive the Major Construction Project Report as information.

**Carried**

**(b) Schedule of Budget Review Meetings (F2)**

J. Gunn presented the Schedule for Budget Review Meetings report which identified the proposed schedule and accompanying topics for each meeting which are open to the public.



Moved by: C.A. Sloat

Seconded by: K. Sandy

THAT the Grand Erie District School Board set the dates for Budget Review Meetings as follows:

1. May 10, 2017
2. May 17, 2017
3. May 24, 2017

**Carried**

(c) **Contract Award – Website and Staff Portal Design, Development and Implementation Services**

D. Abbey presented the Website and Staff Portal Design, Development and Implementation Services report as a result of the completed Request for Proposal 2017-62-RFP. Seven (7) proposals were received, with five (5) proposals evaluated at Step 2 – Evaluation Interview. The Evaluation team discussed the four (4) Proponents that met or exceeded the 60% Benchmark and shortlisted to three (3) proponents exceeding the 70% Benchmark. The three (3) proponents moved through to Step 3 – Pricing. The Evaluation team completed all steps and recommends Blueprint Agencies for this project at a total contract fee of \$86,000 with additional hours beyond the proposed scope to be charged at \$100-\$125 per hour.

J. Harris asked if we have a strategy to manage cost overruns. D. Abbey responded that the project scope has been determined and will be managed and noted the additional costs.

J. Harris asked if we do go over, what controls do we have in place. D. Abbey responded that the allocated budget for this project is \$200K and this proposal is well under the allocated budget.

J. Harris asked J. Gunn is there a set threshold for reporting if overruns occur? J. Gunn noted traditionally no but if the project was to exceed the approved budget than it would return to Trustees for approval. J. Gunn further noted that we should look at the contract and add some language to protect the Board from project creep and cost overrun. C.A. Sloat agreed with J. Harris and noted there is no timeline for this. D. Abbey noted our current vendor contract ends in August, so our timeline is to implement by then. G. Anderson feels that this is a good choice.

Moved by: G. Anderson

Seconded by: J. Harris

THAT the Grand Erie District School Board approve the award for Website and Staff Portal Design, Development and Implementation Services as set out in Request of Proposal 2017-62-RFP to Blueprint Agencies in the amount of \$86,000.00 plus HST.

**Carried**



*B. Newman left the meeting 9:25 pm*

(d) **Joint Occupational Health & Safety Committee Terms of Reference**

J. Gunn presented the Joint Occupational Health & Safety Committee Terms of Reference report which consisted of background, additional information and recommendation. He acknowledged the cooperative efforts of all bargaining units and the leadership of Lena Latreille, Division Manager – Operations and Health & Safety in reaching consensus on the new terms of reference. There was an updated laydown terms of reference provided which identified the change requiring monthly inspections of the entire school. This will require more release time and an increase to future budgets.

C.A. Sloat asked if the changes had been vetted by all the Union Presidents. J. Gunn responded yes and all the Union Presidents have signed off.

Moved by: G. Anderson

Seconded by: J. Harris

THAT the Grand Erie District School Board approve the Joint Occupational Health & Safety Committee Terms of Reference for signature and submission to the Ministry of Labour for review.

**Carried**

(e) **Appointment of Non-Board Audit Committee Members**

J. Gunn presented the laydown report for the Appointment of Non-Board Audit Committee Members which consisted of background and recommendation.

Moved by: C.A. Sloat

Seconded by: J. Richardson

THAT the Grand Erie District School Board approve the Appointment of Christine Woodley as Non-Board Audit Committee Member for a three-year term ending January 31, 2020.

**Carried**



**H – 1 Other Business**

**(a) Summary of Accounts – February 2017**

Presented as printed.

Moved by: B. Doyle

Seconded by: J. Richardson

THAT the Grand Erie District School Board receive the Summary of Accounts for the month of February 2017 in the amount of \$7,681,459.41 as information.

**Carried**

**(b) Special Education Advisory Committee Minutes – February 2, 2017**

Presented as printed.

Moved by: D. Sowers

Seconded by: J. Harris

THAT the Grand Erie District School Board receive the Special Education Advisory Committee Minutes – February 2, 2017 as information.

**Carried**

**(c) Joint Occupational Health & Safety Committee Minutes – February 16, 2017**

Presented as printed. J. Gunn highlighted that Greenbrier and Major Ballachey had not completed their Health & Safety Inspection in February.

Moved by: C.A. Sloat

Seconded by: D. Sowers

THAT the Grand Erie District School Board receive the Joint Occupational Health and Safety Committee Minutes – February 16, 2017 as information.

**Carried**

**(d) Student Transportation Services Brant Haldimand Norfolk Committee Minutes – February 28, 2017**

Presented as printed. J. Gunn referred to 8.2 Issue of Multiple Address and reminded the Board to review and provide J. Richardson with any feedback or questions to be brought to the next Student Transportation Service Brant Haldimand Norfolk Committee meeting. J. Richardson noted that D. Sowers was in attendance and minutes do not reflect this.



Moved by: J. Richardson

Seconded by: J. Harris

THAT the Grand Erie District School Board receive the Student Transportation Services Brant Haldimand Norfolk Committee Minutes – February 28, 2017 as information.

**Carried**

(e) **Compensatory Education Steering Committee – September 22, 2016**

Presented as printed.

Moved by: D. Sowers

Seconded by: B. Doyle

THAT the Grand Erie District School Board receive the Compensatory Education Steering Committee Minutes – September 22, 2016 as information.

**Carried**

I – 1 **Correspondence**

(a) Bluewater District School Board Correspondence to Minister of Education – Special Education Funding – February 27, 2017

Moved by: J. Harris

Seconded by: J. Richardson

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

**Carried**

J – 1 **Adjournment**

Moved by: C.A. Sloat

Seconded by: K. Sandy

THAT the meeting be adjourned at 9:45 p.m.

**Carried**

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Board Chair, David Dean