



## Committee of the Whole Board

September 12, 2016  
Education Centre, Board Room

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# MINUTES

**Present:** G. Anderson – Committee Chair, R. Collver, D. Dean, B. Doyle, A. Felsky, J. Harris, K. Sandy, C.A. Sloat, D. Sowers, T. Waldschmidt, E. Marr (Student Trustee), B. Newman (Student Trustee)

**Administration:** Director - B. Blancher; Superintendents - D. Abbey, W. Baker, L. De Vos, J. Gunn, S. Sincerbox, L. Thompson; Recording Secretary - D. Fletcher

**Regrets:**

**Trustees:** J. Richardson

**Administration:** Nil.

**A – 1 Opening**

**(a) Roll Call**

The meeting was called to order by Committee Chair, G. Anderson 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: T. Waldschmidt

Seconded by: B. Doyle

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

**Carried**

**(d) Welcome to Open Session**

The Public Session meeting was called to order by Committee Chair, G. Anderson 7:15 p.m.

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



## Committee of the Whole Board

September 12, 2016  
Education Centre, Board Room

Moved by: D. Dean  
Seconded by: D. Sowers  
THAT the agenda be approved.  
**Carried**

(f) **In Camera Report**

Moved by: A. Felsky  
Seconded by: D. Sowers  
THAT the Board approve Item B-1-c.  
**Carried**

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

(a) **French Immersion Accommodation Update** (From June 13, 2016)

B. Blancher provided background regarding accommodation pressures from enrolment growth in the French Immersion program.

The Elementary French Immersion Consultation Ad Hoc Committee in the spring reported a number of options for consideration.

- 1) Retain École Fairview as a third single track FI site
- 2) Complete an Accommodation Review of North Brantford Schools to consolidate regular program and free up a third single track French Immersion site
- 3) Create a single track French Immersion Middle School at the Ecolé Fairview site
- 4) Cap intake into the French Immersion program

The Board has commissioned a review of enrolment and accommodation to be completed by Watson & Associates and presented to the Board in the fall.

A. Felsky requested B. Blancher to expand on the process of the meetings held with the Elementary French Immersion Consultation Ad Hoc Committee.

B. Blancher explained that four meetings were held with the committee, a report was presented to Board in June 2016. The framework for the meetings included information previously brought to board regarding French Immersion, the committee was encouraged to ask questions. More detailed data requested by the committee would then be provided at the later meetings. Options were discussed from the community.

R. Collver inquired if the grandfathering issue will be discussed after the report from Watson & Associates. B. Blancher explained that the report from Watson & Associates will be discussed with the Quality Accommodations Committee prior to coming to Board. Grandfathering will be discussed during any deliberations on French Immersion accommodation.



## Committee of the Whole Board

September 12, 2016  
Education Centre, Board Room

J. Gunn provided clarification with respect to capping and option 2. This is an on-going process as long as there is an increased demand in French Immersion.

J. Harris inquired how viable Options 1-3 are without Option 4. J. Gunn explained that none of those options are viable without the fourth option, as capping on the program with defined accommodations is necessary or else we risk outgrowing available accommodation.

C. A. Sloat inquired if there are any concerns about qualified staff for the program. S. Sincerbox explained that we are fully staffed at the moment. B. Blancher added that by full implementation for dual track, 12 more teachers will be required for those sites, without taking into consideration any leaves or retirements of FI teachers.

D. Dean re-iterated his concern of availability of qualified staff. He spoke about how critical it is that we are confident we can hire qualified people. He spoke in favor of capping every September.

Moved by: D. Dean

Seconded by: C.A. Sloat

THAT the Grand Erie District School Board receive the French Immersion Program Accommodation Update as information.

**Carried**

Moved by: C.A. Sloat

Seconded by: T. Waldschmidt

THAT the Grand Erie District School Board direct Senior Administration to bring forward a report on French Immersion kindergarten capping by the November 2016 Committee of the Whole Meeting.

**Carried**

A. Felsky, on behalf of parent communities was appreciative of the report.

(b) **Report of the South East Norfolk Elementary Accommodation Review Committee** (From January 18, 2016)

B. Blancher outlined the process for the Accommodation Review Committee (ARC) and added a second motion to the report:

THAT the Grand Erie District School Board receive the Report of the South East Norfolk Elementary Accommodation Review Committee for consideration at the Board Meeting on October 24, 2016.



## Committee of the Whole Board

September 12, 2016  
Education Centre, Board Room

W. Baker provided background of why the ARC was initiated. He reviewed how demographic profiles and school information profiles were completed for each of the five schools, committee membership, resource staff, dates and locations of the meeting, ARC Mandate, and community consultation.

There were seven options considered, each with a rationale, consideration and resulting enrolment. The options included:

- 1) Status Quo – all schools in the review are remain open
- 2) The original ARC recommendation by senior administration
- 3) Similar to Option 2 – except that former West Lynn students scheduled to attend Lakewood would instead, be reassigned to either Elgin or Lynndale
- 4) Create a single-track French Immersion school in South East Norfolk
- 5) Create a second FI program in South East Norfolk
- 6) Purchase the Landon property and build a new school; offer to sell Elgin Avenue to Norfolk County; turn West Lynn into a seniors home
- 7) Keep the West Lynn open and instead, close Elgin

Senior Administration recommended Option 7.

R. Collver spoke how respectful and informative the ARC was, and appreciated the thoughtful ideas and options provided by the community. She explained how the community should be informed, once a decision is made, that a transition committee is formed. She voiced apologies to the community, parents and principals that a reminder was not sent out prior to Friday that the report was scheduled for tonight.

C. A. Sloat inquired about consideration for K-4 and K-8 dual track in the boundary changes. J. Gunn explained both options were reviewed through the ARC process, and that Option 5 was based more on logistics of transportation rather than program size. He referred to the map (Option 5) that splits the current FI catchment. He will provide projected enrolments of the two proposed programs at the October 17 Committee of the Whole meeting.

J. Harris appreciated all feedback provided from the community and agreed how respectful this new process of FT5 is in that it allows for amicable decision making. He inquired of transportation options to Elgin students if Elgin is closed. J. Gunn explained that an addendum report including such information will be provided to Board.

Trustees complimented W. Baker and J. Gunn on an informative and detailed report.

Moved by: D. Sowers  
Seconded by: T. Waldschmidt

THAT the Grand Erie District School Board receive the "Report of the South East Norfolk Elementary Accommodation Review Committee" as information.

**Carried**



## Committee of the Whole Board

September 12, 2016  
Education Centre, Board Room

Moved by: R. Collver

Seconded by: J. Harris

THAT the Grand Erie District School Board receive the Report of the South East Norfolk Elementary Accommodation Review Committee for consideration at the Board Meeting on October 24, 2016.

**Carried**

(c) **North Brant Elementary Accommodation Review Committee** (From February 18, 2016)

B. Blancher provided background to a report approved that came on February 18, 2016.

R. Collver complimented W. Baker as she experienced her first ARC with the new FT5 policy. She thanked the community for understanding.

J. Gunn explained the plan to use surplus spaces in Paris Central to populate the French Immersion program already at capacity in Burford. Although there are surplus spaces at Northward and Cobblestone, within ten years these schools may need the space to accommodate growth and we would need to evaluate again.

A. Felsky and T. Waldschmidt thanked and congratulated Senior Administration on a compromise that will maintain the building which is important to the community.

Moved by: R. Collver

Seconded by: A. Felsky

THAT the Grand Erie District School Board implement a dual-track French Immersion program at Paris Central beginning with Grade 6 in September 2017 and phasing in Grade 7 (September 2018) and Grade 8 (September 2019). The dual-track French Immersion program at Burford District Elementary School will finish at the Grade 5 level and students will move to Paris Central for Grades 6 to 8, for consideration at the Board Meeting on October 24, 2016.

**Carried**

### C – 1 Director's Report

- Friday September 16, 2016 is a Professional Development day for elementary and secondary staff members. Elementary staff will focus on Health and Safety training and numeracy, and secondary staff will focus on numeracy
- Delhi District Secondary School will hold the 75<sup>th</sup> year anniversary celebrations this coming weekend of September 16-18th
- Grand Erie District School Board is the recipient of 14 Parents Reaching Out (PRO) grants for the 2016-17 school year. The grants are used to encourage parents to become involved in their children's education and to help support student learning. Activities relate to parent voice, math, science, health and wellness, social media and connecting to our environment and indigenous community
- Life Long Learning week is coming up and is celebrated yearly



## Committee of the Whole Board

September 12, 2016  
Education Centre, Board Room

D. Abbey shared his summer experience and learning as part of the Leading Educators Around the Planet (LEAP) Exchange 2016 in Australia. The LEAP program is a program designed by educators from Canada, Australia and New Zealand to provide an opportunity for vice-principals, principals and supervisory officials to engage in strong professional dialogue about common and diverse issues facing school leaders around the world. The program is offered through the Ontario Principals' Council (OPC).

Moved by: C.A. Sloat

Seconded by: D. Sowers

THAT the Grand Erie District School Board receive the Director's Report of September 12, 2016 as information.

**Carried**

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

Nil.

### D – 2 New Business – Information Items

#### (a) Enrolment Update

J. Gunn reviewed the enrolment report as of Friday September 9, 2016. Elementary numbers are higher than projected mostly due to higher numbers in kindergarten program.

Actual enrolment is 17,663 and projected enrolment is 17,519 showing an increase of 144 students.

2016-2017 Revised Actuals show total secondary FTE for Grant & Tuition at 8,461.4.

C.A. Sloat inquired about kindergarten classrooms and maximum capacity. J. Gunn explained that Friday September 16, 2016 is the reorganization date for classes.

R. Collver asked for clarification regarding the actual 313 versus projected 264 for Special Education students. J. Gunn explained that projected number of Special Education students is determined by the number of Special Education students in classes at the end of the previous year. Additional students would be those identified and new to the Special Education classes from regular program classes.

Moved by: D. Sowers

Seconded by: T. Waldschmidt

THAT the Grand Erie District School Board receive the Enrolment Update as information.

**Carried**



## Committee of the Whole Board

September 12, 2016  
Education Centre, Board Room

(b) **Data Report – Supervised Alternative Learning (SAL) Annual Report (P104)**

D. Abbey explained the purpose of SAL is to provide students aged 14 – 17 who have experienced significant difficulties with regular attendance at school, with an alternative learning experience as outlined in Ontario Regulation 274/10.

The following was reviewed: percentage of students by age profile, number of students by activity, student enrolment, credit summary, cumulative data summary analysis, and summary.

C.A. Sloat inquired about credit recovery for those students who didn't finish their credits by June. D. Abbey responded that the school will use credit recovery where appropriate to complete unfinished courses from SAL.

Moved by: D. Dean

Seconded by: J. Harris

THAT the Grand Erie District School Board receive the "Data Report - Supervised Alternative Learning" as information.

**Carried**

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

(a) **BL25 Director Performance Appraisal**

B. Blancher referred the four comments received, and addressed that several areas of the bylaw requires further discussion.

Trustees agreed that a sub-committee of trustees should be formed to review the bylaw. The committee will be opened to all trustees.

Moved by: D. Dean

Seconded by: T. Waldschmidt

THAT the Grand Erie District School Board establish an Ad Hoc committee to review BL25 Directors' Performance Appraisal.

**Carried**

D. Sowers left at 8:25 p.m.

(b) **HR6 Principal/Vice-Principal Selection Process**

S. Sincerbox reviewed changes made to the procedure prior to circulation. He spoke in detail to the addition of School Administrator Readiness for Interview Assessment (including Candidate Leadership Plan) and removal of one trustee from the interview team.



## Committee of the Whole Board

September 12, 2016  
Education Centre, Board Room

Discussion involved hiring as an operational piece versus the value of a trustee being part of the Interview team.

D. Dean put the motion on the floor to amend the policy to include a trustee on the interview team.

Moved by: D. Dean

Seconded by: T. Waldschmidt

THAT "1 trustee" be re-inserted into the interview team for the Principal/Vice-Principal selection process in HR6.

J. Harris requested that a recorded vote be taken.

A vote was taken with results as follows:

Yeas: G. Anderson

R. Collver

D. Dean

B. Doyle

K. Sandy

C.A. Sloat

T. Waldschmidt

Nays: J. Harris

A. Felsky

It was noted that J. Richardson and D. Sowers were not in attendance to vote.

**The motion was carried.**

Moved by: R. Collver

Seconded by: A. Felsky

THAT the Grand Erie District School Board forward Policy HR6 "Principal/Vice Principal Selection Process" to all appropriate stakeholders for comment to be received by December 2, 2016, as amended.

**Carried**

(c) **HR7 Replacement of Casual Principal/Vice-Principal**

S. Sincerbox reviewed minor changes made to the procedure prior to circulation.

Moved by: C.A. Sloat

Seconded by: R. Collver

THAT the Grand Erie District School Board forward Policy HR7 "Replacement/Casual Principal/Vice Principal Selection Process" to all appropriate stakeholders for comment to be received by December 2, 2016.

**Carried**





## Committee of the Whole Board

September 12, 2016  
Education Centre, Board Room

### (d) SO25 Visual Identity

B. Blancher referred to changes made to SO25, and the accompanying Visual Identity manual. She also recommended revising BL19 to streamline the process. It is requested to suspend BL9 – “Processes for Development of Policies, Procedures and Bylaws” to move ahead with approval.

2/3 majority is required to suspend the policy.

C.A. Sloat suggested removing “school” under procedure 7.

C. A. Sloat spoke to formal communication regarding the use of Director and Chair on advertisements.

C.A. inquired if the eight attributes will continue to be seen in marketing campaigns. S. McKillop explained that the attributes were part of a previous plan. B. Blancher added that the attributes still reside in the schools, course calendars, website and school agendas.

T. Waldschmidt inquired about representation of the infographic, as seen on the boardroom wall. S. McKillop explained that elements of that infographic are in the VI manual.

R. Collver found the promotional materials impressive and inquired why the logo was not on the magnets for the BeWell campaign sent home from the secondary schools. S. McKillop explained that due to space constraints, it was decided to use space on the magnet for crisis line information.

A. Felsky liked the comprehensive package, and examples provided.

C. A. Sloat inquired why “Culture of High Expectations and “Focus on Students and Staff” are not shown in the Visual Identity manual, as such of an important part of the MY Plan.

B. Blancher agreed that “Success for Every Student, “Culture of High Expectations” and “Focus on Students and Staff” are messages we promote and that the Visual Identity is how we message them.

Moved by: J. Harris

Seconded by: T. Waldschmidt

THAT Bylaw 9 – Processes for Development of Policies, Procedures and Bylaws be suspended for the circulation of Policy SO25 for the month of September 2016.

**Carried by 2/3 majority.**

Moved by: J. Harris

Seconded by: T. Waldschmidt

THAT the Grand Erie District School Board approve Policy SO25 – Visual Identity, as amended.

**Carried**



## Committee of the Whole Board

September 12, 2016  
Education Centre, Board Room

(e) **SO9 Cyberbullying**

W. Baker referred to the comments received. It was suggested to remove SO129 from references.

Moved by: R. Collver

Seconded by: B. Doyle

THAT the Grand Erie District School Board approve Policy SO9 - "Cyberbullying", as amended.

**Carried**

(f) **SO30 Management of Potentially Life Threatening Health Conditions in Schools**

L. Thompson reviewed comments received and amendments made.

Further amendments included Page 2 (SO115-4) should be "SO28" – "Student Concussion and Head Injury" policy.

Moved by: C.A. Sloat

Seconded by: B. Doyle

THAT the Grand Erie District School Board approve Policy SO9 - "Cyberbullying", as amended.

**Carried**

(g) **SO31 Accessibility**

L. Thompson referred to the comments received.

Moved by: C.A. Sloat

Seconded by: A. Felsky

THAT the Grand Erie District School Board approve Policy SO31 – "Accessibility", as amended.

**Carried**

(h) **SO17 Accessibility – Customer Service Standards**

L. Thompson explained that Policy SO31 Accessibility and the accompanying Integrated Accessibility Awareness Manual has been amended to include Accessibility Customer Service Standards policies formerly covered by Policy SO17.

Moved by: T. Waldschmidt

Seconded by: C.A. Sloat

THAT the Grand Erie District School Board rescind Policy SO17 – "Accessibility – Customer Service Standards".

**Carried**



## Committee of the Whole Board

September 12, 2016  
Education Centre, Board Room

(i) **SO23 Accessibility – Integrated Accessibility Standards Regulation**

L. Thompson explained that Policy SO31 Accessibility and the accompanying Integrated Accessibility Awareness Manual has been amended to include Accessibility Customer Service Standards policies formerly covered by Policy SO23.

Moved by: R. Collver

Seconded by: D. Dean

THAT the Grand Erie District School Board rescind Policy SO17 – “Accessibility – Customer Service Standards”.

**Carried**

E – 2 **Administrative Procedure Consideration – Information Items**

(a) **FT104 Reporting of Vandalism**

J. Gunn reviewed minor changes made to the procedure prior to circulation.

Moved by: D. Dean

Seconded by: K. Sandy

THAT the Grand Erie District School Board forward Procedure FT104 – Reporting of Vandalism and Unusual Property Occurrence Incidents to all appropriate stakeholders for comment to be received by December 2, 2016.

**Carried**

(b) **HR101 Fragrance/Scent-Safe Workplace**

J. Gunn reviewed minor changes made to the procedure prior to circulation.

Moved by: R. Collver

Seconded by: T. Waldschmidt

THAT the Grand Erie District School Board forward Procedure HR101 – Fragrance/Scent-Safe Workplace to all appropriate stakeholders for comment to be received by December 2, 2016.

**Carried**

(c) **HR113 Teacher Performance Appraisal**

S. Sincerbox reviewed minor changes made to the procedure prior to circulation.



## Committee of the Whole Board

September 12, 2016  
Education Centre, Board Room

Moved by: J. Harris  
Seconded by: B. Doyle  
THAT the Grand Erie District School Board forward Administrative Procedure HR113 “Teacher Performance Appraisal” to all appropriate stakeholders for comment to be received by December 2, 2016.

**Carried**

(d) **SO133 Signing Authority**

J. Gunn reviewed minor changes made to the procedure prior to circulation.

Moved by: B. Doyle  
Seconded by: T. Waldschmidt  
THAT the Grand Erie District School Board forward Procedure SO133 – Signing Authorities for Short Term Agreements to all appropriate stakeholders for comment to be received by December 2, 2016.

**Carried**

(e) **HR110 Hiring Procedures**

S. Sincerbox referred to comments received.

Moved by: R. Collver  
Seconded by: A. Felsky  
THAT the Grand Erie District School Board receive Procedure HR110 — “Hiring Procedures” as information.

**Carried**

(f) **SO102 Request for School Assistance in Health Care**

L. Thompson referred to numerous comments received. Further revisions will be made to SO102 to align with SO30 Management of Potentially Life Threatening Health Conditions in School.

A. Felsky addressed some financial barriers that families may experience are the physician’s fee and lost wages to obtain a physician’s statement. L. Thompson explained a lengthy discussion with executive council determined that the form is required to be completed annually whether there is change in condition or not. It is extremely important knowing that the physician’s statement is being followed appropriately by schools.

Moved by: D. Dean  
Seconded by: B. Doyle  
THAT the Grand Erie District School Board receive Procedure SO102 – “Request for School Assistance in Health Care”, as amended.

**Carried**



## Committee of the Whole Board

September 12, 2016  
Education Centre, Board Room

(g) **SO115 Anaphylaxis (Life Threatening Allergic Reactions)**

L. Thompson explained that Policy SO30 Management of Potentially Life-Threatening Health Conditions in Schools and the accompanying health management plan will now include SO115.

Moved by: C.A. Sloat

Seconded by: A. Felsky

THAT the Grand Erie District School Board rescind Procedure SO115 – “Anaphylaxis (Life Threatening Allergic Reactions”.

**Carried**

(h) **SO135 Accessibility – Customer Service Standards**

L. Thompson explained that Policy SO31 Accessibility and the accompanying Accessibility Awareness Manual has been amended to include Accessibility Customer Service Standards procedures formerly covered by Procedure SO135.

Moved by: T. Waldschmidt

Seconded by: C.A. Sloat

THAT the Grand Erie District School Board rescind Procedure SO135 – “Accessibility – Customer Service Standards”.

**Carried**

(i) **SO137 Accessibility – Integrated Accessibility Standards Regulation (IASR) Transportation**

L. Thompson explained that Policy SO31 Accessibility and the accompanying Accessibility Awareness Manual has been amended to include Accessibility - Integrated Accessibility Standards Regulation (Transportation).

Moved by: R. Collver

Seconded by: J. Harris

THAT the Grand Erie District School Board rescind Procedure SO137 – “Accessibility – Integrated Accessibility Standards Regulation (IASR) Transportation”.

**Carried**

(j) **SO138 Accessibility – Integrated Accessibility Standards Regulation (IASR) Information and Communications**

L. Thompson explained that Policy SO31 Accessibility and the accompanying Accessibility Awareness Manual has been amended to include Accessibility - Integrated Accessibility Standards Regulation (Information and Communications).



## Committee of the Whole Board

September 12, 2016  
Education Centre, Board Room

Moved by: T. Waldschmidt

Seconded by: R. Collver

THAT the Grand Erie District School Board rescind Procedure SO138 – “Accessibility – Integrated Accessibility Standards Regulation (IASR) Information and Communications”.

**Carried**

(k) **SO139 Accessibility – Integrated Accessibility Standards Regulation (IASR) Employment**

L. Thompson explained that Policy SO31 Accessibility and the accompanying Accessibility Awareness Manual has been amended to include Accessibility - Integrated Accessibility Standards Regulation (Employment).

Moved by: J. Harris

Seconded by: D. Dean

THAT the Grand Erie District School Board rescind Procedure SO139 – “Accessibility – Integrated Accessibility Standards Regulation (IASR) Employment”.

**Carried**

F – 1 **Other Business**

Nil.

G – 1 **Correspondence**

(a) **Treasury Board - Executive Comp Framework**

B. Blancher addressed this correspondence, and shared that Council of Ontario Directors of Education (CODE) continues to discuss this issue. CODE has worked with a company called Mercer over the past year and a half to develop one Executive Compensation framework for 72 school boards. Through discussions at CODE meetings, the memberships feels this is a solid framework and hopes that each Board will not be required to develop a separate framework. More information will be provided to the Director at the next CODE meeting on September 22, 2016.

Next steps will be to take to the trustee associations before the treasury board will accept as the framework.

Moved by: C.A. Sloat

Seconded by: T. Waldschmidt

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

**Carried**



## Committee of the Whole Board

September 12, 2016  
Education Centre, Board Room

### H – 1 Adjournment

Moved by: C.A. Sloat  
Seconded by: B. Doyle  
THAT the meeting be adjourned at 9:57 p.m.  
**Carried**

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Committee of the Whole Board Chair, Greg Anderson