



## Committee of the Whole Board

May 8, 2017

Education Centre, Board Room

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### MINUTES

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

**Via Telephone:** A. Felsky

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

**Regrets:**

**Trustees:** B. Doyle, J. Harris, E. Marr (Student Trustee)

**Administration:** D. Martins

**A – 1 Opening**

**(a) Roll Call**

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

Seconded by: D. Sowers

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

**Carried**

**(d) Welcome to Open Session**

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

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

Presented as printed.

Moved by: D. Dean

Seconded by: G. Anderson

THAT the agenda be approved as printed.

**Carried**



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(f) **In Camera Report**

Moved by: D. Dean

Seconded by: C.A. Sloat

THAT the Grand Erie District School Board approve the Terms and Conditions between the Grand Erie District School Board and the Grand Erie Management Support team, effective September 1, 2016.

**Carried**

Moved by: D. Dean

Seconded by: G. Anderson

THAT the Grand Erie District School Board approve the extension of the Facility Partnership Liaison – Project Contract Agreement with Lynn Hewitt under the same terms for the period beginning June 1, 2017 and concluding no later than May 31, 2018.

**Carried**

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

NIL

**C – 1 Director's Report**

The Director highlighted:

- Makerspace Pilot Project – This project is being led by the Council of Directors of Education (CODE) and it involves Maker Spaces – during this year 11 boards participated the Makerspaces research project and as part of the expansion of the project, Grand Erie has been invited to participate next year by involving one elementary school. The project will provide valuable learning opportunities for students and teachers and will support the identification of successful practices while exploring new pedagogies that foster a modern and responsive educational experience. Agnes Hodge Elementary will participate in this project beginning in September.
- Rural Schools Consultation – B. Blancher provided a verbal update on this consultation that is taking place across the province but not in Grand Erie. R. Collver believes the Ministry is missing the mark on this and wonders what constitutes being rural as Grand Erie District School Board has some rural areas.
- Budget Review meeting – The Board of Trustees are holding a series of public meetings to discuss the proposed 2017-18 Budget. First of the series will be held on Wednesday, May 10, 2017 at 5:30 p.m.



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- Boundary Review Meetings have been scheduled for South West Brantford on May 23, 2017 at 6:00 p.m. at Ryerson Heights Elementary School and for McClung Road Subdivision, Caledonia on May 30, 2017 at 6:00 p.m. (Elementary) and 6:30 p.m. (Secondary) at McKinnon Park Secondary School
- 2017/18 School Years Calendar – Approval has been received from the Ministry
- Graduation Rates – The Ministry of Education released the information for school boards across Ontario. Grand Erie District School Board has seen an improvement of 6% in Year 4 and 5.6% in Year 5 graduation rates since 2014 and work is ongoing to continue improvement in this area
- The Healthy Schools Protocol introduced to Trustees at the April 10<sup>th</sup> Committee of the Whole Meeting will be signed on Thursday, May 11, 2017 at 10:15 a.m. at Walter Gretzky Elementary School/St. Basil Catholic Elementary School library
- The Council for Exceptional Children Annual Awards will be held on May 30 at Holy Trinity Catholic High School in Simcoe at 7:00 p.m. The awards will be presented in the following categories: Teacher of the Year Award, Paraprofessional Award, Student Award, Life Skills Student, Educational Leader, Business/Community Service, Community Volunteer, Warrener Parent Involvement, and Profession Support Services
- May 13, 2017 – several spring events taking place including Tollgate Technological Skills Centre Annual Spring Sale and 50<sup>th</sup> Anniversary Celebration; Hagersville Secondary 4<sup>th</sup> Annual Spring Fling craft show and plant sale and the Community Spring Gard Sale at Cayuga Secondary

C.A. Sloat asked if School Messenger will be used to communicate the Boundary review meetings? B. Blancher responded we will. R. Collver reminded the Board of the Boundary Review procedure which outlines that the working group will include Two Trustees and School Council Representatives. J. Gunn responded the Principal of each school will look after the school council representation and the Board Chair will request Trustee participation.

Moved by: C.A. Sloat

Seconded by: J. Richardson

THAT the Grand Erie District School Board receive the Director's Report of May 8, 2017 as information.

**Carried**

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

#### (a) **Revised 2016-2017 Committee / Board Meeting Schedule**

B. Blancher reviewed the Revised 2016-17 Committee/Board Meeting Schedule report noting historically the meeting agendas for the August Committee of the Whole and Board



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meetings are light. It was requested that the August 21, 2017 Committee of the Whole meeting be combined with the August 28, 2017 Board meeting.

C.A. Sloat noted she is not in favour of one meeting in August.

Moved by: G. Anderson

Seconded by: A. Felsky

THAT the Grand Erie District School Board approve the revised 2016-17 Committee/Board Meeting Schedule.

**Carried**

### (b) 2017-18 Committee/Board Meeting Schedule

B. Blancher presented the annual report that is provided each May to set the meeting dates for the next school year. B. Blancher noted one correction to item #5 of the report which is not an exception since we have scheduled the May meetings for the second and fourth Monday. This schedule is developed with two meetings per month, with the exception of August with one combined meeting. One date change was requested, April 30, 2018 meeting be moved/scheduled for April 23, 2018.

R. Collver cannot support eliminating the second meeting in August on a continuous basis and believes this should be decided on a year by year basis. The consensus was to add a Committee of the Whole meeting on August 20, 2018 to the schedule and a request be brought to the Board in May or June timeframe each year if a combined the August meeting makes sense.

Moved by: G. Anderson

Seconded by: K. Sandy

THAT the Grand Erie District School Board approve the 2017-18 Committee/Board Meeting Schedule, as amended.

**Carried**

### (c) Allocation of Education Assistants 2017-2018

L. Thompson reviewed the Allocation of Educational Assistant 2017-2108 report that is presented to Trustees on annual basis and provided highlights from rationale, Educational Assistant Allocations – Trend Data, options considered, budget implications/funding source(s) and communication plan.

G. Anderson asked for clarity from J. Gunn if Educational Assistant support has not changed much over the number years. J. Gunn confirmed this is correct. D. Dean asked do we hold



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any Educational Assistant back as reserves? L. Thompson responded that we typically do have a hold backs but at this time all Educational Assistants are allocated for 2017/18.

R. Collver added that we ought to have better understanding of what needs we are not meeting and what the next steps should be. L. Thompson will gather as much information as possible before the budget meetings commence on Wednesday, May 10<sup>th</sup>.

Moved by: G. Anderson

Seconded by: D. Dean

THAT the Grand Erie District School Board approve the allocation of 303 Educational Assistants, as outlined in the report "Allocation of Educational Assistants 2017-2018", pending finding budget approval.

**Carried**

### D – 2 New Business – Information Items

#### (a) Community Planning and Facility Partnership – Annual Facility Status Report

J. Gunn reviewed the Community Planning and Facility Partnership report referring to Policy FT11 Facility Partnerships. J. Gunn noted this annual status report identifies facilities that may be suitable for facility partnerships with respect to new construction and unused space in schools and administrative buildings, use of the Facility Partnership Liaison to work with our communities to find appropriate partners, and communication with community. J. Gunn noted representatives from each of the municipalities in Grand Erie attended a meeting on April 27<sup>th</sup> where the Board shared information about long term accommodation forecast and key population/demographic statistics; completed accommodation reviews, development plans and school closures coming from these decisions; future accommodation reviews, plans to address growth and space available in schools for facility partnerships. There was also a discussion on co-building opportunities and Municipal Planning Staff acknowledge the need to look at zoning bylaws to consider potential uses of school space by facility partners.

R. Collver shared feedback she has received from some of our partners that they should have the space in our facility for no charge. D. Sowers asked what is the standard square footage we charge for each of the school. J. Gunn responded that we charge the same amount that we are provided for school space from GSN. J. Richardson asked for clarification that we cannot look at overnight accommodation? J. Gunn responded overnight accommodation is challenging due to fire code regulations.

Moved by: J. Richardson

Seconded by: C.A. Sloat



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THAT the Grand Erie District School Board receive the Community Planning and Facility Partnership Report as information.

**Carried**

(b) **Capital Planning Capacity Program**

J. Gunn reviewed the Capital Planning Capacity Program report providing background on the Ministry memorandum 2016:B04 Capital Planning Program 2015-16 and 2016-17. J. Gunn advised the Board the Capital Planning Program (CPC) allocated for Grand Erie District School Board for the 2017-18 school year is \$163,370 and the allocation is intended to support planning and data management. J. Gunn reviewed the implementation plans and Administration's proposal to direct the allocation to engage a firm to update enrolment trends and population statistics from the 2016 Census, continue to support the Facility Partnership Liaison contract and for data management to continue to support one current half time Clerical position in Facility Services and employ resources on a temporary basis to update facility information systems.

C.A. Sloat asked about the School Facilities Information System (SFIS) and VFA system? J. Gunn responded SFIS is housed at the Ministry to track school facility data and room usage and VFA tracks renewal events by building e.g. roof to replacement etc.

R. Collver asked for clarity on the Census data and inquired if the firm updating the data was looking at our market share. J. Gunn noted the scope of the grant is not to fund a marketing plan but rather mine the data to help us understand where we need to pay attention to market share. C.A. Sloat asked about the data management clerical becoming a full time position and asked if this permanent. J. Gunn responded they will continue to support the extra half time position for one year.

Moved by: D. Dean

Seconded by: D. Sowers

THAT the Grand Erie District School Board receive the Capital Planning Capacity Program report as information.

**Carried**

(c) **Student Senate Report**

B. Blancher referred to the report which details the Student Senate meeting held on April 20, 2017.

R. Collver asked about the presentation on inclusiveness, what was the take away and were there any next steps. B. Blancher invited Student Trustee B. Newman to respond. B.



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Newman responded that some attendees from the Student Senate have posted on the O365 Student Senate Group OneNote how they are including what they learned from the presentation into their schools.

Moved by: G. Anderson

Seconded by: R. Collver

THAT the Grand Erie District School Board receive the Student Senate Report (Minutes of April 20, 2017) as information.

**Carried**

(d) **Student Trustee Selection**

B. Blancher introduced Leicia Kelly, from Simcoe Composite School who was elected as the student trustee representing the South for the 2017 – 2018 school year and introduced Jeriann Hsiao, from Brantford Collegiate Institute and Vocational School who was elected as the student trustee representing the North for the 2017 – 2018 school year.

B. Blancher congratulated L. Kelly and J. Hsiao and looks forward to their participation next year. An orientation meeting will be held in late August 2017.

Moved by: D. Dean

Seconded by: R. Collver

THAT the Grand Erie District School Board receive the Student Senate's Report on the appointment of the following Student Trustees for 2017-18:

Grand Erie North: Jeriann Hsiao

Grand Erie South: Leicia Kelly

**Carried**

(e) **Data Report – Learning Intervention Tracking for Excellence (LITE) – Referrals for Professional Services**

L. Thompson reviewed the Learning Intervention Tracking for Excellence (LITE) report which consisted of background on the LITE process software, additional information of the LITE Modules currently being used by Grand Erie District School Board which are:

- Individual Education Plan Writer (IEP Writer) – tool to meet the Ministry standards for IEPs.
- Interventions – creation, approval and parental consent of customized student referrals
- Meeting Management (MMM Module) – integrated with the IEP Writer for planning, scheduling and reporting of identification, placement and review committee meetings



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- Supervised Alternative Learning (SAL Module) - support the planning, schedule and reporting of SAL plans for students
- Student Support and Transportation Plan (SSTP Module) - ensure primary medical concerns of students are recorded
- Special Education Export (SPEX Module) – streamline and consolidate data of Special Education Program and/or services
- Student Services Form Module – enables authorized personnel to electronically create, administer, update, query and report on the services that provided to a student

D. Dean asked who extracts the data. L. Thompson responded board staff or the Learning Resource teacher would extract.

C.A. Sloat requested IEP owner be changed. L. Thompson responded she will take that request back to the team.

R. Collver thanked L. Thompson for the transformation of this report and noted that the report does not contain ROKS data. L. Thompson responded we have minimal ROKS referrals and will look into this.

Moved by: C.A. Sloat

Seconded by: D. Sowers

THAT the Grand Erie District School Board receive “Data Report – Learner Intervention Tracking for Excellence (LITE) – Referrals for Professional Services” as information.

**Carried**

(f) **Managing Information for Student Achieve (MISA) Update**

B. Blancher referred to the annual report noting the Ministry has identified four priority funding areas and for 2016-2017 Grand Erie’s priorities aligned with three of those priorities.

R. Collver noted Priority 3 Privacy and Information Management Committee should include Trustee representation on the committee. B. Blancher responded that is correct and will revise the report to reflect this.

C.A. Sloat asked for an update on the data dashboard. B. Blancher noted G. Rousell investigated an O365 Business Intelligence Application and we are in the beginning stage and should have something by Fall 2017.





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C.A. Sloat asked in Priority 2 who will be presenting papers at the 2017 conference of the Canadian Society for Studies in Education. B. Blancher responded Greg Rousell is presenting - Evaluation of Educational Technology Initiative - A School Board Perspective

Michelle Searle from Western is presenting - Mobilizing Knowledge through a School Board - University Collaborative Approach to Evaluation: Reflections and Opportunities

Moved by: D. Sowers

Seconded by: J. Richardson

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

**Carried**

(g) **Anna Melick Memorial School Transition Committee Report (F3)**

L. De Vos reviewed the report and noted a correction to the title for Elaine Roberts, Executive Assistant and as per Procedure FT9 is requesting a motion to disband the Transition Committee.

Moved by: J. Richardson

Seconded by: D. Sowers

THAT the Grand Erie District School Board receive the Anna Melick Memorial School Transition Committee Report as information.

**Carried**

Moved by: C.A. Sloat

Seconded by: J. Richardson

THAT the Grand Erie District School Board disband the Anna Melick Memorial Transition Committee.

**Carried**

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

(a) **SO8 Community Partnership**

L. Thompson referred to the comments received and revisions made. A. Felsky is delighted to see the update and thanked L. Thompson.

Moved by: R. Collver

Seconded by: D. Sowers

THAT the Grand Erie District School Board approve Policy SO8 – Community Partnerships.

**Carried**



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

W. Baker referred to the comments received and revisions made. W. Baker noted he received a further comment regarding Tuition Agreement Students and it was suggested and agreed that “of the Board” on page 1, 4<sup>th</sup> paragraph be removed.

Moved by: G. Anderson

Seconded by: D. Sowers

THAT the Grand Erie District School Board approve Policy SO10 – Bullying Prevention and Intervention, as amended.

**Carried**

(c) **SO11 Progressive Discipline and Promoting Positive Student Behaviour**

W. Baker referred to the comments received and revisions made.

R. Collver requested “of the board” on page 4, 3<sup>rd</sup> paragraph be removed.

Moved by: G. Anderson

Seconded by: D. Sowers

THAT the Grand Erie District School Board approve Policy SO11 – Progressive Discipline and Promoting Positive Student Behaviour, as amended.

**Carried**

E – 2 **Procedures Consideration – Information Items**

(a) **HR120 Communicable Diseases**

S. Sincerbox referred to the comments received and revisions made.

Moved by: C.A. Sloat

Seconded by: D. Sowers

THAT the Grand Erie District School Board receive Procedure HR120 – Communicable Diseases as information.

**Carried**

(b) **SO134 Website Requirements**

D. Abbey referred to the comments received and revisions made.

C.A. Sloat referred to section 5.1b) and understands the concerns but we have student council tweeting on behalf of the school, and social media being used by many parents so why can't students or parents be in charge of updating the school website. B. Blancher responded that social media use is different than updating a website.



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Moved by: D. Sowers

Seconded by: D. Dean

THAT the Grand Erie District School Board receive Procedure SO134 – Website Requirements as information.

**Carried**

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

W. Baker referenced that the contents of SO129 have been included in Policy SO10 – Bullying Prevention and Intervention and recommends SO129 be rescinded.

Moved by: R. Collver

Seconded by: D. Dean

THAT the Grand Erie District School Board rescind Procedure SO129 – Bullying Prevention and Intervention.

**Carried**

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

W. Baker referenced that the contents of SO130 have been included in Policy SO11 – Progressive Discipline and Promoting Positive Student Behaviour and recommends SO130 be rescinded.

Moved by: G. Anderson

Seconded by: J. Richardson

THAT the Grand Erie District School Board rescind Procedure SO130 – Progressive Discipline and Promoting Positive Student Behaviour.

**Carried**

F- 1 **Other Business**

(a) **OPSBA Report**

C.A. Sloat referred to the OPSBA report. G. Anderson shared his view that it's important that a Director be a qualified teacher. D. Dean asked about the 6.49% increase to our OPSBA fees. C.A. Sloat responded that there was not enough time allotted at the OPSBA meeting to discuss the matter in detail.

R. Collver suggested Grand Erie District School Board request that the Chair write a letter expressing our concern with the increase.

Moved by: R. Collver

Seconded by: D. Sowers



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THAT The Grand Erie District School Board write a letter to OBSPBA of Grand Erie District School Board's dissatisfaction with the increase and the lack of advance notice rational.

**Carried**

Moved by: D. Sowers

Seconded by: G. Anderson

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

**Carried**

### G – 1 Correspondence

- (a) Thames Valley District School Board Letters re: Reduction of Class Size Requirements for Native Language Course – April 11, 2017

Moved by: J. Richardson

Seconded by: A. Felsky

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

**Carried**

### H – 1 Adjournment

Moved by: D. Sowers

Seconded by: C.A. Sloat

THAT the meeting be adjourned at 8:52 p.m.

**Carried**

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Committee of the Whole Board Chair, Tom Waldschmidt