



GRAND ERIE DISTRICT SCHOOL BOARD

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

Committee of the Whole Board No.1 Meeting February 4, 2013, 7:15 p.m.

MINUTES

PRESENT:

Trustees: J. Angus, Committee Vice-Chair, R. Collver, D. Dean, E. Dixon, B. Doyle, C. Lefebvre, M. Macdonald, C.A. Sloat, D. Werden, L. Bradovka (Student Trustee), D. Fleet (Student Trustee)

Administration: Director — J. Forbeck; Superintendents - G. Anderson, W. Baker, B. Blancher, J. Gunn, M.. McDonald, A. Nesbitt; Recording Secretary — D. Fletcher

REGRETS:

Trustees: A. Everets, B. Johnston

Administration: Nil.

A – 1 **Opening**

(a) **Roll Call**

The meeting was called to order by Committee Vice-Chair, J. Angus 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: C.A. Sloat

Seconded by: C. Lefebvre

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

Carried

Open Session reconvened at 7:15 p.m.

(d) **Welcome to Open Session**

The Public Session meeting was called to order by Committee Vice-Chair, J. Angus at 7: 15 p.m.

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

Items E-1-c Motion to Suspend Bylaw 5 and F-1-b Durham District School Board were added.

Moved by: C.A. Sloat

Seconded by: B. Doyle

THAT the agenda be approved, as amended.

Carried

(f) **In Camera Report**

Moved by: R. Collver

Seconded by: C.A. Sloat

THAT the Grand Erie District School Board refer B-1-a to Senior Administration.

Carried

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

Nil.

C – 1 Director’s Report

J. Forbeck highlighted “Homeless Youth Awareness Week” that began today with a march through downtown Brantford to raise awareness about the issue of poverty and youth.

The Ministry of Education announced one-time funding for Student Injury Prevention Initiative Funding in the amount of \$152,000 to improve initiatives in Grand Erie. Executive Council will review and prioritize the greatest needs in the system and allocate accordingly.

A number of representatives from Grand Erie attended the Public Employee Symposium hosted by OPSBA last week.

Incoming Premier Kathleen Wynne came to the symposium to address with Directors, Superintendents, and Trustees in her vision on education.

D. Werden stated that the incoming premier spoke highly of the value of trustees and their role in the current situation.

In response to R. Collver, J. Gunn referred to the funds that have been made available by the Ministry for the “Safe Welcome Program for Elementary Schools”. Each elementary school that did not receive funds in 2005 when security upgrades were provided will now receive \$3,100.00 to secure the front entrance.

In response to C.A. Sloat, J. Gunn confirmed that \$3100.00 would be sufficient as the majority of schools currently have upgrades.

Moved by: B. Doyle

Seconded by: D. Dean

THAT the Grand Erie District School Board receive the Director's report of February 4, 2013 as information.

Carried

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

(a) HR7 Replacement/Casual Principal/Vice Principal Selection Process

M. McDonald spoke to one minor change recommended in the criteria of success.

R. Collver stated that the policy statement should reflect on what we would like to have in our schools.

Moved by: C.A. Sloat

Seconded by: C. Lefebvre

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 May 3, 2013, as amended.

Carried

(b) FT10 Green School Construction

J. Gunn stated that no comments were received.

Moved by: R. Collver

Seconded by: E. Dixon

THAT the Grand Erie District School Board approve Policy FT10 - "Green School Construction".

Carried

(c) SO2 School Councils

J. Forbeck reviewed the comments received.

Suggestions were provided under procedures.

In response to R. Collver, J. Forbeck confirmed that the template used by school councils to provide the report of activities is forwarded to them and also reinforced at the principals' meeting.

Moved by: D. Dean

Seconded by: C.A. Sloat

THAT the Grand Erie District School Board approve Policy SO2 - "School Councils", as amended.

Carried

(d) **SO4 Advertising and Material Distribution in Schools**

J. Forbeck reviewed the comments received.

In response to D. Dean, J. Forbeck explained that the first guiding principle includes buttons and armbands and that this principle is as clear as can be at this point.

D. Dean suggested changes to procedure #3.

J. Forbeck clarified that the principal is responsible for all aspects of the school building.

C.A. Sloat stated that facilities would need to be involved to ensure signage is hung safely and properly.

Moved by: B. Doyle

Seconded by: C. Lefebvre

THAT the Grand Erie District School Board approve Policy SO4 - "Advertising and Material Distribution in Schools", as amended.

Carried

D – 2 Administrative Procedure Consideration – Information Items

(a) **FT104 Reporting of Vandalism and Unusual Property Occurrence Incidents**

J. Gunn explained this is coming for review earlier than scheduled due to the inclusion of a cost recovery matrix. A schedule has been created that show the costs of vandalism.

In response to E. Dixon, J. Gunn explained the reason that our board had a 16% restitution rate in 2011-2012 is due to the fact the current process takes time to establish cost of repairs and the longer you wait to collect the money, the more difficult it gets to recover.

In response to C.A. Sloat, J. Gunn explained that the sites have been changed to schools, but recognizes that vandalism does happen in other places than schools.

Moved by: C.A. Sloat

Seconded by: R. Collver

THAT the Grand Erie District School Board forward Administrative Procedure FT104 – “Reporting of Vandalism and Unusual Property Occurrence Incidents” to all appropriate stakeholders for comment to be received by May 3, 2013.

Carried

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

J. Gunn noted this is a new draft administrative procedure recommended from the Joint Occupational Health and Safety Committee (JOHSC).

In response to D. Werden, J. Gunn explained the intent is to involve all individuals in schools and buildings that should provide support to principals in addressing this.

Signage can be found in those buildings of staff member(s) that are highly allergic. The intent is that schools will adopt the notion of becoming a scent safe worksite.

In response to D. Werden, J. Gunn addressed the concern that this procedure references employee concerns and does not encompass all individuals in the building including visitors. This was constructed through the lens of the JOHSC and their concern for their employees; however consideration will be given to broaden the scope.

D. Dean stated that this is a difficult issue and is pleased the JOHSC made this recommendation. With reference to the purpose, he proposed the word protect be added in addition to the word accommodate employees.

Moved by: R. Collver

Seconded by: C. Lefebvre

THAT the Grand Erie District School Board forward Administrative Procedure HR101 – “Fragrance/Scent-Safe Workplace” to all appropriate stakeholders for comment to be received by May 3, 2013, as amended.

Carried

(c) **SO133 Signing Authority for Short Term Agreements**

J. Gunn is proposing the addition of procedure #7 “Contracts with outside organizations for goods and services not listed above are not to be signed until reviewed by senior administration”.

Moved by: C.A. Sloat

Seconded by: B. Doyle

THAT the Grand Erie District School Board forward Administrative Procedure SO133 – “Signing Authority for Short Term Agreements” to all appropriate stakeholders for comment to be received by May 3, 2013.

Carried

(d) **FT117 Green School Construction**

J. Gunn reviewed the comments received.

Moved by: E. Dixon

Seconded by: C.A. Sloat

THAT the Grand Erie District School Board receive Administrative Procedure FT117 – “Green School Construction” as information.

Carried

E – 1 **Other Business**

(a) **Port Dover Composite School Transition Committee Report**

Presented as printed.

Moved by: D. Werden

Seconded by: R. Collver

THAT the Grand Erie District School Board disband the Port Dover Composite School Transition Committee.

Carried

(b) **PPM155 – Diagnostic Assessment in Support of Student Learning**

B. Blancher and A. Nesbitt provided background information into PPM155, the purpose of the memorandum is to outline the effective use of diagnostic assessment to inform teaching and learning practices.

They outlined the purpose of the memorandum, use of diagnostic assessment tools support of student learning, criteria for selection of diagnostic assessments tools, collective responsibility for student learning, and the next steps.

In response to M. Macdonald about PPM155’s impact on report card writing, B. Blancher explained that report card writing is based on curriculum expectations and this will not affect the direction of the report card writing. This will inform the school improvement planning.

In response to C.A. Sloat and if a list of approved diagnostic tools will come to the board for approval, A. Nesbitt explained that the plan is the Assessment for Learning (AFL) tool, and that the PPM is tied tightly to Growing Success. It has been embedded in the classroom for the teachers that teach a particular unit, where assessment is at the beginning, middle and end of the school year.

J. Angus stated that although approval is not required for these tools, we do need to know that there is a list.

In response to D. Werden and if how it is determined which students are assessed, B. Blancher confirmed it is important to know if a teacher does not choose to administer a diagnostic assessment for a student.

There is a window of time for diagnostics to be completed and entered into the student data warehouse for the principal to use that data to put supports in place as needed.

In response to D. Werden and if there is a reason to believe that a certain portion of students would not be tested, B. Blancher explained that in unique situations, it may not be used for those students struggling who require assessments more frequently.

D. Dean stated that it is surprising the memorandum does not mention anything about parents or students themselves and that there is a very small minority of teachers who perhaps are not going to meet expectations that are set down here.

J. Forbeck acknowledged that our staff members care about student achievement and assessment and how to use these assessments to be a better teacher.

Moved by: B. Doyle

Seconded by: E. Dixon

THAT the Grand Erie District School Board receive the PPM155 – Diagnostic Assessment in Support of Student Learning report as information.

Carried

(c) **Motion to suspend Bylaw 5 “Board Committee of the Whole Board Meetings Rules of Procedure “.**

Trustees have been invited to an engagement prior to the Regular Board Meeting, requiring the In Camera Meeting to be held after the Regular Board Meeting.

Moved by: R. Collver

Seconded by: D. Werden

THAT the Grand Erie District School Board suspend Bylaw 5 Board and Committee of the Whole Board Meetings Rules of Procedure to move In Camera immediately following the Regular Board Meeting on February 25, 2013.

Carried

F – 1 **Correspondence**

(a) **Peel District School Board**

(b) **Durham District School Board**

Moved by: D. Werden

Seconded by: C. A. Sloat

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

Carried

G – 1 Adjournment

Moved by: C.A. Sloat

Seconded by: D. Werden

THAT the meeting be adjourned at 8:24 p.m.

Carried

Committee of the Whole Board No.1 Vice-Chair, Jane Angus