



## **GRAND ERIE DISTRICT SCHOOL BOARD**

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

### **Committee of the Whole Board No. 2 Meeting April 16, 2012, 7:15 p.m.**

#### **MINUTES**

#### **PRESENT:**

**Trustees:** C.A. Sloat, Chair, J. Angus, R. Collver, D. Dean, E. Dixon, B. Doyle, A. Everets, B. Johnston, C. Lefebvre, M. Macdonald, D. Werden,

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

#### **REGRETS:**

**Trustees:** B. Featherston (Student Trustee), P. Fleetwood (Student Trustee)

**Administration:** G. Anderson

#### **A – 1 Opening**

##### **(a) Roll Call**

Roll call was taken.

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

E. Dixon declared a conflict of interest concerning an In Camera property matter.

##### **(c) In Camera Session**

Moved by: B. Doyle

Seconded by: E. Dixon

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

**Carried**

##### **(d) Welcome to Open Session**

The Public Session meeting was called to order by Chair, C.A. Sloat, at 7:20 p.m.

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

The following items have been added to the agenda:

G-1-b Ministry of Education - Report of the Student Transportation Competitive Procurement Task Force

G-1-c Ministry of Education - Provincial Discussion Table Process

G-1-d The Rotary Club of Simcoe - Dr. Gordon Watts Arts Scholarship

Moved by: B. Doyle

Seconded by: D. Dean

THAT the agenda be approved, as amended

**Carried**

(f) **In Camera Report**

Moved by: D. Dean

Seconded by: B. Johnston

THAT item C-1-b be approved.

**Carried**

(g) **Delegation – Marie Fanjoy/Alison Weir re: Redevelopment of Buck/Spring Street in Brantford for Increased Green Space for Students**

Alison Weir, chair of the parent council at Ecole Dufferin and Marie Fanjoy, chair of the Brantford Collegiate Institute School council read the delegation on Spring Park and the proposal to use this park as increased green space for students.

In response to E. Dixon, M. Fanjoy explained the maximum cost is dependent on the decision to relocate the cement pad or to demolish the pad. A community meeting would be held. The cost could vary from \$5,000.00 on the lower end if the pad is simply removed and not relocated. If relocated, it could cost \$50,000, with the City contributing half of the cost.

J. Angus arrived at 7:27 p.m.

In response to D. Werden, M. Fanjoy explained that members of Grand Erie District School Board including elementary and secondary school principals and facility services met with the community and Parks and Recreation to review options.

In response to D. Dean, M. Fanjoy explained the relocation of the cement pad to the back of the property does show on the diagram; however Parks and Recreation stated this would not be a desirable place.

D. Dean pointed out that there is a long history of the use of this park being used by Brantford Collegiate Institute and Ecole Dufferin. He is familiar with the

extent of time and significance of history behind this park and believes it is worthy of consideration to go forward with discussion with the city.

It was agreed that a report come back for discussion at the Committee of the Whole No. 2 Meeting on June 11, 2012 that would include factors such as feasibility, school use of park, and budget consideration.

D. Werden queried if we can legally spend capital funding from the Ministry of Education on property that we do not own.

Moved by: D. Dean

Seconded by: J. Angus

THAT the Grand Erie District School Board request a report from Senior Administration about the redevelopment of Buck/Spring street in Brantford for increased green space for students at the Committee of the Whole 2 Meeting on June 11, 2012.

**Carried**

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

- (a) FT5 Pupil Accommodation Reviews (from February 6, 2012)

C. A Sloat indicated that this policy is still being revised and requested that it be deferred to the Committee of the Whole No.1 Meeting on May 7, 2012.

#### **C – 1 Director's Report**

J. Forbeck shared a letter received by UNICEF, which highlighted Grand Erie District School Board's contributions of \$104,000 from students and staff over the last three school years.

The Director commended Alex Rey, from Brantford Collegiate Institute on being awarded a gold medal at the Bay Area Science and Engineering Fair (BASEF). He will represent the board at the national level in May in Charlottetown, Prince Edward Island.

James Farry will be honoured by the Lieutenant Governor of Ontario for his leadership and innovation. He has taken an active role in promoting the importance of organized and sustainable farming by supporting the "Let's Eat Right Dunnville Program".

On April 12, 2012, administrators heard from a speaker from the Lambton-Kent area about the "Bridges Out of Poverty" approach. It strongly connects new learning and the Compensatory Learning Plan.

The official opening of the new Walter Gretzky Elementary School was held on April 12, 2012. The Director thanked Larry Speakman, Kerry Newstead, Shawn McKillop and Gabrielle Glueheisen for their hard work and preparations.

B. Blancher introduced Kevin Holly, Manager of Information Technology Services and Mark Windle, Supervisor of Operations and Development to provide a presentation on the portal.

The presentation included the definition of Grand Erie District School Board's web portal, and illustrated how the intranet will house online resources, applications, training sessions, tutorials, employee/school look up and the board calendar in one area.

Four difference parts to the portal include: 1) Intranet 2) Internet 3) My site and 4) Parent portal. The intranet is scheduled to be completed first.

Moved by: D. Dean

Seconded by: B. Doyle

THAT the Grand Erie District School Board receive the Director's report of April 16, 2012 as information.

**Carried**

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

##### **(a) Secondary Average Class Size**

Moved by: D. Dean

Seconded by: J. Angus

THAT the Grand Erie District School Board approve an increase to the average Secondary School Class size for 22 to 2012-2013.

**Carried**

##### **(b) Compensatory Education School Selection Report – 2012/2013**

J. Forbeck provided a summary of the report that outlines the factors and rationale that were considered to select moderate and high needs elementary and secondary schools.

The Steering Committee will begin to look and assign codes where every student lives to gain better on social economic data.

In response to J. Angus, J. Forbeck explained that although the secondary school graph shows Dunnville and Waterford equal, Dunnville is shown as high needs because of feeder school patterns found in the data set. There was a higher percentage of elementary students that transferred to Dunnville school, and a number of Elgin students transferred to Waterford. The numbers were very close between the two schools however the number of students transferring from elementary to secondary schools was a determinant factor. Waterford could be considered for resources.

In response to M. Macdonald, J. Forbeck stated that the numbers of the left hand side of the graph represent the total score. He also noted that GELA is not showing on the map because it is a program that requires 2011 data to determine where students live. Once that information is known, GELA will be shown.

In response to R. Collver, J. Forbeck explained that since this is a transition year and the steering committee is being developed, the budget plan would be discussed at Executive Council and brought forth in a written report.

B. Johnston supports the plan, and stated this is more than a budget item, and that application and resources need to be discussed.

J. Forbeck added that the short term goals will need to come to budget, and the long term goals will be discussed with the steering committee.

J. Forbeck explained that the Steering Committee will be a standing committee of the Board, and meeting minutes will be part of regular reports.

It was requested to include all of the schools on the map, and that an action plan is brought back to the Board.

Moved by: R. Collver

Seconded by: J. Angus

THAT the Grand Erie District School Board approve the designation for high and moderate needs Compensatory Schools for 2012/2013.

**Carried**

And;

Moved by: R. Collver

Seconded by: A. Everets

THAT the Grand Erie District School Board receive an action plan at the Committee of the Whole No.2 Meeting on May 14, 2012.

**Carried**

(c) **Education Week 2012**

J. Forbeck highlighted the list of school events scheduled for Education Week planned for the week of Monday May 7, to Friday, May 11, 2012.

On May 11, 2012 the Minister of Education will be visiting an event at Walter Gretzky Elementary School and will see the importance of partnership with Grand Erie District School Board and our coterminous Board.

Art soup is a reminder that many events take place throughout the year in addition to Education Week.

Moved by: D. Dean

Seconded by: J. Angus

THAT the Grand Erie District School Board receive the Education Week Plans as information.

**Carried**

(d) **Educational Technology Initiative Update**

B. Blancher provided an update on Phase two and the professional development sessions for that were provided for teachers. The report outlined implementation to date, professional development, and software and web-based programs that elementary schools are working on. Key points in the action plan were also discussed.

In response to R. Collver, B. Blancher confirmed that elementary, primary and junior self-contained classes are complete.

Moved by: E. Dixon

Seconded by: B. Doyle

THAT the Grand Erie District School Board receive the Educational Technology Initiative Update as information.

**Carried**

(e) **International Students – Fee Structure**

J. Gunn explained the development of the structure fee mirrors the amount provided by province and that our fees are at the lower end compared to other boards in the province.

Moved by: J. Angus

Seconded by: B. Doyle

THAT the Grand Erie District School Board approve the 2012-2013 Tuition Fees for International Students.

**Carried**

**D – 2 New Business – Information Items**

(a) **Information Technology Services Annual Report**

B. Blancher introduced Kevin Holly, Manager of Information Technology Services.

She outlined the Information Technology Services initiatives for 2011-2012. She explained explained the HR system data conversion and the retirement of the DEC (Digital Equipment Corp) VAX and Alpha Servers.

The 2012-2013 initiatives include a database analyst/administrator to provide reports on a regular basis.

In response to C.A. Sloat, K. Holly stated that the on line course selection that was piloted in a few schools. It was a success where IT played a small role

working with an external company. A. Nesbitt added that the goal is to expand implementation to more schools

In response to C.A. Sloat, J. Gunn explained how the school cash project in Delhi is being used as a way for parents to pay on line for school activities. The cost is minimal, and alleviates time staff spends on tracking money.

Moved by: J. Angus

Seconded by: E. Dixon

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

**Carried**

**(b) Summer School Report**

A. Nesbitt called upon Scott Johnson, Summer School Principal for 2011 to review the 2011 program and the key program changes.

S. Johnson spoke about proposed changes for 2012. A. Nesbitt discussed the positive outcomes of summer school.

In response to M. Macdonald, S. Johnson explained that the proposed school day starting at 8am, would mean a bus pick up time of 6:45am. He explained that the longer days would not decrease the enrolment of students but is hoping it will have a positive impact in relation to summer jobs and summer vacation.

In response to M. Macdonald, S. Johnson indicated there was no plan to add more buses to the satellite campuses.

In response to D. Dean, A. Nesbitt concurred that the establishing of a seniority list to streamline the hiring procedures is to avoid the hiring and interviewing frenzy that occurs leading up to summer school. D. Dean expressed a concern regarding using seniority as a means of hiring teachers. A. Nesbitt commented there are other models out there that are successful in other boards.

In response to D. Dean, A. Nesbitt explained the two- credit co-operative education opportunity would need to be considered on an on-going basis. The co-operative course is a separate course from the rest of the school year and the co-op teacher would need to be on call beyond the instructional day. S. Johnson clarified that the co-op course would extend beyond July.

In response to B. Doyle, S. Johnson confirmed that the on line summer school program is part of the e-Learning course and is well utilized.

A. Nesbitt added that he will review the process for provision of a report that outlines 2012 initiatives as they are completed.

Moved by: J. Angus

Seconded by: B. Doyle

THAT the Grand Erie District School Board receive the 2011 Summer School Report as information.

**Carried**

(c) **e-Learning Annual**

A.Nesbitt introduced Shane Mann, Principal of Paris District High School and Shannon Jennings, Student Success Teacher Consultant who have taken on leadership responsibilities for the E-Learning initiative.

S. Mann outlined the differences between a synchronous course and an asynchronous course.

S. Jennings spoke of her role as the District e-learning consultant (DeLC) and the Ontario e-Learning Consortium (OeLC).

In response to M. Macdonald, S. Mann explained that AMDEC is Avon Maitland District eLearning Centre. He explained the fee structure is \$725.00 per course, as set by the Ministry.

In response to D. Dean, S.Mann explained that the success rate on the asynchronous data is calculated on the number of students who complete the course.

Moved by: R. Collver

Seconded by: J. Angus

THAT the Grand Erie District School Board receive the e-Learning Annual Report as information.

**Carried**

(d) **Kindergarten Calendar 2012-2013**

B. Blancher referred to all day kindergarten classes and alternate day program calendars for 2012-2013. She pointed out the differences in the process to all day kindergarten and alternate day programs.

Moved by: C. Lefebvre

Seconded by: E. Dixon

THAT the Grand Erie District School Board receive the report on the Kindergarten Calendar 2012-2013 as information.

(e) **Trustee Expense Report**

Presented as printed.

Moved by: J. Angus

Seconded by: D. Werden



THAT the Grand Erie District School Board receive the report on Trustee Expenses as information.

(f) **Quality Accommodations Update**

J. Gunn spoke about the focus of this committee in the past few years and how the Board is moving away from capacity and utilization and looking at the Multi-Year Plan to guide capital expenditures. The five key steps in the process were highlighted.

The goal is to bring back a Multi-Year Capital Plan that focuses on guidance through facility data and educational program to be more precise in our investment. He spoke about the Facility Renewal Plan 2011-2012.

In response to B. Johnston, J. Gunn explained we are familiar with the work of Watson & Associates and they have been involved with other boards to develop capital plans.

In response to D. Werden, J. Gunn didn't identify any accommodation review plans other than those that are currently engaged in. The goal is to develop a capital plan for the board. Watsons will help with gathering the up to date data and recommendations in the fall that may identify areas of the board for further reviews.

In response to A. Everets, J. Gunn explained that if we don't spend the facility renewal funds, then it must go into a restricted reserve only to be used for future facility renewal projects.

Moved by: R. Collver

Seconded by: J. Angus

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

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

(a) **BL2 Role of the Board**

J. Forbeck reviewed comments provided recommended changes.

It was recommended in the context to “serve the best interest of the students” be the first priority.

Moved by: J. Angus

Seconded by: D. Werden

THAT the Grand Erie District School Board approve By-Law 2 – “Role of the Board”, as amended.

**Carried**

Moved by: J. Angus

Seconded by: B. Johnston

THAT the Regular Board meeting continue past 10:00 p.m. to deal with remaining items on the agenda.

**Carried**

(b) **BL12 Information Reports**

J. Forbeck spoke about the comments received.

Moved by: J. Angus

Seconded by: C. Lefebvre

THAT the Grand Erie District School Board approve By-Law 12 - "Information Reports"

**Carried**

(c) **BL19 Use of Board Logo, Grand Erie Name, Grand Erie Design Banner and Letterhead**

J. Forbeck explained comments received. He highlighted the importance of copywriting, and the need to protect our logo and brand across the Board. He recommended that the Communications Department create a visual identity policy and guidelines.

S. McKillop spoke of proper and improper use of the Board logo. He highlighted other visual identity guidelines of other organizations.

It was agreed to remove "letterhead" from the title of the bylaw and that Senior Administration will develop a visual identity policy.

Moved by: J. Angus

Seconded by: B. Johnston

THAT the Grand Erie District School Board approve By-Law 19 - "Use of Board Logo, Grand Erie Name, and Grand Erie Design Banner", as amended.

**Carried**

(d) **HR4 Health and Safety**

J. Gunn noted that legislative requirement is to review this policy annual.

Moved by: R. Collver

Seconded by: D. Dean

THAT the Grand Erie District School Board forward Policy HR4 - "Health & Safety" to all appropriate stakeholders for comment to be received by September 7, 2012.

**Carried**

(e) **SO1 Fundraising**

J. Gunn stated one recommended change is to reduce the number of bank accounts to one bank account for each school.

In response to D. Werden, J. Gunn explained that parents will not lose control of their money and signing authority. There are issues with more than one bank account; the software tool provided to schools ensures full accountability.

Moved by: J. Angus

Seconded by: C. Lefebvre

THAT the Grand Erie District School Board forward Policy SO1 – “SO1 Fundraising” to all appropriate stakeholders for comment to be received by September 7, 2012.

**Carried**

F – 1 **Other Business**

(a) **OPSBA Report**

Nil.

G – 1 **Correspondence**

- (a) Minister of Education re: Honoraria for board members
- (b) Ministry of Education - Report of the Student Transportation Competitive Procurement Task Force
- (c) Ministry of Education – Provincial Discussion Table Process
- (d) The Rotary Club of Simcoe – Dr. Gordon Watts Arts Scholarship

Moved by: A. Everets

Seconded by: M. Macdonald

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

**Carried**

H – 1 **Adjournment**

Moved by: A. Everets

Seconded by: J. Angus

THAT the meeting be adjourned at 10:17 p.m.

**Carried**