



GRAND ERIE DISTRICT SCHOOL BOARD

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

**Committee of the Whole Board Meeting
August 20, 2012, 7:15 p.m.**

MINUTES

PRESENT:

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

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

REGRETS:

Trustees: J. Angus, B. Johnston

Administration: Nil.

A – 1 Opening

(a) **Roll Call**

The meeting was called to order by Chair, C.A. Sloat at 6:30 p.m. for the purposes of conducting the In Camera Session.

(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: D. Werden

Seconded by: E. Dixon

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

Carried

Open Session reconvened at 7:22 p.m.

(d) **Welcome to Open Session**

The Public Session meeting was called to order by Chair, C.A. Sloat, at 7: 22 p.m.

C.A. Sloat welcomed David Fleet and Laramie Bradovka to the meeting. They are the student trustees for 2012 – 2013.

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

Moved by: R. Collver
Seconded by: M. Macdonald
THAT the agenda be approved as printed.
Carried

(f) **In Camera Report**

Nil.

(g) **Delegations**

Nil.

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

(a) **Norfolk Secondary Accommodation Review – Supplementary Report**

J. Forbeck stated this is the third report to be presented, two other reports were provided in June 2012. A. Nesbitt and L. Abbey were introduced to present this report.

A. Nesbitt reviewed the elements of a “faith-based” program. L. Abbey reviewed the location of private schools in Norfolk county and private schools within Grand Erie. She reviewed the pilot focus programs overview. A. Nesbitt reviewed a typical school day in a Faith focus program model. Faith focus considerations were outlined.

A. Everets explained how Eden School is a self-contained school that was also private initially. Discussion involved the differences between this school which is already established and introducing faith based programs in schools. The spiritual life department is run by persons with a background in spiritual education.

D. Dean suggested introducing this program at the elementary level.

Moved by: A. Everets
Seconded by: E. Dixon
THAT the Grand Erie District School Board receive the Norfolk Secondary Accommodation Review – Supplementary Report as information.
Carried

C – 1 Director’s Report

J. Forbeck provided highlights from the following:

- Camp SAIL
- Learn & Play Camp
- High School Registration Dates
- Bus Routes are now available

Success and Awards were recognized:

- GELA nominated for Brant News Readers’ Choice
- Susan Swackhammer received the EFTO’s President’s Award
- Annalise Carr, student at Grand Erie District School Board breaks record for being the youngest woman to swim across Lake Ontario. She raised \$115,000 for Camp Trillium.

A congratulatory letter will be sent to Annalise Carr and Susan Swackhammer for their accomplishments.

Moved by: R. Collver

Seconded by: B. Doyle

THAT the Grand Erie District School Board receive the Director's report of August 20, 2012 as information.

Carried

D – 1 New Business – Action/Decision Items**(a) Approval of Next Year’s CW1, CW2 and Board Schedules of Agenda Items**

J. Forbeck presented this report as written explaining that policies and procedures have been aligned to be together. Items were moved to show a good balance with development of reports and policies and procedures.

(i) 2012-2013 Committee of the Whole Board No.1

Moved by: C. Lefebvre

Seconded by: B. Doyle

THAT the Grand Erie District School Board approve the proposed schedule for the Committee of the Whole No. 1 for 2012-13.

Carried

(ii) 2012 – 2013 Committee of the Whole Board No.2

J. Forbeck presented this report as written. D. Dean inquired about the guidelines for provisions of food at meetings and celebration that was discussed at budget deliberations. This item will be placed on the agenda for the next Chairs Committee meeting to determine a date for this report.

Moved by: B. Doyle

Seconded by: A. Everets

THAT the Grand Erie District School Board approve the proposed schedule for the Committee of the Whole Board No. 2. for 2012-13.

Carried

(iii) 2012-2013 Regular Board

J. Forbeck presented this report as written.

Compensatory Education Steering Committee Minutes will be added under “Items as Required”. The reports in August will also be added.

Moved by: R. Collver

Seconded by: D. Dean

THAT the Grand Erie District School Board approve the proposed Schedule for the Regular Board Meetings for 2012-13, as amended.

Carried

(b) **Approval of Identification, Placement and Review Committee (IPRC) Composition**

Moved by: D. Werden

Seconded by: C. Lefebvre

THAT the Grand Erie District School approve the Identification, Placement and Review Committee structure and jurisdiction as set out in the IPRC Terms of Reference included in Bylaw 8.

Carried

(c) **OPSBA Membership**

Presented as printed.

Moved by: D. Werden

Seconded by: D. Dean

THAT the Grand Erie District School Board approve the 2012-2013 OPSBA Membership Fee of \$55,223 plus HST for payment.

Carried

D – 2 New Business – Information Items**(a) Operating Plans for Next Year**

J. Forbeck reported that the annual operating plans are presented as aligned with sections of the multi-year plan.

i) Environment- Safe and Inclusive Schools

G. Anderson spoke to the four main areas: Threat/Risk Assessment Protocol, Safe Schools Binder, Bill 13 Compliance, and Equity and Inclusive Education.

R. Collver inquired if the bullying plan under Bill 13 Compliance would be individualized by school or board wide. G. Anderson indicated that the board wide plan would involve each school and those plans will be developed depending on the needs of the school.

W. Baker outlined the Mental Health Strategy.

W. Baker described that every school will be visited by a mental health team that would include community mental health workers and Grand Erie District School Board social workers. This team of two people would discuss mental health and help teachers to better understand what they are seeing. The goal is for this team to visit all schools at least once by the fall. He stated that champion schools still exist.

R. Collver inquired if the nurses would be training the PSSP group, W. Baker confirmed they would be used to raise awareness.

(ii) Environment – Quality Accommodations

J. Gunn highlighted the Development of Environmental Standards, Development of the “Pride of Place” Initiative, and Linking Environmental Initiatives to the Core Curriculum.

(iii) Engagement – Communication and Community Relations

J. Forbeck discussed System-Wide Communication, Internal Communication, School-Based Communication, Partnerships, Social Services and Government Relations.

S. McKillop indicated that standards and guidelines for email etiquette will be developed to ensure that email is used effectively and efficiently. J. Forbeck added that the communication audit showed that too many emails are being sent out, these guidelines will help in organizing email standards and align with business rules.

D. Werden inquired about the difference between intranet and portal.
B. Blancher explained the difference and how each department will have a presence on the intranet.

In regards to a communication audit plan, S. McKillop appreciated the comments from trustees and explained how these items in this plan will have a measurement piece when the communication audit plan is developed.

Internal and external signage, swag, logo, formats, and measurements would require visual identity guidelines to follow. The policy would govern the guidelines.

(iv) Engagement- Parent Engagement

J. Forbeck reported the number of successes in the parent engagement area. He spoke to System-Based Parent Engagement, School and Community-Based Parent Engagement, and School-Home Learning Connections.

D. Werden inquired how communication efforts are measured.
S. McKillop explained the largest measure is the attendance to an event. Tactics such as advertisements and flyers are identified as contributors to the attendance. Surveys and feedback forms could also be a valuable measure.

C.A. Sloat inquired about the budget for attending events in support of the child and youth mental health strategy, W. Baker explained that the Ontario Government has provided \$20,000 to support mental health.

C.A. Sloat inquired about twitter and how it is determined what is appropriate to tweet. S. McKillop explained the process of twitter and facebook and how students and parents use both of those social medias in different ways and times of the day. Celebrations, days of significance are examples of tweets, approval will come from him. A concern was voiced about tweeting on the board's cell phones, S. McKillop stated that the Code of Digital Citizenship is being reviewed, and a social media policy could be created, if requested.

(v) Engagement – Staff Engagement

M. McDonald highlighted Staff Leadership, Employee Relations, Succession Planning, and Performance Appraisals.

C.A. Sloat inquired about the use of performance appraisals. M. McDonald indicated that the human resources department is the gatekeeper and tracks them. The department is currently reviewing monitoring tools and processes to ensure performance appraisals are kept up to date.

Moved by: R. Collver

Seconded by: D. Werden

THAT the Grand Erie District School Board receive the Annual Operating Plans of Senior Administration for the school year 2012/13 as information.

Carried

(b) Major Construction Update

J. Gunn provided a verbal update on the additions and projects completed.

Moved by: E. Dixon

Seconded by: M. Macdonald

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

Carried

(c) Norfolk Accommodation Review Update

A. Nesbitt provided a summary of the communication during the summer months as a follow up from the Special Board Meeting held on July 9th, 2012 in Port Dover. Simcoe Composite School is holding an open house Thursday August 23, 2012 from 4:00 p.m. to 7:00 p.m to welcome those students who have transferred over from Simcoe Composite School.

R. Collver acknowledged A. Nesbitt in his efforts to keeping all informed and providing this synopsis.

Moved by: C. Lefebvre

Seconded by: B. Doyle

THAT the Grand Erie District School Board receive the Norfolk Accommodation Review Update as information.

Carried

E – 1 Other Business

(a) OPSBA Report

C. A. Sloat provided an update on the nominations due to Catherine Fife resigning as president. D. Werden will be attending the meeting and that as soon as a list of candidates is provided, it will be brought to the board for discussion.

Moved by: C. Lefebvre

Seconded by: D. Dean

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

Carried

F – 1 **Correspondence**

- (a) **L. Broten, Minister of Education**
- (b) **Upper Canada District School Board**

Moved by: A. Everets

Seconded by: B. Doyle

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

Carried

M. Macdonald and A. Everets left the meeting at 9:00 p.m.

G -1 **In Camera Session**

Moved by: D. Dean

Seconded by: B. Doyle

THAT the Board move into In Camera session to discuss legal, personnel and property matters at 9:02 p.m.

Carried

Open Session reconvened at 10:03 p.m.

Moved by: D. Werden

Seconded by: B. Doyle

THAT the Committee of the Whole Meeting continue past 10:00 p.m. to deal with remaining items on the agenda.

Carried

H – 1 **In Camera Report**

Nil.

I – 1 **Adjournment**

Moved by: B. Doyle

Seconded by: C. Lefebvre

THAT the meeting be adjourned at 10:04 p.m.

Carried