



## GRAND ERIE DISTRICT SCHOOL BOARD

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

### **Inaugural Board Meeting December 12, 2011, 6:30 p.m.**

## **MINUTES**

### **PRESENT:**

**Trustees:** R. Collver, Chair, J. Angus, D. Dean, E. Dixon, A. Everets, B. Johnston, C. Lefebvre, M. Macdonald, C.A. Sloat, D. Werden; B. Featherston(Student Trustee), Paige Fleetwood(Student Trustee)

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

### **REGRETS:**

**Trustees:** B. Doyle

**Administration:** A. Nesbitt

### **A – 1 Opening**

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

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

#### **(b) In Camera Session**

Moved by: D. Werden

Seconded by: M. Macdonald

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

**Carried**

Open Session reconvened at 7:15 p.m.

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

The Public Session meeting was called to order by Chair, R. Collver, at 7:15 p.m.

#### **(d) Chair's Inaugural Address**

R. Collver presented her Inaugural Address.

(e) **Reading of Trustee Code of Ethics**

In accordance with Bylaw 28, trustees read the Trustee Code of Ethics.

(f) **Declaration of Conflict of Interest**

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

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

Moved by: C.A. Sloat

Seconded by: J. Angus

THAT the Agenda be approved, as printed.

**Carried**

(h) **In Camera Report**

Moved by: J. Angus

Seconded by: B. Johnston

THAT the Grand Erie District School Board approve Item C-1-a.

**Carried**

(i) **Memorials**

Nil.

(j) **Presentations**

Nil.

(k) **Delegations**

Nil.

**B – 1 Approval of Minutes**

(a) **Regular Board — November 28, 2011**

D. Dean pointed out that that Jennifer Crandall is the Executive Director of the United Way Haldimand Norfolk.

Moved by: J. Angus

Seconded by: D. Dean

THAT the Minutes of the Regular Board Meeting, held November 28, 2011, be approved, as amended.

**Carried**

(b) **Board Nomination — December 5, 2011**

Moved by: J. Angus

Seconded by: C.A. Sloat

THAT the Minutes of the Board Nomination Meeting, held December 5, 2011, be approved.

**Carried**

(c) **Board Organizational — December 5, 2011**

C.A. Sloat noted that the slate of officers for 2012 should read Marion Macdonald for the Vice Chair of the Committee of the Whole Board No.2

Moved by: C. Lefebvre

Seconded by: D. Werden

THAT the Minutes of the Board Organizational Meeting, held December 5, 2011, be approved, as amended

**Carried**

**B – 2 Business Arising from Minutes and/or Previous Meetings**

Nil.

**C – 1 Director's Report**

(a) **Draft Director's Annual Report — 2010-2011**

J. Forbeck was inspired by the comments about hope and inspiration in R. Collver's inaugural speech.

The director stated that the Special Education Advisory Committee will have a joint meeting with the Brant Haldimand Norfolk Catholic District School Board this week. On December 8, 2011, the Student Senate meeting was held via Adobe Connect. Student trustees P. Fleetwood and B. Featherston did an outstanding job chairing the meeting.

He presented a copy of the draft Directors Annual Report, and asked for feedback from senior administration and Board of Trustees. He pointed out the noted requirements provided by the Ministry of Education and that all photographs are our staff and students.

J. Forbeck introduced Betty Finley, the organizer of the Christmas angel program.

B. Finley explained the Christmas program and how it creates opportunity for Christmas for approximately 82 children between the ages of seven and nine. Approximately 300 gift bags are created, families are adopted, and 12 schools are involved.

She explains that pottery sales, grocery store receipts, personal and local business donations provide the resources for this program.

B. Finley expanded on the “Wish Closet”, and how it assists families in need. She also noted it has been running for five years at Major Ballachey Public School.

She also explained that three programs run under the “Light a Smile” program.

In response to E. Dixon, B. Finley confirmed it is run primarily in Brantford, however there are other school sites and items can be sent to all schools.

D. Dean commended B. Finley for the wonderful work she is doing.

Moved by: D. Werden

Seconded by: J. Angus

THAT the Grand Erie District School Board receive the Director's report of December 12, 2011 as information.

**Carried**

#### **D – 1 Committee Report**

##### **(a) Striking Committee Report**

Moved by: A. Everets

Seconded by: C.A. Sloat

THAT the Grand Erie District School Board approve the 2012 Trustee Statutory and Standing Committees Representation.

**Carried**

#### **E – 1 New Business**

##### **(a) Signing Officers**

Moved by: C. Lefebvre

Seconded by: J. Angus

THAT (1) signing authorities for the Grand Erie District School Board, relative to General and Trust Accounts/ Legal Documents/Contracts/Bank Loans shall be one of the Chair of the Board or the Vice Chair of the Board, together with one of the Director of Education or Superintendent of Business and Treasurer; and (2) facsimile signatures of the Board Chair and Superintendent of Business and Treasurer shall be used for signing General Account cheques produced by the Board's financial accounting system.

**Carried**

(b) **Borrowing Authority**

Moved by: D. Dean

Seconded by: C.A. Sloat

THAT the Grand Erie District School Board authorize the Signing Authorities of the Board to obtain loans at any one time up to a maximum of \$55,000,000, to cover current payrolls and general account cheques, if required.

**Carried**

(c) **Audit Committee Minutes – November 29, 2011**

Presented as printed.

D. Werden highlighted the recommendation of approving the selection of terminations, retirement and succession planning as its focus for the internal audit and the risk assessment tools. He explained that many questions were required to be answered by the board. A report is expected in February on areas of risk within the board.

Moved by: C.A. Sloat

Seconded by: E. Dixon

THAT the Grand Erie District School Board receive the Audit Committee Minutes – November 29, 2011.

**Carried**

(d) **Audit Committee Minutes – December 6, 2011**

Presented as printed. D. Werden pointed out two motions made by the Audit Committee.

Moved by: C. Lefebvre

Seconded by: D. Dean

THAT the Grand Erie District School Board receive the Audit Committee Minutes – December 6, 2011.

**Carried**

(e) **Audit Committee Annual Report**

D. Werden briefly explained that initiatives completed by this committee, over the course of five meetings that were held.

C.A. Sloat thanked D. Werden and his leadership. R. Collver acknowledged the external partners and their valuable input brought to the meetings.

Moved by: J. Angus

Seconded by: M. Macdonald

THAT the Grand Erie District School Board receive the Audit Committee Annual Report for the year ended August 31, 2011 as information.

(f) **Consolidated Financial Statements – August 31, 2011**

J. Gunn invited Blaine Schell of Millard, Rouse and Rosebrugh to review the Auditor's Report.

J. Gunn provided a brief summary of the Audit Committee and the process. He believes that the establishment of the Committee is a positive change. Good questions generated by committee members have been invaluable to this committee.

J. Gunn thanked Millard, Rouse and Rosebrugh on their ability to meet the challenges in relation to changes to the reporting requirements and ministry set timelines.

B. Schell outlined the major legislative changes in the finance statements from last year to this year.

The following points were briefly summarized:

- Financial assets are 126,300,971
- Liabilities - temporary borrowing and long term debt have increased
- End of year deficit position of 48,967,265
- Revenues
- School fundraising is 7,700,000, a tremendous job at raising funds
- Amortization of deferred capital
- Expenses – larger expense due to 3% in staff wages
- From operation point of view, annual deficit is 3,702,750 of which \$3.2 million is actuarial changes.

He referred to Summary of Significant Accounting Policies (Basis of Accounting), Change in Accounting Policy, Deferred Capital Contributions.

In summary, B. Schell commended the presence of the trustees and management on the Audit Committee. He also thanked J. Gunn and the Business Services team for meeting the deadlines.

J. Gunn added that more information is required to compare these statements to the budget. This will be brought to the board in January 2012.

In response to E. Dixon, J. Gunn explained that “Other” under expenses likely refers to those fees that don’t fall under instruction or administration. More information will be provided.

D. Werden inquired if we address the \$3,702,750 PSAB Operating Deficit or the approximately \$500,000 GAAP Basis (compliance) deficit in our revised budget for the ministry? J. Gunn confirmed that we are required to address the GAAP Basis deficit to remain compliant.

M. Macdonald inquired about the school fundraising amount and if there has been any request by the parents for recognition of the contributed amounts for tax considerations. J. Gunn explained that some of the \$7.7 million may issue charitable receipts. The majority of funds are specific for purpose such as field trips or student related cost to the school and would not qualify for charitable receipt.

Moved by: C.A. Sloat

Seconded by: E. Dixon

THAT the Grand Erie District School Board receive the Auditor’s Report for the year ended 2010-11

**Carried**

Moved by: D. Werden

Seconded by: J. Angus

THAT the Grand Erie District School Board direct the Board Chair and Vice Chair to sign the Consolidated Financial Statements dated August 31, 2011 on behalf of the Board; and

THAT the Consolidated Financial Statements dated August 31, 2011 be forwarded to the Ministry of Education, as required by the Education Act.

**Carried**

## **F – 1 Other Business**

### **(a) Summary of Accounts — November 2011**

Presented as printed.

Moved by: C. Lefebvre

Seconded by: D. Dean

THAT the Grand Erie District School Board receive the Summary of Accounts for the month of November 2011, in the amount of \$9,620,033.27 as information.

**Carried**

(b) **Building Safety Audit - Inspection Checklist 2011-2012**

Presented as printed for the month of November, 2011.

Moved by: D. Werden

Seconded by: B. Johnston

THAT the Grand Erie District School Board receive the Inspection Checklist 2011-2012 as information.

**Carried**

G – 1 **Correspondence**

Nil.

H – 1 **Adjournment**

Moved by: C.A. Sloat

Seconded by: D. Werden

THAT the meeting be adjourned at 8:18 p.m.

**Carried**

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Board Chair, Rita Collver