



## **GRAND ERIE DISTRICT SCHOOL BOARD**

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

### **Committee of the Whole Board No. 2 Meeting February 13, 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, B. Featherston (Student Trustee), P. Fleetwood (Student Trustee)

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

#### **REGRETS:**

**Trustees:** Nil

**Administration:** Nil

#### **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: J. Angus

Seconded by: B. Doyle

THAT the Board move into In Camera Session to discuss Labour Relations 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 7:15 p.m.

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

Moved by: B. Doyle

Seconded by: J. Angus

THAT the agenda be approved, as printed.

**Carried**

(f) **In Camera Report**

Nil.

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

Nil.

**C – 1 Director's Report**

J. Forbeck provided an update on upcoming activities that focus on Achievement, Environment and Engagement.

Material and posters have been distributed to schools for The Grand Erie Parent Engagement Symposium on March 31, 2012.

Equity and Inclusiveness Education continues on Thursday February 16, 2012 with guest speaker Chris D'Sousa. The topic for this session is Race and Culture.

The Director highlighted the Mental Health strategy as a "community strategy". A series of posters and bookmarks will be distributed to schools. Grand Erie's program is "Reaching out to Kids in Schools"

J. Angus added that students in the Haldimand-Norfolk area have created the posters and that the program is looking into having mental health nurses in the schools as well as provide training to teachers and health professionals in early identification tools. The "Rocks" program has been started.

M. Macdonald commented that OPSBA had requested participation by school boards to submit art work created by their students. She submitted Grand Erie District School Board's name and with the assistance of Lynn Abby, interest has been generated by the art departments at McKinnon Park Secondary School and Valley Heights Secondary School. The art work will be shown in October 2012.

Superintendent A. Nesbitt provided a summary of two programs being implemented in secondary schools in Haldimand and Norfolk. He focused on the School within a College Program (SWAC) at the Ohsweken site affiliated with Hagersville Secondary School which was implemented in September 2011 and the ELL Turning Point Program which was implemented at Valley Heights in November of 2010. He visited the schools and shared the positive feedback received by the teacher(s) and students in the programs.

Moved: C. Lefebvre

Seconded: B. Doyle

THAT the Grand Erie District School Board receive the Director's report of February 13, 2012 as information.

**Carried**

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

##### **(a) Draft Proposed School Year Calendars**

G. Anderson reviewed 2012-2013 calendars for Elementary, Secondary, Grand Erie Learning Alternatives, and Sprucedale. The calendars meet all requirements from the Ministry and will be forwarded to them prior to May 31, 2012.

In response to M. Macdonald, G. Anderson confirmed it was recommended by the GELA school principal to make January 31<sup>st</sup> an instructional day. He also explained there needs to be equivalent professional developments days in each quadmester.

In response to M. Macdonald, G. Anderson explained that five exam days need to be scheduled for exams, as mandated by the ministry.

B. Doyle noted the extra day in exams is used for bussing in the event of inclement weather and the sharing of buses with the Brant Haldimand Norfolk Catholic School Board.

In response to D. Dean, G. Anderson explained the need to have the same number of professional development days in first semester and that the School Year Calendar Committee meets yearly with representatives from schools and trustees to make these decisions.

In response to R. Collver, G. Anderson explained that an exam day is on the Monday because in the quadmester system there cannot be an imbalance of professional development days.

D. Werden added that there are 45 instructional days in the quadmester and it balances out.

In response to C.A. Sloat, B. Blancher stated that although report cards do not go home until February, parents are welcome to meet with teachers anytime throughout the year to discuss their child's report cards.

Moved by: E. Dixon

Seconded by: J. Angus

THAT the Grand Erie District School Board approve the Draft Proposed School Year Calendars for 2012-2013 for submission to the Ministry of Education.

**Carried**

(b) **RFP Award – Window and Exterior Doors**

J. Gunn spoke about tender award and work issued for five schools: Boston Public School, Waterford Public School, Delhi Public School, Bloomsburg Public School and Elgin Public School.

In response to D. Werden, J. Gunn indicated that although the award initially went out for work to be started in the fall, award was delayed so that work wouldn't start until the winter is over. The purchase order will be issued at the end of February with work to be completed by the end of summer.

Moved by: D. Dean

Seconded by: R. Collver

THAT the Grand Erie District School Board approve the award of the Window and Exterior Door retrofit work set out in tender T11-11FS to Windspec in the amount of \$574,133 plus applicable HST.

**Carried**

(c) **Joint Use Agreement – Walter Gretzky Elementary School & St. Basil Elementary School**

J. Gunn outlined the agreement, and noted a great deal of background and experience is involved. He outlined the key components and clarified that cost sharing for the building and building systems is based on occupancy per square foot while outside grounds site related costs are shared 50:50.

This is a five year term with automatic renewal. In response to D. Dean, J. Gunn confirmed that Dispute Resolution, a key component of this agreement has never been required for the agreement at Branlyn/Notre Dame.

In response to M. Macdonald, J. Gunn stated that there is no written agreement between these schools in regard to the library being a common site. He also noted the gym, staff room spaces, and a general receiving area with supplies for custodians are also shared. The two principals will develop a plan for sharing these sites.

In response to C.A. Sloat, J. Gunn referred to section 6.2 and playground equipment, and that this would also refer to the outdoor sports equipment. Responsibility for maintenance and inspection of this equipment rests with the Brant Haldimand Norfolk Catholic District School Board as provided in their policy and procedure.

Moved by: D. Werden

Seconded by: J. Angus

THAT the Grand Erie District School Board approve the Joint Use Agreement – Walter Gretzky, St. Basil's School and authorize the Board signing officers to sign the Agreement as attached.

**Carried**

**D – 2 New Business – Information Items****(a) Employee Assistance Program Annual Report (HR112)**

M. McDonald reviewed the rationale for this program and its' importance. The report outlines the utilization of the program with costs and scopes of services provided. He noted that the statistics from 2005 to 2011 presents very little change.

J. Angus likes the completeness of the report and inquired about the budget. M. McDonald referred to 2.2 – Utilization of the Program and Statistical Summary.

In response to E. Dixon, M. McDonald stated that in relation to a maximum of four (one hour) sessions, if an employee requires more than that then there are two employee groups that have packages for additional counseling services. He also noted that the average number of visits is three, and that shows progress has been made after these visits.

Moved by: J. Angus

Seconded by: B. Johnston

THAT the Grand Erie District School Board receive the Employee Assistance Program Annual Report (HR112) as information.

**Carried**

**(b) Public Meeting Schedule for Special Education Annual Review**

W. Baker referred to the schedule of meetings with one in each county. He provided changes in locations for April 17, 2012 and April 25, 2012.

The meeting on April 17, 2012 will now be held at Hagersville Elementary School, 40 Parkview Road, Hagersville. The meeting on April 25, 2012 will now be held at Branlyn Community School, 238 Brantwood Park Road, Brantford.

Moved by: R. Collver

Seconded by: D. Dean

THAT the Grand Erie District School Board receive the Public Meeting Schedule for Special Education Annual Review report as information.

**Carried**

**(c) Privacy and Information Management Task Force**

B. Blancher provided background on the Privacy and Information Task Force that will replace the Privacy and Information Management Committee. The committee agreed to a small steering committee and would eventually create a Virtual Privacy Team (VPT) that would bring in key representatives from each are of the Board.

Moved by: J. Angus

Seconded by: E. Dixon

THAT the Grand Erie District School Board receive the Privacy and Information Management Task Force report as information.

**Carried**

(d) **Early Development Instrument Update**

B. Blancher highlighted the activities that have taken place since the last report in August 2011. She referred to Appendix A, the letter that was required to go home in January 2012. Kindergarten teachers are currently in the process of completing Early Development Instrument assessments using release time provided through funding from the Offord Centre for Child Studies.

Moved by: A. Everets

Seconded by: J. Angus

THAT the Grand Erie District School Board receive the Early Development Instrument (EDI) – 2012 Update report as information.

**Carried**

**E – 1 Other Business**

(a) **OPSBA Report**

D. Werden provided an verbal update from the last OPSBA meeting. He discussed the option of going into an In Camera session as a Committee of the Whole Board.

In relation to Accessibility in the Workplace, organizations are being fined \$50,000 per day if the Board does not meet the accessibility standards.

D. Werden spoke about due diligence and Board of Trustees' responsibility to complete training that would enhance their roles. Training could include conferences and extracurricular activities. There could be legal ramifications if due diligence is not being completed.

He noted Bill 177 was discussed.

R. Collver referred to the Education Law – Blog and suggested looking at the website for further information.

Moved by: J. Angus

Seconded by: B. Doyle

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

**Carried**

**F – 1 Correspondence**

Nil

**G – 1 Adjournment**

Moved by: A. Everets

Seconded by: J. Angus

THAT the meeting be adjourned at 8:28 p.m.

**Carried**

---

Committee of the Whole Board No. 2 Chair, Carol Ann Sloat