



## **GRAND ERIE DISTRICT SCHOOL BOARD**

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

### **Committee of the Whole Board No. 1 Meeting January 9, 2012, 7:15 p.m.**

#### **MINUTES**

#### **PRESENT:**

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

Seconded by: J. Angus

THAT the Board move into In Camera Session to discuss Personnel, 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, D. Werden, at 7:15 p.m.

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

Moved by: C.A. Sloat  
Seconded by: J. Angus  
THAT the agenda be approved, as printed.  
**Carried**

(f) **In Camera Report**

Moved by: C.A. Sloat  
Seconded by: E. Dixon  
THAT Item B-1-a be approved.  
**Carried**

Moved by: B. Doyle  
Seconded by: J. Angus  
THAT Item B-1-b Term Appointment for Primary Teacher Consultant be approved.  
**Carried**

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

Nil.

**C – 1 Director's Report**

J. Forbeck shared that the opening of the Walter Gretzky Elementary School Brantford was highlighted on the front page of the Brantford Expositor this week. He acknowledged and thanked those involved with this seamless transition. He indicated that engagement initiatives such as Kindergarten Registration, Secondary School Registration and French Immersion can be found on the website or in numerous newspapers.

The director explained that the Capital Priority requests for Elgin, Major Ballachey and Grandview were not approved. The Ministry directed the board to consider these projects for future application of renewal funding. The Capital request for the Southwest Brantford Secondary School was not considered at this time due. The board will continue to pursue this priority.

Focusing on achievement, the director discussed the approved First Nation Métis Inuit (FNMI) proposals. The ministry has also announced the Homework Help initiative.

In response to E. Dixon, S. McKillop explained that there are no plans to advertise on radio stations for secondary school registration.

Moved: D. Dean

Seconded: A. Everets

THAT the Grand Erie District School Board receive the Director's report of January 9, 2012 as information.

**Carried**

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

**(a) HR6 Vice Principal and Principal Selection Process**

M. McDonald referred to the minor amendments in the rubrics and reference checks that keep in line with the new strategic directions.

He outlined how the Grand Erie District School Board Multi-Year Plan and the Ministry of Education's Leadership Framework for principal and vice-principals have been incorporated into this revised policy.

R. Collver thanked M. McDonald for the changes, particularly those in relation to special education.

In response to R. Collver, M. McDonald explained there should be no reasons for holdback of packages given to the committee members within five days unless they are unable to connect with an interview member to provide the binder.

D. Dean is pleased with the changes added and acknowledged difficulty in dealing with documents that refer to principal and vice-principals as one.

Moved by: R. Collver

Seconded by: B. Johnston

THAT the Grand Erie District School Board approve Policy – “HR6 Vice Principal and Principal Selection Process”, as amended

**Carried**

**(b) SO12 Code of Conduct**

G. Anderson referred to comments received. It was agreed that criteria for success should reflect a safe climate.

Moved by: J. Angus

Seconded by: E. Dixon

THAT the Grand Erie District School Board approve Policy – “SO12 Code of Conduct”, as amended

**Carried**

(c) **SO13 Safe Schools: Access to Schools**

G. Anderson explained the comment received suggested providing a reference to the administrative procedure SO119- Access to School Premises.

In response to R. Collver, G. Anderson agreed that criteria for success should not be about positive climate but about safety. D. Werden suggested changing the criteria to reflect “Safe” and remove “positive”.

J. Forbeck added that a criterion of success is monitored through the tracking of unauthorized people in the school.

In response to B. Doyle, G. Anderson explained that this policy relates to access during school hours and anything after school hours is dealt with by facility services.

It was also agreed to remove “all members of the school community”.

Moved by: B. Doyle

Seconded by: C.A. Sloat

THAT the Grand Erie District School Board approve Policy - “SO13 Safe Schools: Access to Schools”, as amended

**Carried**

(d) **SO22 Fees for Learning Materials and Activities**

A. Nesbitt recapped that most of the suggestions received relate to wording with some referring to policy content.

In response to D. Dean’s question regarding student fees at schools and green practices, A. Nesbitt explained it is important to promote green practices by conservation and “green thinking” as ways to reduce costs.

Moved by: J. Angus

Seconded by: C.A. Sloat

THAT the Grand Erie District School Board approve Policy - “SO22 Fees for Learning Materials and Activities”.

**Carried**

(e) **BL28 Trustee Code of Ethics**

J. Forbeck explained the new mission statement has been added to reflect the Multi Year Plan. In October 2010, a review of the Code of Ethics and Bill 177 was applied.

Changes were suggested regarding the student trustees and under the context.

D. Werden explained that the provincial Code of Ethics will be reviewed at the next meeting and to keep in line with the Ministry, we may need to make considerations to this bylaw.

R. Collver noted the ministry has not come out with code of conduct yet.

Moved by: C.A. Sloat

Seconded by: R. Collver

THAT the Grand Erie District School Board approve Bylaw – “BL28 Trustee Code of Ethics”, as amended.

**Carried**

**(f) BL33 Borrowing Bylaw re: Bridge Financing Capital Projects**

J. Gunn reported that during the 2009-2010 school year, a portion of the long term financing was secured reducing the term financing requirement by \$15,900,000 from \$21,183,000 to \$5,283,000. The bylaw was amended in September 2010, and since then a further reduction was realized from proceeds of disposition reducing the term financing requirement by \$1,353,000 from \$5,283,000 to \$3,930,000.

Moved by: D. Dean

Seconded by: C. Lefebvre

THAT the Grand Erie District School Board approve Bylaw - “BL33 Borrowing Bylaw re: Bridge Financing Capital Projects”.

**Carried**

**(g) BL34 Borrowing Bylaw re: Bridge Financing – Cobblestone Elementary School**

J. Gunn reported that during the 2009-2010 school year, a portion of the long term financing was secured reducing the term financing requirement by \$2,630,000 from \$8,620,000 to \$5,990,000. The bylaw was amended in September 2010, and since then a further reduction was realized from proceeds of disposition reducing the term financing requirement by \$930,000 from \$5,990,000 to \$5,060,000.

Moved by: B. Doyle

Seconded by: J. Angus

THAT the Grand Erie District School Board approve Bylaw - “BL34 Borrowing Bylaw re: Bridge Financing – Cobblestone Elementary School”.

**Carried**

**D – 2 Administrative Procedure Consideration — Information Items**

**(a) FT 106 Workplace Electrical Safety**

J. Gunn received comments referring to language consistency and avoiding duplications. There was very little change to procedure content.

Moved by: C.A. Sloat

Seconded by: E. Dixon

THAT the Grand Erie District School Board receive Administrative Procedure – “FT106 Workplace Electrical Safety” as information, as amended

**Carried**

**(b) FT107 Asbestos**

J. Gunn noted there was no change to procedure content.

Moved by: J. Angus

Seconded by: B. Doyle

THAT the Grand Erie District School Board receive Administrative Procedure – “FT107 Asbestos” as information.

**Carried**

**(c) FT108 Confined Space Entry**

J. Gunn received comments to provide clarity. It was noted to correct the “Lock Out, Tagging and Test” Policy to reflect the proper name.

Moved by: C.A. Sloat

Seconded by: B. Johnston

THAT the Grand Erie District School Board receive Administrative Procedure – “FT108 Confined Space Entry” as information, as amended.

**Carried**

**(d) FT109 Hot Work Permit**

J. Gunn noted comments were received to provide clarify, and no changes made to procedure content.

Moved by: J. Angus

Seconded by: C. Lefebvre

THAT the Grand Erie District School Board receive Administrative Procedure – “FT109 Hot Work Permit” as information.

**Carried**

(e) **FT115 Lock Out, Tagging and Test Procedures**

J. Gunn noted there were no changes to procedure content.

Moved by: J. Angus

Seconded by: B. Doyle

THAT the Grand Erie District School Board receive Administrative Procedure – “FT115 Lock Out, Tagging and Test Procedures” as information.

**Carried**

(f) **HR104 Employee Safety Protocol at Non-Board Locations**

W. Baker spoke to two comments that relate to the general safety measures.

Moved by: R. Collver

Seconded by: D. Dean

THAT the Grand Erie District School Board receive Administrative Procedure – “HR104 Employee Safety Protocol at Non-Board Locations” as information.

**Carried**

(g) **HR114 Confidentiality of Medical Records**

M. McDonald outlined comments received and revisions made.

Moved by: C. Lefebvre

Seconded by: J. Angus

THAT the Grand Erie District School Board receive Administrative Procedure – “HR114 Confidentiality of Medical Records” as information.

**Carried**

(h) **HR115 Absenteeism**

M. McDonald outlined comments and feedback received. He referred to the definition of “appropriate treating medical practitioner”, and it’s consistency with carriers of Long Term Disability and other school boards.

Moved by: D. Dean

Seconded by: C.A. Sloat

THAT the Grand Erie District School Board receive Administrative Procedure – “HR115 Absenteeism” as information.

**Carried**

(i) **SO105 Out-of-Classroom Trips and Tours for Students/Insurance Requirements for Student Trips and Excursions**

J. Forbeck explained how many forms and legal requirements have increased over the years. He referred to comments, wordsmithing and clarification.

D. Dean suggested that under guidelines schools do not use an equity perspective, when ensuring that all students across the board have the opportunity to participate in out of classroom trips.

A. Everets agreed with D. Dean and acknowledged the number of trips taken by the lower grade levels.

D. Dean indicated that at the secondary school level, teachers may not be aware of other class trips occurring in that grade. In the elementary level, one teacher may have perspective on trips because they have one class.

A. Everets referred to another board that limits Primary, Junior, and Intermediate trips.

J. Forbeck commented principals shared same concerns as trustees. He suggested that an inquiry with principals regarding the number of trips taken at their school could be brought back to the senior administration to build on consistency across the board.

D. Werden asked if trips to Paris, Spain and other places are part of the educational process or are above and beyond. He questioned if students have the same opportunity to go on these trips. If these trips are part of the classroom work, should students be asked for pay for them?

Moved by: R. Collver

Seconded by: B. Doyle

THAT the Grand Erie District School Board receive Administrative Procedure – “SO105 Out-of-Classroom Trips and Tours for Students/Insurance Requirements for Student Trips and Excursions” as information, as amended.

**Carried**

(j) **SO119 Access to School Premises**

G. Anderson pointed out comments received.

Moved by: J. Angus

Seconded by: B. Doyle

THAT the Grand Erie District School Board receive Administrative Procedure – “SO119 Access to School Premises” as information.

**Carried**



**(k) SO131 Code of Conduct**

G. Anderson noted many questions were helpful.

In response to R. Collver, G. Anderson confirmed the criteria for success will mirror the policy.

Moved by: J. Angus

Seconded by: E. Dixon

THAT the Grand Erie District School Board receive Administrative Procedure – “SO131 Code of Conduct” as information, as amended.

**Carried**

**(l) SO128 Student Expulsions**

G. Anderson stated good comments were received. The procedure works well, and is fortunate to have Student Discipline Committee.

Moved by: C. Lefebvre

Seconded by: J. Angus

THAT the Grand Erie District School Board receive Administrative Procedure – “SO128 Student Expulsions” as information.

**Carried**

**(m) SO127 Student Suspensions**

G. Anderson highlighted the changes received, and explained the new suspension forms, with referred to the different types of suspensions and number of days.

D. Dean inquired about the provincial legislation, and is concerned that the effect of this will create an environment for principals not to suspend students. He believes there are times removal from school must take place.

G. Anderson highlighted D. Dean that the government would like to see reductions in suspensions. He noted that we have seen a reduction in repeat suspenders due to the support we have been able to provide.

Moved by: D. Dean

Seconded by: C.A. Sloat

THAT the Grand Erie District School Board receive Administrative Procedure – “SO127 Student Suspensions” as information.

**Carried**

**E – 1 Other Business**

Nil

**F – 1 Correspondence**

Nil.

**G - 1 In Camera Session**

Moved by: C.A. Sloat

Seconded by: B. Johnston

THAT the Board move into In Camera Session to discuss Legal and Property Matters at 8:41 p.m.

**Carried**

Open Session reconvened at 8:52 p.m.

**G - 2 In Camera Report**

Nil.

**H – 1 Adjournment**

Moved by: D. Werden

Seconded by: C.A. Sloat

THAT the meeting be adjourned at 8:53 p.m.

**Carried**

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Committee of the Whole Board No. 1 Chair, Don Werden