



## **GRAND ERIE DISTRICT SCHOOL BOARD**

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

### **Committee of the Whole Board No. 2 Meeting January 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, 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:** B. Johnston

**Administration:** Nil

#### **A – 1 Opening**

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

Roll call was taken.

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

Nil.

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

Moved by: D. Dean

Seconded by: M. Macdonald

THAT the Board move into In Camera to discuss Property, Legal and Personnel Matters.

##### **(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: C. Lefebvre

Seconded by: R. Collver

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 shared an email he received from Best Buddies Canada. Students from North Park Collegiate & Vocational School and Pauline Johnson Collegiate & Vocational School attended the Best Buddies Leadership and Development Conference, held in September 2011. A video link of the conference was provided to share with students.

The director congratulated Dave Dean, the new Chair of Special Education Advisory Committee. Kate O'Donnell is the Vice Chair. He thanked Rita Collver for her work as the past chair.

He spoke about the "Learning for All, K-12 (draft)" document, and funding receiving for this professional development tool

W. Baker provided an update on his visits to some Norfolk Elementary Schools and the strategies used to address literacy needs for Special Education classes. He visited Lynndale Heights Public School, Bloomsburg Public School, and Elgin Avenue Public School.

Moved: C. Lefebvre

Seconded: J. Angus

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

**Carried**

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

(a) **Set Pre-Budget Meeting Dates**

J. Gunn reminded trustees that this is the time to begin the budget process and would appreciate to receive trustee input into the development of the 2012-13 budget. There are some changes to the structure of the budget that would align it with the yearly report.

J. Gunn requested that any initiatives or budget related items for discussion clarification be forwarded to him. Dates confirmed are February 9, 2012 at 6:30 p.m. and March 6, 2012 at 6:30 p.m.

(b) **OPSBA Code of Ethics**

D. Werden spoke to the Code of Conduct – Working draft November 29, 2011 document, and the consultation paper for School Board Members Code of Conduct.

He explained that OPSBA is looking for input and once regulations are final that OPSBA Code of Conduct will come forward as a final document.

He referred some examples such as the judiciary clause, misspending of funds, and statements made at the board table that can be used in a legal matter at a later date.

In response to M. Macdonald, D. Werden confirmed that an individual trustee is responsible in seeking their own legal counsel and associated costs in regards to legal representation if needed.

R. Collver views this as a template that OPSBA put together. She stated that with reference to questions from the Minister of Education, our Code of Conduct covers them.

C.A. Sloat stated that question #16 is already in legislation and part of the Education Act.

D. Werden spoke about other school boards and the direction this document would provide to them. This is a suggested guideline, and after regulations are complete, a simplified 2-3 page document can be created.

This document will be presented at the next OPSBA Board Meeting in February 2012. D. Werden asked that any comments be forwarded to him.

In response to M. Macdonald, C.A. Sloat explained that the survey states that approximately one half of the boards do not have a Code of Conduct as of June 2010.

(c) **General Contractor Award – Russell Reid Project Addition & Renovations**

J. Gunn discussed the tender that closed on January 10, 2012 and is recommending the contract be awarded to the lowest bidder. He referred to the updated schedule in report. The projected budget has been updated, and he is confident that the project can be completed with the funding allocated by the Ministry.

In response to E. Dixon, J. Gunn confirmed the company is well known and that Grand Erie District School Board has used them before.

In response to D. Werden, J. Gunn agreed that February is a critical month to start breaking ground to remain on schedule.

In response to D. Dean, J. Gunn explained the difference between construction contingency and board contingency. Construction Contingency would involve unforeseen construction costs, and Board Contingency is under the control of the board.

In response to C.A. Sloat, J. Gunn discussed that the furnishings and equipment should not be costly, and that we expect the project expenditures to be within the allocation provided by the Ministry.

Moved by: R. Collver

Seconded by: D. Werden

THAT the Grand Erie District School Board approve the General Contracting Services for the Russell Reid Project as set out in tender P-2-12FS to Abcott Construction Limited in the amount of \$1,299,126.00 + HST.

**Carried**

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

(a) **Category III Trips**

J. Forbeck explained that in reference to administrative procedure SO105 discussed last week, Category III Trips are overnight and out of country excursions.

In response to D. Werden, J. Forbeck explained the trips that are taken from July 1 to August 31, are specialized trips and considered board sponsored trips. The insurance is active and students are active.

In response to D. Werden, J. Forbeck confirmed the trips are supervised by our teachers.

In response to M. Macdonald, J. Forbeck explained there is a record of the number of students participating in these trips on the form. Upon approval of the trip, forms are completed by students and teachers and are kept in the director's office. He agreed to add a column showing the number of students for the June 2012 report.

Moved by: J. Angus

Seconded by: D. Dean

THAT the Grand Erie District School Board receive the Category III Trips Report as information.

**Carried**

**(b) Enrolment vs Capacity by School Report**

J. Gunn explained the report as of December 31, 2011. The revised report has been updated for Brantford Collegiate Institute's capacity OTG to 1,100.0.

The report outlines the current utilization average of 82%. Funding with top up grants provide up to 85%. The numbers in red highlight usage under 70%.

In response to C.A. Sloat, J. Gunn confirmed Ryerson Heights is below capacity because of the students that went to Walter Gretzky Elementary School. These are long-term projections for additional growth in the neighborhood.

In response to E. Dixon, J. Gunn explained that the numbers for Port Dover Composite are accurate. The school has been divided to show elementary and Secondary numbers separately.

Moved by: D. Werden

Seconded by: J. Angus

THAT the Grand Erie District School Board receive the Enrolment vs Capacity by School Report as information.

**Carried**

**E – 1 Other Business**

**(a) OPSBA Report**

No report.

**F – 1 Correspondence**

**(a) Minister of Education, L. Broten**

R. Collver referred to the letter received from the Minister in response to an invitation we extended for two upcoming events. In response to R. Collver, J. Forbeck explained that he will work with S. McKillop to connect with the Minister's assistant for availability.

Moved by: J. Angus

Seconded by: C. Lefebvre

THAT the Grand Erie District School Board receive the letter from the Minister of Education, L Broten as information.

**Carried**

**G – 1 Adjournment**

Moved by: J. Angus

Seconded by: A. Everets

THAT the meeting be adjourned at 8: 02 p.m.

**Carried**

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