



GRAND ERIE DISTRICT SCHOOL BOARD

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

**Committee of the Whole Board No. 2 Meeting
June 11, 2012, 7:15 p.m.**

MINUTES

PRESENT:

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

Administration: Nil.

A – 1 Opening

(a) Roll Call

Roll call was taken.

(b) Declaration of Conflict of Interest

J. Angus and D. Dean declared a conflict of interest for In Camera item B-1-a.

(c) In Camera Session

Moved by: J. Angus

Seconded by: E. Dixon

THAT the Board move into In Camera Session to discuss Legal and Personnel 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 7:22 p.m.

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

Item D-1-d Appointment to the Special Education Advisory Committee for Grand Erie District Board for the Term of 2011-2014 was added by D. Dean. W. Baker will present the report.

Moved by: B. Doyle

Seconded by: J. Angus

THAT the agenda be approved, as amended.

Carried

(f) **In Camera Report**

Nil.

(g) **Delegations**

Nil.

On behalf of the board of trustees, D. Dean made a presentation to student trustees P. Fleetwood and B. Featherston. He acknowledged their contributions in their schools and to Board of trustees in their roles this year. He thanked them and wished them all the best as they pursue the next step in post-secondary education in the fall.

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

(a) **Incorporation of the Friends of the Educational Archives**

J. Forbeck introduced Bob Stephenson, who has been instrumental in the development and implementation of the relocation of the archives in the last number of years.

J. Forbeck spoke about the archives volunteers and the important role they play. He explained the Constitutional By-Law to regulate the affairs of Friends of the Educational Archives serving Brant, Haldmand and Norfolk Counties. He referred to the Co-operative Agreement for Archival Support and asked for trustee input.

J. Forbeck explained that the three parties in the agreement will be incorporated under the auspices of the Ontario Historical Society.

D. Werden, J. Forbeck stated that the artifacts and archives are owned by Grand Erie District School Board and if Friends were to dissolve, there is a clause that stipulates that these archives revert back to the Board.

The first meeting is in September 2012, input and comments are welcome by the trustees regarding the two documents.

D. Dean thanked Bob Stephenson for his commitment to the archives program.

Moved by: D. Dean

Seconded by: E. Dixon

THAT the Grand Erie District School Board receive the information on the articles of incorporation for the Friends of the Educational Archives and co-operative agreement between the Friends of the Educational Archives, Brant, Haldimand, Norfolk Catholic District School Board and Grand Erie District School Board.

Carried

Moved by: B. Doyle

Seconded by: J. Angus

THAT the Grand Erie District School Board provide input into the articles of incorporation for the Friends of the Educational Archives and co-operative agreement between the Friends of the Educational Archives, Brant, Haldimand, Norfolk Catholic District School Board and Grand Erie District School Board by June 30 2012 through Senior Administration.

Carried

(b) Response to Delegation re: Spring Street Park

Moved by: D. Werden

Seconded by: J. Angus

THAT the Grand Erie District School Board recognizes the value of enhanced green spaces and play areas for school and community programs. Spring Street Park is not Board owned, therefore capital and improvement funds may not be used to support this initiative. The Board is supportive of local school and/or community fundraising initiatives.

Carried

(c) Norfolk Secondary Accommodation Review – Supplementary Report

A. Nesbitt provided clarification to address questions from the Norfolk Secondary School Accommodation Review – Senior Administration Report presented at the Committee of the Whole No.2 Meeting on May 14, 2012.

He introduced Lynn Abbey who presented the International Baccalaureate Program.

In response to D. Werden, L. Abbey stated that the International Baccalaureate Program would be taken by students at a higher academic level, and in this Board that % would vary. A. Nesbitt added that approximately 40% of students are

currently enrolled in the university level courses, each cohort consists of approximately 1900 students.

L. Abby confirmed \$500.00 semester fee would include the examination fee. In response to D. Dean, L. Abbey explained that two schools in Hamilton Wentworth are currently running the International Baccalaureate Program – Ancaster and Westmount are the schools that were consulted however it is offered in three high schools across the geographical area.

R. Collver supported the concept.

In response to D. Dean, L. Abbey discussed that those students who start out in the International Baccalaureate Program have travelled together as a cohort through grade 9 and 10, and are usually certain if they want to stay with the program prior to grade 11.

B. Featherston added that from a student's perspective it is a good idea and that students would be willing to travel to attend the program.

L. Abbey spoke about Advanced Placement Program (AP).

In response to J. Angus, L. Abbey explained that in regards to acceptance of students by universities, decisions and considerations are different for each university in the overall application process.

L. Abbey presented the International Students Program.

J. Gunn presented Appendix B addressing the option to “repurpose” Doverwood Public School, long term plan to consolidate schools and 2012-2013 cost to support full programming in Norfolk Secondary Schools.

P. Fleetwood left at 8:20 p.m.

D. Dean inquired about classroom teaching and added support for 2010-11 if 232 drops in the next year. J. Gunn reported that 23 sections were provided in 2010 and only 14 in 2012-2013. The number was higher in 2010-2011 due to demand.

D. Werden addressed the long term consolidaton and referred to the Hamilton Board and the addition of three new schools. J. Gunn stated that the Ministry reviews a number of criteria. He added that looking at another building would need to be a priority now and now in ten years.

A. Everets questioned the viability of programming for grades 11 and 12 students if there are only 154 students in Port Dover Composite School and how can we accommodate them if they can't get what they need next year?

J. Forbeck stated that some of the other questions that were raised at the Committee of the Whole No.2 Meeting on May 14, 2012 will be addressed at the Committee of the Whole meeting on August 20, 2012.

C.A. Sloat recognized section 2.4 already having a capital plan, and stated that would need to be reviewed in context of whole system.

Moved by: J. Angus

Seconded by: B. Doyle

THAT the Grand Erie District School Board receive the Norfolk Secondary Accommodation Review – Supplementary Report as information.

Carried

Moved by: R. Collver

Seconded by: D. Werden

THAT the Grand Erie District School Board request the Norfolk Secondary Accommodation Review - Supplementary Report become part of the Accommodation Review Committee Report.

Carried

B. Featherston left the meeting at 8:39pm

C – 1 Director's Report

J. Forbeck expressed thanks to those trustees that attended the Dunnville Central School closing ceremonies. B. Doyle applauded B. Blancher and her comments during the well-attended event.

W. Baker noted that the parents meetings scheduled for June 12, 2012 regarding Camp SAIL in Norfolk have been postponed. New dates will be published.

Congratulations are extended to Tollgate Technological Skills Centre for becoming the newest secondary school to receive specialist high skills major in the economic sector Hospitality and Tourism.

The Turning Point program in Dunnville is being acknowledged by a previous graduate who has created a video that highlights the success of the program. This video is being shown across the province.

Moved by: J. Angus

Seconded by: B. Doyle

THAT the Grand Erie District School Board receive the Director's report of June 11, 2012 as information.

Carried

D – 1 New Business – Action/Decision Items

(a) Allocation of Educational Assistants

W. Baker invited Carol Mackenzie to review the criteria for assigning educational assistants to schools. The request is for 300, same as the last few years with some shifting to the early learning program.

In response to C.A. Sloat, C. Mackenzie indicated the numbers for some of the schools have since been updated, since the report was posted last week for the board package and that information is constantly changing.

She added that sometimes when classes are not full, that educational assistants are not assigned.

Moved by: R. Collver

Seconded by: E. Dixon

THAT the Grand Erie District School Board approve the allocation of 300 Educational Assistants, as outlined in the report "Allocation of Educational Assistants 2012-13", pending final budget approval.

Carried

(b) **RFP Award - Cafeteria Food Service, Snack Vending and Cold Beverage Vending**

J. Gunn discussed the review of submissions and recommendations made.

The recommended vendor for the cold beverage vending is HVC (Healthy Vend Canada). They can offer 100% fruit juice in smaller sizes, a benefit for elementary schools. The vendors and machines are flexible, and can offer drinks and snacks in the same machine. They can meet all the requirements and are ready to proceed.

In response to D. Werden, J. Gunn explained that the extension is not negotiated, the extension terms were part of the RFP required response. It will be determined after three years to extend another additional two years. There is a notice period in the contract that allows time to do another RFP should the company or the Board decide not to extend the contract.

Moved by: J. Angus

Seconded by: E. Dixon

THAT the Grand Erie District School Board approve the award of the Cafeteria Food Service and Snack Vending contract to Chartwells for a three year term commencing August 1, 2012 with an option to extend up to a maximum of two (2) additional two-year terms.

Carried

Moved by: J. Angus

Seconded by: B. Doyle

THAT the Grand Erie District School Board approve the award of the Cold Beverage Vending contract to Healthy Vend Canada (HVC) for a three year term commencing August 1, 2012 with an option to extend up to a maximum of two (2) additional two-year terms.

Carried

(c) **Annual Review of the Special Education Plan**

W. Baker invited Carol Mackenzie to join in the report. Each school board is required to maintain a Special Education Plan, to review it annually and make amendments as appropriate. He referred to the summary of changes that is sent to the ministry along with the plan.

W. Baker noted that the Special Education Advisory Committee has seen the plan and provided input.

Moved by: J. Angus

Seconded by: D. Dean

THAT the Grand Erie District School Board approve the Annual Review of the Special Education Plan, and the submission of the Annual Plan and Special Education Report Components Checklist to the Regional Office of the Ministry of Education.

Carried

(d) **Appointment to the Special Education Advisory Committee for the Grand Erie District School Board for the Term of 2011-2014.**

The committee is aware of the small number of parents on this committee and is concern is being reviewed.

Moved by: D. Dean

Seconded by: J. Angus

THAT the Grand Erie District School Board approve the appointment of Tricia Brinn to the Special Education Advisory Committee, as recommended by the Special Education Advisory Committee, for the term September 2012 to November 2014.

Carried

D – 2 New Business – Information Items

(a) **Human Resources Services Annual Report**

M. McDonald outlined the components in the report. He reviewed the role of the human resources department and outlined the organizational flowchart. Some successful projects include pay equity plan, retiring of VAX, and the benefits audit.

D. Dean recognized the enhanced visibility of this department in the last few years as very positive.

Discussion involved the quarterly report of staff and new hires and the inclusion of male and female ratios.

M. McDonald spoke to the tracking process used for yearly performance reviews and how issues are addressed if the performance reviews are not completed. He stated that this is a complex issue and does not have a % for the compliance rate. A number of reasons such as position changes, illnesses and others may exist for the performance appraisals not being completed.

D. Werden added that performance appraisals are a value to the employees as well as the employer.

J. Forbeck monitors the performance appraisals completed for principals and managers and will follow up with superintendents on the status if not completed. In visits to the schools, superintendents question principals about teacher performance appraisals. This is an ongoing discussion throughout the year on visits.

The superintendent signs off on completed ones before documented and tracked in the human resources department.

Moved by: R. Collver

Seconded by: A. Everets

THAT the Grand Erie District School Board receive the Human Resources Services Annual Report as information.

Carried

(b) Category III Trips (SO105)

J. Forbeck referred to the report that came in January, 2012 and it now includes the anticipated number of students and curricular or non-curricular.

In response to D. Werden, J. Forbeck explained Delhi District High School was hopeful that more than five students would be going on the Costa Rica trip. Sometimes, a high school hopes to connect with other schools in another board on the same trip. He also stated that given the age level of this trip may factor into summer employment opportunities. Reasons were not confirmed.

Moved by: B. Doyle

Seconded by: E. Dixon

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

Carried

(c) Code of Digital Citizenship

B. Blancher presented the code of digital citizenship and since the digital world is constantly changing, there is no intentions of making this document a plaque.

The vague and intentional statements will provide us with teachable moments. B. Blancher received comments about detailed wording and will bring those back to the team at the next meeting.

Moved by: R. Collver

Seconded by: D. Dean

THAT the Grand Erie District School Board receive the Code of Digital Citizenship as information.

Carried

(d) **Accessibility**

(i) **Accessibility – Integrated Accessibility Standards Regulation (IASR) Policy**

W. Baker briefly spoke about this newly created policy, with three procedures to follow in the future: transportation, employment, and information and communications.

Moved by: D. Dean

Seconded by: J. Angus

THAT the Grand Erie District School Board forward Policy SO23 - “Draft Accessibility – Integrated Accessibility Standards Regulation (IASR)” to all appropriate stakeholders for comment to be received by Nov 2, 2012.

Carried

(ii) **Multi-Year Accessibility Plan**

W. Baker invited W. Hobbs, Chair of the board of the Grand Erie District School Board Accessibility Committee. W. Hobbs spoke about the steps taken to develop a five year plan and presented it for input and direction. He referred to the revised Multi-Year Accessibility Plan outlining the revisions made from input from the Special Education Advisory Committee on June 7, 2012. The barriers and action plans were addressed.

C.A. Sloat indicated that By-law 8 Committees of the Board – Appendix B will need to be updated.

Moved by: D. Dean

Seconded by: J. Angus

THAT the Grand Erie District School Board receive the Draft Multi-Year Accessibility Plan for information.

Carried

(e) **Russell Reid Public School Transition Committee Report**

G. Anderson stated the closing ceremony is June 14, 2012, and explained that with less than 10 responses received in the naming of the school that Russell Reid Public School was the chosen name.

Moved by: A. Everets

Seconded by: J. Angus

THAT the Grand Erie District School Board receive the “Russell Reid P.S. Transition Committee Report” as information.

Carried

Moved by: A. Everets

Seconded by: B. Doyle

THAT the Grand Erie District School Board disband the Russell Reid P.S. Transition Committee.

Carried

E – 1 **Other Business**

(a) **OPSBA Report**

Presented as printed.

Moved by: A. Everets

Seconded by: D. Dean

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

Carried

F – 1 **Correspondence**

(a) **Special Education Advisory Committee – Woodview Representation**

G – 1 **Adjournment**

Moved by: A. Everets

Seconded by: J. Angus

THAT the meeting be adjourned at 9:55 p.m.

Carried