



## **GRAND ERIE DISTRICT SCHOOL BOARD**

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

### **Regular Board Meeting June 25 2012, 7:15 p.m.**

## **MINUTES**

### **PRESENT:**

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

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

### **REGRETS:**

**Trustees:** B. Featherston (Student Trustee)

**Administration:** G. Anderson

### **A – 1 Opening**

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

The meeting was called to order by Chair, R. Collver at 6:00 p.m. for the purposes of conducting the In Camera Session.

#### **(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: C. Lefebvre

THAT the Board move into In Camera Session to discuss personnel, legal and property matters at 6:00 p.m.

**Carried**

Open Session reconvened at 7: 20 p.m.

(d) **Welcome to Open Session**

The Public Session meeting was called to order by Chair, R. Collver at 7:20 p.m.

R.Collver thanked the staff of Grand Erie District School Board for their dedication and devotion to the students. She acknowledged the leadership around the Board table that put students first.

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

The following items were added to the agenda:

A-1-i Delegation - Steve Talos re: Violation of Ministry of Education Guidelines and GEDSB FT5 Policy, Pupil Accommodation Reviews

C-1-a Norfolk Secondary School Accommodation Review

The Director's Report was moved up after B-1.

Moved by: B. Doyle

Seconded by: E. Dixon

THAT the Agenda be approved, as amended.

**Carried**

(f) **In Camera Report**

Nil.

(g) **Memorial**

Nil.

(h) **Presentations**

Nil.

(i) **Delegations**

Moved by: D. Werden

Seconded by: B. Johnston

THAT the Grand Erie District School Board hear the delegations from Steve Talos and Barb Galuppi that were received today prior to 4:00 pm.

**Carried**

S. Talos read his delegation and spoke about the number of issues that were being investigated regarding faith based schools etc. He questioned that no specific recommendations came forward that would close Port Dover Composite School over all other options.

D. Werden stated that senior administration did put recommendations on the table regarding the closure of Port Dover Composite School and to relocate the students to Simcoe Composite School.

J. Forbeck clarified that at the Committee of the Whole No.2 Meeting on May 14, 2012, senior administration detailed the option of closure.

B. Galuppi did not attend the meeting.

#### **B – 1 Approval of Minutes**

**(a) May 28, 2012 (Regular Board Meeting)**

Moved by: C.A. Sloat

Seconded by: J. Angus

THAT the minutes of the Regular Board Meeting, held May 28, 2012 be approved.

**Carried**

**(b) June 4, 2012 (Committee of the Whole No.1 Meeting)**

Moved by: J. Angus

Seconded by: B. Doyle

THAT the minutes of the Committee of the Whole Meeting No.1 Meeting, held June 4, 2012 be approved.

**Carried**

**(c) June 11, 2012 (Committee of the Whole No.2 Meeting)**

Moved by: J. Angus

Seconded by: C. A. Sloat

THAT the minutes of the Committee of the Whole Meeting No.2 Meeting, held June 11, 2012 be approved.

**Carried**

#### **C – 1 Business Arising from Minutes and/or Previous Minutes**

**(a) Norfolk Secondary School Accommodation Review**

D. Werden reviewed the ARC process to date and provided an update on how the number of students enrolled for the fall at Port Dover Composite School (PDCS) continues to decrease.

Moved by: D. Werden

Seconded by: B. Johnston

That the Grand Erie District School Board, as allowed by By-Law BL 16, suspend the following procedure in Policy FT5. Under the heading "Procedures" 3 - c 4<sup>th</sup> paragraph (4<sup>th</sup> bullet).

"The Board's administration report and recommendations will be presented to a Committee of the Whole Board. The Board of Trustees will vote on the recommendations no earlier than 60 days from the date of the Board meeting following the Committee of the Whole meeting. This shall not include summer vacation, Christmas and March break and the adjacent weekends to these holidays. The report and recommendations of administration shall be made available to the public when it is presented to the Trustees."

And that the Grand Erie District School Board close Port Dover Composite School as a secondary school effective August 31, 2012.

And that administration reviews the Norfolk secondary catchment boundaries and brings a report to the Board at the second Committee of the Whole Board in October 2012 with a recommended realignment.

And that the students in the Port Dover Composite catchment area are provided bussing to Simcoe Composite School effective September 1, 2012 and that the current express bus to Waterford District High School from Port Dover be continued.

And that a transition committee, as per Policy FT9, be convened as soon as possible to help ensure a smooth transition for Port Dover secondary students into other GEDSB secondary schools.

In response to A. Everets, A. Nesbitt stated that there are no plans in place in regards to moving just grade 11 and grade 12 students to a different high school. Confirmed numbers from the principal of Port Dover include: Grade 9 – 28, Grade 10 – 16, Grade 11 – 30, Grade 12 – 36. There is a timetable in place at PDCS for 150 students with staff allocated for that number of students. If the school was to close there would be many challenges, these challenges will be addressed through communication with families and students.

If students were to move from PDCS to SCS there would be more program options available to them however he understands the hometown school perspective and emotional attachment. The best needs of the student are determined by each individual and family.

J. Angus spoke about being cognizant of all options and stated that student programming will always drive her decision during any ARC process. 110 students in a high school is a smaller enrolment than the smallest elementary school in the Board. She voiced concern about programming since numbers have dropped again. She inquired about staffing for 110 students registered. A. Nesbitt explained that when a school is staffed, based on 150 students, and 14 additional

teaching sections were provided to PDCS. When 40 students move to SCS it leaves smaller classes at PDCS. The 40 students who have moved to SCS will have a timetable at SCS and are leaving a timetable at PDCS although they are funded for one.

Staffing pressures will arise if students continue to go to Simcoe Composite School. Working with the union will be required to re-allocate from one building to another building. M. McDonald stated there are two options to continue to run Port Dover Composite School 1) look at ability to consolidate 2) change and alleviate the staffing pressures at SCS. J. Forbeck added that enrolment numbers are reported daily to keep on top of the situation. A. Nesbitt explained that some classes are at cap at SCS, filling up with students coming over from PDCS.

B. Johnston referred to a similar situation with Burford District High School closing. School had less than 370 students, and students were thriving at Paris District High School. If we keep putting money to support this, students will suffer possibly in other schools.

D. Dean spoke how the numbers have dropped in the last two weeks from 150 to 130 to 110. The prospect of operating a secondary school with those numbers is difficult without programming, and the high school social experience, including school council and sports. He would like the students should be considered first in basis of decision making and meet the criteria the Board has established.

C.A. Sloat is concerned about adequate timetables and asked what would Port Dover elementary school look like? She brought up OFFSA rules and sports teams. A. Nesbitt noted that the principal at Port Dover has inquired about eligibility for student athletics by contacting the chair of OFFSA. If PDCS closes and students move over then all students are eligible because their school has been closed. If the school remains open, and students leave to go to another school, they are no longer available for sports competed in that year.

M. Macdonald pointed out that there is no guarantee that the students will walk in the door in September if forced to go to another school; issues may arise at SCS in terms of scheduling for students and staff. We need to consider the ARC process, with trust and confidence with board resting with the community. Correct decisions need to be made for students and staffing.

B. Doyle is concerned about parents and students being prepared and not knowing where they will be in September.

A. Everets requested another date to give the community an opportunity to speak before any decision is made.

D. Werden voiced an appreciation of comments from trustees. He was hoping to maintain 200 students two weeks ago and has received phone calls from the parents in the community concerned about courses and the availability for students.

D. Werden emphasized that a high school requires 300 students to operate and through review of the secondary students in the Port Dover catchment area, less than 300 students are eligible to come to Port Dover. Doverwood went from 400-300 in ten years and St. Cecilia and Walsh are also decreasing. The focus needs to look at long term factors including programming options available, social life, and extracurricular activities.

Moved by: J. Angus

Seconded by: C.A. Sloat

THAT the Grand Erie District School Board refer the following motion to a Special Board Meeting on July 9, 2012:

**Carried**

#### **D – 1 Director's Report**

J. Forbeck thanked the Chair of the Board for her leadership and efforts in the last six months.

Fairview Avenue PS (Dunnville), Mount Pleasant, North Ward, Pauline Johnson CVS and Teeterville Public School have received designation as an ECOSchool. These schools join six other schools in the Board that are certified Bronze, Silver or Gold.

The approval of Year 5 Capital projects for the Early Learning Program was approved by the Ministry of Education, these projects will include 15 new classroom additions.

Liana Thompson, held Global Dignity Day in October, 2011 that brought together high school students and teachers to learn about equity and inclusive education. Each school was to implement a school-based event that focused on the principles of equity, dignity and diversity.

Paris District High School (PDHS) carried on further and partnered with Harmony Movement. Paige Fleetwood, Ben Lane-Smith and Tori Mercier, senior students from PDHS were present to speak about their experience with Global Day of Dignity as well as the impact of the Diversity Leadership Certification Program. The presentation is called "The Power of One".

The trustees acknowledged what a powerful message it is when presented by students, and are very pleased to hear this has been shared with grade 8 classes in elementary schools. They felt it was very important as leaders and peers to send the message to younger students.

The Director shared notes of thanks given by retired employees and their appreciation of the retirement celebrations.

Moved by: D. Dean

Seconded by: C. Lefebvre

THAT the Grand Erie District School Board receive the Director's report of June 25, 2012 as information.

**Carried**

C. Lefebvre left the meeting.

**E – 1 Chair/Vice-Chair Report**

R. Collver provided an update on visits made to school councils over the last six months. D. Dean indicated that they will take a more active role in meetings by sending questions out ahead of time and ask for responses to be discussed at the meeting.

A meeting with the Brantford City Council will be held on Thursday, September 13, 2012. B. Johnston shared an update on the meeting held with trustees and the Brant County officials who met in Burford. Topics of discussion included County of Brant libraries and promoting the environment through student involvement.

R. Collver stated that the meeting held with the Norfolk County officials was well attended. Ideas discussed involved visibility in schools, co-operative program and main skills program, buying local in Norfolk County and the accommodation review process.

Moved by: C. A. Sloat

Seconded by: M. Macdonald

THAT the Grand Erie District School Board receive the Chair/Vice-Chair's Report of June 25, 2012 as information.

**Carried**

**F – 1 Student Trustee Report**

P. Fleetwood, on behalf of fellow student trustee B. Featherston thanked the Board for the opportunity of student trustee and feels they have taken away so much in learning and education from the experience.

Moved by: C.A. Sloat

Seconded by: E. Dixon

THAT the Grand Erie District School Board receive the Student Trustee Report of June 25, 2012 as information.

**Carried**

**G – 1 Committee Reports**

**(a) Committee of the Whole No.1 – June 4, 2012**

C.A. Sloat noted some spelling adjustments made to Bylaw 8 Committees of the Board and that J. Angus was the Chair for this meeting.

Moved by: J. Angus

Seconded by: D. Dean

THAT the Grand Erie District School Board approve the Committee of the Whole No.1 Report dated June 4, 2012 (as amended) as follows:

**Carried**

1. **In-Camera Report**
  - (a) THAT the Director of Education's performance review for the 2011-2012 school year has been completed.
  - (b) THAT Item C-1-c be approved.
2. **Bylaw 17 Communication with the Board**

THAT the Grand Erie District School Board approve Bylaw 17 - "Communication with the Board", as amended.
3. **Director's Report**

THAT the Grand Erie District School Board receive the Director's report of June 4, 2012 as information.
4. **Bylaw 8 Terms of Reference for the Grand Erie Compensatory Education Steering Committee**

THAT the Grand Erie District School Board approve Bylaw 8 - "Terms of Reference for the Grand Erie Compensatory Education Steering Committee", a standing committee of the Board, as amended.
5. **FT1 Major Construction Projects**

THAT the Grand Erie District School Board approve FT1 - "Major Construction Projects".
6. **FT2 New School Construction Projects**

THAT the Grand Erie District School Board approve FT2 - "New School Construction Projects".
7. **FT3 Naming of Schools**

THAT the Grand Erie District School Board approve FT3 - "Naming of Schools".
8. **SO9 Cyberbullying**

THAT the Grand Erie District School Board approve SO9 - "Cyberbullying".
9. **F106 Donate Appliances, Equipment and Furnishings**

THAT the Grand Erie District School Board receive Administrative Procedure F106 "Donated Appliances, Equipment and Furnishings" as information.
10. **FT105 Playground Equipment**

THAT the Grand Erie District School Board receive Administrative Procedure FT105 - "Playground Equipment" as information.
11. **HR110 Hiring Procedures**

THAT the Grand Erie District School Board forward Administrative Procedure HR110 - "Hiring Procedures" to all appropriate stakeholders to comment to be received by November 2, 2012.



(b) **Committee of the Whole No.2 – June 11, 2012**

C.A. Sloat noted that C.A. Sloat was the chair of the meeting, and the OPSBA Report should be added as #15.

Moved by: C.A. Sloat

Seconded by: D. Dean

THAT the Grand Erie District School Board approve the Committee of the Whole No. 2 Report dated June 11, 2012 (as amended) as follows:

1. **Incorporation of the Friends of the Educational Archives**

(a) 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.

(b) 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.

2. **Response to Delegation re: Spring Street Park**

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.

3. **Norfolk Secondary Accommodation Review – Supplementary Report**

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

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

4. **Director's Report**

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

5. **Allocation of Educational Assistants**

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.

6. **RFP Award – Cafeteria Food Service, Snack Vending and Cold Beverage Vending**
  - (a) 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.
  - (b) 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.
7. **Annual review of the Special Education Plan**

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.
8. **Appointment to the Special Education Advisory Committee for the Grand Erie District School Board for the term of 2011-2014.**

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.
9. **Human Resources Services Annual Report**

THAT the Grand Erie District School Board receive the Human Resources Services Annual Report as information.
10. **Category III Trips**

THAT the Grand Erie District School Board receive the Category III Trips Report as information.
11. **Code of Digital Citizenship**

THAT the Grand Erie District School Board receive the Code of Digital Citizenship as information.
12. **Accessibility – Integrated Accessibility Standards Regulation (IASR) Policy**

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.
13. **Multi-Year Accessibility Plan**

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

14. **Russell Reid Public School Transition Committee Report**

- (a) THAT the Grand Erie District School Board receive the “Russell Reid P.S. Transition Committee Report” as information.
- (b) THAT the Grand Erie District School Board disband the Russell Reid P.S. Transition Committee.

15. **OPSBA Report**

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

**G – 1 New Business**

Nil.

**H – 1 New Business**

(a) **2012-2013 Operating Budget**

J. Gunn referred to amended copy provided and highlighted the changes for the PDT – attendance counselors. The operating budget is not affected by that change.

He reviewed the budget highlights for the operating budget for 2012-2013 and acknowledged Kathy Kirby and the Business Services department for their role in this process.

Moved by: D. Werden

Seconded by: J. Angus

THAT the Grand Erie District School Board approve the 2012-2013 Operating Budget of \$279,991,896.

**Carried**

(b) **Grand Erie Parent Involvement Committee Annual Report (Bylaw 8)**

The annual report is a compilation of all of the activities and accomplishments by the Grand Erie Parent Involvement Committee over the course of the year.

In response to C.A. Sloat, J. Forbeck stated the funds left over from PRO Regional Grant of \$10,000 could be spent on brochure development. This is a discussion item for the committee.

In response to M. Macdonald, J. Forbeck commented that the terms of reference will be renewed in the fall.

R. Collver commented how great the leadership and parent involvement is on this committee.

Moved by: D. Dean

Seconded by: E. Dixon

THAT the Grand Erie District School Board receive the Grand Erie Parent Involvement Committee Annual Report as information.

**Carried**

(c) **Quarterly Budget Report**

J. Gunn referred to the summary and reported an update.

He highlighted revenues with no real changes, and explained that on the expenditures side, the retirement of teachers have significant demand on retirement gratuity.

In response to D. Werden, J. Gunn spoke to the occasional teachers variance of \$659,000. He noted it needs revising, occasional teachers are booked but belong in classrooms on the teacher line. They may not have been properly allocated. Another copy will be sent out that shows all figures.

Moved by: J. Angus

Seconded by: B. Doyle

THAT the Grand Erie District School Board receive the Quarterly Budget Report for the period ended May 31, 2012 as information.

**Carried**

(d) **Levelled Literacy Intervention (LLI) Report**

B. Blancher referred to the written report and invited Nancy Norton, elementary program coordinator to review the presentation.

B. Blancher reviewed the growth observed in round 1 for Levelled Literacy Intervention (LLI) and highlighted high needs early by introducing LLI. The next steps were highlighted.

M. Macdonald inquired if there are any concerns about quality in the books geared toward level reading with regards to aboriginal focus. She suggested the CAMP sail program may be able to use these teaching techniques for teachers in the program. N. Norton confirmed that the two teachers implementing CAMP sail in the North are using these practices in a very similar model with their own enhancements.

D. Dean is very pleased to see this, and inquired if this is done on a daily basis and if so, for how long? N. Norton confirmed daily reading is approximately 30-40 minutes depending on the lesson.

In response to D. Dean, B. Blancher explained that the person working with the child is a learning resource teacher.

B. Johnston liked how the presentation shows how a child learns how to read.

M. Macdonald noted that level reading is not a child's free choice to select library material and that kind of direction for students can quell interest in reading.

Moved by: J. Angus

Seconded by: C.A. Sloat

THAT the Grand Erie District School Board receive the Levelled Intervention Report as information.

**Carried**

(e) **Community Partnership Incentive and Pride of Place Program Update**

J. Gunn referred to projects overseen by facilities services in the past year that resulted in improvement and enhancements to the aesthetic appearance and street presence for the schools in the Board.

Pride of Place is new to the Board and this report blends the transition from B&G into pride of place this year.

In response to D. Werden, J. Gunn stated that elementary schools are not receiving new lockers but we are supporting the schools that already have them.

C.A. Sloat believes the community partnership incentive program is positive and inquired if any school was turned down this year. J. Gunn explained that from May 2011 to June 2012 no proposal has been refused any and we remain slightly under subscribed.

Moved by: C.A. Sloat

Seconded by: A. Everets

THAT the Grand Erie District School Board receive the Community Partnership Incentive and Pride of Place Update as information.

**Carried**

Moved by: C.A. Sloat

Seconded by: J. Angus

THAT the Regular Board meeting continue past 10:00 p.m. to deal with the remaining items on the agenda.

**Carried**

(f) **2012 Statutory and Standing Committees of the Board (Bylaw 8) – Representation on the Compensatory Education Steering Committee**

Trustees agreed to meet to appoint two trustees to the Compensatory Education Steering Committee.

Moved by: D. Werden  
Seconded by: C.A. Sloat  
THAT Rita Collver, Arlene Everets and Jane Angus (Alternate) be assigned to membership on the Compensatory Education Steering Committee effective immediately upon approval.

**Carried**

**I – 1 Other Business**

**(a) Summary of Accounts – May 2012**

Presented as printed.

Moved by: B. Johnston  
Seconded by: D. Dean  
THAT the Grand Erie District School Board receive the Summary of Accounts for the month of May 2012 in the amount of \$5,909,700.63

**Carried**

**(b) Joint Occupational Health and Safety Committee – June 14, 2012**

J. Gunn stated that through an application submitted to the Ministry of Health, the Board was successful in getting 40 more automated external defibrillators (AED). By next fall, one AED will be in each school, with some secondary schools and high community use elementary schools will have two.

Through our partners, public access to defibrillators (PAD) coordinators assists in the training of staff.

Moved by: C.A. Sloat  
Seconded by: A. Everets  
THAT the Grand Erie District School Board receive the Joint Occupational Health and Safety Committee Minutes – June 14, 2012.

**Carried**

**(c) Special Education Advisory Committee Minutes – May 3, 2012**

Presented as printed.

Moved by: J. Angus  
Seconded by: B. Doyle  
THAT the Grand Erie District School Board receive the Special Education Advisory Committee Minutes – May 3, 2012 as information.

**Carried**

(d) **Quality Accommodations Committee Minutes – May 29, 2012**

Presented as printed.

J. Gunn offered to provide copies of data provided by CN Watson for review.

Moved by: A. Everets

Seconded by: C.A. Sloat

THAT the Grand Erie District School Board receive the Quality Accommodations Committee Minutes – May 29, 2012 as information.

**Carried**

**J – 1 Correspondence**

Nil.

**K - 1 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 10:06 p.m.

**Carried**

Open Session reconvened at 10:49 pm

**K – 2 In Camera Report**

Moved by: J. Angus

Seconded by: B. Doyle

THAT Item C-1-a-i be approved.

**Carried**

Moved by: M. Macdonald

Seconded by: B. Johnston

THAT Item C-1-a-ii be approved.

**Carried**

Moved by: D. Werden

Seconded by: J. Angus

THAT Item C-1-d Term Appointments be approved.

**Carried**

Moved by: C.A. Sloat

Seconded by: J. Angus

THAT Item C-1-e be approved.

**Carried**

Moved by: B. Johnston  
Seconded by: B. Doyle  
THAT Item D-1-a be approved.  
**Carried**

Moved by: R. Collver  
Seconded by: D. Werden  
THAT Item E-1-a be approved.  
**Carried**

**L – 1 Adjournment**

Moved by: C.A. Sloat  
Seconded by: E. Dixon  
THAT the meeting be adjourned at 10:50 p.m.  
**Carried**

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Board Chair, R. Collver