



## **GRAND ERIE DISTRICT SCHOOL BOARD**

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

### **Committee of the Whole Board No. 1 Meeting November 7, 2011, 7:15 p.m.**

#### **MINUTES**

#### **PRESENT:**

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

Seconded by: C.A. Sloat

THAT the Board move into In Camera Session to discuss property matters at 6:30 p.m.

**Carried**

##### **(d) Welcome to Open Session**

The Public Session meeting was called to order by Chair, J. Angus, at 7:15 p.m.

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

Moved by: C. A. Sloat  
Seconded by: E. Dixon  
THAT the agenda be approved.  
**Carried**

(f) **In Camera Report**

Nil.

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

(a) **FT5 Pupil Accommodation Review**

J. Gunn highlighted the suggested changes made in terms of previous discussions. The policy statement was revised for clarity, municipal/alternate was added and trustees were identified as non-voting.

C.A. Sloat inquired if there was direction about correspondence or request for delegation to the board while an ARC is occurring.

Discussion ensued around consensus and if it should be defined or determined at the first meeting. D. Dean is pleased to see the definition of consensus and feels it is important that terms are defined by the board.

In response to R. Collver, J. Gunn provided clarification around the policy statement in terms of ministry guidelines. D. Werden suggested that ministry guidelines should say “board policy”.

D. Werden asked for clarification on the role of the trustee if they are non-voting, and if they are representing the board or the constituents?

E. Dixon agreed with D. Werden, and felt that trustees are representing the community that has elected them.

B. Doyle is pleased to see the addition of municipal and delegate however queried the immediacy of designating a representative for the committee when a new council is formed.

A. Everets re-iterated that trustee’s role is to act as a community consultant, and will have the final vote when brought to the board. The issue on how trustees vote at the ARC would become the focus instead of the potential outcomes.

J. Angus feels that an ARC is a public consultation and our role is to facilitate that. As much as we are representing our communities, we are elected as a Grand

Erie District School Board trustee. She agrees it is better to be non-voting and supports the policy as written.

Discussion occurred regarding the voting process and secret ballots, D. Werden and R. Collver recommended removing the wording “secret ballot”.

A. Everets agreed with R. Collver, and noted the committee should determine voting procedures by ballot or hands and establish that at the first meeting.

In summary, recommendations were made to remove secret ballot, and revise the policy statement to reflect that ensuring recommendations submitted to the Board are in accordance with this policy, not ministry guidelines.

Moved: B. Doyle

Seconded: A. Everets

THAT the Grand Erie District School Board approve Policy FT5 “Pupil Accommodation Review”, as amended.

**Carried**

## **C – 1 Director’s Report**

J. Forbeck thanked Trustees and Senior Administration who have attended commencement ceremonies over the past few months. He highlighted some Remembrance Day activities organized in the schools and that these can be found on the website.

J. Forbeck spoke about the Solar-Energy Initiative and how some Grand Erie District School Board schools will see the final construction and installation of a solar panel at their school.

The Student Senate held their first meeting on November 3, 2011 with almost every school represented. Topics discussed included Student Voice, Equity and Inclusive Education and Educational Technology. J. Forbeck complimented student trustees P. Fleetwood and B. Featherston on their leadership role during this event. Feedback received has been very positive.

R. Collver added that a School Council Kit has been provided to all trustees and welcome any feedback.

Moved: C. Lefebvre

Seconded: C.A. Sloat

THAT the Grand Erie District School Board receive the Director's report of November 7th, 2011 as information.

**Carried**

**D – 1 Bylaw/Policy/Procedure Consideration — Action/Decision Items****(a) P105 Prior Learning Assessment Recognition (PLAR)**

A. Nesbitt pointed out that the Accountability section will be revised to reflect PLAR language.

Moved by: R. Collver

Seconded by: C.A. Sloat

THAT the Grand Erie District School Board forward Administrative Procedure – “P105 Prior Learning Assessment Recognition (PLAR)” to all appropriate stakeholders for comment to be received by February 10, 2012, as amended.

**Carried**

**(b) SO15 Student Trips**

J. Forbeck reviewed the policy with proposed wording changes.

In response to D. Werden, J. Forbeck will cross reference Category III trips in relation to curriculum expectations.

Moved by: C.A. Sloat

Seconded by: D. Werden

THAT the Grand Erie District School Board forward Policy – “SO15 Student Trips” to all appropriate stakeholders for comment to be received by February 10, 2012.

**Carried**

**(c) Voluntary Aboriginal Self-Identification –SO16 Policy/SO132 Procedure**

J. Forbeck reviewed the policy and procedure, and referred to cohorts, and data collection for on reserve/off reserve. He also noted that INAC has changed their name to AANDC – Aboriginal Affairs and Northern Development Canada.

In response to R. Collver, J. Forbeck confirmed Accountability will be changed to annual, for the provision of a yearly report.

In response to D. Werden, M. McDonald confirmed the funds are retroactive, most monies are proposal driven.

Moved by: C.A. Sloat

Seconded by: B. Johnston

THAT the Grand Erie District School Board forward Policy – “SO16 Voluntary Aboriginal Self-Identification and Administrative Procedure - “SO132 Voluntary Aboriginal Self-Identification” to appropriate stakeholders for comment to be received by February 10, 2012, as amended

**Carried**

**(d) SO115 Anaphylaxis (Life-Threatening Allergic Reactions)**

W. Baker discussed that the procedure is brief but has an Anaphylaxis Resource Package as an attachment. This package is currently being revised and updated to current information that deals with the privacy and safety rights of the child.

Moved by: C.A. Sloat

Seconded by: B. Doyle

THAT the Grand Erie District School Board forward Administrative Procedure - "SO115 Anaphylaxis (Life-Threatening Allergic Reactions)" to all appropriate stakeholders for comment to be received by February 10, 2012.

**Carried**

**(e) BL26 Chairs' Committee**

J. Forbeck presented the proposed wording changes as suggested by the trustees.

Moved by: B. Johnston

Seconded by: C. Lefebvre

THAT the Grand Erie District School Board approve Bylaw 26 - "Chairs' Committee".

**Carried**

**(f) BL27 Electronic Meetings**

J. Forbeck presented the proposed wording changes as suggested by the trustees.

Discussion involved the security of using cordless phones, and that participants should also include Senior Administration. It was recommended to change the wording under Security to "All participants".

Moved by: C.A. Sloat

Seconded by: E. Dixon

THAT the Grand Erie District School Board approve Bylaw 27 - "Electronic Meetings", as amended.

**Carried**

**(g) HR9 Hiring, Supervision and Placement of a Family Member**

M. McDonald outlined comments received for this new policy.

He explained as a public sector employer and small board, our goal was to meet complex needs with a transparent and accountable hiring process.

He briefly discussed the exceptions.

Moved by: C.A. Sloat  
Seconded by: R. Collver  
THAT the Grand Erie District School Board approve Policy - "HR9 Hiring, Supervision and Placement of a Family Member".  
**Carried**

**(h) SO6 Student Suspensions**

G. Anderson explained comments received, and noted the procedure will be coming back in January 2012.

In response to R. Collver, G. Anderson agreed that the discipline committee should be included by adding Bylaw 8 to the reference section. It was also suggested to add Safe School Binder as a reference.

Moved by: C.A. Sloat  
Seconded by: R. Collver  
THAT the Grand Erie District School Board approve Policy – "SO6 Student Suspensions". as amended  
**Carried**

**(i) SO7 Student Expulsions**

G. Anderson spoke about changes outlined.

Moved by: R. Collver  
Seconded by: D. Werden  
THAT the Grand Erie District School Board approve Policy "SO7 – Student Expulsions" as amended.  
**Carried**

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

**(a) HR116 Return to Work Program and Workplace Accommodation**

M. McDonald provide a revised copy of HR115, and reviewed the procedure.

Moved by: C.A. Sloat  
Seconded by: E. Dixon  
THAT the Grand Erie District School Board receive Administrative Procedure – "HR116 Return to Work Program and Workplace Accommodation" as information.  
**Carried**

**(b) P102 Business Procedures for Experiential Learning Programs**

J. Gunn noted several amendments were made.

Moved by: C.A. Sloat

Seconded by: C. Lefebvre

THAT the Grand Erie District School Board receive Administrative Procedure – “P102 Business Procedures for Experiential Learning Programs” as information.

**Carried**

**(c) SO117 Parental Request for Temporary Excuse from Attendance at School**

W. Baker referred to the comments received.

Moved by: R. Collver

Seconded by: C. Lefebvre

THAT the Grand Erie District School Board receive Administrative Procedure – “SO117 Parental Request for Temporary Excuse from Attendance at School” as information.

**Carried**

**E – 1 Other Business**

Nil

**E-2 New Business – Information Items****(a) OFIP Coach**

B. Blancher provided a brief explanation of the reduction of OFIP schools since 2007. She shared that we had 15 coaches 3 years ago, and currently have 7, and re-organization is necessary with the OFIP schools.

In response to C.A. Sloat, B. Blancher explained these funds were not earmarked for another initiative and that she was just recently notified of them. She also stated that money flows to the Board once the Ministry of Education determines how many OFIP schools exist.

In response to D. Werden, J. Gunn confirmed that the cost of an instructional coach based on average teacher salary and benefits maximum is \$70,000(pro-rated) plus mileage. He added that leaves \$5,000 per school for other resources.

J. Forbeck reviewed that each school gets an additional \$4,500.00. The gap between 105,000 and 70,000 will allow for resource purchases. There is no impact on board budget.

Moved by: D. Werden

Seconded by: B. Johnston

THAT the Grand Erie District School Board approve the hiring of an OFIP Coach for the OFIP Schools Initiative to June 30, 2012.

**Carried**

**F – 1 Correspondence – Letter regarding Port Dover Developments**

It was agreed the concerns outlined in the letter falls under the County's responsibility.

**G – 1 Adjournment**

Moved by: C.A. Sloat

Seconded by: M. Macdonald

THAT the meeting be adjourned at 8:56 p.m.

**Carried**

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Committee of the Whole Board No. 1 Chair, Jane Angus