



GRAND ERIE DISTRICT SCHOOL BOARD

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

Committee of the Whole Board No. 1 Meeting September 12, 2011, 7:15 p.m.

MINUTES

PRESENT:

Trustees: J. Angus, Chair, R. Collver, D. Dean, 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, J. Gunn, M. McDonald, A. Nesbitt; Recording Secretary — D. Fletcher

REGRETS:

Trustees: Nil.

Administration: B. Blancher

A – 1 Opening

(a) Roll Call

Roll call was taken.

(b) Declaration of Conflict of Interest

None declared.

(c) In Camera Session

Nil

(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

J. Forbeck requested that item E-1-b Equity and Inclusive Education Strategy follow the director's report.

Moved by: C.A. Sloat
Seconded by: B. Johnston
THAT the Agenda be approved, as amended.
Carried

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

Nil.

C – 1 Director's Report

J. Forbeck thanked the facilities department for their diligence over the summer to prepare schools for September. He also stated there were minimal transportation challenges considering more than 11,000 students a day use the transportation services.

He briefly discussed student enrolment, a more detailed report will be provided at a later date once all data has been received. The director is anxious to continue his school visits. New programs such as French immersion schools and extended day for full time kindergarten will be included.

J. Forbeck provided a list of schools and projects that have been approved by the Ministry. These projects tie into the multi-year plan and are part of the \$10,000 Parents Reaching Out Grants.

R. Collver liked that all the schools in Dunville organized themselves under one topic.

(a) Brief Enrollment Update

M. McDonald provided a preliminary update and noted since it is very early in the year, the information is based on limited information received. J. Gunn will provide a more detailed report at a later date.

M. McDonald concluded that the data collected from verbal conversations with principals showed that the increases and decreases were very minimal. More data will be received for the elementary schools on September 16, 2011. He also explained that the secondary schools are still in the process of registering students and modifying class schedules, therefore it is too early to make any determinations on where we are.

(b) Equity and Inclusive Education Strategy

J. Forbeck introduced Liana Thompson, Principal of Hagersville Elementary School and Chair of the Equity and Inclusive Education Committee.

L. Thompson provided a brief educational background. She presented the Equity and Inclusive Education Strategy brochure and how it outlines philosophy, links policies and a brief overview of religious accommodation and key terms.

She explained the ministry initiated this strategy due to strong research findings that showed many groups in our schools are marginalized based on their differences. The implementation of the philosophies and strategies in this plan will awareness to these diversities.

Communication continues with principals and clerical staff regarding this brochure.

J. Forbeck thanked L. Thompson for her presentation. The trustees complimented L. Thompson on her hard work and noted how important this work is for self-awareness.

Moved by: B. Doyle

Seconded by: E. Dixon

THAT the Grand Erie District School Board receive the Director's report of September 12, 2011 as information.

Carried

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

(a) F1 Supplier Exclusivity: Food Services & Vending Machines in School

J. Gunn outlined the comments received and changes made.

CA Sloat suggested the following addition to 2d “All contract extension options will be presented to the board for consideration no later than six months prior to the expiration of the contract term”.

B. Johnston suggested the following revision to 1f: to remove “must comply” and add “will include provisions that ensure compliance with”.

Moved by: C.A. Sloat

Seconded by: R. Collver

THAT the Grand Erie District School Board approve Policy F1 “Supplier Exclusivity: Food Services and Vending Machines” in Schools, as amended.

Carried

(b) F3 – Capital Related Fundraising and Community Donations

J. Gunn outlined the comments received and changes made.

It was agreed to change the wording under Statement of Policy to “The GEDSB supports, facilitates, and encourages the development of authentic, mutually beneficial relationships between schools and the larger community, including

business and non-business sectors, with due sensitivity and regard for the legitimate needs of all parties involved.

Moved by: C.A. Sloat

Seconded by: M. Macdonald

THAT the Grand Erie District School Board approve Policy F3 “Capital Related Fundraising and Community Donations”, as amended.

Carried

(c) FT5 Pupil Accommodation Reviews

J. Gunn outlined the comments received and changes made. He recalled that when this was circulated, the intent and major change was to remove the principal as a voting member of the committee but keep valued presence there as resource.

It was agreed to change the wording under Policy Statement to “The GEDSB supports, facilitates, and encourages the development of authentic, mutually beneficial relationships between schools and the larger community, including business and non-business sectors, with due sensitivity and regard for the legitimate needs of all parties involved.

Revisions were made to the policy.

D. Dean suggested the definition of consensus would be helpful.

D. Werden recalled the intent and consensus models on past experience on ARCs and many steps in the ARC never had voting at the end.

D. Werden discussed 3b, and would like to see the wording changed to ensure the final report comes back to the committee.

A. Everets suggested an end point is important for an ARC, it is hard on community and staff and this would be helpful to keep the board on track.

Accommodation guidelines were changed, encouraging trustees to sit on ARC, as non-voting members. In the majority of boards, the trustees are not voting members of ARC because ultimately they have the final vote.

R. Collver agreed that trustees should not vote, but should be part of the committee.

D. Dean referred to the policy statement, and noted that it is our responsibility that those recommendations are brought to the board.

To clarify last meeting- full report should come back to the committee to see what will go to the board.

J. Gunn clarified that the current Norfolk Secondary ARC will follow the policy as it was prior.

Moved by: R. Collver

Seconded by: C.A. Sloat

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

Carried

(d) HR6 Principal/Vice Principal Selection Process

M. McDonald noted this was not scheduled to come up for review until June 2012 however the Executive Council agreed to bring forward due to changes to Multi Year plan. He explained that the candidate profile, rubrics and reference checks no longer align. The process is not altered but it reflects the content needed for the Multi Year plan. He made the request that we use the draft policy for the fall hiring process.

M. McDonald discussed the major changes related to the criteria for the candidate profile.

In response to M. Macdonald (Trustee), M. McDonald (Superintendent) agreed that Equity and Inclusive Education should be included in the policy, and would welcome any suggestions from that committee when it comes back in two months for comments.

There was concern that special education was removed as criteria, although it does not say other indicators do include special education.

D. Dean is pleased with the changes in criteria, and would like to see sound management practices as one of the major competencies in leadership. He feels that experience and knowledge in supervision schedules, and timetables schedules are important questions to ask.

M. McDonald explained the descriptors such as rubrics are conducive to leading and learning.

In response to D. Dean, M. McDonald explained that interview process provides the opportunity to address those behavioral questions in regards to leadership experience.

In response to C.A. Sloat, M. McDonald explained that an updated certificate is given to a teacher upon receiving extra credentials.

Moved by: D. Dean

Seconded by: B. Doyle

THAT the Grand Erie District School Board forward Policy HR6 “Principal/Vice Principal Selection Process” to all appropriate stakeholders for comment to be received by November 25, 2011;

and THAT the draft Policy HR6 be used for the fall 2011 Principal/Vice Principal selection process.

Carried

D – 2 Administrative Procedure Consideration — Information Items

(a) F105 Capital Related Fundraising and Community Donations

J. Gunn highlighted the comments received and the resulting changes.

The following recommendations were suggested:

* Page 3, 2nd paragraph changed to “All proposals that are supported by a viability review and require a contract above \$50,000 annually will be presented to the Board for approval.

Moved by: C.A Sloat

Seconded by: D. Werden

THAT the Grand Erie District School receive Administrative Procedure F105 “Capital Related Fundraising and Community Donations” as information, as amended.

Carried

(b) FT110 Recorded Surveillance: Board Buildings and School Transportation Vehicles

J. Gunn noted there were no changes suggested.

Moved by: B. Johnston

Seconded by: D. Dean

THAT the Grand Erie District School Board receive Administrative Procedure FT110 “Recorded Surveillance: Board Buildings and School Transportation Vehicles” as information.

Carried

(c) H105 Term Appointments – Central Support Staff

M. McDonald highlighted the comments received and the resulting changes.

Moved by: C. Lefebvre

Seconded by: B. Johnston

THAT the Grand Erie District School Board receive Administrative Procedure HR105 “Term Appointments – Central Support Staff” as information.

Carried

(d) **HR113 Teacher Performance Appraisal**

M. McDonald highlighted the comments received and the changes made.

The procedure is similar to recent ones, it is legislative mandated and fairly prescriptive from provincial legislative. It includes expectations and processes.

Moved by: D. Dean

Seconded by: B. Doyle

THAT the Grand Erie District School Board receive Administrative Procedure HR113 "Teacher Performance Appraisal" as information.

Carried

(e) **HR117 Re-evaluating Existing Non-Union Positions**

M. McDonald noted there were no comments received and therefore no changes were made.

Moved by: R. Collver

Seconded by: C. Lefebvre

THAT the Grand Erie District School Board receive Administrative Procedure HR117 "Re-evaluating Existing Non-Union Positions" as information.

Carried

(f) **P101 Educational Programs in Government-Approved Care, Treatment, Custodial and Correctional Facilities**

W. Baker explained there were four comments received, and changes were made accordingly.

In response to D. Werden, W. Baker confirmed that #4 under procedures should state that the transportation shall be provided in accordance with board policy. D. Werden also explained that we are supplying services to these agencies; they are not students of the board.

J. Gunn suggested amendment to read "Transportation shall be provided in accordance with board policy.

In response to M. Macdonald, J. Forbeck stated in the past the Superintendent of Program and Special Education was one person, now the Superintendent of Special Education has numerous support services within that portfolio.

Moved by: B. Doyle

Seconded by: E. Dixon

THAT the Grand Erie District School Board receive Administrative Procedure P101 “Educational Programs in Government-Approved Care, Treatment, Custodial and Correctional Facilities” as information, as amended.

Carried

(g) **P107 Home Schooling**

J. Forbeck explained how this procedure was approved by the Board in January 2011 and is presented with a revision due to a concern expressed by an Education Officer from the Ministry of Education Regional Office in London.

There was an inaccuracy in this procedure with relation to the ministry website, the London office noticed and informed B. Blancher. He felt it was important that parents are able to access the correct information quickly.

Moved by: R. Collver

Seconded by: D. Werden

THAT the Grand Erie District School Board receive Administrative Procedure P107 “Home Schooling” as information.

Carried

(h) **SO110 Weapons**

G. Anderson outlined the comments received and changes made.

D. Dean was pleased to see the inclusion of consideration of victim and stated that it should specify a designated support person in that school for that student who has been traumatized.

In response to D. Dean, G. Anderson confirmed he will make that amendment under #3.

Moved by: C.A. Sloat

Seconded by: R. Collver

THAT the Grand Erie District School Board receive Administrative Procedure SO110 “Weapons” as information, as amended.

Carried

(i) **SO113 Tornadoes**

G. Anderson outlined the comments received and changes made.

D. Werden noted although these natural disasters are not typical, we need to be prepared.

In response to E. Dixon, G. Anderson explained there are no drills to follow as it is not required by legislation, however principals should review with students in the event of this happening.

Moved by: B. Johnston

Seconded by: E. Dixon

THAT the Grand Erie District School Board receive Administrative Procedure SO113 “Tornadoes” as information.

Carried

(j) **SO116 Pupil’s Return from Absence**

G. Anderson noted there were no comments received and therefore no changes were made.

Moved by: D. Dean

Seconded by: D. Werden

THAT the Grand Erie District School Board receive Administrative Procedure SO116 “Pupil’s Return from Absence” as information.

Carried

(k) **SO126 Volunteers**

J. Forbeck discussed how this came to board March 15, 2010 with an Appendix attached to procedure. He explained that the procedure remains unchanged however Appendix A “Request to Check Pardoned Sex Offender Database and Conduct a Vulnerable Sector Search” has been removed from the procedure. Police requirements have changed therefore the form is no longer valid.

The procedure without the consent form will be posted on the Board website, and new consent forms will be made available to all school administrators and office staff.

C.A. Sloat pointed out that on the quick reference chart for police service request for volunteers form, it should read “Brantford Police Services”, S. McKillop will confirm with the Brantford Police.

J. Forbeck confirmed that the review date will remain the same.

Moved by: D. Dean

Seconded by: A. Everets

THAT the Grand Erie District School Board receive Administrative Procedure SO126 “Volunteers” as information.

Carried

E – 1 Other Business**(a) Transportation Consortia Policies and Procedures**

J.Gunn provided a revised copy of changes in the hiring procedures to align with Grand Erie District School Board practice. Once Grand Erie District School Board Non Union staff has their own hiring policy; this will be removed from the consortia.

C.A. Sloat noted next meeting of the Consortia Board of Directors is October 25, 2011.

Moved by: C. A. Sloat

Seconded by: B. Johnston

THAT the Grand Erie District School Board receive the proposed Transportation Consortia Procedures as information.

Carried

(b) Equity and Inclusive Education Strategy

G. Anderson explained that the Safe Schools Team will be attending next week's board meeting. There are two components to Safe and Inclusive Schools.

The committee is led by Superintendent Greg Anderson and Principal Liana Thompson. He was pleased to say that we are ahead of many boards with this education strategy and confirmed that students learn best when they feel safe in school. G. Anderson discussed the eight areas of focus.

M. MacDonald discussed the speaker series occur throughout the year from 4:30 p.m. to 7:00 p.m. She extended an invitation to those trustees who can attend. The dates are as follows:

October 20, 2011 - Dignity and Socio-Economic Status

December 15, 2011- Human Rights: Religion, Disability, and Competing Interests

February 16, 2012 - Race and Culture

May 17, 2012 - LGBTQ Issues

June 14, 2012 - Aboriginal Education

B. Johnston asked about an "Equity Walk". G. Anderson reported it is a tool used to visually walk throughout the school. The principal and staff can review a check list to examine walls and barriers, providing program materials to bring awareness to the schools.

M. MacDonald added that part of the walk is to listen and observe playground activities to monitor verbal conversations between students.

Moved by: B. Johnston

Seconded by: M. Macdonald

THAT the Grand Erie District School Board receive the updated Equity and Inclusive Education Strategy as information.

Carried

F – 1 Correspondence

- (a) **Ministry of Aboriginal Affairs and Northern Development**
- (b) **Ministry of Education RE: Section 23 Student Transportation**
- (c) **Letter RE: Student Transportation (L. Dowling)**

In response to D. Werden, J. Gunn stated that procedure #002 clearly outlines student transportation eligibility requirement and the prescribed method for determining home to school distance. It was confirmed this student was not eligible for transportation, although it was extremely close. Transportation Consortia has reviewed the letter and courtesy transportation has been confirmed.

G – 1 Adjournment

Moved by: M. Macdonald

Seconded by: C.A. Sloat

THAT the meeting be adjourned at 9:11 p.m.

Carried