



AGENDA

- A – 1 Opening**
- (a) Roll Call
 - (b) Declaration of Conflict of Interest
 - (c) In Camera Session (6:30 p.m.)
 - (i) Personnel Matters
 - (ii) Legal Matters
 - (iii) Property Matters
 - (d) Welcome to Open Session / Land Acknowledgement Statement (7:15 p.m.)
 - (e) Memorials
 - Logan Parker, West Lynn Public School
 - (f) Agenda Additions/Deletions/Approval
 - (g) In Camera Report
 - (h) Presentations
 - (i) Student Recognition
 - (i) Delegations
- B – 1 Approval of Minutes**
- * (a) May 27, 2019 (Regular Board)
 - * (b) June 10, 2019 (Committee of the Whole)
 - (c) June 10, 2019 (Special Board)
- C – 1 Business Arising from Minutes and/or Previous Meetings**
- * (a) 2019-20 Board Budget R. Wyszynski
 - * (b) Annual Review of the Special Education Plan – Amendments to Standard 1 and Special Education Report Components Checklist L. Thompson
- D – 1 Director's Report**
- E – 1 Student Trustees' Report**
- F – 1 Committee Reports**
- * (a) Committee of the Whole – June 10, 2019 R. Collver
- G – 1 New Business**
- * (a) Grand Erie Parent Involvement Committee Annual Report B. Blancher
 - * (b) Quarterly Budget Report R. Wyszynski
 - * (c) Energy Conservation and Demand Management Plan R. Wyszynski
 - * (d) Special Education Advisory Committee Membership L. Thompson
- H – 1 Other Business**
- * (a) Summary of Accounts - May 2019 R. Wyszynski
 - * (b) Special Education Advisory Committee Minutes – May 16, 2019 L. Thompson

SUCCESS for Every Student



Regular Board Meeting

Monday, June 24, 2019
Board Room, Education Centre

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- | | |
|--|-------------------------|
| * (c) Joint Occupational Health & Safety Committee Minutes - May 16, 2019 | R. Wyszynski |
| * (d) Safe and Inclusive School Committee (Draft) – May 23, 2019 | W. Baker |
| * (e) Student Transportation Services Brant Haldimand Norfolk Committee Minutes (Draft) – May 28, 2019 | R. Wyszynski |
| * (f) Native Advisory Committee Minutes (Draft) – June 04, 2019 | D. Martins |
| * (g) Indigenous Education Advisory Committee Minutes (Draft) – June 12, 2019 | D. Martins |
| * (h) Audit Committee Minutes (Draft) – June 18, 2019 | R. Wyszynski |
| * (i) OPSBA Report | D. Werden
C.A. Sloat |

I – 1 Correspondence

J - 1 Adjournment

Future Meetings (held at the Education Centre unless noted otherwise)

Chairs' Committee	August 26, 2019	5:45 PM	Norfolk Room
Board Meeting	August 26, 2019	7:15 PM	Board Room

SUCCESS for Every Student

Memorial Statement for

Logan Parker

The staff, students and school community at West Lynn Public School are saddened by the sudden passing of Grade 1 student Logan Parker on May 21, 2019.

Logan was a sweet boy who touched the hearts of his teachers and classmates. He loved to play and build amazing creations during his time in Kindergarten. Logan had a love of Hot Wheels and shared many stories of his Hot Wheels Collection. Logan had an amazing sense of humour and loved to laugh. At his Senior Kindergarten year end celebration Logan received the Fantastic Friend award because he had such an inclusive spirit, always sharing with everyone.

Logan's short life was filled with many health challenges, yet he always was eager to attend school and had such a positive spirit. He loved to learn and had great pride in every achievement. Logan loved his time spent playing catch with the principal, to cheer him up during sad times.

Logan's friends will miss him dearly and the entire West Lynn Community extends our heartfelt sympathy to Logan's family.

Respectfully Submitted,

Dennis Wright
Principal, West Lynn Public School



MINUTES

Present: Board Chair G. Anderson, Board Vice-Chair D. Dean, R. Collver, E. Dixon, B. Doyle, S. Gibson, C.A. Sloat, C. VanEvery-Albert, D. Werden, A. Cattrysse (Student Trustee), A. Hauser (Student Trustee), J. Hsiao (Student Trustee),

Administration: Director - B. Blancher; Superintendents – D. Abbey, W. Baker, L. De Vos, D. Martins, S. Sincerbox, L. Thompson, R. Wyszynski; Recording Secretary – L. Howells

Regrets:

Trustees:	J. Richardson, C. Speers
Administration:	Nil

A - 1 Opening

(a) Roll Call

The meeting was called to order by Chair, G. Anderson at 6:30 p.m.

(b) Declaration of Conflict of Interest

Nil

(c) In Camera Session

Moved by: D. Werden

Seconded by: C.A. Sloat

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

Carried

(d) Welcome to Open Session

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

(e) Memorials

D. Werden read the memorial statement for Maria McPherson, Boston Public School and Waterford District High School.



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

Presented as printed.

Moved by: S. Gibson

Seconded by: E. Dixon

THAT the Agenda be approved.

Carried

(g) **In Camera Report**

Moved by: C.A. Sloat

Seconded by: R. Collver

THAT the Grand Erie District School Board approve the applications for the Elementary Teachers' Self-Funded Leave Plan.

Carried

Moved by: S. Gibson

Seconded by: D. Dean

THAT the Grand Erie District School Board approve the applications for the Secondary Teachers' Self-Funded Leave Plan.

Carried

Moved by: D. Werden

Seconded by: E. Dixon

THAT the Grand Erie District School Board approve the term appointment extensions pending Board budget approval and Ministry funding.

Carried

Moved by: C.A. Sloat

Seconded by: B. Doyle

THAT the Grand Erie District School Board approve B-1-e.

Carried

Moved by: D. Dean

Seconded by: C.A. Sloat

THAT the Grand Erie District School Board approve B-1-f.

Carried



Moved by: D. Werden

Seconded by: B. Doyle

THAT the Grand Erie District School Board approve B-1-g.

Carried

(h) **Presentations**

Nil

(i) **Delegation**

Nil

B - 1 Approval of Minutes

(a) **Regular Board Meeting – April 29, 2019**

Presented as printed.

Moved by: C. VanEvery-Albert

Seconded by: C.A. Sloat

THAT the Minutes of the Regular Board Meeting, held April 29, 2019 be approved.

Carried

(b) **Committee of the Whole Board – May 13, 2019**

Presented as printed.

Moved by: E. Dixon

Seconded by: R. Collver

THAT the Minutes of the Committee of the Whole Board Meeting, held May 13, 2019, be approved.

Carried

C - 1 Business Arising from Minutes and/or Previous Meetings

(a) **2017-20 Strategic Communication Plan Evaluation Update**

B. Blancher invited K. Newhouse, Manager of Communication and Community Relations, to the table. B. Blancher referred to the 2017-20 Strategic Communications Plan Evaluation



report and turned it over to K. Newhouse. K. Newhouse displayed a presentation that provided top 10 highlights that were achieved this year that align with the Multi-Year Plan.

J. Hsiao asked if we have considered advertising on Instagram? K. Newhouse responded we have not but it will be something to consider.

Moved by: B. Doyle

Seconded by: D. Dean

THAT the Grand Erie District School Board receive the 2017-20 Strategic Communications Plan for Year 2 (2018-19) as information.

Carried

D - 1 Director's Report

Director's highlights:

- **Pride Flag** – Director Blancher asked J. Dale, and E. Wells to the table. B. Blancher stated June is Pride Month, an annual celebration where communities around the world come together to celebrate LGBTQ+ rights and noted that Grand Erie is working on the infrastructure on having the Pride Flag flown at all our schools starting June 2020. J. Dale, Guidance Counsellor at Simcoe Composite spoke about E. Wells, Grade 9 student at Simcoe Composite. E. Wells presented her slam poetry. B. Blancher thanked J. Dale and E. Wells and stated this was a great kickoff to Pride Month and beginning June 1, the Pride Flag will be displayed in the lobby of the Education Centre to welcome all visitors.
- **Indigenous Cultural Safety** - during the Director's Report on March 25th, Superintendent Martins shared with Trustees that Grand Erie had been given the opportunity to apply for funding to participate in a 7-month Indigenous Cultural Safety project with the Ministry. We had very short timelines to put a proposal together; however, D. Martins and her team wrote up an excellent proposal that focused on working with our communities to gather input into a definition of Indigenous cultural safety and continued relationship building and confidence in the system – a proposal that reflects our need in Grand Erie. Unfortunately, due to the fact that our proposal was based mainly on collecting qualitative data in an effort to move towards the culturally safety piece, our proposal was not accepted at this time. The Ministry is focused on quantitative results and we did not feel that we would be able to deliver those in the short time we were given – basically a September start with a full report to the Ministry in March of 2020. Assistant Deputy Minister P. Case called the Director to let her know and shared with her that the Grand Erie proposal was well-received but because of the need for results could not go forward. His team



feels strongly about the relationship building focus and stated that if the funding comes through again we will be getting a call.

- **Grand Erie Games – Elementary** scheduled for May 29th at Cayuga Secondary and the Secondary scheduled for June 6th at Pauline Johnson CVS
- **Indigo Love of Reading Award** – presentation took place today at King George School, the school was awarded \$45,000 to be used over 3 years
- **First Nations, Métis, and Inuit Studies Curriculum** – on May 21st we received information regarding the release of the new FNMI Grades 9 to 12 curriculum now available on the Ministry website. The curriculum is comprised of ten secondary courses. These elective courses will provide students with up-to-date learning about First Nations, Métis, and Inuit perspectives, cultures, contributions and contemporary realities in areas such as art, literature, law, humanities, politics and history. Subsequently we received information on Ministry funding to support the implementation of this curriculum beginning in September 2019 – Part A is funding for professional learning. Each board will receive \$10,400 plus an additional \$400 per secondary school. This includes establishing a board leadership team to support localized learning opportunities for educators. Part B is about Virtual Training Sessions that the Ministry will be hosting next fall to support the curriculum implementation. Dates and times still to come.
- **Annual Retirement Dinner – June 3rd** This very exciting annual event is taking place on June 3rd at the Brantford Golf and Country Club – guests received at 5:30 with dinner being served at 6:30 pm.
- **Elementary PA Day – Friday June 7th** There will be no school for our elementary school students on June 7th as this is the PD day in June for elementary teachers to work on assessment and evaluation including writing report cards.
- **Budget Meeting – Tuesday June 4th**
- **Accessibility Poster** – Director Blancher passed it over to L. Thompson who presented the poster and noted these will be put up in all schools and board sites.

Chair Anderson spoke about having a Trustee Caucus in late August 2019 regarding the creation of a communication strategy and would like to know if there is interest. There was interest but the timing will be determined on availability of Trustees. G. Anderson further added that we consider continuing with regular meetings with MPPs and asked for input on this direction. D. Werden noted that holding a Trustee Caucus regarding communication would be very beneficial and we should continue, understanding that we may not have 100% participation.

Moved by: D. Werden

Seconded by: S. Gibson

THAT the Grand Erie District School Board receive the Director's Report of May 27, 2019 as information.

Carried



E - 1 Student Trustees' Report

A. Hauser thanked the Board for allowing the three Student Trustees to attend the OSTA AECO AGM and provided brief background on OSTA AECO. A. Hauser referred to their report and highlighted key points from their report.

A. Hauser asked about the new bylaw for Student Senate and wonder where we are with this? B. Blancher responded that this will be worked on over the summer months and she will connect with A. Hauser for her input.

J. Hsiao added that the OSTA AECO conference was an amazing experience and created new bonds with other Student Trustees.

D. Werden commented that we received a request from the Student Trustees regarding the OSTA AECO annual membership that we should consider and asked how we want to address it. B. Blancher responded that this can be discussed during the budget meeting.

Moved by: E. Dixon

Seconded by: C. VanEvery-Albert

THAT the Grand Erie District School Board receive the Student Trustees' Report of May 27, 2019, as information.

Carried

F - 1 Committee Report

(a) Committee of the Whole Board – May 13, 2019

Moved by: R. Collver

Seconded by: D. Werden

THAT the Grand Erie District School Board approve the recommendations from the May 13, 2019 Committee of the Whole Board meeting follows:

1. Update on French Immersion Secondary School Locations

- a) THAT the Grand Erie District School Board approve the Paris Central French Immersion students be directed to the existing secondary school French Immersion program at North Park CVS.
- b) THAT the Grand Erie District School Board approve the implementation of a secondary French Immersion program at Simcoe Composite School commencing September 2020



and the French Immersion students from River Heights, Lakewood and Walsh be directed there.

2. Open Concept Classroom Report

THAT the Grand Erie District School Board receive the Open Concept Classroom Report as information.

3. Student Senate Minutes/Report

THAT the Grand Erie District School Board receive the Student Meeting Report – April 26, 2019 as information.

4. Student Trustee Selection

THAT the Grand Erie District School Board receive the Student Senate's report on the appointment of the following Student Trustees for 2019-20:

Grand Erie North: Zachary Garbaty

Grand Erie South: Alexandra Hauser

Grand Erie Indigenous: la'teieka:nereh Doxtader-Swamp.

5. Director's Report

THAT the Grand Erie District School Board receive the Director's Report of May 13, 2019 as information.

6. Revised 2018-19 Committee/Board Meeting Schedule

THAT the Grand Erie District School Board approve the revised 2018-19 Committee/Board Meeting Schedule.

7. 2019-20 Committee Board Meeting Schedule

THAT the Grand Erie District School Board approve the 2019-20 Committee of the Whole Board and Regular Board Meeting Schedule, as amended to remove the August 24, 2020 Committee of the Whole Board Meeting.



8. Allocation of Educational Assistants

THAT the Grand Erie District School Board approve the allocation of 303 Educational Assistants, as outlined in the report, pending final budget approval.

9. Managing Information for Student Achievement (MISA) Update

THAT the Grand Erie District School Board receive the MISA Update as information

10. Community Planning and Facility Partnerships – Annual Facility Status Report

THAT the Grand Erie District School Board receive the Community Planning and Facility Partnership Report as information.

11. Learner Intervention Tracking for Excellence (LITE)

THAT the Grand Erie District School Board receive the Learner Intervention Tracking for Excellence report as information.

12. Bylaw 2 – Role of the Board

THAT the Grand Erie District School Board approve Bylaw 2 - Role of the Board.

13. Bylaw 12 – Information Reports

THAT the Grand Erie District School Board approve Bylaw 12 – Information Reports.

14. Bylaw 32 – Capital Expenditure Financing – Telephone Replacement Project.

THAT the Grand Erie District School Board rescind Bylaw 32 – Capital Expenditure Financing – Telephone Replacement Project.

15. Bylaw 8 – Committees of the Board – Amendments to the Native Advisory Committee Terms of Reference

THAT the Grand Erie District School Board approve the amendments to the Terms of Reference for the Native Advisory Committee (NAC).



16. FT6 Student Transportation

THAT the Grand Erie District School Board approve Policy FT6 – Student Transportation.

17. FT7 Inclement Weather

THAT the Grand Erie District School Board approve Policy FT7 Inclement Weather, as amended.

18. FT13 Pride of Place and Community Partnership Incentive Programs

THAT the Grand Erie District School Board approve Policy FT13 Pride of Place and Community Partnership Incentive Programs.

19. FT14 Environmental Standards for Facility Operations and Maintenance

THAT the Grand Erie District School Board approve Policy FT14 Environmental Standards for Facility Operations and Maintenance.

20. HR1 Bereavements

THAT the Grand Erie District School Board approve Policy HR1 Bereavement, as amended.

21. HR8 Workplace Violence

THAT the Grand Erie District School Board approves that Policy HR8 Workplace Violence be brought back to Board in September 2019.

22. SO7 Student Expulsion

THAT the Grand Erie District School Board approve Policy SO7 Student Expulsion, as amended.

23. SO21 School Food and Beverages

THAT the Grand Erie District School Board approve Policy SO21 School Food and Beverages



24. **SO29 Violence Threat Risk Assessment and Intervention**

THAT the Grand Erie District School Board approve Policy SO29 Violence Threat Risk Assessment and Intervention.

25. **SO112 Student Dress Code**

THAT the Grand Erie District School Board receive Procedure SO112 Student Dress Code as information

26. **SO118 Opening and Closing Exercises at School**

THAT the Grand Erie District School Board receive Procedure SO118 Opening and Closing Exercises at School as information

27. **HR108 Police Record Checks for Employees**

THAT the Grand Erie District School Board receive Procedure HR108 Police Record Checks for Employees as information, as amended.

28. **FT116 Building Security and Access**

THAT the Grand Erie District School Board receive Procedure FT116 Building Security and Access as information, as amended.

R. Collver requested to divide Recommendation #1.

C.A. Sloat requested to divide Recommendation #17.

Vote was taken on Recommendations #2 to 16 and #18 to 26. **Carried**

R. Collver spoke to Recommendation #1 and shared her concerns about expanding our French Immersion into Secondary and her fear of moving students out of their home community. R. Collver stated that she is not in favour and will not support the expansion of French Immersion in Norfolk and Haldimand County.

B. Doyle thanked R. Collver for sharing her concerns and agreed with her. B. Doyle stated that he would like to know how many students we will be losing from Haldimand to Norfolk. B. Blancher noted that a lot of work has been done to date to explore options which were presented in a report



to Trustees on March 4, 2019 and shared that we do not have the capacity to have a Secondary French Immersion program in both Norfolk and Haldimand.

R. Collver commented that she is not discounting the work done to date but further stated that at this point of time she can't support the expansion of French Immersion. R. Collver further requested that we also need to understand the busing costs.

D. Werden commented that when we first introduced the French Immersion in Norfolk and Haldimand we made a commitment and we at least owe the community to continue.

B. Doyle asked if we could look at the total number students for each county and we consider a Haldimand location.

R. Collver responded to D. Werden's statement noting that at no time did the Board make any commitment regarding secondary program.

S. Gibson asked when will be able to get the numbers of who will be moving to Secondary French Immersion in Norfolk and Haldimand. It was noted that these number will not be available until after next February when the course selection process occurs.

B. Blancher responded to B. Doyle's statement noting in the report presented at the March 4th Committee of the Whole Board meeting it showed that there are more French Immersion students from Norfolk than Haldimand.

C.A. Sloat commented on the transportation cost but believes we will need to wait until we know the numbers from the course selection to determine if we can continue.

G. Anderson believes that we have an obligation to continue with French Immersion in elementary and would be in favour of continuing with the current recommendation but understands that it could change based upon course selection numbers.

Vote was taken on the existing Rrecommendation#1. **Carried**

C.A. Sloat commented on Recommendation #17 and noted that one minor edit was missing on #5 under Procedures for Board Employees requested "and meetings" should be added. C. A. Sloat further commented that we should not be closing schools.

D. Dean agreed with C.A. Sloat and noted he finds it very difficult to respond to parents who lose wages when we close schools as they have to stay home to take care of their children.



G. Anderson agreed with both C.A. Sloat and D. Dean's comments and stated that he believe this mostly applies to Brantford. G. Anderson further stated there are times we don't need to close Brantford schools as most students walk and the roads and sidewalks are usually maintained.

B. Blancher commented that this year when we closed all zones except Brantford, this caused more challenges for the board with respect to ensuring Brantford schools were staffed correctly as we have many staff who live in the closed zones but work in Brantford schools.

S. Gibson agrees with C.A. Sloat and noted that in the healthcare sector you still have to report for work on bad weather days.

Vote was taken on the existing Recommendation #17. **Carried**

G - 1 New Business

(a) Annual Operating Plans

B. Blancher referred to the Annual Operating Plans Review report which consists of five operating plans. The five operating plans were reviewed and the 2018-19 status report was provided.

- (i) Community: B. Blancher reviewed the status for the two goals within Community Operating Plan. B. Blancher noted that we need to consider adding some new goals and consider moving accessibility for our community from Well-Being to Community.
- (ii) Environment: R. Wyszynski reviewed the status for the five goals within the Environment Operating plan.
- (iii) Equity: W. Baker reviewed the status for the two goals within Equity Operating Plan.
- (iv) Technology: D. Abbey reviewed the status for the three goals within the Technology Operating Plan.
- (v) Well-Being: L. Thompson with support from S. Sincerbox reviewed the status for the three goals within the Well-Being Operating Plan.
 - C.A. Sloat asked if results from program evaluations will be shared with the Board as they may influence budget. L. Thompson said the evaluations could be shared.

Moved by: E. Dixon

Seconded by: R. Collver

THAT the Grand Erie District School Board receive the Annual Operating Plans (2018-19) as information.

Carried



(b) **Major Construction Update**

R. Wyszynski referred to the Major Construction Project Report which provided a status update for two projects:

1. Maplevue Elementary School – construction of a new elementary school to accommodate the consolidation of Fairview Ave PS and Grandview Central PS. R. Wyszynski spoke to the budget summary noting this project is approximately \$1.1M above the capital funding and stated that a request will be made to the Ministry to secure funding for the unique costs related the soil issues with the potential to secure \$687,957 to avoid any unsupported costs.
2. New Elevator Addition at Major Ballachey Elementary School – install an elevator at the west end of the school enhancing accessibility to the Community Hub.
3. Child Care Renovation at Hagersville Secondary School and Addition at Central Public School – currently on hold.

C. VanEvery-Albert asked if the 11-months warranty is standard. R. Wyszynski responded that 11-months is an Education Standard but not sure if it is industry standard but would look into it.

R. Collver stated that she liked what she heard about building in a better contingency regarding major builds and asked how do we make sure those steps are followed? R. Wyszynski responded by developing a policy/procedure and looking at internal processes.

R. Collver asked if the funding source for the cost overrun would be coming to the board? R. Wyszynski responded that it would be a combination of surpluses from historical capital projects or from reserves generated from proceeds of disposition. It will depend on the final cost of the soils issue.

Moved by: C.A. Sloat

Seconded by: S. Gibson

THAT the Grand Erie District School Board receive the Major Construction Project Report as information.

Carried



H - 1 Other Business

(a) Summary of Accounts – April 2019

Presented as printed.

Moved by: B. Doyle

Seconded by: D. Dean

THAT the Grand Erie District School Board receive the Summary of Accounts for the month of April 2019 in the amount of \$9,045,611.32 as information.

Carried

(b) Joint Occupational Health & Safety Committee Minutes – April 18, 2019

Presented as printed.

Moved by: D. Werden

Seconded by: R. Collver

THAT the Grand Erie District School Board receive the Joint Occupational Health and Safety Committee Minutes – April 18, 2019 as information.

Carried

(c) Special Education Advisory Committee Minutes – April 23, 2019

Presented as printed. C.A. Sloat asked what the system has landed on regarding IPRC process consultation? L. Thompson responded we are not moving in the direction that was presented at SEAC in April, we are continuing to work on the process and will bring this back to SEAC in June.

Moved by: C. VanEvery-Albert

Seconded by: B. Doyle

THAT the Grand Erie District School Board receive the Special Education Advisory Committee Minutes – April 23, 2019 as information.

Carried



(d) **Indigenous Education Advisory Committee Minutes - April 25, 2019**

Presented as printed.

C.A. Sloat asked about the sensitivity labels and was Procedure 103 followed and do we need to look at P103? D. Martins noted that P103 was referenced at the meeting but this was not noted in the minutes.

Moved by: C. VanEvery-Albert

Seconded by: S. Gibson

THAT the Grand Erie District School Board receive the Indigenous Education Advisory Committee Minutes (Draft) - April 25, 2019 as information.

Carried

(e) **Privacy and Information Management Committee Minutes - May 02, 2019**

Presented as printed.

Moved by: C.A. Sloat

Seconded by: R. Collver

THAT the Grand Erie District School Board receive the Privacy and Information Management Committee Minutes (Draft) - May 02, 2019 as information.

Carried

(f) **Grand Erie Parent Involvement Committee Minutes - May 02, 2019**

Presented as printed.

Moved by: D. Werden

Seconded by: E. Dixon

THAT the Grand Erie District School Board receive the Grand Erie Parent Involvement Committee Minutes (Draft) - May 02, 2019 as information, as amended.

Carried



(g) **Joint Use Agreement Task Force Committee Minutes - March 19, 2019**

Presented as printed. C.A. Sloat asked if the Joint Use Agreement is up for renewal? R. Wyszynski responded that the Joint Use Agreement expires on June 30, 2019 and shall automatically renew for an additional four (4) year term, unless otherwise terminated in accordance with its provisions of the agreement.

Moved by: C.A. Sloat

Seconded by: B. Doyle

THAT the Grand Erie District School Board receive the Joint Use Agreement Task Force Committee Minutes - March 19, 2019 as information.

Carried

I - 1 **Correspondence**

Nil

J – 1 **Adjournment**

Moved by: C.A. Sloat

Seconded by: C. VanEvery-Albert

THAT the meeting be adjourned at 9:10 p.m.

Carried

Board Chair, G. Anderson



MINUTES

Present: R. Collver – Committee Chair, G. Anderson, E. Dixon, S. Gibson, J. Richardson, C.A. Sloat, C. Speers, C. VanEvery-Albert, D. Werden, A. Cattrysse (Student Trustee), A. Hauser (Student Trustee), J. Hsiao (Student Trustee)

Administration: Director - B. Blancher; Superintendents – D. Abbey, W. Baker, L. De Vos, D. Martins, S. Sincerbox, L. Thompson, R. Wyszynski; Recording Secretary – L. Howells

Regrets:

Trustees:	D. Dean, B. Doyle
Administration:	Nil

A - 1 Opening

(a) Roll Call

The meeting was called to order by Committee Chair, R. Collver at 6:16 p.m.

(b) Declaration of Conflict of Interest

Nil

(c) In Camera Session

Moved by: E. Dixon

Seconded by: S. Gibson

THAT the Board move into In Camera Session to discuss personnel and legal matters at 6:16 p.m.

Carried

(d) Welcome to Open Session

The Public Session meeting was called to order by Committee Chair, R. Collver at 7:15 p.m.

(e) Agenda Additions/Deletions/Approval

Presented as printed.



B-1-b Committee of the Whole Board Meeting

Monday, June 10, 2019
Education Centre, Board Room

Moved by: D. Werden
Seconded by: E. Dixon
THAT the Agenda be approved.
Carried

(f) **In Camera Report**

Moved by: E. Dixon
Seconded by: G. Anderson
THAT the Grand Erie District School Board confirms that the Director's Performance Appraisal has been completed.
Carried

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

C - 1 **Director's Report**

Director's highlights:

- **OPHEA Healthy Schools** - 'Healthy Schools' certification highlights Grand Erie commitment to health and well-being. 11 Grand Erie schools are celebrating their accomplishments this month as part of a commitment to promoting and enhancing the health and well-being of students, staff, and the wider community. Burford District ES, J.L. Mitchener, and Ryerson Heights are the proud recipients of gold status through OPHEA and Central Elementary, Houghton and North Ward schools have maintained gold status with Pauline Johnson Collegiate, Walter Gretzky Elementary, Jarvis Public and Waterford DHS receiving silver status. Major Ballachey received participant status for efforts this year. OPHEA uses a point system to measure school's efforts, aligning with the Ministry of Education's Foundations for a Healthy School resource.
- **Walking Together** – Indigenous Education Event in partnership with the Grand Erie Elementary Teachers Federation is taking place on June 20th at the Sanderson Centre from 11:30 am to 1:30 pm. This event connects to learning that has taken place in both elementary and secondary schools around the Two Row Wampum. The show will illustrate a number of collaborations happening between schools and in partnership with community members. This year the performances are all by students.
- **National Indigenous Peoples' Day** takes place on June 21st.
- **Commencements**
 - **Tollgate Special Education Commencement** – Monday June 24th at 12:30 pm
- **Camp Sail** – Director Blancher asked L. De Vos to provide Trustees with an update



B-1-b Committee of the Whole Board Meeting

Monday, June 10, 2019
Education Centre, Board Room

- L. De Vos commented that Camp Sail will continue this year, however funding was cut in half. This year will have 7 classes that will run from August 6 to 23 for 6.5/hours a day at two sites: Waterford ES will host 40 campers, have 3 teachers and 1 administrator; Agnes G. Hodge PS will host 100 campers, have 8 teachers, 1 administrator. L. De Vos further noted that we are required to collect our own data and will share the results of that data.

Moved by: C.A. Sloat

Seconded by: J. Richardson

THAT the Grand Erie District School Board receive the Director's Report of June 10, 2019 as information.

Carried

D - 1 New Business – Action/Decision Items

(a) 2019-20 Board Budget

R. Wyszynski commented that due to the fact there is still ongoing review, the 2019-20 Board Budget will not be presented today. R. Collver commented that the next meeting to review the budget is scheduled for June 17 at 5:30 p.m.

(b) Annual Review of the Special Education Plan

L. Thompson referred to the Annual Review of the Special Education Plan report noting as per regulation 306, each school board is required to maintain a Special Education Plan, review it annually, make amendments as appropriate and ensure the Special Education programs and services are made available to the community by the start of the school Year. L. Thompson noted the approved plan is posted on the board website.

L. Thompson noted any changes to the plan were in made in response to feedback from the Special Education Advisory Committee (SEAC), parent and community input. L. Thompson noted the 2018-19 Special Education Plan was reviewed and approved by SEAC. L. Thompson noted one minor amendment will be made to the Ministry checklist to remove the check mark for IPRCs under amendments to the 2019-20 Special Education plan.

C.A. Sloat commented that whole purpose from the Ministry is the plan is to support effective delivery of programs and services for students with special education needs, if we have removed some programming for September 2019 why is it not reflected in the board plans? L. Thompson responded the plan is reflective of the previous school year. C.A. Sloat further commented that this is not the direction from the Ministry of Education concerning Special



B-1-b Committee of the Whole Board Meeting

Monday, June 10, 2019
Education Centre, Board Room

Education Plans. L. Thompson responded the Ministry of Education was invited last year to review the plan and found it acceptable.

C.A. Sloat commented on the enrichment program and asked what is going to happen with regards to C-CAT testing and what is the plan going forward? L. Thompson responded the enrichment locations have closed but the enrichment programming will continue. L. Thompson further responded that the Learning Resource Teachers at elementary schools will now be responsible to administer the CCAT and will receive the appropriate training to administer the testing.

C.A. Sloat asked about the CCAT testing in grade 3, and what happens to the students in Grade 4? L. Thompson responded that those enrichment students will receive programs based on their strengths and needs in their regular classroom. Enriched programming will be delivered by the classroom teacher, supported by the Learning Resource Teacher, and the Teacher Consultant-Gifted if this position is in place.

C.A. Sloat commented that she is hoping for more understanding of why statistically our gifted student numbers are so low. L. Thompson responded that she cannot answer why the numbers are low. C.A. Sloat further asked how are we formally going to ensure these students are supported with enrichment programming. L. Thompson responded that previous enrichment data showed the program did benefit many students but there were other instances when students didn't enjoy the program because they were pulled away from their peers in their home schools. L. Thompson added that we will be gathering data from the students now in the program and will then move to collect some data once the new model is implemented. C.A. Sloat commented that the students don't go to the enrichment program in June and how will you connect with them? L. Thompson responded that members of our research team will connect with the current enrichment teachers to gather data from those students/parents.

Moved by: C. Speers

Seconded by: G. Anderson

THAT the Grand Erie District School Board approve the Annual Review of the Special Education Plan, and the submission of two copies of the plan and the Special Education Report Components Checklist to the Regional Office of the Ministry of Education by July 31, 2019, as amended.

Carried



B-1-b Committee of the Whole Board Meeting

Monday, June 10, 2019
Education Centre, Board Room

(c) Fundraising Approval – Lakewood ES – Port Dover

R. Wyszynski referred to the Fundraising Approval – Lakewood ES – Port Dover report providing background, high-level overview of additional information and the next steps.

G. Anderson believes this is a great project for the community.

C.A. Sloat commented that R. Wyszynski spoke about contingency and asked who will hold the contingency? R. Wyszynski responded we can discuss the operational details of the funds at a later date but it could be held at the school or board level.

C. Speers asked if the funds are not fully received by the end of February, could the community request to extend the deadline? R. Wyszynski responded that could be a possibility. R. Collver added that this is an important project to the community and believes they will have no issues raising funds by the deadline.

Moved by: G. Anderson

Seconded by: D. Werden

THAT the Grand Erie District School Board approve the Fundraising Plan for the Lakewood ES track rejuvenation.

Carried

(d) Contract Award – Masonry – Caledonia Centennial PS

R. Wyszynski referred to the Contract Award – Caledonia Centennial Public School Masonry Restoration report noting a tender was issued on May 8, 2019 and closed on Friday, June 7, 2019. R. Wyszynski noted Purchasing Services completed all the necessary evaluations and recommends the award to 1219685 Ontario Limited/RD Masonry.

Moved by: D. Werden

Seconded by: J. Richardson

THAT the Grand Erie District School Board approve the award for masonry restoration services at Caledonia Centennial Public School as set out in Tender 2019-31-Q to 1219685 Ontario Limited/ RD Masonry in the amount of \$980,000 plus HST.

Carried



B-1-b Committee of the Whole Board Meeting

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Education Centre, Board Room

D – 2 New Business – Information Items

(a) Category III Trips

B. Blancher referred to the Category III Trips report and explained the trips listed are those approved between January and June 2019 and the previously approved trips that have not yet taken place.

Moved by: C.A. Sloat

Seconded by: S. Gibson

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

Carried

(b) Implications of 2019-20 Friday the 13th Events on Port Dover Students

W. Baker referred to the Implications of 2019-20 Friday the 13th Event on Port Dover Students and provided a high-level overview on the background rationale, options considered, recommendations, budget implications and next steps.

Moved by: D. Werden

Seconded by: E. Dixon

THAT the Grand Erie District School Board approve Option 1 - Lakewood Elementary School remains opens to students for December 13, 2019 and March 13, 2020.

Carried

(c) Burford Tennis Courts Modifications

R. Wyszynski referred to the Burford Tennis Courts Modifications report providing background, a high-level overview of the proposed upgrades and next steps.

Moved by: C.A. Sloat

Seconded by: J. Richardson

THAT the Grand Erie District School Board direct the Superintendent of Business and Treasurer to proceed with terminating the Burford Tennis Court lease agreement dated September 5, 2000 and to develop a new lease agreement to refurbish the Burford Tennis Courts.

Carried



B-1-b Committee of the Whole Board Meeting

Monday, June 10, 2019
Education Centre, Board Room

E - 1 Bylaw/Policy/Procedure Consideration – Action/Decision Items

(a) Bylaw 13 Signing Authorities of the Board

R. Wyszynski referred to the Bylaw 13 Signing Authorities of the Board report noting it was identified for review and sent to Trustees for comments to be received by May 16, 2019. R. Wyszynski reviewed the minor revisions based on comments received.

Moved by: C. VanEvery-Albert

Seconded by: C. Speers

THAT the Grand Erie District School Board approve Bylaw 13 – Signing Authorities of the Board.

Carried

(b) Bylaw 18 Personnel Matters to be Considered In Camera

B. Blancher referred to the Bylaw 18 Personnel Matters to be Considered In Camera report noting that Bylaw 18 was identified for review and sent to Trustees for comments to be received by May 16, 2019. B. Blancher noted no comments were received and no revisions have been made.

Moved by: D. Werden

Seconded by: G. Anderson

THAT the Grand Erie District School Board approve Bylaw 18 – Personnel Matters to be Considered In Camera.

Carried

(c) SO5 School/Site Security and Lockdown in Schools

W. Baker noted Policy SO5 School/Site Security and Lockdown in Schools has been identified for review, will be going out for comment and reviewed the revisions.

Moved by: D. Werden

Seconded by: E. Dixon

THAT the Grand Erie District School Board forward Policy SO5 School/Site Security and Lockdown in Schools to all appropriate stakeholders for comments to be received by September 27, 2019.

Carried



B-1-b Committee of the Whole Board Meeting

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Education Centre, Board Room

(d) SO28 Student Concussion and Head Injury

D. Martins noted Policy SO28 Student Concussion and Head Injury was circulated to all appropriate stakeholders for comments. D. Martins referred to the comments and amendments made.

C.A. Sloat appreciates all the work that has been completed on this policy and asked do we need to formal process as stated in 4.1 a). D. Martins responded that the team will continue to review this policy annually. C.A. Sloat asked about the suggested name change that was recommended by S. Gibson. D. Martins responded that the name of the policy aligns with the directive from the Ministry.

G. Anderson appreciates all the work and attention to detail and asked if it could potentially lead us down a legal issue if not all the steps are followed. D. Martins responded it is unknown at this time.

Moved by: S. Gibson

Seconded by: J. Richardson

THAT the Grand Erie District School Board approve Policy SO28 Student Concussion and Head Injury.

Carried

(e) SO19 Privacy and Information Management

D. Abbey referred to the Policy SO19 Privacy and Information Management report noting that the policy is being brought back to Board out of cycle as we have not been able to operationalize the current policy directive to have all staff, volunteers and trustees sign a confidentiality agreement. D. Abbey reviewed the revisions and is requesting the period of circulation be waived.

C.A. Sloat commented that the last line of the policy states that a motion was made in September 17, 2012 designating the Director of Education as the Head of the Institution and requested that the September 17, 2012 Board motion be posted on the Freedom of Information pages of the website? B. Blancher responded that this can be done.

C.A. Sloat commented on item 10. Compliance and asked if we require a Privacy Breach Policy? B. Blancher responded that we need to establish a Privacy Breach Policy or Procedure and will take this away.



B-1-b Committee of the Whole Board Meeting

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Education Centre, Board Room

Moved by: G. Anderson

Seconded by: D. Werden

THAT Bylaw 9 – Processes for Development of Bylaws, Policies and Procedures be waived with respect to circulating SO19 – Privacy and Information Management to all appropriate stakeholders for comments.

Carried

Moved by: D. Werden

Seconded by: C. VanEvery-Albert

THAT the Grand Erie District School Board approve Policy SO19 Privacy and Information Management.

Carried

E – 2 Procedure Consideration – Information Items

(a) FT103 Temporary Closure of Board Buildings

R. Wyszynski noted Procedure FT103 Temporary Closure of Board Buildings was circulated to all appropriate stakeholders for comments. R. Wyszynski referred to the comments and amendments made.

Moved by: J. Richardson

Seconded by: E. Dixon

THAT the Grand Erie District School Board receive Procedure FT103 Temporary Closure of Board Buildings as information.

Carried

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

R. Wyszynski noted Procedure FT110 Recorded Surveillance: Board Buildings & School Transportation Vehicles was circulated to all appropriate stakeholders for comments. R. Wyszynski referred to the comments and amendments made.

Moved by: C.A. Sloat

Seconded by: G. Anderson

THAT the Grand Erie District School Board receive Procedure FT110 Recorded Surveillance: Board Buildings & School Transportation Vehicles.

Carried



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Education Centre, Board Room

(c) **HR103 Duties and Expectations of Teachers**

S. Sincerbox noted Procedure HR103 Duties and Expectations of Teachers was circulated to all appropriate stakeholders for comments. S. Sincerbox referred to the comments and amendments made.

Moved by: E. Dixon

Seconded by: C. Speers

THAT the Grand Erie District School Board receive Procedure HR103 Duties and Expectations of Teachers as information.

Carried

(d) **HR105 Term Assignments – Central Support Staff**

S. Sincerbox noted Procedure HR105 Term Assignments – Central Support Staff was circulated to all appropriate stakeholders for comments. S. Sincerbox referred to the comments and amendments made.

Moved by: D. Werden

Seconded by: E. Dixon

THAT the Grand Erie District School Board receive Procedure HR105 Term Assignments – Central Support Staff as information.

Carried

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

S. Sincerbox noted that based on the numbers of comments received and further information gathering, it was determined that Procedure HR117 Re-evaluating Existing Non-Union Positions requires a complete rewrite and requests it come back to Board in September 2019.

Moved by: G. Anderson

Seconded by: S. Gibson

THAT the Grand Erie District School Board refer Procedure HR117 Re-evaluating Existing Non-Union Positions be brought back to the Board in October 2019.

Carried

F - 1 **Other Business**

Nil



B-1-b Committee of the Whole Board Meeting

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Education Centre, Board Room

G - 1 Correspondence

Nil

H - 1 Adjournment

Moved by: C.A. Sloat

Seconded by: D. Werden

THAT the meeting be adjourned at 8:07 p.m.

Carried

Committee of the Whole Board Chair, R. Collver



MINUTES

Present: Board Chair G. Anderson, Board Vice-Chair, R. Collver, E. Dixon, S. Gibson, J. Richardson, C.A. Sloat, C. Speers, C. VanEvery-Albert, D. Werden, J. Hsiao (Student Trustee), A. Hauser (Student Trustee), A. Cattrysse (Student Trustee)

Administration: Director: B. Blancher; Superintendents: D. Abbey, W. Baker, L. De Vos, D. Martins, S. Sincerbox, L. Thompson, R. Wyszynski; Recording Secretary – L. Howells

Regrets:

Trustees: D. Dean, B. Doyle
Administration: Nil

A – 1 Opening

(a) Roll Call

The meeting was called to order by Board Chair, G. Anderson at 8:07 p.m.

B - 1 Committee Report

Moved by: R. Collver

Seconded by: C. Speers

THAT the Grand Erie District School Board approve the Committee of the Whole Board Report, dated June 10, 2019 as follows

1. Contract Award – Masonry – Caledonia Centennial PS

THAT the Grand Erie District School Board approve the award for masonry restoration services at Caledonia Centennial Public School as set out in Tender 2019-31-Q to 1219685 Ontario Limited/ RD Masonry in the amount of \$980,000 plus HST.

Carried

C – 1 Adjournment

Moved by: C.A. Sloat

Seconded by: D. Werden

THAT the meeting be adjourned at 8:08 p.m.

Carried

Board Chair, G. Anderson



GRAND ERIE DISTRICT SCHOOL BOARD

TO: Brenda Blancher, Director of Education & Secretary
 FROM: Rafal Wyszynski, Superintendent of Business & Treasurer
 RE: **2019-20 Budget Approval**
 DATE: June 24, 2019

Recommended Action: Moved by _____ Seconded by _____
 THAT the Grand Erie District School Board approve the 2019-20 Operating Budget of \$321,672,098.

Recommended Action: Moved by _____ Seconded by _____
 THAT the Grand Erie District School Board approve the 2019-20 Capital Budget of \$30,851,250.

Background:

The 2019-20 Operating and Capital Budgets have been developed as set out in Board Policy F2 – Budget Development Process, in consultation with program and service area staff and in consideration of budget priorities provided by the Board, the Grand Erie Multi-Year Plan and the Ministry of Education's *New Vision for Education*. The budgets will be submitted to the Ministry as required by regulation on or before the submission deadline of June 28, 2019 pending Board approval.

Operating Budget Highlights:

- The total Operating Budget for the 2019-20 school year is \$321,672,098 and has decreased \$5,037,381 or 1.54% from the 2018-19 budget of \$326,709,480.
- Total projected Average Daily Enrolment (ADE) for the Board for 2019-20 is anticipated to be approximately 25,832; a decrease of 291 from the 2018-19 actual enrolment of 26,123. The chart below illustrates the changes by panel:

	2018-19		2019-20	
Summary of Enrolment	Actual	Estimates	Change	Change (%)
Elementary ADE	18,067	17,995	-72	-0.40%
Secondary ADE	8,056	7,837	-219	-2.72%
Total ADE	26,123	25,832	-291	-1.11%

- The Ministry's *New Vision for Education* has introduced several policy changes affecting class size ratios, per-pupil-funding, Ministry-funded initiatives known as the Priorities and Partnerships Fund (formerly known as Education Program – Other (EPOs) and the expiration of Local Priority Funding (also referred to as Extension Agreement Funding). The following summarizes the list of significant changes to the development of the Board's 2019-20 Budget:
 - Class Size Averages
 - Kindergarten: 25.57 - unchanged

- Early Childhood Educator (ECE) funding ratio of ECEs to classroom teachers was reduced from 1.14 to 1.00. Although the Ministry introduced a new per-pupil amount of \$87.32 per ADE in the Pupil Foundation Grant to support ECE replacement costs and offset the decrease in the ratio, the Board will still incur a loss in funding of approximately \$390,000.
 - Primary: 19.8 – Unchanged
 - Intermediate 24.5 – an increase from 23.84 resulting in a decrease in funding of \$683,000
 - Secondary: 28.0 – a significant increase from 22.0 resulting in a net loss of \$9.4 million in funding. This is partially offset through the Ministry's new attrition protection funding of \$8.9 million; funding which is intended to phase-in the proposed class size changes over the next four years.
- Local Priority Fund (LPF) – This fund, first established in 2017–18 during the last round of collective bargaining, expires on August 31, 2019. Whether the funding is extended is an issue subject to the upcoming central collective bargaining process, however the 2019-20 budget has been developed with the assumption that these funds will not continue, resulting in a loss of funding \$3.17 million. The LPF supported over 31 full-time equivalent (FTE) roles across many Grand Erie departments including:
 - Classroom Teachers;
 - Learning Resource Teachers;
 - Educational Assistants;
 - Behaviour and Speech Staff; and
 - Custodial and Maintenance
 - Special Education
 - The Ministry is increasing the funding for Behaviour Expertise an investment that will allow the Board to support training opportunities that will build school board capacity in Applied Behaviour Analysis. As a result, the Board is expected to receive an additional \$198,000.
 - The Ministry has also provided for the following:
 - The School Operations Allocation will receive a 2 per cent cost benchmark update to the non-staff portion of the allocation to assist boards in managing the increases in commodity prices (electricity, natural gas, facility insurance, and other costs)
 - Continuation of Rural and Northern Education Funding
 - The Ministry will provide a one per cent salary benchmark increase for staff in 2019–20, to reflect the 2017–19 central labour agreements.
- In the past, boards had received detailed information regarding EPO Grants that target programs to support and protect specific Ministry initiatives. The 2018-19 Budget included \$2,271,916 for these initiatives, some of which supported full-time positions while also targeting professional development. Although the Ministry has released its new vision to “modernize education to maximize student performance and well-being” through its Partnership and Priority Fund (PPF), the board by board allocations have not been announced. This has resulted in a loss of revenue of \$2.2 million and a reduction of 9.5 FTE.

The funding changes noted above resulted in a challenging budget development process for 2019-20. In addition, the delayed release of both the Grants for Student Needs and the Technical Paper created problematic scenarios which led to difficult discussions with budget holders, Senior Administration, Trustees and unions when attempting to determine resolutions. The two pillars that ultimately set the tone for the development of the 2019-20 budget were to exercise caution to achieve a balanced budget while supporting the goals and objectives in the Multi-Year Plan. The 2019-20 budget does not contain any revenue for which funding is not certain. When funding for the PPF grants is confirmed, Senior Administration will develop plans to ensure the allocations are spent on the initiatives for which they are intended.

Senior Administration is pleased to present an Operating Budget to Trustees that is balanced without the use of reserves and is compliant with all legislation regarding class size ratios, enveloped spending restrictions (Special Education and Board Administration), and supports many of the initiatives in not only the Board's Multi Year Plan, but in other short-term and long-term plans as well. Some of the highlights of the 2019-20 Grand Erie District School Board Operating Budget include:

- A healthy investment in Special Education expenditures that far exceeds the revenues that the Board receives. It is anticipated that Special Education costs will exceed Special Education revenues by \$1.1 million in 2019-20. This supports the Well-Being and Achievement indicators within the Multi-Year Plan. Some significant changes include:
 - Deployment of 1.0 FTE learning resource teacher to each elementary school
 - Reduction of 4 FTE system learning resource teachers
 - Additional 4 FTE Child and Youth Workers
 - Additional 2.5 FTE Special Education Teacher Consultants
 - Progressive changes to the Board's enrichment program model
- Other investments that support our Achievement indicator in the Multi-Year Plan are:
 - Increased vice-principal allocations to support growing and disadvantaged elementary schools (2 FTE increase)
 - Conversion of 7 FTE Instructional Coaches into 5 FTE Literacy and Numeracy Teacher Consultants to better equip our schools with resources to reach achievement goals
 - Although funding was reduced for schools with respect to declining enrolment, no reductions were made to the elementary and secondary school budget allocations
 - Increase of approximately 1 FTE elementary clerical positions
 - No reductions to secondary clerical positions
 - Investment of \$20,000 in an enrolment retention program designed to keep students on our enrolment registers and in our schools
 - Investment of \$110,000 to maintain elementary library technicians service levels despite reduction of LPF funding.
 - No reductions in transportation service levels
- In 2018-19, the Board invested in a platform which gave employees and their family members around-the-clock access to leading experts in mental and physical health, financial health, family relationships, Human Resources and professional skills development. The remotely-hosted, streaming video platform has had a successful debut with Board employees and the 2019-20 budget contains an additional investment of \$20,000 to further support staff. This supports the Well-Being indicator of our Multi-Year Plan.

- As many of the PPFs have yet to be allocated to school boards, the 2019-20 Budget contains the support for a full-time Safe Schools and Equity Lead; in the event that the PPF's do not materialize, 50% of the position has already been supported through the budget. This supports the Equity indicator of the Multi-Year Plan
- The Environment indicator of the Multi-Year plan is supported in many ways in the 2019-20 budget; some of the proposed changes include:
 - An additional \$25,000 for inspections and repairs to playground and gym equipment to ensure high standards for staff and student safety.
 - Support for a higher number of schools to become ECO-certified
 - Proposed increase of \$240,000 to Pride of Place initiatives so schools can improve learning and teaching spaces
 - Additional \$1.25 million for capital infrastructure to support conversion of libraries into learning commons
- The Technology indicator of the Multi-Year plan continues to play an important part in the Board budget as investments are being made in the following areas:
 - Proposal of a new purchase plan to refresh technology for staff and students more frequently
 - Additional \$115,000 investment in interactive projectors for schools
 - Proposed enhancement of current communication infrastructure (phone, fax, servers)
 - \$278,000 in continued support for the growth of the long term information technology reserve
- Finally, investments are being maintained for our school councils and the Grand Erie Parent Involvement Committee by ensuring these groups continue to have access to the resources that promote the Community indicator in our Multi-Year Plan.

Capital Budget Highlights:

- Capital
 - School Condition Improvement (SCI): \$1 billion in funding provincially will allow the Board to revitalize and renew aged building components that have exceeded or will exceed their useful life. This amount is similar to what was allocated to the Board in 2018-19.
 - School Renewal Allocation (SRA): An additional \$40 million provincially in capital funding will address the renewal needs of their schools and undertake capital improvements to older buildings.
 - Investments in school renewal will allow school boards to continue to address facility condition, provide healthy and safe learning environments, and address energy efficiency and accessibility requirements of their school facilities.

The total capital budget for 2019-20 is expect to be \$30,851,250; the details are identified below:

- **Capital Priorities** **\$3.5 million**
 - Elgin Avenue Public School
- **Child Care Capital** **\$4.1 million**
 - Elgin Avenue Public School
 - Central Public School
 - Hagersville Secondary School

- **Child and Family Program Capital** **\$0.5 million**
 - Elgin Avenue Public School
- **School Condition Improvement** **\$18.0 million**
 - Learning Commons Conversions
 - Security System Upgrades
 - Asbestos Removal
 - Heating, Ventilation, Air Conditioning
 - Masonry
 - Paving
 - Roofing
 - Window and Door Upgrades
 - Electrical Systems
 - Elgin Ave Public School Renovations
 - Pride of Place
- **School Renewal** **\$2.1 million**
 - Community Partnership & Incentive Program
 - Pride of Place
 - Fire Alarm Upgrades
 - Gym Curtains
 - Elgin Ave Public School Renovations
 - Accessibility Upgrades
- **Minor Tangible Capital Assets** **\$2.6 million**
 - Technology Purchases
 - Facilities Equipment
 - Furniture Replacement
 - School Tech Equipment Replacement
 - Vehicles

Outlook:

The 2018-19 fiscal year was another challenging year as the Board was still operating within the limitations of the second year in a two-year Ministry-imposed Multi-Year Financial Recovery Plan (MYFRP). The MYFRP required the Board's accumulated surplus to reach \$3.1 million by August 2019 and based on the most recent financial forecast, the Board is on target to reach this surplus. It should be noted that the 2018-19 Budget contained a \$1.7m projected in-year surplus and Senior Administration was able to absorb this surplus into the budget development of 2019-20 to soften the impact from significant policy changes to funding and declining enrolment.

For 2019-20, budget holders were required to submit budgets without any increases, and the incorporation of expenditure reductions were strongly encouraged. During budget discussions, caution was stressed in all financial decisions, and items such as requests for new staff positions were not considered given the uncertainties surrounding the 2019-20 school year.

The 2019-2020 budget is not without risks. Changes to legislation and regulations, enrolment accuracy, utility consumption and pricing, staff absenteeism, rising special education costs and unpredictable legal expenditures can have a significant impact on the budget. Senior Administration

has reviewed, deliberated, consulted and engaged various stakeholders throughout the 2019-20 budget development and given the assumptions, inherent risks and alignment to the Multi-Year Plan, is confident that both the Operating and Capital budgets emphasize the priorities that require investments to ensure *Success for Every Student*.

Grand Erie Multi-Year Plan:

This report supports all indicators of *Success for Every Student*.

Respectfully submitted

Rafal Wyszynski,
Superintendent of Business & Treasurer



GRAND ERIE DISTRICT SCHOOL BOARD

TO: Brenda Blancher, Director of Education & Secretary
FROM: Liana Thompson, Superintendent of Education
RE: **Annual Review of the Special Education Plan – Amendments to Standard 1**
DATE: June 24, 2019

<p>Recommended Action: Moved by _____ Seconded by _____ THAT the Grand Erie District School Board approve the Amendments to Standard 1 of the Special Education Plan.</p>
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Background/Rationale

As per regulation 306, each school Board is required to maintain a Special Education Plan, to review it annually and to make amendments as appropriate. Each school Board is also required to ensure that updated and comprehensive information regarding Special Education programs and services is made available to the community by the start of the school year. The Special Education Plan is posted on the board website.

Additional Information

Changes to Standard 1 were required based on changes to program and delivery of special education services for the 2019-20 school year. Changes to Standard 1 were presented for review and approval at the June 13, 2019 SEAC meeting. The following motion was made:

Moved by: T. Waldschmidt

Seconded by: M. Carpenter

THAT SEAC approves the proposed revisions to Standard 1 of the Special Education Plan, pending Board approval of the budget.

Moved by: K. Jones

Seconded by: L. Boswell

THAT SEAC recommends the Board approve the Special Education Plan with the amended Standard 1 for submission to the Ministry and uploading to the Board's website.

The revised Standard 1 section of the Special Education Plan is attached.

Grand Erie Multi-Year Plan

This report supports the Achievement indicator of Success for Every Student and the following statement: we will set high expectations for student and staff achievement.

Respectfully submitted,

Liana Thompson
Superintendent of Education

Standard 1: THE BOARD'S CONSULTATION PROCESS

The purpose of this standard is to provide details of the Board's consultation process to the Ministry and to the public.

The Grand Erie District School Board values collaboration with families and community members.

Consultation with the Special Education Advisory Committee

To meet Regulation 464/97, the Grand Erie District School Board has ensured that its Special Education Advisory Committee has participated in the Board's Annual Review, under Regulation 306 of the Revised Regulations of Ontario (1990), of its Special Education Plan. Involvement has included:

- ongoing discussion at SEAC meetings throughout the 2018-19-school year;
- opportunity for input through an online survey link on the Grand Erie District School Board website;
- invitation to attend Board's budget meeting dealing with special education budgets;
- opportunity to meet with the Board's Manager of Business Services, to ask questions and receive clarification regarding Special Education budgets;
- first draft of the Plan was received by SEAC on April 23, 2019; the final draft was received on May 16, 2019.

Descriptions of any majority or minority reports received from members of SEAC concerning the Board's approved plan are as follows:

- None Received

On May 16, 2019—the Special Education Advisory Committee passed the following motion: "THAT the Special Education Advisory Committee recommend the Grand Erie District School Board approve the 2018-19-Special Education Plan, dated July 31, 2019.

The motion was carried.

Public Consultation

Overview information about the Special Education Plan, a link to the Special Education Plan, and a survey inviting public consultation about the plan were promoted on the Grand Erie website at three key times in the school year. A promotion ran from November 14 to December 14, 2018 from March 18 to April 30 and throughout May and June 2019.

With each promotion school principals were given messaging to include in their school newsletters.

As a result of the Board's consultation with the community, limited feedback was received. Survey questions and responses are summarized below:

What are the strengths of the plan?

"It's a nice manual for those educators interested in managing exceptional students. Does a nice job of explaining everyone's role and the various alphabet soup of terminology."

What is still needed in the plan?

Does this plan help? Why or why not?

Survey responses are currently anonymous which makes it difficult to follow up with respondents who have concerns. An option to submit with school name and parent name was considered as an addition to the survey to promote follow up but it was decided that anonymity may generate more numerous and open responses.

Implementation of “Guiding Principles for Special Education” continued. The guiding principles were introduced to NTIP teachers at their introductory carousel through the Special Education station and new Learning Resource Teachers at new LRT Training in September. The “Guiding Principles” are included as the landing page on our staff portal for Special Education and are referred to during decision making at Resource Teams.

Review of Grand Erie’s Achievement Plan – Success for Every Student

The focus in the area of special services is how system staff support school staff to promote student learning and achievement.

1. How the special education system team guides and supports schools to learn about and implement effective differentiated instruction and assessment;
2. How the school team/resource team process is used as a multi-disciplinary team to support school administrators and teachers to identify student strengths and needs and to provide strategies such as responsive and differentiated classroom instruction and assessment in order to meet these strengths and needs;

And

3. How wrap around supports to address a variety of student need that go beyond solely academic need are provided to students in order to decrease barriers to well-being and achievement.

Internal and External Reviews of Existing Special Education Programs and Services

In the 2018-19 school year, no formal internal or external reviews of special education programs and services took place in Grand Erie, however SEAC was provided with information on current models of support for students with special education needs and then asked to provide input based on this information as to how supports could be more effectively provided to students. At the January 2019 SEAC meeting, SEAC Members participated in the following activity:

Given our projected reduction in budget for Sept. 2019

WHERE SHOULD WE FOCUS OUR EFFORTS TO DEVELOP ALTERNATIVE APPROACHES IN ORDER TO REDUCE BUDGET WHILE STILL MEETING THE NEEDS OF OUR STUDENTS?

SEAC members were asked to include in their deliberations and responses the following:

- Alignment with Grand Erie’s Special Education Guiding Principles
- Consistency in Process
- Competing Needs/Severity of Needs
- Prioritization- What are priorities?
- Data
- Can student needs be met in regular class rather than Self Contained

Input from SEAC based on the discussions that occurred included the following:

- Is there a way to reframe the focus for families that there is no self-contained option until later in the child's educational career?
- When self-contained options are available there is sometimes a push for self-contained placement rather than having the work done in the schools to support the student at the community school.
- Is there a way to identify issues sooner, and get issues addressed in the classroom level – bring down anxiety to cope better in the regular classroom
- LD - those two teachers could be moved to the Tier 1 level to grow, mentor and support all teachers
- Enrichment model – have teachers all taught about gifted/enriched strategies, don't have pull out models, have all teachers have good quality teaching and learning modelled and coached
- Will differentiated instruction make a difference for kids with LDs, those that are gifted – may see a decline in identification as the way of teaching by all teachers will meet the needs of students
- Collapse gifted classes to enrichment model and have enrichment teachers do teaching in all community schools using differentiated instruction
- No withdrawal of gifted/enriched students but build on teacher capacity and student leadership as part of their enrichment programming within their own community school
- Consider age at which DD and MID students actually need or would benefit from self-contained – can they be supported enough from K-gr 3 in regular class before considering self-contained
- If self-contained options are limited at the early years, there may be more commitment and engagement by staff in community schools to meet individual student need
- Build capacity for staff to understand and use behaviour strategies in all schools
- Teaching self-regulation skills should be in all schools
- Bottom line community schools engage with all students to “keep” all students

As a result of consultations and input, the following changes to special education programs and service delivery will occur in the 2019-20 school year:

- Enrichment Centres will close. Enrichment programming will be offered at home schools by the classroom teacher, supported by the Learning Resource Teacher and Special Education Teacher Consultant.
- LD Technology classrooms will close. Students who would previously be considered for placement in LD Tech classes will receive programming at their home schools, by the classroom teacher, supported by the Learning Resource Teacher and Special Education Teacher Consultant.
- There will be a pilot of partially integrated self-contained classrooms at two elementary schools.
- There will be an increase in the complement of Child and Youth Worker staff members. The work of the CYW will be supporting student skill development, coaching and modelling that is 'closer to the classroom' as opposed to withdrawal of individual students. The CYW will work and facilitate learning in collaboration with the classroom teacher. The CYW will focus on skill development and coaching in the areas of self-regulation, responsible decision-making, social awareness and relationship skills. This will be accomplished through whole class instruction, small group interventions and in rare circumstances, individual coaching.

During the 2018-2019 school year, the Board continued to implement the Mental Health Strategy. This Strategy is based on three pillars Mental Health Literacy, Wellness and Resiliency and Mental Health Interventions, Learning opportunities and/or resources were provided for staff and students throughout the Board. This includes, but is not limited to, Mental Health Monday presentations, Applied Suicide Intervention Skills Training (ASIST), Professional Development workshops, Stress Lessons for secondary students, Mind-Up and social-emotional learning for elementary students

The social-emotional learning program, Promoting Alternate Thinking Strategies (PATHS), was co-delivered by Grade 1 Teachers and Child and Youth Workers. The Grade 4 PATHS program was also piloted in a selected number of classrooms.

The Grand Erie Mental Health & Wellness Lead and the Child & Youth Workers developed stress management and mindfulness/calming resources for students. With the Secondary Wellness Champions, work began on increasing awareness, knowledge and skills related to mental health. Wellness Champions were established at the elementary level. An introduction to Mental Health 101 through Jack Talks presentations took place in most Grand Erie Secondary Schools.

A preventive mental health initiative offered 6 educational workshops on Stress Management and Anxiety Reduction to secondary students in five Secondary Schools. Throughout the school year, the Suicide Risk Protocol in-service was provided to Grand Erie Administrators, Guidance Counsellors, Learning Resource Teachers. Support Staff, Teachers and Educational Assistant.

All SO 108 Community Partnerships were reviewed with participating community agencies.

The following principles guide the implementation of the Child and Youth Mental Health Strategy in Grand Erie:

1. Achievement is fundamentally connected with student mental health and well-being.
2. Safe and inclusive school cultures will allow students to flourish.
3. Engagement among students, parents, staff and community is essential.
4. Commitment to ongoing learning for all is critical.
5. Evidence-based/informed practices will guide interventions to support students' mental health and well-being.
6. Align and coordinate efforts with community partners to maximize efficiency of resources and strengthen outcomes for students.
7. The unique strengths and needs of each school community will be honoured to ensure support is flexible and responsive.



GRAND ERIE DISTRICT SCHOOL BOARD

TO: Trustees of the Grand District School Board
FROM: Rita Collver, Chair, Committee of the Whole Board
RE: **Committee of the Whole Board Report**
DATE: June 24, 2019

Recommended Action: Moved by _____ Seconded by _____
THAT the Grand Erie District School Board approve the recommendations from the June 10, 2019 Committee of the Whole Board meeting as follows:

1. In Camera Report

THAT the Grand Erie District School Board confirms that the Director's Performance Appraisal has been completed.

2. Director's Report

THAT the Grand Erie District School Board receive the Director's Report of June 10, 2019 as information.

3. 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 two copies of the plan and the Special Education Report Components Checklist to the Regional Office of the Ministry of Education by July 31, 2019, as amended.

4. Fundraising Approval – Lakewood ES – Port Dover

THAT the Grand Erie District School Board approve the Fundraising Plan for the Lakewood ES track rejuvenation.

5. Category III Trips

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

6. Implications of 2019-20 Friday the 13th Events on Port Dover Students

THAT the Grand Erie District School Board approve Option 1 - Lakewood Elementary School remains opens to students for December 13, 2019 and March 13, 2020.

7. Burford Tennis Courts Modifications

THAT the Grand Erie District School Board direct the Superintendent of Business and Treasurer to proceed with terminating the Burford Tennis Court lease agreement dated September 5, 2000 and to develop a new lease agreement to refurbish the Burford Tennis Courts.

8. Bylaw 13 Signing Authorities of the Board

THAT the Grand Erie District School Board approve Bylaw 13 – Signing Authorities of the Board.

9. Bylaw 18 Personnel Matters to be Considered In Camera

THAT the Grand Erie District School Board approve Bylaw 18 – Personnel Matters to be Considered In Camera.

10. SO5 School/Site Security and Lockdown in Schools

THAT the Grand Erie District School Board forward Policy SO5 School/Site Security and Lockdown in Schools to all appropriate stakeholders for comments to be received by September 27, 2019.

11. SO28 Student Concussion and Head Injury

THAT the Grand Erie District School Board approve Policy SO28 Student Concussion and Head Injury.

12. SO19 Privacy and Information Management

- i) THAT Bylaw 9 – Processes for Development of Bylaws, Policies and Procedures be waived with respect to circulating SO19 – Privacy and Information Management to all appropriate stakeholders for comments.
- ii) THAT the Grand Erie District School Board approve Policy SO19 Privacy and Information Management.

13. FT103 Temporary Closure of Board Buildings

THAT the Grand Erie District School Board receive Procedure FT103 Temporary Closure of Board Buildings as information.

14. FT110 Recorded Surveillance: Board Buildings & School Transportation Vehicles

THAT the Grand Erie District School Board receive Procedure FT110 Recorded Surveillance: Board Buildings & School Transportation Vehicles.

15. HR103 Duties and Expectations of Teachers

Moved by: E. Dixon

Seconded by: C. Speers

THAT the Grand Erie District School Board receive Procedure HR103 Duties and Expectations of Teachers as information.

16. HR105 Term Assignments – Central Support Staff

THAT the Grand Erie District School Board receive Procedure HR105 Term Assignments – Central Support Staff as information.

17. HR117 Re-evaluating Existing Non-Union Positions

THAT the Grand Erie District School Board refer Procedure HR117 Re-evaluating Existing Non-Union Positions be brought back to the Board in October 2019.

Carried

Respectfully submitted,

Rita Collver, Chair
Committee of the Whole Board



GRAND ERIE DISTRICT SCHOOL BOARD

TO: Trustees of the Grand District School Board

FROM: Brenda Blancher, Director of Education & Secretary

RE: **Grand Erie Parent Involvement Committee Annual Report for 2018-19**

DATE: June 24, 2019

Recommended Action: Moved by _____ Seconded by _____
THAT the Grand Erie District School Board receive the Grand Erie Parent Involvement Committee Annual Report as information.

Background

The Grand Erie Parent Involvement Committee (GEPIC) hosted two major events in 2018-19 and provided Parent Involvement Grants to schools throughout the Board. A summary of GEPIC's activities in 2018-19 is included below.

School Council Start-up Session: the 2018-19 School Council Start-up session took place on October 18, 2018. The event was attended by 52 school council chairs or members, representing 33 Grand Erie Schools. A total of 42 Exit Surveys were collected. On a scale of 1-5, with five being very useful, 38 attendees rated the evening as either a four or five (90.4 per cent). The event included an overview of the *2018-19 School Council Guide* and Grand Erie's Multi-Year Plan as well as parent resources and information available on the Grand Erie website (e.g., volunteers, Community Partnership Incentive Plan and grants). The event featured a popular brainstorming session on three key topics: parent engagement; school improvement plans and learning at home; and, fundraising and partnerships. The ideas collected during the brainstorming were shared with all Grand Erie school council chairs following the event.

GEPIC Parent Involvement Grants: funds from GEPIC grants support parent engagement. School councils apply for these grants each year. The events and activities also support student achievement and link to Grand Erie's Multi-Year Plan. In 2018-19, a total of \$7,500 was distributed through 23 grants involving 32 Grand Erie schools. Find the complete list of 2018-19 GEPIC Grant recipients here: <http://www.granderie.ca/board/parentportal/gepic/gepic-grants>

Spring GEPIC Event: the 2019 Spring GEPIC session featured guest speaker Paul Davis. *Social Networking and Online Safety: What Parents Need to Know* was held on April 16, 2019 at North Park Collegiate and Vocational School. A total of 190 RSVPs were received for the event, representing 42 Grand Erie schools. In total, 139 attendees took part in the event, including representation from 38 Grand Erie schools. Of the 71 Exit Surveys collected, 91.5 per cent (or 65 respondents) ranked the event and guest speaker a five (on a scale of 1-5) for usefulness. The event was promoted through Facebook advertising and a media release issued on March 7, 2019. Facebook advertising resulted in 48,143 people being reached. The media release resulted in coverage by the Brantford Expositor and 92.9 The Grand.

Chair's Update: Sarah Nichol was re-elected GEPIC Chair for 2018-19.

Financial Update: The GEPIC budget was \$9,278. Highlights of the budget include: delivery of the School Council Start-up Session, GEPIC Parent Involvement Grants, and delivery of the Spring GEPIC event.

Grand Erie Multi-Year Plan

This report supports the Community indicator of Grand Erie's Multi-Year Plan and the following goal: "Facilitate opportunities for the use of strategies to encourage and support family involvement in our schools and learning at home."

Respectfully submitted,

Brenda Blancher
Director of Education & Secretary



GRAND ERIE DISTRICT SCHOOL BOARD

TO: Brenda Blancher, Director of Education and Secretary
FROM: Rafal Wyszynski, Superintendent of Business and Treasurer
RE: **Quarterly Budget Report**
DATE: June 24, 2019

Recommended Action: Moved by _____ Seconded by _____
THAT the Grand Erie District School Board receive the Quarterly Budget Report for the nine months ended May 31, 2019 as information.

Background:

Consistent with Board Policy F2, the Quarterly Budget Report for the nine months ended May 31, 2019 is attached.

Additional Information:

During the month of June 2019, financial information regarding departmental budgets was collected from budget-holders to analyze board expenditures versus budget for the period September 1, 2018 to May 31, 2019. Some of the highlights are summarized below:

- Enrolment is expected to be slightly above the revised estimates projection; a decrease in the number of students on an Education Services Agreement has been offset by modest increases in elementary enrolment.
- Other than a small decrease in Education Program – Other (EPOs), revenues are expected to remain at levels forecasted at the end of February 2019.
- Although there was an anticipation of a minor favourable variance in the utilization of sick days; there has been above average use in both April and May that has resulted in no savings in the replacement teacher budget. June data will be especially important in determining where the actual costs land for this fiscal year
- The board-wide decrease in professional development has seen a decrease in spending in both the materials and staff development lines as the requirement for the purchase of resources in this area has curtailed.

The 2018-19 Revised Estimates reported a surplus of \$1,600,000. The information summarized above and in the attached dashboard has resulted in a restated surplus of \$1,720,000, an increase of \$20,000 above budget presented to Trustees in June 2018. The biggest risks to the financial forecast continue to relate to utilities, unforeseen legal expenditures and replacement staff for teachers, EAs and ECEs and minor required repairs and renovations in our schools. The \$1.7m surplus forecasted in this report is on track with the targets established in the Multi-Year Financial Recovery Plan.

Grand Erie Multi-Year Plan:

This report supports the Achievement indicator of Success for Every Student and the following statement: we will monitor, measure and reflect on our outcomes.

Respectfully submitted,

Rafal Wyszynski
Superintendent of Business and Treasurer

**Grand Erie District School Board
2018-19 Financial Forecast Report
For the Period Ended May 31, 2019**

Summary Comparison of Revised Budget versus Estimates Budget

(\$Thousands)	Estimates (Budget)	Revised Estimates	Forecast Q2	Forecast Q3	Variance from Rev	
					\$	%
Revenue						
Provincial Grants (GSN)	292,206	293,097	293,097	293,297	200	0.1%
Grants for Capital Purposes	6,560	6,738	6,738	6,738	-	0.0%
Other Non-GSN Grants	4,076	5,283	5,248	5,248	(35)	-0.7%
Other Non-Grant Revenues	8,873	8,544	8,553	8,298	(246)	-2.9%
Amortization of DCC	16,694	17,003	17,003	17,003	-	0.0%
Total Revenue	328,409	330,665	330,639	330,584	(81)	0.0%
Expenditures						
Classroom Instruction	229,353	230,022	229,868	229,756	(267)	-0.1%
Non-Classroom	27,082	27,727	27,741	27,741	14	0.1%
Administration	7,543	7,583	7,569	7,563	(20)	-0.3%
Transportation	12,811	12,811	12,789	12,789	(22)	-0.2%
Pupil Accommodation	47,784	48,415	48,456	48,509	94	0.2%
Contingency & Non-Operating	2,136	2,507	2,507	2,507	-	0.0%
Total Expenditures	326,709	329,065	328,929	328,864	(201)	-0.1%
In-Year Surplus (Deficit)	1,700	1,600	1,710	1,720	120	-
Prior Year Accumulated Surplus	1,917	1,917	1,917	1,917	-	0.0%
Accumulated Surplus (Deficit)	3,617	3,516	3,626	3,637	120	3.4%

Summary of Enrolment

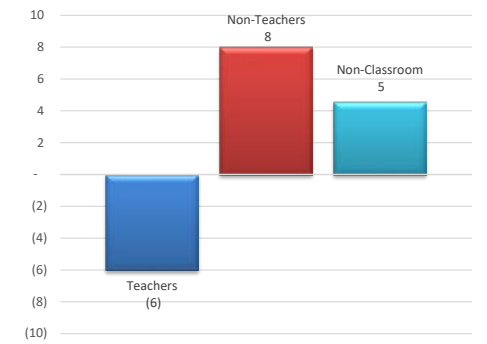
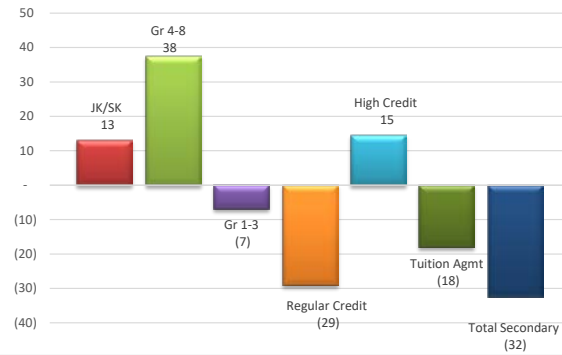
ADE	Estimates (Budget)	Revised Estimates	Actual	Variance from Rev	
				\$	%
Elementary					
JK/SK	3,237	3,419	3,432	13	0.4%
Gr 1-3	5,367	5,394	5,387	(7)	-0.1%
Gr 4-8	9,149	9,210	9,248	38	0.4%
Total Elementary	17,753	18,023	18,067	44	0.2%
Secondary <21					
Regular Credit	7,363	7,553	7,524	(29)	-0.4%
High Credit	50	31	46	15	29.4%
Tuition Agmt & Visa	540	504	486	(18)	-3.4%
Total Secondary	7,953	8,088	8,056	(32)	-0.4%
Total Board	25,706	26,111	26,122	11	0.0%

Summary of Staffing

FTE	Estimates (Budget)	Revised Estimates	Variance from Est	
			\$	%
Classroom				
Teachers	1,683	1,677	(6)	-0.4%
Non-Teachers	455	463	8	1.8%
Total Classroom	2,138	2,140	2	0.1%
Non-Classroom	677	682	5	0.7%
Total	2,815	2,822	7	0.2%

Changes in Staffing: Budget v. Forecast

Changes in Enrolment: Budget v. Forecast



Grand Erie District School Board
2018-19 Financial Forecast Report
Revenues
For the Period Ended May 31, 2019

Budget Assessment					
Estimates	Revised Estimates	Forecast Q3	Change		
			\$ Increase (Decrease)	% Increase (Decrease)	
Grant Revenues					
Pupil Foundation	140,764	143,396	143,596	200	0.1%
School Foundation	20,022	20,074	20,074	-	0.0%
Special Education	37,064	37,765	37,765	-	0.0%
Language Allocation	4,056	4,056	4,056	-	0.0%
Rural and Northern Education Funding	585	585	585	-	0.0%
Learning Opportunities	7,192	7,205	7,205	-	0.0%
Continuing and Adult Education	1,341	1,081	1,081	-	0.0%
Teacher Q&E	28,047	26,186	26,186	-	0.0%
ECE Q&E	1,945	2,043	2,043	-	0.0%
New Teacher Induction Program	175	149	149	-	0.0%
Restraint Savings	(80)	(80)	(80)	-	0.0%
Transportation	13,663	13,702	13,702	-	0.0%
Administration and Governance	8,679	8,731	8,731	-	0.0%
School Operations	25,936	26,378	26,378	-	0.0%
Community Use of Schools	375	375	375	-	0.0%
Declining Enrolment	1,072	44	44	-	0.0%
Indigenous Education	616	647	647	-	0.0%
Safe Schools Supplement	491	500	500	-	0.0%
Permanent Financing - NPF	262	262	262	-	0.0%
Total Operating Grants	292,206	293,097	293,297	200	0.1%
Grants for Capital Purposes					
School Renewal	3,151	3,154	3,154	-	0.0%
Temporary Accommodation	330	330	330	-	0.0%
Short-term Interest	200	200	200	-	0.0%
Debt Funding for Capital	3,404	3,404	3,404	-	0.0%
Minor Tangible Capital Assets (mTCA)	(525)	(350)	(350)	-	0.0%
Total Capital Purposes Grants	6,560	6,738	6,738	-	0.0%
Other Non-GSN Grants					
Education Programming - Other (EPO)	2,272	3,476	3,441	(35)	(1.5%)
Other Federal & Provincial Grants	1,804	1,807	1,807	-	0.0%
Total Non-GSN Grants	4,076	5,283	5,248	(35)	(0.9%)
Other Non-Grant Revenues					
Education Service Agreements	7,504	7,132	6,877	(255)	(3.4%)
Other Fees	128	128	128	-	0.0%
Other Boards	210	210	210	-	0.0%
Community Use & Rentals	564	564	573	9	1.5%
Miscellaneous Revenues	467	510	510	-	0.0%
Non Grant Revenue	8,873	8,544	8,298	(246)	(2.8%)
Deferred Revenues					
Amortization of DCC	16,694	17,003	17,003	-	0.0%
Total Deferred Revenue	16,694	17,003	17,003	-	0.0%
TOTAL REVENUES	328,409	330,665	330,584	(81)	(0.0%)

Notes:

1. Estimates is the 2018-2019 Estimates Budget as approved by the Board in June 2018

Grand Erie District School Board
2018-19 Financial Forecast Report
Expenses
For the Period Ended May 31, 2019

Budget Assessment					
	Estimates	Revised Estimates	Forecast Q3	Change	
				\$ Increase (Decrease)	% Increase (Decrease)
Classroom Instruction					
Teachers	171,059	170,520	170,367	(153)	(0.1%)
Supply Teachers	6,495	6,456	6,456	-	0.0%
Educational Assistants	17,441	17,758	17,768	10	0.1%
Early Childhood Educators	6,442	6,687	6,679	(8)	(0.1%)
Classroom Computers	4,399	4,450	4,422	(28)	(0.6%)
Textbooks and Supplies	7,020	7,476	7,416	(60)	(0.9%)
Professionals and Paraprofessionals	9,713	9,847	9,869	22	0.2%
Library and Guidance	5,577	5,574	5,574	-	0.0%
Staff Development	731	978	928	(50)	(6.8%)
Department Heads	476	275	275	-	0.0%
Total Instruction	229,353	230,022	229,756	(267)	(0.1%)
Non-Classroom					
Principal and Vice-Principals	13,810	13,983	13,983	-	0.0%
School Office	7,560	7,688	7,670	(19)	(0.2%)
Co-ordinators and Consultants	3,966	4,306	4,349	44	1.1%
Continuing Education	1,745	1,750	1,738	(11)	(0.7%)
Total Non-Classroom	27,082	27,727	27,741	14	0.1%
Administration					
Trustees	289	290	270	(20)	(6.9%)
Director/Supervisory Officers	1,258	1,237	1,237	-	0.0%
Board Administration	5,996	6,055	6,055	-	0.0%
Total Administration	7,543	7,583	7,563	(20)	(0.3%)
Transportation	12,811	12,811	12,789	(22)	(0.2%)
Pupil Accommodation					
School Operations and Maintenance	23,511	23,769	23,863	94	0.4%
School Renewal	3,154	3,154	3,154	-	0.0%
Other Pupil Accommodation	3,666	3,666	3,666	-	0.0%
Amortization & Write-downs	17,453	17,826	17,826	-	0.0%
Total Pupil Accommodation	47,784	48,415	48,509	94	0.2%
Contingency & Non-Operating	2,136	2,507	2,507	-	0.0%
TOTAL EXPENDITURES	326,709	329,065	328,864	(201)	(0.1%)

Notes:

1. Estimates is the 2018-2019 Estimates Budget as approved by the Board in June 2018



GRAND ERIE DISTRICT SCHOOL BOARD

TO: Brenda Blancher, Director of Education & Secretary
FROM: Rafal Wyszynski, Superintendent of Business and Treasurer
RE: **Energy Conservation and Demand Management Plan**
DATE: June 24, 2019

Recommended Action: Moved by _____ Seconded by _____
THAT the Grand Erie District School Board receive the Energy Conservation and Demand Management Plan as information.

Background

On January 1, 2019 a new regulation was introduced under the Electricity Act, 1998 titled O. Reg. 507/18: Broader Public Sector: Reporting and Conservation and Demand Management Plans.

This regulation supplants Ontario Regulation 397/11 titled "*Energy Conservation and Demand Management Plans*" was enacted under the now repealed Green Energy Act, 2009. Under Ontario Regulation 507/18, all public agencies are required to report annually on energy use and greenhouse gas (GHG) emissions. The agencies are also required to prepare and make public updated five-year energy conservation and demand management plans. The first update is due by July 1, 2019.

An energy conservation and demand management plan is composed of two parts as follows:

1. A summary of Grand Erie District School Board's annual energy consumption and greenhouse gas emissions for its operations.
2. A description of previous, current and proposed measures for conserving and otherwise reducing the amount of energy consumed by Grand Erie's operations and for managing its demand for energy, including a forecast of the expected results of current and proposed measures.

Next Steps

The attached report be submitted to the Ministry's portal before the July 1st using specified reporting templates. It will also be posted on the Board's website and hard copies will be made available at Board's Education Centre at 349 Erie Ave in Brantford, Ontario.

Grand Erie Multi-Year Plan:

This report supports the Environment indicator of Success for Every Student and the following statement: we will ensure that students and staff have a safe and welcoming environment in which to learn and work.

Respectfully submitted,

Rafal Wyszynski
Superintendent of Business & Treasurer

Grand Erie District School Board
Annual Energy Consumption and Greenhouse Gas
Emission Reporting:
O. Reg 507/18 Reporting 2017-2018



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Background:

In late 2018, Ontario Regulation 507/18: Broader Public Sector: Energy Reporting and Conservation and Demand Management Plans was introduced replacing Ontario Regulation 397/11. Similarly to the previous regulation, O. Reg 507/18 requires public agencies such as municipalities, school boards, universities, colleges and hospitals to report annually on their energy consumption and greenhouse gas (GHG) emissions. O. Reg. 507/18 outlines the reporting requirements to be completed by July 1st annually and must report on the previous fiscal year.

Each school board is required to report the total consumption of all energy types for all facilities. The use of electricity, natural gas and all other energy sources for each building must be identified within the report. All data must be uploaded onto the Ministry of Energy's reporting module. From the reporting module, a report is generated using the Ministry of Energy's reporting template. **Please refer to Appendix A: Energy Consumption and Greenhouse Gas Emissions Reporting - for FY2018.** This is referred to as Grand Erie's 2017-2018 Consumption report in the remainder of this report.

The annual report must include the following information:

- Name of site and building type (i.e. school, administration, etc).
- Full Address
- Gross floor area
- Hours of operation per week
- Whether or not the school has a pool
- Number of portables on site
- Electricity (kWh) consumption for fiscal year
- Natural gas (m3) consumption for fiscal year, if applicable
- Other energy sources consumption (i.e. propane) for fiscal year, if applicable
- Total greenhouse gas emissions (kg) for each site
- Total ekWh/sq ft (equivalent kilowatt hours per square feet) for each site.

Grand Erie District School Board's 2017-2018 Energy Report was successfully completed, uploaded and available as of May 23, 2019 on the Ministry of Energy's BPS Portal. For the purpose of the report, Grand Erie reports on Branlyn and Notre Dame while the BHNCDSB reports on St. Basils and Walter Gretzky.

As additional requirement under O. Reg 507/18 requires school boards to create and post an Energy Conservation and Demand Management Plan (CDM).

As per O. Reg. 507/18, Boards are required to submit their completed consumption report to the Ministry of Energy, post both reports on both the internet and intranet sites and provide a hard copy at their office to any interested member of the public.

Report Data and Variables:

The report provides readers with an insight and overview into the energy consumption and performance of sites within Grand Erie District School Board.

The most informative figures within the report are the Energy Intensity figures located in the last column. Energy Use Intensity (EUI), measured in equivalent kilowatt hours per square feet (ekWh/sqft), is the base unit used by energy managers for comparison purposes. This metric is developed by first establishing natural gas consumption which is reported as cubic metres (m³) or gigajoules (GJ). Propane consumption reported in litres are also reported. These consumptions are then converted to equivalent kilowatt hours (ekWh). Total energy consumption is calculated by adding ekWh of gas and propane use to electrical consumption, already reported in kWh. Determining intensity involves accounting for square footage of all facilities in our inventory. This produces the EUI measured in ekWh/sq ft. **Please refer to Appendix D: Energy Intensity per Site (ekWh/sqft), Appendix B: Electricity Consumption per Site (kWh/sqft) and Appendix C: Natural Gas & Propane Consumption per Site (ekWh/sqft).**

Natural Resources Canada have established a benchmark for Ontario schools of 23.69 ekWh/sq ft within their National Energy Performance Report. Within Grand Erie's 2017-2018 Consumption report, the average EUI was 18.49 ekWh/sq ft. All values below within this report use raw data and not weather-normalized data.

All Sites:

Outlined below is Grand Erie District School Board's average and median energy use intensity figures from the current and previous two Consumption reports. This represents all Grand Erie DSB-owned properties including administration sites. Overall, our energy use intensity has been decreasing year over year with the exception of 2017-2018 where we experienced an increase in natural gas but a slight decrease in electricity.

Table 1.

Energy Use Intensity (ekWh/sq foot)	2015-2016	2016-2017	2017-2018
Average	17.54	17.21	18.49
Median	16.72	16.34	18.20

Elementary:

The chart below outlines the average and median energy use intensity (ekWh/sq ft) for Grand Erie's Elementary sites separated by hydro, natural gas and total energy as per the 2017-2018 Consumption Report. All figures are in ekWh/sq ft.

Table 2.

Energy Use Intensity (ekWh/sq foot)	Hydro	Natural Gas	Total Energy
Average	4.97	12.39	18.09
Median	4.85	12.56	17.40

Secondary:

The chart below outlines the average and median energy use intensity (ekWh/sq ft) for Grand Erie's Secondary sites separated by hydro, natural gas and total energy as per the 2017-2018 Consumption Report. All figures are in ekWh/sq ft. This includes all secondary school locations and Grand Erie Learning Alternatives on Rawdon.

Table 3.

Energy Use Intensity (ekWh/sq foot)	Hydro	Natural Gas	Total Energy
Average	5.32	14.12	20.43
Median	4.65	14.02	19.39

Administration:

The chart below outlines the average and median energy use intensity (ekWh/sq ft) for Grand Erie's Administration sites separated by hydro, natural gas and total energy as per the 2017-2018 Consumption Report. All figures are in ekWh/sq ft. Average and median wasn't provided for administration sites due to small quantity of sites.

Table 4.

Energy Use Intensity (ekWh/sq foot)	Hydro	Natural Gas	Total Energy
Education Centre/Facility Services	12.27	13.94	15.23
Joseph Brant Learning Centre	8.3	16.20	16.12
Teachers Resource Centre	18.32	11.23	20.77

Energy intensity is driven by energy consumption at each site. This is impacted by a number of variables that must be considered. It is important to note that some variables are beyond the control of the school board itself. For example, both community growth and Ministry-driven expectations require additional space and extended hours at a facility which would increase energy demand and consumption. Examples of other facility variables include:

- Year of construction and building design, including Building Automation Systems (BAS), building envelope, etc.
- Building area, including renovations, additions, portables, etc.
- HVAC equipment on site, including system type, system age, lifecycle considerations, areas with air conditioning and vented spaces.
- Site use/Facility Type – elementary, secondary, administrative or maintenance facility
- Shared use schools, including libraries, literacy centres, sports fields, childcare facilities and other third party partnerships.
- Hours of operations and specialty programming, including before and after school programs, community use, summer school, etc.

Other variables which greatly impact the energy consumption at a site include:

- Weather as colder or hotter weather conditions drive energy demand
- Location and topography of the site (lake effect, wind, etc.)
- Occupancy behaviour

Example of variable: Age of Building & Performance:

Below is an example of one of the variables. The age of the facility plays a large role in the energy performance of a building. Newer facilities include air conditioning, additional fans and pumps to draw in outside air, and were built based on different standards compared to our older facilities. As you can see, newer facilities use more hydro than schools over 100 years old, however, they use much less natural gas. All figures are in ekWh/sq ft.

Table 5.

Energy Use Intensity (ekWh/sq foot)	Hydro	Natural Gas	Total Energy
1-24 years old: 3 SCHOOLS	Average: 6.48 Median: 5.89	Average: 8.45 Median: 7.05	Average: 15.19 Median: 12.93
25-49 years old: 12 SCHOOLS	Average: 7.09 Median: 6.6	Average: 11.45 Median: 11.69	Average: 18.89 Median: 19.73
50-74 years old: 43 SCHOOLS	Average: 4.59 Median: 4.48	Average: 13.19 Median: 13.18	Average: 18.04 Median: 17.62
75-99 years old: 8 SCHOOLS	Average: 4.13 Median: 4.07	Average: 13.16 Median: 12.96	Average: 17.68 Median: 17.81
100 years +: 7 SCHOOLS	Average: 4.98 Median: 5.15	Average: 13.23 Median: 13.83	Average: 18.61 Median: 19.4

Note: this does not include administration facilities as they use energy differently.

It is important to note when reviewing this information that budget and actual expenses cannot be compared directly year over year as a metric for operational efficiencies. Consumption is weather dependent and costs are market dependent. Market pricing can greatly fluctuate due to weather, demand, storage and other variables. As a strategy, The Grand Erie DSB purchases energy sources (electricity, natural gas and propane) in bulk as a commodity, when available, through a consortium.

Outlined below is Grand Erie District School Board's total utility consumptions from previous Consumption reports. Values below are raw data.

Table 6.

Energy Consumed	2015-2016	2016-2017	2017-2018
Total Electricity (kWh)	23,741,079	21,316,732	21,242,880
Total Natural Gas (m3)	4,132,805	4,196,534	4,758,286
Total Propane (L)	24,913	26,234	25,671

Grand Erie's Top 10 Performing Buildings:

Outlined below is Grand Erie's top 10 performing buildings based on the total energy use intensity alone (hydro + natural gas intensity) for the 2017-2018 Consumption Reporting Year.

Table 7.

Site:	Energy Use Intensity:
Houghton Annex	8.8
Brantford CI & VS	12.01
Hagersville Elementary	12.37
Walsh PS	12.81
Branlyn Community School	12.83
Cobblestone ES	12.88
Ryerson Heights ES	12.93
Major Ballachey PS	13.07
JL Mitchener PS	13.46
Central PS	13.64

Grand Erie's Bottom 10 Performing Buildings:

Outlined below is Grand Erie's bottom 10 performing buildings based on the total energy use intensity alone (hydro + natural gas intensity) for the 2017-2018 Consumption Reporting Year.

Table 8.

Site:	Energy Use Intensity:
Prince Charles PS	23.73
Onondaga Brant PS	24.36
Hagersville Secondary	24.93
Joseph Brant Learning Centre	24.99
Echo Place	25.22
Paris Central PS	25.76

Board Office	26.63
McKinnon Park SS	26.91
Tollgate Technological Skills	28.71
Teachers Resource Centre	29.89

Energy Demand and Conservation:

As the Grand Erie District School Board continues to monitor energy consumption and performance data under O. Reg 507/18, energy management initiatives and strategies will continue to be implemented and developed. These initiatives and strategies can be categorized into three categories.

1. Design/Construction/Retrofit
2. Operations and Maintenance
3. Occupant Behaviour

The design, construction and retrofits encompass the original and ongoing intent of how a building and its systems are to perform as a whole. This includes but is not limited to: lighting retrofits and upgrades, HVAC upgrades, Building Automation System expansion and upgrades, and building envelope upgrades. Grand Erie DSB has begun the process of retrofitting all existing lighting to LED. This includes the replacement of all light tubes, ballasts and a number of fixtures. This also includes the extensive work which is taking place on our masonry, windows and roofs which will improve our buildings energy performance and conservation.

The Operations and Maintenance includes the strategies which are used to ensure that existing buildings and equipment perform at peak efficiency. This includes but is not limited to: preventative maintenance, energy audits, policy and planning, and real-time monitoring.

Finally, an efficient building requires educated occupants. The occupant behaviour strategies will assist in educating occupants, including staff, students, community users and the wider community, in changing specific behaviours in order to reduce our energy consumption. This includes but is not limited to: staff and student conference, Building Automation training, energy workshops, Ontario EcoSchools program, partnerships with outside organizations (i.e. Conservation Authorities), and energy monitoring and dashboard.

Summary:

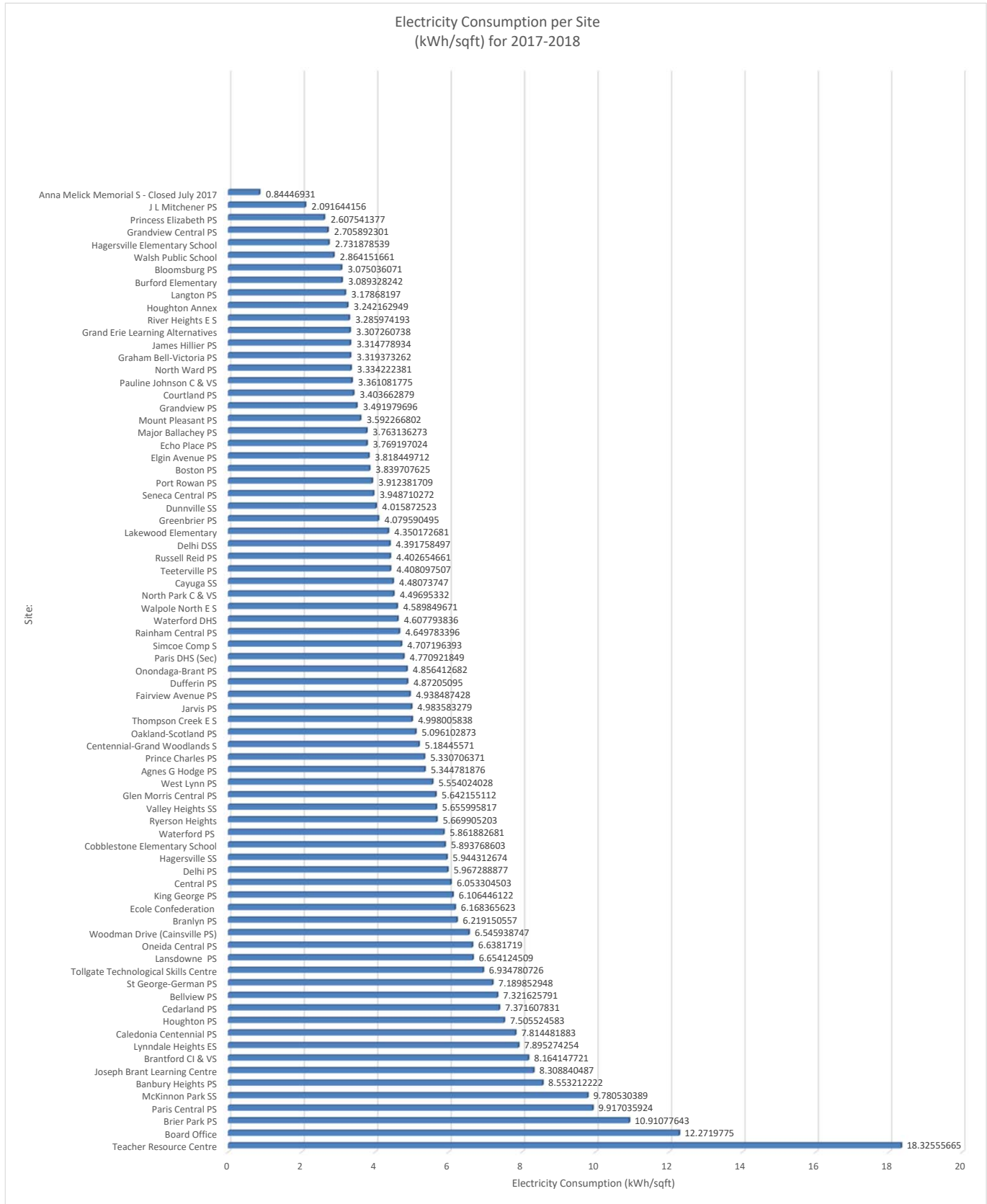
This report was created in order to outline the Green Energy Act's Ontario Regulation 507/18 requirements for Ontario school boards including Grand Erie District School Board. It has hopefully provided readers with a better understanding and insight into energy consumption and performance of our sites. The Grand Erie District School Board will continue to expand and improve its energy and environmental conservation initiatives for the betterment of our students, staff, school community, and the environment.

Energy Consumption and Greenhouse Gas Emissions Reporting - for FY2018															
Confirm consecutive 12-month period (month)		Sep 01, 2017 - Aug 31, 2018													
Type of Public Agency (Sector):		School Boards													
Agency Sub-sector		School Board													
Organization Name		Grand Erie District School Board													
Operation Name and/or Unique Identifier	Operation Type	Address	City	Postal Code	Total Floor Area of the Indoor Space in which Operation is Conducted	Average # Hours Per Week	Swimming Pool (Y/N)	Number of Portables	Energy Type and Amount Purchased and Consumed in Natural Units						
									Electricity	Natural Gas	Propane	Renewable?	GHG Emissions (kg)	Energy Intensity (ekWh/sqft)	
Agnes G Hodge PS	School	52 Clench Avenue	Brantford	N3T 1B6	43,771.25 Square feet	80	No		233,947.78 kWh	39,523.91 Cubic Meter	0.00 Litre	No	78,771.80851	14.94129	
Anna Melick Memorial S - Closed July 2017	School	1347 Hutchinson Rd., R.R. #8 Rd	Dunnville	N1A 2W7	18,297.00 Square feet	80	No		15,451.25 kWh	24,777.77 Cubic Meter	0.00 Litre	No	47,112.80527	15.23659	
Banbury Heights PS	School	141 Banbury Rd	Brantford	N3P 1E3	47,071.23 Square feet	80	No		402,610.22 kWh	33,537.60 Cubic Meter	0.00 Litre	No	70,371.45220	16.12536	
Bellview PS	School	97 Tenth Avenue	Brantford	N3S 1G5	37,265.65 Square feet	80	No	1	272,845.14 kWh	47,170.63 Cubic Meter	0.00 Litre	No	93,901.73457	20.77420	
Bloomsburg PS	School	25 Concession 12, R.R. #3	Waterford	N0E 1Y0	24,999.28 Square feet	80	No		76,873.69 kWh	29,531.96 Cubic Meter	0.00 Litre	No	57,163.68325	15.62976	
Board Office	Administrative offices and related facilities	349 Erie Avenue	Brantford	N3S 2H7	32,244.65 Square feet	80	No	3	395,705.62 kWh	43,569.41 Cubic Meter	0.00 Litre	No	89,218.41999	26.63237	
Boston PS	School	2993 Cockshutt Rd., R.R. #1	Waterford	N0E 1Y0	21,840.53 Square feet	80	No		83,861.25 kWh	29,978.80 Cubic Meter	0.00 Litre	No	58,129.36747	18.42763	
Branlyn PS	School	238 Brantwood Park Rd	Brantford	N3P 1N9	86,329.81 Square feet	100	No		536,898.09 kWh	53,764.73 Cubic Meter	0.00 Litre	No	110,936.32178	12.83795	
Brantford CI & VS	School	120 Brant Ave	Brantford	N3T 3H3	210,340.19 Square feet	80	No		1,717,248.38 kWh	76,245.12 Cubic Meter	0.00 Litre	No	173,856.03684	12.01655	
Brier Park PS	School	10 Blackfriar Lane	Brantford	N3R 6C5	33,759.01 Square feet	80	No	3	368,337.01 kWh	32,048.40 Cubic Meter	0.00 Litre	No	66,963.06313	21.00003	
Burford Elementary (formerly Burford DHS)	School	35 Alexander St	Burford	N0E 1A0	52,348.45 Square feet	80	No		161,721.55 kWh	53,737.21 Cubic Meter	0.00 Litre	No	104,394.48735	13.99905	
Caledonia Centennial PS	School	110 Shetland St	Caledonia	N3W 2H1	31,520.89 Square feet	80	No	2	246,319.42 kWh	23,216.29 Cubic Meter	0.00 Litre	No	48,154.17435	15.64223	
Cayuga SS	School	70 Highway #54	Cayuga	N0A 1E0	131,945.62 Square feet	80	No		591,213.68 kWh	187,327.86 Cubic Meter	0.00 Litre	No	364,393.91844	19.56937	
Cedarland PS	School	60 Ashgrove Ave	Brantford	N3R 6E5	32,514.66 Square feet	80	No		239,685.32 kWh	37,580.86 Cubic Meter	0.00 Litre	No	75,197.46675	19.65533	
Centennial-Grand Woodlands S	School	41 Ellenson Dr	Brantford	N3R 3E7	29,510.91 Square feet	80	No		152,998.01 kWh	39,871.78 Cubic Meter	0.00 Litre	No	78,029.22286	19.54350	
Central PS	School	135 George St	Brantford	N3T 6B4	23,713.82 Square feet	80	No	2	143,546.97 kWh	16,932.62 Cubic Meter	0.00 Litre	No	34,496.35130	13.64197	
Cobblestone Elementary School	School	179 Grandville Circle	Paris	N3L 0A9	48,569.17 Square feet	80	No		286,255.45 kWh	31,942.76 Cubic Meter	0.00 Litre	No	65,343.50055	12.88340	
Courtland PS	School	1012 Queen Street, Box 245	Courtland	N0J 1E0	25,679.59 Square feet	80	No		87,404.67 kWh	26,630.46 Cubic Meter	0.00 Litre	No	51,860.19267	14.42497	
Delhi DSS	School	393 James St	Delhi	N4B 2B6	89,070.30 Square feet	80	No		391,175.25 kWh	115,035.73 Cubic Meter	0.00 Litre	No	224,256.20228	18.11770	
Delhi PS	School	227 Queen St	Delhi	N4B 2K6	35,287.56 Square feet	80	No	2	210,571.06 kWh	53,297.19 Cubic Meter	0.00 Litre	No	104,407.56886	22.01914	
Dufferin PS	School	106 Chestnut Ave	Brantford	N3T 4C6	36,249.22 Square feet	80	No	4	176,608.05 kWh	61,213.16 Cubic Meter	0.00 Litre	No	118,786.22096	22.81892	
Dunnville SS	School	110 Helena St	Dunnville	N1A 2S5	150,609.50 Square feet	80	No		604,828.55 kWh	212,631.83 Cubic Meter	0.00 Litre	No	412,469.80556	19.02026	
Echo Place PS	School	723 Colborne St	Brantford	N3S 3R5	18,379.09 Square feet	80	No		69,274.41 kWh	37,103.46 Cubic Meter	0.00 Litre	No	71,347.11129	25.22441	
Ecole Confederation (Formerly Coronation (Brantford))	School	54 Ewing D Dr	Brantford	N3R 5H8	43,709.90 Square feet	80	No	4	269,618.64 kWh	55,978.52 Cubic Meter	0.00 Litre	No	110,498.36400	19.77918	
Elgin Avenue PS	School	80 Elgin Ave	Simcoe	N3Y 4A8	40,112.09 Square feet	80	No		153,166.00 kWh	43,473.37 Cubic Meter	0.00 Litre	No	84,841.38456	15.33680	
Fairview Avenue PS	School	223 Fairview Ave W	Dunnville	N1A 1M4	33,330.00 Square feet	80	No		164,599.78 kWh	33,779.96 Cubic Meter	0.00 Litre	No	66,712.55553	15.70974	
Glen Morris Central PS	School	522 Glen Morris Rd E	Glen Morris	N0B 1W0	15,058.76 Square feet	80	No		84,963.86 kWh	0.00 Cubic Meter	25,671.71 Litre	No	41,029.40224	17.62763	
Graham Bell-Victoria PS	School	56 Grand St	Brantford	N3R 4B2	34,097.51 Square feet	80	No		113,182.36 kWh	42,251.25 Cubic Meter	0.00 Litre	No	81,839.18308	16.48857	
Grand Erie Learning Alternatives	School	365 Rawdon St	Brantford	N3S 6J3	20,340.79 Square feet	80	No		67,272.30 kWh	36,575.93 Cubic Meter	0.00 Litre	No	70,315.11405	22.41767	
Grandview Central PS	School	11 Thrush St	Dunnville	N1A 1X7	20,479.00 Square feet	80	No		55,413.97 kWh	25,735.33 Cubic Meter	0.00 Litre	No	49,614.45989	16.06149	
Grandview PS	School	68 North Park St	Brantford	N3R 4J9	33,568.60 Square feet	80	No		117,220.87 kWh	41,950.25 Cubic Meter	0.00 Litre	No	81,339.96282	16.77338	
Greenbrier PS	School	33 White Oaks Ave	Brantford	N3R 5N8	22,064.88 Square feet	80	No		90,015.67 kWh	26,421.32 Cubic Meter	0.00 Litre	No	51,509.94837	16.80569	
Hagersville Elementary School	School	40 Parkview Road	Hagersville	N0A 1H0	29,332.74 Square feet	80	No		80,133.48 kWh	26,604.61 Cubic Meter	0.00 Litre	No	51,685.53447	12.37120	
Hagersville SS	School	70 Parkview Rd	Hagersville	N0A 1H0	132,582.97 Square feet	80	No	1	788,114.63 kWh	236,897.55 Cubic Meter	0.00 Litre	No	461,517.71221	24.93388	
Houghton Annex	School	505 Fairground SR, R.R. #5	Langton	N0E 1G0	4,920.09 Square feet	40	No		15,951.73 kWh	2,589.46 Cubic Meter	0.00 Litre	No	5,171.64515	8.83561	
Houghton PS	School	505 Fairground Sideroad	Langton	N0E 1G0	30,778.23 Square feet	80	No	3	231,006.76 kWh	42,667.10 Cubic Meter	0.00 Litre	No	84,663.53230	22.23855	
J L Mitchener PS	School	Box 99 60 Munsee St South	Cayuga	N0A 1E0	35,848.25 Square feet	80	No		74,981.78 kWh	38,376.97 Cubic Meter	0.00 Litre	No	73,853.56944	13.46910	
James Hillier PS	School	62 Queensway Dr	Brantford	N3R 4W8	30,101.95 Square feet	80	No	2	99,781.31 kWh	38,692.13 Cubic Meter	0.00 Litre	No	74,878.40856	16.97540	
Jarvis PS	School	14 Monson St	Jarvis	N0A 1J0	31,950.96 Square feet	80	No		159,230.27 kWh	31,264.32 Cubic Meter	0.00 Litre	No	61,863.53966	15.38297	
Joseph Brant Learning Centre	School	347 Erie Ave	Brantford	N3S 2H7	18,963.57 Square feet	80	No	3	157,565.28 kWh	29,776.11 Cubic Meter	0.00 Litre	No	59,021.08534	24.99630	
King George PS	School	265 Rawdon St	Brantford	N3S 6G7	39,243.16 Square feet	80	No		239,636.24 kWh	57,885.33 Cubic Meter	0.00 Litre	No	113,584.80198	21.78287	
Lakewood Elementary (Formerly Port Dover C	School	713 St. George St	Port Dover	N0A 1N0	90,437.10 Square feet	80	No		393,417.00 kWh	118,828.33 Cubic Meter	0.00 Litre	No	231,465.38217	18.31436	
Langton PS	School	23 Albert Street	Langton	N0E 1G0	23,954.31 Square feet	80	No		76,143.13 kWh	33,866.85 Cubic Meter	0.00 Litre	No	65,346.71136	18.20434	
Lansdowne PS	School	21 Preston Blvd	Brantford	N3T 5B1	29,050.92 Square feet	80	No		193,308.44 kWh	35,079.15 Cubic Meter	0.00 Litre	No	69,665.44120	19.48723	
Lynndale Heights ES	School	55 Donly Drive South	Simcoe	N3Y 5G7	35,521.11 Square feet	80	No		280,448.91 kWh	39,703.40 Cubic Meter	0.00 Litre	No	79,915.52136	19.77438	
Major Ballachey PS	School	105 Rawdon St	Brantford	N3S 6C7	47,797.17 Square feet	80	No		179,867.26 kWh	41,887.38 Cubic Meter	0.00 Litre	No	82,304.75375	13.07686	
McKinnon Park SS	School	91 Haddington St	Caledonia	N3W 2H2	123,641.84 Square feet	80	No	12	1,209,282.77 kWh	199,331.23 Cubic Meter	0.00 Litre	No	397,779.18172	26.91429	
Mount Pleasant PS	School	667 Mt. Pleasant Road	Mt. Pleasant	N0E 1K0	21,936.77 Square feet	80	No		78,802.73 kWh	26,566.33 Cubic Meter	0.00 Litre	No	51,590.14655	16.46294	
North Park C & VS	School	280 North Park St	Brantford	N3R 4L1	174,353.36 Square feet	80	No	6	784,058.92 kWh	197,344.13 Cubic Meter	0.00 Litre	No	386,666.79972	16.52614	
North Ward PS	School	107 Silver St	Paris	N3L 1V2	43,853.93 Square feet	80	No		146,218.75 kWh	56,013.82 Cubic Meter	0.00 Litre	No	108,430.52.52		

Valley Heights SS	School	2561 #59 Highway	Langton	N0E 1G0	110,141.29 Square feet	80	No		622,958.68 kWh	160,632.45 Cubic Meter	0.00 Litre	No	314,471.98818	21.15577
Walpole North E S	School	1895 Regional Rd. #55, R.R. #5	Hagersville	N0A 1H0	20,637.35 Square feet	80	No	1	94,722.33 kWh	27,925.05 Cubic Meter	0.00 Litre	No	54,434.36139	18.97063
Walsh Public School	School	933 St. John's Road West ,RR#2	Simcoe	N3Y 4K1	39,052.72 Square feet	80	No	3	111,852.91 kWh	36,559.22 Cubic Meter	0.00 Litre	No	71,054.67883	12.81335
Waterford DHS	School	227 Main St., South	Waterford	N0E 1Y0	123,794.72 Square feet	80	No		570,420.55 kWh	155,381.69 Cubic Meter	0.00 Litre	No	303,635.95090	17.94732
Waterford PS (Formally A.B. Massecar)	School	100 East Church St	Waterford	N0E 1Y0	26,086.06 Square feet	80	No	3	152,913.42 kWh	41,781.48 Cubic Meter	0.00 Litre	No	81,638.28380	22.88416
West Lynn PS	School	18 Parker Dr	Simcoe	N3Y 1A1	29,041.31 Square feet	80	No		161,296.13 kWh	41,102.48 Cubic Meter	0.00 Litre	No	80,499.55163	20.59563
Woodman Drive (Cainsville PS)	School	51 Woodman Dr	Brantford	N3S 4K3	26,173.05 Square feet	80	No	4	171,327.18 kWh	24,857.15 Cubic Meter	0.00 Litre	No	49,959.22357	16.63939

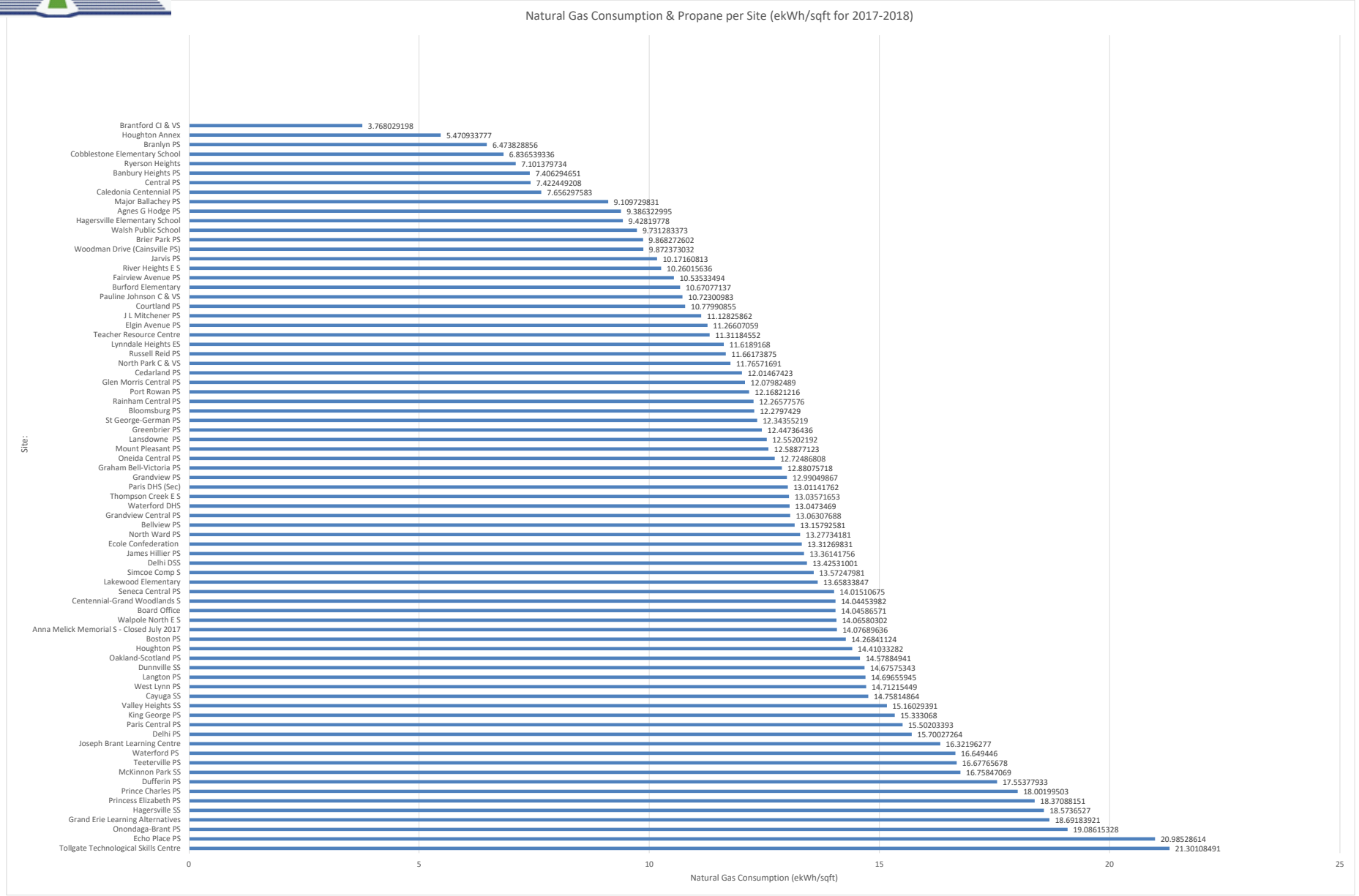


Appendix B: Electricity Consumption per Site (kWh/sqft)



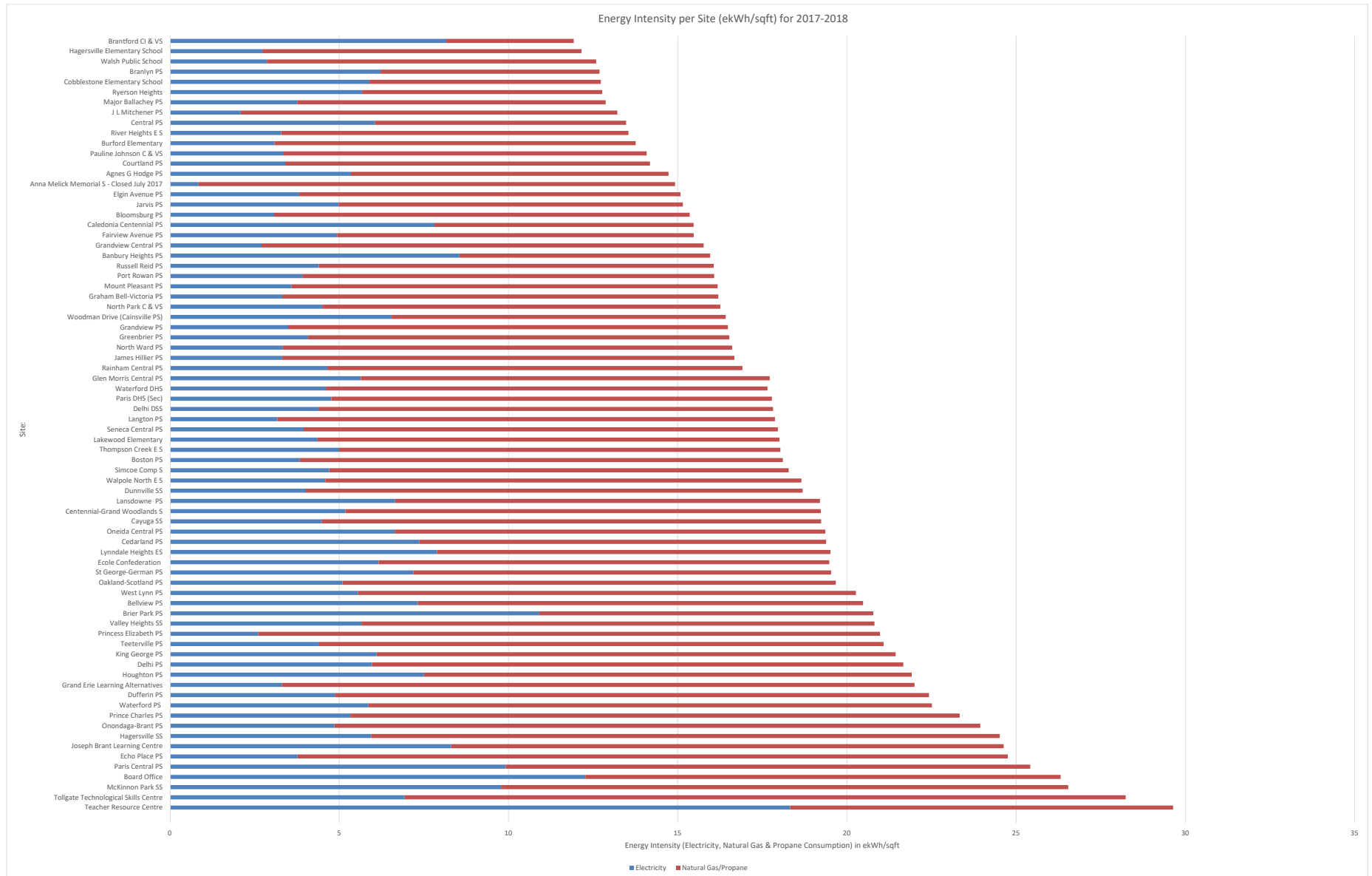


Appendix C: Natural Gas & Propane Consumption per Site (ekWh/sqft)





Appendix D: Energy Intensity per Site (ekWh/sqft)



**Grand Erie District School Board:
Energy Conservation and Demand Management Plan
for 2018-2023**



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Education Sector Background

Funding and Energy Management Planning

All school boards receive 100% of their funding from the Ministry of Education.

The Ministry announces each Board's funding assignment in March for the next school board Fiscal Year (September 1st to August 31st). The Ministry gives funding only on a year-by-year basis.

While a board may have a five-year energy management strategy, the ability to implement their strategy depends on the funding that's received for each of the five years covered by their plan.

Asset Portfolios and Energy Management Planning

The education sector is unique in that a board's asset portfolio can experience important changes that crucially impact a board's energy consumption over a five-year period.

The following is a list of some of the most common variables and metrics that change in the education sector.

Facility Variables:

- Construction
 - Year built
 - Number of floors
 - Orientation of the building
- Building Area
 - Major additions
 - Sites sold/closed/demolished/leased
 - Portables
 - Installed
 - Removed
 - Areas under construction
- Equipment/Systems
 - Age
 - Type of technology
 - Lifecycle
 - Percentage of air-conditioned space
- Site Use
 - Elementary school

- Secondary school
- Administrative building
- Maintenance/warehouse facility
- Community Hubs
- Shared Site Use (For example: two or more boards share common areas and/or partnered with a municipality)
 - Swimming pools
 - Libraries
 - Lighted sports fields
 - Sports domes

Other Variables:

- Programs
 - Child care
 - Before/After School Programs
 - Summer School
 - Community Use
 - Outdoor ice rinks
- Occupancy
 - Significant increase or decrease in number of students
 - Significant increase in the hours of operation
 - New programs being added to a site
- Air Conditioning
 - Significant increase in air-conditioned space
 - Portables

PART I: A REVIEW OF PROGRESS & ACHIEVEMENTS in the PAST FIVE YEARS

A. The Board's Asset Portfolio

The following table outlines the energy-related variables and metrics in the Board's asset portfolio that changed from the baseline Fiscal Year 2012 to 2013 to the end of the five-year reporting period Fiscal Year 2017 to 2018.

Table 1: Board's Asset Portfolio

Key Metrics	(Baseline Year) Fiscal Year 2012 to 2013	Fiscal Year 2017 to 2018	Variance
Total Number of Buildings	82	78	-4
Total Number of Portables/Portapaks	75	79	4
Total Floor Area	4,025,021	4,047,577	22,556
Average Operating Hours	80	80	0
Average Daily Enrolment	25,505.38	25,806.62	301.24

B. Energy Usage Data for the Board

The following table lists the “metered”¹ consumption values in the common unit of Equivalent Kilowatt Hours (ekWh) and Kilowatt Hours (kWh) for all utilities.

Table 2: Metered Usage Values

Utility	Fiscal Year 2012 to 2013 (Baseline year)	Fiscal Year 2017 to 2018
Total Electricity (kWh)	25,316,732	21,242,880
Total Natural Gas (ekWh)	47,951,116	49,105,511
Total Heating Fuel (Type 1 and 2) (ekWh)	0	0
Total Heating Fuel (Type 4 and 6) (ekWh)	0	0
Total Propane (ekWh)	166,628	180,686
Total Wood (ekWh)	0	0
Total District Heat (ekWh)	0	0
Total District Cool (ekWh)	0	0

C. Weather Normalized Energy Consumption Values

In Ontario, 25% to 35% of energy consumption for a facility is affected by weather.

To demonstrate the effect of weather, the following table shows the Weighted Average Heating Degree Days (HDD)² and Cooling Degree Days (CDD)³ for the six most common Environment Canada weather stations in the Ontario education sector.

Table 3: Ontario Degree-days

Ontario Degree Days	Fiscal Year 2012 to 2013	Fiscal Year 2013 to 2014	Fiscal Year 2014 to 2015	Fiscal Year 2015 to 2016	Fiscal Year 2016 to 2017	Fiscal Year 2017 to 2018
HDD	3698	4285	4091	3355	3583	3989
CDD	289	217	271	462	303	432

¹ Metered consumption is the quantity of energy used and does not include a loss adjustment value (the quantity of energy lost in transmission).

² Heating Degree Day (HDD) is a measure used to quantify the impact of cold weather on energy use. In the data above, HDD are the number of degrees that a day's average temperature is below 18C (the balance point), the temperature at which most buildings need to be heated.

³ Cooling Degree Day (CDD) is a measure used to quantify the impact of hot weather on energy use. In the data above, CDD are the number of degrees that a day's average temperature is above 18C, the temperature at which most buildings need to be cooled. It should be noted that not all buildings have air conditioning and some building have partial air conditioning. The UCD only applies CDD to meters that demonstrate an increase in consumption due to air conditioning.

The best way to compare energy usage values from one year to another is to use weather normalized values as they take into consideration the impact of weather on energy performance and allows an “apple-to-apple” comparison of consumption across multiple years.

However, a straight comparison of Total Energy Consumed between one or more years does not take into consideration changes in a board’s asset portfolio, such as changes in buildings’ features (refer to the Facility Variables listed on pages 5 and 6), and newly implemented programs (refer to the Note to Readers on pages 10-12) which will greatly impact energy consumption.

As a result, weather normalized Energy Intensity⁴ is the most accurate measurement that allows the evaluation of a board’s energy use from one year to another as it cancels out any change in floor area. The unit of measurement used is either equivalent kilowatt hours per square foot (ekWh/ft2) or equivalent kilowatt hours per square metre (ekWh/m2).

Table 4: Weather Normalized Values

Weather Normalized Values	Fiscal Year 2012 to 2013 (Baseline Year)	Fiscal Year 2017 to 2018 (Most Recent Data Available)
Total Energy Consumed (ekWh)	69,356,590	65,398,200
Energy Intensity (ekWh/ft2)	17.23	16.16
Energy Intensity (ekWh/m2)	185.48	173.92

⁴ Energy Intensity (known as EI) is the quantity of total energy consumed divided by the total floor area. EI is typically expressed as equivalent kilowatt hours per square foot (ekWh/ft2), gigajoule per square metre (GJ /m2), etc., depending on the user’s preference.

D. Review of Previous Energy Conservation Goals and Achievements

In 2014, the Board set annual energy conservation goals for the following five fiscal years. The following table compares the Energy Intensity Conservation Goal with the Actual Energy Intensity Reduced for each year.

Table 5: Comparison of Energy Intensity Conservation Goal and Actual Energy Intensity Reduced

Fiscal Year	Conservation Goal ekWh/ft2	Conservation Goal ekWh/m2	Conservation Goal Percentage	Actual Energy Savings ekWh/ft2	Actual Energy Savings ekWh/m2	Actual Energy Percentage
2013 to 2014	0.051893143	0.56	0	0.01	2.18	-1.17
2014 to 2015	0.12640269	1.36	1	-0.19	-4.08	2.18
2015 to 2016	0.167787327	1.81	1	0.31	3.33	-1.81
2016 to 2017	0.105182872	1.13	1	-0.66	-7.07	3.78
2017 to 2018	0.203637388	2.19	1	-0.55	-5.91	3.29

NOTE TO READERS:

The Conservation Goals were forecasted in Spring 2014. Since then several factors, which impact energy use, have been introduced to the education sector that may either raise or limit a board's ability to make the forecasted Conservation Goals.

Some of these factors include:

Full Day Kindergarten (also known as FDK)

The introduction of FDK created many new spaces through new additions or major renovations of existing facilities. The result was more floor area and sometimes more energy-intensive designs due to factors such as:

- Higher ventilation requirements,
- Use of air conditioning, etc.

These factors increase the energy intensity of a building. Under FDK, spaces for more than 470,000 new students were added to the education sector.

Before and After School Programs

These programs were implemented to help the introduction of FDK spaces. However, Before-School and After-School Programs need a facility's Heating, Conditioning, and Air Conditioning (also known as HVAC) system to operate for an extended period of time on a daily basis, which will increase the overall energy intensity.

Community Use of Schools

The Ministry of Education introduced funding to all school boards, so they can make school space more affordable for use after hours. Both indoor and outdoor school space is available to not-for-profit community groups at reduced rates, outside of regular school hours. The use of spaces in schools, typically gymnasiums and libraries, increased to maximum usage. The use of these spaces during non-school hours requires a facility's HVAC system to operate for an extended period of time on a daily basis, which will increase the overall energy intensity.

Community Hubs

In 2016, the Ministry of Education introduced funding for boards to carry out Community Hubs within their asset portfolios. As a result, many schools now offer a greater range of:

- events (cultural),
- programs (arts, recreation, childcare), and
- services (health, family resource centres).

The dramatic increase in community use means that many schools now run from 6:00 a.m. until 11:00 p.m. during weekdays and are open many times on weekends. The use of these spaces during non-school hours requires a facility's HVAC system to operate for an extended period of time on a daily basis, which will increase the overall energy intensity.

Air Conditioning

Historically, schools have not had air conditioning, or it has been a minimal space in the facility. However, with changing weather patterns, "shoulder seasons" such as May, June and September are experiencing higher than normal temperatures. Parents are demanding that schools have air conditioning. Air conditioning significantly increases a facility's energy use.

Compliance with current Ontario Building Code (also known as OBC)

When renovations or an addition is built onto an existing school, in-place equipment such as HVAC systems, lighting etc., may be required to meet up-to-date OBC standards which may result in increased energy use.

For example, under the OBC, buildings built today have increased ventilation requirements, meaning more outside air is brought into a facility. As a result, HVAC systems need to work longer to heat or cool the outdoor air to bring it to the same temperature as the standard indoor temperature for the building.

E. Cumulative Energy Conservation Goal

The following table compares the 2014 Forecasted Cumulative Energy Intensity Conservation Goal with the Actual Cumulative Energy Intensity Reduced Savings.

Table 6: Cumulative Energy Intensity Goal from Fiscal Year 2013 to 2014 through Fiscal Year 2017 to 2018

Cumulative Energy Intensity	(ekWh/ft ²)	(ekWh/m ²)	Variance
Forecasted. Cumulative Energy Intensity Conservation Goal of Fiscal Year 2013 to 2014 through Fiscal Year 2017 to 2018	1.68	18.11	
Forecasted Cumulative Energy Intensity Conservation Goal as a Percentage			1.82
Actual Cumulative Energy Intensity Reduced or Increased from Fiscal Year 2013 to 2014 through Fiscal Year 2017 to 2018 – Weather Normalized	-1.07	-11.56	
Variance between 2014 Forecast Cumulative Conservation Goal and Actual Cumulative Energy Intensity– Weather Normalized	-0.61	-6.55	
% of Cumulative Energy Intensity Conservation Goal Achieved - Weather Normalized			63

This indicates that the Board achieved 63% of the Cumulative Energy Intensity Conservation Goal from the previous Conservation and Demand Management Plan.

F. Measures Implemented from Fiscal Year 2012 to 2013 to Fiscal Year 2017 to 2018

A list of the measures implemented, the related costs, and the fiscal year that the measure was implemented within the Board are outlined in **Appendix A: Investments in Energy Efficiency between Fiscal Year 2013 and Fiscal Year 2018**. Here is the list of sheets:

1. Design, Construction and Retrofit Investments (Appendix A-1)
2. Operations and Maintenance Investments (Appendix A-2)
3. Occupant Behaviour Investments (Appendix A-3)
4. Summary of All Investment Types (Appendix A-4)

NOTE TO READERS:

Important Consideration - It takes a minimum of one full year after an energy management strategy has been implemented before an evaluation can figure out the related actual energy savings achieved.

PART II – ENERGY CONSERVATION and DEMAND MANAGEMENT PLAN for FISCAL YEAR 2018 to 2019 to FISCAL YEAR 2023 to 2024

Part II outlines the board's plan to reduce energy consumption through renewable energy and energy management strategies including:

1. Design, Construction and Retrofit;
2. Operations and Maintenance; and lastly
3. Occupant Behavior.

Background

1. To date the Board's energy management strategy has included the following:
 - ☐ Design, Construction and Retrofit: Complete LED retrofit and conversion of all interior and exterior lighting, upgrade to our existing Building Automation System equipment and capabilities, upgrades to HVAC systems, roofing projects, window and window shading projects,
 - ☐ Operations and Maintenance: integration of Building Automation System (BAS) and Community Use of Schools module and security, BAS training for Facility Services leadership team, establishment of utility bill management system,
 - ☐ Occupant Behaviour: Ontario EcoSchools program reaching 50% of all Grand Erie schools, incentives for schools participating in EcoSchools program, annual Environmental EcoConference (elementary) or Environmental Youth Symposium (secondary), school ground greening projects, ongoing professional development training relating to energy, energy management, energy conservation and incentive programs available.
2. The Board has an energy management position which includes the following options.
 - ☒ In-house including:
 - a. Full time
 - b. Part time
 - c. Shared job function**
 - ☐ Contracted third party, or
 - ☐ None
3. Energy Management Strategies

Energy management strategies fall into four key categories:

1. Renewable Energy
2. Design/Construction/Retrofit
3. Operations and Maintenance
4. Occupant Behaviour

Renewal Energy

Definition

Renewal energy is a strategy to cut down a board's energy use from the province's electricity grid and includes:

- solar panels
- wind turbines, etc.

The Board entered into a rooftop lease agreement with Ameresco Canada Inc. to produce photovoltaic solar energy. This agreement is under the Feed-In-Tariff (FIT) Program. There are over 10,000 solar panels installed across 20 schools within Grand Erie. This is a total of 2.549 MW in potential production. Generation information is not included in the Conservation and Demand Management Plan as Grand Erie does not own the equipment.

Design/Construction/Retrofit

Definition

Design, construction, and retrofit includes the original and ongoing intent of how a building and its systems are to work through the combination of disciplines such as architecture and engineering.

For the Board's relevant projects over the next five years, please refer to **Appendix B: Calculating Energy Conservation Goals Fiscal Year 2019 to Fiscal Year 2023: Design, Construction, and Retrofit**

Operations and Maintenance

Definition

Operations and maintenance include the strategies the Board uses to make sure that the existing buildings and equipment performs at maximum efficiency. For the Board's relevant projects over the next five years, please refer to **Appendix C: Calculating Energy Conservation Goals Fiscal Year 2019 to Fiscal Year 2023: Operations and Maintenance.**

Occupant Behaviour

Definition

Strategies that the Board uses to teach occupants, including staff, students and community users, with an emphasis on changing specific actions to reduce energy consumption. For the Board's relevant projects over the next five years, please refer to **Appendix D: Calculating Energy Conservation Goals Fiscal Year 2019 to Fiscal Year 2023: Occupant Behaviour**.

A. Future Energy Conservation Goals

The Board has set out the following energy intensity reduction conservation goals for the next five fiscal years. For a summary of the Board's relevant projects over the next five years, please refer to **Appendix E: Calculating Energy Conservation Goals Fiscal Year 2019 to Fiscal Year 2023: Summary of Conservation Goals by Type**.

Table 7: Annual Energy Intensity Conservation Goals

Annual Energy Intensity Conservation Goal	Fiscal Year 2018 to 2019	Fiscal Year 2019 to 2020	Fiscal Year 2020 to 2021	Fiscal Year 2021 to 2022	Fiscal Year 2022 to 2023
ekW/ft2	0.25	0.16	0.16	0.16	0.15
ekW/m2	2.71	1.67	1.68	1.68	1.66
Percentage Decrease	1.44	0.89	0.89	0.89	0.88

The following table shows the Board's Cumulative Energy Intensity Conservation Goal for the next five fiscal years.

Table 8: Cumulative Conservation Goal

Cumulative Conservation Goal	Fiscal Year 2018 to 2019 through Fiscal Year 2022 to 2023
ekWh/ft2	0.87
ekWh/m2	9.29
Percentage Decrease	4.99

NOTE TO READERS:

There are many factors that influence a board's ability to meet energy conservation goals. A list of some of these factors include, but are not limited to, in the following changes:

1. Changes in Programming

For example:

- Introduction of Before and After School Programs to schools meant that the number of hours that a facility's HVAC system operates daily was expanded by four or more hours per weekday to reflect the longer occupancy hours.

2. Changes to the Ontario Building Code

For example:

- Regular changes/updates to the Ontario Building Code can impact energy use. For example, an increase in levels of ventilation in newly constructed buildings or other requirements. As a result, more fresh air is brought into a school to meet the ventilation requirements throughout the day requires heating and cooling of the air (dependent on the season) to meet standard classroom temperatures.

3. Changes to School Board Funding Models

- Forecasted Conservation Goals are based on current funding models being in place throughout the next five years.
- All boards' funding is determined on an annual basis. Any changes to the funding model will impact forecasted values.

4. Changes in Technology

- Forecasted Conservation Goals are based on current technologies and related energy savings. If new technologies become available, anticipated energy savings may increase.

B. Environmental Programs

In Fiscal Year 2018 to 2019, schools within the Board participated in environmental programs.

1. Eco Schools:
38 number of schools participate
2. Earth Care Schools:
0 number of schools participate
3. Enbridge: The School Energy Challenge
0 number of schools participate
4. Other: The School Energy Challenge
The name of the program is n/a
0 Number of schools participate

C. Energy Efficiency Incentives

1. The Board applies to incentive programs to support the implementation of energy efficient projects on a regular basis.

☒ Yes ☐ No

If yes, between Fiscal Year 2013 to 2014 and Fiscal Year 2017 to 2018, the Board has applied for \$848,078.56 in incentive funding from different agencies to support the implementation of energy efficient projects.

saveONenergy: \$817,333.56

Union Gas: approx. \$23,000.00

2. The Board uses the services of the sector's Incentive Programs Advisor (IPA).

☒ Yes ☐ No

D. Energy Procurement

1. The Board participates in a consortia arrangement to purchase electricity.

☒ Yes ☐ No

If yes,

- ☒ OECM's Strategic Electricity Management and Advisory Services
☐ Other:

Provide Name of Consortia: _____

2. The Board participates in a consortia arrangement to purchase natural gas.

☒ Yes ☐ No

If yes,

- ☐ Ontario Education Collaborative Marketplace's (also known as OECM) Natural Gas Management and Advisory Services
☒ Catholic School Board Services Association' (also known as CSBSA) Natural Gas Management and Advisory Services
☐ Other:

Provide Name of Consortia: _____

E. Demand Management

1. The Board uses the following method(s) to monitor electrical Demand:

- ☒ Invoices
☒ Real-time data
☒ Online data from the Local Distribution Company (LDC)
☐ Other:

2. The Board uses the following methodologies to cut down electrical Demand:

- ☒ Equipment scheduling
☒ Phased/staged use of equipment
☐ Demand-limit equipment
☐ Deferred start-up of large equipment (e.g. chiller start-up in spring)
☐ Other:

F. Senior Management Approval of this Energy Conservation and Demand Management Plan

I confirm that (insert Board's name) senior management has reviewed and approved this Energy Conservation and Demand Management Plan.

Full Name: _____

Job Title: _____

Date: _____

Appendix A-1: Investments in Energy Efficiency between Fiscal Year 2013 and Fiscal Year 2018: Design, Construction and Retrofit Strategies

Press TAB to moveto input area. Press UP or DOWN ARROW in column A to read through the document.

Design, Construction and Retrofit Strategies

	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
Lighting	Investments in Energy Management Strategies	Investment in Energy Management Strategies	Investment in Energy Management Strategies	Investment in Energy Management Strategies	Investment in Energy Management Strategies
High-efficiency Lighting Systems (T-8, T-5, CFL, LED ...)	\$ 433,518	\$ 144,521	\$ 1,917,474	\$ 1,439,566	\$ 724,073
Daylight Sensors	\$ -	\$ -	\$ -	\$ -	\$ -
Outdoor Lighting	Included in High-efficiency Lighting	Included in High-efficiency Lighting	Included in High-efficiency Lighting	Included in High-efficiency Lighting	Included in High-efficiency Lighting
Occupancy Sensors	Included in BAS Pricing	Included in BAS Pricing	Included in BAS Pricing	Included in BAS Pricing	Included in BAS Pricing
Daylight Harvesting	\$ -	\$ -	\$ -	\$ -	\$ -
Other (Describe)	\$ -	\$ -	\$ -	\$ -	\$ -

	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
HVAC	Investment in Energy Management Strategies	Investment in Energy Management Strategies	Investment in Energy Management Strategies	Investment in Energy Management Strategies	Investment in Energy Management Strategies
Efficient Boilers (near condensing)	\$ -	\$ -	\$ -	\$ -	\$ -
High-efficiency Boilers (condensing)	\$ -	\$ 81,915	\$ -	\$ 54,638	\$ -
High-efficiency Boiler Burners	\$ -	\$ -	\$ -	\$ -	\$ -
Geothermal	\$ -	\$ -	\$ -	\$ 182,458	\$ -
Heat Recovery/Enthalpy Wheels	\$ -	\$ -	\$ -	\$ -	\$ -
Economizers	\$ -	\$ -	\$ -	\$ -	\$ -
Energy Efficient HVAC Systems	\$ -	\$ 76,293	\$ 219,736	\$ 7,550	\$ 58,700
Energy Efficient Rooftop Units	\$ 758,618	\$ -	\$ -	\$ 189,792	\$ 1,315,879
High-efficiency Domestic Hot Water	\$ 7,550	\$ 3,810	\$ 1,720	\$ 5,001	\$ 4,230
Efficient Chillers and Controls	\$ 290,154	\$ -	\$ -	\$ 542,648	\$ -
High-efficiency Motors	\$ -	\$ -	\$ -	\$ -	\$ -
VFD	\$ -	\$ -	\$ -	\$ -	\$ -
Demand Ventilation	\$ -	\$ -	\$ -	\$ -	\$ -
Entrance Heater Controls	\$ -	\$ -	\$ -	\$ -	\$ -
Other (Describe)	\$ -	\$ -	\$ -	\$ -	\$ -

	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
Controls	Investment in Energy Management Strategies	Investment in Energy Management Strategies	Investment in Energy Management Strategies	Investment in Energy Management Strategies	Investment in Energy Management Strategies
Building Automation Systems - New	\$ 76,560	\$ 37,150	\$ 56,230	\$ 37,949	\$ 124,938
Building Automation Systems - Upgrade	\$ 35,700	\$ -	\$ -	\$ 377,024	\$ 622,967
Other (Describe)	\$ -	\$ -	\$ -	\$ -	\$ -

	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
Building Envelope	Investment in Energy Management Strategies	Investment in Energy Management Strategies	Investment in Energy Management Strategies	Investment in Energy Management Strategies	Investment in Energy Management Strategies
Glazing	\$ -	\$ -	\$ -	\$ -	\$ -
Increased Wall Insulation	\$ -	\$ -	\$ -	\$ -	\$ -
New Roof	\$ 886,635	\$ 1,189,913	\$ 1,136,954	\$ 294,193	\$ 582,407
New Windows	\$ 227,494	\$ 297,741	\$ 633,288	\$ 283,815	\$ 340,668
Treatments	\$ -	\$ -	\$ -	\$ -	\$ -
Shading Devices	\$ 192,989	\$ 88,774	\$ 83,168	\$ 150,988	\$ 110,330
Other (Describe)	\$ -	\$ -	\$ -	\$ -	\$ -
Total Investment in Design, Construction and Retrofit Strategies	\$ 2,909,218	\$ 1,920,117	\$ 4,048,570	\$ 3,565,622	\$ 3,884,192

Investments in Energy Management Strategies

Operations and Maintenance Strategies

	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
Policy and Planning	Investment in Energy Management Strategies	Investment in Energy Management Strategies	Investment in Energy Management Strategies	Investment in Energy Management Strategies	Investment in Energy Management Strategies
New School Design/Construction Guidelines and Specifications	\$ -	\$ -	\$ -	\$ -	\$ -
Day and Night Temperature Guidelines for all Schools	\$ -	\$ -	\$ -	\$ -	\$ -
Nighttime Blackout of Sites - Interior	\$ -	\$ -	\$ -	\$ -	\$ -
Nighttime Blackout of Sites - Exterior	\$ -	\$ -	\$ -	\$ -	\$ -
Procures Only Energy Star Certified Appliances	\$ -	\$ -	\$ -	\$ -	\$ -
Daylight Harvesting (servicing)	\$ -	\$ -	\$ -	\$ -	\$ -
Demand Ventilation (servicing)	\$ -	\$ -	\$ -	\$ -	\$ -
Other (Describe)	\$ -	\$ -	\$ -	\$ -	\$ -

	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
Energy Audits	Investment in Energy Management Strategies	Investment in Energy Management Strategies	Investment in Energy Management Strategies	Investment in Energy Management Strategies	Investment in Energy Management Strategies
Walk Through Audit	\$ -	\$ -	\$ -	\$ -	\$ -
Engineering Audit	\$ -	\$ -	\$ -	\$ -	\$ -
Other (Describe): Lighting Audits		4837	70491	\$ -	5847
Total Investment in Operations and Maintenance Strategies	\$ -	\$ 4,837	\$ 70,491	\$ -	\$ 5,847

Investments in Energy Management Strategies

Occupant Behaviour Strategies

	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
Training and Education	Estimated Cost of Implementation	Estimated Cost of Implementation	Estimated Cost of Implementation	Estimated Cost of Implementation	Estimated Cost of Implementation
Building Operator Training	\$ -	\$ -	\$ -	\$ 2,400	\$ 1,000
NRCan Benchmarking Program	\$ -	\$ -	\$ -	\$ -	\$ -
Building Automation Training (site specific)	\$ -	\$ -	\$ -	\$ -	\$ -
Ongoing Training and Awareness Programs for Energy Conservation	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Provide Detailed Information on Building Operational Costs	\$ 2,800	\$ 2,800	\$ 2,800	\$ 2,800	\$ 2,800
Provide Detailed Information on Energy Consumption (e.g. via the Utility Consumption Database or other database)	\$ -	\$ -	\$ -	\$ 500	\$ 37,225
Participate in Environmental Programs, such as EcoSchools, Earthcare	\$ 50,271	\$ 33,975	\$ 13,724	\$ 25,865	\$ 22,718
Other tools: Incentives and promotional items	\$ 5,862	\$ 3,181	\$ 11,279	\$ 3,612	\$ 412
Total Investment in Occupant Behaviour Strategies	\$ 59,933	\$ 40,956	\$ 28,803	\$ 36,177	\$ 65,155

Investments in Energy Management Strategies

Summary of Investment by Type						
	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2013/2014-2017/2018
Total Investments in Energy Management Strategies FY 2012-13 to FY 2017-18	Investment in Energy Management Strategies	Investment in Energy Management Strategies	Investment in Energy Management Strategies	Investment in Energy Management Strategies	Investment in Energy Management Strategies	Total Investment in Energy Management Strategies
Design, Construction and Retrofit Investments Total	\$ 2,909,218	\$ 1,920,117	\$ 4,048,570	\$ 3,565,622	\$ 3,884,192	16,327,719
Operations and Maintenance Investments Total	\$ -	\$ 4,837	\$ 70,491	\$ -	\$ 5,847	81,175
Occupant Behaviour Investments Total	\$ 59,933	\$ 40,956	\$ 28,803	\$ 36,177	\$ 65,155	231,024
Renewable Energy Investments Total	\$ -	\$ -	\$ -	\$ -	\$ -	0
Total Investment Per Fiscal Year	\$ 2,969,151	\$ 1,965,910	\$ 4,147,864	\$ 3,601,799	\$ 3,955,194	16,639,918

Appendix B: Calculating Energy Conservation Goals Fiscal Year 2019 to Fiscal Year 2023: Design, Construction, and Retrofit

Calculating Energy Conservation Goals for FY 2019 to FY 2023

Design, Construction and Retrofit Strategies															
Lighting	Quantity of Time that Measure will be in place (years)	2018-2019		2019-2020		2020-2021		2021-2022		2022-2023		2018/2019-2022/2023	Energy Payback Period	% related to Electricity	% related to Natural Gas
		Estimated Cost of Implementation	Estimated Annual Energy Savings from all projects (ekWh)	Estimated Cost of Implementation	Estimated Annual Energy Savings from all projects (ekWh)	Estimated Cost of Implementation	Estimated Annual Energy Savings from all projects (ekWh)	Estimated Cost of Implementation	Estimated Annual Energy Savings from all projects (ekWh)	Estimated Cost of Implementation	Estimated Annual Energy Saving (ekWh)	Estimated Total Accumulated Energy Savings (ekWh)			
High Efficiency Lighting Systems	15	\$ 100,000	81,633	\$ -	-	\$ -	-	\$ -	-	\$ -	-	408,163	7	100	0
Outdoor Lighting	15	\$ -	-	\$ 50,000	40,816	\$ 50,000	40,816	\$ 50,000	40,816	\$ 50,000	40,816	408,163	7	100	0
Occupancy Sensors	10	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	-	5	100	0
Other (Describe)		\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	-	0		100

H.V.A.C.	Quantity of Time that Measure will be in place	2018-2019		2019-2020		2020-2021		2021-2022		2022-2023		2018/2019-2022/2023	Energy Payback Period	% related to Electricity	% related to Natural Gas
		Estimated Cost of Implementation	Estimated Annual Energy Savings from all projects (ekWh)	Estimated Cost of Implementation	Estimated Annual Energy Savings from all projects (ekWh)	Estimated Cost of Implementation	Estimated Annual Energy Savings from all projects (ekWh)	Estimated Cost of Implementation	Estimated Annual Energy Savings from all projects (ekWh)	Estimated Cost of Implementation	Estimated Annual Energy Savings from all projects (ekWh)	Estimated Total Accumulated Energy Savings (ekWh)			
Efficient Boilers (near condensing)	30	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	-	15	5	95
High-efficiency Boilers (condensing)	15	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	-	10	5	95
High-efficiency Boiler Burners	10	\$ 7,000	38,924	\$ -	-	\$ -	-	\$ -	-	\$ -	-	194,620	5	5	95
Geothermal	20	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	-	35	100	0
Heat Recovery/Enthalpy Wheels	30	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	-	8	20	80
Economizers	15	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	-	7.5	50	50
Energy Efficient HVAC systems	30	\$ 250,000	32,736	\$ 250,000	32,736	\$ 250,000	32,736	\$ 250,000	32,736	\$ 250,000	32,736	491,039	75	50	50
Energy Efficient Rooftop Units	15	\$ 750,000	245,519	\$ 250,000	81,840	\$ 250,000	81,840	\$ 250,000	81,840	\$ 250,000	81,840	2,045,994	30	50	50
High Efficiency Domestic Hot Water	15	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	-	10	15	85
Efficient Chillers and Controls	25	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	-	100	100	0
High-efficiency Motors	20	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	-	10	100	0
VFD	15	\$ 100,000	144,496	\$ 100,000	144,496	\$ 100,000	144,496	\$ 100,000	144,496	\$ 100,000	144,496	2,167,434	5	75	25
Demand Ventilation	10	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	-	5	50	50
Entrance Heater Controls	20	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	-	5	50	50
Destratification Fans	10	\$ 20,000	16,327	\$ 20,000	16,327	\$ 20,000	16,327	\$ 20,000	16,327	\$ 20,000	16,327	244,898	7	100	0
Other (Describe)		\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	-	0		100

Controls	Quantity of Time that Measure will be in place	2018-2019		2019-2020		2020-2021		2021-2022		2022-2023		2018/2019-2022/2023	Energy Payback Period	% related to Electricity	% related to Natural Gas
		Estimated Cost of Implementation	Estimated Annual Energy Savings from all projects (ekWh)	Estimated Cost of Implementation	Estimated Annual Energy Savings from all projects (ekWh)	Estimated Cost of Implementation	Estimated Annual Energy Savings from all projects (ekWh)	Estimated Cost of Implementation	Estimated Annual Energy Savings from all projects (ekWh)	Estimated Cost of Implementation	Estimated Annual Energy Savings from all projects (ekWh)	Estimated Total Accumulated Energy Savings (ekWh)			
Building Automation Systems - New	10	\$ 162,480	106,379	\$ -	-	\$ -	-	\$ -	-	\$ -	-	531,893	15	50	50
Building Automation Systems - Upgrade	10	\$ -	-	\$ 40,000	26,189	\$ 40,000	26,189	\$ 40,000	26,189	\$ 40,000	26,189	261,887	15	50	50
Real-time energy data for operators to identify and diagnose building issues	10	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	-	3	50	50
Voltage Harmonizers	15	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	-	7	100	0
Other (Describe)		\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	-	0		100

Building Envelope	Quantity of Time that Measure will be in place	2018-2019		2019-2020		2020-2021		2021-2022		2022-2023		2018/2019-2022/2023	Energy Payback Period	% related to Electricity	% related to Natural Gas
		Estimated Cost of Implementation	Estimated Annual Energy Savings from all projects (ekWh)	Estimated Cost of Implementation	Estimated Annual Energy Savings from all projects (ekWh)	Estimated Cost of Implementation	Estimated Annual Energy Savings from all projects (ekWh)	Estimated Cost of Implementation	Estimated Annual Energy Savings from all projects (ekWh)	Estimated Cost of Implementation	Estimated Annual Energy Savings from all projects (ekWh)	Estimated Total Accumulated Energy Savings (ekWh)			
Glazing	30	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	-	80	20	80
Increased Wall Insulation	50	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	-	40	20	80
New Roof	25	\$ 1,750,000	151,070	\$ 1,455,000	125,604	\$ 1,465,000	126,468	\$ 1,490,000	128,626	\$ 1,380,000	119,130	2,013,553	200	20	80
New Windows	30	\$ 415,000	89,563	\$ 200,000	43,163	\$ 200,000	43,163	\$ 200,000	43,163	\$ 200,000	43,163	879,446	80	20	80
Treatments	10	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	-	10	20	80
Shading Devices	30	\$ 100,000	28,571	\$ 100,000	28,571	\$ 100,000	28,571	\$ 100,000	28,571	\$ 100,000	28,571	428,571	20	100	0
Other (Describe)		\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	-	0		100

Design, Construction & Retrofit Strategies Total	Quantity of Time that Measure will be in place	2018-2019		2019-2020		2020-2021		2021-2022		2022-2023		2018/2019-2022/2023			
		Estimated Cost of Implementation	Estimated Annual Energy Savings from all projects (ekWh)	Estimated Cost of Implementation	Estimated Annual Energy Savings from all projects (ekWh)	Estimated Cost of Implementation	Estimated Annual Energy Savings from all projects (ekWh)	Estimated Cost of Implementation	Estimated Annual Energy Savings from all projects (ekWh)	Estimated Cost of Implementation	Estimated Annual Energy Savings from all projects (ekWh)	Estimated Total Accumulated Energy Savings (ekWh)			
Total		\$ 3,654,480	935,218	\$ 2,465,000	539,742	\$ 2,475,000	540,605	\$ 2,500,000	542,763	\$ 2,390,000	533,267	10,075,662			

Keys	
colour yellow	= Default value
colour blue	= Calculated Value
\$0.175	= cost of 1 ekWh electricity
\$ 0.0287	= cost of 1 ekWh natural gas
0.0955	m² = 1 ekWh (as per NRCan conversion table)
\$0.30	= cost of 1 m² of natural gas

Appendix C: Calculating Energy Conservation Goals Fiscal Year 2019 to Fiscal Year 2023: Operations and Maintenance.

Calculating Energy Conservation Goals for FY 2019 to FY 2023

Press TAB to move to input area. Press UP or DOWN ARROW in column A to read through the document.

Operations and Maintenance Strategies															
Policy and Planning	Quantity of Time that Measure will be in place (years)	2018-2019		2019-2020		2020-2021		2021-2022		2022-2023		2018/2019-2022/2023	Energy Payback Period	% related to Electricity	% related to Natural Gas
		Estimated Cost of Implementation	Estimated Annual Energy Savings from all projects (ekWh)	Estimated Cost of Implementation	Estimated Annual Energy Savings from all projects (ekWh)	Estimated Cost of Implementation	Estimated Annual Energy Savings from all projects (ekWh)	Estimated Cost of Implementation	Estimated Annual Energy Savings from all projects (ekWh)	Estimated Cost of Implementation	Estimated Annual Energy Savings from all projects (ekWh)	Estimated Total Accumulated Energy Savings (ekWh)			
New School Design/Construction Guidelines and Specifications	5	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	-	5	50	50
Day and Night Temperature Guidelines for all Schools	10	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	-	5	20	50
Nighttime Blackout of Sites - Interior	10	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	-	7	100	-
Nighttime Blackout of Sites - Exterior	10		-	10,000	8,163	10,000	8,163	10,000	8,163	10,000	8,163	81,633	7	100	-
Procures Only Energy Star Certified Appliances	5	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	-	5	100	-
Demand Ventilation (servicing)	3	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	-	5	50	50
HVAC Optimization (coil cleaning, re-calibration of equipment)	3	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	-	2	50	50
Commissioning (retro and re)	10	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	-	10	50	50
Other (Describe)		\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	-	0		100

Energy Audits	Quantity of Time that Measure will be in place	2018-2019		2019-2020		2020-2021		2021-2022		2022-2023		2018/2019-2022/2023	Energy Payback Period	% related to Electricity	% related to Natural Gas
		Estimated Cost of Implementation	Estimated Annual Energy Savings from all projects (ekWh)	Estimated Cost of Implementation	Estimated Annual Energy Savings from all projects (ekWh)	Estimated Cost of Implementation	Estimated Annual Energy Savings from all projects (ekWh)	Estimated Cost of Implementation	Estimated Annual Energy Savings from all projects (ekWh)	Estimated Cost of Implementation	Estimated Annual Energy Savings from all projects (ekWh)	Estimated Total Accumulated Energy Savings (ekWh)			
Walk Through Audit	5	\$ -	-	10,000	98	10,000	98	10,000	98	10,000	98	952	1000	50	50
Engineering Audit	5	50,000	491	50,000	491	50,000	491	50,000	491	50,000	491	7,366	1000	50	50
Other (Describe)		\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	-	0		100

Operations and Maintenance Strategies Total	Quantity of Time that Measure will be in place	2018-2019		2019-2020		2020-2021		2021-2022		2022-2023		2018/2019-2022/2023			
		Estimated Cost of Implementation	Estimated Annual Energy Savings from all projects (ekWh)	Estimated Cost of Implementation	Estimated Annual Energy Savings from all projects (ekWh)	Estimated Cost of Implementation	Estimated Annual Energy Savings from all projects (ekWh)	Estimated Cost of Implementation	Estimated Annual Energy Savings from all projects (ekWh)	Estimated Cost of Implementation	Estimated Annual Energy Savings from all projects (ekWh)	Estimated Total Accumulated Energy Savings (ekWh)			
Total		\$ 50,000	491	\$ 70,000	8,753	\$ 70,000	8,753	\$ 70,000	8,753	\$ 70,000	8,753	89,980			

Keys

\$0.175 = cost of 1 ekWh electricity

\$0.0287 = cost of 1 ekWh natural gas

0.0955 m³ = 1 ekWh

\$0.30 = cost of 1 m³ of natural gas

End of worksheet.

Appendix D: Calculating Energy Conservation Goals Fiscal Year 2019 to Fiscal Year 2023: Occupant Behaviour.

Calculating Energy Conservation Goals for FY 2019 to FY 2023

Press TAB to move to input area. Press UP or DOWN ARROW in column A to read through the document.

Occupant Behaviour Strategies																
Training and Education	Quantity of Time that Measure will be in place (years)	2018-2019		2019-2020		2020-2021		2021-2022		2022-2023		2018/2019-2022/2023	Energy Payback Period	% related to Electricity	% related to Natural Gas	
		Estimated Cost of Implementation	Estimated Annual Energy Savings from all projects (ekWh)	Estimated Cost of Implementation	Estimated Annual Energy Savings from all projects (ekWh)	Estimated Cost of Implementation	Estimated Annual Energy Savings from all projects (ekWh)	Estimated Cost of Implementation	Estimated Annual Energy Savings from all projects (ekWh)	Estimated Cost of Implementation	Estimated Annual Energy Savings from all projects (ekWh)	Estimated Total Accumulated Energy Savings (ekWh)				
Building Operator Training	3	\$ 5,000	14,311	\$ -	-	\$ -	-	\$ -	-	\$ -	-	71,555	3	60	40	
Energy Benchmarking Program	5	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	-	1000	50	50	
Building Automation Training (site specific)	3	\$ 3,000	25,760	\$ 5,000	42,933	\$ 5,000	42,933	\$ 5,000	42,933	\$ 5,000	42,933	558,132	1	60	40	
Ongoing Training and Awareness Programs for Energy Conservation	5	\$ 1,000	624	\$ 1,000	624	\$ 1,000	624	\$ 1,000	624	\$ 1,000	624	9,354	10	90	10	
Detailed Information on Building Operational Costs	1	\$ 2,500	25	\$ 2,500	25	\$ 2,500	25	\$ 2,500	25	\$ 2,500	25	368	1000	50	50	
Detailed Information on Energy Consumption (e.g. via the Utility Consumption Database or other database)	1	\$ 500	5	\$ 500	5	\$ 500	5	\$ 500	5	\$ 500	5	74	1000	50	50	
Participate in Environmental Programs, such as EcoSchools, Earthcare	1	\$ 25,000	31,179	\$ 25,000	31,179	\$ 25,000	31,179	\$ 25,000	31,179	\$ 25,000	31,179	467,683	5	90	10	
Other Tools (Define)	1	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	-	0		100	
Occupant Behaviour Strategies Total		\$ 37,000	71,903	\$ 34,000	74,765	\$ 34,000	74,765	\$ 34,000	74,765	\$ 34,000	74,765	1,107,166				
	Keys															
	\$0.175	= cost of 1 ekWh electricity														
	\$0.0287	= cost of 1 ekWh natural gas														
	0.0955	m³ = 1 ekWh														
	\$0.30	= cost of 1 m³ of natural gas														

Calculating Energy Conservation Goals for FY 2019 to FY 2023

Conservation Goal

	FY 2018	
Total Building Area (includes portables) (m²)	372,335	Enter from UCD. - use square meters
Total Building Area (includes portables) (ft²)	4,007,814	Enter from UCD - use square feet
Energy Consumption for the board (ekWh)	70,047,050	Enter from UCD

1 ft² = 0.0929 m²

	2018-2019		2019-2020		2020-2021		2021-2022		2022-2023		2018/2019-2022/2023
	Estimated Cost of Implementation	Estimated Annual Energy Savings from all projects (ekWh)	Estimated Cost of Implementation	Estimated Annual Energy Savings from all projects (ekWh)	Estimated Cost of Implementation	Estimated Annual Energy Savings from all projects (ekWh)	Estimated Cost of Implementation	Estimated Annual Energy Savings from all projects (ekWh)	Estimated Cost of Implementation	Estimated Annual Energy Savings from all projects (ekWh)	Estimated Total Accumulated Energy Savings (ekWh)
Appendix B: Design, Construction and Retrofit Strategies Total	\$ 3,654,480	935,218	\$ 2,465,000	539,742	\$ 2,475,000	540,605	\$ 2,500,000	542,763	\$ 2,390,000	533,267	10,075,662
Appendix C: Operations and Maintenance Strategies Total	\$ 50,000	491	\$ 70,000	8,753	\$ 70,000	8,753	\$ 70,000	8,753	\$ 70,000	8,753	89,980
Appendix D: Occupant Behaviour Strategies Total	\$ 37,000	71,903	\$ 34,000	74,765	\$ 34,000	74,765	\$ 34,000	74,765	\$ 34,000	74,765	1,107,166
TOTAL	\$ 3,741,480	1,007,612	\$ 2,569,000	623,259	\$ 2,579,000	624,122	\$ 2,604,000	626,281	\$ 2,494,000	616,785	11,272,808
Percentage reduction		1.44		0.89		0.89		0.89		0.88	4.99
Conservation Goal (ekWh/m²)		2.71		1.67		1.68		1.68		1.66	9.39
Conservation Goal (ekWh/ft²)		0.25		0.16		0.16		0.16		0.15	0.87

Note

Check the total in cell B15 to confirm validity of estimated amount to be spent during that year

Note

Check the total in cell D15 to confirm validity of estimated amount to be spent during that year

Note

Check the total in cell F15 to confirm validity of estimated amount to be spent during that year

Note

Check the total in cell H15 to confirm validity of estimated amount to be spent during that year

Note

Check the total in cell J15 to confirm validity of estimated amount to be spent during that year



GRAND ERIE DISTRICT SCHOOL BOARD

TO: Brenda Blancher, Director of Education & Secretary
FROM: Liana Thompson, Superintendent of Education
RE: **Special Education Advisory Committee (SEAC) Membership**
DATE: June 24, 2019

Recommended Action: Moved by _____ Seconded by _____
THAT the Grand Erie District School Board accept the resignations of Ronelda Smith of Haldimand-Norfolk REACH, and Michelle Falkiner, member-at-large, and approve the addition Nancy Schuur of Haldimand-Norfolk REACH.

Background

At the March 21, 2019 Grand Erie DSB SEAC meeting, members accepted the resignation of Ronelda Smith, of H-N REACH, effective immediately. The Chair sent her a letter thanking her for the years of service she dedicated to SEAC.

On May 16, 2019, the Recording Secretary received the resignation of member at large Michelle Falkiner. The Chair sent a letter thanking her for contributions she had made to Grand Erie DSB SEAC.

The Executive Director of HN REACH notified the Recording Secretary on May 23, 2019 that its Board of Directors approved Nancy Schuur to represent H-N REACH on Grand Erie DSB SEAC.

Ms. Schuur was provided with the SEAC membership guide, the link to our special education page and invited to attend the June meeting as a guest until the Board formally approves her membership.

Additional Information

At the SEAC meeting of June 13, 2019, members approved a motion to recommend the Board approve the revised membership list including Ms. Schuur as representative of H-N REACH.

Moved by: K. Jones

Seconded by: C. Brady

THAT SEAC accepts the resignations of R. Smith and M. Falkiner and the addition of N. Schuur to the roster and recommends the Board of Trustees approve the revisions to the SEAC membership roster.

Next Steps

SEAC members, including the new applicant, will be advised of the board's decision and a revised membership list will be posted to the Board's website. [SEAC Representatives](#).

Grand Erie Multi-Year Plan:

This report supports the Equity indicator of Success for Every Student and the following statement: we will promote practices that help students, families and staff feel included.

Respectfully submitted,

Liana Thompson
Superintendent of Education



GRAND ERIE DISTRICT SCHOOL BOARD

TO: Brenda Blancher, Director of Education & Secretary
FROM: Rafal Wyszynski, Superintendent of Business & Treasurer
RE: **Summary of Accounts – May 2019**
DATE: June 24, 2019

Recommended Action: Moved by _____ Seconded by _____
THAT the Grand Erie District School Board receive the Summary of Accounts for the month of May 2019 in the amount of \$10,957,871.31 as information.

Rationale/Background

The summary of accounts for the Grand Erie District School Board for each month is provided to the Board.

Respectfully submitted,

Rafal Wyszynski
Superintendent of Business & Treasurer



MINUTES

Present: Vice-Chair R. Collver, L. Boudreault, L. Boswell, C. Brady, C. Clattenburg, L. DeJong, S. Gibson, K. Mertins, L. Scott, L. Sheppard, L. Thompson, T. Waldschmidt, T. Wilson.

Regrets: P. Bagchee, B. Caers, M. Carpenter, G. Drake, M. Falkiner, K. Jones, A. Powless-Bomberry, W. Rose, R. Collver, J. White, R. Winter.

Recorder: P. Curran.

A-1 Opening **R. Collver**

(a) Welcome R. Collver

Vice-Chair Collver welcomed everyone and called the meeting to order.

S. Gibson read the Land Acknowledgement Statement. S. Gibson

(b) Agenda Additions / Deletions / Approvals R. Collver

Moved by: T. Waldschmidt

Seconded by: C. Brady

“THAT the agenda for SEAC 18-09 May 16, 2019 be approved as distributed.”

Carried

B-1 Timed Items **R. Collver**

(a) Grand Erie Special Education Plan 2018-19 L. Thompson

Last month members were provided with an exercise to help familiarize them with the plan and asked for input on how easy or difficult it was to find information in the plan.

Members had no further suggestions for changes and will ask the board to approve the plan.

Moved by: L. Scott

Seconded by: T. Waldschmidt

“THAT the Grand Erie DSB Special Education Advisory Committee recommends the board approve the Draft Special Education Plan 2018-19 as presented.”

Carried



Special Education Advisory Committee SEAC 18-09

H-1-b

Education Centre – Board Room
Thursday, May 16, 2019 – 6:00 p.m.

- (b) Revision to the IPRC Process – Standard 5 L. Thompson
- Superintendent Thompson advised she had worked with a legal firm to ensure the direction we were suggesting was not only creating a more fulsome discussion about the child's strengths and needs, but in line with the Ontario Human Rights Commission (OHRC) position.

The lawyer recommended a waiver process for the IPRC and will provide templates that will be shared with SEAC. She recommended a focus on a consensus model with a fulsome consultation process rather than focusing on a dispute resolution process.

C-1 Business Arising from Minutes and/or Previous Meetings R. Collver

- (a) Ratification of Minutes April 23, 2019 SEAC Meeting
- i. R. Collver – requested an addition to G-1 Community Updates (a) Grand Erie Games indicating they were rescheduled from May 15 to May 29 due to wet field conditions.
 - ii. R. Collver – requested the addition of C. Clattenburg's name and title to Community Updates (b) Walk-in Counselling Clinic information.

Moved by: L. Scott

Seconded by: S. Gibson

"THAT the minutes of SEAC 18-08, held on April 23, 2019 be approved as amended."

Carried

- (b) Increase in Behaviour Problems and Physical Activities in the Classroom

Evidence exists that when students are provided opportunities to move regularly, disruptions from unruly behaviour decrease.

S. Gibson noted it doesn't require expensive equipment and shared a link on the success of providing motor skill development which also helps minds develop and increase concentration.

<https://www.cbc.ca/news/canada/prince-edward-island/pei-students-fine-gross-motor-skills-1.4997287>

Superintendent Thompson talked about a Grand Erie school with a "movement hall" where students participate in various activities that are set up in the hallway. The hallway is used for breaks, between classes, and for individual students who require movement in order to focus.



Special Education Advisory Committee SEAC 18-09

H-1-b

Education Centre – Board Room
Thursday, May 16, 2019 – 6:00 p.m.

L. Boudreault spoke of secondary teachers who saw students with significant behaviour challenges become calmer and ready to learn after participating in walking or snowshoeing, depending on the weather.

Superintendent Thompson noted many schools take on a lot of these strategies, but it may be helpful to discuss the topic at a Director's meeting to help everyone build on good practices.

L. Sheppard advised that many behaviour plans within Grand Erie include teaching students to take a break. This often includes practicing movements and/or physical activity as part of a routine, so that a student can access this strategy when escalated. It is proving very successful and staff is teaching teachers how to generalize this with all students.

(c) Ministry of Education Consultation Process for Class Sizes
<http://www.edu.gov.on.ca/eng/parents/class-size-consultation.html>

R. Collver

1. What are the opportunities to be found in the planned changes to the four key goals, Student Achievement, Protecting Front Line Staff, Fiscal Responsibility, Evidence-based Decision Making?

Members responded that class size changes will impact each school differently and that fewer adults to provide support will have a detrimental effect on students with special needs.

There will be loss of some non-compulsory subject areas. More sensory issues will result from larger classrooms where there will be less space for equipment for sensory needs.

2. E-learning

E-learning will work best for self-starting and highly motivated learners; helpful for students who need the flexibility of working on line.

Difficult for many students to learn in this environment and if centralized will be out of the school board's hands and may result in the loss of teacher positions in the school board.

Concerned that the online platform be able to meet AODA requirements and need to know what accommodations will be available for students unable to complete e-learning courses.

Grand Erie currently offers a wide selection of e-learning courses and while additions to the selection are appreciated there are many concerns if the platform is mandatory.



Special Education Advisory Committee SEAC 18-09

H-1-b

Education Centre – Board Room
Thursday, May 16, 2019 – 6:00 p.m.

R. Collver will submit Grand Erie DSB SEAC input which will be shared with members at the June meeting.

(d) February 1, 2019 SEAC Minutes – Revision

P. Curran

D-1 (a) Special Education Plan
Standard 6 – Educational and Other Assessments
In response to a query the following clarification was made:

Staff confirmed that students who are Grade 3 age in Self Contained classrooms may participate in the Canadian Cognitive Abilities Test (CCAT).

D-1 New Business

R. Collver

(a) Guidelines for the Role of the Elementary Learning Resource Teacher

L. Boudreault /
L. Sheppard

Staff performed a short skit to demonstrate the evolving role of the elementary Learning Resource Teacher (LRT) who provides support to special needs students. Currently, every school is assigned 1.0 LRT as a base allocation.

Past: Students In the past, students would be removed from their class and taken to the LRT for work on a program designed by the LRT who would also review the student's OSR to gain insight on their needs. Professional support staff and system LRT provided Tier 1 and Tier 2 support for schools to use in regular and special education classes. Staff training for LRTs was after school or one day per year. LRTs learned a lot but there were few opportunities to share their knowledge with anyone.

Present: Staff developed a more standardized approach for student withdrawal from classrooms for certain support programs, e.g., literacy intervention. The classroom teacher and the LRT together develop a student profile of strengths, needs, and required accommodations in LITE which moves from school to school within Grand Erie. There is increased focus on professional development. LRTs and principals receive monthly power point lessons which can be shared and discussed with school staff at breakfast or lunch meetings or after school or on line.

Future: This plan would involve regular training for the LRT who would then work with classroom teachers to co-plan and co-teach differentiated literacy in the classroom. The LRT supports the classroom teacher with development of the student profile. The function will remain very similar, but the teacher will take the initiative to review and update student profiles on a regular basis, consulting the LRT when



Special Education Advisory Committee SEAC 18-09

H-1-b
Education Centre – Board Room
Thursday, May 16, 2019 – 6:00 p.m.

necessary. The student profile will be shared with the school team if necessary. LRT will be trained extensively in Tier one interventions and will model this for the classroom teacher, e.g., how to create choice board, etc. LRTs will receive a minimum of one full day training session per month on a variety of topics which can be shared with school staff with support of the principal.

A tiered chart helped explain how tier one support will be delivered to all students through the support of the LRT, tier two support may involve system staff and tier three support may come through self-contained or provincial classrooms.

Members agreed this model should provide more stability as well as empowering the classroom teacher.

- (b) Learner Intervention Tracking for Excellence (LITE) L. Thompson
Success for Every Student – Mid-Year Update – Special Education Update J. White

Members reviewed a presentation on the program and learned the statistics are for elementary students only. This is the first year that the number of “Be Safe Plans” have been tracked.

The presentation will be shared with members.

- (c) Ministry of Children, Community and Social Services L. Thompson
– Ontario Autism Consultation

MCCSS is seeking input either online or through a townhall teleconference on the services currently provided and how the program could better meet the needs of children with autism. Information is available from the link below.

<http://www.children.gov.on.ca/htdocs/English/specialneeds/autism/consultations.aspx>

E-1 Other Business R. Collver

- (a) None



F-1 Standing Items

R. Collver

- (a) Spotlight on Special Education – Communication Services

May is Speech and Hearing month and a good time to discuss communication. Members were advised there is a difference between speech – the sounds that come from your mouth and language – using words in a way that is meaningful to yourself and others.

The Speech-Language Pathologist and the Communications Disorder Assistant use a tiered approach to address the range of challenges students face.

Parents are offered training to help their children and a newsletter is sent home regularly with ideas on how to develop language development skills.

- (b) Special Needs Strategy – Not this month

G-1 Community Updates

R. Collver

- (a) Pauline Johnson CVS at Special Olympics wins Bronze

L. Thompson

A basketball team of students from the self-contained class at PJCVS won a bronze medal recently at the Ontario Special Olympic games held in Toronto.

H-1 Correspondence

R. Collver

- (a) Ltr – Toronto DSB Apr 21/19 Re: Exclusion of Students with Disabilities from School

R. Collver

No discussion.

- (b) Ltr – Durham DSB Apr 26/19 re Proposed Changes to the Ontario Autism Program Funding

R. Collver

No discussion.

I-1 Future Agenda Items and SEAC Committee Planning

R. Collver

- (a) No discussion.



Special Education Advisory Committee SEAC 18-09

H-1-b
Education Centre – Board Room
Thursday, May 16, 2019 – 6:00 p.m.

J-1 Next Meeting

R. Collver

(a) Thursday June 13, 2019 | Grand Erie DSB – Board Room | 6:00 p.m.

K-1 Adjournment

R. Collver

Moved by: S. Gibson

Seconded by: T. Waldschmidt

"THAT the SEAC 18-09 meeting of May 16, 2019 be adjourned at 7:47 p.m."

Carried



MINUTES

(Chair – Lena Latreille)

1.0 Roll Call

Employer Representatives:

Lena Latreille	Business Services (Certified Member) (<i>Chair</i>)
Griffin Cobb	Secondary School Administration (Certified Member)
Cheryl Innes	Elementary School Administration (Certified Member)
Philip Kuckyt	Human Resources

Employee Representatives:

Elizabeth Armstrong	CUPE Clerical/Technical
Nancy Hondula	CUPE Educational Assistants (Certified Member)
Amanda Baxter	Elementary Occasional Teachers (Certified Member)
Andrea Murik	Secondary Teachers (Certified Member)
Angela Korakas	Designated Early Childhood Educator (Certified Member)
Dan McDougald	Professional Student Services Personnel (Certified Member)
Ian Smith	CUPE Facility Services
Valerie Slawich	Non-Union (Alternate)

Resources

Hilary Sutton	Health and Safety Officer
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Recording Secretary:

Jennifer Chopra	Human Resources Assistant
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Regrets:

George Wittet	Secondary Occasional Teachers (Certified Member) (<i>Co-Chair</i>)
Tom Krukowski	Facility Services
Jennifer Orr	Elementary Teachers (Certified Member)

1.1 New Members

The committee welcomed Valerie Slawich as an alternate for Laura Mels (Non-Union). Additionally, it was announced that Laura Adlington will be replacing Dan McDougald representing the Professional Student Services Personnel as of September 2019.

2.0 Minutes of Last Meeting

The draft minutes for April were reviewed.

3.0 Approval of Last Meeting Minutes

The minutes were approved.

4.0 Agenda Additions

6.6 Portable Air Conditioning Units



Joint Occupational Health and Safety Committee

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6.7 Audit Checklist for Online Incident Reporting

5.0 Unfinished Business – Discussion

5.1 Ministry of Labour- Field Visit Report- Workplace Violence- Pauline Johnson Collegiate and Vocational School & Education Centre

April 2019: The Ministry of Labour visited the Board in response to complaints that were received related to issues at Pauline Johnson. A total of 3 orders were received by Pauline Johnson, one was to ensure all staff working with students who have Be Safe Plans have current Behavioural Management System training. A second was to provide information to the JOHSC regarding steps to prevent Reoccurrence related to a notification of injury recently sent to them. The third is updating the Be Safe Plan. All of these orders were complied with by the dates required by the Ministry of Labour.

Additionally, 3 orders were received by the Board. The first order is that Workplace Violence training be provided to all Administrators on their duties regarding workplace violence and their roles and responsibilities. A plan is being created to provide that training as a second order. The third order is related to the notification of risk of violence for visitors and outside school staff. A map identifying locations of potential workplace violence and rooms where students with Be Safe Plans is being created, this map will be used in all board locations. These maps will be available in the Staff Room and alongside visitor sign in logs to ensure those visiting are aware of the risk of violence in the marked areas and the procedures to follow to access those locations. The current Workplace Violence policy is being adjusted to reflect these changes. The Ministry of Labour has granted an extension to the Board orders due April 22, 2019 until May 10, 2019. This item will remain on the next agenda.

May 2019: Information was sent to the Ministry of Labour as a response to the orders issued regarding Workplace Violence training and the creation of a Notification of Risk map. A response from the Ministry of Labour has not yet been received and is pending approval. The Division Manager of Operations and Health & Safety explained in detail the functionality of the map outlining potential workplace violence risks. Although the map is now showing as an item on the workplace violence checklist, the committee was informed that the maps are not yet available. In the interim, the Division Manager of Operations and Health & Safety advised that reminders will be sent out to Principals regarding filling out workplace violence reports to ensure consistency. Further details will be provided once a response is received from the Ministry of Labour. This item will remain on the next agenda.

5.2 Ministry of Labour- Field Visit Report- Noise Measurements- Brantford Collegiate Institute and Vocational School & Education Centre

April 2019: The Ministry of Labour visited BCI and the Education Centre in response to a Noise Induced Hearing Loss (NIHL) claim submitted by a retired teacher. The Ministry of Labour reviewed training documents and took noise readings. Orders were issued for BCI to provide training regarding hearing protection to workers that are exposed to equipment above 85 decibels (dB) and to identify types of hearing protection required when using the equipment. This item will remain on the next agenda.



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May 2019: A training document was created for workers working in Tech shops and Music rooms. The document outlines maximum decibels levels of exposure when using and working with different equipment and identifies what type of hearing protection that is required when working with the equipment. The document was forwarded to the committee and the Ministry of Labour for feedback. Feedback from the Occupational Hygienist with the Ministry of Labour was utilizing administrative controls of limiting time and use of equipment. The training document and information needs to be reviewed to see if adjustments are required to hearing protection. In order to accommodate this review, the Ministry of Labour has granted an extension until May 24, 2019 to allow time to collect information regarding average daily noise exposures in the different tech shops. This item will remain on the next agenda.

5.3 Eyewash Stations

April 2019: A concern was brought forward by a committee member regarding Eyewash Stations. It was identified that not all units have a sticker outside of the door to indicate there is an eyewash station located inside, as well some locations are behind locked doors. The Division Manager of Operations and Health & Safety indicated that due to the nature of items stored in some custodial areas, such as chemicals, the doors must be locked and thus not all eye wash units readily available to everyone. A reminder was given to the committee that there are many accessible Eyewash Stations that are clearly identified within schools. The Division Manager of Operations and Health & Safety will investigate providing stickers for use on the outside of doors to provide increased notification of available eye wash units. This item will remain on the next agenda.

May 2019: The Division Manager of Operations and Health & Safety advised the committee that the process for ordering signs and stickers for Eyewash Stations are being looked into. This item will remain on the next agenda as an ongoing project item.

5.4 Staff Safety Plan Template

April 2019: A committee member brought forward an inquiry related to an incident that occurred recently whereby a student was making threats to staff. As a result of the incident, the Supervisor created a Staff Safety Plan for the worker involved. The member inquired if a template could be created for future incidents to ensure the plan included all the necessary criteria. The Division Manager of Operations and Health & Safety advised that due to the differing nature of events the staff safety plans can vary immensely. A draft staff safety plan template will be investigated to provide a foundation for creating these plans in the future. This item will remain on the next agenda.

May 2019: The Division Manager of Operations and Health & Safety updated the committee that the creation of a staff safety plan template is in progress and not yet completed. This item will remain on the next agenda as an ongoing project item.

5.5 Recommendation to Executive Council- BCI Structural Concern of Interior Arches

A response was received from the Superintendent of Business regarding the recommendation to investigate the structural concern of the interior brick arches at Brantford Collegiate Institute. The response indicated that Facility Services has engaged the services of an



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Engineer to investigate the concern and further information will be provided to the committee. This item will remain on the next agenda.

5.6 Recommendation to Executive Council- BCI Noxious Odours Library Room 306

A response was received from the Superintendent of Business regarding the recommendation put forward to investigate the noxious odours in the Library at Brantford Collegiate Institution. The response indicated that Facility Services will be engaging the services of an Environmental Consultant to investigate concerns. In the interim, the source of the odour may have been uncovered. The elevator room adjacent to the library at BCI has a motor that is overheating and upon further investigation it was discovered that the air conditioning unit in the elevator room is not functioning correctly. A contractor has been called to fix the air conditioning unit and repairs are underway. Once the repairs have been completed the Environmental Consultant will be consulted to discuss next steps if required. This item will remain on the next agenda.

Indoor Air Quality Reports

None

6.0 New Business

6.1 Joint Occupational Health and Safety Committee Notification of Hearing Loss- May 7, 2019

The Board recently received a Workplace Safety and Insurance Board (WSIB) claim for Noise Induced Hearing Loss pertaining to a former Maintenance employee who worked for the Board between April 1982 and July 2001. The report was completed and returned to the WSIB. This item can be removed from the next agenda.

6.2 Ministry of Labour Field Visit Report- St. George-German Public School- May 8, 2019

The Ministry of Labour visited St. George-German Public School to investigate a worker critical injury that occurred when the employee slipped on wet stairs and fell breaking their ankle. Reminders have been posted regarding appropriate safety measures to prevent slips, trips and falls which include wearing proper footwear, using handrails, and being extra vigilant when walking in inclement weather. This item can be removed from the next agenda.

6.3 Ministry of Labour Notice of Compliance- Grand Erie District School Board- March 28, 2019

This item was previously addressed under item 5.1.

6.4 Health and Safety Annual Inspection Schedule- 2019-20 School Year

The Health and Safety Annual Inspection Schedule was provided to the committee to be distributed evenly amongst those conducting the inspections. Certification training will be taking place in the Fall which allows new members to the committee to have an opportunity to participate in conducting inspections as interested. This item can be removed from the next agenda.

6.5 Joint Occupational Health and Safety Committee Meeting Dates- 2019-20 School Year

The Joint Occupational Health and Safety committee meeting dates were provided to the committee for review. Meetings will take place on the 3rd Thursday of each month, with the



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exception of the March 2020 meeting which will be taking place on the 2nd Thursday of the month. This item can be removed from the next agenda.

6.6 Portable Air Conditioning Units

A committee member brought forward a concern regarding portable air conditioning units being removed from classrooms. The Division Manager of Operations and Health & Safety reminded the committee that a directive was sent out by Senior Administration to Administrators indicating that all appliances inclusive of portable air conditioning units are subject to Board approval and any appliances deemed not approved will be removed from the schools. The committee was reminded that there is no requirement to have air conditioning units in each school. The Division Manager of Operations and Health & Safety advised that buildings should follow Administrative Memo 43- Extreme Weather Guideline and that steps can be implemented to alleviate discomfort due to heat such as use of portable fans, relocation to cooler locations as well as use of blinds and curtains. This item can be removed from the next agenda.

6.7 Audit Checklist for Online Incident Reporting

A committee member brought forward questions that required clarification for an Audit Checklist for Online Incident Reporting that was given to each Union and Federation to complete by their Provincial offices. The Division Manager of Operations and Health & Safety was able to provide clarification as well as elicit feedback from the members. The Board continues to collect and articulate feedback with the software company that designed the Online Incident Reporting Tool. Ongoing improvements are continuously being made to the tool as a result. This item can be removed from the next agenda.

7.0 Information Items

7.1 Asbestos Abatement Site Report No. 01- Delhi District Secondary School- eBase #1040 (Machine Shop)- April 23, 2019

An asbestos abatement was performed at Delhi District Secondary School in the Machine Shop room to remove asbestos containing ceiling coat. All work was completed according to regulation. This item can be removed from the next agenda.

7.2 Asbestos Abatement Site Report No. 01- Langton Public School- eBase #01 (Corridor)- April 24, 2019

An asbestos abatement was performed at Langton Public School above ceiling space to identify asbestos containing building material prior to repairs being done. Three damaged asbestos-containing cement fittings were observed. This item can be removed from the next agenda.



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- 7.3 Bulk Sample Analysis Site Report No. 01- Cayuga Secondary School- eBase #2070 (Shop)- April 25, 2019
Multiple samples of vermiculite building material were collected from the Shop at Cayuga Secondary School. No asbestos was present in any of the samples. This item can be removed from the next agenda.
- 7.4 Limited Designated Substance Survey Report- Hagersville Elementary School (Renovation Areas)- April 2019
A Limited Designated Substance Survey was completed at Hagersville Elementary School to identify possible hazardous building materials that may be present in the Library prior to renovations. This item can be removed from the next agenda.
- 7.5 Bulk Sample Analysis Site Report No. 01- North Ward Public School- eBase #38 (Vestibule)- April 29, 2019
Multiple samples of building materials were collected from various areas at North Ward Public School for the determination of asbestos content. No asbestos was present in any of the samples. This item can be removed from the next agenda.
- 7.6 Bulk Sample Analysis Site Report No. 01- Prince Charles Public School- eBase #20, 36 & 52- April 29, 2019
Multiple samples of building materials were collected from various areas at Prince Charles Public School for the determination of asbestos content. The black tar/putty associated with window panes was confirmed to be asbestos-containing. All work was completed according to regulation. This item can be removed from the next agenda.
- 7.7 Bulk Sample Analysis Site Report No. 01- Brier Park Public School- eBase #44 & 50- April 29, 2019
Multiple samples of building materials were collected from various areas at Brier Park Public School for the determination of asbestos content. The black tar/putty associated with window panes was confirmed to be asbestos-containing. All work was completed according to regulation. This item can be removed from the next agenda.
- 7.8 Bulk Sample Analysis Site Report No. 01- Princess Elizabeth Public School- eBase #08, 17 & 35- April 29, 2019
Multiple samples of building materials were collected from various areas at Princess Elizabeth Public School for the determination of asbestos content. The brown and white caulking and the brown and black caulking associated with the exterior door frame was confirmed to be asbestos-containing. All work was completed according to regulation. This item can be removed from the next agenda.
- 7.9 Asbestos Abatement Site Report No. 02- Langton Public School- eBase #01 (Corridor)- May 2, 2019
An asbestos abatement was performed at Langton Public School to remove asbestos-containing debris from the ceiling space. All work was performed according to regulation. This item can be removed from the next agenda.



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7.10 Lead Remediation Site Report No. 01- Simcoe Composite School- eBase #1085 (Storage)- May 2, 2019

A Lead Remediation was performed at Simcoe Composite School in a storage area to remove loose and flaking paint. All work was completed according to regulation. This item can be removed from the next agenda.

7.11 Asbestos Bulk Sample Report No. 01- Dunnville Secondary School- Multiple Rooms- May 3, 2019

Multiple samples of floor mastic were taken to determine asbestos content prior to removal of asbestos floor tiles. Multiple samples were identified to contain asbestos. This item can be removed from the next agenda.

7.12 Bulk Sample Analysis Site Report No. 01- Elgin Avenue Public School- eBase #004 (Custodial)- May 6, 2019

Multiple samples of building materials were collected from the Custodial Room for the determination of asbestos content. The analysis determined that asbestos is not present in any of the samples collected. This item can be removed from the next agenda.

7.13 Bulk Sample Analysis Report for Paint Sample- Simcoe Composite School- May 10, 2019

A paint sample was collected from Simcoe Composite School for the determination of lead content. The sample analysis determined the white paint was confirmed to be low level lead (virtually safe). This item can be removed from the next agenda.

8.0 Review of Reports

- 8.1 Employee Accident Reports Summary- April 2019
Workplace Safety and Insurance Board Reportable- April 2019
Student Aggression Summary Table for April 2019
All reports were reviewed by the committee.

- 8.2 Status of Workplace Inspections Including Non-Academic Sites- April 2019
All inspections were completed for the month of April.

- 8.3 Health and Safety/Facility Services Committee- Next meeting June 11, 2019.

- 8.4 Critical Injuries- There have been 4 staff critical injuries and 65 student critical injuries for the 2018/19 school year.

- 8.5 Focus Group Meeting Minutes- The minutes were reviewed by the committee. Next meeting is TBD- October 2019.

- 8.6 Review of Ongoing Project Items- See chart.

- 8.7 Work Orders
Work order details were made available to the committee for review.



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9.0 Health and Safety Training

9.1 Health and Safety Training dates for 2018-19 school year:

First Aid:

- Emergency First Aid (Facility Services): June 28, 2019

BMS:

- Initial Training: June 7 & 26, 2019
- Recertification: June 7 & 26, 2019

The Health and Safety Officer will send a reminder email regarding the Emergency First Aid training on June 28 as there is currently low registration. If there is no further interest, the training session will be cancelled. The Health and Safety Officer expressed concern regarding the number of employees who have registered for training sessions but do not attend and reminded those who register to ensure they are attending accordingly.

Additionally, information has been sent to all Administrators introducing a 1-hour workshop that will take place on June 7th and 26th from 9:00-10:00AM prior to BMS recertification that will be focusing on responding to challenging student behaviour. This training is available on PD Place to register.

10.0 Recommendations to Executive Council

None.

11.0 Adjournment/Next Meeting(s): Meeting adjourned at 11:49am. Next meeting is June 20, 2019 in the Facility Services Meeting Room.



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As of May 2019:

Date item initiated	Item	Dates Discussed	Latest Update	Status and Timeframe
April 2017	Terms of Reference Review	2018- September	The Terms of Reference Review document has been approved by the Ministry. (Current agreement expires September 2022)	Review September 2021
November 2018	Workplace Violence Risk Assessment	2018- November- 2019- May	Summary document made available for review.	Review June 2019
January 2019	Online Safe Schools/Workplace Violence Incident Reporting Tool	2019- January – May	Ongoing updates and improvements to Online Tool.	Review June 2019
February 2019	Inspection Training	2019- February- May	Online inspections to be implemented Board-wide by September 1, 2019. Instructions provided to all Principals.	Review June 2019

Annual Updates Provided Each School Year:

Item		Review Month	Resulting Update
Pavement Improvements		2020- May	

Procedure Review:

Policy/Procedure	Out for Comment	Board Approval	Board Review Date	Committee Review Date	Comments
HR4 – Health and Safety Policy and Appendix Guidelines		Board approved September 2015	October 2019	September 2019	Committee Approved December 2018
HR5 – Harassment		Board approved September 2015	October 2019	September 2019	Committee Approved December 2018
HR8 – Workplace Violence		Board for approval January 2015	February 2019	September 2019	Back from comment. Numerous changes as a result of MOL visit

No.	Site	Sep 2018	Oct 2018	Nov 2018	Dec 2018	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	Jun 2019	Jul 2019	Aug 2019
Elementary Schools													
1	Agnes Hodge	C	C	C	C	A	C	C	C	C			
2	Banbury Heights	C	C	C	C	C	C	C	A	C			
3	Bellview	C	C	C	C	C	C	C	A	C			
4	Bloomsburg	C	C	A	C	C	C	C	C	C			
5	Boston	C	C	C	C	A	C	C	C	C			
6	Branlyn Community	C	C	C	C	C	C	C	A	C			
7	Brier Park	C	C	C	C	C	C	A	C	C			
8	Burford District Elementary	C	C	C	C	C	C	C	A	C			
9	Caledonia Centennial	C	C	C	A	C	C	C	C	C			
10	Cedarland	C	C	C	C	C	C	C	C	A			
11	Centennial-Grandwoodlands	C	C	C	C	C	C	A	C	C			
12	Central P.S.	C	A	C	C	C	C	C	C	C			
13	Cobblestone Elementary	C	C	C	C	C	C	C	A	C			
14	Confederation (Fr Imm)	C	C	C	C	A	C	C	C	C			
15	Courtland	C	C	A	C	C	C	C	C	C			
16	Delhi	C	C	A	C	C	C	C	C	C			
17	Dufferin	C	C	C	C	A	C	C	C	C			
18	Echo Place	C	C	C	C	C	C	C	A	C			
19	Elgin Ave.	C	C	A	C	C	C	C	C	C			
20	Glen Morris	C	C	C	C	C	C	A	C	C			
21	Graham Bell	C	C	C	C	C	C	C	C	A			
22	Grandview	C	C	C	C	C	C	C	C	A			
23	Greenbrier	C	C	C+C	C	C	C	C	C	A			
24	Hagersville Elementary	C	C	C	C	C	C	A	C	C			
25	Houghton	C	C	C	C	A	C	C	C	C			
26	J.L. Mitchener	C	A	C	C	C	C	C	C	C			
27	James Hillier	C	C	C	C	C	A	C	C	C			
28	Jarvis	C	C	C	C	C	C	A	C	C			
29	King George	C	C	C	C	A	C	C	C	C			
30	Lakewood	C	C	A	C	C	C	C	C	C			
31	Langton	C	C	C	A	C	C	C	C	C			
32	Lansdowne-Costain	C	C	C	C	A	C	C	C	C			
33	Lynndale Heights	C	C	A	C	C	C	C	C	C			
34	Major Ballachey	C	C	C	C	C	C	C	C	A			
35	Mapleview	C	C	C	C	C	A	C	C	C			
36	Mt. Pleasant	C	C	C	C	C	C	A	C	C			
37	North Ward	C	C	C	C	C	C	A	C	NC			
38	Oakland-Scotland	C	C	C	C	C	C	A	C	C			
39	Oneida Central	C	C	C	C	C	C	A	C	C			
40	Onondaga-Brant	C	C	C	A	C	C	C	C	C			

41	Paris Central	C	C	C	C	C	C	A	C	C			
42	Port Rowan	C	C	C	C	A	C	C	C	C			
43	Prince Charles	C	C	C	C	C	C	A	C	C			
44	Princess Elizabeth	C	C	C	C	A	C	C	C	C			
45	Rainham	C	A	C	C	C	C	C	C	C			
46	River Heights	C	C	C	A	C	C	C	C	C			
47	Russell Reid	C	C	C	C	A	C	C	C	C			
48	Ryerson Heights	C	C	C	C	C	A	C	C	C			
49	Seneca Central	C	C	C	C	C	A	C	C	C			
50	St. George-German	C	C	C	C	C	C	A	C	C			
51	Teeterville P.S.	C	C	C	C	A	C	C	C	C			
52	Thompson Creek	C	A	C	C	C	C	C	C	C			
53	Walpole North	C	C	C	C	C	C	A	C	C			
54	Walsh	C	C	C	A	C	C	C	C	C			
	Walter Gretzky Elementary School	C	C	C	C	C	A	C	C	C			
56	Waterford Public	C	C	A	C	C	C	C	C	C			
57	West Lynn	C	C	A	C	C	C	C	C	C			
58	Woodman-Cainsville	C	C	C	C	C	C	C	A	C			
Secondary Schools													
59	B.C.I. & V.S.	C	C	A	C	C	C	C	A	C			
60	Cayuga Secondary S. (CSS)	C	C	A	C	C	C	C	A	C			
61	Delhi District Secondary S. (DDSS)	C	C	A	C	C	C	C	A	C			
62	Dunnville Secondary S. (DSS)	C	A	C	C	C	C	A	C	C			
63	G.E.L.A. Brantford (Rawdon)	C	A	C	C	C	C	A	C	C			
64	G.E.L.A. - CareerLink Eaton Market Square and ALT ED	A	C	C	C	C	C	A	C	C			
65	G.E.L.A. - Simcoe	A	C	C	C	C	C	A	C	C			
66	Hagersville S.S. (HSS)	A	C	C	C	C	A	C	C	C			
67	McKinnon Park S.S. (MPSS)	C	A	C	C	C	C	C	C	A			
68	North Park C. & V.S. (NPCVS)	C	A	C	C	C	C	C	C	A			
69	Paris District H.S. (PDHS)	C+C	A	C	C	C	C	C	C	A			
70	Pauline Johnson C.V.S. (PJCVS)	A	C	C	C	C	C	A	C	C			
71	Simcoe Composite School (SCS)	C	A	C	C	C	C	C	A	C			
72	Tollgate Tech. Skills Centre (TTSC)	C	A	C	C	C	C	A	C	C			
73	Valley Heights S.S. (VHSS)	C	C	C	A	C	C	C	C	A			
74	Waterford District High School (WDHS)	C	C	A	C	C	C	C	A	C			

Turning Points and Leased Spaces													
75	CSS Turning Point - Haldimand County Library, 28 Cayuga St. N., Cayuga								A	C			
76	DDSS Turning Point - 640 James St., Delhi								A	C			
77	HSS Turning Point - 12 Almas St. Unit 2, Hagersville								C	C			
78	HSS New Start - 2319 3rd Line Road, Oshweken								C	C			
79	MPSS Turning Point - Grace United Church 174 Caithness St., Caledonia								C	A			
80	PDHS Turning Point - Optimist Club of Paris, 2 Elm St., Paris								C	A			
81	PJCVS Turning Point - Alexandra Presbyterian Church 410 Colborne St., Brantford								C	C			
82	SCS Turning Point - Port Dover Lions Club Silver Lake Market, 320 St. Patrick St, Port Dover								A	C			
83	VHSS Annex and Turning Point - Aylmer Evangelical Mennonite Mission Church, 50619 Talbot Line, Aylmer								C	A			
84	WDHS Turning Point - Camp Trillium 433 Thompson Rd, West, Waterford								A	C			
Support Centre													
85	H.E. Fawcett Teacher Resource Centre (TRC)	C	C	C	C	C	C	C	C	A			
86	Joseph Brant (including GELA - ESL)	C	C	C	C	C	C	C	A	C			
87	Haldimand School Support Centre								C	C			
88	Norfolk School Support Centre								A	C			
89	Head Office	C	C	C	C	C	C	A	C	C			
90	Head Office - Facility Services	C	C	C	C	C	C	A	C	C			

Storage Facilities													
91	Burford Bus Barn, 35 Alexander St. Burford	C	C	C	C	C	C	C	A	C			
92	Langton Bus Barn, 23 Albert St. Langton	C	C	C	A	C	C	C	C	C			
93	Walsh Bus Barn, 93 Regional Road #3 Walsh	C	C	C	A	C	C	C	C	C			
Total Sites		81	81	81	81	81	81	81	93	93	93	93	93
Total Regular Monthly Inspections		76	70	68	73	70	75	60	74	79	-	-	-
Total Annual Inspections Completed		4	11	12	8	11	6	21	19	13	-	-	-
Total Annual Inspections Planned		-	-	-	-	-	-	-	-	-	-	-	-
Total Double Inspections Completed		1	-	1	-	-	-	-	-	-	-	-	-
Total Incomplete		-	-	-	-	-	-	-	-	1	-	-	-
Total Not Reported		-	-	-	-	-	-	-	-	-	93	93	93

Annual JOHSC inspection
Monthly inspection was
Two inspections completed due
to a missed inspection
Monthly inspection was not
completed
Annual JOHSC inspection
planned

A
C
C+C
NC
P



MINUTES

Present: Chair C. Bibby and H. Knill-Griesser, A. Andratis, G. Ash, W. Baker, K. Kitchen, S. Sawyer, S. Martin, C. Speers, J. Seldon, N. Rose,

Regrets: J. Benner, A. Crabb, J. Dale, T. Haist, S. Hill, M. Hodges, L. Kilpatrick, C. Krueger, S. Miller, A. Potichnyj, R. Weber, P. Bagchee,

Recorder: H. Causyn

A - 1 Opening

(a) **Welcome**

(b) **Agenda Additions/Deletions/Approval**
Nil

B - 1 Timed Item

(a) **Community Partners (2:00 p.m.)**

There was feedback and discussion regarding the following questions:

1. What current trends/themes are you experiencing at your agency that would impact on school operations?
2. What are the relevant social issues that your agency is responding to? In what ways can the Grand Erie District School Board assist in addressing those issues?
3. What opportunities for partnerships might be possible this coming school year?

C - 1 **Policies and Procedures Out for Comment**
Nil

D - 1 Operational Matters

(a) **Confederate Flag**

A request has been received for consideration to be given to banning the use (ie., advertising or wearing) of the Confederate flag on school property as it can be offensive to people. The Confederate Flag is not acceptable within Grand Erie schools. Discussion took place as to where this is stated within Board policy: it is captured under the dress code. This will be a discussion item at the next Director's meeting. Information will be developed to assist administrators when they come upon a situation that involves the Confederate Flag and ways of educating others as to why such symbolism is unacceptable.

(b) **Pride Flag**

The Pride flag will be displayed at the Board Office. By 2020 there may be Pride flags at every school. A separate pole will be required for the Pride flag as it cannot be flown with the Canadian flag.



H-1-d Safe and Inclusive Schools Committee

Thursday, June 5, 2019 1:00 p.m.
Joseph Brant Learning Centre

(c) **Traumatic Events Response Team-System Model- Training - November 2019**

Kevin Cameron will be providing training of the new Traumatic Events Response System Model to administrators and front-line staff on November 8 and 9, 2019.

(d) **Safe Schools Sub-Committee Update**

The Safe Schools Sub-Committee will focus on student behaviour, particularly physical aggression against others and issues concerning safety in schools. They will meet alternate months and report back to the Safe and Inclusive Schools Committee.

(e) **Safe Schools Team Update**

The new model for the Safe Schools Team will be targeted prevention offered at the school and classroom level. Administrators will have options that they can choose from. Assessment of need will be based on school climate data and other sources.

E - 1 **Meeting Dates for the 2018-19 School Year**

October 3, 2019
November 7, 2019
January 9, 2020
April 9, 2020
May 14, 2020

F - 1 **Adjournment**

Draft

MINUTES

Present:

STSBHN Board of Directors:

GEDSB: Rafal Wyszynski, Superintendent of Business & Treasurer - President
James Richardson, Trustee- Director

BHNCDSB: Scott Keys, Superintendent of Business and Treasurer-Director

CSC MonAvenir: Mario Nantel, Director of Transportation – Director

STSBHN Recording Secretary

Philip Kuckyt, Manager of STSBHN – Secretary & Treasurer

Kathryn Underwood, Executive Assistant to the Superintendent of Business
GEDSB

Regrets:

Bill Chopp, Trustee – Director

Dereck Chin, Chief of Business CSC MonAvenir – Director

1.0 Call to Order, Welcome and Introductions

The President called the meeting to order 9:05 a.m. and introductions were made.

2.0 Approval of Agenda for May 28, 2019

Requested that item

Moved by: M Nantel

Seconded by: S Keys

“That the STSBHN agenda for May 28, 2019 be approved as distributed.”

CARRIED.

3.0 Approval and Signing of Minutes

3.1 Minutes of March 5, 2019

Moved by: M Nantel

Seconded by: S Keys

"That the minutes of March 5, 2019 be approved as distributed."

CARRIED.

4.0 Business Arising from Previous Meeting

4.1 Policy and Procedures Approval 024-028

P Kuckyt highlighted the proposed changes and directed the committee to the summary page which contained responses back from other trustees.

In response to a question, P Kuckyt indicated that these policies once approved, will be uploaded to the website and implemented immediately.

R. Wyszynski indicated that Grand Erie DSB policy, FT7: Inclement Weather, was approved at the Grand Erie Board meeting last night and sought clarification as to how this will impact the STSBHN Policy. S Keys reported that the BHNCDSB will be reviewing their inclement weather policy. P Kuckyt, suggested that STSBHN 024 Inclement Weather and Bus Cancellations policy can be approved today and pulled for further reviewed once both Boards have reviewed their inclement weather policies.

Moved by: M Nantel

Seconded by: S Keys

"That procedures 024-028 be approved as circulated."

CARRIED.

5.0 Standing Business

5.1 KPI's

P Kuckyt highlighted the significant changes in the areas of Financial, Service Performance, Safety, General Ridership and Communication.

Financial-Reported that in April, one full sized bus decreased as it is an alternative education bus and it is being funded Federal and not through the consortium.

Taxi services have been tracking consistently this school year.

Service Performance-No significant change.

Safety-Identified an increase in the number of students reported injured from bus incidents.

General Ridership-no significant changes.

Communication-highlighted that there is a significant increase in the traffic to the consortium website for the months January through March due to inclement weather.

5.2 Goals and Objectives

P Kuckyt highlighted the progress to date to meet the short, medium and long-term goals and objectives.

Short term-Ez-en-Route tracking technology has been put on the hold until the fall. In response to a question, P Kuckyt indicated that the cost for this is currently free as it is a pilot program. He further reported the significant benefits of tracking students including tracking of students at transfer locations, decreasing the risks of students being misplaced.

Medium term-no changes

Long Term Goals-no changes

5.3 Budget Analysis Report

P Kuckyt reviewed the Budget Analysis Report, ending March 31, 2019 and reported that the STSBHN is tracking on budget.

Licence fee increases is due to an approved additional service adopted during the current budget year. An over expenditure of office supplies is due to computer replacements that was required and brings operational efficiencies.

6.0 New Business

6.1 Website Review

J Ecklund joined the committee and presented information on the website and how we are going to mitigate operational problems to prevent the website from going down. He explained that it was due to over usage and that the typical traffic is 40-

50,000 visitor traffic and on the days were the website crashed, the traffic increased to 200,000 visits.

He further reported, to avoid additional visits to the website he provided feedback to the Communications department to remove the links to the website on social meeting postings and simplify messaging.

Information Technology is currently underway with an RFP for a vulnerability review and staff have reviewed the load balance with the server. Information Technology Services identified that the images on the website were found to be excessive in size and found 1200 images that were too large and reported that a reduction of the size of the images will increase the speed of the website.

J Ecklund highlighted the server checker, located in the cloud. Information Technology Services will be notified, by a third party, if the connection to the STSBHN website is down or if the a connection to the website cannot be established. He further highlighted the Bell security services, which are currently in place, will assist in avoiding future denial of service attacks.

J Ecklund summarized that with the improvements, it is anticipated a significant improvement in the availability of the website going forward. This however does not prevent it from the possibility of it occurring again due to the inherent nature of the system.

6.2 Policy and Procedures Review: 029-033

The committee received the Policy and Procedure 029-033 as information only. The committee agreed to provide feed back on the draft policies and procedures 024-028 to P. Kuckyt on or before October 11, 2019.

R Wyszynski 029 identified that the title of the policy should reflect the revised language to Unaccounted for Student and that the policy should reference the word "lost child" for parents attempting to find the procedure using a search function.

In response to a question on Policy 031 Service Parameters, P Kuckyt explained that for safety reasons, transfers should not take place until all busses are stationary. When a bus is running behind schedule, it is the responsibility of the Manager to approve or object exceptions to this rule.

In response to a bussed secondary student walking distance being less than the walking expectation for an elementary student, P Kuckyt provided the background and rationale that the intended purpose of the distance was to have consistency in services for families in various panels. In many urban areas, families would either attend the same bus stop or be expected to walk to their respective schools.

6.3 RFP Timeline Update

P Kuckyt updated the committee on the RFP timeline. He reported that he has been working with the purchasing supervisors of BHNCD SB and GEDSB. A draft of the RFP will be provided to Purchasing Supervisors in mid June and then will require legal to review. A special meeting of STSBHN will be required in July to approve to issue the document in the fall. Upon closing of the RFP, another special Board of Directors meeting will be called to review the implications of the submissions. The new contract will commence September of 2020.

In response to a question, P Kuckyt indicated that he is working with the consortium in Niagara to align the RFP to potential operational savings and share legal costs.

6.4 Update on Active School Travel Grant

P Kuckyt updated the committee on the AST Grant, grant funded through Green Canada. STSBHN received the grant money totalling \$120,000. Currently in the process to hire a coordinator for six pilot schools, three in Brantford and three in Brant County to increase active school travel.

P Kuckyt indicated that members from the local health units are involved and are representative on a working committee overseeing the AST initiative.

7.0 Adjournment

Moved by: S Keys

Seconded by: M Nantel

"That the May 28, 2019 STSBHN Board of Directors meeting be adjourned at 10:15 a.m."

CARRIED.

Next Meeting dates

All located at the GEDSB-Haldimand Room, 9 a.m.:

Tuesday October 29, 2019

Tuesday February 25, 2020

Tuesday May 26, 2020



MINUTES

Present: Denise Martins, Jeannie Martin, David Lloyd, Trustee Claudine Vanevery-Albert, Pam Davis, Joe Tice, Charlie Richardson, Anne Noyes, Cathi Krueger, Sherri Vansickle, Sabrina Sawyer, Melissa Turner, Sharon Doolittle

Regrets: Sharon Williams

Absent: Audrey Powless-Bomberry

A - 1 Opening

(a) **Welcome and Introductions/Land Acknowledgement Statement** C. Vanevery-Albert

Claudine Vanevery- Albert welcomed everyone. Introductions were made.
The Haudenosaunee Thanksgiving Address was given in Mohawk and Cayuga by la'teika:neeh Dodoobr – Swamp

Agenda additions /deletions/approval

Additions:

- Tollgate Lacrosse Program (J. Tice)
- Student Success Night (J. Martin)
- Student Attendance Cheques (S. Vansickle)

B - 1 **Indigenous Student Voice Student representatives** - la'teika:neeh Dodoobr-Swamp, Owidro'se Miller (Icla), Sierra and Degahedage (Lacey John)

- The Pros of attending McKinnon Park – There is a large native population, the grant days that are given, able to do the opening address (they would like to have more time to explain the meaning)
- Orange shirt day, Day of Red, maple syrup teachings, trip to the Woodland Cultural Centre – moccasin making, lacrosse at Tollgate, two school trips, traditional foods in the bistro and last year they did Roc your Mocs.
- Areas of Improvement – Would like to have more paintings and indigenous art pieces throughout the school, combine the school student council and our indigenous council, more socials monthly and more inclusiveness. More activities making moccasins, skirts, lacrosse, etc. Suggestion – mural in the cafeteria and the library – explanation of the culture, demonstrations explaining the culture
- Questions – asked what grades they are in - grade 10, 11 and 12. C. VanEvery-Albert expressed her appreciation to the students. D. Martins asked if they could recommend what they would like to see in the curriculum. Answer - They would like to see the Native History included in the regular courses. C. VanEvery-Albert explained that this is in the works, all of the Indigenous History should be shown in the regular History program. D. Martins – there is a unit of study being taught and they are going to be more progressive with that. D. Martins explained the committee is working on a welcome



- banner for the front of the schools which will be displayed because flags cannot be represented. She thanked the students and said that their voice and input are valued.
- Pam Davis helped them organize a young women's group to help them touch on more things and being strong. Each year they include the grade 9's.
 - Meagan Vanevery is the cultural mentor for McKinnon. D. Martins asked for her perspective. She said they had a maple syrup presentation, they went on a couple of trips to Laurier, Sir John A. MacDonald, Woodland Cultural Centre etc. They will have lacrosse activities for next year. Students engaged in socials, singers came, artwork was displayed within the school, guest speakers for corn soup making and craft week. They also have an indigenous book club.
 - Principal C. Krueger distributed the Principals' report and a copy of a book they have purchased from Good-Minds displaying the label that was designed.

C – 1 Approval of Minutes - April 9, 2019

C. Vanevery- Albert

Review of April 2019 minutes

J. Tice moved to approve the minutes: D. Lloyd seconded

D – 1 Business Arising from the Minutes

- (a) Welcome banner draft design

J. Martin

J. Martin showed the picture of the banner that was designed. It was really liked by everyone. The graphic designer took the input from students. On it are the greetings in the First Nations languages, with the turtle depicting North America. The students are very happy with it. Hope to have it in all of the schools in September.

- Should order extras for the board offices
- Elementary schools will probably want some also
- NAC minutes will be going to the board next meeting, so distribute some then

ACTION: Jeannie will send it to Lisa Howells to put into the agenda and will send it to C. VanEvery-Albert, AND will also send the list of greetings of the different nations to Lisa Howells for the board meeting.

- (b) Revised terms of reference – draft for discussion

D. Martins

- this will be the basis for the next few years
- this has been passed and is on the board website since May 1, 2019

- (c) Community Based Programs Pamphlet

M. Turner

The pamphlet will actually be a postcard. A former alternative education student designed it. All the pictures Mya Anderson used on her design are from the Nations-Newstart location. 1000 will be ordered. A distribution plan will be prepared. D. Martins said she could share this at the August directors meeting for the principals. C. VanEvery-Albert will take some to share at the board table.

P. Davis said it would be nice to give recognition for the girl who designed the pamphlet. J. Martin said that would be great. D. Martins had the idea to have her name entered for the



student recognition award and a letter written by S. McMahon, M. Turner, and J. Martin. C. VanEvery-Albert said a letter from the director would also be nice.

ACTION: M. Turner and HSS Staff to submit Student Recognition nomination to board committee.

(d) Lacrosse Program at Tollgate

J. Tice

Students participated in numerous events including stick making, a trip to a Toronto Rock lacrosse game. Lacrosse player, Allan Downey came to speak to students and they had a tournament. 80 students participated in the tournament. It was a great success and is inclusive, so no one was left out. J. Martin said when J. Young approached her, he wanted to bring something into the schools that promoted respect. He said the objectives were achieved and credit is given to the teachers who took the lead with the project. For those schools that are considering doing a similar project next year having a team of school staff that will take the lead is critical to the project's success. Cayuga Secondary and Pauline Johnson have expressed an interest.

E - 1 Education Services Agreement Review

D. Martins

Agreement between the board and Indigenous Services Canada. The agreement was reviewed in sections.

- 1 - Interpretations, their operations, high cost program, section 2 – eligibility of enrollment, section 3 – responsibility of fees, section 4- schedule of payments, section 5- undertakings and programs, section 6- nominal role reports, monthly attendance, graduation results,
- D. Martins commended J. Martin and the counsellors for getting the report in on time.
- Appendices were highlighted
- S. Vansickle asked to have Appendix 9 explained (Compensatory Funds) – D. Martins explained this is in addition to the base amount. Asked what is done with this money D. Martins could not share this at this time because they are in the budgeting process. C. VanEvery Albert will be asking this at the meetings. D. Martins has tried to make sure they are accurate with the money allotted.
- Appendix 7 – J. Martin mentioned the SEA equipment that Six Nations students have in elementary will be transferred with them to secondary school – they use Apple on Six Nations and the board does not, so we need to confirm that the equipment is compatible with the software programming the student will be using in secondary.
- Transportation – J. Martin suggested we explore a contract similar to the boards. This should be discussed as transportation should be included in the E.S.A. as a way to mitigate some of the challenges that occur with it being a contract outside of the board. D. Martins said this may be discussed as part of the new negotiations.
- Adult education – J. Martin stated that the adults had always been serviced at our Newstart program until two years ago. In place of adults being removed from the Newstart program and moved to continuing ed register with GELA, an adult education drop-in program is offered at the Six Nation Library but there is a need for a more appropriate location for them, given there is increasing interest – 60+ registrations just this year. D. Martins asked if you want a full-time day program. J. Martin responded this would be ideal, but in the meantime, we should be able to offer a quality and



comfortable place that is accessible, has access to computers and wifi, and is discreet. D. Martins clarified there is limited funding for adult programming. J. Martin is looking into alternative funding, but suggests this may be something we want to negotiate for in the next ESA.

- J. Martin suggested time on an administrators meeting agenda early in the school year, every year, to explain what the ESA is, who it services, and what it includes would be helpful in the work we do. C. VanEvery said it would be good to have a summary that could be clearly understood. D. Lloyd commented an explanation of resources available to broaden teaching is always helpful.

ACTION: D. Martins will request we be on the agenda at a secondary administrators meeting in September to share information on education services agreements the board has in place.

F - 1 Indigenous Education Advisory Committee Update

S. Sawyer

- Met in April – they were not able to have an election because meetings had to be postponed. They will have the election June 12.
- They reviewed the board action plan – student census and sensitivity labels and the proposal going forward
- Going to look at the length of the label and make it visually appealing
- Addition to the agenda: i) Mississauga's of the Credit trustee request, ii) had a parent brought forth the use of Nestle products and possible ban so to not be used in the schools.

G - 1 Meeting Dates for 2019 – 2020

D. Martins asked the committee if Monday afternoons work for the members. All agreed

C. VanEvery-Albert asked to move Nov. 11 because it's Remembrance Day – changed to Nov. 4, 2019

H – 1 Discussion Items

C. VanEvery Albert

J. Martin invited everyone to the Celebrating Success Night, on Wednesday, June 19, 2019, 6:00 p.m. at Hagersville Secondary School. This is to recognize graduates and present a variety of awards for the 2018 – 19 students in our H.S.S. Alternative Programs.

S. Vansickle – asked about the band cheques because they are not in yet.

ACTION: C. VanEvery-Albert will ask A. Powless-Bomberry and will let the others know.

- D. Martins asked for the benefit of the principals to explain what this is.
- S. Vansickle explained - all of the students who are Six Nations band members are eligible to apply for Educational Assistance. The incentive is \$30 a month and they are allowed one excused day. There are three pay periods – Dec, April and June. They earn this as an incentive. This is submitted to Six Nations Band Council.

S. Vansickle gave the Haudenosaunee closing in Mohawk.

D. Martins thanked everyone for a great productive year.



H-1-g Indigenous Education Advisory Committee

June 12, 2019 6:00 p.m. to 7:04 p.m.

Board Room, Education Centre

MINUTES

Present: Chair Sabrina Sawyer, Jeff Burnham, Tobias Clarke, Stephanie George, Starr Kennedy, Jeannie Martin, Denise Martins, Kimberly Newhouse, Diane Sowers, Christina Speers

Guest: Carol Ann Sloat

Regrets: Audrey Powless-Bomberry, Veronica King-Jamieson, Katelyn LaForme, Paula Laing, Karen Sandy, Trisha Simon, Dallas Squire, Claudine VanEvery-Albert

Absent: Cassandra Green, Dana VanEvery

Recorder: D. Fletcher

A - 1 Opening

(a) Welcome/Land Acknowledgement Statement

- i. C. Speers read the Land Acknowledgement Statement.
- ii. Indigenous Education Lead-Teacher Consultant Sabrina Sawyer welcomed everyone, and introductions were made.

(b) Agenda Additions/Deletions/Approval

- i. Laurier Transitions Program (S. Sawyer) (H-1-a)
- ii. Impact of budget cuts to Indigenous Education (J. Burnham) (H-1-b)

(c) Review of April 25, 2019 Minutes

- i. The minutes were accepted.

B - 1 Native Advisory Committee (NAC) Update

J. Martin

(a) The Native Advisory Committee meeting was held on April 9th at Brantford Collegiate Institute and Vocational School – discussion included:

- i. Principal update
- ii. Indigenous Student Representatives update
- iii. Discussion around student census
- iv. Update on Indigenous Education Professional Development Day held on April 12th (all secondary school staff participated in the day, the morning involved presentations to all teachers (co-created by J. Martin, S. Sawyer, and Student Success team members). The focus was the Ontario First Nation, Métis, and Inuit Education Policy Framework. The afternoon was self-directed, staff were offered a choice to participate in the Grand Erie Blanket Exercise; or the second option was the Woodland Cultural Centre-Virtual Residential School Tour/Survivor Speaker, Residential School Survivor session at North Park with a film viewing with Sabrina Sawyer; or the allyship session at Pauline Johnson.
- v. Open house April 15th at the new Community Based Learning Centre on Third Line



H-1-g Indigenous Education Advisory Committee

June 12, 2019 6:00 p.m. to 7:04 p.m.

Board Room, Education Centre

(b) **The Native Advisory Committee meeting was held on June 4th at McKinnon Park Secondary School – discussion included:**

- i. Principal update
- ii. Indigenous Student Representatives update
- iii. Revised Terms of Reference received approval by the Board
- iv. Community Based Program promotion card created by a student was shared
- v. Welcome banner was shared
- vi. Education Services Agreement review

C - 1 Sharing of Community Events

(a) **S. Sawyer:**

- i. May 25, 2019 – July: Woodland Cultural Centre - Opening reception for new exhibit
- ii. June 17, 2019: Moon Ceremony at Five Oaks (7:00 p.m.)
- iii. June 24, 2019: Nations United Film hosting a Film 1:30 p.m. to 4:00 p.m., *The Impact of Colonialism in Canada*
- iv. June 28-30, 2019: Onkwehón: we Festival
- v. July 26-28, 2019: Grand River Champion of Champions POW WOW
- vi. August 23-25, 2019: Mississaugas of the Credit First Nation 38th Traditional POW WOW

(b) **T. Clarke:**

- i. June 15, 2019 (10 a.m. – 4p.m.): Metis Nation of Ontario (MNO) Grand River Metis Council hosting workshops on quillwork and pendants with Aboriginal artisan Naomi Smith (2 spots still available – contact T. Clarke)

e

D - 1 New Business

S. Sawyer

(a) Nestle (S. George)

<https://canadians.org/fr/node/16540>

<https://www.theguardian.com/global/2018/oct/04/ontario-six-nations-nestle-running-water>

S. George addressed the news over the past number of years regarding Nestle stealing water from the Grand River watershed; she is requesting the Board to approve that Grand Erie District School Board no longer support Nestle water bottles.

S. Sawyer indicated that Elementary Teachers Federation of Ontario (EFTO) has put that motion forward as well.

T. Clarke shared that a similar motion was brought forward at the annual general assembly and included banning any type of bottled water. Any contracts for venues must supply water jugs and provide a background story where the water is coming from.

The Indigenous Education team will review the Terms of Reference and investigate how to move forward in the fall.

The committee agreed to review the information (links) provided and to discuss this recommendation at the fall IEAC meeting.



H-1-g Indigenous Education Advisory Committee

June 12, 2019 6:00 p.m. to 7:04 p.m.
Board Room, Education Centre

S. George inquired about the current vendor contracts signed for the summer. D. Martins will follow up with Purchasing department and provide that information regarding contracts and service providers at the fall meeting.

E - 1 Welcome Banner (Draft)

S. Sawyer

- (a) Originated from a student at McKinnon Park Secondary School who wanted to raise the Haudenosaunee flag at the school
- (b) It was important to be inclusive and see that all nations are represented
- (c) Student driven with community artists included
- (d) It is currently with the language commission to keep it equitable in distribution
- (e) Some greetings say "welcome" or "hello"
- (f) Any feedback on this banner can be directed to S. Sawyer/J. Martin by Friday June 14th
- (g) This began as a secondary initiative, however has been discussed to make available in elementary

The following nations represented on the banner were provided by J. Martin:
Mohawk

Seneca
Oneida
Onondaga
Cayuga
Tuscarora
Anishababek
Cree
Métis
Inuit
Micmac
Huron-wendat
Algonquin

Suggestions included: i) adding the nation names around the outside of the flyer; ii) consider providing the capability to digitally link more information when you click on the nation; and iii) including languages represented in the background .

F - 1 Indigenous People's Day Event (June 20th – Sanderson Centre)

S. Sawyer

- (a) Honored in Grand Erie District School Board on June 20, 2019
- (b) Holding the event on this date allows community people to be available on June 21, 2019
- (c) Elementary school-based event
- (d) This year is all student based, student attendance only and one special guest performer
- (e) All IEAC members are invited, please let S. Sawyer know
- (f) Event is 11:30 am to 1:30 p.m.
- (g) Theme: Walking Together focus on schools collaborating with each other or community partners



H-1-g Indigenous Education Advisory Committee

June 12, 2019 6:00 p.m. to 7:04 p.m.

Board Room, Education Centre

G - 1 Nomination/Election of Chair

S. Sawyer

- (a) 2019 School Year
- (b) Responsibility is to chair the meeting
- (c) S. Sawyer will continue to prepare the agenda
- (d) The advantage of having a committee chair is that it is community based, having a non-staff member chair speaks volumes, from a communications perspective

S. Kennedy nominated T. Clarke, S. George seconded the nomination. T. Clarke accepted the nomination. The committee voted, all in favor.

T. Clarke will be the Chair for the 2019 school year.

H - 1 Agenda Additions

(a) Laurier Transitions Program (S. Sawyer)

- i. Piloting in Waterloo, requested to bring it to Grand Erie District School Board
- ii. Requesting to initiate in our board next year, program is to support students in the Haldimand, Brant, Norfolk area in Grades 7 and 8 who will be making the transition to secondary school
- iii. Involves mentorship and goal setting for urban and rural students
- iv. Indigenous Education Team would like to see it represent all our students; felt it provided a Pan- Indigenous lens.
- v. Next step: will be brought to the Indigenous Education Team and shared with the IEAC committee members digitally for review
- vi. Laurier will facilitate the presentations

C. Speers recommended that the committee follow up with this item in the fall.

(b) Impact of budget cuts to Indigenous Education (J. Burnham)

J. Burnham inquired if there are any known effects to the Indigenous Education in the board, with recent Ministry announcements to education cut backs.

D. Martins explained the board is proceeding with business as usual. Data collection on indigenous courses/native courses occurred. The Indigenous plan is to focus on moving forward and expanding education with goals in the Board Action Plan. Funding is provided in many ways for Native studies and Indigenous Education; there have been cuts with positions in the board.

S. Sawyer referred to the Technical Paper received from the Ministry of Education, and how we are still waiting to learn how particular funds can move forward.

I - 1 Correspondence

- (a) Meeting dates/changes

J - 1 Next Meeting

- (a) Dates will be determined through Doodle Poll; to be sent out to committee.

K - 1 Adjournment

- (a) The meeting was adjourned at 7:04 p.m.



GRAND ERIE DISTRICT SCHOOL BOARD

TO: Trustees of the Grand District School Board
FROM: Rita Collver, Chair, Audit Committee
RE: **Audit Committee Report**
DATE: June 24, 2019

Recommended Action: Moved by _____ Seconded by _____
THAT the Grand Erie District School Board receive the minutes and approve the recommendations from the June 18, 2019 Audit Committee as follows:

1. **External Audit**

"The Audit Committee recommends to the Grand Erie District School Board that Millards Chartered Professional Accountants and continue as the external auditor and request that the audit plan and fee estimates be presented at the September 2019 Audit Committee meeting."

Respectfully submitted,

Rita Collver, Chair
Audit Committee



Minutes

Members: Rita Collver, Chair, Suk Bedi, PwC Internal Auditor, Brenda Blancher, Director of Education, Beryl Collingwood, Volunteer, Dianne Latta, External Auditor MRR, Cindy Smith, Manager of Business Services, Claudine VanEvery-Albert, Trustee, Don Werden, Trustee, Christine Woodley, Volunteer, Rafal Wyszynski, Superintendent of Business and Treasurer,

Regrets: Christopher O'Conner, PwC Internal Auditor, Blaine Schell, External Auditor MRR,

Guest: Carol Ann Sloat, Trustee

Recorder: Kathryn Underwood, Recording Secretary

A – 1 Opening

(a) Roll Call

The meeting was called to order at 4:00 p.m.

(b) Welcome/Land Acknowledgement Statement

The Chair welcomed the committee members and B Blancher read the land acknowledgement statement to the committee.

(c) Agenda Additions/Deletions/Approval

It was requested that G-1-a be deferred until the September meeting.

Moved by: D Werden

Seconded by: C Woodley

That the Audit Committee approve the amended agenda of June 18, 2019.

Carried.

(d) Declaration of Conflict of Interest

None.

B – 1 Minutes

(a) Approval of the March 19, 2019 Minutes

Presented as printed.

Moved by: C Woodley

Seconded by: C VanEvery-Albert

That the Audit Committee approve the Audit Committee minutes of March 19, 2019.

Carried.



C – 1 In Camera

(a) Legal Matters

Moved by: D Werden

Seconded by: C Woodley

“That the Audit Committee move into In-Camera Session to discuss a Legal Matter at 4:03 pm.”

Carried.

(b) Welcome to Open Session

The Public Session was called to order by Chair, R Collver at 4:10 p.m.

D – 1 Business Arising from the Previous Minutes

(a) Policies and Procedures to Support a Crisis Situation

B Blancher appreciated and reported that a sample crisis communication flow chart was provided and reviewed by staff. She reported that the Communication Manager is adding this item to her work plan and that she recently attended a Crisis Communications Conference for Emergency Communicators and collected some ideas for this project. Throughout the summer the communications manager will be working on a complete Crisis Communication Plan including a communication flow chart. This project will require an Ad Hock Crisis Communications Plan Working Group, information will be brought to the Board for Spring 2020 with final approval for Fall 2020.

(b) Enrolment Variance Report by School

R. Wyszynski presented the enrolment variance report by school for Secondary schools. Over the last few months the Superintendent of Business and Treasurer and Planning Officer met with the OnSIS team, to identify patterns and trends with respect to secondary enrolment. The goal is to study the data points and to be able to project, grade by grade enrolment during budget development. The data presented identified volatility of the data with unpredictability of changing behaviours that is difficult to project.

B Collingwood, indicated that a review of actuals would be a helpful comparison from year over year. In response to a question, R Wyszynski explained significant increases of the GELA enrolment are a result of the GELA program attracting students in grades 11 and 12.

R Wyszynski indicated that staff are planning to keep a rolling five-year average to better understand the trending of data points and although the individual schools may show decreasing enrolment at individual schools, the totals are consistent across the Board. R. Wyszynski indicated that the data does not break out students returning for a fifth year. In response to a question, R. Wyszynski, indicated that students on an Education Service Agreement are reflected in the school in which they attend.



(c) **Management Update on Enrolment Management Action**

Following up from the recommendations of the Audit Committee Enrolment Management Action recommendation, R. Wyszynski highlighted the draft Policy/Procedure for Student Registration and Admission. Once finalized, the Policy/Procedure will be presented to the Board for approval.

In response to a question, B. Blancher indicated that the practice is not to photocopy the proof of documentation and was added for clarification on the Enrolment/Registration Verification form. In developing the Policy/Procedure, staff will ensure consistency through the document to ensure that statements align.

(d) **Purchasing Card Process**

C Smith reviewed the current purchasing card process and highlighted the recent changes. She provided an overview of the staffing responsibilities with managing the Purchasing Cards and highlighted that Purchasing staff provides new cards for employees and sets up new users. Accounting staff ensures submissions of reimbursements and payments issued.

C Smith reported that for the 2019-20 school year, statements will be available commencing on the 5th of each month and will be requesting that staff submissions along with receipts be submitted by the 12th day of the month. If submissions are not received by the 5th of the following month, the employees and their supervisors will be notified and the card will be suspended. Staff will be informed of the new deadlines and operational expectations will be shared in August for implementation for September 1, 2019. In response to a question, C. Smith indicated that there are approximately 400 cards currently issued. C Smith further indicated that she will be approaching the vendor to see if there are any software upgrades that may assist our accounting department to operate the P Card system in a much more efficient and effective manner.

(e) **IT Security Update**

R. Wyszynski reported that Information Technology staff is still working on a network vulnerability test that will identify weaknesses that may cause our system to be inoperable. The report will hopefully provide the analysis to identify weaknesses but clarified that security risks are not one hundred percent preventable. B Collingwood asked how often the test will be completed and asked if our internal auditor could provide a suggested best practice. In response, R. Wyszynski indicated that the Board currently subscribes to a vendor where we receive alerts and in some cases solutions to potential Denial of Service attacks. This is valuable to the Board as it would prevent the type of attacks that have hindered our server and website in the past.

R. Wyszynski, highlighted amendments for any new IT vendor requirements and now requires that all IT vendors to sign off on a privacy agreement. This has had a small financial impact; but the benefits outweigh the costs.

(f) **2019-20 Board Budget**



R. Wyszynski highlighted to the committee on the 2019-20 Board Budget process including financial pressures, balancing the budget and ensuring the goals of the board are still being met. The current budget does not include any items for which we haven't received confirmation for; such as PPFs (formerly EPOs) In terms of risks, uncertainty of Ministry funding, utilities costs, the cost associated with staff sick days, and repair and renovation cost overruns continue to be the greatest risks to the Board's budget .

E – 1 Internal Audit

- (a) 2019/20 Internal Audit Plan was presented by PwC.
S Bedi reported that the Internal Audit team for South West, is on a year to year basis but is working with the host board to extend the contract. The Board plan would continue upon approval and would include the Budget Monitoring and Multi Year Financial Recovery Plan. He further indicated that if other priorities are identified as a greater risk, the plan can be altered.

In response to a question, the timing of approval of extending the contract, would be completed by September.

R Wyszynski indicated that Executive Council will review the Risk Radar and provide an update for the September meeting.

- (b) Unsupported Capital Audit Management
PwC highlighted the internal audit report of May 30, 2019 including; Context, Report Classification, Detailed Observations, Considerations for Improvement.

Under Considerations for improvements, B Collingwood asked if there is any benefit in putting the Board surplus towards the debt. In response, S. Bedi indicated that it is not material in terms of financial risk but it also remains a strategic element. R. Wyszynski, indicated that we are required to have a reserve mandated by the Ministry that would prevent the Board from putting the surplus towards the unsupported debt.

The chair confirmed that when the report refers to the board it is senior management and not the elected officials. C Woodley, commented that there were so many smaller capital projects that accumulated to be unsupported debt and that it is only required to be reporting on, on an annual basis. In response to a question, R. Wyszynski, indicated that in the past some of the unsupported capital project overages were due to operational savings did not materialize or would reallocated to other initiatives.

In response to a question, R. Wyszynski highlighted the capital reporting and that a report will be presented annually to the Board in the fall that will include the project and actual costs. He further reported that over expenditures are mitigated by capital reserves (School renewal and School Condition Improvement) however those reserves are not able to be utilized against any new build cost overruns. The goal is that the unsupported capital would not be funded by operating funds. R. Wyszynski, indicted that the development of policy will mitigate some risks and bring to the forefront an element of risk comfort with respect to project scope, design, and level of contingency.



In response to a question under the summary of findings to develop a policy on financial activities, R Wyszynski indicated that the name needs to reflect both capital and operating financial responsibility. S Bedi, indicated that they tried to identify a policy from another board but was not able to find one.

In response to question on the use of reserves and current process, R. Wyszynski indicated that the Board does not approve the use of the reserve but identified that this is something that the Board should discuss and approve moving forward.

In response to question on if the considerations for improvement will be including in the development of the policy, R. Wyszynski, indicated that the policy development may have an impact to current policies or procedures and the considerations will be reviewed and implemented where possible.

Moved by: B Collingwood

Seconded by: C Woodley

"The audit committee forward the Unsupported Capital Audit Management to the Board of Trustees."

CARRIED.

- (c) Evaluation of Regional Internal Audit
The Chair discussed the evaluation tool for the Regional Internal Audit. The Chair requested that committee members complete the evaluation tool and no later than Friday July 5, 2019 in order for the summary to be included for the September meeting.

F – 1 External Audit

- (a) Appointment of the External Auditor.
R Collver explained to the committee the need to appoint the external auditor and discussed the history of the external auditor and the value with continuing with the same service provider.

Moved by: C Woodley

Seconded by: B Collingwood

"The Audit Committee recommends to the Grand Erie District School Board that Millards Chartered Professional Accountants and continue as the external auditor and request that the audit plan and fee estimates be presented at the September 2019 Audit Committee meeting."

CARRIED.

G – 1 Other Business and Emerging Issues

- (a) Ministry of Education Training Module 7 & 8
The Chair discussed that we would discuss the training modules at the September Audit Committee Meeting
- (b) Multi-Year Financial Recovery Plan Update



R Wyszynski updated the committee on the Multi-Year Financial Recovery Plan and reported that we are on target to meet the plan and staff are currently reviewing the third quarter financials. He further reported The Ministry is satisfied with the reporting and no longer requires monthly meetings but reporting quarterly. It is projected that the Board will meet the targets set out in the plan by the end of August 2019.

The Audit Committee expressed appreciation for the work of staff who have contributed to the success of the multi-year financial recovery plan.

(c) **Fiscal 2018-19 School Audit Results**

C Smith highlighted the Fiscal 2018-19 School Audit Results of Enrolment and School Generated Funds/Fundraising. The audit included Registration, Attendance, Admission and Transfer, Classification of Program, Revenue and Receipts, Expenditures & Disbursements, Monthly Reporting, Operational Overview and Common Observations. It was further highlighted that where the schools identified High Risks, the Superintendents have been notified and the school accountants have offered additional training and supports. Schools with High Risks will be revisited, or a desk audit will be completed. C Smith indicated that an update to this report will come back to the November Audit Committee to complete the process along with the identified audits for next year.

In response to question, C. Smith indicated that audits are completed every 6 or 7 years or if a school administrator requests an audit. All audits identified were completed for 2018-19 school year and that school audits have been completed for many years.

In response to a question, C. Smith indicated that a school can be audited by identified risks from the Community, Administrators or Senior Administration.

R. Wyszynski, indicated that there are financial risks with Enrolment audits and provided an example of Houghton PS where an enrolment adjustment of 18 students will result in a loss of revenue of approximately \$175,000. This will be partially offset by increased enrolment but is a significant impact that cannot occur in the future. Houghton PS will continue to be supported until the risks of over stating enrolment are mitigated to a couple students.

H – 1 Consent Items

- (a) Consolidated Due Diligence Report-Received
- (b) Q2 Financial Forecast -Received.

I – 1 Recommendations to the Board
Internal Audit Plan.

J – 1 Proposed Agenda Items for Future Meetings

The committee discussed the agenda topics for the September meeting including;

- IT Security report
- Internal Auditor Evaluation
- Discussion on Audit Committee Training Modules 7 & 8
- 2019/20 Internal Audit Plan



Management Risk Radar

R Wyszynski, indicated that the December meeting date was moved to November to approve the financial statements at the Audit Committee in advance of them being present to the Board. MRR indicated that they will attempt to meet the new timelines.

The committee discussed the meeting dates and requested that the June 30, 2020 meeting date be moved to June 23, 2020.

K – 1 Adjournment

Moved by: B Collingwood
Seconded by: D Werden

"That the Audit Committee of June 18, 2019 adjourn at 5:47p.m."

Carried.

Grand Erie District School Board

Unsupported Capital Management

Internal Audit Report

*Prepared as of
May 30, 2019*

FINAL

Distribution List

For action

Rafal Wyszynski, Superintendent of Business Services, GEDSB
Julie Hardie, Supervisor of Business Services, GEDSB

For information

Audit Committee
Brenda Blancher, Director of Education

Limitations & Responsibilities

This Report was developed in accordance with our engagement letter dated 10/17/2018 entered into with Thames Valley District School Board (TVDSB) and is subject to the terms and conditions included therein. Our work was limited to the specific procedures and analysis described herein and was based only on the information made available at the time we prepared the report. Accordingly, changes in circumstances after the date of this Report could affect the findings outlined herein.

We are providing no opinion, attestation or other form of assurance with respect to our work and we did not verify or audit any information provided to us. This information has been prepared solely for the use and benefit of and pursuant to a client relationship exclusively with GEDSB. PwC disclaims any responsibility to others based on its use and accordingly this information may not be relied upon by anyone other than GEDSB.



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Context

Background information

Unsupported capital refers to a board's capital projects and their funding sources. Funding can be either Ministry funding (supported) or board funded (unsupported). Unsupported capital purchases will create in-year pressures to a board's operating budget as the board will need to support the annual amortization. Also, boards may assume financial debt to fund the unsupported portion. Boards have access to certain strategies to draw down this balance, such as redirecting existing portions of School Renewal or by utilizing proceeds from the sale of land or buildings.

The Grand Erie District School Board (GEDSB) has accumulated unsupported debt over a number of years as a result of past capital projects which cost more than ministry approved funding provided for. Grand Erie's unsupported capital ending balance for the 2017-2018 financial year-end is \$15.6 million. The unsupported capital cost can be funded by either internal reserves managed by the board (e.g. operating surplus) or external debt (e.g. banks).

Internal audit objectives & scope

In conducting this internal audit, we considered, among others, the following areas:

- Oversight and Governance over capital funding
 - Policies, plans, strategies
 - Roles, responsibilities
 - Approval mechanisms (i.e. unsupported capital needs, transactions, sources of funding, project delays and overruns, etc.)
 - Capital projects planning
- Capital projects planning
 - Ministry approved funding
 - Decision making process to assess, identify and manage unsupported capital needs
- Monitoring and Reporting
 - Monitoring of capital project progress (i.e. cost overruns), funding status and deferred capital contributions balances
 - Communication, management reporting and analysis (i.e. project status reports, sources of funding analysis, unsupported needs analysis and impacts on overall financial position, account reconciliations, financial reports, etc.)
 - Reporting to the Board of Trustees, Audit Committee and/or the Ministry, as applicable (i.e. unsupported needs, cost overruns, capital funding decisions, balances and significant transactions, CAPT, etc.)

The objective of this internal audit was to evaluate the key controls and processes that management has in place to oversee, plan, monitor and report the decisions and following transactions impacting the funding of capital projects. Where possible, Internal Audit (IA) considered opportunities for improvement based on good practices and proposed recommendations to enhance the effectiveness of central board oversight and centralized monitoring controls.

Specifically, we considered how management achieves the following objectives:

1. Management review of unsupported capital cost and decision making processes for cancelling, or pursuing capital projects where there is an unsupported balance (e.g. Ministry approved funding is less than the total cost of the project) exist;
2. Strategies for assessing, identifying and managing unsupported capital needs (and associated operational impact) exist and are documented in a Policy with an approved decision authority framework to guide management in making timely decisions for managing unsupported debt balances;
3. Processes for monitoring capital project status and for periodic review and maintenance of reserves established to finance capital expenditures such that transactional activity (transfers, uses, sources) through unsupported capital accounts are subject to appropriate approval, periodic reconciliation, and review; and
4. Reporting of unsupported needs analysis and significant capital funding decisions (sources and uses) occurs on a regular basis to inform the Audit Committee, Board of Trustees and the Ministry of changes.

Scope period

Internal Audit assessed the controls in effect for the period March 1, 2018 to February 1, 2019.

Scope exclusions

The following areas were not included within the scope of this internal audit:

- The design, implementation and operation of the Information and Technology (IT) environment and IT general controls, end user computing controls, IT application controls, data integrity of reports used in IT dependent manual controls;
- Controls over the completeness, accuracy, reliability and validity of the evidence, information and data provided by management during the course of this review;
- Actual calculation and attainment of performance metrics and targets required by the Ministry;
- Balances appropriateness and validation;
- Cash flow management; and
- Decisions of past accumulated unsupported capital debt (prior to the scope period).

Report classification

Our current internal audit work found that overall, the board has acknowledged the concerns related to its substantial unsupported capital balance position and has been working to reduce its impact through the implementation of key controls over unsupported capital management monitoring and reporting processes. However, some areas of the unsupported capital management processes may be enhanced as part of a more comprehensive and effective strategy moving forward.

Unsupported Capital Governance and Oversight

Although the board has policies and procedures governing larger capital projects and its use of funding (Ministry supported or board supported), it does not have established policies, plans and procedures to govern the decision making processes specifically on unsupported capital management. The “Major Construction Projects” policy governs the approval and monitoring mechanisms over major projects to enable timely completion and within budget. The policy highlights the key steps of the process for which approvals are required by the Board of Trustees and/or Ministry on areas such as project scope, project timeline, funding sources and available funding for the project. Given the substantial unsupported capital position built to date, the board currently has an informal strategy to prohibit the use of new unsupported capital to fund larger capital projects. However, there is a considerable risk involved with maintaining an informal process governing the unsupported capital balance, especially given the Board’s current state and the roles and duties placed with key individuals.

Unsupported Capital Needs and Capital Planning

The board maintains the Unsupported Capital Schedule which is an internal document that highlights the plan to reduce the unsupported capital balance for current and future years. The board’s current strategy is to utilize a portion of School Renewal funding (\$890,000 annually) to reduce the unsupported balance. Additional reductions are at management discretion. With the reduction in School Renewal funding, the Superintendent of Business and the Facilities Manager work closely in managing the board’s short-term capital plan to ensure capital needs of the board are addressed via capital projects according to priority.





Monitoring of Capital Projects and Unsupported Capital Accounts

The Superintendent of Business and Manager of Facility Services define the capital project plan for the current year and its allocation of capital funding. Cost contingencies are set on a project by project basis in accordance with an informal process involving project scope, project value, contractor experience and Facility Manager’s expertise. Project managers are tasked with the responsibility to ensure capital projects are progressing in accordance with the project timeline. The Manager of Facility Services reviews the capital project progress on a periodic basis (at least quarterly). Management is aware of financial overage risks associated with a project based on management of purchasing. The board maintains purchasing authority levels with Manager of Facility Services (approval of contracts up to \$100,000), Superintendent of Business (approval of contracts of \$100,000 to \$500,000) and the Board of Trustees (for approvals in excess of \$500,000).

Reporting Mechanisms of Unsupported Capital

Management reports to the Board of Trustees through two key reporting mechanisms related to unsupported capital management. For major construction projects in progress, the board provides a bi-monthly progress report highlighting the project scope, key project details to date, timeline to completion, and anticipated costs for completion. The Board also presents an annual report at financial year-end on the accumulated operating surplus and unsupported capital balance. This includes details such as the beginning balance, changes to the unsupported balance during the financial year, and the ending balance. However, in presenting to the Board of Trustees on an annual end, the Board does face a timeliness gap in Trustees’ oversight on unsupported capital spending decisions made.

Based on the controls identified and tested as part of the Internal Audit of the GEDSB practices, we have determined that there is reasonable evidence to indicate that:

	No or limited scope improvement	No major concerns noted	Cause for concern	Cause for considerable concern
For the objectives related to: Unsupported Capital Oversight and Governance				
Controls over the process are designed in such a manner that there are:				
For the objectives related to: Unsupported Capital Needs and Capital Planning				
Controls over the process are designed in such a manner that there are:				
For the objectives related to: Monitoring of Capital Projects and Unsupported Capital Accounts				
Controls over the process are designed in such a manner that there are:				
For the objectives related to: Reporting Mechanisms of Unsupported Capital				
Controls over the process are designed in such a manner that there are:				

See **Appendix A** for Basis of Finding Rating and Report Classification. Management has provided comprehensive action plans, which we believe will address the deficiencies noted.

Summary of positive themes

We noted the following positive themes, in addition to those listed in the Report Classification section above, as part of this internal audit project:

Unsupported Capital Governance and Oversight

- The board has a Major Construction Project policy with established procedures that define the approvals, timelines, and documentation required. Approvals required include the Board of Trustees and Ministry on the funding to be used for a project. These guidelines serve to prevent the use of unsupported capital for major construction projects without review and approval by the Board of Trustees or Ministry.

Unsupported Capital Needs and Planning

- The board has a schedule in place to reduce the unsupported capital balance within a defined timeline. This schedule is maintained by the Superintendent of Business on a regular basis.
- The board has established a conservative capital budget strategy to remain within capital funding limits. Strategic initiatives include:
 - Early involvement of the Superintendent of Business with capital planning;
 - Built-in project cost contingencies; and
 - Review and approval by the Board of Trustees prior to beginning capital project execution.
- With these initiatives, it allows the board to build a capital plan with appropriate capital project funding sourcing.

Monitoring of Capital Projects and Unsupported Capital Accounts

- Monitoring and reporting of major construction project progress and status is summarized and presented to the Board of Trustees on a bi-monthly basis which may allow consistent oversight into the project scope, timelines, and anticipated costs.
- The board has a purchasing authority policy that defines the approval required based on purchase amounts. In utilizing purchase authority thresholds, the board is able to anticipate and mitigate large unexpected cost overruns in capital project monitoring.

Reporting Mechanisms of Unsupported Capital

- The board performs annual reporting to the Board of Trustees on the board's financial year end, which includes a summary of the unsupported capital balance and its reduction in the current year.
- The board is planning and has policy in draft to support the reporting of non-major capital projects on an annual basis to the Board of Trustees, highlighting the capital project scope, status, and associated costs.
- The board has been planning and finalized policy (as of May 2019) covering the funding strategy governance for major construction projects, including an internal/external breakdown of funding sources and a current balance outlook of the key capital reserves and unsupported capital.
- The board's CAPT submission to the Ministry for the 2017-2018 year was completed accurately as determined against a reconciliation with EFIS and submitted in a timely basis. The submission was completed by the Manager of Business Services and reviewed by the Superintendent of Business, showcasing segregation of duties and approval.

Summary of findings

Finding #	Topic	Rating ¹			Management Action Plan
		Significant	Moderate	Low	
Unsupported Capital Oversight and Governance					
1	Enhance Governance mechanisms over capital spending	x			Senior Administration will instill a new policy on “Financial Activities” that will be drafted and prepared for Trustee review in the fall of 2019.
Unsupported Capital Needs and Capital Planning					
1	Enhance Governance mechanisms over capital spending (repeat)	x			Senior Administration will instill a new policy on “Financial Activities” that will be drafted and prepared for Trustee review in the fall of 2019.
Monitoring of Capital Projects and Unsupported Capital Accounts					
No findings noted.					N/A
Reporting Mechanisms of Unsupported Capital					
No findings noted. Refer to Consideration for Improvement #1.					N/A
Total Audit Findings		1	0	0	

Management comments

Senior Administration will instill a new policy on “Financial Activities” that will be drafted and prepared for Trustee review in the fall of 2019. The policy will cover the capital budgeting and reporting process as well as risk thresholds, and authorities for changes to projects; especially in circumstances where a project’s total cost will result will exceed the funding allocated to the project. This policy will also describe the reports that will go to Trustees on an annual basis that will cover the capital cycle from both a planning and a reporting perspective. It is anticipated the policy will be ready for Trustee review by December 2019.

The establishment and subsequent use of reserves will now be prepared via reports to Trustees. The establishment of reserves will come to Trustees in a report in December, while the use of reserves will be presented on an as-required basis throughout the school year. This will be added to the same policy mentioned above.

Name: Rafal Wyszynski

Title: Superintendent of Business & Treasurer

Date: June 11, 2019

¹ See Appendix A for Basis of Finding Rating and Report Classification

Detailed observations

1. Enhance Governance Mechanisms over Capital Spending			Overall rating: Significant
Impact:	High	Likelihood:	Likely
<p>Observation:</p> <p>The board's commitment to major capital projects is defined and documented in the "Major Construction Projects" Policy. However, the board has not formally established guiding principles on smaller capital projects and an overall strategy and application of unsupported capital solutions. Similar to comparable school boards, Grand Erie use of funds for capital spending are prioritized as follows:</p> <ul style="list-style-type: none"> • Seek additional funding from the ministry; • Seek other sources of potential funding (i.e. other government grants); • Utilize additional Proceeds of Disposition amounts; • Utilize operating funds by deferring/delaying operational projects; • cancelling/deferring/delaying capital work; or • reducing the scope/size of the capital project. <p>However, the board should clearly define this approach along with delegation of authority, mechanisms to report deviations and the considerations for short-term and long-term financial, compliance and reputational risks. Specific management and governance structures for capital funding management are not formally documented to:</p> <ul style="list-style-type: none"> • Proactively assess, identify and manage unsupported capital needs. • Describe appropriate funding strategies for the organization. • Support and adapt to financial health and sustainability. 			
<p>Implication:</p> <ul style="list-style-type: none"> • Insufficient and/or ineffective oversight by the Board of Trustees over capital management leading to inappropriate usage of capital, funding sources and/or accumulated unsupported capital debt over time. • Poor transparency or key decisions are not aligned with expectations if expectations are not clearly defined. • Unhealthy financial position. 			
<p>Possible root cause:</p> <p>The management of unsupported capital is centralized with board leadership performing the necessary procedures needed. In the past there has been no need to formalize such policies and procedures for other staff to adhere to.</p>			

Recommendation:

Management should establish and implement a capital funding management policy (or strategy) including, but not limited to, the following:

- Define risk threshold/tolerance related to unsupported capital spending (risk appetite statement).
- The delegation of authority should be appropriately aligned to these thresholds.
- For capital projects, a defined delegation of authority with considerations for:
 - approval thresholds for the use of contingency; and
 - approval thresholds for unfunded or budget transfer or offsets.
- Define criteria and position/balance for usage of operating funds for capital spending:
 - Perform a review of historical spending decisions to define appropriate thresholds for spending (such as purchases of portables);
 - Define approval tier thresholds for use of operating funds for capital spending;
 - Explicitly outline key restrictions (i.e. situations for when operating funds are restricted from being used); and
 - Consideration of the associated impact on operating surplus.

Management Action Plan

Action Plan: Senior Administration will instill a new policy on “Financial Activities” that will be drafted and prepared for Trustee review in the fall of 2019. The policy will cover the capital budgeting and reporting process as well as risk thresholds, and authorities for changes to projects; especially in circumstances where a project’s total cost will result will exceed the funding allocated to the project. This policy will also describe the reports that will go to Trustees on an annual basis that will cover the capital cycle from both a planning and a reporting perspective. It is anticipated the policy will be ready for Trustee review by December 2019.

The establishment and subsequent use of reserves will now be prepared via reports to Trustees. The establishment of reserves will come to Trustees in a report in December, while the use of reserves will be presented on an as-required basis throughout the school year. This will be added to the same policy mentioned above.

Responsible Party:

Rafal Wyszynski,
Superintendent of Business &
Treasurer

Due Date:

December 2019

Considerations for improvement

1. Define a Restriction of Unappropriated Surplus

Observation:

Internal Audit noted that the board currently maintains an operating surplus (\$1.9 million for the 2017-2018 financial year-end) that is unappropriated (i.e. not restricted for certain purposes).

There is reporting to the Board of Trustees on the following:

- For major construction projects, the Superintendent of Business provides a bi-monthly progress report on the costs incurred. In addition, there is reporting on the funding strategy that would include a breakdown of the internal/external sources, as well as current balance outlook of the capital reserves and unsupported capital.
- For non-major construction projects, the Superintendent of Business will provide an annual report summarizing project scope, costs, and status.
- At financial year end, the Superintendent of Business provides a financial report that includes the summarized unsupported capital balance.

The majority of reporting related to the unsupported capital use and balance is after the fact (especially related to non-major construction projects).

Considerations:

For greater level of oversight/transparency with Trustees, the board should consider defining a restriction of unappropriated operating surplus. Based on the board's one-year plan for its estimated unappropriated operating surplus, the plan should be submitted for approval to the Board of Trustees. In addition, proactive reporting to the Board of Trustees related to unsupported capital spending should be incorporated, such as:

- Changes and impact to the unsupported capital balance on a more frequent basis.
- Strategy and timeline of unsupported capital balance repayment.
- Notification and/or approval of use of unsupported capital spending dependent on defined delegation.

Appendix A: Basis of findings rating and report classification

Findings rating matrix

Audit Findings Rating		Impact		
		Low	Medium	High
Likelihood	Highly Likely	Moderate	Significant	Significant
	Likely	Low	Moderate	Significant
	Unlikely	Low	Low	Moderate

Likelihood consideration

Rating	Description
Highly Likely	<ul style="list-style-type: none"> History of regular occurrence of the event. The event is expected to occur in most circumstances.
Likely	<ul style="list-style-type: none"> History of occasional occurrence of the event. The event could occur at some time.
Unlikely	<ul style="list-style-type: none"> History of no or seldom occurrence of the event. The event may occur only in exceptional circumstances.

Impact consideration

Rating	Basis	Description
HIGH	Dollar Value ²	Financial impact likely to exceed \$519,000 in terms of direct loss or opportunity cost.
	Judgmental Assessment	<p>Internal control Significant control weaknesses, which would lead to financial or fraud loss.</p> <p>An issue that requires a significant amount of senior management/board effort to manage such as:</p> <ul style="list-style-type: none"> • Failure to meet key strategic objectives/major impact on strategy and objectives. • Loss of ability to sustain ongoing operations: <ul style="list-style-type: none"> ◦ Loss of key competitive advantage/opportunity; ◦ Loss of supply of key process inputs. • A major reputational sensitivity e.g. market share, earnings per share, credibility with stakeholders, and brand name/reputation building. <p>Legal/Regulatory Large scale action, major breach of legislation with very significant financial or reputational consequences.</p>
MEDIUM	Dollar Value	Financial impact likely to be between \$130,000 to \$519,000 in terms of direct loss or opportunity cost.
	Judgmental Assessment	<p>Internal control Control weaknesses, which could result in potential loss resulting from inefficiencies, wastage, and cumbersome workflow procedures.</p> <p>An issue that requires some amount of senior management/board effort to manage such as:</p> <ul style="list-style-type: none"> • No material or moderate impact on strategy and objectives. • Disruption to normal operation with a limited effect on achievement of corporate strategy and objectives. • Moderate reputational sensitivity. <p>Legal/Regulatory Regulatory breach with material financial consequences, including fines.</p>
LOW	Dollar Value	Financial impact likely to be less than \$130,000 in terms of direct loss or opportunity cost.
	Judgmental Assessment	<p>Internal control Control weaknesses, which could result in potential insignificant loss resulting from workflow and operational inefficiencies.</p> <p>An issue that requires no or minimal amount of senior management/board effort to manage such as:</p> <ul style="list-style-type: none"> • Minimal impact on strategy. • Disruption to normal operations with no effect on achievement of corporate strategy and objectives. • Minimal reputational sensitivity. <p>Legal/Regulatory Regulatory breach with minimal consequences.</p>

² Dollar value amounts are agreed with the client prior to execution of fieldwork.

Audit report classification

Report Classification	The internal audit identified one or more of the following:
Cause for considerable concern	<ul style="list-style-type: none"> Significant control design improvements identified to ensure that risk of material loss is minimized and functional objectives are met. An unacceptable number of controls (including a selection of both significant and minor) identified as not operating for which sufficient mitigating back-up controls could not be identified. Material losses have occurred as a result of control environment deficiencies. Instances of fraud or significant contravention of corporate policy detected. No action taken on previous significant audit findings to resolve the item on a timely basis.
Cause for concern	<ul style="list-style-type: none"> Control design improvements identified to ensure that risk of material loss is minimized and functional objectives are met. A number of significant controls identified as not operating for which sufficient mitigating back-up controls could not be identified. Losses have occurred as a result of control environment deficiencies. Little action taken on previous significant audit findings to resolve the item on a timely basis.
No major concerns noted	<ul style="list-style-type: none"> Control design improvements identified, however, the risk of loss is immaterial. Isolated or “one-off” significant controls identified as not operating for which sufficient mitigating back-up controls could not be identified. Numerous instances of minor controls not operating for which sufficient mitigating back-up controls could not be identified. Some previous significant audit action items have not been resolved on a timely basis.
No or limited scope for improvement	<ul style="list-style-type: none"> No control design improvements identified. Only minor instances of controls identified as not operating which have mitigating back-up controls, or the risk of loss is immaterial. All previous significant audit action items have been closed.

Appendix B: Limitations and responsibilities

Limitations inherent to the Internal Auditor's work

We have undertaken the review of Unsupported Capital Management, subject to the limitations outlined below.

Internal control

Internal control systems, no matter how well designed and operated, are affected by inherent limitations. These include the possibility of poor judgment in decision-making, human error, control processes being deliberately circumvented by employees and others, management overriding controls, and the occurrence of unforeseeable circumstances.

Future periods

Our assessment of controls is for the period specified only. Historic evaluation of effectiveness is not relevant to future periods due to the risk that:

- the design of controls may become inadequate because of changes in operating environment, law, regulation or other; or
- the degree of compliance with policies and procedures may deteriorate.

Responsibilities of management and internal auditors

It is management's responsibility to develop and maintain sound systems of risk management, internal control and governance, and for the prevention and detection of irregularities and fraud. Internal audit work should not be seen as a substitute for management's responsibilities for the design and operation of these systems.

We endeavour to plan our work so that we have a reasonable expectation of detecting significant control weaknesses and, if detected, we shall carry out additional work directed towards identification of consequent fraud or other irregularities. However, internal audit procedures alone, even when carried out with due professional care, do not guarantee that fraud will be detected.

Accordingly, our examinations as internal auditors should not be relied upon solely to disclose fraud, defalcations or other irregularities which may exist.



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OPSBA report

June 24, 2019

The OPSBA AGM is occurring July 4-6, 2019 along with the Canadian School Boards' Association Annual Congress.

There will be an OPSBA Board of Directors meeting on Thursday July 4, and a Central West regional meeting and the B of D Organizational meeting on July 6.

Items for the AGM voting have been forwarded to trustees on June 14, these include constitutional amendments, other Boards' policy resolutions and to reaffirm the OPSBA priorities.

We are looking for any concerns and direction around the items to be voted on at the AGM.

Attached are the 2 Board resolutions and OPSBA rationale around their recommendations to the AGM.

Also, due to work obligations, Trustee Werden may not be able to attend the AGM. We wanted to share that in consultation with Trustee Gibson. Grand Erie's OPSBA Alternate Director/Alternate Voting Delegate, that voting at the AGM be temporarily be delegated to Trustee Sloat.

Respectfully Submitted

Don Werden
Carol Ann Sloat

Origin: Executive Office
Date: May 3, 2019
Issue: Near North DSB – AGM Policy Resolution

School Trip Preparedness

Whereas, Boards of Education have school trip policies and guidelines that are constantly being update and teachers, coaches and volunteers working within a school are encouraged and often obligated to take on professional development training, such as concussion protocol, first aid etc.

Whereas, there is a lack of consistent “foundations” training and a school trip visual template(s) for all those involved in school trip preparedness (administrators, teachers, parents and third party providers) Third parties are often utilized and enter agreements with boards with regards to insurance and should take on the same preparation.

Whereas, there is no repository ("*learning hub*") for those undertaking the planning and implementation of school trips to review exemplary or best practices.

Whereas, risk need not be a frightening word to those involved in school trips.

The risk management, mitigation solution premise. *"Those involved in planning and directing school trips should visit the destination/site and initially prepare an introductory visual overview/summary of the planned trip. This becomes the precursor to board policies and guidelines. The on line training and template to be complementary to the process."*

Whereas, school trips for elementary and secondary students include community day trips, trips near and afar; including, extra-curricular activities, (sports, music, clubs) and international.

Whereas, consistency of delivery through a coordinated approach (training and template) will enhance risk management procedures and existing board polices/guidelines.

Whereas, Federations, OCT, OSBIE, OPHEA and third party providers (Ontario Camping Assoc. and Alive Outdoors etc...) to be complementary benefactors of the solution.

Be it resolved, that OPSBA, research and recommend modular/on line training for teachers, administration, parents (involved) and third party service providers involved in school trips (near and afar) and provide a school trip template(s) for school trips and a forum/host for school trip exemplars/best practices that reflects on the "foundations" training. OPSBA policy or programming committee to integrate their findings. The solutions to be shared with all boards and identified audiences.

OPSBA Executive Council Comments:

Executive Council members see this resolution as being operational in nature and would like to see it referred back to the Near North Board staff, along with support in connecting the NNDSB to other boards with exemplary practices as well as OPHEA (Ontario Physical and Health Educators' Association).

Many boards base their respective procedures on OPHEA guidelines, and so in that way there already exists a significant degree of board by board alignment. The OPHEA website has a great number of resources for teachers/administration including this type of thing.

Origin: Executive Office

Date: May 3, 2019

Issue: Autism Funding Support, Ottawa Carleton DSB – AGM Policy Resolution

Autism Funding Supports

THEREFORE, BE IT RESOLVED:

THAT OPSBA advocate, as a priority for children with autism to meaningfully access education that the Ministry provide school boards with dedicated funding for an array of autism supports best configured to meet each board's needs, including but not limited to:

- A. Specialized staff such as Applied Behaviour Analysis (ABA) coordinators, Board Certified Behaviour Analysts (BCBAs) and Registered Behavioural Technicians (RBTs)
- B. Additional educational assistants to support children with autism entering the school system without having first received intensive IBI and ABA therapies;
- C. Access to professional support staff such as Speech and Language Pathologists and Psychologists in support of programs and services for students with autism;
- D. Training to allow staff, including teachers, early childhood educators and educational assistants, to become Registered Behavioural Technicians (RBTs);
- E. Funding to continue pilots and expansions of specialized programs for students with autism such as "Art of Play," "Art of Conversation" and "PEERS"; and
- F. Retrofitting designated space in schools where individual and group Intensive Behavioural Intervention (IBI) and ABA therapies can be delivered by community therapists;

OPSBA Executive Council Comments:

The resolution is timely and addresses the proposed funding change that may result in school boards registering students who have been unable to access ABA/IBI and other support programs prior to entering the school system. If this occurs, schools will need to provide very different types of supports and interventions to assist the student. This will require significant supplemental Ministry funding. By listing a variety of different types of supports in the resolution, it will allow OPSBA to advocate in a way that will allow flexibility to reflect local context.

It is important to ensure that the Ministry does not see this resolution as advocating for taking on the delivery of ABA/IBI by school board staff, but rather to collaboratively work with and facilitate registered third party personnel to deliver the ABA/IBI therapy in a school designated location, if available, or in a community based setting. Building school staff awareness through professional development opportunities will help to reinforce these strategies within a classroom setting.