



## Committee of the Whole Board No.1

March 2, 2015  
Education Centre, Board Room

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# MINUTES

**Present:** G. Anderson, Committee Chair, R. Collver, D. Dean, B. Doyle, A. Felsky, J. Harris, J. Richardson, K. Sandy, C.A. Sloat, D. Sowers, T. Waldschmidt, M. Brown (Student Trustee)

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

**Teleconference:** E. Creed (Student Trustee)

**Regrets:**

**Trustees:** Nil.

**Administration:** Nil.

**A – 1 Opening**

**(a) Roll Call**

Roll call was taken.

**(b) Declaration of Conflict of Interest**

Nil.

**(d) Welcome to Open Session**

The Public Session meeting was called to order by Committee Chair, G. Anderson at 7:16 p.m.

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

Moved by: C.A. Sloat

Seconded by: D. Dean

THAT the agenda be approved.

**Carried**

**(f) In Camera Report**

Nil.



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

Nil.

### C – 1 Director's Report

The Director highlighted:

- The Teacher Learning and Leadership Program (TLLP) is an annual project-based professional learning opportunity for experienced classroom teachers. The program funds proposals from classroom teachers who seek a peer leadership role in curriculum, instructional practice or supporting other teachers. The Ministry awarded the TLLP to Wanda Backus-Kelly from Elgin Avenue
- The Ministry would like to second a secondary school French teacher, this person would be working for the Ministry from April to June 2015.

#### "The Cirillo Project"

M. DeGroot (Principal of Pauline Johnson) introduced Media Arts Teacher Jean-Paul Gauthier, Kerry Zartarsky, and Media Arts Specialist High Skills Major student Sarah Schnepf.

They had the privilege of paying tribute to the late Corporal Nathan Cirillo by attending his funeral and creating a memorial book in his honor. On the day of Corporal Cirillo's funeral, students took more than 4,600 photos and then selected their best 20 photos and student Sarah Schnepf took the leadership role to assemble the memorial book.

The Pauline Johnson group presented the book to The Argyll and Sutherland Highlanders of Canada in February. Copies of the book will go to the Cirillo family, the Regimental Museum, and the Hamilton Public Library.

D. Dean expressed his appreciation and noted that is a wonderful learning opportunity which was seized with dignity. He thanked them for their presentation.

B. Doyle added that it is wonderful to see history captured in our board through our students.

G. Anderson was pleased to see this example of youth today who put forthright so much effort, with no benefit or payback. He paid tribute to our students.

Moved by: J. Richardson

Seconded by: A. Felsky

THAT the Grand Erie District School Board receive the Director's Report of March 2, 2015 as information.

**Carried**



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### D – 1 Bylaw/Policy/Procedure Consideration - Action/Decision Items

#### (a) **BL4 Board and Committees of the Board Meeting Agendas**

J. Forbeck explained that bylaws are owned by the Board and are approved by the Board at the end of the month. They do not go out for stakeholder input.

He referred to a few comments around meeting packages and laydown reports. It was suggested to remove “board approval” under 2c).

Moved by: J. Harris

Seconded by: T. Waldschmidt

THAT the Grand Erie District School Board approve Bylaw 4 - “Board and Committees of the Board Meeting Agendas”, as amended.

**Carried**

#### (b) **BL16 Suspension, Revision or Repeal of any Bylaw, Policy or Administrative Procedure**

J. Forbeck explained some situations which require the suspension of a bylaw.

Moved by: T. Waldschmidt

Seconded by: D. Sowers

THAT the Grand Erie District School Board approve Bylaw 16 - “Suspension, Revision or Repeal of any Bylaw, Policy or Administrative Procedure”.

**Carried**

#### (c) **BL31 Borrowing Bylaw - Bridge Financing Coronation School Renovation Project**

Moved by: B. Doyle

Seconded by: A. Felsky

THAT the Grand Erie District School Board approve Bylaw 31 – “Borrowing Bylaw - Bridge Financing Coronation School Renovation Project”.

**Carried**

#### (d) **HR4 Health and Safety – Joint Occupational Health and Safety Committee Guidelines**

J. Gunn addressed how the JOHSC has reviewed HR4 Health and Safety and recommends changes to add Early Childhood Educators to the committee.

Moved by: R. Collver

Seconded by: J. Harris

THAT the Grand Erie District School Board approve the Joint Occupational Health and Safety Committee Guidelines as amended for signature by Board signing officers.

**Carried**



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(e) **HR5 Harassment/Objectionable Behavior**

M. McDonald reviewed one minor change made to severity of threshold and explained that this policy will be reviewed annually by the JOHSC and if needed will be brought to the board if needed during the four year review cycle.

Moved by: T. Waldschmidt

Seconded by: J. Richardson

THAT the Grand Erie District School Board forward Policy HR5 - "Harassment/Objectionable Behaviour" to all appropriate stakeholders for comment to be received by June 5, 2015.

**Carried**

(f) **SO13 Safe Schools: Access to School Premises**

Moved by: C.A. Sloat

Seconded by: R. Collver

THAT the Grand Erie District School Board forward Policy SO13 — "Access to School Premises" to all appropriate stakeholders for comment to be received by June 5, 2015.

**Carried**

(g) **SO28 Student Concussion and Head Injury**

A. Nesbitt explained this policy was in draft format when training was provided to staff and therefore many suggestions were provided by staff and amendments were made. He referred to the revised policy that show amendments. He confirmed that the policy will be reviewed every 4 years and the resource package will be housed separately from the policy. The resource package can be updated annually when OPHEA updates their guidelines.

R. Collver recommended the policy statement be revised to state Grand Erie beliefs and suggested the following statement:

"Grand Erie District School Board is committed to ensuring the safety and well-being of students recognizing that children and adolescents are among those at greatest risk of concussion and/or head injury. The Board is committed in building awareness, prevention, identification and management of concussions and/or head injuries to reduce increased risk."

C.A. Sloat inquired about the registration form (referred to on page 7) and queried how we ensure that information on this form will be provided to the correct people.



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A. Nesbitt explained that the registration form comes to executive council yearly to review requirements, and will be ensuring there is an area on the form. In addition, there is an area in PowerSchool for this information.

D. Dean commended the team on a great job with a difficult subject to deal with and this policy will be helpful to those in high risk areas.

He addressed the time staff spend on training and the amount of time and effects taken on the school of when teachers are taken out of the classrooms. He is concerned about the impact on the classroom for many facets of training.

A. Nesbitt agreed there is a need monitor, however this policy and training was required to be launched quickly to adhere to the Ministry requirements.

Moved by: J. Harris

Seconded by: D. Sowers

THAT the Grand Erie District School Board approve Policy SO28 – “Student Concussion and Head Injury”, as amended.

**Carried**

### D – 2 Administrative Procedure Consideration – Information Items

#### (a) SO120 Student and Visitor Injuries/Accidents

J. Gunn stated the current procedure referred to the use of Maplewood software system that would prepopulate information for Student and Visitor Injuries/Accidents and upload it to the Ontario School Board Insurance Exchange (OSBIE).

J. Gunn clarified that in terms of the initial response to all critical injuries, the Ministry of Labour would likely arrive within a half a day.

He clarified that in terms of reporting injuries other than serious injuries, critical injuries or death, the notification is done at the school level by the principal, supervisor or teacher in charge.

Moved by: C.A. Sloat

Seconded by: B. Doyle

THAT the Grand Erie District School Board forward Administrative Procedure #SO120 — “Student and Visitor Injuries/Accidents” to all appropriate stakeholders for comment to be received by June 5, 2015.

**Carried**



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### (b) FT103 Temporary Closure of Board Buildings

J. Gunn explained a comment received was regarding the reporting process and an amendment was made to add; “and initiate mass communication to students, parents, staff and trustees”.

Moved by: C.A. Sloat

Seconded by: D. Sowers

THAT the Grand Erie District School Board receive Administrative Procedure FT103 – “Temporary Closure of Board Buildings” as information, as amended.

**Carried**

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

J. Gunn reviewed comments received in wording change.

J. Harris requested clarification on explanation of systems, duration of time recording, and content and storage device.

J. Gunn clarified that the same technology is used in all schools and that the size of storage devices varies depending on the building.

He clarified that the duration of time recording is dependent on the number of cameras and activity, and some external cameras only record during motion.

He spoke to content and storage device, and couldn't recall a situation that required providing an image of students blackened out in the background (ie: playground). A recording would normally function on a single individual or be edited out without permission prior to sending to a third party.

Moved by: R. Collver

Seconded by: J. Richardson

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

**Carried**

### (d) HR103 Duties and Expectations of Teachers

M. McDonald reviewed comments received and is recommending one small change.



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Moved by: T. Waldschmidt

Seconded by: J. Harris

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

**Carried**

(e) **HR105 Term Appointments – Central Support Staff**

M. McDonald referred to comments and spoke to comment #6, which was discussed at exec council. Took into consideration of factors, determine length of time for person to get up to speed in that area. These positions are frequently used, and recognized these people will be returning to the classroom.

He referred to the length of terms for principal leader and consultant positions.

Moved by: B. Doyle

Seconded by: T. Waldschmidt

THAT the Grand Erie District School Board receive Administrative Procedure HR105 – “Duties and Expectations of Teachers” as information.

**Carried**

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

M. McDonald referred to comments and revisions made.

Moved by: B. Doyle

Seconded by: C.A. Sloat

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

**Carried**

(g) **P101 Educational Programs in Government Approved Care, Custodial and Correctional Facilities**

S. Sincerbox recommended to rescind this procedure after careful review by staff after recently released documents by the Ministry. The guidelines provide direction.

R. Collver questioned the recommended action after reviewing the guidelines, and stated that our procedure contains stronger wording for the roles of principals and teachers. As a Board, this procedure should remain and suggested that the guidelines be incorporated into the procedure or be included as an appendix. She also explained that the Ministry looks at our policies and procedures and thought it was a good practice to have our own. S. Sincerbox responded that guidelines are seen as an up to date roadmap for us to follow and agreed that they could be incorporated into the guidelines into the procedure.



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The majority of trustees had not reviewed the guidelines and agreed that they would like to review them prior to approval of rescinding.

It was suggested to send back to administration for further consideration and review and be scheduled at the Committee of the Whole No.1 meeting on April 13, 2015.

Moved by: R. Collver

Seconded by: T. Waldschmidt

THAT the Grand Erie District School Board refer back to administration for further consideration and review and be scheduled at the Committee of the Whole No.1 meeting on April 13, 2015.

**Carried**

### E – 1 Other Business

Nil.

### F – 1 Correspondence

Nil.

### G - 1 In Camera Session

Moved by: T. Waldschmidt

Seconded by: J. Richardson

THAT the Board move into In Camera Session to discuss personnel matters at 8:35 p.m.

**Carried**

### G – 2 In Camera Report

Moved by: D. Dean

Seconded by: T. Waldschmidt

THAT B-1-b be approved.

**Carried**

### H – 1 Adjournment

Moved by: C.A. Sloat

Seconded by: T. Waldschmidt

THAT the meeting be adjourned at 9:48 p.m.

**Carried**

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Committee of the Whole Board No.1 Chair, Greg Anderson