



Committee of the Whole Board Meeting

Monday, February 10, 2020
Education Centre, Board Room

MINUTES

Present: S. Gibson– Committee Chair, G. Anderson, R. Collver, D. Dean, E. Dixon, B. Doyle, J. Richardson, C.A. Sloat, C. Speers, C. VanEvery-Albert, D. Werden, Z. Garbaty (Student Trustee), A. Hauser (Student Trustee), I. Doxtador-Swamp (Student Trustee)

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

Regrets:

Trustees: Nil
Administration: Nil

A - 1 Opening

(a) Roll Call

The meeting was called to order by Committee Chair, S. Gibson at 6:30 p.m.

(b) Declaration of Conflict of Interest

Nil

(c) In Camera Session

Moved by: B. Doyle

Seconded by: E. Dixon

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 Committee Chair, S. Gibson at 7:15 p.m.

(e) Agenda Additions/Deletions/Approval

Presented as printed.

Moved by: B. Doyle

Seconded by: D. Werden

THAT the Agenda be approved.

Carried



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(f) **In Camera Report**

Moved by: D. Dean

Seconded by: E. Dixon

THAT the Grand Erie District School Board approve A-1-b.

Carried

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

Nil

C - 1 **Director's Report**

Director's highlights:

- **Laurier Stedman Prize Celebration** – took place this past Friday evening at the Brantford Golf and Country Club. A big congratulations to Samiha Sanjida, a student at Brantford Collegiate Institute who was the winner of this prize this year. First awarded in 2018, the Laurier Stedman Prize is funded through an endowment and estate gift given to Wilfrid Laurier University by the late **Miss Mary Stedman** for the purpose of celebrating and promoting arts and culture. Stedman, who passed away in 2014, was a great champion of Laurier's Brantford campus, and during her lifetime served as an executive member of the Canadian Booksellers Association. The university created the Laurier Stedman Prize program, managed under the auspices of the English program in the Faculty of Liberal Arts, as a way to honour Stedman's wishes. Participants were asked to submit original, unpublished works of fiction, up to 1,500 words in length. The competition is open to students studying within the boundaries of Brantford's local school boards. It drew entries from nearly every secondary school in the Grand Erie and Brant Haldimand Norfolk Catholic District school boards, as well as W. Ross Macdonald School. The Grand Erie student award recipients who were honoured on Friday night are:
 - **First Place - \$3,000** *The Year I Dreamt* by Samiha Sanjida, Brantford Collegiate Institute and Vocational School
 - **Third Place - \$1,000** *Lianne* by Sovai Deveto, Brantford Collegiate Institute and Vocational School
 - **Runners Up**
 - *The Frog Whisperer* by Sam Earls, Waterford District High School
 - *A Foxtrot with Death* by Cassidie Kent, Waterford District High School
 - *The Silver Spoon* by Stephanie Pugh, Brantford Collegiate Institute and Vocational School
 - *Little Did He Know* by Chloe Schaefer, Paris District High School
- We congratulate our Grand Erie students for their participation in this program and for their great results.
- **Climate Change Leaders Event** – tomorrow at 8:30 am at Mohawk College – there will be a report later in the agenda which outlines this initiative and the event taking



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place. Ten local school boards are involved in this initiative that brings attention to the impacts of climate change and works towards providing learning opportunities both classroom and experiential learning based for our students. Vice-Chair Collver, Trustee Sloat, Student Trustee Hauser and Superintendents Wyszynski, Martins and Munro will be in attendance, along with Director Blancher, at the event tomorrow morning

- **Family Day** – February 17, 2020 – all schools and board offices are closed to observe this holiday.

Moved by: R. Collver

Seconded by: D. Dean

THAT the Grand Erie District School Board receive the Director's Report of February 10, 2020 as information.

Carried

D - 1 New Business – Action/Decision Items

(a) **Pride of Place and Community Partnership Incentive Plan Report**

R. Wyszynski referred to the Pride of Place and Community Partnership Incentive Plan Report for 2019-20 providing background and noting at the November 11, 2019 Committee of Whole meeting, Trustees were presented with a report that outlined a plan to allocate \$1,000,000 and \$190,000 to the Pride of Place (POP) and Community Partnership Incentive Program (CPIP) respectively. R. Wyszynski reviewed the detailed listing of the projects recommended for approval for both POP and CPIP. R. Wyszynski noted that Senior Administration is recommending approval of an additional \$72,996 in the Facility Renewal Grant for a total of \$262,996 so that all school requests and projects can be completed.

C.A. Sloat asked R. Wyszynski to elaborate on the CPIP recommendation "proceed pending landscape design review". R. Wyszynski responded that schools pay for the landscaper out of school funds and need to ensure the appropriate design/space is conducive for an outdoor learning classroom.

Moved by: G. Anderson

Seconded by: C. VanEvery-Albert

THAT the Grand Erie District School Board approve the Pride of Place and Community Partnership Incentive Plan Report for 2019-20.

Carried



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Moved by: R. Collver

Seconded by: C. Speers

THAT the Grand Erie District School Board supports Sr. Administration's recommendation to use \$72,996 of the Facility Renewal Grant for the Community Partnership Incentive Plan.
Carried

(b) **Draft School Year Calendar 2020-21**

W. Baker referred to the Draft School Year Calendars 2020-21 report noting the School Year Calendar Committee met on January 21, 2020 to review and discuss the proposed elementary and secondary school year calendars developed in consultation with the Brant Haldimand Norfolk Catholic District School Board.

W. Baker provided a high-level overview of the report which included:

- two significant issues that arose in the development of the 2020-21 calendars
 - Creating calendars specific to Norfolk County
 - Starting the School Year prior to Labour Day 2020
- Ministry of Education requirements;
- Professional Activity Days;
- Calendar Specifications.

C.A. Sloat asked how many days are aligned with the coterminous board? W. Baker responded that for Haldimand and Brant/Brantford they are almost identical, with the exception of the faith day in our coterminous board. C.A. Sloat further asked if we should approach the Norfolk County Fair to change Young Canada Day to the Friday? W. Baker responded that Norfolk County Fair has been approached and the response is it has been this way for 50+ years.

R. Collver expressed her support for Young Canada Day and the Norfolk County Fair and supports the tradition of Young Canada Day taking place on the first day of the Fair.

Moved by: G. Anderson

Seconded by: D. Werden

THAT the Grand Erie District School Board approve the calendars recommended by the School Year Calendar Committee in the report Draft School Year Calendars 2020-21.

Carried

(c) **Ad Hoc Committee – Modified School Year Calendar**

W. Baker referred to the Ad Hoc Committee – Modified School Year Calendar report noting Grand Erie has always complied with the standard Ministry of Education school year calendar. W. Baker further noted that Senior Administration heard a presentation by a Grand



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Erie principal extolling the benefits of a school year that begins in August and includes a vacation week near the end of October and believes this a concept worth exploring.

W. Baker noted that Sr. Administration is seeking approval to strike an Ad Hoc committee with wide representation.

C. VanEvery-Albert asked about the committee composition and why aren't there parents included to hear their voice? W. Baker responded that we could amend the committee composition on the Terms of Reference to include parent members.

Moved by: D. Dean

Seconded by: B. Doyle

THAT the Grand Erie District School Board strike an Ad Hoc Committee, as amended, to explore the creation of a modified school year calendar for Grand Erie and report back to the Board in September 2020.

Carried

(d) **Mileage Remuneration Review**

R. Wyszynski referred to the Mileage Remuneration Review report provide high-level overview on background and reviewed the Canada Revenue Agency reasonable automobile allowance rate for 2020. R. Wyszynski further reviewed the budget implications and Sr. Administration recommendations.

C.A. Sloat stated that she does not support changing the rate midway through the year and it should be part of the budget process

G. Anderson supports C.A. Sloat comments and recommends this be subject to budget approval.

Moved by: G. Anderson

Seconded by: D. Werden

THAT the Grand Erie District School Board approve the mileage rate of \$0.59 per kilometer for the first 5,000 kilometers, and \$0.53 per kilometer, subject to Budget approval, effective September 1, 2020.

Carried

(e) **Contract Award – Child Care Addition at Central Public School**

R. Wyszynski referred to the Contract Award – Child Chare Addition at Central Public School report noting 13 bids were received for Tender 2019-74-T and Purchasing Services has completed all the necessary evaluation steps and recommends the award of contract to Abcott Construction.



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C.A. Sloat shared her concerns regarding the staff room windows being renovated and not being able to open and asked if there is a plan with regards to airflow? R. Wyszynski responded that Facilities does not have a plan at this time but once construction starts we will determine the impact, especially when warmer weather draws near.

Moved by: D. Werden

Seconded by: E. Dixon

THAT the Grand Erie District School Board approve the award for the Child Care Addition at Central Public School as set out in Tender 2019-74-T to Abcott Construction in the amount of \$1,711,731 plus HST.

Carried

(f) **Contract Award – Classroom Portables**

R. Wyszynski referred to the Contract Award – Classroom Portables report noting Facility Services recommends proceeding with the installation and lease of 8 portables over five years for the school year 2020-21. R. Wyszynski further noted that the projected enrolment for 2020-21 is being reviewed and it is determined that portable classrooms are required to satisfy growing student population, as well as the replacement of aging portables throughout the board. R. Wyszynski provided a high-level overview of additional information and financial impact.

Moved by: C.A. Sloat

Seconded by: G. Anderson

THAT the Grand Erie District School Board approve the five-year lease and installation of eight classroom portables from NRB Inc. in the amount of \$845,600 plus HST.

Carried

(g) **Special Education Advisory Committee (SEAC) Membership**

L. Thompson referred to the Special Education Advisory Committee (SEAC) Membership report provided a high-level overview of the background, additional information and next steps.

Moved by: B. Doyle

Seconded by: R. Collver

THAT the Grand Erie District School Board approve the addition of Tara Buchanan, representing Community Living Brant as an Agency Representative to the Special Education Advisory Committee.

Carried



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D – 2 New Business – Information Items

(a) Literacy Intervention Report

L. Thompson referred to the Literacy Interventions report noting that the Elementary and Special Education Program Support staff continue to gather data about literacy intervention programs being used in Grand Erie Schools. L. Thompson noted through the work of the Literacy Intervention Review Team, the characteristics of an effective Literacy Intervention program has been identified and readily available to all schools.

L. Thompson provided a high-level overview of the literacy intervention programs that were implemented by select schools and the Literacy Intervention Data 2018-19.

L. De Vos provided a high-level overview of the Literacy Interventions for 2019-20, and the next steps – what we will identify and commit to.

C. Speers asked if there is an opportunity for those in the programs to provide feedback? L. Thompson responded that each of these interventions needs to be followed as designed.

R. Collver addressed the LLI Grade 2 data on page 3 of report stating that the data it is quite glaring. R. Collver continued that with LLI is obvious that we did not support students the way we should have and hope that we are looking into that. R. Collver further stated that we need to reflect on what we do, how we do it and who is better off and hopes there is greater focus. R. Collver continued that this a good investment and would like to see it continue.

L. De Vos responded that we have learned a lot and keep trying to make it better for our students.

Moved by: B. Doyle

Seconded by: C. VanEvery-Albert

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

Carried

(b) Employee Assistance Program Report – 2018-19 School Year

S. Sincerbox referred to the Employee Assistance Program Report – 2018-19 School Year providing background and a high-level review of the data with regards to:

- Cost of the Employee Assistance Program
- Utilization of the Program and Statistical Summary
- Presenting Problems
- Committee Activities
- EAP Participant Survey



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G. Anderson commented that with the current job action climate, there may be an increase in use of EAP this year.

R. Collver asked if the decrease in numbers could align with implementation of LifeSpeak and is hoping the focus on staff wellness is contributing to the decrease. S. Sincerbox responded that we currently cannot align the reduction to uptake of LifeSpeak but believes there could be an impact.

Moved by: G. Anderson

Seconded by: D. Werden

THAT the Grand Erie District School Board receive the Employee Assistance Program Report 2018-19 as information.

Carried

(c) **Climate Change Leaders Initiative**

B. Blancher referred to the Climate Change Leaders Initiative report providing a high-level overview of the proposed initiative by Mohawk College in Hamilton to develop a learning partnership that would help build the capacity and capability skill sets necessary for the transformation to a Low Carbon Community. B. Blancher noted that Sr. Administration has been in discussions with Mohawk College and nine other school boards. Throughout late December and early January the organizers invited school boards to review a non-binding Memorandum of Understanding (MOU). B. Blancher noted that Grand Erie submitted questions and offered suggestions about the MOU and through the process have assurance there is no financial commitment from Grand Erie as part of signing the MOU.

B. Blancher informed Trustees that the Grand Erie Sr. Administration team views this initiative as a good opportunity for our students to learn more about the impact of climate change through curriculum modules and experiential learning.

B. Blancher reviewed the next steps and that more information on this initiative will be shared as it becomes available.

Moved by: C.A. Sloat

Seconded by: G. Anderson

THAT the Grand Erie District School Board receive the Climate Change Leaders Initiative report as information.

Carried



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

(a) FT2 New School Construction Projects

R. Wyszynski noted Policy F2 New School Construction Projects has been identified for review, will be going out for comment and reviewed the revisions

D. Dean commented that when designing a new school and the placement of the staffroom that we consider it be in a central location away from the main office to allow for a distribution of supervision.

D. Werden asked why the direction is to disband the Project Committee at the commencement of the project construction instead of completion? R. Wyszynski responded that the goal of the project committee is to provide input on design and scope. Once the tender is awarded, the project committee would not be required for minor change orders (i.e. changing material of floor tile, location of mechanical components for elevators). If changes were significant in nature (altering scope or design, incurring additional costs), administration would seek Board approval.

Moved by: C.A. Sloat

Seconded by: R. Collver

THAT the Grand Erie District School Board forward Policy FT2 New School Construction Projects to all appropriate stakeholders for comments to be received by April 1, 2020.

Carried

(b) FT3 Naming of Schools

R. Wyszynski noted Policy F3 Naming of Schools has been identified for review, will be going out for comment.

Moved by: J. Richardson

Seconded by: E. Dixon

THAT the Grand Erie District School Board forward Policy FT3 Naming of Schools to all appropriate stakeholders for comments to be received by April 1, 2020.

Carried

(c) FT4 Community Use of Schools

R. Wyszynski noted Policy F4 Community Use of Schools has been identified for review, will be going out for comment and reviewed the revisions.

R. Collver asked if priority use funding is still available? R. Wyszynski responded for 2019-20 this funding was not part of the GSN. R. Collver asked why it is still identified in the



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policy/handbook? R. Wyszynski responded that we can modify to include, or exclude subject to availability.

Moved by: G. Anderson

Seconded by: C. Speers

THAT the Grand Erie District School Board forward Policy FT4 Community Use of Schools to all appropriate stakeholders for comments to be received by April 1, 2020.

Carried

(d) **FT15 Safe Work Practices**

R. Wyszynski noted Policy FT15 Safe Work Practice was circulated to appropriate stakeholders for comments. R. Wyszynski reviewed the comments received and revisions made to the policy.

Moved by: R. Collver

Seconded by: E. Dixon

THAT the Grand Erie District School Board approve Policy FT15 Safe Work Practices.

Carried

(e) **SO12 Code of Conduct**

W. Baker noted Policy SO12 Code of Conduct was circulated to appropriate stakeholders for comments. W. Baker reviewed the comments received and revisions made to the policy.

Moved by: B. Doyle

Seconded by: J. Richardson

THAT the Grand Erie District School Board approve Policy SO12 Code of Conduct.

Carried

(f) **SO16 Voluntary Indigenous Self-Identification**

D. Martins noted Policy SO16 Voluntary Indigenous Self-Identification was circulated to appropriate stakeholders for comments. D. Martins reviewed the comments received and revisions made to the policy.

Moved by: C. VanEvery-Albert

Seconded by: D. Werden

THAT the Grand Erie District School Board approve Policy SO16 Voluntary Indigenous Self-Identification.

Carried



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(g) **SO33 Animals in Schools, Including Student Use of Guide Dogs and Service Animals**

L. Thompson noted Policy SO33 Animals in Schools, Including Student Use of Guide Dogs and Service Animals was circulated to appropriate stakeholders for comments. L. Thompson reviewed the comments received and revisions made to the policy. L. Thompson noted one additional amendment - a new 7.2 will be added.

Moved by: E. Dixon

Seconded by: B. Doyle

THAT the Grand Erie District School Board approve Policy SO33 Animals in Schools, Including Student Use of Guide Dogs and Service Animals, as amended.

Carried

(h) **Bylaw 8 Committees of the Board**

B. Blancher referred to the Bylaw 8 Committees of the Board report noting that currently the Accessibility Committee is designated as a Statutory Committee, however, the *Integrated Accessibility Standards Regulation* (2011) does not require that the Board establish a committee. B. Blancher noted for this reason, Bylaw 8 has been revised to move the Accessibility Committee to a Standing Committee and proposed revisions to the Terms of Reference for the Committee have been made.

Moved by: D. Werden

Seconded by: C. Speers

THAT the Grand Erie District School Board approve Bylaw 8 Committees of the Board.

Carried

E – 2 **Procedure Consideration – Information Items**

(a) **F106 Receipt of Charitable Donations**

R. Wyszynski noted Procedure F106 Receipt for Charitable Donations has been identified for review, will be going out for comment and reviewed the revisions

Moved by: C.A. Sloat

Seconded by: B. Doyle

THAT the Grand Erie District School Board forward Procedure F106 Receipt of Charitable Donations to all appropriate stakeholders for comments to be received by April 1, 2020.

Carried

(b) **FT107 Asbestos**

R. Wyszynski noted Procedure FT107 Asbestos was circulated to appropriate stakeholders for comments. R. Wyszynski reviewed the comments received and revisions made to the procedure.



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Moved by: C.A. Sloat

Seconded by: B. Doyle

THAT the Grand Erie District School Board receive Procedure FT107 Asbestos as information.

Carried

(c) **HR104 Employee Safety Protocol at Non-Board Locations**

S. Sincerbox noted Procedure HR104 Employee Safety Protocol at Non-Board Locations was circulated to appropriate stakeholders for comments. S. Sincerbox reviewed the comments received and revisions made to the procedure.

Moved by: R. Collver

Seconded by: C. Speers

THAT the Grand Erie District School Board receive Procedure HR104 Employee Safety Protocol at Non-Board Locations as information.

Carried

(d) **HR114 Confidentiality of Medical Records**

S. Sincerbox noted Procedure HR114 Confidentiality of Medical Records was circulated to appropriate stakeholders for comments. S. Sincerbox reviewed the comments received and revisions made to the procedure.

Moved by: B. Doyle

Seconded by: D. Dean

THAT the Grand Erie District School Board receive Procedure HR114 Confidentiality of Medical Records as information.

Carried

(e) **HR115 Employee Absenteeism**

S. Sincerbox noted Procedure HR115 Employee Absenteeism was circulated to appropriate stakeholders for comments. S. Sincerbox reviewed the comments received and revisions made to the procedure. S. Sincerbox noted one minor revision to 5 c).

C.A. Sloat commented that there is no link of absenteeism to discipline and requested an annual report to the Board on the absenteeism. S. Sincerbox responded that if it is the wish the board to receive an annual report the procedure can be modified. S. Sincerbox further responded that this procedure is about the effective management of absenteeism and not discipline.

G. Anderson and C. Speer commented that they do not support an annual report.



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Moved by: R. Collver

Seconded by: D. Werden

THAT the Grand Erie District School Board receive Procedure HR115 Employee Absenteeism as information, as amended.

Carried

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

S. Sincerbox noted Procedure HR116 Workplace Accommodation and Return to Work Program was circulated to appropriate stakeholders for comments. S. Sincerbox reviewed the comments received and revisions made to the procedure

Moved by: G. Anderson

Seconded by: D. Werden

THAT the Grand Erie District School Board receive Procedure HR116 Workplace Accommodation and Return to Work Program as information.

Carried

(g) **P103 Learning Resource Selection**

L. De Vos noted Procedure P103 Learning Resource Selection has been identified for review, will be going out for comment and reviewed the revisions.

Moved by: C.A. Sloat

Seconded by: J. Richardson

THAT the Grand Erie District School Board forward Procedure P103 Learning Resource Selection to all appropriate stakeholders for comments to be received by April 1, 2020.

Carried

(h) **P105 Prior Learning Assessment Recognition (PLAR)**

L. Munro noted Procedure P105 Prior Learning Assessment Recognition (PLAR) has been identified for review, will be going out for comment and reviewed the revisions.

Moved by: G. Anderson

Seconded by: D. Werden

THAT the Grand Erie District School Board forward Procedure P105 Prior Learning Assessment Recognition (PLAR) to all appropriate stakeholders for comments to be received by April 1, 2020.

Carried



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(i) **P107 Home Schooling**

L. De Vos noted Procedure P107 Home Schooling was circulated to appropriate stakeholders for comments. L. De Vos reviewed the comments received and revisions made to the procedure. L. De Vos noted one minor additional revision to 3c.

Moved by: B. Doyle

Seconded by: E. Dixon

THAT the Grand Erie District School Board receive Procedure P107 Home Schooling as information, as amended.

Carried

(j) **SO101 Pediculosis (Head Lice)**

L. Thompson noted Procedure SO101 Pediculosis (Head Lice) was circulated to appropriate stakeholders for comments. L. Thompson reviewed the comments received and revisions made to the procedure.

Moved by: C.A. Sloat

Seconded by: D. Dean

THAT the Grand Erie District School Board receive Procedure SO101 Pediculosis (Head Lice) as information.

Carried

(k) **SO107 Student and Staff Safety – Personal Protective Equipment and Physical Intervention Techniques**

L. Thompson noted Procedure SO107 Student and Staff Safety – Personal Protective Equipment and Physical Intervention Techniques was circulated to appropriate stakeholders for comments. L. Thompson reviewed the comments received and revisions made to the procedure.

Moved by: C.A. Sloat

Seconded by: R. Collver

THAT the Grand Erie District School Board receive Procedure SO107 Student and Staff Safety – Personal Protective Equipment and Physical Intervention Techniques as information.

Carried



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(l) **SO124 Use of Service Dogs**

L. Thompson noted Procedure SO124 Use of Service Dogs has been incorporated into Policy SO33 Animals in Schools, Including Use of Guide Dogs and Service Animals.

Moved by: D. Dean

Seconded by: J. Richardson

THAT the Grand Erie District School Board rescind Procedure SO124 Use of Service Dogs.

Carried

F - 1 **Other Business**

Nil

G - 1 **Correspondence**

(a) **Waterloo Region District School Board Letter to Minister of Health and Long-Term Care – January 10, 2020**

Moved by: D. Werden

Seconded by: D. Dean

THAT the Grand Erie District School Board receive the correspondence as information.

Carried

H - 1 **Adjournment**

Moved by: C.A. Sloat

Seconded by: C. VanEvery-Albert

THAT the meeting be adjourned at 9:04 p.m.

Carried

Committee of the Whole Board Chair, S. Gibson