



MINUTES

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

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

Regrets:

Trustees: Nil.

Administration: Nil.

A – 1 Opening

(a) Roll Call

The meeting was called to order by Chair, C.A. Sloat at 6:30 p.m. for the purposes of conducting the In Camera Session.

(b) In Camera Session

Moved by: B. Doyle

Seconded by: R. Collver

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

Carried

Open Session reconvened at 7:20 p.m.

(c) Welcome to Open Session

The Public Session meeting was called to order by Chair, C.A. Sloat, at 7:20 p.m.



Inaugural Board Meeting

December 8, 2014

Education Centre, Board Room

(d) **Chair's Inaugural Address**

C.A. Sloat presented her Inaugural Address. She acknowledged the contributions of the previous Trustees of the Board and welcomed the new Trustees. She shared her appreciation to staff and extended best wishes to everyone for a wonderful holiday season.

(e) **Reading of Trustee Code of Ethics**

In accordance with Bylaw 28, trustees read the Trustee Code of Ethics.

(f) **Declaration of Conflict of Interest**

Nil.

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

Moved by: T. Waldschmidt
Seconded by: J. Richardson
THAT the Agenda be approved as printed.
Carried

(h) **In Camera Report**

Moved by: R. Collver
Seconded by: G. Anderson
THAT the Grand Erie District School Board receive the administrative placements effective January 5, 2015, as information.
Carried

(i) **Memorials**

Nil.

(j) **Presentations**

Nil.

(k) **Delegations**

Nil.



Inaugural Board Meeting

December 8, 2014

Education Centre, Board Room

B – 1 Approval of Minutes

(a) Regular Board — November 24, 2014

Moved by: D. Dean

Seconded by: J. Richardson

THAT the Minutes of the Regular Board Meeting, held November 24, 2014, be approved.

Carried

(b) Special Board – November 27, 2014

Moved by: R. Collver

Seconded by: T. Waldschmidt

THAT the Minutes of the Special Board Meeting, held November 27, 2014, be approved.

Carried

(c) Board Nomination — December 1, 2014

Moved by: T. Waldschmidt

Seconded by: J. Richardson

THAT the Minutes of the Board Nomination Meeting, held December 1, 2014, be approved.

Carried

(d) Board Organizational — December 1, 2014

Moved by: G. Anderson

Seconded by: B. Doyle

THAT the Minutes of the Board Organizational Meeting, held December 1, 2014, be approved.

Carried

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

Nil.



Inaugural Board Meeting

December 8, 2014

Education Centre, Board Room

D – 1 Director's Report

The Director highlighted:

- United Way Campaign: J. Forbeck thanked all staff for their kind response to the United Way Campaign this year. Donations are still being accepted if staff wish to make a contribution before the campaign is complete for the year
- Celebrating the Season in Grand Erie: Schools across Grand Erie are participating and hosting various holiday-themed events and activities. The number of events are captured on a special web page that will be updated throughout the next two weeks
- Betty Finley's Light a Smile/Christmas Angel Campaign supports families this holiday season: The Big Wrap Day for Light a Smile will be Monday, December 15, 2014 at Major Ballachey
- Disney's The Little Mermaid at Brantford Collegiate Institute: A presentation by the students in the Stage & Screen Specialist High Skills Major (SHSM) program will perform The Little Mermaid this week
- Global Thinkers at Bloomsburg Public School: The students of Bloomsburg Public School will be collecting donations until December 19 to purchase goats, pigs, chickens, school supplies, schools and many other things that will make a family in a developing country enjoy a better life in the present and help them succeed into the future.
- McKinnon Park Secondary School Students Conclude Haldimand County Hydro Bill Review Challenge: On Friday, December 12, McKinnon Park Secondary School's Grade 9 students participated in a Bill Challenge working in groups to provide input on how to improve a Haldimand County Hydro bill. To mark the end of the challenge, a panel of judges will be on hand at the school to judge the final results. Panelists include: Jane Albert, President & CEO, Haldimand County Hydro; Carol Ann Sloat, Chair, Grand Erie District School Board; and Lorraine Bergstrand, Board Member, Haldimand County Hydro.
- Protocol Signing: Grand Erie, police and community representatives signed the new protocol that recognizes a shared obligation to work collaboratively towards safety in schools and in the community, while respecting the parameters, policies and procedures of one another's agencies. Signatures from the partners involved include: Brant Family and Children's Services, Brant County OPP, Brantford Police, Children's Aid Society of Haldimand and Norfolk, Contact Brant, Haldimand Norfolk REACH, Haldimand County OPP, Norfolk County OPP, St. Leonard's Community Services, and Woodview Mental Health and Autism Services.



Inaugural Board Meeting

December 8, 2014

Education Centre, Board Room

(a) **Draft Director's Annual Report — 2013-2014**

J. Forbeck released the Director's Annual Report to the Community to the Board of Trustees. The report compiles articles and facts that tell the stories of Grand Erie's journey through the 2013-14 school year. The Director's Report will be available online and will be posted this week and submitted to the Ministry of Education by January, 2015.

Moved by: B. Doyle

Seconded by: J. Harris

THAT the Grand Erie District School Board receive the Director's report of December 8, 2014 as information.

Carried

E – 1 **Student Trustee Report**

M. Brown reported on the Adobe connect Student Senate meeting held on December 2, 2014. Schools who participated spoke about upcoming events and ideas of topics for future meetings.

E. Creed added that the meeting went well and hoped to have another meeting before April 2015.

F – 1 **Chair/Vice-Chair Report**

Nil.

G – 1 **Committee Report**

(a) **Striking Committee Report**

Presented as printed.

Moved by: G. Anderson

Seconded by: R. Collver

THAT the Grand Erie District School Board approve the 2015 Trustee Statutory and Standing Committees Representation.

Carried



Inaugural Board Meeting

December 8, 2014

Education Centre, Board Room

H – 1 New Business

Nil.

(a) Audit Committee Minutes – November 25, 2014

J. Gunn indicated that the main focus of this committee meeting is to receive and review financial statements of the Board.

Moved by: T. Waldschmidt

Seconded by: B. Doyle

THAT the Grand Erie District School Board receive the Audit Committee Minutes – November 25, 2014 as information.

Carried

(b) Audit Committee Minutes – December 2, 2014

Presented as printed in draft.

J. Gunn clarified that item#5.1 addresses a question from a non-board member on this committee regarding risk assessment and monitoring the control of activities and security of the Information Technology systems, and if it is mandated that an external auditor recommends best practices.

Although the Board does not currently engage an independent third party to test the security, J. Gunn agreed this could be a consideration in the future.

Moved by: R. Collver

Seconded by: A. Felsky

THAT the Grand Erie District School Board receive the Audit Committee Minutes – December 2, 2014 as information.

Carried

(c) Audit Committee Annual Report

J. Gunn explained that this report is scripted by regulation that governs the Audit Committee.



Inaugural Board Meeting

December 8, 2014

Education Centre, Board Room

Moved by: T. Waldschmidt

Seconded by: J. Harris

THAT the Grand Erie District School Board approve the 2014 Audit Committee Annual Report.

Carried

(d) **Consolidated Financial Statements – August 31, 2014**

J. Gunn invited Blaine Schell, Senior Partner of Millard, Rouse and Rosebrugh to review the Auditor's Report.

He accented the audit committee process and the amount of detail that is reviewed by senior management and audit committee members prior to being presented at the Board table.

The Management Report and Independent Auditor's Report was pointed out and encouraged to be read and understood.

He provided detailed explanations on the following notes:

- Note 2 – Accounts Receivable
- Note 9 – Deferred capital contributions
- Note 11 - Retirement and other employee future benefits
- Note 14 – Expenses (Instruction, Administration, Transportation, Pupil Accommodation, other, and school funded activities)

The trustees were encouraged to read the notes, which are an integral part of financial statements.

B. Schell formally thanked J. Gunn, Superintendent of Business, Cindy Smith, Manager of Business Services and the Business Services team for their commitment and effort to help him complete the November 15, 2014 deadline.

J. Gunn referred to the Consolidated Statement of Operations and the annual surplus for 2014 of \$7,092,395. Within that surplus, five million dollars is provided to fund the unfunded retirement and future employee benefits. He explained that up until two years ago, all boards carried retirement gratuity without it being funded and how the Ministry now requires boards to fund the viability over the next seven years.



Inaugural Board Meeting

December 8, 2014

Education Centre, Board Room

B. Schell invited trustees to attend Audit Committee meetings to enable a better understanding of the financial statements.

G. Anderson, on behalf of trustees acknowledged J. Gunn.

Moved by: D. Sowers

Seconded by: T. Waldschmidt

THAT the Grand Erie District School Board approve the Auditor's Report for the year ended 2013-14 as recommended by the Grand Erie District School Board Audit Committee.

Carried

Moved by: A. Felsky

Seconded by: B. Doyle

THAT the Grand Erie District School Board direct the Board Chair and Vice Chair to sign the Consolidated Financial Statements dated August 31, 2014 on behalf of the Board; and THAT the Consolidated Financial Statements dated August 31, 2014 be forwarded to the Ministry of Education, as required by the Education Act.

Carried

Moved by: R. Collver

Seconded by: T. Waldschmidt

THAT the Grand Erie District School Board direct the Board Chair and Vice Chair to sign the Audit Findings Letter on behalf of the Board.

Carried

(e) **Signing Officers**

Moved by: G. Anderson

Seconded by: T. Waldschmidt

THAT (1) signing authorities for the Grand Erie District School Board, relative to General and Trust Accounts/ Legal Documents/Contracts/Bank Loans shall be one of the Chair of the Board or the Vice Chair of the Board, together with one of the Director of Education or Superintendent of Business and Treasurer; and (2) facsimile signatures of the Board Chair and Superintendent of Business and Treasurer shall be used for signing General Account cheques produced by the Board's financial accounting system.

Carried



Inaugural Board Meeting

December 8, 2014

Education Centre, Board Room

(f) **Borrowing Authority**

This is to authorize annual authority to borrow short term to cover operating expenses.

Moved by: B. Doyle

Seconded by: T. Waldschmidt

THAT the Grand Erie District School Board authorize the Signing Authorities of the Board to obtain loans at any one time up to a maximum of \$55,000,000, to cover current payrolls and general account cheques, if required.

Carried

(g) **Review of Borrowing Bylaws Not on Board's Review Schedule**

J. Gunn explained that the maturity date is determined by the instrument at the time of approval of the bylaw.

Moved by: G. Anderson

Seconded by: D. Sowers

THAT the Grand Erie District School Board receive the Review of Borrowing Bylaws Not on Board's Review Schedule report as information

Carried

(g) **Revised Budget Estimates**

J. Gunn explained how that in June, the Board files with the Ministry estimates for the next school year, and that revised estimates are filed again by December 15, 2014 with the Ministry.

Both filings cause the Ministry to determine the amount of money they will advance to us to pay for ongoing obligations. October 31, 2014 is the first of two count dates that drive the majority of revenue in grants, this informs us what the actual enrolment is and provides the opportunity to firm up plans and budgets for the remaining year.



Inaugural Board Meeting

December 8, 2014

Education Centre, Board Room

He reviewed the Summary of Revised Budget Estimates (estimated operating revenues):

- Enrolment – Full Time equivalent for grant and tuition
- Government of Ontario- Student Focused Grants
- Other Grants – Government of Ontario
- Other School Boards
- Government of Canada
- Individuals
- Other Revenue

The Summary of Revised Budget Estimates was explained. He addressed the net budget deficit of \$128,362 with a budget contingency before revisions of \$1,727,601. This will leave a closing budget contingency surplus of \$1,599,239.

J. Gunn clarified that the collective agreements do not permit mid-year layoffs, however when staff retire and take a leave of absence it provides opportunities to right size classes through attrition.

Moved by: R. Collver

Seconded by: T. Waldschmidt

THAT the Grand Erie District School Board approve the 2014-15 Revised Budget Estimates for submission to the Ministry of Education.

Carried

I – 1 Other Business

(a) Summary of Accounts — November 2014

Presented as printed.

Moved by: B. Doyle

Seconded by: T. Waldschmidt

THAT the Grand Erie District School Board receive the Summary of Accounts for the month of November 2014, in the amount of \$9,061,537.18 as information.

Carried

(b) Joint Occupational Health and Safety Committee Minutes - November 21 2014

Presented as printed.



Inaugural Board Meeting

December 8, 2014

Education Centre, Board Room

Moved by: G. Anderson

Seconded by: J. Harris

THAT the Grand Erie District School Board receive the "Joint Occupational Health and Safety Committee Minutes - November 21 2014" as information.

Carried

(c) **Grand Erie Parent Involvement Committee Minutes – October 16, 2014**

Presented as printed.

Moved by: T. Waldschmidt

Seconded by: D. Dean

THAT the Grand Erie District School Board receive the "Grand Erie Parent Involvement Committee Minutes – October 16, 2014" as information.

Carried

J – 1 **Correspondence**

(a) **Ministry of Citizenship, Immigration and International Trade**

K – 1 **Adjournment**

Moved by: D. Dean

Seconded by: G. Anderson

THAT the meeting be adjourned at 8:27 p.m.

Carried

Board Chair, Carol Ann Sloat