



## Committee of the Whole Board Meeting

March 04, 2019

Education Centre, Board Room

---

### MINUTES

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

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

**Regrets:**

**Trustees:** J. Richardson, J. Hsiao (Student Trustee)  
**Administration:** L. De Vos

**A - 1 Opening**

**(a) Roll Call**

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

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

Nil

**(c) In Camera Session**

Moved by: D. Werden

Seconded by: S. Gibson

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, R. Collver at 7:15 p.m.

B. Blancher introduced the new Indigenous Student Trustee A. Cattrysse to the table.



## Committee of the Whole Board Meeting

March 04, 2019

Education Centre, Board Room

---

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

Presented as printed.

Moved by: S. Gibson

Seconded by: D. Dean

THAT the Agenda be approved.

**Carried**

(f) **In Camera Report**

Moved by: G. Anderson

Seconded by: D. Werden

THAT the Grand Erie District School confirm the Director's Interim 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:

- On February 28, a Memorandum was received from the Deputy Minister – this was also received by Board Chairs and Chair Anderson shared this with all Trustees last Thursday. The Director provided an overview of the memorandum which outlined, “in recognition that school boards are now preparing for the 2019-20 school year, we are being asked to exercise prudence in making hiring decision in light of the upcoming provincial budget and recent consultation on class size and hiring practices. The government will be carefully reviewing the feedback received in the coming weeks and will continue to engage boards and labour partners on any plans and next steps. School boards are advised to defer the annual processes of filling vacancies for retirements and other leaves related to teachers and other staff until the Minister of Education provides an update to the sector on or before March 15<sup>th</sup>. In June 2018, the Ontario government implemented a hiring freeze and the Ministry is suggesting that school boards may wish to institute similar measures.” Director Blancher noted that the Senior Administration team has had one meeting regarding our staffing process which was prior to the memorandum being released and have another meeting scheduled for this Friday. Director Blancher further stated we are aware of the challenges we are likely going to be facing and we are being very



## Committee of the Whole Board Meeting

March 04, 2019

Education Centre, Board Room

---

cautious in decision making around our typical processes that happen this time of year.

- Director Blancher asked R. Wyszynski to speak to Trustees with respect to his recent conversation with Capital Analyst regarding the scope of Elgin Avenue PS project
  - R. Wyszynski noted the Ministry has received our letter and thanked the Board for the letter; however, before the Minister can provide a valid response to Grand Erie; the Minister will require detailed information from the Capital Analysts, which is referred to as the “due diligence” component of the Capital process. R. Wyszynski noted he asked what does the “due diligence” component mean for Grand Erie and was provided with the following response:
    - Before a decision can be made, the Minister required all the information regarding the request must be available. As such, the Capital branch will be in touch seeking clarity on the original project scope and will be looking at quantitative pieces of information surrounding Elgin Ave PS which includes:
      - History of the Pupil Accommodation Consultation
      - The approved recommendation, scope and intent
      - Completed costing templates of each scenario
      - Pros and Cons of each option including: Financial (transportation, portables, construction), real property (selling or buying of land) community feedback; and qualitative considerations (economics, legal, social) to advise what this means for Grand Erie
    - It was also mentioned that the Capital branch will be working with Capital Analyst to ensure the response to Grand Erie has all the pertinent details so the Minister’s office can make an education decision about the future of Elgin Ave. PS.

C.A. Sloat asked about property adjacent to West Lynn and did you go down the road with this discussion? R. Wyszynski responded that he did not.

G. Anderson asked did you get any indication of how long the “due diligence” process would be? R. Wyszynski responded that it may be a couple of months. G. Anderson further commented that if the Ministry does not provide the additional funding, he hopes the Ministry provides some guidance on next steps.

D. Werden commented that he believes the quickness of hearing from the Ministry on the letter which would have just been received last week, is optimistic.



## Committee of the Whole Board Meeting

March 04, 2019

Education Centre, Board Room

R. Collver asked for clarity on what costing will be provided? R. Wyszynski responded that we would need to provide the cost breakdown for all three options and further stated that the cost estimate for a new building would just be an estimated range as more detailed costing would require engagement with an architect; a cost the budget does not currently support.

- Director Blancher asked R. Wyszynski to speak to Trustees regarding some office renovations
  - R. Wyszynski informed Trustees that Facilities staff will be constructing an office in the Executive Services area where the printer currently resides and will increase from 2 cubicles to 4 cubicles in the Purchasing Department

C.A. Sloat asked who will be taking the office and the purpose. R. Wyszynski responded that we want to ensure that the whole senior team is located in the Education Centre and the Planning Officer will assume the new office.

- Director Blancher noted that today marks the beginning of National Social Work Week and the Ontario Association of Social Workers are using the tag line “From everyday issue to complex needs: Social Workers, it’s what we do.” In Grand Erie, we know firsthand that our amazing Social Workers are on the front line of some very real issues and deal with complex needs. We appreciate everything our Social Workers do.
- Next week is March Break – schools are closed for this holiday week.

Moved by: G. Anderson

Seconded by: C. VanEvery-Albert

THAT the Grand Erie District School Board receive the Director’s Report of March 04, 2019 as information.

**Carried**

### D - 1 New Business – Action/Decision Items

#### (a) French Immersion Secondary Haldimand-Norfolk Location

D. Martins referred to the French Immersion (FI) Secondary Haldimand-Norfolk Location report providing background and noted by the fall of 2020, a Secondary Haldimand-Norfolk program location will be required to sustain the program. D. Martins provided a high-level overview of the factors that were taken to determine where a FI Secondary Haldimand-Norfolk location should be which included:

- Secondary School capacity
- Number of future potential secondary FI students by cohort



## Committee of the Whole Board Meeting

March 04, 2019

Education Centre, Board Room

- Current secondary French teacher qualifications at each Haldimand-Norfolk secondary school
- Central point of Haldimand-Norfolk secondary schools by home address of each elementary student
- Grade 9-12 French as a Second Language Program Requirements (Core, Immersion, Extended)
- Transportation cost to the central location

D. Martins commented based on these factors, two options were considered and provided an overview of each option.

- Option 1: Waterford DHS
- Option 2: Simcoe Composite

D. Martins noted Senior Administration is recommending option 2 for the FI Secondary Haldimand-Norfolk location and reviewed the next steps for consideration.

G. Anderson asked when does a decision need to be made? D. Martins responded ideally before June 2019.

D. Werden asked for point of clarification on the decision date and if June 2019 is too late. B. Blancher responded that this will not take effect until September 2020, so June 2019 gives the board one year for planning.

D. Dean asked about the issue for staffing, and are we able to engage qualified teachers? D. Martins answered that as the next steps stated, investigation on increased mobility of secondary French qualified teachers would need to occur and that it is a grade by grade implementation so we could likely start with grade 9 implementation but as the program evolves we need more qualified FSLs teacher to have a viable program.

Moved by: B. Doyle

Seconded by: S. Gibson

THAT the Grand Erie District School Board receive the French Immersion Secondary Haldimand-Norfolk Location report as information.

**Carried**

### (b) **Allocation of Self-Contained Classrooms for 2019-20**

L. Thompson invited J. White, Principal Leader of Special Education, to the table. L. Thompson referred to the Allocation of Self-Contained Classrooms for 2019-20 report stating Grand Erie provides self-contained classroom placements in a variety of locations throughout the board to provide alternative options for students in which the most enabling environment



## Committee of the Whole Board Meeting

March 04, 2019

Education Centre, Board Room

---

for them to meet their program goals in a smaller class setting with a higher staff to student ratio. L. Thompson further reviewed the planning process which involves Teacher Consultants – Special Education reviewing current and pending placements and using this data to determine the number of placements required for 2019-20 school year. L. Thompson further stated that as in previous years, attempts have been made to minimize changes for the 2019-20 school year but some changes are required as students move from elementary to secondary and as profiles of students change.

L. Thompson reviewed the recommended changes for the 2019-20 school year for Elementary and Secondary, additional information, budget implications and the next steps.

D. Werden asked do we understand any better how the changes to the Ontario Autism Program will affect us? L. Thompson responded we are still a bit gray but continue to gather the data. J. White further responded that we are unsure of how many from private agencies will register but have 20 students currently funded through legacy funding from the Ministry.

G. Anderson asked about the new On Track classroom at Pauline Johnson? J. White responded the class at Pauline Johnson will allow students who require a more flexible model for learning, similar to the class at Tollgate, to access classes at the applied and academic level. The class is 2 sections per semester. G. Anderson further asked how it will be staffed, is it a single Teacher and is there an Education Assistant attached to the classroom and is there social work support? J. White responded On Track has a teacher and one Education Assistant for the classroom and social work support not connected to the program, but can be accessed through the resource team process.

C. VanEvery-Albert stated it would be interesting to know how the Education Services Agreement for Six Nations students are included in these allocations. J. White responded they would be considered in placement in the classrooms in the same way for any of our students with exceptionalities would be considered.

Moved by: G. Anderson

Seconded by: D. Werden

THAT the Grand Erie District School Board approve the locations and number of self-contained classrooms for 2019-20 as outlined, pending budget deliberations.

**Carried**



(c) **Board Approved Transportation Review**

R. Wyszynski invited P. Kuckyt, Manager of Transportation Services to the table.

P. Kuckyt referred to the Board Approved Transportation Review report providing background, additional information and an overview on the following items:

- Out-of-Boundary Students for: Norfolk Secondary, Oakland-Scotland to Waterford District High School, Caledonia to Cayuga Secondary, Students attending River Heights, Out of Boundary students attending Houghton PS
  - P. Kuckyt noted that the 2.3 table should be updated to a total Students of 29.
- Out of District Students for: Norwich/Otterville/Burgessville students attending Delhi District Secondary School, Princeton/Drumbo students attending Paris District Secondary, Tillsonburg students travelling through Courtland transfer
- Section 23 Students – Woodview Program

G. Anderson thanked P. Kuckyt for this report.

C. VanEvery-Albert asked if there has been any consideration to include coordination with Six Nations and Mississaugas of the Credit. P. Kuckyt responded that there was some preliminary discussion with the previous Superintendent of Business and there was some push back to follow the STSBHN process. B. Blancher further responded that one of the challenges would be that these communities would have to follow STSBHN processes and establish school boundaries and believe that was the sticking point.

C.A. Sloat inquired about the change, year-over-year, in the number of grade 9 students who came from the Norwich Otterville area who attend Delhi District from an out of district location. The number had dropped apparently from the mid-30s in previous years to the figure which was detailed in the report. C.A. asked if the projections for enrollment at Delhi District took this into account and if it would have a negative impact on the school. P. Kuckyt responded that the figures in the table reflect current students, not forecasted students for 2019-20. D. Martins further responded that current enrollment at Delhi District is not forecasted to be negatively impacted.

R. Collver stated that in item #2.5 Out of Boundary Students attending Houghton PS it indicates 132 total students with 126 provided transportation, what about the remaining 6, what is their transportation? P. Kuckyt that we currently do not provide transportation, they could be dropped off by family.



## Committee of the Whole Board Meeting

March 04, 2019

Education Centre, Board Room

---

Moved by: G. Anderson

Seconded by: B. Doyle

THAT the Grand Erie District School Board approve the transportation route exceptions listed in this report for the 2019-20 School Year.

**Carried**

### D – 2 New Business – Information Items

#### (a) Transportation Consortium Annual Report

R. Wyszynski requested P. Kuckyt, Manager of Transportation to present and review the Student Transportation Services of Brant Haldimand Norfolk (STSBHN) – Annual report which consisted of:

- Route and Vehicle Statistics: Service Providers and Vehicles, Vehicle Description, Route Costs, Rider's Aides and Vehicle Utilization
- Student Data: Student Eligibility, Courtesy Transportation, Student Ride Times by Range
- Consortium Update: Board of Directors Goals and Objectives, STSBHN Internal Goals and Objectives
  - P. Kuckyt provided a verbal update on the 2017-18 Goals and Objectives.
- STSBHN Going Forward: Contracts, Technology, Safety and Community Engagement.

C. Speers asked for more information to help her understand the parent/taxi portion of the report. P. Kuckyt provided further information and stated this would include services to the student who cannot take a bus.

C.A. Sloat asked for further information with regards to the 2018-19 goal – Daily Operation – Create and implement a “must be met” tag program for students not in kindergarten. P. Kuckyt responded this was a request by bus drivers and this another check and balance to ensure the safety of students.

Moved by: C.A. Sloat

Seconded by: E. Dixon

THAT the Grand Erie District School Board receive the Student Transportation Services Brant Haldimand Norfolk – 2018-19 Annual Report as information.

**Carried**





(b) **Information Technology Services (ITS) Annual Update**

D. Abbey invited J. Ecklund, Manager of Information Technology Services to the table. D. Abbey referred to the Information Technology Annual Report to provide Trustees with an update on the ITS Milestones 2018/19 which included School Server Decommissioning; Disaster Recovery Site; Encryption of more devices; On-Line Student Registration; PowerSchool Parent Portal; Mapleview School; Kindergarten Classrooms; Ontario Education Services Corporation (OESC) Incident Tracking; Walsh Elementary School, Teeterville Elementary School, LITE to PowerSchool Integration; Ed Tech Website.

J. Ecklund provided a high-level overview of the ITS Initiatives for 2019-20 which included Phone Controller Replacement; Document Management System; IBM Review; CareerLink Website; HR/Payroll (IPPS) Upgrade; Draft a new Enrolment Management Policy; Continue Disaster Recovery Testing; Outdoor Access Point Pilot; and Central Software Solution for School TV's. J. Ecklund further noted the 2019-20 Initiatives are pending budget approval.

S. Gibson asked about the PowerSchool Parent Portal and when is expected to rollout. D. Abbey responded this month is the pilot and the goal is to launch in the fall of 2019.

D. Werden asked if phone services in schools go down for two or three days, what is the backup. J. Ecklund responded that there are emergency phones at each school and all Principals are have cell phones. D. Werden asked if there is formalized plan. J. Ecklund responded that there is not.

C.A. Sloat asked what is our plan forward regarding our phones. J. Ecklund responded that we remove the phone controllers from each school and have one centralized phone controller at the TRC.

Moved by: G. Anderson

Seconded by: S. Gibson

THAT the Grand Erie District School Board receive the Information Technology Annual Update report as information.

**Carried**



## Committee of the Whole Board Meeting

March 04, 2019

Education Centre, Board Room

---

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

#### (a) Bylaw 4 – Board and Committees of the Board Meeting Agendas

B. Blancher referred to the Bylaw 4 – Board and Committee of the Board Meeting Agendas report noting it has been identified for review and was sent to Trustees for comments to be received by February 15, 2019. B. Blancher reviewed the minor revisions based on the comments received.

D. Werden stated there is some confusion regarding the 24 and 48 hours statements in 2(a) and 3(a) and recommends keeps the 48 hours. B. Blancher responded the comment received was to ensure Trustees receive the board package prior to posting for the public. The Bylaw was revised to indicate Trustees will receive the package 24 hours prior to the public posting which is identified as 48 hours prior to the meeting under 3a.

Moved by: D. Werden

Seconded by: C.A. Sloat

THAT the Grand Erie District School Board refer Bylaw 4 – Board and Committee of the Board Meeting Agendas back to administration.

**Carried**

#### (b) Bylaw 16 – Suspension, Revision or Repeal of any Bylaw, Policy or Procedure

B. Blancher referred to the Bylaw 16 – Suspension, Revision or Repeal of any Bylaw, Policy and Procedure report noting it has been identified for review and was sent to Trustees for comments to be received by February 15, 2019. B. Blancher reviewed the minor revisions based on the comments received.

D. Werden stated his concern as he believes that a suspension motion should contain a specified length of time. This will be added back into the Bylaw.

Moved by: C. Speers

Seconded by: B. Doyle

THAT the Grand Erie District School Board approve Bylaw 16 – Suspension, Revision or Repeal of any Bylaw, Policy, Procedure or Protocol, as amended.

**Carried**



(c) **FT6 – Student Transportation**

P. Kuckyt, Manager of Transportation was invited back to the table. R. Wyszynski noted Policy FT6 – Student Transportation has been identified for review, will be going out for comment and reviewed the revisions.

Moved by: G. Anderson

Seconded by: B. Doyle

THAT the Grand Erie District School Board forward Policy FT6 – Student Transportation to all appropriate stakeholders for comments to be received by April 26, 2019.

**Carried**

(d) **FT7 – Inclement Weather**

R. Wyszynski noted Policy FT7 – Inclement Weather has been identified for review, will be going out for comment and reviewed the revisions.

B. Doyle asked based on the number of teaching days the Ministry requires, how close are we to that number. B. Blancher responded that if the decision is for student safety we have to take this into consideration and our message to staff and parents is that we are being flexible.

D. Werden asked about #3 Early Dismissal and understands we are required to include this but wondered how long does it take to inform parents that the school will be closing early? B. Blancher responded that it would be quicker now that we are able to send out school/system wide telephone messages but could take time for parents to get to the school to pick up students. D. Werden further asked how many drivers would be available to for early dismissal. R. Wyszynski. responded likely not 100%.

C.A. Sloat asked if there was any discussion about leaving schools open when buses are cancelled? R. Wyszynski responded that we had the discussion but at this time we only reviewed the possibility when buses were cancelled for fog or frigid temperatures. R. Wyszynski further added we wanted to have the policy out for comment to evaluate feedback.

C. VanEvery-Albert asked about the section regarding broadcast over local radio stations and do you contact the two radio stations in Six Nations. K. Newhouse, Manager of Community and Community responded we do contact Jukasa and was not sure who the second radio station is? C. VanEvery-Albert responded 100.3 Voice of the Grand.



## Committee of the Whole Board Meeting

March 04, 2019

Education Centre, Board Room

---

Moved by: D. Werden

Seconded by: D. Dean

THAT the Grand Erie District School Board forward Policy FT7 – Inclement Weather to all appropriate stakeholders for comments to be received by April 26, 2019.

**Carried**

(e) **SO7 – Student Expulsions**

W. Baker noted Policy SO7 – Student Expulsion has been identified for review, will be going out for comment and reviewed the revisions.

Moved by: D. Dean

Seconded by: G. Anderson

THAT the Grand Erie District School Board forward Policy SO7 – Student Expulsion to all appropriate stakeholders for comments to be received by April 26, 2019, as amended.

**Carried**

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

(a) **HR108 Police Record Checks for Employees**

S. Sincerbox noted Procedure HR108 – Police Record Checks for employees was approved by the Board in June 2015 and due to changes in the process, this procedure is being brought forward out of cycle. S. Sincerbox reviewed the revisions.

Moved by: E. Dixon

Seconded by: C. A. Sloat

THAT the Grand Erie District School Board forward Procedure HR108 – Police Record Checks for Employees to all appropriate stakeholders for comments to be received by April 26, 2019.

**Carried**

(b) **FT116 Building Security and Access**

R. Wyszynski noted Procedure FT116 – Building Security and Access was approved by the Board in November 2106 but been taken out of cycle to improve the operationalization of this procedure. R. Wyszynski reviewed the revisions.



## Committee of the Whole Board Meeting

March 04, 2019

Education Centre, Board Room

---

C. Speers stated a concern that she has seen Janitors propping doors open and does not see anything in the Procedure, is it covered under another Procedure? R. Wyszynski responded that should not occur and will believe it falls under another procedure.

Moved by: G. Anderson

Seconded by: D. Werden

THAT the Grand Erie District School Board forward Procedure FT116 – Building Security and Access to all appropriate stakeholders for comments to be received by April 26, 2019.

**Carried**

### F - 1 Other Business

#### (a) OPSBA Report

D. Werden presented as printed.

Moved by: G. Anderson

Seconded by: C. VanEvery-Albert

THAT the Grand Erie District School Board received the OPSBA Report of March 4, 2019 as information.

**Carried**

### G - 1 Correspondence

Nil

### H - 1 Adjournment

Moved by: D. Werden

Seconded by: C.A. Sloat

THAT the meeting be adjourned at 8:59 p.m.

**Carried**

---

Committee of the Whole Board Chair, R. Collver