



Committee of the Whole Board

October 5, 2015
Education Centre, Board Room
7:15 p.m.

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), A. Martindale (Student Trustee)

Administration: Director — B. Blancher; Superintendents – D. Abbey, W. Baker, L. De Vos, J. Gunn, A. Nesbitt, S. Sincerbox, L. Thompson; Recording Secretary - D. Fletcher

Regrets:

Trustees: Nil.

Administration: Nil.

A – 1 Opening

(a) Roll Call

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

(b) Declaration of Conflict of Interest

Nil.

(c) In Camera Session

Moved by: C.A. Sloat

Seconded by: J. Richardson

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

Carried

(d) Welcome to Open Session

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



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

Moved by: D. Sowers

Seconded by: J. Richardson

THAT the agenda be approved as printed.

Carried

(f) **In Camera Report**

Nil.

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

Nil.

C – 1 **Director's Report**

The Director highlighted:

- World Teachers' Day is celebrated annually on Oct. 5, and reminds us to recognize, celebrate and appreciate the wonderful teachers in the Grand Erie District School Board. They help fulfill our mission statement which is to engage, support and inspire all students to achieve and succeed. Through their support and expertise in education, our students are reaching higher.
- Commencements are being held this week at: Pauline Johnson (October 8, 2015), Dunnville Secondary School (Friday, October 9, 2015), Waterford District High School (Friday, October 9, 2015) and Simcoe Composite School (October 9, 2015)
- Dunnville Community Closet is designed to provide gently used clothing, shoes, books and toiletries to families. The motto of the Community Closet is "Helping Others Help Themselves", and will be open to all and everything will be free. The Community Closet will be located at the Dunnville Secondary School open for service on the first Thursday of every month. Donations of interest include clothing, books, shoes/boots, and coats (winter wear) for children and adults and can be dropped off at DSS or at Thompson Creek Elementary School.
- Young Canada Day is held on the opening day of the Norfolk County Fair and Horse Show (October 6 to 12). Norfolk Secondary Schools compete in the tug-of-war championships, road races, and cheerleading competitions. The coveted spirit award encourages each school to cheer loudly and boldly decorate their teams' benches in the grandstand making for a spectacular, colourful display of school spirit.



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B. Blancher reported that 68 schools in the province were identified by the Literacy Numeracy Secretariat as being poised for continued improvement in EQAO math scores. These are schools that were able to sustain improvement in reading and writing in the last five years and the belief is that these schools can learn from their sustained improvement in literacy. The research project will focus on literacy in the same schools. Schools chosen in Grand Erie schools for this project include Woodman Drive, Cedarland and Russell-Reid.

D. Abbey reported that enhancement funding for \$7,700 was received from the Ministry to support the Mentorship Program by expanding growth and development for service department staff.

Moved by: D. Sowers

Seconded by: R. Collver

THAT the Grand Erie District School Board receive the Director's Report of October 5, 2015 as information.

Carried

D – 1 New Business – Action/Decision Items

Nil.

D – 2 New Business – Information Items

(a) Enrolment Update

J. Gunn reviewed the enrolment report as of Friday September 30, 2015.

The 2015-2016 projected Average Daily Enrolment (ADE) numbers for elementary show 17,341 with an actual of 17,531 which shows an increase of 190 students. The numbers may decline slightly before Oct 31, 2015.

The secondary schools show projected Full-time Equivalent (FTE) of 9,008.5 by October 31, 2015. The revised with September 18/2015 actuals show 9,217.5 with an increase of 209 FTE students.

Moved by: D. Sowers

Seconded by: C.A. Sloat

THAT the Grand Erie District School Board receive the Enrolment Update as information.

Carried



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(b) **Data Report - EQAO Board Report of the 2014-2015 Ontario Secondary School Literacy Test (OSSLT)**

A. Nesbitt explained the requirements for a student to graduate include: completion of 30 credits (18 compulsory, 12 optional), 40 hours of community service and the completion of the OSSLT. The purpose of the OSSLT is to determine whether a student has the literacy (reading and writing) skills required to meet the standard of understanding reading selections and communication in a variety of written forms expected by *The Ontario Curriculum* across all subjects up to the end of Grade 9 (OSSLT Framework, EQAO, 2007).

A. Nesbitt highlighted:

- 2015 operational items (style and type of questions)
- The test includes 300 questions, 50% is required to meet the provincial standard, mid to low level 2 to pass
- 3.1 Summary Table GEDSB and Provincial Results for Successful First Time Eligible – Fully Participating (increase of 2% from 2014, remain 10% behind provincial)
- 3.2 Summary Table GEDSB and Provincial Results for Successful Previously Eligible – Fully Participating (increase of 9% from 2014)
- 3.3 Summary Table GEDSB and Provincial Results
 - OSSLT Results for Students taking ENG-2D (Academic shows 91%, province shows 93%)
 - OSSLT Results for Students taking ENG-2P (Applied shows 48%, province shows 50%)
 - OSSLT Results for Students taking ENG-2L (increase of 5% from 2014, closing the gap relative to the province of 13%)

L. Thompson highlighted:

- 3.4 Results Relating to Students with Special Needs (Students who wrote the test with a learning disability using a combination of presentation format of assisted technology are performing mid 20% range)
- Results show that those who used assisted technology performed much better

C.A. Sloat inquired if the province considers allowing students to enter into the literacy course without being unsuccessful with the OSSLT. A. Nesbitt explained that in the past a student had to fail the OSSLT twice before they could attempt the OSSLC.



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If a student fails the test today, the decision to allow the student to proceed to the literacy course is based on what is the best for the student.

He further explained that each student receives an Individual Student Response (ISR) which provides an assessment of the student. The team can work with a student prior to writing the test for a second time.

D. Dean inquired about the semester system and if an effort is made to review if students have a language based course in each semester to complement those skills. A. Nesbitt explained that the intent with larger schools of 800-1000 is to balance off History and English however did refer to the smaller schools and the challenges of making a balanced time table. Students finish semester one at the end of January, and the OSSLT is taken in the middle of March.

A. Nesbitt further explained that should a student have a semester of courses that are not literacy related, the student can write a mock literacy test during the first two weeks of school to inform administrators and teachers of how the student is doing and to support the student if needed.

Moved by: D. Sowers

Seconded by: T. Waldschmidt

THAT the Grand Erie District School Board receive Data Report - EQAO Board Report of the 2014-2015 Ontario Secondary School Literacy Test as information.

Carried

(c) **Primary Class Size Report**

J. Gunn explained that since 2007-2008 the Ministry of Education has required Boards to be fully compliant with the primary class size cap: 90 percent of primary classes will have 20 or fewer students and up to 10 per cent of primary classes may have up to 23 students. It is also a requirement that the Board achieve compliance while ensuring that the average class size in Grades (4-8) is 24.15 or less.

He referred to Appendix A which outlines Primary Class Size - Board Statistics from 2010 to present and shows individual statistics for each elementary school.

Appendix B outlines schools that have kindergarten classes without a DECE.



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Moved by: B. Doyle

Seconded by: J. Richardson

THAT the Grand Erie District School Board receive the Primary Class Size Report as information.

Carried

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

(a) FT9 Transition Committee

J. Gunn noted that there no suggested revisions.

Moved by: C.A. Sloat

Seconded by: D. Sowers

THAT the Grand Erie District School Board forward Policy FT9 – Transition Committees to all appropriate stakeholders for comment to be received by January 15, 2016.

Carried

(b) FT15 Safe Work Practices

J. Gunn explained that this new policy combines four procedures: FT106 Workplace Electrical Safety, FT108 Confined Space Entry, FT109 Hot Work Permit, and FT115 Lock Out, Tagging and Test Procedure.

The procedures are now operating standards posted on the portal under Facility Services Resources.

Moved by: R. Collver

Seconded by: C.A. Sloat

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

Carried

(c) SO12 Code of Conduct

W. Baker reviewed the comments received.

D. Dean questioned why the phrase “not swear at a teacher or at another person in a position of authority” was removed and is concerned that it is not clear that we don’t condone swearing at teachers.

W. Baker explained it was removed because it is covered in “Respect persons in positions of authority”, which aligns with all of the other bullets which are general statements.



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Discussion points included expectations in schools, role of principal to explain blanket statements, and how the policy will provide administration and teachers the tools and resources needed.

Moved by: B. Doyle

Seconded by: T. Waldschmidt

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

Carried

(d) **SO16 Voluntary Aboriginal Self-Identification**

B. Blancher reviewed the comments received. This policy now includes Procedure SO132 – Voluntary Aboriginal Self-Identification.

Moved by: D. Sowers

Seconded by: J. Richardson

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

Carried

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

(a) **HR111 Personal Protective Footwear**

J. Gunn noted there were no suggestions revisions.

Moved by: R. Collver

Seconded by: C.A. Sloat

THAT the Grand Erie District School Board forward Procedure HR111 – Personal Protective Footwear to all appropriate stakeholders for comment to be received by January 15, 2016

Carried

(b) **HR119 Progressive Discipline**

S. Sincerbox noted the only suggested revision is to remove severity threshold.

Moved by: A. Felsky

Seconded by: B. Doyle

THAT the Grand Erie District School Board forward Administrative Procedure HR119 — “Progressive Discipline” to all appropriate stakeholders for comment to be received by January 15, 2016.



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Carried

(c) **FT106 Workplace Electrical Safety**

J. Gunn noted that this procedure has been included in Policy FT15 Safe Work Practices.

Moved by: R. Collver

Seconded by: D. Dean

THAT the Grand Erie District School Board rescind Procedure FT106 Workplace Electrical Safety.

Carried

(d) **FT107 Asbestos**

J. Gunn reviewed several comments received and revisions made. He explained the purpose of the survey report in the Asbestos Management Plan.

He addressed comments not shown on the report and the revisions made.

Moved by: D. Sowers

Seconded by: J. Richardson

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

Carried

(e) **FT108 Confined Space Entry**

J. Gunn noted that this procedure has been included in Policy FT15 Safe Work Practices.

Moved by: R. Collver

Seconded by: J. Harris

THAT the Grand Erie District School Board rescind Procedure FT108 Confined Space Entry.

Carried

(f) **FT109 Hot Work Permit**

J. Gunn noted that this procedure has been included in Policy FT15 Safe Work Practices.

Moved by: C.A. Sloat

Seconded by: D. Sowers



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THAT the Grand Erie District School Board rescind Procedure FT109 Hot Work Permit

Carried

(g) **FT115 Lock Out, Tagging and Test Procedure**

J. Gunn noted that this procedure has been included in Policy FT15 Safe Work Practices.

Moved by: D. Sowers

Seconded by: D. Dean

THAT the Grand Erie District School Board rescind Procedure FT115 Lock Out, Tagging and Test Procedure

Carried

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

S. Sincerbox addressed a number of comments received.

Moved by: D. Sowers

Seconded by: C.A. Sloat

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

Carried

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

S. Sincerbox addressed the comment received regarding WSIB.

Moved by: D. Sowers

Seconded by: B. Doyle

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

Carried

(j) **HR115 Employee Absenteeism**

S. Sincerbox addressed the comments received.



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Moved by: R. Collver

Seconded by: J. Harris

THAT the Grand Erie District School Board receive Procedure HR115 — “Absenteeism” as information.

Carried

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

S. Sincerbox addressed the comments received.

Moved by: J. Harris

Seconded by: C.A. Sloat

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

Carried

(l) **P107 Home Schooling**

L. De Vos referred to the comments received. J. Richardson was pleased to see how this procedure supports a positive home schooling environment.

Moved by: D. Sowers

Seconded by: J. Richardson

THAT the Grand Erie District School Board receive Procedure P107 — “Home Schooling” as information.

Carried

(m) **SO101 Pediculosis (Head Lice)**

L. Thompson reviewed the comments received and referred to revisions that were made including the addition of appendixes that will help schools to provide consistency.

D. Sowers/A. Felsky were pleased to see that the revised procedure is user friendly and will provide a much needed guidance to communities and families.

It was suggested by M. Brown to amend the wording of “infested” in Appendix A.



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Moved by: A. Felsky

Seconded by: T. Waldschmidt

THAT the Grand Erie District School Board receive Procedure SO101 – “Pediculosis (Head Lice)” as information, as amended.

Carried

(n) **SO107 Physical Intervention/Restraint**

L. Thompson reviewed comments received.

C.A. Sloat recommended that reporting procedures #2 could include email as another form of notifying parents.

Moved by: D. Sowers

Seconded by: B. Doyle

THAT the Grand Erie District School Board receive Procedure SO107 - “Physical Intervention/Restraint” as information, as amended.

Carried

(o) **SO131 Code of Conduct**

W. Baker noted that this procedure has been included in Policy SO12 Code of Conduct.

Moved by: R. Collver

Seconded by: J. Harris

THAT the Grand Erie District School Board rescind Procedure SO131 - “Code of Conduct”.

Carried

(p) **SO132 Voluntary Aboriginal Self-Identification**

B. Blancher noted that this procedure has been included in Policy SO16 Voluntary Aboriginal Self-Identification.

Moved by: J. Harris

Seconded by: T. Waldschmidt

THAT the Grand Erie District School Board rescind Procedure SO132 – Voluntary Aboriginal Self-Identification.

Carried



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F – 1 Other Business

G – 1 Correspondence

Nil.

H – 1 Adjournment

Moved by: R. Collver

Seconded by: C.A. Sloat

THAT the meeting be adjourned at 8:20 p.m.

Carried

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