



## AGENDA

- A – 1      **Opening**  
(a) Roll Call  
(b) Declaration of Conflict of Interest  
(c) In Camera Session (6:30 p.m.)  
    (i) Personnel Matters  
    (ii) Legal Matters  
    (iii) Property Matters  
(d) Welcome to Open Session (7:15 p.m.)  
(e) Memorials  
(f) Agenda Additions/Deletions/Approval  
(g) In Camera Report  
(h) Presentations – Student Recognition Awards  
(i) Delegations
- B – 1      **Approval of Minutes**  
\* (a) January 30, 2017 (Regular Board Meeting)  
\* (b) February 13, 2017 (Committee of the Whole)
- C – 1      **Business Arising from Minutes and/or Previous Meetings**  
(a)
- D – 1      **Director’s Report**  
(a) Learning Commons Presentation
- E – 1      **Student Trustee’s Report**
- F – 1      **Committee Reports**  
\* (a) Committee of the Whole – February 13, 2017      T. Waldschmidt
- G – 1      **New Business**  
\* (a) Workforce Report      S. Sincerbox
- H – 1      **Other Business**  
\* (a) Summary of Accounts - January 2017      J. Gunn  
\* (b) Special Education Advisory Committee Minutes – January 12, 2017      L. Thompson  
\* (c) Joint Occupational Health & Safety Committee Minutes – January 19, 2017      J. Gunn  
\* (d) Grand Erie Parent Involvement Committee (Draft) – January 19, 2017      B. Blancher  
\* (e) Native Advisory Committee Minutes – December 13, 2016      B. Blancher  
\* (f) Privacy and Information Management (Draft) – February 3, 2017      L. DeVos

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## Regular Board Meeting

Monday, February 27, 2017  
Board Room, Education Centre

- I – 1      **Correspondence**
- \* (a) Friends of Simon Wiesenthal Center for Holocaust Studies –  
January 27, 2017
  - \* (b) Durham District School Board – Fees for OUAC Application  
– February 13, 2017
- J - 1      **Adjournment**

### Future Meetings (held at the Education Centre unless noted otherwise)

Chairs' Committee	February 27, 2017, 5:45 p.m.	Norfolk Room
Student Transportation Services Brant Haldimand Norfolk	February 28, 2017, 1:00 p.m.	Norfolk Room
Special Education Advisory Committee	March 2, 2017, 6:30 p.m.	Board Room
Committee of the Whole	March 6, 2017, 7:15 p.m.	Board Room
Grand Erie Parent Involvement Committee	March 23, 2017, 6:30 p.m.	Dogwood Room Norfolk SSC
Education Week Committee	March 27, 2017, 4:00 p.m.	TBD
Chairs' Committee	March 27, 2017, 5:45 p.m.	Board Room
Regular Board	March 27, 2017, 7:15 p.m.	Board Room
Special Education Advisory Committee	April 6, 2017, 6:30 pm	Board Room
Committee of the Whole	April 10, 2017, 7:15 p.m.	Board Room
Native Advisory Committee	April 11, 2017, 1:00 p.m.	Tollgate Technological Skills Centre
Privacy Information Management	April 21, 2017, 9:00 am	Norfolk Room
Chairs' Committee	April 24, 2017, 5:45 p.m.	Norfolk Room
Regular Board	April 24, 2017, 7:15 p.m.	Board Room
Student Senate	April 27, 2017, 10:30 a.m.	Board Room
Education Week Gala	April 27, 2017, 11:30 a.m.	Sanderson Centre

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## MINUTES

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

**Administration:** Director - B. Blancher; Superintendents – D. Abbey, W. Baker, L. De Vos, J. Gunn, D. Martins, Sincerbox, L. Thompson; Recording Secretary – L. Kay

**Regrets:**

**Trustees:** E. Marr (Student Trustee)

**Administration:** Nil.

**A – 1 Opening**

**(a) Roll Call**

The meeting was called to order by Chair, D. Dean 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: R. Collver

Seconded by: T. Waldschmidt

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 Chair, D. Dean at 7:17 p.m.

**(e) Memorial**

Nil.



**Regular Board Meeting**  
January 30, 2017  
Education Centre, Board Room

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

Moved by: C. A. Sloat  
Seconded by: B. Doyle  
THAT the Agenda be approved as printed.  
**Carried**

(g) **In Camera Report**

Moved by: C. A. Sloat  
Seconded by: B. Doyle  
THAT the Grand Erie District School Board approve the Term Appointment for Acting Teacher Consultant – Special Education from January 16 to June 30, 2017  
**Carried**

Moved by: G. Anderson  
Seconded by: D. Sowers  
THAT the Grand Erie District School Board approve the recommendation to add to the Replacement/Casual Principal and Vice-Principal List, effective immediately.  
**Carried**

Moved by: G. Anderson  
Seconded by: A. Felsky  
THAT the Grand Erie District School Board approve the early hiring of Superintendent of Business to allow for a smooth transition.  
**Carried**

(i) **Presentations**

(i) **United Way**

Representatives from Brant United Way and Haldimand-Norfolk United Way were in attendance to do a cheque presentation to celebrate the Grand Erie District School Board total contribution to the 2016 United Way Campaign. Grand Erie raised \$49,683 and received recognition for 100% school and site participation in Brant and 86% school and site participation in Haldimand and Norfolk.



## Regular Board Meeting

January 30, 2017  
Education Centre, Board Room

### (ii) Student Recognition Awards

The recognition program is Grand Erie District School Board's way to honour and celebrate students who have accomplished excellence in the areas of academics, athletics, and the arts, as well as excellence in the community. All recipients receive a certificate signed by B. Blancher and D. Dean, Chair of the Board. Trustee Richardson and Director Blancher presented the certificates to those recipients present.

Zach Thomas from Paris District High School participated last summer in the sport rugby with the Canadian Rugby League Association's Under-17 team, a feat achieved through a commitment to excellence he consistently demonstrates. Being selected for the Under -17 team gave Zach exposure to international competition, travelling to Jamaica where the Canadians defeated the Jamaican national team, adjusting to new set of rules and a level of play they'd never experienced before. Beyond athleticism, rugby has been an outlet for Zach's sense of responsibility, perseverance and integrity.

Weibin (Benny) Liu from Pauline Johnson Collegiate and Vocational School immigrated to Canada three years ago, and spoke very little English as this time – an experience that was lonely and isolating. It gave him a unique understanding of the experiences and struggles of others. He joined the YMCA Youth Fusion, and soon made it his mission to help other newcomer youth while he continued to learn himself. His aim was to improve experiences for new Canadians to the area, building understanding and awareness to prevent feelings of isolation and instances of bullying. Last Fall, Benny received the well-deserved honour of a nomination for the YMCA Peace Medal for his community-building work. He is a role model of compassion, cooperation, and inclusiveness.

Ryan McCulligh from Waterford Public School is one of the younger members of the Delhi Pop n' Jay Men's Archery team; in fact, most of his teammates are adults while he is in Grade 7. It was Ryan's skill that led the team to victory last spring at the national championship, bringing home the top trophy for their merit. This was no small feat, and is a testament to the maturity, perseverance, and cooperation Ryan exhibits. Archery is its own lesson in physics, coordination, and precision, and Ryan is right on the mark.

The recipients were congratulated by the trustees and responded to questions and comments.

### (j) Delegation

Nil.



**Regular Board Meeting**  
January 30, 2017  
Education Centre, Board Room

**B – 1 Approval of Minutes**

**(a) Inaugural Board Meeting – December 12, 2016**

R. Collver asked if a decision has been made regarding the Safe and Inclusive Schools Committee moving to a Standing Committee. B. Blancher responded that this item has not yet been discussed but a decision will be made soon and communicated to Trustees.

Moved by: D. Sowers

Seconded by: C.A. Sloat

THAT the Minutes of the Inaugural Board Meeting, held December 12, 2016 be approved.  
**Carried**

**(b) Committee of the Whole Board – January 16, 2017**

D. Dean requested the minutes be amended to reflect the following wording to item B-1-a, second paragraph, second sentence:

“D. Dean listed the representatives from NPC who provided input.”

Moved by: J. Harris

Seconded by: T. Waldschmidt

THAT the Minutes of the Committee of the Whole Board Meeting, held January 16, 2017 be approved, as amended.

**Carried**

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

Nil.

**D – 1 Director’s Report**

**Camp SAIL**

B. Blancher provided a high level overview regarding Camp SAIL (Summer Adventures in Learning) a literacy and numeracy camp designed to promote ongoing learning over the summer holidays. Superintendent De Vos introduced Robin Callens, Elementary Coordinator, who reviewed a presentation of highlights from the 2016 program.

The Director Highlighted:

- Josiah VanWyngaarden, a Pauline Johnson Collegiate student has been accepted to Harvard University
- Secondary Semester one exams have started, Semester Two to begin on February 6, 2017



**Regular Board Meeting**  
January 30, 2017  
Education Centre, Board Room

- February is Black History Month
- Memo received from Deputy Ministry of Education regarding the need for school boards to review school logos and mascots to ensure that they are not offensive to Indigenous peoples and noted that Grand Erie has two schools that are reviewing their mascots and logos.
- The Director will be attending an opening reception for Walking Together at the Woodland Cultural Centre in Brantford on Saturday February 4 at noon. Walking Together is work produced by eleven Indigenous students from Pauline Johnson Collegiate and Vocational School.
- The Director provided a statement about the tragic event in Quebec City.

Trustee Felsky noted that a solidarity walk will take place in Brantford on Saturday, February 4 in support of the Quebec victims. It will begin at 2 pm from Victoria park.

Moved by: R. Collver

Seconded by: D. Sowers

THAT the Grand Erie District School Board receive the Director's Report of January 30, 2017 as information.

**Carried**

**E – 1 Student Trustees' Report**

B. Newman provided a verbal report that highlighted the efforts from some schools that have adopted to bringing in therapy dogs during exams to help student relieve stress during this time.

Moved by: C.A. Sloat

Seconded by: B. Doyle

THAT the Grand Erie District School Board receive the Student Trustees' Report of January 30, 2017 as information.

**Carried**

**F -1 Committee Report**

**(a) Committee of the Whole Board – January 16, 2017**

Moved by: J. Harris

Seconded by: K. Sandy

THAT the Grand Erie District School Board approve the Committee of the Whole Board dated January 16, 2017 as follows:

**1. Naming of Field at North Park Collegiate**

THAT the Grand Erie District School Board approve the naming of the new artificial turf field and track located at North Park Collegiate as "Bisons Alumni North Park Sports Complex".



**Regular Board Meeting**  
January 30, 2017  
Education Centre, Board Room

2. **Director's Report**  
THAT the Grand Erie District School Board receive the Director's Report of January 16, 2017 as information.
3. **Schedule of Pre-Budget Consultation Meetings**  
THAT the Grand Erie District School Board set the dates for Pre-Budget Consultation Meetings as follows:
  1. February 8, 2017; and
  2. February 22, 2017.
4. **Food Services Contract**  
THAT the Grand Erie District School Board approve the extension of the Food Services Agreement with Compass Group for a two-year term ending July 31, 2019.
5. **Contract Award – 2017-72-T Phase 2 LED Lighting Replacements at Various Locations**  
THAT the Grand Erie District School Board approve the award of the contract for LED Lighting Replacements to ProQuip International in the amount of \$590,342.10 plus HST plus the costs of ballasts as required.
6. **Category III Trips**  
THAT the Grand Erie District School Board receive Category III Trips as information.
7. **Enrolment vs Capacity by School Report**  
THAT the Grand Erie District School Board receive the report Enrolment vs Capacity as information.
8. **GELA Annual Report**  
THAT the Grand Erie District School Board receive the Grand Erie Learning Alternatives (GELA) & Continuing Education Report as information.
9. **Transition Committee for Anna Melick Memorial School**  
THAT the Grand Erie District School Board approve the establishment of a Transition Committee for Anna Melick Memorial School.
10. **BL 11 Delegations**  
THAT the Grand Erie District School Board approve Bylaw 11 – Delegations.
11. **BL 15 Trustee Expenses**  
THAT the Grand Erie District School Board approve Bylaw 15 – Trustee Expenses.
12. **BL 33 Borrowing Bylaw re: Financing Capital Projects**  
THAT the Grand Erie District School Board rescind Bylaw 33 – Borrowing Bylaw re: Financing Capital Projects.





**Regular Board Meeting**  
January 30, 2017  
Education Centre, Board Room

**13. SO8 Community Partnerships**

THAT the Grand Erie District School Board forward Policy SO8 – Community Partnerships to all appropriate stakeholders for comment to be received by April 7, 2017.

**14. SO10 Bullying**

THAT the Grand Erie District School Board forward Policy SO10 - Bullying Prevention and Intervention to all appropriate stakeholders for comment to be received by April 7, 2017.

**15. SO11 Progressive Discipline and Promoting Positive Student Behavior**

THAT the Grand Erie District School Board forward Policy SO11- Progressive Discipline and Promoting Positive Student Behaviour to all appropriate stakeholders for comment to be received by April 7, 2017.

**16. HR6 Principal/Vice-Principal Selection Process**

THAT the Grand Erie District School Board approve Policy HR6 - Principal/Vice Principal Selection Process.

**17. HR7 Replacement of Casual Principal/Vice Principal**

THAT the Grand Erie District School Board approve Policy HR7- Replacement/ Casual Principal/Vice Principal Selection Process.

**18. P2 Honoring Indigenous, History Cultures and Traditions**

THAT the Grand Erie District School Board approve P2 – Honouring Indigenous History Cultures and Traditions, as amended.

**19. HR120 Communicable Diseases**

THAT the Grand Erie District School Board forward Administrative Procedure HR120 - Communicable Diseases to all appropriate stakeholders for comment to be received by April 7, 2017.

**20. SO134 Website Requirements**

THAT the Grand Erie District School Board forward Procedure SO134 - Website Requirements to all appropriate stakeholders for comment to be received by April 7, 2017.

**21. FT104 Reporting of Vandalism**

THAT the Grand Erie District School Board receive Procedure FT104 – Reporting of Vandalism as information.

**22. FT111 School Initiated Facility Upgrade**

THAT the Grand Erie District School Board receive Procedure FT111 – School Initiated Facility Upgrades as information.

**23. HR101 Fragrance/Scent-Safe Workplace**

THAT the Grand Erie District School Board receive Procedure HR101 – Fragrance/Scent-Safe Workplace as information.



**Regular Board Meeting**  
January 30, 2017  
Education Centre, Board Room

**24. HR113 Teacher Performance Appraisal**

THAT the Grand Erie District School Board receive Procedure HR 113 – Teacher Performance Appraisal as information.

**25. HR122 Cellular Telephones**

THAT the Grand Erie District School Board receive Procedure HR122 – Cellular Telephone as information, as amended.

**26. SO133 Signing Authority**

THAT the Grand Erie District School Board receive Procedure SO133 – Signing Authorities or Short Term Agreements as information.

**27. Correspondence**

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

**G – 1 New Business**

**(a) Major Construction Update (FT2)**

J. Gunn presented a status update for the 2016-17 Major Construction Projects which consisted of:

- Thompson Creek Addition – Four (4) new classrooms to facilitate consolidation of Anna Melick Memorial school.
- Fairview Avenue Redevelopment – Construction of a new elementary school to accommodate the consolidation of Fairview Avenue PS and Grandview Central PS.

Moved by: J. Richardson

Seconded by: A. Felsky

THAT the Grand Erie District School Board receive the Major Construction Report as information.

**Carried**

**(b) Quarterly Budget Report**

J. Gunn reviewed the Quarterly Budget report.

Moved by: D. Sowers

Seconded by: J. Harris

THAT the Grand Erie District School Board receive the Quarterly Budget Report for the three months ended November 30, 2016 as information.

**Carried**



**Regular Board Meeting**  
January 30, 2017  
Education Centre, Board Room

(c) **Proponent Award – Prime Design Consultant Services - New Construction at Fairview Ave School, Dunnville**

J. Gunn presented the report as information and for consideration of approval at the February 13<sup>th</sup> meeting. Request for Proposals 2017-107-RFP was completed. Eleven (11) proposals were received, all proposals were evaluated through Step 1. Seven (7) Proponents met or exceeded the Benchmark of 75% in Step 1 and the team shortlisted to four (4) Proponents to move onto Step 3. Final recommended proponent is Salter Pilon Architecture Inc.

J. Richardson suggested the Board move ahead with the approval as there is no reason to delay until February 13, 2017.

Moved by: J. Richardson

Seconded by: B. Doyle

THAT the Grand Erie District School Board approve the award for Prime Design Consultant Services for the new school construction at Fairview Avenue School site, Dunnville, as set out in Request for Proposal 2017-107 RFP to Salter Pilon Architecture Inc. in the amount of \$487,750.00 + HST or 5.75% of the final construction budget.

**Carried**

H – 1 **Other Business**

(a) **Summary of Accounts – December 2016**

Presented as printed.

Moved by: J. Harris

Seconded by: G. Anderson

THAT the Grand Erie District School Board receive the Summary of Accounts for the month of December 2016 in the amount of \$ 9,948,898.62 as information.

**Carried**

(b) **Special Education Advisory Committee Minutes – November 3, 2016**

Presented as printed.

Moved by: J. Harris

Seconded by: B. Doyle



**Regular Board Meeting**  
January 30, 2017  
Education Centre, Board Room

THAT the Grand Erie District School Board receive the “Special Education Advisory Committee Minutes – November 3, 2016” as information.

**Carried**

(c) **Special Education Advisory Committee Minutes – December 8, 2016**

Presented as printed.

Moved by: R. Collver

Seconded by: T. Waldschmidt

THAT the Grand Erie District School Board receive the “Special Education Advisory Committee Minutes – December 8, 2016” as information.

**Carried**

(d) **Joint Occupational Health & Safety Committee Minutes – December 15, 2016**

Presented as printed. J. Gunn noted that the Ministry of Labour has sent a memo indicating they are reviewing and reconsidering the permissions for multi-workplace Joint Occupational Health and Safety Committees. The memo stated that our multi-workplace Joint Occupational Health and Safety Committees will be revoked as of January 2018. We will be advising the Ministry of our intention to apply to continue with a multi-workplace Joint Occupational Health and Safety Committees.

Moved by: J. Harris

Seconded by: D. Sowers

THAT the Grand Erie District School Board receive the “Joint Occupational Health and Safety Committee Minutes – December 15, 2016” as information.

**Carried**

(e) **Native Advisory Committee Minutes – November 15, 2016**

Presented as printed. K. Sandy noted regrets are missing from the minutes.

Moved by: C.A. Sloat

Seconded by: R. Collver

THAT the Grand Erie District School Board receive the “Native Advisory Committee Minutes – November 15, 2016” as information.

**Carried**



**Regular Board Meeting**  
January 30, 2017  
Education Centre, Board Room

(f) **Student Senate Minutes – December 8, 2016**

Presented as printed.

Moved by: T. Waldschmidt

Seconded by: D. Sowers

THAT the Grand Erie District School Board receive the “Student Senate Minutes – December 8, 2016” as information.

**Carried**

I – 1 **Correspondence**

(a) Information and Privacy Commissioner of Ontario

(b) International Holocaust Remembrance Day

(c) Learning Disabilities Association of Halton Annual Solutions for Learning Conference

Moved by: J. Harris

Seconded by: R. Collver

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

**Carried**

J – 1 **Adjournment**

Moved by: C.A. Sloat

Seconded by: R. Collver

THAT the meeting be adjourned at 8:30 p.m.

**Carried**

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Board Chair, David Dean



## Committee of the Whole Board

February 13, 2017  
Education Centre, Board Room

### MINUTES

**Present:** T. Waldschmidt – Committee Chair, G. Anderson, R. Collver, D. Dean, A. Felsky, J. Harris, C.A. Sloat, D. Sowers, E. Marr (Student Trustee), B. Newman (Student Trustee)

**Administration:** Director - B. Blancher; Superintendents - D. Abbey, W. Baker, L. De Vos, J. Gunn, D. Martins, S. Sincerbox, Recording Secretary – L. Kay

**Regrets:**

**Trustees:** B. Doyle, J. Richardson, K. Sandy,

**Administration:** L. Thompson;

**A – 1 Opening**

**(a) Roll Call**

The meeting was called to order by Committee Chair, T. Waldschmidt 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: A. Felsky

Seconded by: G. Anderson

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, T. Waldschmidt at 7:17 p.m.

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

R. Collver requested the Ministry Student Advisory Council Report be added under other business.

Moved by: G. Anderson

Seconded by: D. Sowers



## Committee of the Whole Board

February 13, 2017  
Education Centre, Board Room

THAT the agenda be approved as amended.  
**Carried**

(f) **In Camera Report**

Moved by: C.A. Sloat

Seconded by: G. Anderson

THAT the Grand Erie District School Board approve B-1-a.

**Carried**

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

(a) NIL

C – 1 **Director's Report**

The Director highlighted:

- Grand Erie was mentioned in the recent edition of Ontario School Plant Manager – building for the future in regards to funding received to rebuild the current Fairview Avenue school
- Secondary Semester two started on Monday February 6, 2017
- Elementary Report Cards to go out on February 16, 2017
- Random Acts of Kindness week, February 13 – 17, 2017.
- Family Day, Monday, February 20, 2017
- Pink Shirt Day, February 22, 2017

B. Blancher requested J. Gunn provide update on Building Security. J. Gunn noted there will be some physical changes made to the Education Centre to improve building security. C.A. Sloat asked why the change and will the trustee be aware of these procedures. B. Blancher responded to the question.

Moved by: G. Anderson

Seconded by: R. Collver

THAT the Grand Erie District School Board receive the Director's Report of February 13, 2017 as information.

**Carried**

D – 1 **New Business – Action/Decision Items**

(a) **Draft Proposed School Year Calendar 2017-2018**

W. Baker presented the Proposed School Year Calendars 2017-18 Report which consisted of Background, Additional information, Recommendation and Communication Plan. W.



## Committee of the Whole Board

February 13, 2017  
Education Centre, Board Room

Baker spoke to the proposed October 3 PA Day which is also Norfolk County Fair/Young Canada Day.

R. Collver requested clarity on the Oct 3, 2017 PA Day and if Principals can force staff to attend the fair. W. Baker and S. Sincerbox responded to Trustee question.

J. Harris suggested that this item be deferred until SO3 comes back for review and approval on March 6, 2017.

A. Felsky noted a concern with attendance on Monday October 2. D. Dean noted that a PD Day is not an ideal option but believes that this is the only option.

*Director Blancher left the meeting 7:45 p.m. and S. Sincerbox assumed the role as Secretary to the Board.*

R. Collver asked how we are going to communicate to the community that this PA Day is for Norfolk County Fair/Young Canada Day. J. Harris supported R. Collver's statement that transparency is needed.

Moved by: R. Collver

Seconded by: J. Harris

THAT the Grand Erie District School Board refer the approval of the calendars recommended by the School Year Calendar Committee in the report "School Year Calendars 2017-18" to the March 6, 2017 Committee of the Whole Board Meeting.

**Carried**

(b) **Contract Awards – 2016-269-T Ed Tech Devices**

D. Abbey presented the Contract Award – 2016-269-T Ed Tech Devices report which consisted of Background, Recommendation and Budget Implications. A total of six (6) bids were received for the acquisition of Ed Tech devices for both staff and students. The Evaluation Committee has completed testing of the trial units and recommends the purchase of 1,700 HP ProBook x360 devices from Compugen for a total cost of \$810,900 plus HST.

Moved by: A. Felsky

Seconded by: D. Sowers

THAT the Grand Erie District School Board approve the award of Tender 2016-269-T Ed Tech Devices to Compugen Inc. for the total cost of \$810,900 plus HST.

**Carried**





## Committee of the Whole Board

February 13, 2017  
Education Centre, Board Room

### (c) **Contract Awards – Data Centre Hardware/Software Refresh**

D. Abbey presented the Contract Award – Data Centre Hardware/Software Refresh report which consisted of Background, Recommendation and Budget Implications. The Ontario Educational Collaborative Marketplace (OECM) has completed the competitive process and has identified Compugen as a vendor of record. Purchasing Services is recommending the Board Award Data Centre Hardware/Software Refresh to Compugen Inc. in the amount of \$940,817 including HST which will be leased over a five-year term at an estimated cost of \$17,265 per month.

J. Harris noted the professional services fee and asked what if this goes beyond the quoted amount. D. Abbey invited J. Ecklund to respond indicating that this is a fixed fee contract. C.A. Sloat asked for verification regarding warranty. J. Ecklund confirmed a five-year warranty is part of the service contract.

Moved by: C. A. Sloat

Seconded by: J. Harris

THAT the Grand Erie District School Board approve the award of the contract for the Data Centre hardware/Software Refresh in the amount of \$940,817 including HST to Compugen Inc.

**Carried**

### (d) **Borrowing Bylaw 34 – Bridge Financing Dunnville School Consolidate**

J. Gunn presented new Borrowing Bylaw 34.

Moved by: A. Felsky

Seconded by: R. Collver

THAT the Grand Erie District School Board approve the Borrowing Bylaw 34 – Bridge Financing Dunnville School Consolidation Project.

**Carried**

### D – 2 **New Business – Information Items**

#### (a) **Employee Assistance Program Annual Report (HR112)**

S. Sincerbox presented the 2015-2016 School Year Employee Assistance Program Report which consisted of Rationale/Background, Cost of the Employee Assistance Program,



## Committee of the Whole Board

February 13, 2017  
Education Centre, Board Room

Utilization of the Program and Statistical Summary, Presenting Programs, Committee Activities, and EAP Participant Survey.

Moved by: D. Sowers

Seconded by: A. Felsky

THAT the Grand Erie District School Board receive the Employee Assistance Program Report, 2015-2016, as information.

**Carried**

(b) **Data Report – Levelled Literacy Intervention (LLI) and Empower Reading**

L. DeVos presented the Levelled Literacy Intervention and Empower Reading Report which consisted of Background, Findings and Data Collections, Summary and Next Steps for both programs.

R. Collver requested clarification why Empower is attached to Special Education. S. Sincerbox responded to the question and provided further clarity.

D. Sowers noted that this was in one secondary school, is this also at GELA? L. DeVos noted the secondary school program at Tollgate was a pilot project.

J. Harris noted to get the value of this report that the timing of this report be moved to the fall. R. Collver would support that this report be moved to the fall timeframe.

Moved by: D. Sowers

Seconded by: G. Anderson

THAT the Grand Erie District School Board receive the Levelled Literacy Intervention and Empower Reading Report as information.

**Carried**

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

(a) **BL28 Trustee Code of Ethics**

S. Sincerbox reminded the Board that at the Trustee Caucus held on November 7, 2016, Bylaw 28 was reviewed in detail and suggestions were shared regarding proposed additions and revisions to the bylaw. S. Sincerbox noted that extensive revisions have been made to BL28 for Trustee consideration.

R. Collver noted overall concern of policing ourselves, would strongly support an outside appointee to complete investigation, if required. C.A. Sloat has concerned that an external investigator could become costly.



## Committee of the Whole Board

February 13, 2017  
Education Centre, Board Room

Moved by: C. A. Sloat

Seconded by: D. Sowers

THAT the Grand Erie District School Board approve Bylaw 28 – Trustee Code of Ethics, as amended.

**Carried**

(b) **F2 Budget**

J. Gunn referred to the minor wording changes. R. Collver requested policy statement be revised to aligned with current Grand Erie District School Board multi-year plan.

Moved by: G. Anderson

Seconded by: D. Dean

THAT the Grand Erie District School Board forward Policy F2 – Budget Development Process to all appropriate stakeholders for comment to be received by May 5, 2017, as amended.

**Carried**

(c) **SO26 Events Planning and Organization**

S. Sincerbox referred to minor revisions to align with Grand Erie District School Board vision.

Moved by: J. Harris

Seconded by: G. Anderson

THAT Policy SO26 – Event Planning and Organization be forwarded to all appropriate stakeholders for comment to be received by May 5, 2017.

**Carried**

(d) **F7 Disclosure of Wrongdoing (Whistleblower)**

J. Gunn referred to the comments received and revisions made.

Moved by: G. Anderson

Seconded by: A. Felsky

THAT the Grand Erie District School Board approve Policy F7 Disclosure of Wrongdoing (Whistleblower).

**Carried**

(e) **HR3 Staff Development Model**

S. Sincerbox noted that this Policy is no longer required and is requesting to have it rescinded.



## Committee of the Whole Board

February 13, 2017  
Education Centre, Board Room

Moved by: R. Collver

Seconded by: C.A. Sloat

THAT the Grand Erie District School Board rescind HR3 Staff Development Model.

**Carried**

### E – 2 Procedure Consideration – Information Items

#### (a) FT101 Smoke Free Environment

J. Gunn referred to the minor wording changes.

Moved by: C. A. Sloat

Seconded by: J. Harris

THAT the Grand Erie District School Board forward Procedure FT101 – Smoke-Free Environment to all appropriate stakeholders for comment to be received by May 5, 2017.

**Carried**

#### (b) HR102 Working with Blood Borne Infections (C)

S. Sincerbox referred to the minor wording changes.

Moved by: D. Dean

Seconded by: D. Sowers

THAT the Grand Erie District School Board forward Procedure HR102 - Working with Blood-Borne Infections, Precautions and Practices to all appropriate stakeholders for comment to be received by May 5, 2017.

**Carried**

### F – 1 Other Business

#### (a) Ministry Student Advisory Council report for 15/16

R. Collver provided a verbal report and requested the detailed report be reviewed at an upcoming meeting.

### G – 1 Correspondence

(a) Bluewater District School Board Letter January 23, 2017

(b) Brantford Police Service Letter February 1, 2017

Moved by: C.A. Sloat

Seconded by: G. Anderson

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



## Committee of the Whole Board

February 13, 2017  
Education Centre, Board Room

Carried

### H – 1 Adjournment

Moved by: C. A. Sloat

Seconded by: G. Anderson

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

Carried

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Committee of the Whole Board Chair, Tom Waldschmidt



## Grand Erie District School Board

**TO:** B. Blancher, Director of Education & Secretary

**FROM:** T. Waldschmidt - Committee of the Whole Board

**RE:** **Committee of the Whole Board Report**

**DATE:** February 27, 2017

**Recommended Action:** It was moved by \_\_\_\_\_, seconded by \_\_\_\_\_ THAT the Grand Erie District School Board approve the Committee of the Whole Board Report, dated February 13, 2017 as follows:

1. **In Camera Report**  
THAT the Grand Erie District School Board approve B-1-a.
2. **Director's Report**  
THAT the Grand Erie District School Board receive the Director's Report of February 13, 2017 as information.
3. **Draft proposed School Year Calendar 2017-2018**  
THAT the Grand Erie District School Board refer the approval of the calendars recommended by the School Year Calendar Committee in the report "School Year Calendars 2017-18" to March 6, 2017 Committee of the Whole Board Meeting.
4. **Contract Awards – 2016-269-T Ed Tech Devices**  
THAT the Grand Erie District School Board approve the award of Tender 2016-269-T Ed Tech Devices to Compugen Inc. for the total cost of \$810,900 plus HST.
5. **Contract Awards – Data Centre Hardware/Software Refresh**  
THAT the Grand Erie District School Board approve the award of the contract for the Data Centre hardware/Software Refresh in the amount of \$940,817 including HST to Compugen Inc.
6. **Borrowing Bylaw 34 – Bridge Financing Dunnville School Consolidate**  
THAT the Grand Erie District School Board approve the Borrowing Bylaw 34 – Bridge Financing Dunnville School Consolidation Project.
7. **Employee Assistance Program Annual Report (HR112)**  
THAT the Grand Erie District School Board receive the Employee Assistance Program Report, 2015-2016, as information.

- 8. Data Report – Levelled Literacy Intervention (LLI) and Empower Reading**  
THAT the Grand Erie District School Board receive the Levelled Literacy Intervention and Empower Reading Report as information.
- 9. BL28 Trustee Code of Ethics**  
THAT the Grand Erie District School Board approve Bylaw 28 – Trustee Code of Ethics, as amended.
- 10. F2 Budget**  
THAT the Grand Erie District School Board forward Policy F2 – Budget Development Process to all appropriate stakeholders for comment to be received by May 5, 2017, as amended.
- 11. SO26 Events Planning and Organization**  
THAT Policy SO26 – Event Planning and Organization be forwarded to all appropriate stakeholders for comment to be received by May 5, 2017.
- 12. F7 Disclosure of Wrongdoing (Whistleblower)**  
THAT the Grand Erie District School Board approve Policy F7 Disclosure of Wrongdoing (Whistleblower).
- 13. HR3 Staff Development Model**  
THAT the Grand Erie District School Board rescind HR3 Staff Development Model.
- 14. FT101 Smoke Free Environment**  
THAT the Grand Erie District School Board forward Procedure FT101 – Smoke-Free Environment to all appropriate stakeholders for comment to be received by May 5, 2017.
- 15. HR102 Working with Blood Borne Infections**  
THAT the Grand Erie District School Board forward Procedure HR102 - Working with Blood-Borne Infections, Precautions and Practices to all appropriate stakeholders for comment to be received by May 5, 2017.
- 16. Correspondence**  
THAT the Grand Erie District School Board receive correspondence as information.

Respectfully submitted,

Tom Waldschmidt, Chair  
Committee of the Whole Board



## Trustee Code of Ethics

Board Received: January 27, 2014 Review Date: February 2017

Grand Erie District School Board Trustees are elected community leaders who realize the future welfare of the community, of the Province and of Canada depends in the largest measure upon the quality of education we provide in our public school to meet the needs of every learner.

Grand Erie District School Board Trustees also recognize that they should deliberate in many voices and govern in one. We uphold the board's ~~mission-vision:~~

### Success for Every Student

Trustee(s)' where it appears, shall be deemed to include elected and appointed trustees. It is recognized that the roles and responsibilities of all ~~elected and appointed~~ trustees are set out in the Education Act and Regulations. ~~A The Six Nations of the Grand River Band Council shall appoint the native trustee and students shall elect student trustees. Student trustees do not vote, and their access to in-camera meetings is limited.~~

### Context

### Code of Ethics

#### 1. Integrity

Trustees shall ensure that students are considered first as the basis for decision-making.

Trustees shall render all decisions based on available facts and their independent judgement, and shall refuse to surrender that judgement to individuals or special interest groups.

All Trustees of the Board shall accept that authority rests with the Board, and that a Trustee has no individual authority other than that delegated by the Board.

#### 2. Respect

Trustees shall express their individual opinions on issues under consideration by the Board. When expressing individual views, trustees shall respect the differing points of view of colleagues, staff, students and the public.

Trustees shall maintain confidentiality of privileged information discussed in closed sessions. Such information includes but is not limited to:

- the security of the property of the Board;
- intimate, personal or financial information about an identifiable individual;
- the acquisition or disposal of a school site;
- negotiations with employees of the Board;
- litigation affecting the Board.



### 3. Responsibility

Once the Board has voted, Trustees are bound by the majority decision. Trustees shall be prepared to explain the rationale for the decision and ensure that it is understood, implemented and monitored. Trustees who wish to explain the minority position on a decision shall do so in this context.

Trustees shall refuse direct or indirect hospitality, economic expressions of gratitude and/or gifts other than those of a nominal value which would be reasonably accepted as a courtesy in a business relationship from individuals, agencies or organizations doing business with the Board.

Trustees shall declare any pecuniary conflict of interest (direct, indirect, or deemed).

Trustees shall carefully review all information packages in preparation for discussion at all scheduled meetings of the Board.

Trustees shall base their actions on unimpeachable conduct, acting at all times with utmost good faith in accordance with their fiduciary duty.

Trustees shall ensure that their comments are issue-based and not personal, demeaning or disparaging with regard to board staff or fellow Board members.

Trustees shall endeavor to participate in trustee development opportunities to enhance their ability to fulfill their obligations.

The Chair of the Board is the spokesperson to the public on behalf of the Board, unless otherwise determined by the Board. No other Trustee shall speak on behalf of the Board unless expressly authorized by the Chair of the Board or Board to do so. When individual Trustees express their opinions in public, they must make it clear that they are not speaking on behalf of the Board.

### 4. Relationships

Trustees shall speak as the voice of their entire community (including people who do not have children in the school system) at the Board table.

Trustees shall work with other trustees in a spirit of respect, openness, courtesy, co-operation and proper decorum, in spite of differences of opinion that may arise during debate.

Trustees shall play a lead role in promoting partnerships with the community to enhance programs and services for students.

### 5. ~~Application of the Code of Ethics (Attached as Appendix A)~~

### 6. Annual Review

The Code of Ethics Summary, as underlined in Appendix A ~~1~~ B, shall be read at each Inaugural meeting.

## Appendix A

### Application of the Code of Ethics

To ensure the smooth functioning of the Board as a cohesive governing corporate body, it shall be the right and the responsibility of the Board Chair/Vice chair to counsel any trustee(s) whom he/she deems to be compromising the best interests of the Board.

#### 1. Informal Resolution Process

If the issue involves one trustee then the Board Chair /Vice Chair may counsel that trustee individually and decide whether or not the formal procedure needs to be commenced. If the issue involves more than one trustee ~~than then~~ the Board Chair and Vice Chair may counsel only those trustees involved and decide whether the formal procedure needs to be commenced. ~~and who, if any, trustees are to be involved in that process.~~

#### 2. Formal Resolution Process

A Trustee who has reasonable grounds to believe that another Trustee of the Board has breached The Code of Ethics may bring the breach to the attention of the Board by first providing to the Board Chair, and Vice Chair, a written, signed complaint setting out the following:

- (i.) The name of the Trustee who is alleged to have breached the Code;
- (ii.) The alleged breach or breaches of the Code;
- (iii.) Information as to when the breach came to the Trustee's attention;
- (iv.) The grounds for the belief by the Trustee that a breach of the Code has occurred;
- (v.) The names and contact information of any witnesses to the breach or any other persons who have relevant information regarding the alleged breach.

The complaint must be submitted no later than six (6) weeks after the breach comes to the knowledge of the Trustee reporting the breach. Notwithstanding the foregoing, in no circumstance shall an inquiry into a breach of the Code be undertaken after the expiration of six (6) months from the time the contravention is alleged to have occurred.

If the Board Chair and Vice Chair are of the opinion that the breach is trivial, frivolous, vexatious or not made in good faith, or that there are no grounds or insufficient grounds for an inquiry, an inquiry shall not be conducted.

If a formal inquiry of an allegation of a breach of the Code of Ethics is undertaken, it shall be done by ~~the Chairs Committee. The Committee is~~ a committee comprised of the Chair and Vice Chair of the Board, the Chair and Vice Chair of Committee of the Whole. ~~No. 1 and the Chair of Committee of the Whole No. 2.~~ If it is any member of the Chairs Committee who has committed the alleged breach, then that member shall be removed and the Board will determine the composition of the Committee and consider the possibility of engaging a third party investigator.

The Chair of the Board shall provide to all Trustees of the Board a confidential copy of the complaint within ten (10) days of receiving it. The complaint, any response to the complaint and the investigation of the complaint shall be confidential until it is before the Board of Trustees for a decision as to whether or not the Trustee has breached the Code of Ethics.

Procedural fairness and the rules of natural justice shall govern the formal inquiry. The formal inquiry will be conducted in private.

The inquiry may involve both written and oral statements by any witnesses, the Trustee bringing the complaint and the Trustee who is alleged to have breached the Code of Ethics.

The Trustee who is alleged to have breached the Code of Ethics shall have an opportunity to respond to the allegations both in writing and in a private meeting with the Committee.

It is expected that the formal inquiry will be conducted within a reasonable period of time which will depend on the circumstances of the case. The Trustee who is alleged to have breached the Code of Ethics shall provide a written response to the allegations within 10 days of receiving the written allegation, or such extended period of time as the committee deems appropriate in the circumstance.

Once the inquiry is complete, the Committee will provide a copy of the report containing the findings of fact to the Trustee who is alleged to have breached the Code of Conduct Ethics and to the Trustee who brought the complaint for their written comment to the Committee investigator(s). The purpose of providing the draft report to the parties is to ensure no errors of fact are contained in it. The two Trustees shall have ten (10) days (or such reasonable period of time as deemed by the committee) from the receipt of the draft report to provide a written response.

### 3. The Decision

The report shall outline the finding of facts, but not contain a recommendation or opinion as to whether the Code of Ethics has been breached. This will be determined by the Board of Trustees as a whole.

The report shall be delivered to the Board of Trustees, and a decision by the Board of Trustees as to whether or not the Code of Ethics has been breached and the sanction, if any, for the breach shall be made as soon as practical after receipt of the report by the Board.

Trustees shall consider only the findings in the final report when voting on the decision and sanction. No Trustee shall undertake their own investigation of the matter.

The determination of a breach of the Code of Ethics and the imposition of a sanction must be done by resolution of the Board at a meeting of the Board, and the vote on the resolution shall be open to the public. The resolutions shall be recorded in the minutes of the meeting.

If the breach involves matters that need to be discussed in camera as per 207(2) (a) to (e) of the Education Act, then the meeting shall be in camera.

The trustee who was alleged to breach the code of ethics may be present during the deliberations but shall not participate, answer questions, or vote.

#### 4. Sanctions

Sanctions will follow the philosophy of progressive discipline with consequences of increasingly serious steps being imposed in order to correct unacceptable behavior or conduct.

If the Board determines that the Trustee has breached the Board's Code of Ethics, the Board may impose one or more of the following sanctions:

- Public Censure of the Trustee;
- Barring the Trustee from attending all or part of a committee of the whole or Board meeting;
- Barring the member from sitting on one or more committees of the Board, for the period of time specified by the Board and/or
- Restrictions on rights to attend in camera meetings or receive in camera materials.
- A ~~Require~~ requirement that the trustee to successfully completes a specified training session at the expense of the Board.
- Board approval of a motion to publicly disassociate the Board from the trustee.

**Reference:** The Education Act and Regulations  
Educating Together, OPSBA Trustee Handbook, 2003  
Good Governance for School Boards, A Guide for Trustees, School Boards, Directors of Education and Communities, OESC, 2014

## Appendix A

Trustee Code of Ethics

## 1. Integrity

I will ensure that students are considered first as the basis for decision-making.

I will render all decisions based on available facts and their independent judgement, and shall refuse to surrender that judgement to individuals or special interest groups.

I will accept that authority rests with the Board and that a Trustee has no individual authority.

## 2. Respect

I will express my individual opinions on issues under consideration by the Board. When expressing individual views, I will respect the differing points of view of colleagues, staff, students and the public.

I will maintain confidentiality of privileged information discussed in closed sessions. Such information includes but is not limited to:

- the security of the property of the Board;
- intimate, personal or financial information about an identifiable individual;
- the acquisition or disposal of a school site;
- negotiations with employees of the Board;
- litigation affecting the Board.

## 3. Responsibility

Once the Board has voted, I will be bound by the majority decision. I will be prepared to explain the rationale for the decision and ensure that it is understood, implemented and monitored. Trustees who wish to explain the minority position on a decision shall do so in this context.

I will refuse direct or indirect hospitality, economic expressions of gratitude and/or gifts other than those of a nominal value which would be reasonably accepted as a courtesy in a business relationship from individuals, agencies or organizations doing business with the Board.

I will declare any pecuniary interest (direct, indirect, or deemed).

I will carefully review all information packages in preparation for discussion at all scheduled meetings of the Board.

I will base my actions on unimpeachable conduct, acting at all times with utmost good faith in accordance with my fiduciary duty.

I will ensure that my comments are not personal, demeaning or disparaging with regard to board staff or fellow board members.

I will endeavor to participate in trustee development opportunities to enhance my ability to fulfill my obligations.

**I will** ensure that when I express my opinions in public, I make it clear that I am not speaking on behalf of the Board.

**4. Relationships**

**I will** represent my constituents (including people who do not have children in the school system) at the Board table.

**I will** work with other trustees in a spirit of respect, openness, courtesy, co-operation and proper decorum, in spite of differences of opinion that may arise during debate.

**I will** play a lead role in promoting partnerships with the community to enhance programs and services for students.



## Budget Development Process

Board Received: \_\_\_\_\_ Review Date: \_\_\_\_\_

### Policy Statement:

The Grand Erie District School Board shall allocate its resources to reflect the board's multi-year plan ~~its mission, vision and belief statements~~ in an effective and efficient manner through the application of an annual budget development process.

### Accountability:

1. Frequency of Reports – As needed
2. ~~Severity Threshold – As needed (eg. Significant unplanned expenditures, Ministry funding announcements, etc.)~~
3. Criteria for Success – Budget approval complies with Ministry Regulations
  - Budget addresses Multi-Year Plan components as ratified by the Board
  - Audited statement is balanced

### Procedures:

1. The Board's approved Multi-Year Plan, the Board Improvement Plan and the annual operating plans will inform the budget development process.
2. The Superintendent of Business shall submit preliminary elementary and secondary enrolment projections to the Ministry (January).
3. The Board will provide direction to administration regarding items to be considered for inclusion or for reduction during the development of the pro-forma budget. A public meeting will be set to facilitate preliminary budget discussions (February).
4. The Human Resources and Planning staff, in consultation with the Superintendent of Business, shall confirm elementary and secondary enrolment projections with Principals (March).
5. The Superintendent of Business shall receive the Grants for Student Needs from the Ministry of Education and develop an estimated grant revenue forecast using the established enrolment projections.
6. Executive Council shall develop a "pro forma" budget for Board consideration by May of each year. The "pro forma" budget shall also include a "5-year" enrolment forecast.
7. The Board shall review/modify the "pro forma" budget over several public meetings (May/June).
8. The Board shall approve the final budget ensuring compliance with Ministry regulations. Administration will provide information confirming that the budget is compliant with the funding regulation as part of the budget development and approval process.
9. The approved budget shall be posted on the Board's website.

10. The Superintendent of Business shall provide quarterly reports to the Board on the status of the current budget as follows; in January for the first quarter; in April for the second quarter; in August for the third quarter; in November for the full year.

DRAFT





## GRAND ERIE DISTRICT SCHOOL BOARD

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TO: Brenda Blancher, Director of Education & Secretary  
FROM: Scott Sincerbox, Superintendent of Education (Human Resources)  
RE: **Workforce Report**  
DATE: February 27, 2017

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**Recommended Action:** Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_  
THAT the Grand Erie District School Board approve the Workforce Report with data as of January 31, 2017.

### Rationale/Background:

- 1.0 The Board receives information three times a school year – November, February and April - that provides totals by employee group/position, relative to the budget. The Report also includes retirement and resignation names.

Respectfully submitted,

Scott Sincerbox  
Superintendent of Education (Human Resources)

GRAND ERIE DISTRICT SCHOOL BOARD  
Workforce Report for 2016 - 2017

G-1-a

	Budget	Funding Adjustments	Oct 31/16	Jan 31/17	Mar 31/17
1 Supervisory Officers	8.00		8.00	8.00	
2 Consultants & Coordinators - Elementary	15.50		15.50	15.50	
3 Consultants & Coordinators - Secondary	5.00		5.00	5.00	
4 Principal Leaders - Elementary	3.00		3.00	3.00	
5 Principal Leaders - Secondary	1.00		1.00	1.00	
6 Principals & Vice-Principals – Elementary	71.00		71.00	71.00	
7 Principals & Vice-Principals – Secondary	32.00		32.00	32.00	
9 Teachers – Elementary	1060.50	1.50	1061.00	1062.00	
10 Teachers – Secondary	605.00	1.00	610.00	602.00	
11 Psycho-Educational Consultants	8.00		8.00	8.00	
12 Speech Pathologists	6.50		6.50	6.50	
13 Social Workers	7.50		7.50	7.50	
14 Child and Youth Workers	11.00	1.00	12.00	12.00	
15 Attendance Counsellors	7.00		7.00	7.00	
16 Behaviour Counsellors	7.00		7.00	7.00	
17 Communicative Disorders Assistants	7.00		7.00	7.00	
18 Educational Assistants	303.00		303.00	303.00	
19 Educational Assistants - Native	11.00		11.00	11.00	
20 Other EA Funding	23.00	1.00	23.00	24.00	
21 Library Technicians	11.00		11.37	11.37	
22 Clerical, Secretarial, Business Admin & Non-Union	223.38		222.54	222.54	
23 Early Childhood Educators	110.00	4.00	114.00	114.00	
24 Plant Operations & Maintenance	208.63		207.28	207.28	
25 Food Services	5.00		5.00	5.00	
26 Transportation	6.00		6.00	6.00	
27 Noon-Period Supervisors	31.64		38.15	38.15	
28 Parent Family Literacy Centre Staff	3.60		3.60	3.60	
<b>TOTAL</b>	<b>2791.25</b>	<b>8.50</b>	<b>2806.44</b>	<b>2800.44</b>	

Resignations/Retirements				
			S. Berry	L. Squires
			A. Dawson	V. Hussack
			B. Roussel	D. Mels
			S. McAfee	A. Neves
			J. Bint	J. Balog
			J. Black	J. Detheridge
				S. Sullivan
				D. Berry
				K. Berry
				S. Cugino
				K. Daniel
				M. Holloway
				M. Murray
				M. Bousfield
				S. Clement
				W. Slaven
				W. Alderson
				M. Redmond
				W. Walker
				L. Buis
				E. Dyk
				J. Spencer
				G. Waud
				R. Blake

Elementary Occasional - Qualified			412.00	418.00	
Secondary Occasional - Qualified			282.00	282.00	
Secondary Occasional - Unqualified			1.00	1.00	
Clerical/Technical - Casual			56.00	56.00	
Educational Assistants - Casual			130.00	143.00	
Casual Caretakers			44.00	35.00	
Casual Early Childhood Educators			59.00	66.00	
Casual Parent Family Literacy Centre Staff			14.00	18.00	



## GRAND ERIE DISTRICT SCHOOL BOARD

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TO: Brenda Blancher, Director of Education & Secretary

FROM: Jamie Gunn, Superintendent of Business

RE: **Summary of Accounts – January 2017**

DATE: February 17, 2017

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<p><b>Recommended Action:</b> It was moved by _____, seconded by _____ THAT the Grand Erie District School Board receive the Summary of Accounts for the month of January 2017 in the amount of \$ 8,970,486.01 as information.</p>
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### Rationale/Background

The summary of accounts for the Grand Erie District School Board for each month is provided to the Board.

Respectfully submitted,

Jamie Gunn  
Superintendent of Business and Treasurer



Special Education Advisory Committee SEAC 16-05  
 Education Centre – Board Room  
 January 12, 2017 6:30 p.m.

## MINUTES

- A-1 Call to Order K. O'Donnell
- (a) Welcome and Introductions
- Chair O'Donnell welcomed everyone with special mention of Trustee C. A. Sloat who returns to SEAC this month.
- (b) Roll Call
- Present: K. Anderson, L. Boudreault, L. Boswell, B. Caers, H. Carter, C. Clattenburg, R. Collver, P. Curran (RS), L. DeJong, K. Mertins, K. O'Donnell, L. Scott, C. A. Sloat, S. Sloat, K. Smith, L. Thompson, D. Werden, J. White
- Absent: M. Carpenter, M. Falkiner, C. Hofauer, C. McGregor, R. Smith, R. Winter
- Guests: C. Smith
- B-1 Agenda Additions K. O'Donnell  
 None
- C-1 Information Items K. O'Donnell  
L. Thompson
- (a) Election of Chair and Vice-Chair
- Superintendent Thompson conducted the election in accordance with Grand Erie DSB Bylaw 8 SEAC Committee Terms of Reference.
    - i) SEAC Chair
      - Nominations from the floor for the position of SEAC Chair were called for three times.
      - Committee member R. Collver nominated K O'Donnell who accepted the nomination.
      - As no other candidates were forthcoming K. O'Donnell was unanimously acclaimed as Chair for the 2017 term.
    - ii) SEAC Vice-Chair
      - Nominations from the floor for the position of SEAC Vice-Chair were called for three times.
      - Committee member S. Sloat nominated R. Collver who accepted the nomination.
      - As no other nominations were forthcoming, R. Collver was unanimously acclaimed as the SEAC Vice-Chair for the 2017 term.



## Special Education Advisory Committee SEAC 16-05

Education Centre – Board Room

January 12, 2017 6:30 p.m.

### (b) Budget in Relation to Special Education

C. Smith

- Manager of Business Services C. Smith presented an overview of the special education accounts which includes a link to the Board's 2016-17 budget and a link to 2016-17 Education Funding – A guide to the Special Education Grant
- Special Education programs were reviewed and factors that produced revenue and expenditures were explained, including why they differed from 2015-16 budgets.
- This year's budget process will begin in March when staff is asked to submit estimates for the next fiscal year; then in April, staffing will be reviewed, when the Grants for Students' Needs (GSN) is received.
- Special Education Per-Pupil Amount (SEPPA) can be increased if the Board can demonstrate the need for additional funding.
- The proposed budget will be reviewed and adjusted until it is balanced and can be submitted to the Ministry's Education Finance Information System (EFIS).
- Please inform Superintendent Thompson or Recording Secretary Curran if you have additional questions or if you require a print copy of the budget.

### D-1 Business Arising from Minutes and/or Previous Meetings

K. O'Donnell

#### (a) Ratification of Minutes December 8, 2016 SEAC Meeting

##### i. Re F-1 Other Business (c) Special Education Plan Consult on Website - Update

- Original Wording:  
"A survey will be opened to the public for three weeks in either March or April in consultation with our Communication and Information Technology Managers."
- Revised Wording:  
"A survey will be opened to the public for three weeks in either March or April in consultation with the Board's Manager of Communications and Community Relations, the Manager of Information and Technology Services, and the System Research Leader."

MOVED: L. Boswell

SECOND: L. DeJong

"THAT the minutes of SEAC 16-04, held December 8, 2016 be approved as amended."

CARRIED



## Special Education Advisory Committee SEAC 16-05

Education Centre – Board Room

January 12, 2017 6:30 p.m.

### E-1 New Business

K. O'Donnell

#### (a) Special Education News

##### i. Mental Health Moment

H. Carter

- Ms. Carter presented a video demonstrating the help mindfulness can bring to students and its effect on regulating emotions.
- A free guided meditation application is available from “Smiling Minds”: <https://smilingmind.com.au/smiling-mind-app/>
- Students have reported their Yoga and meditation experiences to Ms. Carter.

##### ii. Spotlight on Special Education #3 Technology in Math

J. White

- Ms. White shared the current issue of “Spotlight” and noted its relevance to all teachers.
- Staff is also aware that the “Renewed Math Strategy” and “Learning For All” documents both promote the importance of leveraging technology, especially in the role of assistive technology.

#### (b) Special Education Plan Review – Section #6

K. Mertins

- This section outlines the types and names of educational and other formal assessments available in Grand Erie and describes staff qualifications.
- This section will undergo a thorough revision including the number of tests for this year.
  - i. Member suggestions:
    - 6.1 NEPSY
      - should be moved from (a) Global cognitive/intellectual measures to b) Processing and Specific Skills Tests:
    - 6.3 Wait Times
      - Involve a triage evaluation, but ensure it is clear that waiting for assessment does not preclude the provision of other needed services in the meantime.
      - Consider assigning a credit value for students who have been pushed back on the wait list because their situations are not considered as intense as others.
  - The Special Education Management Team will review member suggestions and revise the section.
  - Vice-Chair Collver requested staff provide SEAC members the materials developed to support the new process on input into our Special Education Plan.

#### (c) Well-Being Engagement Strategy – Engagement Activity

L. Thompson/K. Mertins

- Members were placed in small groups and completed surveys on the Ministry’s Well Being Strategy after viewing the video Well-Being in Ontario Schools: [https://www.youtube.com/watch?v=J\\_io96tmTL8](https://www.youtube.com/watch?v=J_io96tmTL8)
- SEAC input will be combined with surveys completed by school administrators and special education support personnel and a final report will be submitted to the Ministry.
- <http://www.edu.gov.on.ca/eng/about/wellbeing2.html>



## Special Education Advisory Committee SEAC 16-05

Education Centre – Board Room

January 12, 2017 6:30 p.m.

- F-1 Other Business K. O'Donnell
- (a) Policy/Procedures –None K. Mertins
- (b) Updates – Special Needs Strategy L. Thompson/K. Mertins
- Coordinated Service Planning - K. Mertins noted there is no new information but that she was invited to the next webinar.
  - Superintendent Thompson noted both CSP groups are still developing a model including a common referral tool, guiding principles, etc. but still require some Ministry guidance.
  - Both CSP groups will make a presentation to special education staff at an upcoming professional development session.
- (c) Updates – Special Education Website Work K. O'Donnell
- Chair O'Donnell noted she has collected input from four people to date and will continue to add comments as long as possible.
  - She will also add the suggestion a simple satisfaction survey be added to the webpage.
- G-1 Correspondence - None K. O'Donnell
- H-1 Information Items K. O'Donnell
- (a) Community Updates
- i. Parents & Partners Community Workshop L. DeJong
- Ms. DeJong noted this is a very successful event and that Lansdowne CC will not turn away children who are not in those specific age ranges mentioned, as long as this workshop content will be relevant for the parent.
- I-1 Next Meeting K. O'Donnell
- February 2, 2017 | Grand Erie DSB – Board Room | 6:30 p.m.

MOVED: S. Slood

SECONDED: K. Smith

“THAT the meeting of SEAC 16-05, held January 12, 2017 be adjourned at 8:29 p.m.”

CARRIED



## MINUTES

### 1.0 Roll Call

#### Employer Representatives:

Lena Latreille	Business Services (Certified Member)
Rebecca Jago	Human Resources (Certified Member) (Co-Chair)
Tom Krukowski	Facility Services
Griffin Cobb	Secondary School Administration (Certified Member)

#### Employee Representatives:

George Wittet	Secondary Occasional Teachers (Certified Member) (Chair)
Amanda Baxter	Elementary Occasional Teachers (Alternate)
Angela Korakas	Designated Early Childhood Educator (Certified Member)
Andrea Murik	Secondary Teachers (Certified Member)
Jennifer Orr	Elementary Teachers (Certified Member)
Jim Clayton	CUPE Facility Services (Certified Member)
Nancy Hondula	CUPE Educational Assistants (Certified Member)
Jennifer Faulkner	CUPE Clerical/Technical (Certified Member)
Dan McDougald	Professional Student Services Personnel (Certified Member)

#### Resources:

Hilary Sutton	Health and Safety Officer
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#### Recording Secretary:

Mandy DePlancke	Human Resources Assistant
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#### Regrets:

Laura Mels	Non-Union (Certified Member)
David Imre	Non-Union (Alternate)
Cheryl Innes	Elementary School Administration (Certified Member)





## H-1-c Joint Occupational Health and Safety Committee

January 19, 2017

Joseph Brant Learning Centre- Pine Tree Room

### 2.0 Minutes of Last Meeting

The draft minutes for December 15<sup>th</sup>, 2017 were reviewed.

### 3.0 Approval of Last Meeting Minutes

The minutes were approved

### 4.0 Agenda Additions

6.2 Classroom Decorations

6.3 Mechanical Rooms

6.4 Service Dogs on Busses

6.5 Chemical Inventory

6.6 Wellness Survey

### 5.0 Unfinished Business

#### 5.1 Annual Workplace Violence Survey

May 2016: The Annual Workplace Violence Survey results were reviewed. Staff that responded to the survey had concerns with working with aggressive students, parents and community members freely accessing schools and dark parking lots. A question was raised by a committee member whether the survey needs to be more specific to individual schools, utilizing specific questions and concerns. Everyone was encourage to read the Blackboard report after every board meeting. The Blackboard report gives updates on upcoming projects taking place.

June 2016: This item was deferred to the next meeting in September 2016.

September 2016: The Health and Safety Officer will send the Workplace Violence Survey results to all JOHSC members to review again. This item will be deferred to the next meeting in October 2016.

October 2016: This item was deferred to the next meeting in November 2016.

November 2016: The Annual Workplace Violence Survey results were reviewed by the committee. The committee discussed different options that

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## H-1-c Joint Occupational Health and Safety Committee

January 19, 2017

Joseph Brant Learning Centre- Pine Tree Room

would allow the survey to gather more information regarding workplace violence. It was suggested that a revised survey be developed and sent to

Administrations at each location for them to complete. It is hoped that this will allow for more detail to be provided and help identify specific locations that may have concerns. The Division Manager of Operations and Health and Safety and the Health and Safety Officer will work on developing the survey and will bring it forward at the next meeting for input and review. The tentative timeline for sending out the revised survey is January or February 2017. This item will remain on the next agenda.

December 2016: The Division Manager of Operations and Health and Safety shared the revised survey with the committee. The committee will review the survey and discuss any changes or revisions at the next meeting. This item will remain on the next agenda.

January 2017: Minor changes were suggested by the committee. The survey will be forwarded to Executive Council for review. This item will remain on the next agenda.

### New Indoor Air Quality Reports

None

### 6.0 New Business

#### 6.1 Ministry of Labour Field Visit Report- Seneca Central- January 11, 2017

The committee received a copy of the report indicating that the Ministry of Labour participated in the parent information session at the school. This item can be removed from the next agenda.

#### 6.2 Classroom Decorations

A committee member inquired about decorations in classrooms, specifically tents. The Division Manager of Operations and Health and Safety will follow up with Administrators regarding this issue as it is on an upcoming meeting agenda with the fire committee for discussion. This item can be removed from the next agenda.

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## H-1-c Joint Occupational Health and Safety Committee

January 19, 2017

Joseph Brant Learning Centre- Pine Tree Room

### 6.3 Mechanical Rooms

A committee member brought forward a concern regarding mechanical rooms having many items stored there. Information has been provided to schools in past regarding storage in boiler, electrical and mechanical rooms as to what is allowed. The Division Manager of Operations and Health and Safety will follow up with any specific schools that need to be addressed. This item can be removed from the next agenda.

### 6.4 Service Dogs on School Buses

A committee member brought forward a concern regarding service dogs on large school buses. The concern is in regards to the location of the dog and ensuring it is not a tripping hazard. The Division Manager of Operations and Health and Safety will follow up with the Manager of Transportation on rules around service dogs and where they sit when they ride the bus. This item can be removed from the next agenda.

### 6.5 Chemical Inventory

A committee member inquired about the recent memo for secondary schools to provide chemical inventories for hazardous products used in Science, Technology and Art departments. The Health and Safety Officer explained that the inventory is needed as per regulation to ensure all MSDS information is up to date online. This item can be removed from the next agenda.

### 6.6 Wellness Survey

A committee member spoke about results from last year's Wellness Survey that they had recently received in a meeting and wanted it noted that an area of concern identified in the survey was workplace stress. This item can be removed from the next agenda.

## 7.0 Information Items

### 7.1 Site Report No. 1- Tollgate Technological Skills Center- eBase #1002, 2003, 1107- Project # 16029

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## H-1-c Joint Occupational Health and Safety Committee

January 19, 2017

Joseph Brant Learning Centre- Pine Tree Room

Due to upcoming repair work, bulk samples from eBase #1003 and #1107 were analyzed for determination of asbestos content. The samples were found not to be asbestos-containing. This item can be removed from the next agenda.

7.2 Site Report- Tollgate Technical Skills Centre- eBase #'s 1076 and 1078- Project #16049

Due to upcoming repair work, bulk samples were analyzed from eBase #1076 and #1078 for determination of asbestos content. The samples were found not to be asbestos-containing. This item can be removed from the next agenda.

7.3 Bulk Sample Analysis Report- North Park Collegiate Vocational School- eBase #2002- Project #16060

Bulk samples were analyzed from eBase #2002 for determination of asbestos content. The samples were found not to be asbestos-containing. This item can be removed from the next agenda.

7.4 Bulk Sample Analysis Report- North Park Collegiate Vocational School- eBase 1028- Project #16091

Bulk samples were analyzed from eBase #1028 for determination of asbestos content. The samples were found not to be asbestos-containing. This item can be removed from the next agenda.

7.5 Asbestos Abatement Site Report- North Park Collegiate Vocational School- eBase 1035- Project #16066

Due to the removal of asbestos-containing material in eBase #1035, a visual inspection and clearance of the work areas was completed. No concerns were observed. This item can be removed from the next agenda.

7.6 Asbestos Abatement Site Report- Houghton Public School- eBase #32 and 34- Project # 16099

A visual clearance was completed after a Type 2 abatement in eBase #32 to remove some asbestos containing vermiculite. No concerns were noted. This item can be removed from the next agenda.

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## 8.0 Review of Reports

### 8.1 Employee Accident Reports Summary- December 2016

Workplace Safety and Insurance Board Reportable- December 2016

Student Aggression Summary Table for December 2016

All reports were reviewed as distributed

### 8.2 Status of Workplace Inspections including Non-Academic Sites- November 2016

Reports were made available to the committee for review. Woodman Cainsville did not complete the December workplace inspection due to staff illness and has been advised that they need to do two for January.

### 8.3 Health and Safety/Facility Services Committee Meeting Minutes

The next meeting is February 7, 2017.

### 8.4 Critical Injuries

There have been 31 student critical injuries and no employee critical injuries for the 2016-2017 school year to date.

### 8.5 Focus Group

Next meeting is February 16, 2017

### 8.6 Review of On-going Project Items

See chart

### 8.7 Work Orders

Work order details were made available to the committee for review.

## 9.0 Health and Safety Training

Health and Safety Training dates for 2016-2017 school year:

- Basic Certification: March 13, 14 and 15, 2017 (Facility Services)

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## H-1-c Joint Occupational Health and Safety Committee

January 19, 2017

Joseph Brant Learning Centre- Pine Tree Room

- Hazard Specific Training: March 16 and 17, 2017 (Facility Services)
- Recertification: April 28, 2017 (Facility Services)
- JOHSC Recertification: March 24, 2017
- First Aid Training: May 18, 2017

### 10.0 Recommendations to Executive Council

None

### 11.0 Adjournment/Next Meeting

The meeting was adjourned at 11:16 am.

The next JOHSC meeting will be held on February 16, 2017-JLBC- Pine Tree Room

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# H-1-c Joint Occupational Health and Safety Committee

January 19, 2017

Joseph Brant Learning Centre- Pine Tree Room

As of January 2017

**Policy/Procedure Review:**

Date item initiated	Item	Dates Discussed	Latest Update	Status and Timeframe
Yearly	Annual Workplace Violence Survey	2017 – January	Updated survey questions will be forwarded to Executive Council for input and review, see item 5.1 for additional details	

**Annual Updates Provided Each School Year:**

Item	Review Month	Resulting Update
Pavement Improvements	Update will be provided May, 2017	January 2016- no updates at this time

Policy/Procedure	Out for Comment	Board Approval	Board Review Date	Committee Review Date	Comments
HR4 – Health and Safety Policy and Appendix Guidelines		Board approved September 2015	October 2019	September 2016	Reviewed by committee
HR8 – Workplace Violence		Board approved January 2015	February 2019	September 2016	Reviewed by committee
HR5 – Harassment		Board approved September 2015	October 2019	September 2016	Reviewed by committee

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No.	Elementary School	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June
1	Agnes G. Hodge	X	X	X	X	XX					
2	Anna Melick	X	X	X	X	XX					
3	Banbury Heights	X	X	X	X	XX					
4	Bellview	X	X	X	XX	X					
5	Bloomsburg	X	X	XX	X	X					
6	Boston	X	X	X	X	X					
7	Branlyn Community	X	X	X	X	X					
8	Brier Park	X	X	X	X	X					
9	Burford District Elementary	X	X	X	X	X					
10	Caledonia Centennial	X	X	X	X	XX					
11	Cedarland	X*	X	X	X	X					
12	Centennial-Grandwoodlands	X	X	X	X	X					
13	Central P.S.	X	X	XX	X	X					
14	Cobblestone Elementary	X	X	X	X	X					
20	Confederation (Fr Imm)	X	X	X	X	X					
15	Courtland	X	X	XX	X	X					
16	Delhi	X	X	XX	X	X					
17	Dufferin	X	X	X	X	XX					
18	Echo Place	X	X	X	X	X					
19	Elgin Ave.	X	X	X	XX	X					
22	Fairview Ave.	X	X	X	X	X					
23	Glen Morris	X	X	X	X	X					
24	Graham Bell	X	X	X	X	X					
25	Grandview	X	X	X	X	X					
26	Grandview Central( Dunnville)	XX	X	X	X	X					
27	Greenbrier	X	X	X	X	X					
28	Hagersville Elementary	X	X	X	X	X					
29	Houghton	X	X	XX	X	X					
30	J.L. Mitchener	X	XX	X	X	X					

**\*\*Please note that XX** indicates that an annual JOHSC inspection should take place.  
**\*\*Please note that** indicates that monthly inspection was not completed  
**\*\*Please note that X\*** indicates that two inspections have been completed as a result of a missed inspection  
**\*\*Please note that X2** Two inspections completed due to missing prior month inspection



No.	Elementary School	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June
31	James Hillier	X	X	X	X	X					
32	Jarvis	X	X	X	X	X					
33	King George	X	X	X	X	XX					
34	Lakewood	X	X	XX	X	X					
35	Langton	X	X	XX	X	X					
36	Lansdowne-Costain	X	X	X	X	XX					
37	Lynndale Heights	X	X	X	X	X					
38	Major Ballachey	X	X	X	X	XX					
39	Mt. Pleasant	X	X	X	X	XX					
40	North Ward	X	X	X	X	X					
41	Oakland-Scotland	X	X	X	X	X					
42	Oneida Central	X	XX	X	X	X					
43	Onondaga-Brant	X	X	X	X	X					
44	Paris Central	X	X	X	X	X					
45	Port Rowan	X	X	X	X	X					
46	Prince Charles	X	X	X	X	X					
47	Princess Elizabeth	X	X	X	XX	X					
48	Rainham	X	XX	X	X	X					
49	River Heights	X	X	X	XX	X					
50	Russell Reid	X	X	X	X	XX					
51	Ryerson Heights	X	X	X	X	X					
52	Seneca Central	X	X	XX	X	X					
53	St. George-German	X	X	X	X	X					
54	Teeterville P.S.	X	X	XX	X	X					
55	Thompson Creek	X	X	XX	X	X					

- \*\*Please note that XX** indicates that an annual JOHSC inspection should take place.
- \*\*Please note that** indicates that monthly inspection was not completed
- \*\*Please note that X\*** indicates that two inspections have been completed as a result of a missed inspection
- \*\*Please note that X2** Two inspections completed due to missing prior month inspection

No.	Elementary School	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June
56	Walpole North	X	X	X	XX	X					
57	Walsh	X	X	X	XX	X					
58	Walter Gretzky Elementary School	X	X	X	X	XX					
59	Waterford Public	X	XX	X	X	X					
60	West Lynn	X	XX	X	X	X					
61	Woodman-Cainsville	X	X	X		X2					
	<b>Secondary Schools</b>										
62	B.C.I. & V.S.	X	X	XX	X	X					
63	Cayuga Secondary S.(incl. TP - 28 Cayuga St. N., Cayuga)	X	X	XX	X	X					
64	Delhi District Secondary S.(incl. TP - 169 Wellington Ave, Delhi)	X	X	XX	X	X					
65	Dunnville Secondary S. (Incl. TP - 237 Chestnut St., Dunnville)	X	XX	X	X	X					
66	G.E.L.A. Brantford (Rawdon)	XX	X	X	X	X					
67	G.E.L.A. - CareerLink Eaton Market Square	XX	X	X	X	X					
68	G.E.L.A. - Simcoe	XX	X	X	X	X					
69	Hagersville S.S.(incl. HSSC and TP - 12 Almas St. Unit 2, Hagersville)	XX	X	X	X	X					
70	McKinnon Park S.S.(incl. TP - 174 Caithness St., Caledonia, and 3201 Second Line Rd., Hagersville)	X	X	XX	X	X					
71	North Park C. & V.S.	X	XX	X	X	X					
72	Paris District H.S. (incl. TP - 2 Elm St., Paris)	X	X	XX	X	X					
73	Pauline Johnson C.V.S. (incl. TP - 410 Colborne St., Brantford)	XX	X	X	X	X					
74	Simcoe Composite School (Incl. TP - 39 Kent St N Unit 4, Simcoe)	X	XX	X	X	X					
75	Sprucedale Secondary School	X	X	X	X	X					
76	Tollgate Tech. Skills Centre	X	X	XX	X	X					
77	Valley Heights S.S. (Includes Houghton Annex & TP on site)	X	X	XX	X	X					
78	Waterford District High School (incl. NSSC and TP site - Camp Trillium)	X	X	XX	X	X					
	<b>No.</b>										
79	H.E. Fawcett Teacher Resource Centre (TRC)	X		X	X	XX					
80	Joseph Brant (including GELA - ESL, Woodland Cultural Ctr)	X	X	X	X	X					
81	Head Office	X	X	X	X	X					
82	Head Office - Facility Services	X	X	X	X	X					

**XX** indicates that an annual JOHSC inspection should take place.  
**XX** indicates that monthly inspection was not completed  
**X\*** indicates that two inspections have been completed as a result of a missed inspection  
**TP** indicates a Turning Point Location will be done as part of school inspection.  
**X2** Two inspections completed due to missing prior month inspection

<u>Storage Facilities - Done by school staff as portion of school</u>										
<u>in monthly inspect. &amp; Inspected twice a year by JOHSC</u>	<u>Sept.</u>	<u>Oct.</u>	<u>Nov.</u>	<u>Dec.</u>	<u>Jan.</u>	<u>Feb.</u>	<u>Mar.</u>	<u>Apr.</u>	<u>May</u>	<u>June</u>
Storage Building Burford Bus Barn, 35 Alexander St., Burford	X	X	X	XX	X					
Storage Building Langton Bus Barn, 23 Albert Street, Langton	X	X	XX	X	X					
Storage Building Walsh Bus Barn, 93 Regional Road #3, Walsh	X	X	X	XX	X					

\*\*Please note that **XX** indicates that an annual JOHSC inspection should take place.

indicates that monthly inspection was not completed

\*\*Please note that **X\*** indicates that two inspections have been completed as a result of a missed inspection

\*\*Please note that **X2** Two inspections completed due to missing prior month inspection



## Grand Erie Parent Involvement Committee

January 19, 2017, 6:30 pm  
Dogwood Room, Waterford District High School

Chair: Brent Howard

Recorder: Valerie Slawich

### MINUTES

1. Welcome and Introductions L. De Vos
  - 1.1. Linda De Vos, Jenny Gladish, Christina Rajsic BCHU, Jennifer Smith, Liana Clarisse, Sheila Sloom, Sarah Nichol, Trisha Werner, Christine Oliveira, Susan Noort, Jean Montgomery, Tom Waldschmidt, Nancy Waldschmidt, Brent Howard, Crystal Gratwick, Mallory Malcolm
  - 1.2. Regrets: B. Blancher, S. McKillop, K. Sandy
2. Minutes Brent Howard
  - 2.1. Approval of Minutes
    - 2.1.1. Susan Noort moved to approve the minutes; seconded by Christine Oliveira  
~ carried
  - 2.2. Business Arising from Minutes
    - 2.2.1. No new business
3. Financial Report L. De Vos
  - 3.1. GEPIC Budget
    - 3.1.1. As presented - no change from previous meeting
4. Updates from the Board Table T. Waldschmidt
  - 4.1. Tom shared that the Board is getting ready to prepare the budget for 2017-18; Secondary Schools will be starting exams and Semester II is fast approaching. The Inaugural Board meeting was held in December and David Dean was elected as Chair; Greg Anderson as Vice Chair; Tom Waldschmidt and Alexandra Felsky as Vice Chairs. Karen Sandy is our new Trustee for GEPIC, but she is away at a Conference today. The recent Norfolk ARC resulted in keeping Elgin Ave open. Students will be transferred from West Lynn to Elgin Ave and West Lynn will be closed.
5. Director's Update L. De Vos
  - 5.1. December was busy with Christmas activities. Elementary schools are gearing up for next year with Kindergarten registration starting soon. Monday is a PD for Elementary Schools; teachers will be in schools working on report cards. Linda participated in the International Conference in Ottawa last week with educational partners from around the world. Great networking to learn from each other what is happening around the world. We are very proud to share that Canada is ranked #2 in Science and Math in the world! Guests had lots of questions for Canada regarding our many successes.
6. GEPIC Brent Howard's Update Brent Howard
  - 6.1. GEPIC Grant Applications and Awards
    - 6.1.1. The subcommittee met recently to review 34 applications, ultimately approving 25 of them valued at \$8200. Feedback received from schools was the lack of a confirmation page for the online application. This will be an easy fix for next year. Schools were able to ask for \$500, some cuts were made to spread money further. Schools were encouraged to group together to offer one program to several communities.
    - 6.1.2. Christina Rajsic shared that school nurses can help with cooking clubs. Run by the Brant Community Health Unit, up to 15 families can participate for free and take a spaghetti dinner home.
    - 6.1.3. It was suggested that when we communicate the awards to the schools, to remind them

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## Grand Erie Parent Involvement Committee

January 19, 2017, 6:30 pm  
Dogwood Room, Waterford District High School

- 
- of the \$500 parent engagement fund and \$200 school council fund available to them.
- 6.1.4. Jean Montgomery moved to approve the awards; seconded by Trisha Werner  
~ carried
7. Planning, Discussion and Sharing J. Gladish
- 7.1. Parent Open Forum Session Saturday, April 1, 2017
- 7.1.1. Poster and Advertising – will roll out in the next few weeks
  - 7.1.2. Location – Val will look into the venue: schools that offer daycare
  - 7.1.3. Daycare – Val will look into daycare
  - 7.1.4. Coffee/Water will be made available in morning
  - 7.1.5. Two sessions will be held with a continental brunch at 11:00
  - 7.1.6. Advertising – Jenny will include Facebook/Portal/Web/Directors Meeting/School Messenger
  - 7.1.7. Registration Date – Val will pick new date to reflect daycare and catering requirements; Jenny will amend the flyer
- 7.2. May have to hold a short meeting or conference call before March 23<sup>rd</sup> meeting
8. Other Business
- 8.1. No New Business
9. Dates 2016-2017
- 9.1. March 23, 2017; May 11, 2017

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## Native Advisory Committee

December 13, 2016

12:00 pm – LUNCH

1:00 – 3:00 PM

Hagersville Secondary School

Haldimand Room

## MINUTES

**Present:** Brenda Blancher, Stacy Hill, Karen Sandy, Melissa Turner, Alex Felsky, Sherri Vansickle, Shannon Korber, Pam Davis, Sabrina Sawyer, Koya General (co-op student), Shaun McMahon, Brian Quistberg, Sharon Williams, Jeannie Martin, Rae Ann Hill Beauchomp

**Recording Secretary:** Sharon Doolittle

### 1.0 Introductions/Welcome

Karen Sandy welcomed everyone. Introductions were made. Trustee Alex Felsky is the new Trustee representative to NAC replacing Trustee David Dean.

### 2.0 Approval of Agenda

Agenda approved as circulated.

Karen Sandy

### 3.0 Approval of Minutes – November 15, 2016

Minutes accepted

Karen Sandy

### 4.0 Business arising from Minutes

S. Hill, B. Blancher

### 4.1 P2 Honouring Indigenous Cultures & Traditions

B. Blancher

- Regarding the Acknowledgement Statement it was agreed that some revisions need to be made. This will also be read by students as part of morning announcements at the schools.
- The committee was asked to review this and send B. Blancher suggestions by next Friday, December 23, 2016.
- This goes back to Exec Council to review on Jan. 11th, prior to going to the board for approval on Jan. 16, 2017.
- Need to discuss how to roll this out to the schools and departments so it will be implemented by all.

## 4.2 Tuition Agreement Renewal Update

S. Hill, B. Blancher

- The revisions that have been made to the tuition agreement will be sent out.
- Changes made in the appendix
  - Increase in our education counsellors
  - Salary amounts have been updated
  - asking for 12 educational assistants for special education services
  - Regarding the Native Community Liaison the position is not mentioned in the current tuition agreement – should be asked for as a need
  - M. Turner feels it is important that the counsellors are there for the grade 8 IPRC's.
  - should be re-worded to say “shall be invited”.
  - The Tuition Agreement Renewal will be discussed at the N.E.C. meeting.

## 4.3 Bundled Arrows Session

S. Hill

- Will be at the Joseph Brant Learning Centre on Dec. 20, 2016 at 8:30 a.m.

## 4.4 Transition Event Follow-Up

S. Hill

- The event was mainly attended by people from Oliver Smith School. They had the pizza party for the grade 8 class. It was decided to have the next Transition event only in the afternoon from 4:00 pm to 6:00 pm.

## Discussion Items

### 5 Idea – Meeting of Native Education Counsellors with Grade 8 Teachers from Six Nations

S. Hill

- When working on revising the transition plan S. Hill thought it would be good to have the counsellors meet with the grade 8 teachers from Six Nations
- To be discussed at the N.E.C. meeting

## 6 Expectations for Opening Exercises

S. Hill

- A need has arisen for more education regarding opening exercises.
- S. Hill will be working with Rick Hill to develop a mutually respectful protocol regarding the National Anthem and Thanksgiving Address.
- This will be circulated to staff and students to have it implemented in all of the schools.
- S. Hill would like to have a workshop and dinner event with Rick Hill as the guest speaker.
- B. Quistberg suggested an information package for the principals

## 7 Social

- To be held at Brantford Campus Polytechnic on December 15, 2017 from 10:00 am to 2:00 pm, lunch included

**Next Meeting – February 28, 2017**





## Privacy Information Management

February 3, 2017  
Norfolk Room

### MINUTES

**Present:** L. DeVos, R. Erauw, J. Filipetti, J. Harris, L. Kay, S. McKillop, S. Noort, G. Rousell, J. Townson

**Regrets:** T. Waldschmidt

**1. Call to Order/Welcome** **L. DeVos**

L. DeVos welcomed everyone to the first Privacy Information Management meeting.

**2. Introductions – PIM Committee Composition** **L. DeVos & All**

The members introduced themselves:

Trustees - John Harris; Tom Waldschmidt (Regrets)  
 Superintendent of Education – Linda De Vos  
 System Research Leader – Greg Rousell  
 FOI Coordinator – Lisa Kay  
 HR Manager/Coordinator – Jane Filipetti  
 IT Manager/Coordinator - Robert Erauw  
 Elementary Administrator – Judy Townson  
 Secondary Administrator – Susan Noort  
 Manager of Communication & Community Relations – Shawn McKillop

L. DeVos advised the Committee that in November they approached the Trustees to identify the importance of this topic. The Trustee agreed to make this a Standing Committee. G. Rousell provided some further history and background to the Committee for the purpose of this becoming a Standing Committee.

**3. Terms of Reference** **L. DeVos**

L. DeVos reviewed the Terms of Reference document that was distributed at the Meeting and noted this Committee is to meet three times per year with draft minutes to be brought to Board Meetings.

**4. Nymity Framework Overview** **G. Rousell**

G. Rousell reviewed the Nymity Privacy Management Accountability Framework.

G. Rousell has established a OneNote Privacy Framework folder that will be shared with all members of the Committee and requested that Committee read through it prior to next meeting.

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J. Harris asked what do we expect will be included in the data inventory and where are with this? G. Rousell responded that at this time nothing has been completed and its role of this Committee to complete this and not sure how long it will take to complete.

L. DeVos noted that while reviewing the PIM Toolkit there is a PIM Self Assessment and we may want to consider having it completed by each school and each department in the board; however, the collating of the information may be challenging.

### 5. To Do List

L. DeVos/G. Rousell

L. DeVos and G. Rousell reviewed items that they feel need to completed:

- Records Retention – currently two Board Policies – need to consolidate into one document.
- Confidentiality Agreement – need to consider establishing a document that all employees, volunteers, co-op students or anyone have access to Student information sign.
- Training – need to consider establishing online training regarding Privacy that is completed on a yearly basis. There are resources available that we can use.
- SO19 Privacy and Information Management – is up for review in the next few months. Last reviewed in 2013 and is a three-year review cycle. J. Harris noted if there are major changes that occur, this may need to be removed from the cycle.
- Privacy and Information Management (PIM) Principal's Handbook – L. DeVos noted that the handbook needs to be updated, republished and brought to a Directors Meeting for refresher/training.
- Internal PIM website page – Need establish high level site as the main repository of information.
- Data Inventory – what do we have, where it is, who has access to
  - J. Harris noted that he has been brought up to Board that we don't have an governance IT structure. R. Erauw responded that this is being worked on.

### 6. Action Items

G. Rousell noted that getting a couple of quick wins would be beneficial and include the following items:

- Confidential Agreement – may be able to be completed electronically and completed on an annual basis – **G. Rousell**

*SUCCESS* for Every Student



## Privacy Information Management

February 3, 2017

Norfolk Room

- Building Data Inventory – IT and HR to start thinking about this, what is available, need to consider Payroll – **R. Erauw / J. Filipetti**
- Records Retention – pulling it into a single document either a policy or procedure and look at what documents we have and where do they fall **L. Kay / J. Townson / S. Noort**
- Principal Handbooks – available to all FOS, and on Director Meeting agenda - **L. DeVos**
- FAQ - identify the issues that come up around privacy by the schools – **J. Townson / S. Noort**

### 7. Other Items:

Training – falls under requirements for the Committee – need to investigate options

J. Harris asked in order for us to be compliant, what do we need to complete or areas that must address right away? G. Rousell noted that we don't know at this time and we need to complete an Environmental Scan.

SO104 – OSR needs to update

It was suggested that we need to consider Focus Groups with Clerical instead of survey's.

G. Rousell asked J. Townson and S. Noort, how can we ensure the Privacy is on their agenda for Staff Meeting? S. Noort responded that if part of Director Meeting then should be covered at Staff meeting following the event. J. Townson, suggested that a 1/2 day PD training session would be helpful.

### 8. Next Meeting – scheduled for April 21 at 9 am in the Norfolk Room.

S. McKillop with discuss Strategic Communication at next meeting

*SUCCESS* for Every Student

Rabbi Marvin Hier  
SWC Dean & Founder

Avi Benlolo  
President & CEO, Canada

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Jack Steckel  
Alan Wainer  
Laura Walsh  
Andrew Weisberg  
Dr. Janice Weiss  
Eddie Weisz  
Maryka Weisz  
Lawrence Wilder  
Howard Wise  
Daniel Wittlin

I-1-a

January 27, 2017

Dave Dean  
Grand Erie District School Board  
349 Erie Ave  
Brantford, ON  
N3T 5V3

Dear Dave Dean,

As a member of the Friends of Simon Wiesenthal Center for Holocaust Studies' January 27<sup>th</sup> Initiative, I am pleased to share with you *Reflections on the Holocaust and Antisemitism*. This new publication was released today, January 27<sup>th</sup>, in recognition of International Holocaust Remembrance Day.

*Reflections on the Holocaust and Antisemitism* is a collection of essays written by Canadian leaders from across the country. These reflections reveal a thoughtful respect not only for the history of the Holocaust, but knowledge of the insidiousness of antisemitism that laid the foundation for the Holocaust - and that still exists today. The reflections are personal, informed and reveal a group of individuals who are actively working to create a more peaceful world.

Thank you for all of your efforts to recognize the Holocaust within your school board.

Sincerely,



Avi Benlolo  
President & CEO



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February 13, 2017

Dave Wallace, Executive Director  
Ontario Universities Application Centre (OUAC)  
170 research Lane  
Guelph, ON N1G 5E2

Re: Fees for OUAC Applications

This letter is in support of the correspondence received from the Peel District School Board dated December 2, 2016.

At a meeting of the Durham District School Board held on January 23, 2017, the Board expressed concern with the implementation of an additional \$50.00 fee to students who wish to make changes to their OUAC applications beginning with this year's cohort of applicants.

The Durham District School Board emphasizes the issues outlined by the Peel DSB as they relate to the financial commitment required on the part of both students and their families when applying to universities and the mental well-being among adolescents as they process the added pressure of making very important decisions about their pathways.

The added fee of \$50.00 to change choices of university is a financial burden for students and inequitable when compared to the fees charged when applying through the Ontario College Application Service (OCAS).

On behalf of the Durham District School Board, I would urge OUAC to reevaluate the imposition of a \$50.00 change fee for the 2017-2018 applicants.

I look forward to your response at your earliest convenience.

Sincerely,



Michael Barrett, Chair  
Durham District School Board

MB:kc

cc: Ontario School Board Chairs  
OPSBA



@DurhamDSB



[https://www.facebook.com/pages/  
Durham-District-School-Board/447874875238636](https://www.facebook.com/pages/Durham-District-School-Board/447874875238636)



[www.youtube.com/DurhamDSB](http://www.youtube.com/DurhamDSB)

DEC 12 2016

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December 2, 2016

**Dave Wallace, Executive Director  
Ontario Universities Application Centre (OUAC)  
170 Research Lane  
Guelph, ON N1G 5E2**

Dear Mr. Wallace,

On behalf of the Peel District School Board and our 40,000+ secondary school students, I am writing to express our concern with the implementation of an additional \$50.00 fee to students who wish to make changes to their OUAC applications beginning with this year's cohort of applicants.

In Peel, we place a great deal of emphasis on student pathways. For those students who wish to attend university, I am sure you can appreciate the financial commitment required – on the part of both students and their families. In most cases, those students applying to university are seventeen (17) years old – a time in their lives when they continue to seek guidance from family members and are influenced by both peers and social media. In short, for many students, the high school years, and particularly their final year prior to attendance at university, can be a very stressful time. An increase in mental health issues among adolescents shows strong evidence of the added pressure that our society has placed on them. As a school system, we ask them to make very important decisions about pathways and their chosen fields of study at a very young age - - - and very early in their final high school year. It is not unusual for a student of this age to change their minds several times before finally settling on a chosen program at university – just like it is not unusual for working adults to change professions several times during their working years.

While we are aware that students still have the ability, free of charge, to change programs within the same university, the added fee of \$50.00 to change choices of university is, in the opinion of the Board, an unfair financial burden for students who are already struggling with the pending financial commitment of tuition. Further, because a similar fee does not apply to those students changing their choice of institutions at the college level through the Ontario College Application Service (OCAS), I would suggest that students applying through OUAC are treated inequitably because of their choice of pathway.

.../2

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**Director of Education and Secretary  
Tony Pontes**

**Associate Director,  
Instructional Support Services  
Scott Moreash**

**Associate Director,  
Operational Support Services  
Jaspal Gill**



On behalf of the Peel District School Board, I would like to strongly urge OUAC to rethink the imposition of a \$50.00 "change fee" for 2017-2018 applicants. Students in the Province of Ontario are amongst the highest performing students in the world, and as a Board of Trustees, we are proud of our Peel graduates and believe they deserve every opportunity to pursue post-secondary studies without bearing the cost of added administration fees imposed by OUAC.

I look forward to your response at your earliest convenience.

Sincerely,



Janet McDougald  
Chair

c. Ontario School Board Chairs  
OPSBA