



Inaugural Board Meeting

Monday, December 11, 2017
Board Room, Education Centre

AGENDA

- A – 1 **Opening**
- (a) Roll Call
 - (b) In Camera Session (6:30 p.m.)
 - (i) Personnel Matters
 - (ii) Legal Matters
 - (c) Welcome to Open Session / Land Acknowledgement Statement (7:15 p.m.)
 - (d) Memorials
 - (e) Chair's Inaugural Address
 - * (f) Reading of Trustee Code of Ethics
 - (g) Declaration of Conflict of Interest
 - (h) Agenda Additions/Deletions/Approval
 - (i) In Camera Report
 - (j) Presentations
 - (k) Delegations
- B – 1 **Approval of Minutes**
- * (a) November 27, 2017 (Regular Board)
 - * (b) December 4, 2017 (Nominations)
 - * (c) December 4, 2017 (Organizational)
- C – 1 **Business Arising from Minutes and/or Previous Meetings**
- * (a) Executive Compensation Consultation Feedback B. Blancher
 - * (b) SO121 Request to Attend a School Outside the Home School Area L. De Vos
 - * (c) Transportation to Paris District High School R. Wyszynski
- D – 1 **Director's Report**
- * (a) Draft Director's Annual Report 2016-17 B. Blancher
- E – 1 **Student Trustee Report**
- F – 1 **Committee Reports**
- * (a) Striking Committee Report G. Anderson
- G – 1 **New Business**
- * (a) Audit Committee Minutes (Draft) – December 5, 2017 R. Collver
 - * (b) Audit Committee Annual Report R. Collver
 - * (c) Consolidated Financial Statements – August 31, 2017 R. Wyszynski
 - * (d) Signing Officers R. Wyszynski
 - * (e) Borrowing Authority R. Wyszynski
 - * (f) Review of Bylaws Not on Board's Regular Review Scheduled R. Wyszynski
(from October 5, 2009)
 - * (g) Revised Budget Estimates R. Wyszynski

SUCCESS for Every Student



Inaugural Board Meeting

Monday, December 11, 2017
Board Room, Education Centre

H – 1 Other Business

- * (a) Summary of Accounts – November 2017 R. Wyszynski
- * (b) Student Senate Minutes – October 24, 2017 B. Blancher
- * (c) Joint Occupational Health & Safety Committee Minutes – November 16, 2017 R. Wyszynski
- * (d) OPSBA Report C.A. Sloat

I – 1 Correspondence

J - 1 Adjournment

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

Native Advisory Committee	December 18, 2017, 9:00 a.m.	Hagersville Secondary
Safe and Inclusive School Committee	January 11, 2018, 1:00 p.m.	Board Room
Grand Erie Parent Involvement Committee	January 11, 2018, 6:30 p.m.	Dogwood Meeting Room, Norfolk SSC
Committee of the Whole Board	January 15, 2018, 7:15 p.m.	Board Room
Special Education Advisory Committee	January 18, 2018, 6:00 p.m.	Board Room
School Year Calendar	January 24, 2018, 4:00 p.m.	Pine Tree Room Joseph Brant Learning Centre
Chair's Committee	January 29, 2018, 5:45 p.m.	Norfolk Room
Board Meeting	January 29, 2018, 7:15 p.m.	Board Room
Privacy and Information Management	February 1, 2018, 3:00 p.m.	Norfolk Room
Committee of the Whole Board	February 12, 2018, 7:15 p.m.	Board Room
Special Education Advisory Committee	February 15, 2018, 6:00 p.m.	Board Room
Student Transportation Services Brant Haldimand Norfolk (STSBHN)	February 20, 2018, 9:00 a.m.	Norfolk Room
Compensatory Education Committee	February 22, 2018, 1:00 p.m.	Dogwood Meeting Room, Norfolk SSC
Chair's Committee	February 26, 2018, 5:45 p.m.	Norfolk Room
Board Meeting	February 26, 2018, 7:15 p.m.	Board Room

SUCCESS for Every Student

Trustee Code of Ethics

1. Integrity

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

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.

3. Responsibility

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

4. Relationships

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



MINUTES

Present: Board Chair D. Dean, Board Vice-Chair G. Anderson (arrived at 7:40 p.m.), A. Felsky, J. Harris, C.A. Sloat, D. Sowers, T. Waldschmidt, J. Hsiao (Student Trustee) L. Kelly (Student Trustee)

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

Regrets:

Trustees:	R. Collver, B. Doyle, J. Richardson, K. Sandy
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 purpose of conducting the Open Session.

(b) Declaration of Conflict of Interest

Nil

(c) In Camera Session

Moved by: D. Sowers

Seconded by: T. Waldschmidt

THAT the Board move into In Camera Session to discuss personnel, legal and property 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 7:15 p.m.

(e) Memorials

Nil



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

Presented as printed.

Moved by: D. Sowers

Seconded by: C.A. Sloat

THAT the Agenda be approved as printed.

Carried

(g) **In Camera Report**

Moved by: C.A. Sloat

Seconded by: A. Felsky

THAT the Grand Erie District School Board approve that Anna Melick Memorial School be declared surplus to the Board's future accommodation needs in accordance with S. 194(3)(a) of the Education Act.

Carried

Moved by: T. Waldschmidt

Seconded by: D. Sowers

THAT the Grand Erie District School Board approve that Anna Melick Memorial School be offered to preferred agencies at fair market value in compliance with Ontario Regulation 444/98.

Carried

(h) **Delegation**

Nil

B – 1 Approval of Minutes

(a) **Regular Board Meeting – October 30, 2017**

Presented at printed.

Moved by: T. Waldschmidt

Seconded by: D. Sowers

THAT the Minutes of the Regular Board Meeting, held October 30, 2017 be approved.

Carried



(b) Committee of the Whole Board – November 13, 2017

Presented as printed.

Moved by: D. Sowers

Seconded by: C.A. Sloat

THAT the Minutes of the Committee of the Whole Board Meeting, held November 13, 2017 be approved.

Carried

(c) Special Board Meeting – November 14, 2017

Presented as printed.

Moved by: J. Harris

Seconded by: D. Sowers

THAT the Minutes of the Special Board Meeting, held November 14, 2017 be approved.

Carried

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

(a) Camp SAIL (Summer Adventures in Learning) 2017

L. De Vos invited Heather Brown, Program Coordinator – Elementary Program to the table. L. De Vos referred to the Camp SAIL (Summer Adventurers in Learning) 2017 report providing background and additional information. H. Brown reviewed the presentation which covered the following areas:

- Goals for 2017
- Teaching and Strategies
- Professional Learning
- Parent Engagement
- Resources

C.A. Sloat realizes that the Council of Ontario Directors of Education (CODE) does not release the data to boards but noticed we are doing some in house data collection, will we get more information on that data? L. De Vos responded that this year we did a pilot diagnostic assessment and hope to bring our own internal data next year.

A. Felsky asked about the opportunities to grow the program. L. De Vos responded that CODE allocates the class numbers.



Moved by: C.A. Sloat

Seconded by: J. Harris

THAT the Grand Erie District School Board receive the Camp SAIL (Summer Adventures in Learning) 2017 Board Report as information.

Carried

(b) **Facility Partnership Liaison Update**

R. Wyszynski referred to the Facility Partnership Liaison Update report providing background and highlighting the summary of the work started since the inception of the Facility Partnership Liaison Consultant. R. Wyszynski noted Grand Erie District School Board continues to promote the unused space, although there have not been any community partnerships established, there is optimism that persistence will conclude with a signed agreement. R. Wyszynski further noted there have been challenges in finding appropriate partners which are:

- Costs
- Permits
- Transportation issues/location
- Leasehold expenditures

G. Anderson arrived at 7:40 p.m.

A. Felsky noted she is encouraged to have these community partnerships and hubs but it is clear that there are some serious barriers, what is the Ministry of Education doing to overcome these challenges? R. Wyszynski responded the Ministry is looking for feedback on the community partnerships and is looking to update those guidelines. B. Blancher added that there is a difference between community hubs and leasing space to businesses.

Moved by: T. Waldschmidt

Seconded by: G. Anderson

THAT the Grand Erie District School Board receive the Facility Partnership Liaison Update report as information.

Carried



D – 1 Director's Report

Director's highlights:

- On Friday, November 24 two events occurred in Dunnville – groundbreaking for the new Dunnville Elementary School and a celebration at Thompson Creek for the new 4 room addition
- Independent Review of Assessment and Reporting session is scheduled for December 5 in Hamilton – the afternoon session is for a Board Team – Trustee Harris is attending along with our team including 2 parent representatives. There is an evening session which is open to the public – information has been shared with our Special Education Advisory Committee (SEAC) and the Grand Erie Parent Involvement Committee (GEPIC) and OPSBA sent information out to all Trustees.
- OPHEA Healthy Schools – OPHEA announced that 327 schools from across Ontario have made a commitment to well-being by registering for the OPHEA's Healthy Schools Certification for the 2017-18 school year. Eight (8) Grand Erie Schools have applied: Central Brantford, Dunnville Secondary, Grandview, Houghton, North Ward, Pauline Johnson, Prince Charles, and Princess Elizabeth. Four of those schools were certified in 2017. Schools that achieve their certification will be announced late spring 2018.
- BYOD Project at Waterford District High School – B. Blancher asked D. Abbey to speak to this item. D. Abbey explained the BYOD Project and noted there is excitement surrounding this and the push on the infrastructure and pedagogy. The plan is to test this out with grade 9 students for Semester 2.
- PowerSchool hosting extension - B. Blancher asked D. Abbey to speak to this item. D. Abbey noted there are a couple of remaining tasks and the last step is to back up and then migrate. D. Abbey noted that PowerSchool has provided a 5-day turnaround time to complete the backup and migration. In order to complete this without disruptions to the system, this activity will occur during Christmas break which means an extra month extension.
- December 3rd is International Day of Persons with Disabilities – this is held annually and the Theme for 2017: Transformation towards sustainable and resilient society for all
- Free Clothing Swap and Giveaway on Wednesday, November 29 at GELA
- Focus on Staff Video – Israel Segura-Romero, Grade 7 Teacher, École Dufferin.

Moved by: A. Felsky

Seconded by: G. Anderson

THAT the Grand Erie District School Board receive the Director's Report of November 27, 2017 as information.

Carried



E – 1 Student Trustees' Report

J. Hsiao and L. Kelly provided a verbal report. L. Kelly will be attending the Independent Review of Assessment and Reporting Session. J. Hsiao noted the next Student Senate is scheduled for **December** 7th and will be a virtual meeting. J. Hsiao added that we discuss what has been accomplished since the last meeting and what future activities are planned.

Moved by: T. Waldschmidt

Seconded by: C.A. Sloat

THAT the Grand Erie District School Board receive the Student Trustees' Report of November 27, 2017 as information.

Carried

F -1 Committee Report

(a) Committee of the Whole Board – November 13, 2017

Moved by: D. Sowers

Seconded by: G. Anderson

THAT the Grand Erie District School Board approve the Committee of the Whole Board dated November 13, 2017 as follows:

1. Response to the October 30, 2017 Delegation

THAT the Grand Erie District School Board receive the report on the Response to the October 30, 2017 Delegation.

THAT the Grand Erie District School Board request Senior Administration look at the cost for additional bus route from the Hanlon Place subdivision to Paris District High School for safety concerns.

2. Director's Report

THAT the Grand Erie District School Board reconsider the original motion *"THAT the Grand Erie District School Board strike a committee with Senior Administration, Trustee and support staff to consult with the Six Nations Education Committee regarding enrolment process at McKinnon Park and shared solutions"* from the October 30th, 2017 Regular Board Meeting.



That the Grand Erie District School Board strike a committee including Senior Administration, Trustees, support staff and representatives of Six Nations of the Grand River regarding enrolment pressures at McKinnon Park and shared solutions.

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

3. Trustee Honoraria

THAT the Grand Erie District School Board approve the Trustee Honoraria for the period from December 1, 2017 to November 30, 2018 as presented.

4. Trustees' Travel and PD Expenses (BL15)

THAT the Grand Erie District School Board receive the Trustee Expense Report as information.

5. Data Report – Student Expulsion Report (SO7)

THAT the Grand Erie District School Board receive Data Report – Student Expulsion 2016-17 as information.

6. Data Report – Student Suspension Report (SO6)'

THAT the Grand Erie District School Board receive "Data Report – Student Suspensions 2016-17" as information.

7. Annual Update, Multi-Year Accessibility Plan 2012-17

THAT the Grand Erie District School Board approve the Annual Update, Multi-Year Accessibility Plan for 2012-17.

8. Renewed Multi-Year Accessibility Plan 2017-22

THAT the Grand Erie District School Board approve the Renewed Multi-Year Accessibility Plan 2017-22.

9. Grand Erie Graduation Rate Report

THAT the Grand Erie District School Board receive the Graduation Rate report as information.



10. Parenting and Family Literacy Centres Update

THAT the Grand Erie District School Board receive the report Parent and Family Literacy Centres Update as information.

11. Health and Safety Annual Report 2016-17

THAT the Grand Erie District School Board receive the Health and Safety Annual Report for 2016-17 as information.

12. Grand Erie Parent Involvement Committee (GEPIC) Membership 2017-18

THAT the Grand Erie District School Board receive the Grand Erie Parent Involvement Committee (GEPIC) membership for the term November 2017 to November 2018 as information, as amended.

13. French Immersion Capping Report

THAT the Grand Erie District School Board approve an additional cap be implement in Grade 1 regarding French Immersion Program.

THAT the Grand Erie District School Board approve the communication to all out of area families at Ecole Dufferin and Ecole Confederation that transportation will be discontinued in the 2019-2020 school year.

14. SO27 Acceptable Use of Information Technology

THAT the Grand Erie District School Board forward Policy SO27 Acceptable Use of Information Technology to all appropriate stakeholders for comments to be received by February 9, 2018.

15. FT114 Employee Use of Board-Owned Property and Equipment

THAT the Grand Erie District School Board forward Procedure FT114 Employee Use of Board-Owned Property and Equipment to all appropriate stakeholders for comments to be received by February 9, 2018.



16. FT119 Boundary Review

THAT the Grand Erie District School Board forward Procedure FT119 Boundary Review to all appropriate stakeholders for comments to be received by February 9, 2018.

17. HR112 Employee Assistance Program

THAT the Grand Erie District School Board forward Procedure HR112 Employee Assistance Program to all appropriate stakeholders for comments to be received by February 9, 2018.

18. HR124 Principal / Vice Principal Performance Appraisal

THAT the Grand Erie District School Board forward Procedure HR124 Principal / Vice Principal Performance Appraisal to all appropriate stakeholders for comments to be received by February 9, 2018.

19. BL25 Director's Performance Appraisal

THAT the Grand Erie District School Board approve Bylaw 25 – Director's Performance Appraisal, as amended.

20. Correspondence

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

Carried

G – 1 New Business

(a) Organizational Board Meeting - 2017

B. Blancher referred to the Organization Board Meeting 2017 report which provides direction to organize the Board for the following year.

Moved by: A. Felsky

Seconded by: D. Sowers

THAT

- (a) the Nominating Committee Meeting be held in the Board Room at the Education Centre on December 4, 2017 at 6:30 p.m.;



- (b) the 2017 Organizational Meeting be held in the Board Room at the Education Centre on December 4, 2017, following the Nomination Committee Meeting; and
- (c) the 2017 Inaugural meeting be held in the Board Room at the Education Centre on December 11, 2017 at 7:15 p.m.

Carried

(b) **Report to INAC (Indigenous and Northern Affairs Canada) and Six Nations of the Grand River**

B. Blancher referred to the Report on Indigenous and Northern Affairs Canada (INAC) and Six Nations of the Grand River and reviewed Grand Erie's Education Services Agreement for Six Nations Student Progress Report for 2016-17.

Moved by: C.A. Sloat

Seconded by: G. Anderson

THAT the Grand Erie District School Board receive the report to Indigenous and Northern Affairs Canada (INAC) and Six Nations of the Grand River as information and forward it to Indigenous and Northern Affairs and Six Nations of the Grand River.

Carried

(c) **Enrolment Update Report**

R. Wyszynski referred to Enrolment Update report noting the report contained the following data:

- Original enrolment projections for budget
- Preliminary enrolment reported as at September 8, 2017
- Preliminary enrolment reported as at September 29, 2017
- Enrolment reported as at October 31, 2017
- Graph illustrating four years of actual enrolment history plus current year enrolment.

G. Anderson asked if the numbers of registration by county are available and wondered if the increase in elementary is due to the influx of new builds in Brantford. R. Wyszynski responded that the information is available and will provide to Trustees.

C.A. Sloat asked if the decrease in secondary enrollment has impact on staffing. S. Sincerbox responded that we are in the process of reviewing the data and will bring back an in camera report to Trustees.



Moved by: G. Anderson

Seconded by: T. Waldschmidt

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

Carried

(d) **Major Construction Project Report**

R. Wyszynski referred to the Major Construction Project report providing a status update for the 2017-18 Major Construction Projects which is focused on the Fairview Avenue Redevelopment – construction of a new elementary school for the consolidation of Fairview Avenue PS and Grandview Central PS. R. Wyszynski noted the project is expected to be completed on time and within budget.

Moved by: G. Anderson

Seconded by: C.A. Sloat

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

Carried

(e) **Preliminary 2016-17 Year End Report**

R. Wyszynski referred to the Preliminary 2016-17 Year End Report for the period ended August 31, 2017 which consisted of:

- Summary of Financial Results, Enrolment and Staffing
- Expenses
- Revenues

D. Sowers suggested in the future the audit committee and Trustees be apprised of deficits so that we can get a jump on it and be proactive in the community.

R. Wyszynski noted two of the main factors for the changes in the bottom line were due to the increase usage of sick days and rises to the utility rates.

Moved by: C.A. Sloat

Seconded by: G. Anderson

THAT the Grand Erie District School Board receive the Preliminary 2016-17 Year End Report as information



Carried

(f) **Workforce Report**

S. Sincerbox referred to the Workforce Report which is received three times a school year – November, February and April – that provides totals by employee group/position, relative to budget, retirement and resignations.

Moved by: G. Anderson

Seconded by: D. Sowers

THAT the Grand Erie District School Board approve the Workforce Report with data as of October 31, 2017.

Carried

(g) **Technology Infrastructure Review**

D. Abbey invited J. Ecklund, Manager of ITS, to the table. D. Abbey referred to the Technology Infrastructure Review report which provided an update on the work completed in the last 12 months which included:

- Main Data Centre
- PowerSchool
- PD Place
- Board Website, Staff Portal, School Websites
- Network Updates: Firewall and Access Points
- Disaster Recovery Servers and Storage
- Ministry Broadband Project
- School Drive Consolidation
- Computer Infusion for Principals, Vice Principals and School Secretarial Staff

J. Harris asked have we received any feedback from the ground on these activities? D. Abbey responded we have received positive feedback. J. Harris further asked if the network related issues have increased or decreased. J. Ecklund responded there has been definite decrease. No cost overruns.

C.A. Sloat asked if the Ministry funded the Ministry Broadband Project? J. Ecklund responded that this project was split into two waves. We participated in the first wave and the Ministry will fund hardware at 5 schools and the monthly broadband charges for next 2–3 years.

J. Harris commented that all the items are the proper items, there is good focus and ITS is communicating it well.



Moved by: T. Waldschmidt

Seconded by: J. Harris

THAT the Grand Erie District School Board receive the report "Technology Infrastructure Review" as information.

Carried

H – 1 Other Business

(a) Summary of Accounts – October 2017

Presented as printed.

Moved by: C.A. Sloat

Seconded by: J. Harris

THAT the Grand Erie District School Board receive the Summary of Accounts for the months of October 2017 in the amount of \$10,946,297.82 as information.

Carried

(b) Special Education Advisory Committee Minutes – October 19, 2017

Presented as printed.

Moved by: D. Sowers

Seconded by: T. Waldschmidt

THAT the Grand Erie District School Board receive the Special Education Advisory Committee Minutes – October 19, 2017 as information.

Carried

(c) Joint Occupational Health & Safety Committee Minutes – October 26, 2017

Presented as printed.

Moved by: D. Sowers

Seconded by: T. Waldschmidt

THAT the Grand Erie District School Board receive the Joint Occupational Health and Safety Committee Minutes – October 26, 2017 as information.

Carried



(d) **Grand Erie Parent Involvement Committee - (Draft) – October 26, 2017**

Presented as printed.

Moved by: G. Anderson

Seconded by: T. Waldschmidt

THAT the Grand Erie District School Board receive the Grand Erie Parent Involvement Committee - (Draft) – October 26, 2017 as information.

Carried

(e) **Student Transportation Services Brant Haldimand Norfolk (Draft) – October 31, 2017**

Presented as printed. R. Wyszynski noted that STSBHN will be completing a review of the walking distance for both Elementary and Secondary panels.

Moved by: G. Anderson

Seconded by: D. Sowers

THAT the Grand Erie District School Board receive the Student Transportation Services Brant Haldimand Norfolk (Draft) – October 31, 2017 as information.

Carried

(f) **Privacy Information Management Committee Minutes (Draft) – November 3, 2017**

Presented as printed. D. Abbey noted one correction will be made to attendance.

Moved by: D. Sowers

Seconded by: A. Felsky

THAT the Grand Erie District School Board receive the Privacy Information Management Committee Minutes (Draft) – November 3, 2017 as information, as amended.

Carried

(g) **Safe and Inclusive Schools Committee Minutes (Draft) – November 9, 2017**

Presented as printed. C.A. Sloat asked about threat risk protocol and the process to sign. W. Baker responded there will be a signing event.

Moved by: D. Sowers

Seconded by: T. Waldschmidt

THAT the Grand Erie District School Board receive the Safe and Inclusive Schools Committee Minutes (Draft) – November 9, 2017 as information.

Carried



(h) **Audit Committee Minutes (Draft) – November 21, 2017**

Presented as printed.

Moved by: T. Waldschmidt

Seconded by: D. Sowers

THAT the Grand Erie District School Board receive the Audit Committee Minutes (Draft) – November 21, 2017 as information.

Carried

I – 1 **Correspondence**

Nil

J – 1 **Adjournment**

Moved by: C. A. Sloat

Seconded by: A. Felsky

THAT the meeting be adjourned at 8:49 p.m.

Carried

Board Chair, David Dean



MINUTES

Present: G. Anderson, R. Collver, D. Dean, B. Doyle, A. Felsky, J. Harris, J. Richardson, K. Sandy, C.A. Sloat, D. Sowers, T. Waldschmidt,

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

Regrets:

Trustees: J. Hsiao (Student Trustee), L. Kelly (Student Trustee)
Administration: L. Thompson

A – 1 Opening

(a) Roll Call

The meeting was called to order by Director of Education and Secretary of the Board, B. Blancher, at 6:30 p.m.

B – 1 Chair for Nomination Meeting

Director of Education and Secretary of the Board B. Blancher, will chair the Board Nomination Meeting.

C – 1 Selection of Slate of Officers

(a) Appointment of Scrutineers

Moved by: C.A. Sloat

Seconded by: D. Sowers

THAT Denise Martins and Rafal Wyszynski be appointed as scrutineers for the election of the Chair and Vice Chair of the 2018 Board, the Chair and Vice Chair of the 2018 Committee of the Whole Board, and OPSBA Director and Alternate Director.

Carried



Board Nomination Meeting

December 4, 2017
Education Centre, Board Room

(b) Method of Nominating

Moved by: A. Felsky

Seconded by: T. Waldschmidt

THAT nominations for the election of Chair and Vice Chair of the 2018 Board, the Chair and Vice Chair of the 2018 Committee of the Whole Board, and the OPSBA Director and Alternate Director be made orally.

Carried

(c) Nomination for Board Chair

D. Dean nominated G. Anderson who accepted the nomination.

K. Sandy nominated J. Harris who accepted the nomination.

Moved by: C.A. Sloat

Seconded by: G. Anderson

THAT the nominations for the position of the Chair of the Board be closed.

Carried

Ballots were distributed and the ballots were collected and tabulated.

G. Anderson was declared elected as Chair of the 2018 Board.

(d) Nominations for Board Vice Chair

K. Sandy nominated J. Harris who accepted the nomination.

G. Anderson nominated T. Waldschmidt who accepted the nomination.

Moved by: J. Richardson

Seconded by: D. Dean

THAT the nominations for the position of the Vice Chair of the Board be closed.

Carried

Ballots were distributed and the ballots were collected and tabulated.

T. Waldschmidt was declared elected as Vice Chair of the 2018 Board.



Board Nomination Meeting

December 4, 2017
Education Centre, Board Room

(e) Nomination for Committee of the Whole Board Chair

B. Doyle nominated A. Felsky who declined the nomination.
K. Sandy nominated J. Harris who accepted the nomination.
A. Felsky nominated D. Sowers who accepted the nomination.

Moved by: D. Dean

Seconded by: T. Waldschmidt

THAT the nominations for the position of the Chair of the Committee of the Whole Board be closed.

Carried

Ballots were distributed and the ballots were collected and tabulated.

D. Sowers was declared elected as Chair of the Committee of the Whole Board of the 2018 Board.

(f) Nominations for Committee of the Whole Board Vice Chair

G. Anderson nominated J. Harris who declined the nomination.
B. Doyle nominated J. Richardson who declined the nomination.
G. Anderson nominated C.A. Sloat who accepted the nomination.
D. Sowers nominated A. Felsky who accepted the nomination.

Moved by: D. Sowers

Seconded by: J. Richardson

THAT the nominations for the position of the Vice Chair of the Committee of the Whole Board be closed.

Carried

Ballots were distributed and the ballots were collected and tabulated.

A. Felsky was declared elected as Vice Chair of the Committee of the Whole Board of the 2018 Board.



Board Nomination Meeting

December 4, 2017
Education Centre, Board Room

(g) Nominations for OPSBA Director and Voting Delegate

D. Dean nominated C.A. Sloat who accepted the nomination.

Moved by: B. Doyle

Seconded by: G. Anderson

THAT the nominations for the position of the OPSBA Director and Voting Delegate be closed.

Carried

C.A. Sloat was declared acclaimed as OPSBA Director and Voting Delegate of the 2018 Board.

(h) Nominations for OPSBA Alternate Director and Alternate Voting Delegate

D. Sowers nominated A. Felsky who accepted the nomination.

B. Doyle nominated R. Collver who accepted the nomination.

Moved by: C.A. Sloat

Seconded by: T. Waldschmidt

THAT the nominations for the position of the OPSBA Alternate Director and Alternate Voting Delegate be closed.

Carried

Ballots were distributed and the ballots were collected and tabulated.

R. Collver was declared elected as OPSBA Alternate Director and Alternate Voting Delegate of the 2018 Board.

(i) Motion to Destroy Ballots

Moved by: D. Sowers

Seconded by: R. Collver

THAT the scrutineers be directed to destroy the ballots collected during the 2018 Board elections.

Carried



Board Nomination Meeting

December 4, 2017
Education Centre, Board Room

D – 1 Review of Slate of Officers

Chair of the Board	Greg Anderson
Vice Chair of the Board	Tom Waldschmidt
Chair of the Committee of the Whole Board	Diane Sowers
Vice Chair of the Committee of the Whole Board	Alex Felsky
OPSBA Director/ Voting Delegate	Carol Ann Sloat
OPSBA Alternate Director / Alternate Voting Delegate	Rita Collver

E – 1 Other Business

Nil

H – 1 Adjournment

Moved by: C.A. Sloat

Seconded by: B. Doyle

THAT the meeting be adjourned at 6:58 p.m.

Carried

Director of Education and Secretary, Brenda Blancher



MINUTES

Present: G. Anderson, R. Collver, D. Dean, B. Doyle, A. Felsky, J. Harris, J. Richardson, K. Sandy, C.A. Sloat, D. Sowers, T. Waldschmidt,

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

Regrets:

Trustees: J. Hsiao (Student Trustee), L. Kelly (Student Trustee)
Administration: L. Thompson

A – 1 Opening

(a) Roll Call / Welcome

The meeting was called to order by Director of Education and Secretary of the Board, B. Blancher, at 7:01 p.m.

B – 1 Report from Nomination Meeting

(a) Nominations from the Floor

A further call for nominations from the floor was made by B. Blancher.

(b) 2018 Nominating Committee Report and Nominations from the Floor

Moved by: C.A. Sloat

Seconded by: B. Doyle

THAT the Grand Erie District School Board approve the slate of officers as presented in the Board Nomination Meeting.

Carried

The following slate of offices for 2018 was confirmed.

Chair of the Board	Greg Anderson
Vice Chair of the Board	Tom Waldschmidt
Chair of the Committee of the Whole Board	Diane Sowers
Vice Chair of the Committee of the Whole Board	Alex Felsky
OPSBA Director/ Voting Delegate	Carol Ann Sloat
OPSBA Alternate Director / Alternate Voting Delegate	Rita Collver



Board Organizational Meeting

December 4, 2017
Education Centre, Board Room

C – 1 Presentation to 2017 Board Chair

On behalf of the Board, B. Blancher presented D. Dean with a gift of appreciation for his work as Board Chair in 2017.

G. Anderson, 2018 Board Chair, assumed the Chair.

The Chair thanked and congratulated everyone and looks forward to next year.

D – 1 Appointment of Striking Committee

As per Bylaw 3 “Annual Organizational Meeting”, the Striking Committee is comprised of the Board Chair, Board Vice-Chair and four other trustees. The names were drawn by lot.

Moved by: D. Sowers

Seconded by: T. Waldschmidt

THAT the Grand Erie District School Board appoint the following individuals to the Striking Committee:

Board Chair – Greg Anderson
Board Vice-Chair – Tom Waldschmidt
James Richardson
Diane Sowers
Brian Doyle
Alex Felsky

Carried

E – 1 In Camera Session

Moved by: C.A. Sloat

Seconded by: D. Sowers

THAT the Board move into In Camera Session to discuss legal and personnel matters at 7:10 p.m.

Carried



Board Organizational Meeting

December 4, 2017
Education Centre, Board Room

E – 2 In Camera Report

Moved by: A. Felsky

Seconded by: T. Waldschmidt

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

Carried

H – 1 Adjournment

Moved by: C.A. Sloat

Seconded by: D. Sowers

THAT the meeting be adjourned at 7:28 p.m.

Carried

Board Chair, Greg Anderson



GRAND ERIE DISTRICT SCHOOL BOARD

TO: Trustees of the Grand District School Board
FROM: Brenda Blancher, Director of Education & Secretary
RE: **Grand Erie Executive Compensation Plan Public Consultation**
DATE: December 11, 2017

Recommended Action: Moved by _____ Seconded by _____
THAT the Grand Erie District School Board approve the submission of the summary of public feedback on the proposed Executive Compensation Plan to the government.

Recommended Action: Moved by _____ Seconded by _____
THAT the Grand Erie District School Board confirm for re-submission the Executive Compensation Plan that was submitted to the government on September 29, 2017.

Background

Following confirmation on November 2, 2017 from the Deputy Minister of Education that our Executive Compensation Plan was ready for public consultation and in compliance with Ministry of Education Memorandum 2017-B11, the Grand Erie District School posted its plan to our public facing website beginning on November 8, 2017. December 8, 2017 was the deadline for public feedback.

As set out in the Broader Public Sector Executive Compensation Program Directive, once public consultation has concluded, school boards must submit to the Ministry of Education their proposed final executive compensation plan along with summaries of the public feedback received and of any changes to the program since the government received its initial review.

Additional Information

Attached as Appendix A is a summary of the public feedback received by the deadline of December 8, 2017.

Attached as Appendix B is a copy of the original Executive Compensation submission sent to the government on September 29, 2017.

Before the proposed plan can be finalized, the school board, in accordance with the Regulation, must obtain the Minister's approval of the proposed maximum rate of increase to its salary and performance-related pay envelope.

Next Steps

Upon approval of the Board, the public consultation feedback summary will be submitted to the government.

Following the Minister's approval as delivered in a formal letter to the Chair of the Board, Trustees will need to approve the adoption of the Executive Compensation plan and post its final plan.

Respectfully submitted,

Brenda Blancher
Director of Education & Secretary

Appendix A

Public Feedback on the Grand Erie Executive Compensation Plan

Total number of comments received – 1

The number of comments that were generally supportive of the plan and the number that were not – the one comment received was not supportive of the plan.

The names of any organizations that commented – not applicable.

A summary of any common themes – since there was only one comment, this is not applicable.

If necessary, what the school board did to address the feedback – not applicable.

Comment Received:

From: Jim Bo <jimboandsparky@gmail.com>

Sent: Friday, December 8, 2017 2:10:06 PM

To: Newhouse, Kimberly

Subject: compensation pkg.

There are 3 things that afflict us all: Delusion, Greed and Anger. Are all 3 happening here? Or just 2?

I am opposed to such compensation increases as all are highly paid. If you wish to make more money than the private sector is the place. I will leave it at these 2 references listed below.

Read the link below. In 2016 the Premier made \$210K.

<http://www.cbc.ca/news/canada/toronto/ontario-sunshine-list-1.3505138>

Also according to the Bank of Canada, Inflation has averaged 1.6% (see link below) over the last 10 years. 5% raises per year is way out of line with anything else.

<https://www.bankofcanada.ca/rates/related/inflation-calculator/>

Broader Public Sector Executive Compensation Program

Provide the information required for each section. Refer to the [Broader Public Sector Executive Compensation Guide](#) for additional instructions and assistance with completing this form.

A. Compensation Philosophy	Provide information on the designated employer's compensation philosophy including details on how the executive compensation program supports the employer's strategic objectives and what the program, including its approach to performance-related pay, is designed to reward.
B. Designated Executive Positions	List all designated executives at the designated employer. If applicable, indicate the class or category of each designated executive position as it relates to the salary and performance-related pay structure in the executive compensation program.
C. Salary and Performance-related Pay Caps	
Comparator Selection	Provide information on the comparators used to benchmark salary and performance-related pay at the designated employer for each designated executive position or class of positions. Provide a rationale for the chosen comparators.
Comparative Analysis Details	Provide information on the percentile used to benchmark the salary and performance-related pay cap for each designated executive position or class of positions. Additional information on the methodology used to determine salary and performance-related pay can provide useful context.
Structure	Provide information on the salary and performance-related pay cap for each designated executive position or class of positions. Additional information on the salary ranges and performance-related pay structure can provide useful context.
D. Salary and Performance-related Pay Envelope	Provide the sum of salary and performance-related pay paid to designated executives for the most recently completed pay year. In addition, provide the maximum rate of increase to the salary and performance-related pay envelope. Additional information on why changes are necessary and how they were determined can provide useful context.
E. Other Elements of Compensation	<p>Provide information on any proposed compensation elements, other than salary and performance-related pay, that would be provided to designated executive positions or classes of positions but that are not generally provided in the same manner and relative amount to non-executive managers.</p> <p>Include rationale outlining the critical business reasons that justify the provision of each proposed element of compensation.</p>
F. Supplemental Information	Provide any additional information required to support or explain the information included in the executive compensation program.

Provide the contact information of the person completing this program.

Contact Information				
Organization (Full Name) Grand Erie District School Board				
Completed By				
Last Name Sloat		First Name Carol Ann		Middle Initial
Job Title Trustee				
Address				
Unit Number	Street Number 17	Street Name Hackney Ridge		PO Box
City/Town Brantford		Province ON		Postal Code N3P 1S7
Telephone Number 519-757-0536		Fax Number		
Email Address carolann.sloat@granderie.ca				

A. Compensation Philosophy

Provide information on the designated employer's compensation philosophy including details on how the executive compensation program supports the employer's strategic objectives and what the program, including its approach to performance-related pay, is designed to reward.

The Grand Erie District School Board requires highly skilled and highly principled leaders to lead the organization in providing, promoting, and enhancing publicly funded education. Student achievement and success is a critical public service and requires innovative leadership to further advance the current public education system, taking into consideration technology advances that can assist with student learning. In their leadership capacity, executives are required to work and communicate with a variety of unique community groups, Government, and other stakeholders, understanding and taking into consideration the school board's population diversity when making decisions (i.e., spoken languages, socio economics, and differing abilities of students, parents, and other community members).

Directors of Education and Academic Supervisory Officers are typically recruited from the education sector (often within the school boards). Recently, there has been difficulty attracting and retaining executive talent at the school boards, due to the compensation compression resulting from executive compensation freezes and increasing Principal and Teacher salaries through collective bargaining. There have also been challenges attracting and retaining Business Supervisory Officers who often have increased opportunity for alternative employment. These executive jobs are typically recruited from a variety of broader public sector organizations, as well as private sector organizations.

It is important to remain competitive in the job market for Directors and Superintendents as recruitment and retainment are important in building a senior administrative team that works together to support students, schools and the system.

The Grand Erie District School Board does not offer performance-related pay.

B. Designated Executive Positions

List all designated executives at the designated employer. If applicable, indicate the class or category of each designated executive position as it relates to the salary and performance-related pay structure in the executive compensation program.

Full Job Title	Class of Position
E.g. Chief Operating Officer	E.g. VP-1
Director of Education	Director/Chief Executive Officer
Superintendent of Education	Superintendent
Superintendent of Business and Treasurer	Superintendent

C. Salary and Performance-related Pay – Comparator Selection

Provide information on the comparators used to benchmark salary and performance-related pay at the designated employer for each designated executive position or class of positions. Provide a rationale for the chosen comparators.

Comparators 1

Executive Positions or Classes of Positions Benchmarked

Director of Education

Canadian Public Sector or Broader Public Sector Comparators

Organizations (e.g. Organization 1, Organization 2, Organization 3, etc.)

Niagara College, St. Clair College, University of Windsor, Windsor-Essex Catholic District School Board, Education Quality and Accountability office, Ontario Educational Communications Authority, The Ontario French Language Educational Communications Authority, Region of Halton, Ontario Government Executive

Positions or Classes of Positions (e.g. Chief Financial Executives)

Head of the comparator organization (President or Chief Executive Officer)

Rationale for Selected Comparators

Selected comparators are the Level 4 External Comparators proposed in the Broader Public Sector Executive Compensation Act Report prepared by Mercer.

☐ The designated employer received approval from the President of the Treasury Board to use private sector and/or international comparators for these executive positions or classes of positions.

Comparators 2

Executive Positions or Classes of Positions Benchmarked

Superintendents

Canadian Public Sector or Broader Public Sector Comparators

Organizations (e.g. Organization 1, Organization 2, Organization 3, etc.)

Niagara College, St. Clair College, University of Windsor, Windsor-Essex Catholic District School Board, Education Quality and Accountability office, Ontario Educational Communications Authority, The Ontario French Language Educational Communications Authority, Region of Halton, Ontario Government Executive

Positions or Classes of Positions (e.g. Chief Financial Executives)

Vice President level of comparator organizations

Rationale for Selected Comparators

Selected comparators are the Level 4 External Comparators proposed in the Broader Public Sector Executive Compensation Act Report prepared by Mercer.

☐ The designated employer received approval from the President of the Treasury Board to use private sector and/or international comparators for these executive positions or classes of positions.

C. Salary and Performance-related Pay – Comparative Analysis Details

Provide information on the percentile used to benchmark the salary and performance-related pay cap for each designated executive position or class of positions. Additional information on the methodology used to determine salary and performance-related pay can provide useful context.

The proposed maximum compensation for executives is up to the 50th percentile of the selected external comparator organizations, as per the Government Regulations. Compensation for school board executives consists of base salaries, pensions, and benefits. Each component of compensation plays an important role in the attraction, retention, reward, and recognition of the executives needed to carry out our school board's mission. At the present time, there is no provision for performance-related pay.

Base salaries provide regular compensation to executives for their contributions to the organization. The proposed Provincial Program outlines a base salary range for school board executives. Individual base salaries may vary across executives considering their tenure, experience, relative accountabilities, and relative scope within the organization and across school boards.

Consistent with the Government Regulations, our school board provides similar pension and benefits arrangements to those provided to non-executive managers in our board. Additional coverage or elements would only be provided to executives if there is a critical business need and/or it is needed for the effective performance of the executive's job.

Our Board is accountable for determining the appropriate placement of our designated executives within the base salary range. The following criteria will be considered when determining their placement in the base salary range:

- The scope of the executive work, including the accountabilities and complexities of the position;
- External public sector comparators and internal school board comparators (at the same level as well as the levels directly above and below); and,
- The tenure, experience, and other individual characteristics (often a composite) of incumbents.

The table below details the Director of Education, Associate Director, and Executive base salary ranges for Level 4 school boards, including our Board:

Director of Education \$208 - \$257
 Associate Directors \$198 - \$208
 Executives \$140 - \$185

Our board does not have the Associate Director position.

The Grand Erie District School Board encompasses the city of Brantford and the counties of Brant, Haldimand and Norfolk. As such, Grand Erie has a mixture of urban and rural schools. Many of our schools are the only school in their community.

The jurisdiction of Grand Erie includes two thriving Indigenous communities - Six Nations of the Grand River, which is the largest native community in all of Canada and the Mississaugas of the New Credit First Nation. We have Tuition Agreements with both of these communities and the care and maintenance of these agreements are an additional component of work and effort for the school board. Building and maintaining relationships with our Indigenous communities is an important part of this work and much senior staff time and effort is taken up in this pursuit. In the southwest region of our board, there is a large Low German speaking Mennonite population which also adds a unique situation. Many families in this community annually migrate to Mexico and farm the land there between October and April returning in late April or early May. This situation is complex and requires much attention to accommodate the learning needs of this population and to provide support for families.

C. Salary and Performance-related Pay Structure

Provide information on the salary and performance-related pay cap for each designated executive position or class of positions. Additional information on salary ranges and performance-related pay structure can provide useful context.

Executive Position or Class of Positions	Salary Range Minimum (\$)	Job Rate (\$)	Salary Range Maximum (\$)	Target Annual Performance-related pay (% of Salary)	Maximum Annual Performance-related Pay (% of Salary)	Salary and Performance-related Pay Cap (\$)
E.g. President	E.g. 200,000	E.g. 220,000	E.g. 240,000	E.g. 7.5	E.g. 10	E.g. 264,000
Director	\$208,000	\$230,000	\$257,000	.0	.0	\$230,000
Superintendent	\$140,000	\$178,000	\$185,000	.0	.0	\$179,228

D. Salary and Performance-related Pay Envelope

Provide the sum of salary and performance-related pay paid to designated executives for the most recently completed pay year. In addition, provide the maximum rate of increase to the salary and performance-related pay envelope. Additional information on why changes are necessary and how they were determined can provide useful context.

Sum of Salary and Performance-related Pay for the Most Recently Completed Pay Year (\$)	Maximum Rate of Increase to Envelope (%)
\$1,262,329	5.0

Rationale for the Proposed Maximum Rate of Increase:

Factors outlined in the Government Regulations:

The financial and compensation priorities of the Ontario Government - The Government has identified a need to take a balanced approach to managing public sector compensation, recognizing the need to maintain a stable, flexible and high-performing public-sector workforce that supports the government's transformational priorities and at the same time ensuring that public services continue to remain affordable. For executives, the Government wants to ensure that broader public-sector organizations are able to attract and retain the necessary talent to deliver high-quality public services while managing public dollars responsibly.

Recent Executive Compensation Trends - The school board closely considered both executive compensation trends within the broader public sector as well as the sectors from which the school board attracts executive talent. The following trends reflect the findings of Mercer's most recent compensation planning study: Canadian broader public sector average executive compensation increases are projected to be 2.6% and, Canadian services (non-financial) average executive compensation increases are projected to be 2.8%.

Comparison of Percentage of Operating Budget for Executive Salaries between our Board and its Comparators - The school board regularly reviews the appropriateness of its executive organizational structures and staffing and believes that they are appropriate given the complexity of our organization and do not warrant an overall reduction in the annual maximum increase to the pay envelope.

The Effect of the Ability to Attract and Retain Talent - The school board may have difficulty attracting and retaining executive talent as Principal and Teacher salaries continued to increase, resulting in significant salary compression. The school board has also had trouble attracting qualified applicants for the business/professional executive positions. The proposed maximum rate of increase must consider increases for represented jobs within the organization, as they are an important source for attracting talent to future executive positions. The proposed maximum rate of increase must provide the flexibility required to balance affordability with the need to avoid long-term pay compression, or inversion, between layers of management and between management and the bargaining units.

In addition, based on Mercer's report, the Grand Erie District School Board ranks in the top 6 of the 13 Level 4 Boards in the following five factors: Projected Operating Budget, Number of Schools, Projected Enrolment, Number of Full-time Equivalent Teachers and Number of Superintendents.

For the above reasons, the maximum rate of increase of 5% percent is proposed.

E. Other Elements of Compensation

Provide information on any compensation elements, other than salary and performance-related pay, that would be provided to designated executive positions or classes of positions but that are not generally provided in the same manner and relative amount to non-executive managers.

Include rationale outlining the critical business reasons that justify the provision of each element of compensation.

Element 1

Element of Compensation

Positions or Classes of Positions

Rationale

F. Supplementary Information

Provide any additional information required to support or explain the information included in the executive compensation program.

File Name		Size (MB)	Delete
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	Total Size	0	
	Number of Attachments	0	



GRAND ERIE DISTRICT SCHOOL BOARD

TO: Brenda Blancher, Director of Education & Secretary
FROM: Linda De Vos, Superintendent of Education
RE: **SO121 – Request to Attend a School Outside of Home School Area**
DATE: December 11, 2017

Recommended Action: Moved by _____ Seconded by _____
THAT the Grand Erie District School Board receive **Procedure SO121 – Request to Attend a School Outside of Home School Area** as information.

Background

Procedure SO121 – Request to Attend a School Outside of Home School Area was circulated to all appropriate stakeholders for comments to be received by December 1, 2017.

Comments Received

Comment: SO 121 has particular relevance for us here. The previous policy insisted that parents keep their children home until mid-September before the student could attend. The new policy does not have this expectation which is a significant deviation from last year's procedure. To be clear, I felt the 2 week waiting period was punitive and exclusionary. If there is room at a school the first week, usually there is room the 3rd week. If not, principals would simply communicate the slight possibility of having to attend the home school in the event of a lot of surprise registrations

Response: The previous procedure did not insist that parents keep their children home. As now reflected in the revised procedure, the previous two week waiting period in September was required for not only school operating capacity at the requested school, but overall board compliance with mandatory Ministry class size caps and district averages. The revisions to the procedure address all the concerns shared.

Comment: #2 – receiving school – should that be clearer “requested out of area school”?
Spell out FO

Response: Amendment

Comment: #5 in the elementary procedures says the principal will review OOA requests annually. That almost seems like approval is by the principal.

Response: Amendment

Comment: Secondary students – how are requests made?

Response: Requests are made to the Principal.

Comment: Appendix A – suggest highlighting/bolding 0 it is for one school year only

Response: Since that section is already bolded, “one school year only” has been amended and is now highlighted and underlined.

Comment: Manual page 3 #1 – Need to explicitly explain that students previously approved to attend a school out of area by September 2016 do not need to reapply.

Response: Amendment

Comment: In the manual, are both 2.1 and 2.2 necessary? They seem to say the same thing.

Response: Amendment

Comment: Manual #2 – remove “current”

Response: Amendment included above

Comment: Since the manual is down to one page – make it appendix B

Response: Amendment

Comment: On behalf of Grand Erie’s Attendance Counsellors, a summary of attendance issues that have arisen in relation to the implementation of this procedure:

- families have opted to keep their children home and not registered at any school until a decision is made mid-September which leads to an even more difficult transition to a new school once a firm decision is made or families have withdrawn from Grand Erie schools altogether

Response: The revisions to the procedure address the concerns shared as decisions are made by the end of June.

- grade 8 students with an established peer group at an out of area school seem to be particularly hard hit. Holding out for false hope again leads to a delay in starting at a new school and sometimes even more complex problems (i.e., Walter Gretzky/Russell Reid grade 8 student)

Response: Decisions are made by the end of June.

- already vulnerable populations (i.e., families living at Nova Vita or City of Brantford hotels) are faced with more challenge when school could be a stable and simplifying experience as they work their way through other significant changes

Response: Once all factors are reviewed as set out in #1 of the procedure, individual requests in very rare circumstances will then be considered in consultation with Superintendents.

- it seems like families who are positioned to advocate and have a better understanding of the system or make threats about going to the press have more success with approvals for out of area requests than families who are already marginalized

Response: Revised, precise language in the procedure should now address this concern.

- There are sound or compelling educational reasons to consider “fresh start” placements (i.e., extreme bullying or social difficulties resulting from an unhealthy peer group, court or peace bond) that this procedure as written does not seem to make room for

Response: Once all factors are reviewed as set out in #1 of the procedure, individual requests in very rare circumstances will then be considered in consultation with Superintendents.

- it might be helpful for the procedure to call for transition planning in the spring for vulnerable children/families who will be changing schools in the fall; could this include some way in which a family’s pre-registration at the new school is carefully monitored to ensure that it actually happens? This way, students who do not turn up on the first day of school, could be contacted earlier.

Response: Operational item, not part of the procedure.

Original Wording	Proposed Wording
<p>Elementary School Students</p> <p>2. Requests to attend a school outside the home school area must be made on the appropriate "Request to Attend a School Outside the Home School Area" form (Appendix A), by the parent or guardian to the Principal of the receiving school. The Principal will send all requests to the FOS Superintendent. Requests can be submitted each year beginning on January 1.</p> <p>5. All approvals are for the designated school year only. Requests must be re-submitted annually and will be reviewed by the Principal.</p> <p>Appendix A</p> <p><input type="checkbox"/> If this application is approved, it is for <u>one school year only</u>. Transportation for students attending an out-of-area school is the parent's/guardian's responsibility.</p> <p>Elementary Manual</p> <p>1. <u>Previously Approved Out of Area Students</u> For students who meet the criteria outlined as above, the Principal will count the student as part of school organization numbers when submitting enrolment during the staffing process.</p> <p>2.0 <u>New Out of Area Applications</u></p> <p>2.1 Siblings of Previously Approved Out of Area Students Best efforts will be made to allow younger siblings of current out of boundary children to attend the same school as the older sibling(s).</p> <p>a. Parents must complete a "Request to Attend a School Outside the Home School Area" form Appendix A.</p> <p>b. The Principal can begin receiving requests on January 1st.</p> <p>c. The Principal will advise parents to register their child in the Home School until notice of determination has been received.</p> <p>d. The Principal of the requested school will send the "Request to Attend a School Outside the Home School Area" form to the Family of Schools (FOS) Superintendent, for all students.</p> <p>e. In consultation with the FOS Superintendent, the Principal will make a determination by the end of June regarding the request, and will notify the parent(s)/guardian(s) in writing.</p>	<p>Elementary School Students</p> <p>2. Requests to attend a school outside the home school area must be made on the appropriate "Request to Attend a School Outside the Home School Area" form (Appendix A), by the parent or guardian to the Principal of the receiving school requested out of area school. The Principal will send all requests to the FOS Family of Schools Superintendent. Requests can be submitted each year beginning on January 1.</p> <p>5. All approvals are for the designated school year only. Requests must be re-submitted annually and will be reviewed for approval by the Principal.</p> <p>Appendix A</p> <p><input type="checkbox"/> If this application is approved, it is for <u>one school year only</u>. Transportation for students attending an out-of-area school is the parent's/guardian's responsibility.</p> <p>Elementary Manual</p> <p>1. <u>Previously Approved Out of Area Students</u> For students who meet the criteria outlined as above, the Principal will count the student as part of school organization numbers when submitting enrolment during the staffing process, as they do not need to apply yearly as per the criteria above.</p> <p>2.0 <u>New K-Grade 8 Out of Area Applications</u></p> <p>2.1 Siblings of Previously Approved Out of Area Students Best efforts will be made to allow younger siblings of current out of boundary children to attend the same school as the older sibling(s).</p> <p>a. Parents must complete a "Request to Attend a School Outside the Home School Area" form Appendix A.</p> <p>b. The Principal can begin receiving requests on January 1st.</p> <p>c. The Principal will advise parents to register their child in the Home School until notice of determination has been received.</p> <p>d. The Principal of the requested school will send the "Request to Attend a School Outside the Home School Area" form to the Family of Schools (FOS) Superintendent, for all students.</p> <p>e. In consultation with the FOS Superintendent, the Principal will make a determination by the end of June regarding the request, and will notify the parent(s)/guardian(s) in writing.</p> <p>Once a student has received permission to attend an out of area school, the Principal of the</p>

<p>f. Once a student has received permission to attend an out of area school, the Principal of the receiving school will notify the student's home school.</p> <p>2.2 K-Grade 8 Requests:</p> <p>a. Parents must complete a "Request to Attend a School Outside the Home School Area" form Appendix A.</p> <p>b. The Principal can begin receiving requests on January 1st.</p> <p>c. The Principal will advise parents to register their child in the Home School until notice of determination has been received.</p> <p>d. The Principal of the requested school will send the "Request to Attend a School Outside the Home School Area" form to the Family of Schools (FOS) Superintendent, for all students.</p> <p>e. In consultation with the FOS Superintendent, the Principal will make a determination by the end of June, and will notify the parent(s)/guardian(s) in writing.</p> <p>f. Once a student has received permission to attend an out of area school, the Principal of the receiving school will notify the student's home school.</p> <p>SO121 Request to Attend a School Outside the Home School Elementary Manual</p>	<p>receiving school will notify the student's home school.</p> <p>2.2 K-Grade 8 Requests:</p> <p>a. Parents must complete a "Request to Attend a School Outside the Home School Area" form Appendix A.</p> <p>b. The Principal can begin receiving requests on January 1st.</p> <p>c. The Principal will advise parents to register their child in the Home School until notice of determination has been received.</p> <p>d. The Principal of the requested school will send the "Request to Attend a School Outside the Home School Area" form to the Family of Schools (FOS) Superintendent, for all students.</p> <p>e. In consultation with the FOS Superintendent, the Principal will make a determination by the end of June, and will notify the parent(s)/guardian(s) in writing.</p> <p>f. Once a student has received permission to attend an out of area school, the Principal of the receiving school will notify the student's home school.</p> <p style="text-align: right;">APPENDIX B</p> <p>SO121 Request to Attend a School Outside the Home School Elementary Manual</p>
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Additional Information

As a result of these comments, suggested revisions have been made to the Procedure and a draft revised procedure and, appendices are attached.

Communication Plan

This Procedure will be distributed in keeping with Board Bylaw BL9.

Respectfully submitted,

Linda De Vos
Superintendent of Education



PROCEDURE

SO121

Request to Attend a School Outside the Home School Area

Board Received: _____ Review Date: _____

Accountability:

1. Frequency of Reports – As Needed
2. Criteria for Success –
 - The opportunity to apply to attend school outside home school area available to all students
 - Approval will be limited
 - Process followed in fair and equitable manner.

Procedures:

We believe that all students should attend their home school according to their designated attendance area determined by their primary address in which they are residing with their parents/guardians.

Elementary School Students

1. The decision to approve requests for attendance outside the home school area is based primarily on school enrolment, including but not limited to the following: school operating capacity at the requested school; board compliance with mandatory Ministry class size caps and district averages; school organizations; and, profiles of the requested school (e.g., compensatory education, special education classes).
2. Requests to attend a school outside the home school area must be made on the appropriate “Request to Attend a School Outside the Home School Area” form (Appendix A), by the parent or guardian to the Principal of the ~~receiving school~~ requested out of area school. The Principal will send all requests to the ~~FOS~~ Family of Schools Superintendent. Requests can be submitted each year beginning on January 1.
3. The request must clearly state the rationale to register outside of the “Home School Area”.
4. Parent/Guardians will be notified in writing of the outcome of their application by the end of June.
5. All approvals are for the designated school year only. Requests must be re-submitted annually ~~and will be reviewed~~ for approval by the Principal.
6. Disputes over attendance requests will be referred to the Superintendent of Education responsible for the requested school.

Secondary School Students

1. The decision to approve requests for attendance outside the home school area is based primarily on school enrolment, including but not limited to the following: school operating capacity at the requested school; board compliance with mandatory Ministry class size caps and district averages; school organizations; and, profiles of the requested school (e.g., compensatory education, special education classes).
2. Each request to attend a school outside the home school area will be determined by the Principal based on the school's ability to accommodate program requests.
3. Disputes over attendance requests will be referred to the Superintendent of Education responsible for the requested school.

Additional Considerations

1. All requests will be dealt with in the order in which they are received.
2. Transportation for students attending an out-of-area school is the responsibility of the parent/guardian. Courtesy transportation for students attending an out-of-area school may be provided by the Board, based on current transportation policy, FT6.
3. Approved out-of-area courtesy school transportation may be discontinued at any time that the seating is required by a "right to ride" pupil.

APPENDIX A

REQUEST TO ATTEND A SCHOOL OUTSIDE THE HOME SCHOOL AREA**Please Print Clearly**Please check one: ☐ JK ☐ SK ☐ Gr.1 ☐ Gr.2 ☐ Gr.3 ☐ Gr.4 ☐ Gr.5 ☐ Gr.6 ☐ Gr.7 ☐ Gr.8

Student OEN: _____ Student's Date of Birth: _____ Year / Month / Day

Student's Name: _____
Last FirstParent's Name: _____
Last First

Street Address: _____

City: _____ Postal Code: _____

Phone: _____

Home Area School: _____

Requested School: _____ School Year Requested: _____

Reason for Request: _____

_____**I UNDERSTAND THAT:**

- ☐ Completion of this form does not guarantee placement at the requested out-of-area school.
- ☐ Requests are granted in very rare circumstances.
- ☐ I must register my child at their home school and make appropriate daycare arrangements, if needed.
- ☐ If this application is approved, it is for one school year only. Transportation for students attending an out-of-area school is the parent's/guardian's responsibility.
- ☐ I will be notified of the final decisions by the end of June.

I agree with the terms set out in this application form. I have received a copy of this form.

Parent/Guardian's Signature: _____ Date: _____

HOME SCHOOL*Acknowledgement of Request* ☐ _____

Home School Principal: _____

Date: _____

RECEIVING SCHOOL*Request is Approved:* ☐ Yes ☐ No _____

Receiving School Principal: _____

Date: _____

Schools – Please Note: The requested school must make copies of this form for its own file, the home school and the parent.
This form must be delivered to the requested school and then sent by the school to the appropriate office



SO121 Request to Attend a School Outside the Home School

Elementary Manual

SO121 Request to Attend a School Outside the Home School
Elementary Manual

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Appendix A

1. Previously Approved Out of Area Students

As of September 2016, all students who have been previously approved for out of area attendance will be approved to attend the receiving out of area school until Grade 8 graduation. This provision does not include siblings who have not received approval prior to June 2016.

For students who meet the criteria outlined as above, the Principal will count the student as part of school organization numbers when submitting enrolment during the staffing process, as they do not need to apply yearly as per the criteria above.

2. New K-Grade 8 Out of Area Applications

~~2.1—Siblings of Previously Approved Out of Area Students~~

~~Best efforts will be made to allow younger siblings of current out of boundary children to attend the same school as the older sibling(s).~~

- a. Parents must complete a “Request to Attend a School Outside the Home School Area” form Appendix A.
- b. The Principal can begin receiving requests on January 1st.
- c. The Principal will advise parents to register their child in the Home School until notice of determination has been received.
- d. The Principal of the requested school will send the “Request to Attend a School Outside the Home School Area” form to the Family of Schools (FOS) Superintendent, for all students.
- e. In consultation with the FOS Superintendent, the Principal will make a determination by the end of June regarding the request, and will notify the parent(s)/guardian(s) in writing.
- f. Once a student has received permission to attend an out of area school, the Principal of the receiving school will notify the student’s home school.

~~2.2—K-Grade 8 Requests:~~

- a. ~~Parents must complete a “Request to Attend a School Outside the Home School Area” form Appendix A.~~
- b. ~~The Principal can begin receiving requests on January 1st.~~
- c. ~~The Principal will advise parents to register their child in the Home School until notice of determination has been received.~~
- d. ~~The Principal of the requested school will send the “Request to Attend a School Outside the Home School Area” form to the Family of Schools (FOS) Superintendent, for all students.~~
- e. ~~In consultation with the FOS Superintendent, the Principal will make a determination by the end of June, and will notify the parent(s)/guardian(s) in writing.~~
- f. ~~Once a student has received permission to attend an out of area school, the Principal of the receiving school will notify the student’s home school.~~



GRAND ERIE DISTRICT SCHOOL BOARD

TO: Brenda Blancher, Director of Education & Secretary
FROM: Rafal Wyszynski, Superintendent of Business and Treasurer
RE: **Response to Delegation re: Paris District High School Transportation**
DATE: December 11, 2017

Recommended Action: Moved by _____ Seconded by _____
THAT the Grand Erie District School Board receive the response to the delegation as information.

Background

A report was presented to the Board of Trustees on November 13, 2017 as a response to the delegation which was presented on October 30, 2017. From the report, members of the Board requested administration to look into other aspects of the delegation's concerns including:

- The financial cost of adding an additional school bus to service students of Paris District High School from the Daugaard Avenue subdivision.
- Review the impact of modifying the walking path from municipal addresses within the survey in question and determine what impact this would have on the student's eligibility.

Additional Information

- The walking distance for all urban secondary students is 3.2 KM for all counties of the Board.
- The speed limit for roadways within the town's limits is 50 KM/h; this includes King Edward St. as well as Dundas St. W. It needs to be noted that not all segments of King Edward and Dundas are 1 lane in each direction; there are segments within the area under review which do contain 3 or 4 lanes of live traffic.
- Based on the current home-to-school contract, the cost of adding an additional bus to transport up to 48 secondary aged students to/from Paris District High School is \$35,896.52 + HST annually.
- The County of Brant, at their August 8, 2017 Public Works Committee meeting, received report # PW17-62 from County staff that recommended, "*That a pedestrian cross-over be installed at the most suitable location approximately midblock on Dumfries Street between King Edward Street and Grand River Street South*". The motion was deferred back to staff to collect additional information.
- Controlled intersections are present at the corners of Dundas St. W and King Edward St. as well as Dundas St. and Dundas St. W and Burwell/Washington St. Refer to Appendix A where the controlled intersections have been represented by stars. Although these types of intersections are not required for students to use as a point of crossing a road; altering the route for students to include these types of intersections as a way-point in the walking path, did change the distance from the 3.15 KM distance currently being used in STSBHN's transportation software; see Appendix B.
- If the expectation was changed to recalculate eligibility for all Paris District High students who reside on the south side of town based on crossing at controlled intersections, then this would increase the number of additional riders who would also be eligible to receive services. (For example, Appendix C illustrates that an additional 8 riders would be eligible

for transportation from the Freeman Street neighbourhood near the west end of Dundas St. West.

Next Steps

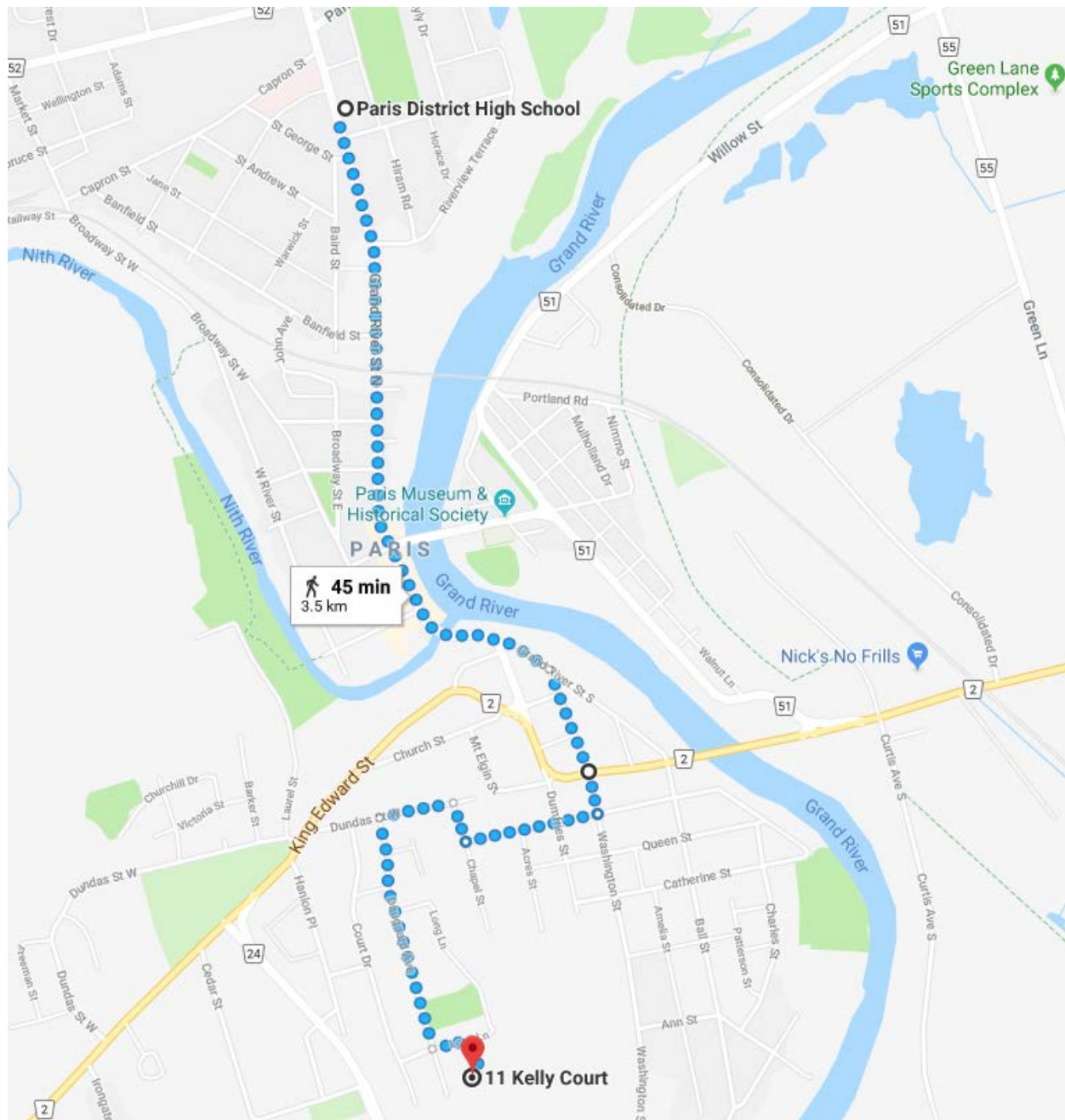
- As pedestrian safety is the responsibility of the local municipality, concerned families should continue to contact and work with their local municipal staff and councillors to ensure that the appropriate safety features are in place to allow pedestrians to safely navigate the roadways in the town of Paris.
- Concerned families should also continue to work with staff of STSBHN to determine other possible courtesy options for students who do not exceed the walking distance threshold as outlined in the consortium and board policy relating to transportation eligibility.

Respectfully submitted,

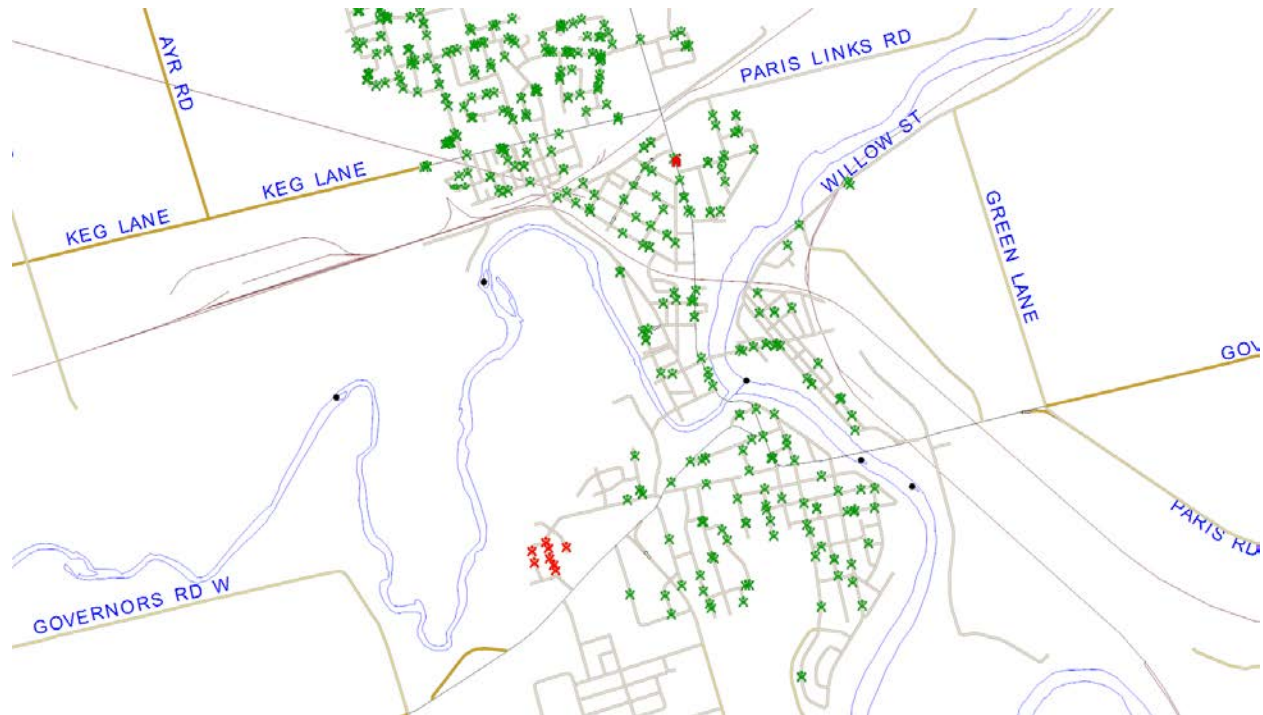
Rafal Wyszynski
Superintendent of Business and Treasurer

A detailed map of Paris, Ontario, Canada. The map shows the Grand River and Nith River winding through the city. Key locations marked include Paris District High School (red pin), Paris Central Elementary School (blue pin), Paris Star Newspaper (blue pin), Lion's Park (green pin), and Nick's No Frills (blue pin). Major roads like Highway 51 and Highway 2 are shown. The city name 'PARIS' is prominently displayed in the center.

Appendix B –Walking path using only controlled intersections to cross Dundas St W



Appendix C – Other students impacted by change in walking expectations





GRAND ERIE DISTRICT SCHOOL BOARD

TO: Trustees of the Grand District School Board
FROM: Brenda Blancher, Director of Education & Secretary
RE: **Draft Director's Annual Report 2016-17**
DATE: December 11, 2017

Recommended Action: Moved by _____ Seconded by _____
THAT the Grand Erie District School Board receive the Draft Director's Annual Report 2016-17 as information.

Background

The Director's Annual Report is required by section 283(3) of the Education Act. As outlined in the Act, the report must be submitted at the first meeting of the Board of Trustees in December. In addition, the Ministry of Education requires that the report must be posted on our Board website on or before January 31, 2018.

Additional Information

The Draft Director's Annual Report for 2016-17 is an online and interactive document. The report highlights activities and accomplishments connected to the Grand Erie Multi-Year Plan and the stories and articles included in the report acknowledge the contributions of students and staff across all areas of Grand Erie.

A link to the plan is provided below:

<http://www.granderie.ca/board/about/director-and-superintendents/annual-report-director-2017>

Grand Erie Multi-Year Plan:

As this report is aligned directly to our Multi-Year Plan, it supports all components of Success for Every Student.

Respectfully submitted,

Brenda Blancher
Director of Education & Secretary



GRAND ERIE DISTRICT SCHOOL BOARD

TO: Trustees of the Grand District School Board
FROM: Greg Anderson, Chair of the Board
RE: **2018 Statutory and Standing Committee Representation**
DATE: December 11, 2017

Recommended Action: Moved by _____ Seconded by _____
THAT the Grand Erie District School Board approve the 2018 Trustee Statutory and Standing
Committees Representation.

Rationale/Background

Attached is 2018 Trustee Statutory and Standing Committee Representation list.

Communication Plan

All stakeholders will be notified accordingly.

Respectfully submitted,

Greg Anderson
Chair of the Board

**GRAND ERIE DISTRICT SCHOOL BOARD
2018 COMMITTEE REPRESENTATION**

	Greg Anderson	Rita Collver	David Dean	Brian Doyle	Alex Felsky	John Harris	James Richardson	Karen Sandy	Carol Ann Sloat	Diane Sowers	Tom Waldschmidt
STATUTORY COMMITTEES											
Accessibility Plan (1)	✓										
Audit Committee (3)		✓				✓			✓		
Grand Erie Parent Involvement (2)				✓							✓
S.E.A.C. (2 + 2 Alt.)		✓							✓	Alt.	Alt.
S.A.I. (Brant) + Alt.	✓				Alt.						
S.A.I. (Haldimand) + Alt.							Alt.	✓			
S.A.I. (Norfolk) + Alt.						Alt.				✓	
Student Discipline (3 + Alt.) [All trustees are second alternative]			✓	✓				✓			
STANDING COMMITTEES											
Compensatory Education (2)			✓			✓					
Director's Review Committee (Chair, Vice Chair +2)	✓			✓						✓	✓
Indigenous Education Advisory (1+1 Native)								✓		✓	
Joint Use Advisory (Brantford) (2)	✓				✓						
Native Advisory (1+1 Native)					✓			✓			
Privacy Information Management (2)									✓		✓
Quality Accommodations (2)		✓							✓		
Safe and Inclusive Schools (1+Alt.)			✓		Alt.						
School Year Calendar (2)				✓			✓				
STSBHN [Transportation] (1 + Alt.)							✓			Alt.	



MINUTES

COMMITTEE MEMBERS PRESENT:

Rita Collver, Chair
Carol Ann Sloat, Trustee
Diane Sowers, Trustee
William Lovekin, Volunteer
Christine Woodley, Volunteer

RESOURCE STAFF PRESENT:

Brenda Blancher, Director of Education
Rafal Wyszynski, Superintendent of Business and Treasurer
Cindy Smith, Manager of Business Services
Kathryn Underwood, Recording Secretary
Blaine Schell, External Auditor, MRR
Dianne Latta, External Auditor, MRR

1. Call to Order and Welcome and Introductions

The Chair welcomed the committee members and resource staff and the meeting was called to order at 4:00 p.m.

CA Sloat read the Land Acknowledgement Statement.
It was requested by the Chair to include this item for future agendas.

2. Declaration of Conflict of Interest

The Chair reminded the committee to declare any conflicts of interest in writing, as per 4.14 in the terms of reference. No declarations of conflicts of interest were received.

3. Review December 5, 2017 Agenda

The Chair requested to add correspondence from MMR under, 8.2 Audited Findings letter.

Moved by: D Sowers
Seconded by: CA Sloat

“That the Audit Committee approve the amended agenda of December 5, 2017.”

CARRIED.



G-1-a Audit Committee

December 5, 2017
Education Centre, Board Room

4. In Camera Session-there were no in camera items

5. Minutes

5.1. Approval of November 21, 2017 minutes.

Moved by: D Sowers

Seconded by: C Woodley

"That the Audit Committee approve the minutes of November 21, 2017."

CARRIED.

6. Business Arising from Previous Minutes

6.1. Audit Committee Self-Assessment Summary

The chair reviewed the Audit Committee Self-Assessment Summary. Chair Collver suggested that the committee amend the summary to make it more suitable for Grand Erie District School Board. She further asked if the committee members required more resources to complete the summary.

The committee questioned whether or not we could complete a comparable with other Boards. R Wyszynski indicated that the Ministry's Education Financial Information System (EFIS) could provide some statistical comparison. B Blancher indicated that Lambton-Kent would be a comparable board based on programming and demographics. The committee questioned what information is needed to compare. R Wyszynski indicated metrics could be used to see where we are at in terms of areas that are costing the Board, i.e. Sick Time and how other school boards manage the risk. C Woodley asked if there is Board standard. R. Collver, indicated that the Board's year-over-year statistics would indicate any fluctuations. This committee discussed that the need for comparable data will be reviewed at the next meeting.

CA Sloat discussed that the assessment is not reported to the Board. R Collver indicated that the completion of the assessment is reported as part of the annual report to the Board. Chair Collver suggested that a working group be established to review the self-assessment tool and make any changes of the assessment prior to it needing to be completed next year.



G-1-a Audit Committee

December 5, 2017
Education Centre, Board Room

7. Internal Audit-no report

8. External Audit

8.1. 2016-17 Financial Statement Q & A

C Smith reviewed the questions from the committee members and the responses.

Note 15-R Collver questioned how donations are managed. R. Wyszynski indicated that often the estate has detailed instructions on how the money is specified to be spent and the oversight of managing the funds is with Business Services.

C Smith reviewed the Accumulated Surplus (Deficit).

Page 22 questioned the \$15,312,409 is inconsistent with 15,315,890 on note 13 under Amortization with the difference of \$3,481.00 attributed to a loss on tangible capital assets – Land Improvements. **Page 22 will need to be corrected and reflected in the statements for inclusion in the Board package and recirculated to the Audit Committee members.**

8.2. Audit Findings letter

R. Wyszynski highlighted the External Auditors finding letter from MMR dated December 11, 2017 that highlights the August 31, 2017 financial statements.

R Wyszynski discussed the summary of findings including; the evaluation of the Internal Controls, Significant Accounting Principles, Significant Unusual Transactions and Accounting Estimates. He reported that there were no misstatements or disagreements with Management or no difficulties with the Audit process.

It was requested that the letter is circulated to the committee members.

9. Other Business

9.1. Audit Committee Annual Report to the Board of Trustees

Chair Collver reviewed the 2017 Audit Committee Report to the Board of Trustees. It was requested that December 11, 2017 be reflected as the date of the report.

Moved by: D Sowers

Seconded by: CA Sloat

“The Audit Committee approve the 2017 Audit Committee Annual Report as amended for submission to the Board.”



G-1-a Audit Committee

December 5, 2017
Education Centre, Board Room

CARRIED.

10.

10.1. 2016-17 Interim Financial Report

R. Wyszynski reviewed with the members the 2016-17 Interim Financial Report for the period ending August 31, 2017.

D Sowers asked if the increases in the costs for instruction, if the revenue increases as well and wanting further clarification on how the Board exceeded the budget projections by over a million dollars. R. Wyszynski highlighted the reported explanation of material variances as outlined on page two of the 2016-17 Interim Financial report. R. Wyszynski also indicated that certain costs, such as those funded through Education Programming – Other (EPO) grants will show a variance against budget only because some EPOs were not yet announced at the time budget was filed. There were also other costs, such as supply day utilization, that were simply under-budgeted and do not have an offsetting revenue source, leading to a deficit position.

D Sowers asked why the increases in operations were not identified as potential areas of pressure in the previous quarter reports and why they were not informed of a deficit. R. Wyszynski reported that the Finance team is reviewing the monitoring and reporting processes so that more accurate and reliable forecasts are developed to track in-year operating expenses.

CA Sloat asked if the current budgeted figures were realistic. R. Wyszynski reported that LED lights have decreased the consumption of electricity but the commodity costs for hydro have increased beyond what the board anticipated in its original budget projections.

In response to a question, R. Wyszynski indicated that the supply teacher costs have increased from year-over-year and that the revised budget will incorporate projections that reflect a more realistic expenditure model.

R Collver asked how the Board was in a \$2 million deficit. R. Wyszynski clarified that it was not a \$2 million deficit but, rather that there was a \$2 million variance from the bottom line that was presented on the 2016-17 Q3 Interim Financial Report compared to the \$400,000 deficit presented at the 2016-17 Financial Statements. He reported that better internal controls such as more frequent monitoring of sensitive pressure areas (supply usage, utilities) and the development



G-1-a Audit Committee

December 5, 2017
Education Centre, Board Room

of in-year savings mechanisms will be implemented to prevent future major in-year variances.

11. Future Meeting Dates:

- Tuesday, March 27, 2018 | Education Centre | Brant Room | 4:00 pm
- Tuesday, May 8, 2018 | Education Centre | Brant Room | 4:00 pm

12. Adjournment-Chair

R Collver reported that W Lovekin has resigned from his position on the Audit Committee effective December 5, 2017 and indicated that staff would be recruiting to fill this position in the New Year. R Collver thanked B Lovekin for his time and commitment over the last two years.

Moved by: D Sower

Seconded by: B Lovekin

That the Audit Committee of December 5, 2017 adjourn at 5:15 p.m.

CARRIED.



GRAND ERIE DISTRICT SCHOOL BOARD

TO: Trustees of the Grand District School Board
FROM: Rita Collver, Audit Committee Chair
RE: **Audit Committee Annual Report**
DATE: December 11, 2017

Recommended Action: Moved by _____ Seconded by _____ THAT the Grand Erie District School Board approve the 2017 Audit Committee Annual Report.
--

Background

Ontario Regulation 361/10 and Grand Erie Bylaw 8 - Audit Committee Terms of Reference require the Audit Committee to provide an annual report to the Board.

Additional Information

The Audit Committee Annual Report for the fiscal year ended August 31, 2017 is attached.

Next Steps

Communication-Pending approval by the Board, copy of the report will be forwarded to the Ministry of Education.

Grand Erie Multi-Year Plan:

This report supports the Achievement indicator of Success for Every Student and the following statement: We will set high expectations for our students and staff. We will monitor, measure and reflect on our outcomes.

Respectfully submitted,

Rita Collver
Audit Committee Chair

Grand Erie District School Board

Audit Committee Annual Report to the Board of Trustees

This report summarizes the audit committee's actions for the fiscal year ending August 31, 2017

Audit Committee Members

Following the recruitment and selection process indicated in Ontario Regulation 361/10, the following audit committee members were appointed to serve during the term:

Rita Collver	- Committee Chair
Carol Ann Sloat	- Trustee representative
Diane Sowers	- Trustee representative
William Lovekin	- External member
Christine Woodley	- External member

In addition, regular attendees at the Committee meetings were:

Blaine Schell	- Millard Rouse and Rosebrugh LLP (external auditors)
Bruce Lowe	- PWC Internal Auditor
Suk Bedi	- PWC Internal Auditor
Brenda Blancher	- Director of Education
Jamie Gunn	- Superintendent of Business (retired)
Rafal Wyszynski	- Superintendent of Business
Cindy Smith	- Manager of Business Services

Administrative Tasks

At the beginning of the year and in accordance with recommended good practice, various administrative tasks were completed. These included:

- Developing a work plan
- Developing a meeting schedule and agenda for the year

Meetings

It was agreed to schedule five meeting throughout the year. Additional meetings would be scheduled if necessary. All meetings have been held as planned.

The members in attendance at each meeting are as follows:

Member	Mar 28, 2017	Jun 27, 2017	Sept 19, 2017	Nov 21, 2017	Dec 5, 2017
R. Collver	X	X	X	X	X
C.A. Sloat	X	X	X	X	X
D. Sowers	X	X	X	X	X
W. Lovekin	X	X	X	X	X
C. Woodley	X	X	X	X	X

The Audit Committee was established by Board Motion January 31, 2011. All of the members were independent in accordance with the provision 4.(1) and 4.(2) of the regulation.

Assessment

The Audit Committee members completed a self-assessment using the instrument provided by the Ministry of Education. A summary of the results of the self-assessment was reviewed at the meeting held on December 5, 2017.

External Auditors

The relationship with the external auditors has been satisfactory. The committee completed the assessment of the External Auditor at the June 27, 2017 meeting. The audit committee recommended the reappointment of the external auditors, Millard, Rouse & Rosebrugh LLP (MRR) for the 2016-17 fiscal year during the meeting held June 27, 2017. MRR presented the 2016-17 audit plan and fees estimate to the committee, which the committee reviewed and recommended for approval at the September 19, 2017 meeting. The external auditor also confirmed their independence at the September 19, 2017 meeting.

Consolidated Financial Statements for the year ended August 31, 2017 were presented to the committee at the meeting held on November 21, 2017. The committee recommended approval of the August 31, 2017 Financial Statements at the December 5, 2017 meeting.

Internal Auditors

A Risk Assessment session was completed by board management staff and the Audit Committee in the spring of 2017. PwC introduced the risk radar and the three bands and nine risk categories. Management provided input on each of the categories and this resulted in the development of the Board's "School Board Risk Radar". The radar will assist the Board by:

- Using a customized audit universe as a basis of reporting Internal Audit's coverage over a three-year plan.
- Determining if a specific process is a candidate for being on a rotational cycle on the audit plan.
- For specific auditable process/function, attaining management comfort from other sources (Ministry audits, compliance reporting)
- Recording the last year each process area was audited
- Assessing each process grouping in terms of their impact on Strategic Objectives
- Assigning risks from the risk radars to audit universe areas identified to propose areas of focus for Internal Audit

2016-17 Completed Internal Audits

- Budget Development and Control
 - Audit completed and final audit report presented to the committee September 19, 2017

2017-18 Planned Internal Audits

- Business Continuity Planning [Assist Audit]
- Attendance Support and Employee Assistance Programs [Assist Audit]

Future Proposed Audits

- Special Education Workflow/Capacity Planning
- Fraud Risk Management
- Crisis Management
- Procurement and Payables

Summary of Other Work Performed

In addition to the items noted above the following outlines further work performed by the audit committee in the last 12 months:

- The committee welcomed a new resource, R. Wyszynski, who replaced J. Gunn as Superintendent of Business & Treasurer in August 2017.
- Reviewed the Facility Services Data/Facility Condition Index
- Reviewed Quarterly Budget reports
- A Consolidated Due Diligence Report ensuring Board compliance with statutory obligations was presented at each meeting.
- Modified Board Policy F2- Budget Development Process to include recommendations from report.
- Reviewed the results from the School Board Governance survey

By the signature noted below, we attest that we have discharged our duties and responsibilities respecting Ontario Regulation 361/10.

On behalf of the Audit Committee,

R. Collver
Audit Committee Chairperson



GRAND ERIE DISTRICT SCHOOL BOARD

TO: Brenda Blancher, Director of Education & Secretary
FROM: Rafal Wyszynski, Superintendent of Business & Treasurer
RE: **Consolidated Financial Statements – August 31, 2017**
DATE: December 11, 2017

<p>Recommended Action: Moved by _____ Seconded by _____ THAT the Grand Erie District School Board approve the Auditor's Report for the year ended August 31, 2017, as recommended by the Grand Erie District School Board Audit Committee.</p>

<p>Recommended Action: Moved by _____ Seconded by _____ THAT the Grand Erie District School Board direct the Board Chair and Vice Chair to sign the Consolidated Financial Statements dated August 31, 2017 on behalf of the Board; and THAT the Consolidated Financial Statements dated August 31, 2017 be forwarded to the Ministry of Education as required by the Education Act.</p>

Background:

The Audit Committee has reviewed the attached Consolidate Financial Statements and Auditor's Report for the year ended August 31, 2017 and passed a motion to recommend their approval at the meeting of the Audit Committee held December 5, 2017.

Dianne Latta of Millard, Rouse & Rosebrugh LLP will be present to review the report with the Board.

Respectfully submitted,

Rafal Wyszynski
Superintendent of Business & Treasurer

Grand Erie District School Board
Consolidated Financial Statements
August 31, 2017



Grand Erie District School Board
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August 31, 2017

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MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL REPORTING

The accompanying consolidated financial statements for the Grand Erie District School Board (Board) are the responsibility of the Board's management and have been prepared in accordance with the Financial Administration Act, supplemented by Ontario Ministry of Education memorandum 2004:B2 and Ontario Regulation 395/11 of the Financial Administration Act as described in Note 1 to the consolidated financial statements, except for the qualified opinion regarding the completeness of revenue with respect to the school fundraising activities.

The preparation of consolidated financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

Board management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements and Board policies and reliable financial information is available on a timely basis for preparation of the consolidated financial statements. These systems are monitored and evaluated by management.

The Audit Committee of the Board meets with the external auditors to review the consolidated financial statements and discuss any significant financial reporting or internal control matters prior to the Board's approval of the consolidated financial statements.

The consolidated financial statements have been audited by Millard, Rouse and Rosebrugh LLP, independent external auditors appointed by the Board. The accompanying Independent Auditors' Report outlines their responsibilities, the scope of their examination and their opinion on the Board's consolidated financial statements.

Brenda Blancher, Director of Education

Rafal Wyszynski, Superintendent of Business

Brantford, Ontario
December 11, 2017



INDEPENDENT AUDITORS' REPORT

To the Board of Trustees of Grand Erie District School Board

We have audited the accompanying consolidated financial statements of Grand Erie District School Board, which comprise the consolidated statement of financial position as at August 31, 2017 and the consolidated statements of operations, changes in net debt and cash flow for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Consolidated Financial Statements

Management is responsible for the preparation of these consolidated financial statements in accordance with the basis of accounting described in Note 1 to the consolidated financial statements, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these consolidated financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified audit opinion.

Basis for Qualified Opinion

In common with many school boards, individual schools derive revenue from school fundraising activities, the completeness of which is not susceptible of satisfactory audit verification. Accordingly, our verification of these revenues was limited to the amounts recorded in the records of the individual schools and we were not able to determine whether any adjustments might be necessary to school fundraising revenue, annual surplus, and cash flows from operating activities for the year ended August 31, 2017, and financial assets as at August 31, 2017 and accumulated surplus as at September 1, 2016 and August 31, 2017.

(continues)



Qualified Opinion

In our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion paragraph, the consolidated financial statements of Grand Erie District School Board as at and for the year ended August 31, 2017, are prepared, in all material respects, in accordance with the basis of accounting described in Note 1 to the consolidated financial statements.

Emphasis of Matter

Without modifying our opinion, we draw attention to Note 1 to the consolidated financial statements, which describes the basis of accounting used in the preparation of these consolidated financial statements and the significant differences between such basis of accounting and Canadian Public Sector Accounting Standards.

Millard, Rouse + Rosebrugh LLP

December 11, 2017
Simcoe, Ontario

Chartered Professional Accountants
Licensed Public Accountants

Grand Erie District School Board
Consolidated Statement of Financial Position
As at August 31, 2017

	2017	2016
Financial assets		
Cash and cash equivalents	\$ 3,901,633	\$ 4,029,952
Accounts receivable (Note 2)	22,160,714	16,094,002
Accounts receivable - Government of Ontario (Note 3)	88,836,445	90,734,251
	\$ 114,898,792	\$ 110,858,205
Financial liabilities		
Temporary borrowing (Note 4)	\$ 20,483,382	\$ 18,264,470
Accounts payable and accrued liabilities (Note 5)	13,566,354	14,353,607
Deferred revenue (Note 6)	4,217,120	671,360
Deferred capital contributions (Note 7)	182,131,866	181,309,038
Long term debt (Note 8)	87,274,136	91,112,813
Retirement and other employee future benefits (Note 9)	27,762,729	29,403,558
	335,435,587	335,114,846
Net debt	(220,536,795)	(224,256,641)
Non-financial assets		
Prepaid expenses	1,399,377	570,716
Inventories of supplies	250,000	250,000
Tangible capital assets (Note 10)	205,300,219	205,640,710
	206,949,596	206,461,426
Accumulated surplus (deficit) (Note 12)	\$ (13,587,199)	\$ (17,795,215)

ON BEHALF OF THE BOARD

_____ Chair of the Board

_____ Vice-Chair of the Board

See accompanying notes



Grand Erie District School Board
Consolidated Statement of Operations
Year ended August 31, 2017

	2017 Budget	2017	2016
REVENUE			
Provincial grants - Grants for student needs	\$ 297,476,442	\$ 296,231,047	\$ 294,748,432
Provincial grants - Other	3,792,068	5,706,727	4,974,150
Federal grants and fees	7,199,367	7,584,972	7,818,030
Other revenue - School boards	230,000	209,347	231,568
Other fees and revenue	1,138,889	2,351,798	2,294,734
School fundraising	7,509,800	7,812,296	7,041,840
	317,346,566	319,896,187	317,108,754
Expenses (Note 13)			
Instruction	239,562,320	241,209,625	236,932,522
Administration	7,861,013	8,075,278	8,353,338
Transportation	11,469,895	11,350,019	11,140,058
Pupil accommodation	42,372,222	44,095,836	43,709,872
Other	1,742,529	2,999,913	2,672,153
School funded activities	7,509,800	7,957,500	6,831,965
	310,517,779	315,688,171	309,639,908
ANNUAL SURPLUS	6,828,787	4,208,016	7,468,846
Deficit - beginning of year	(14,649,914)	(17,795,215)	(25,264,061)
DEFICIT - END OF YEAR	\$ (7,821,127)	\$ (13,587,199)	\$ (17,795,215)

See accompanying notes



Grand Erie District School Board

Consolidated Statement of Cash Flow

Year ended August 31, 2017

	2017	2016
OPERATING ACTIVITIES		
Annual surplus	\$ 4,208,016	\$ 7,468,846
Items not affecting cash:		
Amortization of tangible capital assets	15,312,409	14,825,861
Revenue recognized from deferred capital contributions	(14,164,461)	(13,330,751)
Gain on disposal of tangible capital assets	(2,590,390)	-
	2,765,574	8,963,956
Sources and (uses):		
Accounts receivable	(6,066,712)	(1,064,132)
Accounts payable and accrued liabilities	(787,255)	4,336,627
Deferred revenue - operating	301,723	(320,459)
Retirement and other employee future benefits	(1,640,829)	(10,163,336)
Prepaid expenses	(828,661)	4,131,923
	(9,021,734)	(3,079,377)
Cash flow from (used by) operating activities	(6,256,160)	5,884,579
INVESTING ACTIVITIES		
Proceeds on disposal of property and equipment	3,141,989	-
Cash used to acquire tangible capital assets	(15,523,517)	(15,540,689)
Cash flow used by investing activities	(12,381,528)	(15,540,689)
FINANCING ACTIVITIES		
Accounts receivable - Government of Ontario	1,897,806	(2,518,651)
Increase (decrease) in temporary borrowing	2,218,912	9,142,331
Increase (decrease) in deferred revenue - capital	3,244,037	(2,117,324)
Additions to deferred capital contributions	14,987,289	16,124,022
Debt repayments	(3,838,675)	(11,053,140)
Cash flow from financing activities	18,509,369	9,577,238
Net change in cash and cash equivalents during the year	(128,319)	(78,872)
Cash and cash equivalents - beginning of year	4,029,952	4,108,824
CASH AND CASH EQUIVALENTS - END OF YEAR	\$ 3,901,633	\$ 4,029,952

See accompanying notes

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Grand Erie District School Board
Consolidated Statement of Change in Net Debt
Year Ended August 31, 2017

	Budget 2017	2017	2016
Annual surplus	\$ 6,828,787	\$ 4,208,016	\$ 7,468,846
TANGIBLE CAPITAL ASSET ACTIVITY			
Acquisition of tangible capital assets	(9,666,273)	(15,523,517)	(15,540,689)
Amortization of tangible capital assets	14,902,255	15,312,409	14,825,861
Proceeds on disposal of property and equipment	-	3,141,989	-
Gain on disposal of tangible capital assets	-	(2,590,390)	-
	-	-	-
	5,235,982	340,491	(714,828)
OTHER NON-FINANCIAL ASSET ACTIVITY			
Acquisition of prepaid expenses	-	(1,954,838)	(570,716)
Use of prepaid expenses	-	1,126,177	4,702,639
	-	(828,661)	4,131,923
Decrease in net debt	12,064,769	3,719,846	10,885,941
Net debt at beginning of year	(224,256,641)	(224,256,641)	(235,142,582)
Net debt at end of year	\$ (212,191,872)	\$ (220,536,795)	\$ (224,256,641)

See accompanying notes

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Grand Erie District School Board
Notes to Consolidated Financial Statements
Year ended August 31, 2017

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The consolidated financial statements are prepared by management in accordance with the basis of accounting described below.

Basis of accounting

The consolidated financial statements have been prepared in accordance with the Financial Administration Act supplemented by Ontario Ministry of Education memorandum 2004:B2 and Ontario Regulation 395/11 of the Financial Administration Act.

The Financial Administration Act requires that the consolidated financial statements be prepared in accordance with the accounting principles determined by the relevant Ministry of the Province of Ontario. A directive was provided by the Ontario Ministry of Education within memorandum 2004:B2 requiring school boards to adopt Canadian Public Sector Accounting Standards commencing with their year ended August 31, 2004 and that changes may be required to the application of these standards as a result of regulation.

In 2011, the government passed Ontario Regulation 395/11 of the Financial Administration Act. The Regulation requires that contributions received or receivable for the acquisition or development of depreciable tangible capital assets and contributions of depreciable tangible capital assets for use in providing services, be recorded as deferred capital contributions and be recognized as revenue in the statement of operations over the periods during which the asset is used to provide service at the same rate that amortization is recognized in respect of the related asset. The regulation further requires that if the net book value of the depreciable tangible capital asset is reduced for any reason other than depreciation, a proportionate reduction of the deferred capital contribution along with a proportionate increase in the revenue be recognized. For Ontario school boards, these contributions include government transfers, externally restricted contributions and, historically, property tax revenue.

The accounting policy requirements under Regulation 395/11 are significantly different from the requirements of Canadian Public Sector Accounting Standards which requires that;

- government transfers, which do not contain a stipulation that creates a liability, be recognized as revenue by the recipient when approved by the transferor and the eligibility criteria have been met in accordance with public sector accounting standard PS3410;
- externally restricted contributions be recognized as revenue in the period in which the resources are used for the purpose or purposes specified in accordance with public sector accounting standard PS3100; and
- property taxation revenue be reported as revenue when received or receivable in accordance with public sector accounting standard PS3510.

As a result, revenue recognized in the statement of operations and certain related deferred revenues and deferred capital contributions would be recorded differently under Canadian Public Sector Accounting Standards.

(continues)



Grand Erie District School Board
Notes to Consolidated Financial Statements
Year ended August 31, 2017

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (*continued*)

Reporting entity

The consolidated financial statements reflect the assets, liabilities, revenues, and expenses of the reporting entity. The reporting entity is comprised of all organizations accountable for the administration of their financial affairs and resources to the Board and which are controlled by the Board.

School generated funds, which include the assets, liabilities, revenue and expenses of various organizations that exist at the school level and which are controlled by the Board are reflected in the consolidated financial statements.

Transportation consortium, which include the Board's pro-rata share of assets, liabilities, revenues and expenses of the consortium which are controlled unilaterally by the participating Boards are reflected in the consolidated financial statements.

Cash and cash equivalents

Cash and cash equivalents comprise of cash on hand, demand deposits and short term investments. Short term investments are highly liquid, subject to insignificant risk of changes in value and have a short maturity term of less than 90 days.

Deferred revenue

Certain amounts are received pursuant to legislation, regulation or agreement and may only be used in the conduct of certain programs or in the delivery of specific services and transactions. These amounts are recognized as revenue in the fiscal year the related expenditures are incurred or services performed.

Deferred capital contributions

Contributions received or receivable for the purpose of acquiring or developing a depreciable tangible capital asset for use in providing services, or any contributions in the form of depreciable tangible assets received or receivable for use in providing services, shall be recognized as deferred capital contributions as defined in Ontario Regulation 395/11 of the Financial Administration Act. These amounts are recognized as revenue at the same rate as the related tangible capital asset is amortized. The following items fall under this category:

- Government transfers received or receivable for capital purpose
- Other restricted contributions received or receivable for capital purpose
- Property taxation revenues which were historically used to fund capital assets

(continues)



Grand Erie District School Board
Notes to Consolidated Financial Statements
Year ended August 31, 2017

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (*continued*)

Retirement and other employee future benefits

The Board provides defined retirement and other future benefits to specified employee groups. These benefits include pension, life insurance, and health care benefits, dental benefits, retirement gratuity, worker's compensation and long-term disability benefits. (long-term disability is available, however premiums are paid by employees)

As part of ratified labour collective agreements for unionized employees that bargain centrally and ratified central discussions with the principals and vice principals associations, the following Employee Life and Health Trusts (ELHTs) were established in 2016-17. (ETFO and OSSTF)

The ELHTs provide health, life and dental benefits to teachers (excluding daily occasional teachers), education workers (excluding casual and temporary staff), other school board staff and retired individuals up to a school board's participation date into the ELHT. These benefits are being provided through a joint governance structure between the bargaining/employee groups, school board trustees associations and the Government of Ontario. Starting April 1, 2017 (ETFO) and June 1, 2017 (OSSTF), the Board is no longer responsible to provide certain benefits to ETFO and OSSTF.

Beginning in the 2016-17 school year, school boards whose employee groups transitioned their health, dental and life benefits to the ELHT are required to remit a negotiated amount per full-time equivalency (FTE) on a monthly basis. Funding for the ELHTs is based on the existing benefits funding embedded within the Grants for Student Needs (GSN) and additional ministry funding in the form of a Crown contribution and Stabilization Adjustment.

The Board continues to provide health, dental and life insurance benefits for retired individuals and the following employee groups CUPE and for non-unionized employees including principal and vice principals that have not yet transferred into an ELHT and continues to have a liability for payment of benefits for those who are on long-term disability and for some who are retired under these plans.

The Board has adopted the following policies with respect to accounting for these employee benefits:

- (a) The costs of self-insured retirement and other employee future benefit plans are actuarially determined using management's best estimate of salary escalation, accumulated sick days at retirement, insurance and health care cost trends, disability recovery rates, long-term inflation rates and discount rates.

The cost of retirement gratuities are actuarially determined using the employee's salary, banked sick days and years of service as at August 31, 2012 and management's best estimate of discount rates. Any actuarial gains and losses arising from changes to the discount rate are amortized over the expected average remaining service life of the employee group.

For self-insured retirement and other employee future benefits that vest or accumulate over the periods of service provided by employees, such as life insurance and health care benefits for retirees, the cost is actuarially determined using the projected benefits method pro-rated on service. Under this method, the benefit costs are recognized over the expected average service life of the employee group.

(continues)



Grand Erie District School Board
Notes to Consolidated Financial Statements
Year ended August 31, 2017

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (*continued*)

For those self-insured benefit obligations that arise from specific events that occur from time to time, such as obligations for worker's compensation, long-term disability and life insurance and health care benefits for those on disability leave, the cost is recognized immediately in the period the events occur. Any actuarial gains and losses that are related to these benefits are recognized immediately in the period they arise.

- (b) The costs of multi-employer defined pension plan benefits, such as the Ontario Municipal Employees Retirement System pensions, are the employer's contributions due to the plan in the period;
- (c) The costs of insured benefits are the employer's portion of insurance premiums owed for coverage of employees during the period.

Trust funds

Trust funds and their related operations administered by the Board are not included in the consolidated financial statements as they are not controlled by the Board.

Government transfers

Government transfers, which include legislative grants, are recognized in the consolidated financial statements in the period in which the events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met and reasonable estimates of the amount can be made. If government transfers contain stipulations which give rise to a liability, they are deferred and recognized in revenue when the stipulations are met.

Government transfers for capital are deferred as required by Regulation 395/11, recorded as deferred capital contributions (DCC) and recognized as revenue in the consolidated statement of operations at the same rate and over the same periods as the asset is amortized.

Investment income

Investment income is reported as revenue in the period earned.

When required by the funding government or related Act, investment income earned on externally restricted funds such as pupil accommodation, education development charges and special education forms part of the respective deferred revenue balances.

Property tax revenue

Under public sector accounting standards, the entity that determines and sets the tax levy records the revenue in the financial statements, which in the case of the Board, is the Province of Ontario. As a result, property tax revenue received from the municipalities is recorded as part of provincial grants.

(continues)



Grand Erie District School Board
Notes to Consolidated Financial Statements
Year ended August 31, 2017

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (*continued*)

Tangible capital assets

Tangible capital assets are recorded at historical cost less accumulated amortization. Historical cost includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset, as well as interest related to financing during construction. When historical cost records were not available, other methods were used to estimate the costs and accumulated amortization.

Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as leased tangible capital assets. All other leases are accounted for as operating leases and the related payments are charged to expenses as incurred.

Tangible capital assets, except land, are amortized on a straight line basis over their estimated useful lives as follows:

Land improvements with finite lives	15 years
Buildings	40 years
Portable structures	20 years
Furniture and equipment	5-15 years
Computer hardware	5 years
Computer software	5 years
Capital leased assets	10 years
Vehicles	5 years

Assets under construction and assets that relate to pre-acquisition and pre-construction costs are not amortized until the asset is available for productive use.

Land permanently removed from service and held for resale is recorded at the lower of cost and net realizable value. Cost includes amounts for improvements to prepare the land for sale or servicing. Buildings permanently removed from service and held for resale cease to be amortized and are recorded at the lower of carrying value and estimated net realizable value. Tangible capital assets which meet the criteria for financial assets are reclassified as "assets held for sale" on the Consolidated Statement of Financial Position.

Works of art and cultural and historic assets are not recorded as assets in these consolidated financial statements.

Budget figures

Budget figures have been provided for comparison purposes and have been derived from the budget approved by the Trustees. The budget approved by the Trustees is developed in accordance with the provincially mandated funding model for school boards and is used to manage program spending within the guidelines of the funding model.

(continues)



Grand Erie District School Board
Notes to Consolidated Financial Statements
Year ended August 31, 2017

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (*continued*)

Use of estimates

The preparation of consolidated financial statements in conformity with the basis of accounting described earlier in this note requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the consolidated financial statements, and the reported amounts of revenues and expenses during the year. Actual results could differ from these estimates.

2. ACCOUNTS RECEIVABLE

	2017	2016
Municipalities	\$ 8,467,030	\$ 8,895,121
Province of Ontario	235,442	208,194
Government of Canada	10,693,292	4,199,234
Other school boards	503,320	530,838
Other	2,261,630	2,260,615
	\$ 22,160,714	\$ 16,094,002

3. ACCOUNTS RECEIVABLE - GOVERNMENT OF ONTARIO

The Province of Ontario replaced variable capital funding with a one-time debt support grant in 2009-10. The Grand Erie District School Board received a one-time grant that recognizes capital debt as of August 31, 2010 that is supported by the existing capital programs. The Board receives this grant in cash over the remaining term of the existing capital debt instruments. The Board may also receive yearly capital grants to support capital programs which would be reflected in this account receivable.

The Board has an account receivable from the Province of Ontario of \$88,836,445 as at August 31, 2017, (2016 - \$90,734,251) with respect to capital grants.



Grand Erie District School Board
Notes to Consolidated Financial Statements
Year ended August 31, 2017

4. TEMPORARY BORROWING

Temporary borrowing is comprised of bank overdraft and short term bank loans as follows:

	2017	2016
Bank overdraft	\$ 20,483,382	\$ 13,784,470
Bankers' acceptances	-	4,480,000
	\$ 20,483,382	\$ 18,264,470

The organization has credit facility agreement consisting of revolving demand term facility with a limit of \$35,000,000 and additional credit facility agreements by way of bankers' acceptance or loans with a limit of \$11,500,000. The bank overdraft bears interest at prime minus 0.75%. The bankers' acceptances bear interest at the banker's prime minus 0.75%, plus an acceptance fee of 0.75%.

5. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

	2017	2016
Trade	\$ 13,168,362	\$ 13,991,380
Teachers wage deferral plan payable	397,992	362,227
	\$ 13,566,354	\$ 14,353,607

6. DEFERRED REVENUE

Revenues received and that have been set aside for specific purposes by legislation, regulation or agreement are included in deferred revenue. Deferred revenue for specific purposes by legislation, regulation or agreement as at August 31, 2017 is comprised of:

	Balance as at August 31, 2016	Revenue received and interest earned	Revenue recognized in the period	Transfer to deferred capital contributions	Balance as at August 31, 2017
Provincial - operating	\$ 236,456	\$ 42,437,981	\$ (42,173,319)	-	\$ 501,118
Third Party - operating	6,170	723,646	(686,584)	-	43,232
Provincial - capital	428,734	16,503,084	(12,202,655)	(4,198,382)	530,781
Third party - capital	-	3,466,861	-	(324,872)	3,141,989
	\$ 671,360	\$ 63,131,572	\$ (55,062,558)	\$ (4,523,254)	\$ 4,217,120



Grand Erie District School Board
Notes to Consolidated Financial Statements
Year ended August 31, 2017

7. DEFERRED CAPITAL CONTRIBUTIONS

Deferred capital contributions include grants and contributions received that are used for the acquisition of tangible capital assets in accordance with regulation 395/11 that have been expended by year end. The contributions are amortized into revenue over the life of the asset acquired.

	2017	2016
Balance - beginning of year	\$181,309,038	\$178,515,767
Additions	15,523,517	16,124,022
Revenue recognized	(14,164,461)	(13,330,751)
Transfers to deferred revenue	(536,228)	-
Balance - end of year	\$182,131,866	\$181,309,038

8. LONG TERM DEBT

	2017	2016
Demand loan payable to Royal Bank of Canada, bearing interest at 3.31%, repayable in blended monthly principal and interest payments of \$22,073, due January 10, 2025	\$ 1,724,724	\$ 1,928,819
Demand loan payable to Royal Bank of Canada, bearing interest at 3.18%, repayable in blended monthly principal and interest payments of \$22,042, due July 8, 2025	1,848,952	2,051,142
Demand loan payable to Royal Bank of Canada, bearing interest at 3.39%, repayable in blended monthly principal and interest payment of \$22,390, due December 23, 2025	1,948,164	2,147,125
Loan payable to Royal Bank of Canada, bearing interest at 2.64%, repayable in the following blended monthly principal and interest payments of \$17,882, due June 24, 2019	383,722	585,284
Ontario Finance Authority Debenture for Good Places to Learn expenditures, bearing interest at 4.76%, repayable in blended semi-annual principal and interest payments of \$529,236, due November 15, 2029.	9,884,900	10,452,309
Ontario Finance Authority Debenture for Good Places to Learn expenditures, bearing interest at 4.56%, repayable in blended semi-annual principal and interest payments of \$399,470, due November 15, 2031.	8,408,519	8,810,240

(continues)



Grand Erie District School Board
Notes to Consolidated Financial Statements
Year ended August 31, 2017

8. LONG TERM DEBT (continued)

	2017	2016
Ontario Finance Authority Debenture for Good Places to Learn expenditures, bearing interest at 4.9%, repayable in blended semi-annual principal and interest payments of \$331,482, due March 3, 2033.	7,231,884	7,529,504
Ontario Finance Authority Debenture for Good Places to Learn expenditures, bearing interest at 5.23%, repayable in blended semi-annual principal and interest payments of \$659,390, due April 13, 2035.	15,210,136	15,713,290
Ontario Finance Authority Debenture for Good Places to Learn expenditures, bearing interest at 4.83%, repayable in blended semi-annual principal and interest payments of \$129,343, due March 11, 2036.	3,173,694	3,275,299
Ontario Finance Authority Debenture for Good Places to Learn, Prohibitive To Repair and Capital Priorities expenditures, bearing interest at 3.799%, repayable in blended semi-annual principal and interest payments of \$1,290,173, due March 19, 2038.	36,918,851	38,063,922
Ontario Finance Authority Debenture for Good Places to Learn, Prohibitive To Repair and Capital Priorities expenditures, bearing interest at 4.003% repayable in blended semi-annual principal and interest payments of \$18,692, due March 11, 2039.	540,590	555,879
	\$ 87,274,136	\$ 91,112,813

Principal repayment terms are approximately:

2018	\$ 4,001,150
2019	4,134,930
2020	4,129,425
2021	4,308,260
2022	4,495,020
Thereafter	66,205,351
	<u>\$ 87,274,136</u>



Grand Erie District School Board
Notes to Consolidated Financial Statements
Year ended August 31, 2017

9. RETIREMENT AND OTHER EMPLOYEE FUTURE BENEFITS

Retirement and other employee future benefit liabilities:

	2017	2016
Accrued employee future benefit obligations		
Retirement gratuity plan	\$ 23,037,281	\$ 24,569,323
Retirement life insurance and health care benefits	1,307,938	1,536,670
Workplace Safety and Insurance Board obligations	3,243,441	3,158,735
Sick Leave Top-Up Benefits	174,069	138,830
Total employee future benefit liability at August 31	27,762,729	29,403,558

Retirement and other employee future benefit expenses:

Current year benefit cost		
Sick Leave Top-Up Benefits	174,069	138,830
Workplace Safety and Insurance Board obligations	516,657	563,858
	690,726	702,688
Interest on accrued benefit obligation		
Retirement gratuity plan	511,361	818,908
Retirement life insurance and health care benefits	29,650	38,114
Workplace Safety and Insurance Board obligations	64,956	74,558
	605,967	931,580
Recognized actuarial gains		
Retirement gratuity plan	-	(1,740,625)
Recognition of unamortized actuarial (gain) loss		
Retirement gratuity plan	186,778	67,335
Retirement life insurance and health care benefits	(77,819)	50,769
Sick Leave Top-Up Benefits	58,952	4,145
	167,911	122,249
Total employee future benefit expenses	\$ 1,464,604	\$ 15,892

(continues)



Grand Erie District School Board
Notes to Consolidated Financial Statements
Year ended August 31, 2017

9. RETIREMENT AND OTHER EMPLOYEE FUTURE BENEFITS (*continued*)

Actuarial assumptions

The accrued benefit obligations for employee future benefit plans as at August 31, 2017 are based on on actuarial assumptions of future events determined for accounting purposes as at August 31, 2016 and based on updated average daily salary and banked sick days as at August 31, 2017. These valuations take into account the plan changes outlined above and the economic assumptions used in these valuations are the Board's best estimates of expected rates of:

	2017	2016
	%	%
Inflation		
Retirement gratuity plan	1.5	1.5
Retirement life insurance and health care benefits	1.5	1.5
Workplace safety and insurance board obligations	2	2
Wage and salary escalation		
Retirement gratuity plan	0	0
Insurance and health care cost escalation		
Health costs	8	8.25
Dental costs	4	4.25
Discount on accrued benefit obligations		
Retirement gratuity plan	2.55	2.05
Retirement life insurance and health care benefits	2.55	2.05
Workplace Safety and Insurance Board obligations	2.55	2.05

Retirement benefits

Ontario Teachers' Pension Plan

Teachers are eligible to be members of the Ontario Teachers' Pension Plan. Employer contributions for these employees are provided directly by the Province of Ontario. The pension costs and obligations related to this plan are a direct responsibility of the Province. Accordingly, no costs or liabilities related to this plan are included in the Board's financial statements.

Ontario Municipal Employees Retirement System

All non-teaching employees of the Board are eligible to be members of the Ontario Municipal Employees Retirement System (OMERS), a multi-employer pension plan. The plan provides defined pension benefits to employees based on their length of service and rates of pay. The Board contributions equal the employee contributions to the plan. During the year ended August 31, 2017, the Board contributed \$3,797,420 (2016 - \$3,704,735) to the plan. These contributions are the Board's pension benefit expenses. No pension liability for this type of plan is included in the Board's consolidated financial statements.

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Grand Erie District School Board
Notes to Consolidated Financial Statements
Year ended August 31, 2017

9. RETIREMENT AND OTHER EMPLOYEE FUTURE BENEFITS (*continued*)

Retirement gratuities

The Board provides retirement gratuities to certain groups of employees hired prior to specified dates. The Board provides these benefits through an unfunded defined benefit plan. The benefit costs and liabilities related to this plan are included in the Board's consolidated financial statements. The amount of the gratuities payable to eligible employees at retirement is based on their salary, accumulated sick days, and years of service at August 31, 2012.

Life insurance benefits

The Board sponsors a separate plan for retirees to provide life insurance benefits. The Board is responsible for the payment of life insurance premiums under this plan, however all or a portion of the cost are recovered from the employees as specified in their collective agreement. The premiums are based on the Board experience and retirees' premiums may be subsidized by the board. The benefit costs and liabilities related to the plan are provided through an unfunded defined benefit plan and are included in the Board's consolidated financial statements. Effective September 1, 2013, employees retiring on or after this date, will no longer qualify for Board subsidized premiums or contributions.

Health Care and Dental Benefits

The Board sponsors a separate plan for retirees to provide group health care and dental benefits. The Board is responsible for the payment of health care premiums under this plan, however all or a portion of the cost is recovered from the employees as specified in their collective agreement once a certain time period has been reached. Benefits provided by the Board are provided through an unfunded defined benefit plan. The benefit costs and liabilities related to this plan are included in the Board's consolidated financial statements.

Other employee future benefits

Workplace Safety and Insurance Board Obligations

The Board is a Schedule 2 employer under the Workplace Safety and Insurance Act and, as such, assumes responsibility for the payment of all claims to its injured workers under the Act. The Board does not fund these obligations in advance of payments made under the Act. The benefit costs and liabilities related to this plan are included in the Board's consolidated financial statements. Plan changes in 2012 require school boards to provide salary top-up to a maximum of 4 1/2 years for employees receiving payments from the Workplace Safety and Insurance Board, where the previously negotiated collective agreement included such provision.

(continues)



Grand Erie District School Board
Notes to Consolidated Financial Statements
Year ended August 31, 2017

9. RETIREMENT AND OTHER EMPLOYEE FUTURE BENEFITS (*continued*)

Long-Term Disability Life Insurance and Dental and Health Care Benefits

The Board may provide life insurance, dental and health care benefits to employees on long-term disability leave to employees who are not yet members of an EHLT, at their request. The Board is responsible for the payment of life insurance premiums and the cost of health care benefits under this plan, however all or a portion of the cost is recovered from the employees as specified in their collective agreement once a certain time period has been reached. Benefits provided by the Board are provided through an unfunded defined benefit plan. The costs of salary compensation paid to employees on long-term disability leave are fully insured and not included in this plan.

Sick Leave Top-Up Benefits

A maximum of eleven unused sick leave days from the current year may be carried forward into the following year only, to be used to top-up salary for illnesses paid through the short-term leave and disability plan in that year. The benefit costs expensed in the financial statements are \$233,021 (2016 – \$142,975).

For accounting purposes, the valuation of the accrued benefit obligation for the sick leave top-up is based on actuarial assumptions about future events determined as at August 31, 2017 and is based on the average daily salary and banked sick days of employees as at August 31, 2017.

10. TANGIBLE CAPITAL ASSETS

COST	2016	Additions and Transfers	Disposals and transfers	2017
Land	\$ 4,148,032	\$ -	\$ 15,371	\$ 4,132,661
Land improvements	7,408,953	1,974,716	3,734	9,379,935
Buildings	303,980,673	10,475,295	1,122,318	313,333,650
Portable structures	10,588,083	326,182	364,000	10,550,265
Furniture and equipment	5,465,720	272,481	1,191,686	4,546,515
Computer hardware	13,408,311	1,675,402	3,542,877	11,540,836
Computer software	814,128	-	725,049	89,079
Assets under construction	-	616,610	-	616,610
Capital leased assets	534,779	-	-	534,779
Vehicles	463,988	182,831	-	646,819
	\$346,812,667	\$ 15,523,517	\$ 6,965,035	\$355,371,149



Grand Erie District School Board
Notes to Consolidated Financial Statements
Year ended August 31, 2017

AMORTIZATION	2016	Amortization and write downs	Disposals, transfers, adjustments	2017
Land improvements	\$ 2,502,828	\$ 646,711	\$ 253	\$ 3,149,286
Buildings	119,165,428	10,940,633	589,571	129,516,490
Portable structures	7,675,599	534,587	364,000	7,846,186
Furniture and equipment	3,243,360	499,226	1,191,686	2,550,900
Computer hardware	7,093,393	2,494,914	3,542,877	6,045,430
Computer software	697,085	90,321	725,049	62,357
Capital leased assets	495,940	17,113	-	513,053
Vehicles	298,324	88,904	-	387,228
	\$141,171,957	\$ 15,312,409	\$ 6,413,436	\$150,070,930

NET BOOK VALUE	2017	2016
Land	\$ 4,132,661	\$ 4,148,032
Land improvements	6,230,649	4,906,125
Buildings	183,817,160	184,815,245
Portable structures	2,704,079	2,912,484
Furniture and equipment	1,995,615	2,222,360
Computer hardware	5,495,406	6,314,918
Computer software	26,722	117,043
Assets under construction	616,610	-
Capital leased assets	21,726	38,839
Vehicles	259,591	165,664
	\$205,300,219	\$205,640,710

Assets under construction having a value of \$616,610 (2016 - Nil) have not been amortized. Amortization of these assets will commence when the asset is put into service.

11. DEBT CHARGES AND CAPITAL LOAN INTEREST

The debt charges and capital loan interest charges includes principal and interest payments as follows:

	2017	2016
Principal payments on long term debt	\$ 3,838,675	\$ 11,053,140
Interest payments on long term debt	3,889,565	4,558,903
	\$ 7,728,240	\$ 15,612,043



Grand Erie District School Board
Notes to Consolidated Financial Statements
Year ended August 31, 2017

12. ACCUMULATED SURPLUS (DEFICIT)

Accumulated surplus (deficit) consists of the following:

	2017	2016
Surplus(deficit):		
Invested in non-depreciable tangible capital assets	\$ 4,099,565	\$ 4,114,936
Employee future benefits	(27,588,660)	(29,264,728)
Internally appropriated	6,997,703	4,373,099
School generated funds	3,212,306	3,357,510
Other	(308,113)	(376,032)
	\$ (13,587,199)	\$ (17,795,215)

13. EXPENSES BY OBJECT

The following is a summary of the expenses reported on the consolidated statement of operations by object:

	2017 Budget	2017 Actual	2016 Actual
Salary and wages	\$213,787,307	\$213,770,229	\$213,525,642
Employee benefits	30,098,697	33,541,546	29,520,672
Staff development	949,139	1,575,894	2,053,502
Supplies and services	28,394,466	31,288,046	29,268,285
Interest charges on capital	4,099,011	4,078,822	4,621,504
Rental expenses	112,128	267,785	258,808
Fees and contract services	17,492,357	15,495,669	15,217,551
Amortization and write downs of tangible capital assets	14,902,255	15,312,409	14,825,861
Other	682,419	357,771	348,083
	\$310,517,779	\$315,688,171	\$309,639,908



Grand Erie District School Board
Notes to Consolidated Financial Statements
Year ended August 31, 2017

14. ONTARIO SCHOOL BOARD INSURANCE EXCHANGE (OSBIE)

The school board is a member of the Ontario School Board Insurance Exchange (OSBIE), a reciprocal insurance company licensed under the Insurance Act. OSBIE insures general public liability, property damage and certain other risks. Liability insurance is available to a maximum of \$24,000,000 per occurrence.

15. TRUST FUNDS

Trust funds administered by the Board amounting to \$1,092,544 (2016 - \$728,309) have not been included in the consolidated statement of financial position nor have their operations been included in the consolidated statement of operations.

16. SUBSEQUENT EVENTS

The Board has approved the build of a new school in Dunnville, and has entered into a contract totaling \$12,036,760 on October 1, 2017. Work should commence on October 1, 2017 and be substantially completed by August 15, 2018.

17. CONTRACTUAL OBLIGATIONS

The Board has ongoing commitments under operating leases. Anticipated lease payments over the next five years are as follows:

2018	\$ 2,955,260
2019	3,012,550
2020	2,837,270
2021	2,879,680
2022	2,884,730

\$ 14,569,490

The Board had letters of credit outstanding with the bank as at August 31, 2017 of \$577,524 (2016 - \$577,524), which were required for security on some of the construction projects.



Grand Erie District School Board
Notes to Consolidated Financial Statements
Year ended August 31, 2017

18. TUITION AGREEMENT TRANSFERS

Grand Erie District School Board has tuition agreements with Indigenous and Northern Affairs Canada (INAC) and The Mississaugas of the New Credit First Nations (MNCFN). The agreements provide accommodation instruction and special services for Indigenous Pupils. Revenues earned by the Board during the year are as follows:

	2017	2016
Indigenous and Northern Affairs Canada		
Tuition agreements - secondary	\$ 5,629,133	\$ 5,952,722
Special services agreement - native advisor	116,491	113,052
Special services agreement - educational counsellor	358,055	344,220
Special services agreement - high cost special secondary	380,153	380,153
Other	358,535	211,085
	6,842,367	7,001,232
The Mississaugas of the New Credit First Nations		
Tuition agreements - secondary	471,663	457,478
Special services agreement - high cost special education	98,353	118,145
Other	663	33,527
	570,679	609,150
Total	\$ 7,413,046	\$ 7,610,382

19. REPAYMENT OF "55 SCHOOL BOARD TRUST" FUNDING

On June 1, 2003, the Board received \$3,520,453 from The 55 School Board Trust for its capital related debt eligible for provincial funding support pursuant to a 30-year agreement it entered into with the trust. The 55 School Board Trust was created to refinance the outstanding not permanently financed (NPF) debt of participating boards who are beneficiaries of the trust. Under the terms of the agreement, The 55 School Board Trust repaid the Board's debt in consideration for the assignment by the Board to the trust of future provincial grants payable to the Board in respect of the NPF debt.

As a result of the above agreement, the liability in respect of the NPF debt is no longer reflected in the Board's financial position.



Grand Erie District School Board
Notes to Consolidated Financial Statements
Year ended August 31, 2017

20. PARTNERSHIP IN TRANSPORTATION CONSORTIUM

	2017		2016	
	Total	Board Portion	Total	Board Portion
Financial position:				
Financial assets	\$ 91,576	\$ 91,576	\$ 63,562	\$ 63,562
Liabilities	(91,576)	(91,576)	(63,562)	(63,562)
Accumulated surplus(deficit)	-	-	-	-
Operations:				
Revenues	16,011,611	11,110,043	15,541,501	10,911,792
Expenses	(16,011,611)	(11,110,043)	(15,541,501)	(10,911,792)
Annual surplus(deficit)	\$ -	\$ -	\$ -	\$ -

Transportation Consortium

On October 14, 2010, Student Transportation Services of Brant Haldimand Norfolk was incorporated. On September 1, 2009, the Board entered into an agreement with Brant Haldimand Norfolk Catholic District School Board and Conseil Scolaire de District Catholique Centre-Sud in order to provide common administration of student transportation in the region. This agreement was executed in an effort to increase delivery efficiency and cost effectiveness of student transportation for each of the boards. Under the agreement, decisions related to the financial and operating activities of Student Transportation Services of Brant Haldimand Norfolk are shared. No partner is in a position to exercise unilateral control.

The Board's consolidated financial statements reflect proportionate consolidation, whereby they include the assets that it controls, the liabilities that it has incurred, and its pro-rata share of revenues and expenses.

The above provides condensed financial information, which is reported net of harmonized sales tax.





GRAND ERIE DISTRICT SCHOOL BOARD

TO: Brenda Blancher, Director of Education & Secretary
FROM: Rafal Wyszynski, Superintendent of Business & Treasurer
RE: **Signing Officers**
DATE: December 11, 2017

Recommended Action: Moved by _____ Seconded by _____
THAT

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

Background

This recommendation is presented to ensure that the Board's operations continue in an orderly manner.

Respectfully submitted,

Rafal Wyszynski
Superintendent of Business & Treasurer



GRAND ERIE DISTRICT SCHOOL BOARD

TO: Brenda Blancher, Director of Education & Secretary
FROM: Rafal Wyszynski, Superintendent of Business & Treasurer
RE: **Borrowing Authority**
DATE: December 11, 2017

<p>Recommended Action: Moved by _____ Seconded by _____ THAT the Grand Erie District School authorize the Signing Authorities of the Board to obtain loans at any one time up to a maximum of \$35,000,000 to cover current payrolls and general account payments, if required.</p>
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Background

This recommendation will ensure that the Board continues to carry out its operational business function.

Respectfully submitted,

Rafal Wyszynski
Superintendent of Business & Treasurer



GRAND ERIE DISTRICT SCHOOL BOARD

TO: Brenda Blancher, Director of Education & Secretary
FROM: Rafal Wyszynski, Superintendent of Business & Treasurer
RE: **Review of Borrowing Bylaws Not on Board's Review Schedule**
DATE: December 11, 2017

Recommended Action: Moved by _____ Seconded by _____
THAT the Grand Erie District School Board receive the Review of Borrowing Bylaws Not on Board's Review Schedule report as information.

Background

A number of financial bylaws are not part of the Boards regular review cycle as they support longer term commitments with specific maturity dates. The review date is "until maturity" for each of these bylaws, as which time they will be rescinded.

Follows is a schedule of the financial bylaws, showing the amount and maturity dates:

Bylaw		Review Date
BL10	Good Places to Learn, Stage 1 Funding \$11,845,000 -	until maturity (Nov 15, 2031)
BL14	Good Places to Learn and Primary Class Size Program Borrowing \$9,456,198 -	until maturity (Mar 3 2033)
BL20	Borrowing By-Law: Of a Financing of Capital Projects - Good Places to Learn, Stage 3 \$3,716,520 -	until maturity (March 11 2036)
BL21	Borrowing By-Law re: Energy Performance Contract Tri-Party agreement between Grand Erie, Duke Solutions and Canada Life Assurance December 21, 2001 Investment Account \$9,490,000 Reference Bond Matures June 1 2023 Efficiency Services Agreement between Grand Erie and Duke Solutions - January 3, 2002 Principal aggregate amount of loan \$9,674,000 Contract matures September 10, 2023 (Amaresco took over the contract May 25, 2004)	Until Maturity (Sept 23, 2023)
BL22	Capital Related Debt - NPF Capital Related Debt for Ministry approved projects committed prior to amalgamation of School Boards and change in the Education Funding Model \$3,520,453 combined with BL22A	until maturity (June 2 2033)
BL22A	Capital Related Debt - Computershare Agreement regarding the administration and processing of payments related to BL22	until Maturity (Jun 2 2033)

Bylaw		Review Date
BL23	Energy Performance Contract - Phase II Tri-Party Agreement between Grand Erie, Ameresco and Manufactures Life Insurance Company - August 23, 2004; Authorized Investment 415,345,606.26 Facility Renewal Agreement between Grande Erie and Ameresco - May 25, 2004; Fee: \$27,366,667.	until maturity (Sept 10, 2028)
BL24	Borrowing Bylaw: Capital Expenditure Finance \$10,525,000	until maturity (Dec 23 2025)
BL30	Borrowing Bylaw: New Pupil Places Based Capital Projects \$13,555,558	until maturity (Nov 15 2029)
BL31	Borrowing Bylaw: Bridge Financing – Coronation School Renovation Project \$5,900,000	until maturity (Apr 01 2019) or earlier upon receipt of capital funds
BL32	Borrowing Bylaw: Capital Expenditure Financing – Telephone Replacement Project \$1,884,000	until maturity (May 25 2019)
BL33	Borrowing Bylaw re: Bridge Financing Capital Projects \$7,720,000	until maturity (Oct 2019)
BL34	Borrowing Bylaw Bridge Financing Dunnville School Consolidate \$11,500,000	until maturity (August 31, 2019)
BL37	Borrowing Bylaw re: Ontario Financing Authority Permanent Capital Financing \$18,242,787	until maturity (April 23 2035)
BL40	Borrowing Bylaw: Ontario Financing Authority Permanent Financing Capital Financing \$584,685	until Maturity (Mar 11 2039)
BL41	Borrowing Bylaw: Ontario Financing Authority Permanent Financing Capital Financing \$41,251,572	until maturity (March 19 2038)

Respectfully submitted,

Rafal Wyszynski
Superintendent of Business & Treasurer



GRAND ERIE DISTRICT SCHOOL BOARD

TO: Brenda Blancher, Director of Education & Secretary
FROM: Rafal Wyszynski, Superintendent of Business & Treasurer
RE: **2017-18 Revised Budget Estimates**
DATE: December 11, 2017

Recommended Action: Moved by _____ Seconded by _____
THAT the Grand Erie District School Board approve the 2017-18 Revised Budget Estimates for submission to the Ministry of Education.

Background:

Revised 2017-18 Operating Budget Estimates are due for submission to the Ministry of Education on December 15, 2017. Revisions to the original 2017-18 budget approved in June include:

1. Updated enrolment estimates based on actual enrolment in schools on the October 31, 2017 count date and estimated enrolment at March 31, 2018. These enrolment projections will generate revenue changes within the Grants for Student Needs (GSN). The changes to the GSN and other revenue sources are summarized in the attached report.
2. Staffing adjustments reported in the Workforce report presented to the Board in November; these are largely reflective of the additional funding announced by the Ministry through the Local Priorities Funding (LPF).
3. Significant budget increase of \$1,854,600 to counteract the forecasted expenditure increase for supply teachers. Our historical trending illustrates that the utilization of paid sick days and the offsetting substitution costs have increased rapidly in the past four years.
4. Budget increase of \$1,028,000 to support the increased costs in natural gas, electricity and water & sewage.
5. Increase of \$100,000 to support pressure in legal expenditures.

A detailed summary of the budget changes is attached on the appendix; however, a brief summary is provided below.

Enrolment changes:

	2017-2018 Estimates	2017-2018 Revised Estimates	Change
Elementary	17,477	17,831	354
Secondary	8,480	8,320	(160)
Total	25,957	26,151	194

A summary of the changes follows:

2017-2018 Estimates Submission	\$	1,500,000	Surplus
Changes to Revised Estimates			
Additional EPO Expenditures	\$	1,870,000	
Increased Supply Teaching Costs	\$	1,854,600	
Increased Utilities	\$	1,028,000	
Increased RNEF Expenditures	\$	583,000	
Net Change to Amortization	\$	107,000	
Increased Legal Fees	\$	100,000	
Decrease in Transportation Costs	\$	(84,000)	
Decrease as a result of closure of PFLC	\$	(146,000)	
Decrease in cost of teaching staff	\$	(2,619,000)	
Other	\$	(18,000)	
Revenue Adjustments			
Additional Enrolment - GSN	\$	1,151,000	
Decrease to Qualifications Funding	\$	(1,772,000)	
Rural and Northern Education Funding	\$	583,000	
Additional EPOs	\$	1,870,000	
Education Service Agreements	\$	186,000	
Other	\$	5,000	
2017-2018 Revised Estimates Submission	\$	1,025,000	Surplus

Pending approval, the 2017-18 Revised Budget Estimates will be submitted to the Ministry of Education December 15, 2017.

Respectfully submitted,

Rafal Wyszynski
Superintendent of Business & Treasurer

Grand Erie District School Board
2017-18 Revised Estimates Report
For the period ended August 31, 2018

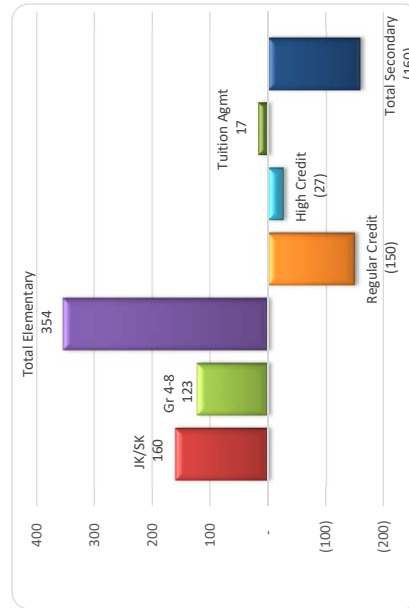
Summary Comparison of Revised Budget versus Estimates Budget

(\$Thousands)	Estimates (Budget)	Revised Estimates	Variance from Est	
			\$	%
Revenue				
Provincial Grants (GSN)	288,340	288,302	(38)	0.0%
Grants for Capital Purposes	4,042	4,042	-	0.0%
Other Non-GSN Grants	4,202	6,072	1,870	30.8%
Other Non-Grant Revenues	8,591	8,781	190	2.2%
Amortization of DCC	15,811	15,449	(362)	-2.3%
Total Revenue	320,986	322,647	1,661	0.5%
Expenditures				
Classroom Instruction	224,000	225,624	1,624	0.7%
Non-Classroom	26,476	26,329	(146)	-0.6%
Administration	7,842	7,982	140	1.8%
Transportation	11,997	11,912	(84)	-0.7%
Pupil Accommodation	43,875	44,434	559	1.3%
Contingency & Non-Operating	5,296	5,339	43	0.8%
Total Expenditures	319,486	321,622	2,136	0.7%
In-Year Surplus (Deficit)	1,500	1,025	(475)	-
Prior Year Accumulated Surplus for compliance	398	398	-	0.0%
Accumulated Surplus (Deficit) for compliance	1,898	1,423	(475)	-33.4%

Summary of Enrolment

ADE	Estimates (Budget)	Revised Estimates	Variance from Est	
			\$	%
Elementary				
JK/SK	3,195	3,355	160	5.0%
Gr 1-3	5,344	5,415	71	1.3%
Gr 4-8	8,938	9,061	123	1.4%
Total Elementary	17,477	17,831	354	2.0%
Secondary <21				
Regular Credit	7,874	7,724	(150)	-1.9%
High Credit	73	46	(27)	-36.8%
Tuition Agmt & Visa	534	551	17	3.2%
Total Secondary	8,480	8,320	(160)	-1.9%
Total Board	25,957	26,151	194	0.7%

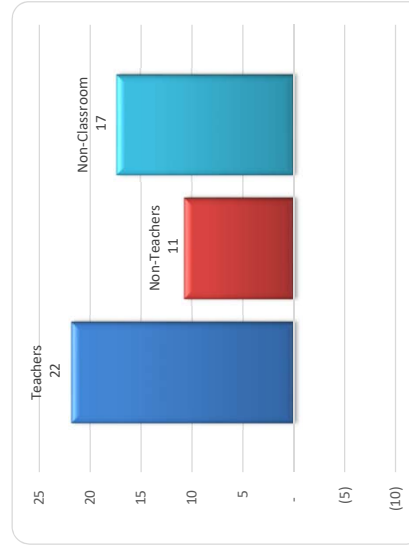
Changes in Enrolment: Budget v. Forecast



Summary of Staffing

FTE	Estimates (Budget)	Revised Estimates	Variance from Est	
			\$	%
Classroom				
Teachers	1,675	1,697	22	1.3%
Non-Teachers	586	596	11	1.8%
Total Classroom	2,260	2,293	33	1.4%
Non-Classroom				
	538	556	17	3.2%
Total	2,799	2,848	50	1.8%

Changes in Staffing: Budget v. Forecast



Grand Erie District School Board
2017-18 Revised Estimates Report
Revenues
For the Period Ended August 31, 2017

	Budget Assessment				Material Variance Note
	Estimates	Revised Estimates	Change		
			\$ Increase (Decrease)	% Increase (Decrease)	
Grant Revenues					
Pupil Foundation	139,151	140,258	1,107	0.8%	a.
School Foundation	19,796	19,916	120	0.6%	
Special Education	36,873	37,124	251	0.7%	
Language Allocation	3,874	3,942	68	1.8%	
Rural and Northern Education Funding	-	583	583	0.0%	
Learning Opportunities	7,525	7,584	59	0.8%	
Continuing and Adult Education	1,594	1,503	(91)	(5.7%)	
Teacher Q&E	27,944	26,094	(1,850)	(6.6%)	b.
ECE Q&E	1,808	1,887	78	4.3%	
New Teacher Induction Program	174	174	-	0.0%	
Restraint Savings	(80)	(80)	-	0.0%	
Transportation	13,472	13,472	-	0.0%	
Administration and Governance	7,827	7,863	36	0.5%	
School Operations	25,884	25,980	96	0.4%	
Community Use of Schools	381	381	-	0.0%	
Declining Enrolment	636	135	(501)	(78.8%)	c.
Indigenous Education	728	731	3	0.4%	
Safe Schools Supplement	491	493	2	0.5%	
Permanent Financing - NPF	262	262	-	0.0%	
Total Operating Grants	288,340	288,302	(38)	(0.0%)	
Grants for Capital Purposes					
School Renewal	964	964	-	0.0%	
Temporary Accommodation	30	30	-	0.0%	
Short-term Interest	215	215	-	0.0%	
Debt Funding for Capital	3,547	3,547	-	0.0%	
Minor Tangible Capital Assets (mTCA)	(714)	(714)	-	0.0%	
Total Capital Purposes Grants	4,042	4,042	-	0.0%	
Other Non-GSN Grants					
Education Programming - Other (EPO)	2,493	4,362	1,870	75.0%	d.
Other Federal & Provincial Grants	1,710	1,710	-	0.0%	
Total Non-GSN Grants	4,202	6,072	1,870	44.5%	
Other Non-Grant Revenues					
Education Service Agreements	7,273	7,459	186	2.6%	e.
Other Fees	128	128	-	0.0%	
Other Boards	210	210	-	0.0%	
Community Use & Rentals	495	500	5	1.0%	
Miscellaneous Revenues	485	485	-	0.0%	
Non Grant Revenue	8,591	8,781	190	2.2%	
Deferred Revenues					
Amortization of DCC	15,811	15,449	(362)	(2.3%)	f.
Total Deferred Revenue	15,811	15,449	(362)	(2.3%)	
TOTAL REVENUES	320,986	322,647	1,661	0.5%	

Explanations of Material Grant Variances

- a. Increase due to enrolment
- b. Decrease due to changes to the reported qualifications of teachers, offset by decrease in teacher expenditures
- c. Decrease due to gradual phase-out of grant reflecting increased enrolment
- d. Increase due to announcement of additional grants
- e. Increased due to higher than anticipated Education Service Agreement students
- f. Decrease due to the timing of construction projects as well as the full amortization of certain assets

Notes:

1. Estimates is the 2017-2018 Estimates Budget as approved by the Board in June 2017

Grand Erie District School Board
2017-18 Revised Estimates Report
Expenses
For the period ended August 31, 2018

Budget Assessment					Material Variance Note
Estimates	Revised Estimates	Change			
		\$ Increase (Decrease)	% Increase (Decrease)		
Classroom Instruction					
Teachers	167,008	166,207	(800)	(0.5%)	a.
Supply Teachers	3,613	5,468	1,855	51.3%	b.
Educational Assistants	17,633	17,633	-	0.0%	
Early Childhood Educators	6,985	6,985	-	0.0%	
Classroom Computers	3,673	3,659	(14)	(0.4%)	
Textbooks and Supplies	7,004	7,004	-	0.0%	
Professionals and Paraprofessionals	8,850	8,850	-	0.0%	
Library and Guidance	8,019	7,920	(99)	(1.2%)	
Staff Development	739	1,422	683	92.4%	c.
Department Heads	476	476	-	0.0%	
Total Instruction	224,000	225,624	1,624	0.7%	
Non-Classroom					
Principal and Vice-Principals	13,646	13,646	-	0.0%	
School Office	7,504	7,358	(146)	(1.9%)	d.
Co-ordinators and Consultants	3,552	3,552	-	0.0%	
Continuing Education	1,774	1,774	-	0.0%	
Total Non-Classroom	26,476	26,329	(146)	(0.6%)	
Administration					
Trustees	213	213	-	0.0%	
Director/Supervisory Officers	1,511	1,511	-	0.0%	
Board Administration	6,119	6,259	140	2.3%	e.
Total Administration	7,842	7,982	140	1.8%	
Transportation	11,997	11,912	(84)	(0.7%)	
Pupil Accommodation					
School Operations and Maintenance	22,376	23,404	1,028	4.6%	f.
School Renewal	964	964	-	0.0%	
Other Pupil Accommodation	3,809	3,809	-	0.0%	
Amortization & Write-downs	16,726	16,257	(469)	(2.8%)	g.
Total Pupil Accommodation	43,875	44,434	559	1.3%	
Contingency & Non-Operating	5,296	5,339	43	0.8%	
TOTAL EXPENDITURES	319,486	321,622	2,136	0.7%	

Explanations of Material Grant Variances

- a. Decrease due to lower than anticipated cost of teachers offset by increase due to remedy payment
- b. Increase due to higher than anticipated teaching supply costs
- c. Increase due to announcement of EPOs
- d. Reduction of expenditures due to closure of Parent Family Literacy Centre
- e. Increase due to legal and IT expenditures
- f. Increased due to higher than anticipated utility costs
- g. Decrease due to the timing of construction projects

Notes:

1. Estimates is the 2017-2018 Estimates Budget as approved by the Board in June 2017



GRAND ERIE DISTRICT SCHOOL BOARD

TO: Brenda Blancher, Director of Education & Secretary
FROM: Rafal Wyszynski, Superintendent of Business & Treasurer
RE: **Summary of Accounts – November 2017**
DATE: December 11, 2017

Recommended Action: It was moved by _____, seconded by _____
THAT the Grand Erie District School Board receive the Summary of Accounts for the month of
November 2017 in the amount of \$10,635,015.84 as information.

Rationale/Background:

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

Respectfully submitted,

Rafal Wyszynski
Superintendent of Business & Treasurer



Present: Brantford Collegiate Institute & Vocational School, Cayuga Secondary School, Delhi District Secondary School, Dunnville Secondary School, Hagersville Secondary School, McKinnon Park Secondary School, North Park Collegiate & Vocational School, Paris District High School, Pauline Johnson Collegiate & Vocational School, Simcoe Composite School, Tollgate Technological Skills Centre, Valley Heights Secondary School and Waterford District High School

Regrets: NIL

Student Trustees: Jeriann Hsiao (Representing North)
Leicia Kelly (Representing South)

Director of Education: Brenda Blancher
Chair of the Board David Dean
Trustees: C.A. Sloat
Teacher Consultant
Student Success/ELearning: Charleen Clark
Recorder: Lisa Howells

1. Welcome – Jeriann Hsiao / Leicia Kelly

J. Hsiao and L. Kelly welcomed student leaders, teacher advisors, David Dean (Chair of the Board), Carol Ann Sloat (Board of Trustees), and Brenda Blancher (Director of Education) to the meeting.

Chair D. Dean welcomed the students and the teacher advisors for attending this events.

2. Ice Breaker

J. Hsiao and L. Kelly led the students in an ice breaker. L. Kelly led the first activity where the students were instructed to put themselves in alphabetically order by their first name without speaking.

J. Hsiao led the second activity which was a variation of “rock, paper, scissors” where the students went against opponents, winners moved on to compete against the other winners and the second place finishers competed against other second place finishers where they introduced themselves to their competitors.

3. Student Voice re: Student Trustees

Director Blancher welcomed the students and talked about the September 13, 2017 memo from the Ministry of Education regarding engaging the student council to identify and support effective practices that increase the student voice in board decision-making processes. Director Blancher further noted that the Ministry is seeking feedback on the Student Trustee



Student Senate Meeting

October 24, 2017
Education Centre, Board Room

term of office and the election process and commented that the Student Senate was the perfect place to introduce the topic.

Director Blancher provided a brief background on the role of governance and then continued to go through the list questions with the group to receive feedback/input.

Once the questions were reviewed, Director Blancher requested that each Student Senate representative review the list of questions with their council to obtain further input. C. Clark noted that a O365 form has been created with the list questions and the link will be available following the meeting.

4. **Communication O365**

C. Clark advised that all student leaders were added to the Student Senate group. A digital binder was created for the Student Senate to share resources. C. Clark reviewed and instructed how to access the O365 account and provided a brief overview on Microsoft Forms.

5. **Student Voice re: Special Education**

K. Mertins and J. White provided a brief overview of the long term goal of special education within the Grand Erie DSB and noted they are here today seeking input as students on the ground regarding special education. The group was asked three questions and had an opportunity to discuss in a smaller group and then share their answers with the group.

1. What do you see in your schools that would identify as “special education”?
 - IEP
 - 2 wheel bound students who have EA with them
 - Students write exams in other rooms
 - Turning point
 - Learning resource room
 - Cheers stars, sell
 - Braille strips
 - Adaptive equipment
2. In what ways are the inclusion of all students considered when school activities and special events are planned?
 - Ping pong table
 - Prep rally which is inclusive of all students to participate
 - Make the event a safe environment
 - Hold quieter events in the library for those individuals
 - Special transportation for
 - Commencement event – Most Improved Award for Special Education
 - Pancake breakfast before exam, send representative with plates to the Special Education students who are unable to come to the cafeteria



Student Senate Meeting

October 24, 2017

Education Centre, Board Room

- Special Educations students are involved in the planning of the events
- 3. Is there anything related to special education that you would like to learn more about?
 - How to make sure of special needs students are equally involved in the community?

K. Mertins advised the group of the Grand Erie Accessibility Day which occurs on November 24.

6. Round Table Discussion

J. Hsiao and L. Kelly led round table discussion. They invited student senators to an open forum to share what works and doesn't work in your student council around various topics:

School Spirit

- WDHS – Wolf wear Friday
- Norfolk Fair day
- Colour cabin – four groups – competitive within the school to encourage participation
- School teams – home basketball – stands are full and brings team spirit
- Mustang day
- Intermural sports – one week a month host a big tournament – ensure the team has all grade members
- Charity volleyball tournament
- Tractor day which is not organized by student council
- Buy out for Football games

Community Outreach

- Me to We event
- We Scare Hunger for Halloween
- Shoebox – Africa
- Built a Baker
- Local Food Bank Drive
- Sponsor a village
- Crime stoppers Breakfast
- Christmas Bags for local shelter (toys, clothes)
- Coffee House with student performers – proceeds go to charity
- Clothing drive for winter drive – bring in number of items and get free ticket
- Haunted Hallways – donation or canned goods – community food bank and cancer
- Fundraiser for a family who lost a home due to fire
- Senior Dinner for local retirement homes – make Christmas Dinner and entertainment by the students
- Interact Club – run fundraiser for community
- Relay for Life



Student Senate Meeting

October 24, 2017
Education Centre, Board Room

Inclusivity – more in the context of your student council

- Included representation from the Arts Group and French Immersion Group
- Have sub-committee to allow student to be involved in certain events
- Allow students to join council through-out year – open door policy – very successful for smaller schools
- Have associated members
- Suggestion box outside school store – gives the opportunity to have voice if not confident

J. Hsiao asked the group if their student councils had good Grade 9 & 10 representation. The majority of the group responded positively. J. Hsiao further asked what their schools were doing to encourage Grade 9 & 10 involvement:

- Put up posters around school
- Hold School Group/Activity Fair first week of school for grade 9
- Approach students to encourage involvement
- Hold Grade 9 event last week of September
- Link Crew to support Grade 9 transition and encourage involvement
- Shadow Day for Grade 8 students
- Grade 9 Election are separate from the main election

Teacher/Chaperone Buy In

- Running all day tournament just before Christmas and march break, usually gets Teacher support
- Give more notice to staff with detailed information and they are more open to support
- End of Year assembly that recognizes teachers, coaches for their support throughout the year

Goal Setting – planning on what to do for the rest of the year and not lose focus

- Expanding our council

7. Upcoming Dates:

Virtual Meeting: Thursday December 7, 2017. Details to follow

Spring Meeting (election): Thursday, April 26, 2018

J. Hsiao and L. Kelly thanked everyone who attended.

The meeting was adjourned at 1:26 p.m.



MINUTES

1.0 Roll Call

Employer Representatives:

Lena Latreille	Business Services (Certified Member)
Tom Krukowski	Facility Services
Griffin Cobb	Secondary School Administration (Certified Member)
Rebecca Jago	Human Resources (Certified Member) (<i>Chair</i>)

Employee Representatives:

George Wittet	Secondary Occasional Teachers (Certified Member) (<i>Co-Chair</i>)
Andrea Murik	Secondary Teachers (Certified Member)
Jennifer Orr	Elementary Teachers (Certified Member)
Ian Smith	CUPE Facility Services
Nancy Hondula	CUPE Educational Assistants (Certified Member)
Amanda Baxter	Elementary Occasional Teachers (Certified Member)
Jennifer Faulkner	CUPE Clerical/Technical Alternate (Certified Member)
Laura Mels	Non-Union (Certified Member)
Angela Korakas	Designated Early Childhood Educator (Certified Member)
Dan McDougald	Professional Student Services Personnel (Certified Member)

Resources:

Vacant	Health and Safety Officer
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Recording Secretary:

Mandy DePlancke	Human Resources Assistant
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Regrets:

Cheryl Innes	Elementary School Administration (Certified Member)
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The committee welcomed Ian Smith, CUPE Facility Services representative.



H-1-c Joint Occupational Health and Safety Committee

November 16, 2017
Facility Services- Meeting Room

2.0 Minutes of Last Meeting

The draft minutes for October 26, 2017 were reviewed.

3.0 Approval of Last Meeting Minutes (October 26, 2017)

The minutes were approved.

4.0 Agenda Additions

6.3 Safety Alerts

5.0 Unfinished Business – Discussion

5.1 Violent Incidents in Schools- Grand Erie Perspective

October: A committee member brought forward a report submitted by the Director from a recent Board meeting on violent incidents in schools. The Division Manager of Operations and Health and Safety provided the background to the committee regarding the report and answered the committee's questions regarding statistical information. The committee expressed concern regarding the amount of paperwork that employees must complete regarding workplace violence, aggression and injury reporting. The Division Manager of Operations and Health and Safety will reach out to Parklane and other school boards and inquire what they do for reporting these incidents (i.e. is there an online workplace violence reporting system they use). The aggression tracking form will also be brought up at the next Special Education Focus Group to determine if there are ways to improve the form. This item will remain on the next agenda.

November: The Division Manager of Operations and Health and Safety inquired to other school Boards about how Workplace Violence Forms are completed. Most Boards complete paper forms. Parklane, the system that our Board uses for injury reporting does not have any plans to add workplace violence reporting capabilities to the system. This item can be removed from the next agenda.

New Indoor Air Quality Reports

5.2 Indoor Air Quality Report- Brantford Collegiate Institute and Vocational School- Gym Photocopier Room and Hallway

SUCCESS for Every Student



H-1-c Joint Occupational Health and Safety Committee

November 16, 2017
Facility Services- Meeting Room

Due to staff concerns regarding air quality, air testing occurred. Test results were within acceptable levels. The readings show no indication that there is an air circulation issue. This item can be removed from the next agenda.

6.0 New Business

6.1 Health and Safety Annual Report- 2016-17

The committee received the Health and Safety Annual Report for 2016-17 and reviewed the information. An area of concern for the committee is the accident statistics representing the Workplace Violence and Aggression. This item can be removed from the next agenda.

6.2 MSDS Information

A committee member brought forward a question regarding MSDS information. The committee member indicated that some schools still have paper copies of the MSDS information. The Division Manager of Operations and Health and Safety indicated that up to date MSDS information is on jump drives at each school and on the staff portal. If a school wishes to have paper copies, it is their responsibility to update this information. A reminder will be sent out to schools regarding MSDS information. This item can be removed from the next agenda.

6.3 Safety Alerts

A committee member requested that the Joint Health and Safety Committee receive the safety alerts when they are sent out. The Division Manager of Operations and Health and Safety will do this moving forward. The safety alerts can also be found on the staff portal. This item can be removed from the next agenda.

7.0 Information Items

7.1 Bulk Sample PLM Analysis Report- Grandview Public School- eBase #205- Project #16684

Samples of plaster and joint compound was collected from eBase #205 for the determination of asbestos content. The content was not found to contain asbestos. This item can be removed from the next agenda.

SUCCESS for Every Student



Joint Occupational Health and Safety Committee

H-1-c

November 16, 2017

Facility Services- Meeting Room

7.2 Asbestos Abatement Site Report- Pauline Johnson Collegiate- eBase #1078- Project #16692

A visual clearance was completed to verify cleanliness after a Type 2 asbestos abatement procedure. This item can be removed from the next agenda.

7.3 Bulk Sample PLM Analysis Report- North Park Collegiate Vocational School- eBase #1061- Project #16691

Samples of plaster was collected from eBase #1061 for the determination of asbestos content. The content was not found to contain asbestos. This item can be removed from the next agenda.

7.4 Bulk Sample PLM Analysis- Dunnville Secondary School- eBase #2025, 2057- Project #16704

Samples of plaster and drywall joint compound was collected from eBase #2025 and #2057 for determination of asbestos content. The content was not found to contain asbestos. This item can be removed from the next agenda.

7.5 Asbestos Abatement Site Report- Grandview Public School- Stairs and Corridor- Project #16715

Samples of plaster and drywall compound was collected from the stairs and corridor for determination of asbestos content. The content was not found to contain asbestos. This item can be removed from the next agenda.

8.0 Review of Reports

8.1 Employee Accident Reports Summary – October 2017
Workplace Safety and Insurance Board Reportable – October 2017
Student Aggression Summary Table for October 2017

All reports were reviewed as distributed.

SUCCESS for Every Student



Joint Occupational Health and Safety Committee

H-1-c

November 16, 2017
Facility Services- Meeting Room

8.2 Status of Workplace Inspections including Non-Academic sites – October 2017

Reports were made available to the committee for review. Caledonia Centennial Public School did not complete the October inspection.

8.3 Health and Safety/Facility Services Review Committee Meeting Minutes

The next meeting is scheduled for January 9, 2018.

8.4 Critical Injuries

There have been 21 student critical injuries and 1 employee critical injury for the 2017-18 school year to date.

8.5 Focus Group

The next meeting is scheduled for November 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 2017-18 school year:

First Aid:

- Emergency First Aid- April 13, 2018
- Emergency First Aid- May 10, 2018

Health and Safety Training:

- Hazard Specific- November 30-December 1, 2017
- Basic Certification (Facility Services)- March 12-14, 2018
- Hazard Specific (Facility Services)- March 15-16, 2018
- Recertification (Facility Services)- April 13, 2018

SUCCESS for Every Student



Joint Occupational Health and Safety Committee

H-1-c

November 16, 2017

Facility Services- Meeting Room

- Recertification (Joint Occupational Health and Safety Committee)-
March 23, 2018

10.0 Recommendations to Executive Council

None

11.0 Adjournment / Next Meeting(s):

The meeting was adjourned at 10:57 am.

The next JOHSC meeting will be held on December 21, 2017 –Facility Services – Meeting Room.

SUCCESS for Every Student



H-1-c Joint Occupational Health and Safety Committee November 16, 2017 Facility Services- Meeting Room

As of November 2017

Date item initiated	Item	Dates Discussed	Latest Update	Status and Timeframe
April 2013	Annual Workplace Violence Survey	2017 –June	Results were reviewed by the committee. The annual survey will be sent out again in 2018.	
April 2017	Terms of Reference Review	2017- May	The Terms of Reference Review document has been submitted to the Ministry of Labour. Awaiting response from the Ministry.	

Annual Updates Provided Each School Year:

Item	Review Month	Resulting Update
Pavement Improvements	2018- May - Update to be provided to Committee	

Policy/Procedure Review:

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 2017	Feedback to be provided at December meeting
HR8 – Workplace Violence		Board for approval January 2015	February 2019	September 2017	Feedback to be provided at December meeting.
HR5 – Harassment		Board approved September 2015	October 2019	September 2017	Feedback to be provided at December meeting.

SUCCESS for Every Student

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

Monthly inspection was completed

Annual JOHSC inspection completed

Monthly inspection was not completed

Two inspections completed due to a missed inspection

X

XX

X*

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

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

<u>Storage Facilities - Done by school staff as portion of school in monthly inspect. & 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							
Storage Building Langton Bus Barn, 23 Albert Street, Langton	X	X	X							
Storage Building Walsh Bus Barn, 93 Regional Road #3, Walsh	X	X	X							

OPSBA report

December 11, 2017

Notes from the meeting held Dec 1,2 2017

There was a presentation from the Ontario Association of Children's Aid Societies

This group represents 48 of 51 CASs in Ontario

I can share the slide deck with you if OPSBA has not yet done so. There is some data about children in care and EQAO results. There are data sharing agreements between 42 CASs and the Ministry of Education. Data allows Ministry to better track education outcomes of Crown Wards.

Executive Director update:

There will be a review of OMERS in the spring/summer of 2018. OMERS cover all our non teaching staff.

Province is looking at Human Rights training for trustees. Suzanne Herbert is to send a letter to Board Chairs around training. Each board will be requested to send 2 trustees for 3 days of training. Unsure of who will have to cover the cost of this training

OPSBA Ad-Hoc Committee re: Student Trustees

Committee continues to meet. Info received on how other jurisdictions work with the student trustees: Canada, NSBA (United States) and New Zealand. The committee is looking at things like costs, supervision, and time. OSTA (Ontario Student Trustee Association) are leaning toward positions on committees and not necessarily at the Board of Directors table

Report of the Indigenous Trustees' Council

Moving ahead with GSN consultations, education services agreements and reverse education agreements (was called tuition agreements), TRC Curriculum steering committee, Minister's advisory committee

Finance Update

School Energy Coalition. Lawyers who look at the costs of hydro, natural gas and other energy related matters. This is important to Grand Erie "impact on the 50 schools in three areas acquired recently by Hydro One – Norfolk, Haldimand and Woodstock. Those schools have no increases for the first 3 years, and then \$300,000 over the last 2 years, about \$6,000 per school. Then they jump up another 8-10% per year over the next 5 years. SEC fought these acquisitions, arguing that these increases were inevitable. We lost, but got promises that the Energy Board would protect the customers. Now we will be asking them to keep those promises."

Student transportation – discussions ongoing about procurement, and still legal battles over the last RFP in a couple areas of the province

Benefits Technical Advisory Committee – they are planning a go forward approach to funding benefits within the GSN. A lot of work still going into transferring benefits from boards to the various trusts.

GSN – a draft of the OPSBA submission was discussed

Main topics: sick leave costs, increase in minimum wage, costs related to Reg. 243 safe drinking water, Bill 174 Cannabis act, supports for curriculum changes. The finalized GSN document will be shared with all trustees.

One board is very concerned about bus drive shortages; they will be losing a lot of snow bird drivers soon until spring. Also it is understood that the new rural and remote funding is to be placed in the GSN's – if that is correct – what will be removed?

Legislative update

Bill 174 Cannabis act and location of stores etc

Municipal Elections Nominations - May 1, 2018 (from January 1) and close July 27

Election Day Oct 22, 2018. Term starts Dec 1, 2018

Sector Engagement Guide – this was the series of questions from Bruce Drewett that were aimed at Audit, SEAC, GEPIC, Native Advisory and Equity/Diversity/Inclusion Committee. (Email from Jennifer McIntyre November 24)

In addition, the 2017 federal budget included the following change to the Income Tax Act, which has not had any press

- **Remove the tax exemptions for non-accountable expense allowances paid to members of provincial and territorial legislative assemblies and to certain municipal office-holders.** (This is the 1/3 that is currently tax free on our T4 slips)

This will take effect January 1, 2019

This change will have a significant impact on compensation to trustees.

Program summary update

FSL (French as a Second Language) labour market partnership OPSBA is leading a labour market partnership project, *Meeting Labour Market Needs for French as a Second Language Instruction in Ontario*, for English and Catholic public school boards.

There will be surveys going out to FSL teachers and teacher candidates. They will be looking at data like the low number of students in French Language teacher education programs.

Ministry of education put out an announcement in October (attached) outlining the immediate steps the province is taking.

Respectfully Submitted

Carol Ann



French-language (FL) French As A Second Language (FSL)

Addressing immediate teacher supply and demand concerns in FL and FSL

INCREASING DEMAND



- Increased student enrolment in FL school boards
- Growing popularity of French Immersion programs: 74.3% increase since 2003



DECREASING SUPPLY

- Low enrolment in FL teacher education programs: 53% decrease in 2014-2015 and 7.2% decrease in 2015-2016 in Consecutive B.Ed. Program
- FTE limits were not reached in FL programs
- Faculties are not able to offer a range of FL AQ programs due to low enrolment
- There are difficulties in placing internationally-educated teacher candidates in practica and similar difficulties are reported by internationally educated teachers seeking employment



HIGH ATTRITION

- 20% of NTIP-supported teachers in FL school boards leave the profession
- 20% of FL graduates fail to renew Ontario teaching license in 5 years
- The attrition rate among FL program graduates reached 17% in 2015
- FSL teachers indicate that working conditions and a lack of support for FSL contribute to burnout and attrition



URGENCY IN ADDRESSING DEMAND



OCTOBER 2017 ANNOUNCEMENT

On October 28, 2017 the Honorable Minister Mitzie Hunter announced a set of immediate steps to address teacher supply and demand concerns in priority areas.



Develop provincial communications strategy highlighting job opportunities for aspiring French Language and French as a Second Language teachers.



Develop bridging programs to help newcomers adjust and prepare for teaching in Ontario, including mentorship opportunities for new teachers.



Work with the Ontario College of Teachers to streamline the evaluation of credentials for internationally educated teachers.



Pilot a program to provide financial support for existing teachers to take AQs and/or ABQs in priority areas.



Work with Ministry of Advanced Education and Skills Development and Ontario Association of Deans of Education to expedite the development and delivery of flexible teacher education models.



Develop new supply and demand forecasting models responsive to emerging teacher supply issues in the future.



Work with Ontario Association of Deans of Education and other stakeholders to better align admissions with demand in various teachables.



Establish formal structures for engagement of all stakeholders on monitoring of emerging issues and developing solutions to address them.

NEXT STEPS

All these actions will involve working collaboratively with education partners. Ministry staff will meet with partners about planning, implementation and timelines.

November 7, 2017