



# Regular Board Meeting

October 25, 2021

Board Room, Education Centre / MS Teams Virtual Meeting

## AGENDA

A - 1	<p><b>Opening</b></p> <ul style="list-style-type: none"> <li>(a) Roll Call</li> <li>(b) Declaration of Conflict of Interest</li> <li>(c) In Camera Session <b>(6:30 p.m.)</b> <ul style="list-style-type: none"> <li>(i) Personnel Matters</li> <li>(ii) Legal Matters</li> </ul> </li> <li>(d) Welcome to Open Session / Land Acknowledgement Statement <b>(7:15 p.m.)</b></li> <li>(e) Memorials           <ul style="list-style-type: none"> <li>(i) J. Smyth, Ryerson Heights School</li> </ul> </li> <li>(f) Agenda Additions/Deletions/Approval</li> <li>(g) In Camera Report</li> <li>(h) Presentation           <ul style="list-style-type: none"> <li>(i) Learn Lead Inspire Award</li> </ul> </li> </ul>	<p>Chair</p> <p>D. Dean</p> <p>L. Munro</p>
B - 1	<p><b>Approval of Minutes</b></p> <ul style="list-style-type: none"> <li>* (a) September 27, 2021 (Regular Board)</li> <li>* (b) October 4, 2021 (Committee of the Whole Board)</li> </ul>	<p>Chair</p>
C - 1	<p><b>Business Arising from Minutes and/or Previous Meetings</b></p>	
D - 1	<p><b>Director's Report</b></p> <ul style="list-style-type: none"> <li>(a) Director's Highlights</li> <li>(b) Leading and Learning in a Pandemic</li> </ul>	<p>J. Roberto</p>
E - 1	<p><b>Student Trustees' Report</b></p>	
F - 1	<p><b>Committee Reports</b></p> <ul style="list-style-type: none"> <li>* Committee of the Whole –October 04, 2021</li> </ul>	<p>R. Collver</p>
G - 1	<p><b>New Business</b></p> <ul style="list-style-type: none"> <li>* (a) Elementary Class Size</li> </ul>	<p>R. Wyszynski</p>
H - 1	<p><b>Other Business</b></p> <ul style="list-style-type: none"> <li>* (a) Joint Occupational Health &amp; Safety Committee Minutes - September 16, 2021</li> <li>* (b) Audit Committee Minutes (Draft) – September 21, 2021</li> </ul>	<p>R. Wyszynski</p> <p>R. Wyszynski</p>
I - 1	<p><b>Correspondence</b></p>	
J - 1	<p><b>Adjournment</b></p>	



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## AGENDA

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

Student Transportation Services Brant Haldimand Norfolk (STSBHN)	November 2, 2021	9:00 AM	MS Teams Virtual Meeting
Audit Committee	November 2, 2021	4:00 PM	MS Teams Virtual Meeting
Committee of the Whole Board	November 8, 2021	7:15 PM	Board Room
Safe and Inclusive Schools (SIS)	November 18, 2021	1:00 PM	MS Teams Virtual Meeting
Special Education Advisory Committee (SEAC)	November 18, 2021	6:00 PM	MS Teams Virtual Meeting
Chairs Committee	November 22, 2021	5:45 PM	Norfolk Room
Regular Board	November 22, 2021	7:15 PM	Board room
Privacy and Information Management Committee (PIM)	November 25, 2021	3:00 PM	MS Teams Virtual Meeting
Native Advisory Committee (NAC)	December 2, 2021	1:00 PM	Pauline Johnson Collegiate
Nomination and Organizational Meeting	December 6, 2021	7:15 PM	Board Room
Indigenous Education Advisory Committee (IEAC)	December 9, 2021	6:00 PM	MS Teams Virtual Meeting
Chairs Committee	December 13, 2021	5:45 PM	Norfolk Room or Virtual
Inaugural Board	December 13, 2021	7:15 PM	Board Room or Virtual
Special Education Advisory Committee (SEAC)	December 16, 2021	6:00 PM	MS Teams Virtual Meeting

Learn

Lead

Inspire

## **IN MEMORIAM**

Jennifer Smyth

Jennifer Smyth a Designated Early Childhood Educator, with the Grand Erie District School Board, lost her battle with cancer on September 25<sup>th</sup>, 2021.

Jennifer started her career in 2001 as a Casual Educational Assistant (EA). Jennifer then worked as a permanent EA from 2004-2011 at multiple schools including Bloomsburg, Prince Charles, Brier Park, Major Ballachey. Jennifer became a Designated Early Childhood Educator in 2011 and worked at Lansdowne and Ryerson Heights.

Jennifer will be remembered for her passion for children and the outdoors. She was an avid gardener and she often put extra time and effort into the outdoor kindergarten play areas.

We extend our heartfelt sympathy to Jennifer's family and friends.

Respectfully submitted,

Doug Ouellette  
Principal Ryerson Heights

Presented at the Grand Erie District School Board's Regular Board Meeting on  
October 25, 2021, by Trustee Dean.





## Regular Board Meeting

Monday, September 27, 2021

Board Room, Education Centre / MS Teams Virtual Meeting

### MINUTES

**Present:** Board Chair, G. Anderson, Board Vice-Chair, S. Gibson, R. Collver, D. Dean, E. Dixon, B. Doyle, C.A. Sloat, C. VanEvery-Albert, T. Waldschmidt, D. Werden, J. Richardson (via MS Tams) S. Green (Student Trustee), R. Mitchell (Student Trustee), C. Kitchen (Student Trustee)

**Administration:** Director – J. Roberto, Superintendents: W. Baker, K. Graham, L. Munro, A. Smith, L. Thompson, J. Tozer, R. Wyszynski Recording Secretary- L. Howells

**Regrets:**

**Trustees:** Nil  
**Administration:** Nil

A - 1 **Opening**

(a) **Roll Call**

The meeting was called to order by Chair, G. Anderson at 6:30 p.m.

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

Nil

(c) **In Camera Session**

Moved by: S. Gibson  
Seconded by: T. Waldschmidt  
THAT the Board move into In Camera Session at 6:30 p.m.

**Carried**

(d) **Welcome to Open Session**

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

(e) **Memorials**

Nil

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

Presented as printed.

Moved by: S. Gibson  
Seconded by: E. Dixon  
THAT the Agenda be approved.

**Carried**

(g) **In Camera Report**

Nil

(h) **Presentations**

Nil



## Regular Board Meeting

Monday, September 27, 2021

Board Room, Education Centre / MS Teams Virtual Meeting

### MINUTES

#### B - 1 Approval of Minutes

##### (a) Regular Board Meeting – August 30, 2021

Presented as printed. Suggested revisions were recommended and will be noted/revise as requested.

Moved by: C.A. Sloat

Seconded by: R. Collver

THAT the Minutes of the Regular Board Meeting, held August 30, 2021 be approved, as amended.

**Carried**

##### (b) Committee of the Whole Board – September 13, 2021

Presented as printed. Suggested revisions were recommended and will be noted/revise as requested.

Moved by: R. Collver

Seconded by: E. Dixon

THAT the Minutes of the Committee of the Whole Board Meeting, held September 13, 2021 be approved, as amended.

**Carried**

##### (c) Special Board Meeting – September 13, 2021

Presented as printed. Suggested revisions were recommended and will be noted/revise as requested.

Moved by: S. Gibson

Seconded by: D. Dean

THAT the Minutes of the Special Board Meeting, held September 13, 2021 be approved, as amended.

**Carried**

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

Nil

#### D - 1 Director's Report

##### • Director's highlights:

- Provided an updated on the Elementary and Secondary Virtual Learning enrolment
- September 30<sup>th</sup> is Orange Shirt Day and the first National Day for Truth and Reconciliation

Moved by: B. Doyle

Seconded by: E Dixon

THAT the Grand Erie District School Board receive the Director's Report of September 27, 2021 as information.

**Carried**



## Regular Board Meeting

Monday, September 27, 2021

Board Room, Education Centre / MS Teams Virtual Meeting

### MINUTES

- **Leading and Learning in the Pandemic**

- R. Wyszynski provided an update on the HEPA Ventilation Systems
- Update given around Community Use of Schools and the attestation process
- Update given regarding essential volunteers
- Update given around Young Canada Day in respect to Norfolk County Fair protocols and the Caledonia Fair

Moved by: C. VanEvery-Albert

Seconded by: S. Gibson

THAT the Grand Erie District School Board receive the Director's Leading and Learning in the Pandemic Report of September 27, 2021 as information.

**Carried**

E - 1 **Student Trustees' Report**

(a) **Student Trustee Governance**

The students referred to the report providing a high-level overview.

C. VanEvery-Albert and B. Doyle support this recommendation.

D. Werden noted Student Trustees have the opportunity to be involved but shared his concern on the legality as a number of students that not of age to vote and cannot support. C. Kitchen responded that not asking for the right to bidding vote, but to make or second motion and noted we are elected.

D. Dean noted that he supports the letter being sent and understands the concerns raised by D. Werden

C.A. Sloat agrees with D. Werden statement and cannot support this at this time.

R. Collver also has concerns with the legality and wonders if OSTA-AECO has received a legal opinion and requests the legality be added to the letter.

G. Anderson noted that this part of the Education Act but does support writing the letter. C. Kitchen responded that this is provincial push through OSTA-AECO.

S. Gibson supports sending the letter and asking for additional questions with respect legality.

D. Werden further noted that he can support Student Trustees moving and seconding a motion but cannot accept the voting.



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### MINUTES

Moved by: E. Dixon

Seconded by: T. Waldschmidt

THAT the Grand Erie District School Board direct the Chair of the Board send a letter to the Ministry of Education on behalf of the Grand Erie District School Board requesting changes to the Education Act that facilitates a great role in Student Trustees and the Ministry of Education investigate the legality.

**Carried**

#### F - 1 **Committee Report**

##### (a) **Committee of the Whole Board – September 13, 2021**

Presented as printed. R. Collver requested Recommendation 4 (i) be divided. C.A. Sloat requested Recommendation 2 be divided.

Moved by: R. Collver

Seconded by: C.A. Sloat

THAT the Grand Erie District School Board approve the recommendations from the September 13, 2021 Committee of the Whole Board Meeting as follows, as amended.

#### 1. **Delegations**

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

#### 2. **Director's Report**

(i) THAT the Grand Erie District School Board receive the Director's Report of September 13, 2021 as information.

(ii) THAT the Grand Erie District School Board receive the Leading and Learning in a Pandemic report of September 13, 2021 as information.

#### 3. **Schedule of Pre-Budget Consultation and Budget Review Meetings**

(i) THAT the Grand Erie District School Board set the dates for Pre-Budget Consultation Meetings as follows:

1. Tuesday, February 1, 2022
2. Tuesday, March 1, 2022

(ii) THAT the Grand Erie District School Board set the dates for Budget Review Meetings as follows:

1. Tuesday, April 19, 2022
2. Monday, May 16, 2022
3. Thursday, May 26, 2022
4. Tuesday, June 7, 2022.

#### 4. **SO17 Guidelines for Student Accommodation, up to and including Exemption from Non-Medical and Cloth Masks.**

(i) THAT the Grand Erie District School Board suspend Bylaw 5 s. 14 to allow this item to be discussed reconsider Policy SO17 Guidelines for Student Accommodation, up to and Including Exemption, from Non-Medical or Cloth Masks.





## Regular Board Meeting

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### MINUTES

- (ii) THAT the Grand Erie District School Board approve Policy SO17 Guidelines for Student Accommodation, up to and including Exemption from Non-Medical and Cloth Masks as amended.
  - (iii) THAT the Grand Erie District School Board receive as information SO17 Resource Package - Guidelines for Student Accommodation, up to and including Exemption from Non-Medical and Cloth Masks as amended.
5. **F7 Reporting of Wrongdoing**  
THAT the Grand Erie District School Board forward F7 Reporting of Wrongdoing to all appropriate stakeholders for comments to be received by October 28, 2021.
  6. **FT101 Smoke-Free Environment**  
THAT the Grand Erie District School Board forward Procedure FT101 Smoke-Free Environment to all appropriate stakeholders for comments to be received by October 28, 2021.
  7. **HR102 Working with Blood-Borne Infections, Precautions and Practices**  
THAT the Grand Erie District School Board forward Procedure HR102 Working with Blood-Borne Infections, Precautions and Practices to all appropriate stakeholders for comments to be received by October 28, 2021, as amended.
  8. **F107 Reporting Suspected Wrongdoing**  
THAT the Grand Erie District School Board forward Procedure F107 Reporting Suspected Wrongdoing to all appropriate stakeholders for comments to be received by October 28, 2021.
  9. **Special Board Meeting**  
THAT the Grand Erie District School Board Suspend Bylaw 5 (5c) to call a Special Board Meeting on September 13, 2021.
  10. **In Camera Report**
    - (i) THAT the Grand Erie District School Board received the Director's Operating Goals for 2021-22.
    - (ii) THAT the Grand Erie District School Board approve the renewal and the extension for the CRBE Lease located at 72 Highway 54, Cayuga, ON.

### Carried

C.A. Sloat asked about the Manager of Transportation being copied on Policy SO17? L. Thompson responded that we felt it is appropriate the Manager of Transportation be kept aware to ensure accurate communication.



## Regular Board Meeting

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Board Room, Education Centre / MS Teams Virtual Meeting

### MINUTES

#### G - 1 New Business

##### (a) Board Improvement Plan – Student Achievement and Well-Being – Annual Learning and Operating Plan

###### (i) 2020-21 Outcomes

J. Roberto introduced the Student Achievement Plan Outcomes 2020-21. J. Roberto turned it over to A. Smith and L. Thompson to provide highlights of the report with a PowerPoint presentation.

T. Waldschmidt appreciated the report, and asked about why students are not getting the complete credits and why over 4 years are some students a whole year behind and what can we do to make ensure credit accumulation happens? A. Smith noted there could be a number of reasons which could be personal and more general reasons are. We need to be responsive to their needs.

C.A. Sloat referred to the credit accumulation and noted it has decreased and hoping we are focusing on that. A. Smith responded the last two years have been dramatically different - we pivoted to remote learning after in 2019-20 and there is significant ground to make up and will be working with our leadership teams in our schools.

C. VanEvery-Albert commented about holistic learning and expects as we move forward we are going to get there.

C.A. Sloat asked about the graduation rate report and when they will be coming to the board? J. Roberto responded this will be included in the mid-year report.

R. Collver mentioned universal design for learning, differential instruction, tri-angling assessment, which is in Special Education but do not see if it is in regular programming. A. Smith responded programming is tier 1 support, knowing your learnings and know what they can do, is a learning focus in our system.

Moved by: B. Doyle  
Seconded by: C. VanEvery-Albert

THAT the Grand Erie District School Board receive the Student Achievement Plan Outcomes 2020-21 report as information

**Carried**



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### MINUTES

(ii) **2021-22 Plan**

J. Roberto introduced the Grand Erie Annual Learning and Operations Plans – School Year 2021-21. J. Roberto turned it over to Senior Administration team and D. Smouter, Manager of Communication and Community Relations to provide highlights of the report.

B. Doyle, C. VanEvery-Albert and S. Gibson thanked the team for the report and all the work that has occurred.

C. A. Sloat requested that Trustees be considered to be included in the working group looking at the standards for Grand Erie schools. J. Roberto responded that this is operational. The success criteria and how we are doing will be reported backed to the Board.

C.A. Sloat stated the Ministry came out memo on Equity and Board Improvement Plan, wondered if we are close to hit the benchmark listed? J. Roberto commented the team reviewed it today and that we are confident that we are aligned

Moved by: T. Waldschmidt

Seconded by: E. Dixon

THAT the Grand Erie District School Board receive the Annual Operating Plan for Senior Administration for the school year 2021-22 as information

**Carried**

(b) **Major Construction Project – Final Report**

R. Wyszynski referred to the Major Construction Project – Final Report providing a high-level overview.

C.A. Sloat asked if we received an update from the Ministry regarding the childcare submissions. R. Wyszynski responded that no update received from the Ministry.

C.A. Sloat commented we have a board policy about the Trustee role in project committees for new buildings and some of the work belongs to the project committee. R. Wyszynski responded that we have shared our policy with the City and there is delicate balance as we need to establish a framework.

Moved by: B. Doyle

Seconded by: E. Dixon

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

**Carried**

(c) **Strategic Communication Plan Update**

J. Roberto referred to the Ad Hoc Committee – Strategic Communications Plans Working Group provide a high-level overview.



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### MINUTES

Moved by: T. Waldschmidt

Seconded by: R. Collver

THAT the Grand Erie District School Board receive the report for information as the Ad Hoc Committee will begin October 2021.

**Carried**

(d) **Summer Learning Report**

A. Smith, L. Thompson, and L. Munro referred to the report and reviewed a PowerPoint presentation which provided updates and outcomes from the Camp Sail Summer Learning; Special Education, Mental Health and Well-Being Summer Learning; and Summer Learning through Grand Erie Learning Alternative (GELA): Programming for Grade 6 to 12.

S. Gibson appreciated the combination of qualitative and quantitative data in this report and asked if there are some great successes from the virtual model and are there plans to reassess that post the pandemic. A. Smith responded that we have gathered a lot of learning and there are connections that can be made using technology and we will determine how to leverage this.

C.A. Sloat asked about the decisions to move Camp Sail into July? A. Smith noted this decision was based on conversations around declining enrolment, this was opportunity to see something else worked and will need to see the direction next year. In terms of enrolment, we have a strong data set that we can work with.

C.A. Sloat noted under next steps in this report states additional feedback about the Grand Erie Summer Programs information can be shared at a later date and asked when that will happen? J. Roberto responded this will occur and we ensure this is put on the agenda in the future.

C.A. Sloat asked if there is a plan to show data comparison over the years? L. Munro referenced the GELA Summer School report and Appendix B would typically include credit accumulation, credit attainment, credit interest but the comparative which would have been shared verbally. C.A. Sloat would hope that we would see the comparative data. J. Roberto responded that every year is different.

C.A. Sloat requested clarification around the wait list for professional assessment. L. Thompson responded that we traditionally do not have a wait list but due the pandemic we were unable to conduct all our professional assessment and we have some that need to be completed.

R. Collver commented the summer programming was shared at Special Education Advisory Committee (SEAC) and very well received. and thanked everyone for their efforts with this program.

C. VanEvery-Albert commented that well-being was a major focus this year and thanked the team.



## Regular Board Meeting

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### MINUTES

Moved by: S. Gibson

Seconded by: D. Dean

THAT the Grand Erie District School Board receive the Summer Learning Report as information.

**Carried**

(e) **HR106 COVID-19 Immunization Disclosure**

J. Tozer referred to the new procedure HR106 COVID-19 Immunization Disclosure.

C.A. Sloat recommended several revisions to the procedure and identified concerns that we are not following the format of other procedures.

G. Anderson stated that he appreciated C.A. Sloat's comment however, he recognizes that the need for this procedure is now, and we need to look at waiving the Bylaws to have this procedure in place.

R. Collver asked for clarification if our Procedures will include the success criteria. J. Roberto responded it is an HR procedure which will note accountability and include the two references.

R. Collver asked for the rational as to why the specific days of testing were pulled out of the procedure and what process we were following to ensure compliance. J. Tozer responded the reason for the removal was that we wanted some flexibility on how to operationalize this for employees. At this time the Ministry just requires that testing is conducted twice per week. With respect to compliance, we have a 94% response rate, and will be following up with staff who refuse to test.

Moved by: T. Waldschmidt

Seconded by: R. Collver

THAT Bylaw 9 – Process for Development of Bylaws, Policies and Procedures be waived with respect to circulating Procedure HR106 COVID-19 Immunization Disclosure to all appropriate stakeholders

**Carried**

Moved by: D. Werden

Seconded by: D. Dean

THAT the Grand Erie District School Board receive Procedure HR106 COVID-19 Immunization Disclosure as information, as amended.

**Carried**

Moved by: D. Werden

Seconded by: T. Waldschmidt

THAT the Grand Erie District School Board approve to proceed with the September 27, 2021 Regular Board past 10:00 p.m.

**Carried**

H - 1 **Other Business**

(a) **Joint Occupational Health & Safety Committee Minutes – August 24, 2021**



## Regular Board Meeting

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Board Room, Education Centre / MS Teams Virtual Meeting

### MINUTES

Presented as printed.

Moved by: S. Gibson

Seconded by: C. VanEvery-Albert

THAT the Grand Erie District School Board receive the Joint Occupational Health and Safety Committee Minutes – August 24, 2021 as information.

**Carried**

(b) **Special Education Advisory Committee Minutes – June 17, 2021**

R. Collver provided a high-level summary of the minutes.

Moved by: R. Collver

Seconded by: T. Waldschmidt

THAT the Grand Erie District School Board receive the Special Education Advisory Committee Minutes – June 17, 2021 as information.

**Carried**

I - 1 **Correspondence**

Nil

J - 1 **Adjournment**

Moved by: T. Waldschmidt

Seconded by: C. VanEvery-Albert

THAT the meeting be adjourned at 10:20 p.m.

**Carried**

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Board Chair, G. Anderson



## Committee of the Whole Board Meeting

Monday, October 4, 2021

Board Room, Education Centre / MS Teams Virtual Meeting

### MINUTES

**Present:** Committee Chair – R. Collver, Committee Vice-Chair – T. Waldschmidt, G. Anderson, D. Dean, E. Dixon, B. Doyle, S. Gibson, J. Richardson, C.A. Sloat, C. VanEvery-Albert, D. Werden, C. Kitchen (Student Trustee), R. Mitchell (Student Trustee via MS Teams)

**Administration:** Director – J. Roberto, Superintendents: W. Baker, K. Graham, L. Munro, A. Smith, L. Thompson, J. Tozer, R. Wyszynski, Recording Secretary- G. Santos Gould

**Regrets:**

**Trustees:** S. Green (Student Trustee)

**Administration:** Nil

A - 1 **Opening**

(a) **Roll Call**

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

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

Nil

(c) **In Camera Session**

Moved by: G. Anderson

Seconded by: D. Werden

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

**Carried**

(d) **Welcome to Open Session**

The Public Session meeting was called to order by Committee Chair, R. Collver at 7:18 p.m.

R. Collver acknowledged and commended all teachers, support staff and principals for their inspirational work and leadership and asked that they be recognized on World Teacher Day, October 5, 2021. She extended her gratitude, appreciation and well wishes to all the Teachers of Grand Erie District School Board.

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

Presented as printed.

Moved by: G. Anderson

Seconded by: C.A. Sloat

THAT the Agenda be approved.

**Carried**

R. Collver highlighted an item from the Chairs' Committee Minutes. In accordance with the Agenda Schedule – Committee of the Whole Board and Regular Board Meeting



## Committee of the Whole Board Meeting

Monday, October 4, 2021

Board Room, Education Centre / MS Teams Virtual Meeting

### MINUTES

passed in August, P2 Honoring District Indigenous Cultures and Traditions was to be included in the October agenda. This item requires consultation from Indigenous Education Advisory Committee (IEAC) and Native Advisory Committee (NAC) and will be moved to the Committee of the Whole meeting in November.

(f) **In Camera Report**

Nil

(g) **Student Showcase**

Superintendent, L. Thompson introduced Principal, S. Bonbled of École Dufferin who presented a project that was undertaken by her school to commemorate the first National Day for Truth and Reconciliation.

Principal, S. Bonbled shared information about their Orange Heart Project as well as a video that captured the activities the students participated in to commemorate the National Day for Truth and Reconciliation. This project was undertaken to give students a deeper understanding of the significance of the day, and to better understand the importance of Orange Shirt Day. Every student was given a voice to express what this day means to them, and to speak to the importance of commemorating the children who lost their lives and those who suffered while in the Residential Schools. Principal Bonbled thanked the Brantford Collegiate Institute (BCI) Craft classes for creating the hearts.

(h) **Delegations**

(i) **R. Hunter – Masking for Students**

R. Hunter presented their delegation regarding masking for students.

Moved by: D. Werden

Seconded by: T. Waldschmidt

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

**Carried**

(ii) **D. Feltmate – COVID Protocols**

D. Feltmate presented their delegation regarding COVID-19 Protocols.

Moved by: G. Anderson

Seconded by: C. VanEvery-Albert

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

**Carried**

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

Nil

C - 1 **Director's Report**





## Committee of the Whole Board Meeting

Monday, October 4, 2021

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### MINUTES

#### (a) Director's highlights

- J. Roberto highlighted a tree planting initiative that was led by K. Hashimoto, Supervisor of Energy & Environmental Conservation of the Grand Erie District School Board. The tree planting initiative was recognized by the Minister of Education's Office. 18 schools participated in planting 100 native species trees which will help provide shade for the school community. J. Roberto commended the tree planting initiative and added that she was very proud of the team.
- J. Roberto recognized World Teacher Day, which is held annually on October 5, 2021, and celebrates teachers around the globe. She read a joint statement from UNESCO, UNICEF and added on behalf of Grand Erie District School Board, she further extended her recognition to all teachers for their efforts and for being outstanding leaders in the district. The theme for 2021-21 was 'Teachers at the Heart of Education and Recovery'.
- L. Thompson introduced a video of a talented student from Banbury Heights. Bella T. is a Grade 6 student and a competitive dancer, who showcased her talent for the school on September 30<sup>th</sup>.
- K. Graham shared a recent Hamilton Spectator newspaper article called, 'Of orange shirts, beautiful night sky and work to be done', along with a video. The interview by the Spectator included Indigenous Studies Educator Jennifer Lucas, Grand Erie Student Trustee Sierra Green, and Ms. Teen Six Nations Kosha General in their Indigenous Studies classroom at McKinnon Park Secondary School.

#### (b) Leading and Learning in a Pandemic

- The Ministry of Education has issued updates to the school screening tool for the 2021-2022 school year, which include changes to testing, symptom reporting, vaccination/immunization, personal health information, and international travel. These changes will be reflected on the website.
- The next set of vaccination clinics will begin on October 12, 2021.
- Masking protocols have been updated in conjunction with the PHUs. This includes appropriate types of masks to be worn, additional information on non-medical cloth masks, how to wear them, and what qualifies as a proper mask.

Moved by: B. Doyle

Seconded by: E. Dixon

THAT the Grand Erie District School Board receive the Director's Report Leading and Learning as information.

**Carried**

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

##### (a) Boundary Review – Banbury Heights School/Branlyn Community School.

R. Wyszynski presented the proposed Boundary Review – Banbury Heights School/Branlyn Community School report.

Moved by: G. Anderson

Seconded by: C.A. Sloat



## Committee of the Whole Board Meeting

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### MINUTES

THAT the Grand Erie District School Board strike a working group as per policy FT8 Boundary Reviews for the proposed Banbury Heights School/Branlyn Community School Boundary review for stakeholder feedback and input.

**Carried**

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

##### (a) **Safe School Report**

W. Baker presented the Safe Schools Report. The Background, Additional Information on Suspensions, Expulsions, Exclusions, Next Steps and Multi -Year Plan were presented

C.A. Sloat referenced SO32, Exclusion Policy and requested information about how many students are on modified day. Superintendent, W. Baker noted that modified day reporting is outside of the scope of Safe School Report.

C.A. Sloat asked about the 2023 requirement for race data to be added when it comes to suspensions and expulsions, and would it be prudent for the Board to start sooner than later? Superintendent, W. Baker noted that the data used to be presented and it was decided it was no longer needed. However, the information has evolved and is required by the province for marginalized groups. This will be reported at the next census.

R. Collver asked for clarification with respect to Regulation 440/20 which states that students in JK to Grade 3 are not to be suspended. Superintendent, W. Baker explained that the students' suspensions were in place prior to the regulation becoming effective.

Moved by: G. Anderson

Seconded by: D. Dean

THAT the Grand Erie District School Board receive the Safe Schools Report as information.

**Carried**

##### (b) **Voluntary Indigenous Self-Identification**

K. Graham provided a summary of the Voluntary Indigenous Self-Identification report.

J. Roberto provided additional information about opportunities for self-identification and noted that participation is voluntary. Strategies to increase awareness during registration were presented and J. Roberto noted K. Graham and the Indigenous Team are developing a plan this year as it relates to our Annual Learning and Operating goals.



## Committee of the Whole Board Meeting

Monday, October 4, 2021

Board Room, Education Centre / MS Teams Virtual Meeting

### MINUTES

Moved by: C. VanEvery-Albert

Seconded by: S. Gibson

THAT the Grand Erie District School Board receive the Voluntary Indigenous Self-Identification Report as information.

**Carried**

(c) **Staff and Student Recognition - Learn, Lead, Inspire**

L. Munro provided a summary of the Learn, Lead, Inspire Staff and Student Recognition program and highlighted the process and the connection to the Multi Year Plan.

C.A. Sloat asked would it not mean more if the person who nominated the recipient read their nomination and that the Chair had been very generous in sharing the presentation duties with all Trustees and could this tradition be continued. Instead, as noted in the information report the Director would share these highlights. L. Munro noted comments by C.A. Sloat.

R. Collver reiterated the requests by C.A. Sloat be considered.

Moved by: T. Waldschmidt

Seconded by: B. Doyle

THAT the Grand Erie District School Board receive the Staff and Student Recognition process for Learn Lead Inspire report as information.

**Carried**

(d) **Grand Erie Workforce Census**

W. Baker provided a summary of the Workforce Census Report.

W. Baker called on Safe and Inclusive Schools Lead, C. Bibby, to present the results of Grand Erie's first Staff Census. The data was collected as part of the Equity plan. Staff were surveyed on what their experience is in Grand Erie that relates to their identity. Questions were specific to the individual's identity whether it is perceived as a 'Barrier' or a 'Strength' and priorities to Learning, Well-Being and Belonging formed the basis to this survey.

The next Professional Development Day in October 2021 will focus on the results of the Staff and Student Data collection as it relates to the theme, 'Centering the Voices of our Students and Staff'.



## Committee of the Whole Board Meeting

Monday, October 4, 2021

Board Room, Education Centre / MS Teams Virtual Meeting

### MINUTES

J. Tozer provided additional information on the goals, strategies and hiring practices that Human Resources has undertaken in support of the data collected. Recruitment efforts are driving more diverse applicants to apply. This information is helpful in developing point of hire questionnaire.

R. Collver made a recommendation to have a conversation with the groups with the lowest response rates. She further stated that all staff should be given a voice and that their voice does matter. The Board is hopeful that the underrepresented groups would say that it is worth participating in the survey and have their voices be heard.

C. Kitchen asked what the Human Resources department is doing to address the mental health of staff as it directly correlates to student experience. J. Tozer noted that revisions were made to the Employee Assistance Program. Increased funding to the EAP program will provide additional support to staff, and Community Hub was launched connecting staff to health and wellness services, are grassroots initiatives being coordinated and communicated.

J. Tozer noted Senior Team is looking into adding more strategies to increase survey responses in the future to make sure underrepresented staff will participate.

Moved by: S. Gibson,

Seconded by: D. Werden

THAT the Grand Erie District School Board receive the Grand Erie Workforce Census as information.

**Carried**

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

##### (a) **F4 Trustee Honoraria**

Superintendent, R. Wyszynski presented F4 Trustee Honoraria and provided background information and next steps.

Moved by: C. A. Sloat

Seconded by: D. Dean

THAT the Grand Erie District School Board forward, Policy F4 Trustee Honoraria to all appropriate stakeholders for comments to be received by November 24, 2021.

**Carried**

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

##### (a) **HR118 Occasional Teacher Evaluation**

J. Tozer noted HR118 Occasional Teacher Evaluation has been identified for review, minor revisions were made and will be going out for stake holder's comments.

Moved by: E. Dixon



## Committee of the Whole Board Meeting

Monday, October 4, 2021

Board Room, Education Centre / MS Teams Virtual Meeting

### MINUTES

Seconded by: G. Anderson

THAT the Grand Erie District School Board to forward Procedure HR118 Occasional Teacher Evaluation to all appropriate stakeholders for comments to be received by November 24, 2021.

**Carried**

#### F - 1 Other Business

##### (a) OPSBA Report

C.A. Sloat presented a high-level overview of the OPSBA Report, which included information about PPE stock and reporting requirements an extension to Federal spending guidelines. The Trustee Provincial Code of Conduct consultation, and Specialist High Skills Major (SHSM) – Non-Profit - Education Stream were presented.

Moved By: S. Gibson

Seconded by: E. Dixon

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

**Carried**

#### G - 1 Correspondence

Nil

#### H - 1 Adjournment

Moved by: T. Waldschmidt

Seconded by: J. Richardson

THAT the meeting be adjourned at 9:09 p.m.

**Carried**

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Committee of the Whole Board Chair, R. Collver





# Grand Erie District School Board

TO: Trustees of the Grand District School Board  
FROM: R. Collver, Chair, Committee of the Whole Board  
RE: **Committee of the Whole Board Report**  
DATE: October 4, 2021

**Recommended Action:** Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_  
THAT the Grand Erie District School Board approve the recommendations from the October 4, 2021 Committee of the Whole Board meeting as follows:

1. **Delegations**
  - (i) THAT the Grand Erie District School Board receive the Delegation as information.
  - (ii) THAT the Grand Erie District School Board receive the Delegation as information.
2. **Director’s Report**

THAT the Grand Erie District School Board receive the Director’s Report of October 4, 2021 as information.
3. **Boundary Review – Banbury Heights School/Branlyn Community School.**

THAT the Grand Erie District School Board strike a working group as per policy FT8 Boundary Reviews for the proposed Banbury Heights School/Branlyn Community School Boundary review for stakeholder feedback and input.
4. **Safe School Report**

THAT the Grand Erie District School Board receive the Safe Schools Report as information.
5. **Voluntary Indigenous Self-Identification**

THAT the Grand Erie District School Board receive the Voluntary Indigenous Self-Identification Report as information.
6. **Staff and Student Recognition - Learn, Lead, Inspire**

THAT the Grand Erie District School Board receive the Staff and Student Recognition process for Learn Lead Inspire report as information.
7. **Grand Erie Workforce Census**

THAT the Grand Erie District School Board receive the Grand Erie Workforce Census as information.
8. **F4 Trustee Honoraria**

THAT the Grand Erie District School Board forward, Policy F4 Trustee Honoraria to all appropriate stakeholders for comments to be received by November 24, 2021.



9. **HR118 Occasional Teacher Evaluation**

THAT the Grand Erie District School Board to forward Procedure HR118 Occasional Teacher Evaluation to all appropriate stakeholders for comments to be received by November 24, 2021.

10. **OPSBA Report**

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

Respectfully submitted,

R. Collver, Chair  
Committee of the Whole Board





# Grand Erie District School Board

**TO:** JoAnna Roberto, Ph. D., Director of Education & Secretary  
**FROM:** Rafal Wyszynski, Superintendent of Business & Treasurer  
**RE:** **Elementary Class Size**  
**DATE:** October 25, 2021

**Recommended Action:** Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_  
THAT the Grand Erie District School Board receive the Elementary Class Size report as information.

## Background

Since 2007-2008 the Ministry of Education has required Boards to be fully compliant with class size caps such that 90 per cent of primary classes will have 20 or fewer students and up to 10 per cent of primary classes may have up to 23 students.

Ontario regulation 132/12 requires the Board to achieve compliance while ensuring that the average class size in grades 4 to 8 is 24.5 or less.

In 2017-18, the government implemented a class size cap that will prevent large FDK classes. In 2018-19, the cap was reduced to a maximum class size of 29 students for FDK classes. Up to 10 per cent of FDK classes are permitted to have between 30 and 32 students if they meet one of the following exceptions:

- i. If purpose-built accommodation is not available (this will sunset after 2021- 22);
- ii. If a program will be negatively affected (e.g., French Immersion); or
- iii. Where compliance will increase kindergarten/Grade 1 combined classes.

For the 2021-22 school year, no changes to elementary class sizes were required, however fully remote classes and classes offered through hybrid model options (where school boards offer simultaneous classroom instruction for both in-person and remote students) would apply to in-person class size requirements. Students attending via fully remote and hybrid models would be included as part of the elementary class size calculations and reporting for the main school.

Boards are required to maintain a board wide average FDK class size of 26.0 or lower. The funded average class size will remain at 25.57 for 2021-22.

## Additional Information

All boards are required to report actual school organizations that are in place each school year. Boards are permitted to select an appropriate reorganization date in the month of September for this purpose. Grand Erie's reorganization date was Friday September 17, 2021.

Appendix A provides Grand Erie's 2021-22 statistics from the data provided to the Ministry. Although historically, comparative data has been provided; the revamped reporting form no longer collects and calculates the same data. It is of note that the report confirms that full compliance has been achieved.

<b>Section B: Status of Class Size Compliance (for information purposes only)</b>			
	<b>Board Submission Statistic</b>	<b>Regulation Requirement</b>	<b>Compliance Status</b>
<b>Number of Primary Classes over 23</b>	-	<i>Not greater than 0</i>	Achieved
<b>Number of Primary/Junior-Int Combined Classes over 23</b>	-	<i>Not greater than 0</i>	Achieved
<b>Average Junior/Intermediate (grades 4-8) Class Size</b>	24.06	<i>Less than or equal to 24.50</i>	Achieved
<b>Percentage of Primary Classes 20 and under</b>	91.3%	<i>Greater than or equal to 90.0%</i>	Achieved
<b>Average Kindergarten Class Size</b>	23.8	<i>Less than or equal to 26.0</i>	Achieved
<b>Number of Kindergarten Classes (Pure) Over 32</b>	-	<i>Not greater than 0</i>	Achieved
<b>Percentage of Kindergarten Classes (Pure) Between 30 and 32</b>	0.0%	<i>Less than or equal to 10.0% &amp; valid Kindergarten conditions</i>	Achieved

For 2021-22, **100%** of Grand Erie's Primary Classes are under 23 students, **91.3%** (253 of 277) are at 20 and under and only **8.6%** (24 of 277) of our Primary Classes are greater than 20 but no more than 23. All of the 34 Grade 3/4 combined classes are organized at 23 or under. It is important to note that the report confirms that the average grade 4-8 class size is compliant at 24.06.

Grand Erie has 145.58 Full Day Early Learning classes with an average class size of 23.8 which is below the funded level of 25.57 per class.

15 Full Day Early Learning classes have been organized with 15 or fewer students, one teacher and no Early Childhood Educator (ECE) as permitted in Regulation 224/10. Appendix B provides the details of the classrooms where no ECE is present.

Respectfully submitted,

Rafal Wyszynski  
Superintendent of Business & Treasurer

<b>Board Statistics</b>	
<b>Board Name</b>	<b>Grand Erie DSB</b>
<b>Board Number</b>	<b>B66168</b>
<b>Number of Reporting Errors in DATA</b>	0
<b>Key Statistics</b>	
Percentage Primary Classes 20 and Under	91.3%
Number of Primary Classes Over 23	-
Average Junior/Intermediate (grades 4-8) Class Size	24.06
Number of Primary/Junior Combined Classes Over 23	-
Average Kindergarten Class Size	23.8
Number of Kindergarten Classes (Pure) At or Below 29	138
Number of Kindergarten Classes (Pure) Between 30 and 32	-
Number of Kindergarten Classes (Pure) Above 32	-
Percentage Kindergarten Classes (Pure) Between 30 and 32	0.0%
<b>General Statistics</b>	
TOTAL Number of Classes Reported	849
TOTAL Number of Schools Reported	58
TOTAL Enrolment of All Classes Reported	18595
<b>Information on Kindergarten Classes</b>	
Number of Kindergarten Classes (Pro-rated)	145.58
Kindergarten Enrolment	3,465
<b>Information on Primary Classes</b>	
<b>Percentage of Primary Classes</b>	
20 and under	91.3%
21	2.5%
22	2.9%
23	3.2%
24	0.0%
25 and more	0.0%
<b>Number of Primary Classes</b>	
20 and under	253
21	7
22	8
23	9
24	-
25 and more	-
Total Number of Primary Classes	277
<b>Information on Junior/Intermediate (grades 4-8) Classes</b>	
Number of Junior/Intermediate (grades 4-8) Classes	404
Enrolment in Junior/Intermediate (grades 4-8) Classes	9,721
<b>Information on Self-Contained Special Education Classes</b>	
Number of Self-Contained Special Education Classes	30

## Grand Erie District School Board

## Appendix B

## 2021 - 22 Kindergarten Classes without a DECE

School	Total FD ELK Enrolment	Class Enrolment With a DECE				Class Enrolment with no DECE
Banbury Hts PS	62	23	24	-	-	15
Branlyn PS	40	25	-	-	-	15
Burford District ES	85	24	22	25	-	14
Delhi PS	61	23	23	-	-	15
Elgin PS	80	21	22	24	-	13
Lynndale Hts PS	90	25	25	25	-	15
Oneida PS	41	26	-	-	-	15
Onondaga PS	43	28	-	-	-	15
Paris ES	34	21	-	-	-	13
Princess Elizabeth PS	39	24	-	-	-	15
Seneca Central PS	39	24	-	-	-	15
Teeterville PS	40	26	-	-	-	14
Thompson Creek ES	97	28	28	26	-	15
Walsh PS	77	25	25	-	-	14 & 13

*[Enrolment Reported Sept 17, 2021]*



# Joint Occupational Health and Safety Committee

Thursday, September 16, 2021

10:30 AM

Microsoft Teams (Virtual)

## MINUTES

**Present:**

Employer Representatives

Griffin Cobb	Secondary School Administration, Certified Member
Cheryl Innes	Elementary School Administration, Certified Member
Tom Krukowski	Facility Services
Phil Kuckyt	Transportation Services, Certified Member
Lena Latreille	Business Services, Certified Member, Co-Chair

Worker Representatives

Elizabeth Armstrong	CUPE Clerical/Technical, Certified Member
Amanda Baxter	Elementary Occasional Teachers, Certified Member, Chair
Belinda Benko	Professional Student Services Personnel
Katie Hashimoto	Non-Union, Certified Member
Bruce Hazlewood	Occasional Secondary Teachers, Certified Member
Denise Kelly	CUPE Facility Services, Certified Member
Angela Korakas	Designated Early Childhood Educators, Certified Member
Sarah Kuva	CUPE Educational Assistants
Jennifer Orr	Elementary Teachers, Certified Member

**Regrets:**

Laura Adlington	Professional Student Services Personnel, Certified Member
John Henderson	Secondary Teachers, Certified Member

**Resources:**

Bill Jarvis	Health and Safety Officer
Hilary Sutton	Health and Safety Officer, Recording Secretary

A - 1 **Opening**

(a) **Roll Call**

(b) **Co-Chair Selection**

Amanda Baxter was voted in as the Worker Co-chair.

Lena Latreille was voted in as the Management Co-Chair.

(c) **Minutes of Last Meeting**

The minutes from the August 24, 2021 meeting and the June 17, 2021 meeting were provided to the committee.

(d) **Approval of Last Meeting minutes**

The minutes from the August 24, 2021 meeting were approved with minor changes.

The minutes from the June 17, 2021 meeting were approved with minor changes.



# Joint Occupational Health and Safety Committee

Thursday, September 16, 2021

10:30 AM

Microsoft Teams (Virtual)

## MINUTES

- (e) **Agenda Additions**  
No agenda additions

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

- (a) **Covid-19 Updates**

The Divisions Manager of Operations and Health and Safety provided the committee with updates and information regarding Covid-19 processes including vaccination disclosure, ventilation, personal protective equipment, cleaning and disinfecting protocols, communications procedures and preliminary information on rapid testing.

- (b) **School Health and Safety Representative Training**

June: The committee was asked for input on the current site rep training that is done through the Board. Currently all site reps receive the certification training through Workers Health and Safety Centre. This is the Joint Committee Member training that is registered with the Ministry of Labour. Since site reps are not Joint Committee Members a question was raised if there was a better training option that could be looked at. The reasons for this were to be able to provide information that was more specific to the duties and responsibilities of school site reps and minimize the time needed to be away from their worksites. The committee was open to review training options for site reps from the Workers Health and Safety Centre. The Health and Safety Department will investigate options available and bring them to the September Committee meeting for review. This item will remain on the next agenda.

September: This item has been deferred until the October meeting as we are waiting for information from various training providers including the Workers Health and Safety Centre. This item can be moved to the chart.

### C - 1 Other Business

- (a) **Various Asbestos Reports**

Asbestos Abatements, Limited Designated Substance Reports and Lead Abatements were completed in various locations within the Board over the summer months. Copies of all reports were distributed to the committee.

- (b) **Indoor Air Quality Reports**

No new reports to review.

### D - 1 Review of Reports

- (a) **Employee Accident Reports Summary, Workplace Safety and Insurance Reportable, Student Aggression Summary Table**

All reports for the months of June to August 2021 were provided to the committee for review.



## Joint Occupational Health and Safety Committee

Thursday, September 16, 2021

10:30 AM

Microsoft Teams (Virtual)

### MINUTES

(b) **Status of Workplace Inspections including Non-Academic Sites**

All workplace inspections were completed for the summer months with the exception of one support centre.

A reminder was provided to the committee regarding a half day of coverage for Elementary schools, and a full day of coverage for Secondary schools to assist with the completion of monthly inspections.

(c) **Health and Safety/Facility Services Committee (September 14, 2021)**

The meeting minutes were provided to the committee for review.

(d) **Critical Injuries**

There were no worker critical injuries in July and August.

(e) **Special Education Focus Group Meeting Minutes**

Next meeting to be held on October 14, 2021.

(f) **Review of Ongoing Project Items**

See chart.

(g) **Work Orders**

A list of Health and Safety work orders submitted in June to August 2021 was provided to the committee for review.

E - 1 **Health and Safety Training**

Standard First Aid training has been scheduled for October 6-7, 2021 and March 22-23, 2022.

Health and Safety Certification is scheduled for November 9-11, 2021 (Basic Certification), November 16-17, 2021 (Hazard Specific Training), and October 12, 2021 (Recertification).

F - 1 **Recommendations to Executive Council**

One recommendation, to have a sign posted for 10 days, on main points of entry to all locations with a Covid-19 positive case, has been submitted by the Worker Co-chair to Executive Council.

G - 1 **Adjournment**

Meeting adjourned at 11:54AM.

H - 1 **Next Meeting**

October 14, 2021 via Microsoft Teams or Pine Tree Room.



# Joint Occupational Health and Safety Committee

Thursday, September 16, 2021

10:30 AM

Microsoft Teams (Virtual)

## MINUTES

### PROJECT ITEMS

Date item initiated	Item	Dates discussed	Latest Update	Status and Time Frame
2017 - April	Terms of Reference Review	2021 - September	Meeting scheduled for September 27, 2021 to review the current Terms of Reference in preparation for submission for approval from the Ministry of Labour.	2021 - September
2019 - December	Health and Safety Eblast	2021 - September	A copy of the Covid-19 reminders poster will be forwarded to all workers via email.	2021 - September
2020 - March	De-escalation training	2021 - September	A training video has been created and IT Services is currently working on the interactive quiz portion of the training.	2021 - November
2020 - November	Ventilation	2021 - September	A current list of all ventilation measures is available on the Board's public website. The list will be updated as ventilation items are added, changed or removed from locations.	
2021 - April	Workplace Violence Reporting	2021 - September	Deferred until the October JOHSC meeting.	
2021 - April	Asphalt	2021 - September	This item will be removed as this information is available every April with the publicly posted board minutes.	2022 - April
2021 - April	Worker Mental Health Survey	2021 - September	Deferred until the October JOHSC meeting.	
2021 - June	Workplace Violence Poster	2021 - September	Part of the annual training. Can be removed from the chart.	2021 - September

Policy / Procedure	Out for Comment	Board Approval	Board Review Date	Committee Review Date	Comments
HR4 Health and Safety Policy and Appendix Guidelines		2015 - September	2024 - February	2021 - November	Any comments or changes to be deferred until November 2021.
HR5 Harassment		2015 - September	2024 - February	2021 - November	Any comments or changes to be deferred until November 2021.
HR8 Workplace Violence		2015 - January	2023 - November	2021 - November	Any comments or changes to be deferred until November 2021.



No.	Site	Reopening	Sep 2021	Oct 2021	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2021	Jun 2022	Jul 2022	Aug 2022
<b>Elementary Schools</b>														
1	Agnes Hodge	C	C											
2	Banbury Heights		C											
3	Bellview	C	C											
4	Bloomsburg	C	C											
5	Boston	C	C											
6	Branlyn Community	C	C											
7	Brier Park		C											
8	Burford District Elementary	C	C											
9	Caledonia Centennial	C	C											
10	Cedarland		C											
11	Centennial-Grandwoodlands	C	C											
12	Central P.S.	C	C											
13	Cobblestone Elementary		C											
14	Confederation (Fr Imm)	C	C											
15	Courtland	C	C											
16	Delhi	C	C											
17	Dufferin	C	C											
18	Echo Place		C											
19	Elgin Ave.	C	C											
20	Glen Morris		C											
21	Graham Bell		C											
22	Grandview	C	C											
23	Greenbrier		C											
24	Hagersville Elementary	C	C											
25	Houghton	C	C											
26	J.L. Mitchener	C	C											
27	James Hillier		C											
28	Jarvis	C	C											
29	King George	C	C											
30	Lakewood	C	C											
31	Langton	C	C											
32	Lansdowne-Costain		C											
33	Lynndale Heights	C	C											
34	Major Ballachey		C											
35	Mapleview	C	C											
36	Mt. Pleasant	C	C											
37	North Ward		C											

No.	Site	Reopening	Sep 2021	Oct 2021	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2021	Jun 2022	Jul 2022	Aug 2022
38	Oakland-Scotland		C											
39	Oneida Central		C											
40	Onondaga-Brant		C											
41	Paris Central		C											
42	Port Rowan		C											
43	Prince Charles	C	C											
44	Princess Elizabeth	C	C											
45	Rainham	C	C											
46	River Heights	C	C											
47	Russell Reid		C											
48	Ryerson Heights	C	C											
49	Seneca Central	C	C											
50	St. George-German	C	C											
51	Teeterville P.S.		C											
52	Thompson Creek	C	C											
53	Walpole North		C											
54	Walsh	C	C											
55	Walter Gretzky Elementary School		C											
56	Waterford Public	C	C											
57	West Lynn		C											
58	Woodman-Cainsville		C											
<b>Secondary Schools</b>														
59	B.C.I. & V.S.		C											
60	Cayuga Secondary S. (CSS)		C											
61	Delhi District Secondary S. (DDSS)	C	C											
62	Dunnville Secondary S. (DSS)	C	C											
63	G.E.L.A. Brantford (Rawdon)		C											
64	G.E.L.A. - CareerLink (@TTSC)		C											
66	Hagersville S.S. (HSS)	C	C											
67	McKinnon Park S.S. (MPSS)	C	C											
68	North Park C. & V.S. (NPCVS)	C	C											
69	Paris District H.S. (PDHS)	C	C											
70	Pauline Johnson C.V.S. (PJCVS)	C	C											
71	Simcoe Composite School (SCS)	C	C											
72	Tollgate Tech. Skills Centre (TTSC)		C											
73	Valley Heights S.S. (VHSS)		C											
74	Waterford District High School (WDHS)	C	C											

No.	Site	Reopening	Sep 2021	Oct 2021	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2021	Jun 2022	Jul 2022	Aug 2022
<b>Turning Points and Leased Spaces</b>														
75	CSS Turning Point - Royal Canadian Legion Branch #159, 11 Talbot St. E., Cayuga		C											
76	DDSS Turning Point -640 James St. Delhi		C											
77	HSS Turning Point - 1155 Indian Road, Mississauga		C											
78	HSS New Start - 2319 3rd Line Road, Oshweken		C											
79	MPSS Turning Point - Grace United Church 174 Caithness St., Caledonia		C											
80	PDHS Turning Point - Optimist Club of Paris, 2 Elm St., Paris		C											
81	PJCVS Turning Point - 365 Rawdon St (Main Campus)		C											
82	SCS Turning Point - Port Dover Lions Club Silver Lake Market, 320 St. Patrick St, Port Dover		C											
83	VHSS Annex and Turning Point - Aylmer Evangelical Mennonite Mission Church, 50619 Talbot Line, Aylmer		C											
84	WDHS Turning Point - Camp Trillium 433 Thompson Rd, West, Waterford		C											
<b>Support Centre</b>														
85	H.E. Fawcett Teacher Resource Centre (TRC)		C											
86	Joseph Brant (including GELA - ESL)		C											
87	Haldimand School Support Centre		C											
88	Norfolk School Support Centre	C	C											
89	Head Office		C											
90	Head Office - Facility Services		C											
<b>Storage Facilities</b>														
91	Burford Bus Barn, 35 Alexander St. Burford		C											
<b>Total Sites</b>		<b>92</b>	<b>90</b>	<b>90</b>	<b>90</b>	<b>90</b>	<b>90</b>	<b>90</b>	<b>90</b>	<b>90</b>	<b>90</b>	<b>90</b>	<b>90</b>	<b>90</b>
<b>Total Regular Monthly Inspections Completed</b>		<b>45</b>	<b>90</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Annual Inspections Completed</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Annual Inspections Planned</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Double Inspections Completed</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Incomplete</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Not Reported</b>		<b>45</b>	<b>-</b>	<b>90</b>	<b>90</b>	<b>90</b>	<b>90</b>	<b>90</b>	<b>90</b>	<b>90</b>	<b>90</b>	<b>90</b>	<b>90</b>	<b>90</b>

Annual JOHSC inspection completed	
Monthly inspection was completed	
Two inspections completed due to a missed inspection	
Monthly inspection was not completed	
Annual JOHSC inspection planned	
Does not require inspection for the month	





## Audit Committee

Tuesday, September 21, 2021 4:00 p.m.  
MS Teams Virtual Meeting

### MINUTES

**Present: Members:** C.A. Sloat – Chair, B. Collingwood (Volunteer), R. Collver (Trustee), D. Werden (Trustee), C. Woodley (Volunteer),  
**Management:** J. Roberto (Director), R. Wyszynski (Superintendent of Business), C. Smith (Manager of Business Services), L. Munro (Superintendent of Education), J. Ecklund (Manager of ITS)  
**PwC (Internal Auditors):** C. O'Connor (PwC), C. Wetherill (PwC)  
**MRR (External Auditors):** D. Latta (Millards), J. Gilbert (Millards)

**Recording Secretary** – L. Howells

**Regrets:** B. Schell (Millards)

A - 1 **Opening**

(a) **Roll Call**

Roll Call was completed.

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

Nil

(c) **Welcome to Open Session**

The meeting was called to order by Audit Committee Chair, C.A. Sloat, at 4:04 p.m. The Land Acknowledgement statement was read

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

Presented as printed.

Moved by: B. Collingwood  
Seconded by: D. Werden  
THAT the Agenda be approved.

**Carried**

B - 1 **Consent Agenda**

R. Collver requested B-1-e Fraud Attestation Form be separated for discussion.

Moved by: R. Collver  
Seconded by: C. Woodley

THAT the Audit Committee accept the September 21, 2021 Consent Agenda items and the recommendation contained therein:

- (a) Approve the Minutes of the Audit Committee Meeting held June 22, 2021.
- (b) Receive the Consolidated Due Diligence report.
- (c) Receive the Q3 Financial Forecast.
- (d) Receive the 2021-22 Budget Meeting Dates

**Carried**



## Audit Committee

Tuesday, September 21, 2021

4:00 p.m.

MS Teams Virtual Meeting

### MINUTES

R. Collver referred to the Fraud Attestation Form and would like to understand who requested, who it is reported to and why is this coming forward now? R. Wyszynski responded that this came from our external auditors, Millards, as part of their risk assessment for their audit procedures that are required for school boards in Ontario. R. Wyszynski noted that he also completed one as Superintendent of Business. R. Wyszynski stated that is new this year, but it is additional level of comfort.

J. Gilbert stated that is correct it is new this year, Millards has a new Assurance Manager involved with Grand Erie who has brought some new templates. Millard has always done a Fraud Risk Assessment which has been done verbally but they have requested a formal process.

R. Collver asked why did this assurance person think it was necessary now? D. Latta added that Fraud Risk is part of all risk assessment every year and may ask different levels or different people and because it has not been addressed at governance level, this is just another piece of getting complete accountability for anyone that could be aware of Fraud Risk. R. Collver asked if the individual who signed these are accountable if anything happens. D. Latta responded that no, this is just getting it from audit committee level.

C.A. Sloat requested that we consider adding to this to F7 Reporting of Wrongdoing. R. Wyszynski responded that respectfully that this not need required for the policy, this is an attestation and just for the external auditors to close the loop and could ask anyone in the organization. R. Wyszynski believes this is a good external process and Millards' could expand the scope and change next year.

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

Nil

#### D - 1 **Internal Audit**

##### (a) **Report on Remote Learning Assessment**

C. O'Connor and C. Wetherill provided a high-level review of the report stating the summary page provides a one-page snapshot of what was found and stated that the focus was on remote learning, but the privacy principles also apply outside that. C. O'Connor noted there was a lot good thing happening. C. O'Conner further stated this assessment was done against the current standards but noted that Privacy in Canada is changing, and the bar will be going up.

R. Collver thanked for this putting this together and proud we have number of strengths and referred to the Management response. R. Collver asked when the action plan would be available for Audit Committee to see? L. Munro responded that our first point of action, is to work on some of those high priorities items right now and recognizing that once we have a better idea of the resources and supports that are available, then we will have a better idea of timelines. L. Munro stated at this time we don't have a timeline but would be willing to bring it back to a future meeting.



## Audit Committee

Tuesday, September 21, 2021

4:00 p.m.

MS Teams Virtual Meeting

### MINUTES

C. O’Conner added some point of reference for both management and audit committee, stating this is a project to plan for a project, management cannot bring back any meaningful timelines until they understand what they have, and that bucket will be bigger than anyone wants. Then management will need to take to look at what part do we care about and handle. Once that assessment and position is taken, that output can be brought back to a committee for a sanity check, then management can look at the how much work, resource and costing are required to fix them. This could take approximately 9 – 16 months to happen.

R. Collver asked how the audit committee knows what is going ahead and how will it be completed without a timeframe. R. Collver requested an update come to future Audit Committee in the next 6 – 12 months. **Action:** Recording Secretary to add to a future agenda.

R. Collver asked about privacy breaches, and provide to audit committee how many breaches you saw or reviewed? C. O’Conner stated we did not look at every single breach. C. Wetherill commented that we reviewed the process on how breaches are handled and tracked.

C.A. Sloat stated in 2012 the Board designated the Director of Education as head of the institution for purpose of MFIPPA and noted the Board may need to review to ensure all Privacy is included.

R. Collver asked do you see this report going to Board as part of the Audit Minutes and noted this has come up a number of times during budget discussion and would like to highlight for her fellow Trustees that a Privacy Officer needs to be one of our top priorities for the 2022-23 school year.

C.A. Sloat requested this also be included at the November PIM Meeting.

C. O’Conner suggested that for public consumption that the report does not include the detail section to avoid undue hardship. R. Wyszynski noted he will connect with C. O’Connor to make sure we reduce the information that he feels should be made public.

Moved by: R. Collver  
Seconded by: B. Collingwood

THAT the Audit Committee receive the Report on Remote Learning Assessment as information and request the Executive Summary be included in the draft minutes presented to the Board of Trustees.

**Carried**



## Audit Committee

Tuesday, September 21, 2021

4:00 p.m.

MS Teams Virtual Meeting

### MINUTES

(b) **Regional Internal Audit Survey Results – Grand Erie**

C. O’Conner referred to the report noting this is an amalgamation of survey questions that needs to be submitted to Ministry of Education

R. Collver doesn’t remember this being a process previously, take it that there are different ways to do this and asked what value is this to RIAT and what do they take from this? C. O’Connor responded for him he looks at the ones that have specific comment or if there’s anybody with a disagree or strongly disagree that had something, they wanted us to do differently, or if there’s just general points, like if there were comments, he would read those comments.

B. Collingwood commented she appreciate the opportunity to be participate in this survey but it’s difficult if people don’t give comments because sometimes it is a matter of misunderstanding. So as an audit committee, it really behooves us if there are any issues, we need to bring it forward, so we have an opportunity to address it in the moment or add comments because otherwise it is difficult to address them.

E - 1 **External Audit**

(a) **External Auditor Plan and Fee Estimates**

R. Wyszynski referred to the letter stating this annual requirement.

It was noted that this item was covered at the June 2021 Audit Committee meeting.

(b) **Audit Planning Letter**

D. Latta referred to the letter highlighting a few of the areas of the audit plan. providing a high-level overview on the letter.

C.A. Sloat stated the November 2<sup>nd</sup> date within the letter for timing of approval of financial statement by the Board should be changed to November 8<sup>th</sup>. D. Latta responded that should say November 2<sup>nd</sup> to the Audit Committee an confirmed the financial statement will come to Audit Committee on November 2<sup>nd</sup> and then forwarded to the Board of Trustees for approval on November 8<sup>th</sup>.

F - 1 **Other Business and Emerging Issues**

(a) **COVID-19 Considering Education Sectors Impacts**

R. Wyszynski noted we are progressing somewhat similar to 2021, the biggest change from this year to last year is the number of students that have migrated from virtual learning to face to face. We are seeing a high percentage of staff and students that are vaccinated. On the financial side, we have developed or devoted a great number of resources to address COVID-19 which is being done through Ministry funding i.e.: PPE, disinfectants and well as additional funding to support smaller class sizes and class to operate, rapid antigen testing kits.





## Audit Committee

Tuesday, September 21, 2021

4:00 p.m.

MS Teams Virtual Meeting

### MINUTES

(b) **F7 Reporting of Wrongdoing / F107 Reporting Suspected Wrongdoing**

R. Wyszynski noted this policy and procedure was revised policy that speaks to report and a procedure on how management will handle and apply the policy. It was noted that these will be circulated for stakeholder comment after the September 27<sup>th</sup> Board meeting with comment due by October 28<sup>th</sup>.

G - 1 **Adjournment**

Moved by: B. Collingwood

Seconded by: D. Werden

THAT the meeting be adjourned at 5:17 p.m.

**Carried**

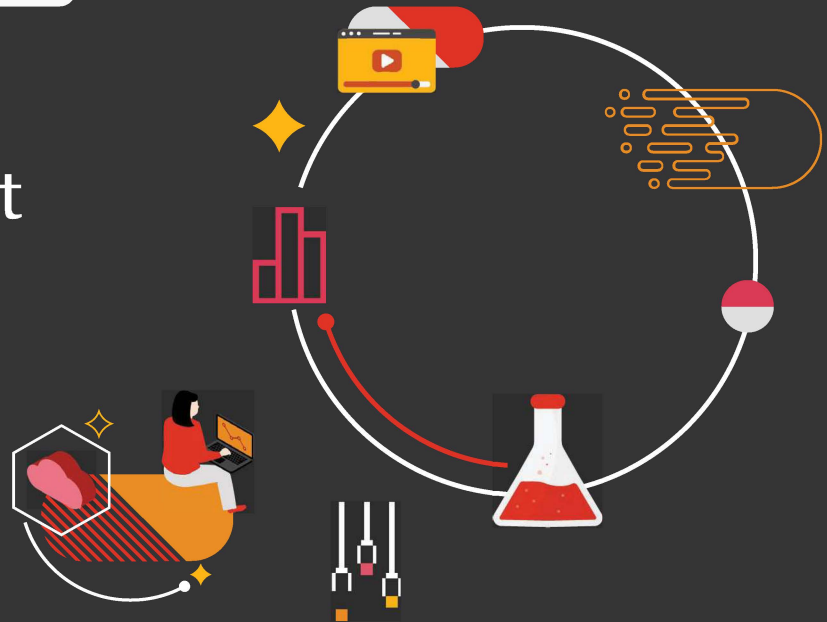
H - 1 **2021-22 Meetings**

- November 2, 2021 @ 4 p.m.
- March 22, 2022 @ 4 p.m.
- June 21, 2022 @ 4 p.m.

DRAFT

# Grand Erie Remote learning privacy assessment

Summary report



FINAL

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**Limitations and responsibilities:**

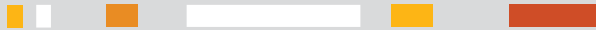
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## Executive summary



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## Assessment overview

### Background and our objectives:

The focus of this internal audit was to leverage remote learning privacy leading practices to provide a current state assessment and recommend actions to enhance the board's position related to privacy risk management. Grand Erie is responsible for very sensitive Personal Information (PI) as they collect and hold both health information and PI about minors. In order to assess whether the privacy components throughout the operational lifecycle are in place to address the board's highest privacy risks and most sensitive data we performed a comparison of current practices at Grand Erie against Generally Accepted Privacy Principles (GAPP) for privacy management. We assessed the key controls and practices in effect for the period September 2020 to present (or on the basis of the most recent occurrence):

- This internal audit work was an assessment of the alignment and maturity of GESDB policies and processes in comparison to regulatory requirements and industry practices.
- Internal Audit evaluated the privacy-related policies and procedures, enforcement and monitoring of compliance, through a privacy industry framework, Generally Accepted Privacy Principles (GAPP), given that such practices are designed to establish and sustain a privacy risk management and compliance program. The GAPP ten privacy principles include requirements and controls to the proper protection and management of PI. The ten GAPP principles are listed in Appendix A.
- In addition the following three principles are called out for embedded within the 10 GAPP elements but warrant specific consideration by organizations as they may be readily missed:
  - Breach prevention
  - Breach response
  - Reporting

### Our recommended next steps:

As Grand Erie builds their privacy program and prepare for the continually-evolving privacy regulatory environment, we recommend focusing on the following priorities:

1. **Conduct data discovery** exercise to identify systems holding PI and PHI
2. Enhance existing policies and procedures to consider **remote learning privacy requirements and risks**
3. **Incorporate remote learning privacy training as well as specialised training for individuals in roles that handle or process PI/PHI**
4. Update the **data retention and disposal** schedule to include **digital PI/PHI**
5. Develop and implement **Privacy Impact Assessments (PIAs)** on new software, systems, processes and data collection
6. Develop a **third party risk management** program that includes onboarding, management and offboarding where PI is being shared

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# Privacy context

## Regulatory background:

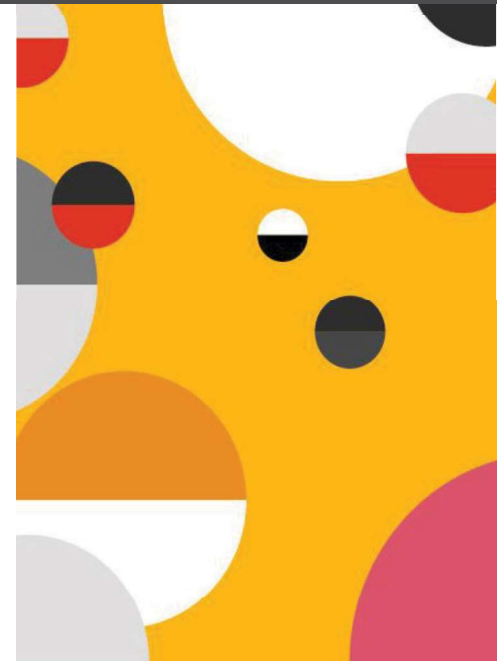
By way of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), Personal Health Information Protection Act (PHIPA), and Personal Information Protection and Electronic Documents Act (PIPEDA), the Grand Erie District School Board (Grand Erie or "the board") collects, uses and shares personal information from and about parents or guardians, students, and staff (Board employees and teachers). This information is used for planning, administration and educational activities.

As a School Board, the organization may collect both **Personal Information (PI)** and **Protected Health Information (PHI)**. The type of information collected by the board includes: full names, Ontario Education Number (OEN), Social Insurance Number (SIN), phone numbers, addresses, emails, health records etc. Personal information is collected by student enrollment forms / portal (paper and digital), and during onboarding of staff.

Public sector privacy laws apply in the federal, provincial and municipal jurisdictions and require that the government body **define, and notify individuals of, the lawful, authorized purposes for their collection of an individual's PI** and to provide **access to PI** they hold that is requested by individuals. Some provincial public sector privacy laws restrict public sector bodies and/or their service providers from permitting access to or disclosure of personal information from or to a place outside Canada.

In Ontario, MFIPPA currently governs numerous school boards and is enforced by the Information and Privacy Commissioner of Ontario who regularly publishes publicly available guidance as it relates to the privacy elements of MFIPPA. Privacy is a fundamental right of every Ontarian. To protect that right, Ontario public institutions are required by law to protect your personal information, and to follow strict rules when collecting, using and disclosing your personal information.

The Information and Privacy Commissioner's (IPC) role is to ensure that Ontario public institutions and health information custodians abide by privacy laws and principles.



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# A word on the evolving privacy landscape in Canada

On November 17, 2020 the Minister of Innovation, Science and Industry, Navdeep Bains, introduced the Digital Charter Implementation Act, 2020 (Bill C-11), signalling the government's intent to create a new privacy law in Canada entitled the *Consumer Privacy Protection Act* (CPPA). The new Act will supplant the existing *Personal Information Protection and Electronic Documents Act* (PIPEDA), which came into effect almost 20 years ago in 2001. Provincial regulators and legislators have signalled an intention to update their privacy legislation alongside the new CPPA.

## Key CPPA requirements

The three key CPPA requirements with potential to cause the biggest impact to organisations are:

- **Enhanced transparency:** Provide individuals with more plain-language information about how you handle their PI.
- **Increased individual rights** including:
  - **Data portability:** Respond to customer requests to transfer their own PI from one organization to another; and
  - **Data deletion:** Delete PI on request when no longer required; and
- **Algorithmic transparency:** Provide information about decisions made through algorithms or AI (i.e. any automated decision-making systems) including explaining how a prediction, recommendation or decision was made and how the information was obtained.

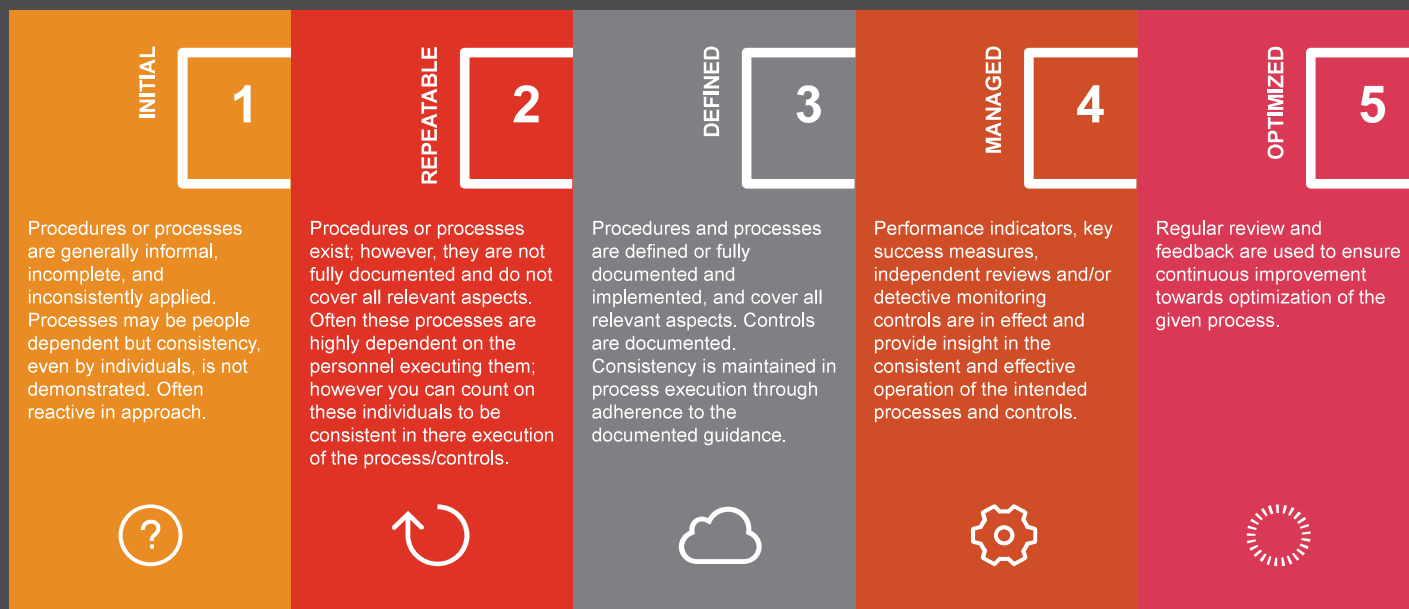
**Future consideration for Grand Erie:** CPPA and equivalent provincial legislations will require additional enhancements to privacy programs, given the expected increase in Canadian privacy scrutiny in general, particularly once provincial regulations are updated to match the new federal standards.

Although this is currently in the future, Grand Erie should continue to build upon the established foundation, including remote learning, enable your privacy champions, and implement additional program controls to keep updated with regulatory requirements.

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# Process & control maturity scoring levels



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## Overall maturity level

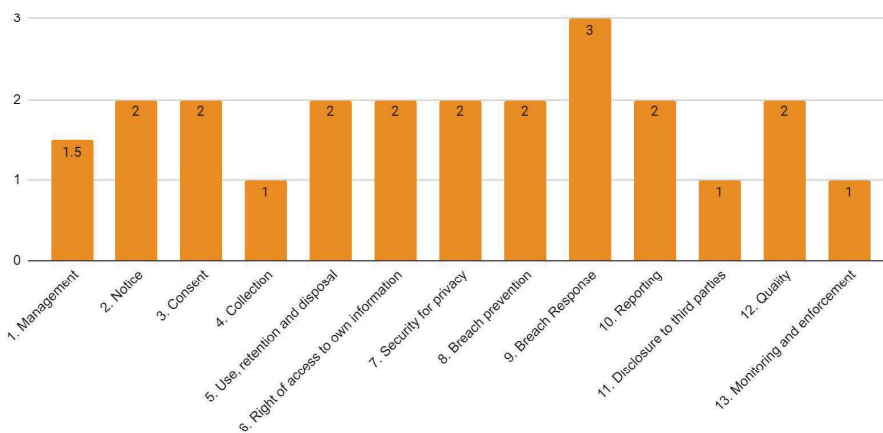
The chart provides an overview of Grand Erie's maturity across the 10 GAPP principles and the three additional elements assessed.

Details on each function, including strengths and opportunities for improvement, are provided in the 'Observations and recommendations' in section 2.

Maturity is rated based on the CCM rating levels:

- (1) Initial;
- (2) Repeatable;
- (3) Defined;
- (4) Managed; and
- (5) Optimized.

For a full description please refer to slide 7.



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## Summary of Grand Erie's strengths

- Grand Erie has a formally documented Privacy Policy that is reviewed every four (4) years and covers the following topics:
  - Accountability
  - Specified purposes
  - Consent
  - Limiting collection, use, retention, and disclosure
  - Accuracy
  - Safeguards
  - Openness and transparency
  - Access and correction
  - Compliance
  - Training and awareness
  - Records information management
- Privacy policies and procedures are reviewed and approved by the board of trustees on a four year cycle. Policies can also be brought forward for review if a need has been determined. Updates are shared on Grand Erie website and via email.
- The external Privacy Policy notice can be located at the bottom of the Grand Erie website. It also includes a Privacy Management recording that explains what PI/PHI is collected and why.
- The Board has a list of approved applications that can be used by teachers and staff. Staff are not to use any applications outside of the approved list unless requested via the 'Grand Erie Approval to Acquire Technology' form.
- The Board has a formally documented Retention Management Schedule that describes the type of information being used, how long it should be stored and the disposal requirements for paper based information.

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## Summary of Grand Erie's strengths

- The Board has a Lock Cabinet policy that requires staff to lock away all confidential information that can be viewed by other school personnel. Also, teachers are required to store digital information on their respective OneDrive accounts.
- Although the personnel accountable for privacy are not certified privacy practitioners, they do attend privacy related webinars which consider Privacy & Cyber Risks, Trends and Opportunities for Business.
- Management uses PD Place to roll out training to staff that includes different training modules, reminders, and tracks compilation requirements. Principals are required attest that staff have all reviewed the privacy training video.
- Grand Erie Privacy Policy describes how individuals can access and correct their respective information. It also states that all Freedom of Information (FOI) requests will be considered in consultation with the Freedom of Information Coordinator of the Board to ensure compliance with individuals' right of access.
- Management has documented student registration forms and obtains implicit or explicit consent with respect to some the collection, use, and disclosure of PI/PHI.
- As part of the assessment, areas of strength where the Grand Erie board protects PI/PHI. Grand Erie's IT demonstrates a strong effort to protect PI/PHI by:
  - documenting Use of Electronic Communication and Social Media Guidelines, Acceptable Use of Information Technology, and IT Services Support policies which address risk to information security and breaches;
    - This includes an up to date list of approved applications to be used by staff;
    - physical barriers to access of PI/PHI in the work from home environment such as: VPNs, Firewalls, and role based access; and
    - Implementing vulnerabilities management, including patching to keep systems up to date.
- Management has recently established a Privacy breach response procedure that outlines the steps to be taken in the event of a breach.

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# Summary of Grand Erie's strengths

- Management has some physical barriers to access of PI/PHI in the work from home environment such as: VPNs, Firewalls, and access is role dependent.
- Access to virtual classrooms are via Team meetings linked in BrightSpace. Only persons with access to the link can access virtual classroom. Virtual classrooms are set up via the Zoom selection in BrightSpace as well as Office 365. Teachers are able to control who enters the classroom (bypass lobby function) and who can present in these classrooms. Organizers are encouraged to END the Teams meeting to restrict after hour access.
- The Board has a Helpdesk and Software Support policy and an Infrastructure / Hardware Support policy that includes administrative, technical, and physical safeguards to protect data (PI/PHI) from loss, misuse, unauthorized access, disclosure, alteration, and destruction. These safeguards include:
  - VPN access requirement for persons working remotely
  - Removal procedures for retired/terminated staff members
  - Firewall monitoring and management
  - Guest access
  - OneDrive for storing digital data
- Applications that involve sharing of PI/PHI are required to be approved by the Board via the Grand Erie Approval to Acquire Technology form. This form is submitted to the IT Department who then evaluates/assess the application for appropriateness.
- To access student information, the board uses the DOB as an identifier/authentication before any PI/PHI is shared. If a 2nd piece of authentication is required, staff may for ask parent/guardians name and/or student's middle name.
- Training is provided, as well as documented procedure for authentication students for clerical staff. This training is part of the onboarding process that is facilitated through HR. Staff are provided with a binder that includes the the Privacy Procedure SO19.

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# 02



## Summary of observations by GAPP criteria



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# Summary of observations by GAPP criteria

Criteria	Summary	Maturity
<b>1. Management</b> Appoint a Privacy Officer, develop privacy program, implement privacy program into day to day operations, and acquire Senior endorsement.	The Superintendent of Education and Executive Assistant to the Superintendent of Business & Treasurer oversee remote learning privacy at the Board with the support of various personnel. However, an official Privacy Officer has not been identified/appointed. A privacy risk assessment/perspective has not been formally defined and an inventory of PI and PHI is not currently in place. Ongoing monitoring of third party privacy risk and compliance was not detected.	1.5
<b>2. Notice</b> Provide notice about legal authority, reason for collection, planned use of information and who to contact for further information.	Grand Erie has no internal enterprise-wide remote learning privacy policy that addresses providing notice to individuals, including notifying individuals of changes to their information handling practices. Also though the privacy notice is embedded into some information collection forms, Other forms (including PHI forms) of collecting information do not fully notify individuals of Grand Erie privacy practices.	2
<b>3. Consent</b> Describe the choices available to the individual and obtain implicit or explicit consent with respect to the collection, use, and disclosure of PI.	Consent forms do not provide individuals with full awareness of what information is being collected about them, why it's being collected, how it will be used, and when and how it may be disclosed. Consequently, the capture of consent is not 'meaningful' where individuals do not fully have what they're consenting to explained to them. There are no clear processes to manage the opt-out or withdrawal of consent.	2
<b>4. Collection</b> Collect PI only for the purposes identified in the notice.	Grand Erie has no documented overarching enterprise wide policy which addresses procedures around collection of PI/PHI. There are inconsistencies between what is collected via forms and what is required in systems (e.g. SIS, HRIS etc.). There is no process in place to review information collected on forms to determine whether the PI/PHI is necessary to fulfil the purpose for which it was collected.	1
<b>5. Use, retention, and disposal</b> Limit the use of PI to the purposes identified in the notice and for which the individual has provided implicit or explicit consent. There must be reasonable steps to ensure accuracy. Retention should be only for as long as needed. Disposal should be controlled.	The Retention Management policy does not specify the retention, use and disposal of digital PI/PHI. Registration/Consent forms and the Privacy Notice/Policy mentions the use of information being collected, however, this was not consistent across all forms. The Board does not receive certification of destruction for the disposal of paper and digital assets. Third parties managing PI/PHI are not monitored for data retention and disposal requirements.	2

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# Summary of observations by GAPP criteria

Criteria	Summary	Maturity
<b>6. Right of access to own information</b> An individual has a right of access to his/her own PI, regardless of whether the information is held in a PI bank or in general records.	Although there is a process for authenticating students/parent/staff requesting access to their respective PI/PHI, this process is not formally documented and is performed on an ad hoc basis.	2
<b>7. Security for privacy</b> The entity protects PI/PHI against unauthorized access in the Remote learning environment (both physical and logical).	There are no documented policies and procedures which describes the types of security measures in place to protect the PI/PHI. There are no security measures in place to prevent unauthorized screenshot, screen recording, printing, and storing of PI/PHI. Access controls exist, such as for the VPN, Firewall protection and Teams.	2
<b>8. Breach prevention</b> The entity has a proactive approach to preventing privacy breaches from occurring.	For Privacy awareness training, persons are only required to confirm the basic understanding of privacy clauses. Remote learning privacy awareness programs are not conducted on periodic basis, however, FAQs, bulletins and memos are often sent out to families and staff. There are no assessments, or quizzes conducted at the end of these training sessions. Training/information related to privacy is not role specific or tailored to the level of access to PI/PHI.	2
<b>9. Breach response</b> In the event of a breach the entity has the required containment, notification, investigation and remediation responses in place.	Grand Erie has a formally documented Privacy Breach Response procedure. However, the Board does not have consistent documentation of breaches and their resolutions. There are no documented procedures in the event of a third party / vendor breach. Grand Erie also does not review past incidents for possible updates to the privacy program or response plan.	3
<b>10. Reporting</b> Legislated reporting indicators are provided to authorities in a timely manner.	Board does not have a designated individual for reporting breaches. Staff are instructed to report breaches to their respective Supervisors. There are no defined metrics for tracking response times for access requests.	2

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# Summary of observations by GAPP criteria

Criteria	Summary	Maturity
<b>11. Disclosure to third parties</b> The entity discloses personal information to third parties only for the purposes identified in the notice and with the implicit or explicit consent of the individual.	The Privacy Notice/Policy does not describe how PI and PHI is being shared with third party vendors and reasons for sharing this type of information. Board contracts do not define privacy and disclosure requirements. There is no Vendor Management onboarding and off boarding procedures and the Board does not periodically review vendor contract to ensure they are complying with contracts.	1
<b>12. Quality</b> The entity maintains accurate, complete, and relevant PI /PHI for the purposes identified in the notice.	The Board's Privacy Policy and notice do not inform individual of their responsibility for providing accurate and complete data. There is also no formal process to ensure that updates to PI/PHI are mirrored across all systems and disclosed to any relevant third parties.	2
<b>13. Monitoring and enforcement</b> The entity monitors compliance with its privacy policies and procedures and has procedures to address privacy related complaints and disputes.	There are no ongoing monitoring procedures for the various aspects of remote learning privacy. There are no formal procedures in place that address remote learning privacy related inquiries, complaints and disputes.	1

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## Timeline for key recommendations

This slide shows the recommended high level roadmap for prioritised activities to improve the maturity for key components of Grand Erie's privacy program based on risk. Further details and additional less critical recommendations can be found in section 2 - observations and recommendations. The actual timeline and duration will depend on operational drivers and available resources.











Now	Short-term	Medium-term	Long-term	
Planning, scoping and budgeting buffer	<b>Management:</b> Deploy remote learning privacy policy ensure individuals can review the policy before submitting their PI. In addition, enable meaningful consent for employee and external applicants.			
	<b>Management:</b> identify all systems and processes that capture, handle, or process PI/PHI and prioritised for remediation efforts around privacy/security uplift including developing a data classification policy.			
	<b>Management:</b> Develop and implement Privacy Impact Assessments (PIAs) on new software, systems, processes and data collection.			
	<b>Data retention:</b> Enhance data retention schedule and PI/PHI destruction plan for electronic information, ensuring PI/PHI is only stored for as long as it is needed to fulfil the purpose for which it was collected.			
	<b>Management:</b> Review and implement changes to current practices to be consistent with the applicable laws, regulations, and appropriate standards; and ensure compliance.			
		<b>Privacy training:</b> Roll out remote learning privacy training - Privacy fundamentals for all employees and additional specialised training for individuals in roles that handle or process PI/PHI.		
		<b>Accountability:</b> formally designate a Privacy Officer (sharing roles) responsible and accountable for the entire privacy program and the overall protection of PI/PHI across the board.		
		<b>Notice:</b> Document timing of notice given to individuals when collecting PI/PHI, changes to the privacy policy, and change to purpose/use of information collected.		
	<b>Choice &amp; Consent:</b> management should define and document processes around the collection of consent			
	<b>Collection:</b> Review what information is being collected, evaluate whether this information is still required for the current purpose			
Priority Level:	High                      Med                      Low			

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# Timeline for key recommendations

This slide shows the recommended high level roadmap for prioritised activities to improve the maturity for key components of Grand Erie's privacy program based on risk. Further details and additional less critical recommendations can be found in section 2 - observations and recommendations. The actual timeline and duration will depend on operational drivers and available resources.

Now	Short-term	Medium-term	Long-term
Planning, scoping and budgeting buffer	 <b>Collection:</b> Develop and document policies and procedures around collection of PI/PHI that informing individuals of what PI/PHI is collected; and update and create a list of what PI/PHI is collected and how.		
	 <b>Security of Privacy:</b> Update board owned electronics to place restrictions on unauthorized screenshots, screen recordings, printing, and storing of PI/PH from home. This update should also restrict the use of USB drive or any other storage devices.		
	 <b>Security of Privacy:</b> Develop and document an overall IT Security Policy and Procedures		
	 <b>Security of Privacy:</b> Monitor access to critical systems (holding personal and personal health information), and reassess all access for appropriateness on periodic basis.		
	 <b>Breach Prevention:</b> Conduct frequent remote learning privacy awareness campaigns related to handling & safeguarding PI/PHI, privacy breach notification protocol via various communication channels		
	 <b>Breach Response:</b> Clearly define roles and responsibilities, account for employees or third parties responsible for incidents or breaches, review the breach response protocol and incident response plan by conducting annual table top exercises to test the effectiveness.		
			 <b>Third party disclosure:</b> Develop a third party risk management program for annual review of third party contracts and compliance with contracts.
Priority Level:	 High	 Med	 Low

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# Management comments

The matter of privacy risk management is important for school boards, as they are responsible to collect and hold sensitive minor Personal Information (PI) and Person Health Information (PHI). Senior Administration and Management agrees that the observations in the PwC report represent the boards current overall maturity state of privacy risk management. It was known that there was work to be completed to get the board to a defined level of privacy risk management.

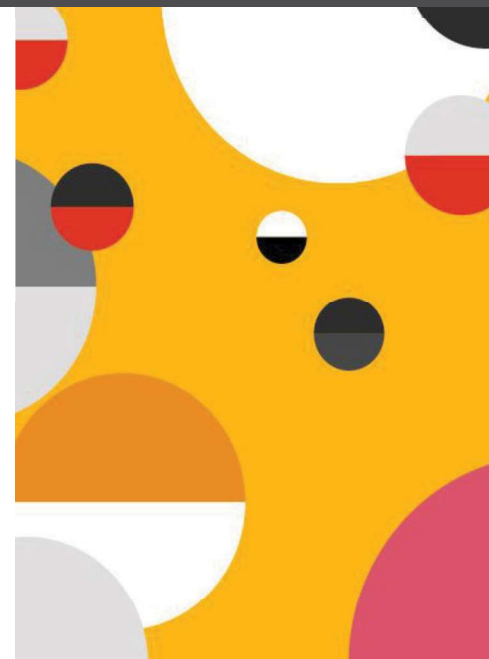
It was the board's desire to advance this work that was a factor in advocating that a privacy risk management internal audit be completed. The recommendations provided will provide a clear plan for the board to follow.

It is necessary that the boards approach is to initially narrow its focus to ensure we have a plan that is achievable. The board's plan over the next 6-12 months will be to focus on the high priority recommendations. We cannot have controls in place without first identifying where all private data is stored. **Therefore, the board will focus on conducting a data discovery exercise to identify all systems in the board that currently hold private information and private health information. This task to have an inventory of what information we collect and where it is then saved will be key. This will require input from those working in our schools, special education and corporate departments.**

The second key focus will be to update the Privacy and Information Management Policy – SO 19. The privacy risk management audit found that additional information should be included in this policy. Some of these items include providing information on how notice, choice and consent of PI is done. **Additionally, an internal process document will be prepared detailing how the board will implement what is noted in the new Privacy policy.**

The completion of these two recommendations will be the foundation for the remainder of the work to be completed. Given the scope of recommendations provided in this audit, an action plan to address the remaining recommendations will be laid out following the PI inventory exercise and Policy update have been completed.

**Rafal Wyszynski**  
 Superintendent of Business & Treasurer  
 Sept 4, 2021



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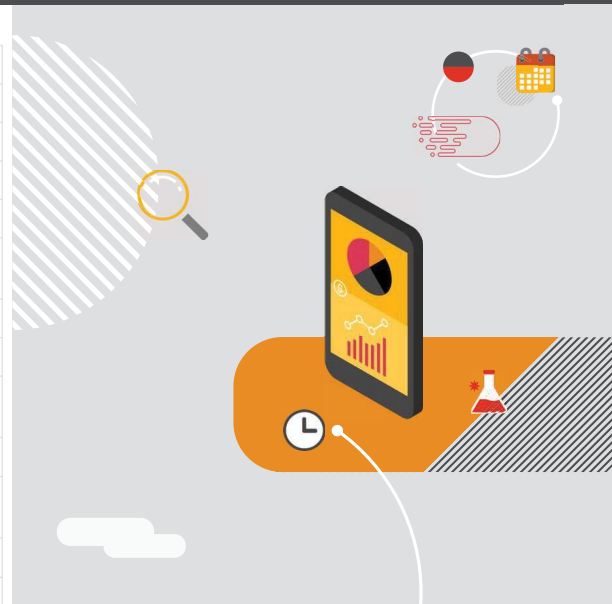
## Appendix



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# Appendix A – Generally accepted privacy principles (GAPP) for privacy management

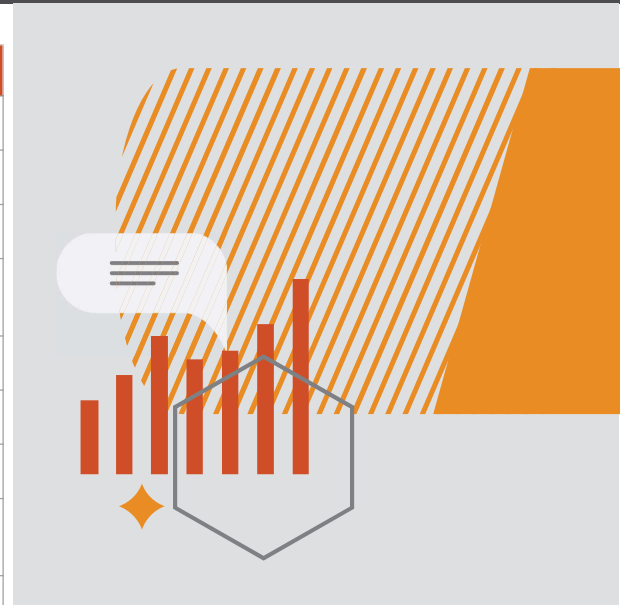
<b>Management:</b> Procedures and policies with assigned accountability and responsibility
<b>Notice:</b> Provide notice of privacy policies and practices prior to collecting data
<b>Choice and consent:</b> Opt-in vs opt-out approach
<b>Collection:</b> Only collect needed information
<b>Use, retention, and disposal:</b> Use information only for stated business purpose
<b>Access:</b> Parents/Guardians/Staff/Students should be able to review, correct, or deleted information collected on them
<b>Security for privacy:</b> Protect from loss or unauthorized access
<b>Breach Prevention:</b> Prevent privacy breaches from happening.
<b>Breach Response:</b> breach containment, notification, investigation and remediation procedures in place
<b>Reporting:</b> Legislated reporting indicators are provided to authorities in a timely manner.
<b>Disclosure to third parties:</b> Only for the identified purposes and with implicit or explicit consent of the individual
<b>Quality:</b> Accurate, complete and relevant personal information
<b>Monitoring and reinforcement:</b> Procedures in responding to complaints and reinforcement.



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# Appendix B – Documents reviewed

#	Document name
1	Procedure for secure information handling
2	Acceptable Use Procedure
3	Inventory of the types and uses (purposes) of personal information that Grand Erie collects
4	Listing of systems that may capture personal information or relevant system architecture documents
5	Example of latest privacy training and awareness materials for third party vendors
6	Privacy training and awareness materials
7	2020 list of privacy breaches / incidents related to remote learning and actions taken
8	Policy / Procedure for selecting new educational tools / apps (which also includes remote learning)
9	Latest privacy impact assessment conducted

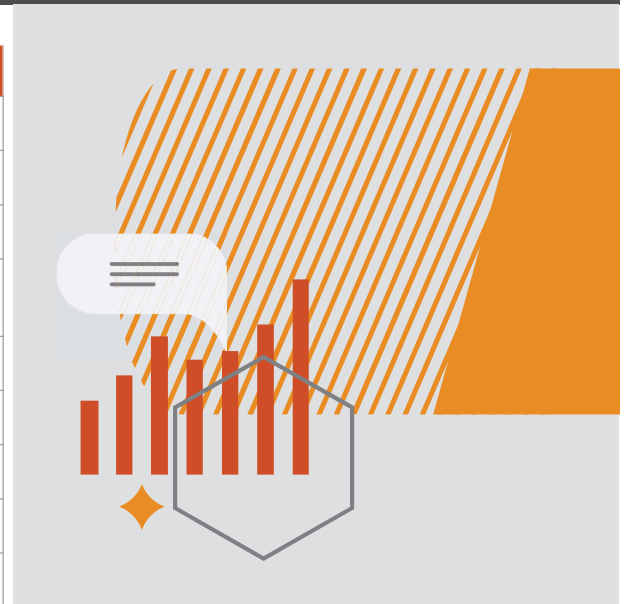


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# Appendix B – Documents reviewed

#	Document name
10	SLA or Contract with privacy clause
11	Example of communication to third parties for handling personal information
12	Example of assessment with third parties
13	Policies and procedures to support vendor on-boarding, off-boarding and ongoing monitoring
14	Student code of conduct
15	Employee code of conduct
16	Policy and procedure to manage privacy related complaints and/or inquiries
17	Privacy Incident and Breach Response Procedure / Protocol
18	Documentation outlining who the Privacy Officer
19	Data classification policy

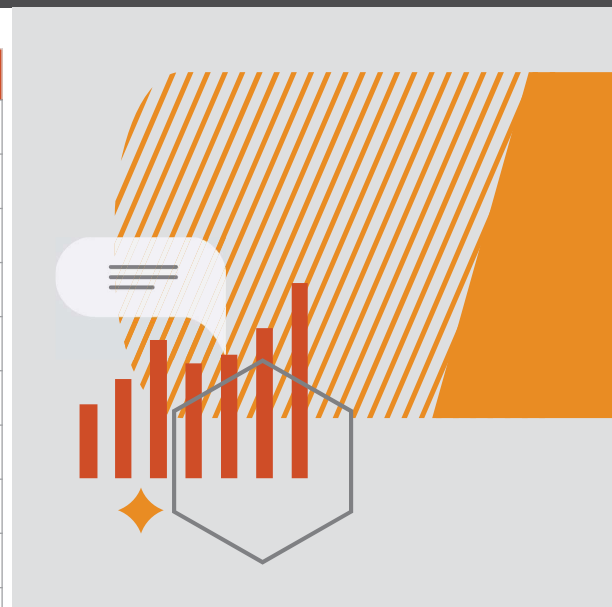


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## Appendix B – Documents reviewed

#	Document name
20	Privacy policies and procedures
21	Sample consent forms (if-any related to remote learning)
22	School board and staff organization chart
23	Record retention
24	Privacy related training
25	SO News examples
26	Privacy audit (2017)
27	List of privacy breaches
28	IT Services Help Desk and software support memo
29	Request complaints process (Link)

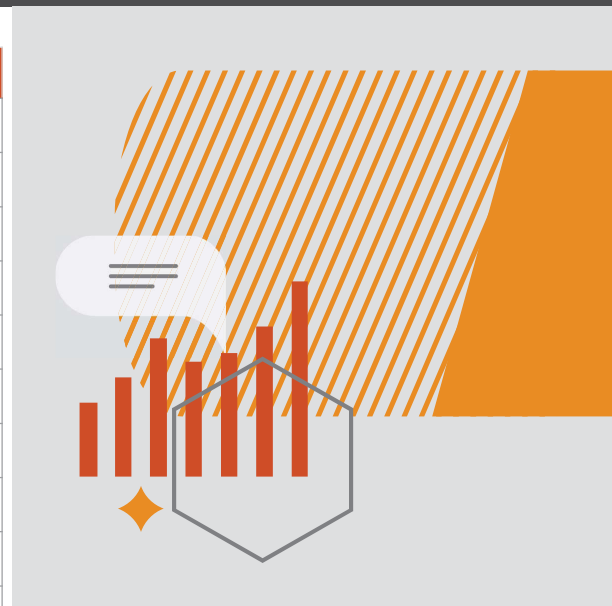


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## Appendix B – Documents reviewed

#	Document name
30	Student declaration form
31	Awareness documentation
32	Onboarding form for employees
33	2019 IBM vulnerability assessment
34	Disaster recovery plan
35	Screenshot of Firewall configuration for Active Directory
36	Screenshot of Anti-virus configuration
37	Backup configurations
38	New Vendor Setup Form
39	New vendor contract (preferably software related)

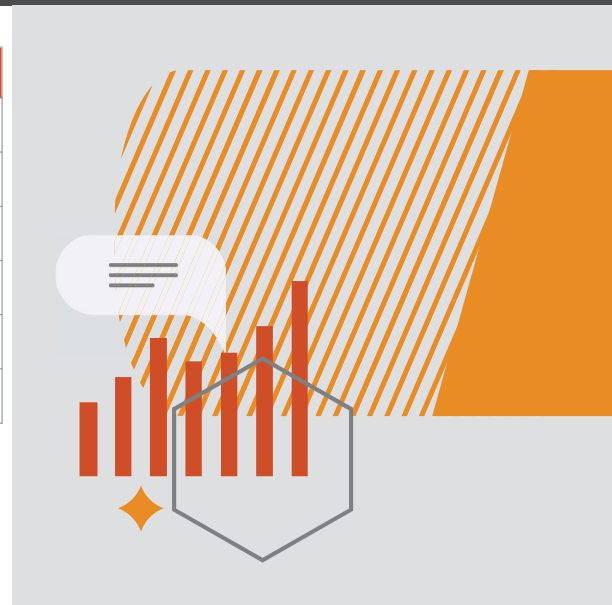


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# Appendix B – Documents reviewed

#	Document name
40	How to create a secure meeting in brightspace
41	Mental health strategy
42	Informed consent form (including key things you should be asking)
43	Email communication to staff about locked cabinets
44	Consent to disclose form (Mental health and well-being)
45	Student registration forms



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