



Regular Board Meeting

Monday, November 21, 2022

7:15 p.m.

Education Centre Boardroom

AGENDA

A - 1 Opening

- (a) Roll Call
- (b) Declaration of Conflict of Interest
- (c) In-Camera Session **(6:30 pm)**
 - (i) Personnel
 - (ii) Legal
 - (iii) Property
- (d) Welcome to Open Session / Land Acknowledgement Statement
The Grand Erie District School Board recognizes Six Nations of the Grand River and Mississaugas of the Credit First Nation, as the longstanding peoples of this territory. We honour, recognize, and respect these communities as well as all First Nations, Métis and Inuit Peoples who reside within the Grand Erie District School Board. We are all stewards of these lands and waters where we now gather, learn and play, and commit to working together in the spirit of Reconciliation.
- (e) Call to Order
- (f) Additions/Deletions/Approval of the Agenda
Recommended Motion:
"THAT the Agenda be approved."
- * (g) Memorial (G. Anderson)
 - (i) Tyreece Warren
- (j) Chair's Inaugural Address
- (k) In-Camera Report
- (l) Presentations/Showcase
 - (i) Learn Lead Inspire Award (J. Roberto/L. Munro)
- (l) Delegations – Nil

B - 1 Approval of Minutes

- * (a) October 17, 2022 (Regular Board)
Recommended Motion:
"THAT the Minutes of the Regular Board Meeting, dated October 17, 2022, be approved."

C - 1 Committee Recommendations and Reports

- * (a) Report of the Audit Committee dated November 3, 2022 (C.A. Sloat) (I)
Recommended Motions:
 1. *"THAT the Board approve the 2022 Audit Committee Annual Report."*
 2. *"THAT the Board approve the 2021-22 Consolidated Financial Statements."*
- * (b) Report of the Finance Committee dated November 14, 2022 (B. Doyle) (I)
Recommended Motion:
"THAT the Board approve the Facility Renewal Plan 2022-23."
- * (c) Report of the Multi-Year Accessibility Special Ad Hoc Committee dated October 27, 2022 (L. Thompson) (I)
Recommended Motion:
"THAT the Board approve the Multi-Year Accessibility Special Ad Hoc Committee be disbanded."



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Education Centre Boardroom

AGENDA

- * (d) Report of the Special Education Advisory Committee dated November 3, 2022 (L. Thompson) (I)
Recommended Motion:
“THAT the Board approve the appointments to the Special Education Advisory Committee for the term December 2022 to November 2026.”

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

- * (a) Privacy and Records Information Policy SO-19 (L. Munro)
Recommended Motion:
“THAT the Board approve the Privacy and Records Information Management Policy SO-19.”

E - 1 Report of the Director (J. Roberto) (I)

F - 1 Student Trustees' Report

- * (a) Student Senate Meeting Report dated November 3, 2022 (M. Baker, A. Skye, T. Zebroski) (I)

G - 1 New Business - Action / Decision Items - Nil

H - 1 Information Items

- * (a) Rural and Northern Education Fund Spending (RNEF) Report (R. Wyszynski) (I)
- * (b) Major Construction Project Report (R. Wyszynski) (I)
- * (c) Trustees' Expenses (R. Wyszynski) (I)

I - 1 Other Business

- * (a) Audit Committee Minutes dated September 15, 2022 (R. Wyszynski) (I)
- * (b) Special Education Advisory Committee Minutes dated October 6, 2022 (L. Thompson) (I)

J - 1 OPSBA Report (C. VanEvery-Albert)

K - 1 Correspondence

- * (a) Halton District School Board Correspondence dated October 20, 2022 (I)
- * (b) Waterloo Region District School Board Correspondence dated November 7, 2022 (I)
- * (c) Durham District School Board Correspondence dated November 11, 2022 (I)
- * (d) Durham District School Board Additional Correspondence dated November 11, 2022 (I)
- * (e) Thames Valley District School Board Correspondence dated November 14, 2022 (I)

L - 1 Adjournment



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Education Centre Boardroom

AGENDA

DECEMBER 2022

MON	TUE	WED	THU	FRI
			01	02
05	06	07	08	09
Finance Committee 6:30pm		Native Advisory Committee 1:00pm Indigenous Education Advisory Committee 3:00 pm Special Education Advisory Committee 6:00pm		
12	13	14	15	16
Regular Board Meeting 7:15pm		Supervised Alternative Learning Committee 10:00am		
19	20	21	22	23
26	27	28	29	30

In Memoriam

Tyreece Warren, Grade 12 Student at Brantford Collegiate Institute and Vocational School

It is with great sadness that we inform you of the passing of Tyreece Warren, a Grade 12 student at Brantford Collegiate Institute and Vocational School on November 3.

Tyreece began at BCI in 2020 when he arrived in Canada from Jamaica. Known for his laugh and sense of humour, he joked about having to endure the harsh winter temperatures in his new home. He was kind, respectful, and loved his teachers so much, he would stop by classes that weren't his and have a seat for a quick visit. Devoted to fitness and weightlifting, he could often be found in the fitness room. Always with a smile on his face, he was intentional in his attempts to make people feel good about themselves and bring light to their days. His warmth and kindness will not be forgotten by the school community.

Our deepest condolences go out to Tyreece's family and his friends.

Respectfully submitted,

Mike DeGroot, Principal, BCI

Presented at the Grand Erie District School Board's Regular Board Meeting
on November 21, 2022 by Trustee Anderson



Regular Board Meeting

Monday, October 17, 2022

7:15 p.m.

Boardroom Education Centre

MINUTES

Present: Chair: S. Gibson, Vice-Chair: B. Doyle, Trustees: G. Anderson, C. VanEvery-Albert, R. Collver, E. Dixon, J. Richardson, C.A. Sloat, T. Waldschmidt, D. Werden (MS Teams), Student Trustees: M. Baker, A. Skye, T. Zebroski

Administration: Director: J. Roberto, Superintendents: W. Baker, K. Graham, A. Smith, L. Thompson, J. Tozer, R. Wyszynski, Manager D. Smouter Recording Secretary: K. Ireland-Aitken, Executive Assistant: C. Dero

Regrets: Trustee D. Dean

Guests: J. Bell, General Legal Counsel, R. LeBlanc, Governance Expert

A - 1 **Opening**

(a) **Roll Call**

The meeting was called to order by Chair Gibson at 6:39 p.m.

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

(c) **In-Camera Session**

Moved by: D. Werden
Seconded by: B. Doyle
That the Board move In-Camera.

Carried

(d) **Welcome to Open Session/Land Acknowledgment Statement**

Chair Gibson read the Land Acknowledgement Statement.

(e) **Call to Order**

Chair Gibson called the meeting to order at 7:30 p.m.

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

Moved by: E. Dixon
Seconded by: B. Doyle
THAT the Agenda be approved.

Carried

(g) **Memorials** -Nil

(h) **In-Camera Report**

Moved by: B. Doyle
Seconded by: E. Dixon
THAT the Board receive and make part of its public record, the letter from the Ombudsman of Ontario, dated October 11, 2022, containing his decision not to proceed with an investigation of the complaint filed with his office in June 2022, respecting the



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Boardroom Education Centre

MINUTES

in-camera meeting of the Board held on May 30, 2022, and that the name of the complainant also be included in the Board's public record.

Carried

Trustee Doyle requested a recorded vote:

Trustee Doyle - yes	Trustee Anderson - yes
Trustee Waldschmidt - yes	Trustee Collver - no
Trustee VanEvery-Albert -yes	Trustee Richardson - yes
Trustee Dixon – yes	Chair Gibson - yes
Trustee Werden - no	

The complainant was identified as Trustee Sloat.

B - 1 Approval of the Minutes
(a) September 26, 2022

Presented as printed.

Moved by: T. Waldschmidt

Seconded by: G. Anderson

THAT the Minutes of the Regular Board Meeting, dated September 26, 2022, be approved.

Carried

C - 1 Committee Recommendations and Report
(a) Report of the Policy and Program Committee dated October 3, 2022

Presented as printed.

Moved by: C. VanEvery-Albert

Seconded by: E. Dixon

THAT the Report of the Policy and Program Committee dated October 3, 2022 be received as information.

Carried

Moved by: C. VanEvery-Albert

Seconded by: E. Dixon

THAT the Report of the Policy and Program Committee dated October 3, 2022 be received as information.

Carried

Moved by: C. VanEvery-Albert

Seconded by: E. Dixon

THAT the French Immersion Review Ad Hoc Committee Update be received as information.

Carried



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Boardroom Education Centre

MINUTES

Moved by: C. VanEvery-Albert

Seconded by: E. Dixon

THAT the Indigenous Services Canada (ISC) and Six Nations of the Grand River Report be received as information.

Carried

Moved by: C. VanEvery-Albert

Seconded by: E. Dixon

THAT the Mississaugas of the Credit First Nation - Education Service Agreement Report be received as information.

Carried

Moved by: C. VanEvery-Albert

Seconded by: E. Dixon

THAT the Secondary Transitions/Retention Report be received as information.

Carried

Moved by: B. Doyle

Seconded by: T. Waldschmidt

THAT the Board approve the Acceptable Use of Information Technology Policy SO-27.

Carried

Moved by: E. Dixon

Seconded by: G. Anderson

THAT the Board approve the Use of Electronic Communication and Social Media Guidelines Policy SO-03.

Carried

Moved by: T. Waldschmidt

Seconded by: E. Dixon

THAT the Privacy and Records Information Management Policy SO-19 be deferred to the 2022 November 21 Regular Board meeting for approval.

Carried

Vice-Chair Doyle assumed the Chair.

(b) **Governance Committee Report**

Trustee Gibson presented the report as printed.

Moved by: T. Waldschmidt

Seconded by: Anderson

That the Report of the Governance Committee dated October 13, 2022 be received as information.

Carried

Moved by: S. Gibson

Seconded by: T. Waldschmidt



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Boardroom Education Centre

MINUTES

THAT the Board approve the housekeeping amendments to the General Working By-Law, General Governance Policy and Governance Policies.

Carried

Trustee Gibson assumed the Chair.

D - 1 **Business Arising from Minutes/Previous Meetings** - Nil

E - 1 **Staff Reports** – Nil

R. LeBlanc left the meeting at 8:15 p.m.

F - 1 **Report of the Director**

J. Roberto shared information regarding the following:

- Grand Erie is seeking parents, community members and members of local associations to be a part its Special Education Advisory Committee
- Grade 12 law students of Cayuga High School are engaging in discussions with peers focused on the Truth and Reconciliation Commission’s 94 calls to action
- Education Services Agreement for Six Nations, Elected Council Presentation on October 11, 2022
- Secret Path Week – October 17-22
- Take Our Kids to Work Day
- K-12 Tutoring Opportunities
- Keeping Students Safe: Grand Erie’s Anti-Sex Trafficking Protocol
- Grand Erie Learning Alternatives Course Offerings
- ECO and Environment Clubs
- #GrandGraduations
- GoodMinds.com Indigenous Literature Award
- Edith Monture Elementary School Naming Event
- Learning Summit

Moved by: C. VanEvery-Albert

Seconded by: G. Anderson

THAT the Board receive the Director’s Report of October 17, 2022 as information.

Carried

G - 1 **Student Trustees' Report**- Nil

H - 1 **New Business - Action/Decision Items**

(a) **Contract Award – Portable Purchases**

Presented as printed.

Moved by: T. Waldschmidt

Seconded by: R. Collver



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Boardroom Education Centre

MINUTES

THAT the purchase of ten (10) portable classrooms from NRB Inc. in the amount of \$1,438,000 plus HST be approved.

Carried

(b) **Municipal Elections Compliance Audit Committee Appointment**

Presented as printed.

Moved by: R. Collver

Seconded by: G. Anderson

THAT Leigh-Anne Unrau, Frank Gelinias and Andy Straisfeld be appointed to the Compliance Audit Committee effective October 1, 2022 for the period of November 15, 2022 to November 14, 2026 as per Section 88.37 of the *Municipal Elections Act*.

Carried

I - 1 **Information Items**

(a) **Grand Erie Annual Learning and Operating Plan 2021-22**

Presented as printed.

Moved by: E. Dixon

Seconded by: B. Doyle

THAT the Grand Erie Annual Learning and Operating Plan for the 2021-22 school year be received as information.

Carried

(b) **Grand Erie Annual Learning and Operating Plan 2022-23**

Presented as printed.

Moved by: T. Waldschmidt

Seconded by: J. Richardson

Recommendation:

THAT the Grand Erie Annual Learning and Operating Plan for the 2022-23 school year be received as information.

Carried

(c) **2021-26 Strategic Communications Plan Update**

Presented as printed.

Moved by: B. Doyle

Seconded by: C. Sloat

THAT the 2021-26 Strategic Communications Plan Update be received as information.

Carried

(d) **Elementary Class Size Report**

Presented as printed.

Moved by: G. Anderson

Seconded by: R. Collver



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Boardroom Education Centre

MINUTES

THAT the Elementary Class Size Report be received as information.

Carried

J - 1 **Other Business**

(a) **Special Education Advisory Committee Minutes – September 8, 2022**

Presented as printed.

Moved by: G. Anderson

Seconded by: T. Waldschmidt

THAT the minutes of the Special Education Advisory Committee dated September 8, 2022 be received as information.

Carried

K - 1 **OPSBA Report**

Trustee VanEvery-Albert provided an update from OPSBA that included a brief collective bargaining update, as well as the upcoming Public Education Symposium from January 26-28, 2023. In addition, OPBSA members will collaborate with representatives at Queen's Park in the near future.

L - 1 **Correspondence**

Presented as printed.

Moved by: T. Waldschmidt

Seconded by: J. Richardson

THAT the Board receive the correspondence as information.

Carried

Moved by: T. Waldschmidt

Seconded by: R. Collver

THAT the Chair of the Board write a letter to the Ministry of Education in support of Simcoe County District School Board regarding barriers contributing to the delay of approved capital projects including the unprecedented growth in Grand Erie.

Carried

M - 1 **Adjournment**

Moved by: J. Richardson

Seconded by: G. Anderson

THAT the Regular Board meeting be adjourned at 9:21 p.m.

Carried

Chair S. Gibson

Director of Education and Secretary of the Board, J. Roberto



Report of the Audit Committee

Thursday, November 3, 2022

4:00 PM

Present: C.A. Sloat, Chair. B. Collingwood, R. Collver, D. Werden, C. Woodley

Administration: J. Roberto, R. Wyszynski, J. Hardie

KPMG (Internal Auditors): S. Bedi, B. Sisson

Millards (External Auditors): B. Schell, U. Riaz, J. Gilbert

Absent with Regrets: C. Smith

Recording Secretary: L. Howells

A - 1 **Opening**

(a) **Declaration of Conflict of Interest** - Nil

(b) **Welcome to Open Session**

Committee Chair C.A. Sloat called the meeting to order at 4:03 p.m. and read the Land Acknowledgement statement.

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

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

B - 1 **Consent Agenda**

Trustee Collver requested minutes be divided.

Moved by: B. Collingwood
Seconded by: C. Woodley
THAT the Audit Committee accept the November 3, 2022 Consent Agenda items and the recommendation contained therein:

(a) Receive the Consolidated Due Diligence report, as information.

Carried

Moved by: R. Collver
Seconded by: D. Werden

THAT Minutes of the Audit Committee dated September 15, 2022 be approved, as amended.

Carried

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

(a) **Review Audit Committee Terms of Reference**

Moved by: B. Collingwood
Seconded by: C. Woodley
THAT the Audit Committee Terms of Reference be approved, as amended.

Carried



Report of the Audit Committee

Thursday, November 3, 2022

4:00 PM

- D - 1 **Internal Audit**
 - (a) **KPMG Introduction**

Superintendent Wyszynski introduced the new internal auditors firm KPMG.

- E - 1 **External Audit**
 - (a) **Consolidated Financial Statements – August 31, 2022**

Moved by: D. Werden
Seconded by: C. Woodley
THAT the Audit Committee recommend the approval of 2021-22 Consolidated Financial Statements as presented by Millard, Rouse and Rosebrugh.
Carried

- F - 1 **Other Business and Emerging Issues**
 - (a) **External Community Member**

Superintendent Wyszynski noted as per the Committee Terms of Reference, a non-board member term shall not exceed three years and may be reappointed no more than two terms. Superintendent Wyszynski advised members that non-board member, C. Woodley's, second term is up in January 2023. Grand Erie will advertise the position for 30 days in January 2023.

 - (b) **Audit Committee Annual Report**

Superintendent Wyszynski stated this Annual Report is a requirement under The Regulation and noted the report will be updated.

- G - 1 **Adjournment**

Moved by: D. Werden
Seconded by: B. Collingwood
THAT the Audit Committee meeting be adjourned at 5:02 pm.
Carried

- H - 1 **Next Meeting Date:** Thursday, March 23, 2022 at 4:00 p.m.



Report of the Finance Committee

Monday, November 14, 2022

6:30 p.m.

Education Centre Boardroom

Present: Committee Chair: B. Doyle, Trustees: S. Gibson, C.A. Sloat, C. VanEvery-Albert (MS TEAMS), T. Waldschmidt, D. Werden (MS TEAMS)

Administration: Director: J. Roberto, Superintendents: R. Wyszynski. Recording Secretary: K. Ireland-Aitken

Regrets: Trustee J. Richardson

A - 1 **Opening**

(a) **Roll Call**

The meeting was called to order by Chair B. Doyle.

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

(c) **Welcome to Open Session/Land Acknowledgment Statement**

Committee Chair B. Doyle called the meeting to order at 6:30 p.m. and read the Land Acknowledgment Statement.

B - 1 **Approval of the Agenda**

Moved by: S. Gibson

Seconded by: T. Waldschmidt

THAT the Finance Committee agenda be approved.

Carried

Superintendent Wyszynski noted that the Consolidated Financial Statements report would be presented at the next Regular Board meeting for approval and will comply with the deadline for submission to the Ministry.

C - 1 **Approval of Minutes**

(a) **2022 September 12**

Presented as printed.

Moved by: T. Waldschmidt

Seconded by: S. Gibson

THAT the Minutes of the Finance Committee dated September 12, 2022 be approved.

Carried

D - 1 **Business Arising from Minutes/Previous Meetings**

(a) Elgin Avenue Public School Report Update

The report will be brought to the April Finance Committee.

E - 1 **New Business**

(a) 2021-22 Year-End Report

Presented as printed.



Report of the Finance Committee

Monday, November 14, 2022

6:30 p.m.

Education Centre Boardroom

Questions of clarification included:

- Portables will be funded through the Temporary Accommodation Grant with a short fall of \$900k;
- The Delhi District Secondary School gym expansion did not qualify for rural funding and the rural northern funding plan for 2022-23 will be brought back for revised estimates;
- Surplus Special Education funding reflects unfilled positions including staffing and labour shortages.

(b) **Facility Renewal Plan 2022-23**

Moved by: T. Waldschmidt

Seconded by: S. Gibson

THAT the Facility Renewal Plan 2022-23 be forwarded to the November 21, 2022

Regular Board meeting for approval.

Carried

Clarification to the funding source amount under Pride of Place was requested. Superintendent Wyszynski will confirm.

F - 1 **Other Business** - Nil

G - 1 **Adjournment**

Moved by: T. Waldschmidt

Seconded by: C. VanEvery-Albert

THAT the Finance Committee Board meeting be adjourned.

Carried

The meeting adjourned at 7:05 p.m.

H - 1 **Next Meeting Date:** December 5, 2023, at 6:30 p.m.



Report of the Multi-Year Accessibility Special Ad Hoc Committee

Thursday, October 27, 2022

MS Teams Virtual Meeting

C-1-c

4:00 pm

- Present:** Chair J. Hooper, Principal Leader Mental Health and Well-Being
D. DeVos, Manager Human Resources
R. Erauw, Supervisor of ITS Support and Development
F. Lainson, Program Coordinator, Specialized Services
A. Potichnyi, Vice-Principal, Hagersville Secondary
J. Senior, Principal, Agnes Hodge Elementary School
C.A. Sloat, Trustee
L. Thompson, Superintendent of Education
C. Wright, Graphic Designer
- Regrets:** P. Kuckyt, Manager, Transportation Services
T. Krukowski, Manager, Maintenance and Capital Division
- Recorder:** J. Valstar, Executive Assistant to Liana Thompson, Superintendent of Education

A - 1 **Opening**

(a) **Roll Call**

J. Hooper, Principal Leader Mental Health and Well-Being called the meeting to order at 4:00 p.m. and introduced the committee members.

(b) **Welcome/ Land Acknowledgement**

J. Hooper, Principal Leader Mental Health and Well-Being welcomed everyone and read the Land Acknowledgement statement.

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

Moved by: C.A. Sloat

Seconded by: J. Senior

THAT the Accessibility Committee agenda be approved.

Carried

B - 1 **Business Arising from Minutes and/or previous meetings**

(a) **Annual Progress Report – Grand Erie’s Multi-Year Accessibility Plan 2121-22**

Superintendent Thompson, Superintendent of Education provided an overview of the Multi-Year Accessibility Plan Progress Report.

The Accessibility for Ontarians with Disabilities Act (AODA) 2005 and the Integrated Accessibility Standards Regulation 2011 require Boards of Education to prepare an accessibility plan that outlines strategies to identify, eliminate and prevent barriers to accessibility for persons with disabilities. Progress toward meeting the goals in the plan must be reported annually.

Highlights from 2021-22

- Creation of the *How can we help you?* school signage
- Accessibility Awareness Month, December 2021, was celebrated in Grand Erie through a continued partnership with the Rick Hansen Foundation



Report of the Multi-Year Accessibility Special Ad Hoc Committee

C-1-c

Thursday, October 27, 2022

4:00 pm

MS Teams Virtual Meeting

- Awareness raising of K-12 Education Standards document (<https://www.ontario.ca/page/kindergarten-grade-12-k-12-education-standards-development-committee>) occurred with Grand Erie's SEAC.
- Planning for updated Accessibility Plan 2022-27 occurred with the Accessibility Committee
- Migration of information from the current website to the newly develop accessible website and portal

Facility Updates

Physical	Waterford High School	Accessible door entrance
	Delhi Secondary	New doors and opener at entrance
	Onondaga Brant	Paving to front door and accessible parking spaces
	JL Mitchener	Paving and additional parking spaces
	Pauline Johnson	Auto opener on new learning commons
	Lynndale Heights	New paved pathway to school
	River Heights	Auto opener on new learning commons
	Cayuga Secondary	Auto opener on new learning commons
	St George	Additional accessible parking
	Valley Heights	Auto door opener at entry and new office area
	50 schools in total	Interior hold open devices on 175 pairs of hallway doors to allow unobstructed access

The annual progress report toward the goals laid out in the Multi-Year Accessibility Plan 2017-22 will be posted on the Board website.

C - 1 Approval of Minutes

(a) Approval of minutes from the February 24, 2022 Accessibility Committee Meeting

In response to a question regarding item B-1(b) AODA and Print Accessibility update Superintendent Thompson confirmed that Communications reviews AODA compliance.

Moved by: J. Senior

Seconded by: C.A. Sloat

THAT the minutes of the Accessibility Committee meeting dated February 24, 2022 be approved.

Carried

D - 1 New Business

(a) Grand Erie's Multi-Year Accessibility Plan 2022-27

<https://granderie.ca/application/files/7116/6878/5910/AccessibilityPlan2022-27.pdf>

J. Hooper, Principal Leader Mental Health and Well-Being presented the Multi-Year Accessibility Plan for 2022-27. Amendments were made on the working document.



Report of the Multi-Year Accessibility Special Ad Hoc Committee

C-1-c

Thursday, October 27, 2022

4:00 pm

MS Teams Virtual Meeting

School boards are required to prepare a plan to identify, remove and prevent barriers to people with disabilities who work, learn and participate in the school board community and environment including students, staff, parents and caregivers, volunteers and visitors to the board and its schools. The plans must be in accordance with the Integrated Accessibility Standard Regulation (IASR) and the Ontario Regulation 191/11 under the *Accessibility for Ontarians with Disabilities Act (AODA), 2005*.

An Accessibility Committee was established to oversee both the development of the Multi-Year Plan, the document that describes the measures that Grand Erie will take over the next five years to identify, remove, and prevent barriers and enhance accessibility for people who work, learn, and participate in schools and work sites, and the implementation of the Annual Progress Report.

Grand Erie's Multi-Year Accessibility Plan 2022-27 will be posted on the Community section on the website.

E - 1 **Other Business**

(a) **Disbanding of the Multi-Year Accessibility Special Ad Hoc Committee**

Moved by: R. Erauw

Seconded by: J. Senior

THAT the disbandment of the Multi-Year Accessibility Special Ad Hoc Committee be forwarded to the November 21, 2022 Regular Board for approval.

Carried

F - 1 **Next Meeting** - Nil

G - 1 **Adjournment**

Moved by: J. Senior

Seconded by: D. DeVos

THAT the meeting be adjourned at 4:31 p.m.

Carried



Report of the Special Education Advisory Committee

Thursday November 3, 2022

6:00 p.m.

MS Teams Virtual Meeting

- Chair:** W. Rose, Community Representative
- Community Reps:** M. Gatopoulos K. Jones L. Nydam
T. Sault T. Wilson
- Trustees:** R. Collver T. Waldschmidt
- Grand Erie Staff:** J. Hertel, Information Technology
J. Hooper, Principal Leader – Mental Health and Well-Being
J. Roberto, Director of Education
L. Thompson, Superintendent of Education
L. Boswell, Community Navigator, Contact Brant
L. DeJong, Social Worker, Lansdowne Children’s Centre
- Organizations/
Agencies:** P. Bagchee, Manager, Mental Health and Well-Being
T. Buchanan, Community Living Brant
A. Detmar, Woodview Mental Health Autism Services
F. Lainson, Program Co-ordinator – Specialized Services
L. Scott, Fetal Alcohol Spectrum Disorder
L. Sheppard, Applied Behaviour Analysis Coordinator
J. White, Principal Leader Specialized Services
- Absent with Regrets:**
- Guests:** C. Guzar, Instructional Coach
- Recording Secretary:** J. Valstar, Executive Assistant to the Superintendent of Education

A - 1 **Opening**

(a) **Welcome / Land Acknowledgment**

Chair Rose welcomed everyone and read the Land Acknowledgement statement.

(b) **Roll Call/Reminder of Livestream on YouTube**

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

D-1 (a): Letters from SEAC committee applicants were removed for privacy

Moved by: M. Gatopoulos

Seconded by: L. Boswell

THAT the SEAC 22-03 Agenda for Thursday November 3, 2022 be approved as amended
Carried

B - 1 **Timed Items**

(a) **Grand Erie’s Annual Learning and Operating Plan 2022-23**

Superintendent Thompson, and J. Hooper, Principal Leader Mental Health Well-Being, provided an overview of outcomes for Grand Erie in the areas of math, literacy, graduation, Safe and Inclusive Schools, Indigenous Education, and well-being from the 2021-22 school year.

(b) **A Day in the Life of an Instructional Coach: Specialized Services**

C. Guzar, Instructional Coach, presented "A Day in the Life of an Instructional Coach."



Report of the Special Education Advisory Committee

Thursday November 3, 2022

6:00 p.m.

MS Teams Virtual Meeting

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

(a) Approval of Minutes October 6, 2022

B-1 (a): Clarify that a letter will be sent to the Ministry inquiring about summer learning funding.

C-1 (e): Committee members discussed sending a letter to the Ministry about Project SEARCH.

Moved by: K. Jones

Seconded by: M. Gatopoulos

THAT the Minutes of the Special Education Advisory Committee Meeting, held October 6, 2022 be approved as amended.

Carried

(b) Standard 15 – Accessibility of School Buildings

J. Hooper, Principal Leader Mental Health and Well-Being, presented Standard 15 of the Special Education Plan.

D - 1 New Business

(a) Review of letters of intent and resignations for SEAC membership 2022-26

Chair Rose reviewed the letters of intent for continuing, resigning, and new SEAC members. The committee discussed sending letters of thanks to those leaving and letters of acceptance to those who are joining SEAC.

(b) SEAC Membership 2022-26 – Recommendation to the Board of Trustees Report

Moved by: L. Boswell

Seconded by: L. Nydam

THAT the appointments to the Special Education Advisory Committee for the term December 2022 to November 2026 be forwarded to the November 21, 2022 Regular Board meeting for approval.

Carried

As per Ontario Regulation 464/97 of the Education Act, the Special Education Advisory Committee (SEAC) shall be comprised of:

A member of SEAC, unless a member representing the interest of Indigenous students, must be:

- Qualified to vote for members of the board, and
- A resident within the jurisdiction of the board
- One representative from no more than twelve local associations appointed by the board.
- Local Association is defined as an association or organization of parents that operates locally within the area of jurisdiction of the board which further the interest and well-being of exceptional children, or adults, and one alternate for each representative of local associations/agencies, where possible
- Two trustees appointed by the board, and two alternates



Report of the Special Education Advisory Committee

Thursday November 3, 2022

6:00 p.m.

MS Teams Virtual Meeting

- Community members who are neither a representative of a local association or organization, nor members of the Board of Trustees
- One member representing the interests of Indigenous students and one alternate.
- The total number of SEAC should not exceed 20

In seeking representatives for the Grand Erie District School Board Special Education Advisory Committee, advertisements were posted to the board's website, shared with School Councils within Grand Erie, shared with Grand Erie's Indigenous Education Advisory Council and Native Advisory Council, and placed on Grand Erie's social media platforms to invite applicants or nominations from local associations, agencies, organizations, and individuals.

Three new member applications were shared with SEAC at the November 3, 2022, meeting.

The following roster of SEAC candidates is recommended to the board for approval.

Current Members Wishing to Renew Membership:

	Name	Affiliation	Confirmed
1	Tara Buchanan	Community Living Brant	Confirmed
2	LeAnn Boswell	Contact Brant	
3	Lorraine DeJong	Lansdowne Children's Centre	
4	Mike Gatopoulos	Community Representative	
5	Kathy Jones	Community Representative	
6	Wendy Rose	Community Representative	

Current Members Representing the Interests of Indigenous Students:

	Name	Affiliation	Confirmed
1	Lisa Nydam	Six Nations of the Grand River	Confirmed
2	Tammy Sault	Mississaugas of the Credit First Nation	

Trustee Members:

	Name	Affiliation	Confirmed
1		Trustee	
2		Trustee	
3		Trustee (alternate)	
4		Trustee (alternate)	

New Member Applications:

	Name	Affiliation	Confirmed
1	Christina Gilman	Easter Seals Ontario	Confirmed
2	Katie Kelly	Community Representative	
3	Cathy Stefanelli	Woodview Mental Health & Autism Services	



Report of the Special Education Advisory Committee

Thursday November 3, 2022

6:00 p.m.

MS Teams Virtual Meeting

Communication Plan:

1. Once approved, the candidates will be notified they are now SEAC members for the term 2022-26 and will be provided with the list of upcoming meeting dates and access to past years' minutes for reference.
2. The list of SEAC members will be posted on the board website.
3. An orientation package will be available online, and the link shared with SEAC members.

E - 1 **Other Business**

(a) **Review of the SEAC Orientation Handbook**

Superintendent Thompson gathered input for the Handbook from committee members, which is to be updated and rebranded. There was discussion about the Terms of Reference being shared again at the December SEAC meeting for new members.

(b) **Update – Ontario Secondary School Teacher’s Federation Inclusion Symposium**

Superintendent Thompson and L. DeJong, Social Worker, Lansdowne Children’s Centre, each provided an overview of their experiences at the Inclusion Symposium.

F - 1 **Standing Items**

(a) **Policy/Procedures Out for Comment - Nil**

(b) **Trustee Updates**

Trustee Collver and Trustee Waldschmidt shared their respective updates.

(c) **Chair/Vice-Chair Items**

Chair Rose requested that the process for communication between school and home, and school and daycare be discussed at a future meeting.

G - 1 **Information Items**

(a) **Closed Captioning features in TEAMS**

J. Hooper, Principal Leader for Mental Health and Well-Being, gave a demonstration of the closed captioning feature in MS TEAMS, and shared that MS Translate is a free app that can also be used.

H - 1 **Community Updates - Nil**

I - 1 **Correspondence**

(a) **Draft letter from Grand Erie’s SEAC re. Project SEARCH**

Chair Rose to redraft the letter to be reviewed at the December 8th SEAC meeting.

J - 1 **Future Agenda Items and SEAC Committee Planning**

(a) **OnSIS/LITE Data**

(b) **Orientation for new SEAC members in February 2023**



Report of the Special Education Advisory Committee

Thursday November 3, 2022

6:00 p.m.

MS Teams Virtual Meeting



K - 1 **Next Meeting**

Thursday December 8, 2022 at 6:00 p.m., MS Teams Virtual Meeting

L - 1 **Adjournment**

Moved by: L. Nydam

Seconded by: L. DeJong

THAT the meeting be adjourned at 8:06 p.m.

Carried



POLICY

SO-19

PRIVACY AND RECORDS INFORMATION MANAGEMENT

Superintendent Responsible: Superintendent of Education, Privacy and Records Information Management	Initial Effective Date: 2018/01/29
Last Updated: 2022/10/17	Next Review Date: 2026/10/17

Objective:

The Grand Erie District School Board is committed to the protection of personal information and management of records information to which it is entrusted and to the individual's right of privacy regarding personal information that is collected, used, disclosed, and retained within its care and custody.

Policy Statement:

Grand Erie complies with all applicable provisions under the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*, the *Personal Health Information Protection Act (PHIPA)*, the *Education Act*, including the *Ontario Student Record Guidelines*, and the *Personal Information and Protection of Electronic Documents Act (PIPEDA)* and such other relevant statutes and regulations of the Province of Ontario and the Government of Canada.

Grand Erie commits to follow a national standard called the *Canadian Standards Act (CSA) Model Code* for the protection of personal information which is comprised of 10 Fair Information Principles grounded in legislation.

The Director of Education shall serve as Freedom of Information Head for all purposes outlined in the *Municipal Freedom of Information and Protection of Privacy Act*, in accordance with s.3(1) and the Privacy Officer as Freedom of Information Coordinator, in accordance with s.49(1). The Director shall be informed of any privacy concerns.

References

- [Municipal Freedom of Information and Protection of Privacy Act \(MFIPPA\)](#)
- [Personal Health Information Protection Act \(PHIPA\)](#)
- [Personal Information Protection and Electronic Documents Act \(PIPEDA\)](#)
- [Education Act](#)
- *Ontario Student Record (OSR) Guideline 2000*
- Ontario Student Records (SO-104)
- Privacy Breach Response (SO-105)
- Volunteers (SO-126)
- *The position of Head of Institution was delegated to the Director of Education in a Board motion September 17, 2012.



Grand Erie District School Board

TO: Board of Trustees

FROM: M. Baker, Student Trustee – South
A. Skye Student Trustee – Indigenous
T. Zebroski, Student Trustee – North

RE: **Student Trustee’s Report – Student Senate**

DATE: November 21, 2022

Student Senate:

Our first Student Senate of the year took place this past Thursday, November 3rd. We presented updated preliminaries in preparation for the current school year. We established regular Student Senators from each secondary school and engaged our 3 working groups. Each goal reflects the ideas of inspiring leaders within each school, each led by a student trustee, in hopes of seeking a foundation for our initiatives.

We began the day exploring the role of a Student Trustee and laid out our core values and initiatives for our term. We were pleased to have Jessie Hooper and Piyali Bagchee speak to their empowering movements as leaders in Mental Health and Well-being within the board.

Each working group brainstormed, discussed, and compiled a list of initiatives we look to expand on soon. These are conscious of our time and relate to the content of each group.

The Student Voice WG began their discussion with examples of student leadership that is amplifying student voice within Grand Erie schools. Students came to a clear consensus that Link Crew and grade 9 orientation programs made them feel much more comfortable stepping into high school for the first time. Students will continue to look for examples of student leadership in their high schools and report back to the next Student Senate meeting.

The Environmental WG began their discussion with what is currently happening within the individual schools to be more environmentally sustainable. Students will continue to think of ways the schools in Grand Erie can be more environmentally conscious, and how they can implement these ideas into the schools. Their ideas will be shared at the next Senate meeting.

The Mental Health and Well-being WG is aimed to create enhanced nutrition programs within schools to support families. We discussed connecting with various organizations such as the Haldimand/Norfolk Child Nutrition Network and the Simcoe Lions Club. Many great ideas were shared around this topic and are being brought back to schools to implement. Students will discuss how effective these plans were at our next meeting.

All working groups will continue these initiatives via virtual meetings. We will provide the board with updates as they arise.

Planning is underway for our first Student Leadership Series taking place December 8th. Our guest speaker is currently undecided, but the area of focus will be leadership by students.

Grand Erie Multi-Year Plan

This report supports the Lead indicator of Learn Lead Inspire and the following statement: we will build a culture of belonging to support an equitable, inclusive, and responsive environment for each learner.

Respectfully submitted,

M. Baker, Student Trustee – South
A. Skye, Student Trustee - Indigenous
T. Zebroski, Student Trustee – North



Grand Erie District School Board

TO: JoAnna Roberto, Ph. D., Director of Education & Secretary of the Board
FROM: Rafal Wyszynski, Superintendent of Business & Treasurer
RE: **Rural and Northern Education Fund Spending (RNEF) Report**
DATE: November 21, 2022

Background

The Ministry provides funding, through the Grants for Student Needs (GSN), dedicated for school boards to further improve educational opportunities for students from rural communities. Funding was allocated to school boards based on the number of rural students and two factors measuring the density of rural student enrolment in the board.

School boards must use the funding for rural education based on local needs and report publicly on how the funding is used, such as:

- Improving programming and support services in rural schools;
- Continuing the operation of rural schools; or
- Enhancing student transportation options such as late bus runs and mobile e-learning through tablets or Wi-Fi.

Schools must utilize the funding allocated to the board using a preliminary school list from the Ministry. The list is comprised of schools in which at least half of their students are from rural communities.

School boards are also required to publicly post details of RNEF expenditures as well as those schools in which RNEF funding was spent. The report that will be posted is attached as Appendix A.

Grand Erie District School Board had unspent funds of \$1,120,015 from 2020-21 and received \$630,091 for the 2021-22 school year. Grand Erie only utilized \$196,198 of these funds and the unspent funds, totaling \$1,553,908, will be deferred to support eligible expenses for rural schools in the 2022-23 school year.

Additional Information

The information below summarizes how the Grand Erie District School Board utilized this funding for the 2021-22 school year.

Description	Budget	Actual	Variance
To support maintenance and operation costs at Grand Erie DSB's rural schools. To support COVID-19 expenses for rural schools.	\$1,530,101	\$11,415	\$1,518,686
Distribution to all schools on Ministry list <ul style="list-style-type: none"> • Support schools in: <ul style="list-style-type: none"> ○ Field trips (\$42,805) ○ Investment in technology (\$15,688) ○ Programming (\$15,575) ○ Improving Support Services (\$2,033) 	\$100,000	\$76,101	\$23,899
Lab Refresh	\$120,005	\$108,682	\$11,323
Total Allocated	\$1,750,106	\$196,198	\$1,553,908

Respectfully submitted,

Rafal Wyszynski
Superintendent of Business & Treasurer

Appendix A

RNEF Report on Grand Erie Website

RURAL AND NORTHERN EDUCATION FUND SPENDING REPORT

In June 2017, the Ministry announced new funding, through the Grants for Student Needs (GSN), dedicated for school boards to further improve educational opportunities for students from rural communities.

Funding was allocated to school boards based on the number of rural students and two factors measuring the density of rural student enrolment in the board.

School boards must use the funding for rural education based on local needs and report publicly on how the funding is used, such as:

- Improving programming and support services in rural schools
- Continuing the operation of rural schools; or
- Enhancing student transportation options such as late bus runs and mobile e-learning through tablets or Wi-Fi.

Schools must utilize the funding allocated to the Board using a preliminary school list from the Ministry. The list is comprised of schools in which at least half of their students are from rural communities.

Boards are required to publicly post details of RNEF expenditures as well as those schools in which RNEF funding was spent.

Grand Erie District School Board had unspent funds of \$1,120,015 from 2020-21 and received \$630,091 for the 2021-22 school year. Grand Erie only utilized \$196,198 of these funds and the unspent funds, totaling \$1,553,908, will be deferred to support eligible expenses for rural schools in the 2022-23 school year.

ELEMENTARY	
Bloomsburg Public School	3,345
Boston Public School	2,843
Burford District ES	1,987
Caledonia Centennial	1,655
Courtland Public School	2,431
Delhi Public School	2,385
Glen Morris Central PS	927
Hagersville Elementary School	2,078
Houghton Public School	2,469
J L Mitchener	2,608
Jarvis Public School	2,378
Lakewood ES	1,648
Langton PS	2,835
Mount Pleasant Public School	2,315
Oneida Central Public School	2,466
Onondaga-Brant	2,344
Port Rowan PS	2,374
Rainham Central	2,044
River Heights	2,047
Seneca Central Public School	3,274
St George-German	2,689
Teeterville Public School	1,992
Thompson Creek	1,944
Walpole North ES	1,251
Walsh PS	1,800
Waterford Public School	1,635
TOTAL	57,762

SECONDARY	
Cayuga SS	3,161
Delhi District SS	166
Dunnville SS	2,479
Hagersville SS	3,387
McKinnon Park SS	1,972
Simcoe Comp SS	1,832
Valley Heights SS	1,668
Waterford DHS	3,674

TOTAL	18,339
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LAB REFRESH	
Waterford DHS	13,313
Valley Heights SS	11,982
Cayuga SS	21,524
Dunnville SS	11,316
Hagersville SS	25,740
McKinnon Park SS	24,807

TOTAL	108,682
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Grand Erie District School Board

TO: JoAnna Roberto, Ph. D., Director of Education & Secretary of the Board
FROM: Rafal Wyszynski, Superintendent of Business & Treasurer
RE: **Major Construction Project Report**
DATE: November 21, 2022

South-West Brantford Elementary School

Background:

In October 2020, the Ministry of Education provided the board with approved funding to address the enrolment pressure in South-West Brantford by constructing a new 650-pupil place elementary school.

Project Scope:

The general scope of the project is to partner with both the City of Brantford and the Brantford Public Library to construct a joint-use elementary school that would include an enhanced library, a triple gymnasium, and a 4-room child care centre at the undeveloped site near the T-intersection of Shellard Lane and Anderson Road in Brantford.

Space: New Construction

Gross Square Feet: To be determined

Total Project Budget: \$16,269,978

Funding Source: Capital Priorities

Total Project Cost to Date: \$124,929

Total Project Forecast Cost: \$16,269,978

Architect: ZAS Architects

General Contractor: To be determined

Status:

The Prime Consultant, ZAS Architects, has been selected and they will be working on the schematic design phase of this project over the next several months.

Caledonia Joint Use Elementary School

Background:

In November 2021, the Ministry of Education provided the board with approved funding to address the enrolment pressure in Caledonia by constructing a new 746 pupil place joint use elementary school.

Project Scope:

The general scope of the project is to partner with the Brant Haldimand Norfolk Catholic District School Board (BHNCDNB) to construct a joint-use elementary school which would include some common spaces such as library, gymnasiums and a 3-room child care centre.

Space: New Construction

Gross Square Feet: To be determined

Total Project Budget: \$12,288,985

Funding Source: Capital Priorities

Total Project Cost to Date: \$0

Total Project Forecast Cost: \$12,288,985

Architect: Svedas Architects.

General Contractor: To be determined

Status:

In late April, the Ministry of Education reviewed the submitted space template and provided Approval to Proceed (ATP) to secure an Architect for the project. Grand Erie collaborated with BHNCD SB to issue the Request for Proposal (RFP) for Architectural Services. The Boards have approved the recommendation of award to Svedas Architects.

Grand Erie, the BHNCD SB, Colliers and the recently selected architect, Svedas, will hold discussions to collect input about the schematic design of the joint school.

Child Care Addition at Cobblestone Elementary School**Background:**

In March 2021, the Ministry of Education provided the board with an Approval to Proceed (ATP) for the project.

Project Scope:

The general scope of the project is to build an addition at Cobblestone Elementary School that will create a 4-room Child Care Program which will service 10 infants, 15 toddlers, 24 preschoolers and 15 spaces for a family hub centre.

Space: Addition**Gross Square Feet:** 5,500**Total Project Budget:** \$2,224,868**Funding Source:** Capital Priorities**Total Project Cost to Date:** \$37,591**Total Project Forecast Cost:** \$2,224,868**Architect:** Grguric Architects Inc.**General Contractor:** To be determined**Status:**

A project committee meeting was held on September 20, 2022, reviewed the final concept plan and general input from committee members. The final concept plan was approved by Ministry of Education's Child Care Quality Assurance and Licensing Branch and Grguric Architects will proceed to compose a comprehensive design schematic.

Child Care Addition/Renovation at Banbury Elementary School**Background:**

In March 2021, the Ministry of Education provided the board with an Approval to Proceed (ATP) for the project.

Project Scope:

The general scope of the project is to build an addition and renovate the existing two child care rooms at Banbury Elementary School which will create a 4-room Child Care Program that will service 10 infants, 15 toddlers, 24 preschoolers and 15 spaces for a family hub centre.

Space: Addition/Renovation**Gross Square Feet:** 5,500**Total Project Budget:** \$2,182,082**Funding Source:** Capital Priorities**Total Project Cost to Date:** \$27,804**Total Project Forecast Cost:** \$ 2,182,082**Architect:** Grguric Architect Inc.**General Contractor:** To be determined**Status:**

A project committee meeting was held on June 27, 2022, reviewed preliminary concept plans and general input from committee members. The final concept plan is yet to be approved by the Ministry of Education's Child Care Quality Assurance and Licensing Branch.

Other Capital Projects:

As per *Major Construction Projects Policy (FTI)*, Appendix A summarizes the scope, cost and status of all other capital projects for the prior fiscal year which are not subject to this policy's bi-monthly reporting.

Grand Erie Multi-Year Plan

This report supports the Belonging indicator of Learn Lead Inspire and the following statement: we build a culture of belonging to support an equitable, inclusive and responsive environment for each learner.

Respectfully submitted,

Rafal Wyszynski
Superintendent of Business & Treasurer

Appendix A

Category	Site	Scope	Cost	Status Update
Electrical	Burford District Elementary School	Main Service	\$ 61,256	99% Complete
Electrical	Thompson Creek Elementary School	Main Service	\$ 66,585	In Progress
Electrical	Valley Heights Secondary School	Main Service	\$ 271,920	85% Complete
Electrical	Waterford District High School	Panel Upgrade	\$ 113,425	85% Complete
Electrical	Waterford Public School	Panel Upgrade	\$ 23,618	85% Complete
HVAC	Bellview Public School	Boilers	\$ 258,500	90% Complete
HVAC	Brier Park Public School	Cooling Tower	\$ 397,164	90% Complete
HVAC	Echo Place School	Ventilators	\$ 311,285	95% Complete
HVAC	Ecole Dufferin	Boilers	\$ 229,225	90% Complete
HVAC	Glen Morris Central Public School	New propane tank and supply line	\$ 100,000	90% Complete
HVAC	J.L Mitchener Public School	Unit Ventilators	\$ 1,434,122	90% Complete
HVAC	Jarvis Public School	Unit Ventilators	\$ 721,024	Complete
HVAC	King George School	Unit Ventilators	\$ 1,028,166	98% Complete
HVAC	Langton School	Boilers	\$ 176,636	Complete
HVAC	McKinnon Park Secondary School	Phase 1 Heat Pump Replacement	\$ 755,163	95% Complete
HVAC	Mt. Pleasant School	Make Up Air Unit	\$ 14,505	Complete
HVAC	Pauline Johnson Collegiate and Vocational School	Make Up Air Unit	\$ 256,888	90% Complete
HVAC	Princess Elizabeth Public School	Boilers	\$ 183,747	98% Complete
HVAC	Seneca Central Public School	Boilers	\$ 188,119	Complete
HVAC	Teeterville Public School	Unit Ventilators	\$ 871,305	95% Complete
HVAC	Walpole North Elementary School	Boilers	\$ 171,950	90% Complete
HVAC	Woodman-Cainsville School	Boilers	\$ 195,585	90% Complete
Learning Commons	Bloomsburg Public School	Renovation	\$ 137,630	98% Complete
Learning Commons	Cayuga Secondary School	Renovation	\$ 323,960	Complete
Learning Commons	Delhi Public School	Renovation	\$ 205,798	Complete
Learning Commons	Grandview Public School	Renovation	\$ 147,683	Complete
Learning Commons	Jarvis Public School	Renovation	\$ 193,409	Complete
Learning Commons	Oakland-Scotland Public School	Renovation	\$ 150,590	Complete
Learning Commons	Oneida Central Public School	Renovation	\$ 75,118	Complete
Learning Commons	Pauline Johnson Collegiate and Vocational School	Renovation	\$ 727,560	85% Complete
Learning Commons	River Heights School	Renovation	\$ 134,753	Complete
Learning Commons	Teeterville Public School	Renovation	\$ 109,733	Complete
Life-Safety Systems	Jarvis Public School	New Fire Alarm Panel and Devices	\$ 15,000	Complete
Life-Safety Systems	River Heights School	New Fire Alarm Panel and Devices	\$ 15,000	Complete
Masonry	Brantford Collegiate Institute and Vocational School	Front gables and sills	\$ 234,000	Complete
Masonry	Delhi District Secondary School	North side columns	\$ 93,000	Complete
Masonry	Jarvis Public School	Repointing , brick replacement	\$ 95,000	Complete
Masonry	Lynndale Heights Public School	Front entry columns	\$ 87,000	Complete
Masonry	Mt. Pleasant School	Gymnasium pointing and foundation	\$ 55,000	Complete
Masonry	Pauline Johnson Collegiate and Vocational School	Gym and Cafeteria	\$ 557,246	Complete
Paving	Central Public School	Playground	\$ 45,025	Complete
Paving	Ecole Dufferin	Playground	\$ 9,465	Complete
Paving	J.L Mitchener Public School	Front Lots and New Bus Lane	\$ 207,603	99% Complete
Paving	Jarvis Public School	Staff Parking Lot	\$ 41,153	Complete
Paving	Lynndale Heights Public School	Catch basin repairs	\$ 14,865	Complete
Paving	Onondaga-Brant Public School	New parking area	\$ 164,850	99% Complete
Paving	St. George-German Public School	Staff parking	\$ 79,835	Complete
Paving	Walpole North Elementary School	Gravel lot	\$ 58,620	Complete
Renovations	Langton School	Bus barn demolition	\$ 49,838	75% Complete
Renovations	McKinnon Park Secondary School	Tech Classroom Reno	\$ 112,113	Complete
Renovations	Princess Elizabeth Public School	Gym upgrade	\$ 142,381	80% Complete
Renovations	Valley Heights Secondary School	Turning Point Renovation	\$ 121,922	Complete
Roofing	Bellview Public School		\$ 394,709	Complete
Roofing	Cayuga Secondary School		\$ 650,854	Complete
Roofing	Dunnville Secondary School		\$ 1,016,983	99% Complete
Roofing	Facility Services		\$ 328,150	Complete
Roofing	Grandview Public School		\$ 337,450	99% Complete
Roofing	James Hillier Public School		\$ 410,365	Complete
Roofing	Lakewood Elementary School		\$ 117,500	Complete
Roofing	North Ward School		\$ 290,300	98% Complete
Roofing	Oakland-Scotland Public School		\$ 497,812	Complete
Windows & Doors	Bloomsburg Public School		\$ 50,989	Complete
Windows & Doors	Brantford Collegiate Institute and Vocational School		\$ 10,000	Complete
Windows & Doors	Caledonia Centennial Public School		\$ 10,500	Complete
Windows & Doors	Delhi District Secondary School		\$ 166,595	Complete
Windows & Doors	Lynndale Heights Public School		\$ 12,475	Complete
Windows & Doors	North Ward School		\$ 65,233	Complete
Windows & Doors	Pauline Johnson Collegiate and Vocational School		\$ 48,327	Complete
Windows & Doors	Seneca Central Public School		\$ 13,555	Complete
Windows & Doors	Tollgate Technological Skills Centre		\$ 768,894	Complete



Grand Erie District School Board

TO: JoAnna Roberto, Ph. D., Director of Education & Secretary of the Board
FROM: Rafal Wyszynski, Superintendent of Business & Treasurer
RE: **Trustees' Expenses**
DATE: November 21, 2022

Background

Trustees are reimbursed for out-of-pocket expenses in accordance with General Governance Policy s. 4.0. The Policy requires that the expenses are reported to the Board in April and November each year.

The attached report details total expenses reimbursed for the year ended August 31, 2022, and current year to date expenses for 2022-23 from September 1, 2022 to October 31, 2022.

Respectfully submitted,

Rafal Wyszynski
Superintendent of Business & Treasurer

Trustee Expense Report					
For the year ending August 31 2022					
Trustee	Professional Development	Travel/ Mileage	Internet	Cell Phone	Total
Greg Anderson*	\$ -	\$ 403.10	\$ 1,040.00	\$ 836.51	\$ 2,279.61
Rita Collver*	\$ 789.87	\$ 686.76	\$ 992.26	\$ 1,146.05	\$ 3,614.94
David Dean*	\$ -	\$ 47.20	\$ 456.40	\$ 456.40	\$ 960.00
Eva Dixon*	\$ -	\$ 656.38	\$ -	\$ -	\$ 656.38
Brian Doyle *	\$ -	\$ 120.36	\$ 861.24	\$ 919.27	\$ 1,900.87
Susan Gibson *	\$ 988.75	\$ 96.36	\$ 1,600.00	\$ 1,877.44	\$ 4,562.55
James Richardson*	\$ -	\$ 414.89	\$ 1,440.00	\$ 1,644.04	\$ 3,498.93
Carol Ann Sloat	\$ 2,170.27	\$ 776.12	\$ 324.00	\$ -	\$ 3,270.39
Claudine VanEvery-Albert*	\$ 113.00	\$ 71.39	\$ 1,360.00	\$ -	\$ 1,544.39
Tom Waldschmidt*	\$ -	\$ 218.30	\$ 1,120.00	\$ -	\$ 1,338.30
Don Werden	\$ 1,565.87	\$ 960.48	\$ -	\$ -	\$ 2,526.35
Carson Kitchen	\$ 89.23	\$ 736.34	\$ -	\$ -	\$ 825.57
Reilly Mitchell	\$ -	\$ 21.24	\$ -	\$ -	\$ 21.24
Sierra Green	\$ -	\$ -	\$ -	\$ -	\$ -
Total Trustees	\$ 5,716.99	\$5,208.92	\$ 9,193.90	\$ 6,879.71	\$26,999.52
* includes 2020-21 expenses paid in 2021-22					

Trustee Expense Report					
For the two-months ending October 31, 2022					
Trustee	Professional Development	Travel/Mileage	Internet	Cell Phone	Total
Greg Anderson	\$ -	\$ 18.79	\$ 80.00	\$ 84.75	\$ 183.54
Rita Collver	\$ -	\$ -	\$ -	\$ -	\$ -
David Dean	\$ -	\$ -	\$ -	\$ -	\$ -
Eva Dixon	\$ -	\$ -	\$ -	\$ -	\$ -
Brian Doyle	\$ -	\$ -	\$ -	\$ -	\$ -
Susan Gibson	\$ -	\$ -	\$ -	\$ -	\$ -
James Richardson	\$ -	\$ -	\$ -	\$ -	\$ -
Carol Ann Sloat	\$ -	\$ -	\$ -	\$ -	\$ -
Claudine VanEvery-Albert	\$ -	\$ -	\$ -	\$ -	\$ -
Tom Waldschmidt	\$ -	\$ -	\$ -	\$ -	\$ -
Don Werden	\$ -	\$ -	\$ -	\$ -	\$ -
Maggie Baker	\$ 1,566.11	\$ -	\$ -	\$ -	\$ 1,566.11
Tatyana Zebroski	\$ 1,566.12	\$ -	\$ -	\$ -	\$ 1,566.12
Aleena Skye	\$ 1,566.11	\$ -	\$ -	\$ -	\$ 1,566.11
Total Trustees	\$ 4,698.34	\$ 18.79	\$ 80.00	\$ 84.75	\$ 4,881.88



Audit Committee

Thursday, September 15, 2022

4:00 p.m.

MS Teams Virtual Meeting

MINUTES

Present: Members: C.A. Sloat, Chair (Trustee) R. Collver (Trustee), D. Werden (Trustee), C. Woodley (Volunteer)

Management: J. Roberto (Director), R. Wyszynski (Superintendent of Business),

PwC (Internal Auditors): C. O'Connor

Millards (External Auditors): B. Schell, U. Riaz

Absent with Regrets: B. Collingwood (Volunteer), C. Smith (Manager of Business Services), J. Gilbert (Millards)

Recording Secretary: L. Howells, Executive Assistant to the Superintendent of Business

A - 1 **Opening**

(a) **Declaration of Conflict of Interest**

Nil

(b) **Welcome to Open Session**

The meeting was called to order by Superintendent Wyszynski at 4:01 p.m.
The Land Acknowledgement statement was read.

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

Trustee Sloat requested an addition, H-1-a Declaration of Conflict of Interest.

Moved by: R. Collver

Seconded by: C.A. Sloat

THAT the Audit Committee Agenda be approved, as amended.

Carried

B - 1 **Selection of Audit Committee Chair**

Superintendent Wyszynski explained the statutory cycle of the committee and reminded the committee that all Trustees and Voluntary members are eligible for the role of the Chair.

Superintendent Wyszynski opened the floor to accept nominations.

C. Woodley nominated C.A. Sloat, who accepted the nomination.

No further nominations were received for Audit Committee Chair and the nominations were closed.

Trustee Sloat was declared acclaimed as the Audit Committee Chair for the remainder of statutory committee cycle.



Audit Committee

Thursday, September 15, 2022

4:00 p.m.

MS Teams Virtual Meeting

MINUTES

C - 1 Consent Agenda

Trustee Werden requested the minutes be divided.

Moved by: C. Woodley

Seconded by: R. Collver

THAT the Audit Committee accept the September 15, 2022 Consent Agenda items and the recommendation contained therein:

(a) Receive the Consolidated Due Diligence report, as information.

(b) Receive the Q2 Financial Forecast, as information.

Carried

Trustee Werden requested under E-1-a that it be noted there was discussion regarding the Letter of Engagement being signed prior to the Audit Committee recommending to the Board.

Trustee Collver requested "Trustee Sloat lost connectivity" be added to the note where Trustee Collver assumed the Chair.

Moved by: C. Woodley

Seconded by: R. Collver

THAT the minutes of the Audit Committee dated June 22, 2022 be approved as amended.

Carried

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

(a) Review of Grand Erie Multi-Year Strategic Plan

Director Roberto provided an overview of the Multi-Year Strategic Plan and referred to the midterm that was presented to the Board in March 2022.

E - 1 New Business

(a) Review Audit Committee Terms of Reference

Superintendent Wyszynski presented the draft Audit Committee Terms of Reference that strongly aligns with *Ontario Regulation 361/10* and the *Education Act*.

In response to a question regarding a timeline for the performance of the External Auditor, Superintendent Wyszynski responded that this occurs after the year end and recommended this could occur in February.

In response to question regarding the Terms of Reference approval and where they will reside, Director Roberto responded the Terms of References are grounded in the *Education Act* and would be included in the meeting package on annual basis. They can be reviewed when required and will be approved by the committee.

In response to question of why responsibility was removed, Superintendent Wyszynski responded that it was to align with regulation.

It was noted that 7.11 iv) be revised to reflect Chartered Professional Account and ensure all points from the regulation under Duties of the Audit Committee are included.



Audit Committee

Thursday, September 15, 2022

4:00 p.m.

MS Teams Virtual Meeting

MINUTES

In response to the question Superintendent Wyszynski explained that the minutes would be reviewed by the Audit Committee at the November meeting and forwarded to the Board in late November. He also stated that recommendations from these meetings will be brought to the next Board meeting.

It was requested that during the March meeting, annual items referenced in the terms of reference be reviewed.

In response to the Audit Committee meetings being a public meeting, Director Roberto responded that the streaming of meetings will be reviewed through Governance with the new bylaws. This requires further discussion with the Board.

The revised Terms of Reference will be brought back to the November meeting.

F - 1 **Internal Audit**

(a) **Student Recruitment Review Report**

C. O'Connor, from PwC, provided a high-level overview of the review and noted this was a future-oriented review. An explanation was provided for the four major recommendations

In response to question regarding the timeline extension until 2023, Superintendent Wyszynski clarified while we are in a student retention mindset time is required to unpack the recommendations and strategically assign these to the correct portfolios.

Moved by: R. Collver

Seconded by: C. Woodley

THAT the Audit Committee receive Student Recruitment Project Report as information.

Carried

Members thanked PwC and C. O'Connor for their support over the years.

G - 1 **External Audit**

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

U. Riaz, Millards, referred to the External Audit Plan and Fee Estimate and provided a high-level overview.

In response to a question, Superintendent Wyszynski clarified that in alignment with good governance, the Fraud Risk Attestation should be completed by the Audit Committee Chair on behalf of the committee.

(b) **Fraud Risk Attestation**

Trustee Sloat informed the committee that this was completed verbally.



Audit Committee

Thursday, September 15, 2022

4:00 p.m.

MS Teams Virtual Meeting

MINUTES

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

(a) **Declaration - Conflict of Interest Form**

In response to the retention and file locations of these forms, Superintendent Wyszynski responded that he is currently working on determining the requirements. It was confirmed after the meeting the documents would be retained for the current year + 3 years and would reside with the office of the Superintendent of Business.

I - 1 **Adjournment**

Moved by: D. Werden

Seconded by: R. Collver

THAT the Audit Committee meeting be adjourned at 5:44 pm

Carried

J - 1 **Next Meeting Date:** Thursday, November 3, 2022 @ 4 p.m.

Grand Erie District School Board (GEDSB)

Student Recruitment Review

Final Internal audit report for Audit
Committee consideration
Prepared as of September 12, 2022



Strictly private and confidential

Contents

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Distribution list

For action/ information

Graham, Ashley, Planning Officer
 Hercanuck, Nathan, Planning Supervisor
 Graham, Kevin, Superintendent of Education (Secondary Schools, Grand Erie Learning Alternative, Indigenous Education, Transition Team)
 Munro, Lisa, Superintendent of Education (Haldimand Elementary Schools, Information Technology (PowerSchool) & Privacy)
 Smouter, Dave, Manager, Communication and Community Relations
 Thompson, Liana, Superintendent of Education (Brantford Elementary Schools, Summer Learning, Mental Health & Well-Being, Special Education)
 Baker, Wayne, Superintendent of Education (responsible for Norfolk County & Count of Brant Elementary Schools, Safe & Inclusive Schools)

For Information

Audit Committee
 Wyszynski, Rafal, Superintendent of Business & Treasurer

Limitations and responsibilities

This Report was developed in accordance with our engagement letter dated March 21, 2022 and is subject to the terms and conditions included therein.

Our work was limited to the specific procedures and analysis described herein and was based only on the information made available at the time we prepared the report. Accordingly, changes in circumstances after the date of this Report could affect the findings outlined herein.

We are providing no opinion, attestation or other form of assurance with respect to our work and we did not verify or audit any information provided to us.

This information has been prepared solely for the use and benefit of and pursuant to a client relationship exclusively with GEDSB. PwC disclaims any responsibility to others based on its use and accordingly this information may not be relied upon by anyone other than GEDSB.

Context

Background information

As part of the Internal Audit Plan for 2022-23, an internal audit was performed on the student recruitment review at GEDSB. Internal Audit obtained various documentation for the objectives in scope, including but not limited to Enrolment projections, Registration process, Retention strategies, Marketing materials.

As per the audit plan, this internal audit will review central board improvement planning processes and enrolment projections to inform retention/recruitment strategies to assess the future state process of controls to be designed to attain the following objectives:

- Processes and controls in the areas recruitment planning, performance measurement, retention and recruitment exists
- There is a clear strategy (including marketing) for student recruitment in effect
- Trends for new recruitments are identified and analyzed in a timely manner
- Recruitment and or / loss of recruitment is identified, assessed and a plan to address such challenges is developed and implemented

In conducting the review we considered future state controls based on conversations with management given (1) ease of access to historical information, (2) significant changes in personnel in roles related to this process in the past year and (3) management's desire to implement an enhanced future process.

Internal Audit (IA) considered the future state controls of the school board related to student recruitment. **Refer to Appendix B** for detailed project scope and objectives.

Overall Assessment

Internal controls identification

The following objectives and sub objectives were considered in the scope of the internal audit:

#	Objective
1	Processes and controls in the areas recruitment planning, performance measurement, retention and recruitment exists
1a	Process of setting/ getting recruitment projections (sources of data, expectations, assumptions (tested/proven))
1b	Process of assessing attainment of planned recruitment expectations (how did we do, why did we hit or miss it, were there problems in our assumptions)
1c	Process for forecasting student retention expectations and understanding deviations therefrom
2	There is a clear strategy (including marketing) for student recruitment in effect
2a	Clear strategy is in effect to handle student recruitment/ retention (i.e. messaging, communication and promotion linked to strategy and to how to reach target)
3	Trends for new recruitments are identified and analyzed in a timely manner
3a	Recruitment projects are appropriately updated and validated based on the trends identified
3b	Trends are periodically analyzed to identify areas of focus with respect to student recruitment and inform forecasts and assumptions
4	Recruitment and or / loss of recruitment is identified, assessed and a plan to address such challenges is developed and implemented
4a	Recruitment projects are appropriately updated and validated based on the factors considered in the learning environment
4b	New/emerging risks are considered such as impact of virtual experience, co-terminus, private education, homeschool education, demographic changes, new builds, parishes etc. with respect to student retention strategies
4c	Loss of recruitment is identified and valid/viable plan is in place to mitigate the risk
4d	Process exists to identify if retention is working well or not and/or if it needs to be adapted
4e	Student support initiatives are in place for "At-risk" graduating students

PwC | Grand Erie District School Board Final Internal Audit Report for Audit Committee Consideration

This is a draft document prepared for consideration by the Audit Committee; the contents are subject to amendment or withdrawal as per the Audit Committee and is subject to the Audit Committee motions/resolutions and subsequent acceptance thereof by the Board of Trustees.

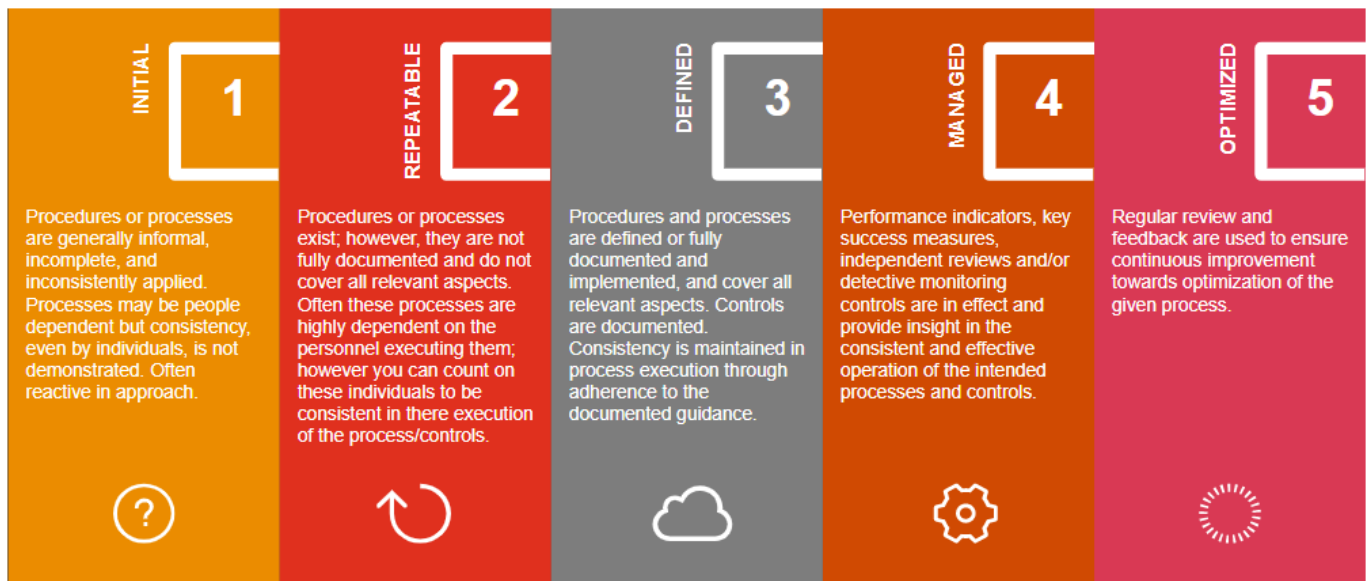
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Summary of positive themes

The following positive process and control practices were noted:

- The school board sets the enrolment projections based on the data from the previous year. Assumptions, such as COVID-19, Birth rate (born in 2018), are considered during the enrolment projections in addition to trend analysis.
- The board relies on trend analysis for projections to avoid situations of over-staffing or under-funding and noticed that the projections have been improving year over year. The board also encourages international students to enrol although there isn't a formal process to market this area.
- The planning committee tracks and maintains the data of enrolment and retention year over year. This data is reviewed by the management periodically and is used for reporting purposes. Feedback is collected by the Principals on the student enrolment process from students/ families.
- A pilot program is run as a community program in order to get students ready for kindergarten registration programs. Data such as demographics, target facilities, family location and languages is tracked.
- A list of homeschooled students is maintained and the management reaches out to the families to monitor any updates.
- The board hired re-engagement teachers during COVID-19 to support students and families and believes this has been advantageous and is evaluating continuing this going forward.
- The school board has strategies and programs in place to mitigate the risk of losing "at-risk" students. The programs/ strategies include Supervised Alternative Learning (SAL), Ontario Youth Apprenticeship Program (OYAP), Cooperative education (COOP), School Within A College (SWAC), Link Crew (Buddy Program), etc.
- The board has a fair share of recent hires who have assumed their responsibilities in the past months. Existing processes on retention strategies, communications, marketing etc. are being looked into for improvement.

Process & control maturity scoring levels



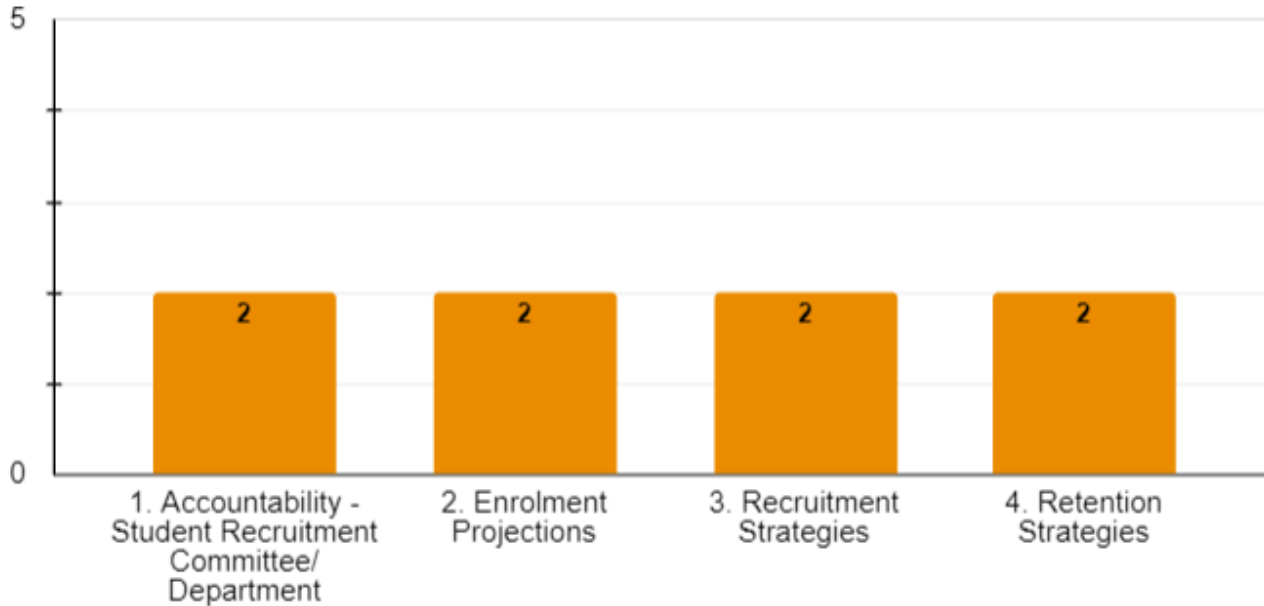
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Overall Maturity Level

The chart below provides an overview of GEDSB's maturity across different objectives in scope for the internal audit considering student recruitment review elements using the "Process & control maturity scoring levels" above.



Summary of proposed controls

1. Assign one person/ department to hold the overall responsibility for recruitment as opposed to the shared responsibility between the Planning department, Academic department, Communications department and Quality Accommodation committee. This does not lessen the importance nor required participation of the various contributors.
2. Formalize the existing process around projections by identifying and monitoring the factors in the changing environment, trend analysis and documenting the factors/ assumptions used for recruitment projections.
3. Formalize documentation around student recruitment strategies and update as required.
4. Formalize documentation around student retention strategies clearly outlining the factors considered with respect to new/ emerging risks, risk mitigation strategies and support initiatives for "at-risk" graduating students.

Recommendations

<p>1. Assign one person/ department to hold the responsibility for recruitment as opposed to the shared responsibility between the Planning department, Academic department, Communications department and Quality Accommodation committee.</p>		
<p>Observation: Upon understanding the structure of GEDSB board, we noted that there are multiple departments involved in the student recruitment review as opposed to one individual being overseeing the process.</p>		
<p>Potential Recommendation: Management should consider the following :</p> <p>Have the responsibility of student recruitment review with one individual to oversee the overall process while various departments are involved in their respective duties as needed. It is important to note that such a role provides specific responsibility and authority to drive the strategy and process forward but should not diminish, but rather enhance the participation and importance of all the various process stakeholders.</p>		
<p>Management action plan</p>		
<p>This item will shift to the portfolio(s) of a Superintendent of Education; responsible for schools. It will likely become a joint responsibility for elementary and secondary</p>	<p>Responsible party:</p>	<p>TBD</p>
	<p>Due date:</p>	<p>June 30, 2023</p>

2. Formalize the existing method related to projections by identifying and monitoring the factors in the changing environment, trend analysis and documenting the factors/ assumptions used for recruitment projections.

Observation: On review of the recruitment projections, we noted that there is no formalized method to identify and monitor the factors in the changing environment. We also noted that there is no trend analysis while factoring in the projections.

Potential Recommendation: Management should consider the following:

- Prepare/ document the trend analysis which clearly lays out the factors and assumptions considered in the enrollment projection number according to each school and the manner at which the school board arrived at the projection figures.
- Formalize documentation outlining the various activities performed related to enrolment projections. The guidelines should capture the new factors as well as the assumptions based on the new learning environment.
- Analyze the projections against the actuals to identify any trends in the data to better project enrolment data for forthcoming years.
- Maintain a log of the communications with relevant personnel including date and mode of communication, enrollment insights which are relevant and can be implemented, and the expected date of implementation.

Management action plan

These plans will be developed over the course of the year by the planning department.	Responsible party:	Planning Supervisor
	Due date:	August 31, 2023

3. Formalize documentation around student recruitment strategies and update as required.

Observation: On review of the recruitment strategies provided, we noted that the process is not formalized nor centralized. We were however able to review some specific strategies used and considered by management overtime.

Potential Recommendation:

Management should formally document the baseline approach to analysis and review of student recruitment strategies and then a summary of the current approved/planned strategies. Such documented analysis may assist management in identifying pain points / areas that require attention which may inform adjustments needed to the student programs / support within a respective school.

Ideally an enrollment strategic process should include the key annual expected activities such as the timing and cycle for:

- Analysis and current strategy development/refresh
Definition/identification and validation of key assumptions
- Plan and responsibilities to execute the strategy
- Identify tools/indicators/information needed to be collected (i.e. data, surveys, conversations elements, exit interviews/surveys, etc...)
- Performance indicators associated with strategy outcomes
- The monitoring process to assess progress, make modifications and evaluate overall progress

Management action plan

This item will also be managed by the Superintendents of Education tasked with student recruitment in partnership with the Manager of Communications and Community Relations.	Responsible party:	TBD
	Due date:	Aug 31, 2023

4. Formalize documentation around student retention strategies clearly outlining the factors considered with respect to new/ emerging risks, risk mitigation strategies and support initiatives for “at-risk” graduating students.

Observation: On review of the retention strategies, we noted that the process is not formalized and documentation is unavailable.

Potential Recommendation:

Management should formally document the process of analysis and review of student retention strategies clearly outlining the factors considered with respect to new/ emerging risks. Such documented analysis may assist management in identifying pain points / areas that require attention which may inform adjustments needed to the student programs / support within a respective school.

Management action plan

This item will also be managed by the Superintendents of Education tasked with student recruitment. The initial plan will be to canvas schools to better understand reasons for student attrition or market share loss, collate those results, and then develop marketing strategies that address any risks identified.	Responsible party:	TBD
	Due date:	August 31, 2023

Appendix A: Limitations and responsibilities

Limitations inherent to the internal auditor's work

We have undertaken the review of Grand Erie District School Board: Student Recruitment Review subject to the limitations outlined below.

Internal control

Internal control systems, no matter how well designed and operated, are affected by inherent limitations. These include the possibility of poor judgment in decision-making, human error, control processes being deliberately circumvented by employees and others, management overriding controls, and the occurrence of unforeseeable circumstances.

Future periods

Our assessment of controls is for the future periods. Historic evaluation of effectiveness is not relevant to future periods due to the risk that:

- the design of controls may become inadequate because of changes in operating environment, law, regulation or other; or
- the degree of compliance with policies and procedures may deteriorate.

Responsibilities of management and internal auditors

It is management's responsibility to develop and maintain sound systems of risk management, internal control and governance, and for the prevention and detection of irregularities and fraud. Internal audit work should not be seen as a substitute for management's responsibilities for the design and operation of these systems.

We endeavor to plan our work so that we have a reasonable expectation of detecting significant control weaknesses and, if detected, we shall carry out additional work directed towards identification of consequent fraud or other irregularities. However, internal audit procedures alone, even when carried out with due professional care, do not guarantee that fraud will be detected. Accordingly, our examinations as internal auditors should not be relied upon solely to disclose fraud, defalcations or other irregularities which may exist.

Appendix B: Internal audit objectives and scope

Internal audit objectives and scope

The focus of this internal audit will be to consider the effectiveness of the processes and controls management has in place to achieve the following objectives:

- Processes and controls in the areas recruitment planning, performance measurement, retention and recruitment exists
- There is a clear strategy (including marketing) for student recruitment in effect
- Trends for new recruitments are identified and analyzed in a timely manner
- Recruitment and or / loss of recruitment is identified, assessed and a plan to address such challenges is developed and implemented

Scope period

Internal Audit advised the ideal future state process of the school board.

Scope exclusions

Given the nature of the work, risk considerations and budgeted effort, the following elements are explicitly excluded from the scope of this internal audit work:

- Historical controls and evidence. The design and operating effectiveness of controls.
- IT General Controls (ITGC) enabling the process and/or data processing functionality/ controls.

Related Risks: Access provisioning, Computer Operations, Program Development, Program Changes, Application Controls



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Special Education Advisory Committee

Thursday October 6, 2022

6:00 p.m.

MS Teams Virtual Meeting

MINUTES

- Chair:** W. Rose, Community Representative
- Community Reps:** M. Gatopoulos K. Jones T. Sault
T. Wilson
- Trustees:** B. Doyle T. Waldschmidt
- Grand Erie Staff:** P. Bagchee, Manager, Mental Health and Well-Being
J. Hooper, Principal Leader – Mental Health & Well-Being
F. Lainson, Program Co-ordinator – Specialized Services
J. Roberto, Director of Education
L. Sheppard, Applied Behaviour Analysis Coordinator
L. Thompson, Superintendent of Education
- Organizations/
Agencies:** L. Boswell, Community Navigator, Contact Brant
L. DeJong, Social Worker, Lansdowne Children’s Centre
A. Detmar, Woodview Mental Health and Autism Services
- Absent with Regrets:** Trustee R. Collver
J. Valstar, Executive Assistant to the Superintendent of Education
- Absent:** L. Nydam, Community Rep
T. Buchanan, Supervisor of Employment Services, Contact Brant
- Guests:**
- Recording Secretary:** J. White, Principal Leader Specialized Services

A - 1 **Opening**

(a) **Welcome / Land Acknowledgment**

Chair W. Rose welcomed everyone and read the land acknowledgement.

(b) **Roll Call/Reminder of Livestream on YouTube**

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

L. Thompson, Superintendent of Education, proposed an amendment that D-1 (b) be moved to the November meeting.

Moved by: K. Jones

Seconded by: L. Boswell

THAT the SEAC 22-02 Agenda for Thursday October 6, 2022 be approved as amended.

Carried

B - 1 **Timed Items**

(a) **Summer Learning – Specialized Services**

L. Thompson, Superintendent of Education, F. Lainson, Program Coordinator Specialized Services, L. Sheppard, Applied Behaviour Analysis Coordinator, and P. Bagchee, Manager Mental Health & Well-Being, provided an overview of summer programs for students and staff in the areas of virtual and in-person opportunities for grades 2-12, Psych assessments, Secondary tech camps, and summer learning for Grand Erie employees.

Chair Rose inquired if there was a timeline for boards to find out about summer learning funds for next year and whether there may be an opportunity for SEAC to advocate for continued funding for these programs from the Ministry. Chair Rose will draft a letter to the Ministry in the new year to inquire about funding.



Special Education Advisory Committee

Thursday October 6, 2022

6:00 p.m.

MS Teams Virtual Meeting

MINUTES

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

(a) **Approval of Minutes September 8, 2022**

Presented as printed.

Moved by: K. Jones

Seconded by: A. Detmar

THAT the Minutes of the Special Education Advisory Committee Meeting, held September 8, 2022 be approved as printed.

Carried

(b) **SEAC Terms of Reference (ToR) – Final copy for Approval**

L. Thompson, Superintendent of Education, reviewed changes to the Terms of Reference, explaining that most updates were related to alignment of language with legislation within the committee composition section.

L. DeJong, Social Worker Lansdowne Children's Centre, requested that reference to members of the board indicate that is Board of Trustees. L. Thompson, Superintendent of Education, to add this edit.

Moved by: L. Boswell

Seconded by: L. DeJong

THAT the Terms of Reference be approved as edited.

Carried

(c) **SEAC Recruitment Flyer**

Chair Rose shared the flyer for this year's SEAC recruitment. Current members were reminded that to continue as a member of SEAC, members must complete a resubmission by October 31st, 2022.

(d) **Modified Day – Information**

J. White, Principal Leader Specialized Services, shared the areas of the Education Act and Board Policy that reference modified day. Examples of when a student may require a modified day and general guidelines were also shared. It was shared with SEAC members that a more fulsome conversation about modified day would be taking place with Safe and Inclusive Schools.

(e) **Project SEARCH – Update**

J. White, Principal Leader Specialized Services, shared an update on the activities occurring as part of Project SEARCH. Chair Rose will draft a letter to Minister Lecce in support of Project SEARCH.

(f) **OnSIS/LITE Data – What will be presented this year at the November meeting?**

L. Thompson, Superintendent of Education, shared that this agenda item is shared at SEAC each year. SEAC members were asked if there was anything they would like this data to focus on this year. L. DeJong, Social Worker Lansdowne Children's Centre, requested trend data over time to be included.



Special Education Advisory Committee

Thursday October 6, 2022

6:00 p.m.

MS Teams Virtual Meeting

MINUTES

D - 1 **New Business**

(a) **Grand Erie's Multi-Year Accessibility Plan 2022-27**

J. Hooper, Principal Leader Mental Health & Well-Being, reviewed this year's accessibility plan with members. This is a new plan that outlines areas of focus for the 2022-27 years. The plan is a working document so will be updated to share any recent activity and timelines for each action item.

(b) **Grand Erie's Annual Learning and Operating Plan 2022-23**

Deferred to November 3, 2022 meeting

E - 1 **Other Business**

Nil

F - 1 **Standing Items**

(a) **Policy/Procedures Out for Comment**

Nil

(b) **Trustee Updates**

Trustee Doyle and Trustee Waldschmidt shared their respective updates.

(c) **Chair/Vice Chair Items**

Nil

G - 1 **Information Items**

(a) **Resignation of A. Detmar, Woodview Mental Health & Autism Services**

Chair Rose thanked A. Detmar, Woodview Mental Health and Autism Services, for her service and wished her well. Chair Rose thanked Alicia Csoff, Haldimand-Norfolk REACH, who will be sending new representation.

H - 1 **Community Updates**

Nil

I - 1 **Correspondence**

(a) **LDAO SEAC Circular – September 2022**

Presented as printed

J - 1 **Future Agenda Items and SEAC Committee Planning**

L. DeJong, Social Worker Lansdowne Children's Centre, requested that the focus of PD days be shared as an update at future meetings.

K - 1 **Next Meeting**

Thursday November 3, 2022 at 6:00 p.m., MS Teams Virtual Meeting



I-1-c

Special Education Advisory Committee

Thursday October 6, 2022

6:00 p.m.

MS Teams Virtual Meeting

MINUTES

L - 1 **Adjournment**

Moved by: L. Boswell

Seconded by: A. Detmar

THAT the meeting be adjourned at 8:12 p.m.

Carried



October 20, 2022

The Honourable Stephen Lecce
 Ministry of Education
 438 University Ave., 5th Floor,
 Toronto, ON M5G 2K8

Dear Minister Lecce:

At the September 21st, 2022 meeting of the Halton District School Board (HDSB), Board of Trustees meeting, the Board passed the following resolution requesting the Minister of Education revoke and replace wording in Section 264(1)(c) of the Education Act:

Be it resolved that the Chair in collaboration with the Director write a letter to the Minister of Education regarding Section 264(1)(c) of the Education Act, requesting that this section be revoked and replaced with a clause that is inclusive of Ontario's diverse population.

Section 264(1)(c) of the Act under Duties of teacher states:

(c) to inculcate by precept and example respect for religion and the principles of Judaeo-Christian morality and the highest regard for truth, justice, loyalty, love of country, humanity, benevolence, sobriety, industry, frugality, purity, temperance and all other virtues;

We believe this is contrary to Provincial PPM 119 (Developing and implementing equity and inclusive education policies in Ontario schools) which states: **"Providing a high-quality education for all is a key means of fostering social cohesion based on an inclusive society where diversity is affirmed within a framework of common values that promote the well-being of all citizens."** It is these common values that should be the focus.

The three goals of the Province's *Realizing the Promise of Diversity: Ontario's Equity and Inclusive Education Strategy* are outlined in PPM 119, as follows:

- shared and committed leadership by the ministry, board, and schools to eliminate discrimination through the identification and removal of biases and barriers.
- equity and inclusive education policies and practices to support positive learning environments that are respectful and welcoming to all.

Street Address: J.W. Singleton Education Centre • 2050 Guelph Line, Burlington, Ontario L7P 5A8

Mailing Address: J.W. Singleton Education Centre • P.O. Box 5005, Stn. LCD 1, Burlington, Ontario L7R 3Z2

Phone: 905-335-3663 | 1-877-610-3456 | Fax: 905-335-9802

www.hdsb.ca

57 of 65

- accountability and transparency with ongoing progress demonstrated and communicated to the ministry and the community.

In this spirit, we respectfully ask the Minister to revoke and replace Section 264(1)(c) of the Act to reflect contemporary and current diversity, equity and inclusion policy and practices, and to reflect the Calls to Action 62 and 63s brought forward by the Truth and Reconciliation Commission.

Respectfully,



Margo Shuttleworth
Board Chair



Curtis Ennis
Director of Education

CC: Effie Triantafilopoulos, MPP
Natalie Pierre, MPP
Parm Gill, MPP
Stephen Crawford, MPP
Ted Arnott, MPP
Ontario School Board Chairs (English Public, English Catholic, French Public, French Catholic)
Cathy Abraham, President, Ontario Public School Boards' Association


Waterloo Region District School Board

51 Ardelet Avenue
 Kitchener, ON N2C 2R5
 T: 519-570-0003
 F: 519-742-1364
 wrdsb.ca

October 28, 2022

The Honourable Stephen Lecce, Minister of Education
 Ministry of Education
 315 Front Street West, 14th Floor
 Toronto, ON, M7A 0B8

Dear Minister Lecce,

At its meeting on September 26, 2022, the Board of Trustees for the Waterloo Region District School Board (WRDSB), agreed to write to you to express our support of the York Region District School Board's (YRDSB) letter requesting the Ministry of Education (Ministry) consider amending s. 55 of the Education Act to allow student trustees to move and second motions.

In the WRDSB, Student Trustees advocate on behalf of all students, bringing student voice to Board meetings and are a liaison between the student body, staff and trustees.

WRDSB Trustees believe that amending s. 55 of the Education Act to allow student trustees to move and second motions will further support the WRDSB's strategic direction centring students. Giving students a stronger voice through their Student Trustees further enhances student engagement by valuing their voices and ensuring they are heard.

Minister Lecce, we respectfully request the Ministry of Education consider amending The Education Act to allow Student Trustees the ability to move and second motions at board and committee meetings.

Sincerely,

A handwritten signature in black ink that reads "Scott Piatkowski".

Scott Piatkowski
 Chairperson of the Board of Trustees
 Waterloo Region District School Board

cc: WRDSB Trustees and Student Trustees
 Ontario Public School Boards' Association Member Board Chairs



Durham District School Board

400 Taunton Road East, Whitby, Ontario L1R 2K6
Phone: 905-666-5500; Toll Free: 1-800-265-3968

The Honourable Stephen Lecce
Minister of Education
5th Floor, 438 University Ave.
Toronto, ON M5G 2K8
minister.edu@ontario.ca

November 11, 2022

Re: Concern Regarding Growth Management and Capital Funding Approval Processes

Dear Minister Lecce,

I am writing on behalf of the Durham District School Board (DDSB)'s Board of Trustees to inform you about the challenges we are experiencing with respect to enrolment growth at Clara Hughes Public School in Oshawa and to highlight the difficulty in keeping pace with new residential development to support students.

Clara Hughes Public School is located in central Oshawa and opened in 2014 to consolidate existing schools in an established neighbourhood. Over time, new families have moved into the neighbourhood due to relatively affordable housing prices and along with neighbourhood turnover, enrolment at the school has steadily increased. As of September 2022, Clara Hughes PS is operating at a utilization rate of 184% capacity, which will grow to 193% by the 2023-24 school year based on projections. There are currently 15 portables on the school site.

The DDSB has included proposed school and child care expansions for Clara Hughes PS in both the 2021 and 2022 Capital Priorities submissions. Unfortunately, the project was not approved in either submission. We are currently taking steps to undertake a boundary review which may result in some students in a specific geographic area being moved to another school. Even if this boundary change takes place, we anticipate that Clara Hughes PS will continue to be under considerable pressure and be at 138% utilization with 8 portables onsite. The lack of approval received for this specific school means that we continue to be behind the curve of change that is taking place as this is just one example of many that we are facing.

As we have recently communicated, our school board requires additional capital approvals and an expedited process to quickly accelerate approved projects in order to keep up with the growth that we are experiencing in Durham Region. The challenges experienced by our board will continue to grow as provincial strategies are implemented to speed up the approval and development of new homes to meet the urgent housing supply and affordability challenges families face. One such example of this is *Bill 23, More Homes Built Faster Act, 2022*, which is currently moving through the legislative process.



@DurhamDistrictSchoolBoard



@DDSBschools

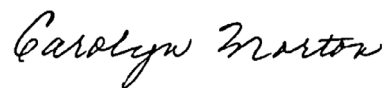
[ddsbs.ca](https://www.ddsbs.ca)

The reality is that the growth experienced in Durham Region in recent years and projected future growth cannot be effectively managed due in part to a lack of capital approvals to match the rate of population increases from new developments, and also due to the length of time from submission to approval to opening of a new school or completion of additions to existing schools.

While we appreciate the challenge the Ministry has in selecting capital priorities submissions for approval each year, we urge your Ministry to do more, to advocate on our behalf at the cabinet table and for the Ministry of Finance to increase funding in the budget for capital priorities to address this issue directly. At this rate, the issue will get worse over the next four years as school boards like ours are unable to effectively respond to the growth in population and student enrolment. We have already heard from many members of our community about these concerns and expect community concerns to increase.

We look forward to your response and support for our growing community as soon as possible.

Sincerely,



Carolyn Morton
Chair, Board of Trustees
Durham District School Board

Cc:

Premier of Ontario
Minister of Finance
Minister of Municipal Affairs and Housing
MPPs in Durham Region
Party Leaders, Education, Municipal Affairs and Housing, and Finance Critics of the New Democratic Party, the Ontario Liberal Party, and the Green Party of Ontario
Chair, Regional Municipality of Durham
Mayors in Durham Region
Trustees, Durham District School Board
All Ontario Public School Boards via OPSBA
All Ontario Catholic School Boards via OCSTA



Durham District School Board

400 Taunton Road East, Whitby, Ontario L1R 2K6
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The Honourable Stephen Lecce
Minister of Education
5th Floor, 438 University Ave.
Toronto, ON M5G 2K8
minister.edu@ontario.ca

November 11, 2022

Re: Amending the Education Act for Student Trustees to Move and Second Motions

Dear Minister Lecce,

I am writing on behalf of the Durham District School Board (DDSB)'s Board of Trustees to request an amendment to the Education Act that would permit student trustees to independently move and second motions.

Under Section 55(4) of the Education Act, Student Trustees are not currently entitled to move a motion but may only suggest a motion which would need to be moved and seconded by members of the Board to be debated.

Student representation and participation are essential to the good governance of school boards. With growing interest from student populations in self-advocacy and representation, the requested amendments to the Education Act would be an important step in strengthening student voice and allowing greater participation of Student Trustees. An amendment to the Education Act to permit Student Trustees to independently move and second motions would improve student engagement and help students to bring issues of concern to the Board table for consideration.

This request does not include a request that Student Trustees be granted the right to exercise a binding vote, only that they be permitted to move and second motions so that Board members would then debate and vote on the matter.

Thank you for your consideration of this request.

Sincerely,

Carolyn Morton
Chair, Board of Trustees
Durham District School Board



@DurhamDistrictSchoolBoard



@DDSBschools

ddsb.ca

Cc:

Durham Region MPPs

Trustees and Student Trustees, Durham District School Board

All Ontario Public School Boards via OPSBA

All Ontario Catholic School Boards via OCSTA



@DurhamDistrictSchoolBoard



@DDSBSchools

ddsb.ca



Mark Fisher, Director of Education and Secretary

Lori-Ann Pizzolato
Thames Valley District School Board
1250 Dundas Street
London, ON N5W 5P2

November 14, 2022

Hon. Stephen Lecce
Minister of Education
5th Flr, 438 University Ave
Toronto, ON M7A 2A5

Via email : minister.edu@ontario.ca

Dear Minister Lecce,

On behalf of the Trustees of Thames Valley District School Board (TVDSB), thank you for the opportunity to provide feedback on the Capital Priorities Program. TVDSB is appreciative of the investments the Ministry of Education has made in our region with regards to construction projects.

Still, our work is far from done. The communities our school board serves are experiencing rapid growth, and will continue to do so, especially under *Bill 23, More Homes, Built Faster Act, 2022*. The need for school boards and the Ministry to work together to streamline the process for building new schools has never been greater.

I ask that you please consider the following recommendations for changes to the Capital Priorities Program:

1. **Provide clear criteria and defined turnaround timelines to schoolboards.** It is difficult to create a project plan when approval timelines are unclear.
2. **Reduce approval timelines and required approvals.** While school boards wait for approvals, consulting teams may start working on other assignments. This causes construction delays. Please consider providing clearly articulated submission criteria to school boards, instead of requiring us to receive numerous approvals from the Ministry.
3. **Following approvals, include flexibility, and design amendment options.** From land negotiations, to rezoning, site plan approval, design, and tendering – the approval process often takes so long that the newly opened school no longer meets the needs of the community. School boards experiencing continuous growth like Thames Valley need more flexibility on design amendments to avoid capacity issues at new schools.

Thames Valley District School Board - Office of the Chairperson

1250 Dundas Street, London, Ontario, N5W 5P2 Tel: 519-452-2000 Fax: 519-452-2396 website: www.tvdsb.ca

Regular Board Meeting

November 21, 2022

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We build each student's tomorrow, every day.

4. **Review and revise Ministry benchmark funding to keep up with inflation.** Due to inadequate benchmark funding, school boards like Thames Valley spend significant resources attempting to provide the highest value to our communities for the lowest cost. Often, we have no choice but to submit tender requests that are over budget. This results in lengthy approval delays. By the time we receive approval, market conditions may not be favourable for tendering.
5. **Review land priorities funding, provide alternative funding sources and implement firm approval timelines.** Waiting until the Ministry can approve a capital priorities business case before acquiring land can cause significant construction delays, or worse, the loss of potential real estate for a new school.
6. **Provide more flexibility and autonomy with proceeds of Disposition Funding.**
7. **Review the Approval to Proceed (ATP) to tender phase.** Our staff feel that Class 'A' cost estimates are inconsistent with final tender values and represent an unnecessary additional step to the process. We ask that you either remove this requirement or, if these estimates add value for the Ministry, use them as a budget number to provide funding.
8. **Revise the irrevocable bid period.** The Ministry has been recommending at least a 90-day irrevocable bid period to allow for sufficient time to review tenders if they come in over budget. Currently, contractors are not able to hold pricing for this long without having to cover their risk, increasing the project costs. Our Planning team recommends a fast-track approach to ensure a desirable and competitive process.

Thank you once again for your time and consideration. Thames Valley District School Board looks forward to working with you to meet the needs of our rapidly changing and growing communities. Sincerely,



Lori-Ann Pizzolato
Chair, Thames Valley District School Board