



# Regular Board Meeting

Monday, March 27, 2023

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) Memorials - Nil
- (h) In-Camera Report
- (i) Student Showcase - #WePutTheKINDInKindergarten St. George-German Public School  
Learn Lead Inspire Award (J. Roberto, W. Baker)
- (j) Delegations - Nil

### B - 1 Approval of Minutes

- \* (a) February 27, 2023 (Regular Board)  
**Recommended Motion:**  
*"THAT the Minutes of the Regular Board Meeting, dated February 27, 2023, be approved."*

### C - 1 Committee Recommendations and Reports

- \* (a) Report of the [Policy and Program Committee Meeting](#) dated March 20, 2023 (S. Gibson) (I)  
**Recommended Motions:**  
*"THAT the Board approve the draft Budget Development Process Policy (BU-02), draft Trustee Honoraria Policy (BU-04), and draft Advocacy Policy (BU-05)."*  
  
*"THAT the Pride of Place and Community Partnership Incentive Programs Policy (FA-13) and the Environmental Standards for Facility Operations and Maintenance Policy (FA-14) be rescinded."*
- \* (b) Report of the [Audit Committee Meeting](#) dated March 23, 2023 (R. Wyszynski)  
**Recommended Motion:**  
*"THAT the Board appoint Millards Chartered Professional Accountants as external Auditors for the 2022-23 financial year."*



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Education Centre Boardroom

## AGENDA

- \* (c) Report of the [Governance Committee Meeting](#) dated March 23, 2023 (S. Gibson)  
**Recommended Motions:**  
*“THAT the Board approve the Housekeeping Amendments to the General Working By-Law and General Governance.”*  
  
*“THAT the Board approve the appointment of a Mississaugas of the Credit First Nation (MCFN) trustee to represent the interests of MCFN students, and the name of the representative be confirmed by MCFN, no later than September 1, 2023, for the remainder of the 2022-26 current term of the Board, pending budget approval.”*  
  
*“THAT the Board approve the recommended Self-Assessment Survey to be completed by all trustees before June 30, 2023.”*

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

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

### F - 1 Staff Reports

- \* (a) Major Construction Update (R. Wyszynski) (I)
- \* (b) Transportation Review Report (R. Wyszynski)  
**Recommended Motion:**  
*“THAT the Board approve the transportation route exceptions listed in the Transportation Review Report for the 2023-24 School Year.”*

G-1 **Student Trustees' Report** (M. Baker, A. Skye, T. Zebroski)

- \* (a) OSTA-AECO (I)

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

### I - 1 Information Items

- \* (a) Student Trustee Selection (J. Roberto) (I)

### J - 1 Other Business

- \* (a) Audit Committee Meeting Minutes dated November 3, 2022 (R. Wyszynski) (I)
- \* (b) Special Education Advisory Committee Meeting Minutes dated February 2, 2023 (L. Thompson) (I)

K - 1 **OPSBA Report** (C. VanEvery-Albert) (I)

### L - 1 Correspondence

- \* (a) Rainy River District School Board dated February 14, 2023 (I)
- \* (b) Rainy River District School Board Additional Correspondence dated February 14, 2023 (I)
- \* (c) Waterloo Region District School Board dated February 23, 2023 (I)
- \* (d) Greater Essex County District School Board undated (I)
- \* (e) New Build in the Southwest – 346 Shellard Lane School, Community Centre, and Library dated February 28, 2023 (I)
- \* (f) Ministry of Education dated March 10, 2023 (I)



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## AGENDA

### M - 1 Adjournment

**Recommended Motion:**

*"THAT the Regular Board meeting be adjourned."*



# Regular Board Meeting

Monday, March 27, 2023  
Education Centre Boardroom

7:15 p.m.

## AGENDA

### APRIL

MON	TUE	WED	THU	FRI
03	04	05 Student Senate 10:00 a.m.	06 Special Education Advisory Committee 6:00 p.m.	07
10	11	12	13	14
17 Finance Committee 6:30 p.m.	18	19	20 Six Nations Advisory Committee 1:00 p.m.	21
24 Regular Board 7:15 p.m.	25	26	27 Supervised Alternative Learning Committee 10:00 a.m.  Grand Erie Parent Involvement Committee 6:30 pm	28
31				



## Regular Board Meeting

Monday, February 27, 2023

Education Centre Boardroom

### MINUTES

- Present:** Chair S. Gibson (MS Teams), Vice-Chair B. Doyle (MS Teams) Trustees: G. Anderson (MS Teams), J. Bradford (MS Teams), R. Collver (MS Teams), L. Passmore (MS Teams), C.A. Sloat (MS Teams), E. Thomas (MS Teams), C. VanEvery-Albert (MS Teams), T. Waldschmidt, E. Whiton (MS Teams), Student Trustees: M. Baker (MS Teams), A. Skye (MS Teams), T. Zebroski (MS Teams)
- Administration:** Director: J. Roberto, Superintendents: W. Baker (MS Teams), K. Graham (MS Teams), L. Munro (MS Teams), L. Thompson (MS Teams), J. Tozer (MS Teams), J. White (MS Teams), R. Wyszynski (MS Teams), Manager D. Smouter (MS Teams), Recording Secretary: K. Ireland-Aitken (MS Teams), Executive Assistant: C. Dero (MS Teams)
- Guests:** J. Bell, General Legal Counsel (MS Teams), J. Ammendolia, Watson & Associates (MS Teams), Manager of Transportation P. Kuckyt (MS Teams), Planning Officer J. Pathak (MS Teams)

A - 1 **Opening**

(a) **Roll Call**

The meeting was called to order by Chair Gibson at 6:30 p.m.

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

(c) **In-Camera Session (6:30 pm)**

Moved by: G. Anderson

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 Regular Board meeting to order at 7:27 p.m.

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

Moved by: T. Waldschmidt

Seconded by: E. Thomas

THAT the agenda be approved.

**Carried**

(g) **Memorial**

(i) Kayden Huffman

The memorial of Kayden Huffman was read by Trustee Passmore.



## Regular Board Meeting

Monday, February 27, 2023

Education Centre Boardroom

### MINUTES

(h) **In-Camera Report**

Moved by: B. Doyle

Seconded by: G. Anderson

That the Board of Trustees approve In-Camera Item B-1-d.

Moved by: S. Gibson

Seconded by: T. Waldschmidt

THAT the Board of Trustees approve In-Camera Item C-1-b.

(i) **Presentations/Showcase & Learn Lead Inspire Award** – deferred to March 27, 2023

(j) **Delegations**

**S. Brocklebank – Paris Area (Brant North) Boundary Review**

Chair Gibson invited S. Brocklebank to present.

After the presentation, Trustees were given the opportunity to ask clarifying questions. Chair Gibson thanked the delegate, and the delegation was formally received. The written submission will be included in the minutes.

B - 1 **Approval of Minutes**

(a) January 30, 2023 (Regular Board)

Moved by: B. Doyle

Seconded by: T. Waldschmidt

THAT the Minutes of the Regular Board Meeting, dated January 30, 2023, be approved.

**Carried**

C - 1 **Committee Recommendations and Reports**

(a) **Report of the Finance Committee dated February 13, 2023**

Presented as printed.

Moved by: G. Anderson

Seconded by: B. Doyle

THAT the Board approve the amended school boundaries for Branlyn Community School, Woodman-Cainsville Public School, Central Public School, King George School, and Major Ballachey Public School, as outlined in Figure 2, effective September 1, 2023.

Trustee Doyle requested a recorded vote:

Trustee Doyle - yes

Trustee Sloat - yes

Trustee Anderson - yes

Trustee Collver - yes

Trustee VanEvery-Albert - yes

Trustee Thomas - yes

Trustee Waldschmidt - yes

Trustee Bradford - yes

Trustee Whiton - yes

Chair Gibson - yes

Trustee Passmore – yes

**Carried**



# Regular Board Meeting

Monday, February 27, 2023

Education Centre Boardroom

## MINUTES

J. Ammendolia, Watson & Associates provided a brief summary of the proposed changes and rationale regarding the Brantford East Boundary Review.

Moved by: G. Anderson

Seconded by: B. Doyle

THAT the Board approve the amended school boundaries for Waterford Public School, Boston Public School, and Bloomsburg Public School, as outlined in Figure 2, effective September 1, 2023, the new Grade configurations for Waterford Public School (K- 6), and the relocation of Grade 7-8 students from Waterford Public School to the Waterford District High School building effective September 1, 2024.

Trustee Doyle requested a recorded vote:

- |                               |                        |
|-------------------------------|------------------------|
| Trustee Doyle - yes           | Trustee Sloat - yes    |
| Trustee Anderson - yes        | Trustee Collver - yes  |
| Trustee VanEvery-Albert - yes | Trustee Thomas - yes   |
| Trustee Waldschmidt - yes     | Trustee Bradford - yes |
| Trustee Whiton - no           | Chair Gibson - yes     |
| Trustee Passmore - yes        |                        |

**Carried**

J. Ammendolia, Watson & Associates provided a brief summary of the proposed changes and rationale regarding the Waterford Area Boundary Review. It was noted that there will be a transition component that will address school staffing and the Administrative team. This boundary review addresses the need to utilize neighbouring schools first to deal with excessive pressures.

Moved by: T. Waldschmidt

Seconded by: E. Thomas

THAT the Board approve the amended school boundaries for Burford District Elementary School, Cobblestone Elementary School, Glen Morris Central Public School, North Ward School, Paris Central Public School, and St. George-German Public School, as outlined in Figure 2, as well as French Immersion program changes for Burford District Elementary School and Paris Central Public School, effective September 1, 2023.

Trustee Doyle requested a recorded vote:

- |                               |                        |
|-------------------------------|------------------------|
| Trustee Doyle - yes           | Trustee Sloat - yes    |
| Trustee Anderson - yes        | Trustee Collver - yes  |
| Trustee VanEvery-Albert - yes | Trustee Thomas - yes   |
| Trustee Waldschmidt - yes     | Trustee Bradford - yes |
| Trustee Whiton - yes          | Chair Gibson - yes     |
| Trustee Passmore - yes        |                        |

**Carried**



## Regular Board Meeting

Monday, February 27, 2023

Education Centre Boardroom

### MINUTES

J. Ammendolia, Watson & Associates provided a brief summary of the proposed changes and rationale regarding the Paris Area Boundary Review.

In response to a question about deferring the proposed changes for one year, it was noted that this would not address the excess capacity as needed, the development in Paris is significant and ongoing higher than expected/projected.

An extension or new build is not an option at this time as the Ministry of Education indicated that enrolment needs to be stabilized before a new submission is proposed.

Moved by: T. Waldschmidt

Seconded by: G. Anderson

THAT the Board approve the following draws, from Accumulated Surplus:

- Up to \$300,000 from the Finance Software Surplus
- Up to \$380,000 from the IT Reserve Surplus.

**Carried**

(b) **Audit Committee Appointment**

Presented as printed.

Moved by: R. Collver

Seconded by: B. Doyle

THAT the Board approve the appointment of Ed Hodgins as Non-Board Audit Committee member for a three-year term ending January 31, 2026.

(c) **Policy and Program Committee Meeting dated January 16, 2023 Policies**

Moved by: J. Bradford

Seconded by: G. Anderson

THAT the Voluntary Indigenous Self-Identification Policy (SO-16) be approved.

**Carried**

Moved by: G. Anderson

Seconded by: B. Doyle

THAT the School Food and Beverages Policy (SO-21) be approved.

**Carried**

Moved by: T. Waldschmidt

Seconded by: C. VanEvery-Albert

THAT the Fees for Learning Materials and Activities Policy (SO-22) be approved.

**Carried**

Moved by: C.A. Sloat

Seconded by: J. Bradford

THAT the Copyright - Fair Dealing Guidelines Policy (SO-24) be approved.

**Carried**





## Regular Board Meeting

Monday, February 27, 2023

Education Centre Boardroom

### MINUTES

Moved by: T. Waldschmidt

Seconded by: E. Whiton

THAT the Management of Potentially Life-Threatening Health Conditions, including Administration of Medication, in Schools Policy (SO-30) be approved.

**Carried**

Moved by: G. Anderson

Seconded by: B. Doyle

THAT the Accessibility Policy (SO-31) be approved.

**Carried**

Moved by: R. Collver

Seconded by: G. Anderson

THAT the Exclusion of Students Policy (SO-32) be approved.

**Carried**

It was noted that the addition of the delegation of authority was previously discussed at the January 30, 2023 Regular Board meeting. The additional statement addresses the fact that the Board needs to delegate to the Student Discipline Committee the ability to hear the appeals pursuant to Section 265(1)(m) of the *Education Act*.

Moved by: B. Doyle

Seconded by: E. Thomas

THAT the Animals in Schools, including Student Use of Guide Dogs, Service Dogs and Service Animals Policy (SO-33) be approved.

**Carried**

#### D - 1 **Business Arising from Minutes and/or Previous Meeting** - Nil

#### E - 1 **Report of the Director**

J. Roberto shared information regarding the following:

- Grand Erie welcomed Dr. Jean Clinton who provided a presentation that focused on establishing a deep sense of belonging and connection as a positive state for learning and well-being.
- February 22, 2023 was Pink Shirt Day. Pink was worn to take a stand against bullying. Waterford Public School, students worked on different projects and initiatives around the theme "Lift Each Other Up".
- Project SEARCH prepares young people for success in competitive integrated employment.
- Staff recently represented Grand Erie in Toronto at the Apple Educator Conference. The focus was on Access Ability: Leveraging Digital to Reach all Learners and using iPads in the classroom to foster curiosity for each learner and to highlight the important role that leaders play in creating the conditions for inclusive learning.



## Regular Board Meeting

Monday, February 27, 2023

Education Centre Boardroom

### MINUTES

- Grand Erie Teams and Experience. There is a lot of activity on the athletics front – from hockey to indoor track, and Grand Erie is proud to share some of these teams and experiences. Many Grand Erie athletes are also moving on to represent their schools at the provincial level in wrestling and swimming and we will share these stories in the coming weeks.

F - 1 **Staff Reports** - Nil

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

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

(a) **Pride of Place and Community Partnership Incentive Program Report**

Presented as printed.

Moved by: T. Waldschmidt

Seconded by: C.A. Sloat

THAT the Board approve the Pride of Place and Community Partnership Incentive Program Report for 2022-23.

**Carried**

I - 1 **Information Items** – Nil

J - 1 **Other Business**

(a) **Grand Erie Parent Involvement Committee Minutes dated October 27, 2022**

Presented as printed.

(b) **Student Senate Committee Minutes dated November 3, 2022**

Presented as printed.

(c) **Six Nations Advisory Committee Minutes dated December 8, 2022**

Presented as printed.

(b) **Indigenous Education Advisory Committee Minutes dated December 8, 2022**

Presented as printed.

(c) **Special Education Advisory Committee Minutes dated January 12, 2023**

Presented as printed.

K - 1 **OPSBA Report**

Trustee VanEvery-Albert attended the OPSBA Board of Directors meeting on February 24-25, 2023. Updates included information about:

- Labour relations and legislative updates
- Ministry of Education consultation on electronic meetings
- OPSBA Advocacy Day (held in late November)
- Release of 2023-2024 Grants for Student Needs



## Regular Board Meeting

Monday, February 27, 2023

Education Centre Boardroom

### MINUTES

- Indigenous Education/Indigenous Trustees' Council
- Ontario Education Services Corporation
- Government Relations, Public Affairs
- Public Education Symposium
- Program Policy
- Annual General Meeting in June (Collingwood) – more information to follow in OPSBA Connects
- Canadian School Boards Association and National Trustee Gathering on Indigenous Education July 3-5 in Banff

L - 1 **Correspondence**

(a) **Project SEARCH Funding**

Presented as printed.

(b) **Shellard Lane Elementary School**

Presented as printed.

M - 1 **Adjournment**

Moved by: G. Anderson

Seconded by: C. VanEvery-Albert

THAT the Regular Board meeting be adjourned at 9:34 p.m.

**Carried**

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Chair S. Gibson

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Director of Education and Secretary of the Board J. Roberto

### **Delegation to Board re: Paris Area Boundary Review– February 27, 2023**

Thank you with providing me the opportunity to speak before you on the recommendations for the Boundary Review specific to the Brant North (Paris Area).

My name is Sue Brocklebank and I am a parent that lives in the area delineated as 6-2 for the purpose of the boundary review. I have two children that attend Cobblestone Elementary School. My oldest child has attended the school for 10 years and will be graduating grade eight and moving on to Paris District High School in the fall. My youngest child has attended the school for seven years and is in grade five.

No one who has lived in Paris for the last decade would dispute the intense changes in development that have happened and continues to occur in Paris. And it comes at no surprise that a boundary review is needed. But with all the shuffles that are currently proposed, capacity is still projected to reach 100% within the next few years. I welcome the Boundary Review's special ad hoc committee's recommendation to seek to build an addition on Cobblestone and/or seek to build a new elementary school in the Paris during the next Capital Priorities window.

I am not here to dispute the boundary lines recommended by the committee. I logically understand that with a boundary review, some families are going to be upset by the outcome, and in this case, one of them happens to be mine. I would dispute the wording used in the report to the finance committee meeting of February 13, however, that says that feedback on the Paris boundary review has been generally favourable. I would say that at the time this report was written, many families were unaware of the changes that were being proposed.

Why I am here, is to suggest two amendments to the boundary recommendation that would minimize the devastation to families within the Paris North Area, and specifically to Cobblestone.

My first suggested amendment is to:

1. Allow legacy students to continue their education at their current home school while implementing the new school boundaries effective September 2023 for new registrants. Courtesy transportation would be removed for the legacy students that come from out-of-area.

This recommendation may sound like I am asking for no changes to be made and no surplus spaces created, but I feel that not all families would choose to stay at their legacy school, particularly those with younger students, when other children in their neighbourhood will be directed to a different school. A poll sent to affected families could identify what families would shift and who would want to stay.

This recommendation would help families with older students, that may have watched older siblings graduate and whose families have invested significant time in supporting their school's

community. Moving children to a different school not only alters their own friendships with an established friend group, but breaks a family's developed support system for childcare, programming and transportation.

In the report to the finance committee, the special ad hoc committee recommended at least that the students currently enrolled in Grades 6 and 7 – I would like to see that expanded- have legacy provisions. Unfortunately I don't see that as a part of the recommended motion being put forward today. Is this is part of the future transition plan?

I recognize that this proposal would not create surplus spaces immediately, but allow the Cobblestone population to slowly decrease as some students shift and legacy student's graduate.

My second suggested amendment is to:

2. Delay the boundary changes by one year to be effective in September 2024 to allow families to arrange before and after school care, provide meaningful consultation and give the County of Brant time to implement necessary transportation changes to improve walkability.

With the boundary changes comes a lot of unknowns. Will busing be offered? In my own family's case, my children walk to Cobblestone and we prefer it that way. I find that my kids have time to mentally prepare for school or decompress when they walk home, and they get physical activity.

But there has long been a problem of a lack of walkability to downtown Paris. The special ad hoc committee correctly stated, that the sidewalks along Lions Hill are not a problem, but there are unsafe crossings at the three way intersection of Hwy 2, Dundas St. W and Laurel St. at the top of Lions Hill; at King Edward, Church St. and Dumfries St where the new main County Library at the Bawcutt Needleworks Centre will be built; and at Dumfries St and Grand River St. S. where cars coming up the hill out of downtown Paris have the right of way.

Will sufficient daycare options be available? The Cobblestone students are being split between North Ward, Burford, Glen Morris and Paris Central. Glen Morris and Paris Central have before and after school care that is offered by the County of Brant. Parents tell me that this program is full is fills up extremely quickly.

The final concern with these changes is the fact that many parents feel that there was insufficient consultation on the boundary review. Families did not have a clear understanding of the process and they feel it was not transparent.

- Notice of the first public meeting on November 1 was sent to Cobblestone families five hours before the start of the meeting.
- The second public meeting on January 18 was held on the same night as the Paris District High School orientation to grade nine, providing a conflict

- The proposal at the second public meeting for Cobblestone students located in areas #11 and #12 on the east side of Paris was to move to North Ward, these areas are now recommended to move to Glen Morris, therefore, no public consultation on this option has taken place.

Boundary reviews will come up again in a few years, and as a parent affected by these changes, I offer the following recommendations to improve communication with parents.

- Provide greater notice of public meetings – two weeks or more is best to ensure childcare
- Similar to municipalities, send direct notices to families that are located within boundary changes including a map of the areas proposed to be affected.
- Require principals and representatives to report back to the school community to increase transparency.
- Avoid public meetings on nights with other scheduled events from the local schools.
- Have all possible proposals presented at the public meeting.

The adage of “kids are resilient” can only be taken so far. This school year has been the first ‘normal’ year since the 2018-2019 school year. Mental health issues and anxiety among children have increased since before the pandemic. Shifting particularly the older students is going to cause isolation and anger to those who saw themselves staying with their peers and graduating from their school.

I know that many trustees participated in the webinar last week with Dr. Jean Clinton on the Pillar of Belonging. We heard that when students feel safe, that they belong and are accepted, that it opens the doors to learning. Changing schools falls under the tolerable stress category, which can be tolerated with caring adults to help buffers stress, but it can also have long lasting negative affects.

Please consider these amendments when voting for the Paris Area boundary changes to allow our students not only to survive, but to thrive.

Thank you for allowing me to present my suggestions to the Board on the Paris Area/Brant North Boundary Review.



## Policy and Program Committee Report

Monday, March 20, 2023

Education Centre Boardroom

- Present:** Committee Chair: S. Gibson, Trustees: G. Anderson, R. Collver, B. Doyle, T. Waldschmidt, L. Whiton
- Administration:** Director: J. Roberto, Superintendents: W. Baker, L. Munro (MS Teams) J. Tozer (MS Teams) R. Wyszynski, Recording Secretary: K. Ireland-Aitken, Executive Assistant C. Dero (MS Teams)
- Regrets:** C. VanEvery-Albert
- Visiting Trustee:** Trustee C.A. Sloat
- Guests:** J. Bell, General Legal Counsel (MS Teams)
- A - 1 **Opening Roll Call**  
(a) Roll call was completed.
- (b) **Declaration of Conflict of Interest** - Nil
- (c) **Welcome /Land Acknowledgment Statement**  
Committee Chair S. Gibson called the meeting to order at 6:30 p.m. and read the Land Acknowledgement Statement.
- B - 1 **Approval of the Agenda**  
Moved by: G. Anderson  
Seconded by: B. Doyle  
THAT the Policy and Program Committee agenda be approved.  
**Carried**
- C - 1 **Approval of Minutes January 16, 2022**  
(a) Presented as printed.  
Moved by: B. Doyle  
Seconded by: L. Whiton  
THAT the Minutes of the Policy and Program Committee dated January 16, 2022, be approved.  
**Carried**
- D - 1 **Business Arising from Minutes/Previous Meetings** - Nil
- E - 1 **New Business - Program Alternatives to Suspension Working Group Report**  
(a) Presented as printed.  
In response to a question, it was noted that the working group concluded that building and developing positive relationships between the student and Administrator(s) when establishing the Guiding Principles with Student Discipline is key.



## Policy and Program Committee Report

Monday, March 20, 2023

Education Centre Boardroom

Responding to a question regarding governance, it was noted that policies are upheld and reflective of Safe and Inclusive Schools.

Consideration to allocate additional funding for Safe Schools during the budget process was requested.

(b) **Information Technology Services Annual Update**

Presented as printed.

In response to a question, it was noted devices have been deployed to all staff with the exception of clerical.

F - 1 **New Business - Policy**

(a)-(n) Moved by: G. Anderson

Seconded by: T. Waldschmidt

THAT the draft Budget Development Process Policy (BU-02), draft Trustee Honoraria Policy (BU-04), and draft Advocacy Policy (BU-05) be forwarded to the March 27, 2023 Regular Board meeting for approval.

**Carried**

It was confirmed that the Budget Development Process Policy (BU-02), Trustee Honoraria Policy (BU-04), and Advocacy Policy (BU-05) were reviewed and updated during the last school year and presented on the new policy template.

Moved by: G. Anderson

Seconded by: T. Waldschmidt

THAT the draft Capital Related Fundraising Policy (BU-03), draft Major Construction Policy (FA-01), draft New Construction Policy (FA-02), draft Naming/Renaming of Schools and Facilities Policy (FA-03), draft Community Use of Schools Policy (FA-04), draft Transition Committee Policy (FA-09), draft Green Construction Policy (FA-10), draft Community Planning and Facility Partnership Policy (FA-11), draft Inclement Weather Policy (TR-01), draft Student Transportation Policy (TR-02), and the draft Fundraising Policy (SO-01) be forwarded to the April 24, 2023 Regular Board meeting for approval.

**Carried**

(o) **Policies to be Rescinded**

Presented as printed.

Moved by: B. Doyle

Seconded by: G. Anderson

THAT the Pride of Place and Community Partnership Incentive Programs Policy (FA-13) and the Environmental Standards for Facility Operations and Maintenance Policy (FA-14) be forwarded to the March 27, 2023 Regular Board meeting to be rescinded.

**Carried**

In response to a question, it was noted that highlights of the Pride of Place and Community Partnership Incentive Programs will continue to be brought forward to the Board for information.





## Policy and Program Committee Report

Monday, March 20, 2023

Education Centre Boardroom



### G - 1 **Other Business**

- (a) Naming/Renaming of Schools and Facilities Procedure (FA-003)  
Presented as printed.
- (b) Transition Committee Procedure (FA-009)  
Presented as printed.
- (c) Pride of Place and Community Partnership Incentive Programs Procedure (FA-013)  
Presented as printed.
- (d) Environmental Standards for Facility Operations and Maintenance Procedure (FA-014)  
Presented as printed.
- (e) Inclement Weather Procedure (TR-001)  
Presented as printed.

### H - 1 **Adjournment**

Moved by: G. Anderson  
Seconded by: T. Waldschmidt  
THAT the Policy and Program meeting be adjourned at 7:38 p.m.  
**Carried**

I - 1 **Next Meeting Date:** May 8, 2023, at 6:30 p.m.



<b>BUDGET DEVELOPMENT PROCESS</b>	
<b>Superintendent Responsible:</b> Superintendent of Business & Treasurer	<b>Initial Effective Date:</b> 2006/02/27
<b>Last Updated:</b> YYYY/MM/DD	<b>Next Review Date:</b> YYYY/MM/DD

**Objective:**

To provide guidance to the Grand Erie District School Board (Grand Erie) employees with respect to the development of Grand Erie’s Annual Estimates Budget.

**Policy Statement:**

Grand Erie shall allocate its resources to reflect Grand Erie’s multi-year strategic plan in an effective and efficient manner through the application of an annual budget development process.

- 1.0 Grand Erie’s approved Multi-Year Strategic Plan and the Annual Operating Plan will inform the budget development process.
- 2.0 The Superintendent of Business and Treasurer shall prepare preliminary elementary and secondary enrolment projections that will include trend analysis and historical comparators (January).
- 3.0 The Board of Trustees will provide direction to administration regarding items to be considered for inclusion or for reduction during the development of the pro-forma budget. The Finance Committee will facilitate preliminary budget discussions (February).
- 4.0 The Human Resources and Planning Departments, in consultation with the Superintendent of Business and Treasurer, shall review elementary and secondary enrolment projections with Administrator(s) (March).
- 5.0 The Superintendent of Business and Treasurer shall use the Grants for Student Needs from the Ministry of Education and develop an estimated grant revenue forecast using the established enrolment projections and by providing planning assumptions.
- 6.0 The Superintendent of Business and Treasurer shall prepare a draft budget for Senior Administration.
- 7.0 Senior Administration shall develop a pro forma budget for Grand Erie consideration by May of each year. The pro forma budget shall also include a five-year enrolment forecast.
- 8.0 Significant budget modifications made to the initial draft budget presented to Senior Administration will be formally documented to ensure that the final budget can be reconciled to the draft budget.
- 9.0 The Board of Trustees shall review/modify the pro forma budget during public meetings (May/June). Any notes of the meeting prepared by or on behalf of the Superintendent of Business and Treasurer may be used for future deliberations.

- 10.0 The Board of Trustees shall approve the final budget ensuring compliance with Ministry regulations. Senior Administration will provide information confirming that the budget is compliant with the funding regulation as part of the budget development and approval process.
- 11.0 The approved budget book shall be posted on the Grand Erie website.
- 12.0 The Superintendent of Business and Treasurer shall provide quarterly reports to the Board of Trustees on the status of the current budget.

**Reference(s):**

- Multi-Year Strategic Plan
- Annual Operating Plans

Draft



# POLICY

# BU-04

## TRUSTEE HONORARIA

<b>Superintendent Responsible:</b> Superintendent of Business & Treasurer		<b>Initial Effective Date:</b> 2008/04/28	
<b>Last Updated:</b> 2022/01/24		<b>Next Review Date:</b> 2026/02/23	

**Objective:**

To provide the calculation methodology for Honoraria for Grand Erie District School Board (Grand Erie) Trustees in accordance with the Education Act.

**Policy Statement:**

Grand Erie is committed to providing, in a transparent, public way, fair levels of honoraria for Board of Trustees in accordance with *Ministry Regulation 357/06*. Board of Trustee Honoraria calculations shall be updated annually prior to November 1<sup>st</sup> and by October 15<sup>th</sup> in an election year.

**Trustee Honoraria Components**

- 1.0 The Honorarium for Board of Trustees, excluding student trustees, for any year of their term of office shall consist of the following components:
  - a. 100% of the maximum base amount for the year
  - b. 100% of the enrolment amount for the year
  - c. 0% of the maximum allowable attendance amount
  - d. 0% of the distance amount for the year.

**Reference(s):**

- [Ontario Regulation 357/06: Honoraria for Board Members:](#)



# POLICY

# BU-05

## ADVOCACY

<b>Superintendent Responsible:</b> Superintendent of Business & Treasurer		<b>Initial Effective Date:</b> 2007/11/26	
<b>Last Updated:</b> YYYY/MM/DD		<b>Next Review Date:</b> YYYY/MM/DD	

### Objective:

To develop effective two-way communications with all levels of government that support the Grand Erie District School Board (Grand Erie) mission *which is that "together, we build a culture of learning, well-being and belonging to inspire each learner."*

### Policy Statement:

Grand Erie is committed to building effective relationships with government.

As an advocate for its students and community, Grand Erie follows these guidelines:

- Focus on ongoing communication between school boards, education partners and government through established mechanisms and channels.
- Communication will not be based on personal or partisan agendas.
- Maximize resources for student success and achievement.

Where consulting or other related services are required to effect advocacy initiatives of the board, such services are subject to Grand Erie's Purchasing Policy (BU-06) and Purchasing Procedure (BU-006).

### Reference(s):

- Ministry of Education Memorandum 2006: B15
- Purchasing Policy (BU-06)
- Purchasing Procedure (BU-006)



## Pride of Place and Community Partnership Incentive Programs

Board Received: May 27, 2019 Review Date: June 2023

### Policy Statement

The Grand Erie District School Board is committed to providing safe, inviting, inclusive, accessible and environmentally responsible physical spaces that will improve the teaching and learning environment for staff and students.

### Accountability

1. Frequency of Reports – As needed
2. Criteria for Success – All Board facilities are well maintained  
– Community Partnerships are developed

### Pride of Place Program

The Pride of Place Program will allow the school administrator to spend more time on academic issues rather than physical school issues. The school administrator will be invited to participate in the identification of the school's physical needs as well as communicate ideas from the School Council and school community.

The following categories have been identified for the Pride of Place:

1. Flooring
2. Painting – Interior
3. Painting – Exterior
4. P/A Systems and Bells
5. Lockers
6. Flag Poles
7. Fencing
8. Health & Safety, CCTV & Security Systems & upgrades
9. Signage
10. Outdoor aesthetics / landscaping
11. Curtains & Roller Blinds
12. Playground line painting
13. Basketball hoops, Triple hoops, Soccer posts
14. Lighting upgrades
15. Ceiling replacements
16. Indoor aesthetics i.e. front foyer
17. Special Education Upgrades i.e. sensory based rooms; kitchen upgrades for Life Skills program.

### Procedures

1. Facility Services will conduct a yearly audit of all Grand Erie sites. This audit shall be completed by the Maintenance Supervisor by the fall of the year. The objective of the audit will be to document and rate the building's internal and external physical conditions and to develop a priority list of Pride of Place items that could be addressed. The school administrator shall be consulted during the audit process and will have the opportunity for input and identification of school priorities. The school administrator shall be invited to accompany the supervisor completing the audit. The items on the audit list shall then be placed in priority order in consultation with the school administrator
2. Once all facility audits are complete, they shall be combined to compile a master Pride of Place list for approval by the Board having regard for the total budget provided for this purpose. When developing the master project list a number of other factors will be taken into account.
  - a. Social economic factors of the School Community
  - b. Geography – to allocate the resources across the system equitably based on need.
  - c. Proven security concerns
  - d. Ministry of Education Data Bases – ie: VFA Facility Condition Assessments
  - e. Age of the Facility.
  - f. Equity of projects approved across all schools over time.
3. Following approval by the Board, Facility Services will notify the school administrator of Pride of Place work to be carried out during the remainder of the school year. Contractors undertaking Pride of Place work will be required to carry out the work with minimal disruption / impact on the school. Where required, requests will be made to have done in the evenings and weekend.

### Community Partnership Incentive Plan – (CPIP)

CPIP provides funds to match money raised by schools from outside sources such as donations and or school fundraising activities. The funds can be used for qualifying buildings and grounds projects to a maximum of \$10,000.00 per school.

### Procedures

1. All CPIP projects shall fit into the category of either:
  - a. Projects for which the Ministry of Education does not provide funding, for example playground equipment or;
  - b. Projects which are upgrades to what the Ministry of Education funds, for example, upgrade to hardwood floors from vinyl composition tile (VCT)
2. There is a limit of matching funds capped at \$10,000.00 per school. School contributions are reduced to 1/3 for Compensatory schools identified as High Needs. (For example; an approved project for \$15,000 will require a \$5,000 contribution from the school and generate a \$10,000 CPIP grant.
3. All community partnerships shall follow the criteria established in Policy SO8 - *Community Partnerships* and maybe subject to other applicable Board policies or procedures.
4. The proposed projects must meet the normal qualifications for work that is undertaken by the annual Facility Renewal Program.
5. Invitations for application will be communicated to school administrators annually. Application forms will be included in the communication. The application must include a description of the project, the overall project budget, and the amount of community funds the school is planning to put toward the project.
6. To qualify for consideration, school principals must submit applications to their area Facility Services Maintenance Supervisor using the forms provided.
7. Facility Services will estimate project costs, perform building code compliance review, ensure compliance with all regulations and will prepare all related purchase orders.

8. Facility Services will review all properly completed applications received by the deadline communicated and will recommend a list of qualifying projects to the Board of Trustees for approval.
9. Recommended projects will be forwarded to the Board of Trustees by the Committee of the Whole meeting in February for approval.
10. Schools that have not previously received CPIP funding will be given a higher priority than schools which have benefited from the program in the last seven years.
11. Once a school's project is approved, the school must have its portion of funding deposited into a CPIP fund before May 31<sup>st</sup> of that year so Facility Services staff can commence with the project.

**Related Policy and Procedure**

- a) F3 - Capital Related Fundraising and Community Donations Policy
- b) F6 – Purchasing Policy
- c) SO8 – Community Partnerships Policy

RESCIND





**Environmental Standards for Facility Operations and Maintenance**

Board Received: May 27, 2019 Review Date: June 2023

**Policy Statement**

The Grand Erie District School Board is committed to the operation and maintenance of green and healthy equitable and accessible education facilities that contribute to a sustainable future. All facility operation and maintenance processes and procedures will consider the Board’s Environmental Standards for Facility Operations and Maintenance Guidelines which are committed to achieving green and healthy facilities.

**Accountability**

- 1. Frequency of Reports – As needed
- 2. Criteria for Success – All Board facilities are operated and maintained following the established Environmental Standards

**Procedure – Facility Operations and Maintenance**

The Grand Erie District School Board’s Environmental Standards for Operations and Maintenance illustrates the Board’s commitment to green and healthy education facilities and provides an overview of the targets and guidelines for operating our facilities in a manner that is environmentally friendly and healthy. The Environmental Standards for Facility Operations and Maintenance illustrates the Board’s commitment to green and healthy education facilities.

Standards for Facility Operation	Standard for Facility Maintenance
Waste Management	Energy Conservation/Building Automation Systems
Hazardous Waste	Purchasing Equipment
Green Clean	Waste Minimization
Water Conservation	School Ground Greening
Environmental Education	

A list of action items for achieving our Environmental Standards for Facility Operations and Maintenance is attached as Appendix A and B.

## Appendix A

Guidelines for achieving our Environmental Standards for Facility Operations1.0 Waste Management

- The Grand Erie District School Board shall, where possible, aim to reduce, reuse and recycle waste materials in all departments, schools and facilities.
- The Board shall conduct waste audits at a minimum of one elementary and one secondary school each school year. Based on audit results, a reduction plan will be developed and posted at all board facilities. This is in accordance with Ontario Regulation 102/94.
- The Board will support, wherever possible, initiatives and programs to divert materials from disposal in landfills by encouraging the reuse and recycling of items. Programs such as E-waste and battery recycling are examples of these initiatives. FT112 Disposal of Surplus Damaged or Obsolete Furnishings and Equipment guides the disposal of such items.
- The Board will comply with the Waste-Free Ontario Act

2.0 Hazardous Waste

- The Grand Erie District School Board is committed to the safe and environmentally friendly management of all hazardous waste generated through curricular activities and facility processes.
- The Board recognizes the importance of proper management and disposal of hazardous waste and compliance with legislative requirements (Ontario Environmental Protection Act), statutes, by-laws and procedures.
- Hazardous waste collection will be done each June where school staff will be responsible for completing the Hazardous Waste Inventory Forms and submitting to Facility Services.
- Examples of hazardous wastes created within our facilities include:
  - Chemicals, minerals, radioactive wastes, specimens, aged or obsolete chemicals.
  - Paints, wood, metal, chemical and construction wastes generated through technology.
  - Chemicals and supplies used in photo processing.
  - Oil, paints, solvents and lubricants used within auto technology programs.
  - Fluorescent Light tubes

3.0 Green Cleaning

- The Grand Erie District School Board is committed to using the most human and earth friendly products which leave the least negative impact on the building occupants and the environment.
- Through a management program, the Grand Erie District School Board will:
  - continue the green clean program;
  - strive to use certified green products through standards, such as: Forest Stewardship Council, EcoLogo, GreenSeal and GreenGuard;
    - For all products without green certifications, we are committed to considering and evaluating chemical contents and composition, including consideration of pH levels and raw materials used.
  - Include Green Cleaning product specifications in all requests for proposal and tenders issued for cleaning products.

4.0 Water Conservation

- The Grand Erie District School Board is committed to the protection of our local watersheds and resources.
- The Board recognizes the importance of water conservation and will seek to identify opportunities to reduce water consumption while promoting efficient use of water among staff, students and school community.
- The Board is committed monitoring and measuring potable water quality and consumption. This is in accordance with Ontario Regulation 170/03 and 243/07, made under the Safe Drinking Water Act.

5.0 Environmental Education

- Refer to Grand Erie District School Board's Policy SO18 - Environmental Education and Stewardship

RESCIND

## Appendix B

Guidelines for achieving our Environmental Standards for Facility Maintenance1.0 Energy Conservation/Building Automation System

- The Board will consider renewable energy options, when economically feasible, as a way to minimize the building's environmental impact.
- The Board will strive to conduct annual energy audits, which will include saving and cost Analysis. Based on audit results, a reduction plan may be developed in order to identify energy saving opportunities and trends of inefficiency. This is in accordance with the Ontario Green Energy Act.
- The Board supports the ongoing accountability and optimization of building energy performance and identifies opportunities for additional energy-saving investments through their Building Automation System (BAS).
- The Board's BAS monitors and controls the performance of mechanical equipment and major building systems, including heating, cooling, ventilation, and lighting, regulating indoor comfort and conditions during occupied and unoccupied times.
- Through the BAS, information is collected and stored in order to make informed decisions regarding the buildings operations and potential energy-savings.
- The Board supports the purchase and installation of energy-efficient equipment, where feasible.

2.0 Purchasing Equipment

- The Grand Erie District School Board's Maintenance Department is committed to adhering to Board Policy F6 - Purchasing, specifically the subsection titled *Environment Protection*.

3.0 Waste Minimization

- The Grand Erie District School Board Maintenance Department shall, where possible, aim to reduce, reuse and recycle waste materials.
- The Board is committed to the safe and environmentally friendly management of all hazardous waste generated through curricular activities and facility processes.

4.0 School Ground Greening

- The Grand Erie District School Board will strive to provide school grounds that are safe, functional, maintainable, aesthetically pleasing and environmentally responsible.
- The Board Maintenance Department shall, where possible, partner with school's administration, staff, parents and local community to support, design and implement school ground greening projects, enhancements and rehabilitations.
- School Ground Greening projects will increase educational opportunities related to the Ontario Curriculum; encourage active, passive and learning spaces; improvements to the safety, comfort and aesthetics; and/or contribute to greening and environmental initiatives. Projects include, but are not limited to, tree planting, outdoor classrooms, shade areas/structures, creation of gardens, sports areas and passive play areas.



# Report of Audit Committee

Thursday, March 23, 2023

4:00 p.m.

**Present:** J. Bradford, R. Collver, E. Hodgins, T. Waldschmidt

**Administration:** J. Roberto, R. Wyszynski, C. Smith

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

**Absent with Regrets:** B. Collingwood, S. Bedi. B. Sisson

**Recording Secretary:** L. Howells

A - 1 **Opening**

Superintendent Wyszynski introduced the new Audit Committee members.

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

(b) **Welcome to Open Session**

Superintendent Wyszynski called the meeting to order at 4:05 p.m. and read the Land Acknowledgement statement.

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

Superintendent Wyszynski requested the addition of E-1-a Audit Committee Orientation.

Moved by: R. Collver

Seconded by: T. Waldschmidt

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.

Trustee Collver nominated Trustee Bradford, who declined the nomination.

Trustee Waldschmidt nominated Ed Hodgins, who declined the nomination.

Trustee Bradford nominated Trustee Waldschmidt, who accepted the nomination.

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

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



# Report of Audit Committee

Thursday, March 23, 2023

4:00 p.m.



C - 1 **Consent Agenda**

E. Hodgins requested C-1-c 2022-23 Revised Financials be divided.

Moved by: J. Bradford

Seconded by: E. Hodgins

THAT the Audit Committee accept the March 23, 2023 Consent Agenda items and the recommendation contained therein:

(a) Minutes of the Audit Committee dated November 3, 2022 be approved

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

**Carried**

Moved by: E. Hodgins

Seconded by: R. Collver

THAT the Audit Committee receive the 2022-23 Received Financials as information.

**Carried**

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

E - 1 **New Business**

(a) **Audit Committee Orientation**

Superintendent Wyszynski noted that the Ministry of Education provides eight (8) training modules for Audit Committees and recommended the committee review them in blocks of 2-3 modules. The committee agreed with the recommendation and Superintendent Wyszynski noted links will be forwarded following the meeting and requested any comments/questions either be brought to the June meeting.

F - 1 **Internal Audit**

(a) **Student Mental Health Review Summary**

KPMG sent regrets. Superintendent Wyszynski referred to the Student Mental Health Review summary report provided by KPMG.

G - 1 **External Audit**

(a) **Appointment of the External Auditors**

Moved by: J. Bradford

Seconded by: E. Hodgins

THAT the appointment of Millards Chartered Professional Accountants as external Auditors for the 2022-23 financial year be forwarded to the March 27, 2023 Regular Board meeting for approval.

**Carried**

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

I - 1 **Adjournment**

Moved by: R. Collver

Seconded by: E. Hodgins

THAT the Audit Committee meeting be adjourned at 4:25 p.m.

**Carried**

J - 1 **Next Meeting Date:** Thursday, June 15, 2023 at 4:00 p.m.



# GOVERNANCE COMMITTEE REPORT

Thursday, March 23, 2023

6:30 p.m.

MS Teams

- Present:** Committee Chair S. Gibson, Trustees: B. Doyle, J. Bradford, C. VanEvery-Albert
- Administration:** Director: J. Roberto, Recording Secretary: K. Ireland-Aitken  
Executive Assistant: C. Dero
- Guests:** J. Bell, General Legal Counsel
- A - 1 **Opening**  
(a) **Roll Call**  
The meeting was called to order by Chair S. Gibson and roll call was completed.
- (b) **Declaration of Conflict of Interest**  
There were no conflicts of interest.
- (c) **Welcome /Land Acknowledgment Statement**  
Committee Chair S. Gibson called the meeting to order at 6:30 p.m. and read the Land Acknowledgement Statement.
- B - 1 **Approval of the Agenda**  
Moved by: J. Bradford  
Seconded by: B. Doyle  
That the Governance Committee agenda be approved.  
**Carried**
- C - 1 **Approval of the Minutes**  
THAT the Minutes of the Governance Committee meeting, dated October 13, 2022, be approved.  
Moved by: C. VanEvery-Albert  
Seconded by: B. Doyle
- D - 1 **Business Arising from the Minutes/Previous Meeting** - Nil
- E - 1 **New Business – Governance Items**  
(a) **Housekeeping Amendments to the General Working By-Law, General Governance Policy and Governance Policies**  
Moved by: B. Doyle  
Seconded by: J. Bradford  
THAT the Housekeeping Amendments to the General Working By-Law and General Governance Policy be forwarded to the March 27, 2023 Regular Board meeting for approval.  
**Carried**
- Housekeeping items were addressed, including amendments to the General Governance Policy and the General Working By-Law. The Trustee Code of Conduct Policy (Governance Policy #4) was reviewed.



# GOVERNANCE COMMITTEE REPORT

Thursday, March 23, 2023

6:30 p.m.

MS Teams

Director Roberto provided clarity on the proposed amendment to the Committee Reports section, noting that this only applies to Board committees.

(b) **Trustee Appointment – Mississaugas of the Credit First Nation**

Moved by: J. Bradford

Seconded by: B. Doyle

THAT the appointment of a Mississaugas of the Credit First Nation (MCFN) trustee to represent the interests of MCFN students, and the name of the representative be confirmed by MCFN, no later than September 1, 2023, for the remainder of the 2022-26 current term of the Board, be forwarded to the March 27, 2023 Regular Board meeting for approval, pending budget approval.

**Carried**

J. Bell, General Legal Counsel, explained that the number of school board trustees is governed by population, with the exception of the Indigenous trustees.

Director Roberto referred to the Trustee Determination and Distribution report regarding the general election, whereby the Board of Trustees determines the number of trustee positions on their board and distributes trustees across the board. This aligns with the *Student Achievement and School Board Governance Act*, 2009 and the determination formula in O. Reg. 412/00.

(c) **Governance: Self-Assessment Survey**

Moved by: B. Doyle

Seconded by: C. VanEvery-Albert

THAT the recommended Self-Assessment Survey to be completed by all trustees before June 30, 2023 be forwarded to the March 27, 2023 Regular Board meeting for approval.

**Carried**

Director Roberto confirmed that trustee responses would be confidential, and a summary report would come to Board in the fall of 2023 if the Board supports this motion.

F - 1 **Other Business** - Nil

G - 1 **Adjournment**

Moved by: B. Doyle

Seconded by: C. VanEvery-Albert

That the Governance Committee meeting be adjourned at 7:30 p.m.

**Carried**





# Grand Erie District School Board

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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: March 27, 2023

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## Background

As per Grand Erie District School Board's Major Construction Policy (FT-01), the status of each active capital project will be provided in a bi-monthly report. As per the policy, this report shall include budgeted and actual costs to date, details of project progress and schedule for completion. This report will also describe the funding strategy that will be applied should the forecasted expenditures for a project exceed the budget established.

## Status

Overall, the market has shifted tremendously as a result of the COVID-19 pandemic. Commodity price increases combined with rising skilled labour costs has resulted in significant cost escalations in construction. These costs are above and beyond what is provided for in the Ministry of Education's benchmark funding for capital projects. The objective is to keep the Ministry apprised of significant cost variances. These notices will be shared as cost consultant reports are provided at various stages of design.

### South-West Brantford Joint-Use Elementary School:

Most recently, council from the City of Brantford has approved the additional scope change to the City's portion of the recreation centre. The revised Letter of Intent has been provided to Grand Erie and has been submitted to the Ministry for approval.

All active project details are listed in Appendix A.

## 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

Project	Type	Phase	Ministry Approval	Target Opening Date	Architect	Site Acquisition	Site Plan Approval	Tender Awarded	General Contractor	Budget	Actual	Cost Forecast
Elgin Avenue Public School	Addition / Renovation	Pre-Design	Aug 04, 2017	Sep 01, 2025	Salter Pilon Architecture	N/A	No	No	TBD	\$ 6,180,145	\$ 86,773	\$ 6,180,145
South-West Brantford Elementary School	New School	Design	Oct 20, 2020	Sep 01, 2025	ZAS Architects	In Progress	In Progress	No	TBD	\$16,269,978	\$ 435,987	\$ 16,269,978
Caledonia Joint-Use Elementary School	New School	Design	Nov 23, 2021	Sep 01, 2025	Svedas Architects	In Progress	In Progress	No	TBD	\$12,288,985	\$ -	\$ 12,288,985
Cobblestone Elementary School Child Care	Addition	Design	Mar 25, 2021	Sep 01, 2024	Grguric Architects Inc.	N/A	In Progress	No	TBD	\$ 2,224,868	\$ 80,400	\$ 2,224,868
Banbury Heights Public School Child Care	Addition	Design	Mar 25, 2021	Dec 31, 2024	Grguric Architects Inc.	N/A	In Progress	No	TBD	\$ 2,182,082	\$ 52,300	\$ 2,182,082



# 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:** **Transportation Review Report**  
**DATE:** March 27, 2023

**Recommended Motion:** Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_  
THAT the Board approve the transportation route exceptions listed in the Transportation Review Report for the 2023-24 School Year.

## 1.0 Background

Student Transportation Services of Brant Haldimand Norfolk (STSBHN) is in the process of developing parameters and reviewing current bus information for the purposes of planning bus routes for the upcoming 2023-24 school year. STSBHN performs a comprehensive review of situations that fall outside of STSBHN Procedure 002 - Transportation Eligibility as a regular part of the planning cycle. In previous years, STSBHN has brought information forward to the Board of Trustees with the goal of gaining clarification and direction on which students, who are otherwise ineligible for services under the transportation policies and procedures, should be provided exceptions for the upcoming school year.

The students listed below fall outside of the defined transportation eligibility parameters and have had exception boundaries created based on direction provided from the Board in previous years. Unlike previous years where a travel code of "Board Approved" was used to identify these otherwise ineligible students, STSBHN has migrated to the exception boundary system which allows families checking their eligibility online to see if they qualify for services that have been approved by the Board. STSBHN requires confirmation from the Board that the currently approved exception boundaries are still warranted in order to plan for services scheduled to be delivered in the 2023-24 school year. A summary of the forecasted expenses for the coming school year is included in Appendix A.

## 2.0 Out-of-Boundary Students

### 2.1 Norfolk Secondary

There are a number of Norfolk Secondary students who have registered at a secondary school which is not their home school. Many of these students, totaling 197, have been provided transportation in the current school year.

STSBHN requires confirmation of the previously approved method of classifying students so as to accurately and consistently plan and apply transportation services to the secondary students of Norfolk County:

- i) All Grade 9 and 10 students, as program delivery are similar at each secondary school, must request courtesy transportation if they reside out of their school's catchment.
- ii) Students in Grades 11 and 12, whose home school does not have the course selection that the student needs, will be provided Board Approved transportation to the closest secondary location which does offer the course(s) – where routes currently exist; courtesy transportation will be the path for all other requests.

**2.2 Oakland-Scotland to Waterford District High School Express Route**

Secondary students who reside in the Oakland-Scotland Public School (OSS) catchment have historically been approved to receive transportation services to Waterford District High School (WDS) even though they do not fall within the school's catchment. The feeder secondary school for OSS is Paris District High School (PDH). Approval in the past was due to the proximity of WDS to OSS and to reduce accommodation pressures at PDH. If the above-mentioned reasons are not foreseen to change, a modification to secondary boundaries may want to be considered to include OSS's area into WDS and remove it from PDH.

**Table 1: Estimated Transportation Costs for Norfolk Secondary Out of Boundary Students**

Description	Grade				Total Students	Route Type	Transfer Point	Estimated Cost Difference
	9	10	11	12				
OSS to WDS	6	6	14	4	30	Express (1)	OSS	-\$2,760.84
other areas to WDS	7	10	4	13	34	Express (2)	LAK, SCS	\$9,566.36
other areas to SCS	7	12	12	12	43	Express (5)	SFC, TEE, WAT, BLO, BOS	\$30,586.30
other areas to DDS	14	9	12	11	46	Express (0)		\$0.00
other areas to VHS	14	13	3	14	44	Express (2)	WAL, COU	\$5,038.21

**2.3 Caledonia to Cayuga Secondary Express Route**

The following students have been transported for the current school year from the catchment of McKinnon Park Secondary School (MCK) to Cayuga Secondary School (CSS). This solution was established to offer students an alternative school of attendance with the goal of reducing accommodation pressures at MCK.

**Table 2: McKinnon Park Students transported to Cayuga Secondary**

Description	Grade				Total Students	Route Type	Transfer Point	Estimated Cost Difference
	9	10	11	12				
Students in MCK catchment who attend CSS	5	3	6	5	19	Express (1) and Dedicated (1)	SPA	\$ 12,396.03

**2.4 Students attending River Heights**

The current River Heights Public School (RHS) English boundary does not encompass all of the urban area in Caledonia, south of the Grand River; there is a section of a subdivision on the south end of the town which falls within the catchment of Oneida Central Public School (ONE). In this section of the subdivision, 20 students currently attend RHS, 7 of whom receive transportation services.

As students reside beyond 1.6 KM to either school, the cost to continue to transport the RHS is marginally less as RHS is closer to that section of Caledonia than ONE. Another item of consideration is that Oneida is currently over capacity and may require additional portable classrooms to accommodate additional students.

Description	Grades					Total Students	Route Type	Estimated Cost
	Elementary	9	10	11	12			
Students in ONE catchment who attend RHS	20	0	0	0	0	20	Dedicated (1)	-\$ 2,327.52

**Table 3: Oneida catchment students attending River Heights**

**2.5 Out of Boundary Students attending Houghton Public School**

Houghton Public School (HOU) offers a unique educational curriculum model which has drawn the attendance of many low-German Mennonite families. Due to the proximity of HOU to other elementary transfer locations, assisting families who reside out of the school’s catchment can be a challenge. HOU currently has 97 students registered at their school who reside out of the school’s boundary, 76 of whom are being provided transportation services. To facilitate the provision of economical and efficient services, these students have historically been required to transfer at points well outside of their home catchment, including Port Rowan Public School (PRP), Walsh Public School (WAL), Langton Public School (LPS) and Courtland Public School (COU). After transferring at the closest elementary school, students are then required to transfer to another express route at Valley Heights Secondary School for the final connection to HOU, except from the LPS transfer.

Although originally designed to accommodate families residing in adjacent schools to HOU, STSBHN has noticed the area covered in this exception grow from LPS and PRP to now include sections of WAL, COU and even Delhi Public School.

**STSBHN is looking to confirm that:**

- The HOU students are permitted to be transported to and from the elementary transfer sites,
- the practice of multiple transfers occurring is also permitted, and that
- STSBHN can place additional routes in operation if the current routes do not have sufficient room to accommodate requests.

If these historic practices are not approved to continue, clarification on the service parameters which are to be provided to the out of boundary students, is required.

**Table 4: Out of Boundary Students attending Houghton**

Description	Grades					Total Students	Route Type	Estimated Cost
	Elementary	9	10	11	12			
HOU students who reside out of boundary	97	0	0	0	0	97	Express routes (4)	\$ -

**3.0 Out of District Students**

**3.1 Norwich/Otterville/Burgessville students attending Delhi District Secondary School**

When the local secondary school in Norwich was closed as a result of an accommodation review, the Board of Trustees approved the transportation of students from the area who were interested in attending Delhi District Secondary School (DDS). Currently there are 174 students out of district, of which 132 students are being provided transportation services. STSBHN requires confirmation that these services are to continue and if additional routes are required to accommodate enrollment pressure, STSBHN be permitted to incur expense of additional routes if no other options are available.

**Table 5: Norwich/ Otterville area students transported to Delhi District Secondary School**

Description	Grades					Total Students	Route Type	Estimated Cost
	Elementary	9	10	11	12			
Oxford Students to Delhi District Secondary School	0	40	37	31	66	174	Dedicated (2) and Shared (1)	\$ 174,153.51

**3.2 Princeton/Drumbo/Wolverton students attending Paris District High School**

Historically students from Princeton, Drumbo, Wolverton and the surrounding rural areas have been provided transportation services to and from Paris District High School (PDH). Of the 54 students in the area, 45 are being provided transportation from their home if they reside in the rural areas east of Princeton Rd. or have been provided a seat on the group pickup locations in one of the three towns. To ensure a reasonable length of time on the bus, two routes are used to provide services to these students.

**Table 6: Princeton/Drumbo/Wolverton area students transported to Paris District High School**

Description	Grades					Total Students	Route Type	Estimated Cost
	Elementary	9	10	11	12			
Oxford Students to Paris District High School	0	18	12	8	16	54	Shared	\$ 74,712.79

**3.3 Tillsonburg students travelling through Courtland Public School transfer**

Historically there has been a demand from students residing in the town of Tillsonburg to attend schools within our district. Although the location has changed throughout the years, transportation has been arranged from a central location on the East side of Tillsonburg to bring students into the Courtland Public School (COU) transfer; the current stop is located at Gigi’s Café (on Simcoe St). Currently there are 25 students in the area, 13 of whom are using transportation services. Although the cost to extend the bus in the area results in a marginally higher daily cost for the service, capacity on the bus has been an issue in previous school years.

**STSBHN is looking to confirm that:**

- students are permitted to be transported to and from the COU transfer site, AND
- additional routes can be added if the current routes that service the area do not have sufficient room to accommodate requests from the Tillsonburg area.

**Table 7: Out of District Students attending Courtland Public School, Houghton Public School and Valley Heights Secondary School**

Description	Grades					Total Students	Route Type	Estimated Cost
	Elementary	9	10	11	12			
Tillsonburg students via Courtland transfer	13	1	6	3	7	30	Shared	\$ 848.13

**4.0 Specialized Programs**

**4.1 Section 23 Students – Woodview Program**

STSBHN currently assists 7 students with transportation who have been identified as attending classes through the Woodview program at Pauline Johnson Collegiate. STSBHN currently accommodates students by using existing routes and changing their route path to allow the vehicles to assist students in getting to and from the Woodview programs. Where an existing route is not available, STSBHN utilizes taxi services.

STSBHN requires clarification as to if these same services will be provided for the coming school year.

**Table 8: Section 23 Student Transportation**

Description	Grades					Total Students	Route Type	Estimated Cost
	Elementary	9	10	11	12			
Section 23 students to PJC	0	3	1	2	1	7	Dedicated (5) and Shared (5)	\$ 38,822.55

**Additional information**

Due to the high reliance on transfers within our district, the exceptions listed above often result in longer ride times for students and may place supervision pressures on schools supervising the transferring of bused students.

The above information is intended to bring to light exceptions to the normal routing and transportation practices of STSBHN. By clarifying and building the expectations of the board into the route planning software, STSBHN can provide clarity to the schools, parents/caregivers, and students as to what services will be made available in the coming school year.

Respectfully submitted,

Rafal Wyszynski  
 Superintendent of Business & Treasurer

**Appendix A – Board Approved Financial Summary**

<b>Exception Category</b>	<b>Exception Expense</b>
Out of Boundary Students	\$ 52,498.54
Out of District Students	\$ 249,714.44
Specialized Program	\$ 11,494.40
<b>Total:</b>	<b>\$ 313,707.38</b>





# Grand Erie District School Board

TO: Trustees of the Grand Erie District School Board  
FROM: M. Baker, Student Trustee – South  
T. Zebroski, Student Trustee – North  
RE: **Student Trustee’s Report – OSTA-AECO Conference**  
DATE: March 27, 2023

## **OSTA-AECO Conference:**

Student Trustees Baker and Zebroski recently had the pleasure of attending the Ontario Student Trustees Association Board Council Conference. At this conference, we were able to connect with Student Trustees from school boards across the province, hear from guest speakers, and learn about initiatives completed by Student Trustees and Working Groups.

The Ontario Principals’ Council and Catholic Principals’ Council of Ontario spoke to Student Trustees about the role of their councils in the education system. Student Trustees were also given time to reflect on their experiences in education and provide information to the councils for a report being sent to Ontario’s Ministry of Education. Gabrielle Fayant from the Assembly of Seven Generations spoke to the Student Trustees about the organization, which aims to culturally support and empower Indigenous youth. She also spoke about the 94 calls to action in the Truth & Reconciliation Commission’s report, with a focus on the calls involving Canadian education.

Student Trustees also attended a variety of professional development workshops. Topics included effectively formulating arguments, being adaptable within the role of a Student Trustee, and using skills learned within the role to make continued change in the future.

Student Trustees also met with the members of their OSTA working group. Student Trustee Zebroski is a member of the French Relations Working Group. This working group is currently spearheading a peer-tutoring program for high school French Immersion students. The group is currently creating educational resources to be used in the program and aims to begin trials in March. Student Trustee Baker is a member of the Mental Health and Well-Being Working Group. Student Trustee Baker continues her advocacy for student voice through the Mental Health and Well-Being Working Group. This group discussed prominent mental health concerns within the Ontario student body. Specifically, they discussed how they can address and relieve anxiety and support students during the examination season. The working group is aiming to create an episode in OSTA-AECO's podcast, "The Student Voice with OSTA-AECO". They hope to partner with a notable mental health expert by the final exam season to positively impact the well-being pillar of Ontario student’s education.

## **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,  
T. Zebroski, Student Trustee – North



# Grand Erie District School Board

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**TO:** Trustees of the Grand Erie District School Board  
**FROM:** JoAnna Roberto, Ph. D., Director of Education & Secretary of the Board  
Lisa Munro, Superintendent of Program K-12 (Teaching and Learning)  
**RE:** **Student Trustee Selection 2023-24**  
**DATE:** March 27, 2023

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## Background

In accordance with General Governance Policy Section 10, correspondence was forwarded to secondary school Principals in December, inviting applications for the position of Student Trustee for the Grand Erie District School Board for 2023-24. Five responses were received from the invitation, two from the North (Brantford and Brant County), one from the South (Haldimand and Norfolk) and two from the Indigenous student population of the Board.

Elections were held, and Keira Gayowsky, a student at Brantford Collegiate Institute and Vocational School was declared as Student Trustee for the North, Maggie Baker, a student at Simcoe Composite School was acclaimed as Student Trustee for the South, and Aleena Skye, a student at Brantford Collegiate Institute and Vocational School was declared as the Indigenous Student Trustee.

## Grand Erie Multi-Year Plan

This report supports the mission of the Multi-Year Strategic Plan: Together we build a culture of Learning, Well-Being, and Belonging.

Respectfully submitted,

JoAnna Roberto, Ph.D.,  
Director of Education and Secretary of the Board

Lisa Munro, Superintendent of Program K-12  
(Teaching and Learning)



## Audit Committee

Thursday, November 3, 2022  
MS Teams Virtual Meeting

4:00 p.m.

### MINUTES

**Present: Members:** C.A. Sloat, Chair (Trustee) B. Collingwood (Volunteer),  
R. Collver (Trustee), D. Werden (Trustee), C. Woodley (Volunteer)  
**Management:** J. Roberto (Director), R. Wyszynski (Superintendent of Business),  
J. Hardie (Acting Manager of Business Services)  
**KPMG (Internal Auditors):** S. Bedi, B. Sisson  
**Millards (External Auditors):** B. Schell, U. Riaz, J. Gilbert

**Absent with Regrets:** C. Smith (Manager of Business Services)

**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 Trustee Sloat, Chair at 4:03 p.m.  
The Land Acknowledgement statement was read.

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

Presented as printed.

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

**Carried**

B - 1 **Consent Agenda**

Trustee Collver requested the September 15, 2022 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**

In response to the central location for all committee terms of references question, Superintendent Wyszynski recommended this is matter be brought to Governance for a decision.

In response to the request that committee member comments thanking C. O'Conner, PwC be reflected in minutes, Superintendent Wyszynski recommended that the minutes do not express "thank you" as per best practices and the General Working Bylaw.



## Audit Committee

Thursday, November 3, 2022  
MS Teams Virtual Meeting

4:00 p.m.

### MINUTES

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**

Superintendent Wyszynski reviewed the revised draft Audit Committee Terms of Reference based on input from last meeting and noted these align with *Ontario Regulation 361/10* (the Regulation) and the *Education Act*.

It was noted that 7(5) & 9(7) of the Regulation were missed. Superintendent Wyszynski responded these items will be added.

Moved by: B. Collingwood  
Seconded by: C. Woodley

THAT the Audit Committee Terms of Reference be approved, as amended.

**Carried**

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

##### (a) **KPMG Introduction**

Superintendent Wyszynski introduced the new internal auditors firm KPMG.

S. Bedi, Director and B. Sisson, Manager introduced themselves and provided a high-level overview of the team and services they will be offering

In response to a question regarding audit options, S. Bedi provide clarification of the process.

#### E - 1 **External Audit**

##### (a) **Consolidated Financial Statements – August 31, 2022**

Superintendent Wyszynski provided background on the steps to prepare the Consolidated Financial Statements.

B. Schell and U. Riaz, Millards, provided a high-level overview of the Consolidated Financial Statements ending August 31, 2022.

In advance of the meeting, questions were received from members. Superintendent Wyszynski reviewed the Questions and Responses document.

In response to additional questions regarding the accounts receivables, the impact of covid statement and if OSBIE is consulted with respect to potential claims, both Superintendent Wyszynski and B. Schell provided clarity around accounts receivables, stating the impact of covid statement in a standard clause, and OSBIE would not be consulted but do consult with all legal firms used by the board for any potential claims.



## Audit Committee

Thursday, November 3, 2022  
MS Teams Virtual Meeting

4:00 p.m.

### MINUTES

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 year and may be reappointed no more than two term. Superintendent Wyszynski advised members that non-board member, C. Woodley, 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 as 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, 2023 @ 4 p.m.



# Special Education Advisory Committee

Thursday February 2, 2023

6:00 p.m.

MS Teams Virtual Meeting

## MINUTES

- Chair:** L. DeJong, Social Worker, Lansdowne Children’s Centre
- Community Reps:** M. Gatopoulos      K. Jones      L. Nydam  
W. Rose      B. Bruce
- Trustees:** T. Waldschmidt      L. Whiton  
P. Bagchee, Manager, Mental Health and Well-Being  
J. Hooper, Principal Leader Mental Health Education and Student Support Services
- Grand Erie Staff:** F. Lainson, Program Co-ordinator Specialized Services  
J. Senior, Principal Leader, Specialized Services  
L. Sheppard, Applied Behaviour Analysis Coordinator  
L. Thompson, Superintendent of Education  
M. Tokaci, Information Technology  
T. Buchanan, Supervisor of Employment Supports, Community Living Brant
- Organizations/Agencies:** L. Boswell, Community Navigator, Contact Brant  
C. Gilman, Easter Seals Ontario  
R. Vriends, Autism Ontario  
P. Ashe, Principal Leader, Safe & Inclusive Schools
- Guests:** W. Baker, Superintendent of Education  
R. Wyszynski, Superintendent of Business
- Absent with regrets:** K. Kelly, Community Representative  
C. Stefanelli, Community Representative
- Recording Secretary:** J. Valstar, Executive Assistant to the Superintendent of Education

### A - 1 Opening

#### (a) Welcome / Land Acknowledgment Statement

Chair DeJong called the meeting to order at 6:02 p.m. and read the Land Acknowledgement Statement.

#### (b) Roll Call/Reminder of Livestream on YouTube/Closed Captioning reminder

M. Tokaci, Information Technology informed members of the YouTube livestream. Superintendent Thompson reminded members of the closed caption feature available in MS Teams.

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

Presented as printed.

Moved by: W. Rose

Seconded by: T. Buchanan

THAT the February 2, 2023 Agenda be approved, as presented

**Carried**

### B - 1 Timed Items

#### (a) Welcome – Principal Leader of Specialized Services

Superintendent Thompson introduced Grand Erie’s new Principal Leader of Specialized Services, J. Senior.



# Special Education Advisory Committee

Thursday February 2, 2023

6:00 p.m.

MS Teams Virtual Meeting

## MINUTES

- (b) **Welcome – new SEAC member**  
Chair DeJong introduced a new SEAC member from Autism Ontario, R. Vriends.
- (c) **Financial Update – 2022-23 – A review of special education funding, grants, expenditures and reserves 2022-23**  
Superintendent Wyszynski presented a review of special education financials from the 2022-23 school year.
- (d) **2023-24 Budget Process**  
Superintendent Wyszynski explained the budget process for the 2023-24 school year and addressed questions from members.
- C - 1 **Business Arising from Minutes and/or Previous Meetings**
  - (a) **Approval of Minutes**  
D-1 (d): Amended to include that this portal is available to the general public at [www.disability-supports.ca](http://www.disability-supports.ca)  
  
Moved by: W. Rose  
Seconded by: L. Boswell  
THAT the Minutes dated January 12, 2023 be approved, as amended.  
**Carried**
  - (b) **Supporting Students with Special Education Needs from a Safe and Inclusive Schools Lens**  
Principal Leader, Safe & Inclusive Schools P. Ashe explained the role of the Safe and Inclusive Schools Team in Grand Erie and addressed questions from members.
  - (c) **Equity Work – Gathering the Voices of Students with Special Education Needs and their Families**  
Principal Leader, Safe & Inclusive Schools P. Ashe explained how the Safe and Inclusive Schools Team gathers data on equity and addressed questions from members.
- D - 1 **New Business**
  - (a) **Regional Special Education Council (RSEC) - Updates**  
Principal Leader Mental Health Education and Student Support Services J. Hooper provided members with an overview of the RSEC Conference some of the Specialized Services staff attended in January 2023.
- E - 1 **Other Business** - Nil
- F - 1 **Standing Items**
  - (a) **Policies Out for Comment**  
Vice Chair Jones reviewed the policies that are out for comment until February 15, 2023, as listed in the SEAC meeting package, and explained the new structure of policies vs. procedures.



# Special Education Advisory Committee

Thursday February 2, 2023

6:00 p.m.

MS Teams Virtual Meeting

## MINUTES

(b) **Trustee Updates**  
Trustees Waldschmidt and Whiton shared their respective updates.

(c) **Chair/Vice Chair Updates**  
Chair DeJong and Vice Chair Jones gave their respective updates.

G - 1 **Information Items** - Nil

H - 1 **Community Updates** - Nil

I - 1 **Correspondence** - Nil

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

- (a) Communication Practices Between Home and School
- (b) A Day in the Life of a Learning Resource Teacher
- (c) OnSIS Data for Students with Special Education needs 2021-22
- (d) OSSTF Inclusion Symposium – Summary Report
- (e) Street Data – Summer Programs
- (f) Orientation Meeting for New Members
- (g) Report on the Right to Read - Update

K - 1 **Next Meeting**  
Thursday March 2, 2023 at 6:00 p.m., MS Teams Virtual Meeting.

L - 1 **Adjournment**

Moved by: W. Rose  
Seconded by: L. Boswell  
THAT the meeting be adjourned at 7:37 p.m.  
**Carried**





# *Rainy River*

## DISTRICT SCHOOL BOARD

February 14, 2023

### EDUCATION CENTRE

522 Second St. E.  
Fort Frances, ON  
P9A 1N4  
Phone: 807 274 9855  
Fax: 807 274 5078  
Toll Free: 1 800 214 1753

The Honorable Stephen Lecce  
Minister of Education  
5<sup>th</sup> Floor, 438 University Avenue  
Toronto, ON M5G 2K8  
[minister.edu@ontario.ca](mailto:minister.edu@ontario.ca)

The Honorable Jill Dunlop  
Minister of Colleges and Universities  
5<sup>TH</sup> Floor, 438 University Avenue  
Toronto, ON M5G 2K8  
[jill.dunlop@ontario.ca](mailto:jill.dunlop@ontario.ca)

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### WEB SITE:

[www.rrdsb.com](http://www.rrdsb.com)

.....

### DIRECTOR

Heather Campbell

Dear Ministers Lecce and Dunlop,

On behalf of the Rainy River District School Board of Trustees, I am writing to relay our deep concerns with respect to teacher recruitment and retention in our province, particularly in northern school boards.

In the 2021 Ontario College of Teachers' *Transition to Teaching* Report, the following alarming statistics are noted:

- Ontario's teacher education graduates report four per cent unemployment in the first year after licensing, and those in years two to five just one per cent.
- First-year French-language program graduates in Ontario report near zero unemployment for the fifth year in a row. French as a second language first-year teachers continue at or near zero unemployment for the fourth year running.
- First-year English-language teacher unemployment fell to five per cent in 2021, sharply below 34 per cent reported just five years ago.

Across the province, teacher shortages over the next few years will match the already challenging French-language shortages of the past several years. This situation warrants urgent action to increase the province's annual supply of new teachers to staff daily occasional rosters, long term occasional contracts, and permanent teaching positions in Ontario classrooms, particularly classrooms located in northern school boards. While job outcomes have improved for those qualified to teach in Ontario, the low unemployment rates have translated to daily occasional teacher shortages across all school boards, but particularly in the north where there are a limited number of faculties of education.

*TOGETHER, WE EMPOWER ALL STUDENTS TO BELIEVE IN THEMSELVES, TO ACHIEVE, AND TO DREAM.*

At present, the Rainy River District School Board's occasional teaching roster, for both elementary and secondary panels combined, consists of a total of 27 teachers, many of whom are retired and limited in the number of days that they can teach. Over the last few months, we have seen between 25 to 50% of absences unfilled by an occasional teacher. This means that other programming, such as Special Education, literacy support, and professional development through our central teacher coordinators, is paused, as staff members are reassigned to cover the unfilled absences. At the secondary level, this has resulted in senior students being assigned to a study hall, due to a shortage of both occasional teachers and internal coverage.

The Ontario government recently announced the Ontario Learn and Stay Grant, providing funding to support post-secondary students attending priority programs within designated communities. The Board of Trustees commends the government in taking this proactive step to assist communities that are struggling to recruit and retain health care workers, and respectfully requests that the Ontario government add Teacher Education to the priority programs listed in the Ontario Learn and Stay Grant for communities within Northern Ontario. The addition of teacher education would be one step to address the teacher labour market needs within this region of the province. Within Northern Ontario, there are only two English faculties of education and one French-language faculty of education, supporting 25 district school boards and school authorities.

In addition to expanding the Ontario Learn and Stay Grant to include teacher education within the northern region of the province, we propose two other supports to address teacher recruitment and retention: increasing funding for northern faculties of education and allowing boards to offer incentives to teacher candidates applying to jobs within the region. When the two-year teacher education program was introduced, faculties of education were capped with respect to program enrolment. With the increasing need for certified teachers within our province, we request that the Ministry of Colleges and Universities review the current funding levels for faculties of education, particularly northern faculties of education, with the aim of increasing seats to address the teacher shortage.

Presently, there are limited incentives for beginning teachers to relocate to teach within Northern Ontario schools. While the Board of Trustees is supportive of the *School Boards Central Bargaining Act*, we see the need to differentiate between schools boards in southern Ontario from those in Northern Ontario, by allowing northern school boards to offer an incentive to recent teacher education graduates as a recruitment tool. This would allow boards to offset the costs associated with tuition for recent graduates by providing them with financial compensation dependent on a commitment to teach within the board for a minimum of five years. At present, this practice is

viewed as compensation and is, therefore, prohibited for school boards under the *School Boards Central Bargaining Act*.

Ontario is known world-wide for its education system. As such, we appreciate your timely consideration of these requests in light of the effects that the teacher shortage is having on school boards, especially northern school boards, in supporting student achievement and well-being.

Sincerely,

p.p.

A handwritten signature in cursive script that reads "H. Campbell".

Jeff Lehman, Chair  
Rainy River District School Board

- c. The Honorable Greg Rickford, Minister of Northern Development and Indigenous Affairs, Municipal Member of Parliament, Kenora-Rainy River  
The Honorable Peter Bethlenfalvy, Minister of Finance  
Rainy River District School Board Trustees  
Heather Campbell, Director of Education, Rainy River District School Board  
Ontario Public School Boards Association and member boards



# Rainy River

## DISTRICT SCHOOL BOARD

February 14, 2023

**EDUCATION CENTRE**

522 Second St. E.  
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Toll Free: 1 800 214 1753

The Honorable Peter Bethlenfalvy  
Minister of Finance  
Frost Building South 7th Floor,  
7 Queen's Park Cres,  
Toronto, ON M7A 1Y7  
[minister.fin@ontario.ca](mailto:minister.fin@ontario.ca)

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**WEB SITE:**

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.....

**DIRECTOR**

Heather Campbell

Dear Minister Bethlenfalvy,

On behalf of the Rainy River District School Board of Trustees, I am writing to provide input into the development of the 2023 Ontario budget. As education funding encompasses a large portion of the Ontario budget, our feedback looks to both suggested efficiencies and funding priorities within education.

Regarding efficiencies, we suggest a more streamlined capital project process for school boards. Currently, there are ongoing challenges with respect to the supply and demand of building materials, an issue experienced in all industry sectors and levels of government. For the Rainy River District School Board and other northern school boards, these challenges are exacerbated by our relative remoteness and short building season. Streamlining the capital approval process would allow school boards, especially northern boards, to maximize the available building season and to shorten project timeframes. Presently, the process for approval is extensive in that once funding is approved for the project, there is still a requirement to submit again for approval to proceed to tender. Rather than applying for approval to proceed to tender, we suggest the movement to a notification process. As the capital project funding envelope is approved at the outset of the project, if a school board secures a cost estimate within envelope, the board should be able to notify the Ministry of Education Capital Branch and proceed based on that initial funding approval, thereby mitigating any increases to project costs caused by this unnecessary step.

Another efficiency for the government to consider is the relaxing of the current parameters for attending meetings electronically. During the pandemic, the government amended *Ontario Regulation 463/97, Electronic Meetings and Meeting Attendance* to remove restrictions on the frequency for board and committee members when attending through electronic means. The recent return to pre-COVID requirements continues to be a deterrent to stakeholder participation on advisory committee meetings and prevents those living in outlying communities from taking on a leadership role at the Board or committee level. The pandemic illustrated the efficiency of virtual meetings. The relaxing of current parameters would not only ensure better community representation, but would reduce our environmental footprint and decrease costs associated with travel to and from meetings.

The Transfer Payment Consolidation initiative enabled the government to reduce administrative and reporting burdens on transfer payment recipients across multiple sectors, including education. The Transfer Payment Ontario (TPON) system now centrally stores transfer payment agreements, but the further centralization of memos, reporting templates, as well as a portal for completed reports, is still needed to fully realize the efficiencies that the government was first striving for. Having a consolidated reporting section and consistent reporting templates stored within TPON will ensure that reports are completed and submitted appropriately and in a timely manner, minimizing the back-and-forth related to reporting logistics and project completion.

While we understand the government's current fiscal environment, students, schools and school boards have real needs and concerns. The needs are even more prevalent in Northern Ontario, where communities face unique economic and demographic challenges to growth, including a lack of economic diversification and gaps in infrastructure. Through our work as a member of the Ontario Public School Boards' Association, we know that school boards and the communities that they serve require equitable funding and collaboration across ministries to allow for targeted strategies to support our students, namely through the:

- Support for nutrition programs within our schools, especially in consideration of the rise in food costs and food insecurity,
- Continued work to ensure coordination of, and timely access to, school and community health supports and services, including mental health supports,
- Continued access to public health units and their preventative expertise across all communities,
- Expansion of menstrual equity funding, ensuring that both elementary and secondary students have access to free menstrual products and that students have choice in the type of product to be used, and

- Support for the ongoing work to implement the *Truth and Reconciliation Commission Calls to Action*, with funding to support curriculum and resources within all grades and classrooms and to sustain Indigenous language revitalization efforts.

As a declining enrolment board, the Rainy River District School Board's decline does not translate to decreased costs in transporting our students, especially considering the geographic region of the Board, the low population density, and the absence of public transit within our district. Thus, we look forward to the recently-announced review of the transportation funding model, with the hope that future transportation funding matches the actual costs being incurred by school boards.

The Rainy River District School Board is committed to making a difference in the lives of our students and their families. As such, strong, predictable, and equitable education funding supports the conditions that promote and sustain enhanced student achievement and well-being. I thank you and Minister Rickford for the invitation to provide input into the 2023 provincial budget. We look forward to your continued commitment to protecting what matters most, those critical services in our province such as education.

Sincerely,  
p.p.



Jeff Lehman, Chair,  
Rainy River District School Board

- c. The Honorable Greg Rickford, Minister of Northern Development and Indigenous Affairs, , Municipal Member of Parliament, Kenora-Rainy River Rainy River District School Board Trustees  
Heather Campbell, Director of Education, Rainy River District School Board  
Ontario Public School Boards' Association and member boards


**Waterloo Region District School Board**

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

February 23, 2023

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 January 16, 2023, the Board of Trustees for the Waterloo Region District School Board (WRDSB), agreed to write to you to express our concerns and support for the [Ontario Public School Boards' Association's \(OPSBA\) Advocacy Day Student Transportation issues and recommendations](#).

Transportation issues for school boards include inadequate funding, driver recruitment and retention, and safety. Like many boards, the WRDSB continues to regularly overspend their transportation budgets to meet the needs of the district.

The WRDSB supports OPSBA's recommendations:

- Any policy or funding framework must consider the unique student transportation circumstances and needs of each board (northern, rural and urban).
- Investments targeted at attracting and retaining school bus drivers.
- Updating the funding benchmarks to reflect increased costs, especially related to inflation.
- Finding ways to support student participation in field trips, sporting events, and extracurricular activities.

Minister Lecce, we respectfully request the Ministry of Education consider these recommendations to address student transportation needs for the WRDSB and other Ontario public school boards.

Sincerely,

A handwritten signature in black ink, appearing to read "Joanne Weston".

Joanne Weston  
 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  
 Waterloo Catholic District School Board  
 Local Members of Provincial Parliament  
 Region of Waterloo Regional Chair

## Greater Essex County District School Board

451 Park St. W., P.O. Box 210, Windsor, ON N9A 6K1 · 519-255-3200



Hon. Stephen Lecce, Minister of Education  
 Ministry of Education  
 15<sup>th</sup> Floor, 438 University Ave.  
 Toronto, Canada M5G 2K8

Dear Minister Lecce:

### **Re: Special Incidence Portion Claim Funding**

I am writing to you on behalf of the members of the Greater Essex County District School Board's (GECDSB) Special Education Advisory Council (SEAC), regarding your letter of February 3, 2022, outlining the current funding of the Special Incidence Portion (SIP).

We understand that the previous government announced an increase to the SIP claim funding of \$11,016.00 in the spring of 2018. This resulted in the SIP funding amount for each student increasing from \$27,000.00 to \$38,016.00. This would have helped to offset the cost of supporting some of our most complex learners in attending school, but certainly it would have not covered anywhere near the total cost. For example, a student who requires two plus Educational Assistants to support their attendance and learning at school would be at a cost of \$117,740.00 which would include both wages and benefits. However, the Ministry chose to claw back the proposed funding increase to only \$1,803.00 which provides boards with the current amount of only \$28,803.00.

The Greater Essex County District School Board's Trustees sent a letter in the July of 2022 to the Minister of Education. The letter outlined their concerns with Special Education funding as costs have continued to increase at a rate higher than the Ministry funding. The GECDSB, like other boards in the province, continues to have to allocate funding from other areas to supplement the funding provided by Special Education Grants. From our SEAC's perspective, this is unacceptable and unsustainable.

Our Board's Special Education deficit for 2022-23 Revised Estimates is projected to be \$9.2 million. Since the original budget submission, the Board has seen an increase in the number of students enrolling at the Board with complex needs. The Board hired 20.5 Educational Assistants in the Fall of 2022 to provide for student needs, resulting in the additional cost noted above.

Lack of adequate funding in the area of Special Education negatively impacts our ability as a board to provide the necessary services to the children and youth who require it the most. The lack of adequate special education funding highly concerns our SEAC members, whose role is to support the learning needs of our students who require Special Education services to be successful in school.

*Building Tomorrow Together!*

[www.publicboard.ca](http://www.publicboard.ca)



## ***Greater Essex County District School Board***

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451 Park St. W., P.O. Box 210, Windsor, ON N9A 6K1 · 519-255-3200



As we continue to receive more and more students with complex needs registering with our Board, we strongly urge the Minister to review the costs associated with SIP claims to support our students by increasing the current inadequate level of funding. We also want to take this opportunity to request that the Ministry of Education review its current Special Education funding model and consider necessary changes so that we can provide the levels of support that all students need to be successful at school.

Sincerely,

Mary-Ann Fuduric, SEAC Chair, Greater Essex County District School Board

cc: Chairs of Ontario Special Education Advisory Committees  
Local MPPs



February 28, 2023

**SENT VIA ELECTRONIC MAIL**

rafal.wyszynski@granderie.ca

Grand Erie District School Board (GEDSB)  
 349 Erie Avenue  
 Brantford, ON N3T 5V3  
 Attention: Rafal Wyszynski, Superintendent of Business & Treasurer

**WITHOUT  
PREJUDICE**

**RE: Update to Letter of Intent dated December 21, 2021  
 New Build in the Southwest – 346 Shellard Lane  
 School, Community Centre, and Library**

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Further to the Letter of Intent dated December 21, 2021, The Corporation of the City of Brantford (“City”) along with the Brantford Public Library Board (“Library”) hereby confirm our continued mutual interest in partnering with the Grand Erie District School Board (“GEDSB”) to jointly fund and construct an elementary school and community centre with a public library to be located at 346 Shellard Lane in the South West area of Brantford (“New Build”).

Based on continuous discussions with the project team and based on required changes by the City and Library the particulars of the original Letter of Intent require amendments with regards to the following items:

- (a) Updated Build Size Requirements:
- (i) The original anticipated City space requirements were defined as approximately 15,600 square feet of interior net area. Through discussions with the Recreation Department and Sports Tourism of the Economic Development Department it was agreed to move forward with an enhanced gymnasium size that would meet the needs of hosting Ontario sanctioned tournaments for sports such as volleyball and basketball and to meet the anticipated growth in programming needs for recreation activities at the Community Centre. The additional interior net area required for the enhanced gymnasium is approximately 5,000 square feet for the combined City and school gym. This increase along with a gross-up factor allowance will see the total space requirement for the City increase to approximately 26,000 square feet.
  - (ii) The original anticipated Library space requirements were defined as approximately 13,500 square feet of total interior space which is still required however the GEDSB share of the total library space is now approved for 2,500 square feet from the previously identified share of up to 3,500 square feet. This

means that the space allocated as the Library's share will increase from approximately 10,000 square feet to approximately 11,000 square feet.

The table below summarizes the size requirements from the existing LOI and the increase being requested.

Agency	Size Requirement (current LOI)	Size Requirement being requested	Total Size
City	Approx. 15,600 sqft	Approx. 10,400 sqft (5,000 Gym + 5,400 Gross-up)	Approx. 26,000 sqft
Library	Approx. 10,000 sqft of total 13,500 sqft	Approx. 1,000 sqft	Approx. 11,000 sqft of total 13,500 sqft

(b) Capital Budget Allocations:

- (i) The City capital budget allocation previously identified as approximately \$10.9 Million will need to increase due to the increased space allocation requirements as outlined in Section (a). The exact amount of budget allocation required will be determined by the project consulting team through the cost estimating process;
- (ii) The Library capital budget allocation previously identified as approximately \$6.7 Million will need to increase due to the increased space allocation requirements as outlined in Section (a). The exact amount of budget allocation will be determined by the project consulting team through the cost estimating process.

Nothing contained herein creates any enforceable legal rights or obligations. Such rights and obligations, if any, will be created through the negotiations, preparation and execution of future agreements.

We trust this to be satisfactory, and look forward to further discussions to move this exciting new joint initiative forward.

DATED at Brantford \_\_\_\_, Ontario,  
this 28\_\_ day of February \_\_\_\_, 2023

DATED at \_\_ Brantford \_\_\_\_, Ontario,  
this 28\_\_ day of February \_\_\_\_, 2023

**THE CORPORATION OF THE  
CITY OF BRANTFORD**

**Inderjit  
Hans**

Digitally signed by Inderjit Hans  
DN: cn=Inderjit Hans, o=City of  
Brantford, ou=Public Works  
Commission,  
email=ihans@brantford.ca, c=CA  
Date: 2023.03.02 11:18:54 -05'00'

Inderjit Hans, General Manager, Public Works  
Commission

City Hall, 58 Dalhousie Street  
Brantford, ON N3T 2J2

**BRANTFORD PUBLIC  
LIBRARY BOARD**



Rae-Lynne Aramburo, CEO/Chief Librarian

173 Colborne Street  
Brantford, ON N3T 2G8

**Ministry of Education****Ministère de l'Éducation**

Capital and Business Support  
Division

Division du soutien aux  
immobilisations et aux affaires

315 Front Street West  
15<sup>th</sup> Floor  
Toronto ON M7A 0B8

315, rue Front Ouest  
15<sup>e</sup> étage  
Toronto (Ontario) M7A 0B8

157-2022-10475

March 10, 2023

Susan Gibson  
Chair  
Grand Erie District School Board  
349 Erie Avenue  
Brantford, ON N3T 5V3

Dear Susan Gibson,

Thank you for your letter dated November 15, 2022, to the Hon. Stephen Lecce, Minister of Education, regarding possible additional funding and approvals for Grand Erie District School Board's (DSB) projects in Caledonia and Brantford. Your letter has been forwarded to me and I appreciate the opportunity to respond.

Schools are critical infrastructure and are an essential part of supporting student achievement. The ministry is committed to supporting the development and construction of capital projects in a timely manner to provide healthy, safe, and accessible learning environments for students and work environments for staff. To ensure schools are built quickly, the ministry is evaluating its current capital processes through several measures including school board surveys and working groups.

Through the 2021-22 round of the Capital Priorities Grant Program (Capital Priorities), the ministry approved a 746 pupil place joint school with 49 child care spaces in Caledonia as part of joint project with Brant Haldimand Norfolk Catholic District School Board. This project includes a funding allocation of \$12,288,985 for Grand Erie District School Board for 441 pupil places with 49 child care spaces. Additionally, through the 2020-21 round of Capital Priorities, the ministry approved \$16,269,978 in capital funding for a 650 pupil place school with 64 child care spaces in Brantford. The project has been modified to include a community-use gymnasium and library funded by the City of Brantford.

.../2

Susan Gibson

-2-

As part of the ministry's capital approval process, all school boards are required to submit Facility Space Template to the recommended ministry's benchmark space prior to attaining the services of an architect. I understand that the space templates that were submitted to the ministry for the projects in Caledonia and Brantford are aligned with ministry requirements and both projects are currently being planned by the school board.

As you are aware, funding for school construction projects are determined by the ministry's construction benchmarks, which considers the size, panel (elementary/ secondary) and location of the project. The ministry regularly updates its cost benchmarks for school construction to respond to the current market conditions. For the 2022-23 year, the government increased the construction cost benchmark by 15%. If project costs exceed the allocated funding, boards are able to request additional funding from the ministry. The ministry reviews these requests on an individual basis and works with the board to ensure the project meets the needs of the community and delivers good value for the Ontario taxpayers.

I understand the urgency and want to assure you that the ministry is committed to working with Grand Erie DSB on these projects. Please notify the ministry and your capital analyst if you are experiencing cost pressures so that we can work together to ensure your projects meet the needs of the community, deliver good value for the Ontario taxpayers, and are constructed as quickly as possible to accommodate the students. We look forward to receiving your project submission details once ready.

Should you have any questions, please reach out to Sandra Chin, Senior Policy Analyst, at [sandra.m.chin@ontario.ca](mailto:sandra.m.chin@ontario.ca) or (647) 278-5478.

Thank you again for taking the time to write.

Sincerely,

Didem Proulx  
Assistant Deputy Minister  
Capital and Business Support Division