

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD



Mission Statement

*In partnership with the students, the home and the community,
Superior-Greenstone District School Board will address individual students' needs by providing:
a diverse education that prepares for and honours their chosen path for success,
avenues that foster a love of learning, and
the means to honour varied learning styles.*



Videoconference Site Locations

Superior-Greenstone District School Board ... (SGDSB) 12 Hemlo Drive, Marathon, ON
 Manitouwadge High School (MNHS) 200 Manitou Road W., Manitouwadge, ON
 Marathon High School (MRHS) 14 Hemlo Drive, Marathon, ON
 Lake Superior High School (LSHS) Hudson Drive, Terrace Bay, ON
 Nipigon-Red Rock District High School (NRHS) 20 Frost Street, Red Rock, ON
 Geraldton Composite High School (GCHS) 500 Second Street West, Geraldton, ON

Regular Board Meeting 2012/04

Committee of Whole Board In-Camera
 (Closed to Public) 3:30 p.m.

Regular Board Meeting: (Open to Public)
 Follows conclusion of In-Camera

A G E N D A

Monday, March 19, 2012

Designated Site: Superior-Greenstone DSB Meeting Room 12, Hemlo Drive, Marathon, ON

Board Chair: *Pauline (Pinky) McRae*

Director: *David Tamblyn*

VC Sites at: GCHS / LSHS / MNHS / NRHS

Teleconference Moderator: RM. Joannette

PART I: Committee of Whole Board

Section (A) In-Camera: : – (closed to public): 6:30 p.m.

PART II: Regular Board Meeting

Section (B) : – (open to public) TBA

PART III: Committee of Whole Board (Use if 2nd In-Camera Event Required)

Section (C) In-Camera : – (closed to public): TBA

1.0 Roll Call

<u>Trustees</u>	Attendance: On-site (OS); Teleconference (TC); Videoconference (VC); Absent (A); Regrets (R)										
	OS	TC	VC	A	R		OS	TC	VC	A	R
Bartlett, Bette						Mannisto, Mark					
Brown, Cindy						McRae, Pauline (Pinky)					
Dart, Alannah (Student)						Pelletier, Allison (Student)					
Fisher, Cindy						Rozsel, Christine (Student)					
Fisher, Matthew						Santerre, Angel					
Keenan, Darlene						Simonaitis, Fred					

<u>Board Administrators</u>	Attendance Mode: On-site (OS); Teleconference (TC); Videoconference (VC); Absent (A); Regrets (R)				
	OS	TC	VC	A	R
Tamblyn, David: <i>Director of Education</i>					
Petrack, Nancy: <i>Superintendent of Education</i>					
Tsubouchi, Cathy: <i>Superintendent of Business</i>					
Williams, Dianne: <i>Manager of Accounting Services</i>					
Chiupka, Wayne: <i>Manager of Plant Services/Transportation</i>					
Morden-Cormier, Nicole: <i>School Effectiveness Leader</i>					
Willcocks, Barb: <i>Student Success Leader</i>					
Paris, Marc: <i>Coordinator of Maintenance</i>					
Draper, Barb: <i>Coordinator of Human Resources Services</i>					
Ross, Brad: <i>Coordinator of Systems and Information Technology</i>					
Joannette, Rose-Marie: <i>Administrative Assistant / Communications</i>					

PART I: Committee of the Whole Board

Section (A) In-Camera: – (closed to public) 6:30 p.m.

2.0 Committee of the Whole Board (In-Camera Closed)

(Attached)

2.1 Agenda: Committee of the Whole Board - Closed

✓ **That**, the Superior-Greenstone DSB go into a Committee of the Whole Board Section A (Closed Session) at _____ p.m. and that this portion be closed to the public.

2.2 Rise and Report from Closed Session

✓ **That**, the Superior-Greenstone DSB rise and report from the Committee of the Whole Board Section A (Closed Session) at _____ p.m. and that this portion be open to the public.

PART II: Regular Board Meeting

Section (B): – (open to public): TBA

3.0 Regular Meeting Call to Order

✓ **That**, the Superior-Greenstone DSB Regular Board Meeting on Monday, March 19, 2012 be called to order at _____ p.m.

4.0 Report of the Committee of the Whole Closed Section A**4.1 ✓ **That**, the Superior-Greenstone DSB Committee of the Whole, In-Camera Section A (Closed) Reports be adopted including the confidential minutes from the meeting held as**

1. Regular Board Meeting 2012-03 – February 21, 2012 and,

✓ **That**, the Superior-Greenstone DSB adopt the following recommendations as related to the confidential reports, specifically that:

1. The Board..., and (List of motions or group of motions coming from closed session)
2. The Board

5.0 Approval of Agenda

✓ **That**, the agenda for the Superior-Greenstone DSB 2012/04 Regular Board Meeting, Monday, March 19, 2012 be accepted and approved.

6.0 Disclosures of Interest re: Open Session**7.0 Minutes: Board Meetings and Board Committee Meetings**

✓ **That**, the minutes of the following Board meeting be adopted:

1. Regular Board Meeting 2012-03 – February 21, 2012,

(Attached)

And that, the Board acknowledges receipt of the following sets of minutes:

2. Native Education Advisory Committee – February 14, 2012 (Attached)
3. Occupational Health and Safety – December 7, 2011 (Attached)
4. Board Policy Review Committee Meeting – February 27, 2012 (Attached)

8.0 Board Committee Reports: (Statutory / Standing / Ad Hoc)

- Board Audit Committee (D. Keenan/ C. Tsubouchi)
- Board Policy Review Committee (C. Brown/ D. Tamblyn)
- Native Education Advisory Committee (C. Fisher / B. Willcocks)
- Occupational Health and Safety Committee (F. Simonaitis/ W. Chiupka)
- Parent Involvement Committee (M. Mannisto/ D. Tamblyn)
- Special Education Advisory Committee (C. Brown / D. Tamblyn)
- Transportation Committee (C. Brown/ W. Chiupka)

9.0 Business Arising Out of the Minutes

10.0 Delegations and/or Presentations

- 10.1 Excellence in Education:
Full Day Kindergarten Program Margaret Twomey (Heidi Patterson & Barb Eady)
- 10.2 Student Trustees' Update (Verbal – Student Trustees)
 - 10.2.1 Alannah Dart
 - 10.2.2 Allison Pelletier
 - 10.2.3 Christine Roszel

11.0 Reports of the Business / Negotiations Committee

(Business /Negotiations Chair: D. Keenan)

Superintendent of Business: C. Tsubouchi

- 11.1 Report No. 20
Trustee Budget Committee Report – March 19, 2012 (Attached – C. Tsubouchi)

✓ *That, the Trustee Expenses policy developed by the Trustee Budget Committee be referred to the Board Policy Review Committee for review.*

✓ *That, the amendments to the Trustee/Student Trustee Attendance at Conferences Policy No.208 be submitted to the Board Policy Review Committee for review.*

✓ *That, the Superior-Greenstone DSB accept the recommendation that effective September 1, 2012, the Board have one student trustee representative.*

✓ *That, the Student Trustee Policy No. 210 and associated Management Guideline be referred to the Board Policy Review Committee to reflect the change in student trustee representation.*

- 11.2 Report No. 21
Trustee Honourarium (Attachment to follow separately – C. Tsubouchi)

- 11.3 Report No. 22
Use of Capital Reserves for Roofing Projects (Attached – W. Chiupka)
✓ That, the Superior-Greenstone DSB having received Report No 22: Use of Capital Reserves for Roofing Projects, directs Board Administration to apply to the Ministry of Education for permission to use Capital Reserves for the roofing projects at Geraldton Composite High School, Nipigon-Red Rock District High School, and the Marathon High School.

- 11.4 Report No. 23
Disbursements February 2012 (Attached – D. Williams)

12.0 Reports of the Director of Education

Director of Education: David Tamblyn

- 12.1 Report No. 24
Grade 7-12 Advisory Committee (Attached – D. Tamblyn)
✓ That, the Superior-Greenstone District School Board approve the formation of an Advisory Committee for each of the two high schools being considered for a Grade 7-12 Model.

- 12.2 Report No. 25
Strategic Planning – Creating a Vision for the Future (Attached – D. Tamblyn)

- 12.3 Report No. 26
Director's Monthly Report- March 2012 (Attached - D. Tamblyn)

13.0 Reports of the Education Committee

(Education Chair: Angel Santerre)

Superintendent of Education: Nancy Petrick

- 13.1 Report No. 27
Elementary Enrolment and Staffing Implications for September 2012 (Attached – N. Petrick)

- 13.2 Report No. 28
Informational Update on Aboriginal Educational Opportunities (2011-2012) (Attached – B. Willcocks)

14.0 Reports from Human Resources

Board Chair: Pinky McRae

- 14.1 Report No. 29
Personnel – March 19, 2012 (Attached – B. Draper)

15.0 New Business

- 15.1 Board Chair
15.2 Trustees' Reports: Constituent Concerns
15.3 Future Board Meeting Agenda Items
15.4 Miscellaneous

16.0 Notice of Motion

17.0 Trustee Associations and Other Boards**17.1 OPSBA****18.0 Observer Comments***(Members of the public limited to 2-minute address)**PART III: Committee of the Whole Board**Section (C) In-Camera: – (closed to public) TBA.**THE BOARD MAY USE THIS SECTION FOR A SECOND COMMITTEE OF THE WHOLE-IN-CAMERA (CLOSED) SESSION AS MAY BE REQUIRED***19.0 Committee of the Whole Board** *(In-Camera Closed)***19.1 Agenda: Committee of the Whole Board - Closed**

✓ **That**, the Superior-Greenstone DSB go into a
Committee of the Whole Board Section C (Closed Session)
at _____ p.m. and that this portion be closed to the public.

19.2 Rise and Report from Closed Session

✓ **That**, the Superior-Greenstone DSB rise and report
from the Committee of the Whole Board Section C
(Closed Session) at _____ p.m. and that this portion
be open to the public.

20.0 Report of the Committee of the Whole Closed Section C

✓ **That**, the Superior-Greenstone DSB Committee of the Whole,
In-Camera Section C (Closed) Reports be adopted.

✓ **That**, the Superior-Greenstone DSB adopt the following
recommendations as related to the confidential reports,
specifically that:

1. The Board..., and *(List of motions or group of motions)*
2. The Board... *coming from closed session)*

21.0 Adjournment

✓ **That**, the Superior-Greenstone DSB 2012/04
Regular Board Meeting, Monday, March 19, 2012
adjourn at _____, p.m.

2012 Board Meeting Schedule*6:30 p.m.: All Meetings Convened at Superior-Greenstone DSB Meeting Room, Marathon, ON*

Monday , April 16	Monday, September 17
Tuesday, May 22	Monday, October 22
Monday, June 18	Monday, November 19
Monday, July 16	Friday, December 7
Monday, August 20	

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD**Mission Statement**

*In partnership with the students, the home and the community,
Superior-Greenstone District School Board will address individual students' needs by providing:
a diverse education that prepares for and honours their chosen path for success,
avenues that foster a love of learning, and
the means to honour varied learning styles.*

**Videoconference Site Locations**

Superior-Greenstone District School Board ... (SGDSB) 12 Hemlo Drive, Marathon, ON
 Manitouwadge High School (MNHS) 200 Manitou Road W., Manitouwadge, ON
 Marathon High School (MRHS) 14 Hemlo Drive, Marathon, ON
 Lake Superior High School (LSHS) Hudson Drive, Terrace Bay, ON
 Nipigon-Red Rock District High School (NRHS) 20 Frost Street, Red Rock, ON
 Geraldton Composite High School (GCHS) 500 Second Street West, Geraldton, ON

Regular Board Meeting 2012/03

Committee of Whole Board In-Camera
(Closed to Public) 3:30 p.m.

Regular Board Meeting: (Open to Public)
Follows conclusion of In-Camera

MINUTES

Tuesday, February 21, 2012

Designated Site: Superior-Greenstone DSB Meeting Room 12, Hemlo Drive, Marathon, ON

Board Chair: Pauline (Pinky) McRae

Director: David Tamblyn

VC Sites at: GCHS / LSHS / MNHS / NRHS

Teleconference Moderator: RM. Joannette

PART I: Committee of Whole Board

Section (A) In-Camera: : – (closed to public): 6:47 p.m.

PART II: Regular Board Meeting

Section (B) : – (open to public) 6:58 p.m.

Attendance

<u>Trustees</u>	Attendance: On-site (OS); Teleconference (TC); Videoconference (VC); Absent (A); Regrets (R)										
	OS	TC	VC	A	R		OS	TC	VC	A	R
Bartlett, Bette					X	Mannisto, Mark			X		
Brown, Cindy	X					McRae, Pauline (Pinky)	X				
Dart, Alannah (Student)	X					Pelletier, Allison (Student)			X		
Fisher, Cindy		X				Rozsel, Christine (Student)			X		
Fisher, Matthew		X				Santerre, Angel					X
Keenan, Darlene					X	Simonaitis, Fred					X

<u>Board Administrators</u>	Attendance Mode: On-site (OS); Teleconference (TC); Videoconference (VC); Absent (A); Regrets (R)					
	OS	TC	VC	A	R	
Tamblyn, David: Director of Education	X					
Petrack, Nancy: Superintendent of Education	X					
Tsubouchi, Cathy: Superintendent of Business	X					
Williams, Dianne: Manager of Accounting Services	X					
Chiupka, Wayne: Manager of Plant Services/Transportation	X					
Morden-Cormier, Nicole: School Effectiveness Leader		X				
Willcocks, Barb: Student Success Leader		X				
Paris, Marc: Coordinator of Maintenance						X
Draper, Barb: Coordinator of Human Resources Services	X					
Ross, Brad: Coordinator of Systems and Information Technology						X
Joannette, Rose-Marie: Administrative Assistant / Communications	X					

1.0 Roll Call

The meeting was delayed by 15 minutes until quorum was attained. Board Chair P. McRae conducted roll call at 6:46 p.m. and members were present as noted above.

PART I: *Committee of the Whole Board*

Section (A) In-Camera: – (closed to public) 6:47 p.m.

2.0 Committee of the Whole Board *(In-Camera Closed)*

(Attached)

2.1 Agenda: Committee of the Whole Board - Closed
26/12

Moved by: Trustee C. Brown

Second: Trustee C. Fisher

✓ ***That***, the Superior-Greenstone DSB go into a Committee of the Whole Board Section A (Closed Session) at 6:47 p.m. and that this portion be closed to the public

2.2 Rise and Report from Closed Session
27/12

Moved by: Trustee C. Brown

Second: Trustee M. Mannisto

✓ ***That***, the Superior-Greenstone DSB rise and report from the Committee of the Whole Board Section A (Closed Session) at 6:58 p.m. and that this portion be open to the public.

PART II: *Regular Board Meeting*

Section (B): – (open to public): 6:58 p.m.

3.0 Regular Meeting Call to Order
28/12

Moved by: Trustee C. Brown

Second: Trustee M. Fisher

✓ ***That***, the Superior-Greenstone DSB Regular Board Meeting on Monday, January 23, 2012 be called to order at 7:01 p.m.\

4.0 Report of the Committee of the Whole Closed Section A

4.1 29/12

Moved by: Trustee C. Brown

Second: Trustee M. Fisher

✓ ***That***, the Superior-Greenstone DSB Committee of the Whole, In-Camera Section A (Closed) Reports be adopted including the confidential minutes' record from meetings held on:

1. Regular Board Meeting 2012-02 – January 23, 2012

30/12

Moved by: Trustee C. Brown

Second: Trustee M. Mannisto

✓ ***That***, , pursuant to O. Reg 444/98, the former old Marathon Public School property at 54 Stevens Ave., Marathon, Ontario, be sold to the Town of Marathon for the sum of two hundred and ninety six thousand dollars (\$296,000).

5.0 Approval of Agenda
31/12

Moved by: Trustee C. Brown

Second: Trustee M. Mannisto

✓ ***That***, the agenda for the Superior-Greenstone DSB 2012/03 Regular Board Meeting, Tuesday, February 21, 2012 be accepted and approved as amended to add the following Agenda Items:

- 9.1 Board Bylaw Review,
- 10.2.4 OSTA Report
- 15.1.1 Correspondence

6.0 Disclosures of Interest re: Open Session

There were no disclosures offered at this time.

7.0 Minutes: Board Meetings and Board Committee Meetings

32/12

Moved by: Trustee M. Fisher

Second: Trustee C. Brown

✓ **That**, the minutes of the following Board meeting be adopted:

1. Regular Board Meeting 2012-02 – January 23, 2012,

And that, the Board acknowledges receipt of the following sets of minutes:

2. SEAC – February 2, 2012, and
3. Parent Involvement Committee - January 31, 2012, and
4. Board Policy Review Committee Meeting – January 30, 2012

33/12

Moved by: Trustee C. Brown

Second: Trustee Mannisto

✓ **That**, the Board accepts the recommendations outlined in the BPRC minutes of January 30, 2012 and approves as reviewed:

- P-203 Senior Administration
- P-207 Lines of Communication Regarding Complaints
- P 306 Corporate Credit Cards
- P 601 Unused Textbooks
- P 603 New Course Approvals
- P 605 Special Education
- P 701 Employee Absence
- P 711 Release of Employee Information
- P-703 Non-Instructional Employee Training
- P-707 Employee Code of Conduct
- P-709 Emergency Service Volunteers
- P-712 Recognition of Employees
- MG-712 Recognition of Employees
- P 702 Recognition of Employees Who Retire (Deleted)
- P-713 Legal Representation

to be posted to the Board website with an implementation date of February 22, 2012 and these shall supersede any previous policies and management guidelines.

8.0 Board Committee Reports: (Statutory / Standing / Ad Hoc)

- Board Audit Committee
 - No Report
- Board Policy Review Committee
 - Next meeting is on February 27, 2012
- Native Education Advisory Committee
 - Barb Willcocks reported that the last meeting on February 14 was well attended. Policy 527 Aboriginal Student Self-Identification underwent review. Director Tamblyn reported briefly on discussion that took place about NEAC representation for non-tuition agreement bands. It was noted that non-tuition Aboriginal student's representative would be the elected trustee of the ward in which a student resides, although the Board's First Nation trustee, Cindy Fisher who is also NEAC Chair strives to serve the interest of all Aboriginal students. The next meeting is on March 19.
- Occupational Health and Safety Committee
 - No Report
- Parent Involvement Committee
 - Trustee Mannisto reported the last meeting was on January 31. Birgit McArthur continues as acting chair. PIC is working on its parent engagement project proposals. The next meeting is on March 20.

- Special Education Advisory Committee
 - The next meeting is on March 27.
- Transportation Committee
 - No Report

9.0 Business Arising Out of the Minutes

9.1 January 23, 2012 Minutes-Item 15.3: Board Bylaw Review

Trustee C. Brown requested that a limited review of some aspects of the Board Bylaws. A committee of the board will be organized to address this issue. The composition of the committee and scope of work will be determined at the April board meeting.

10.0 Delegations and/or Presentations

10.1 Excellence in Education: Marathon High School-Dual Credit Program

Marathon High School Principal Brenda Wiskin provided a comprehensive presentation. Using PowerPoint, she elaborated on the history of the dual credit technology course at the high school, which now includes a welding program. Program space can accommodate up to 22 students with the current enrolment being 20 and 98% male. The program is highly successful with previous non-attendees coming to class. This positive experience appears to be motivating these students in other areas of the curriculum, which has resulted in increased achievement and credit accumulation. The college credit component is done in partnership with Confederation College. Barrick Gold as a local employer has also been instrumental in the provision of the program assisting with welding expertise as well as providing cooperative education opportunities for students.

10.2 Student Trustees' Update

(Verbal – Student Trustees)

10.2.1 Alannah Dart

She provided an update on school and sporting events. There is a school drama production slated for the springtime. She as well as the other two student trustees facilitated a student senate meeting with all schools represented. A significant portion of this meeting focused on the development of the Board Strategic Plan.

10.2.2 Allison Pelletier

A school and sporting update was provided. School spirit is high, the graduation committee is starting to plan for this event and she too noted the excellent involvement of both elementary and secondary students involved in the student senate meetings held earlier in February.

10.2.3 Christine Roszel

School and sporting events were highlighted. Parent council has been active with the students helping to raise money for the purchase of a new school mascot costume. Pink T-Shirt day is planned on April 11, 2012 to maintain awareness about anti-bullying movement. She elaborated on some of the discussions had during the student senate meeting including the formation of a Gay/Straight Alliance program to be handled as a board-wide event rather than school-centered.

At the conclusion of the student's reports, Director Tamblyn extended his thanks to them and all those taking part in the student senate meeting as he noted the discussion was very fruitful and there had been a lot of valuable feedback given by students about the Board Strategic Plan.

10.2.4 Report: Ontario Student Trustee Association Meeting

Student Trustee A. Pelletier began the report advising that all three students attended the event, which was held in Ottawa on February 9-11, 2012. Bullying, aboriginal

education and media relations were among some of the topics covered. In addition, there was a discussion about the student trustees' right to board committee membership. At this time, the students expressed a desire to join some of the board committees.

A. Pelletier and A. Dart requested an opportunity to serve on the board's Special Education Advisory Committee

A. Pelletier and C. Roszel also wish to serve on the Board Policy Review Committee.

A. Dart would like to attend the Parent Involvement Meetings of the Board.

Board Chair P. McRae welcomed all the students into these board committees and advised they would be included in the distribution of all materials related to the these board committees.

11.0 Reports of the Business / Negotiations Committee

(Business /Negotiations Chair: D. Keenan)

Superintendent of Business: C. Tsubouchi

11.1 Bylaw 127 – Debenture

(Attached - C. Tsubouchi)

Cathy Tsubouchi reported this as a bylaw that provides for the Ministry of Education funding for the Good Places to Learn initiative and it also covers the \$5.9 million cost for the B.A. Parker Public School renovations into the Geraldton Composite High School building facility.

34/12

Moved by: Trustee M. Mannisto

Second: Trustee M. Fisher

✓ That, the Superior-Greenstone DSB approve Bylaw No. 127: a Bylaw to Authorize a Loan from the Ontario Financing Authority.

11.2 Report No. 15: 2011-2012 First Interim Report

C. Tsubouchi noted that the report is meant to provide management and the board of trustees with a clear understanding of the status of the current year's budget versus actual expenditures to date, and an outlook for the remainder of the year. This is the first of three reports to be submitted for 2011-2012.

11.3 Report No. 16: Disbursements January 2012

Dianne Williams, Manager of Accounting Services provided a summary of this report.

12.0 Reports of the Director of Education

Director of Education: David Tamblyn

12.1 Report No. 17: 2012-2013 Ontario School Year Calendar

35/12

Moved by: Trustee M. Mannisto

Second: Trustee C. Brown

✓ That, the Superior-Greenstone DSB having received Report No. 17: 2012-2013 School Year Calendar accepts the proposed Calendar Model-Option One, and that, Administration be directed to forward this model (Option One) to the Ministry of Education as a modified calendar for its approval by March 1, 2012.

12.2 Report No. 18: Director's Monthly Report- February 2012

Director David Tamblyn provided a brief overview of his report indicating that it was a consolidation of events, updates and good news items happening around the system since the update given in January.

He also mentioned that this past week, the Drummond Report was published. It is a report commissioned by the Ontario government. It attempts to look at cost-efficiencies in the province in light of the growing deficit. He will e-mail the report to trustees. In it are 26 recommendations being suggested to bring the Ontario budget under control. There has been some concern raised regarding Drummond's recommendation to dismantle the full-day kindergarten initiative. D. Tamblyn believes it is unlikely the government would follow-through noting that extensive work has been done to implement the program in the province. He suggests that rather than dismantle, the government could look at extending the programs implementation period. Another area of education that the Drummond Report addresses is the incorporation of grade 7 and 8 into high school models. He noted that this is something that has already undergone a preliminary investigation in this board.

13.0 Reports of the Education Committee

(Education Chair: Angel Santerre)

Superintendent of Education: Nancy Petrick

No Reports

14.0 Reports from Human Resources

Board Chair: Pinky McRae

14.1 Report No. 19

Personnel – February 21, 2012

(Attached – B. Draper)

This report was presented for information with specific inquiries regarding staff addressed during the in-camera, closed section.

15.0 New Business

15.1 Board Chair

P. McRae briefly updated the board about the OPSBA Public Education Symposium. She continues to attend as a member of the Marathon Adjustment Committee. She reported that she is in receipt of two letters as follows:

15.1.1 Ontario School Bus Association

15.1.2 Minister of Education L. Broten

The letters concern the conduct of the Transportation Procurement process and its moratorium. She read out each item. The letters will be forwarded to all trustees for their files.

15.2 Trustees' Reports: Constituent Concerns

Nil

15.3 Future Board Meeting Agenda Items

Trustee C. Brown requested discussion on and formation of a Board Bylaw Committee

16.0 Notice of Motion

Nil

17.0 Trustee Associations and Other Boards

17.1 OPSBA- Meeting Reminders

17.1.1 Labour Relations Symposium: March 29-31, 2012 (Toronto)

Trustee C. Fisher and C. Brown expressed a desire to attend and will confirm with office as soon as possible.

17.1.2 Annual General Meeting: June 7-9, 2012 (Thunder Bay)

17.1.3. Northern Regional Meeting: October 19-20, 2012 (Sault Ste. Marie)

18.0 Observer Comments

(Members of the public limited to 2-minute address)

Nil

21.0 Adjournment

36/12

Trustee M. Mannisto

Second: Trustee C. Brown

✓ **That**, the Superior-Greenstone DSB 2012/03 Regular Board Meeting, Tuesday, February 21, 2012 adjourn at 8:20 p.m.

<u>2012 Board Meeting Schedule</u>	
<i>6:30 p.m.: All Meetings Convened at Superior-Greenstone DSB Meeting Room, Marathon, ON</i>	
Monday, March 19	Monday, August 20
Monday, April 16	Monday, September 17
Tuesday, May 22	Monday, October 22
Monday, June 18	Monday, November 19
Monday, July 16	Friday, December 7

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD**Mission Statement**

*In partnership with the students, the home and the community,
Superior-Greenstone District School Board will address
individual students' needs by providing:*

- ❖ *a diverse education that prepares for and honours their chosen path for success,*
- ❖ *avenues that foster a love of learning, and*
- ❖ *the means to honour varied learning styles.*

Native Education Advisory Committee

February 14, 2012 — 11:00 a.m. to 1:00 p.m.

MINUTES

Designated Site: George O'Neil Public School, 124 Bell Street, Nipigon, ON

Chair: Cindy Fisher

Director : David Tamblyn

1.0 Roll Call

<i>Attendance Mode: On-site (OS); Teleconference (TC); Videoconference (VC); Absent (A); Regrets (R)</i>											
First Nation Members	O S	T C	V C	A	R	First Nation Members	O S	T C	V C	A	R
<i>(Aroland)</i> Sonny Gagnon (Chief)				X		<i>(Rocky Bay)</i> Malvina Echum				X	
<i>(Ginoogaming)</i> Cecilia Echum (Chief)				X		<i>(Rocky Bay)</i> James Mishquart				X	
<i>(Ginoogaming/Long Lake #58)</i> Claire O'Nabigon				X		<i>(White Sands)</i> Allen Gustafson, (Chief)				X	
<i>(Lake Nipigon)</i> Yvette Metansinine, (Chief)	X					<i>(Pic Mobert)</i> Marlene Sabourin				X	
<i>(Lake Nipigon)</i> Judy Manning	X					<i>(Red Rock Band)</i> Arlene Wawia, (Chief)				X	
<i>(Lake Nipigon)</i> Priscilla Graham				X		<i>(Red Rock Band)</i> Judy Wawia	X				
<i>(Long Lake # 58)</i> Veronica Waboose, (Chief)				X		Trustees					
<i>(Pays Plat)</i> Valerie Auger	X					Bette Bartlett					X
<i>(Pays Plat)</i> Xavier Thompson, (Chief)				X		Cindy Brown					
<i>(Pic Heron Bay)</i> Roy Michano, (Chief)				X		Cindy Fisher	X				
<i>(Pic Heron Bay)</i> Cindy Fisher,	X					Fred Simonaitis <i>(Alternate)</i>	X				
<i>(Pic Mobert)</i> Johanna Desmoulin, (Chief)				X		Pinky McRae <i>(Ex Officio)</i>					X
<i>(Pic Mobert)</i> Chris Bananish, Sr.				X		Board Administration					
<i>(Pic Mobert)</i> Marlene Sabourin				X		Dave Tamblyn	X				
<i>(Rocky Bay)</i> Bart Hardy, (Chief)				X		Nancy Petrick	X				
<i>(Rocky Bay)</i> Velda Lesperance	X					Barb Willcocks	X				

1.0 Blessing and Welcome

NEAC Chair, Cindy Fisher had all participants introduce themselves and then gave a blessing. Regrets from Trustee B. Bartlett and Presenter Milton Wawia were noted.

2.0 Approval of Minutes & Agenda

Moved by: J. Wawia

Second by: Y. Metansinine

Resolved that, the minutes of the NEAC Meeting, December 12, 2011 be accepted.

Moved by: V. Lesperance

Second by: F. Simonaitis

Resolved that, the agenda for the NEAC Meeting, February 14, 2012 be accepted.

3.0 Business Arising from Minutes

C. Fisher responded to Yvette Metansinine's inquiry about responsibility of the Chair of NEAC having regular meetings within the NEAC member communities. As well, in regard to inquiry about budget for travel to these communities, Director David Tamblyn said the proposal could be reviewed by the board with a mind toward addressing this in the budget. C. Fisher also asked if the Board would reimburse Pic River First Nation for the time she spends away from her regular position in order to visit the communities?

4.0 Discussion Topics

4.1 Regular Board Meeting: January 23, 2012

4.1.1 It was noted that the formal appointment of the NEAC Chair was processed at the January 23, 2012 Regular Board Meeting. Accordingly, Cindy Fisher assumed her role as Chair with Director D. Tamblyn stepping back as temporary chair as held for December 12, 2011 meeting.

4.1.2 Change to Trustee Appointment for 2012 NEAC

It was noted that at the Regular Board Meeting on January 23, 2012 a revision to NEAC Trustee membership was agreed to with Trustee Bette Bartlett assuming the appointment from Trustee Fred Simonaitis who agreed to move into the alternate position for this committee.

4.2 First Nation Representation and Board Committee

Y. Metansinine in posing general inquiries on this subject received the following responses from NEAC Chair, C. Fisher.

- As First Nation Trustee on Board, C. Fisher has a term of four years or the full term of duly elected school board trustees
- She explained she was first appointed by the Chief's Council
- In next election she was reassigned
- In last election she sent out letter of support to Chief's and was again supported by the community
- She is the representative for all tuition agreement students attending Superior-Greenstone DSB schools

Y. Metansinine asked if there were Terms of Reference for C. Fisher's position on the SGDSB board. She stated that there appeared to be a gap of representation between board and representation for their (Aboriginal) communities and asked what First Nation Trustees does for the Aboriginal communities to which C. Fisher responded that she addressed all concerns from the constituent group. She also suggested that Trustee job description/roles and responsibilities apply. In addition, C. Fisher advised that the barrier of costs for NEAC members to travel to NEAC meetings has been addressed in board policy with reimbursement being provided as at March 2010.

A discussion and concerns were raised about the issue of communications and liaison between Aboriginal communities, Superior-Greenstone DSB and Chiefs and Councils in the area. C. Fisher asked that Y. Metansinine inform her about the date for the next Northern Superior Chief's meeting where she could attend and make a presentation for information and clarification.

As concerns NEAC itself, Director D. Tamblyn clarified that members of the committee are representatives of their communities and who can both bring information to the committee and bring meeting information back into their communities. Superior-Greenstone DSB Trustee Fred Simonaitis offered the following, which is that, the mandate of the committee is to work together to bring ideas to the board; to move forward for programming within our board; provide guidance to the board and finally, to provide an opportunity for dialogue about problems be these current or in future.

In discussions about publication of NEAC meeting notes and information it was suggested that with NEAC minutes available on the board website, community access is available to all parties and the same can be downloaded from the board website and published via whatever channels an Aboriginal community wished, be it a newsletter, website, council meetings etc.

4.3 Confirmation of Aboriginal Proposals 2011-2012

Student Success Leader Barb Willcocks who is also the Superior-Greenstone DSB Aboriginal Lead advised that there is an Aboriginal Leads meeting held three times per year. Four funding proposals were submitted in July 2011.

- Professional Development, Circle of Light Conference: receipt of \$15,000
 - Two teachers/ three administrators attended Toronto conference
 - The board's summer Outdoor Cooperative Education project was showcased with Teacher Matthew Lawrence making the presentation.
 - Remaining funds are to be used for attendance at a Native Studies/Languages conference set for later this spring
- Project Build approved for \$20,000
 - Application was for \$50,000 for summer project
 - Will need to seek further funding
- Textbooks approved for \$10,800:
 - 20 texts for each of five high schools to be used for Native Studies NAC,
 - 20 texts each high school for grade 10 Academic History Class
 - 40 texts for grade 11 Native Beliefs, Values and Aspirations
- Aboriginal Voluntary Self-ID submission for \$20,000 has not been approved at this time.

4.4 Native Studies Courses

B. Willcocks explained that these are not mandatory. Extra funding is provided to schools that have 12 Non-Tuition students taking a Native Studies/Languages course. Tuition students are encouraged to register for these courses as well. At one time the Ministry indicated there would be compulsory Native Studies classes for all students but at present this is not policy. Aboriginal Voices, a grade 11 English class, was offered this year in Manitouwadge and resources were purchased to support this course. A locally developed program for Civics for Aboriginal students has been created. Some schools/boards have made it compulsory for all students to take Native studies courses.

Questions were posed as to how do we make it mandatory across Superior-Greenstone? It was suggested that Chief and Councils write letters requesting consideration to have Aboriginal courses mandatory.

4.5 Review of Self ID Policies

4.5.1 SGDSB: Policy 527-Voluntary Aboriginal Student Self- Identification

(Attached)

B. Willcocks noted that self-identification information remains in our data bank. The MOET does not receive this information directly. Board policy does not allow us to upload all the data. The percentage of Aboriginal students in our Board is reported as being very low and is not indicative of the reality. We need to communicate the self-identification policy with our families. The Grant for Student Needs Funds for self-identification is not connected to the data that would be uploaded from the schools but rather to the 2006 census data.

Y. Metansinine explained why it is important to get baseline data to support programming. She wants to review this policy with her council and asked for information package to be prepared. Director D. Tamblyn suggested that we revise the pamphlet that was originally made in 2006 and send to NEAC members to share with their Councils. C. Fisher suggested that we review the history of the self-identification policy, while Y. Metansinine wants to stress the importance of our parents understanding what the self-identification is meant to address and that is not just a "money grab" for the schools. She is prepared to review the policy with our board as self-ID is a priority for the Ministry, although she did note that a lot of the pieces were in the draft policy that other Boards had in their policy.

- 4.5.2 Other Board's Self ID Policy
- Rainy River DSB Self ID Policy
 - Keewatin-Patricia DSB Self ID Policy
 - Keewatin-Patricia DSB Self-ID Pamphlet

These items were shared.

4.6 Continuing Education Program

4.6.1 Superior-Greenstone DSB Teacher (Nipigon Region)

Teacher Matthew Lawrence described the Continuing Education program for Ontario Secondary School Diploma and explained how the Prior Learning Assessment Recognition process works. It was noted that a Report to the Board was provided earlier this year. See attached Report No. 72: August 22, 2011 (Attached)

Within the program, the following supports exist:

- Retention Support Worker Coordinator, Milton Wawia
- Confederation College Teacher

Six students are registered at this time.

4.7 Board Strategic Plan

Director D. Tamblyn shared the background of the strategic plan, and the challenges with declining enrolment especially in providing programming at the secondary level. As student populations declines so to does the funding. However, there are still many good things happening in our board and we want the strategic plan to support these. One of the areas he wishes to explore closely is how can we make Aboriginal students feel more a part of our school community, and address the issue of instilling a sense of belonging. He asked groups to put their thoughts on paper on how to make schools more welcoming

4.8 Next Meeting Date

Next Meeting Date March 19,2012 GOPS

5.0 Open Forum / Q & A

5.1 Rhonda LeClair

Barb Willcocks will contact with Ms. LeClair to arrange for her attendance at an upcoming NEAC meeting to share her research.

6.0 Future Meeting Agenda Items

The committee requested the following information for the next NEAC Meeting:

- Terms of Reference
- Mandate of committee
- Roles and responsibility of Trustee (representative)
- Aboriginal Representative – on board committees—policy information, guidelines etc.
- Roles and responsibilities for each trustee on these other committees
- How is information from other committees disseminated to the public
- Process to mandate First Nation courses within the high school and/or elementary school.

7.0 Adjournment

The meeting adjourned at 2:20 p.m.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

<i>Section</i>	SCHOOLS AND STUDENTS	
<i>Policy Name</i>	VOLUNTARY ABORIGINAL STUDENT SELF-IDENTIFICATION	527
<i>Board Approved:</i>	<u>April 25, 2006</u>	<i>Reviewed:</i> September 26, 2011
		<i>Review By:</i> December 2012 (Annual Review)

POLICY

It is the policy of the Superior-Greenstone District School Board to provide the opportunity for all Aboriginal students and their parents **and guardians** to voluntarily self-identify **as being of Aboriginal ancestry (First Nations, Metis, or Inuit)**. programming.

Personal information will be kept confidential.

RATIONALE

The Superior-Greenstone District School Board believes the learning aspirations and potentials of Aboriginal students can be realized through a responsive, transparent and accountable policy that focuses on improved programs and services and builds on strong partnerships with Aboriginal parents **and guardians** and their communities. **It is essential to understand our student population and have accurate student achievement data within Superior-Greenstone District School Board to improve success for all students. In accordance with the Ministry of Education's Aboriginal Policy Framework, accurate student achievement data needs to be collected to assess progress towards the goals of improving Aboriginal student achievement and closing the gap in academic achievement between Aboriginal and non-Aboriginal students. Continued data collection and analysis will provide information for improvement planning and decision-making surrounding student success.**

PROCEDURES

1.0 Implementation

- 1.1 **Voluntary** self-identification will be collected **annually** on Student **Verification** Forms for all **elementary and secondary** students enrolled with the Superior-Greenstone District School Board as of the 2005-2006 school year.
- 1.2 **Voluntary** self-identification will be collected on the Superior-Greenstone District School Board **Registration** Form for all new **elementary and secondary** students enrolled with the Board **as of** the 2006-2007 school year.

2.0 Guidelines

Programmes will be evaluated regularly based on their:

- Transparency
- Inclusion
- Innovation
- Learner-centeredness
- Equitability

- Responsiveness
- Collaboration
- Respect for individual privacy and dignity
- Results
- Acknowledgement and reflection of cultural diversity
- Contribution to the knowledge base through research
- Superior-Greenstone District School Board Policy No. 527

3.0 Accountability

- Provide high quality learning opportunities that are responsive, flexible and accessible to Aboriginal students
- Increase the retention rate of **all** students
- Increase the graduation rates of **all** students
- Ensure that **all** students are well prepared for participation in post-secondary studies and the world of work
- Promote effective, respectful working relationships and partnerships with Aboriginal parents and the general Aboriginal community.

4.0 Data collection, Storage, Access and Usage or Security Protocol

All data will be securely stored to respect privacy and used only as a means to enhance Aboriginal education programmes within the Superior-Greenstone District School Board.

- 4.1 Data will be treated in the same manner as Ontario Student Records and protected and governed by the Freedom of Information Act.
- 4.2 Individual data will not be communicated. The information gathered will be used in the aggregate only and for the purpose of developing and implementing supportive programmes.
- 4.3 The information gathered will be shared with educational organizations (e.g. Ministry of Education, EQAO for the purpose of developing supportive programs.

5.0 Timeline

The data collected as a result of this policy will be evaluated on an annual basis and the results reported to the Superior-Greenstone District School Board First Nation Advisory Committee. The policy will be reviewed annually for its effectiveness and need for continuation.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Report No: 72

Date: August 22, 2011

TO: Chair and Members of the
Superior-Greenstone District School Board

FROM: Barbara Willcocks Student Success Lead
Nancy Petrick Principal Nipigon Red Rock District High School

SUBJECT: Proposal for a Partnership with Confederation College to Provide Adult Education
Services for our First Nation Communities in the Nipigon and Greenstone Area

Background

Confederation College has entered into a partnership with Ontario Power Generation (OPG) and the Canadian Union of Skilled Workers (CUSW) to support Waaskiinaysay Ziibi Inc. (WZI). WZI is a development corporation wholly owned by First Nation Bands (Animibiigoo Zaagi'igan (AZA), Biinjitiwaabik Zaaging Anishinaabek (BZA), Red Rock Indian Band (RRIB), Whitesand First Nation (WFN) and Bingwi Neyaashi Anishinaabek (BNA) collectively known as the *Lake Nipigon First Nations - LNFN* in the Superior-Greenstone region.

Confederation College has a *Collaboration Agreement* with WZI to co-operatively plan, develop, promote and deliver all required assessments and academic upgrading that will lead to the completion of the OSSD for adults in our local communities or an equivalency. Confederation College has identified through academic screening approximately 10-30 individuals who have the necessary literacy and numeracy skills to complete these requirements for graduation. These individuals are our past, present and future parents of the students who attend our schools. The rationale behind Confederation College offering this program is that it will provide the Jackfish Project with a skilled labour force when it eventually comes on line. Currently we have a board wide partnership with the College in the area of dual credits for our secondary students and adult certification in area of construction.

Goal

This joint venture will provide a pathway for the adults in our local communities to acquire the necessary skills and academic upgrading that will lead to the successful completion of their OSSD. The spin-off effect will be significant. Not only will more of our community members have secondary school qualifications, but the confidence and self-esteem gained from this success will have a direct impact upon their children, our students. Furthermore, these adults (i.e. our parents) would now have the opportunity to attend college programming to achieve specialization in areas that are required for gainful employment in the Jackfish project and in other employable areas.

Description

Through the Continuing Education program, one teacher would be hired with the potential of an additional teacher if enrolment warrants this. This individual would be based out of NRHS and would travel to the above mentioned communities. One unique feature of this partnership is the support our families would receive through the Retention Worker. This individual would provide personal, academic and career support as they move through the program and would help them access community resources if needed.

Financial

Continuing Education: The Continuing Education program will be accessed for the payment of one teacher who delivers the instruction directly to the individuals involved in the program. Depending on the number of students who register for the program an additional teacher may be added.

Confederation College

Confederation College agrees to pay an annual amount of \$120,000 to the SGDSB for the following services:

- 1) Teaching and mentoring of students toward achieving their OSSD.
- 2) Providing PLAR services to students when required.
- 3) Educational services will be provided to 4 out of the 5 communities belonging to WZI (Whitesand being the exception) on weekly bases. One day per week will be scheduled at NRHS for student support through virtual learning.
- 4) Travel expenses and financial compensation for travel time for the teacher will be determined. Instructional supplies including a computer will be provided for the teacher
- 5) Clerical time (one day per week) and principal administrative time (one day per month) will be included.

At the time of writing this report the college has indicated that if there are surplus funds they may be used for our SCWI program

Superior-Greenstone DSB

SGDSB will provide office space at NRHS for the teacher and an area for small group instruction at Beardmore Public School.

Administrative Recommendation

That the Superior-Greenstone DSB direct Administration to enter into agreement with Confederation College to provide adult education services for First Nation Communities in the Nipigon and Greenstone area.

Respectfully submitted by:

Barbara Willcocks
Student Success Lead

Nancy Petrick
Principal of Nipigon Red Rock District High School

Superior Greenstone District School Board

O.H. & S. Committee Meeting Minutes
Wednesday, December 7, 2011
2:00 p.m.

☐ **Face to Face**

☒ **Electronic**

Nipigon Red Rock DHS

Videoconference & Teleconference

X <input type="checkbox"/> Anne Lockwood, Vice Principal <input type="checkbox"/> Al Luomala, Principal (alt)	X <input type="checkbox"/> Ken Blackwood, OSSTF <input type="checkbox"/> Garry Parkin, OSSTF (alt)	X <input type="checkbox"/> Andree MacGillivray, OSSTF-ESS <input type="checkbox"/> Doreen Pelletier, OSSTF-ESS (alt)
X <input type="checkbox"/> Marc Paris, Board Office X <input type="checkbox"/> Wayne Chiupka, Board Office (alt)	<input type="checkbox"/> Pink McRae, Trustee <input type="checkbox"/> Fred Simonaitis, Trustee <input type="checkbox"/> Mark Mannisto, Trustee (alt)	<input type="checkbox"/> Don Henry, SEIU <input type="checkbox"/> Chuck Madder, SEIU (alt)
<input type="checkbox"/> Angela Millar, Principal X <input type="checkbox"/> Will Goodman, Principal (alt)	X <input type="checkbox"/> Artie Cooper, ETFO-OCC <input type="checkbox"/> Jim Killingbeck, ETFO-OCC (alt)	<input type="checkbox"/> Karen McIlwain, ETFO X <input type="checkbox"/> Leslie Blackwood, ETFO (alt)

1.0 Welcome/Introduction

2.0 Call to Order

The meeting was called to order at 2:11 p.m.

3.0 Approval of Minutes

The minutes of the September 7th meeting were approved. **Motion by:** Ken Blackwood **Seconded by** Will Goodman. All in favour.

4.0 Additions to the Agenda

There was no New Business added to Agenda.

5.0 Business Arising from the Minutes

- 5.1 Quarterly newsletter: Still working on Newsletter but will be forthcoming. Marc advised the group he completed **Incident Report Form** from 2006 up to November 2011 and will send to S.G.D.S.B. - O.H. & S. Board Committee members no later than December 8th via e-mail. The report does not indicate names but states a variety of information: date of incident, category {slip/trip/fall, odour, Workplace Violence etc.} and action taken. Marc will provide **Incident Report Form** from December 2011 to present at the next board committee meeting. Marc did state at the present time there have not been many incidences involving Slips/Trips/Falls due to the fact the weather has not caused chaos (freezing rain=slippery walkways). The custodians at the schools within the board have been vigilant in sand/salting walkways.
- 5.2 GCHS/B.A. Parker Elementary: Marc advised the group the asbestos situation at these two schools have been dealt with in an efficient manner and accepted by the Ministry of Labour. To recap there was a potential employee exposure of asbestos at GCHS/B.A. Parker Elementary in the crawlspace via a floor hatch in Room 119. The hatch was sealed with concrete and a procedure is in place if there is a need to enter the crawl space. The H&S Committee in Geraldton continues to work with the Board to ensure the safety of the staff and students, as well as, compliance with orders with the Ministry of Labour. Training H&S members with Asbestos awareness has taken place at several schools. All schools containing ACM will receive the training. The risk assessment

recommended Geraldton train all staff on asbestos awareness, the board is waiting for the Principal to notify training dates. The Board contracted the services of True Grit Consulting Ltd. To perform a risk audit to assess the asbestos situation at the schools in Geraldton and prepared a report submitted to the S.G.D.S.B. Marc will forward this report the O.H.& S. Board Committee members via e-mail. The *Asbestos Management Program* is continually updated and can be found on the board website under Departments – Plant Services – Occupational Health and Safety for anyone to view.

6.0 Correspondence

Anne shared; a teacher from N.R.R.D.H.S., thought asbestos was in door frame in the school. The material from this area was tested and vermiculite was found. There is a small amount of asbestos in this but is not deemed harmful.

7.0 New Business

7.1 Ken brought forward problem with the gym floor at S.P.S. – film of powder and very slippery. Marc addressed this issue and reported: effective September 2011 the schools within S.G.D.S.B. are becoming “green” and thus using environmentally safe products. He advised humidity levels affect how the products react on the floor when applied. The manufacturers and suppliers are dealing with the slip issues and are continually improving on the quality of their effectiveness. As well, the suppliers of the products have been working hand in hand with the custodians with this powdered finish concerns. The supplier has supplied new floor finish and assisted the head custodians with removing the defective product and applying the new floor finish. The supplier focused on floor stripping, surface preparation and application. Using auto scrubber instead of the old conventional dust mop cleaning practices is becoming part of cleaning practices.

7.2 NIL.

8.0 Area Reports

8.1 **Wayne Chiupka** – Salt & sanding program working at schools. It is mandatory custodians and plant personnel wear anti-slip cleats on footwear when working outside the school to prevent Slips/Trips/Falls. Wayne also wanted to commend Marc on his hard work dealing with the asbestos situation in Geraldton, Incident Report Form, and all the other situations that crosses his desk and which he deals with in a timely manner.

8.2 **Artie Cooper** – nothing to report

8.3 **Ken Blackwood** – nothing to report

8.4 **Angela Millar (Will Goodman)** – nothing to report

8.5 **Karen McIlwain (Leslie Blackwood)** – nothing to report

8.6 **Fred Simonaitis** – not in attendance

8.7 **Andrée MacGillivray** – nothing to report

8.8 **Anne Lockwood** - nothing to report

9.0 Next Meeting/Date/Time – March 7, 2012 @ 2:00 p.m. by V.C./Teleconference

10.0 Motion to Adjourn:

Moved by: Andrée MacGillivray

Seconded by: Marc Paris at 2:30pm.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Board Policy Review Committee
Videoconference Meeting – Marathon, ON

Monday, February 27, 2012 @ 6:30

MINUTES

<u>Members</u>	Attendance Mode: On-site (OS); Teleconference (TC); Videoconference (VC); Absent (A); Regrets (R)										
	OS	TC	VC	A	R		OS	TC	VC	A	R
Brown, Cindy (Cmte Chair)	X					Pelletier, Allison (Student Trustee)		X			
Fisher, Cindy (Alternate)					X	Roszel, Christine (Student Trustee)					X
Fisher Matthew (Alternate)		X				Santerre, Angel		X			
Keenan, Darlene					X	Simonaitis, Fred					X
Mannisto, Mark					X	McRae, Pinky (Ex-Officio)		X			
<u>Administration Resource Members</u>							OS	TC	VC	A	R
David Tamblyn: Director of Education							X				
Nancy Petrick: Superintendent of Education											X
Cathy Tsubouchi: Superintendent of Business & Recorder							X				
Anne Lockwood: Vice-Principal (NRHS)								X			
B. Ross: Coordinator of Information Technology											
RM. Joannette: Recorder											X

Legend: P = Policy
MG = Management Guideline
PG = Procedural Guideline

1.0 Review and Approval of Minutes: January 30, 2012

Attached

Mover: A. Santerre

Second: M. Fisher

That, the Board Policy Review Committee minutes of January 30, 2012 be approved.

2.0 Business Arising from Minutes

Nil

3.0 Reviews: New/Existing (P's / MG's and / or PG's)

P-602.1 Students' Acceptable Use of Technology

Attached

MG-602.1 Students' Acceptable Use of Technology

Attached

P 602.2 Employees' Acceptable Use of Technology

Attached

MG-602. 2 Employees' Acceptable Use of Technology

Attached

P-712 Recognition of Employees

Attached

MG-712 Recognition of Employees

Attached

4.0 Items to Publish for Stakeholder Review

4.1 P-602.1 Students' Acceptable Use of Technology

Action: Post to website for stakeholder review February 28 through April 2012

MG-602.1 Students' Acceptable Use of Technology

Action: Post to website for stakeholder review February 28 through April 2012

P 602.2 Employees' Acceptable Use of Technology

Action: Post to website for stakeholder review February 28 through April 2012

MG-602. 2 Employees' Acceptable Use of Technology

Action: Post to website for stakeholder review February 28 through April 2012

P-712 Recognition of Employees

Action: Post to website for stakeholder review February 28 through March 25, 2012

MG-712 Recognition of Employees

Action: Post to website for stakeholder review February 28 through March 25, 2012

5.0 **Items Recommended for Board Approval on March 19, 2012 are....:**
Nil

6.0 **Work Plan for 2012 Meetings**

6.1 March, 26, 2012

P-607 Electronic Communication Systems
MG-607 Electronic Communication Systems
P-608 Computer Network Security
MG-608 Computer Network Security
P-215 Trustee Honorarium
P-403 Students Handling Dangerous Substances
P-412 Public Access Defibrillators in Board Facilities
P-523 Work Education Program Approvals

6.2 April 23, 2012

P-210 Student Trustee
MG-210- Student Trustee
P-216 Advocacy
P-304 Surplus Equipment
P-527 Voluntary Aboriginal Student Self Identification
P-609 Prior Learning Assessment Recognition
P-718 Footwear
P-904 Protection of Privacy

6.3 May 28, 2012

P-401 Consumption of Alcohol
P-411 Display of Flags
MG-411- Display of Flags
P-530 Administration of First Aid
P-706 Health and Safety
P-901 Blood Borne Pathogens (HIV / AIDs/ Hepatitis B & C)
P-903 Tributes

6.4 September 24, 2012

P-522 Scholarships and Trust Funds
MG-522 Scholarships and Trust Funds
P-528 Parental Involvement Committee
P-529 Announcements and Advertisement in Schools
P-902 Accidents

6.5 October 29, 2012

P 101 Vision Statement
P 102 Mission Statement
P 103 Goals Statement
P 106 Board Motto
P-509 Fundraising
MG-509 Fundraising

6.6 November 26, 2012

P-302 Student Transportation by Staff or Other Volunteers
P-508 Administration of Medication to Students
P-534 Boil Water Advisory
P-610 Prior Learning Assessment and Recognition for Mature Student

7.0 **Adjournment**

Mover: A. Santerre

Second: M. Fisher

That, the Board Policy Review Committee Meeting of February 27, 2012 adjourn at 6:52 p.m.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

<i>Section</i>	PROGRAM	
<i>Policy Name</i>	STUDENTS' ACCEPTABLE USE OF TECHNOLOGY Management Guideline Applies	602.1
<i>Board Approved:</i>	<u>April 28, 2003</u>	<i>Reviewed:</i>
		<i>Review by:</i> December 2017 December 2008

POLICY

It is the policy of the Superior-Greenstone District School Board to ensure that the Internet and Information Technology are used to support learning in a manner that is consistent with the Board mission statement, vision statement, and education goals. The Superior-Greenstone District School Board (the "Board") is committed to establishing guidelines and expectations regarding the ethical and responsible use of the Internet and Information Technology

DEFINITIONS

"information technology" refers to all forms of technology used to create, store, exchange, and use information in its various forms (data, audio, still images, motion pictures, multimedia presentations, and other forms, including those not yet conceived).

"internet" means an electronic communications system connecting computers all over the world through which individual subscribers can interact and share information.

"unlawful activity" see Appendix A

GUIDELINES

- 1.0 Teachers shall provide students with instruction on the appropriate use of the internet and the protocols for the use of electronic mail. If other electronic communications methods are to be used, they shall be accompanied by instruction on appropriate use and associated risks. Teachers shall advise students that the Board will, from time to time and without prior notice to the student, access and/or monitor the Board's Electronic Information Systems.
- 2.0 Teachers shall ensure that students accessing the internet do so as part of an instructional plan.
- 3.0 The Board reserves the right to monitor the Board's electronic information systems. The Board may access and/or monitor these systems at any time without prior notice.
- 4.0 Failure to comply with the Student Acceptable Use of Technology Agreement may result in the loss of computer/network privileges, financial compensation to the Board, pursuance of criminal charges, and/or other disciplinary action consistent with the School Code of Behaviour, Board Code of Conduct, Board Policy, and/or the Education Act.
- 5.0 The Board shall use technology to further educational goals and infuse technology into the classroom.

APPENDICES

Appendix A: Unlawful Activity

References:

Policy 520 Safe Schools Code of Conduct
Policy 520 Safe Schools Code of Conduct/Police & School Protocol Management Guideline
Policy 535 Progressive Discipline and School Safety
Policy 535 Progressive Discipline and School Safety Management Guideline
Policy 607, Electronic Communications System
Policy 608, Computer Network Security
The Education Act
The Libel and Slander Act, RSO 1990, Chapter L.12.
The Municipal Freedom of Information and Protection of Privacy Act

Appendix A**Unlawful Activity**

For the purpose of this policy, “**unlawful activity**” is interpreted broadly and includes any criminal activity or other illegal activity.

The following are examples of “**unlawful activity**” for the purpose of the policy:

Child Pornography	Possessing, downloading or distributing any child pornography.
Intellectual Property	Infringing on another person’s copyright, trademark, trade secret or any other property without lawful permission.
Other Criminal Activity	Using electronic transmission as a means to commit criminal activity (examples include but are not limited to fraud, extortion, sale and/or purchase of restricted goods)
Defamatory Libel	A matter published without lawful justification or excuse, that is likely to injure the reputation of any person by exposing that person to hatred, contempt or ridicule, or that is designed to insult the person. <i>The Libel and Slander Act, RSO 1990, Chapter L.12.</i>
Disclosing or Gathering Personal Information	Disclosing personal information in a manner inconsistent with the <i>Municipal Freedom of Information and Protection of Privacy Act</i> .
Hacking and Other Crimes Related to Computer System	Examples include (but are not limited to): <ul style="list-style-type: none"> • gaining unauthorized access to a computer system • trying to defeat the security features of network connected devices • use of software and/or hardware designed to intercept, capture and/or decrypt passwords • intentionally spreading a computer virus • destroying or encrypting data without authorization and with the intent of making it inaccessible to others with a lawful need to access it. • interfering with other’s lawful use of data and technology
Harassment	Sending electronic messages, without lawful authority, that causes people to fear for their safety or the safety of anyone known to them.
Hate Propaganda	Communicating messages that promote or incite hatred against an identifiable group that is likely to lead to a breach of the peace.
Interception of Private Communications or Electronic Mail (in transit)	Unlawfully intercepting someone’s private communications or unlawfully intercepting someone’s electronic mail.

Obscenity	Distributing, publishing or possessing for the purpose of distributing or publicly displaying any obscene material.
------------------	---

DRAFT

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

<i>Section</i>	PROGRAM	
<i>Management Guideline</i>	STUDENTS' ACCEPTABLE USE OF TECHNOLOGY	
<i>Applicable Policy</i>	STUDENTS' ACCEPTABLE USE OF TECHNOLOGY	602.1
<hr/>		
<i>Board Approved:</i>	<i>April 28, 2003 March 23, 2001</i>	<i>Reviewed: April 28, 2003</i>
		<i>Review by: December 2017 December 2008</i>

DEFINITIONS

“information technology” refers to all forms of technology used to create, store, exchange, and use information in its various forms (data, audio, still images, motion pictures, multimedia presentations, and other forms, including those not yet conceived)

“internet” means an electronic communications system connecting computers all over the world through which individual subscribers can interact and share information.

“unlawful activity” see Appendix ‘A’

ADMINISTRATIVE PROCEDURES

- 1.0 Principals will notify parents about the existence of a Students’ Acceptable Use of Technology Policy.
- 2.0 Principals will require that new students and their parents/guardians sign a Students’ Acceptable Use of Technology Agreement prior to the student accessing the internet or any Board-owned technology.
- 3.0 Principals will obtain the signatures of students and their parents/guardians on the appropriate Students’ Acceptable Use of Technology Agreement when they enter grades 4 and 9 and will ensure the preceding agreement is destroyed.
- 4.0 Principals will provide access to guidelines for student safety while using the internet.
- 5.0 Principals will establish the steps to be taken by students and staff to respond to the inadvertent access in the school to inappropriate/illegal material on the internet.
- 6.0 Principals will cooperate fully with educational staff and local authorities in any investigation related to any illegal activities conducted through the Information Technology Systems of the Board.
- 7.0 Teachers will provide students with instruction on an annual basis in respect to the appropriate use of the internet.
- 8.0 Electronic mail accounts for students can be provided to teachers who complete the Electronic Mail Agreement. Teachers will provide students with instruction on the appropriate use of electronic mail if applicable.
- 9.0 The Board will, from time to time and without prior notice to the student, access and/or monitor the Board’s Electronic Information Systems.

- 10.0 Principals will be informed of any serious infraction of the Students' Acceptable Use of Technology Policy. Disciplinary actions of a student will be handled in accordance with the discipline policies of the Board and the school.
- 11.0 Users will abide by the terms of the applicable Students' Acceptable Use of Technology Agreement and refrain from unlawful activity.

APPENDICES

- Appendix A: Unlawful Activity
- Appendix B: Form AT1 – Student Acceptable Use of Technology Agreement – Grades K-3
- Appendix C: Form AT2 - Student Acceptable Use of Technology Agreement – Grades 4-8
- Appendix D: Form AT3 - Student Acceptable Use of Technology Agreement – Grades 9-12
- Appendix E: Form AT4 – Electronic Mail Agreement

References:

Policy 520 Safe Schools Code of Conduct
Policy 520 Safe Schools Code of Conduct Management Guideline
Policy 535 Progressive Discipline and School Safety
Policy 535 Progressive Discipline and School Safety Management Guideline
Policy 607, Electronic Communications System
Policy 608, Computer Network Security
The Education Act
The Libel and Slander Act, RSO 1990, Chapter L.12.
The Municipal Freedom of Information and Protection of Privacy Act

Appendix A**Unlawful Activity**

For the purpose of this policy, “**unlawful activity**” is interpreted broadly and includes any criminal activity or other illegal activity.

The following are examples of “**unlawful activity**” for the purpose of the policy:

Child Pornography	Possessing ,downloading or distributing any child pornography.
Intellectual Property	Infringing on another person’s copyright, trade mark, trade secret of any other property without lawful permission.
Other Criminal Activity	Using electronic transmission as a means to commit criminal activity (examples include but are not limited to fraud, extortion, sale and/or purchase of restricted goods).
Defamatory Libel	A matter published without lawful justification or excuse, that is likely to injure the reputation of any person by exposing that person to hatred, contempt or ridicule, or that is designed to insult the person. - <i>The Libel and Slander Act, RSO 1990, Chapter L. 12.</i>
Disclosing or Gathering Personal Information	Disclosing personal information in a manner inconsistent with the <i>Municipal Freedom of Information and Protection of Privacy Act.</i>
Hacking and Other Crimes Related to Computer System	Examples include (but are not limited to): <ul style="list-style-type: none"> • gaining unauthorized access to a computer system; • trying to defeat the security features of network connected devices; • use of software and/or hardware designed to intercept, capture and/or decrypt passwords; • intentionally spreading a computer virus; • destroying or encrypting data without authorization and with the intent of making it inaccessible to others with a lawful need to access it; • interfering with other’s lawful use of data and technology.
Harassment	Sending electronic messages, without lawful authority, that causes people to fear for their safety or the safety of anyone known to them.
Hate Propaganda	Communicating messages that promote or incite hatred against an identifiable group that is likely to lead to a breach of the peace.

Interception of Private Communications or Electronic Mail (in transit)	Unlawfully intercepting someone's private communications or unlawfully intercepting someone's electronic mail.
Obscenity	Distributing, publishing or possessing for the purpose of distributing or publicly displaying any obscene material.

DRAFT


**Appendix B
Form AT1**
STUDENT ACCEPTABLE USE OF TECHNOLOGY AGREEMENT
Primary (Grades Junior Kindergarten to Grade 3)
STUDENT CONSENT
I agree to:

- Take proper care of the technology I am allowed to use
- Keep my password secret, only sharing with an adult helper who I know
- Use the technology only to help me learn
- Not provide my personal information (name, address, phone number) to anyone on the internet
- Tell my teacher about anything on the computer that is inappropriate or makes me feel uncomfortable
- Never use the computer to hurt, frighten or bully others
- Take care when printing, always considering the trees needed to make the paper I use
- Not use technology when asked to do so by an adult

For devices I own, I further agree to:

- Protect my device from loss, damage or theft
- Keep the device up to date, including antivirus
- Give my device to an adult in my school if requested

STUDENT NAME: _____ STUDENT SIGNATURE: _____
(Please Print)

DATE: _____

PARENT/GUARDIAN CONSENT

- I have read and understood the Superior-Greenstone District School Board's Student Acceptable Use of Technology Agreement (the Agreement) and if applicable, the Board's Personal Network Device policy.
- I recognize that this Agreement is designed for my child's grade level and that the full policies and management guidelines governing my child's use of technology are available on the board's website or from my child's school.
- I will emphasize the ethical and responsible use of technology and caution my child about unsafe communication with others on the internet.
- I will ensure that media and software on my child's Personal Network Device(s) has been purchased and is legal.
- I grant permission for my child to access networked information technology, inclusive of the internet and e-mail for educational purposes. I am aware that my child will be given instruction in the proper use of the internet at school and further recognize that I am responsible to supervise my child's use of the computer and internet at home.
- I understand that the Board will not service my child's Personal Network Device, nor will it be liable in the event that the device is lost, stolen, damaged or otherwise rendered inoperable.
- I understand that the Board will from time to time and without prior notice to the student, access and/or monitor the Board's Electronic Information Systems.

PARENT NAME: _____ PARENT SIGNATURE: _____
(Please Print)

DATE: _____

Information Collection Authorization:

The personal information contained on this form has been collected under the authority of the Education Act R.S.O. 1980, C. 129, as amended and the Municipal Freedom of Information and Protection of Privacy Act, 1989. This form will be handled with the strictest confidence. Questions about the collection of this information should be directed to the school principal or to the Superior-Greenstone District School Board's HR department and Freedom of Information/Protection of Privacy.

COPIES: (1) Student OSR / (2) Parent (upon request)

(Constitutes Page 2 of Form AT1, AT2, AT3)

STUDENT ACCEPTABLE USE OF TECHNOLOGY AGREEMENT TERMS AND CONDITIONS

It is the policy of the Superior-Greenstone District School Board to ensure that the Internet and Information Technology are used to support learning in a manner that is consistent with the Board mission statement, vision statement, and education goals.

1.0 Purpose of the Wide Area Network

- Use of the information technologies owned or operated by the Board must be used for the purpose of conducting Board business or the provision of an educational program.
- Use of the Board's Wide Area Network and its connection to the Internet for advertisement or monetary profit must have Board approval.
- The Board will from time to time and without prior notice to the student, access and/or monitor the Board's Electronic Information Systems

2.0 Network Etiquette and Citizenship

- The Board provides access to the internet for educational activities defined in the instructional plans of our teachers.
- Users will not post, publish, or display any defamatory, abusive, threatening, sexist, racially offensive, profane, obscene, sexually oriented, illegal and other material found to be offensive.
- The sending or storage of offensive messages from any source is prohibited.
- Users shall not copy information or software in violation of copyright laws.
- Software and resources downloaded will be used only under the terms and conditions specified by the owner or creator of those resources.
- Only staff who are authorized to download software or executable(.exe) programs.
- It is prohibited for a user to post messages and attribute them to another user.
- Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.

3.0 Vandalism

- Transmission of any software having the purpose of damaging computer systems and files (i.e. computer viruses) is prohibited. All software and files downloaded must be systematically checked for viruses before being placed on a school's network.
- Any malicious attempt to harm or destroy the data of any person, computer or network linked to the Board's Wide Area Network is prohibited and will result in financial compensation to the Board and/or the pursuance of criminal charges and/or other disciplinary action consistent with the School Code of Behaviour, Board Policy and/or legal authorities.
- Users will not attempt to gain unauthorized access to the Board's system or to any other computer system through the Board's system, or go beyond their authorized access. This includes attempting to log in through another person's account or accessing another person's files. These actions are illegal, even if only for the purposes of browsing.

4.0 Security and Personal Safety

- Users may not share their passwords or accounts with others and must make all efforts to safeguard this information from unauthorized users.
- Users are advised to refrain from giving out personal information, such as their family name, email address, home address, school name, city, country or other information that could help someone locate or contact them in person.
- Users will not post identifying photos or videos.
- The Board reserves the right to block access to sites and to conduct regular checks of the system as deemed appropriate.
- An individual search will be conducted if there is reasonable cause to suspect that a user has violated the law or the school code of conduct. Personal files are discoverable under public records laws.

5.0 Inappropriate Material

- Interactive Internet gaming will not be accessed through the Board Internet Service.

- Upon access to or receipt of material that is educationally inappropriate and contrary to the Board's Mission Statement, the user shall immediately turn off the monitor and report the incident to the classroom teacher, staff and or immediate supervisor.

DRAFT


**Appendix C
Form AT2**

STUDENT ACCEPTABLE USE OF TECHNOLOGY AGREEMENT

Junior - Intermediate (Grade 4 to Grade 8)
STUDENT CONSENT
I agree to:

- use all computer equipment carefully and not damage, change or tamper with the hardware, software, settings or the network
- Keep my password secret
- Use the technology only to help me learn
- Give credit to the author of work I find on the internet and obey copyright laws
- Not provide my personal information (name, address, phone number) to anyone on the internet
- Never meet in person with someone I have met online without my parent's approval and participation.
- Tell my teacher or any other school employee about anything on the computer that is inappropriate or makes me feel uncomfortable
- Never use any form of electronic communication to harass, frighten, or bully anyone
- Take care when printing and consider the environment when deciding what to print

For devices I own, I further agree to:

- Protect my device from loss, damage or theft
- Keep the device up to date, including antivirus
- Not run or host servers on my device, including web servers, ftp servers, mail servers, file sharing and peer to peer
- Give my device to an adult in my school if requested

STUDENT NAME: _____
(Please Print)

STUDENT SIGNATURE: _____

DATE: _____

PARENT/GUARDIAN CONSENT

- I have read and understood the Superior-Greystone District School Board's Student Acceptable Use of Technology Agreement (the Agreement) and if applicable, the Board's Personal Network Device policy.
- I recognize that this Agreement is designed for my child's grade level and that the full policies and management guidelines governing my child's use of technology are available on the board's website or from my child's school.
- I will emphasize the ethical and responsible use of technology and caution my child about unsafe communication with others on the internet.
- I will ensure that media and software on my child's Personal Network Device(s) has been purchased and is legal.
- I grant permission for my child to access networked information technology, inclusive of the internet and e-mail for educational purposes. I am aware that my child will be given instruction in the proper use of the internet at school and further recognize that I am responsible to supervise my child's use of the computer and internet at home.
- I understand that the Board will not service my child's Personal Network Device, nor will it be liable in the event that the device is lost, stolen, damaged or otherwise rendered inoperable.
- I understand that the Board will from time to time and without prior notice to the student, access and/or monitor the Board's Electronic Information Systems.

PARENT NAME: _____
(Please Print)

PARENT SIGNATURE: _____

DATE: _____

Information Collection Authorization:

The personal information contained on this form has been collected under the authority of the Education Act R.S.O. 1980, C. 129, as amended and the Municipal Freedom of Information and Protection of Privacy Act, 1989. This form will be handled with the strictest confidence. Questions about the collection of this information should be directed to the school principal or to the Superior-Greystone District School Board's HR department and Freedom of Information/Protection of Privacy.

COPIES: (1) Student OSR / (2) Parent (upon request)

DRAFT


**Appendix D
Form AT3**

STUDENT ACCEPTABLE USE OF TECHNOLOGY AGREEMENT

Intermediate - Senior (Grade 9 to Grade12)
STUDENT CONSENT
I agree to:

- I have read and understood Superior Greenstone District School Board's (the Board's) Student Acceptable Use of Technology Agreement (the Agreement) and recognize that it is based on Policies and Management Guidelines governing my use of technology resources and that these documents are available on the board's website.
- I agree to abide by the terms and conditions described within the Agreement and the requirements outlined in Policy 602- Student Acceptable Use of Technology and Policy ### – Personal Network Devices.
- I recognize that failure to comply with the Agreement may result in the loss of computer and/or network access privileges, financial compensation to the Board and other disciplinary actions consistent with the School's Code of Behaviour, Board Policy and/or legal authorities.

For devices I own, I further agree to:

- Protect my device from loss, damage or theft
- Keep the device software up to date and legal, i.e. commercial software has been purchased
- Ensure that software and firmware is up to date as recommended by the manufacturer
- Not run or host servers on my device, including web servers, ftp servers, mail servers, file sharing and peer to peer
- Give my device to an adult in my school if requested

STUDENT NAME: _____
(Please Print)

STUDENT SIGNATURE: _____

DATE: _____

PARENT/GUARDIAN CONSENT

- I have read and understood the Superior-Greenstone District School Board's Student Acceptable Use of Technology Agreement (the Agreement) and if applicable, the Board's Personal Network Device policy.
- I recognize that this Agreement is designed for my child's grade level and that the full policies and management guidelines governing my child's use of technology are available on the board's website or from my child's school.
- I will emphasize the ethical and responsible use of technology and caution my child about unsafe communication with others on the internet.
- I will ensure that media and software on my child's Personal Network Device(s) has been purchased and is legal.
- I grant permission for my child to access networked information technology, inclusive of the internet and e-mail for educational purposes. I am aware that my child will be given instruction in the proper use of the internet at school and further recognize that I am responsible to supervise my child's use of the computer and internet at home.
- I understand that the Board will not service my child's Personal Network Device, nor will it be liable in the event that the device is lost, stolen, damaged or otherwise rendered inoperable.
- I understand that the Board will from time to time and without prior notice to the student, access and/or monitor the Board's Electronic Information Systems.

PARENT NAME: _____
(Please Print)

PARENT SIGNATURE: _____

DATE: _____

Information Collection Authorization:

The personal information contained on this form has been collected under the authority of the Education Act R.S.O. 1980, C. 129, as amended and the Municipal Freedom of Information and Protection of Privacy Act, 1989. This form will be handled with the strictest confidence. Questions about the collection of this information should be directed to the school principal or to the Superior-Greenstone District School Board's HR department and Freedom of Information/Protection of Privacy.

COPIES: (1) Student OSR / (2) Parent (upon request)

DRAFT


Appendix E
Form AT4

ELECTRONIC MAIL AGREEMENT

- I have read and Superior-Greenstone District School Board's (the Board's) Student Acceptable Use of Technology Agreement (the Agreement) and recognize that it is based on Policy and Administrative Procedures governing my use of the Board's technology resources and that these documents are available on the board's website.
- I understand that the Board limits the duration for which student accounts can exist in order to optimize the use of Board resources.
- I will review the Student Acceptable Use of Technology Agreement and the associated areas of the School Code of Behaviour and/or Board Policy with students prior to requesting e-mail accounts for students
- I will advise my students that the Board will from time to time and without prior notice to the student, access and/or monitor the Board's Electronic Information Systems.

PRINCIPAL OR TEACHER NAME (PRINTED): _____ (Please Print)

PRINCIPAL OR TEACHER SIGNATURE: _____ DATE: _____

SCHOOL: _____ GRADE LEVEL AT TIME OF SIGNATURE: _____

OPTION 1 OR 2
Option 1: IS THIS EMAIL USED FOR THE STUDENTS ENTIRE SCHOOL ATTENDANCE? YES: ☐ NO: ☐

IF YES, STUDENT NAME: _____ (Please Print) STUDENT SIGNATURE: _____

PARENT NAME : _____ (Please Print)

PARENT SIGNATURE: _____ DATE: _____

Option 2: ONLY USED FOR DURATION OF PROJECT: (FROM) _____ (TO) _____

CONSENT

- I have verified that the students listed below have signed Student Acceptable Use of Technology Agreement forms on file.
- I understand that these email accounts will be deleted on the project end date indicated above.

Student Names (Please print below or attach list)

Information Collection Authorization:

The information contained on this form has been collected under the authority of the Education Act R.S.O. 1980, as amended and the Municipal Freedom of Information and Protection of Privacy Act, 1989. Information from this form will be used to enforce appropriate use of the internet and information technology in accordance with Policy 602 - Student Acceptable Use of Technology. The contact person for queries regarding this information is the Manager of Computer Services.

COPIES: (1) Student OSR / (2) Parent (upon request)

DRAFT

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

<i>Section</i>	PROGRAM	
<i>Policy Name</i>	EMPLOYEES' ACCEPTABLE USE OF TECHNOLOGY <i>Management Guideline Applies</i>	602.2
<i>Board Approved:</i> _____	<i>Reviewed:</i> _____	<i>Review by:</i> December 2017

POLICY

It is the policy of the Superior-Greenstone District School Board to provide authorized employees and service providers with access to the Board's Information Technology systems, including its electronic mail, internet, and voice mail systems when deemed appropriate for educational use. The Superior-Greenstone District School Board is committed to ensuring that Information Technology is used for proper work-related purposes and in a manner that is not detrimental or harmful to the interests of others or that compromise the confidentiality or proprietary nature of information belonging to the Board. Employees will work in an ethical, professional and responsible manner when dealing with technology.

DEFINITIONS

"approved service provider" is an organization that provides educational or ancillary services to the Board, for example, a transportation consortium.

"employee" is a person who performs any work for, or supplies any services to, an employer for wages (excluding honoraria).

"information technology" refers to all forms of technology used to create, store, exchange, and use information in its various forms (data, audio, still images, motion pictures, multimedia presentations, and other forms, including those not yet conceived).

"internet" means an electronic communications system connecting computers all over the world through which individual subscribers can interact and share information.

"spamming" refers to sending an annoying or unnecessary message to a large number of users.

"unlawful activity" see Appendix A

GUIDELINES

- 1.0 The Board shall maintain electronic mail, internet, and voice mail systems as part of its technology platform. These systems are provided to assist in the conduct of Board business and may be utilized only as directed or outlined by the Board.
- 2.0 All e-mail and internet communications sent and received by employees shall remain the property of the Board. Employee e-mail, internet, or voice mail communications are not private or personal despite any such designation by the sender or the recipient. Personal or private communications transmitted on the Board's electronic information system may be accessed, reviewed, copied, deleted, retained, or disclosed by the Board at any time and without notice.

- 3.0 The Board reserves the right, without prior notice to the employee, to monitor the Information Technology systems at the work site. The Board may access these systems at any time without prior notice to the employee or service provider.
- 4.0 All users of e-mail, voice mail, and the internet shall abide by generally accepted rules of etiquette, including the following:
- Be polite. Do not be abusive in your exchanges with others
 - Use appropriate language. The use of abusive, harassing, or profane language is prohibited.
 - Do not post chain letters or engage in "spamming".

APPENDICES

Appendix A: Unlawful Activity

Appendix B: Form AT7: Employee Acceptable Use of Technology

References:

Policy 102: Mission Statement

Policy 607: Electronic Communications System

Policy 608: Computer Network Security

Policy 707: Employee Code of Conduct

The Education Act

The Libel and Slander Act, RSO 1990, Chapter L.12.

The Municipal Freedom of Information and Protection of Privacy Act

Appendix A**Unlawful Activity**

For the purpose of this policy, “**unlawful activity**” is interpreted broadly and includes any criminal activity or other illegal activity.

The following are examples of “**unlawful activity**” for the purpose of the policy:

Child Pornography	Possessing ,downloading or distributing any child pornography.
Intellectual Property	Infringing on another person’s copyright, trade mark, trade secret of any other property without lawful permission.
Other Criminal Activity	Using electronic transmission as a means to commit criminal activity (examples include but are not limited to fraud, extortion, sale and/or purchase of restricted goods)
Defamatory Libel	A matter published without lawful justification or excuse, that is likely to injure the reputation of any person by exposing that person to hatred, contempt or ridicule, or that is designed to insult the person. - <i>The Libel and Slander Act, RSO 1990, Chapter L. 12.</i>
Disclosing or Gathering Personal Information	Disclosing personal information in a manner inconsistent with the <i>Municipal Freedom of Information and Protection of Privacy Act.</i>
Hacking and Other Crimes Related to Computer System	Examples include (but are not limited to): <ul style="list-style-type: none"> • gaining unauthorized access to a computer system • trying to defeat the security features of network connected devices • use of software and/or hardware designed to intercept, capture and/or decrypt passwords • intentionally spreading a computer virus • destroying or encrypting data without authorization and with the intent of making it inaccessible to others with a lawful need to access it. • interfering with other’s lawful use of data and technology
Harassment	Sending electronic messages, without lawful authority, that causes people to fear for their safety or the safety of anyone known to them.
Hate Propaganda	Communicating messages that promote or incite hatred against an identifiable group that is likely to lead to a breach of the peace.
Interception of Private Communications or Electronic Mail (in transit)	Unlawfully intercepting someone’s private communications or unlawfully intercepting someone’s electronic mail.

Obscenity	Distributing, publishing or possessing for the purpose of distributing or publicly displaying any obscene material.
------------------	---

DRAFT

Appendix B

Form AT7



EMPLOYEE ACCEPTABLE USE OF TECHNOLOGY AGREEMENT

NEW EMPLOYEE TO THE BOARD

As a user of the Superior-Greenstone District School Board's (the Board's) Information Technology systems, I have read and hereby agree to comply with the Board's Policy 602.2, Employees' Acceptable Use of Technology and its related Management Guidelines 602.2.

EMPLOYEE NAME: _____
(Print Please)

EMPLOYEE SIGNATURE: _____ DATE: _____

WITNESS: _____ DATE: _____

Information Collection Authorization:

The personal information contained on this form has been collected under the authority of the Education Act R.S.O. 1980, C. 129, as amended and the Municipal Freedom of Information and Protection of Privacy Act, 1989.

This form will be handled with the strictest confidence. Questions about the collection of this information should be directed to the school principal or to the Superior-Greenstone District School Board's HR department and Freedom of Information/Protection of Privacy.

COPIES: (1) HR File / (2) Employee (upon request)

TERMS AND CONDITIONS

It is the policy of the Superior-Greystone District School Board to ensure that the Internet and Information Technology are used to support learning in a manner that is consistent with the Board mission statement, vision statement, and education goals.

1.0 Purpose of the Wide Area Network

- Use of the information technologies owned or operated by the Board must be used for the purpose of conducting Board business or the provision of an educational program.
- Use of the Board's Wide Area Network and its connection to the Internet for advertisement or monetary profit must have Board approval.
- The Board will from time to time and without prior notice to the student, access and/or monitor the Board's Electronic Information Systems

2.0 Network Etiquette and Citizenship

- The Board provides access to the internet for educational activities defined in the instructional plans of our teachers.
- Users will not post, publish, or display any defamatory, abusive, threatening, sexist, racially offensive, profane, obscene, sexually oriented, illegal and other material found to be offensive.
- The sending or storage of offensive messages from any source is prohibited.
- Users shall not copy information or software in violation of copyright laws.
- Software and resources downloaded will be used only under the terms and conditions specified by the owner or creator of those resources.
- Only staff who are authorized to download software or executable(.exe) programs.
- It is prohibited for a user to post messages and attribute them to another user.
- Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.

3.0 Vandalism

- Transmission of any software having the purpose of damaging computer systems and files (i.e. computer viruses) is prohibited. All software and files downloaded must be systematically checked for viruses before being placed on a school's network.
- Any malicious attempt to harm or destroy the data of any person, computer or network linked to the Board's Wide Area Network is prohibited and will result in financial compensation to the Board and/or the pursuance of criminal charges and/or other disciplinary action consistent with the School Code of Behaviour, Board Policy and/or legal authorities.
- Users will not attempt to gain unauthorized access to the Board's system or to any other computer system through the Board's system, or go beyond their authorized access. This includes attempting to log in through another person's account or accessing another person's files. These actions are illegal, even if only for the purposes of browsing.

4.0 Security and Personal Safety

- Users may not share their passwords or accounts with others and must make all efforts to safeguard this information from unauthorized users.
- Users are advised to refrain from giving out personal information, such as their family name, email address, home address, school name, city, country or other information that could help someone locate or contact them in person.
- Users will not post identifying photos or videos.
- The Board reserves the right to block access to sites and to conduct regular checks of the system as deemed appropriate.
- An individual search will be conducted if there is reasonable cause to suspect that a user has violated the law or the school code of conduct. Personal files are discoverable under public records laws.

5.0 Inappropriate Material

- Interactive Internet gaming will not be accessed through the Board Internet Service.
- Upon access to or receipt of material that is educationally inappropriate and contrary to the Board's Mission Statement, the user shall immediately turn off the monitor and report the incident to the classroom teacher, staff and or immediate supervisor.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

<i>Section</i>	PROGRAM	
<i>Management Guideline</i>	EMPLOYEES' ACCEPTABLE USE OF TECHNOLOGY	
<i>Applicable Policy</i>	EMPLOYEES' ACCEPTABLE USE OF TECHNOLOGY	602.2
<i>Board Approved:</i>	<i>Reviewed:</i>	<i>Review by: December 2017</i>

DEFINITIONS

“approved service provider” is an organization that provides educational or ancillary services to the Board, for example, a transportation consortium.

“employee” is a person who performs any work for, or supplies any services to, an employer for wages (excluding honoraria).

“information technology” refers to all forms of technology used to create, store, exchange, and use information in its various forms (data, audio, still images, motion pictures, multimedia presentations, and other forms, including those not yet conceived).

“internet” means an electronic communications system connecting computers all over the world through which individual subscribers can interact and share information.

“spamming” refers to sending an annoying or unnecessary message to a large number of users.

“unlawful activity” see Appendix A

ADMINISTRATIVE PROCEDURES

- 1.0 Immediate supervisors will provide access to the Policy and Administrative Procedure at the work site and, upon request of an employee, will provide a personal copy of the policies and procedures.
- 2.0 Staff will be alerted to the existence of the Policy both by their immediate supervisor and Human Resource Services staff.
- 3.0 Human Resource Services will ensure all new staff acknowledge they have read and understood the Policy (and related guidelines) and will place a signed copy of the acknowledgement form in the employee's personnel file. An electronic acknowledgement of the Policy may also serve as the official record in lieu of a paper copy.
- 4.0 From time to time the IT Department, through the Superintendent of Education, will be authorized to allow access to a specific website that supports curriculum outcomes and may be outside the stated guidelines of the Policy.
- 5.0 Employees learning of misuse of Information Technology systems on the work site will notify their immediate supervisor.

- 6.0 The Board will, from time to time and without prior notice to the employee, access and/or monitor Information Technology systems at the work site. The necessity to access an employee or service provider's e-mail, internet, or voice mail or to disclose the contents may arise in a number of situations, including:
- to comply with disclosure requests or orders made pursuant to the Municipal Freedom of Information and Protection of Privacy Act; because of regular or special maintenance of the electronic information systems;
 - when the Board has a business-related need to access the employee's system, including, for example, when the employee is absent from work or otherwise unavailable;
 - in order to comply with obligations to disclose relevant information in the course of a legal proceeding or investigation; and
 - when the Board has reason to believe that there has been a violation of this Policy or the Board's Code of Conduct.
- 7.0 Except with the prior approval of the appropriate supervisory officer, e-mail and internet are not intended to be used as a personal bulletin service. Solicitations, offers to buy and sell goods and services, and other personal messages to large groups on the internet are prohibited. (Examples at Appendix C)
- 8.0 Information Technology systems may not be used to store, distribute, post, download, or view any defamatory, abusive, obscene, profane, pornographic, sexually oriented, threatening, racially or ethnically offensive, sexist or illegal material.
- 9.0 Information Technology systems at a work site may not be used for any unlawful activity as outlined in Appendix A.
- 10.0 Information posted to the internet from a work site must comply with the Municipal Freedom of Information and Protection of Privacy Act, Board guidelines, and be consistent with the policies and Mission of the Board. (Examples at Appendix C)
- 11.0 From time to time, employees will have in their possession electronic versions of student data. It is the employee's responsibility to safeguard that data under the Ontario Student Record Guidelines and, if applicable, the Municipal Freedom of Information and Protection of Privacy Act and/or the Ontario Health Information Protection Act. Employees who suspect that this data has been compromised shall notify their immediate supervisor. (Examples at Appendix C)
- 12.0 Information Technology systems will not be used to distribute confidential or proprietary information. Employees will not send confidential or proprietary information to e-mail addresses external to the Board, nor will they forward e-mails marked as confidential. Employees may, with the approval of a supervisory officer, exchange proprietary information with an Approved Service Provider over e-mail.
- 13.0 The Board's internet connection is a shared resource and, as such, employees shall make efforts to limit activities on the internet known to consume large amounts of bandwidth. These activities include streaming video, audio, and the transfer of large files/data. Where possible, video and audio used in the classroom should be captured/downloaded outside of school hours for later use. Streaming of video and audio for non-educational purposes is not allowed. (Examples at Appendix C)
- 14.0 Except with the prior approval of the appropriate supervisory officer, employees and service providers may not establish internet or external connections that could allow unauthorized access to the Board's computer systems and information. These connections include (but are not limited to) the establishment of multi-computer file

systems, ftp servers, e-mail servers, telnet, internet relay chat, wireless routers or remote control software.

- 15.0 This Policy will be interpreted in accordance with all relevant collective agreements.
- 16.0 Transmission of any unlicensed software, media, or any application having the purpose of damaging computer systems or files (e.g. computer viruses) is prohibited. All software and files downloaded must be systematically checked for viruses before loading on Board technology systems. Any malicious attempt to harm or destroy data of any person, computer, or network linked to the Board's Wide Area Network (WAN) is prohibited. (Examples at Appendix C)
- 17.0 Failure to comply with this Policy may result in the loss of access privileges, financial compensation to the Board, pursuance of criminal charges, and/or other disciplinary action up to and including discharge.

APPENDICES

- Appendix A: Unlawful Activity
- Appendix B: Form AT7 - Employee Acceptable Use of Technology Agreement
- Appendix C: Management Guide Examples

References:

Policy 102: Mission Statement
Policy 607: Electronic Communications System
Policy 608: Computer Network Security
Policy 707: Employee Code of Conduct
The Education Act
The Libel and Slander Act, RSO 1990, Chapter L.12.
The Municipal Freedom of Information and Protection of Privacy Act

Appendix A**Unlawful Activity**

For the purpose of this policy, “**unlawful activity**” is interpreted broadly and includes any criminal activity or other illegal activity.

The following are examples of “**unlawful activity**” for the purpose of the policy:

Child Pornography	Possessing ,downloading or distributing any child pornography.
Intellectual Property	Infringing on another person’s copyright, trade mark, trade secret of any other property without lawful permission.
Other Criminal Activity	Using electronic transmission as a means to commit criminal activity (examples include but are not limited to fraud, extortion, sale and/or purchase of restricted goods)
Defamatory Libel	A matter published without lawful justification or excuse, that is likely to injure the reputation of any person by exposing that person to hatred, contempt or ridicule, or that is designed to insult the person. - <i>The Libel and Slander Act, RSO 1990, Chapter L. 12.</i>
Disclosing or Gathering Personal Information	Disclosing personal information in a manner inconsistent with the <i>Municipal Freedom of Information and Protection of Privacy Act.</i>
Hacking and Other Crimes Related to Computer System	Examples include (but are not limited to): <ul style="list-style-type: none"> • gaining unauthorized access to a computer system • trying to defeat the security features of network connected devices • use of software and/or hardware designed to intercept, capture and/or decrypt passwords • intentionally spreading a computer virus • destroying or encrypting data without authorization and with the intent of making it inaccessible to others with a lawful need to access it. • interfering with other’s lawful use of data and technology
Harassment	Sending electronic messages, without lawful authority, that causes people to fear for their safety or the safety of anyone known to them.
Hate Propaganda	Communicating messages that promote or incite hatred against an identifiable group that is likely to lead to a breach of the peace.
Interception of Private Communications or Electronic Mail (in transit)	Unlawfully intercepting someone’s private communications or unlawfully intercepting someone’s electronic mail.

Obscenity	Distributing, publishing or possessing for the purpose of distributing or publicly displaying any obscene material.
------------------	---

DRAFT

Appendix B**Form AT7**

EMPLOYEE ACCEPTABLE USE OF TECHNOLOGY AGREEMENT

NEW EMPLOYEE TO THE BOARD

As a user of the Superior-Greenstone District School Board's (the Board's) Information Technology systems, I have read and hereby agree to comply with the Board's Policy 602.2, Employees' Acceptable Use of Technology and its related Management Guidelines 602.2.

EMPLOYEE NAME: _____
(Print Please)

EMPLOYEE SIGNATURE: _____ DATE: _____

WITNESS: _____ DATE: _____

Information Collection Authorization:

The personal information contained on this form has been collected under the authority of the Education Act R.S.O. 1980, C. 129, as amended and the Municipal Freedom of Information and Protection of Privacy Act, 1989.

This form will be handled with the strictest confidence. Questions about the collection of this information should be directed to the school principal or to the Superior-Greenstone District School Board's HR department and Freedom of Information/Protection of Privacy.

COPIES: (1) HR / (2) Employee (upon request)

TERMS AND CONDITIONS

It is the policy of the Superior-Greystone District School Board to ensure that the Internet and Information Technology are used to support learning in a manner that is consistent with the Board mission statement, vision statement, and education goals.

1.0 Purpose of the Wide Area Network

- Use of the information technologies owned or operated by the Board must be used for the purpose of conducting Board business or the provision of an educational program.
- Use of the Board's Wide Area Network and its connection to the Internet for advertisement or monetary profit must have Board approval.
- The Board will from time to time and without prior notice to the student, access and/or monitor the Board's Electronic Information Systems

2.0 Network Etiquette and Citizenship

- The Board provides access to the internet for educational activities defined in the instructional plans of our teachers.
- Users will not post, publish, or display any defamatory, abusive, threatening, sexist, racially offensive, profane, obscene, sexually oriented, illegal and other material found to be offensive.
- The sending or storage of offensive messages from any source is prohibited.
- Users shall not copy information or software in violation of copyright laws.
- Software and resources downloaded will be used only under the terms and conditions specified by the owner or creator of those resources.
- Only staff who are authorized to download software or executable(.exe) programs.
- It is prohibited for a user to post messages and attribute them to another user.
- Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.

3.0 Vandalism

- Transmission of any software having the purpose of damaging computer systems and files (i.e. computer viruses) is prohibited. All software and files downloaded must be systematically checked for viruses before being placed on a school's network.
- Any malicious attempt to harm or destroy the data of any person, computer or network linked to the Board's Wide Area Network is prohibited and will result in financial compensation to the Board and/or the pursuance of criminal charges and/or other disciplinary action consistent with the School Code of Behaviour, Board Policy and/or legal authorities.
- Users will not attempt to gain unauthorized access to the Board's system or to any other computer system through the Board's system, or go beyond their authorized access. This includes attempting to log in through another person's account or accessing another person's files. These actions are illegal, even if only for the purposes of browsing.

4.0 Security and Personal Safety

- Users may not share their passwords or accounts with others and must make all efforts to safeguard this information from unauthorized users.
- Users are advised to refrain from giving out personal information, such as their family name, email address, home address, school name, city, country or other information that could help someone locate or contact them in person.
- Users will not post identifying photos or videos.
- The Board reserves the right to block access to sites and to conduct regular checks of the system as deemed appropriate.
- An individual search will be conducted if there is reasonable cause to suspect that a user has violated the law or the school code of conduct. Personal files are discoverable under public records laws.

5.0 Inappropriate Material

- Interactive Internet gaming will not be accessed through the Board Internet Service.
- Upon access to or receipt of material that is educationally inappropriate and contrary to the Board's Mission Statement, the user shall immediately turn off the monitor and report the incident to the classroom teacher, staff and or immediate supervisor.

Appendix C**Examples for Management Guidelines**

The following are examples of how the Management Guidelines can affect your use of Information Technology at the work site:

No Solicitations <i>(7.0 Administrative Procedure)</i>	<ul style="list-style-type: none"> • No posting of advertisements on classified ad sites like Craig's List or Kijiji; • No bidding on, or selling items on eBay or similar sites, including the monitoring of bids; • No updating, visiting or posting to a website used for a personal enterprise; • Some activities are allowed with the approval of a Supervisory Officer and IT department.
Information Posted to the Internet <i>(10.0 Administrative Procedures)</i>	<ul style="list-style-type: none"> • When you access a website from a work site, the source is identifiable as The Board and should be consistent with the mission and policies of the Board. Examples of "posting" include: <ul style="list-style-type: none"> ▪ Updating a WIKI; ▪ Contributing to a news group; ▪ Establishing a discussion thread in response to a blog post; ▪ Creating and/or contributing to a blog; ▪ Creating and/or updating a web site; ▪ Uploading a file to an FTP server or web site.
Safeguard Personal Data <i>(11.0 Administrative Procedures)</i>	<ul style="list-style-type: none"> • Exports of student data (TAB file, spreadsheet, marks etc.) must be on an encrypted USB key provided by the Board; • Personal Health Information must be encrypted; • If data is protected by password, the same care and attention must be given to the password as you would give to the data itself.
Internet <i>(13.0 Administrative Procedures)</i>	<ul style="list-style-type: none"> • No Internet Radio, or internet streams of terrestrial/satellite radio; • No audio or video streaming of sporting events; • Programs like RealPlayer or VDownloader should be used after school to download video to your hard drive rather than stream that content during the school day.
Unlicensed Software/Media <i>(16.0 Administrative Procedures)</i>	<ul style="list-style-type: none"> • No transmission/storage of music not legally owned by you; • No transmission/storage of video not legally owned by you; • No transmission/storage of software not legally owned by you; • No transmission or storage of software designed to defeat copy protection or licensing schemes, e.g. keygen, cracking or DVD decryption software.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

<i>Section</i>	PERSONNEL	
<i>Policy Name</i>	RECOGNITION OF EMPLOYEES <i>Management Guideline Applies</i>	712
<i>Board Approved:</i>	<i>Reviewed:</i>	<i>Review Prior To:</i>
February 22, 2012 June 25, 1999	January 30, 2012 March 21, 2006	December 2017

POLICY

It is the policy of Superior-Greenstone District School Board to recognize outstanding and commendable contributions by staff of time, talent and resources toward our education system. The board will recognize those who have made significant contributions in the following manner:

1. Long term service
2. Retirement
3. Outstanding achievement

1.0 Criteria

The following criteria will be applied to determine eligibility for the Superior-Greenstone District School Board Long Term Service Recognition Award:

- 1.1 Minimum of:
 - a) ten (10) years accumulated-service;
 - b) twenty-five (25) years accumulated service in any capacity as an employee of the Board or a predecessor board.
- 1.2 Be currently employed by the Board.

2.0 Rationale

Employees who have contributed significant time and talent to the board should be recognized accordingly.

The board should honour any employee who is retiring at the end of the school year.

It is the desire of the board to recognize, in an appropriate manner, outstanding achievement by staff.

This material is resides in the Management Guideline, therefore being deleted from policy section

3.0 Recognition**3.1 Long Term Service**

The long term service recognition award shall include the following:

3.1.1 10 Year Service

- 3.1.1.1 A specially designed 10-year service pin based upon the logo;
- 3.1.1.2 Presentation of this award by the employee's immediate supervisor at a local event i.e. staff meeting, school council meeting or open house;

3.1.1.3 Public recognition of service achievement through congratulatory mention in board minutes;

3.1.2 25 Year Service

3.1.2.1 Appreciation award, suitably engraved, not to exceed \$100 in value;

3.1.2.2 Presentation of this award by the Director or designate will be made at a lunch to which the recipient's spouse, Principal or Manager and local trustee will be invited;

3.1.2.3 The Director or designate will establish rules concerning time off necessary for employees to attend the luncheon.

3.1.2.4 Public recognition of service achievement through congratulatory mention in board minutes.

3.2 Retirement

Employees who are retiring shall be honoured with a gift, not to exceed \$100.00. A suitable presentation will be made to each individual employee in a kind and timely manner as determined by the Board.

3.3 Outstanding Achievement

Outstanding achievement awards will be given to individuals selected by the Director or designate. The award will be an Achievement Award Certificate from the Board.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

<i>Section</i>	PERSONNEL	
<i>Management Guideline</i>	RECOGNITION OF EMPLOYEES	
<i>Applicable Policy</i>	RECOGNITION OF EMPLOYEES	712
<hr/>		
<i>Board Approved:</i>	<i>Reviewed:</i>	<i>Review By:</i>
February 22, 2012 June 25, 1999	January 30, 2012	December 2017

1.0 Time Lines for Implementation

- 1.1 In the first three months of the calendar year, staff will prepare the lists of employees who have achieved: 10 years or 25 years service with the Superior-Greenstone District School Board and any of its predecessor boards, as of September 1st of that calendar year.
- 1.2 At the April board meeting, of each year, the long-term service list, will be provided to the board or a duly constituted committee of the board.
- 1.3 The long-term service list as noted in 2.0 above will include the following:
 - (a) name and location;
 - (b) type of service;
 - (c) record of service;
 - (d) date at which ten (10) years and twenty-five (25) years achieved.
- 1.4 10 Year Award
Principals or managers of the places where these employees work will plan to have the recognition take place by June 30 of that year in the local community.
- 1.5 25 Year Award
The Director of Education or designate will plan to have the recognition take place before the end of October of each year

2.0 Years of Service

Years of service shall be understood to be an employee's normal work-term. For example, teachers who provide service during the normal ten (10)-month school year shall be deemed to have accumulated one (1) year of service.

- 2.1 Years of service shall include regular holiday entitlements.
- 2.2 Breaks in service are not counted. A break in service does not make an employee ineligible to receive this award.
- 2.3 All celebrations are to be concluded by October of each year.
- 2.4 Partial service shall be calculated in blocks that must equal at least one month. Smaller fractions may be carried forward, but will not be applied unless in the aggregate they equal a "month of service."

3.0 Recognition

3.1 Long Term Service

The long-term service recognition award shall include the following:

3.1.1 10 Year Service

- 3.1.1.1 A specially designed 10-year service pin based upon the logo;
- 3.1.1.2 Presentation of this award by the employee's immediate supervisor at a local event i.e. staff meeting, school council meeting or open house;
- 3.1.1.3 Public recognition of service achievement through congratulatory mention in board minutes;

3.1.2 25 Year Service

- 3.1.2.1 Appreciation award, suitably engraved, not to exceed \$100 **\$175.00** in value;
- 3.1.2.2 Presentation of this award by the Director or designate will be made at a lunch to which the recipient's spouse, Principal or Manager and local trustee will be invited; at a **local event, such as a staff meeting, school council meeting, open house or board meeting.**
- 3.1.2.3 The Director or designate will establish rules concerning time off necessary for employees to attend the **luncheon event.**
- 3.1.2.4 Public recognition of service achievement through congratulatory mention in board minutes.

3.2 Retirement

Employees who are retiring shall be honoured with a gift, not to exceed \$100.00. A suitable presentation will be made to each individual employee in a kind and timely manner as determined by the Board.

3.3 Outstanding Achievement

Outstanding achievement awards will be given to individuals selected by the Director or designate. The award will be an Achievement Award Certificate from the Board.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Report No: 20
Date: March 19, 2012

TO: Chair and Members of the
Superior-Greenstone District School Board

FROM: Cathy Tsubouchi, Superintendent of Business

SUBJECT: Trustee Budget Committee Report – March 19, 2012

Background

The Trustee Budget Committee was formed to provide greater accountability in terms of how the trustees' budget is spent as it relates to professional development, travel and equipment needs and to develop an appropriate board policy.

Current Situation

The Committee is composed of Board Chair McRae and trustees Mannisto, Keenan and Simonaitis.

Upon review of the Trustee/Student Trustee Attendance at Conferences Policy No. 208, the committee recommends acknowledging the Ontario Student Trustee Association (OSTA) within the policy. In addition, the committee recommends that both trustees and student trustees should be required to provide a verbal or written report from the conferences attended. The revised Policy 208 is attached.

With respect to equipment needs, the committee has developed the following recommendations:

- **Cell Phone:** Trustees with personal cell phones will be paid a monthly allowance of \$50 per month, upon submission of cell phone bill and provided they permit their cell phone number to be used by the board to contact trustees when necessary. In addition, the board will also reimburse up to a maximum of \$75 per annum for connection fees, if applicable and upon provision of the invoice for the annual fee. Board cell phones will not be provided. The monthly allowance will be a taxable benefit subject to applicable taxes. No other phone lines will be provided.
- **Internet:** Trustees are required to have internet access at home. Internet services will be set up for direct billing to the Board or will be reimbursed to the trustee upon submission of their internet provider invoice which indicates the cost of internet service.
- **Computer:** A basic laptop computer will be provided by the Board during the trustee's term in office. If a trustee vacates the position, the equipment must be returned to the Board.
- **Printer and fax machines:** With our focus on paperless, such equipment will not be provided.

Based on a comparison to budgeted costs, the above-mentioned changes should generate annual savings of \$4,633 (refer to the attached cost analysis). A draft policy which incorporates the above recommendations is also attached.

Upon examining current costs, it came to the Committee's attention that student trustees had not been provided equipment in the past. Since under the Education Act, student trustees have the right to access the same resources of the Board as elected trustees, this had to be addressed in the development of a policy. Equipping three student trustees will cost approximately \$5,754 (\$1,918 per student trustee). In addition, the current honorarium paid to student trustees is only funded 50% by the Ministry.

While the Committee recognizes the contributions made by our student trustees, it also recognizes that improvements have been made in accessing the input of students across our board through the Student Senate. Unfortunately, as difficult a decision as this is, under the current economic conditions, we can no longer justify the added expense of having three student trustees when boards much larger than Superior-Greenstone DSB have only one. Therefore, the Committee recommends that Superior-Greenstone DSB move to one Student Trustee representative, similar to other boards in the Province and that this is implemented for the 2012-2013 school year. This will also necessitate the review of the Student Trustee Policy No.210 and associated Management Guideline prior to selection of the new representative in April for the 2012/2013 school year.

Committee Recommendations

That, the Trustee Expenses policy developed by the Trustee Budget Committee be referred to the Board Policy Review Committee for review.

That, the amendments to the Trustee/Student Trustee Attendance at Conferences Policy No.208 be submitted to the Board Policy Review Committee for review.

That, the Superior-Greenstone DSB accept the recommendation that effective September 1, 2012, the Board have one student trustee representative.

That, the Student Trustee Policy No. 210 and associated Management Guideline be referred to the Board Policy Review Committee to reflect the change in student trustee representation.

Respectfully submitted on behalf of the Trustee Budget Committee,

Cathy Tsubouchi
Superintendent of Business

Attachments:

Policy 208 Trustee/Student Trustee Attendance at Conferences
Trustee Equipment Cost Analysis
Policy 217 Trustee Expenses (NEW-Draft)

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section	BOARD AND ADMINISTRATION		
Policy Name	TRUSTEE/STUDENT TRUSTEE ATTENDANCE AT CONFERENCES		208
Board Approved:	<u>May 20, 2009</u> March 21, 2006 December 4, 2007 March 12, 1999	Reviewed: <u>April 27, 2009</u> January 27, 2006 September 24, 2007	Review By: December 2017 December 2014

POLICY

It is the policy of the Superior-Greenstone District School Board to encourage all Trustees and Student Trustees to engage in professional development and in-service activities related to their role as school trustees, **subject to budget restraints.**

PROCEDURES

1.0 Trustees/Student Trustees

- 1.1 In each budget year, each Trustee/~~Student Trustee~~ is encouraged to attend the Ontario Public School Boards' Association (OPSBA) sponsored conferences. It is most desirable to have:
 - a) at least one, if not all Trustees/~~Student Trustee~~ attend at each OPSBA/OSTA conference offered, including the Annual General Meeting,
 - b) the entire Trustee/~~Student Trustee~~ group attend ~~at the OPSBA Northern Regional Conference and~~ the Public Education Symposium,
 - b) the entire Trustee/Student Trustee group attend at the OPSBA Northern Regional Conference.
- 1.2 In each budget year, each Student Trustee is encouraged to attend the Ontario Student Trustee Association (OSTA) sponsored conferences.
- 1.3 For Trustees, all OPSBA sponsored conferences shall be automatically approved for attendance by any Trustee who makes such a request.

For Student Trustees, all OSTA sponsored conferences shall be automatically approved for attendance by any Student Trustee who makes such a request.
- 1.4 Attendance at and expenses for Trustees/Student Trustees at any conference or workshop which is not related to an OPSBA sponsored event shall require Board approval. Board approval is will be considered upon the submission of a [Trustee Conference/Workshop Application \(Appendix A\)](#) Form.
- 1.5 A [Trustee Conference/Workshop Application \(Appendix A\)](#) Form must be submitted to the Board for approval one (1) week prior to the Regular Board meeting and will be included on the Board agenda for consideration. The Trustee/Student Trustees primary interest for attending and a list of the keynote speakers is required for review.

Requests not included on the Regular Board agenda will be considered at the following meeting.

- 1.6 Provision shall be made in each annual budget for Trustee/Student Trustee expenses related to these activities.
- 1.7 The Superintendent of Business shall track Trustee/Student Trustees expenses to provide a quick reference and understanding of travel and professional development expenditures incurred to-date.
- 1.8 Approved expenses shall be in accordance with Policy No. 307 Travel, Meals and Hospitality Expenses.
- 1.9 Participation of Trustees/Student Trustees in any out-of-province activity shall require prior Board approval.
- 1.10 Upon return from a conference, any Trustee/Student Trustee in attendance will provide a verbal or written report at the next regular board meeting.

2.0 Student Trustees

- 2.1 A Parental Consent Form (Appendix B) must be submitted by Student Trustees under the age of 18 on each occasion that they travel to conferences as Student Trustees of the Board.
- 2.2 Travel to conferences shall be contingent upon the availability of supervision by the Student Trustee mentor or staff member as per Student Trustee Policy 210 Management Guideline.
- 2.3 The guidelines for the supervision of the Student Trustees will follow Board policy.
- 2.4 ~~Student Trustees shall provide one (1) written report to the Board within one month of attending a conference, workshop or activity.~~

3.0 Responsibility of Student Trustees at Conferences

- 3.1 As ambassadors of the Superior-Greystone District School Board, Student Trustees shall exhibit exemplary behaviour toward their fellow trustees and the public. The Student Trustee shall conduct him/herself in a manner that brings respect to his/her position when representing the Board.



Appendix A

Superior-Greenstone District School Board

TRUSTEE CONFERENCE / WORKSHOP

APPLICATION FORM

Trustee / Student Trustee Name:

Date of Conference / Workshop: Day(s) Month Year

Location of Conference / Workshop:

Name of Conference / Workshop:

Provide a brief description of training and the Keynote Speaker(s) for this event.

What are the estimated expenses for this conference / workshop?

Conference / Workshop Registration:

Transportation:

Meals:

Accommodation:

What are the benefits to the Superior-Greenstone District School Board?

DRAFT

Appendix B***Superior-Greenstone District School Board***

**PARENT/GUARDIAN CONSENT FOR STUDENT TRUSTEE
OUT-OF-DISTRICT AND/OR OVERNIGHT EVENTS
(For students under the age of 18)**

During their term as Student Trustee your son/daughter may be invited to attend out-of-town meetings and conferences organized by associations such as, but not limited to, the Ontario Student Trustee Association (OSTA) and the Ontario Public School Boards Association (OPSBA).

Out-of-town meetings and conferences are normally convened in hotels and supervision of your child during their attendance, as well as travel to and from the event, is not always possible.

ACKNOWLEDGEMENT

We have read the above. We understand that by participating in any out-of-district and/or overnight events, we are assuming any risks associated with doing so. We also acknowledge that Student Trustees are expected to behave as ambassadors of the Board and demonstrate appropriate decorum and responsibility during all events attended.

Signature of Student: _____ Date: _____

Signature of Parent/Guardian: _____ Date: _____

PERMISSION

This will confirm that I consent to _____ attending the following
Name of Student

Activity taking place outside the jurisdiction of the Superior-Greenstone District School Board and to the travel plan in her/his role as student trustee.

_____	_____
Activity	Location

On _____
Date(s)

_____	_____
Signature of Parent/Guardian	Date

Trustee Equipment Cost Analysis

		<u>(Savings)/ Cost</u>
Cell Phone allowance	Monthly allowance	5,400
	CPP on allowance	267
	reimbursement for annual connection, if applicable (max \$75 per year)	675
	Estimated Annual Cost for new allowance - 9 trustees	<u>6,342</u>
	Current Budgeted Cost	8,900
	(Savings)/Additional cost	-2,558
Internet	Estimated Annual Cost - 9 trustees	5,777
	Current Budgeted Cost	4,493
	(Savings)/Additional cost	1,284
Computer	Projected average cost of basic computer purchase - 3 machines per year	1,716
	Current Budgeted Cost	3,300
	(Savings)/Additional cost	-1,584
Fax lines	Savings - no longer providing fax lines	-775
Supplies	Savings - no longer providing toner/paper	-1,000
OVERALL (SAVINGS)/ADDITIONAL COST		<u>-4,633</u>
Cost to provide cell phone allowance, Internet and computer to one Student Trustee		<u>1,918</u>

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section BOARD AND ADMINISTRATION

Policy Name TRUSTEE EXPENSES

217

Board Approved: _____

Reviewed: _____

Review By: December 2017

POLICY

It is the policy of Superior-Greenstone District School Board to provide remuneration and reimbursement for expenses incurred in the course of their duties subject to the following guidelines and limitations of the approved budget.

GUIDELINES

1.0 Remuneration

Trustee remuneration will be paid in accordance with Policy 215 - Trustee Honorarium and Policy 210 - Student Trustee.

2.0 Travel Expenses

Trustees will be reimbursed for reasonable expenses incurred in the course of their duties.

All travel while attending Board business will be reimbursed in accordance with Policy 208 - Trustee/Student Trustee Attendance at Conferences and Policy 307 - Travel, Meals and Hospitality Expenditures.

3.0 Trustee Equipment and Support

Computer – Upon commencement of their term, a basic laptop computer will be provided by the Board during the trustee's term in office, unless the Trustee decides that they do not want one. If a trustee vacates the position, the equipment must be returned to the Board.

Cell phones – Trustees with personal cell phones will be paid a monthly allowance of \$50 per month, upon submission of cell phone bill and provided they provide their cell phone number to be used by the board to contact trustees when necessary. In addition, the board will also reimburse up to a maximum of \$75 per annum for connection fees, if applicable and upon provision of the invoice for the annual fee. Board cell phones will not be provided. No other phone lines will be provided.

Internet – Trustees are required to have internet access at home. Internet services will be set up for direct billing to the Board or will be reimbursed to the trustee upon submission of their internet provider invoice which indicates the cost of internet service.

Printer and fax machines – With our focus on paperless, such equipment will not be provided.

Supplies – Supplies such as ink and paper will not be provided.

4.0 Other

Trustees will follow section 4 of the Policy 307 - Travel, Meals and Hospitality Expenditures for reimbursement of eligible expenses.

DRAFT

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Report No: 22
Date: March 19, 2012

TO: Chair and Members of the
Superior-Greenstone District School Board

FROM: Wayne Chiupka, Manager of Plant Services

SUBJECT: Use of Capital Reserves for Roofing Projects

Background

Over the past years, the Superior-Greenstone District School Board has accumulated reserves from the sale of unneeded property, including the recent sale of the former Marathon Public School site. Use of these reserves requires special permission from the Ministry of Education.

Current Situation

Recently, the Board advertised tenders for partial roof replacement work at Geraldton Composite High School, Nipigon-Red Rock District High School, and the Marathon High School.

Unfortunately, the results of the tender have been much higher than expected and well above the budgeted figures for 2011-2012. The options available to the Board are to reduce the scope of work and not carry out all the needed work, or to apply to use reserves currently held by the Board for this purpose.

It is recommended that the Board apply to the Ministry of Education to use some of the capital reserves to complete the needed roof work.

Administrative Recommendations:

That, the Superior-Greenstone DSB having received Report No XX: Use of Capital Reserves for Roofing Projects, directs Board Administration to apply to the Ministry of Education for permission to use Capital Reserves for the roofing projects at Geraldton Composite High School, Nipigon-Red Rock District High School, and the Marathon High School.

Respectfully submitted by:

Wayne Chiupka
Manager of Plant Services

David Tamblyn
Director of Education

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Report No: 23
Date: March 19, 2012

TO: Chair and Members of the
 Superior-Greenstone District School Board

FROM: Dianne Williams

SUBJECT: Disbursements Report for February 2012

Background

In July 2011, the Board approved the 2011/2012 Operating Budget of \$36,397,425.

2011/2012 Original Budget	\$36,397,425
Various Additional Grants	685,406
 Adjusted 2011/2012 Budget	 \$37,082,831

Based on the above, average spending for operations should be approximately \$3,090,236 per month. A comparison of actual spending to the monthly average highlights the unique spending that has taken place during a given month.

Since Capital spending is not spread evenly over the year, the Capital spending will be highlighted separately, as necessary.

Current Situation

Total disbursements in the form of cheques written and payrolls for **February 2012** were \$3,261,444.32.

Total Disbursements for the period	\$3,261,444
 Less unusual items for the month:	
Benefits for January paid in February.	(70,525)
Construction costs paid in February.	(49,500)
 Adjusted Total	 \$ 3,141,419

While our spending is above average for the month, it is within reason.

The details of cheques issued during the month have been submitted to Darlene Keenan, Chair of the Business Committee for review.

Administrative Summary

That the report entitled, Disbursements Report for February 2012 be received by the board for information.

Respectfully submitted,

Dianne Williams
 Manager of Accounting Services

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARDReport No.: 24
March 19, 2012

TO: Chair and Members of the
Superior-Greenstone District School Board

FROM: David Tamblyn, Director of Education

SUBJECT: Grade 7-12 Advisory Committee

Background:

In the last ten years, declining enrolment in many of our schools has resulted in very small class sizes and multiple grade groupings. Among our elementary schools, we currently have four Grade 7/8 classrooms with less than 10 students. There are an additional three Grade 7/8 classrooms with less than 15 students. While the teacher pupil ratio in these classrooms is extremely low, the long term sustainability of maintaining the present level of staffing in these classrooms is no longer feasible under the current economic conditions.

School Boards across the province have changed the grade configuration in underused schools to make better use of existing facilities and staffing. The number of secondary schools in Ontario that also serve Grade 7 and 8 students in the same facility has grown in recent years, especially since the Ontario Academic Credit (Grade 13) was eliminated. Utilizing excess secondary school space to house Grades 7 and 8 offers a practical use of existing resources.

In addition to the economic rationale of a 7-12 grade configuration, there are a number of academic, athletic and social benefits of this model including;

- Access to many resources that a secondary school can offer including science labs, art room, music, family studies lab, shops and clubs
- An easier transition to grade 9 due to familiarity with environment, staff and programs
- Increased collaboration between elementary and secondary staff regarding curriculum and instructional practices
- Increased social, athletic and academic opportunities with a larger class size composed of students of similar age and grade level.
- The opportunity to participate in leadership activities
- The opportunity to take part in full school assemblies, special events, and spirit assemblies.

Current Situation

We currently have two high schools where we would like to study the feasibility of a 7-12 model; Nipigon Red Rock District High School and Lake Superior High School. The study would involve the elementary feeder schools of Dorion, Schreiber, Terrace Bay, Red Rock and George O'Neil. Although the study will be conducted by senior administration (with the support of board office staff and the school principals), I would like to create an advisory committee for each of the two areas involved in the study.

The purpose of the two committees would be to advise senior administration of issues and concerns particular to the stakeholder groups represented by members of the committee. This committee would be comprised of a School Council representative and a student from each of the catchment schools, a school administrator from the elementary and secondary panels, an ETFO Teacher representative and an OSSTF Teacher representative as well as members of Senior Administration.

Administrative Recommendations

That the Superior-Greenstone District School Board approve the formation of an Advisory Committee for each of the two high schools being considered for a 7-12 model.

Respectfully submitted by:

David Tamblyn,
Director of Education

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Report No: 25

Date: March 19, 2012

TO: Chair and Members of the
Superior-Greenstone District School Board

FROM: David Tamblyn, Director of Education

SUBJECT: Strategic Planning – Creating a Vision for the Future

Background:

In Report No. 02 presented to the Board on December 5, 2011, outlining the initial draft of the Strategic Plan and the timelines of the planning process, I advised that a second draft of the plan would follow in March 2012. In keeping with those timelines, I am pleased to present the second draft of the Strategic Plan for the Board's consideration. Since my first report, I have had the pleasure of meeting with our various stakeholders groups; including parents, staff, students as well as several of the standing committees. The discussions I have had around the Strategic Plan have been enlightening as well as engaging. I would like to thank each of the members of the Strategic Planning Committee (formerly the System Improvement Team) for their enthusiasm and tireless determination "to get this right". I am honoured to work alongside these exceptional individuals in such a worthy endeavor.

Below is an outline of the Strategic Plan. Please note the Strategic Priorities are expanded upon within the Book of Commitments which I have not included in this report because of the length of the document.

Draft Strategic Plan

Our Mission: "Superior-Greenstone will inspire our students to succeed and make a difference."

Our Vision: "We are leaders in providing quality learning experiences in our small school communities."

Our Values: "Caring, Fairness, Empathy, Responsibility, Honesty, Resilience, Respect, Perseverance."

Our Motto: "Small schools proud to make a difference."

Strategic Priorities:

1. Student Achievement and Well Being

- Quality Instruction
- Student Engagement
- Authentic/relevant Learning Experiences
- Equity and Inclusive Education
- Student Voice
- Raising Parental Expectations
- Character Education
- Global Citizenship

2. Responsible Stewardship of Resources

- Maximizing Investment in Academic Resources, Utilization of Space, Facilities and Services
- Consolidating Resources
- Foster a Climate of Respect and Growth of our Human Resources
- Environmental Stewardship
- Technology: Meeting the Needs of all Students

3. *Building Relationships*

- Creating a Culture of Trust
- Celebrating Successes
- Modeling a Joy of Learning
- Strengthening our Understanding of all the Communities we Serve
- Strengthening Partnerships (Parents, Community, Agencies)
- Communication

Next Steps

In the coming weeks I will continue the consultation process with our stakeholder groups. This will involve meeting with students, parents, partners and members of the community to identify common critical issues, needs, expectations and possibilities. Once collected, this will be used to revise the Strategic Plan before seeking final approval from the Board in June. The Strategic Plan would then be posted onto the Board website to gather additional feedback. As well, all the suggestions regarding the new Board motto will be posted to allow constituents to vote upon the entries.

I have begun to prepare for the implementation of the Strategic Plan for September. This involves rebranding the School Board to reflect the changes and the new direction outlined in the Strategic Plan. I have met with *Sencia Corporate Web Solutions* to discuss changes to our web page to reflect our new Vision and Mission Statement. I am also working with Sencia to develop a new Board logo.

The timelines for the Strategic Planning process are as follows:

- March 19, 2012: Present second draft of Strategic Plan to Board
- March: Post draft Strategic Plan onto Board website
- March : Create on-line voting mechanism for selection of board motto by constituents via Board website
- March – June: Work with Sencia Corporate Web Solutions to create new Board website
- April – May: Review Strategic Plan with community stakeholders
- June: Board approval of Strategic Plan
- September: Implementation and of Board Strategic Plan

Administrative Summary

The report entitled, Strategic Planning – Creating a Vision for the Future is presented to the Board for information.

Respectfully submitted by:

David Tamblyn
Director of Education

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD**Report No. 26****Date:** March 19, 2012

TO: Chair and Members of the
Superior-Greenstone District School Board

FROM: David Tamblyn, Director of Education

SUBJECT: Director's Monthly Report – March 2012

1. *Growing Success Implementation Project (GSIP)*

Representatives from the Ministry of Education from Toronto and Thunder Bay returned for the latest round of school visits held February 27 through March 2, 2012. Teachers from both the senior and intermediate divisions were invited to visit one another's classrooms to share strategies about the implementation of learning goals, success criteria and descriptive feedback. Rich conversations followed each session to support one another as they incorporate the assessment cycle into their daily practice. The groups also explored the challenge that exist in making the transition from elementary to secondary school seamless. Although the focus of the project is the implementation of the practices as outlined in the Growing Success document, teachers are learning just as much from visiting the classrooms of their colleagues and discussing their instructional practice. Teachers and principals are learning to collaborate within a community of learners and a culture of trust.

2. *Elementary Leadership Learning Team*

The Elementary Leadership Learning Team met this month for a third, two-day session. There is a continued focus on moderation of student work. Day one involved mathematics study and digging deeper into assessment and monitoring. The literacy session on the second day, saw continued exploration of theory which states:

“If formal and informal school leaders dig deeper into *what teaching with intention* means in the math and literacy blocks, then students will *represent and support* their own points of view/strategies independently.”

This session differed from previous sessions as it included several secondary principals and teachers. Having the secondary staff present helps us to move forward as a district; while the sharing and focus on mathematics instruction did allow for deeper understanding for both divisions. With a focal point on providing descriptive feedback to students, the exercise allowed the group to see the commonalities in instructional approaches. The group also developed a second theory of action as a result of their work which states:

“If a tri-level system team uses current student achievement data to guide all conversations, then the district will further develop a culture which maintains student achievement as its core priority.”

We look forward to continuing the conversation at our final session in April.

3. *Aboriginal Proposals*

Superior-Greenstone has had three proposals approved:

- a) **Aboriginal Resources:** We received funding to purchase the new Aboriginal Textbooks for NAC 20 and NBV 30. Each secondary school received 20 copies of *Aboriginal People of Canada* to be used in Grade 10 Native Studies. This text may also be used in Grade 10 Academic History as it has curriculum connections to that course. In addition, texts for the Grade 11 Native Beliefs, Values and Aspirations were also purchased.

- b) Professional Development Proposal: The funds from this proposal were used for staff to attend the Circle of Light conference in Toronto, a conference that occurs every two years that focuses on Aboriginal Education. During this conference, our Outdoor Co-op Program was highlighted as an activity that supports learning for Aboriginal students. This proposal also supports teachers participating in the Native Studies/Native Language conference in Thunder Bay later this spring.
- c) Project Build: Funds for this proposal will be put towards the summer program with planning for this activity to start in the near future.

4. Marion Drysdale Award

Alex Gladu, a student at Geraldton Composite High School (GCHS) won in the regional section of the Marion Drysdale Award for Audio/Visual/Animation. As such, Mr. Gladu finished in the top five competitors province-wide. This is the eleventh year that a GCHS Knightline student has placed first in either the provincial or regional category. Congratulations is extended to Mr. Gladu and his teacher Rob. Haslam for all their great work.

5. GCHS Co-Operative Education Placement in MP Constituent Office

GCHS student, Allison Pelletier who is also a student trustee has a Co-op placement in the constituent office of Thunder Bay/Superior North MP, Bruce Hyer. Ms. Pelletier has a genuine interest in the political process and learning more about the workings of government. This will provide her with an exceptional opportunity to explore career paths linked to the political science.

6. Achievement Fund: Dream It. Believe It. Achieve It.

On February 10, I met with Lakehead University President Brian Stevenson to discuss the establishment of an Achievement Fund for our Aboriginal Students. The Project's primary objective is to impress upon Aboriginal children and young adults that university is an achievable dream and that a significant endowment and bursary fund will be established to ensure that students from this target population have access to higher education.

As early as grade 4, students can earn tuition credits by staying in school and participating in joint programs developed by the University and selected partner schools and through participation in extracurricular activity or community projects. Through involvement in programs developed by the schools and Lakehead University, students will not only gain financial help and encouragement, but also gain skills and opportunities for learning that will enhance their future education. Students will have a variety of programs to explore, such as the Go ENG Girls in the Engineering Faculty, Mini U at the Athletics Department and various programs within the community.

The Achievement Fund tuition credit program is designed to offer children and young adults the chance to earn tuition credits as deferred scholarships. Upon completion of a high school diploma or an equivalency certificate, financial resources in the way of accumulated credit dollars and bursaries to attend Lakehead University will be made available.

Administrative Summary

That the report entitled Director's Monthly Report-March 2012 is presented to the Board for information.

Respectfully submitted by:

David Tamblyn
Director of Education

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD**Report No: 27****Date:** March 19, 2012

TO: Chair and Members of the
Superior-Greenstone District School Board

FROM: Nancy Petrick, Superintendent of Education

SUBJECT: Elementary Enrolment and Staffing Implications for September 2012

Background

Many of our communities continue to face significant economic challenges and the downward trend in enrolment continues. The elementary enrolment for the 2011-2012 School Year was 766.0 and the projected enrolment for the 2012-2013 School Year is 736.50. This is a decrease of 29.5 students or 4.00 %.

Table One indicates the projected enrolment of each school for September 2012. These projections are based on graduating all current students to the next grade and on conversations with administrators regarding expected Junior Kindergarten registrations.

TABLE ONE: Projected Enrolment for the 2011-12 School Year

<i>Total FTE by School</i>	<i>JK</i>	<i>SK</i>	<i>Gr. 1-3</i>	<i>Gr. 4-6</i>	<i>Gr. 7-8</i>	<i>FTE</i>
B. A. Parker Public School	8.0	12.0	46.0	33.0	47.0	136.0
Beardmore Public School	0.0	5.0	11.0	16.0	8.0	38.5
Caramat Public School	0.0	0.0	0.0	0.0	0.0	0.0
Dorion Public School	5.0	7.0	13.0	13.0	7.0	39.0
George O'Neil Public School	11.0	11.0	28.0	26.0	24.0	89.0
Manitouwadge Public School	3.0	3.0	11.0	10.0	18.0	42.0
Margaret Twomey Public School	23.0	25.0	67.0	73.0	47.0	211.0
Marjorie Mills Public School	3.0	5.0	12.0	17.0	20.0	53.0
Nakina Public School	3.0	2.0	9.0	8.0	3.0	22.5
Red Rock Public School	1.0	4.0	6.0	6.0	10.0	24.5
Schreiber Public School	5.0	6.0	8.0	11.0	11.0	35.5
Terrace Bay Public School	5.0	5.0	10.0	15.0	15.0	45.0
<i>Total FTE</i>	67.0	85.0	221.0	228.0	210.0	736.0

Current Situation

Staffing our schools is extremely important to the lives of our students, teachers, administrators and communities. Intervention programs and school organization contributes to the positive learning environments that we celebrate in each of our schools. It is necessary to examine each school in our Board to determine staffing levels that will best meet the needs of our students and at the same time align resources to benefit our students. Our commitment to the three core priorities; increased levels of student achievement, reducing the gap in student achievement and increased public confidence continues to be our focus as we move forward in this process.

In consultation with school administrators and teaching staff, the following guiding principles will be used to staff our school in September 2012:

- Low pupil teacher ratio is a major consideration when determining staffing for multi-age classrooms;
 - an attempt to eliminate quadruple grades in the literacy and numeracy blocks and limit the pupil-teacher ratio to 15:1 will be a focus
- Flexibility in responding to the needs of schools experiencing an increase in enrolment in September 2012

Administrative Summary

That, the report entitled, Elementary Enrolment and Staffing Implications for September 2012 be received by the Board as information.

Respectfully submitted by:

Nancy Petrick,
Superintendent of Education

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Report No: 28
Date: March 19, 2012

TO: Chair and Members of the
Superior-Greenstone District School Board

FROM: Barbara Willcocks Student Success Lead
Nancy Petrick Superintendent of Education

SUBJECT: Informational Update on Aboriginal Educational Opportunities for 2011-2012

Background:

For the 2011-2012 Superior-Greenstone DSB received funding toward four Aboriginal proposals:

- Aboriginal Resources
- Support of Student Learning Through Professional Development
- Supporting Student Success: Project Build
- Aboriginal Student Self-Identification Policy Implementation

Project Descriptions

Aboriginal Resources: \$10,800

The objective of our Board in this project is to develop an understanding in all our students of the role and contributions of Aboriginal people in the life, culture and heritage of Canada. Copies of the textbook “*Aboriginal Peoples of Canada*” were purchased for each secondary school. The unique feature of this resource is that it can be used not only in the NAC 20, Aboriginal Peoples in Canada course, but also in the CHC2D/2P, Canadian History Since WW1 course. In addition, copies of the text “*Aboriginal Beliefs and Values*” were purchased. This resource will be shared amongst our secondary schools in the Grade 11 Native Studies course, Aboriginal Beliefs, Values and Aspirations in Contemporary Society. Teacher’s resource guides were also included in this proposal to support instructional practices.

Support of Student Learning Through Professional Development: \$15,000

The objective of our Board for this project is to share best practices, resources and dialogue on how to better meet the needs of our First Nation, Metis and Inuit (FNMI) students and develop strategies that support the implementation of the FNMI framework. System leaders and educators attended the Circle of Light conference and participated in sessions that related to the assessment cycle. In addition, our Summer Co-op program was highlighted at this conference as an example of a best practice and Matt Lawrence, who was the teacher overseeing the project last summer, presented on behalf of the Board.

Other professional development activities will include teacher’s participating in the Native Studies/Native Language conference in Thunder Bay in April 2012.

Supporting Student Success: Project Build: \$20,000

The Board objective for this program is to provide a unique learning environment to support our students with the skills they need to complete their secondary education, post secondary educational studies or the workplace. The project is an after school, capacity building co-operative education program for all First Nation students located in the Nipigon Red-Rock area. The program will provide the students with opportunities to receive a wide variety of certifications and co-operation education credits.

Voluntary Aboriginal Student Self Identification Policy Implementation: \$20,000

The Board's objective for this project is revise its current Voluntary Aboriginal Student Self-Identification policy to:

- Specifically state that student data will be shared with the Ministry of Education
- Identify gaps in achievement within the population of students who self-identify as Aboriginal
- More accurately identify the necessary targeted supports and strategies required to close gaps in achievement.

To accomplish this, the Board strategy will be to engage in community consultation related to making revisions and up-dates to the Superior-Greenstone DSB Voluntary Aboriginal Student Self-Identification Policy 527 by June 2012. The revisions to this policy will enable our student data to be shared with the ministry and to collect comprehensive relevant Aboriginal data.

Administrative Summary

That, the report entitled, Informational Update on Aboriginal Educational Opportunities for 2011-2012 be received by the Board for information.

Respectfully submitted by:

Barbara Willcocks
Student Success Lead

Nancy Petrick
Superintendent of Education

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Report No: 29
Date: March 19, 2012

TO: Chair and Members of the
Superior-Greenstone District School Board

FROM: Barbara Draper, Coordinator of Human Resource Services

SUBJECT: Personnel Report – March 19, 2012

The report entitled Personnel – March 19, 2012 is presented to the board for information

I ADMINISTRATIVE STAFF

1. **RESIGNATIONS**

PLEASE CONTACT HUMAN RESOURCE FOR PERSONNEL INFORMATION

II TEACHING STAFF

1. **APPOINTMENTS**

2. **TRANSFERS, CHANGES IN ASSIGNMENT**

3. **OTHER**
Occasional Teaching Assignments

•

III SUPPORT STAFF

1. **OTHER**
Lay-offs, Staff Reductions

Temporary Assignments

Barbara Draper
Coordinator of Human Resource Services
Reference: Regular Board Meeting March 19, 2012