SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

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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.*

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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 2012/06

Committee of Whole Board In-Camera	*Regular Board Meeting: (Open to Public)*
(Closed to Public) 6:30 p.m.	*Follows conclusion of In-Camera*

A G E N D A

Tuesday May 22, 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. Joanette

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

Trustees	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					

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

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 Tuesday, May 22, 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 2012-05 – April 17, 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
       2.   The Board   coming from closed session)

5.0 Approval of Agenda
       ✓*That*, the agenda for the Superior-Greenstone DSB
       2012/06 Regular Board Meeting, Tuesday, May 22, 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 2012-05 – April 17, 2012,   *(Attached)*
       2.   Special Board Meeting 01-2012 – May 7, 2012   *(Attached)*

And that, the Board acknowledges receipt of the
following sets of minutes:
  3. *Special Education Advisory Committee – April 24, 2012, and*   *(Attached)*
  4. *Board Policy Review Committee Meeting – May 1, 2012, and*   *(Attached)*

That the Board accepts the recommendation outlined in
the BPRC minutes of May 1, 2012 and approves as reviewed:
- *P-602.1   Students' Acceptable Use of Technology*
- *MG-602.1   Students' Acceptable Use of Technology*
- *P 602.2   Employees' Acceptable Use of Technology*
- *MG-602.2   Employees' Acceptable Use of Technology*
- *P-721   Teacher Performance Appraisals*
- *MG-721   Teacher Performance Appraisals*

to be posted to the Board website with an implementation date
of May 23, 2012 and these shall supersede any previous policies and
management guidelines.

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

9.1   Regular Board April 17, 2012
        Report No. 39
        Trustee Expense Report   *(Attached - C. Tsubouchi)*

10.0   Delegations and/or Presentations

10.1   Report No. 40   *(Attached*
         Lake Superior High School Advisory Committee 7-12 Study   *Lindsay Costa & Tosha Borutski)*

         ✓*That, the Superior-Greenstone DSB having received*
         Report No 40: Lake Superior High School Advisory Committee
         on the 7-12 Study accepts the recommendations as outlined
         in the report.

10.2   Report No. 41   *(Attached*
         Nipigon-Red Rock District HS Advisory Committee 7-12 Study   *Kitty Dumonski & Kelly Mangoff)*
         ✓*That, the Superior-Greenstone DSB having received*
         Report No 41: Nipigon-Red Rock District High School Advisory
         Committee on the 7-12 Study accepts the recommendations as
         outlined in the report.

10.3   Excellence in Education:
         Behaviour Documentation System (BeDoc)   *(Melissa Bianco)*

10.4 <u>Student Trustees' Update</u>   (*Verbal – Student Trustees)*

    10.4.1   <u>2012-2013 Student Trustee Appointment</u>   *(D. Tamblyn)*

        ✓ ***That***, *the Superior-Greenstone DSB accept*
the appointment of _____ _____
from the _____ High School to serve
as the 2012-2013 Student Trustee, effective for the period,
August 1, 2012 to July 31, 2013.

    10.4.2   <u>Alannah Dart</u>   (*Verbal)*
    10.4.3   <u>Christine Roszel</u>   (*Verbal)*
    10.4.4   <u>Allison Pelletier</u>   (*Verbal)*

11.0   *Reports of the Business / Negotiations Committee*   *(Business /Negotiations Chair: D. Keenan)*

    Superintendent of Business: C. Tsubouchi

11.1   <u>Report No. 42</u>
    <u>2011-2012 Interim Financial Report No 2</u>   *(Attached – D. Williams)*

11.2   <u>Report No. 43</u>
    <u>Disbursements April 2012</u>   *(Attached – D. Williams)*

12.0   *Reports of the Director of Education*

    Director of Education: David Tamblyn

12.1   <u>Report No. 44</u>
    <u>Director's Monthly Report- May 2012</u>   *(Attached - D. Tamblyn)*

12.2   <u>Report No. 45</u>
    <u>Update: 2012 School Graduation Dates Schedule</u>   *(Attached – D. Tamblyn)*

13.0   *Reports of the Education Committee*   *(Education Chair: Angel Santerre)*

    Superintendent of Education: Nancy Petrick

13.1   <u>Reports No. 46</u>
    <u>Secondary Staffing Proposal-September 2012</u>   *(Attached – N. Petrick)*

    ✓ ***That***, *the Superior-Greenstone DSB having received*
Report No. 46: 2012-2013 Secondary Staffing Proposal for
September 2012 approves this proposal as presented.

14.0   *Reports from Human Resources*   *Board Chair: Pinky McRae*

14.1   <u>Report No. 47</u>
    <u>Personnel May 22, 2012</u>   *(Attached – B. Draper)*

15.0   *New Business*

15.1   <u>Board Chair</u>

15.2   <u>Trustees' Reports: Constituent Concerns</u>

15.3   <u>Future Board Meeting Agenda Items</u>

15.4   Miscellaneous

16.0   Notice of Motion

17.0   Trustee Associations and Other Boards

17.1   OPSBA
    17.1   Appointment of Alternate Director and Voting Delegate re AGM   *(P. McRae)*
        ✓*That*, the Superior-Greenstone DSB appoint Fred Simonaitis
        as its Alternate Director and Voting Delegate for the June 2012
        OPSBA Annual General Meeting.

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 2012/06
    Regular Board Meeting, Tuesday, May 22, 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, June 18	Monday, October 22
Monday, July 16	Monday, November 19
Monday, August 20	Friday, December 7
Monday, September 17	

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

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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 2012/05

Committee of Whole Board In-Camera   *Regular Board Meeting: (Open to Public)*
(Closed to Public) 3:30 p.m.   *Follows conclusion of In-Camera*

M I N U T E S

<u>Tuesday, April 17, 2012</u>

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. Joanette

PART I: Committee of Whole Board   *Section (A) In-Camera: : – (closed to public): 6:35 p.m.*
PART II: Regular Board Meeting   *Section (B) : – (open to public) 6:47 p.m.*

Attendance

Trustees	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)* (*Excused at 8:57 p.m.*)			X		
Fisher, Cindy					X	Rozsel, Christine *(Student)*				X	
Fisher, Matthew	X					Santerre, Angel			X		
Keenan, Darlene (*Excused at 7:50 p.m.*)		X				Simonaitis, Fred	X				

Board Administrators	Attendance Mode: On-site (OS); Teleconference (TC); Videoconference (VC); Absent (A); Regrets (R)				
	OS	*TC*	*VC*	*A*	*R*
Tamblyn, David: D*irector of Education*	X				
Petrick, 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
Joanette, Rose-Marie: *Administrative Assistant / Communications*	X				

Note: Due to inclement weather, the board meeting was postponed from April 16 to April 17, 2012

1.0 Roll Call
Board Chairperson P. McRae conducted roll call at 6:35 p.m. and members were present as noted above

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PART I: *Committee of the Whole Board*   *Section (A) In-Camera: – (closed to public) 6:35 p.m.*

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

2.1   Agenda: Committee of the Whole Board - Closed
49/12
Moved by: Trustee F. Simonaitis   *Second: Trustee M. Fisher*
✓ *That, the Superior-Greenstone DSB go into a Committee of the Whole Board Section A (Closed Session) at 6:35 p.m. and that this portion be closed to the public.*
Carried

2.2   Rise and Report from Closed Session
50/12
Moved by: Trustee D. Keenan   *Second: Trustee M. Fisher*
✓ *That, the Superior-Greenstone DSB rise and report from the Committee of the Whole Board Section A (Closed Session) at 6.47 p.m. and that this portion be open to the public.*
Carried

PART II: *Regular Board Meeting*   *Section (B) : – (open to public): 6:47 p.m.*

3.0 Regular Meeting Call to Order
51/12
Moved by: Trustee M. Fisher   *Second: Trustee D. Keenan*
✓ *That, the Superior-Greenstone DSB Regular Board Meeting on Tuesday, April 17, 2012 be called to order at 6:51 p.m.*
Carried

4.0 Report of the Committee of the Whole Closed Section A

4.1   *52/12*
Moved by: Trustee C. Brown   *Second: Trustee A. Santerre*
✓ *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 2012-04 – March 19, 2012
Carried

5.0 Approval of Agenda
53/12
Moved by: Trustee D. Keenan   *Second: Trustee M. Fisher*
✓ *That, the agenda for the Superior-Greenstone DSB 2012/04 Regular Board Meeting, Monday, March 19, 2012 be accepted and approved as amended to add items under Business Arising as follows:*
- *9.2.1   Notice of Motion-Student Trustee, re M. Mannisto;*
- *9.2.2   Notice of Motion to Reconsider Trustee Expenses, re Trustee B. Bartlett;*
- *9.2.3   Notice of Motion to Table, re Trustee B. Bartlett;*
- *9.2.4   Report No 30 Additional Information, re Trustee C. Brown*
- *9.2.5   Resolution A, re Trustee C. Brown.*
Carried

6.0   *Disclosures of Interest re: Open Session*
There were no disclosures regarding the open session.

7.0   *Minutes: Board Meetings and Board Committee Meetings*

7.1   Amendment re March 19, 2012 Minutes: Item 11.1
Trustee B. Bartlett asked for an amendment to the minutes of March 19, 2012, Item 11.1
i)   fourth paragraph, first line delete the word "not" ….
ii)   fourth paragraph, second line delete the words "but rather", insert the word "and"

7.2   Amendment re March 19, 2012 Minutes: Item 12.1
Trustee B. Bartlett asked for a correction to the record of March 19, 2012, Item 12.1 and recited to the group a passage which she had expected the minutes to have reflected from when she addressed the subject at the March board meeting.

7.3   Point of Clarification
Trustee M. Mannisto advised that the expectation for board meeting minutes is that these are to be an outline of action items, not a verbatim record citing a previous occasion where the introduction of a verbatim account as an amendment was denied.

54/12
Moved by: Trustee M. Fisher   *Second: Trustee F. Simonaitis*

✓*That*, the minutes of the following Board meeting be adopted:
1. *Regular Board Meeting 2012-04 – March 19, 2012, as amended*
    And that, the Board acknowledges receipt of the following sets of minutes:
2. *Native Education Advisory Committee – March 19, 2012, as amended*
3. *Parent Involvement Committee – March 20, 2012, and*
4. *Special Education Advisory Committee – March 27, 2012, and*
5. *Board Policy Review Committee Meeting – March 26, 2012, and*
That the Board accepts the recommendation outlined in the BPRC minutes of March 26, 2012 and approves as reviewed:
- *P-712 Recognition of Employees*
- *MG-712 Recognition of Employees*
                                                                                    Carried

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

- Board Audit Committee
  ➢ No Report
- Board Policy Review Committee
  ➢ Next meeting is changed from April 23 to May 1, 2012
- Native Education Advisory Committee
  ➢ B. Willcocks reported that a letter has been sent out with a tentative schedule to consult with Band Chiefs and Education Directors of Bands about the Voluntary Aboriginal Student Self-Identification Policy revisions.
- Occupational Health and Safety Committee
  ➢ No report. The next meeting is set for first week of May 2012
- Parent Involvement Committee
  ➢ Minutes of March 20, 2012 are available on website
- Special Education Advisory Committee
  ➢ The next meeting is on April 24, 2012
- Transportation Committee
  ➢ No Report

9.0   *Business Arising Out of the Minutes*
9.1   Regular Board February 21, 2012: Item 15.3 Board Bylaw Sub-Committee Formation
Director of Education advised that the issue was a follow-up from the spring 2011 discussion between C. Brown and former Acting Director Terry Ellwood. The discussions are related to the desirability of forming a Board Bylaw committee to review bylaws to keep these current and applicable. The board agreed to start a process in September 2012 after the Board Strategic Plan project was completed. The Bylaw Sub-Committee include Trustee, Bartlett, Brown, Keenan, Mannisto, McRae, Simonaitis and a student trustee should this person express an interest. The Bylaw Sub-Committee will be revisited in August 2012.

9.2   Regular Board: March 19, 2012: Item 11.1 Report No. 20-Trustee Budget Committee

   9.2.1   Notice of Motion to Reconsider the Student Trustee Resolution
   Trustee M. Mannisto requested reconsideration for the motion Resolution No. *44/12* dated March 19, 2012 to move the Board to one Student Trustee seat from the current allotment of three students, due in part to budget pressures and declining enrolment.

   All Trustees who wished to address the matter were heard. It was clarified that if a motion were carried the effective date for implementation of one Student Trustee for the board would be August 1, 2012. Chairperson McRae also noted that the motion for reconsideration was not amendable, but only open to debate.

   55/12
   Moved by: Trustee M. Mannisto   Second: Trustee F. Simonaitis
   ✓ *That, the Superior-Greenstone DSB reconsider the Student Trustee Resolution*

   Carried

   A discussion ensued. A variety of concerns was raised and inquiries made about the viability of retaining three Student Trustee seats on the Board versus one.

   Trustees C. Brown and B. Bartlett requested a recorded vote on the following motion

   56/12
   Moved by: Trustee M. Mannisto   Second: Trustee F. Simonaitis
   ✓ *That, the Superior-Greenstone DSB accept the recommendation that effective September 1, 2012, the Board has one student trustee representative.*

Yes	No
M. Mannisto	C. Brown
F. Simonaitis	B. Bartlett
D. Keenan	M. Fisher
A. Santerre	
P. McRae	

   Carried

   9.2.2.   Notice of Motion to Reconsider Trustee Expenses
   Trustee B. Bartlett requested reconsideration for the Resolution No. *43/12*, dated March 19, 2012 citing that information, i.e., report to breakdown the individual trustees expenses was not available and with which she advises she would have been able to make a more informed decision.

   57/12
   Moved by: C. Brown   Second: Trustee B. Bartlett
   ✗ *That, the Superior-Greenstone DSB reconsider the Trustee Expenses policy developed by the Trustee Budget Committee.*

   Opposed

9.2.3   Notice of Motion to Table Policy 208, re Trustee B. Bartlett
Chairperson McRae inquired of the Board that given the minutes pertinent to Policy 208 were approved as they were, if then the board was in favour of taking Policy 208 from the table for further discussion.

58/12
Moved by: Trustee B. Bartlett   Second: Trustee M. Mannisto
✓***That,*** *the amendments to the Trustee/Student Trustee Attendance at Conferences Policy No.208 be submitted to the Board Policy Review Committee for review.*
<div align="right"><u>Carried</u></div>

9.2.4   Report No 30: Additional Information Requested at March Board Meeting
Regarding Trustee Budget Committee Report
Superintendent of Business Cathy Tsubouchi provided a brief overview of the report. No inquiries were raised with respect the calculations illustrated.

9.2.5   Resolution A: Trustee C. Brown
Trustee Brown requested that in the interest of supporting good governance and transparency the trustee group needs to know what each and everyone's expenditures are on a regular basis. She asked that a running tally be provided to all trustees each month, starting immediately and that the same be delivered as part of the board package or separately. Trustee C. Brown requested her vote be recorded in the affirmative.

59/12
Moved by: Trustee C. Brown   Second: Trustee B. Bartlett
✓***That,*** *administration of Superior-Greenstone DSB provide all Trustees and Student Trustees with a monthly summary of year to date trustee expenses by trustee and an annual summary by trustee starting from the term of office.*
<div align="right"><u>Carried</u></div>

10.0   *Delegations and/or Presentations*

10.1   Excellence in Education: Entrepreneurship Program at Nipigon-Red Rock DHS
Nipigon-Red Rock DHS Teacher Kim Mannila in concert with Principal Donna Fry provided a comprehensive report about the Entrepreneurship Program at NRHS. The program has and is helping to address the experience of poor attendance of a number of students. It appears the program is highly engaging for all students with the delivery of experiential learning.

10.2   Student Trustees' Update
10.2.1   Alannah Dart
Reported that the Student Survey as developed through the OSTA BCC is being well received with many students completing the survey. A good turnout (70 students) attended the Spring Formal. The next event will be the Glow Dance, which is scheduled to coincide with the Grade 8 Transition Day to help with the assimilation of these students into the high school. Due to lack of sales, the Marathon HS Yearbook production is suspended for this year and money collected is being refunded to students. Ms. Dart requested approval of the board to attend the OSTA – AGM being held in Toronto on May 24-27. A motion was carried to affect the arrangements for all three students to attend contingent upon the acquisition of a female chaperone to accompany the students.

60/12
Moved by: Trustee M. Mannisto   Second: Trustee F. Simonaitis
✓***That,*** *Student Trustees of Superior-Greenstone DSB are given approval to attend the OSTA-AGM on May 24-27, providing a female trustee chaperone is available.*
<div align="right"><u>Carried</u></div>

10.2.2   Allison Pelletier
A. Pelletier provided a summary of the sport team standings. The school yearbook is complete. The annual Outers Spring trip will start shortly. She expressed some apprehension about the new school year and student involvement because many of the highly engaged students are upcoming graduates. There is a plan to hold a presentation to help inform the remaining students about getting involved in the clubs and enrichment activities. In light of the motion to reduce Student Trustee representation to one individual, she requested that a report be provided to address how the Board is going to promote the student voice with only one representative to the Board.

10.2.3   Christine Roszel
No Report

11.0   Reports of the Business / Negotiations Committee   *(Business /Negotiations Chair: D. Keenan)*
Superintendent of Business: C. Tsubouchi

11.1   Report No. 31: Enrolment Summary for 2011-2012 as of March 31, 2012
C. Tsubouchi noted that even with some fluctuation, overall enrolment is in line with our budget projections.

11.2   Report No. 32: Grant for Student Needs – 2012-2013
C. Tsubouchi provided an overview of the Ministry of Education release of information regarding the Grants for Student Needs (GSN) for the 2012-2013 school year

11.3   Report No. 33: Use of Proceeds of Disposition Capital Reserves for Roofing Projects
Manager of Plant Services Wayne Chiupka highlighted key portions of his report noting that at the last board meeting information from roofing tenders had come in higher than anticipated. At that time, he noted that options available to the Board were 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. An application to the Ministry of Education to use some of the Capital Reserves to complete the needed roof work was approved in correspondence received today, April 17, 2012.

61/12
Moved by: Trustee M. Fisher   Second: Trustee F. Simonaitis
✓*That, the Superior-Greenstone DSB having received Report No 33: Use of Proceeds of Disposition of Capital Reserves for Roofing Projects approves the use of up to $470,000 in Proceeds of Disposition Capital funds for roofing projects at Geraldton Composite High School, Nipigon- Red Rock High School, and Marathon High School.*
Carried

11.4   Report No. 34: Disbursements March 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. 35: Employee Recognition - 10 and 25-Year Milestone
D. Tamblyn advised that the Employee Long Term Recognition Award Report is one produced annually in conjunction with Board Policy 712. Employees who have reached 10 year and 25-year milestones are recognized through this policy. He reminded the group that as a result of the latest Board Policy Review Committee meeting Policy 712 has undergone some minor changes among which includes an increase for the expenditure related to the gift of appreciation for the 25-year anniversaries.

12.2   Report No. 36: Director's Monthly Report- April 2012
D. Tamblyn provided a brief overview of the report, which consolidates many of the events and programming issues throughout the system in the past month.

12.3   Report No. 37: 2012 School Graduation Dates Schedule
D. Tamblyn advised this report is brought forward to provide information to the Trustee group regarding graduation dates and allow individual trustees the chance to sign onto attending the graduations in their wards if possible.

13.0   Reports of the Education Committee   *(Education Chair: Angel Santerre)*
Superintendent of Education: Nancy Petrick

13.1   No Reports

14.0   Reports from Human Resources   *Board Chair: Pinky McRae*

14.1   Report No. 38: Personnel – April 16, 2012
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
15.1.1 Correspondence: March 29, 2012 Township of Schreiber
A letter as received was shared and Township of Schreiber's opposition to the Grade 7-12 School Model was noted.
- o Chairperson McRae noted that she attended the Schools in the Middle conference on March 22-23 in Thunder Bay and has documents she can share with any trustees who may wish to peruse the DVD.
- o She noted that she, along with Trustees Mannisto and Simonaitis attended the OPSBA Labour Relations Symposium on March 29-30, 2012. She has a jump drive to share with anyone who wishes to peruse the material.
- o In reference to an earlier motion to approve the Student Trustees' attendance at OSTA-AGM, she will check her schedule to determine if she can attend with the group to act as chaperone.
- o Of late with Trustee requests for information via e-mail, Chairperson McRae advised it is her intent to address the issue at upcoming meetings. To clarify, she notes that all business needs to be dealt with through the board, and needs a seconder and majority vote to affect. She cautioned that e-mail and telephone requests do not always make it into the record of minutes and this could compromise the accountability measures required in board matters.

15.2   Trustees' Reports: Constituent Concerns
There is a taxpayer who has made a payment to the board with an inquiry which to date has had no response.
Trustee Bartlett noted the following concerns
- wheelchair accessible signage at George O'Neill PS being only a pavement symbol is not very visible; actual signage is being requested
- E-learning classes provide only e-mail access to teacher by e-mail, no voice contact and no textbook; e-mails are not answered that day and its several days before some students can do their homework; students also finding it difficult to read learning materials on a computer screen only

- Grade 7-12 Model Advisory Committee dates and times of meetings have been relayed, but there is a request to have an advertised public meeting to complement. D. Tamblyn offered that regardless of the final recommendation of the Advisory Committee, implementation of a Grade 7-12 school would not happen for September 2012 as has been indicated in a letter directed to all parents of children in both the Lake Superior High School and Nipigon-Red Rock District High School area.
  - A lot of concern being expressed about bussing Grade 7-8 GOPS students into Red Rock
  - There is an inquiry about availability of capital funds to build a K-12 school in the largest enrolment school, i.e., GOPS

15.3   Future Board Meeting Agenda Items
Trustee Bartlett requested information related to the broader public sector. Advice was provided that the last time the Trustee Expense Policy was brought to the budget policy committee, at that time, it was indicated that the issue was in process and that the intent was to have the guideline presented to the Board Policy Review Committee.

Trustee C. Brown requested information about the Operations report issued by OPSBA earlier this year and moved the following motion. She then requested that her vote on the subject be recorded in the affirmative

62/12
Moved by: Trustee C. Brown   *Second: Trustee B. Bartlett*

✗ ***That****, the schools operations funding and spending be presented to the Board at the Regular Board Meeting in June 2012.*

<div align="right"><u>Opposed</u></div>

Trustee F. Simonaitis requested the trustee group to make note that with the evolution of the new Trustee monthly expense summary as per Motion 59/12, as one of the Trustees travelling the farthest to attend board meetings he would prove to have a higher expense line that others. He suggested a more cost effective tact would be for board members closer to designated meeting site to volunteer for more on-site attendance.

15.4   Miscellaneous: 2012-2013 School Year Calendar
Chairperson McRae noted letter from Ministry of Education, which confirms its approval for the modified school year calendar for 2012-13.

16.0   Notice of Motion
        Nil

17.0   Trustee Associations and Other Boards

17.1   OPSBA
Trustee M. Mannisto is likely attending the OPSBA Director's Meeting next weekend. He also noted that because the Ministry has not addressed OPSBA Annual Fees as a budget line in GSN, an earlier suggestion that board fees may increase has not happened. Fees have been frozen and Business Superintendent confirms such fees are allocated as part of the board's governance and administration.

18.0   Observer Comments
        Nil

19.0   Adjournment
63/12

Moved by: Trustee M. Mannisto   *Second: Trustee M. Fisher*

✓ ***That**, the Superior-Greenstone DSB 2012/05 Regular Board Meeting, Monday, April 16, 2012 adjourn at 9:59 p.m.*

<p align="right"><u>Carried</u></p>

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

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

<u>Mission Statement</u>

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

Special Board Meeting 01-2012

M I N U T E S

Monday, May 7, 2012 @ 7:00 p.m.

Designated Site: Lake Superior High School, Videoconference Room, Terrace Bay, ON

Designated Chair: *Mark Mannisto, Vice Chair*	***Director:*** *David Tamblyn*
	Teleconference Moderator: *RM. Joanette*

PART I: Special Board Meeting *Section (A) : – (open to public): 7:02 p.m.*

Attendance

Trustees	*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			

Board Administrators	*Attendance Mode: On-site (OS); Teleconference (TC); Videoconference (VC); Absent (A); Regrets (R)*				
	OS	*TC*	*VC*	*A*	*R*
Tamblyn, David: D*irector of Education*	X				
Petrick, 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
Joanette, Rose-Marie: *Administrative Assistant / Communications*			X		

1.0 Roll Call
Designate Chairperson Mark Mannisto took roll call. Members were present as noted in the attendance matrix

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PART I: *Special Board Meeting*   *Section (A) – (open to public) 7:02 p.m.*

2.0 Special Board Meeting Call to Order
64/12

Moved by: Trustee A. Santerre   *Second: Trustee P. McRae*

✓*That, the Superior-Greenstone DSB Regular Board Meeting on Tuesday, April 17, 2012 be called to order at 7:02 p.m.*

Carried

3.0 Approval of Agenda
65/12

Moved by: Trustee A. Santerre   *Second: Trustee P. McRae*

✓*That, the agenda for the Superior-Greenstone DSB Special Board Meeting 01-2012 on Monday, May 7, 2012 be accepted and approved.*

Carried

4.0 Disclosures of Interest re: Open Session
There were no disclosures of interest at this time.

5.0 Report from Director of Education

5.1   Special Board Report No. 01: Dorion Public School Professional Development Day-June 2012
David Tamblyn reported that this type of request to change a PA Day prescribe in the School Year calendar though unusual, the circumstances present warrant consideration. Enbridge Inc., a wind farm power generation company is holding its grand opening on June 15, 2012. School staff and students are invited to participate, but cannot do so if their PA Day remains on June 15.. The staff has asked to move the schools PA day to Monday, June 18, 2012 so that the school community can take full part in this historic day in Dorion.

66/12

Moved by: Trustee F. Simonaitis   *Second: Trustee A. Santerre*

✓*That, the Superior-Greenstone DSB having received Special Board Report No. 02: Dorion Public School Professional Development Day-June 2012 approves that the PD Day for the school be rescheduled to Monday, June 18, 2012, pending Ministry approval.*

Carried

6.0 Report from Chair of the Board

6.1   Special Board Report No. 02: Board Member Requests for Information and/or Agenda Board Reports
Pinky McRae, as Board Chairperson and author of the report advised she was prepared to answer any inquiries. Trustee Bartlett requested clarification on numerous points in the report which P. McRae attempted to address during a lengthy discussion. Trustee Brown expressed numerous concerns about the content of the report advising that she did not agree with the outline provided in the report with respect to gathering information.

Director David Tamblyn, advised Trustee Brown that whatever the process used by the Board; it would conform with the Education Act.

P. McRae invited anyone in the group with a ideas on the subject to send to her for review.

Student Trustee A. Pelletier requested that any information being shared amongst the Board group also be shared with all Student Trustees.

7.0   Report from Superintendent of Education

7.1   <u>Special Board Report No. 03: Base Elementary Teaching Staff Proposal for September 2012</u>
Superintendent of Education Nancy Petrick and Superintendent of Business Cathy Tsubouchi provided a comprehensive review of this report. It was noted that the May 15th contractual deadline of the ETFO collective agreement is being met. Petrick and Tsubouchi noted that the proposal is one that specifically addresses staffing in terms of basic provisions only. It allows flexibility to deal with factors that may present as the budget gets unrolled. Trustee Bartlett along with Trustee Brown requested a recorded vote on the report.

67/12
Moved by: Trustee P. McRae   Second: Trustee C. Brown

✓*That, the Superior-Greenstone DSB having received Special Board Report No. 03: Base Elementary Teaching Staff Proposal for September 2012, approves the September 2012 Elementary Teaching Staff Proposal as presented.*

Recorded Vote

Yes	No
C. Brown	B. Bartlett
M. Fisher	A. Santerre
P. McRae	
F. Simonaitis	

Carried

7.1.1   <u>Observer Comments</u>
Although not the norm in process at for a Special Board Meeting, Chairperson M. Mannisto permitted ETFO President Colleen Lemieux the opportunity to make a comment on report. She expressed concern over the quadruple and quintuple classrooms proposed. She advised that she wanted to make the point that the parents in the various communities do have an option to move their children to the other system which would be detrimental to the Board.

8.0   Adjournment
68/12
Moved by: Trustee A. Santerre   Second: Trustee C. Brown
✓*That, the Superior-Greenstone DSB Special Board Meeting 01-2012 on Monday, May 7, 2012 adjourn at 8:10 p.m.*

Carried

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD
Special Education Advisory Committee

Tuesday, April 24, 2012 @ 6:30 p.m.

Videoconference Sites:
Board Office, Marathon
Geraldton Composite High School, Geraldton
Lake Superior High School, Terrace Bay
Manitouwadge High School, Manitouwadge
Nipigon-Red Rock District High School, Red Rock

MINUTES

Voting Members					
Attendance Mode: On-site (OS); Teleconference (TC); Videoconference (VC); Absent (A); Regrets (R)	*OS*	*TC*	*VC*	*A*	*R*
AUDIA, Jessica: *Superior Greenstone Association for Community Living*				X	
BROWN, Cindy: *Trustee (CHAIR)*	X				
BROWN, Tammy: *Superior Greenstone Association for Community Living Alternate*				X	
FISHER, Matthew: *Trustee*		X			
GROENEVELD, Sharon: *Superior Greenstone Association for Community Living Alternate*				X	
KEENAN, Darlene: *Trustee (Alternate)*				X	
MANNISTO, Mark: *Trustee (Alternate)*		X			
NELSON, Theresa: *Greenstone Social Services*				X	
TYANCE, Shirley: *Thunder Bird Friendship Centre*		X			

Resource Members	*Attendance Mode: On-site (OS); Teleconference (TC); Videoconference (VC); Absent (A); Regrets (R)*				
	OS	*TC*	*VC*	*A*	*R*
McRAE, Pinky: *Board Chair (Ex-Officio)*		X			
TAMBLYN, David: *Director of Education*	X				
PARSONS, Donald: *Student Support Lead*				X	
DART, Alannah: *Student Trustee*				X	
PELLETIER, Allison: *Student Trustee*		X			

1.0   Call to Order
The meeting was called to order at 6:31 p.m. by Cindy Brown.

2.0   Approval of Minutes

✓ ***That,*** *the Minutes of March 27, 2012 be approved as presented.*

Moved by: Matthew Fisher   **Seconded by**: Mark Mannisto

3.0   Additions to the Agenda
There were additions.

4.0   Business Arising from the Minutes
There was no Business Arising from the Minutes.

5.0   Correspondence
There was no Correspondence.

6.0   New Business

6.1   IEP Internal Review
        D. Tamblyn read MEMORANDUM from Ministry of Education discussing results of 2011-2012 Internal Review.   A copy of the MEMORANDUM is to be e-mailed to committee members. Tamblyn is to participate in a Webinar on May 10th. Tamblyn advised he still required SEAC member representation from the committee to attend May 29th meeting. Pinky McRae put forward her name to join committee as SEAC rep and Allison Pelletier put her name forward as Student Trustee rep.

6.2   District Decision Support Tool for School Mental Health Capacity Building   - D. Tamblyn
        District Decision Support Tool for School Mental Health Capacity Building was attached so that committee could review; it is still in *DRAFT* format. D. Tamblyn addressed, the government has a three year plan for Building Capacity. They are looking to see how Board's are implementing training for District Support Tool. At present teachers and SERT teachers are receiving training. E.A. and Attendance Counsellors will receive training at a later time. Some discussion took place regarding this subject.

7.0   Information Items
        7.1   Mental Health and Addictions Nurses in the District School Board   - D. Tamblyn
                A hand-out was attached with Agenda in order for members to review the information in this document. D. Tamblyn advised this is part of same Ministry program. There are 15 schools across the province participating in pilot project. Discussion took place amongst the committee.
        7.2   Upcoming Professional Development Dates:
                i) April 25 to 27, 2012 – FASD Training for Educators at Lakehead Board
                ii) May 10, 2012 – IEP Internal Review Webinar, D. Tamblyn attending.
                iii) May 17 and 18, 2012 – Mental Health First Aid Training taking place at G.O.P.S. There will be 16 reps attending – one rep from each school. S. Tyance asked if aboriginal component in this training. Discussion took place between Tamblyn and Tyance.
                .

8.0   Agenda Items: Next Meeting Date/Time/Venue
        8.1   Tuesday, May 29, 2012

9.0   Adjournment

        Moved by: Shirley Tyance   Seconded by: Matthew Fisher
        ✓ *That,* the SEAC Meeting be adjourned at 7:04 p.m.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Board Policy Review Committee
Videoconference Meeting – Marathon, ON

Tuesday, May 1, 2012 @ 7:00 p.m.

M I N U T E S

Members	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)_						Pelletier, Allison _(Student Trustee)_					
Fisher, Cindy _(Alternate)_						Roszel, Christine _(Student Trustee)_					
Fisher Matthew _(Alternate)_						Santerre, Angel					
Keenan, Darlene						Simonaitis, Fred					
Mannisto, Mark						McRae, Pinky _(Ex-Officio)_					
**Administration Resource Members**							OS	TC	VC	A	R
David Tamblyn: _Director of Education_											
Nancy Petrick: _Superintendent of Education_											
Cathy Tsubouchi: _Superintendent of Business_											
Anne Lockwood: _Vice-Principal (NRHS)_											
Brad Ross: _Coordinator IT_											
RM. Joanette: _Recorder_											

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

1.0   **_Review and Approval of Minutes: March 26, 2012_**   _Attached_
Mover: M. Mannisto   Second: A. Santerre
That, the Board Policy Review Committee minutes of March 26, 2012 be approved.

2.0   **_Business Arising from Minutes_**
Nil

3.0   **_Reviews: New/Existing_** _(P's / MG's and / or PG's)_

3.1   _Policies for Final Review (as posted for public review up to April 16, 2012)_
P-602.1	Students' Acceptable Use of Technology	(Final Review)	_Attached_
MG-602.1	Students' Acceptable Use of Technology	(Final Review)	_Attached_
P 602.2	Employees' Acceptable Use of Technology	(Final Review)	_Attached_
MG-602.2	Employees' Acceptable Use of Technology	(Final Review)	_Attached_
P 607	Electronic Communications	(Final Review - Delete)	_Attached_
MG-607	Electronic Communication Systems	(Final Review - Delete)	_Attached_

3.2   _May 1, 2012 Policies for Review_
P-208	Trustee/Student Trustee Attendance at Conferences	_Attached_
P-216	Advocacy	_Attached_
P-304	Surplus Equipment	_Attached_
P-718	Footwear	_Attached_
P-904	Protection of Privacy	_Attached_

3.3   *2012 New Policies*
        P-721   Teacher Performance Appraisals   *Attached*
        MG-721   Teacher Performance Appraisals   *Attached*
                 Action: Post to website immediately as this item is conscripted through
                 legislation and therefore is not subject to stakeholder review. Boards are
                 required to comply and post to reference legislation.

3.4   Miscellaneous *(Review Required per Board Discussion of April 16, 2012*
        P-210   Student Trustee   *Attached*
        MG-210   Student Trustee   *Attached*
                 C. Tsubouchi advised that due to the recent board decision to move to
                 one Student Trustee from the current slate of three, we are in the process of
                 rewording the policy for inclusion and delineation of a more prominent role for the
                 Student Senate in the determination process for one student trustee who would
                 represent all Superior-Greenstone DSB students.

3.5   *Other*
        P-307   Travel, Meals and Hospitality   *Attached*
        MG-307   Travel, Meals and Hospitality   *Attached*
                 Comparative Rates- Poll April 2012   *Attached*
                 C. Tsubouchi reported that in October 2011 a study group in conjunction with
                 Ministry was reviewing guidelines and directions. The attached poll includes
                 Northern Ontario board rates and comparisons. Business department needs to
                 do a gap analysis and discuss further with Expense Steering committee. Goal
                 is to try to complete within the next month, but there are three priority issues,
                 i.e., 2012-13 Budget Estimate, Negotiations and two ARC's processes that
                 require immediate attention. C. Tsubouchi advised that the Policy 307 and
                 its guideline are currently all in compliance as is.
        P-527   Voluntary Aboriginal Student Self Identification   *Attached*
                 Nancy Petrick reported that information collection continues with the Aboriginal
                 communities as requested through the Native Education Advisory Committee.
                 Meetings to present the policy for vetting to all tuition agreement bands have
                 been scheduled throughout the month of may. Anticipate that the final policy
                 review would happen in August.
        School –Police Protocol
                 Anne Lockwood reported that this document is currently out with the
                 Anishanabek Police Service for review. Anticipates its return by June 5, 2012.

4.0   Items to *Publish for Stakeholder Review are...:*

4.1   P-208   Trustee/Student Trustee Attendance at Conferences
                 Action: Post to website for review May 2 through July 2, 2012
        P-216   Advocacy
                 Action: Post to website for review May 2 through July 2, 2012
        P-304   Surplus Equipment
                 Action: Post to website for review May 2 through July 2, 2012
        P-718   Footwear
                 Action: Post to website for review May 2 through July 2, 2012
        P-904   Protection of
                 Action: Post to website for review May 2 through July 2, 2012

5.0   *Items Recommended for Board Approval on May 22, 2012 are...:*

        5.1   P-602.1   Students' Acceptable Use of Technology
                 MG-602.1   Students' Acceptable Use of Technology

P 602.2   Employees' Acceptable Use of Technology
MG-602.2   Employees' Acceptable Use of Technology
P 607   Electronic Communications *(Delete from Policy List)*
MG-607   Electronic Communication Systems *(Delete from Policy List)*
P-721   Teacher Performance Appraisals
MG-721   Teacher Performance Appraisals

6.0   *Future Meeting Dates*

Through discussion it was determined that it would be a more efficient process to have BPRC meetings happen on the first Tuesday of each month. Currently, the schedule being the fourth Monday in each month creates difficulty in that the priority given to the Regular Board meeting schedule often leaves only minimal time to prepare for BPRC meetings. A better separation between BPRC and Regular Board meeting would provide better timing for production and ultimately for timely reviews by the board as whole. Policies that are reviewed at the head of each month are better positioned to have board approval during the month as opposed the wait encountered when BPRC takes place the week immediately following Regular Board events.

Action:
- Cancel Board Policy meeting on Monday, May 28, 2012
- Rebook to Tuesday, June 5, 2012
- Tuesday, September 4, 2012 will be first session for the 2012-13 School Year

7.0   *Work Plan for 2012 Meetings*

7.1   June 5, 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
       P-523   Work Education Program Approvals *(moved from Mar 26/12)*
       P-527   Voluntary Aboriginal Student Self Identification *(defer until NEAC Approves)*
       P-609   Prior Learning Assessment Recognition

       7.1.2   Reviews Period Complete as of May 18, 2012
                 P-403   Students Handling Dangerous Substances
                 P 412   Public Access Defibrillators in Board Facilities\
                 P-608   Computer Network Security\
                 MG-608   Computer Network Security

7.2   September 4, 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

7.3   October 2, 2012
       P 101   Vision Statement
       P 102   Mission Statement
       P 103   Goals Statement
       P 106   Board Motto
       P-509   Fundraising
       MG-509   Fundraising

7.4   November 6, 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: D. Keenan   Second: M. Mannisto

That, the Board Policy Review Committee Meeting of May 1, 2012 adjourn
at 7:31 p.m.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Board Policy Review Committee
Videoconference Meeting – Marathon, ON

Monday, March 26, 2012 @ 7:00 p.m.

M I N U T E S

Members	*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		
Administration Resource Members							OS	TC	VC	A	R
David Tamblyn: *Director of Education*							X				
Nancy Petrick: *Superintendent of Education*								X			
Cathy Tsubouchi: *Superintendent of Business*							X				
Anne Lockwood: *Vice-Principal (NRHS)*								X			
Brad Ross: *Coordinator IT*											X
RM. Joanette: *Recorder*							X				

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

1.0   ***Review and Approval of Minutes: February 27, 2012***   Attached
Mover: A. Santerre   Second: D. Keenan
That, the Board Policy Review Committee minutes of February 27, 2012 be approved.

3.0   ***Business Arising from Minutes***
Nil

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

3.1	P-403	Students Handling Dangerous Substances	Attached
3.2	P-412	Public Access Defibrillators in Board Facilities	Attached
3.3	P-607	Electronic Communication Systems	Attached

C. Tsubouchi advised that this policy is set for deletion upon the approval of
Policy and Management Guideline 602.1 and 602.2 currently out for
stakeholder review to April 16, 2012

3.4	MG-607	Electronic Communication Systems	Attached

See notes at Item 3.3

3.5	P-608	Computer Network Security	Attached
3.6	MG-608	Computer Network Security	Attached
3.7	P-712	Recognition of Employees	Attached

C. Tsubouchi advised that this is a quick review for the this policy as it was
already reviewed and undergone stakeholder review however there were
some slight housekeeping changes that were omitted and have now been
included as highlighted on the drafts. This item is recommended for board
approval on April 16, 2012 as it has already been though a two-month public
vetting.

3.8	MG-712	Recognition of Employees	Attached

See notes at Item 3.7

4.0 *Items to Publish for Stakeholder Review are...:*
4.1   P-403   Students Handling Dangerous Substances
         Action*:* Post to website for review March 27 through May 18, 2012
      P 412   Public Access Defibrillators in Board Facilities
         Action: Post to website for review March 27 through May 18, 2012
      P-608   Computer Network Security
         Action: Post to website for review March 27 through May 18, 2012
      MG-608   Computer Network Security
         Action: Post to website for review March 27 through May 18, 2012

5.0 *Items Recommended for Board Approval on April 16, 2012 are...:*

5.1   P-712   Recognition of Employees
      MG-712   Recognition of Employees

6.0 *Work Plan for 2012 Meetings*

   6.1   April 23, 2012
         P-210   Student Trustee
         MG-210- Student Trustee
         P-215   Trustee Honorarium
         P-216   Advocacy
         P-304   Surplus Equipment
         P-523   Work Education Program Approvals *(moved from Mar 26/12)*
         P-527   Voluntary Aboriginal Student Self Identification
         P-609   Prior Learning Assessment Recognition
         P-718   Footwear
         P-904   Protection of Privacy

   6.2   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

   6.3   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

   6.4   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

6.5   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

6.6   Miscellaneous Collector (Referred through Board Meeting Discussions)
      P-208   Trustee/Student Trustee Attendance at Conferences
      P-217   Trustee Expenses (New)

7.0   *Adjournment*
Mover: A. Santerre   *Second: D. Keenan*

That, the Board Policy Review Committee Meeting of March 26, 2012 adjourn at 7:14 p.m.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section	PROGRAM

Policy Name	STUDENTS' ACCEPTABLE USE OF TECHNOLOGY *Management Guideline Applies*	602.1

Board Approved: May 23, 2012 *April 28, 2003*	*Reviewed: May 1, 2012*	*Review by: December 2017*

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 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. *The Libel and Slander Act, RSO 1990, Chapter L.12.*
Disclosing or Gathering Personal Information	Disclosing personal information in a manner inconsistent with the *Municipal Freedom of Information and Protection of Privacy Act.*
Hacking and Other Crimes Related to Computer System	Examples include (but are not limited to): • 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.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section	PROGRAM
Management Guideline	STUDENTS' ACCEPTABLE USE OF TECHNOLOGY
Applicable Policy	STUDENTS' ACCEPTABLE USE OF TECHNOLOGY　　602.1

Board Approved: May 23, 2012 April 28, 2003 March 23, 2001	Reviewed: May 1, 2012	Review by: December 2017

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. - *The Libel and Slander Act, RSO 1990, Chapter L.12.*
Disclosing or Gathering Personal Information	Disclosing personal information in a manner inconsistent with the *Municipal Freedom of Information and Protection of Privacy Act.*
Hacking and Other Crimes Related to Computer System	Examples include (but are not limited to): • 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. |

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)

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.

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: _____   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)

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: _____   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:_____

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)

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section	PROGRAM
Policy Name	EMPLOYEE ACCEPTABLE USE OF TECHNOLOGY 602.2 *Management Guideline Applies*

Board Approved: May 23, 2012　　　*Reviewed: May 1, 2012*　　　*Review by: 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

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.
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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. - *The Libel and Slander Act, RSO 1990, Chapter L.12.*
Disclosing or Gathering Personal Information	Disclosing personal information in a manner inconsistent with the *Municipal Freedom of Information and Protection of Privacy Act.*
Hacking and Other Crimes Related to Computer System	Examples include (but are not limited to): • 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. |

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-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.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section	PROGRAM
Management Guideline	EMPLOYEE ACCEPTABLE USE OF TECHNOLOGY
Applicable Policy	EMPLOYEE ACCEPTABLE USE OF TECHNOLOGY 602.2

Board Approved: May 23, 2012   *Reviewed: May 1, 2012*   *Review by: December 2017*

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

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. - *The Libel and Slander Act, RSO 1990, Chapter L.12.*
Disclosing or Gathering Personal Information	Disclosing personal information in a manner inconsistent with the *Municipal Freedom of Information and Protection of Privacy Act.*
Hacking and Other Crimes Related to Computer System	Examples include (but are not limited to): • 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. |

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-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.

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 *(7.0 Administrative Procedure)*	• 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
(10.0 Administrative Procedures)
	• 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:
	  ▪ 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 *(11.0 Administrative Procedures)*	• 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 *(13.0 Administrative Procedures)*	• 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 *(16.0 Administrative Procedures)*	• 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

Section	PROGRAM
Policy Name	ELECTRONIC COMMUNICATIONS SYSTEMS 607 *Management Guideline Applies*

Board Approved: April 28, 2003   *Review Prior To: December 2008*

1.0   OBJECTIVE

To govern the use of the electronic communications systems operated by the Superior-Greenstone District School Board (DSB).

2.0   DEFINITIONS

2.1   **Electronic mail (e-mail):** is the electronic transfer of messages to one or more persons. Electronic mail messages should be treated exactly like any other messages in terms of confidentiality, privacy and expectations of reading and response. E-mail is typically a one-to-one or one-to-many communication. Mailing lists can be maintained so that receptive mailings to many recipients can be automated.

2.2   An **electronic conference:** is a folder or directory on a conference server to which messages may be posted for reading and a response if appropriate. Responses, if the conference is structured to permit them, are typically public, so that everyone who reads the conference can read both the original posting and the response to it. Conferences normally have several levels of access control, allowing different groups of users to post, read and respond to the postings depending on the intent of the conference and the access privileges granted to the user or group of users.

3.0   POLICY

3.1   The confidentiality of employee, student, and other personal data must always be maintained.

3.2   Communication through the electronic mail and conferencing system must reflect the highest standard of courtesy and professional conduct.

3.3   Users of the electronic mail and conferencing system are responsible for the proper maintenance and use of their individual accounts as well as conferences, as outlined in the accompanying Management Guideline 607: Electronic Communications Systems.

3.4   Board Policy 607 and associated Management Guideline 607 govern Internet access by students and staff within the Board.

3.5   The Director of Education is authorized to issue such guidelines as may be necessary to implement this policy.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section	PROGRAM
Management Guideline	ELECTRONIC COMMUNICATIONS SYSTEMS
Applicable Policy	ELECTRONIC COMMUNICATIONS SYSTEMS 607

Board Approved: April 28, 2003

1.0 OBJECTIVE

To provide guidelines for the use of electronic communications within the Superior-Greenstone District School Board (DSB).

2.0 DEFINITIONS

2.1 **The Superior-Greenstone DSB Electronic Communications System**. This electronic mail and conferencing system is designed to provide rapid and efficient communication among staff at all levels in support of the Board's directive: To provide a high-quality education for the students of the Superior-Greenstone DSB region. All permanent staff will be provided with an account to send and receive electronic mail, transmit electronic documents and files and to provide access to electronic discussion areas (Conferences/Public Folders) intended to promote communication and ensure professional growth.

2.2 **Electronic mail (e-mail):** is the electronic transfer of messages to one or more persons. E-mail is typically a one-to-one or one-to-many communication. Mailing lists can be maintained so that repetitive mailings to many recipients can be automated. E-mail can be of two types:

a) internal e-mail: e-mail originating from with in the system, addressed to someone within the system; and

b) external e-mail: e-mail which either originates from or is addressed to a person or organization outside the Superior-Greenstone DSB, usually sent by means of the Internet.

2.3 An **Electronic Conference:** is a folder or directory on a server to which messages may be posted for reading and a response if appropriate. Responses, if the conference is structured to permit them, are typically public, so that everyone who reads the conference can read both the original posting as well as the response to it. Conferences normally have different levels of access control, allowing different groups of users to post, read and respond to the postings depending on the intent of the conference and the access privileges granted to the user or group of users.

2.4 An **inappropriate message,** for purposes of this policy, means a statement that it is unsuitable or unacceptable, violent or hateful, for example a negative statement by a staff member about any other staff member, student or Board official.

2.5 **Official Board Conferences:** (including Public Folders) are official communication conferences to which Board business messages and correspondence will be posted by

authorized staff only. These messages should be read by the designated school or site staff daily. "Superior-Greenstone DSB Communications" and "Director's Notes" are examples of this type of conference. Many of these conferences will not allow the posting of responses as their role is to disseminate information rapidly and efficiently, with no necessity for discussion.

2.6 A **mailing list:** is a list of e-mail addresses. When an electronic mail message is addressed to a mailing list, the message is simultaneously transmitted to all those on the list. Users can create custom mailing lists, and if there is sufficient demand and resources permit, some mailing lists may be maintained centrally as public lists.

3.0 RESPONSIBILITY

Coordinator of Information Technology.

4.0 PROCEDURES

4.1 Electronic Mail Accounts

4.1.1 Account Entitlement and Update
a) All permanent staff members are entitled to an account on the Superior-Greenstone DSB electronic communications system. Accounts will be created directly from the Human Resources database, and will normally have a standard user identification number and password determined by information held in that database, such as employee number, first name and last name.
b) When an employee retires from the Board, he or she may request that a retiree account be created. This account will normally be active for six months. If there is no activity on the account for a period of three months, however, the account will automatically be deleted.
c) Accounts for employees who are not permanently employed by the Board will be activated if their supervisor so requests. These accounts will remain active as long as the user has a continuing relationship with the employer. Accounts which are inactive for a period of six months will be automatically deleted.
d) Part-time employees, occasional teachers, term employees and contractual workers are encouraged to acquire accounts, as the majority of information affecting their work will be distributed through the e-mail system.
e) All staff will be given external (Internet) e-mail addresses attached to their internal mail accounts. Staff should be aware, however, that the reliability of external mail is frequently beyond the control of the Superior-Greenstone DSB.
f) Every effort will be made to preserve channels of communication among the Board, management, teachers, support staff and their federations and unions. The value of clear and open communication is understood by all, and access will not be withdrawn or limited unless abuse occurs.

4.1.2 Account Holder Responsibility

a) Account holders must abide by the guidelines for this system, the policies and guidelines of the Superior-Greenstone DSB, and other

legislated guidelines concerning communication, information-sharing and confidentiality.

b) Account holders must be professional in their conduct when communicating within this system. Proper etiquette should be observed. Slanderous, abusive, violent or hateful language directed towards individuals or the Board or its policies is unacceptable. Account holders should also be aware of, and conform to, any standards of professional communication and etiquette upheld by their unions and federations.

c) Account holders are solely responsible for the maintenance of their personal mailboxes, including filing, printing, organizing and deleting messages, saving and printing of attachments, and tracking messages for which they are accountable.

d) Account holders should check their mailbox as frequently as possible, and promptly delete messages from their account. This will improve system performance and responsiveness. Important messages and attachments should be filed locally, on the user's hard drive or local server drive.

e) Confidentiality of messages on this system is limited by the willingness of the user to treat their passwords with respect. Passwords should:
   i) never be shared with a friend or family member;
   ii) be changed frequently;
   iii) be arbitrary combinations of letters and numbers;
   iv) not be the name of a son, daughter or favourite pet; and
   v) not be saved under the "Setup" screen of the client software, especially on a computer located in a shared environment or school.

f) Account holders will be held responsible for all violations of these guidelines occurring while they are logged into the system, including activities carried out by anyone else using their account as a result of account holder negligence or with their knowledge.

h) There is no ultimate guarantee of confidentiality of messages on this (or any other) e-mail system. Despite the best technical efforts, messages can be inadvertently forwarded, copied inappropriately or indiscriminately replied to using the "Reply All" function. All account holders should assume that the contents of their messages may at some point be public knowledge, and treat their correspondence accordingly.

i) Messages and attachments should be printed only if absolutely necessary. Printing uses paper unnecessarily and adds to the risk of a confidential message being made public. As well, a primary goal of this system is to eliminate paper to the greatest extent possible. **Printing messages defeats that purpose.**

4.1.3   Information Technology (IT) Department Responsibility for System Availability, Reliability and Quality of Service

a) The Superior-Greenstone DSB internal electronic mail and conferencing system will be considered a mission-critical system, with a seven-day, 24-hour service availability with the following exceptions:
   i) daily backups performed during the period from 0100 to 0700;
   ii) monthly scheduled maintenance (usually carried out on Saturdays);

        iii) occasional downtime,(if possible) always pre-announced, required for critical upgrades; and

        iv) circumstances beyond the control of staff, such as power failures, equipment failures or disasters.

    b) Internet mail depends on many factors beyond the control of the Superior-Greenstone DSB. While every effort will be made to ensure its reliability, it cannot always be guaranteed to function with the same reliability as internal systems

4.2 Official Board Conferences

4.2.1 As these conferences are official distribution channels for conducting Board business, the creation of new Official Board Conferences must be approved by the Superintendents of Business and Education and the Coordinator of Information Technology. The purpose of these administrative conferences, and the assignment of access privileges with regard to who can read, post and reply to these conferences, should be well defined as part of the request to create them.

4.2.3 Messages posted to these official conferences must include the intended recipient's position, as well as the sender's name and position.

4.2.4 Principals, managers and supervisors must ensure that the administrative conferences for their area or group are checked and read daily.

4.3 Conferences

4.3.1 Schools or outside organizations operating their own e-mail and conferencing systems are welcome to establish gateways to the Board system if they wish, on condition that:

a) the school-level system is administered completely by staff;
b) IT Department is satisfied that the gateway does not present a breach of security or confidentiality, when operated under normally foreseeable conditions; does not impede network performance in any fashion or require modification to board equipment; and
c) such a gateway has been approved by the IT Department.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section	BOARD AND ADMINISTRATION	
Policy Name	TRUSTEE/STUDENT TRUSTEE ATTENDANCE AT CONFERENCES	208
Board Approved: May 20, 2009 March 21, 2006 December 4, 2007 March 12, 1999	*Reviewed:* April 27, 2009 January 27, 2006 September 24, 2007	*Review Prior To:* 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-Greenstone 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?

_____

_____

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

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section	BOARD AND ADMINISTRATION	
Policy Name	ADVOCACY	216

Board Approved: _____ *March 20, 2007*	*1ˢᵗ Review: May 1, 2012*	*Review By: December 2017* ~~*December 2012*~~

POLICY

The Superior-Greenstone District School Board recognizes its responsibilities to:

a) Focus on ongoing communication between school boards, education partners and governments through established mechanisms and channels.

b) Avoid basing communications on personal or partisan political agendas.

c) Maximize resources for student success and achievement.

PROCEDURE

Suitable and appropriate advocacy expenditures include:

a) Membership dues and fees to appropriate agencies.

Inappropriate advocacy expenditures include:

a) Placing content intended to advocate for a particular position with report cards and annual reports.

b) Using students as vehicles for board or school advocacy to the public, education partners and governments.

c) Use of board funds to attend events for specific political parties.

Cross Reference:

Policy 529 – Announcements and Advertisements in Schools

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section	BUSINESS AND TRANSPORTATION	
Policy Name	SURPLUS EQUIPMENT, FURNITURE & BOOKS	304

Board Approved: _____	*1ˢᵗ Review:* May 1, 2012 February 20, 2007	*Review By:* December 2017
March 12, 1999	December 3, 2004	~~*December 2012*~~
	Revised October 28, 2002	

POLICY

It is the policy of the Superior-Greenstone District School Board to utilize all furniture, equipment and books to the fullest extent. In the event an item is surplus to the needs of the school, obsolete or beyond reasonable repair disposal shall be designed to maximize the return for the Board.

Disposal of surplus or obsolete furniture, equipment and books shall be handled in an economical and environmentally acceptable manner.

PROCEDURES

1.0   Surplus Furniture, Equipment and Books

Items declared surplus shall be reported to the Superintendent of Business and serve as the primary source to fulfill Board requirements.

2.0   Obsolete Furniture, Equipment and Books

Items deemed to be beyond reasonable repair will be declared obsolete and disposed of as outlined below.

3.0   Disposal Process

Items that have been determined to have no further use in the system shall be approved by the Superintendent of Business for disposal by one of the following methods:

3.1   trade in on new purchase
3.2   public sale
3.3   recycled
3.4   donated to an approved charity
3.5   disposed of in an environmentally acceptable manner

4.0   <u>Non-Preferred Purchasers</u>

Obsolete items may not be sold to members of the Board or employees unless such sale occurs through a public sale.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section	PERSONNEL

Policy Name	FOOTWEAR	718

Board Approved: _____	*1ˢᵗ Review:* May 1, 2012	*Review By:* December 2017
December 4, 2007		~~December 2012~~

POLICY

In the School Board workplace, there are potential risks for foot injuries. These risks could arise from objects that fall or roll, sharp objects, slippery surfaces, chemical products, power sources or any other risk that may cause injury to the foot, or cause a person to slip, trip, or fall. All reasonable effort will be taken by the Board to eliminate or reduce these risks by establishing physical or administrative control measures. In addition to these measures, the Board has established requirements regarding the type of footwear to be worn, in order to counter the risks that cannot be covered by the control measures in place.

This Policy applies to all employees of the Board, while on Board business, either on or off Board property, and contractors while on Superior-Greenstone District School Board property.

RESPONSIBILITIES

Senior management, school management and supervisors must:

- Identify the activities that require protective footwear;
- Determine the appropriate type of protective footwear according to the identified risk;
- Direct those under their supervision to wear the appropriate footwear.
- Ensure that employees wear the appropriate footwear in all areas where a risk exists.

All personnel shall:

- Wear the appropriate protective workplace footwear at all times;
- Ensure that footwear used is in good condition.
- Check with their supervisor, when unsure about what might be required.

All personnel shall not:

- Walk around workplaces in bare feet or in socks;
- Wear open-toed sandals, flip flops, "crocs" or similar footwear.
- Walk outdoors in wet, ice, or snow conditions, without proper outdoor footwear.

Type of footwear that must be worn for general classroom or office duties:

- Closed-toe shoes;
- Soft rubber soles;
- Flat or a maximum 2 1/2 inch heel.

Type of footwear that must be worn for Shops, Science labs, and similar risk areas:

- Appropriate protective footwear must be worn at all times in the areas where chemical products are used or stored. Perforated shoes, sandals or other shoes of this type shall not be worn in the laboratories, prep rooms, or areas where spillage may occur.

- An appropriate shoe must cover and protect the entire foot. Footwear manufacturing materials including the sole and the upper must be compatible with the laboratory or shop environment, the material being handled and the functions that are carried out.

- Depending on the type of risk one faces, footwear that offers more protection may be warranted. Footwear with soles resistant to slippery surfaces, abrasives, oils, or heat might be considered.

- Any uncertainty in what would be appropriate footwear must be brought to the attention of the supervisor, by the employee prior to the employee being exposed to the risk.

Type of footwear that must be worn by Maintenance and Custodial staff:

- Outside and Grounds Work: Maintenance and custodial staff shall wear proper footwear when working outside. Footwear must carry a Canadian Standards Association (CSA) protection class of Grade 1 (green label), and protect the entire foot from lawn care equipment and flying debris. This applies to all workers, whether operating grounds care equipment, or working in other areas.

- Indoor work: When working indoors and particularly when performing floor care tasks which may cause exposure to wet or otherwise unusual or slippery floor conditions, footwear should be chosen which is slip resistant and suitable for the task. When moving furniture or performing similar tasks, CSA Grade 1 (green label) rated footwear must be worn.

- Specialized work: Where there is potential for injury to feet due to an impact, perforation, electrical shock, static electricity, etc., it is necessary to wear protective footwear approved by the CSA that is specific to the risk faced. Any uncertainty in this area must be brought to the attention of the supervisor, by the employee prior to the employee being exposed to the risk.

Type of footwear that must be worn by Contractors and others on Board Property:

- Contractors, Architects, Engineers, Inspection staff, and all others that enter onto Board property to carry out services, must abide by the Footwear Policy as it applies to Maintenance and Custodial staff.

Review of this Policy:

- From time to time, the Board may review this policy and make changes as advisable.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section	MISCELLANEOUS	
Policy Name	PROTECTION OF PRIVACY	904

Board Approved: _____	*1st Review:* May 1, 2012	*Review by:* December 2017
March 12, 1999	*February 20, 2007*	~~*December 2012*~~

POLICY

The Superior-Greenstone District School Board recognizes its responsibility to protect the privacy of its employees and students.

PROCEDURES

1.0 Background

1.1 Confidentiality
The Board acknowledges that in its relations with its staff and students it will gain much private and confidential information which must be held in confidence.

1.2 Access
The Board acknowledges its responsibility not to permit access to any personal information in its possession without the authority of the person concerned unless such access is provided through law.

2.0 Practice

2.1 Scope
Marks, personal data, information and records of a student shall not be disclosed to anyone other than to a current teacher or supervisor of the Board, without the consent of the student or his/her parent(s) or unless otherwise provided in regulation.

2.2 Lists
No lists of staff or students or their addresses shall be provided to any person outside the system without appropriate approval.

2.3 Authority
This policy shall not be deemed to authorize the Board or any of its employees to:

a) disobey any lawful duty, subpoena or order of a court, or,

b) withhold or suppress any statistical data deemed to be in the public domain.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section	PERSONNEL
Policy Name	TEACHER PERFORMANCE APPRAISAL 721

Board Approved: May 23, 2012   *Review: May 1, 2012*   *Review By: December 2017*

POLICY

Superior-Greenstone DSB will conduct performance appraisals with all permanent teachers in the Board in accordance with the Education Act and the Ministry document Teacher Performance Appraisal Technical Requirements Manual. Experienced teachers will be placed on a five-year cycle or as required. Teachers new to the Board will be appraised in their first year with the Board. Teachers new to the profession will be appraised twice in the first twelve months of employment with the Board.

RATIONALE

Regularly scheduled and effectively conducted performance appraisals should:
- result in increased teacher effectiveness and therefore more effective instruction for our students;
- result in increased student achievement and school improvement;
- help teachers grow and develop as confident, proficient teachers;
- identify individual needs and promote the continuous professional growth of each teacher;
- recognize good job performance and encourage and support the practices and qualities of the successful teacher;
- provide a process for assistance and decision-making for those whose performance is not satisfactory;
- help guide decisions in staffing
- provide a measure of accountability to the public education

GUIDING PRINCIPLES

Superior-Greenstone DSB supports the following guiding principles for the teacher performance appraisal process.

1. Teacher performance appraisals apply to members of the Elementary Teachers' Federation of Ontario, the Ontario Secondary Teachers Federation and teachers on a Letter of Permission.

2. Occasional or continuing education teachers, supervisory officers, Principals and Vice Principals are not evaluated by this process.

3. Appraisals must reflect the dignity of the person and are to be fair, constructive, open and consistent in every school.

4. Performance and effectiveness shall be assessed within the scope of the teacher's area or areas of responsibility and individual performance objectives.

5. The process provides opportunities for growth, continuous improvement and concrete steps and support for improvement in areas of concern.
6. The appraisal process for new teachers interacts in a coherent way with the other elements of the New Teacher Induction Program (NTIP).

7. Teachers accept responsibility to develop their professional effectiveness.

8. Additional appraisals may be conducted based upon issues of performance.

9. The Board supports a process for appraising the performance of occasional teachers. The process would follow the same TPA process as for other teachers.

REFERENCES

- Education Act (Part X.1): Teachers' Collective Bargaining
- Education Act Part X.2): Teacher Performance Appraisal
- O. Reg 98/02: Teacher Learning Plans
- O. Reg 99/02 Teacher Performance Appraisal

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section	PERSONNEL
Management Guideline	TEACHER PERFORMANCE APPRAISALS
Applicable Policy	TEACHER PERFORMANCE APPRAISALS 721

Board Approved: May 23, 2012 *Review: May 1, 2012* *Review by: December 2017*

DEFINITIONS:

"appraisal": monitoring the degree to which teachers meet their duties and responsibilities as outlined in the Education Act and Regulations

"experienced teachers: all teachers who have completed the New Teacher Induction Program or who held permanent positions in an Ontario school prior to the NTIP's implementation in Sept. 06

"new teachers: all teachers certified by the Ontario College of Teachers (including teachers trained out-of-province) who have been hired into permanent positions (full-time or part-time) by a school board to begin teaching for the first time in Ontario and must complete the New Teacher Induction Program

"occasional teachers: certified teachers who are not hired into a permanent positions but are substituting for teachers

"continuing education teachers: certified teachers who are teaching in an adult learning day school

1.0   Responsibilities

1.1   Board Responsibilities

1.1.1   The Board will ensure that the performance of every new teacher and experienced teacher is appraised according to Ministry scheduling requirements and that every experienced teacher they employ has an updated Annual Learning Plan (ALP) each year.

1.1.2   The Board will ensure that all teacher performance appraisals reflect the duties and expectations in accordance with the Education Act and the regulations and guidelines of the Ministry of Education and of the Board.

1.1.3   The Board will promote a growth-oriented performance appraisal context that emphasizes the importance of professional dialogue and collaboration to help foster an effective learning community in each school.

1.1.4 The Board will ensure that new or experienced teachers who are not performing their duties satisfactorily as outlined in the Education Act and Regulations are given the assistance, support, time and protection that they are due.

1.1.5 The Board will provide information on the TPA process to teachers, parents, students and School Councils.

1.1.6 The Board will provide professional development on Teacher Performance Appraisals for new administrators.

1.2 Human Resources Responsibilities:

1.2.1 The Coordinator of Human Resources Services will establish a schedule of performance appraisals for all permanent teachers and will share this report on an annual basis with the appropriate Principals.

1.2.2 The Coordinator of Human Resources Services will provide the New Teacher Induction Program Coordinator with the names of new teachers who have not completed the NTIP at the start of each school year and as appropriate during the school year.

1.2.3 Human Resources will ensure that all performance appraisals for both new and experienced teachers are tracked and documented. All required documents must be kept for a minimum of six years from the date of each summative report.

1.2.4 When a teacher is being seconded to another board, Human Resources will advise the receiving board as to the teacher's position in the appraisal cycle.

1.2.5 Human Resources will provide copies of all appraisal documents as well as information about the NTIP induction elements in which the teacher has been involved, for NTIP teachers who transfer schools or Boards while still completing the NTIP, to the new Principal.

1.2.6 Human Resources will request specific information, from the previous employer, about performance appraisals, NTIP participation or resignation or termination of employment that may have taken place while that teacher was on review, if considering employing a new teacher who has not yet completed the NTIP with another board. A similar process is to be followed when the Board is considering hiring an experienced teacher.

1.2.7 Human Resources will notify the Ontario College of Teachers within 60 calendar days of the second satisfactory rating, for teachers who successfully complete the NTIP requirements in order for teachers to receive their NTIP notations. (Education Act Section 272)

1.3 Principal Responsibilities:

1.3.1 All Principals must conduct Teacher Performance Appraisals with all teachers assigned to their school(s) according to Ministry legislation and

the requirements outlined in the *Teacher Performance Appraisal Technical Requirements Manual 2010* and those specified by the Board.

1.3.3 The Principal must collect evidence to support his or her appraisal of the teacher's performance, be informed by a rich body of evidence gathered over time and must take into account a range of perspectives. Such evidence will come from the classroom observation, review of teaching materials, discussions with the teacher as well as walk-throughs.

1.3.4 Principals will ensure that every experienced teacher complete an Annual Learning Plan yearly. Principals will inform each experienced teacher of the location of ALP forms and set a due date between for 4 weeks after the teacher begins teaching.

1.3.5 Copies of individual Teacher Performance Appraisal documentation will be made available to a new incoming Principal upon their request.

1.3.6 It is highly recommended that the Principal involve federation representatives when conducting a TPA on a teacher outside of the 5 year cycle.

1.4 Teacher Responsibilities:

1.4.1 Teachers determine their own professional growth recognizing expectations of the Ontario College of Teachers' Standards of Practice, and Competency Statements.

1.4.2 Teachers will actively participate in each scheduled appraisal or any additional appraisals that the Principal considers advisable with respect to a teacher's performance.

1.4.3 Experienced teachers will collaborate annually with their Principal to review and update their Annual Learning Plan.

2.0 Scheduling Requirements For Teachers:

2.1 New teachers must be appraised a minimum of twice in the first 12 months of teaching. If two satisfactory appraisals are achieved they then go on a five-year cycle. If two satisfactory appraisals are not achieved the NTIP provides for up to a 24 month timeline to achieve this.

2.2 Experienced teachers new to the board must be appraised a minimum of once in their first year.

2.3 Experienced teachers must be appraised a minimum of once every five years. A teacher working for only one semester must be evaluated in that semester.

2.4 Timelines in the appraisal process can be adjusted if the teacher and the appraiser are in mutual agreement to the adjustment.

2.5 If a step or process is not completed within the Ministry established timelines, it must be completed by the appropriate person as soon as possible thereafter, and timelines for all succeeding steps must be calculated from the time the late step or process was completed.

2.6   Time on non-teaching leave does not count as part of the five years. An appraisal must be completed within 60 days of the teachers return from extended leave if an appraisal was to be done the year on leave.

2.7   For experienced teachers seconded to another Board to teach, the appraisal cycle continues and the appraisal is done by the receiving Board.

3.0   Guidelines

Boards policies and rules must ensure that all requirements are complied with and must provide for accountability in the event of non-compliance.

3.1   There are several factors to consider when determining who will do the appraisal if a teacher is assigned to more than one school:
- If the teacher is teaching outside his/her subject area at one of the schools than the appraisal will be done by the Principal at the school in which the teacher is teaching in his/her subject area.
- If the teacher has a greater percentage of assignment at one school then that Principal will conduct the appraisal.

3.2   If a teacher is assigned teaching duties in the school, as well as other duties, then the appraisal will be conducted in reference to the teaching duties only.

3.3   If a teacher is not assigned to duties in the school or a traditional classroom (i.e. curriculum consultants) the TPA will be conducted by the Supervisory Officer when it is time for the teacher's turn in the five-year cycle. The appraisal will be based on those competencies from the Standards of Practise that are applicable.

3.4   If a teacher moves to another school within the Board, prior to the completion of a TPA, it will be completed by the new Principal. The fact that a teacher's performance is appraised by different individuals at different stages of the appraisal process does not invalidate the results of the appraisal.

3.5   The Principal's duties for conducting performance appraisals can be delegated to the school's Vice Principal in cases where there are numerous appraisals to conduct in one year and the Principal believes the VP has the necessary experience or the Principal is unable to fulfil his/her duties.

3.6   In cases where there is no Vice-Principal and the Principal is absent or unable to carry out TPA duties, than those duties will be delegated to a Supervisory Officer. If the assigned SO cannot complete the appraisals scheduled then another SO or the Director will finish the appraisal. It will be the Coordinator of Human Resources' responsibility to inform the SO of the need to complete TPA's. (Ed Act section 277.17, 277.18)

3.7   If a teacher's performance appraisal in not completed as scheduled then the Principal must meet with the teacher and a union rep to explain the reason for non-compliance and set a new date in the appraisal cycle for the teacher.

3.8   When conducting performance appraisals on new teachers the Principal can consider and comment on more than the 8 required competencies. The teacher must be advised of this during discussions in the pre-observation.

4.0   Additional Performance Appraisals

4.1   Additional performance appraisals must be conducted if a new teacher receives a Development Needed or an Unsatisfactory rating or an experienced teacher receives an Unsatisfactory rating. The procedural requirements to follow are in the Technical Manual. (See Flow Charts in the Appendices)

4.2   A principal may conduct additional appraisals if he/she considers it advisable to do so in light of circumstances related to an experienced teacher's performance. If a Principal is going to conduct additional performance appraisals or put an experienced teacher on review the following procedure must be followed:

  4.2.1   The Principal will inform the teacher in writing indicating the reason(s) for the additional appraisal or being placed on review.
  4.2.2   The Principal will send a copy of the letter to the union representative, union president and the Superintendent of Education.
  4.2.3   The Principal will follow the appraisal process outlined in the Technical Requirements Manual in order to ensure all meeting documentation and follow up summary letters are provided to the teacher in a timely manner.
  4.2.4   Union representatives are invited to attend any meetings that occur during the process.
  4.2.5   The Principal and SO will provide required support for the teacher.
  4.2.6   The Principal will monitor the teacher's progress, provide feedback to the teacher and consult regularly with the Superintendent of Education regarding progress and steps to assist the teacher in improving performance.
  4.2.7   If a Principal deems that prompt action is required in the best interests of the students and that the teacher should be removed from the classroom prior to an assessment taking place or while on review status, the Principal must contact both the SO and the Director immediately to discuss the situation. Federation representatives should also be contacted.
  4.28   When an experienced teacher receives an Unsatisfactory Rating or is placed on Review Status The Principal, teacher and union rep will meet to develop an Improvement Plan. The Improvement Plan must be completed within 15 work days. If the teacher does not comply with this requirement the Principal will meet with the teacher and union representation to discuss the problem and set a new due date within two days. Further non-compliance will result in disciplinary action.

5.0   Occasional Teachers and TPA's

5.1   Long Term Occasional teachers will not be placed on the Board five year schedule for appraisals.
5.2   New or experienced long term occasional teachers can request that their Principal conduct a TPA. The Principal will determine if he/she will conduct the TPA.
5.3   If a TPA is to be conducted the same process used for new or experienced teachers will be followed.

6.0   Resources/Handbooks
  • Ontario College of Teachers' Standards of Practice for the Teaching Profession

- Teacher Performance Appraisal Technical Requirements Manual 2010
- New Teacher Induction Program Induction Elements Manual 2010
- Forms: www.edu.gov.on.ca/eng/teacher/appraise.html

7.0   Appendices

7.1   Performance Appraisal of Experienced Teacher Flow Chart
7.2   Performance Appraisal of New Teachers Flow Chart (2 pages)
7.3   Letter Informing Teachers of their Appraisal Year
7.4   Letter Adding a Teacher to the Appraisal List in a Non-evaluative year
7.5   Letter to a Teacher Receiving a First Unsatisfactory Rating
7.6   Letter to a Teacher Receiving a Second Unsatisfactory Rating
7.7   Letter to a Teacher Receiving a Third Unsatisfactory Rating – on Review Status
7.8   Improvement Plan 1 Form
7.9   Improvement Plan 2 Form
7.10   Letter Removing a Teacher from "On Review" Status
7.11   An Organizer to assist in tracking the steps in the TPA Process

REFERENCES

- Education Act (Part X.1): Teachers' Collective Bargaining
- Education Act Part X.2): Teacher Performance Appraisal
- O. Reg 98/02: Teacher Learning Plans
- O. Reg 99/02 Teacher Performance Appraisal

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section	BOARD AND ADMINISTRATION
Policy Name	STUDENT TRUSTEE **210** *Management Guideline Applies*

Board Approved: _____ March 12, 1999 December 4, 2007	*Reviewed:* May 1, 2012 February 22, 2005 March 31, 2007 September 24, 2007	*Review by:* December 2017 ~~December 2012~~

POLICY

It is the policy of the Superior-Greenstone District School Board that there will be up to three (3), positions for non-voting Student Trustees on the Board to serve for a term of one year. The inclusion of Student Trustees enables the perspective of students to be considered in Board decisions and provides students with valuable learning experiences.

1.0   Eligibility

1.1   To be eligible for appointment as a Student Trustee on the Board, an individual must meet all of the following conditions:
  a)   be a full-time student in the senior division attending a secondary school operated by the board, and,
  b)   be supported in his/her candidacy by formal resolution of the student government of the school attended, and,
  c)   meet all other conditions as laid out in this policy or elsewhere in Board policy, and,
  d)   be maintaining at least a passing grade in all courses on his/her timetable.

1.2   Each of the three Student Trustees will originate from three (3) different schools.

2.0   Responsibilities of the Student Trustees

  a)   Attend all public meetings of the Board
  b)   Participate in discussions on all current business of the Board with the exception of certain in-camera business
  c)   Provide reports and make recommendations
  d)   Organize and chair a Student Trustee Advisory Committee
  e)   Communicate and represent student matters and interests to the Board
  d)   Communicate to the students on matters of the Board

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section	BOARD AND ADMINISTRATION
Management Guideline	STUDENT TRUSTEE
Applicable Policy	STUDENT TRUSTEE 210

Board Approved: _____
December 4, 2007   Reviewed: *May 1, 2012*   *Review by: December 2017*

PROCEDURE

1.0   Purpose

The purpose in electing Student Trustees to the Board is two-fold:

- to bring a student perspective to the deliberations of the Board
- to encourage and provide leadership development

2.0   Election and Term of Office

2.1   Board Resolution
Student Trustees shall be confirmed by formal Board resolution and shall have no status until such time as this is accomplished.

2.2   Term
The Student Trustees' term of office starts on August 1st of the year in which he or she is elected and ends on July 31st of the following year. Each term shall be for one (1) year only. The Student Trustees are permitted to attend the June Regular Board meeting prior to their term to provide continuity and an opportunity for orientation.

2.2   Limit
A student elected as a Student Trustee shall be elected for a one year term only. In order to serve for a second year, a Student Trustee must be re-elected by his/her peers.

2.3   Rotation of Trustees
The Student Trustee positions will rotate amongst secondary schools within the Superior-Greenstone District School Board.

2.4   Honoraria
Each Student Trustee will be paid an honorarium up to $2,500. The honorarium will be pro-rated for the number of months served for a student who does not serve a full term.

2.5   Disqualifications

    2.5.1.   A Student Trustee will be disqualified if the student is absent without approval of the Board for three consecutive regular Board meetings which s/he has been designated to attend.

    2.5.2   A Student Trustee who ceases to be qualified to act as a Student Trustee shall resign from the position.

    2.5.3   If a Student Trustee wishes to resign, the student must notify the Chair of the Board in writing, preferably 30 days in advance. Such a letter will be deemed to be a resignation.

3.0   Student Trustee Advisory Committee (STAC)

3.1   Student Trustee Advisory Committee (STAC) means the organization composed of one student voting member from each of the five area secondary schools and three Student Trustees. STAC membership will be comprised of eight students in total.

3.2   At the beginning of the fall term, Student Trustees shall invite Students' Councils from each of the five area secondary schools to submit the name of one student representative.

3.3   It shall be the responsibility of the Student Trustees to provide leadership within STAC to ensure that the mandate, function and scope of the STAC are achieved.

3.4   STAC shall also facilitate the annual election of the Student Trustees.

3.5   Mandate of the Student Trustee Advisory Committee

    3.5.1   To implement a process for the annual election of three (3) Student Trustees to the Board. The STAC members are urged to implement a process that recognizes the presence of diverse populations of the Board including the presence of Aboriginal students.

    3.5.2   To advise Student Trustees in matters relating to students and business of the Board.

3.6   Meetings and Communications

    3.6.1   The Student Trustees shall convene at least four (4) annual meetings of STAC.

    3.6.2   Meetings may be conducted via teleconference or videoconference.

    3.6.3   STAC will facilitate the opportunity for matters and/or information submitted by students or through its Students' Councils to be brought forward by Student Trustees during Regular Board meetings each month.

    3.6.4   In a like manner, Student Trustees will facilitate the opportunity for matters and/or information it receives during Regular Board meetings to be communicated to students during STAC meetings.

    3.6.5   At its first annual meeting, a chair and a recorder shall be selected from members of STAC. One of the three (3) Student Trustees shall report on the activities of STAC to the Board at the Regular Board meetings.

3.7   Budget

A budget for the operation of STAC will be established annually in the Board's approved expenditure budget.

4.0 Student Trustee Elections

4.1 By April 30th, under the direction of the outgoing Student Trustees and STAC, there shall be an election of three (3) Student Trustees for the upcoming term of office.

4.2 If the board determines that a vacancy shall be filled, it shall be filled by a by-election.

4.3 Should a Student Trustee be unable to complete the term, the Board will determine whether the vacancy should be filled and STAC and Student Council Presidents shall jointly elect a replacement through a by-election

5.0 Student Trustee Attendance at Board Meetings

5.1 Regular Meetings
It is expected that the Student Trustees will attend Regular Board meetings on the same basis and with the same expectation and regulation as Trustees.

5.2 Electronic Attendance
It shall be possible for the Student Trustees to attend meetings "electronically" provided this attendance is within the requirements as laid out in Board policy.

5.3 Requirements
Student Trustees shall conform to the Code of Ethics required of board members. Student Trustees shall act in accordance with the By Laws and Rules of Order of the Board.

5.4 Committee(s)
Any involvement with Board Committees will be at the discretion of the Chair in consultation with the Director and conditional upon the student's interest and availability.

6.0 Responsibilities of Student Trustees

The Student Trustees will submit one written report on their activities and/or those related to STAC at the Regular Board meetings. At their final Regular Board meeting of the year, the Student Trustees will be expected to provide an annual report.

7.0 Mentorship

7.1 The Chair of the Board shall appoint a Trustee to act as a mentor for each Student Trustee.

7.2 A Trustee of the Board assigned to mentor a Student Trustee shall:
a) assist the Student Trustee on orientation,

b) be available to discuss issues, questions or ideas that the Student Trustee may have,

c) guide, coach and mentor the Student Trustee in his/her activities related to STAC,

d) assist the Student Trustee to organize the election of the new student trustees.

7.3 A Trustee or staff member will supervise/chaperone the Student Trustee(s) while performing his/her role at an approved conference or trustee event. The Director will ensure appropriate supervision.

8.0 Membership

Upon election, Student Trustees will have limited membership.

8.1 MAY....

The Student Trustees MAY…

a) regularly attend Board meetings and the Committee of the Whole in camera sessions; however, will be excused from discussions related to the "Personnel" section of in-camera agendas and those related to students and/or their parent/guardians),

b) request items be placed on or added to the agenda, subject to the approval of the Chair and/or the Director,

c) request that a matter before the board or one of its committees, on which the Student Trustee sits, be put to a recorded vote and in that case there shall be:
   i) a recorded *non-binding vote* that includes the Student Trustee's vote; and
   ii) a recorded *binding vote* that DOES NOT include the Student Trustee's vote,

d) make presentations to the Board, and,

e) generally provide advice to the Board from the perspective of a student within the system

f) sit on board committee meetings as other trustees; however, not on a committee that requires one or more "members of the board". When board policy governs committee membership the board could amend its policy to allow a Student Trustee to sit on the committee.

8.2 MAY NOT....

The Student Trustees MAY NOT…

a) move or second a motion; however is entitled to suggest a motion on any matter at a meeting of the board or of one of its committees on which the Student Trustee sits, and if no member of the board or committee, as the case may be moves the suggested motion, the record shall show the suggested motion

b) vote on a motion, nor,

c) participate in any committee or subcommittee dealing with employee matters, nor,

d) serve as Chair or Vice-Chair.

9.0 Miscellaneous

9.1 Expenses

Student Trustees shall be reimbursed allowable expenses associated with their role as a Student Trustee on the Board, subject to the approval of the Board's treasurer.

9.2 Resources and Training

Student Trustees shall have the same access to professional development opportunities, conferences, etc as provided other trustees

9.3   Academic Performance
        The Principals shall monitor the Student Trustees' academic performance to ensure that their involvement on the Board does not jeopardize their school performance.

9.4   Recognition for Student Trustee (Credit)
        Student Trustees may earn up to two (2) independent study credits. The principal may award the Student Trustee a cooperative education credit, if the student has been enrolled in a Cooperative Education Program throughout his/her term of office and has successfully completed all required components and learning outcomes of the Cooperative Education Program

9.5   Interaction with School Community
        The Student Trustee, in consultation with the principal, shall seek ways to interact on a regular basis with the Student Council and School Council of the Student Trustee's school.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section	BUSINESS AND TRANSPORTATION

Policy Name	TRAVEL, MEALS, and HOSPITALITY EXPENDITURES	307

Board Approved: October 18, 2011 March 31, 2007 October 1, 2008	*Reviewed:*	*September 26, 2011* *September 22, 2008*	*Review Prior To:* December 2016

POLICY

The Superior-Greenstone District School Board recognizes that trustees, employees and others may incur costs while traveling on Board business. When traveling outside the jurisdiction of the board, the most economical means of travel should be sought.

Trustees, employees and others traveling on board business do so under the expectation that any expenses incurred are associated with the person's duties, support the board's overall objectives and maximize the benefits to the organization.

Reasonable travel costs up to the maximums outlined in the accompanying Guideline to this Policy will be reimbursed by the board for trustees, employees and others while on approved Board business.

As a designated Broader Public Sector (BPS) organization, the Board will ensure it complies with specific guidelines or directives designed for the Broader Public Sector.

Cross Reference	**Legal/Ministry Reference**
• Policy 306 – Corporate Credit Cards	• BPS Accountability Act, 2010 • BPS Expenses Directive

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section	BUSINESS AND TRANSPORTATION
Management Guideline	TRAVEL, MEALS, and HOSPITALITY EXPENDITURES
Applicable Policy	TRAVEL, MEALS, and HOSPITALITY EXPENDITURES 307

Board Approved: October 18, 2011   *Reviewed: September 26, 2011*   *Review by: December 2016*

PROCEDURES

The Board will reimburse trustees, employees, student trustees, appointed non-trustee members of board committees and school council members for expenses incurred in carrying out their duties as follows:

1.0   Use of Personal Vehicle

The Board does not accept any responsibility for privately owned vehicles other than paying the appropriate kilometre rates when used for approved board business. The Board will not reimburse for insurance deductibles, parking violations, or driving infractions.

All costs for travel between home and the employee's work site are a personal expense which is the responsibility of the employee and are not eligible for reimbursement.

The allowance paid for the use of a personal automobile is deemed to cover all costs of operation including but not limited to fuel, oil, insurance, deductible, depreciation and repairs.

It is the responsibility of the individual to ensure their motor vehicle insurance coverage is appropriate for business use of the vehicle.

Where appropriate the board encourages car pooling. Approving authorities may limit reimbursement amounts where this practice has not been followed.

The kilometric rates for travel commencing October 1, 2008 are:

52 cents per kilometre for the first 5,000 km in a school year
46 cents per kilometre for travel in excess of 5,000 km in a school year

2.0   Meal Reimbursement

The board will reimburse the actual meal costs incurred supported by original receipts (including taxes and gratuities) to the maximum limits as follows:

> $10.00 for breakfast
> $15.00 for lunch

$40.00 for dinner

The meal allowances are not cumulative. For example, you cannot skip breakfast and submit a lunch expense of $25.00.
The Board acknowledges that gratuities are a valid cost in some restaurants. Meals will be reimbursed based upon actual costs, including a gratuity not to exceed 15%, up to the maximum allowed for the specific meal.

3.0   Hospitality

The Board will reimburse the Director of Education, Superintendent of Education or Superintendent of Business for hospitality expenses incurred in carrying out their duties.

Hospitality is defined as the provision of food, beverages, accommodation, transportation or other amenities at board expense to persons not employed by the board.

Claims for hospitality expenses must outline the purpose of the hospitality and be accompanied by the names of the individuals entertained and their role.

4.0   Expense Account Submission

Personal expense claims must be submitted using the Board Expense Form F01-003.

When submitting an expense claim, the purpose of the trip must clearly be stated.

Generally expense account submissions should only cover costs incurred by the person submitting the expense account. However on occasion it may be more efficient for one person to submit expenses for others, provided they would otherwise be covered by this policy.   In these situations the names of all persons must be clearly identified on the receipt.

All claims must be signed by the person submitting the expenses and supported by original receipts (photocopies are not acceptable). Credit/Debit card receipts are not acceptable when they do not contain sufficient detail to meet audit requirements.

Claims must be submitted on a timely basis. Individuals may not be reimbursed for expenses submitted more than one month after the end of the month in which they were incurred.

Cash advances are available; however, they are to address unusual circumstances and must be approved by the Director of Education or designate.

Consultants and contractors can claim and be reimbursed for allowable expenses only when the contract specifically provides for it.

5.0   Authorized Travel

5.1   Director of Education

Travel to meeting and other Board related travel within the jurisdiction of the Board is deemed to be authorized. Travel outside the jurisdiction of the Board

on the business of the Board within Ontario is deemed to be authorized. The Director of Education will keep the Board informed concerning outside travel.

5.2   Superintendents

Travel to meetings and other Board related travel within the jurisdiction of the Board is deemed to be authorized. Travel outside the jurisdiction of the Board must be authorized by the Director of Education.

5.3   Principals, Vice-Principals, Managers, Coordinators and System Leads

Travel to meetings and other Board related travel within the jurisdiction of the Board is deemed to be authorized. Travel outside the jurisdiction of the Board must be authorized by the appropriate Superintendent.

5.4   Employees Required to Travel Inside System

A number of employees are required to travel within the system on a regular basis to carry out their normal duties (computer technicians, maintenance personnel, special assignment teachers, etc.)

It is the responsibility of the appropriate Superintendent or designate to authorize travel.

5.5   Other Individuals Not Employed by the Board

To be eligible for reimbursement, travel by other individuals must be on Board or school business and be preauthorized by the Board, Director of Education, Superintendent, Principal or Manger.

6.0   Approval Process

All expense accounts must be approved by the employee's immediate supervisor. This will typically be the person responsible for the budget code the expenses will be charged against.

Trustee and student trustee expenses will be approved by the Chair of the Board or a designated senior official of the Board.

The Chair of the Board's expenses will be approved by a designated senior official of the board other than the Director of Education.

The Director of Education's expenses will be approved by the Chair of the Board.

All other employees will have their immediate supervisor approve expenses.

Appointed non-trustee members' of board committees and school council members' expenses will be approved by a Superintendent of the Board.

7.0   Expenses Not Covered

The following is a list of ineligible expenses the board would deem to be inappropriate:
- Movies (in room or theatre)

- Charges for use of recreational facilities
- Alcoholic beverages
- Gifts for staff
- Admission fees for social activities or events
- Traffic violation including parking tickets
- Mini-bar snacks
- Charges incurred by family members
- Travel between home and the employee's work site

8.0   Expenses Covered

The following is a list of eligible expenses the board would deem to be appropriate:

- Hotel room charges (standard room)
- Meals including taxes and gratuities to the maximums outlined
- Business telephone calls
- Taxi costs
- Necessary parking fees
- Airline tickets
- Automobile kilometrage
- Supervisor approved car rentals
- Conference / workshop fees

9.0   Expense Review Process

The person submitting the expense claim for approval is responsible for ensuring adherence to this policy.

Supervisors that sign off on an expense account are certifying the travel has taken place with the proper authorization. They should satisfy themselves that the receipts are valid and the expense account complies with this policy.

The Accounting Services Department will review the expense receipts prior to processing. Any expense claims that do not follow this policy will be returned in their entirety.

The Manager of Accounting Services or designate will review expense claims prior to payment.

The Superintendent of Business will conduct a periodic review of expense accounts paid. The results of this audit will be reported to the Audit Committee.

Cross Reference	Legal/Ministry Reference
• Policy 306 – Corporate Credit Cards	• BPS Accountability Act, 2010 • BPS Expenses Directive

Expenses Poll taken April 2012

	Superior-Greenstone DSB	CSPNE	Nipissing-Parry Sound CDSB	Near North DSB	Algoma DSB	Huron Superior CDSB	NorthWest CDSB	Rainbow DSB	Keewatin-Patricia DSB	Northeast CDSB	Thunder Bay CDSB	Ontario Public Sector Directive
	Gratuities included	(inside/outside)	gratuity extra				gratuity extra				Gratuities included	
Breakfast ($)	10	15/20	12	10		15	19	10	10			8.75
Lunch ($)	15	15/20	18	15		20	26	15	15			11.25
Supper ($)	40	35/35	35	40		30	58	40	40			20
Per Diem ($)	no	as above	no	n/a	65	no	103	n/a	n/a	85	50	no
receipts req'd	yes	no	yes	yes	yes	yes		yes	yes	yes	yes	yes
Mileage rate (/km)	.52 first 5000/.46 after	0.41	.45 under 5000/.39 over	.52 first 5000/.46 after	.41 with adj for gas rates	0.5		.52 first 5000/.46 after	.52 first 5000/.46 after	.50/km	0.41	0-4,000km 0.41 4,001-10,700km 0.36 10,701-24,000 0.30 over24,000km 0.25
Is Board moving ot OPS rate?	?	maybe	maybe	maybe	no	no			maybe	probably		n/a
Does Board use Ministry rate to reimburse employees for Ministry events	no	no	yes			no			no	yes		n/a
Is use of Ministry rate in policy?	no	no	yes			no			no			n/a

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section	SCHOOLS AND STUDENTS		
Policy Name	VOLUNTARY ABORIGINAL STUDENT SELF-IDENTIFICATION		527
Board Approved: _____ *April 25, 2006*	*Reviewed:* September 26, 2011		*Review By:* 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: 39
Date: May 22, 2012

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

FROM: Cathy Tsubouchi, Superintendent of Business

SUBJECT: Trustee Expense Reports

Background

At the last Board meeting, a request was made for a summary of trustee spending to date.

Current Situation

Attached to this report are two schedules. The first summarizes spending for the first term of office of this Board from December 1, 2010 to November 30, 2011. The second schedule summarizes spending from December 1, 2011 to April 30, 2012.

It is our intent to send this information to you monthly along with the other expenditure report that you receive.

Administrative Summary

That, the report entitled, Trustee Expense Reports be received by the Board for information.

Respectfully submitted by:

Cathy Tsubouchi
Superintendent of Business

Superior-Greenstone DSB
Trustee Costs
December 1, 2010 to November 30, 2011

	Professional Development	Mileage	Other travel, meals	Trustee Retreat	Phone	Internet	Supplies	Equipment	TOTAL
B Bartlett	4,077	1,433	540	296	1,094	613	214	570	**8,837**
C Brown	3,573		87	296	757		49	570	**5,332**
C Roszel	93	99		296					**488**
D Carlino	2,749	31							**2,780**
A Dart				296					**296**
M Fisher	251	177		296	260	283	49	570	**1,886**
C Fisher	5,967	1,424	1,245	296	590	600	49		**10,171**
D Keenan	5,831	189	343	296	1,572	837	49	570	**9,687**
M Mannisto	3,015	2,916	420	329	3,034	868	70		**10,652**
P McRae	4,691	625	1,318	658	209	319	49	525	**8,394**
A Pelletier	2,854	324	148	296					**3,622**
D Robinson	3,325	735							**4,060**
A Santerre	1,711	220	254	308	550	509	49	525	**4,126**
F Simmaitis	1,672	2,869	79	371	326	429	49	525	**6,320**
T Simmons	1,608				647	293			**2,548**

Superior-Greenstone DSB
Trustee Costs
December 1, 2011 to April 30, 2012

	Professional Development	Mileage	Other travel, meals	Trustee Retreat	Phone	Internet	Supplies	Equipment	TOTAL
B Bartlett	223			375	229	204		882	**1,913**
C Brown				375	283			882	**1,540**
A Dart	1,349			375					**1,724**
M Fisher	116			667	250	237		882	**2,152**
C Fisher		206	189	375	348	300			**1,418**
D Keenan	552		562	375	517	257		882	**3,145**
M Mannisto	3,226	1,311	1,039	1,035		362			**6,973**
P McRae	4,759		959	678					**6,396**
A Pelletier	1,476			670					**2,146**
C Roszel	1,300	130		375					**1,805**
A Santerre	763	330	205	599	290				**2,187**
F Simmaitis	2,114	1,567	635	375	170				**4,861**

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Report No.: 40
May 22, 2012

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

FROM: LSHS Advisory Committee on the 7-12 Study

SUBJECT: Report of the Lake Superior High School Advisory Committee on the 7-12 Study

_____

Background

At its Regular Board Meeting on March 19, 2012, the Superior-Greenstone District School Board carried a motion to proceed with a study of a Grade 7-12 class configuration in both the Nipigon Red Rock District High School and Lake Superior High School (LSHS). Trustees also approved the creation of a Grade 7-12 Advisory Committee for each of the areas involved in the study.

The LSHS Advisory Committee held three public meetings where they discussed issues and concerns particular to the stakeholder groups they represent. As well as looking at the advantages and disadvantages of the 7-12 Model, the committee also considered the impact that removing the grade 7 and 8 students would have on the smaller feeder schools. This has been raised as a concern in each of the communities.

Findings

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 11 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 current 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 at 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 grade 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. Among the benefits, students will have access to many resources that a secondary school can offer including science labs, art room facilities, music areas, family studies labs, shops and clubs. Access to these facilities will allow for enhanced programming for students in grades 7 and 8 and will provide a foundation for possible course choice when they reach grade 9. It follows that there would be an easier transition for students entering grade 9 due to the familiarity with the environment, staff, teachers and programs. Curriculum and instructional practices can be better coordinated as proximity allows for increased collaboration between elementary and secondary staff.

On the student life side of things, the 7-12 Model could mean increased social, athletic and academic opportunities with a larger class size composed of students of similar age and grade level. Students would have an opportunity to participate in different leadership activities. In addition, the students would have a chance to take part in full school assemblies, special events and spirit assemblies.

Although the timetable will correspond with the high schools, there could be a staggered break for lunch to allow students access to the school lunchroom. The school administration will continue to address concerns raised by the community to ensure student safety.

Challenges

Based upon the correspondence from parents and several students as well as the feedback the Director has received at public meetings, there is a lack of support around the 7-12 Model. There are a number of repeated concerns involving bussing of the students from Schreiber, high school student influences on younger students, supervision and loss of leadership. A large consideration is what would happen to the elementary schools if the grade 7 and 8 students are removed.

Although this model will not be implemented in September 2012 as originally proposed, there is a great deal of groundwork to do to convince parents that this could be a positive move if we were to do this in 2013-2014. We would need some people with firsthand knowledge of how the system could work, and more parent open houses. We need to look at doing a thorough job of marketing the change and promoting the many positive aspects of LSHS and its caring culture.

Although the committee devoted considerable time discussing the implications of removing the grade 7 and 8 students from the smaller feeder schools, short of adding more staff to eliminate multiple grade groupings, the committee was unable to offer concrete solutions to enhance programming for the elementary students in the K-6 schools.

Recommendation to the Board

The Advisory Committee acknowledges there would be many positive benefits for Grade 7 and 8 students if a 7-12 Model were implemented at Lake Superior High School.

However, before recommending the implementation of a 7-12 model, the Advisory Committee:

   (i)   believes further study is needed to determine the implications on our elementary feeder
          schools should the grade 7 and 8 students be removed;

   (ii)   recommends that the school board increase public awareness of the positive aspect of the
          7-12 model through open houses, and tours of the high school facilities and that parental
          concerns pertaining to transportation be addressed; and

   (iii) we continue to provide opportunities for elementary students to become familiar with the
          high school setting through programs such as the after school program, or perhaps even a
          full day once a month.

Respectfully submitted by:

Lindsay Costa, and
Tosha Borutski

On behalf of the Lake Superior High School
Advisory Committee on the 7-12 Model Study

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Report No.: 41
May 22, 2012

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

FROM: Nipigon Red-Rock District High School Advisory Committee on the 7-12 Study

SUBJECT: Report of the Nipigon Red-Rock DHS Advisory Committee on the 7-12 Study
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Background

The school board is faced with the difficult challenge of continuing to provide quality programming for our students in a climate of declining enrolment and increasing fiscal restraint. At its Regular Board meeting on March 19, 2012, the Superior-Greenstone District School Board carried a motion to proceed with a study of a Grade 7-12 class configuration in both the Nipigon Red Rock District High School (NRRDHS) and Lake Superior High School (LSHS). Trustees also approved the creation of a Grade 7-12 Advisory Committee for each of the areas involved in the study.

The NRRDHS Advisory Committee held three public meetings where they discussed issues and concerns particular to the stakeholder groups they represent. As well as looking at the advantages and disadvantages of the 7-12 Model, the committee also considered the impact that removing the grade 7 and 8 students would have on the smaller feeder schools. This has been raised as a concern in each of the communities.

Findings

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 current 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 at 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 rational of a 7-12 grade configuration there are a number of academic, athletic and social benefits of this model. Among the benefits, student's will have access to many resources that a secondary school can offer including science labs, art room facilities, family studies labs, shops, cafeteria, fitness facility expanded gymnasium with additional facilities including a track. Access to these facilities will allow for enhanced programming for students in grades 7 and 8 and will provide a foundation for possible course choice when they reach grade 9. There is a posiible students could reach ahead and earn grade 9 credits. It follows that there would be an easier transition for students entering grade 9 due to the familiarity with the environment, support staff, teachers and programs. Curriculum and instructional practices can be better coordinated as proximity allows for increased collaboration between elementary and secondary staff.

On the student life side of things, the 7-12 Model could mean increased social, athletic and academic opportunities with a larger class size composed of students of similar age and grade level. Students

would have a greater opportunity to participate in leadership activities. In addition, the students would have a chance to take part in full school assemblies, special events and spirit assemblies. To support health and well being (both in class and by appointment) there is currently a nurse practitioner and several other community partners who visit the school regularly.

NRDHS has four classrooms located in the south east corner of the facility which are currently not being used. This area of the school conforms ideally to house a junior high school where student safety is a primary concern. One classroom would be set aside as a common area for the grade 7 and 8 students. The pod of classrooms has a separate entrance isolated from the main entrance to the high school and it is accessible for the bus to pick-up and drop off students at this location. There are washroom facilities which could be designated for grade 7 and 8 use only and there is a science lab in close proximity to the pod of classrooms.

If we look at the catchment schools, there is the opportunity to create two straight-grade classrooms of grade 7 and 8.

Based on the latest enrolment figures at:

Dorion Public School currently, there are:
- five (5) students in the grade 6 class, and
- two (2) students in grade 7

Red Rock Public School currently, there are:
- three (3) students in grade 6, and
- seven (7) students in grade 7

George O'Neil Public School currently, there are:
- fifteen (15) students in grade 6, and
- nine (9) students in grade 7

If these classrooms were combined, we could conceivably create a grade 7 classroom of 23 students and a grade 8 classroom of 18 students.

Initially they would be separate, however if the enrollment continues to decline, there may be the need to create a combined grade 7 and 8. This continues to be a good option when compared to the idea of triple or quad grades. The data from grade 3 and up in all feeder schools shows that there are 30 students.

Although the time table will correspond with the high schools, the break for lunch will be staggered to allow students access to the school cafeteria. The school administration will continue to address concerns raised by the community to ensure student safety.

Challenges

Based upon the correspondence from parents and several students, as well as the feedback the Director has received at public meetings, there is a clear lack of support around the 7-12 model. There are a number of repeated concerns involving bussing and leaving the community, (particularly among Nipigon parents) high school student influences on younger students, supervision and loss of leadership. A large consideration is what would happen to the elementary schools if the grade 7/8 students are removed.

Although this model will not be implemented in September 2012 as originally proposed, there is a great deal of groundwork to do to convince parents that this could be a positive move if we were to do this in 2013-2014. We would need some people with firsthand knowledge of how the system could work, and more parent open houses. We need to look at doing a thorough job of marketing the change. Further to this, we must combat the negative perceptions around our secondary schools that there is a lot of bullying, drug abuse and negative behaviour.

Although the committee devoted considerable time discussing the implications of removing the grade 7 and 8 students from the smaller feeder schools, short of adding more staff to eliminate multiple grade groupings, the committee was unable to offer concrete solutions to enhance programming for the elementary students in a K-6 schools.

Recommendation to the Board

The Advisory Committee acknowledges there would be many positive benefits for grade 7 and 8 students if a 7-12 Model were implemented at Nipigon Red-Rock District High School.

However, before recommending the implementation of a 7-12 Model, the Advisory Committee:

(i)   believes further study is needed to determine the implications on our elementary feeder schools should the grade 7 and 8 students be removed;

(ii)   recommends that the school board increase public awareness of the positive aspect of the 7-12 model through open houses, public meetings and tours of the high school facilities and that parental concerns pertaining to transportation be addressed;

(iii)   suggests that, the high school strongly communicate to the community that our students are good students and the school is a safe place; and

(iv)   suggests that, the Board to continue to look for solutions to offer quality programming while remaining fiscally responsible.

Respectfully submitted by:

Kitty Dumonski, and
Kelly Mangoff

On behalf of the Nipigon Red-Rock District High School
Advisory Committee on the 7-12 Model Study

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Report No: 42
Date: May 22, 2012

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

FROM: Dianne Williams

SUBJECT: 2011-2012 Interim Financial Report No 2 as of March 31, 2012

_____

Background

As outlined in a Report to the Board in January 2012, the purpose of the interim financial reports is 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.

Current Situation

The attached report covers the second reporting period of the 2011/2012 school year.

Administrative Recommendations

The report entitled, 2011-2012 Interim Financial Report No 2 as of March 31, 2012 is presented to the board for information.

Respectfully submitted,

Dianne Williams
Manager of Accounting Services

Superior-Greenstone District School Board

2011-2012 Interim Financial Report #2

for the period ended March 31, 2012

Summary of Financial Results

Operating	Budget	Forecast	In-Year Change	
			$	%
Revenue				
Provincial Grants	31,950,646	32,045,993	95,347	0.3%
Other	4,642,678	4,829,212	186,534	4.0%
Total Revenue	36,593,324	36,875,205	281,881	0.8%
Expenses				
Instruction	25,152,706	25,348,755	196,049	0.8%
Other Operating	12,084,594	12,139,706	55,112	0.5%
Total Expenses	37,237,300	37,488,461	251,161	0.7%
Surplus/(Deficit) Before Reserves	(643,976)	(613,256)	30,720	-4.8%
Reserve Transfers Out/ (In)	-	-	-	-
Surplus/(Deficit)	(643,976)	(613,256)	30,720	-4.8%

Capital	Budget	Costs to Mar 31	%
Capital Projects	1,998,815	1,219,673	61.0%

Note: Above looks at actual costs to date.

Changes in Revenue

- Provincial grants are up due to the increased EPO grants.
- Increase in other revenue is due to EA's for Other Pupils not budgeted since
  First Nation approvals had not been received at the time the budget was struck.

Change in Expenses

- Increase in expenses is due to the addition of EA's for Other Pupils which will be
  recovered and updated amortization costs based on finalized 2010/11 statements.
  In addition, there have been budget realignments to address the deficit
  including adjustments to board EAs, staffing realignment due to retirement and
  cuts to department budgets.

Change in Surplus/Deficit

- Of the $30,720 deficit reduction: $125,000 is a decrease in compliance deficit due
  to reasons outlined above; while $95,000 is an increase in PSAB deficit (due to
  changes in the actuarially determined value of Employee Future Benefits).

Risks & Recommendations

- As discussed during the budget presentation, we have been looking for ways
  during the year to reduce our deficit. We have made some changes in staffing
  and delivery of program and continue to look for savings.

Summary of Enrolment

ADE	Budget	Forecast	In-Year Change	
			#	%
Elementary				
(includes other pupils)				
JK -3	298.00	307.75	9.75	3.3%
4-8	442.50	456.00	13.50	3.1%
Total Elementary	740.50	763.75	23.25	3.1%
Secondary <21				
Pupils of the Board	761.25	738.63	-22.63	-3.0%
Other Pupils	116.00	111.13	-4.88	-4.2%
Total Secondary	877.25	849.75	-27.50	-3.1%
Total	1617.75	1613.50	-4.25	-0.3%

Note: Forecast based on March 31st count date

Changes in Enrolment: Budget v. Forecast
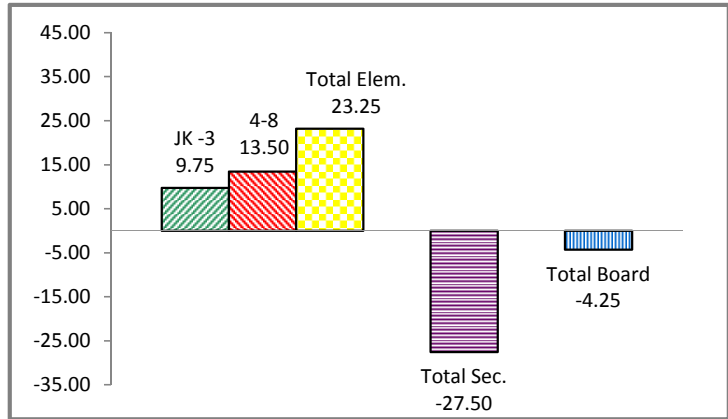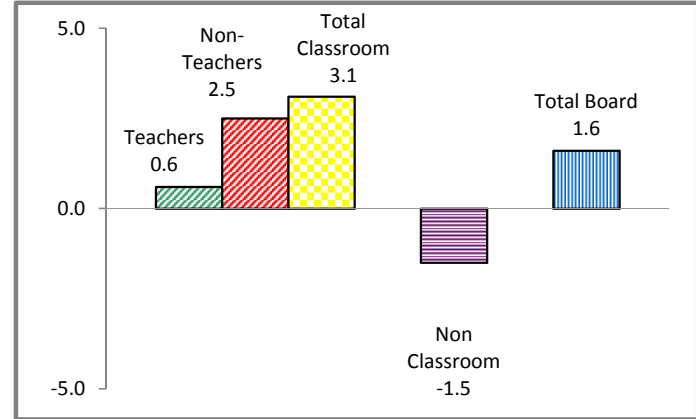

Highlights of Changes in Enrolment:

- Total board enrolment is down by 4.25 students.

Summary of Staffing

FTE	Budget	Actual	In-Year Change	
			#	%
Instruction				
Teachers	144.9	145.5	0.6	0.4%
Non-Teachers	114.3	116.8	2.5	2.2%
Total Instruction	259.2	262.3	3.1	1.2%
Non-Classroom	62.1	60.6	-1.5	-2.4%
Total	321.3	322.9	1.6	0.5%

Note: Actual as of count date March 31, 2012.

Changes in Staffing: Budget v. Forecast

Highlights of Changes in Staffing:

- Classroom teachers are up .60 FTE overall due to .40 addition of
  Student Work Study teacher from initiative funds and .70 FTE for
  OYAP teacher additions and .50 reduction for Teacher of the Blind.
- Non-teachers are up 2.5 due to addition of 6.0 for Educational
  Assistants funded by First Nations; reduction of 3.0 due to EA
  staffing adjustments and reduction of .50 Library Tech due to
  retirement.
- Non-classroom is down 1.5 FTE in custodial.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Report No: 43
Date: May 22, 2012

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

FROM: Dianne Williams

SUBJECT: Disbursements Report for April 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	920,514
Adjusted 2011/2012 Budget	$37,317,939

Based on the above, average spending for operations should be approximately $3,109,828 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 **May 2012** were $2,634,791.38.

Total Disbursements for the period	**$2,634,791**
Less unusual items for the month:	
Benefits for April paid in May.	331,759
Expenses for April paid in May.	102,099
Adjusted Total	**$ 3,068,649**

While our spending is below 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 Recommendations

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

Respectfully submitted,

Dianne Williams
Manager of Accounting Services

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Report No. 44
Date: May 22, 2012

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

FROM: David Tamblyn, Director of Education

SUBJECT: Director's Monthly Report – May 2012

1.   Sharing Our Research

The work of the Early Primary Collaborative Inquiry and the Literacy Leaders Collaborative Inquiry was shared recently at two Learning Fairs in Thunder Bay. The fundamental guiding principle behind these projects is student and teacher inquiry; as teachers we develop a theory of action about how students learn in an increasingly effective manner, and then gather evidence-based research that explores the theory of action. The Learning Fairs allow us to not only highlight our board research, but to learn from the research of the other NOEL boards; all of which is then used by the Literacy and Numeracy Secretariat to inform their research.

This year, thanks goes out the teams from Margaret Twomey Public School (Barb Eady, Karrie Cavner, Heidi Patterson); Nakina Public School (Kendra Bailey, Angela Miller); B.A. Parker Public School (Gayle Pleson, Cathy Kurish, Serena Davis, Erica Cotton) for their hard work and dedication to these projects. Once again, Superior-Greenstone DSB was recognized for their quality work. We look forward to sharing these inquiries with our district at the final LLT Learning Fair taking place on May 25.

2.   Full Day Early Learning Kindergarten Program

Next year, B. A. Parker PS will join Margaret Twomey PS as a Full Day Early Learning Kindergarten site. To support this transition, the Ministry of Education offered a tremendous three day learning opportunity that allowed for significant sharing to take place within the Board. The Early Learning Team from both schools, as well as Melanie Chaboyer, the teacher of one of our largest kindergarten classes, were able to spend the time digging in to what play-based learning truly looks like. We observed (through video) children co-regulating, co-teaching, assuming the role of researcher, and making connections that were indicative of high levels of thinking.

The principals spent the first day engaged in similar learning, but from a leadership perspective. Some valuable messages included the need for all schools, whether identified as FDELK sites, to be working with and implementing the program document, sharing this type of learning with parents through learning stories and parent nights, and asking themselves what the classroom environment must look like in order to allow for student thinking to be visible. To support this work, there are videos available on the EduGains website at:
http://www.edugains.ca/newsite/fulldaykinder/videoa.html

3.   Ontario Secondary School Teachers' Federation Awards of Excellence Banquet

On Saturday May 5, 2012, the Chair and the Director attended the annual OSSTF Student Awards Banquet. The following Superior-Greenstone DSB students were recognized for their achievements:

Manitouwadge High School
- Damilola Bodunde — The Arts
- Christine Roszel — Student Leadership
- Tyler Sanderson — Academic Excellence

Marathon High School
- Lindsay Nutbrown — Athletics
- Kayla O'Hara — Athletics
- Abbie Rolf Von Den Baumen — Academic Excellence

Geraldton Composite High School:
- Robin Belzile — Citizenship
- Jessalyn Desjardins — Student Leadership
- Alex Gladu — Communications

Nipigon-Red Rock District High School
- Emily Mannila — Citizenship
- Michaela Zechner — Academic Excellence
- Taylor Zeleny — Business Skills & Achievement

Lake Superior High School:
- Jasmine Anderson — Academic Excellence
- Lyssa Borutski — Student Leadership
- Evan Speziale — Athletics

Congratulations to all of the recipients. We are proud of your achievements.

4.   *Growing Success Implementation Project*

On May 10-11, 2012, we had our final professional development session for our Grade 7/8 teachers, secondary teachers and principals with the Ministry of Education team. Teachers and principals had the opportunity to share artifacts of student learning, video clips created by both students and teachers, and were able to plan as to how to share their learning about the assessment cycle—learning goals, success criteria, peer/self assessment with fellow staff members in the upcoming the year. The week of April 23-27 was the last cycle of classroom visitations in our regional hubs and the focus of these visits were on peer and self-assessment strategies. At present, we are hopeful that Year 2 of the project will be a reality and should have a definitive answer on that shortly.

5.   *Canada Skills Competition*

Brandon Pope from Lake Superior High School placed third in the Welding at the Skills Canada Competition at Confederation College on April 21, 2012. This was the first time Superior Greenstone had been represented in this competition and Brandon will now be competing in southern Ontario at the provincial level. In addition, we had culinary students from Nipigon-Red Rock DHS competing and the experience they gained from this first competition will certainly provide our students with valuable insight when they compete next year.

6.   *Christian Chapman Visit*

Christian Chapman completed his tour of our schools this spring working with our students helping them design prints to be placed on T-shirts. He also visited the schools in Pic River and Pic Mobert to present these workshops. The feedback teachers received from students was very

positive. Pictures of Christian's tour are linked to this attachment:
http://wilsonteacher.ca/gallery/main.php

7.   *Education Week - April 30 - May 4, 2012*

Education Week is an annual event celebrated by school boards and schools across the province. It is a time for students, teachers and parents to celebrate teaching excellence and student achievement. The theme was **Learning Together, Succeeding Together**. There were a number of events taking place in schools throughout our district including the *"What I Want To Be When I Grow Up"* theme day at George O'Neil Public School. At Terrace Bay PS Mr. Prager's Annual Scavenger Hunt was enjoyed by all. The drama students at Marathon High School presented the hit comedy "Varney the Vampire". The play ran on May 11-12 and was a hugely successful.

Administrative Summary

That the report entitled Director's Monthly Report – May 2012 be received by the Board as information.

Respectfully submitted by:

David Tamblyn
Director of Education

Report No. 45
Date: May 22, 2012

2012 Graduation Dates

Submitted

As of May 16, 2012

Elementary				
School	*Date*	*Location*	*Time*	*Board Representative*
BAPS	Wednesday, June 20	TBA	TBA	
BEPS	Tuesday, June 26	TBA	1:30 p.m.	
CAPS	No classes	No classes	No classes	No classes
DOPS	Tuesday, June 26	TBA	TBA	
GOPS	TBA	TBA	TBA	
MNPS	Tuesday, June 26	Gymnasium	7:00 p.m.	
MTPS	Friday, June 22	School	1:00 p.m	
MMPS	Friday, June 22	TBA	2:00 p.m.	
NAPS	TBA	TBA	TBA	
RRPS	Tuesday, June 26	TBA	TBA	
SCPS	Monday, June 25	Combined Ceremony Location: TBA	5:00 p.m.	
TBPS				

Secondary				
School	*Date*		*Time*	*Board Representative*
GCHS	Friday, June 8	TBA	7:00 p.m.	Nancy Petrick
LSHS	Wednesday, June 27	Gymnasium	1:00 p.m.	David Tamblyn
MNHS	Wednesday, June 27	TBA	7:00 p.m.	David Tamblyn
MRHS	Wednesday, June 27	Gymnasium	1:00 p.m.	Nancy Petrick
NRHS	Friday, June 15	TBA	7:00 p.m.	David Tamblyn

TBA = To be Announced

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Report No.: 46
Date: May 22, 2012

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

FROM: Nancy Petrick, Superintendent of Education

SUBJECT: 2012-2013 Secondary Staffing Proposal

Background

Table 1 illustrates the secondary staffing reduction that has occurred due to declining enrolment across our school district since 2006. As you are aware enrolment started to decline prior to this date and such declines are directly linked to a reduction in the secondary staffing compliment.

Base secondary staffing is calculated as per Article 14 of the Collective Agreement between the Superior-Greenstone District School Board and the Ontario Secondary School Teachers' Federation. The staffing is based on the average of the two count dates, October 31, and March 31, of the respective years divided by 16. This generates the Classroom Teacher line of the table shown below in Table 2A.

Although a consultation process has taken place between the Principals and Superintendent of Education regarding projected staffing needs, the Principals understand that staffing their schools for 2012 – 2013 will be at base levels. In the past, Principals have made requests for additional staffing over and above that prescribed in the collective agreement. This year Principals are working closely with each other to ensure core programs are being offered to accommodate the needs of our students across our board. In the case of Student Success staffing at our smallest Secondary School; the Ministry of Education's base funding has been enhanced by the Board as indicated in Table 2B.

Historical Context

Table 1:

Staffing and Enrolment Decline since 2006-2007

	2006-07		2007-08		2008-09		2009-10		2010-11		2011-2012	
	Enrolment	*Staffing*	*Enrolment*	*Staffing*	*Enrolment*	*Staffing*	*Enrolment*	*Staffing*	*Enrolment*	*Staffing*	*Enrolment*	*Staffing*
GCHS	298.25	22.33	297.63	22.33	284.25	21.50	285.88	21.50	273.13	20.66	228.50	19.50
LSHS	193.13	16.00	180.50	14.50	169.75	14.00	164.88	14.00	148.00	13.66	132.88	13.00
MNHS	157.38	14.83	143.75	14.00	128.75	13.50	114.88	13.33	114.00	13.00	101.38	12.83
MRHS	354.13	26.33	328.00	24.84	305.38	23.17	274.00	21.00	248.63	19.33	207.63	18.16
NRHS	280.63	21.50	258.75	20.33	239.38	19.33	231.25	18.34	231.38	18.17	192.75	16.33

Current Situation

Table 2:

The Secondary Staffing Proposal for 2012-2013 is outlined below:

Part A: *Staffing according to contractual agreement*

	GCHS	LSHS	MNHS	MRHS	NRHS	Board Information
October 31, 2010	235.50	134.50	98.50	210.00	197.00	875.50
March 31, 2011	221.50	131.25	104.25	205.25	188.50	850.75
Average	228.50	132.88	101.38	207.63	192.75	863.13
Classroom Teachers	14.28	8.30	6.34	12.98	12.05	53.95
Rounded	14.33	8.33	6.33	13.00	12.00	53.99
Special Education Teachers	1.00	1.00	1.00	1.00	1.00	5.00
Guidance Teachers	1.00	1.00	1.00	1.00	1.00	5.00
2012-2013 Contract Teachers	16.33	10.33	8.33	15.00	14.00	64.00

Part B: *Staffing funded over and above Collective Agreement by Special Initiatives and the Board***

	GCHS	LSHS	MNHS	MRHS	NRHS	Board Information
OYAP Funding	0.17	0.17	0.17	0.33	0.17	1.00
Student Success (*Ministry Base*)	0.83	0.50	0.61	0.67	0.67	
Student Success (*Board Enhancement*)	nil	nil	0.39	nil	nil	
Total SS Teachers per School	0.83	0.50	1.00	0.67	0.67	3.67
Teaching Staff for 2012-13	**17.33**	**11.00**	**9.50**	**16.00**	**14.83**	**68.66**
Teaching Staff for 2011-12	19.50	13.00	12.83	18.17	16.33	79.83
Staffing Difference from Previous Year	(2.17)	(2.00)	(3.33)	(2.17)	(1.50)	(11.17)

**Note: the decimals represent periods; therefore, columns and rows do not add mathematically
one period is 0.17; while 6 periods are 1.0.

Additional Information:

- It is expected that the allocated Student Success periods will be used to provide alternative education programs in each of our secondary schools, which may be different in each school depending on their need.

- As per Ministry funding, SGDSB receives additional funding for running Native Language and/or Native Studies courses where proof of the required, minimum enrollment is reached {twelve (12) non-tuition students}. This additional funding may be used to assist in adding to teaching staff in second semester in some or all of our secondary schools.

Administrative Recommendation

That, the Superior-Greenstone DSB having received Report No. 46: 2012-2013 Secondary Staffing Proposal for September 2012 approves this proposal as presented.

Respectfully submitted by:

Nancy Petrick
Superintendent of Education

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Report No: 47
Date: May 2012

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

FROM: Barbara Draper, Coordinator of Human Resource Services

SUBJECT: Personnel Report – May 22, 2012

The report entitled Personnel – May 22, 2012 is presented to the board for information.

I TEACHING STAFF	

PLEASE CONTACT HUMAN RESOURCE FOR PERSONNEL INFORMATION

1.   **TRANSFERS, CHANGES IN ASSIGNMENT**

2.   **LEAVES OF ABSENCE**

3.   **OTHER**
       Occasional Teaching Assignments

II SUPPORT STAFF	

1.   APPOINTMENTS

2.   **RESIGNATIONS**

3.   **LEAVES OF ABSENCE**

Barbara Draper
Coordinator of Human Resource Services
Reference: Regular Board Meeting May 22, 2012