

SUPERIOR-GREENSTONE

DISTRICT SCHOOL BOARD



TRUSTEE HANDBOOK

December 2014

"There is a deep consensus among boards that setting the conditions that will provide a high quality education for every student to succeed in school and in life is the absolute first priority of a school board."
...Stakeholder Organization

Table of Contents

Superior-Greenstone District School Board	Page — 1
Mission & Vision	1
Strategic Priorities	1
Role of the School Board in Public Education	Page — 2
Role of the School Board	2
Accountability for Student Achievement	2
Accountability to the Provincial Government	2
Accountability to the Community	2
System Leadership and Planning	Page — 3
Policy Development, Implementation and Evaluation	3
Director/District School Board Relations	3
Fiscal Responsibility	3
Board Development	Page — 4
Political Advocacy and Communication	4
Recognition	4
Other Responsibilities	4
Role of an Individual Trustee	4
Role of the Student Trustee	Page — 5
Election and Term of Office for Student Trustee	5
Student Trustee Attendance at Board Meetings	Page — 6
Academic Performance	6
Role of the Board Chair	6
Role of the Vice Chair	Page — 7
Role of the Director of Education	7
What is the Ontario Public School Boards' Association	7
Statement of Mission and Beliefs	7
What Is the Ontario Student Trustees' Association	Page — 9
Mission and Structure	9
Board Structure and How it Functions	Page — 10
Organizational Chart (See Link as Appendix B1)	10
Trustee Distribution and Determination of Wards	10
Committees of the Board	10
Honouraria	Page — 11
Stipend for Meeting Attendance	11
Board Meeting	11

<u>Regular Meeting</u>	11
<u>Agenda</u>	11
<u>Quorum</u>	<u>Page — 12</u>
<u>Member Absence</u>	12
<u>Agenda (Order of Business)</u>	12
<u>Annual Organizational Meeting</u>	12
<u>Inaugural Meeting</u>	12
<u>Special Meeting</u>	<u>Page — 13</u>
<u>Quorum</u>	13
<u>Notice of Meetings</u>	13
<u>Electronic Meetings</u>	13
<u>Attendance at Meetings</u>	13
<u>Annual Report to the Board</u>	<u>Page — 14</u>
<u>Trustee Expenses</u>	<u>Page — 15</u>
<u>Other Travel</u>	15
<u>Travel, Meals and Hospitality Expenditures</u>	15
<u>Mode of Travel</u>	15
<u>Meal Reimbursement</u>	<u>Page — 16</u>
<u>Expense Account Submission</u>	16
<u>Approval Process</u>	16
<u>Expenses Covered</u>	16
<u>Expenses Not Covered</u>	<u>Page — 17</u>
<u>Expense Review Process</u>	17
<u>Perquisites</u>	17
<u>Other Expenses for Trustee Equipment and Support</u>	<u>Page — 18</u>
<u>Computer</u>	18
<u>Cell Phones</u>	18
<u>Internet</u>	18
<u>Report</u>	18
<u>Municipal Officer's Expense Allowance</u>	18
<u>Appendix A1: Superior-Greenstone DSB Procedural Bylaw and Code of Conduct Manual</u>	<u>Page — 19</u>
<u>Appendix B1: Superior-Greenstone DSB Organizational Chart</u>	<u>Page — 50</u>
<u>Appendix C1: Sample of Regular Board Agenda</u>	<u>Page — 51</u>
<u>Appendix D1: Example of Completed Expense Report Form</u>	<u>Page — 55</u>
<u>Appendix E1: Travel Distances to Sites within Superior-Greenstone DSB</u>	<u>Page — 56</u>
<u>Appendix F1: Cell Phone Forms F16-003 and F16-004</u>	<u>Page — 58</u>
<u>Helpful Information for Board Members</u>	<u>Page — 59</u>
<u>Glossary of Terms and Acronyms</u>	<u>Page — 59</u>
<u>School Directory</u>	<u>Page — 64</u>
<u>Who's Who in Superior-Greenstone DSB Marathon Office</u>	<u>Page — 65</u>
<u>Links to Helpful Information on the Internet</u>	<u>Page — 66</u>

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD



Our Strategic Priorities

Student Achievement And Well-Being

- Quality instruction
- Student engagement
- Authentic / relevant learning experiences
- Equity and Inclusive Education
- Student voice
- Raising parental expectations
- Character education
- Global citizenship

Responsible Stewardship of Resources

- Maximizing investment in academic resources
- Utilization of space, facilities and services
- Consolidating resources
- Optimize human resources
- Environmental stewardship
- Technology—Meeting the needs of all students

Building Relationships

- Creating a culture of trust
- Fostering a climate of respect
- Celebrating successes
- Modeling a joy of learning
- Strengthening our understanding of the communities we serve
- Strengthening partnerships (parents, community, agencies)
- Developing leaders
- Communications

ROLE OF THE SCHOOL BOARD IN PUBLIC EDUCATION

Role of a School Board

The following job description of the Board of Education incorporates the most recent provisions of the Education Act. It is vital for the Board of Trustees to be clear about the alignment between its job as a governing policy-making body and the job of Director of Education as the Chief Executive Officer who implements the directions of the Board. In essence, the elected Board should be clear about what its policies are, why they exist, be able to explain them to the public and hold the Director of Education accountable for implementing them.

A Board of Trustees must be able to function as a cohesive whole, providing a clear sense of purpose and direction to the entire system and the community it serves. Its focus is on the big picture, improving student achievement through effective policy-making, visionary planning, evaluating student outcomes and identifying major implications for the school district. The Director of Education is responsible for the day-to-day operation of the Board.

The Superior-Greenstone District School Board has broad areas of accountability. These partly reflect obligations to stakeholder groups served. They also include critical processes that the Board of Trustees must put in place in order to provide effective governance and fulfill its obligations under the Education Act. Key areas are as follows: accountability for student achievement; accountability to the community; accountability to the Provincial Government; accountability for Board-Director relations, and for governance processes.

The Board of Trustees has the following major areas of responsibility:

Accountability for Student Achievement and Well Being

- Make decisions that reflect the District School Board's focus on student achievement and its philosophy and belief statement that all students can learn.
- Promote a culture of equity to ensure that an appropriate educational program is available for all students in the district.
- Approve measures that promote student well-being.

Accountability to the Provincial Government

- Act in accordance with the Education Act, Regulations, and other statutory requirements to ensure the implementation of provincial and education standards and policy.
- Provide advice to the Ministry of Education and the provincial Trustee association regarding regional and local implications of new policy recommendations.

Accountability to the Community

- Make decisions that reflect the District School Board's philosophy, belief statements and strategic plan, which represents the interests of the entire district.
- Establish processes that provide the community with the opportunities for input appropriate to their role.
- Consult and engage with parents, students and supporters of the Board on the Board's Multi-Year Strategic Plan.
- Provide two-way communications between the District School Board and School Councils/Parent Involvement Committee. (Boards are required to establish a Parent Involvement Committee in accordance with Regulations).

- Provide reports outlining district results in accordance with provincial policy.
- Develop procedures to receive and hear appeals in accordance with appropriate statutes and District policies.
- Model a culture that reflects the district's Code of Ethics/Code of Conduct.

System Leadership and Planning

- Provide overall direction for the District School Board by establishing the purpose (Mission), vision and beliefs statement.
- Develop and approve a multi-year strategic plan aimed at achieving the Board's goals.
- Annually set priorities with outcomes (Strategic Plan).
- Annually approve the Board Plan in public session for district distribution.
- Annually use the Board Plan to drive the budget process.
- Annually review the multi-year plan with the Board's Director of Education.
- Annually evaluate the effectiveness of the District School Board in relation to the Board Plan.
- Monitor progress toward the improvement of student achievement.
- Communicate regularly with supporters and employees of the Board about progress made in implementation.

Policy Development, Implementation and Evaluation

- Develop policies that outline how the district will successfully function, and that promotes the Board's goals and encourages pupils to pursue their educational goals.
- Ensure that all new policies have in place a purpose statement prior to development.
- Approve policy statements that meet criteria identified by the district.
- Monitor and evaluate the effectiveness of policies developed by the Board in achieving the Board's goals and efficiency of the implementation of those policies.
- Hold the Director of Education accountable for the implementation and review of Board policies.

Director/District School Board Relations

- Select the Director of Education
- Provide the Director with a clear job description and corporate direction.
- Delegate through policy, administrative authority and responsibility subject to the provisions and restrictions of the Education Act and Regulations.
- Monitor and evaluate the performance of the Director in meeting his/her duties under the Act including related policies, guidelines and regulations as well as duties under a multi-year plan and any other duties assigned by the Board.
- Promote the professional growth of the Director in continuing to provide quality district leadership.
- Ensure ongoing capacity building and succession planning for key positions.
- At least once a year at the Director's request, provide the Director with an opportunity to meet alone with the Board in private session.
- Provide a positive working relationship with the Director of Education.

Fiscal Responsibility

- Develop a budget review process to help determine annual resource allocations. (Use the Board Plan and other provincial and local directions).
- Annually approve the budget to ensure that the financial resources are allocated to achieve the desired results.
- Approve as per legislation all Capital Plans and other planning documents that will drive budget decisions.
- Have in place an Audit Committee, in accordance with provincial regulations.

- Set parameters for collective bargaining and ratify Memoranda of Agreements with all bargaining units and non-union groups.

Board Development

- Formerly evaluate the Board's effectiveness and performance on a regular basis.
- Develop an Annual Action Plan for both collective and individual Trustee development by increasing knowledge of the Trustee role, processes, issues, and the Board's vision and mission.
- Use the expertise of the Director of Education, and other provincial organizations to help develop and support the Board of Trustees' professional development plan.
- Seek opportunities to network with other school boards.

Political Advocacy and Communication

- Develop and maintain positive and effective relationships with the Ministry of Education, members of the provincial parliament and counterparts in municipal government.
- Annually develop a plan for district advocacy that aligns with the elected Board's Multi-Year Strategic Plan. Consider in the plan the focus, key messages and advocacy mechanisms.
- Annually develop a plan that aligns with the Multi-Year Strategic Plan to ensure that the district is communicating with the community and beyond.

Recognition

- Develop mechanisms to ensure that the District School Board recognizes students and student achievement.
- Develop mechanisms to ensure that the District School Board recognizes staff and staff achievements.
- Develop mechanisms to ensure that the District School Board recognizes community members and volunteers.

Other Responsibilities

The Board of Trustees also has the following responsibilities:

- Approving school year calendars
- Approving disposition of land and buildings
- Approving the issuance of debentures
- Designating a coordinator to administer the requirements of the Municipal Freedom of Information and Protection of Privacy Act
- Approving the Board's auditor
- Approving the Board's lawyers

The Role of an Individual Trustee

Individuals Trustees are responsible for the following:

- Maintain a focus on student achievement and well-being.
- Participate in making decisions that benefit the entire Board district while representing the interests of his or her constituents.
- Interpret the views and decisions of the elected Board in reporting to their constituents.

The job description an elected Board sets out the responsibilities that Trustees, as members of a collective Board are required to undertake. The Education Act as recently amended clarifies the responsibilities of the individual Trustee or Board member to:

- Carry out his or her responsibilities in a manner that assists the Board in fulfilling its duties under the Education Act, and under related regulations and guidelines;
- Attend and participate in meetings of the Board, including meetings of the Board committees of which he/she is a member;
- Consult with parents, students, and supporters of the Board on the Board's Multi-Year Strategic Plan;
- Bring concerns of parents, students and supporters of the Board to the attention of the Board;
- Uphold the implementation of any Board resolution after it is passed by the Board;
- Entrust the day-to-day management of the Board to its staff through the Board's Director of Education
- Maintain focus on student achievement and well-being;
- Comply with the Board's Code of Conduct.

In the latter part of the 2013-2014 school year, the Superior-Greenstone District School Board embarked upon a comprehensive examination of its former Procedural Bylaws and Trustee Code of Ethics. Over the course of eight-months, in close consultation with an accredited parliamentarian the Board undertook an extensive study of its Bylaws and Code. The result was a wholly revised *Procedural Bylaw and Code of Conduct*/Appendices which by Board motion was approved as a full substitute for the former Board procedures document.

An important document being the *Board Procedural Bylaws and Code of Code* is embedded in this handbook as Appendix A1.

[Board Procedural Bylaws and Code of Conduct: Appendix A1](#)

The Role of Student Trustees

As per the Education Act, Ontario Regulation 7/07 all district school boards are required to have at least one Student Trustee elected by their student peers to serve for a term one year on the Board of Trustees. The inclusion of a Student Trustee enables the perspective of students to be considered in Board decisions and provides students with valuable learning experiences.

To be eligible for appointment as a Student Trustee on the Board, an individual must meet all of the following conditions:

- be a full-time student in the senior division attending a secondary school operated by the Board, and,
- be supported in his/her candidacy by formal resolution of the student government of the school attended, and,
- meet all other conditions as laid out in this policy or elsewhere in Board policy, and,
- be maintaining at least a passing grade in all courses on his/her timetable
- must originate from one of the five district high schools.

The responsibilities for Student Trustee include the following:

- Attend all public meetings of the Board
- Participate in discussions on all current business of the Board with the exception of certain in-camera business
- Provide reports and make recommendations
- Organize and chair the Student Senate
- Communicate and represent student matters and interests to the Board
- Communicate to the students on matters of the Board

Election and Term of Office for Student Trustee

The Student Trustee's 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. In order to serve for a second year, a Student Trustee must be re-elected by his/her peers. This is done through the organization known as the Student Senate.

By April 30th, under the direction of the outgoing Student Trustee and the Student Senate, there is an election of a Student Trustee for the upcoming term of office. The Student Senate which is composed of the members of the secondary Student Councils, as well as one student voting member from each of the eleven area elementary schools, facilitates the process of the Student Trustee elections.

Upon election, the Student Trustee will have limited membership when it comes to matters before the Board for decision. (See Policy 210-Student Trustee Management Guideline, Section 8.1 and 8.2)

The 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. In addition, allowable expenses associated with their role as Student Trustee will be reimbursed subject to the approval of the Board's treasurer. Access to resources and training such as professional development opportunities and conferences which may be provided to the Trustees' group are also available to Student Trustees.

Student Trustee Attendance at Board Meetings

It is expected that the Student Trustee will attend Regular Board meetings on the same basis and with the same expectation and regulation as Trustees. A Student Trustee may attend meetings "electronically" provided this attendance is within the requirements as laid out in Board policy. The Student Trustees shall conform to the Code of Ethics required of Board members. 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.

Academic Performance

The Principals shall monitor the Student Trustee's academic performance to ensure that their involvement on the Board does not jeopardize their school performance. A Student Trustee 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.

Role of the Chair of the Board

The Chair of Superior-Greystone District School Board safeguards the integrity of the Board's processes and represents the Board of Trustees to the broader community. The chair ensures that each Trustee has a full and fair opportunity to be heard and understood by the other members of the Board in order that collective opinion can be developed and a corporate decision reached. The Board's ability to discharge its obligations is enhanced by the leadership and guidance provided by the Chair.

The Chair of the Board has the following duties

- To be the chief spokesperson for the Board in relation to Board policy
- To promote the interests of the entire school system
- To aid in establishing good relations with all external and internal stakeholders which the Board serves
- To preside at Board meetings, both public and in camera sessions and at informal meetings of the Trustees
- To meet with the Director of Education to keep an overview of the Board's business and to provide support as appropriate
- To establish effective strategies to communicate with the other Trustees, and to consult in a timely fashion with fellow Trustees regarding pertinent information concerning Board business and actions privy to the Board Chair

- To make use of training and access resources such as corporate communications.
- To be an ex-officio member of all committees who shall have speaking rights. However, the chair as ex-officio does not possess voting rights nor does their presence affect quorum.

Role of the Vice-Chair of the Board

The Vice-Chair of the Board is elected by the Board of Trustees to share the leadership role of the Chair. His/her role is to assist the Chair in ensuring that the Board operates in accordance with its own policies. The Board's ability to discharge its obligations is enhanced by the leadership and guidance provided by the Vice-Chair.

Role of the Director of Education

The Director of Education works closely with the Board to ensure that its multi-year plan establishes the Board's priorities and identifies specific measures and resources that will be applied in achieving those priorities and in carrying out its duties under the Act, in particular, its responsibility for student achievement. With its implementation, the Director in concert with the Board monitors all facets of the multi-year plan implementation. Periodically, the Director provides a report to the Board in regard to the system's status in relation to the multi-year. An account of progress being made is often contained in detail as content in the Director's Annual Report. There is a substantial area of responsibility for the Director; each one of the following issues expanded within Policy 801 Role Description of the Director of Education.

At a glance a Director is accountable for:

- | | |
|--------------------------------------|--|
| ➤ Student Achievement and Well-Being | ➤ Organizational Management and Planning |
| ➤ Education Leadership | ➤ Personnel Management |
| ➤ Director/Board Relations | ➤ Policy |
| ➤ System Leadership | ➤ Communications and Community Relations |
| ➤ Fiscal Responsibility | ➤ Student, Staff and District Recognition/Public Relations |

WHAT IS ONTARIO PUBLIC SCHOOL BOARDS' ASSOCIATION (OPSBA)?

The Ontario Public School Boards' Association (OPSBA) represents public district school boards and public school authorities across Ontario, which together serves more than 1.2 million public elementary and secondary students. The Association advocates on behalf of the best interests and needs of the public school system in Ontario. OPSBA is seen as the credible voice of public education in Ontario and is routinely called upon by the provincial government for input and advice on legislation and the impact of government policy decisions.

Superior-Greenstone District School Board has a long-running association with OPSBA renewing its membership annually on behalf of the Board of Trustees.

Statement of Mission and Beliefs

The mission of the Ontario Public School Boards' Association is to promote and enhance public education by:

- helping member boards to fulfil their mandates
- developing effective partnerships with other groups interested in public education
- providing a strong and effective voice on behalf of public education in Ontario.

OPSBA believes that the role of public education is to provide universally accessible education opportunities for all students regardless of their ethnic, racial or cultural backgrounds, social or economic status, individual exceptionality or religious preference.

Local democratically elected school boards play a key role in ensuring that schools remain responsive to both provincial program requirements and local needs and resources. Excellence in education is achieved by:

- promoting high standards of individual achievement
- providing the understanding and basic skills required for active, compassionate participation in the life of the family, the community, the province, the nation, and a global society
- cultivating a love of learning
- recognizing the value of diversity among learners and communities; and
- exploring creative educational alternatives.

To maintain excellence, the public school system must be accountable to the community it serves and work to fulfill its mandate through building strong community partnerships.

The Superior-Greenstone District School Board encourages all Trustees to engage in professional development and to attend at least one Ontario Public School Boards' Association (OPSBA) sponsored conference upon Board approval.

Trustee professional development events sponsored by OPSBA include:

- Annual General Meeting (AGM – usually in June)
- Annual Canadian School Board Association (CSBA – usually in July)
- Annual Northern Region Meeting and Conference (usually in October)
- Annual Public Education Symposium (PES – usually in January)
- Occasional Events on Parliamentary Procedures
- Occasional Events on Governance Models

More information regarding Trustee/Student Trustee Attendance at Conference is available as Policy 208 on the Board website at www.sgdsb.on.ca.

Below is an outline of OPSBA meeting events and director's meetings being held this year. For an in-depth look at what OPSBA does you can visit its website at www.opsba.org.

OPSBA Sponsored Meetings/Events (August 2017-July 2018)

August 2017:	Executive Council – Planning Meeting
September 2017:	Joint Policy Development and Education Program Work Team Meeting
September 2017:	Executive Council Meeting
September -October 2017:	Board of Directors Meeting
October 2017:	Northern Region Meeting Valhalla Inn
	1 Valhalla Road, Thunder Bay, ON
	OPSBA rate: \$119.00 plus taxes (single/double).
October 2017:	CSBA Board of Directors Meeting
October 28, 2017:	Executive Council Meeting
November 2017:	Regional Meetings with Common Agenda
December 2017:	Executive Council Meetings
December 22017:	Board of Directors Meetings
January 2018:	Executive Council Meetings
January 2018:	Public Education Symposium (PES) Sheraton Centre Hotel
	123 Queen Street West, Toronto, ON
	OPSBA rates: \$207.99 (single/double) or \$237.99 (triple)
January 2018:	Regional Meetings at PES

OPSBA Sponsored Meetings/Events (con't)

March 2018:	Executive Council Meetings
March 2018	Board of Directors Meetings
March 2018	National School Boards' Association Annual Conference
March 2018	Executive Council Meetings
<hr/>	
April 2018	Education Labour Relations and Human Resources Symposium
	Sheraton Centre Hotel, 123 Queen Street West, Toronto, ON'
	Room rate is \$215
April 2018	Regional Meetings with Common Agenda
April 2018	Executive Council Meetings
April 2018	Board of Directors Meeting
<hr/>	
May 2018	Joint Policy Development and Education Program Work Team Meeting
May 2018	Canadian School Boards' Association (CSBA) Board of Directors Meeting
May 2018	Executive Council Meetings
<hr/>	
June 2018	OPSBA Annual General Meeting (AGM) in Collingwood, ON
	The Westin Trillium House, Blue Mountain, Collingwood
<hr/>	
July 2018	CSBA Congress

For meetings other than Board of Directors., OPSBA has a corporate room rate of \$178 plus tax.(standard room). Call Sheraton Centre at 1 (888) 625-5144 or Toronto Metro Market at 416-814-1252 or by email reservations.rmyyz@starwoodhotels.com. Individuals must request the Ontario Public School Boards' Association (OPSBA) corporate rate ID Set # 410656 at time of booking.

WHAT IS THE ONTARIO STUDENT TRUSTEES' ASSOCIATION (OSTA)?

The Ontario Student Trustees' Association-l'Association des élèves conseillers et conseillères de l'Ontario (OSTA-AECO) is the largest student stakeholder in education and the voice for the student vision. As a representative association of over 2 million students, it is a dynamic, diverse voice. It acts as consultants on policy for the Ministry of Education, collaborates with stakeholders in the education community and works to unite all Student Trustees across the province.

Mission and Structure

OSTA-AECO exists to advance the student vision. Student Trustees are elected by their peers to bring the student voice to district school board tables. Through a non-binding vote, these Trustees present the student perspective to improve the quality of education in schools across the province.

The organization has two divisions: the Executive Council and the Board Councils. The Executive Council is chosen through a series of elections at the OSTA-AECO Annual General Meeting (AGM) and includes a President, Chief Executive Officer, Chief Financial Officer, and four Officers for the areas of Communication, Policy, Professional Development, and Operations. Also elected are Cabinets of the Board Councils, each of whom has a respective President and Vice President. The two Board Councils are the Public Board Council (PBC) and Catholic Board Council (CBC).

OSTA-AECO's Policy Committee formalizes the student vision through position papers and research reports, while its Communications Committee works to articulate and promote the student vision through its newsletter, the Echo, and its Student Trustee magazine, Our Voice.

The General Assembly of OSTA-AECO meets three times a term, at the Fall General Meeting, the Board Council Conferences, and the Annual General Meeting. Each school board is entitled to one vote in the association's affairs. At the AGM, the General Assembly elects the next year's executive council for the term starting 1 August of that year.

It is the policy of the Superior-Greenstone District School Board to encourage all Trustees and Student Trustees to engage in professional development and to attend at least one Ontario Public School Boards' Association (OPSBA) sponsored conference upon Board approval.

More information regarding Trustee/Student Trustee Attendance at Conference is available as Policy 208 on the Board website at www.sqdsb.on.ca. As well, additional information about OSTA-AECO is available at www.osta.org.

BOARD STRUCTURE AND HOW IT FUNCTIONS

Board Organizational Chart

[Board Organizational Chart: Appendix B1](#)

This graphic provides an overview of the operational reporting structure within the Board system

Trustee Distribution and Determination of Wards

❖ Greenstone	Two (2) Trustees
❖ Manitouwadge	One (1) Trustee
❖ Marathon	Two (2) Trustees
❖ Nipigon	One (1) Trustee
❖ Red Rock/Dorion	One (1) Trustee
❖ Terrace Bay/Schreiber	One (1) Trustee
❖ First Nation Representative	One (1) nominated by Robinson Superior and Treaty Nine Members
❖ Student Trustee	One (1) Elected each school year by students.

At the Inaugural Meeting in an election year and at the Annual Organizational meetings that follow in each of the next four years, the following officers of the Board are elected:

- ❖ Chair of the Board
- ❖ Vice Chair
- ❖ Chair of Education Committee
- ❖ Chair of Business and Negotiations Committee

Statutory Committee appointments for the Special Education Advisory Committee and the Audit Committee are in effect for the full term of the Board. Standing Committee assignments are determined annually or as per the appointment schedule illustrated below.

Committees of the Board

<i>Committee Names</i>	<i>Statutory</i>	<i>Standing</i>	<i>Duration of Appointment</i>	<i>Appointed Trustees</i>	<i>Meeting Schedule</i>
Audit	✓		Board Term	3 <i>no alternate</i>	3 A*
Parent Involvement	✓		Annual	1 + 2 <i>alternates</i>	4 SY**
Special Education Advisory	✓		Board Term	2 + 2 <i>alternates</i>	10 SY
Student Alternative Learning	✓		Annual	1 + 1 <i>alternate</i>	As required
Board Discipline		✓	Board Term	5 <i>no alternate</i>	As required
Board Policy Review		✓	Board Term	5 + 2 <i>alternates</i>	8 SY
Native Education Advisory		✓	Annual	2 + 1 <i>alternate</i>	3 SY

Occupational Health & Safety		✓	Annual	1 + 1 <i>alternate</i>	4 A
Transportation		✓	Annual	2 + 1 <i>alternate</i>	As required

* Annual / ** School Year

Honouraria

In accordance with legislation, Board members receive an annual honourarium. The honourarium is set by the outgoing Board no later than October 15 in an election year. Under current tax law, the honourarium is not subject to Employment Insurance (EI). Please refer to Policy 215 Trustee Honourarium for details on this topic.

Trustee remuneration will be paid in accordance with Policy 215-Trustee Honorarium and Policy 210-Student Trustee. Trustees travel expenses will be reimbursed for reasonable expenses incurred in the course of their duties. A more detailed outline about travel expenses follows in this handbook. As well, Board members are encouraged to review Policy 208-Trustee/Student Trustee Attendance at Conferences and Policy 307-Travel, Meals and Hospitality Expenditures.

Stipend for Meeting Attendance

Also included in Policy 215 Trustee Honorarium Calculation is a provision for remuneration for meeting attendance. Trustees who attend meetings required by the Act of Regulation can submit time cards for maximum \$50 per meeting attended with a distance allowance of \$50 if the meeting site is more than 200 km (one-way) from their residence. Statutory committee meetings include:

- Audit Committee
- Board Discipline Committee
- Parent Involvement Committee
- Special Education Advisory Committee
- Special Education Appeal Board

TRUSTEE COMMITTEE MEETINGS TIME CARD (Attendance / Distance - Per Policy #215)				
Trustee Name: _____				
Date Submitted: _____				
MEETING TYPE	MEETING DATE	ATTENDANCE ALLOWANCE ENTER \$50	DISTANCE ALLOWANCE ENTER \$50 **	TOTAL
Board Audit Committee				
Board Discipline Committee				
Parent Involvement Committee (PIC)				
Special Education Advisory Committee (SEAC)				
Special Education Appeal Board (SEAB)				
** NOTE: to qualify for distance the Trustee's residence and place of meeting must be more than 200 km (one way)				
Trustee's Signature: _____				
Superintendent's Signature: _____				
The information on this form is collected under the authority of Section 150(2) of the Education Act for the purpose of administration of employee payrolls.				

Board Meetings

The Superior-Greenstone District School Board Procedural Bylaws and Code of Conduct govern the conduct at Regular Board meetings. Further to this, the rules contained in the current edition of Robert's Rules of Order Newly Revised (RONR) governs the Board in all cases to which they are applicable and in which they are not inconsistent with the Board Bylaws and any special rules of order that the Board may adopt.

Regular Meetings

Regular meetings of the Board shall be held as determined by Board resolution at the Annual Organizational meeting, stipulating the date, time, and location of such meetings.

Due to extenuating circumstances, the Chair in consultation with the Director, may cancel, reschedule, or relocate a meeting when deemed necessary, provided as much notice as possible is provided to members.

Agenda

All matters to be placed on the agenda of a Regular Board Meeting are subject to the approval of the Chair. The Chair may not deny the requests by Administration for agenda items arising from an

Administrator's discharge of duty under the Education Act and Regulations or the procedures of the Board, and all such requests shall be granted by the next available meeting.

Quorum

The quorum shall be a majority of the members of the Board, excluding the Student Trustee.

As required in Regulation, the MINIMUM attendance required to be physically present in the meeting room of the Board shall be:

- (a) the Chair of the Board or designate
- (b) at least one additional member of the Board; and
- (c) the Director or designate.

Member Absence

It shall be the responsibility of each member to notify the Secretary of expected absences prior to the time of each regular meeting. Those providing such notice will be marked "absent with regret". Those not providing such notice will be marked "absent".

Agenda (Order of Business)

[Board Meeting Agenda Sample: Appendix C1](#)

The business before the Board shall generally be dealt with in the following order:

1. Roll Call
2. Approve Agenda
3. Declaration of Conflict of Interest
4. Approve Minutes of Previous Meeting(s)
5. Business Arising out of Minutes
6. Delegations, Representations
7. Reports and Matters for Decision
8. New Business
9. Notices of Motion
10. In-Camera (Closed to the Public)
11. Correspondence and Information Items
12. Adjournment.

Annual Organizational Meeting

The Annual Organizational Meeting of the Board for the second, third and fourth years of a Board's term of office shall be held no later than the first seven (7) days of December at the Board's Head Office, unless the Board otherwise directs.

The Annual Organizational Meeting shall be for the purpose of electing officers and electing Board members to committees and for any other items of business deemed necessary.

Inaugural Meeting

The Inaugural Meeting of a newly elected Board shall be held no later than the first seven (7) days of December at the call of the Board Secretary and according to the Education Act.

This meeting shall be held at the head office of the Board in Marathon, Ontario unless extenuating circumstances require otherwise.

Special Meetings

Special Meetings of the Board may be held at the call of the Chair, in consultation with the Director, or on the written request submitted to the secretary of not less than a majority of the Members of the Board.

The purpose of the special meeting shall be stated in the call, which shall be sent to all members. Only business stated in the call shall be transacted.

Quorum

Quorum for Regular, Inaugural, Annual, or Special meetings of the Board shall be a majority of the members of the Board, excluding the Student Trustee.

Notice of Meetings

The notice of meetings shall be a minimum of five (5) days whenever possible. Notice, along with an agenda and supporting materials shall be forwarded to members prior to the holding of any meeting. Under extenuating circumstances notice may be waived.

Electronic Meetings

It shall be possible and permitted for members, including appointed members, upon request to the Secretary of the Board, to participate using electronic means, so long as all members can simultaneously participate in the meeting and as outlined in Board Policy and Provincial Regulations. Electronic means must allow for secure two-way communication for any in-camera meetings.

Despite the availability of electronic meetings, attendance must comply with the provisions outlined in the Education Act.

Attendance at Meetings

In accordance with O. Regulation 268/06, a Trustee may participate in a meeting through electronic means and shall be deemed to be present at the meeting. A Trustee who is absent from three consecutive meetings of the Board without being authorized by resolution entered in the minutes, is required to vacate their Board seat.

Trustees who fail to be physically present in the designated meetings room of the Board for at least three Regular Board meetings in each 12-month period beginning December 1, as required by Section 229. (1) of the Education Act, is required to vacate his/her seat on the Board.

When a member of a board is elected or appointed to fill a vacancy on the board, then the physical attendance requirement is outlined in the Education Act, Section 229(2) as follows. "For the period beginning when a member of a board is elected or appointed to fill a vacancy and ending on the following November 30, the member shall be physically present in the meeting room of the board for at least one regular meeting of the board for each period of four full calendar months that occurs during the period beginning with the election or appointment and ending on the following November 30.

In addition to its Board Meeting Room at the Superior-Greenstone DSB main office in Marathon, there are videoconference sites in each of four area high schools. Electronic access by videoconference is offered from the:

- Manitouwadge High School
- Lake Superior High School
- Nipigon-Red Rock District High School
- Geraldton Composite High School

Should a Trustee wish on occasion to teleconference into a Board meeting, they may do so using their landline or by calling into the meeting by cell phone. All meetings are arranged to accommodate teleconference with a preset telephone number and access code. All long distance charges are assumed by the Board; i.e., not billed to the Trustee.

Annual Reports to the Board

Just as in many other boards, whether corporate entities of publicly funded entities such as a school board, members can expect to review and approve numerous issues which are similar from year to year. Obviously the content will vary but the purpose of the reports presented is to keep the business of education moving forward. Some the reports that administration will present annually to the Board of Trustees include the following:

- Board Meeting Schedule..... December
- Director's Annual Report..... December
- Board Policy Review Committee..... Recurrent
- Budget Process..... January
- First Interim Financial Report..... January
- Financial Statements..... January or February
- School Year Calendar..... February
- Elementary Staffing Proposal April
- Graduation Schedules for Information April
- Secondary Staffing Proposal May
- Second Interim Financial Report..... May
- Special Education Annual Report May or June
- Educational Assistants Staffing Proposal June
- Budget Approval..... June
- Third Interim Financial Report..... August
- Capital Plan Project Update November

Certainly, there are issues that arise throughout the year that may require the Board to deliberate on issues; however these items are not as predictable, often arising from the Ministry of Education leading education in a new direction. Administration and Trustees must always be prepared to entertain a new path as may be the edict from the Ministry of Education.

TRUSTEE EXPENSES

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

Trustees who travel into designated site for a Board meeting can submit an expense claim form. Generally, reimbursement for mileage is paid however there are occasions when an overnight stay in a hotel is necessary and there may be meal costs too. Expense claims must be submitted on a timely basis. All reasonable effort should be made to submit one's expenses not more than one month after the end of the month in which the expense was incurred.

Other Travel

As a Trustee there are numerous opportunities provided for professional development. Superior-Greenstone DSB is a member of OPSBA. This Trustee organization offers several annual events to that Trustee may attend. Travel arrangements and registrations for these events are handled by the Administrative Assistant in the Director's office. Airline bookings and hotel reservations are done through the assistant's office which helps to alleviate Trustee out-of-pocket expenses. If a Trustee elects to travel by car on specific business of the Board rather than travel by available economy air service; reimbursement is limited to the cost of the economy fares available at that time.

There is an example of an expense form that contains some helpful tips on how to complete this form. As well, for easy reference there is a Distance Travel Chart that includes the kilometers as recorded from Google MapQuest.

[Sample Expense Claim Form: Appendix D1](#)

[Travel Distance Chart: Appendix E1](#)

Travel, Meals and Hospitality Expenditures

Mode of Travel

The Board will reimburse Trustees, for expenses incurred in carrying out their duties as outlined below.

The most economical and practical mode of transportation (such as sharing vehicles, obtaining reduced air fares, etc.,) should be used when travelling on Board business, or a comparable alternative. Discount advanced booking rates should be used, if available. Approving authorities may limit reimbursement amounts where this practice has not been followed. Claims for reimbursement of any costs associated with travel on Board Business are to be submitted and will be processed after the event. Airfare or deposits charged to personal credit cards are eligible for reimbursement after the event.

When a personal vehicle is used, the Board does not accept any responsibility for the privately owned vehicles other than paying the appropriate kilometer rates when used for approved Board business. 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. Board will not reimburse for insurance deductibles, parking violations, or driving infractions.

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 carpooling. Approving authorities may limit reimbursement amounts where this practice has not been followed.

The kilometric rates for travel commencing October 1, 2012 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

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. Meals cannot be claimed in situations where the meal is provided at no expense to the traveler.

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 and copy of the itinerary and/or boarding pass must accompany the claim.

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. Credit/Debit card receipts are not acceptable when they do not contain sufficient detail to meet audit requirements.

With respect to the above requirement for original receipts, where original receipts are not available because they have been submitted to the Ministry of Education or other funding agency, photocopies of receipts will be accepted at the discretion of the Superintendent of Business.

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.

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.

Expenses Covered

The following is a list of expenses the Board would deem eligible for reimbursement:

- 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
- Internet access in hotels will be considered an eligible expense for Administration and Trustees only. All other staff will require the prior approval of the Director or appropriate Superintendent

Expenses Not Covered

The following is a list of expenses the Board would deem ineligible:

- 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

The Superior-Greenstone District School Board will retain expense claims with supporting documentation for seven (7) years.

Expense Review Process

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

Perquisites (Perks)

The term perquisite, or perks, refers to a privilege that is provided to an individual or to a group of individuals, provides a personal benefit, and is not generally available to others. A perquisite is not allowable if it is not a business-related requirement. To be allowable, a perquisite must be a business-related requirement for the effective performance of an individual's job.

The following perquisites are not allowed under any circumstance:

- club memberships for personal recreation or socializing purposes, such as fitness clubs, golf clubs or social clubs
- seasons tickets to cultural or sporting events
- clothing allowances not related to health and safety or special job requirements
- access to private health clinics – medical services outside those provided by the provincial health care system or by the employer's group insured benefit plans
- professional advisory services for personal matters, such as tax or estate planning

These privileges cannot be provided by any means, including:

- an offer of employment letter, as a promise of a benefit,
- an employment contract, or
- a reimbursement of an expense.

Other Expenses for Trustee Equipment and Support

Computer

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

Cell phones

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

There is a Trustee Cell Phone Connection Fee Application Form (F16-003) and a Trustee Cell Phone Flat Fee Application (Form F16-004). One or the other can be processed as a Trustee may desire

[*Forms re Cell Phones \(F16-003 & 16-004\): Appendix F1*](#)

Internet

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

Reporting

Trustees are provided a semi-annual report on Trustee spending, as requested by the predecessor Board.

Municipal Officer's Expense Allowance

A municipal corporation or board may pay a non-accountable expense allowance to an elected officer to perform the duties of that office. For Superior-Greenstone DSB Trustees, this expense allowance is deemed to be one-third of the honorarium and allowances paid and are reported separately on the T-4 slip. For more information, see Interpretation Bulletin IT-292, Taxation of Elected Officers of Incorporated Municipalities, School Boards, Municipal Commissions and Similar Bodies.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

PROCEDURAL BYLAWS AND CODE OF CONDUCT

Table of Contents

PREAMBLE	19
ARTICLE I: Name	20
ARTICLE II: Purpose.....	20
ARTICLE III: Definitions.....	20
ARTICLE IV: Members	22
ARTICLE V: Officers	22
ARTICLE VI: Meetings.....	23
ARTICLE VII: Elections.....	24
ARTICLE VIII: Committees	24
ARTICLE IX: Parliamentary Authority.....	25
ARTICLE X: Amendment of Bylaws	25
ARTICLE XI: Amendment of Appendices.....	25
Appendix A: Special Rules of Order	26
Appendix B: Election Procedures	27
Appendix C: Regular Meetings of the Board	30
Appendix D: Delegations	33
Appendix E: Code of Conduct	35
Appendix F: Basic Parliamentary Information	44

(Credit: National Association of Parliamentarians NAP)

PREAMBLE

A. PURPOSE

The following organizational bylaws are established by the Superior-Greenstone District School Board for the orderly dispatch of its business by board members and staff.

These bylaws shall be subject to the provisions of any Statute or Regulation of the Province of Ontario and in the event of any conflict, the statutory provisions shall prevail.

B. NAME OF THE BOARD

The name of the Board shall be SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD.

C. JURISDICTION

The area served by the Board shall be as delineated by Government Regulation and as it may be altered by Regulation from time to time.

D. BOARD STATUS

Pursuant to section 58.5(1) of the *Education Act*:

“Every district school board is a corporation and has all the powers and shall perform all the duties that are conferred or imposed on it under this or any other Act”.

But, pursuant to section 58.6 of the *Education Act*:

“A district school board shall be deemed to be a local board and a school board for the purposes of the *Municipal Elections Act, 1996*”.

BYLAWS OF THE SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

ARTICLE I - NAME

The name of this Board shall be SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD.

ARTICLE II - PURPOSE

The purpose of the Superior-Greenstone District School Board shall be to inspire students to succeed and make a difference.

ARTICLE III - DEFINITIONS

Section 1. — Definitions

- 1.1 **“Act”** means the *Education Act*, Revised Statutes of Ontario, as amended from time to time.
- 1.2 **“Ad Hoc Committee”** also referred to as a special committee, means a committee established by the Board, as the need arises, to consider a specific, assigned matter, and report back thereon to the Board by a fixed date.
- 1.3 **“Administrative Officers”** means the Director of Education as Secretary of the Board and the Superintendent of Business as Treasurer of the Board.
- 1.4 **“Appointed Members”** means members appointed by the Board to sit as members with full or partial rights and to include (a) First Nations representative(s) and (b) Student Trustee(s).
- 1.5 **“Board”** means the Superior-Greenstone District School Board.
- 1.6 **“Board Officers”** means the Chair, Vice-Chair, Secretary and Treasurer of the Board.
- 1.7 **“Bylaws”** means the document that contains an organization’s own basic rules relating principally to itself as an organization, rather than to the parliamentary procedure it follows.
- 1.8 **“Chair”** means the Chair of the Board.
- 1.9 **“Committee Chair”** means a Chair of a committee of the Board.

- 1.10 **“Committee of the Whole”** means the Board meeting as a whole within the rules and regulations of a committee and open to the public unless, in accordance with the Education Act, the subject matter under consideration permits the meeting to be closed to the Public (“In-Camera”).
- 1.11 **“Director”** means Director of Education, Secretary of the Board and its Chief Executive Officer.
- 1.12 **“Elected Board Officers”** means the Chair and Vice-Chair of the Board.
- 1.13 **“Ex-Officio”** refers to a member who is permitted to act by virtue of office, with the right, but not the obligation, to participate in the proceedings of the committee, and is not counted in determining the number required for quorum or whether a quorum is present at a meeting.
- 1.14 **“Majority”** means more than half.
- 1.15 **“Majority vote”** (unqualified) means more than half of the votes cast by persons entitled to vote, excluding blanks or abstentions, at a regular or other properly called meeting.
- 1.16 **“Member”** means a Trustee, elected or appointed, of the Board.
- 1.17 **“Notice”** means the written announcement at the preceding meeting of a proposal to be brought before the Board at the following meeting or a special meeting called for the purpose to address the proposal.
- 1.18 **“Quorum”** means the number or proportion of members that must be present at a meeting of an organization to enable it to validly transact business.
- 1.19 **“Standing Committee”** means a committee established by the Board to consider, on an ongoing basis, a specific, fixed area of the Board’s operations.
- 1.20 **“Statutory Committee”** means any committee established by requirement of statute or regulation.
- 1.21 **“Sub Committee”** means any subcommittee established by a committee of the board (except a committee of the whole) which is responsible to and reports to the committee and not to the Board.
- 1.22 **“Vice-Chair”** means the Vice-Chair of the Board.

ARTICLE IV - MEMBERS

Section 1. — Elected Trustees

Elected Trustees are elected at a regular election in accordance with the *Municipal Elections Act*, 1996.

Section 2. — First Nations Representative

The First Nations Representative(s) is appointed to the board to represent the interests of the First Nation students and is deemed to be an elected member of the board, with all the rights, privileges and responsibilities of any other member in accordance with the *Education Act*.

Section 3. — Student Trustee

The Student Trustee is a pupil(s) enrolled in the senior division of a school of the board and elected by his or her peers in accordance with the *Education Act*.

Once elected, the Student Trustee attains a limited membership and term of office as outlined in the *Education Act* and referenced in Appendix C Regular Meetings.

ARTICLE V - OFFICERS

Section 1. — Elected Board Officers

The elected board officers shall be a Chair and a Vice-Chair of the Board. These officers shall serve for a term of one year and until their successors are elected.

Section 2. — Administrative Officers

The Secretary of the Board shall be the Director of Education in accordance with the *Education Act*.

The Treasurer of the Board shall be the Superintendent of Business.

Section 3. — Duties of Officers

Officers shall perform duties as outlined in the *Education Act*, Provincial Regulation, Board Policy and Procedures, and as prescribed in these bylaws, special rules of order, and the parliamentary authority adopted by the Board as well as those outlined in Appendix F, Code of Conduct for Trustees.

Matters or procedures not specifically described in these bylaws, special rules of order, the adopted parliamentary authority, or procedures outlined in the attached appendices, shall be handled in a manner established by the Chair subject to unanimous consent or, if any objection, a majority vote. Any such procedure will be in effect only until the matter at hand is disposed of.

ARTICLE VI - MEETINGS

Section 1. — Regular Meetings

Regular Meetings of the Board shall be held as determined by Board resolution at the Annual Organizational meeting, stipulating the date, time, and location of such meetings.

Due to extenuating circumstances, the Chair in consultation with the Director, may cancel, reschedule, or relocate a meeting when deemed necessary, provided as much notice as possible is provided to members.

Section 2. — Annual Organizational Meeting

The Annual Organizational Meeting of the Board for the second, third and fourth years of a Board's term of office shall be held no later than the first seven (7) days of December at the Board's Head Office, unless the Board otherwise directs.

The Annual Organizational Meeting shall be for the purpose of electing officers and electing board members to committees and for any other items of business deemed necessary.

Section 3. — Inaugural Meeting

The Inaugural Meeting of a newly elected Board shall be held no later than the first seven (7) days of December at the call of the Board Secretary and according to the *Education Act*.

This meeting shall be held at the head office of the Board in Marathon, Ontario unless extenuating circumstances require otherwise.

Section 4. — Special Meetings

Special Meetings of the Board may be held at the call of the Chair, in consultation with the Director, or on the written request submitted to the secretary of not less than a majority of the Members of the Board.

The purpose of the special meeting shall be stated in the call, which shall be sent to all members. Only business stated in the call shall be transacted.

Section 5. — Quorum

Quorum for Regular, Inaugural, Annual, or Special meetings of the Board shall be a majority of the members of the Board, excluding the Student Trustee.

Section 6. — Notice of Meetings

The notice of meetings shall be a minimum of five (5) days whenever possible. Notice, along with an agenda and supporting materials shall be forwarded to members prior to the holding of any meeting. Under extenuating circumstances notice may be waived.

Section 7. — Electronic Meetings

It shall be possible and permitted for members, including appointed members, upon request to the Secretary of the Board, to participate using electronic means, so long as all members can simultaneously participate in the meeting and as outlined in Board Policy and Provincial Regulations. Electronic means must allow for secure two-way communication for any in-camera meetings.

Despite the availability of electronic meetings, attendance must comply with the provisions outlined in the *Education Act*.

Section 8. — Minimum Requirements re Physical Presence in Board Meeting Room

A member of a board shall be physically present in the meeting room of the board for at least three regular meetings of the board in each 12-month period beginning December 1.

For the period beginning when a member of a board is elected or appointed to fill a vacancy and ending on the following November 30, the member shall be physically present in the meeting room of the board for at least one regular meeting of the board for each period of four full calendar months that occurs during the period beginning with the election or appointment and ending on the following November 30.

ARTICLE VII - ELECTIONS

Section 1. — Elections

All elections shall be conducted by ballot according to the balloting procedures outlined in Appendix B, Election Procedures. If only one person is nominated or elects to stand for a position, that member shall be declared elected by acclamation.

Section 2. — Election Procedures

The procedures at an Inaugural Meeting and succeeding Annual Organizational Meetings shall be in accordance with the *Education Act* and election procedures as outlined in Appendix B, Election Procedures.

ARTICLE VIII - COMMITTEES

Section 1. — Statutory Committees

Statutory Committees are established under Provincial Regulations and have mandates, composition, and terms of reference as required by the Regulations.

Statutory Committees of the Board include the Special Education Advisory Committee (SEAC), Parent Involvement Committee (PIC), Audit Committee, and Supervised Alternative Learning Committee (SAL).

Section 2. — Standing Committees

Standing Committees may be established by the Board and comprised of Board members as well as non-members of the Board. Standing Committees are established to consider, on an ongoing basis, a specific fixed area of the Board's operation.

Standing Committees of the Board shall include: Board Student Discipline Committee, Board Policy Review Committee (BPRC), Native Education Advisory Committee (NEAC), Occupational Health and Safety Committee (OH&S), Transportation Committee, Education Committee, and Business Committee.

Section 3. — Ad Hoc (Special Committees)

Ad Hoc Committees (Special Committees) may be established by the Board and comprised of individuals deemed necessary to provide input to the Board on a topic or group of topics as determined by the Board.

Section 4. — Sub Committees

Sub Committees may be established by committees of the Board to undertake specific assigned matter(s) and report back to the striking committee by a fixed date.

Section 5. — Additional Committees

Additional committees may be established by the Board, or as directed by regulation, as deemed necessary.

Section 6. — Ex-officio

The Chair and Vice-Chair of the Board shall be ex-officio members of all board committees, unless elected or appointed as members resulting in ex-officio status no longer applying.

ARTICLE IX - PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised (RONR) shall govern the Superior-Greystone District School Board in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order that the Board may adopt.

ARTICLE X - AMENDMENT OF BYLAWS

Provisions within these bylaws may be amended at any regular board meeting or at a special meeting of the Board called for the sole purpose to amend the bylaws, by a 2/3 vote with notice.

Provisions within these bylaws may not be suspended.

Any reference to Acts or Regulations in these bylaws that require changes as a result of changes to Acts or Regulations shall be considered as written into the present bylaws with the new reference and alternate numbering, as required.

ARTICLE XI – AMENDMENT OF APPENDICES

Provisions within the attached appendices may be amended at any regular board meeting or at a special meeting of the Board called for the sole purpose to amend the appendices, by a 2/3 vote without notice or by a majority vote with notice.

Provisions within the attached appendices may be suspended by a 2/3 vote.

Special Rules of Order

The following special rules of order adopted by the Superior-Greenstone District School Board shall take precedence over the parliamentary authority, that being the most current edition of Robert's Rules of Order Newly Revised (RONR), adopted by the Board.

A. Ballot

The results of a ballot vote will be announced, but not the count.

B. Committee of the Whole

The Chair of the Board shall chair the committee of the whole meeting.

C. Debate

Members may speak in debate twice up to two (2) minutes each time on any debatable motion. A motion to Limit or Extend Limits of Debate may be adopted by a 2/3 vote.

D. Ex-officio

While ex-officio members shall have all the rights to speak, they will not have voting rights and will not affect the quorum.

E. Reconsideration

The motion to reconsider will follow the current edition of RONR, with the following provision:

The same or substantially the same motion that receives the same outcome two meetings in a row shall not be re-visited for 6 months, unless the members, by a 2/3 vote, agree to do so.

Election Procedures

Procedures

The procedures at the Inaugural Meeting and each succeeding Annual Organizational Meeting shall be as follows.

Secretary Assumes Chair

The Secretary shall assume the Chair until the election of a Chair is concluded.

Call to Order

The Secretary shall:

- (a) call the meeting to order; and
- (b) if a quorum is present proceed to (c); or if no quorum is present proceed with available options:
 - i) Recess
 - ii) adjourn
 - iii) fix the time to which to adjourn
 - iv) take measures to acquire a quorum
- (c) in an election year, read the returns of the clerks of the municipalities, if available, certifying as to the election of the members; and
- (d) declare the Board to be legally constituted when all members present have taken the declaration and oath, if taken, and they constitute a majority of all of the members of the Board.

Ballots

The Secretary shall have ballots prepared for each office.

Electronic secret voting shall be allowed. The voting member shall phone the scrutineer. The scrutineer shall fill in the ballot and place the ballot for the member.

Scrutineer

The Secretary shall designate two staff members to act as scrutineers.

Elections

The Secretary shall conduct the election for the Office of Chair by calling for nominations from the floor and each member so nominated shall indicate whether or not he/she will stand.

A seconder for a nomination is not required.

The following provisions shall apply.

- (a) **Acclamation**
If only one person is nominated or elects to stand, that member shall be declared elected by acclamation.
- (b) **Contested**
Where more than one member stands, a vote shall be taken by secret ballot, and the member receiving the majority vote shall be declared elected.
- (c) **Addressing the Members**
Time will be allocated for each candidate for the office of Chair and one (1) nominator for each candidate to address the Board in public session, if they chose to do so.
 - The nominator will be allowed up to two (2) minutes to speak.
 - The candidate will be allowed up to three (3) minutes to speak.
 - The time allowed will be strictly adhered to.
- (d) **No Majority on First Ballot**
If no nominee receives a majority on the first ballot, the name of the member receiving the fewest votes shall be removed and the members shall proceed to vote anew, again by secret ballot, and so on until a Chair has been duly elected.
- (e) **Tie for Fewest Votes**
If no nominee receives a majority and two or more nominees are tied respecting the fewest votes, those nominees so tied shall draw lots to determine which name shall remain on the ballot and which name shall be removed.
- (f) **Drawing Lots**
In the event of an equality of votes for the position of Chair, a further ballot shall be taken. If, upon the second ballot the equality remains, the nominees shall draw lots to fill the position of Chair.

Procedures for Drawing Lots

Two ballots shall be prepared: one stating the name of the position to be filled and the other blank. The person drawing the ballot stating the name of the position shall be declared the winner.

Balloting

The Secretary shall announce the results of any ballot, but shall not declare the count.

Assuming Chair

Upon election, the newly-elected Chair shall assume the role of Chair, and will preside over the remainder of the meeting.

Destroying Ballots

Once the successful candidate for chair is declared and assumes the role, the chair shall announce that the ballots are to be destroyed. No vote is required.

Vice-Chair

The Chair shall then conduct the election of the Vice-Chair of the Board, in the same manner as for the election of the Chair.

Committee Members

Elections

The Chair shall then conduct the election for members of Committees in the order as presented in the bylaws

Destroy Ballots

Once the successful members are declared, the Chair shall announce that the ballots are to be destroyed.

Committee Chairs

Committee Chair elections shall occur by ballot, unless by acclamation, at the first meeting of the committee.

Other Business

Any other general business of the Board shall then be conducted.

Term of Office

The term of office for all elected Board Officers shall be for one (1) year and until their successors are elected.

There shall be no restrictions as to how many consecutive terms an individual member shall serve as an Officer of the Board.

Regular Meetings Of The Board Procedures

Agenda

All matters to be placed on the agenda of a Regular Board Meeting are subject to the approval of the Chair. The Chair may not deny the requests by Administration for agenda items arising from an Administrator's discharge of duty under the *Education Act* and Regulations or the procedures of the Board, and all such requests shall be granted by the next available meeting.

Quorum

The quorum shall be a majority of the members of the Board, excluding the Student Trustee.

As required in Regulation, the MINIMUM attendance required to be physically present in the meeting room of the Board shall be:

- (a) the Chair of the Board or designate
- (b) at least one additional member of the Board; and
- (c) the Director or designate.

Member Absence

It shall be the responsibility of each member to notify the Secretary of expected absences prior to the time of each regular meeting. Those providing such notice will be marked "absent with regret". Those not providing such notice will be marked "absent".

Agenda (Order of Business)

The business before the Board shall generally be dealt with in the following order:

1. Roll Call
2. Approve Agenda
3. Declaration of Conflict of Interest
4. Approve Minutes of Previous Meeting(s)
5. Business Arising out of Minutes
6. Delegations, Representations
7. Reports and Matters for Decision
8. New Business
9. Notices of Motion
10. In-Camera (Closed to the Public)
11. Correspondence and Information Items
12. Adjournment.

Unfinished Business

If the adjournment of a meeting results in items of business on the Agenda remaining unfinished, the Chair, in consultation with the Director, may call another meeting of the Board for the sole purpose of completing the Agenda. Alternatively, the Chair may schedule the unfinished items of business to the next meeting of the Board.

Participation of Appointed Members

First Nations Representative

Once appointed, the member representing First Nations is deemed to be an elected Member and, as such, has all the rights, privileges and responsibilities of any other member, and is subject to the same rules and regulations.

Student Representative

Once elected, the Student Trustee attains only a limited membership, and the Student Trustee 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(s)/guardian(s);
- (b) request that 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;
- (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.

The Student Trustee 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) participate in any Committee or Subcommittee dealing with employee matters;
- (c) serve as Chair or Vice-Chair.

Public Access to Meetings and Minutes

Meetings

All Meetings of the Board and its Committees shall be open public meetings except for those portions held In-Camera in accordance with the provisions of the *Education Act*.

Minutes

Minutes of Regular Board Meetings shall be made available on the Board website.

Exclusion of Persons

The Chair or Presiding Officer may expel or exclude from any meeting any person who has been guilty of improper conduct during the meeting.

Temporary Chair

If at any meeting there is no Chair or Vice-Chair present, the members present may by consensus appoint a member in attendance with the Director or designate to be the Chair for that Meeting.

Voting by Chair

The presiding Chair may vote with the other Members of the Board upon all motions. This provision shall apply to all meetings of the Board and its Committees.

Presiding Officer's Participation

It shall be the policy and practice of the Board to allow the full participation of the Chair or Vice-Chair of the Board or any Committee without that individual having to relinquish the Chair.

Reconsideration

The same or substantially the same motion that receives the same outcome two meetings in a row shall not be re-visited for six months, unless the members, by a 2/3 vote, agree to do so.

DELEGATIONS

Conditions

Persons or groups wishing to appear before the Board shall be permitted to do so, provided:

- (a) Subject Matter:
is a matter within the jurisdiction of the Board; and
- (b) Request:
a request is received by the Chair or the Director or designate at least six (6) days prior to the meeting at which the delegation is requesting permission to be heard.

Approval

Requests from delegations by or on behalf of employees of the Board shall require the approval of the Board.

Specifics

Requests from delegations must specify the nature of the topic to be addressed, and the name of the spokesperson for the group.

In Camera Topics

Where the subject matter of the delegation involves matters that according to the *Education Act* are to be discussed in camera, the delegation will be included on the Agenda for the Committee of the Whole Board in Camera part of the Regular or Special Meeting.

Handouts

If a delegation wishes to provide written materials as part of the presentation, up to five (5) pages will be copied by the Board and will be included for the Members as part of their agenda package, if received at least seven (7) business days prior to the meeting date.

Exception

Time and other requirements herein may be waived at the discretion of the Chair in consultation with the Director.

Refusal

Delegations may be refused if they would appear on the same agenda as a similar item to be voted upon by Trustees at the same meeting.

Referred to Committee

The Chair or Director may assign a requested delegation to a Committee of the Board.

Time Limit

Any delegation will be ordinarily limited to ten (10) minutes for its presentation.

Questions

Questions of clarification may be asked by the members following a presentation.

Decision

No decision relative to the presentation will be made by the Board at the meeting at which the presentation is made.

**CODE OF CONDUCT
FOR MEMBERS OF
SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD**

PREAMBLE

The first and foremost job of the Superior Greenstone District School Board of Trustees is to ensure ongoing achievement and well-being of all its students. This requires a board that is focused on the strategic direction, priorities, mission and values approved by the Board. It requires Board members to demonstrate-collectively and individually- the highest standards of ethical conduct.

1. RATIONALE

This code of conduct guides the actions of Board members of the Superior Greenstone District School Board (SGDSB) as they carry out their duties described in the Education Act and Board policy. In addition, the actions of SGDSB Board members must align with the values outlined in the Board's Strategic Priorities and Commitments.

The Board members of the SGDSB occupy positions of public trust and confidence. They are expected to maintain the integrity of the board and their position as a Board member. Board members will discharge their duties and responsibilities in a professional and impartial manner. It is imperative that trustees be and be seen to be acting in the best interests of the people they serve.

2. PURPOSE

A code of conduct policy contributes to confidence in public education and respect for the integrity of elected Trustees in their community. It deals with acceptable and respectful behaviours.

3. APPLICATION

This Code of Conduct and the Enforcement Procedures apply to all Trustees of the Superior Greenstone District School Board.

4. GUIDING PRINCIPLES

Principle 1: Integrity and Dignity of Office

- 1.1 Trustees' first responsibility is to our students, the parents and guardians in our school system, our employees and the communities we serve.
- 1.2 Trustees of the Board shall discharge their duties loyally, faithfully, impartially and in a manner that will inspire public confidence in the abilities and integrity of the Board.
- 1.3 Trustees of the Board shall recognize that the expenditure of school board funds is a public trust and endeavour to see that the funds are expended efficiently, in the best interests of the students.
- 1.4 Trustees will commit themselves to dignified, ethical, professional and lawful conduct.

Principle 2: Avoidance of Personal Advantage and Conflict of Interest

- 2.1 No Trustee shall accept a gift from any person or entity that has dealings with the Board if a reasonable person might perceive that the gift could influence the Trustee when performing his or her duties to the Board.
- 2.2 A Trustee shall not use his or her office to advance the Trustee's interests or the interests of any family member or person or organization with whom or with which the Trustee is related or associated.
- 2.3 A Trustee shall not use his or her office to obtain employment with the Board for the Trustee or a family member.

Principle 3: Compliance with Legislation

- 3.1 A Trustee of the Board shall discharge his or her duties in accordance with the Education Act and any regulations, directives or guidelines thereunder.
- 3.2 Every Trustee of the Board shall uphold the letter and spirit of this Code of Conduct.
- 3.3 Every Trustee shall respect and understand the roles and duties of the individual Trustees, Board of Trustees, the Director of Education and the Chair of the Board.

Principle 4: Civil Behaviour

- 4.1 No Trustee shall engage in conduct during meetings of the Board or committees of the Board, and at all other times that would discredit or compromise the integrity of the Board.

- 4.2 A Trustee of the Board shall not advance allegations of misconduct and/or a breach of this Code of Conduct that are trivial, frivolous, vexatious, made in bad faith or vindictive in nature against another Trustee of the Board.
- 4.3 When expressing individual views, Trustees shall respect the differing points of view of other Trustees on the Board, staff, students and the public.
- 4.4 Trustees shall at all times act with decorum and shall be respectful of other Trustees of the Board, staff, students and the public.

Principle 5: Respect for Confidentiality

- 5.1 Every Trustee shall keep confidential any information disclosed or discussed at a meeting of the Board or committee of the Board, or part of a meeting of the Board or committee of the Board, that was closed to the public, and keep confidential the substance of such deliberations, unless required to divulge such information by law or authorized by the Board to do so.
- 5.2 No Trustee shall use confidential information for either personal gain or to the detriment of the Board.
- 5.3 Trustees shall not divulge confidential information, including personal information about an identifiable individual or information subject to solicitor-client privilege that a Trustee becomes aware of because of his or her position, except when required by law or authorized by the Board to do so.

Principle 6: Upholding Decisions

- 6.1 A Trustee of the Board shall accept that authority rests with the Board, and that a Trustee has no individual authority other than that delegated by the Board.
- 6.2 A Trustee shall uphold the implementation of any Board resolution after it is passed by the Board.
- 6.3 A Trustee may respectfully state his or her position on a resolution provided it does not in any way undermine the implementation of the resolution.
- 6.4 Each Trustee shall comply with Board policies, procedures, By-Laws, and Rules of Order.
- 6.5 The Chair of the Board is the spokesperson to the public on behalf of the Board, unless otherwise determined by the Board. No other Trustee shall speak on behalf of the Board unless expressly authorized by the Chair or Board to do so. When a Trustee expresses their opinion(s) in public, they must make it clear that they are not speaking on behalf of the Board.

5. ENFORCEMENT OF THE CODE OF CONDUCT

Identifying a Breach of the Code

- 5.1 A Trustee who has reasonable grounds to believe that a Trustee of the Board has breached the Board's Code of Conduct may bring the alleged breach to the attention of the Board. This is done through the Chair of the Board or another trustee as designated by the Board and described in Section 6.1.
- 5.2 Any allegation of a breach of the Code must be brought to the attention of the Chair no later than six (6) weeks after the breach comes to the knowledge of the Trustee reporting the breach. Notwithstanding the foregoing, in no circumstance shall an inquiry into a breach of the Code be undertaken after the expiration of six (6) months from the time the contravention is alleged to have occurred.
- 5.3 Any allegation of a breach of the Code of Conduct shall be investigated following the Informal or Formal Complaint Procedures below, as the case may be.
- 5.4 It is expected that whenever possible, allegations of a breach of the Code of Conduct by a Trustee shall be investigated following the Informal Complaint Procedure. It is recognized that from time to time a contravention of the Code may occur that is trivial, or committed through inadvertence, or an error of judgment made in good faith. In the spirit of collegiality and the best interests of the Board, the first purpose of alerting a Trustee to a breach of the Code is to assist the Trustee in understanding his/her obligations under the Code. Only serious and/or recurring breaches of the Code by a Trustee should be investigated following the Formal Complaint Procedure.

6. CHAIR / PRESIDING OFFICER

- 6.1 The Code of Conduct applies equally to the Chair of the Board. In the case of an allegation of a breach of the Code by the Chair, wherever a process requires action by the Chair, it shall be modified to read the Vice-Chair.
- 6.2 Nothing in this Code prevents the Chair or Presiding Officer of any meeting of the Board or committee of the Board from exercising their power pursuant to s. 207(3) of the Education Act to expel or exclude from any meeting any person who has been guilty of improper conduct at the meeting. For greater certainty, this may be done at the sole discretion of the Chair or Presiding Officer, as the case may be, and without the necessity of a complaint or conducting an inquiry before an expulsion or exclusion from a meeting. The rationale for this provision is that a Chair or Presiding Officer must have the ability to control a meeting. Any Trustee who does not abide by a reasonable expulsion or exclusion from a meeting is deemed to have breached this Code.
- 6.3 The Board will appoint a Code of Conduct committee when required to conduct the formal inquiry process. This committee will consist of the Chair or Designate and such trustees as determined by the Board at that time.

- 6.4 The Chair of the Board or Presiding Officer of any meeting of the Board or committee of the Board shall exercise their powers in a fair and impartial manner having due regard for every Trustee's opinion or views.

7. INFORMAL COMPLAINT PROCEDURE

- 7.1 The Chair of the Board on his/her own initiative, or at the request of a Trustee of the Board, without the necessity of providing a formal written complaint, may review the complaint and may meet informally, with a Trustee of the Board who is alleged to have breached the Code, to discuss the breach. The purpose of the meeting is to bring the allegation of the breach to the attention of the Trustee and to discuss remedial measures to correct the offending behaviour. The Informal Complaint Procedure is conducted in private.
- 7.2 The remedial measures may include, for example, a warning, an apology, and/or the requirement of the Trustee to engage in the successful completion of professional development training such as that offered by the Ontario Education Services Corporation Professional Development Program for School Board Trustees. If the Chair of the Board and the Trustee alleged to have breached this Code cannot agree on a remedy, then a formal complaint may be brought against the Trustee alleged to have breached this Code and that complaint will be dealt with in accordance with the Formal Complaint Procedure below.

8. FORMAL COMPLAINT PROCEDURE

- 8.1 A Trustee who has reasonable grounds to believe that another Trustee of the Board has breached the Board's Code of Conduct may bring the breach to the attention of the Board by first providing to the Chair of the Board a written, signed complaint setting out the following:
- a) The name of the Trustee who is alleged to have breached the Code;
 - b) The alleged breach or breaches of the Code;
 - c) Information as to when the alleged breach came to the Trustee's attention;
 - d) The grounds for the belief of the Trustee that a breach of the Code has occurred; and
 - e) The names and contact information of any witnesses to the breach or any other persons who have relevant information regarding the alleged breach.

Except as provided below, if a written complaint is filed with the Chair of the Board then a formal inquiry shall be undertaken, unless the complainant subsequently withdraws the complaint or agrees that the complaint may be dealt with in accordance with the Informal Complaint Procedure.

- 8.2 In an election year for Trustees, a code of conduct complaint respecting a Trustee who is seeking re-election shall not be brought during the period commencing two (2) months prior to Election Day and ending after the first Board meeting after the new term of office of the Board commences. If the Trustee accused of a breach of the Code is not re-elected, no inquiry into the alleged breach of the Code by that Trustee shall be undertaken. The limitation period for bringing a complaint shall be extended as necessary.

- 8.3 The Chair of the Board shall provide to all Trustees of the Board a confidential copy of the complaint within ten (10) business days of receiving it. The complaint, any response to the complaint and the investigation of the complaint shall be confidential until it is before the Board of Trustees for a decision as to whether or not the Trustee has breached this Code.
- 8.4 The Chair or Designate shall convene the Code of Conduct Committee as appointed by the Board.

9. REFUSAL TO CONDUCT INQUIRY

- 9.1 If the Code of Conduct Committee is of the opinion that the allegation of the breach is out of time, trivial, frivolous, vexatious or not made in good faith, or that there are no grounds or insufficient grounds for an inquiry, an inquiry shall not be conducted and a confidential report stating the reasons for not doing so shall be provided to all Trustees of the Board.

10. STEPS OF INQUIRY

- 10.1 The Statutory Powers Procedure Act does not apply to anything done regarding the Enforcement of this Code of Conduct. No formal trial-type hearing will be conducted.
- 10.2 Procedural fairness and the principles of natural justice shall govern the formal inquiry. The formal inquiry will be conducted in private.
- 10.3 The formal inquiry may involve both written and oral statements by any witnesses, the Trustee bringing the complaint and the Trustee who is alleged to have breached the Code of Conduct.
- 10.4 The Trustee who is alleged to have breached the Code of Conduct shall have an opportunity to respond to the allegations both in a private meeting with the Code of Conduct Committee undertaking the formal inquiry and in writing.
- 10.5 Once the formal inquiry is complete, the investigators shall provide a confidential draft copy of their report containing the findings of fact to the Trustee who is alleged to have breached the Code of Conduct and the Trustee who brought the complaint for their written comment to the Code of Conduct Committee. The purpose of providing the draft report to the parties is to ensure no errors of fact are contained in it. These two Trustees shall have ten (10) business days (or such reasonable period of time as deemed appropriate by the Code of Conduct Committee), from the receipt of the draft report to provide a written response.
- 10.6 If the accused Trustee refuses to participate in the formal inquiry, the formal inquiry will continue in his/her absence.
- 10.7 The final report shall outline the finding of facts, but not contain a recommendation or opinion as to whether the Code of Conduct has been breached. This will be determined by the Board of Trustees as a whole.

11. SUSPENSION OF FORMAL INQUIRY

- 11.1 If the Code of Conduct Committee, when conducting the formal inquiry, discover that the subject matter of the formal inquiry is being investigated by police, that a charge has been laid, or is being dealt with in accordance with a procedure established under another Act, the inquiry shall be suspended until the police investigation, charge or matter under another Act has been finally disposed of. This shall be reported to the rest of the Board of Trustees.

12. DECISION

- 12.1 Trustees shall consider only the findings in the Final Report when voting on the decision and sanction. No Trustee shall undertake his/her own investigation of the matter.
- 12.2 The final report shall be delivered to the Board of Trustees, and a decision will be made by the Board of Trustees as to whether or not the Code of Conduct has been breached.
- 12.3 The sanction, if any, for the breach shall be made as soon as practical after receipt of the final report by the Board.
- 12.4 ***The Trustee who is alleged to have breached the Code of Conduct shall not vote on a resolution to determine whether or not there is a breach or the imposition of a sanction.*** The Trustee who brought the complaint to the attention of the Board may vote on those resolutions.
- 12.5 The Trustee who is alleged to have breached the Code of Conduct may be present during the deliberations regarding the above but shall not participate in the deliberations, and shall not be required to answer any questions at that meeting.
- 12.6 The Trustee who is alleged to have breached the Code of Conduct shall not in any way, after the final report is completed, influence the vote on the decision of breach or sanction, except as permitted below after these decisions have been made.
- 12.7 The determination of a breach of the Code of Conduct and the imposition of a sanction with respect to a complaint investigated in accordance with the Formal Complaint Procedure must be done by resolution of the Board at a meeting of the Board, and the vote on the resolution shall be open to the public. The resolutions shall be recorded in the minutes of the meeting. The reasons for the decision shall be recorded in the minutes of the meeting. Both resolutions shall be decided by a vote of at least two-thirds (2/3rd) of the Trustees of the Board present and voting.
- 12.8 Despite s. 207 (1) of the Education Act, the part of the meeting of the Board during which a breach or alleged breach of the Board's Code of Conduct is considered may be closed to the public when the breach or alleged breach involves any of the matters described in clauses 207(2) (a) to (e) being:
- a) The security of the property of the board;
 - b) The disclosure of intimate, personal or financial information in respect of a member of the board or committee, an employee or prospective employee of the board or a pupil or his or her parent or guardian;
 - c) The acquisition or disposal of a school site;
 - d) Decisions in respect of negotiations with employees of the board; or
 - e) Litigation affecting the board.

13. SANCTIONS

- 13.1 If the Board determines that the Trustee has breached the Board's Code of Conduct, the Board may impose one or more of the following sanctions:
- a) Censure of the Trustee
 - b) Barring the Trustee from attending all or part of a meeting of the Board or a meeting of a committee of the Board
 - (c) Barring the member from sitting on one or more committees of the Board, for the period of time specified by the Board.
- 13.2 The Board shall not impose a sanction, which is more onerous than the above but may impose one that is less onerous such as a warning or a requirement that the Trustee successfully complete specified professional development at the expense of the Board. The Board has no power to declare the Trustee's seat vacant.
- 13.3 A Trustee who is barred from attending all or part of a meeting of the Board or a meeting of a committee of the Board is not entitled to receive any materials that relate to that meeting or that part of the meeting and that are not available to members of the public.
- 13.4 The imposition of a sanction barring a Trustee from attending all or part of a meeting of the Board shall be deemed to be authorization for the Trustee to be absent from the meeting and therefore, not in violation of the Education Act regarding absences from meetings.

14. RECONSIDERATION

- 14.1 If the Board determines that a Trustee has breached the Board's Code of Conduct the Board shall,
- a) Give the Trustee written notice of the determination, the reasons for the decision and any sanction imposed by the Board;
 - b) The notice shall inform the Trustee that he or she may make written submissions to the Board in respect of the determination or sanction by the date specified in the notice that is at least seven (7) business days after the submissions are received by the Trustee; and;
 - c) Consider any submissions made by the trustee and shall confirm or revoke the determination or sanction within twenty (20) business days after the submissions are received.
- 14.2 If the Board revokes a determination, any sanction imposed by the Board is revoked.
- 14.3 If the Board confirms a determination, the Board shall, within the twenty (20) business days confirm, vary or revoke the sanction.
- 14.4 If a sanction is varied or revoked, the variation or revocation shall be deemed to be effective as of the date the original determination was made.
- 14.5 The Board's decision to confirm or revoke a determination or confirm, vary or revoke a sanction shall be done by resolution at a meeting of the Board and the vote on the resolution shall be open to the public. Both resolutions shall be

decided by a vote of at least two-thirds (2/3rd) of the Trustees present and eligible to vote. The resolutions shall be recorded in the minutes of the meeting together with the reasons for confirming or revoking a determination.

The Board shall provide to the Trustee alleged to have breached the Code of Conduct written notice of the decision to confirm or revoke the determination together with reasons for the decision and written notice of any decision to confirm, vary or revoke a sanction. The Trustee alleged to have breached the Code of Conduct shall not vote on those resolutions. The Trustee who brought the complaint may vote.

- 14.6 The Trustee who is alleged to have breached the Code of Conduct may be present during the deliberations regarding the above but may not participate in the deliberations and shall not be permitted to answer any questions at that meeting.
- 14.7 If appropriate, the original sanction may be stayed pending the reconsideration by the Board of the determination or sanction.

Basic Parliamentary Information

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BASIC PARLIAMENTARY INFORMATION

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PROCEDURE FOR HANDLING A MAIN MOTION

What is Happening/Notes	The Chair Says/Does	Members Say/Do
Obtaining and assigning the floor		
A member rises when no one else has the floor		"Mr./Madame President/Chairman"
	Recognizes the member by name, title or nodding	
How the motion is brought before the assembly		
Member sits after		"I move that (or "to")..."
Another member believes the motion is worth discussing		"I second the motion" or just "Second"
"Is there any debate?" is a less formal alternative to "Are you ready for the question?"	"It is moved and seconded that (or "to") ... Are you ready for the question?"	
Consideration of the motion		
See rules for debate (sidebar)		Debate
The chair puts the question to a vote of the assembly		
	"Are you ready for the question?"	Further debate
After debate is ended, or if the formal motion Previous Question has been moved and adopted to stop debate, a vote is taken	"The question is on the adoption of the motion that ..." "Those in favor of the motion, say aye." (Pause) "Those opposed say no." (Pause)	Members vote
The chair announces the results of the vote		
	"The ayes have it, the motion is adopted, and ... (indicating the effect of the vote or ordering its execution)." OR "The noes have it and the motion is lost."	

PRINCIPLES UNDERLYING PARLIAMENTARY LAW

As stated in *Robert's Rules of Order Newly Revised*, rules of parliamentary law balance the rights of individuals or groups within an organization's total membership. These rules are based on a regard for the rights:

- of the majority,
- of the minority, especially a strong minority greater than one third,
- of individual members,
- of absentees, and
- of all these together.

Ultimately the will of the majority decides matters, but only after full and free discussion. The rights of all (even those absent) must be protected. This pamphlet will help you run meetings more efficiently and effectively and help protect the rights of all members.

RULES FOR DEBATE

1. Members first obtain the floor.
2. The maker of the motion may speak first.
3. Debate is made to the chair; it is confined to the merits of the motion and not the motives or personalities of other members.
4. Amendments may be offered to improve the motion. They must be approved by the body, and the motion must still be adopted as amended.
5. Debate can be closed only by the assembly (2/3 vote) or by the chair if no one seeks the floor for further debate.

PERTINENT FACTS

- A **main motion** brings business before the assembly.
- A **subsidiary motion** assists the assembly in treating or disposing of a main motion.
- A **privileged motion** deals with matters of immediate importance. It does not relate to the pending business.
- An **incidental motion** is related to the parliamentary situation so that it must be decided before business can proceed.

MEANING OF SYMBOLS

- # Main motion when no other motion is pending.
 I In order when another has the floor; may interrupt.
 S Requires a second.
 D Is debatable.
 A Can be amended.
 M Requires a majority vote (i.e. more than half of votes cast).
 $\frac{2}{3}$ Requires a 2/3 vote (twice as many in the affirmative as in the negative).
 + Usually no vote is taken; the chair decides.
 N No vote; chair responds.
 R Vote may be reconsidered.
 * See *Robert's Rules of Order Newly Revised*, current edition, for specific rules.

TYPES OF AMENDMENTS

- To insert (within) or add (at the end of a sentence or paragraph) a word, consecutive words, or paragraph.
- To strike out a word, consecutive words, or a paragraph.
- To strike out and insert (which applies to words) or to substitute (which is applied to at least a paragraph of one or more sentences.)
- To strike out a word or paragraph and insert it in a different place.

RANKING MOTIONS

Motions on this page are listed in rank order, with the highest ranking at the top. After a motion has been stated by the chair, higher ranking motions are in order but not lower ranking

motions except that Amend and Previous Question can be applied to amendable and/or debatable motions of higher rank than themselves.

Interrupt	Second	Debate	Amend	Vote	Reconsider
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PRIVILEGED MOTIONS

#	Fix the Time to Which to Adjourn		S		A	M	R
#	Adjourn		S			M	
#	Recess		S		A	M	
	Raise a Question of Privilege	I				+	
	Call for the Orders of the Day	I				+	

SUBSIDIARY MOTIONS

	Lay on the Table		S			M	R*
	Previous Question		S			$\frac{2}{3}$	R*
#	Limit or Extend the Limits of Debate		S		A	$\frac{2}{3}$	R*
	Postpone to a Certain Time (or Definitely)		S	D	A	M	R*
#	Commit or Refer		S	D	A	M	R
	Amend ¹		S	D	A*	M	R
	Postpone Indefinitely		S	D		M	R*

MAIN MOTIONS

	S	D	A	M	R
--	---	---	---	---	---

EXAMPLE OF A TYPICAL MEETING

After determining that a quorum is present, the presiding officer rises, waits or signals for quiet and says, **"The meeting will come to order."**

Opening Ceremonies: Based on the group, religious, patriotic, and customary rituals may be included. If given, the invocation, the National Anthem, and the Pledge of Allegiance to the Flag of the United States are arranged in that order. Inspirational messages follow patriotic exercises.

Roll Call (If customary): The chair states, **"The secretary will call the roll of members."**

Reading and Approval of Minutes: After the minutes are read, or if they have been previously distributed, the chair asks, **"Are there any corrections to the minutes?"** (Pause) **"If there are none, the minutes are approved as written."** With any corrections, **"The secretary will make the corrections. If there are no further corrections, the minutes are approved as corrected."**

Reports of Officers, Boards, Standing and Special Committees: Called on only if they have reports to make.

- Officers, boards, and standing committees report in the order they are listed in the bylaws. Special committees report in the order in which they were created.
- A treasurer's report is never adopted; instead a financial review or auditor's report is adopted annually.
- If an officer's report contains a recommendation, another member can make a main motion following the report to adopt the recommendation.
- Committee chairmen may make motions for recommendations contained in their reports.

Special Orders: Announced only if there are such items or matters required by the bylaws for a meeting. For example, **"The secretary will read from the Bylaws Article_ Section_ concerning the election of a nominating committee."**

Unfinished Business and General Orders: Announced only if there are such items (matters previously introduced but not finished at the prior meeting) or items postponed by way of motion to the next meeting.

New Business: The chair takes up any new business that is listed on the approved agenda. The chair then asks, **"Is there any new business?"** or **"Is there any further new business?"**

Announcements: **"The chair has the following announcements... Are there any other announcements?"**

Program: The chair does not "turn the meeting over," but announces, **"The program committee will now present the program..."** Or **"...will introduce our speaker."**

Adjournment: **"Is there any further business?"** (Pause) **"Since there is no further business, the meeting is adjourned."** Or **"A motion to adjourn is in order."**



**Superior-Greenstone District School Board
Trustees**

**Director of Education
David Tamblyn**

Administrative
Assistant/Communications
GerriLynn Christianson

**Superintendent of Business
Cathy Tsubouchi**

**Assistant to the Director
Charlie Bishop**

**Superintendent of Education
Nicole Morden Cormier**

Secretary
Connie
Chouinard

Manager
Accounting
Services
Dianne
Williams

Manager
Plant
Services
Marc Paris

Coordinator
Business
Services
Linda
Demers

Coordinator
Information
Technology
Services
Jay Lucas

Human
Resources
Payroll
Officer
Valerie
Nakani

Accounts
Payable
Clerk
Marian
Turgeon

Accounting
Clerk
Julie
MacIntyre

Accounting
Secretary
Debbie
Skworchinski

Plant
Secretary
Michelle
Dumonski

Maintenance
Coordinator
Matthew
Legacv

Maintenance Working Foreman

Coordinator of Operations/
Community Use of Schools
Karin Patock

Custodial Staff

Initiatives
Clerk
Tracy
Tammi

Data
Administrator

Computer
Technicians

Disability &
Wellness
Administrator
Christine Dee

Payroll Clerk
Teaching Staff
Bettyann
Slade

Secretary
Corinne
Hooper

Support Staff
Payroll Clerk
Bev Stortini

Lead
Technology
Stacey
Wallwin

Indigenous
Lead
Nancy
O'Donnell

Coordinator
Special
Education
Will
Goodman

Lead Mental
Health
George
Drazenovich

Behavior
Intervention
Melissa
Bianco

Coordinator
Ontario Youth
Apprenticeship
Shawna
Grouette

Experiential
Learning
Coordinator

Lead
Student
Success
Carol
Leroux

Secondary
Principals

Secondary
Teachers

Secondary
Support
Staff

Elementary
Principals

Elementary
Teachers

Elementary
Support
Staff

Lead
Numeracy
Kathleen
Schram

Student
Work
Study
Teacher
Leslie
Blackwood

Lead
Early
Years
Hillary
Freeburn

Lead Board
Leadership
Development
Strategy
Shelley Gladu

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD



ur Mission: "Inspiring our students to succeed and make a difference"
ur Vision: "We are leaders in providing quality learning experiences in our small school communities"
ur Values: "Caring, Fairness, Empathy, Responsibility, Honesty, Resilience, Respect, Perseverance and Innovation"
ur Motto: "Small schools make a difference"

Videoconference Site Locations

Superior-Greenstone District School Board (SGDSB) 12 Hemlo Drive, Marathon, ON
 Mantouadje High School(MNHS) 200 Mantou Road W., Mantouadje, 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 2015/02

A G E N D A

Monday, January 19, 2015

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

Board Chair: *Trustee One*

Director: *David Tamblyn*

VC Sites: GCHS / LSHS / MNHS / NRHS

Recorder: *RM. Joanne*

PART I: Regular Board Meeting

Section (A): – (open to public): 6:30 p.m.

PART II: Committee of the Whole Board

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

1.0 Roll Call

<u>Trustees</u>	Attendance: On-site (OS); Teleconference (TC); Videoconference (VC); Absent (A); Regrets (R)										
	OS	TC	VC	A	R		OS	TC	VC	A	R
Trustee One						Trustee Six					
Trustee Two						Trustee Seven					
Trustee Three						Trustee Eight					
Trustee Four						Trustee Nine					
Trustee Five						Trustee Ten					

Board Administrators	Attendance Mode: On-site (OS); Teleconference (TC); Videoconference (VC); Absent (A); Regrets (R)				
	OS	TC	VC	A	R
Tamblyn, David: <i>Director of Education</i>					
Petrick, Nancy: <i>Superintendent of Education</i>					
Tsubouchi, Cathy: <i>Superintendent of Business</i>					
Williams, Dianne: <i>Manager of Accounting Services</i>					
Chiupka, Wayne: <i>Manager of Plant Services/Transportation</i>					
Morden-Cormier, Nicole: <i>School Effectiveness Leader/Early Years</i>					
Eddy, Suzanne: <i>Student Success Lead</i>					
Stargratt, Daniel: <i>Aboriginal Education Lead</i>					
Paris, Marc: <i>Coordinator of Plant Services</i>					
Draper, Barb: <i>Coordinator of Human Resources Services</i>					
Lucas, Jay: <i>Coordinator of Information Technology Services</i>					
Joanette, Rose-Marie: <i>Administrative Assistant to Director</i>					

2.0 Regular Meeting Call to Order

✓That, the Superior-Greenstone DSB Regular Board Meeting
on Monday, January 19, 2015 be called to order at _____ p.m.

3.0 Approval of Agenda

✓That, the agenda for the Superior-Greenstone DSB
2015/02 Regular Board Meeting, January 19, 2015
be accepted and approved.

4.0 Disclosures of Interest re: Open Session**5.0 Minutes: Board Meetings and Board Committee Meetings**

5.1 ✓That, the minutes of the following Board meetings be
adopted:

1. Regular Board Meeting 2015-01 – December 5, 2014

(Attached)

6.0 Business Arising Out of the Minutes**7.0 Delegations and/or Presentations**

7.1 Excellence in Education: Nipigon-Red Rock DHS
Healthy Foods Program

(Presenters)

7.2 Student Trustee Ten

8.0 Reports and Matters for Decision

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

- 8.1.1 Board Audit Committee
- 8.1.2 Board Policy Review Committee
- 8.1.3 Native Education Advisory Committee
- 8.1.4 Occupational Health & Safety Committee
- 8.1.5 Parental Involvement Committee
- 8.1.6 Special Education Advisory Committee

(Trustee Two)
(Trustee Three)
(D. Tamblyn)
(W. Chiupka / M. Paris)
(Trustee Four)
(Trustee Five)

9.0 Reports of the Business / Negotiations Committee

(Business Negotiations Chair: Trustee Three)

Superintendent of Business: C. Tsubouchi

No Reports

10.0 Reports of the Director of Education

Director of Education: David Tamblyn

10.1 Update: First Nation Representative

(D. Tamblyn)

10.2 Report No. XX:
Director's Monthly Report-January 2015

(Attached – D. Tamblyn)

11.0 Reports of the Education Committee

(Education Chair: Trustee Two)

Superintendent of Education: Nancy Petrick

11.1 Report No XX

Focus on Elementary EQAO Achievement

(Attached – N. Morden-Cornier)

12.0 New Business

(Trustee One)

12.1 Board Chair

12.2 Trustees' Reports: Constituent Concerns

12.3 Future Board Meeting Agenda Items

12.4 Trustee Associations and Other Boards

13.0 Notice of Motion

14.0 Observer Comments

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

PART II: Committee of the Whole Board

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

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

(Attached)

15.1 Agenda: Committee of the Whole Board - Closed

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

15.2 Rise and Report from Closed Session

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

16.0 Report of the Committee of the Whole Closed Section B

- 16.1 ✓That, the Superior-Greenstone DSB Committee of the Whole, In-Camera Section B (Closed) Reports be adopted including the confidential minutes from the meeting held as**
1. Regular Board Meeting 2015-01– December 5, 2014

That, the Superior-Greenstone DSB adopt the following recommendations as related to the confidential reports, specifically... (list motions here which may apply)

17.0 Adjournment

✓That, the Superior-Greenstone DSB 2015/02 Regular Board Meeting, Monday, January 19, 2015 adjourn at _____, p.m.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Regular Board Meeting 2015/02

Committee of the Whole Board: Closed Session.

Monday, January 19, 2015

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

A G E N D A

Board Chair: Trustee One

Director: David Tamblyn

VC Sites: GCHS / LSHS / MNHS / NHHS

Recorder: RM. Joannette

PART II: Committee of Whole Board – Closed

Section (B): In-Camera TBD.

- | | | |
|-----|--|------------------------|
| 1.0 | <u>Disclosure of Interest: re Closed Session</u> | (Trustee One) |
| 2.0 | <u>Approve Agenda: Committee of the Whole In-Camera (Closed)</u> | (Trustee One) |
| 3.0 | <u>Property Issue</u> | (C. Tsubouchi) |
| 4.0 | <u>Update: Negotiations</u> | (C. Tsubouchi) |
| 5.0 | <u>Personnel</u> | |
| 5.1 | <u>Report No. 67</u>
<u>Personnel-November 17, 2014</u> | (Attached – B. Draper) |
| 5.2 | <u>Personnel Issue</u> | (C. Tsubouchi) |
| 5.3 | <u>Personnel Issue: OPC</u> | (C. Tsubouchi) |
| 6.0 | <u>In-Camera (closed) Meeting Minutes</u>
1. Regular Board Meeting 2015-01 – December 5, 2014 | (Attached) |



Superior-Greenstone District School Board

Expense Report

Path to locate form in SGDSB System is:

Outlook/Public Folders/All Public Folders/Forms/Board Forms/ Finance/F01-003 Expense Report.

I certify that expenses reported herein were incurred on board business and are in compliance with board policy.

Name of Claimant (Print): John Smith

Signature of claimant: Original signature Required

Mailing Address (with Postal Code) P.O. Box 000, Anytown, ON P0T 0T0

Date submitted: Dec. 01, 2015

Conference Title, if applicable OPSBA Public Education Symposium

Conference date(s): November 28-29, 2015

Enter all expenses. Attach original receipts. Credit/Debit card receipts are NOT acceptable.

Maximum Meal Limits, includes gratuities: B-\$10; L-\$15; S-\$40. Receipts required. Claim actual costs up to maximum limits.

Date expense incurred	Details of Travel or Expense	Vehicle (kms.)	Other Travel (air,taxi,etc)	Meals (Itemize by date)			Hotel	Other	Total
				B	L	S			
11/28/14	Travel Anytown to Thunder Bay	310							
11/30/14	Return Thunder Bay to Anytown	310							
11/28/14	Hotel-Valhalla Inn						136.90		136.90
11/30/14	Meal-Supper					35.50			35.50
11/30/14	Meal Breakfast			9.75					9.75
	Meal limits illustrated (top right) include added tax and gratuities. Only receipts that include itemized meal orders are acceptable; debit slips will not be reimbursed. Meal limits are not cumulative, i.e., breakfast limit cannot be added to lunch should you pass on breakfast.								

Total kms this claim 620 Subtotal 182.15 A

Cumulative kms - prior claims 310

Cumulative kms to date 930

EFFECTIVE Oct. 1, 2008

Vehicle Rates are \$0.52/km for up to 5,000 km/school yr and \$0.46/km for excess kms

Kms @ \$0.52 620 x .52 = 322.40
Kms @ \$0.46 x .46 =

-----> Total Vehicle Claim 322.40 B

Names of Passengers, if applicable

Include name(s) of anyone who may have been car-pooling with you.

Total Expense Claim 504.55 C=A+B

Immediate Supervisor(signature):

Accounting Distribution (of amount in "C")		Supervisor responsible for account
Account Code	Amount	I have reviewed this claim and certify that it is in compliance with Board policy. (Initial below beside account):

Travel Distance to Sites within SGDSB

Appendix E1

(as of December 2014)

Google MapQuest was used to assign round trip kilometers. Figures have been rounded up to the next kilometer.

FROM	TO	KMs (round trip)	FROM	TO	KMs (round trip)	FROM	TO	KMs (round trip)
Manitouwadge	Marathon	195	Rossport	Nipigon	142	Beardmore	Geraldton	195
	Terrace Bay	339		Red Rock	178		Nakina	220
	Schreiber	367		Dorion	217		Longlac	228
	Rossport	410		Beardmore	293		Manitouwadge	700
	Nipigon	549		Geraldton	462		Marathon	526
	Red Rock	585		Nakina	592		Terrace Bay	361
	Dorion	623		Longlac	519		Schreiber	334
	Beardmore	700		Manitouwadge	410		Rossport	293
	Geraldton	869		Marathon	236		Nipigon	158
	Nakina	414		Terrace Bay	72		Red Rock	194
	Longlac	925		Schreiber	44		Dorion	233
Marathon	Terrace Bay	165	Nipigon	Red Rock	34	Geraldton	Nakina	130
	Schreiber	192		Dorion	78		Longlac	76
	Rossport	236		Beardmore	158		Manitouwadge	869
	Nipigon	375		Geraldton	327		Marathon	695
	Red Rock	410		Nakina	457		Terrace Bay	530
	Dorion	449		Longlac	384		Schreiber	501
	Beardmore	526		Manitouwadge	549		Rossport	462
	Geraldton	695		Marathon	375		Nipigon	327
	Nakina	824		Terrace Bay	210		Red Rock	363
	Longlac	752		Schreiber	183		Dorion	401
	Manitouwadge	195		Rossport	142		Beardmore	170
Terrace Bay	Schreiber	28	Red Rock	Dorion	68	Nakina	Longlac	133
	Rossport	72		Beardmore	194		Manitouwadge	414
	Nipigon	210		Geraldton	363		Marathon	824
	Red Rock	246		Nakina	493		Terrace Bay	660
	Dorion	285		Longlac	420		Schreiber	632
	Beardmore	361		Manitouwadge	585		Rossport	592
	Geraldton	530		Marathon	410		Nipigon	457
	Nakina	660		Terrace Bay	246		Red Rock	491
	Longlac	587		Schreiber	219		Dorion	531
	Manitouwadge	339		Rossport	178		Beardmore	300
	Marathon	165		Nipigon	34		Geraldton	130
Schreiber	Rossport	44	Dorion	Beardmore	233	Longlac	Manitouwadge	925
	Nipigon	183		Geraldton	401		Marathon	752
	Red Rock	219		Nakina	531		Terrace Bay	587
	Dorion	257		Longlac	458		Schreiber	560
	Beardmore	334		Manitouwadge	623		Rossport	519
	Geraldton	503		Marathon	449		Nipigon	384
	Nakina	632		Terrace Bay	285		Red Rock	420
	Longlac	560		Schreiber	257		Dorion	458
	Manitouwadge	367		Rossport	217		Beardmore	228
	Marathon	192		Nipigon	78		Geraldton	76
	Terrace Bay	28		Red Rock	68		Nakina	133

Travel Distances Chart (Con't)

FROM	TO	KMs (round trip)	FROM	TO	KMs (round trip)	FROM	TO	KMs (round trip)
Thunder Bay	Beardmore	395	Thunder Bay	Dorion	163	Thunder Bay	Geraldton	564
Thunder Bay	Longlac	621	Thunder Bay	Manitouwadge	786	Thunder Bay	Marathon	612
Thunder Bay	Nakina	694	Thunder Bay	Nipigon	241	Thunder Bay	Red Rock	231
Thunder Bay	Rosspport	379	Thunder Bay	Schreiber	420	Thunder Bay	Terrace Bay	447

Trustee Cell Phone Connection Fee Application *Appendix F1*

Name: _____

Street Address: _____

Town: _____

Postal Code: _____

I will be reimbursed up to a maximum of \$75.00 per annum for connection fees.

_____ I have attached a copy of my cell phone connection fee invoice.
(Initials)

Signature of Trustee

Date

Board Approval

Date

The above will be processed through payroll.

OFFICE USE: _____

_____ Application sent to A/P for processing.

_____ Date

Trustee Cell Phone Flat Fee Application

Name: _____

Street Address: _____

Town: _____

Postal Code: _____

I have agreed to let the Board use my personal cell phone number to contact me when necessary.

I will be paid a monthly allowance of \$50.00.

_____ I have attached a copy recent cell phone bill.
Initials

Signature of Trustee

Date

Board Approval

Date

The above will be processed through payroll on a monthly basis.

OFFICE USE: _____

_____ Application sent to Human Resources for processing.
GL account to be charged: 31-405-6-000-0000 _____

_____ Date

The above will be put into place effective the beginning of the month following the date of application.

HELPFUL INFORMATION FOR BOARD MEMBERS

Glossary of Terms and Acronyms

A & E:	Assessment and Evaluation
ACÉP:	L'Association des conseillères et des conseillers des écoles publiques de l'Ontario. The association of school boards and trustees serving Ontario's French public school system.
ADD:	Attention Deficit Disorder
ADHD:	Attention Deficit Hyperactivity Disorder
ADFO:	Association des directions et des directions adjointes des écoles franco-ontariennes. Members include school administrators in French-language schools in Ontario. Related associations for principals include OPC and CPCO.
AEFO:	Association des enseignantes et des enseignants francoontariens, the french-language affiliate of the Ontario Teachers' Federation.
AEP:	Annual Education Plan
AFOCSC:	L'Association franco-ontarienne des conseils scolaires catholiques. The association of school boards and trustees serving Ontario's French Catholic school system.
AP:	Advanced Placement Courses
ASFO:	Association des agents et agentes de supervision francoontariens. Members include supervisory officers for French-language school boards in Ontario.
BIPSA:	Board Improvement Plan for Student Achievement
BLT:	Board Leadership Team
BPRC:	Board Policy Review Committee
CAC:	Curriculum Advisory Committee (Elementary)
CAS:	Children's Aid Society
CCAC:	Community Care Access Centre
CCC:	Computer Curriculum Corporation
CIA:	Choices into Action
CODE:	Council of Ontario Directors of Education. Members include directors of education from all four school board systems English public, English Catholic, French public and French Catholic.

CODELF: Conseil ontarien des directions d'éducation de langue française. Members include French-language directors of education in Ontario.

COSBO: Council of School Business Officials. Members include Superintendents of Business or Senior Business Officials from all four school board systems.

Coterminous District school boards with the same or overlapping boundaries (in other Boards: words, the English public, French public, French Catholic, and English Catholic boards that serve some or all of the same geographical area).

DeIC: District e-learning Coordinator

DD: Developmental Disorder

DRA: Diagnostic Reading Assessment

DSB: District School Board.

DWA: Diagnostic Writing Assessment

EA: Educational Assistant

ECCODE: English Catholic Council of Directors of Education. Members include directors of education for English Catholic school boards.

EDI: Early Developmental Inventory

EDU: Ministry of Education. An abbreviation used by the ministry in some of its publications.

EETF: Education Equality Task Force. A Task Force, chaired by Dr. Mordechai Rozanski, appointed by the Ministry of Education to review certain aspects of the Student Focused Funding Model.

EIC: Education Improvement Commission. The arm's length agency of the Ontario government established to oversee the amalgamation of school boards to larger district school boards during the late 1990's.

Elementary Level: .. Junior Kindergarten to Grade 8

EPJD: Education in the Primary and Junior Division

EQAO: Education Quality and Accountability Office. A crown agency established in 1996 to measure and communicate the achievements of students, schools and school boards, through province wide assessments of students and through other indicators.

ES: English as a Second Language

ESS: Educational Support Staff

ESP/EA: Education Support Personnel/Educational Assist

ETFO: Elementary Teachers' Federation of Ontario representing English public elementary teachers.

FACS: Family and Children Services

FDK: Full day kindergarten

FSL: French as a Second Language

FTI: Full time equivalent

GSIP: Growing Success Implementation Plan

ICT: Information and Communication Technology.

IEP: Individual Education Plan. A special education plan developed for a student who has been identified as exceptional through an IPRC process.

ILC: Independent Learning Centre

Intermediate
Division: Grades 7 to 10.

IPRC: Identification, Placement and Review Committee. A committee comprised of at least three individuals, at least one of whom must be a principal or a supervisory officer, who decide whether individual students should be formally identified as exceptional for the purpose of providing special education support.

ISA: Intensive Support Amount

JK: Junior Kindergarten.

Junior Division: Grades 4 to 6.

LDCC: Locally Developed Compulsory Course

LRA: Labour Relations Act.

LRB: Labour Relations Board

MIDENT: Ministry Identification Number

MFIPPA: Municipal Freedom of Information and Protection of Privacy Act.

MWF: Maintenance Working Foreman

NEAC: Native Education Advisory Committee

NTIP: New Teacher Induction Program

OAC: Ontario Academic Course. The senior academic year following Grade 12 which was phased out as of June 2003.

OASBO: Ontario Association of School Business Officials. Members include administrators in school boards throughout Ontario

OCSBO : Ontario Catholic School Business Officials. Members include administrators in Catholic school boards throughout Ontario.

OCSOA:..... Ontario Catholic Supervisory Officers' Association. Members include supervisory officers for Catholic school boards throughout Ontario.

OCSTA: Ontario Catholic School Trustees' Association.

OCT: Ontario College of Teachers. A self-regulating professional body which may confer, suspend or rescind the teaching certificates of its members.

ODD:..... Opposition Defiance Disorder

OECTA: Ontario English Catholic Teachers' Association,

OEN:..... Ontario Education Number. A number assigned to each student by the Ministry of Education to facilitate data collection.

OESC : Ontario Educational Services Corporation. A non-profit organization that provides services to school boards, including the provision of Criminal Reference Background Checks for school board employees and service providers.

OH &S: Occupational Health and Safety

OPC:..... Ontario Principals' Council.

OPSBA: Ontario Public School Boards' Association

OSBIE:..... Ontario School Boards' Insurance Exchange

OPSOA:..... Ontario Public Supervisory Officers' Association. Members include supervisory officers in public school boards throughout Ontario.

OSBIE:..... Ontario School Boards' Insurance Exchange

OSR:..... Ontario Student Record.

OSSD: Ontario Secondary School Diploma.

OSSLC:..... Ontario Secondary School Literacy Course

OSSLT:..... Ontario Secondary School Literacy Test. A provincial test administered by EQAO and written by Grade 10 students to evaluate their reading and writing skills to Grade 9 levels.

OSSTF:..... Ontario Secondary School Teachers' Federation representing English public secondary teachers.

OTF: Ontario Teachers' Federation, an umbrella organization for the following affiliates: OECTA, ETFO and AEFO. OSSTF is not affiliated with OTF.

OYAP:..... Ontario Youth Apprenticeship Program

PAC: Professional Advisory Committee (Secondary)

PST:..... Program Support Team

PIC:..... Parent Involvement Committee

PLAR: Prior Learning Assessment and Recognition

Primary Division: Junior Kindergarten to Grade 3.

PST:..... Program Support Team

PTR: Pupil Teacher Ratio

RECAPP: Real Estate Capital Asset Priority Planning System

School Councils: Advisory bodies comprised of parents, community members and others with a mandate to provide advice to the school principal and the school board on certain matters.

SEAB: Special Education Appeal Board. A committee established by a school board to hear an appeal of an IPRC decision, either for or against identifying a student as exceptional.

SEAC: Special Education Advisory Committee. A committee established by each school board to monitor the board's special education programs, services and plans.

Secondary Level: ... Grades 9 to 12

SEF:..... School Effectiveness Framework

SEL:..... School Effectiveness Lead

SEIU: Service Employees' International Union

Senior Division: Grades 11 and 12.

SEPPA:..... Special Education per Pupil Amount

SET:..... Special Education Tribunal. A tribunal established by the Ministry of Education to hear final appeals made by parents who disagree with a board decision for or against identifying a student as exceptional.

SHSM: Secondary High Skills Major (this is a type of program connecting high school and college)

SIP:..... School Improvement Plan

SK:..... Senior Kindergarten.

SERT: Special Education Resource Teacher

SWST: Student Work Study Teacher

TAP:..... Teacher's Advisory Program

TPA:..... Teacher Performance Appraisal

WHMIS:..... Workplace Hazardous Materials Information System

WSIB: Workplace Safety and Insurance Board

Links to Helpful Information

www.sgdsb.on.ca

www.ontarioschooltrustees.org

www.edu.gov.on.ca/eng/

<http://www.edu.gov.on.ca/eng/parents/getinvolved.html>

www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90e02_e.htm

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD
(2017-18 school year)

ELEMENTARY SCHOOLS		School Code	SECONDARY SCHOOLS		School Code
B.A. Parker Public School P.O. Box 909 – 500 Second St. W. Geraldton, ON P0T 1M0	Principal: <i>Allan Luomala</i> Vice Principal: <i>Kathlyn Kennedy</i> Secretary: Tanya Furoy Phone: (807) 854-1683 Fax: (807) 854-1957	BAPS-020	Geraldton Composite High School P.O. Box 909 - 500 Second Street West Geraldton, ON P0T 1M0	Principal: <i>Allan Luomala</i> Vice Principal: <i>Kathlyn Kennedy</i> Secretaries: Kim Fournier / Patti Davis Phone: (807) 854-0130 Fax: (807) 854-2014	GCHS-046
Beardmore Public School P.O. Box 210 - 296 Walker Street Beardmore, ON P0T 1G0	Principal: <i>Allan Luomala</i> Vice-Principal: <i>Shelley Gladu</i> Secretary: Claudette Trottier Phone: (807) 875-2128 Fax: (807) 875-2062	BEPS-019	Lake Superior High School P.O. Box 730 - 19 Hudson Drive Terrace Bay, ON P0T 2W0	Principal: <i>Christopher Martin</i> Secretary: Marlene McParland Phone: (807) 825-3271 Fax: (807) 825-3622	LSHS-043
Dorion Public School R.R. 1 - 175 Dorion Loop Road Dorion, ON P0T 1K0	Principal: <i>William Goodman</i> Vice Principal: <i>Amanda Gyori</i> Secretary: Michelle Dumonski Phone: (807) 857-2313 Fax: (807) 857-2418	DOPS-018	Manitouwadge High School P.O. Box 40, 200 Manitou Road West Manitouwadge, ON P0T 2C0	Principal: <i>Annick Brewster</i> Secretary: Michele Timms Phone: (807) 826-3241 Fax: (807) 826-4862	MNHS-040
George O'Neill Public School P.O. Box 190 – 124 Bell Street Nipigon, ON P0T 2J0	Principal: <i>Kellie Wrigley</i> Secretary: Lisa Zeleny Phone: (807) 887-2107 Fax: (807) 887-3794	GOPS-015	Marathon High School P.O. Bag 638 - 14 Hemlo Drive Marathon, ON P0T 2E0	Principal: <i>Jennifer Oussoren</i> Secretaries: Bonnie Gingras / Lisa Ranelli Phone: (807) 229-1800 Fax: (807) 229-0117	MRHS-042
Manitouwadge Public School P. O. Box 100, 21 Wenonah Drive Manitouwadge, ON P0T 2C0	Principal: <i>Annick Brewster</i> Vice-Principal: <i>Jody Kuczynski</i> Secretary: Melissa Chiasson Phone: (807) 826-4011 Fax: (807) 826-4975	MNPS-010	Nipigon-Red Rock District High School P.O. Box 506 - 20 Frost Street Red Rock, ON P0T 2P0	Principal: <i>Erica Cotton</i> Secretaries: Andrea Lackey / Tara Thompson Phone: (807) 886-2201 Fax: (807) 886-2122	NRHS-045
Margaret Twomey Public School P.O. Box 660 - 21 Chisholm Trail Marathon, ON P0T 2E0	Principal: <i>Cameron Craig</i> Secretary: Brenda Webber Phone: (807) 229-3050 Fax: (807) 229-3034	MTPS-012	BOARD OFFICE P.O. Bag A, 12 Hemlo Drive, Marathon, ON P0T 2E0 Direct 1-807-229-0436 or Toll Free 1-888-604-1111 Fax 1-807-229-1471		
Marjorie Mills Public School P.O. Box 730 - 99 Indian Road Longlac, ON P0T 2A0	Principal: <i>Kathleen Schram</i> Vice-Principal: <i>Bev Vachon</i> Secretary: Sheila Cassie Phone: (807) 876-2366 Fax: (807) 876-2981	MMPS-021	Senior Administration <div> <div>Director of Education</div> <div>Superintendent of Business</div> <div>Superintendent of Education (Elementary)</div> <div>Assistant to the Director</div> <div>Administrative Assistant</div> </div> <div> <div>David Tamblyn</div> <div>Cathy Tsubouchi</div> <div>Nicole Morden Cormier</div> <div>Charlie Bishop</div> <div>GerriLynn Christianson</div> </div> <div> <div>Ext. 232</div> <div>Ext. 229</div> <div>(807) 887-5351 (Based at GOPS)</div> <div>(807) 632-4821 (Based at Learning Centre)</div> <div>Ext. 223</div> </div>		
Nakina Public School P.O. Box 30 - 214 North Avenue Nakina, ON P0T 2H0	Principal: <i>Kathleen Schram</i> Acting Vice-Principal: <i>Kevin Fitzgerald</i> Secretary: Lee Ann Donovan Phone: (807) 329-5356 Fax: (807) 329-5895	NAPS-022	SUPERIOR GREENSTONE LEARNING CENTRE P.O. Box 477, 46 Salls Street, Red Rock, ON P0T 2P0 Direct 1-807-886-2253 Fax 1-807-886-2123		
Schreiber Public School P.O. Box 129 - 301 Ontario Street Schreiber, ON P0T 2S0	Principal: <i>Sara Curtis</i> Secretary: Linda Speziale Phone: (807) 824-2082 Fax: (807) 824-2157	SCPS-014	<div> <div>Assistant to the Director</div> <div>Early Years Lead</div> <div>Indigenous Education Lead</div> <div>Mental Health Lead</div> <div>Positive Behaviour Support Lead</div> <div>Special Education Lead</div> <div>Student Success</div> <div>Secretary</div> </div> <div> <div>Charlie Bishop</div> <div>Hillary Freeburn</div> <div>Nancy O'Donnell</div> <div>George Drazenovich</div> <div>Melissa Bianco</div> <div>William Goodman</div> <div>Carole Leroux</div> <div>Connie Chouinard</div> </div> <div> <div>(807) 632-4821</div> <div>(807) 632-1961</div> <div>(807) 889-1507</div> <div>(807) 228-0196</div> <div>(807) 889-1327</div> <div>(807) 886-2253</div> <div>(807) 626-6659</div> <div>(807) 886-2253</div> </div>		
Terrace Bay Public School P.O. Box 429 - 9 Selkirk Street Terrace Bay, ON P0T 2W0	Principal: <i>Sara Curtis</i> Secretary: Cristy Commisso Phone: (807) 825-3253 Fax: (807) 825-9602	TBPS-013	MAINTENANCE <div> <div>Manager of Plant Services</div> <div>Coordinator of Plant Services</div> <div>Coordinator of Operations</div> <div><i>Maintenance Working Foremen</i></div> <div>Manitouwadge</div> <div>Marathon</div> <div>Terrace Bay/Schreiber</div> <div>Nipigon/Red Rock/Dorion</div> <div>Beardmore/Geraldton/Longlac</div> </div> <div> <div>Marc Paris</div> <div>Matt Legacy</div> <div>Karin Patock</div> <div>Dan Faubert</div> <div>Jerome LeQuant</div> <div>David Lengyel</div> <div>Mikko Lespi</div> <div>David Franceschini</div> </div> <div> <div>(807) 229-5205</div> <div>(807) 228-3159</div> <div>(807) 853-6149</div> <div>(807) 229-5578</div> <div>(807) 229-7378</div> <div>(807) 229-6183</div> <div>(807) 887-7026</div> <div>(807) 854-8451</div> </div>		
INFORMATION TECHNOLOGY					
IT Services Coordinator	Jay Lucas	(807) 229-0436 X230			
VC/Network Technician	Jeff Fullerton	(807) 229-0436 X235			
IT Technician	Daniel Lam	(807) 228-1519			
IT Technician	Sam Robinson	(807) 986-3180			
IT Technician	Damian Zabienski	(807) 854-8230			
IT Technician	Scott Paananen	(807) 229-7202			

Superior Greenstone District School Board		
1-807-229-0436 or 1-888-604-1111		
SENIOR ADMINISTRATION		
Director of Education	David Tamblyn	232
Superintendent of Education (Elementary)	Nicole Morden-Cormier	807-887-5351
Superintendent of Business	Cathy Tsubouchi	229
Assistant to the Director (Secondary)	Charlie Bishop	807-632-4821
SYSTEM LEADS		
Aboriginal Liaison	Nancy O'Donnell	807-889-1507
Board Leadership Development (BLDS)	Shelley Gladu	807-875-2128
Early Years	Nicole Morden-Cormier	807-887-5351
Early Years	Hillary Freeburn	807-886-2253
FSL Lead	Annick Brewster	807-826-3241
Mental Health Lead	George Drazenovich	807-228-0196
MISA Lead	Erica Cotton	807-886-2201
New Teacher Induction Program (NTIP)	Shelley Gladu	807-875-2128
Numeracy	Kathleen Schram	807-329-9191
Ontario Youth Apprenticeship Program (OYAP)	Shawna Grouette	807-229-1800
Positive Behaviour Support Lead	Melissa Bianco	807-889-1327
School Effectiveness- Elementary	Nicole Morden-Cormier	807-887-5351
School Effectiveness- Secondary	Charlie Bishop	807-632-4821
Special Education Lead	Will Goodman	807-886-2253
Student Success Lead	Carole Leroux	807-626-6659
Technology Enabled Learning and Teaching	Stacey Wallwin	807-825-3271
HUMAN RESOURCES/PAYROLL		
Superintendent (Grievances/Negotiations)	Cathy Tsubouchi	229
HR/Payroll Officer (Hirings/Postings/Payroll)	Val Nakani	238
Disability & Wellness Administrator (Benefits)	Christine Dee	233
Payroll Clerk - Support Staff, OMERS	Bev Stortini	222
Payroll Clerk - Teaching Staff, TPP, WSIB	Betty Ann Slade	240
Human Resources Secretary	Corinne Hooper	224
ACCOUNTING SERVICES		
Manager of Accounting Services	Dianne Williams	227
Accounts Payable Clerk (PO Completion, New Suppliers)	Marian Turgeon	225
Accounting Clerk (AR, School Cash, PO Approval)	Julie MacIntyre	826-1296
Accounting Secretary/Reception a.m.	Debbie Skworchinski	0 or 221
BUSINESS SERVICES		
Business Services Coordinator (Enrolment/Initiatives)	Linda Demers	236
Initiatives Clerk (p.m.)	Tracy Tammi	237
INFORMATION TECHNOLOGY		
Information Technology Services Coordinator	Jay Lucas	230
VC/Network Technician	Jeff Fullerton	235
IT Secretary	Debbie Skworchinski	0 or 221
PLANT SERVICES		
Manager of Plant Services	Marc Paris	807-229-5205
Maintenance Coordinator	Matthew Legacy	807-228-3159
Coordinator of Operations	Karin Patock	807-853-6149
Plant Secretary	Michelle Dumonski	807-857-2313
EDUCATION		
Administrative Assistant/Communications	GeriLynn Christianson	223
Secretary - Superior Greenstone DSB Learning Centre	Connie Chouinard	807-886-2253
EAST OF THUNDER BAY TRANSPORTATION CONSORTIUM		
Transportation Co-ordinator	Ed Smelt	807-229-1669
		Toll Free 1-877-853-3833
Feb-17		