

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD



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

Videoconference Site Locations

Superior-Greenstone District School Board (SGDSB) 12 Hemlo Drive, Marathon, ON
 Manitouwadge High School (MNHS) 200 Manitou Road W., Manitouwadge, 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 2017/02

A G E N D A

Monday, January 30, 2017 – 6:30 p.m.

Designated Site: Marathon Board Office, 12 Hemlo Drive, Marathon, ON

Board Chair: Pinky McRae

Director: David Tamblyn

VC Sites: GCHS / LSHS / MNHS / NRHS

Recorder: G. Christianson

PART I: Regular Board Meeting
 PART II: Committee of the Whole Board

Section (A): – (open to public): 6:30 p.m.
 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
Audia-Gagnon, Mia (Student)						McIntyre, Margaret					
Figliomeni, Kim						McRae, Pauline (Pinky)					
Groulx, Michael						Pelletier, Allison					
MacGregor, Aaron						Sabourin, Stanley					
Mannisto, Mark						Sarrasin, Marlaine (Marlo)					

<u>Board Administrators</u>	Attendance: On-site (OS); Teleconference (TC); Videoconference (VC); Absent (A); Regrets (R)				
	OS	TC	VC	A	R
Tamblyn, David: <i>Director of Education</i>					
Tsubouchi, Cathy: <i>Superintendent of Business</i>					
Morden-Cormier, Nicole: <i>Superintendent of Education</i>					
Charles Bishop: <i>Assistant to the Director</i>					
Williams, Dianne: <i>Manager of Accounting Services</i>					
Chiupka, Wayne: <i>Manager of Plant Services/Transportation</i>					
Demers, Linda: <i>Coordinator of Business Services</i>					
Paris, Marc: <i>Coordinator of Plant Services</i>					
Lucas, Jay: <i>Coordinator of Information Technology Services</i>					
Christianson, GerriLynn: <i>Administrative Assistant to Director</i>					

2.0 Regular Meeting Call to Order

✓ *That, the Superior-Greenstone DSB Regular Board Meeting on Monday, January 30, 2017 be called to order at _____ p.m.*

3.0 Approval of Agenda

✓ *That, the agenda for the Superior-Greenstone DSB 2017/02 Regular Board Meeting, January 30, 2017 be accepted and approved.*

4.0 Disclosures of Interest re: Open Session

5.0 Minutes: Board Meetings and Board Committee Meetings

5.1 Board Meetings

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

1. Organizational and Regular Board Meeting 2017/01: December 5, 2016 (Attached)

5.2 Board Policy Review Committee: January 10, 2017

(Attached)

✓ *That, the Board accepts the recommendations outlined in the Board Policy Review Committee minutes of January 10, 2017 and approves as reviewed:*

- P-301 Student Transportation
- P-408 Loaning of Equipment
- P-409 Use of school Buildings & Equipment
- P-704 Recruitment Selection & Hiring
- P-404 Building, Grounds and Equipment Security
- P-407 Borrowing of Equipment
- P-531 Fire Safety Plans
- P-532 Bomb Threat Response

to be posted to the Board website with an implementation date of January 31, 2017, and all of which shall supersede any previous policies.

6.0 Business Arising Out of the Minutes

6.1 Trustee Professional Development Schedule for 2017

(P. McRae)

7.0 Delegations and/or Presentations

7.1 Excellence in Education: Marathon High School – Presentation entitled: Experiential Learning at Marathon High School

(Power Point Presentation
- Principal, J. Oussoren)

7.2 WE Day Conference Presentation
Me to We - We Stand Up

(Video Presentation: Teacher, Lindsay Costa
Student Presenters: Alex, Maria, Hafsa, Calli, Erik, Morgan)

8.0 Reports and Matters for Decision

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

- | | | |
|-------|--|----------------------------|
| 8.1.1 | Board Audit Committee | (C. Tsubouchi) |
| 8.1.2 | Board Policy Review Committee | (M. McIntyre/D. Tamblyn) |
| 8.1.3 | Native Education Advisory Committee | (S. Sabourin/D. Tamblyn) |
| 8.1.4 | Occupational Health & Safety Committee | (W. Chiupka / M. Paris) |
| 8.1.5 | Parental Involvement Committee: Next on Nov/16 | (N. Morden-Cormier) |
| 8.1.6 | Special Education Advisory Committee | (K. Figliomeni/D. Tamblyn) |

9.0 Reports of the Business / Negotiations Committee

Superintendent of Business: C. Tsubouchi
Business /Negotiations Chair: Aaron MacGregor

9.1 Report No. 06

2016/2017 Internal Review Proposal

(Attached – D. Williams)

✓ **That**, having received Report No. 06: 2016-2017
Internal Review Proposal, the Superior-Greenstone DSB
approves the proposal as presented.

9.2 Report No. 07

Board Estimate Process for 2017-2018

(Attached – C. Tsubouchi)

✓ **That**, having received Report No. 07: Board Estimate
Process for 2017-2018, the Superior-Greenstone DSB
accepts the proposal as presented.

10.0 Reports of the Director of Education

Director of Education: David Tamblyn

10.1 Report No.08

Director's Monthly Report- January 2017

(Attached – D. Tamblyn)

10.2 Report No. 09

Director's Annual Report 2015-2016

(To follow under separate cover – D. Tamblyn)

11.0 Reports of the Education Committee

Superintendent of Education: N. Morden-Cormier
Assistant to the Director of Education: C. Bishop
Education Chair: Mark Mannisto

11.1 Report No.10

Graduation Rate: 2011-2012 Grade 9 Cohort

(Attached – S. Eddy / D. Tamblyn)

12.0 New Business

Board Chair: P. McRae

12.1 Trustee Associations and Other Boards

12.2 Future Board Meeting Agenda Items

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 2017/01: Jan 30, 2017

16.2 Other Recommendations from Committee of the Whole Closed Session (This section may be used as required coming out of closed session)

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

- (list motions here which may apply)

17.0 Adjournment

✓ *That, the Superior-Greenstone DSB 2017/02 Regular Board Meeting, Monday, January 30, 2017 adjourn at _____, p.m.*

<u>2017 - Board Meetings</u>		
Designate Site: Marathon Board Meeting Room / Time 6:30 p.m.		
Monday, February 27, 2017	Tuesday, May 23, 2017 *Designate Site: GCHS	Monday, September 18, 2017
Monday, March 27, 2017	Monday, June 26, 2017	Monday, October 23, 2017 *Designate Site: MNHS
Monday, April 24, 2017 *Designate Site: LSHS	Monday, July 17, 2017	Monday, November 20, 2017
Monday, May 8, 2017 *Special Board Meeting	Monday, August 21, 2017	Monday, December 4, 2017 (1:00 p.m.)

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Regular Board Meeting 2017/02

Committee of the Whole Board: Closed Session.

Monday, January 30, 2017

Designated Site: Marathon Board Room, 12 Hemlo Drive, Marathon, ON

A G E N D A

Board Chair: Pinky McRae

VC Sites: GCHS / LSHS / MNHS / NRHS

Director: David Tamblyn

Recorder: G. Christianson

PART II: Committee of Whole Board – Closed

Section (B): In-Camera TBD.

- 1.0 Disclosure of Interest: re Closed Session (P. McRae)
- 2.0 Approve Agenda: Committee of the Whole In-Camera (Closed) (P. McRae)
- 3.0 Personnel Issue (D. Tamblyn)
- 4.0 In-Camera (closed) Meeting Minutes
 1. Regular Board Meeting 2017-01: December 5, 2016 (Attached)

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD



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 Nipigon-Red Rock District High School (NRHS) 20 Frost Street, Red Rock, ON
 Geraldton Composite High School (GCHS) 500 Second Street West, Geraldton, ON

Annual Organizational / Regular Board Meeting 2017/01

MINUTES

Monday, December 5, 2016

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

Board Chair: Pinky McRae

Director: David Tamblyn

VC Sites: GCHS / LSHS / MNHS / NRHS

Recorder: G. Christianson

Part I: 1:00 p.m. - Election of Officers

Section (A)

Part II: 1:15 p.m. – Annual Organizational Appointments (Open to Public)

Section (A)

Part III: 1:20 p.m. - Regular Board Meeting: (Open to Public)

Section (A)

Part IV: 2:28 p.m. - Committee of Whole Board In-Camera (Closed to Public)

Section (B) In-Camera

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
Figliomeni, Kim	X					McRae, Pauline (Pinky)	X				
Groulx, Michael	X					Pelletier, Allison					X
MacGregor, Aaron	X					Sabourin, Stanley	X				
Mannisto, Mark	X					Sarrasin, Marlo (Marlaine)	X				
McIntyre, Margaret	X					Audia-Gagnon, Mia (Student)			X		

<u>Board Administrators</u>	Attendance Mode: On-site (OS); Teleconference (TC); Videoconference (VC); Absent (A); Regrets (R)				
	OS	TC	VC	A	R
Tamblyn, David: Director of Education	X				
Tsubouchi, Cathy: Superintendent of Business	X				
Morden-Cormier, Nicole: Superintendent of Education	X				
Eddy, Suzanne: Assistant to the Director	X				
Williams, Dianne: Manager of Accounting Services					X
Chiupka, Wayne: Manager of Plant Services/Transportation	X				
Paris, Marc: Coordinator of Plant Services					X
Draper, Barb: Coordinator of Human Resources Services	X				
Lucas, Jay: Coordinator of Information Technology Services	X				
Eddy, Suzanne: Student Success Lead	X				
Christianson, GerriLynn: Administrative Assistant to Director	X				

Note: David Tamblyn, Director and Secretary to the Board presided until the position of 2017 Board Chair was confirmed whereupon the Chair assumed the role.

2.0 Welcome and Direction for Proceedings

(D. Tamblyn)

Director David Tamblyn welcomed everyone to the meeting and thanked the Trustees who had attended the Professional Development session over the last 1.5 days.

3.0 Naming of Two Scrutineers

(D. Tamblyn)

Director Tamblyn named two scrutineers to act as such for all occasions that arose through the meeting where balloting took place. The scrutineers named were Cathy Tsubouchi and Nicole Morden-Cormier.

4.0 Election: Board Chair for 2017

(D. Tamblyn)

Director Tamblyn called for nominations for Chair of the Board. Trustee K. Figliomeni nominated Trustee P. McRae. Thrice called and hearing no further nominations, Pinky McRae was acclaimed as Board Chair.

5.0 Chairperson Assumes Office for 2017

(P. McRae)

Board Chair Pinky McRae expressed her gratitude for the role and her thanks to the Board for its confidence in her. She noted that the Board has continued to have a good relationship with senior administration. In addition, she extended thanks to principals, teachers, support staff and custodians for all the work that is done daily to ensure that our small schools continue to make a difference in the lives of our students.

6.0 Election: Board Vice-Chair for 2017

(P. McRae)

6.1 Call for Nominations

Board Chair P. McRae called for nominations for Vice-Chair. Trustee Margaret McIntyre nominated Trustee Kim Figliomeni. Trustee Michael Groulx nominated Trustee Mark Mannisto. Thrice called and hearing no further nominations, trustees prepared to cast ballots. Prior to this both Trustees Figliomeni and Mannisto gave brief remarks outlining why each accepted the nomination for Vice Chair and what each one's focus for the role would be if were elected. After ballots were reviewed, Trustee Kim Figliomeni was elected as Vice Chair of the Board.

7.0 Approval of Agenda

01/17

Moved by: Trustee K. Figliomeni

Second: Trustee M. Sarrasin

✓ **That**, the agenda for Superior-Greenstone DSB Organizational and Regular Board Meeting 2017/01 be accepted and approved as presented.

Carried

8.0 Election: Education Committee Chair for 2017

8.1 Call for Nominations

P. McRae called for nominations for Chair of the Education Committee. Trustee Kim Figliomeni nominated Trustee Mark Mannisto. Thrice called and hearing no further nominations, Mark Mannisto was acclaimed as Chair of the Education Committee.

9.0 Election: Negotiations / Business Committee Chair for 2017

9.1 Call for Nominations

P. McRae called for nominations for Chair of the Negotiations / Business Committee. Trustee Kimberley Figliomeni nominated Trustee Aaron MacGregor. Thrice called and hearing no further nominations, Aaron MacGregor was acclaimed as Chair of the Negotiations / Business Committee.

Part II: 1:15 p.m. – Annual Organizational Appointments

(Open to Public)

10.0 Appointments: Statutory Committee Members

10.1 Special Education Advisory Committee (SEAC)

Note: Appointments to SEAC are effective for the Term of the Board.

- | | |
|----------------------|---------------------|
| 1. Mark Mannisto | Appointee |
| 2. Kim Figliomeni | Appointee |
| 3. Stan Sabourin | Appointee |
| 4. Allison Pelletier | Alternate Appointee |
| 5. Margaret | Alternate Appointee |

10.2 2017 Parental Involvement Committee

Note: Appointments are in effect until December 2017

P. McRae called for nominations for members of the Parent Involvement Committee. Trustee Mark Mannisto Nominated Trustee Kim Figliomeni who declined the nomination. Trustee Kim Figliomeni nominated Trustee Marlo Sarrasin. Trustee M. Mannisto nominated Trustee Allison Pelletier. Trustee Marlo Sarrasin Nominated Trustee Stan Sabourin. Thrice called and hearing no further nominations, Trustees Marlo Sarrasin, Stan Sabourin and Allison Pelletier were appointed to the Parental Involvement Committee.

- | | |
|----------------------|---------------------|
| 1. Marlo Sarrasin | Appointee |
| 2. Allison Pelletier | Alternate Appointee |
| 3. Stan Sabourin | Alternate Appointee |

10.3 Audit Committee

Note: Appointments to the Audit Committee are effective for the Term of the Board. The following trustees are members for the term ending November 30, 2018

- | |
|----------------------|
| 1. Mark Mannisto |
| 2. Aaron MacGregor |
| 3. Margaret McIntyre |

10.4 2017 Student Alternative Learning (SAL) Committee

Note: Appointments are in effect until December 2017.

P. McRae called for nominations for members of the Student Alternative Learning Committee. Trustee Kimberley Figliomeni nominated Trustee Margaret McIntyre. Trustee M. Mannisto nominated Trustee Allison Pelletier. Thrice called and hearing no further nominations, Margaret McIntyre and Allison Pelletier were appointed to the Student Alternative Learning Committee.

1. Margaret McIntyre Appointee
2. Allison Pelletier Alternate Appointee
3. Director of Education or a Superintendent of Education
4. At least one person who is not a member or employee of the Board

11.0 Appointments: Standing Committee

11.1 2017 Board Discipline Committee

Note: Appointments are in effect until December 2017

1. Kim Figliomeni Appointee
2. Margaret McIntyre Appointee
3. Mark Mannisto Appointee
4. Allison Pelletier Appointee
5. Stanley Sabourin Appointee

11.2 Board Policy Review Committee

Note: Appointments to the BPRC Committee are effective for the Term of the Board. The following trustees are members for the term ending November 30, 2018

Trustee S. Sabourin was named the second alternate due to the vacancy created with the resignation of the Red Rock/Dorion Trustee.

P. McRae called for nominations to fill the one vacant role on the Board Policy Review Committee. Trustee Mark Mannisto nominated Trustee Michael Groulx. Thrice called and hearing no further nominations, Michael Groulx was appointed to the Board Policy Review Committee.

1. Aaron MacGregor
2. Allison Pelletier
3. Margaret McIntyre
4. Mark Mannisto
5. Michael Groulx
6. Kim Figliomeni (Alternate)
7. Stanley Sabourin (Alternate)

11.3 2017 Native Education Advisory Committee (NEAC)

Note: Appointments are in effect until December 2017

P. McRae called for nominations for members of the Native Education Advisory Committee. Trustee Michael Groulx nominated Trustee Mark Mannisto. Trustee Kimberley Figliomeni nominated Trustee Marlo Sarrasin. Thrice called and hearing no further nominations, Trustee Mark Mannisto and Marlo Sarrasin were appointed to the Native Education Advisory Committee.

03/17

Moved by: Trustee M. Groulx

Second: Trustee K. Figliomeni

✓ That, the Superior-Greenstone DSB Chair of NEAC be the Board's First Nation Representative, Stanley Sabourin, and

That, the Superior-Greenstone DSB appoint the following trustees as NEAC members:

1. Mark Mannisto Appointee
2. Marlo Sarrasin Appointee

Carried

11.4 2017 Occupational Health and Safety Committee

Note: Appointments are in effect until December 2017

P. McRae called for nominations for members of the Occupational Health and Safety Committee. Trustee Kimberley Figliomeni nominated Trustee Stan Sabourin. Trustee Mark Mannisto nominated Trustee Michael Groulx. Thrice called and hearing no further nominations, Trustee Michael Groulx and Stan Sabourin were appointed to the Occupational Health and Safety Committee.

1. Michael Groulx Appointee
2. Stan Sabourin Alternate Appointee

11.5 2017 Transportation Committee

Note: Appointments are in effect until December 2017

P. McRae called for nominations for members of the Transportation Committee. Trustee Mark Mannisto nominated Trustee Aaron MacGregor. Trustee Margaret McIntyre nominated Trustee Kim Figliomeni. Trustee Michael Groulx nominated Trustee Margaret McIntyre. Thrice called and hearing no further nominations, Aaron MacGregor, Kim Figliomeni and Margaret McIntyre were appointed to the Transportation Committee.

1. Aaron MacGregor Appointee
2. Margaret McIntyre Appointee
3. Kim Figliomeni Alternate Appointee

Part III: 1:20 p.m. - Regular Board Meeting:

(Open to Public)

12.0 Regular Meeting Call to Order

04/17

Moved by: Trustee M. Mannisto

Second: Trustee S. Sabourin

✓ **That**, the Superior-Greenstone DSB Annual Organizational and Regular Board Meeting 2017/01 on Monday, December 5, 2016 be called to order at 1:20 p.m.

Carried

13.0 Disclosures of Interest re: Open Session

There were no disclosures of interest offered at this time.

14.0 Minutes: Board Meetings and Board Committee Meetings

14.1 **05/17**

Moved by: Trustee M. Mannisto

Second: Trustee M. McIntyre

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

1. Regular Board Meeting 2016-12 – November 21, 2016

Carried

15.0 Business Arising Out of the Minutes

There was no business arising from the minutes.

16.0 Delegations and/or Presentations

There were no delegations or presentations.

17.0 Reports of the Business / Negotiations Committee

*Superintendent of Business: C. Tsubouchi
(Business /Negotiations Chair: Aaron MacGregor)*

17.1 Report No. 01: Capital Project Update 2015/2016

Manager of Plant Services, Wayne Chiupka presented the report on capital project updates in the 2015/2016 year. The Board was thankful for the detailed report and noted that the school environments are warm and welcoming.

18.0 Reports of the Director of Education

Director of Education: David Tamblyn

18.1 Report No. 02: Proposed Board Meeting Schedule for 2017

Director D. Tamblyn presented the proposed Board system meeting schedule. He noted that the schedule has been booked around Board meetings so that the frequency of meeting will not be more than one per week. Trustees discussed the rotation of three off site meetings, the intent being that these off site meetings would provide a chance for trustees to visit schools and facilitate an opportunity for trustees to engage face-to-face for meetings and professional development. Admin to review the professional development schedule further and discuss at the next meeting. Trustees discussed the merits of both the static and the rotational Board meetings, all parties bringing forward their perspectives, pros and cons before Board Chair P. McRae called the motion below

06/17

Moved by: Trustee M. Mannisto

Second: Trustee M. Sarrasin

✓ That, the Superior-Greenstone DSB having received Report No. 02 Proposal for 2017 Regular Board Meeting Schedule approves the 2017 Regular Board Meetings with amendment of the locations as follows;

- April 24, 2017 Meeting Location; Lake Superior High School
- May 23, 2017 Meeting Location; Geraldton Composite High School
- October 23, 2017 Meeting Location; Manitouwadge High School

Carried

18.2 Report No. 03: Legal Representation re Policy 713

Director Tamblyn advised that this is an annual report provided as per Policy 713 whereby the Board is to be made aware of expenditures for legal issues where counsel is enlisted.

18.3 Report No 04: Director's Monthly Report December 2016

D. Tamblyn provided a brief review of report No. 4, Director's Monthly Report. He noted that the Director's Annual Report for 2015/2016 will be presented at the next Board meeting.

19.0 Reports of the Education Committee

*Superintendent of Education: Nicole Morden-Cormier
(Education Chair: Mark Mannisto)*

19.1 Report No 05: Pupil Accommodation Review – Red Rock Public School Initial Staff Report

Director, David Tamblyn provided an introduction of the report and a brief review of the low enrollment at Red Rock Public School. The Director noted the discussions that have already taken place with the school staff and community officials. Superintendent of Education Nicole Morden-Cormier provided a detailed overview of this report outlining the recommendation that Red Rock Public School be studied through a Modified Pupil Accommodation Review. Trustees discussed their perspectives and reviewed the timeline of the review process before Board Chair P. McRae called the motion below.

07/17

Moved by: Trustee M. Mannisto

Second: Trustee M. Sarrasin

✓ That the Superior-Greenstone DSB having received Report No. 05: Pupil Accommodation Review – Red Rock Public School Initial Staff Report, recommend that Red Rock Public School be studied through a Modified Pupil Accommodation Review.

Carried

20.0 New Business

(Chair: Pinky McRae)

20.1 Board Chair

20.1.1 Correspondence: Toronto DSB

(Attached)

Board Chair P. McRae read this letter for information. It concerns the expansion of the Aboriginal Curriculum K-12, an issue addressed by this Board to the Minister late last year.

20.2 Future Board Meeting Agenda Items None

20.3 Trustee Associations and Other Boards

20.3.1 Trustee Appointments for OPSBA Director/Voting Delegate

P. McRae called for nominations. Trustee Kim Figliomeni nominated Trustee Mark Mannisto. Thrice called and hearing no further nominations, Mark Mannisto was acclaimed as Director and Voting Delegate to OPSBA

08/17

Moved by: Trustee M. Sarrasin Second: Trustee K. Figliomeni

✓ That, the Superior-Greenstone DSB appoint Trustee Mark Mannisto to serve as its Director to OPSBA effective for the period of December 1, 2016 to November 30, 2017, and

That, the Superior-Greenstone DSB appoint Trustee Mark Mannisto to serve as its Voting Delegate to OPSBA for the period of December 1, 2016 to November 30, 2017.

Carried

20.3.2 Trustee Appointment for OPSBA Alternate Director/Alternate Voting Delegate

P. McRae called for nominations. Trustee Mark Mannisto nominated Trustee Allison Pelletier. Thrice called and hearing no further nominations, Allison Pelletier was acclaimed as Alternate Director and Alternate Voting Delegate to OPSBA

09/17

Moved by: Trustee S. Sabourin Second: Trustee K. Figliomeni

✓ That, the Superior-Greenstone DSB appoint Trustee Allison Pelletier to serve as its Alternate Director to OPSBA for the period of December 1, 2016 to November 30, 2017, and

That, the Superior-Greenstone DSB appoint Trustee Allison Pelletier to serve as its Alternate Voting Delegate to OPSBA for the period of December 1, 2016 to November 30, 2017.

Carried

21.0 Notice of Motion

22.0 Observer Comments

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

Part IV: 2:28 p.m. - Committee of Whole Board In-Camera

Section B: (Closed to Public)

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

23.1 Agenda: Committee of the Whole Board - Closed

10/17

Moved by: Trustee M. McIntyre

Second: Trustee K. Figliomeni

✓ **That**, the Superior-Greenstone DSB go into a Committee of the Whole Board Section B (Closed Session) at 2:28 p.m. and that this portion be closed to the public.

Carried

23.2 Rise and Report from Closed Session

11/17

Moved by: Trustee M. Groulx

Second: Trustee A. MacGregor

✓ **That**, the Superior-Greenstone DSB rise and report from the Committee of the Whole Board Section B (Closed Session) at 2:45 p.m. and that this portion be open to the public.

Carried

24.0 Report of the Committee of the Whole Closed Section B

24.1 **12/17**

Moved by: Trustee M. Sarrasin

Second: Trustee K. Figliomeni

✓ **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 2016-12– November 21, 2016

Carried

24.2 Other Recommendations from Committee of the Whole Closed Session

13/17

Moved by: Trustee K. Figliomeni

Second: Trustee A. MacGregor

✓ **That**, the Superior-Greenstone DSB approves the carryover of unused 2016 vacation days for the following Senior Administration and Managers:

- Nicole Morden-Cormier: 6.0 days
- Charles Bishop: 10.0 days
- Cathy Tsubouchi: 1.0 days
- Raj Saini: 8.0 days
- GerriLynn Christianson: 5.0 days

Carried

25.0 Adjournment

14/17

Moved by: Trustee K. Figliomeni

Second: Trustee M. Sarrasin

✓ **That**, the Superior-Greenstone DSB 2017/01 Organizational and Regular Board Meeting on Monday, December 5, 2016 adjourn at 2:46 p.m.

Carried

2017 - Board Meetings Designate Site: Marathon Board Meeting Room / Time 6:30 p.m.			
Monday, January 30	Monday, April 24 *Location: LSHS	Monday, June 26	Monday, September 18
Monday, February 27	Monday, May 8 *Special Meeting	Monday, July 17	Monday, October 23 *Location MNHS
Monday, March 27	Tuesday, May 23 *Location: GCHS	Monday, August 21	Monday, November 20
			Monday, December 5 (1:00 p.m.)

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Annual Organizational / Regular Board Meeting 2017/01

Committee of the Whole Board: Closed Session.

Monday, December 5, 2016

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

TOPICS

Board Chair: P. McRae

Director: David Tamblyn

VC Sites: GCHS / LSHS / MNHS / NRHS

Recorder: RM. Joannette

PART V: Committee of the Whole Board

Section (B) In-Camera: – (closed to public) 2:28 p.m.

- 1.0 Disclosure of Interest: re Closed Session
- 2.0 Approve Agenda: Committee of the Whole In-Camera (Closed)
- 3.0 Report: IC-01-17
- 4.0 Vacation Carryover
- 5.0 In-Camera (closed) Meeting Minutes
 - 1. Regular Board Meeting 2016-12 – November 21, 2016

Regular Board Meeting 2017-01

Monday, December 5, 2016

MINUTES

APPROVED THIS _____ DAY OF _____, 2017

SECRETARY

CHAIR

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Board Policy Review Committee
Videoconference Meeting – Marathon, ON

Tuesday, January 10, 2017 @ 7:00 p.m.

MINUTES

Members	Attendance Mode: On-site (OS); Teleconference (TC); Videoconference (VC); Absent (A) 										
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Administration Resource Members	OS	TC	VC	A	R
David Tamblyn: Director of Education		X			
Cathy Tsubouchi: Superintendent of Business	X				
Charles Bishop: Assistant to the Director		X			
Nicole Morden-Cormier: Superintendent of Education					X
Suzanne Eddy, Student Success Lead		X			
Wayne Chiupka, Manager of Plant Services					X
Annick Brewster, Principal MNHS					X
Sara Curtis, Principal		X			
Gerrilynn Christianson: Recorder	X				

1.0 Review and Approval of Minutes: November 1, 2016

Moved: Allison Pelletier

Second: Aaron MacGregor.

That, the Board Policy Review Committee minutes of November 1, 2016 be approved as presented.

Carried

2.0 Business Arising from Minutes: November 1, 2016

- 2.1 P-518 Emergency Procedures
- P-543 Lockdown Policy

The above policies were presented to the Board Policy Review Committee. Both Mr. Tamblyn and Ms. Eddy reviewed the revision made to both documents. As per committee recommendation from the last meeting, both P-518 and P-543 will be revised to have only the Director of Education provide approval of any release of information to the media.

Action: Submit P-518 and P-543 for Stakeholder review on January 11, 2017.

2.2 Stakeholder Reviews

The following policy was posted for stakeholder review on October 5, 2016. There has been no stakeholder feedback received on the following policies.

- P-301 Student Transportation
- P-408 Loan of Equipment
- P-409 Use of School Buildings & Equipment
- P-704 Recruitment Selection & Hiring

The following policy was posted for stakeholder review on November 2, 2016. There has been no stakeholder feedback received on the following policies.

- P-404 Building, Grounds and Equipment Security
- P-407 Borrowing of Equipment
- P-531 Fire Alarms and Drills
- P-532 Bomb Threats

Action: Submit Policy 301, 408, 409, 704, 404, 407, 531 and 532 for Board approval on January 30, 2017.

3.0 Reviews: New/Existing Policies

- P- 544 English Language Learner Policy
- P-906 Environmental Education
- P-526 Managing Information for Student Achievement

The above policies were presented to the Board Policy Review Committee. Policies 544, 906, and 526 were approved as presented.

Action: Submit P-533, P-906 and P-526 for stake holder review starting on January 11, 2017.

4.0 List All Policies to be Referred for Stakeholder Review

- P-518 Emergency Procedures
- P-543 Lockdown Policy
- P-544 English Language Learner Policy
- P-906 Environmental Education
- P-526 Managing Information for Student Achievement

Action: Submit the above policies for stakeholder review on January 11, 2017.

5.0 List All Policies to Refer to Board for Approval on January 30, 2017

- P-301 Student Transportation
- P-408 Loan of Equipment
- P-409 Use of School Buildings & Equipment
- P-704 Recruitment Selection & Hiring
- P-404 Building, Grounds and Equipment Security
- P-407 Borrowing of Equipment
- P-531 Fire Alarms and Drills
- P-532 Bomb Threats

6.0 2017 Meeting Schedule

The next meet will be held on February 7, 2017 at 7:00 pm.

7.0 Adjournment

Moved: Mark Mannisto

Second: Allison Pelletier

That, the Board Policy Review Committee Meeting of January 10, 2017 adjourn at 7:18 p.m.

Carried

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section	BUSINESS AND TRANSPORTATION		
Policy Name	STUDENT TRANSPORTATION Management Guideline Applies	301	
Board Approved:	Reviewed:	Review By:	
February 17, 2010	October 4, 2016	December 2021	
June 22, 2001	November 23, 2009	December 2015	
	February 22, 2005		

POLICY

It is the policy of the Superior-Greenstone District School Board to provide safe, efficient, economical, and affordable transportation to eligible students pursuant to The Education Act S.190 (1) which states: "A board may provide for a pupil who is enrolled in a school that the board operates transportation to and from the school that the pupil attends".

The Board considers transportation to be a privilege and not a right, and such transportation may be revoked or the levels of service changed at the Board's discretion.

The Board shall endeavor to provide transportation routes and designated bus stops with the understanding that the parent(s)/guardian(s) shall see their children safely to and from the designated stops. The parent(s)/guardian(s) are deemed to be responsible for their children prior to boarding the bus and after they have disembarked from the bus.

PROCEDURES

Throughout this document Board shall mean the Superior-Greenstone District School Board, and Director shall mean the Director of Education (equivalent) or designate, which may include the Transportation Officer for the Board. ETBTC shall mean the East of Thunder Bay Transportation Consortium.

The Board ~~may enter~~ has entered into a transportation consortium agreement with coterminous boards, ~~where appropriate~~, for reasons of efficiency and cost savings, and to ensure common service levels for the students of all member boards.

All transportation services are provided by the ETBTC, upon which each participating member board provides a delegate who sits on the operational board of directors for the consortium, as a voting member.

~~In the spirit of co-operation and sharing of resources, non-resident and students of other Boards may be transported provided an agreement for cost sharing is in place and similar eligibility requirements are followed. This may include: coterminous boards, isolate boards, and non-resident students who live within the boundaries of the Board and attend a school operated by the Board provided cost recoveries are realized.~~

The following procedures outline the terms and conditions under which the Board may provide transportation to their students:

1.0 Eligibility

Resident students registered in and attending a school operated by the Board and who permanently reside, or whose parent(s)/guardian(s) permanently resides, more than the following distances by public road or publicly owned and maintained access route from the designated school may be provided transportation:

JK and SK	0.2 km
Grades 1, 2, 3	1.2 km
Grades 4, 5, 6, 7, 8	1.6 km
Grades 9 – OAC	3.2 km

Students will be permitted to ride only on the buses and routes assigned to them. Use of any other route without prior approval of the ~~Director~~ ETBTC is not permitted.

All distances mentioned will be the shortest distance by public road, public sidewalk, or publicly owned and maintained access route between home and school and shall be measured from where the laneway or driveway joins the public road. Students within the distances specified above may be transported for reasons of safety (major highways, major railway crossings, etc) rather than distance, at the discretion of the Director.

Where a student, at the request of the parent(s)/guardian(s), has been granted permission to attend a school other than the designated school for that area within the same board, the parent/guardian is responsible for transporting the student.

Students placed in another school of the Board, at the Board's discretion, may be eligible for transportation.

Transportation may be provided to co-operative education students of the Board provided the distance criteria are met, there is room on the bus, and there is no route deviation.

Special transportation may be provided for exceptional students upon the approval of the Director in consultation with the Special Education Advisory Committee.

2.0 Anaphylactic Students and Emergency Planning for Transportation

In an effort to provide safe transportation for students identified as anaphylactic, the ~~Board in co-operation with~~ ETBTC will work with the bus operators/companies to will ensure the appropriate training is delivered to drivers and replacement drivers to deal with medical emergencies.

A bus disaster ~~protocol~~ procedure will be established at each school, implemented, and reviewed on an annual basis by the school principal in conjunction with student safety training. The SGDSB bus disaster procedural guideline will be reviewed on an annual basis. All contact information required by the Procedural Guideline will be updated by the school.

Bus evacuation training and drills shall be coordinated, with the schools, by the ETBTC consortium through the bus service companies.

References

The Education Act
Superior-Greenstone DSB Board Policies:
524 - Sabrina's Law (Anaphylaxis)

Superior-Greenstone District School Board

Section FACILITIES & GROUNDS

Policy Name LOANING OF EQUIPMENT

408

Board Approved: _____
June 16, 2009
March 12, 1999

Reviewed: June 10, 2009
March 30, 2009

Review by: December 2021
~~December 2014~~

POLICY

It is the policy of the Superior-Greenstone District School Board to authorize the loan, on a short-term basis, of school equipment for use off school premises only under specific circumstance and with proper records and monitoring.

PROCEDURES

1.0 Authority

The Principal of each school is the only local employee authorized to loan equipment.

Should the Principal feel at any time that the loaning of equipment is not in the best interests of the school, students or the Board, the Principal has the authority to refuse the request.

2.0 Types of Loans

2.1 Inter-School

The sharing of equipment between local schools within the Board in a community is to be encouraged, especially in instances where one unit may serve the needs of more than one school.

2.2 "Community" Loans

Equipment may be loaned to community organizations when its use is for an educational or otherwise beneficial community purpose, as determined by the Principal.

3.0 Responsibility of Borrower

In all cases, the borrower signing for the loan must assume full responsibility for repair or replacement in the event of damage or loss.

A responsible adult must sign for equipment.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

<i>Section</i>	FACILITIES & GROUNDS		
<i>Policy Name</i>	USE OF SCHOOL BUILDINGS AND EQUIPMENT <i>Management Guideline Applies</i>		409
<i>Board Approved:</i>	<u> </u> May 18, 2010 June 25, 1999	<i>Reviewed:</i> October 4, 2016' May 17, 2010 April 25, 2006	<i>Review By 2021</i> December 2015

POLICY

It is the intent of the Superior-Greenstone District School Board to make available to the community, the School Board's buildings, facilities and grounds provided such use does not conflict with school programs and is economically feasible.

The Board's initial obligation is to the pupils of the Superior-Greenstone District School Board, hence in the event of possible conflicts with use, the policy of the Board will be to provide facilities for pupils, not non-school groups. This is not withstanding that the principal will attempt to schedule events as to avoid conflicts with usage.

For the various members of the community who wish to engage in the Facility Partnerships Program (Joint Facilities Agreement) or Community Use of Schools Program (before and after school hours use) the board will provide fair and equitable access to available buildings, facilities and grounds.

The Board will recover costs incurred by these programs and in due regard enforce its rules and regulations as outlined in the Board's Policies and Management Guidelines (~~408 and 409~~).

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

<i>Section</i>	PERSONNEL	
<i>Policy Name</i>	RECRUITMENT, SELECTION & HIRING <i>Management Guideline Applies</i>	704
<i>Board Approved:</i>	<i>Reviewed:</i>	<i>Review By:</i>
March 22, 2011	September 6, 2016 February 28, 2011	December 2021 December 2016
March 12, 1999	February 20, 2007	

POLICY

It is the policy of the Superior-Greenstone District School Board to follow fair and equitable recruitment, selection and hiring practices.

PROCEDURES

1.0 Employment Equity

The procedures and practices relating to recruitment, selection and hiring shall reflect the Board's commitment to Employment Equity.

2.0 Openness

Full and open communication of the Board's recruitment, selection and hiring procedures for all employees and applicants is to be followed.

3.0 Applicant Pool

The Board shall endeavour to take full advantage of a broad spectrum of human resources by attempting to attract and give equal consideration to, qualified applicants from all sources.

4.0 Guidelines

The Board shall establish and use clear guidelines for those involved in the selection process that will strive to eliminate systemic discrimination.

5.0 Best Candidate

The Board's goal in recruitment shall be to select the candidate whose skills most closely match the requirements of the job.

6.0 Regulation

The Board shall make every effort to meet all legal and legislative requirements involved in hiring.

7.0 Consistency

The Board shall strive to achieve consistency throughout its operations in the treatment of applicants through a Staff Recruitment Management Guideline.

8.0 Criteria

The Board shall demand that selection decisions are based in every case on measurable criteria that are laid out in advance of the process by the hiring team.

9.0 Handbook

The Board shall direct that the Management Guideline dealing with staff recruitment be the accepted vehicle to achieve implementation of this policy.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section	FACILITIES & GROUNDS		
Policy Name	BUILDING, GROUNDS and EQUIPMENT SECURITY		404
Board Approved:	Reviewed:	Review Prior To:	
February 17, 2010	November 23, 2009	December 2021	
March 12, 1999	November 16, 2004	December 2015	
	May 16, 2005		

POLICY

It is the policy of The Superior-Greenstone District School Board that all property, buildings and contents be protected and made secure from theft, break-in, disappearance, fire and vandalism.

PROCEDURES

1.0 Building Security: Schools

The security for each school building and its contents is the responsibility of the Principal.

2.0 Building Security: Other

The security for each building and its contents that is not under the administration of a Principal, is the responsibility of the Manager of Plant Services.

3.0 Intrusion Alarms

Intrusion alarms, and/or other protective systems, will be installed, when appropriate, to reduce the opportunity for break-in, theft and vandalism.

4.0 Perpetual Inventory

The Manager of Plant and each Principal shall be responsible to maintain a perpetual inventory of all moveable items within the buildings under their responsibility.

5.0 Loaning Equipment

A log system for controlling the loan of moveable items to staff, students or the community will be maintained.

6.0 Provident Numbers

All moveable equipment valued above \$1,000 shall be identified by the use of an assigned Operation Provident Number in accordance with OPP recommended procedures, or through another method of identification as approved by the Manager of Plant Services.

7.0 Handling Money

Monies shall be secured nightly, or deposited daily in a bank account.

8.0 *Securing Records*

Filing cabinets containing personal/confidential information, including OSR records, shall be locked when not supervised.

9.0 *Reporting Incidents*

Robberies, break-ins, fires and major damage through vandalism or otherwise shall be reported to the appropriate Board Official and to local police.

The designated Board Official will proceed to provide notification to the Board's insurer, when appropriate.

10.0 *Persons Apprehended*

Persons apprehended as a result of activities as outlined above will, at the very least, be expected to make restitution. The Police will determine if charges are to be laid.

11.0 *Non-Board-Owned Items*

The Board is not responsible for the loss of or damage to personal property of staff or students while on Board-owned property.

12.0 *Warning Notices*

All Board facilities will prominently display the warning that all equipment is marked and traceable.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section FACILITIES & GROUNDS

Policy Name BORROWING OF EQUIPMENT

407

Board Approved:

October 18, 2011
March 12, 1999

Reviewed:

September 26, 2011
April 25, 2006

Review By:

December 2021
~~December 2016~~

POLICY

The Superior-Greenstone District School Board acknowledges that its own resources may not always be sufficient to provide various pieces of equipment.

In the spirit of cooperation with community partners, the Board will allow the borrowing of such equipment on a short-term basis.

PROCEDURES

1.0 Authority to Borrow

The Principal of a school, or the Manager of Plant Services, shall be the only employees with the authority to authorize the borrowing of equipment.

2.0 Damage to Borrowed Equipment

In the event of damage of borrowed equipment while in the possession of the Board, the cost of repairs will be provided by the school or department that borrowed it.

3.0 Wilful Damage

If this damage has occurred as a result of negligence or wilfulness on the part of a staff member or student, the costs involved will be assessed to, and paid for by, the student or his/her parents, or the staff member responsible.

4.0 Accidental Damage

If this damage occurs through no fault of the staff member, student or teacher, the school or department that borrowed it will cover cost of repair.

5.0 Loss of Equipment

~~In the event of loss of borrowed equipment, if not through negligence, the Board will reimburse the owners at the replacement cost for the item(s).~~

The loss of borrowed equipment, if not through negligence, will be the responsibility of the school to replace from school budgets.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section	SCHOOLS AND STUDENTS		
Policy Name	FIRE SAFETY PLANS	FIRE ALARMS AND FIRE DRILLS	531
	<u>Management Guideline Applies</u>		
Board Approved:	March 22, 2011 December 4, 2007	Reviewed: February 28, 2011	Review By: December 2021 December 2016

POLICY

To ensure the schools under the direction of Superior-Greenstone District School Board are in compliance with its obligations for conducting and recording fire drills under the *Ontario Fire Code* and the *Education Act*.

PROCEDURE

- 1.1 A Fire Safety Plan shall be included as part of the School's Emergency Procedures Plan and in accordance with Ontario Regulation 388/97, Fire Code will contain:

- (a) the emergency procedures to be used in case of fire including sounding the fire alarm, notifying the fire department, provisions for access for fire fighting, instructing occupants on procedures to be followed when the fire alarm sounds, evacuating endangered occupants and confining, controlling and extinguishing the fire;
- (b) the appointment and organization of designated supervisory staff to carry out fire safety duties;
- (c) the instruction of supervisory staff and other occupants so that they are aware of their responsibilities for fire safety;
- (d) the holding of fire drills including the emergency procedures appropriate to the building;
- (e) the control of fire hazards in the building;
- (f) the provision of alternative measures for the safety of occupants during any shutdown of fire protection equipment and systems or part thereof; and
- (g) instructions, including schematic diagrams, describing the type, location and operation of building fire emergency systems;
- (h) a master copy of the Fire Safety Plan shall be kept in the Main Office of the school.

a) Cover Page

- Property Address
- Identity of fire safety plan preparer
- Date of completion
- Revision Dates
- Approved Location

- b) Resource page containing quick references to location of fire safety equipment.
- c) Resource page containing names, addresses and contact numbers for school board personnel (Director, Supervisory Officers, Manager of Plant Services, Coordinator of Plant Services, Principal, Vice-Principal, Head Custodian).
- d) Resource page containing names of persons requiring assistance/persons with special needs.

e) Site Plan with the following components

- a. Legend
- b. Directional indicators
- c. Scale dimensions
- d. Fire routes
- e. Hydrant locations
- f. Meeting areas
- g. Hazardous locations

f) Floor Plans with the following components

- a. Scale dimensions
- b. Direction indicators
- c. Floor identification
- d. Room identification
- e. Legend
- f. Fire protection equipment
- g. Fire alarm panel and pull stations
- h. Firefighter access
- i. Hazardous areas

g) Fire Emergency Systems Information

- a. Documents, including diagrams, showing the type, locations and operation of building fire emergency systems.
- b. The provision of alternative measures for the safety of the occupants during any shutdown of fire protection equipment and systems or part thereof.
- c. A notice will be affixed near pull stations if the fire alarm does not automatically transmit to emergency contacts (e.g. building security company, fire department, etc.)

h) The emergency procedures to be used in case of fire including:

- a. Sounding the fire alarm
- b. Notifying the fire department
- c. Instructing occupants on procedures to be followed when the fire alarm sounds
- d. Evacuating occupants, including special provisions for persons requiring assistance
- e. Procedures for the use of elevators
- f. Procedures for confining, controlling and extinguishing fires
- g. Procedures for evacuation during extreme cold weather (alternate evacuation sites, emergency items such as blankets, etc.).
- h. Procedures for bringing student information during evacuation.

i) The Fire Safety Plan will also include:

- a. The appointment of designated supervisory staff to carry out the fire safety plan duties.
- b. The organization of designated supervisory staff to perform fire safety plan duties.
- c. The training of supervisory staff so that they are aware of their responsibilities for fire safety. Supervisory staff shall be instructed in the fire emergency procedures as described in the Fire Safety Plan, before they are given any responsibility for fire safety.
- d. The instruction of other occupants so that they are aware of their responsibilities for fire safety.

2.0 The total number of evacuation fire drills shall be held three times in each of the fall and

spring school terms.

- 3.0 The principal or designate shall keep a record to indicate that the Fire Safety Plan has been ~~shared~~ fully reviewed with staff; advise the ~~Superintendent of Education~~ appropriate ~~Supervisory Officer~~ that the review has taken place and ensure that this information has been shared by September 30 each year and as needed throughout the remaining school year.
- 4.0 The Fire Safety Plan will be kept in the school Emergency Plans binder and with copies placed in the school gymnasium storage room or office, staff room, the Head Custodian's office, the cafeteria (as per Policy 516 - Emergency Procedures) and Fire Emergency Plan Lock Box (located in the main entrance way of each school). A master copy of the Fire Safety Plan shall be kept in the Main Office of the school, and a copy shall be forwarded to the local fire department(s) by September 30 of each year.
- 5.0 The school principal will consult with other occupants of the building (e.g. child care, family support programs, college satellite campuses, etc.) in the development of the plan, and will provide a copy of the plan to all occupants by September 30 of each year.
- 6.0 An electronic copy of the Fire Safety Plan, as a component of the Emergency Plan, will be forwarded to the Coordinator of Plant Services and the Education Secretary by September 30 of each year. These documents will be filed and made available through Public Folders.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section SCHOOLS AND STUDENTS

Policy Name BOMB THREAT **RESPONSE**

532

Board Approved: September, 2008

Review Before: **December 2021**
~~December 2015~~

RATIONALE

Staff, students, and visitors in Ontario's schools have the right to learn, work, and be present in a safe and secure environment. To enhance safety and security, it is important that schools have plans for responding to bomb threats. According to the RCMP, the overwhelming majority of reported bomb threats are unfounded, but some are not. Care must be taken, therefore, to deal with each incident calmly and consistently.

POLICY

~~The responsibility for dealing with bomb threats lies with the principal, manager or other Superior Greenstone District School Board employee in charge of a Board facility, or his/her designate.~~

~~The principal must ensure that Bomb Threat Procedures are included in the School Emergency Procedures Plan and that these procedures are communicated to staff members in each September of the school year.~~

The Ministry of Education, school boards, and police services continue to work in partnership to create safe school environments. This work includes planning and preparation in the event that a bomb threat is received, an explosive device is discovered, or an explosives incident takes place.

All school boards in Ontario must establish a bomb threat response policy to ensure the development and implementation of individual school plans.

Plans and procedures for bomb threat response must be included in the school's Emergency Procedures Plan which is appended to the Superior Greenstone DSB Police Protocol – Appendix C: Provincial Policy for Developing and Maintaining Bomb Threat Procedures for Elementary and Secondary Schools in Ontario.

The board must ensure that its staff, students, and other partners are aware of their obligations/responsibilities within the individual school plans.

The principal or designate of each school is responsible for the overall development and final content of the individual school plan. The principal or designate is also responsible for inviting police, fire, and emergency medical services (EMS) to participate in plan development and for making them aware of planning and drills; for the training of staff and students; and for the overall safety of staff and students. The principal or designate must be completely familiar with the school's bomb threat plan with the scope of the authority vested in, and the responsibilities associated with, the principal's position as defined in the plan.

In the event of a bomb threat, the person receiving the bomb threat must contact the police (911), inform administration and complete the **Response to Bomb Threat** (Appendix A).

As many schools have licensed child care centres and/or other tenants and community groups using school premises, sometimes outside of regular school hours, those organizations or individuals must be taken into consideration at all stages, including planning, training, and drills, and they must be informed of the need to follow bomb threat response procedures. Principals must make best efforts to ensure that the appropriate staff from organizations sharing school facilities are included in the development and implementation of bomb threat response procedures and that these organizations participate in relevant aspects of planning, training, and drills, whenever possible.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Report No: 06
Date: January 30, 2017

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

FROM: Dianne Williams, Manager of Accounting Services
and Cathy Tsubouchi, Superintendent of Business

SUBJECT: 2016-2017 Internal Review Proposal

**STRATEGIC
PRIORITY:** Stewardship of Resources

Background

It is our policy to periodically review various aspects of the Board's operation for improvement and compliance with generally accepted accounting principles, Ministry regulations and Board policies, procedures and guidelines.

We have adopted a process of visiting each elementary school and secondary school once over a 5-year period.

Proposal

For this year's annual internal audit, we will visit the following schools:

Elementary Schools: Manitouwadge PS
Dorion PS

Secondary School: Manitouwadge HS

In addition to the usual areas of focus: enrolment, inventory, invoice processing and cash handling, we will also focus on school funds. The findings of the review will be presented to the Audit Committee in June.

Administrative Recommendations

That, the Superior-Greenstone DSB approves Report No. 06: 2016-2017 Internal Review Proposal as presented.

Respectfully submitted,

Dianne Williams
Manager of Accounting Services

Cathy Tsubouchi
Superintendent of Business

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Report No: 07
Date: January 30, 2017

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

FROM: Cathy Tsubouchi, Superintendent of Business

SUBJECT: Board Estimate Process for 2017-2018

**STRATEGIC
PRIORITY:** Student Achievement, Responsible Stewardship of Resources and Building Relationships

Background

The Education Act, R.S.O. 1990 outlines the financial reporting requirements assigned to a school board. Every board, prior to the beginning of each fiscal year, shall prepare and adopt estimates of its revenues and expenditures for the fiscal year.

In accordance with s. 231(1) of the Education Act, a board shall not have an in-year deficit that is greater than the lesser of (a) the board's accumulated surplus for the previous fiscal year OR (b) 1% of the board's operating revenue for the fiscal year. If the expected deficit exceeds the calculated amount, as determined above, then approval of the Minister is required.

Current Situation

The Ministry of Education usually releases funding announcements in March. The estimates adopted by the Board are to be submitted to the Ministry of Education no later than June 30, 2017. Failure to meet this deadline may result in the disruption of grant cash flow to the school board.

The Board's Strategic Priorities remain the basis upon which these estimates will be built:

- Student achievement and wellbeing,
- Responsible stewardship of resources, and
- Building relationships.

Input to the budget will be sought from the PIC Committee and Academic Council. In addition to the above, the Special Education Advisory Committee (SEAC) as a statutory committee is mandated to provide input into the budget process and is encouraged to participate in this process.

To meet the Ministry's deadline and prepare the Board's estimates in a timely fashion, the attached Budget Process has been prepared for your information. While every effort will be made to adhere to the attached schedule, there may be situations encountered during budget development that warrant minor adjustments to the timing outlined.

Once the budget has been approved, School Administrators and Department Managers are expected to monitor their budgets by reviewing their monthly reports. In addition, interim reports will be presented to the Board throughout the 2017-18 school year. The schedule of interim reports will be presented to the Board at the August 2017 Board meeting. In addition, the Board will be updated on actual enrolments in November 2017 and April 2018.

Since School Budgets are based on enrolment, school budgets will be adjusted in April 2017 to reflect actual enrolments achieved. School Administrators are expected to withhold spending of 5 - 10 % of their budgets until this adjustment has been made.

Administrative Recommendation

That, having received Report No. 07: Board Estimate Process for 2017-2018, the Superior-Greenstone DSB accepts the proposal as presented.

Respectfully submitted,

Cathy Tsubouchi, Superintendent of Business

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD
BUDGET PROCESS for 2017-2018
January 30, 2017

Mission
Inspiring our students to succeed and make a difference.

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

DATE	TASK
December 2016	Preliminary Enrolment Projections submitted to the Ministry.
January 2017	School Administrators begin consultation discussions with school community, including School Councils, regarding school capital and maintenance needs.
January 2017	Superintendents of Education initiate discussions with School Administrators regarding possible school configurations and anticipated pressures.
January 29, 2017	Coordinator of Business Services provides School Administrators with preliminary enrolment projections for review.
February 12, 2017	School Administrators to submit enrolment projections to Coordinator of Business Services.
February 22, 2017	Superintendent of Business provides Managers with draft budget forms.
February/March 2017	Superintendent of Business presents to PIC and seeks input from School Councils. Presentations also made to NEAC and SEAC.
Late February to mid-March 2017	School Administrators submit/meet with Manager of Plant Services to complete Plant Budget forms.
March 31, 2017	Department Budgets submitted by Managers to Superintendent of Business.
March 31, 2017	School Council input due back to Superintendent of Business.
End of March 2017	Ministry of Education release of Grants for Student Needs for the 2017-2018 year.
April 2017	Senior Admin meets to review School Council submissions. Senior Admin also meets to develop list of priorities for consideration through the budget process.
April 11, 2017	Enrolment verified by Superintendent of Business.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD
BUDGET PROCESS for 2017-2018
January 30, 2017

Mission
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DATE	TASK
April 15, 2017	Superintendent of Business provides School Administrators with School budget forms.
April 24, 2017	Superintendent of Business presents GSN update. Superintendent of Business presents enrolment projection for 2017-17. N. Morden-Cormier, Superintendent of Education presents Elementary Teacher Staffing to Board for discussion .
April 25, 2017	Manager of Plant submits Capital Projects budget to Senior Administration for review.
May 2017	Superintendent of Business makes Special Ed Budget presentation to SEAC.
May 8, 2017 (Special Board meeting)	N. Morden-Cormier, Superintendent of Education presents Elementary Teacher Staffing to Board for approval . C. Bishop, Assistant to the Director presents Secondary Teacher Staffing to Board for discussion .
May 2017	Senior Administration reviews preliminary budget.
May 13, 2017	School Budgets submitted by School Administration to Superintendent of Business.
May 23, 2017 (Board meeting)	C. Bishop, Assistant to the Director presents Secondary Teacher Staffing to Board for approval .
May 30, 2017	Senior Administration reviews system priorities.
June 15, 2017	Non-Teaching staffing levels finalized by Senior Administration. Draft Budget Reviewed by Senior Administration.
June 26, 2017 (Board meeting)	Non-Teaching staffing levels presented. W. Goodman, Special Education Lead presents Educational Assistant Staffing proposal to the Board for approval . Final Budget submitted to Board for approval .

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD
"Inspiring our students to succeed and make a difference"

Report No: 08

Date: January 30th, 2017

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

FROM: David Tamblyn, Director of Education

SUBJECT: Director's Monthly Report – January 30th, 2017

STRATEGIC

PRIORITY: Student Achievement, Building Relationships, Stewardship of Resources

1. SGDSB Transition to the Ontario Autism Programming- New Funds

The Ministry of Education is responsible for funding Ontario's elementary and secondary schools operated by public and Catholic English and French boards. The ministry allocates funding to each school board using a formula that is based on student enrolment and the unique needs of students in each board. Superior-Greenstone is committed to ensuring that all of our students receive equitable learning opportunities in a fully inclusive environment.

In the fall of 2016 all school boards had the opportunity to apply for additional funding under the new "Transition to the Ontario Autism Program" to implement skills development sessions to build and enhance skills for students affected by changes to autism services. Skills development sessions are funded as opportunities that exist for families and students outside of the school day. SGDSB in conjunction with Best Start successfully acquired \$59,650 to support students with ASD and their families across our district. Training and advertising will occur this spring and after school programming will begin in September.

2. SGDSB System Improvement Learning Cycle (SILC) Funds

Over the past couple of years, a provincial Board Improvement Plan for Student Achievement (BIPSA) Steering Committee has been reviewing the Board Improvement Process by gathering feedback and seeking input from district school boards. The feedback from the review indicates that board teams are looking to engage with the ministry in reflective dialogue, in ways that add value to their planning process. Through this relational process, there were requests from district school boards for the ministry to act as a critical friend, considering challenges of practice, areas of focus, and opportunities to engage in inquiry. SILC/CASA is in response to these requests.

SGDSB has begun a SILC process where we are learning about students with learning disabilities. This learning is essential to our district as 35% of all Special Education students are identified with a learning disability. In working with our Ministry partners, we are learning about how to effectively use assessment reports in order to improve student outcomes by way of strength-based instruction. This project has led us to working with Louise Sirisko (Director of Special Education), who is supporting our team to learn more with funds. Our learning team has acquired \$20,000 for the remainder of the current school year to be followed with further funds for building capacity in the district in 2017/2018. These funds will be used for the team learning but also for connecting with the Critical Thinking Consortium that is working at creating positive outcomes for improving education in Ontario.

3. **Racialized Students Project**

Marathon High School (MRHS) has successfully applied for \$10,000 in funding through the Ministry of Education's Student Success branch. The proposed plan is to build capacity among staff to raise awareness, understanding and provide support for students who are/identify as racialized. The plan aligns with the school board's commitment to promote safe and accepting schools.

The funding will be used to support the school's annual Pow Wow. Organizers of the Pow Wow hope to enhance the event as a cultural showcase of Indigenous teachings. They plan to host a forum for youth leaders from across the region to meet and learn about Indigenous culture. A portion of the funding will be put towards the purchase of a Tipi which would be used as an authentic learning space for Indigenous teaching.

The project will impact not only students from Marathon High School, but also students in area elementary schools and secondary schools. It also impacts our local communities of Marathon, Pic River First Nation and Pic Mobert First Nation, as communities will be invited to all the events associated with the Pow Wow. Funds will also be used to cover transportation costs for high school students travelling from Nipigon, Geraldton, Terrace Bay, and our two local First Nation communities.

4. **Patty Hajdu visits SGDSB Schools**

On January 16th and 17th, Patty Hajdu, Minister of Employment, Workforce Development and Labour visited a number of SGDSB schools including Dorion, Margaret Twomey, Marathon High School and Manitouwadge High School. During her visit Ms. Hajdu visited several classes and responded to questions from students. While in Marathon Ms. Hajdu briefly met with Board Chair Pinky McRae and Director of Education David Tamblyn. Issues including equitable funding for First Nation Schools and mental health support were among the topics discussed with the Minister.

5. **Public Education Symposium January 2017**

On January 19, 20 & 21 Trustees Marlo Sarrasin, Pinky McRae, Kim Figliomeni, Aaron McGregor and Stan Sabourin attended the Public Education Symposium in Toronto. The key note speaker was Amy Whitaker who presented on the Art of Thinking and the value of a liberal arts education. Mitzie Hunter, Minister of Education spoke to trustees about some of the exciting changes in education and allowed time for a Q&A session. Toward Reconciliation; Understanding our History – Treaties and Residential Schools was a panel discussion on the dark legacy of residential schools. While social media can bring joy, celebration and connectedness to our lives, it often represents a primary source of stress, anxiety and other mental health related issues. Chris Vollum addressed the issues in a presentation entitled Social Media Fitness.

Administrative Recommendation:

The report entitled, Director's Monthly Report – January 30th, 2017 No.08 is presented to the Board for information.

Respectfully submitted:

David Tamblyn
Director of Education

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Report No: 10

Date: January 30, 2017

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

FROM: Suzanne Eddy, Student Success Lead

SUBJECT: Graduation Rate: 2011-2012 Grade 9 cohort

**STRATEGIC
PRIORITY:** Student Achievement and Well-Being

Background

The Ministry of Education publishes the graduation rates for every publically funded school board in Ontario. This rate is based on the cohort of students who started Grade 9 five years prior, in 2011-2012.

Provincially the graduation rate for Ontario students has been increasing, from 68% in 2003-04 to last year's rate of 86%.

Last year, Superior-Greenstone DSB's five year rate was 69% and the four year rate was 59%.

Method for Calculating Graduation Rates:

Students are counted in a board based on the school of their enrolment count date during the 2011-2012 school year. Students will be counted as graduates from that board if the graduation occurs within 5 years of the grade 9 year, and that student is a pupil in an Ontario publically funded board, or within an inspected private school in Ontario which submitted the appropriate information through OnSIS.

If a student leaves the board after attending one or more semesters in Superior-Greenstone, the student will be counted in the Superior-Greenstone graduation rate.

If a student moves to Superior-Greenstone after attending one or more semesters in another Ontario publically funded board, the student will not be counted in the Superior-Greenstone graduation rate.

If a student registers in semester 1 in an inspected First Nations School, and then transfers to Superior-Greenstone, the student is not included in the graduation rate.

If a student graduates with an Ontario Secondary School Certificate, or an Ontario Certificate of Accomplishment, the student is not counted in the board's graduation rate.

If a student becomes deceased or leaves Ontario before the end of Grade 12, the student is not counted in the board's graduation rate.

2011-2012 Cohort Information

Cohort Overview

Total Cohort Students (1+2)	217
Total 4 Year or earlier Graduates (1a:4Yr)+(2a:4Yr)	134
Total 5 Year or earlier Graduates (1a:5Yr)+(2a:5Yr)	150
Total Non-Graduates, Still enrolled in Year 5 (1b+2b)	26
Total Early School Leavers (1c+2c)	41
Total Non-Graduates with OSSC	2
Total Non-Graduates with Certificate of Accomplishment	0
Total Students Deceased and Left Ontario	3

Current Situation

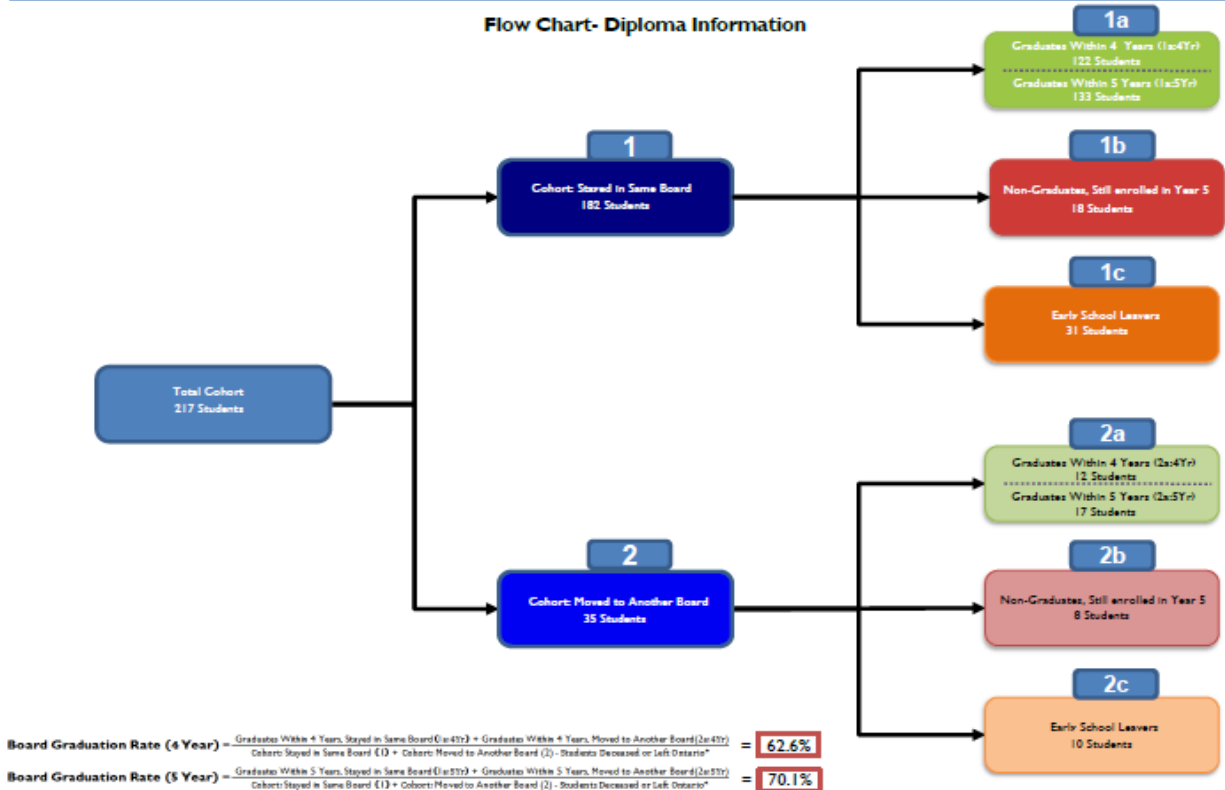
The five-year graduation rate for Superior-Greenstone DSB for this cohort is 70%. This is a one point increase from last year's graduation rate.

The four year graduation rate for Superior-Greenstone DSB for this cohort is 63%. This is a four point increase from 59% last year.

Although this cohort's provincial rate has not yet been published, the provincial rate has remained stable for the past few years at 85%. Last year's provincial rate was 86%.

Out of this cohort, 35 students left Superior-Greenstone to another board during their high school career. This equates to 16% of the 2011-12 cohort. This is a decrease from the 20% who left from the 2010-11 cohort.

Over half of the students who left our board, did not graduate within the 5 years. 27% of students who remained within our board did not graduate within the 5 years.

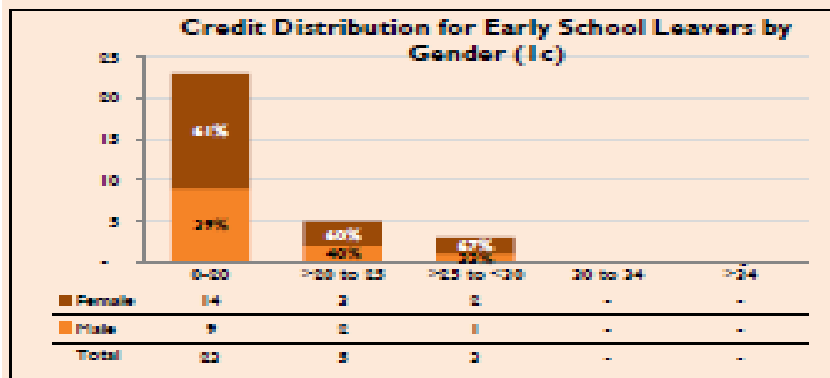


Next Steps

The Student Success Initiatives at the provincial and board level target students who are at risk of not graduating within five years. In addition to our increased Specialist High Skills Major programs, dual credit programs and other supports within the schools, the AEAC (Achieving Excellence in Applied Courses) has been started in each of our five secondary schools. Teams of teachers and administrators, along with a provincial coach, meet to look at the data, implement research based strategies in the classroom, and assess the impact on the students' learning.

The province provides the board with specific data on the number of students who have left early, and who are still in school but have not graduated. The majority of those students have less than 20 credits which leads us to look at earlier interventions for those students. The renewed focus on attendance will help to identify these 'at-risk' students earlier and ensure that supports are in place.

Early School Leavers (1c)



Administrators, guidance counsellors and student success teachers will examine this data and determine who our early school leavers are, and will contact them to try and re-engage them back into schools. Student success teams will also help target supports for students who are lagging in their credit accumulation.

Administrative Summary

That the report No. 10, entitled *Graduation Rate: 2011-2102 Grade 9 Cohort* is presented to the Board for information.

Respectfully submitted by:

Suzanne Eddy
Student Success Lead

David Tamblyn
Director of Education