



SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Our Mission:

"In SGDSB we are learners. Everything we do is designed to help all students succeed and make a difference. We build positive places for learning and working... together".

Our Vision:

"Inspiring our students to succeed and make a difference".

Our Motto:

"Small schools make a difference".

Our Values:

"Character, Citizenship, Collaboration, Communication, Creativity and Critical Thinking".

Regular Board Meeting 2019/03

A G E N D A

Tuesday, February 19, 2019 – 6:30 p.m.

Designated Site: Superior-Greenstone District School Board Office, 12 Hemlo Drive, Marathon, ON

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
 SGDSB Learning Centre (SGDSBLC) 46 Salls Street, Red Rock, ON
 Geraldton Composite High School (GCHS) 500 Second Street West, Geraldton, ON

Board Chair: Pinky McRae

Interim Director: Nicole Morden Cormier

VC Sites: Board Office / LSHS / GCHS / MNHS / SGDSBLC

Recorder: G. Christianson

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
Furoy, Logan (Student)						McRae, Pauline (Pinky)					
Groulx, Michael						Nesbitt, Jason					
Major, Christine						Pelletier, Allison					
Mannisto, Mark						Pristanski, Kal					
McIntyre, Margaret						Rathwell, Stephanie (Student)					
First Nation Trustee (Vacant)											

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

2.0 Oath of Office: 2019-2020 Student Trustee

2.1 Stephanie Rathwell: (Manitouwadge High School)

3.0 Regular Meeting Call to Order

✓ **That**, the Superior-Greenstone DSB Regular Board Meeting on Tuesday, February 19, 2019 be called to order at _____ p.m.

4.0 Approval of Agenda

✓ **That**, the agenda for the Superior-Greenstone DSB 2019/03 Regular Board Meeting, February 19, 2019 be accepted and approved.

[\(Attached\)](#)

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

6.1 Board Meetings

✓ **That**, the minutes of the following Board meeting be adopted:
1. Regular Board Meeting 2019/02: January 21, 2019

[\(Sent Under Seperate Cover\)](#)

7.0 Business Arising Out of the Minutes

7.1 Student Trustee Request to Attend Forum for Young Canadians

[\(Attached\)](#) - L. Furoy

7.2 Update - Trustee Professional Development

(P. McRae)

8.0 Delegations and/or Presentations

8.1 Showcasing Learning: Dorion Public School
Presentation Entitled: Remembrance Day Ceremony

(Video Presentation
- N. Morden Cormier)

8.2 Excellence in Education: Marathon High School
Presentation Entitled: Healthy Schools: Student Led Change

(Presentation- J. Oussoren, Principal
& Mitchel Hatton, Student)

8.3 Update – Student Trustees

(Trustees, L. Furoy
& Stephanie Rathwell)

9.0 Reports and Matters for Decision

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

9.1.1 Indigenous Education Advisory Committee (IEAC)

(N. Morden Cormier)

9.1.2 Parent Involvement Committee (PIC)

(J. Nesbitt/ N. Morden Cormier)

9.1.3 Special Education Advisory Committee (SEAC)

(M. McIntyre/ W. Goodman)

9.1.4 Audit Committee

(M. McIntyre/ C. Tsubouchi)

9.1.4.1 Report No. 14:

([Attached](#) - C. Tsubouchi)

Report of the Audit Committee – 2017/18 Financial Statements

✓ **That**, the Superior-Greenstone DSB, having received
Report No. 14: Report of the Audit Committee – 2017/18
Financial Statements:

- Accepts the 2017/2018 audited Financial Statements;
- Establish a new reserve entitled Pre-2010 Benefit Adjustment Fund;
- Transfer to Pre-2010 Benefit Adjustment Fund \$1,417,018; and
- Transfer from Winning Teams/Championship Fund \$15,201.

9.1.4.2 Report No. 15:

Report of the Audit Committee – February 7, 2019

([Attached](#) - C. Tsubouchi)

✓ **That**, the Superior-Greenstone DSB, having received
Report No. 15: Report of the Audit Committee – February 7, 2019,
accepts the Treasurer Report on Investments at August 31, 2018.

9.0 Reports of the Business / Negotiations Committee

Superintendent of Business: Cathy Tsubouchi
Business /Negotiations Chair: Mark Mannisto

9.1 Report No.16:

2018/2019 Interim Report No. 1

([Attached](#) - C. Tsubouchi)

9.2 Report No. 17:

2018-2019 Internal Review Proposal

([Attached](#)– D. Williams/ C. Tsubouchi)

✓ **That**, the Superior-Greenstone DSB, having received
Report No. 17, approve the 2018/19 Internal Review Proposal
as presented.

9.3 Report No.18:

Capital Project Update 2017/2018

([Attached](#)- M. Paris / C. Tsubouchi)

10.0 Reports of the Director of Education

Interim Director of Education: Nicole Morden Cormier

10.1 Report No. 19:

Director's Monthly Report – February 2019

([Attached](#) - N. Morden Cormier)

10.2 Report No. 20:

Proposed School Year Calendar 2019/2020

([Attached](#) - N. Morden Cormier)

✓ **That**, the Superior-Greenstone DSB having received
Report No. 20: 2019/2020 School Year Calendar accepts
the proposed Calendar, and that, Administration is directed
to forward the proposed Calendar to the Ministry of
Education for its approval.

10.3 Report No. 21:

Greenstone Gold: Hardrock Project

([Attached](#) - N. Morden Cormier)

11.0 Reports of the Education Committee

Superintendent of Education: Charlie Bishop
Superintendent of Education: Will Goodman
Education Chair: Allison Pelletier

- 11.1 Report No. 22:
Indigenous Education Initiatives

([Attached](#)– N. O'Donnell / N. Morden Cormier)

- 11.2 Report No.23:
Progressive Discipline

([Attached](#)- C. Bishop)

12.0 New Business

Board Chair: Pinky McRae

- 12.1 Board Chair
12.1.1 Public Education Symposium

(P. McRae)

- 12.1.2 Correspondence: EQAO Web Conference

([Attached](#) - P. McRae)

- 12.2 Trustee Associations and Other Boards

- 12.4 Trustee Activities

- 12.5 Future Board Meeting Agenda Items

13.0 Notice of Motion

- 13.1 Notice of Amendment/Addition to Superior-Greenstone DSB Procedural Bylaw

([Attached](#))

In accordance with Superior –Greenstone DSB Procedural Bylaws, wherein amendments made to the Board's Bylaws must be preceded by notice, notice is given to amend Article VI – Meetings, Section 7. (Page 6) Electronic Meetings as follows:

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*."

Amendment

Insert: "Board and Committee Chairs may preside over meetings electronically if any of the following applies:

- The distance from the Chair's current residence to the meeting location is 200 km or greater;
- Weather conditions do not allow the chair to travel to the meeting location safely;
- The Chair cannot be physically present at a meeting due to health-related issues.

No more than half of Board or Committee Meetings in a 12-month period can be chaired electronically."

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 2019/02: January 21, 2019

[\(Attached\)](#)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 2019/03 Regular Board Meeting, Tuesday, February 19, 2019 adjourn at _____, p.m.

<u>2019 - Board Meetings</u>		
<i>Designate Site: Marathon Board Meeting Room / Time 6:30 p.m.</i>		
Monday, January 21, 2019	Monday, February 19, 2019	Monday, March 25, 2019
Monday, April 15, 2019	Monday, May 6, 2019 *Special Board Meeting	Monday, May 27, 2019 *Designate Site: SGDSBLC
Monday, June 17, 2019 *Designate Site: GCHS	Monday, July 15, 2019	Monday, August 19, 2019
Monday, September 23, 2019 *Designate Site: LSHS	Monday, October 21, 2019	Monday, November 18, 2019
Monday, December 2, 2019 (1:00 p.m.)		

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Regular Board Meeting 2019/03

Committee of the Whole Board: Closed Session.

Tuesday, February 19, 2019

Designated Site: Superior-Greenstone District School Board office, 12 Hemlo Drive, Marathon, ON

A G E N D A

Board Chair: Pinky McRae

Interim Director: Nicole Morden Cormier

VC Sites: *Board Office / GCHS / LSHS / MNHS / SGDSBLC*

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 In-Camera (closed) Meeting Minutes
 1. Regular Board Meeting 2019-02: January 21, 2019 [\(Attached\)](#)
- 4.0 Personnel Item A (N. Morden Cormier)
- 5.0 Personnel Item B (C. Tsubouchi)
- 6.0 Personnel Item C (P. McRae)

From: Logan Furoy <lfuroy@outlook.com>
Sent: Monday, February 4, 2019 2:01 PM
To: Morden-Cormier, Nicole <nmorden-cormier@sgdsb.on.ca>
Subject: Withdrawal of Funding Request

Good afternoon,

I am sending this email to formally declare my intent to withdraw my request for funding for Forum for Young Canadians. I am making this decision because there will be no way for me to find a chaperone for the week and as such I see no way forward that satisfies all parties involved.

Sincerely,

Logan Furoy

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD
“Inspiring Our Students to Succeed and Make a Difference”

REPORT NO.: 14

Date: February 19, 2019

TO: Chair and Members of Superior-Greenstone DSB
FROM: Margaret McIntyre, Chair of the Audit Committee
SUBJECT: Report of the Audit Committee – 2017/18 Financial Statements
STRATEGIC PRIORITY: Stewardship

The report attached as Appendix A to this report was received at the Audit Committee meeting held on February 7, 2019 and is being referred to the Board for approval. The recommendation from the Audit Committee is as follows:

That, the Superior-Greenstone DSB Audit Committee recommends that the Superior-Greenstone DSB:

- *accepts the 2017/2018 audited Financial Statements;*
- *Establish a new reserve entitled Pre-2010 Benefit Adjustment Fund;*
- *Transfer to Pre-2010 Benefit Adjustment Fund \$1,417,018; and*
- *Transfer from Winning Teams/Championship Fund \$15,201.*

Recommendation

That, the Superior-Greenstone DSB, having received Report No. 14: Report of the Audit Committee – 2017/18 Financial Statements:

- *accepts the 2017/2018 audited Financial Statements;*
- *Establish a new reserve entitled Pre-2010 Benefit Adjustment Fund;*
- *Transfer to Pre-2010 Benefit Adjustment Fund \$1,417,018; and*
- *Transfer from Winning Teams/Championship Fund \$15,201.*

Respectfully submitted by:

Margaret McIntyre
Chair of the Audit Committee

Report of the Audit Committee – 2016/17 Financial Statements
Appendix A

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD**Date:** February 7, 2019

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

SUBJECT: 2017/2018 Financial Statements

**STRATEGIC
PRIORITY:** Responsible Stewardship of Resources

Background

Representatives from Deloitte were at the Board Office conducting their audit during the week of November 26, 2018.

Findings

The 2017/2018 Financial Statements are attached for your review (6.2A FS1718 Draft financial statements). The Financial Statement file includes the following statements: Consolidated Statement of Financial Position, Consolidated Statement of Financial Operations, Consolidated Statement of Change in Net Debt, Consolidated Statement of Cash Flows and the notes to the financial statements. The Trust Fund Statement is also attached for your information (6.2B FS 1718 Trust Fund).

The Compliance Report (5.2C FS 1718 Compliance Report) is attached to this report for information. We are compliant with respect to spending on administration and governance and compliant with respect to our in-year surplus.

We have an in-year surplus of \$2,082,976; while our compliance-based surplus is \$1,716,244. The difference between these amounts is due largely to the in-year surplus for employee future benefits which is excluded from the compliance calculation. Schedule 5 (5.2D FS 1718 Surplus Deficit) shows the impact of the in-year surplus on our accumulated deficit.

We are seeking to establish and transfer from/to reserve entitled Pre2010 Benefit Adjustment. We are establishing a new reserve to hold funds received from Great West Life until they can be properly distributed.

Transfer To	Pre2010 Benefit Adjustment Fund	\$1,417,018
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These financial statements make the following transfers to/from reserves:

Transfer From	Winning Teams/Championship fund	\$15,201
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The statements are in draft form until the Board has passed a resolution to accept the statements. At that time, the auditors will release their audit report and the statements will be finalized.

In connection with the 2017/18 Financial Statements, there was no recommendation from our auditors.

Administrative Recommendations

That, the Superior-Greenstone DSB Audit Committee recommends that the Superior-Greenstone DSB:

- accepts the 2017/2018 audited Financial Statements;
- establish a new reserve entitled Pre2010 Benefit Adjustment Fund;
- transfer to Pre2010 Benefit Adjustment Fund \$1,417,018; and
- transfer from Winning Teams/Championship Fund \$15,201.

Respectfully submitted,

Cathy Tsubouchi
Superintendent of Business

Consolidated financial statements of Superior-Greenstone District School Board

August 31, 2018

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Management Report

Year ended August 31, 2018

Management's Responsibility for the Consolidated Financial Statements

The accompanying financial statements of the Superior Greenstone District School Board (the "Board") are the responsibility of the School Board's management and have been prepared in accordance with the Financial Administration Act, supplemented by Ontario Ministry of Education memorandum 2004:B2 and Ontario Regulation 395/11 of the Financial Administration Act, as described in Note 1(a) to the financial statements.

The preparation of the consolidated financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

Board management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the consolidated financial statements. These systems are monitored and evaluated by management.

The Audit Committee of the Board meets with the external auditors to review the consolidated financial statements and discuss any significant financial reporting or internal control matters prior to the Board's approval of the consolidated financial statements.

The consolidated financial statements have been audited by Deloitte LLP, independent external auditors appointed by the Board. The accompanying Independent Auditor's Report outlines their responsibilities, the scope of their examination and their opinion on the School Board's consolidated financial statements.

Nicole Morden-Cormier
Director of Education
February 19, 2019

Cathy Tsubouchi
Superintendent of Business
February 19, 2019

Independent Auditor's Report

To the Board of Trustees of the
Superior-Greenstone District School Board

We have audited the accompanying consolidated financial statements of Superior Greenstone District School Board, which comprise the consolidated statement of financial position as at August 31, 2018, and the consolidated statements of operations, change in net debt, and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Consolidated Financial Statements

Management is responsible for the preparation of these consolidated financial statements in accordance with the basis of accounting described in Note 1(a) to the consolidated financial statements and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these consolidated financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditor's judgment, including the assessment of risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified audit opinion.

Basis for Qualified Opinion

In common with many school boards, individual schools derive revenue from school fundraising activities held throughout the year. Adequate documentation and controls were not in place throughout the year to allow us to obtain satisfactory audit verification as to the completeness of school fundraising revenues. Accordingly, our verification of these revenues was limited to the amounts recorded in the records of the individual schools and we were not able to determine whether adjustments might be necessary to school fundraising revenue, annual surplus and cash flows from operating activities for the years ended August 31, 2018 and 2017, financial assets as at August 31, 2018 and 2017, and accumulated surplus as at September 1, and August 31, for both the 2018 and 2017 fiscal years. Our opinion for the consolidated financial statements for the year ended August 31, 2017 was modified accordingly because of the possible effects of this scope limitation.

Qualified Opinion

In our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion paragraph, the consolidated financial statements of Superior Greenstone District School Board as at and for the year ended August 31, 2018 are prepared, in all material respects, in accordance with the basis of accounting described in Note 1(a) to the consolidated financial statements.

Emphasis of Matter

Without modifying our opinion, we draw attention to Note 1(a) to the consolidated financial statements, which describes the basis of accounting used in the preparation of these consolidated financial statements and the significant differences between such basis of accounting and Canadian public sector accounting standards.

Chartered Professional Accountants
Licensed Public Accountants
February 19, 2019

Superior-Greenstone District School Board
Consolidated statement of financial position
As at August 31, 2018

	Notes	2018 \$	2017 \$
Financial assets			
Cash		2,180,452	789,025
Accounts receivable	2	7,022,967	7,128,541
Accounts receivable - Province of Ontario	3	14,923,307	15,867,890
Other financial assets		40,580	—
Investments	4	123,748	122,401
		24,291,054	23,907,857
Liabilities			
Accounts payable and accrued liabilities		2,951,474	4,464,975
Deferred revenue	5	2,418,245	1,762,244
Deferred capital contributions	6	58,516,046	56,100,860
Obligation under capital leases	7	139,826	198,945
Net long-term debt	8	11,533,188	11,974,984
Retirement and other employee future benefits payable	9	1,369,253	1,699,522
		76,928,032	76,201,530
Net debt		(52,636,978)	(52,293,673)
Non-financial assets			
Tangible capital assets	15	60,549,561	58,135,115
Prepaid expenses and supplies		36,221	24,386
		60,585,782	58,159,501
Accumulated surplus	16	7,948,804	5,865,828
Commitments and contingent liabilities	12		

The accompanying notes to the consolidated financial statements are an integral part of this consolidated financial statement.

Approved on behalf of the Board

_____ Director of education

_____ Chair of the Board

Superior-Greenstone District School Board**Consolidated statement of operations**

Year ended August 31, 2018

		2018		2017
		Budget (Note 18)	Actual	Actual
	Notes	\$	\$	\$
Revenue				
Provincial grants				
Student focused funding		27,554,056	27,996,565	27,024,350
Deferred capital contributions recognized	6	3,914,557	4,593,031	3,997,079
Other		895,423	1,382,829	1,119,382
Local taxation		3,227,728	3,045,878	3,061,822
School fundraising		420,000	656,844	523,921
Federal grants and fees		4,440,781	4,256,324	4,342,695
Investment income		40,000	22,542	23,750
Other revenues - School Boards		219,707	359,718	177,930
Other fees and revenue		505,340	2,506,787	1,232,656
		41,217,592	44,820,518	41,503,585
Expenses				
Instruction	10	26,990,461	27,192,017	27,043,663
Administration		2,899,986	3,149,138	2,510,512
Transportation		1,826,244	1,774,310	1,757,592
School operations/pupil accommodation		8,884,740	9,792,137	9,061,595
School funded activities		405,000	664,187	493,373
Other		48,584	165,753	—
		41,055,015	42,737,542	40,866,735
Annual surplus		162,577	2,082,976	636,850
Accumulated surplus, beginning of year		2,581,799	5,865,828	5,228,978
Accumulated surplus, end of year		2,744,376	7,948,804	5,865,828

The accompanying notes to the consolidated financial statements are an integral part of this consolidated financial statement.

Superior-Greenstone District School Board
Consolidated statement of change in net debt
Year ended August 31, 2018

		2018	2017
	Notes	\$	\$
Annual surplus		2,082,976	636,850
Acquisition of tangible capital assets	15	(7,008,217)	(7,492,777)
Amortization of tangible capital assets	15	4,593,771	3,997,818
Acquisition of prepaid expenses and supplies		(36,221)	(24,386)
Use of prepaid expenses and supplies		24,386	38,202
		(2,426,281)	(3,481,143)
Change in net debt		(343,305)	(2,844,293)
Net debt, beginning of year		(52,293,673)	(49,449,380)
Net debt, end of year		(52,636,978)	(52,293,673)

The accompanying notes to the consolidated financial statements are an integral part of this consolidated financial statement.

Superior-Greenstone District School Board**Consolidated statement of cash flows**

Year ended August 31, 2018

	Notes	2018 \$	2017 \$
Operating activities			
Annual surplus		2,082,976	636,850
Items not involving cash			
Amortization	15	4,593,771	3,997,818
Deferred capital contributions recognized	6	(4,593,031)	(3,997,079)
Changes in non-cash assets and liabilities			
Accounts receivable		105,574	(2,383,743)
Accounts payable and accrued liabilities		(1,513,501)	910,978
Other financial assets		(40,580)	—
Deferred revenue - operating		276,595	149,384
Retirement and other employee future benefits payable		(330,269)	(411,156)
Prepaid expenses and supplies		(11,835)	13,816
		569,700	(1,083,132)
Capital activity			
Acquisition of tangible capital assets	15	(7,008,217)	(7,492,777)
Investing activity			
Increase in investments		(1,347)	(1,091)
Financing activities			
Capital grant contributions	6	7,008,217	7,492,777
Obligation under capital lease incurred		—	100,114
Change in accounts receivable - Province of Ontario		944,583	(1,882,370)
Change in deferred revenues - capital		379,406	52,483
Debt principal repaid		(441,796)	(423,736)
Repayment of obligations under capital lease		(59,119)	(75,410)
		7,831,291	5,263,858
Net change in cash		1,391,427	3,313,142
Cash, beginning of year		789,025	4,102,167
Cash, end of year		2,180,452	789,025

The accompanying notes to the consolidated financial statements are an integral part of this consolidated financial statement.

Superior-Greenstone District School Board
Notes to the consolidated financial statements
 Year ended August 31, 2018

1. Significant accounting policies

The consolidated financial statements of the Superior-Greenstone District School Board (the "Board") are prepared by management in accordance with the basis of accounting described below.

Significant accounting policies adopted are as follows:

Basis of accounting

The consolidated financial statements have been prepared in accordance with the Financial Administration Act supplemented by Ontario Ministry of Education memorandum 2004:B2 and Ontario Regulation 395/11, Accounting Policies and Practices Public Entities ("Regulation 395/11"), of the Financial Administration Act.

The Financial Administration Act requires that the consolidated financial statements be prepared in accordance with the accounting principles determined by the relevant Ministry of the Province of Ontario (the "Province"). A directive was provided by the Ontario Ministry of Education (the "Ministry") within memorandum 2004:B2 requiring school boards to adopt Canadian Public Sector Accounting Standards ("PSAS") commencing with their year ended August 31, 2004 and that changes may be required to the application of these standards as a result of regulation.

In 2011, the government passed Ontario Regulation 395/11. The Regulation requires that contributions received or receivable for the acquisition or development of depreciable tangible capital assets and contributions of depreciable tangible capital assets for use in providing services, be recorded as deferred capital contributions and be recognized as revenue in the consolidated statement of operations over the periods during which the asset is used to provide service at the same rate that amortization is recognized in respect of the related asset. The regulation further requires that if the net book value of the depreciable tangible capital asset is reduced for any reason other than depreciation, a proportionate reduction of the deferred capital contribution along with a proportionate increase in the revenue be recognized. For Ontario school boards, these contributions include government transfers, externally restricted contributions and, historically, property tax revenue.

The accounting policy requirements under Regulation 395/11 are significantly different from the requirements of Canadian Public Sector Accounting Standards which requires that:

- • Government transfers, including amounts previously recognized as tax revenues, which do not contain a stipulation that creates a liability, be recognized as revenue by the recipient when approved by the transferor and the eligibility criteria have been met in accordance with Canadian Public Sector Accounting Standard PS3410;
- • Externally restricted contributions be recognized as revenue in the period in which the resources are used for the purpose or purposes specified in accordance with Canadian Public Sector Accounting Standard PS3100; and
- • Property taxation revenue be reported as revenue when received or receivable in accordance with public sector accounting standard PS3510.

As a result, revenue recognized in the consolidated statement of operations and certain related deferred revenues and deferred capital contributions would be recorded differently under Canadian Public Sector Accounting Standards.

Reporting entity

The consolidated financial statements reflect the assets, liabilities, accumulated surplus, revenues, expenses and annual surplus of the reporting entity. The reporting entity comprises all organizations accountable for the administration of their financial affairs and resources to the Board and which are controlled by the Board.

Superior-Greenstone District School Board
Notes to the consolidated financial statements
 Year ended August 31, 2018

1. Significant accounting policies (continued)

Reporting entity (continued)

School generated funds, which include the assets, liabilities, accumulated surplus, revenues, expenses and annual surplus of various organizations that exist at the school level and which are controlled by the Board are reflected in the consolidated financial statements.

All material interdepartmental and inter-entity transactions and balances between these organizations are eliminated on consolidation.

Trust funds

Trust funds and their related operations administered by the Board amounting to \$258,241 (2017 - \$343,026), have not been included in the consolidated statement of financial position nor have their operations been included in the consolidated statement of operations, as they are not controlled by the Board.

Deferred revenue

Certain amounts are received pursuant to legislation, regulation or agreement and may only be used in the conduct of certain programs or in the delivery of specific services and transactions. These amounts will be recognized as revenue in the fiscal year the related qualifying expenses are incurred or services are performed.

Deferred capital contributions

Contributions received or receivable for the purpose of acquiring or developing a depreciable tangible capital asset for use in providing services, or any contributions in the form of depreciable tangible assets received or receivable for use in providing services, shall be recognized as deferred capital contribution as defined in Ontario Regulation 395/11 of the Financial Administration Act. These amounts are recognized as revenue at the same rate as the related tangible capital asset is amortized. The following items fall under this category:

- (i) Government transfers received or receivable for capital purpose;
- (ii) Other restricted contributions received or receivable for capital purpose; and
- (iii) Amounts previously recognized as property taxation revenues which were historically used to fund capital assets.

Retirement and other employee future benefits

The Board provides defined retirement and other future benefits to specified employee groups. These benefits include health and dental, retirement gratuity, worker's compensation, non-vesting accumulating sick leave, and early retirement incentive plan. The Board has adopted the following policies with respect to accounting for these employee benefits.

As part of ratified labour collective agreements for unionized employees that bargain centrally and ratified central discussions with the principals and vice-principals associations, the following Employee Life and Health Trusts (ELHTs) were established in 2016-17: ETFO, OSSTF, and OSSTF-EW. The ELHTs provide health, life and dental benefits to teachers (excluding daily occasional teachers), education workers (excluding daily occasional teachers), educational workers, other school board staff and retired individuals up to a school board's participation date

Superior-Greenstone District School Board
Notes to the consolidated financial statements
 Year ended August 31, 2018

1. Significant accounting policies (continued)

Retirement and other employee future benefits (continued)

in the ELHT. These benefits are being provided through a joint governance structure between the bargaining/employee groups, school board trustees associations and the Government of Ontario. Starting June 1, 2017, the Board is no longer responsible to provide certain benefits to ETFO, OSSTF, and OSSTF-EW. Upon transition of the employee groups' health, dental and life benefit plans to the ELHT, school boards are required to remit a negotiated amount per full-time equivalency (FTE) on a monthly basis. Funding for the ELHTs is based on the existing benefits funding embedded within the Grants for Student Needs (GSN) and additional ministry funding in the form of a Crown contribution and Stabilization Adjustment.

The Board continues to provide health, dental and life insurance benefits for retired individuals and the following employee groups: CEWAO(APPSP) and non-unionized employees including principals, vice principals, and continues to have a liability for payment of benefits for those who are on long-term disability and for some who are retired under these plans.

The Board has adopted the following policies with respect to accounting for these employee benefits:

- (i) The costs of self-insured retirement and other employee future benefit plans are actuarially determined using management's best estimate of salary escalation, insurance and health care cost trends, disability recovery rates, long-term inflation rates and discount rates. The cost of retirement gratuities are actuarially determined using the employee's salary, banked sick days and years of service as at August 31, 2012 and management's best estimate of discount rates. Any future actuarial gains and losses arising from changes to the discount rate are amortized over the expected average remaining service life of the employee group.

For those self-insured benefit obligations that arise from specific events that occur from time to time, such as obligations for life insurance, dental and health care benefits for certain employees on disability leave, the cost is recognized immediately in the period the events occur. Any actuarial gains and losses that are related to these benefits are recognized immediately in the period they arise.

Actuarial gains and losses related to obligations for long-term disability are amortized over the expected average service life of the employee group.

- (ii) The Board's contributions to multi-employer defined benefits pension plans, such as the Ontario Municipal Employees Retirement System ("OMERS") pensions, are recorded in the period in which they become payable.
- (iii) The costs of insured benefits for active employees reflected in these consolidated financial statements are the Board's portion of insurance premiums owed for coverage of employees during the period.

Tangible capital assets

Tangible capital assets are recorded at historical cost less accumulated amortization. Historical cost includes amounts that are directly attributable to acquisition, design, construction, development or betterment of the asset, as well as interest related to financing during construction. When historical cost records were not available, other methods were used to estimate the costs and accumulated amortization.

Leases, which transfer substantially all of the benefits and risks incidental to ownership of property, are accounted for as leased tangible capital assets. All other leases are accounted for as operating leases and the related payments are charged to expenses as incurred.

Superior-Greenstone District School Board
Notes to the consolidated financial statements
Year ended August 31, 2018

1. Significant accounting policies (continued)

Tangible capital assets (continued)

Tangible capital assets, except land, are amortized on a straight-line basis over their estimated useful lives as follows:

Asset class	Estimated useful life in years
Land improvements	15
Buildings and building improvements	40
Portable structures	20
Other buildings	20
First-time equipping of schools	10
Furniture	10
Equipment	5-15
Leased equipment	Over lease term
Computer hardware	5
Computer software	5
Vehicles	5-15

Assets under construction and assets that relate to pre-acquisition and pre-construction costs are not amortized until the asset is available for productive use. One-half of the annual amortization is charged in the year of acquisition and the year of disposal.

Land permanently removed from service and held for resale is recorded at the lower of cost and net realizable value. Cost includes amounts for improvements to prepare the land for sale or servicing. Buildings permanently removed from service cease to be amortized. Tangible capital assets which meet the criteria for financial assets are reclassified as "assets held for sale" on the consolidated statement of financial position.

Works of art and cultural and historic assets are not recorded as assets in these consolidated financial statements.

Government transfers

Government transfers, which include legislative grants, are recognized in the consolidated financial statements in the year in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met and reasonable estimates of the amount can be made.

Government transfers for capital are deferred as required by Regulation 395/11, recorded as deferred capital contributions and recognized into revenue in the consolidated statement of operations at the same rate and over the same period as the tangible capital assets are amortized.

Investment income

Investment income earned is reported as revenue in the period earned. Investment income earned on externally restricted funds such as pupil accommodation and special education forms part of the respective deferred revenue balances.

Long-term debt

Long-term debt includes debentures and Ontario Financing Authority ("OFA") loans which were arranged for financing the Board's capital projects or high priority renewal projects.

Superior-Greenstone District School Board
Notes to the consolidated financial statements
Year ended August 31, 2018

1. Significant accounting policies (continued)

Use of estimates

The preparation of financial statements in conformity with the basis of accounting described in Note 1 (a) requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the consolidated financial statements, and the reported amounts of revenues and expenses during the year. Actual results could differ from these estimates. Estimates are reviewed periodically by management, and, as adjustments become necessary they are reported in the period in which they became known. Accounts subject to estimates include allowance for doubtful accounts receivable, accrued liabilities, retirement and other employee future benefits payable, useful lives of tangible capital assets and the recognition of deferred amounts related to capital contributions.

Property tax revenue

Under PSAS, the entity that determines and sets the tax levy records the revenue in the financial statements, which in the case of the Board, is the Province. As a result, property tax revenue received from the municipalities is recorded as part of Provincial Grants.

2. Accounts receivable

Accounts receivable include tuition fees receivable from the First Nations as follows:

	Balance at August 31, 2017 \$	Invoices \$	Payments \$	Balance at August 31, 2018 \$
Aroland First Nation	1,492,323	660,401	(1,305,948)	846,776
Biinjitwaabek First Nation	89,581	270,949	(265,695)	94,835
Eabametoong First Nation	118		(236)	(118)
Ginoogaming First Nation	1,254,101	666,629	(4,591)	1,916,139
Marten Falls First Nation	316,184	223,533	(253)	539,464
Pays Plat First Nations	403,879	163,869	(94,912)	472,836
Pic Mobert First Nation	723,189	298,044	(684,512)	336,721
Pic River First Nations	(93)	487,979	(497,258)	(9,372)
Red Rock First Nation	531,526	1,006,615	(716,404)	821,737
	4,810,808	3,778,019	(3,569,809)	5,019,018

3. Accounts receivable - Province of Ontario

The account receivable from the Province is composed of amounts related to capital grants in the amount of \$14,923,307 (2017 - \$15,867,890).

The Province replaced variable capital funding with a one-time debt support grant in 2009-10. The Board recorded a one-time grant that recognizes capital debt as of August 31, 2010 that is supported by the existing capital programs. The Board will receive this grant in cash over the remaining term of the existing capital debt instruments. The Board may also receive yearly capital grants to support capital programs which would be reflected in this account receivable.

Superior-Greenstone District School Board
Notes to the consolidated financial statements
Year ended August 31, 2018

4. Investments

Investments are comprised of the following:

	2018		2017	
	Cost	Market Value	Cost	Market Value
	\$	\$	\$	\$
Guaranteed investment certificates	123,748	123,748	122,401	122,401

5. Deferred revenue

Revenues received and set aside for specific purposes by legislation, regulation or agreement are included in deferred revenue and reported on the consolidated statement of financial position.

Deferred revenue set-aside for specific purposes by legislation, regulation or agreement as at August 31, 2018 is comprised of:

	Balance at August 31, 2017	Increase	Recognized	Balance at August 31, 2018
	\$	\$	\$	\$
Pupil accommodation	193,400	2,951,907	2,572,501	572,806
Proceeds of disposition	562,014	8,875	—	570,889
Special education	133,683	56,277	62,972	126,988
Other	873,147	5,658,465	5,384,050	1,147,562
	1,762,244	8,675,524	8,019,523	2,418,245

6. Deferred capital contributions

Deferred capital contributions include grants and contributions received that are used for the acquisition of tangible capital assets in accordance with regulation 395/11 that have been expended by year end. The contributions are amortized into revenue over the life the asset acquired.

	2018	2017
	\$	\$
Balance, beginning of the year	56,100,860	52,605,162
Capital grants recorded as deferred capital contributions	7,008,217	7,492,777
Revenue recognized during the year	(4,593,031)	(3,997,079)
Balance, end of year	58,516,046	56,100,860

Superior-Greenstone District School Board
Notes to the consolidated financial statements
Year ended August 31, 2018

7. Obligations under capital leases

The Board has obligations under various capital leases with expiries ranging from 2018 to 2022 and interest rates ranging from 1.51% to 2.71%. Principal and interest payments relating to capital lease obligations of \$139,826 (2017 - \$198,945) outstanding as at August 31, 2018 are due as follows:

	Principal payment \$	Interest \$	Total \$
2018/2019	60,327	1,603	61,930
2019/2020	29,954	855	30,809
2020/2021	21,112	396	21,508
2021/2022	28,433	52	28,485
	139,826	2,906	142,732

8. Net long-term debt

- Net long-term debt reported on the consolidated statement of financial position is comprised of the following:

	2018 \$	2017 \$
4.56% Ontario Financing Authority, GPL 1	1,010,740	1,063,914
4.85% Ontario Financing Authority, GPL 2	709,806	741,850
5.01% Ontario Financing Authority, GPL 3	884,260	920,024
5.23% Ontario Financing Authority, GPL 4a	1,843,055	1,909,572
3.97% Ontario Financing Authority, GPL 4b	1,283,149	1,329,403
3.564% Ontario Financing Authority, GPL 4c	4,972,106	5,154,991
4.003% Ontario Financing Authority, GPL 4d	830,072	855,230
	11,533,188	11,974,984

On November 15, 2006, the Board entered into a loan agreement with the OFA to refinance \$1,498,725 of the GPL Phase 1 outstanding at that time. The loan is repayable by semi-annual installments of principal and interest of \$50,544 based on a 25 year amortization schedule and bears interest of 4.56%. The annual principal and interest costs will be funded by the Ministry.

On March 3, 2008, the Board entered into a loan agreement with the OFA to refinance \$970,022 of the GPL Phase 2 outstanding at that time. The loan is repayable by semi-annual installments of principal, interest and administration fee of \$34,004 based on a 25 year amortization schedule and bears interest of 4.85%. The annual principal, interest and administration costs will be funded by the Ministry.

On March 13, 2009, the Board entered into a loan agreement with the OFA to refinance \$1,150,000 of the GPL Phase 3 outstanding at that time. The loan is repayable by semi-annual installments of principal, interest and administration fee of \$40,944 based on a 25 year amortization schedule and bears interest of 5.01%. The annual principal, interest and administration costs will be funded by the Ministry.

Superior-Greenstone District School Board
Notes to the consolidated financial statements
Year ended August 31, 2018

8. Net long-term debt (continued)

On April 14, 2010, the Board entered into a loan agreement with the OFA to refinance \$2,290,309 of the GPL Phase 3 and 4 outstanding at that time. The loan is repayable by semi-annual installments of principal, interest and administration fee of \$82,784 based on a 25 year amortization schedule and bears interest of 5.23%. The annual principal, interest and administration costs will be funded by the Ministry.

On November 25, 2011, the Board entered into a loan agreement with the OFA to refinance \$1,535,262 of the GPL Phase 4 and outstanding at that time. The loan is repayable by semi-annual installments of principal, interest and administration fee of \$49,288 based on a 25 year amortization schedule and bears interest of 3.97%. The annual principal, interest and administration costs will be funded by the Ministry.

On March 9, 2012, the Board entered into a loan agreement with the OFA to refinance \$5,978,491 of the GPL Phase 4 and PTR Stage 1 and 2 outstanding at that time. The loan is repayable by semi-annual installments of principal, interest and administration fee of \$182,497 based on a 25 year amortization schedule and bears interest of 3.564%. The annual principal, interest and administration costs will be funded by the Ministry.

On March 12, 2014, the Board entered into a loan agreement with the OFA to refinance \$924,990 of the GPL Phase 1, 2, 3 and 4 outstanding at that time. The loan is repayable by semi-annual installments of principal, interest and administration fee of \$29,572 based on a 25 year amortization schedule and bears interest of 4.003%. The annual principal, interest and administration costs will be funded by the Ministry.

Principal and interest payments relating to the net long-term debt of \$11,533,188 (2017 - \$11,974,984) outstanding as at August 31, 2018 are due as follows:

	Principal \$	Interest \$	Total \$
2018/19	460,645	478,620	939,265
2019/20	480,316	458,948	939,264
2020/21	500,852	438,413	939,265
2021/22	522,287	416,977	939,264
2022/23	544,664	394,601	939,265
Thereafter	9,024,424	2,665,841	11,690,265
	<u>11,533,188</u>	<u>4,853,400</u>	<u>16,386,588</u>

Superior-Greenstone District School Board
Notes to the consolidated financial statements
Year ended August 31, 2018

9. Retirement and other employee future benefits

Retirement and other employee future benefit liabilities

	2018			2017
	Retirement benefits	Other employee future benefits	Total employee future benefits	Total employee future benefits
	\$	\$	\$	\$
Accrued employee future benefit obligation	1,125,159	180,822	1,305,981	1,605,492
Unamortized actuarial loss	63,272	—	63,272	94,030
Accrued employee future benefit liability, end of year	1,188,431	180,822	1,369,253	1,699,522

The employee future benefits expense below excludes pension contributions to OMERS, a multi-employer pension plan, described below.

Actual benefit payments made during the year totaled \$387,002 (2017 - \$408,498).

Retirement and other employee future benefit expenses

	2018			2017
	Retirement benefits	Other employee future benefits	Total employee future benefits	Total employee future benefits
	\$	\$	\$	\$
Current year benefit cost (recovery)	23,019	(26,092)	(3,073)	(6,267)
Interest on accrued benefit obligation	34,513	5,887	40,400	41,761
Amortization of actuarial (gain) loss	21,124	(1,718)	19,406	(38,152)
Employee future benefits expenses (recovery)	78,656	(21,923)	56,733	(2,658)

Retirement benefits

i) Ontario Teacher's Pension Plan

Teachers and related employee groups are eligible to be members of Ontario Teacher's Pension Plan. Employer contributions for these employees are provided directly by the Province. The pension costs and obligations related to this plan are a direct responsibility of the Province. Accordingly, no costs or liabilities related to this plan are included in the Board's consolidated financial statements.

Superior-Greenstone District School Board
Notes to the consolidated financial statements
 Year ended August 31, 2018

9. Retirement and other employee future benefits (continued)

Retirement benefits (continued)

ii) Ontario Municipal Employees Retirement System

All non-teaching employees of the Board are eligible to be members of OMERS, a multi-employer pension plan (the "Plan"). The plan provides defined pension benefits to employees based on their length of service and rates of pay. The Board's contributions equal the employee contributions to the plan. During the year ended August 31, 2018, the Board contributed \$644,575 (2017 - \$647,777) to the plan. As this is a multi-employer pension plan, these contributions are the Board's pension benefit expenses. No pension liability for this type of plan is included in the Board's consolidated financial statements.

iii) Retirement gratuities

The Board provides retirement gratuities to certain groups of employees hired prior to specified dates. The Board provides these benefits through an unfunded defined benefit plan. The benefit costs and liabilities related to this plan are included in the Board's financial statements. The amount of the gratuities payable to eligible employees at retirement is based on their salary, accumulated sick days, and years of service at August 31, 2012.

iv) Retirement life insurance and health care benefits

Retirement life insurance and health care benefits have been grandfathered to retirees who retired prior to August 31, 2013. Effective September 1, 2013, any new retiree accessing retirement life insurance and health care benefits will pay the full premiums for such benefits and will be included in a separate experience pool that is self-funded.

Employees are able to continue coverage for life insurance, dental and health care benefits after retirement until the members reach 65 years of age; however, the retirees pay a premium associated with this coverage.

v) Sick leave accumulations

A maximum of 11 unused sick leave days from the current year may be carried forward into the following year only, to be used to top-up benefits received under the short term leave and disability plan in that year. The Board's liability related to compensated absences from sick leave accumulations has been reduced to a maximum of 11 unused sick leave days per eligible employee.

For accounting purposes, the valuation of the accrued benefit obligation for the sick leave top-up is based on actuarial assumptions about future events determined as at August 31, 2018 (the date at which the probabilities of usage were determined) and is based on the average daily salary and banked sick days of employees as at August 31, 2018.

Other employee future benefits

i) Workplace Safety and Insurance Board Obligations ("WSIB")

The Board is a Schedule 1 employer under the Workplace Safety and Insurance Act (the "Act") and, as such, the Board insures all claims by its injured workers under the Act. The Board's insurance premiums for the year ended August 31, 2018 were \$3,781 (2017 - \$152) and are included in the Board's current year benefit costs.

Superior-Greenstone District School Board
Notes to the consolidated financial statements
Year ended August 31, 2018

9. Retirement and other employee future benefits (continued)

Other employee future benefits (continued)

ii) Long-term disability benefits

The Board provides long-term disability benefits including partial salary compensation and payment of life insurance premiums and health care benefits during the period an employee is unable to work or until their normal retirement date to employees up to the transition to the ELHT or to employees who are not yet members of an ELHT. The Board provides these benefits through an unfunded defined benefit plan. The benefit costs and liabilities related to this plan are included in the Board's consolidated financial statements.

The accrued benefit obligations for employee future benefit plans as at August 31, 2018 are based on actuarial valuations for accounting purposes as at August 31, 2016, extrapolated to August 31, 2018. These actuarial valuations were based on assumptions about future events. The economic assumptions used in these valuations are the Board's best estimates of expected rates of:

Wages and salary escalation	0%
Inflation	1.50%
Medical cost escalation	7.75% grading down by 1/4% to an ultimate rate of 4%
Discount rate on accrued benefit Obligations	2.90%
Dental cost escalation	3.75% grading down by 1/4% to an ultimate rate of 3%

10. Expenses by object

The following is a summary of the expenses reported on the consolidated statement of operations and accumulated surplus by object:

	2018		2017
	Budget	Actual	Actual
	\$	\$	\$
Salary and wages	24,932,911	25,547,319	24,782,419
Employee benefits	4,009,737	4,177,123	4,303,485
Staff development	946,180	655,510	600,548
Supplies and services	3,554,260	4,185,677	4,044,528
Interest	498,681	494,645	513,403
Rental expenses	65,420	2,850	4,862
Fees and contract services	2,935,871	2,701,798	2,473,441
Other	196,660	378,849	146,231
Amortization of tangible capital asset	3,915,295	4,593,771	3,997,818
	41,055,015	42,737,542	40,866,735

Superior-Greenstone District School Board
Notes to the consolidated financial statements
Year ended August 31, 2018

11. Ontario School Board Insurance Exchange ("OSBIE")

The Board participates, for its liability, property and automobile insurance, in the OSBIE, a reciprocal insurance company licensed under the Insurance Act that is funded by the member boards across Ontario. Liability insurance is available to a maximum of \$20 million per occurrence.

The ultimate premiums over a five year period are based on both the reciprocals and the Board's actual claims experience. Periodically, the Board may receive a refund or be asked to pay an additional premium based on its pro rata share of claims experience. The current five year term expires on December 31, 2021.

12. Commitments and contingent liabilities

The Board is committed to various operating leases for premises and equipment expiring in fiscal 2021/2022. The aggregate minimum lease payments are as follows:

	Minimum lease payments \$
2018/2019	39,924
2019/2020	51,680
2020/2021	50,744
2021/2022	<u>12,926</u>

The Board has been named as the defendant in certain legal actions in which damages have been sought. The outcome of these actions is not determinable as at August 31, 2018, therefore, no provision has been made for these claims in the consolidated financial statements. Any losses arising from these actions will be recorded in the year that the related litigation is settled or it is determined that the claim is likely and a reasonable estimate can be made.

13. Repayment of "55 School Board Trust" funding

On June 1, 2003, the Board received \$1,718,287 from the "55 School Board Trust" for its capital related debt eligible for provincial funding support pursuant to a 30-year agreement it entered into with the trust. The "55 School Board Trust" was created to refinance the outstanding not permanently financed ("NPF") debt of participating boards who are beneficiaries of the trust. Under the terms of the agreement, the "55 School Board Trust" repaid the board's debt in consideration for the assignment by the board to the trust of future provincial grants payable to the Board in respect of the NPF debt.

The flow-through of \$128,014 (2017 - \$128,014) in respect of the above agreement for the year ended August 31, 2018 is not recorded in these consolidated financial statements.

Superior-Greenstone District School Board
Notes to the consolidated financial statements
Year ended August 31, 2018

14. Service Contracts

i) *CFSA Approval with the Ministry of Advanced Education and Skills Development*

The Board has a Service Contract/CFSA Approval with the Ministry of Advanced Education and Skills Development. One requirement of the Service Contract/CFSA Approval is the production by Management of a report which shows a summary by service of all revenues and expenditures and any resulting surplus or deficit that relates to the Service Contract/CFSA Approval.

An external audit of this report shows the Ontario Youth Apprenticeship Program ("OYAP") services to be in a break-even position as at August 31, 2018 and therefore no amounts are repayable to the Ministry of Advanced Education and Skills Development.

ii) *CFSA Approval with the Ministry of Community and Social Services*

The Board has a Service Contract/CFSA Approval with the Ministry of Community and Social Services. One requirement of the Service Contract/CFSA Approval is the production by Management of a report, TPAR, which shows a summary by service of all revenues and expenditures and any resulting surplus or deficit that relates to the Service Contract/CFSA Approval. This report shows the Teacher Diagnostician services ("ISNC") services to be in a break-even position as at August 31, 2018 and therefore no amounts are repayable to the Ministry of Community and Social Services.

15. Tangible capital assets

	Cost			Cost
	Balance at August 31, 2017	Additions	Disposals, write-offs	Balance at August 31, 2018
	\$	\$	\$	\$
Land	2,019,997	—	—	2,019,997
Land improvements	2,513,724	109,501	—	2,623,225
Buildings	85,456,107	6,176,564	—	91,632,671
Equipment (5 years)	31,594	—	31,594	—
Equipment (10 years)	2,340,865	27,257	23,278	2,344,844
Equipment (15 years)	155,179	119,240	—	274,419
First time equipping	1,007,370	441,007	54,461	1,393,916
Furniture	10,874	—	—	10,874
Computer hardware	559,618	134,648	62,369	631,897
Vehicles-<1 ton	79,241	—	—	79,241
Capital leases - other	354,064	—	—	354,064
	94,528,633	7,008,217	171,702	101,365,148

Superior-Greenstone District School Board
Notes to the consolidated financial statements
Year ended August 31, 2018

15. Tangible capital assets (continued)

		Accumulated amortization		August 31, 2018	August 31, 2017
	Balance at August 31, 2017	Amortization	Disposals, write-offs	Balance at August 31, 2018	Net book value
	\$	\$	\$	\$	\$
Land	—	—	—	—	2,019,997
Land improvements	1,472,228	301,499	—	1,773,727	849,498
Buildings	33,110,391	3,709,743	—	36,820,134	54,812,537
Equipment (5 years)	28,435	3,159	31,594	—	—
Equipment (10 years)	967,325	234,286	23,278	1,178,333	1,166,511
Equipment (15 years)	69,142	16,844	—	85,986	188,433
First time equipping	311,529	120,064	54,461	377,132	1,016,784
Furniture	7,068	1,087	—	8,155	2,719
Computer hardware	261,322	119,152	62,369	318,105	313,792
Vehicles-<1 ton	33,677	15,848	—	49,525	29,716
Capital leases - other	132,401	72,089	—	204,490	149,574
	36,393,518	4,593,771	171,702	40,815,587	60,549,561
					58,135,115

16. Accumulated surplus

Accumulated surplus consists of the following:

	2018	2017
	\$	\$
Invested in tangible capital assets	2,033,515	2,034,255
School generated funds	319,867	327,210
Employee future benefits	(1,369,253)	(1,699,522)
Interest accrual	(140,780)	(146,211)
Working funds	5,457,539	5,105,271
Reserves and reserve funds	1,647,916	244,825
	7,948,804	5,865,828

Reserves and reserve funds set aside for specific purposes by the Board of Trustees consist of the following:

	2018	2017
	\$	\$
Reserve and reserve funds		
Pupil accommodation - school renewal	160,058	159,843
Capital - equipment	49,506	48,752
Insurance	15,132	14,827
Pre-2010 benefit adjustment	1,417,018	—
Winning teams	6,202	21,403
Total reserve and reserve funds	1,647,916	244,825

Superior-Greenstone District School Board
Notes to the consolidated financial statements
Year ended August 31, 2018

17. Transportation consortium

On June 16, 2008, the East Thunder Bay Transportation Consortium was created as a Membership Agreement between the Board and Conseil scolaire de district catholique des Aurores boreales, Conseil scolaire de district du Grand Nord de l'Ontario and Superior North Catholic District School Board in order to provide common administration of student transportation in the Region. This agreement was executed in an effort to increase delivery efficiency and cost effectiveness of student transportation for each of the school boards. Under the agreement, decisions related to the financial and operating activities of East of Thunder Bay Transportation Consortium are shared. No partner is in a position to exercise unilateral control.

The Board's consolidated financial statements illustrate the Board's pro-rata share of revenues and expenses for the consortium.

18. Budget figures

Budget figures have been provided for comparison purposes and have been derived from the budget approved by Trustees. The budget approved by the Trustees is developed in accordance with the provincially mandated funding model for school boards and is used to manage program spending within the guidelines of the funding model. As the Board only prepares a budget for the statement of operations, budget figures in the consolidated statement of change in net debt have not been provided.

Schedule 6 - Trust Funds Administered by the Board

	Col 1	Col 2	Col 3	Col 4	Col 5	Col 6
Name and Purpose of Trust Funds	Trust Fund - Opening Balance September 1	Trust Fund - Capital Received	Trust Fund - Earnings on Investments	Trust Fund - Total Capital	Less: Trust Fund - Disbursements	Trust Fund - Closing Balance August 31
A. Enders (Beardmore Honour Roll Bursary)	10,085	-	113	10,198	-	10,198
A. Enders (Geraldton Honour Roll Bursary)	10,259	-	115	10,374	150	10,224
Arrive in 85 Trust	3,791	-	42	3,833	100	3,733
Dr. R. E. Laine	171	-	2	173	-	173
Geraldton Scholarship Trust Fund	14,510	6,700	173	21,383	6,600	14,783
Hargraft Trust	15,947	-	182	16,129	-	16,129
Henry Major Trust	4,216	-	47	4,263	4,263	0
USWA Trust	4,753	-	72	4,825	375	4,450
L. Coljak Scholarship	13,452	-	151	13,603	150	13,453
Longlac Scholarship	152,462	-	2,356	154,818	400	154,418
Stephen Peet Memorial Fund	913	-	10	923	-	923
T.L. Wlasy Memorial Scholarship	3,386	-	39	3,425	200	3,225
Employee Funded Leave	102,180	32,908	1,151	136,239	116,614	19,625
Caribou Artisans Trust	3,996	-	62	4,058	-	4,058
RR Steele Trust	2,905	-	44	2,949	100	2,849
Total	343,026	39,608	4,559	387,193	128,952	258,241

Schedule 6 - Trust Funds Administered by the Board

	Col 7	Col 8	Col 9	Col 10	Col 11	Col 12
Name and Purpose of Trust Funds	Trust Fund - Cash	Trust Fund - Investments	Trust Fund - Other Assets	Trust Fund - Total Assets	Less: Trust Fund - Liabilities	Trust Fund - Net Assets Balance August 31, 2018
A. Enders (Beardmore Honour Roll Bursary)	198	10,000	-	10,198	-	10,198
A. Enders (Geraldton Honour Roll Bursary)	224	10,000	-	10,224	-	10,224
Arrive in 85 Trust	119	3,614	-	3,733	-	3,733
Dr. R. E. Laine	173	-	-	173	-	173
Geraldton Scholarship Trust Fund	14,783	-	-	14,783	-	14,783
Hargraft Trust	1,129	15,000	-	16,129	-	16,129
Henry Major Trust	-	-	-	-	-	-
USWA Trust	4,450	-	-	4,450	-	4,450
L. Coljak Scholarship	473	12,980	-	13,453	-	13,453
Longlac Scholarship	154,418	-	-	154,418	-	154,418
Stephen Peet Memorial Fund	70	853	-	923	-	923
T.L. Wasy Memorial Scholarship	592	2,633	-	3,225	-	3,225
Employee Funded Leave	19,625	-	-	19,625	-	19,625
Caribou Artisans Trust	4,058	-	-	4,058	-	4,058
RR Steele Trust	2,849	-	-	2,849	-	2,849
Total	203,161	55,080	-	258,241	-	258,241

Compliance Report

Administration and Governance

Gross Expenses excluding internal audit	3,143,635
Other incomes	806,105
Net Expenses excluding internal audit	2,337,530
Funding allocation excluding internal audit	2,489,786
Overspending on Administration and Governance	0
Compliant /Non-compliant	COMPLIANT / CONFORME

Is the board in a Multi-Year recovery Plan?

(If board is in multi-year recovery plan then compliance report below does not apply.)

Balanced Budget Determination

1.1	In-year revenues (Sch 9, line 10.0 - Sch 9, line 4.4)	44,291,683
1.1.1	In Year Revenues for Land (Schedule 5.6, item 1.2 + item 1.3 + item 1.3.1 - item 1.4 - item 1.4.1 + Sch 5.5 Land Projects col. 5.1 + col. 6.1)	0
1.2	In-year expenses for compliance purposes (From Sch 10ADJ Page 2, line 90, Col 20)	42,575,439
1.3	In-year surplus/(deficit) for compliance purposesItem 1.1 - item 1.1.1 - Item 1.2	1,716,244
1.4	If item 1.3 is positive, board is in compliance. Otherwise, see calculation below.	COMPLIANT / CONFROME

Compliance Calculation Prior to Ministry Approval Amount (Education Act, 231. (1))

1.5	Operating Allocation to be used in Compliance Calculation (From section 1A, item 1.92)	31,058,500
1.6	1% of item 1.5	310,585
1.7	Prior Year Accumulated Surplus Available for Compliance (From schedule 5, item 3, Col 1)	5,634,036
1.8	Lesser of item 1.6 and item 1.7	310,585
1.9	If the amount of deficit on at item 1.3 is less than item 1.8, then the board is in compliance. If the board is not in compliance, see the calculation below.	COMPLIANT / CONFROME

Compliance Calculation After Ministry Approval Amount (Education Act, 231. (3))

1.10	Amount of Ministerial approval received allowing in-year deficit to exceed item 1.8	-
1.11	Amount of allowable in-year deficit: Sum of item 1.8 and item 1.10	310,585
1.12	If the amount of deficit at item 1.3 is less than item 1.11, then the board is in compliance	COMPLIANT / CONFORME

Schedule 5 - Detail of Accumulated Surplus/(Deficit)

		Accumulated Surplus (Deficit) - Balance at September 1	Transfer to Committed Capital or Committed Sinking Fund Interest Earned	Accumulated Surplus (Deficit) - In- Year Increase (Decrease)	Accumulated Surplus (Deficit) - Balance at August 31
		Col. 1	Col. 2	Col. 3	Col. 4
1	Available for Compliance - Unappropriated				
1.1	Operating Accumulated Surplus	5,389,211	-	313,152	5,702,363
1.2	Available for Compliance - Unappropriated	5,389,211	-	313,152	5,702,363
2	Available for Compliance - Internally Appropriated				
2.1	Retirement Gratuities	0	-	-	0
2.2	WSIB	0	-	-	0
2.3	School Renewal (previously included in pupil accommodation debt reserve)	159,843	-	215	160,058
2.3.1	Amounts previously included in pupil accommodation debt reserves that are not related to NPP or School Renewal	0	-	-	0
	Other Purposes - Operating:				
2.4	Winning Teams	21,404	-	-15,201	6,203
2.5	Insurance	14,826	-	306	15,132
2.6	Pre-2010 Benefit Adjustment	0	-	1,417,018	1,417,018
2.7		0	-	-	0
2.8		0	-	-	0
2.8.1	Committed Sinking Fund interest earned	0	-	0	0
2.8.2	Committed Capital Projects	0	-	-	0
from Schedule 5.5				
	Other Purposes - Capital:				
2.9	Equipment	48,752	-	754	49,506
2.10		0	-	-	0
2.11		0	-	-	0
2.12		0	-	-	0
2.13		0	-	-	0
2.14	Available for Compliance - Internally Appropriated	244,825	-	1,403,092	1,647,917
3	Total Accumulated Surplus (Deficit) Available for Compliance (Sum of lines 1.2 and 2.14)	5,634,036	-	1,716,244	7,350,280
4	Unavailable for Compliance				
4.1	Employee Future Benefits - retirement gratuity liability	-1,386,075		252,014	-1,134,061
4.1.1	Employee Future Benefits - Early Retirement Incentive Plan	0		0	0
4.1.2	Employee Future Benefits - Retirement Health Dental Life Insurance Plans etc	-583,127		116,625	-466,502
4.1.3	Employee Future Benefits - other than retirement gratuity	0		-	0
4.2	Interest to be Accrued	-146,211		5,431	-140,780
4.4	School Generated Funds	327,210	-	-7,344	319,866
4.7	Revenues recognized for land	2,019,998	-	0	2,019,998
4.8	Liability for Contaminated Sites	-		-	-
4.9	Total Accumulated Surplus (Deficit) Unavailable for Compliance	231,795	-	366,726	598,521
5	Total Accumulated Surplus (Deficit)	5,865,831	-	2,082,970	7,948,801

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD
"Inspiring Our Students to Succeed and Make a Difference"

Report No: 15
Date: February 19, 2019

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

FROM: Margaret McIntyre, Chair of the Audit Committee

SUBJECT: Report of the Audit Committee – February 7, 2019

**STRATEGIC
PRIORITY:** Stewardship

The Audit Committee met on Thursday, February 7, 2019 at which Margaret McIntyre was elected Chair of the Committee.

The Audit Committee recommends approval of the following:

1. The Treasurer Report on Investments at August 31, 2018. (Attached – Appendix A)
2. The Audit Committee also recommends approval of the 2017/18 Financial Statements which are attached to this agenda as a separate report.

Recommendations

That, the Superior-Greenstone DSB, having received Report No. 15: Report of the Audit Committee – February 7, 2019, accepts the Treasurer Report on Investments at August 31, 2018.

Respectfully submitted by:

Margaret McIntyre
Chair of the Audit Committee

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD**Date:** February 7, 2019

TO: Chair and Members of the
SGDSB Audit Committee

FROM: Cathy Tsubouchi, Superintendent of Business

SUBJECT: Treasurer Report on Investments at August 31, 2018

Background

Each year the Board's Financial Statements contain a note that identifies the investments of the Board. The 2017/18 Financial Statements contain this investment summary in Note 4, Investments.

The following chart summarizes the temporary/short term investments that were held by Superior – Greenstone DSB as of August 31, 2018. The Board held total investments of \$123,748. These investments were made in compliance with the Ontario Regulation 41/10.

Investments held by Superior-Greenstone District School Board:

Investment Type	Investment Date	Redeemable Date	Interest Rate	Anticipated Interest	Amount of Principal
Term Deposit	September 20, 2017	September 20, 2018	1.73%	2,140.84	123,747.79
Total				2,140.84	123,747.79

While the above does not include any investments held by Trust Funds since Trust Funds are not included in consolidated financial statements of the Board,

Administrative Recommendation

That, the Superior-Greenstone DSB Audit Committee recommends that the Superior-Greenstone DSB accepts the Treasurer Report on Investments at August 31, 2018.

Respectfully submitted by,
Cathy Tsubouchi, Superintendent of Business

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD
"Inspiring Our Students to Succeed and Make a Difference"

Report No: 16

Date: February 19, 2019

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

FROM: Cathy Tsubouchi, Superintendent of Business

SUBJECT: 2018/2019 Interim Report No. 1

**STRATEGIC
PRIORITY:** Stewardship

Background

As outlined in a Report to the Board in September 2018, the purpose of the interim financial reports is to provide management and the Board of Trustees with a clear understanding of the status of the current year's budget versus actual expenditures to date, and an outlook for the remainder of the year.

Current Situation

The attached report covers the period from September 1, 2018 to November 30, 2018 and is the first report for the 2018/2019 school year.

Administrative Recommendations

The report entitled, 2018/2019 Interim Report No. 1 is presented to the Board for information.

Respectfully submitted,

Cathy Tsubouchi
Superintendent of Business

SUPERIOR-GREENSTONE DSB
2018-19 Interim Financial Report

For the Period Ending November 30, 2018

Summary of Financial Results				
	Estimates	Forecast	In-Year Change	
			\$	%
Revenue				
Operating Grants	29,831,619	29,381,611	(450,008)	(1.3%)
Capital Grants	7,233,138	7,715,572	482,434	18.8%
Other	5,951,233	5,810,874	(140,359)	(2.4%)
Total Revenue	43,015,990	42,908,057	(107,933)	(0.3%)
Expenditures				
Classroom	28,201,162	27,701,333	(499,829)	(1.8%)
Other Operating	2,947,002	2,967,283	20,281	0.7%
Transportation	1,722,445	1,722,484	39	0.0%
Pupil Accomodation	9,890,945	10,256,927	365,982	3.6%
Other	664,598	839,198	174,600	20.8%
PSAB Adjustments	(119,360)	(293,960)	(174,600)	59.4%
Total Expenditures	43,306,792	43,193,265	(113,527)	(0.26%)
In-Year Surplus (Deficit)	(290,802)	(285,208)	5,594	n/a
Prior Year Accumulated Surplus (Deficit)	2,666,161	2,666,161	-	0.0%
Accumulated Surplus (Deficit) for Compliance	2,375,359	2,380,953	5,594	0.2%

Note: Forecast based on year-to-date actuals up to November 30, 2018.

Changes in Revenue

- Operating Grants down due to the decline in enrolment
- Other revenue decreased due to lower tuition fees from decreased enrolment for Other Pupils of the Board
- Capital grants include amortization of DCC which has increased due to funding for more projects This offsets depreciation.

Change in Expenditures

- Pupil Accomodation increased due to higher amortization projected due to increased capital grants.
- Classroom and Other expenses adjusted due to grant and tuition shortfall.

Change in Surplus/Deficit

- For compliance purposes, we are projecting a deficit of \$285,208 which is a minor variation from Budget.

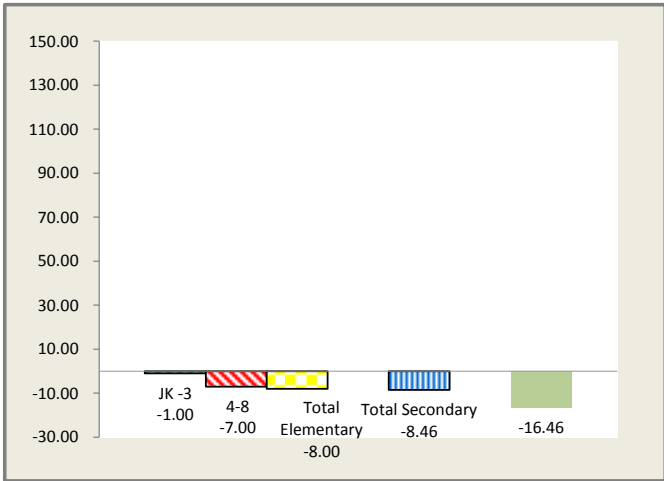
Risks & Recommendations

- Retirement payments are being funded from our current grants.

Summary of Enrolment					
ADE	Estimates	Forecast			
		In-Year Change			
				#	%
Elementary					
JK -3	389.00	388.00	-	1.00	-0.3%
4-8	390.00	383.00	-	7.00	-1.8%
Total Elementary	779.00	771.00	-	8.00	-1.0%
Secondary <21					
Pupils of the Board	520.89	535.38		14.49	2.8%
Other Pupils	117.75	94.80	-	22.95	-19.5%
Total Secondary	638.64	630.18	-	8.46	-1.3%
Total	1,417.64	1,401.18	-	16.46	-1.2%

Note: Forecast is based on Revised Estimates.

Changes in Enrolment: Budget v. Forecast



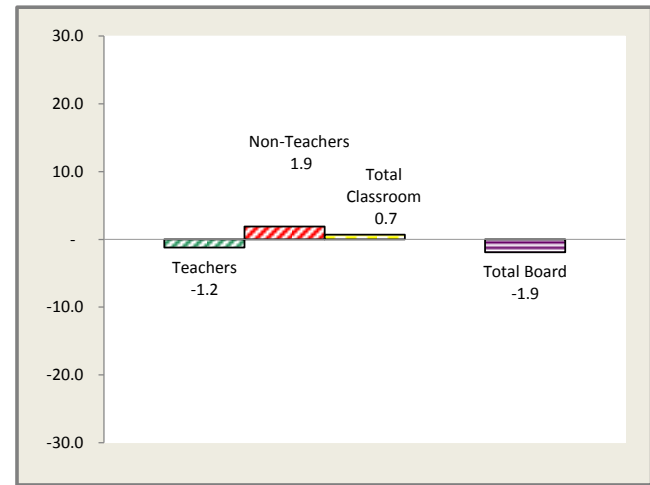
Highlights of Changes in Enrolment:

- Total board enrolment is down 16.46 ADE.

Summary of Staffing					
FTE	Estimates	Forecast	In-Year Change		
			#	%	
Classroom					
Teachers	139.5	138.3	-	1.2	-0.9%
Non-Teachers	132.7	134.6		1.9	1.4%
Total Classroom	272.2	272.9		0.7	0.3%
Non-Classroom	67.5	64.9	-	2.6	-3.9%
Total	339.7	337.8	-	1.9	-0.6%

Note: Forecast is based on Revised Estimates.

Changes in Staffing: Budget v. Forecast



Highlights of Changes in Staffing:

- Teachers down 1.2 due to some postions not yet filled for second semester.
- Non-teachers is up 1.9 FTE due to additonal EAs. Recoveries to cover.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD
"Inspiring Our Students to Succeed and Make a Difference"

Report No: 17
Date: February 19, 2019

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

FROM: Dianne Williams, Manager of Accounting Services

SUBJECT: 2018-2019 Internal Review Proposal

**STRATEGIC
PRIORITY:** Stewardship

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: Schreiber Public School
Terrace Bay Public School

Secondary School: Lake Superior High School

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. 17: 2018-2019 Internal Review Proposal as presented.

Respectfully submitted,

Dianne Williams
Manager of Accounting Services

Cathy Tsubouchi
Superintendent of Business

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD
"Inspiring Our Students to Succeed and Make a Difference"

Report No: 18

Date: February 19, 2019

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

FROM: Marc Paris, Manager of Plant Services/Transportation

SUBJECT: Capital Project Update 2017/2018

STRATEGIC

PRIORITY: Responsible stewardship of resources

Background:

During the 2017/18 school year, many projects were carried out. Capital projects are prioritized, identified and selected in consultation with the Ministry of Education Facility Audits, Plant Department Maintenance Working Foremen, Head Custodians, School Principals and Senior Administration, through the regular Plant Budget Review process.

Capital upgrade work in the total amount of \$6,789,391 was carried out on the schools.

Funding for this work included:

Renewal Grant	1,132,348
School Condition Improvement Grant	4,226,853
Schools First Childcare Retrofit Grant EL4	5,782
Community Hub	569,129
CSPGNO – Franco Manitou	15,000
GGRF – Green Gas Reduction Funding	261,111
OSBIE – Ontario School Board Insurance	95,188
Fundraising	7,407
Child Care	460,210
Other	7,500
Supplies-Furnishings	8,863
Total:	6,789,391

Current Situation:

Attached please find a project list, showing more details of the work carried out over the 2017/2018 budget year ending August 31, 2018. As in the past, several projects that were not fully completed, as of August 31, 2018, will be continued in 2018/2019 until fully completed.

Below is a breakdown of the capital investment at each school for 2017-2018.

Beardmore PS	28,766
Dorion PS	104,858
George O'Neill PS	121,498
Geraldton Comp HS	768,071

LSHS - Terrace Bay	430,064
Manitouwadge HS	73,838
Manitouwadge PS	1,377,012
Marathon HS	239,475
Margaret Twomey PS	1,040,102
Marjorie Mills PS	250,248
Nakina PS	255,108
Nip-Rock HS	538,628
Red Rock Learning Centre	581,792
Schreiber PS	487,316
Terrace Bay PS	492,614
	6,789,391

Administrative Summary:

That, the Plant Services Department Report on Capital Project Update 2017/2018 be received as information.

Respectfully submitted by:

Marc Paris
Manager of Plant Services

Nicole Morden Cormier
Interim Director of Education

School CAPITAL RENEWAL PLAN
Superior-Greenstone District School Board
 September 2017 to August 2018

Note: 2017/2018 means work that will be carried out between Sept 1, 2017 and Aug 31, 2018

completed by Cathy

Full budget code is: 42-654-1/4-000-08XX-0XX

Sub total of filtered project group

School/Site	Fund Aug 31 2018	Uniformat Code for YE	Budget Code	Description	PSAB definition	AUG PSAB Schedule	AUG bldg COMPONENT per Schedule 3.4
Beardmore PS	Renewal	F1010	42-654-1-000-0814-019	Sand & Salt Storage Shed	Other	Buildings - 20 yrs	Special Constr/Demo
Beardmore PS	SCI-Restricted	D5020	42-654-1-000-0812-019	Electrical Upgrades - Classroom circuits & Exterior circuits	Other - betterment	Buildings - 40 yrs	Bldg Services
Beardmore PS	SCI-Unrestricted	C1030	42-654-1-000-0802-019	Window Coverings & Fittings	window-betterment	Buildings - 40 yrs	Interiors
Beardmore PS	SCI-Unrestricted	G3030	42-654-1-000-0815-019	Water management - Catch Basins - Drainage	Other - grounds betterment	Land Improvmt(finite)	Bldg Sitework
Dorion PS	SCI-Restricted	D3050	42-654-1-000-0801-018	HVAC - Heat Pumps - Controls - Geothermal Heat Pump	HVAC-air-end of useful life	Buildings - 40 yrs	Bldg Services
Dorion PS	SCI-Unrestricted	G3030	42-654-1-000-0808-018	Replace Septic Pumps - Distribution Piping Sepctic Field	Other - grounds betterment	Land Improvmt(finite)	Bldg Sitework
Dorion PS	SCI-Restricted	D5020	42-654-1-000-0812-018	Electrical Upgrades - Branch Wiring - Stage	Other - betterment	Buildings - 40 yrs	Bldg Services
Dorion PS	SCI-Restricted	D5030	42-654-1-000-0811-018	Intercom upgrade	Other - betterment	Buildings - 40 yrs	Bldg Services
Dorion PS	SCI-Unrestricted	C3020	42-654-1-000-0806-018	Flooring Replacement - Library - Classroom - Flooring	Other - betterment	Buildings - 40 yrs	Interiors
Dorion PS	SCI-Restricted	D2020	42-654-1-000-0815-018	Well Pump , Casing - Fire holding Tank - Fire Hydrant Replacement - Auto Float System - Tank Leaking	Other - betterment	Buildings - 40 yrs	Bldg Services
Dorion PS	SCI-Restricted	D3060	42-654-1-000-0809-018	HVAC Controls - Occupancy Sensors - Plumbing Controls	HVAC-air-end of useful life	Buildings - 40 yrs	Bldg Services
Dorion PS	SCI-Unrestricted	C1020	42-654-1-000-0805-018	Interior Door Replacement - Hallway & Offices	Other - betterment	Buildings - 40 yrs	Interiors
Dorion PS	SCI-Unrestricted	C1030	42-654-1-000-0804-018	Millwork Replacement JK-SK Door Replacement	Other - betterment	Buildings - 40 yrs	Interiors
George O'Neill PS	Renewal	C1030	42-654-1-000-0814-015	Lockers	Other - betterment	Buildings - 40 yrs	Interiors
George O'Neill PS	SCI-Unrestricted	C1020	42-654-1-000-0802-015	Interior Doors - SGDSB Classroom grade 7-8 Renovation	Other - betterment	Buildings - 40 yrs	Interiors
George O'Neill PS	SCI-Unrestricted	C1030	42-654-1-000-0813-015	Millwork 7/8	Other - betterment	Buildings - 40 yrs	Interiors
George O'Neill PS	fundraising	E2020	42-551-1-000-0813-015	Dishwasher		Equipment - 10yrs	
George O'Neill PS	SCI-Unrestricted	C3030	42-654-1-000-0801-015	Ceiling Panels - SGDSB Classroom grade 7-8 Renovation	Other - betterment	Buildings - 40 yrs	Interiors
George O'Neill PS	SCI-Restricted	D2020	42-654-1-000-0804-015	Plumbing Upgrades - cold water lines - Lead Exceedance - Water Meter	Other - betterment	Buildings - 40 yrs	Bldg Services
George O'Neill PS	SCI-Unrestricted	C3010	42-654-1-000-0811-015	Wall Finishes - Classroom grade 7-8 Renovation	Other - betterment	Buildings - 40 yrs	Interiors
George O'Neill PS	SCI-Restricted	D5020	42-654-1-000-0809-015	Electrical Upgrades	Other - betterment	Buildings - 40 yrs	Bldg Services
George O'Neill PS	SCI-Unrestricted	C3020	42-654-1-000-0815-015	Flooring Replacement - Grade 7-8	Other - betterment	Buildings - 40 yrs	Interiors
Geraldton Comp HS	Renewal	E1010	42-551-4-000-0801-046	Shop extraction hood - completion of 1st Time Equip project		First Time Equipping	Equip & Furnishings
Geraldton Comp HS	Renewal	D3010	42-654-4-000-0801-046	PV Array System 10 KW	Other - betterment	Buildings - 40 yrs	Bldg Services
Geraldton Comp HS	Renewal	E10	42-551-4-000-0811-046	Tech Shop guarding and upgrade		First Time Equipping	Equip & Furnishings
Geraldton Comp HS	other		42-654-4-000-0801-046	PV Array System 10 KW	Other - betterment	Buildings - 40 yrs	Bldg Services
Geraldton Comp HS	SCI-Restricted	D3060	42-654-4-000-0809-046	Energy Management Controls BMS Upgrades	HVAC-high efficiency	Buildings - 40 yrs	Bldg Services
Geraldton Comp HS	SCI-Restricted	D5030	42-654-4-000-0803-046	IT Network infrastructure upgrade/installation	Other - betterment	Buildings - 40 yrs	Bldg Services
Geraldton Comp HS	SCI-Restricted	D2030	42-654-4-000-0812-046	Sanitary Drain replacement	Other - betterment	Buildings - 40 yrs	Bldg Services
Geraldton Comp HS	SCI-Restricted	D5020	42-654-4-000-0804-046	Electrical Upgrades - Panels - Branch Wiring	Other - betterment	Buildings - 40 yrs	Bldg Services
Geraldton Comp HS	SCI-Unrestricted	G3030	42-654-4-000-0814-046	Phase 1 - Parking Lot - Storm Sewer - Catch Basins - Fencing - Water Drainage - Lift Station	Other - grounds betterment	Land Improvmt(finite)	Bldg Sitework
Geraldton Comp HS	SCI-Restricted	B3010	42-654-4-000-0807-046	Roof Replacement	Other - betterment	Buildings - 40 yrs	Shell
Geraldton Comp HS	SCI-Restricted	D3040	42-654-4-000-0813-046	Ventilation - Heating Coil - BMS Controls BAPS Classroom	Other - betterment	Buildings - 40 yrs	Bldg Services
Geraldton Comp HS	SCI-Restricted	D3040	42-654-4-000-0802-046	HWT Heating loop pumps - Variable Frequency Drive - Gas Meter	HVAC-high efficiency	Buildings - 40 yrs	Bldg Services
Geraldton Comp HS	SCI-Restricted	D5030	42-654-4-000-0810-046	Building Security - Remote Front Entrance - Confederation College - Lockdown buttons	Other - betterment	Buildings - 40 yrs	Bldg Services
Geraldton Comp HS	SCI-Restricted	D3040	42-654-4-000-0808-046	Shop AHU replacement - Electrical Upgrade energy mgmt controls -Variable Frequency Drives (Thursd)	HVAC-repairs/no betterment	Buildings - 40 yrs	Bldg Services
Geraldton Comp HS	Child Care	Child Care	42-654-4-000-0815-046	BAPS - Child & Family - Daycare Renovation		Buildings - 40 yrs	
LSHS - Terrace Bay	SCI-Restricted	D5020	42-654-4-000-0807-043	LED - Exterior Lights - Hydro One Incentive	lighting-energy savings	Buildings - 40 yrs	Bldg Services
LSHS - Terrace Bay	Renewal	C3010	42-654-4-000-0805-043	Hallway, Resource Room, Tech Wing, Teacher Workroom, Auto Shop	Other - betterment	Buildings - 40 yrs	Interiors
LSHS - Terrace Bay	SCI-restricted	D5030	42-654-4-000-0808-043	Fire alarm smoke detectors & Pull Stations addressable	Other - betterment	Buildings - 40 yrs	Bldg Services
LSHS - Terrace Bay	Renewal	F1010	42-654-4-000-0814-043	Sand & Salt Storage Shed	Other	Buildings - 20 yrs	Special Constr/Demo
LSHS - Terrace Bay	Renewal	E2020	42-551-4-000-0814-043	Furnishings - Library Maker Space		First Time Equipping	Equip & Furnishings
LSHS - Terrace Bay	Renewal	E1020	42-551-4-000-0801-043	Tech Shop guarding and upgrade - Milling Machine - Lathes - Tire Balancer - Tire Changer		First Time Equipping	Equip & Furnishings
LSHS - Terrace Bay	SCI-Restricted	D2010	42-654-4-000-0810-043	Plumbing Upgrades - Change Rooms - Washrooms - Sanitary Drain	Other - betterment	Buildings - 40 yrs	Bldg Services
LSHS - Terrace Bay	SCI-Restricted	D2010	42-654-4-000-0804-043	Plumbing Upgrades	Other - betterment	Buildings - 40 yrs	Bldg Services
LSHS - Terrace Bay	SCI-Unrestricted	C1030	42-654-4-000-0803-043	Millwork - Classrooms - Auto Shop	Other - betterment	Buildings - 40 yrs	Interiors
LSHS - Terrace Bay	SCI-Restricted	B1010	42-654-4-000-0802-043	Flooring - Auto Shop - Strutural Slab	Other - betterment	Buildings - 40 yrs	Shell
LSHS - Terrace Bay	SCI-Restricted	D5090	42-654-4-000-0806-043	Electrical Upgrades - Exit Lights	Other - betterment	Buildings - 40 yrs	Bldg Services
LSHS - Terrace Bay	SCI-Restricted	D3040	42-654-4-000-0801-043	Auto Shop Renovation - Exhaust	Other - betterment	Buildings - 40 yrs	Bldg Services
Manitouwadge HS	Renewal	E1020	42-551-4-000-0801-040	Tech Manufacturing Shop Equipment - Pipe Bender - Milling Equipment - Sheet Metal Equipment		First Time Equipping	Equip & Furnishings
Manitouwadge HS	SCI-Restricted	D5020	42-654-4-000-0815-040	LED lighting upgrade - Classrooms & Hallways - Energy Savings	lighting-energy savings	Buildings - 40 yrs	Bldg Services
Manitouwadge HS	SCI-Restricted	D2020	42-654-4-000-0804-040	HW Tank & Water Softener Replacement - High Efficient Domestic HWT	HVAC-high efficiency	Buildings - 40 yrs	Bldg Services
Manitouwadge HS	SCI-Restricted	D2010	42-654-4-000-0803-040	Plumbing Upgrades - Bradley Basin - Sensored Faucets - Auto Flush Valves	Other - betterment	Buildings - 40 yrs	Bldg Services
Manitouwadge HS	supplies	E2020	42-551-4-000-0812-040	Furnishings - Desks - Conf Rm Tables & Chairs NOT NEW SPACE		Maintenance	
Manitouwadge HS	SCI-Restricted	D5090	42-654-4-000-0801-040	Tech Shop Dust Exhaust ventilation & Extractor	Other - betterment	Buildings - 40 yrs	Bldg Services
Manitouwadge PS	Renewal	G2040	42-654-1-000-0815-010	Site Development - Fuel Oil Tank Remedial section	Other - grounds betterment	Land Improvmt(finite)	Bldg Sitework
Manitouwadge PS	Renewal	G2040	42-654-1-000-0806-010	Site Development - Chain-link fence replace back perimeter	Other - grounds betterment	Land Improvmt(finite)	Bldg Sitework
Manitouwadge PS	Renewal	E2020	42-551-1-000-0807-010	Classroom Furnishings & Appliances -1st Equip multi-purpose room		First Time Equipping	Equip & Furnishings
Manitouwadge PS	Renewal	C1030	42-654-1-000-0802-010	Millwork Classrooms - reno to modernize	Other - betterment	Buildings - 40 yrs	Interiors

School/Site	Fund Aug 31 2018	Uniformat Code for YE	Budget Code	Description	PSAB definition	AUG PSAB Schedule	AUG bldg COMPONENT per Schedule 3.4
Manitowadge PS	Renewal	C3020	42-654-1-000-0801-010	Flooring - Sheet Vinyl Classrooms	Other - betterment	Buildings - 40 yrs	Interiors
Manitowadge PS	SCI-Restricted	D5030	42-654-1-000-0810-010	Communication - Public Address - Clocks - Lockdown	Other - betterment	Buildings - 40 yrs	Bldg Services
Manitowadge PS	SCI-Restricted	D5030	42-654-1-000-0809-010	IT Infrastructure	Other - betterment	Buildings - 40 yrs	Bldg Services
Manitowadge PS	SCI-Restricted	D5030	42-654-1-000-0814-010	Fire Alarm system Replacement- Addressable devices	Other - betterment	Buildings - 40 yrs	Bldg Services
Manitowadge PS	CSPGNO	C3020	42-654-1-000-0801-010	Flooring - Sheet Vinyl Classrooms	Other - betterment	Buildings - 40 yrs	Interiors
Manitowadge PS	SCI-Restricted	B2010	42-654-1-000-0817-010	Exterior Siding Replacement	Other - betterment	Buildings - 40 yrs	Shell
Manitowadge PS	SCI-Restricted	B2020	42-654-1-000-0808-010	Window Replacement - classrooms - Nursery School	window-betterment	Buildings - 40 yrs	Shell
Manitowadge PS	SCI-Restricted	D5020	42-654-1-000-0804-010	Exterior LED lighting replace around school - Energy Savings	Other - betterment	Buildings - 40 yrs	Bldg Services
Manitowadge PS	SCI-Restricted	D3060	42-654-1-000-0813-010	Energy Management Controls - Occupancy Sensors Controls BMS Upgrades - Energy Savings	Other - betterment	Buildings - 40 yrs	Bldg Services
Manitowadge PS	SCI-Restricted	D2010	42-654-1-000-0816-010	Plumbing Upgrades - ODA Washroom - Energy Conservation taps - Lead Issues	Other - betterment	Buildings - 40 yrs	Bldg Services
Manitowadge PS	SCI-Restricted	D3060	42-654-1-000-0805-010	HVAC controls upgrade - BMS - Display - Energy Savings	HVAC-high efficiency	Buildings - 40 yrs	Bldg Services
Manitowadge PS	SCI-Unrestricted	C3010	42-654-1-000-0807-010	Hallway - Food Service Room - Classroom-Office Renovation	Other - betterment	Buildings - 40 yrs	Interiors
Manitowadge PS	SCI-Restricted	D3020	42-654-1-000-0812-010	Boiler Replacement - Heating Coil - Gym AHU	boiler at end of useful life	Buildings - 40 yrs	Bldg Services
Manitowadge PS	SCI-Restricted	B3010	42-654-1-000-0803-010	Roof Replacement - wood section orig bldg, library/daycare, back addition, gym - Design	roof-partial repl-dmg-better	Buildings - 40 yrs	Shell
Marathon HS	SCI-Restricted	D5030	42-654-4-000-0811-042	Fire Alarm Panel Replacement - Addressable Fire Pulls & Heads - Fire Doors	Other - betterment	Buildings - 40 yrs	Bldg Services
Marathon HS	Renewal	C3010	42-654-4-000-0810-042	Paint & Renovations Shop - Doors, Door Frames, Window Frames, Wood Shop	Other - betterment	Buildings - 40 yrs	Interiors
Marathon HS	Renewal	D5030	42-654-4-000-0813-042	IT Network infrastructure upgrade/installation	Other - betterment	Buildings - 40 yrs	Bldg Services
Marathon HS	Renewal	G2040	42-654-4-000-0805-042	Soccer Field - Re-sod high impacted areas - Repair Grounds - Nets	Other - grounds betterment	Land Improvmt(finite)	Bldg Sitework
Marathon HS	Renewal	F1010	42-654-4-000-0807-042	Exterior garage - Shop Program	Other	Buildings - 20 yrs	Special Constr/Demo
Marathon HS	Renewal	E1010	42-551-4-000-0801-042	Tech Shop & Food Service Furnishings		First Time Equipping	Equip & Furnishings
Marathon HS	SCI-Restricted	D3030	42-654-4-000-0808-042	Mechanical Upgrade Classroom AHU - DX cooling	Other - betterment	Buildings - 40 yrs	Bldg Services
Marathon HS	SCI-Restricted	B3010	42-654-4-000-0815-042	Roof Replacement	Other - betterment	Buildings - 40 yrs	Shell
Marathon HS	SCI-Restricted	D3040	42-654-4-000-0801-042	Shop Upgrades - Electrical - Ventilation	Other - betterment	Buildings - 40 yrs	Bldg Services
Marathon HS	SCI-Restricted	D5020	42-654-4-000-0802-042	Electrical Upgrades - Additional circuits - Computer Lab - Food Services	Other - betterment	Buildings - 40 yrs	Bldg Services
Marathon HS	SCI-Restricted	D2010	42-654-4-000-0809-042	Plumbing Upgrades - Bradley Basin (4 units) - Sensored Faucets - Auto Flush Valves	Other - betterment	Buildings - 40 yrs	Bldg Services
Marathon HS	SCI-Restricted	B3020	42-654-4-000-0803-042	Skylight - Window Replacement	window-betterment	Buildings - 40 yrs	Shell
Margaret Twomey PS	supplies	D5030	42-654-1-000-0808-012	IT Network infrastructure upgrade/installation - tsf to		Maintenance	
Margaret Twomey PS	SCI-Restricted	B2010	42-654-1-000-0810-012	Exterior Walls - Sealant - Solarium	Other - betterment	Buildings - 40 yrs	Shell
Margaret Twomey PS	Other		42-654-1-000-0802-012	Sidewalk ODA - Asphalt replacement back corner - Sealing - Crack Repairs - Line Painting		Land Improvmt(finite)	
Margaret Twomey PS	EL4	C1030	42-654-1-000-0813-012	Window Coverings - Drapes - Lockdown	Other - betterment	Buildings - 40 yrs	Interiors
Margaret Twomey PS	SCI-Restricted	D2010	42-654-1-000-0807-012	Plumbing Upgrades - Kitchen & washroom	Other - betterment	Buildings - 40 yrs	Bldg Services
Margaret Twomey PS	Renewal	G2030	42-654-1-000-0802-012	Sidewalk ODA - Asphalt replacement back corner - Sealing - Crack Repairs - Line Painting	Other - grounds betterment	Land Improvmt(finite)	Bldg Sitework
Margaret Twomey PS	Renewal	D4010	42-654-1-000-0805-012	Sprinkler System Replacement	Other - betterment	Buildings - 40 yrs	Bldg Services
Margaret Twomey PS	Renewal	C1020	42-654-1-000-0806-012	Door Hardware - Mullions - Locksets - Panic sets	Other - betterment	Buildings - 40 yrs	Interiors
Margaret Twomey PS	SCI-Restricted	B2010	42-654-1-000-0801-012	Exterior Walls - Brick Replacement - Efflorescents - Pointing - Expansion Joints	Other - betterment	Buildings - 40 yrs	Shell
Margaret Twomey PS	SCI-Restricted	D3050	42-654-1-000-0801-012	Heat Pump Replacement - Humidification Gym - HVAC Controls - Geothermal ground loops	HVAC-high efficiency	Buildings - 40 yrs	Bldg Services
Margaret Twomey PS	SCI-Unrestricted	C3020	42-654-1-000-0814-012	Floor Finishes - Sheet Vinyl - Classrooms - Multi Purpose Room	Other - betterment	Buildings - 40 yrs	Interiors
Margaret Twomey PS	SCI-Unrestricted		42-654-1-000-0811-012				
Margaret Twomey PS	SCI-Unrestricted	G3030	42-654-1-000-0809-012	Rain Water Draining - Catch Basins - Splash pads	Other - grounds betterment	Land Improvmt(finite)	Bldg Sitework
Margaret Twomey PS	Renewal-Maintena	D4010	42-654-1-000-0803-012	Sprinkler system pipe replacement - partial system Dry Side		Maintenance	Bldg Services
Margaret Twomey PS	SCI-Restricted	D5020	42-654-1-000-0804-012	Electric Upgrades - Classroom Receptacles - Electric Door Operators	Other - betterment	Buildings - 40 yrs	Bldg Services
Margaret Twomey PS	SCI-Unrestricted	C3010	42-654-1-000-0812-012	Wall Finishes - Multi Purpose - Classrooms - Hallways	Other - betterment	Buildings - 40 yrs	Interiors
Margaret Twomey PS	SCI-Restricted	B2020	42-654-1-000-0813-012	Window Replacement Design and some sections- Room 34&35 remove glazing - Fascia	Other - betterment	Buildings - 40 yrs	Shell
Margaret Twomey PS	OSBIE	D4010	42-654-1-000-0803-012	Sprinkler system pipe replacement - partial system Dry Side	Other - betterment	Buildings - 40 yrs	Bldg Services
Margaret Twomey PS	SCI-Restricted	B3010	42-654-1-000-0811-012	Roof Replacement	Other - betterment	Buildings - 40 yrs	Shell
Margaret Twomey PS	SCI-Restricted	D4010	42-654-1-000-0803-012	Sprinkler system pipe replacement - partial system Dry Side	Other - betterment	Buildings - 40 yrs	Bldg Services
Marjorie Mills PS	SCI-Unrestricted	C3020	42-654-1-000-0813-021	Flooring Replacement - Hallway - Classrooms	Other - betterment	Buildings - 40 yrs	Interiors
Marjorie Mills PS	SCI-Unrestricted	C1030	42-654-1-000-0814-021	Window Coverings - Lock down	Other - betterment	Buildings - 40 yrs	Interiors
Marjorie Mills PS	SCI-Restricted	D5020	42-654-1-000-0802-021	Lighting - dimmers LED - Electrical Upgrades	lighting-energy savings	Buildings - 40 yrs	Bldg Services
Marjorie Mills PS	Renewal	E1010	42-551-1-000-0811-021	School Furnishings and appliances Food Service		First Time Equipping	Equip & Furnishings
Marjorie Mills PS	SCI-Restricted	B3010	42-654-1-000-0806-021	Roof Replacement	Other - betterment	Buildings - 40 yrs	Shell
Marjorie Mills PS	SCI-Unrestricted	C1030	42-654-1-000-0811-021	Millwork Library - Food Serving - Multi Purpose Room - Renovation - Design	Other - betterment	Buildings - 40 yrs	Interiors
Marjorie Mills PS	SCI-Unrestricted	C3030	42-654-1-000-0807-021	Ceiling Tile Replacement	Other - betterment	Buildings - 40 yrs	Interiors
Marjorie Mills PS	SCI-Restricted	D3020	42-654-1-000-0801-021	Gas Boiler - High Efficiency	HVAC-high efficiency	Buildings - 40 yrs	Bldg Services
Nakina PS	SCI-Restricted	B2030	42-654-1-000-0814-022	Exterior Door Replacement	Other - betterment	Buildings - 40 yrs	Shell
Nakina PS	SCI-Restricted	B2010	42-654-1-000-0811-022	Brick Replacement - Repointing - Sealant - Parging	Other - betterment	Buildings - 40 yrs	Shell
Nakina PS	SCI-Restricted	B3010	42-654-1-000-0802-022	Roof Replacement - Changed to 808	Other - betterment	Buildings - 40 yrs	Shell
Nakina PS	Renewal	D5030	42-654-1-000-0810-022	IT Network infrastructure upgrade/installation	Other - betterment	Buildings - 40 yrs	Bldg Services
Nakina PS	Renewal	G2040	42-654-1-000-0812-022	Fencing - Gates - Flag Pole	Other - grounds betterment	Land Improvmt(finite)	Bldg Sitework
Nakina PS	Renewal	G2040	42-654-1-000-0805-022	Site Signage	Other - grounds betterment	Land Improvmt(finite)	Bldg Sitework
Nakina PS	Renewal	C1030	42-654-1-000-0801-022	Multi Purpose room	Other - betterment	Buildings - 40 yrs	Interiors
Nakina PS	SCI-Unrestricted	C1030	42-654-1-000-0801-022	Classroom Millwork			
Nakina PS	SCI-Restricted	B2010	42-654-1-000-0815-022	Exterior Soffit - Frost/Ice Build Up - Roof Underside - Cold Bridging	Other - betterment	Buildings - 40 yrs	Shell
Nakina PS	SCI-Restricted	B3010	42-654-1-000-0808-022	Roof Replacement - Gym (1983)	roof-partial repl-dmg-better	Buildings - 40 yrs	Shell
Nip-Rock HS	SCI-Restricted	D4090	42-654-4-000-0808-045	Hallway Fire Doors - Room 7 hallway	Other - betterment	Buildings - 40 yrs	Bldg Services

School/Site	Fund Aug 31 2018	Uniformat Code for YE	Budget Code	Description	PSAB definition	AUG PSAB Schedule	AUG bldg COMPONENT per Schedule 3.4
Nip-Rock HS	SCI-Unrestricted	C3020	42-654-4-000-0804-045	Flooring Replacement - Classrooms - Library	Other - betterment	Buildings - 40 yrs	Interiors
Nip-Rock HS	SCI-Restricted	B2020	42-654-4-000-0803-045	Window replacement	window-betterment	Buildings - 40 yrs	Shell
Nip-Rock HS	SCI-Restricted	D5010	42-654-4-000-0802-045	Electrical Upgrades - Replace Motor Control Centre (MCC) Distribution (Boiler Room)	Other - betterment	Buildings - 40 yrs	Bldg Services
Nip-Rock HS	SCI-Unrestricted	G2030	42-654-4-000-0805-045	Sidewalk - Stairs - Front Entrance - Coordinate with Foundation weeping tile upgrade - Bus Loop	Other - grounds betterment	Land Improvmt(finite)	Bldg Sitework
Nip-Rock HS	SCI-Restricted	D3060	42-654-4-000-0806-045	Controls & Instrumentation - Shop-Food Services wing AHU	Other - betterment	Buildings - 40 yrs	Bldg Services
Nip-Rock HS	SCI-Restricted	D3040	42-654-4-000-0814-045	Dust Collector Exhaust & Piping	Other - betterment	Buildings - 40 yrs	Bldg Services
Nip-Rock HS	Renewal	E10	42-551-4-000-0812-045	Accessible Washroom Upgrade - portable lift		Equipment - 10yrs	Equip & Finishings
Nip-Rock HS	Renewal	E1020	42-551-4-000-0801-045	Tech Shop Equipment - Roller - Sanders - Benches		First Time Equipping	Equip & Finishings
Nip-Rock HS	SCI-Unrestricted	C3030	42-654-4-000-0810-045	Asbestos Removal - Ceiling Panel Replacement	Asbestos removal	Buildings - 40 yrs	Interiors
Nip-Rock HS	Renewal	C3020	42-654-4-000-0801-045	Wood - Auto Shop - Flooring - Painting - Safe Working Zones	Other - betterment	Buildings - 40 yrs	Interiors
Nip-Rock HS	GGRF	D3040	42-654-4-000-0811-045	AHU Replacement Shop Wing & Food Services	Other - betterment	Buildings - 40 yrs	Bldg Services
Red Rock Learning Cer	SCI-Unrestricted	C3020	42-654-1-000-0804-017	Flooring Replacement	Other - betterment	Buildings - 40 yrs	Interiors
Red Rock Learning Cer	Renewal	C1020	42-654-1-000-0805-017	Door - Hardware Replacement	Other - betterment	Buildings - 40 yrs	Interiors
Red Rock Learning Cer	Renewal	D5030	42-654-1-000-0801-017	IT Network infrastructure upgrade/installation	Other - betterment	Buildings - 40 yrs	Bldg Services
Red Rock Learning Cer	Renewal	D5020	42-654-1-000-0802-017	Electrical - Branch wiring	Other - betterment	Buildings - 40 yrs	Bldg Services
Red Rock Learning Cer	Community Hub	HUB	42-654-1-000-0815-017	Renovations related to Community Hub - Joint Partners - TBHU - Metis MNO - Greenstone Living - Con College	Other - betterment	Buildings - 40 yrs	
Schreiber PS	Renewal-Maintena	C1020	42-654-1-000-0807-014	Powered Door Openers - Main entrance Aluminum Doors - ODA		Maintenance	
Schreiber PS	SCI-Restricted	B2020	42-654-1-000-0814-014	Window Coverings - Lockdown - Roller Shades	Other - betterment	Buildings - 40 yrs	Shell
Schreiber PS	SCI-Restricted	B2030	42-654-1-000-0801-014	Exterior - Interior Door Replacement	Other - betterment	Buildings - 40 yrs	Shell
Schreiber PS	SCI-Restricted	D5030	42-654-1-000-0811-014	Phone System Replacement	Other - betterment	Buildings - 40 yrs	Bldg Services
Schreiber PS	SCI-Restricted	D2010	42-654-1-000-0804-014	Washroom Renovations - Plumbing Upgrades - Fountains	Other - betterment	Buildings - 40 yrs	Bldg Services
Schreiber PS	SCI-Restricted	C1020	42-654-1-000-0806-014	Interior Door Replacement Front office - Renovation - Teacher Resource - Main entrance school - Hallways	Other - betterment	Buildings - 40 yrs	Interiors
Schreiber PS	SCI-Unrestricted	C3020	42-654-1-000-0803-014	Flooring Replacement - Gym - Classrooms - Hallways - Asbestos	Other - betterment	Buildings - 40 yrs	Interiors
Schreiber PS	Renewal	G3060	42-654-1-000-0802-014	Fuel Oil Tank Removal - Soil Remedial - Ground Rehabilitation	Other - grounds betterment	Land Improvmt(finite)	Bldg Sitework
Schreiber PS	Renewal	E1010	42-551-1-000-0805-014	Furnishings - Lunch tables - Classroom desks - teacher work rm 1ST EQUIP		First Time Equipping	Equip & Finishings
Schreiber PS	SCI-Restricted	D5030	42-654-1-000-0808-014	Building Management - Lockdown - Security	Other - betterment	Buildings - 40 yrs	Bldg Services
Schreiber PS	SCI-Restricted	D5020	42-654-1-000-0810-014	Electrical Upgrades - Branch Wiring - Wall Mounted	Other - betterment	Buildings - 40 yrs	Bldg Services
Schreiber PS	Renewal	C10	42-654-1-000-0805-014	Front office - Renovation - Teacher Resource - Main entrance school - Hallways	Other - betterment	Buildings - 40 yrs	Interiors
Schreiber PS	SCI-Restricted	B2010	42-654-1-000-0812-014	Brick replacement - Original Building	Other - betterment	Buildings - 40 yrs	Shell
Terrace Bay PS	SCI-Restricted	D5020	42-654-1-000-0808-013	Electrical Upgrades	Other - betterment	Buildings - 40 yrs	Bldg Services
Terrace Bay PS	SCI-Unrestricted	G2030	42-654-1-000-0814-013	Sidewalk Replacement - Ramp	Other - grounds betterment	Land Improvmt(finite)	Bldg Sitework
Terrace Bay PS	SCI-Restricted	B2030	42-654-1-000-0804-013	Brick Replacement - Repointing - Selkirk street	Other - betterment	Buildings - 40 yrs	Shell
Terrace Bay PS	SCI-Unrestricted	C1010	42-654-1-000-0809-013	Washroom Partitions - ODA Compliant - JK-SK Washrooms	Other - betterment	Buildings - 40 yrs	Interiors
Terrace Bay PS	SCI-Restricted	D5030	42-654-1-000-0815-013	Phone system upgrade	Other - betterment	Buildings - 40 yrs	Bldg Services
Terrace Bay PS	SCI-Restricted	B2030	42-654-1-000-0813-013	Door Hardware Building Security - Remote Front Entrance - Superior Counselling door alarm	roof-partial repl-dmg-better	Buildings - 40 yrs	Shell
Terrace Bay PS	SCI-Unrestricted	C3030	42-654-1-000-0805-013	Ceiling replacement - intermediate, gym hall	Other - betterment	Buildings - 40 yrs	Interiors
Terrace Bay PS	SCI-Unrestricted	C1030	42-654-1-000-0810-013	Millwork upgrades - Classroom 1/2, 3/4, 5/6 hallways - Wall Finishes	Other - betterment	Buildings - 40 yrs	Interiors
Terrace Bay PS	Renewal	D5020	42-654-1-000-0802-013	Exterior Lighting LED - Hudson Street - Energy Saving	Other - betterment	Buildings - 40 yrs	Bldg Services
Terrace Bay PS	Renewal	D3060	42-654-1-000-0807-013	Building Management - Energy Savings Occupancy Sensors and light dimmers - washrooms and classrooms	Other - betterment	Buildings - 40 yrs	Bldg Services
Terrace Bay PS	Renewal	E1010	42-551-1-000-0811-013	Lunch Room Renovation - Library - Multi Purpose Room - Furniture & Appliances		First Time Equipping	Equip & Finishings
Terrace Bay PS	SCI-Restricted	D2010	42-654-1-000-0816-013	Washroom Upgrades - Renovation	Other - betterment	Buildings - 40 yrs	Bldg Services
Terrace Bay PS	Renewal	C3020	42-654-1-000-0801-013	Flooring - Sheet Vinyl Classrooms	Other - betterment	Buildings - 40 yrs	Interiors

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD
"Inspiring Our Students to Succeed and Make a Difference"

Report No: 19

Date: February 19, 2019

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

FROM: Nicole Morden Cormier, Interim Director

SUBJECT: Director's Monthly Report: February

STRATEGIC

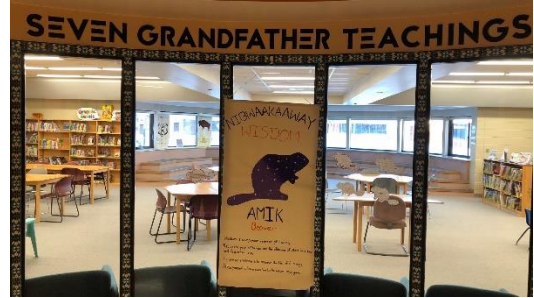
PRIORITY: Learning, Well-Being, Stewardship, Relationships

This monthly summary provides an overview of some events and initiatives that support, directly and indirectly, the Objectives of our Multi-Year Strategic Plan.

- Marathon High School has been hosting "Open Gym and Karaoke" on Saturday nights from 8:00 pm to 10:00 pm. These fun nights, supervised by school staff, promote student well-being by giving students a place to play and sing.
- In January, the Student Senate Leader from Beardmore Public School, Rachel Goodman, presented a Random Acts of Kindness Challenge to the students and staff of the Beardmore Elementary School. A bulletin board provides suggestions for kind acts and provides inspirational quotes for anyone. We are challenging our staff and students to complete at least 50 acts of kindness that will be shared on our daily announcements.
- On Friday, January 25th, George O'Neill Public School celebrated Family Literacy Day with Indigenous stories and culture. The drumming group led the other students in learning about the big drum and hand drums and taught them songs. Another activity had students and staff engage in a **Book Walk** in the gym. Students moved from page to page in a "literacy on our feet" reading of The Water Walker by Joanne Robertson. There was an arts/critical thinking activity to participate in as we reflected on how to preserve our natural resource, Anishinaabewi-gichigami (Great Lake Superior).
- Tusca and Teddy were at Manitouwadge High School to welcome the students before exams and offer students a chance to de-stress and pet them before and after exams. They started out with just Tusca and Teddy but they were joined by Lily, Sam and several others on different days throughout the exam week. It was very well received, with one student calling them the "Woof"erines. Requests for them to come as often as possible have been made and thus, the dogs have been booked for June.
- Schreiber Public School educators have been focusing on supporting students in regulation and teaching students to know when they are ready to learn and what strategies they can use to help them be ready for learning. They have created a sensory walk in their primary hallway to support the students.
- Terrace Bay Public School celebrated Family Literacy day with a Mystery Reader! Shannon chose the story from our library, practiced reading it aloud and did an amazing job!



- Students of Margaret Twomey Public School have been learning about The Seven Grandfather Teachings this year. In January they have been learning about wisdom. Each month one of the teachings is imbedded into various classroom activities. Students are recognized for their acts of respect, courage, wisdom etc.
- Students at Dorion Public School participated in the Great Snowman Build of 2019! Students were put in their house teams and were given the task of building the biggest snowman. Students quickly realized that all groups had built the biggest snowman based on their justification as there are many different ways to measure "big". Students focused less on getting the "right" answer and more on justifying their reasoning! It was a great day of learning and outdoor fun!
- With the leadership of the B.A. Parker Student Senate, the school began Term 2 with a focus on kindness and well-being. The foyer of the school features a large "Kindness Tree" filled with positive messages created in every classroom and shared with everyone. This was designed in conjunction with our Bell Let's Talk activities, led by the Child & Youth Worker.
- Geraldton Composite High School is excited that semester two has begun. We have been working with Aroland First Nation who is bringing a Student Success Coach to work with their students in second semester regarding both attendance and academics. Our one liner this month is, "All students can succeed, all you need to do is try!" Our second one liner is "If you are still not registered for semester two, we are waiting for you at GCHS! Come on in, we are all here to be learners. Also, tell a friend who needs the motivation and encouragement to get back in and to graduate!"
- During the afternoons throughout exam week several Lake Superior High School Specialist High School Major students obtained their First Aid and CPR certification.
- In moving forward with our focus on wellbeing, the JK/SK students at Manitouwadge Public School received their sensory floor, to support self-regulation.
- On January 30, Nakina Public School had a collective group discussion in recognition of Bell's Let's Talk initiative to generate a deeper awareness of mental health issues. Grades 2-8 met and we evaluated different scenarios, shared how we could respond as caring and compassionate individuals. The exploration ended with each student creating their own personal response.



Learning, Well-Being: Noondaagotoon - GOPS performs with the TBSO

George O'Neill Public School Choir and Drum group had the honour and privilege of performing with their teacher Mrs. Bartlett and the Thunder Bay Symphony Orchestra in January in Noondaagotoon. Noondaagotoon is an important and exciting collaboration between the TBSO, Fort William First Nation and Indigenous performers blending cultural traditions, and showcasing the talent of Indigenous performers. This year, Mrs. Shy-Anne returned with her musical friends to bring new life to music — and to the stage! This was another great experience for our young performers. They performed in front of a full house on both evenings and received standing ovations for their performances. Our choir and drum group represented GOPS and Superior Greenstone amazingly well!

Relationships: Internal Communication at SGDSB

Within the Relationships priority of the SGDSB Strategic Plan is the objective to enhance communication and transparency with and among staff, students, families and community partners. This aim of this objective is to enhance the sense of belonging for all, through effective, two-way, dynamic communication. To begin this work, a survey was distributed to all permanent staff members to evaluate the effectiveness of the various communication strategies that we currently use in our school board. The

results of this survey will be used to create an internal communications plan for our school board. To support this work, our Communications Officer, Gerri-Lynn Christianson also attended a one-day professional development workshop in Toronto, sponsored by the Ontario Public School Boards' Association. The Internal Communication Plan will be shared as a draft by May and will be fully implemented in September, 2019.

Link to Survey Invitation: https://drive.google.com/file/d/1g-Pbs2KOb_XgT-3spk9MvCN5819s_EYD/view?usp=sharing

Well-Being: PD Day Update

Attendance Counsellors, Child and Youth Workers, Graduation Coaches, some Guidance Counsellors, and Systems Leads gathered to discuss attendance and how to engage students in the life of the school community. The emphasis on promoting attendance has been an important one for us during the last couple of years and our new procedures and practices are additional ways for us to be consistent with our mission and values. Our focus in this professional development session was to explore ways to increasingly connect students to schools, honour and foster their identities and learn to intervene early. Through our involvement with Restorative Practices Consortiums, we entered into an innovative partnership aimed at delivering training to our Attendance Counsellors, Graduation Coaches, Child and Youth Workers, and Guidance Counsellors to specifically learn how to address student attendance in a restorative manner. This work has been occurring since October and following this professional learning we will be rolling out our revised procedures and processes and measuring the impact in the short term. Long term goals include improving attendance, reducing skips and task avoidance, and increasing our involvement with families.

Learning: Elementary and Secondary Principal Learning Day

All elementary and secondary principals gathered together on the February 1, 2019 PD Day to engage in a variety of learning and discussion items. The day was launched by Superintendent of Education Charlie Bishop, as he provided review and further training in how to utilize different types of Circles as part of our leadership practices. To model this work, Mr. Bishop began the day with a circle whereby each participant identified positive results of our leadership work to date. This task allowed for all participants to celebrate the work that is occurring in our school board, but also made effective leadership practices visible to others. Principals were introduced to the new Attendance Handbook, as we increasingly focus on strategies and responsibilities to support positive student attendance. Nicole Morden Cormier quickly introduced the staff Communication Survey to solicit input and feedback from the group. In the afternoon, Mahejabeen Ebrahim, the Equity and Inclusion Advisor who works with our board supported the group in enhancing our understanding of Human Rights and the Ontario Occupational Health and Safety Act.

Stewardship: SGDSB Recruitment

January has been a busy month in our recruitment of Occasional Teachers throughout our entire district! In early January, Carole Leroux and Hillary Freeburn headed to Lakehead University to meet some of the new Faculty of Education graduates and discuss what SGDSB would have to offer them as new teachers as well as some information regarding the application and interview process. The following week, SGDSB had a booth at the Faculty of Education Career Fair where we collected resumes from interested candidates and met some first year students who may be interested in coming for their placements next year because we promoted that we have a great deal to offer in terms of a learning environment for students and teachers! Over 2 days, 19 candidates were interviewed and although the process is still being finalized we are pleased to be offering several letters of employment starting in May once they graduate.

Learning: Technology Enabled Learning and Teaching Contact

In January, Stacey Wallwin, TELTC, had the privilege of celebrating with the students and staff who won a Beyond the Hour of CODE challenge! She got to celebrate with the SK/1 class of Mrs. Gordon at Margaret Twomey Public School and Mrs. Girouard's JK/SK/1 students at Beardmore Public School.

In Mrs. Gordon's classroom, Ms. Wallwin introduced Dash the robot, now named Rosie by the students, and the students incorporated their skills of directional language, mapping and computational thinking with their new learning. Mrs. Girouard's students were excited to show Ms. Wallwin all the various ways that they use their computational thinking skills and the different technology in their classroom to demonstrate their learning. In Mrs. Girouard's classroom, the technology is not the celebration; it is what the students create with the technology that is celebrated! After a day of learning, building relationships, dance parties and fun, they all got to enjoy their much-deserved pizza party win!



Learning: Indigenous Education - Nishnawbe Aski Nation Best Practices in First Nation Education Forum

The NAN Education Partnerships Program (EPP) is designed to promote collaboration between First Nations, provinces, Indigenous Services Canada, and other stakeholders towards improving the success of First Nation elementary and secondary students in First Nation and provincial schools. SGDSB services students from Ginoogaming First Nation, Aroland First Nation, and Marten Falls First Nation who are all members of Nishnawbe Aski Nation. The conference shared best practices in First Nation education related to Indigenous languages, engagement for family literacy and Math, Early Years, student voice and transitions. The first day focused on the Secret Path Curriculum Guide that was created in partnership with NAN and the Wenjack family. These lessons are broken up by grade including grades 6, 7, 8, and Grade 10 History. Participants were honoured to listen to Daisy Munroe, sister of Chanie Wenjack, and to other residential school survivors. This curriculum resource draws attention to protocol for presenting this sensitive information in a respectful way. Next steps will be to share this resource with Principals and teachers as resources to be part of Grade 7-8 History and Grade 10 History.

Culturally Responsive and Relevant Pedagogy

From January 21st to the 24th, a team of four SGDSB system leaders attended a session in Toronto coordinated and led by the Equity branch of the Ministry of Education, entitled Culturally Responsive and Relevant Pedagogy (CRRP). The three and a half day professional development workshop was facilitated by Dr. Nicole West-Burns and Jeff Kugler, who have extensive backgrounds in supporting this work in schools across Ontario. This session is part of the *Ontario Education Equity Action Plan (2017)*, which calls for educators to be persistent in moving forward and addressing the biases, discrimination and systemic issues that continue to make schooling experiences and outcomes uneven, unfair and unacceptable. CRRP recognizes that the educational system is fraught with oppression, and that to make changes, it is imperative for educators to look at their own attitudes, dispositions and practices as a way of making educational environments places where racialized and historically marginalized students can find success. The approach emphasizes that educators' stance plays an enormous role in the success of students and that educators must explore how they look at, understand, interact with, and engage in meaningful curriculum tied to who is in the classrooms and schools. As opposed to saying something is lacking or wrong with students, these pedagogical approaches ask us to explore ourselves, our thinking, our views about our students, and our practices. The four attendees are now working on creating an action research pilot project focused on an inquiry question that will explore how to incorporate Indigenous ways of knowing into our curriculum and teaching practices.

Administrative Recommendations

That the Superior-Greenstone DSB receive Report No. 19 Director's Monthly Report: February 2019 for information.

Respectfully submitted by:

Nicole Morden Cormier
Interim Director of Education

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

Report No.: 20
Date: February 19, 2019

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

FROM: Nicole Morden Cormier, Interim Director of Education

SUBJECT: Proposed School Year Calendar 2019-2020

**STRATEGIC
PRIORITY:** Learning and Well-Being

Background:

The Board Administration in consultation with its constituent stakeholders including parents, School Councils, Parent Involvement Committee, local branch affiliates of teachers' federations, unions, ratepayers, other members of the community and coterminous and neighbouring boards have developed its 2019-2020 School Year Calendar.

Regulation 304, School Year Calendar, Professional Activity Days sets the requirements for preparation and submission of school year calendars to the Ministry. With the amendment of *Regulation 304*, school boards are now required to designate three PA days per school year to provincial education priorities. The authority for boards to designate up to an additional four PA days per school year remains unchanged. The requirement for every school year to include a minimum of 194 school days also remains unchanged. As a result, the minimum number of instructional days per school year is 187 and the total maximum number of possible PA days per school year is seven.

Two PA days are to be used for assessment and completion of report cards at the elementary level. The PA dates are to be determined by each Board. The remaining school days shall be instructional days. Under PPM 151 Boards must ensure the three mandatory PA days are devoted to provincial education priorities. One PA day must be devoted to the provincial priority of developing and implementing strategies to improve student achievement in mathematics, with a focus on fundamental math concepts and skills. The second mandatory PA day must be devoted to topics determined in the 2014 and 2017 labour negotiations. The third PA day is to be devoted to teachers' professional learning to any one of the provincial education priority areas including, but not limited to, STEM, Financial literacy, job preparedness, mental health and well-being, health and safety, and indigenous education. A board may designate up to ten instructional days as examination days.

Current Situation:

In January 2019, after initial consultation with representatives for school administrators, local branch affiliates of teachers' federations, unions and our coterminous board, a proposed school year calendar was made available on the board website to solicit feedback from members of the school communities, including teachers and staff, parents, School Councils and Parent Involvement Committee members.

The attached draft calendar also takes into consideration the need to coordinate dates that accommodate the following:

- Shared busing with coterminous boards
- A balanced number of days in each semester
- A consistent school year calendar with coterminous boards
- Scheduling of co-curricular activities

- Increased opportunities for professional learning
- Supporting negotiated items in the collective agreement

Administrative Recommendations

That the Superior-Greenstone DSB having received Report No. 20: 2019-2020 School Year Calendar accepts the proposed Calendar, and That, Administration is directed to forward the proposed Calendar to the Ministry of Education for its approval.

Respectfully submitted by:

Nicole Morden Cormier
Interim, Director of Education

School Year Calendar 2019 - 2020

Legend ▶ **H** - Statutory Holiday Schedule

E - Scheduled Examination Day

P - Professional Activity Day

B - Board Designated Holiday

☒ Half Day

Superior-Greenstone District School Board

Month	Number of Instructional Days	Number of Professional Activity Days	Number of Scheduled Examination Days	1 st Week					2 nd Week					3 rd Week					4 th Week					5 th Week				
				M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
August 2019	0	0	0				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30
September 2019	18	2	0	2 H	3 P	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27 P	30				
October 2019	21	1	0		1	2	3	4	7	8	9	10	11	14 H	15	16	17	18	21 P	22	23	24	25	28	29	30	31	
November 2019	20	1	0					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29 P
December 2019	15	0	0	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31			
January 2020	14	1	5			1 H	2 B	3 B	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24 E	27 E	28 E	29 E	30 E	31 P
February 2020	19	0	0	3	4	5	6	7	10	11	12	13	14	17 H	18	19	20	21	24	25	26	27	28					
March 2020	17	0	0	2	3	4	5	6	9	10	11	12	13	16	17 B	18 B	19 B	20 B	23	24	25	26	27	30	31			
April 2020	20	0	0			1	2	3	6	7	8	9	10	13 H	14 H	15	16	17	20	21	22	23	24	27	28	29	30	
May 2020	19	1	0					1	4	5	6	7	8 P	11	12	13	14	15	18 H	19	20	21	22	25	26	27	28	29
June 2020	14	1	5	1	2	3	4	5 P	8	9	10	11	12	15	16	17	18	19	22 E	23 E	24 E	25 E	26 E	29	30			
July 2020	0	0	0			1 H	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31
TOTAL	177	7	10	Note: The 2019-2020 calendar provides for 194 possible school days between September 1, 2019 and June 30, 2020. The school year shall include a minimum of 194 school days of which three days must be designated as professional activity days with respect to specific provincial education priorities as outlined in the Policy/Program Memoranda 151 and up to four extra days may be designated by the board as professional activity days. The remaining school days shall be instructional days. The boards may designate up to ten instructional days as examination days																								



SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD
"Inspiring Our Students to Succeed and Make a Difference"

Report No: 21

Date: February 19, 2019

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

FROM: Nicole Morden Cormier, Interim Director

SUBJECT: Greenstone Gold: Hardrock Project

STRATEGIC

PRIORITY: Stewardship

Background

Under the Stewardship Strategic Priority of Superior-Greenstone District School Board's Multi-Year Strategic Plan is our collective objective to "establish processes to engage in ongoing outreach activities to establish mutually beneficial partnerships" (SGDSB, Multi-Year Strategic Plan, pg. 16). Greenstone Gold Mine is one such partnership, as this company aims to begin construction on their Hardrock Project in the vicinity of the community of Geraldton in the very near future (environmental approvals dependent).

Current Situation

Superior-Greenstone District School Board has engaged in initial conversations with several members of Greenstone Gold, with the intention of forming relationships, gaining understanding of the plans for the mine, and sharing school board needs. Currently, the information provided by Greenstone Gold Mine includes the following:

Construction Period

- Construction is anticipated to take place over a two-year period, once environmental approvals have been completed.
- Total construction workforce is estimated at 1,635 person-years.
- Average on site workforce of 650 workers.
- Anticipated to peak at a workforce of 975 workers.
- Temporary construction camp in Geraldton will host most workers during construction.
- Temporary construction camp workers will return to their home communities after shift rotation.

Operation Period

- The Hardrock Project operation phase is planned to last 15 years.
- Average annual operating payroll of approximately \$48 million.
- Additional employment and payroll will be generated by indirect and induced activity.
- Average annual operating workforce is estimated at 450 person.
- Anticipated peak workforce of 545 workers.
- Demand for community services and housing is driven by population effects, which in turn is determined by employment needs and in-migration.
- Demand will occur very quickly at the beginning of operations.
- There is a plateau and steady state of demand until Year 8, after which there is a gradual reduction in employment until closure.

Potential Impact on School Enrollment

- There is some uncertainty with respect to the number of children expected. The Greenstone Gold personnel indicated approximately 400 students but this could be higher depending on employment demand in the indirect and induced sectors.
- According to the 2016 census the following distribution of youth can be expected:
 - 24% pre-school
 - 51% K-middle school
 - 25% High school

Next Steps

Based on this initial information, Superior-Greenstone District School Board will engage in discussions regarding the impact that this project will have on our schools and system, particularly as we plan capital projects for the future. As the construction phase of the project (first two years) will have little impact, our future planning will need to be informed by working closely with this partner during the construction phase of the project. Discussions with Greenstone Gold representatives revealed their immediate wish to obtain information regarding enrollment trends, staffing levels as well school capacity for the schools in the Greenstone Municipality. There is a commitment to promoting our schools to the workforce, as well as to working collaboratively to identify mutually beneficial programs such as cooperative education placements and the possible sponsorship of programs. As the Greenstone Gold works to create their strategic plan, Superior-Greenstone District School Board has asked to be included at the table where the mine management sees fit.

Administrative Recommendations

That the Superior-Greenstone DSB receive Report No. 21, Greenstone Gold: Hardrock Project, for information.

Respectfully submitted by:

Nicole Morden Cormier,
Interim Director of Education



SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD
"Inspiring Our Students to Succeed and Make a Difference"

Report No: 22

Date: February 19, 2019

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

FROM: Nancy O'Donnell, Indigenous Education Lead

SUBJECT: Indigenous Education Initiatives

STRATEGIC

PRIORITY: Learning, Well-Being, Relationships, and Stewardship

Background

Guided by our 2018-2023 Strategic Plan and working within the four pillars of Learning, Well-Being, Relationships and Stewardship, the SGDSB Indigenous Education Initiatives strive to inspire students to succeed and make a difference. We work to achieve this vision through implementation of the Ontario First Nation, Metis, and Inuit Education Policy Framework (2007). The two overall goals in this framework include:

- 1) to improve achievement among First Nation, Metis and Inuit students and
- 2) increase awareness of Indigenous cultures, histories, traditions and perspectives throughout the district.

SGDSB is also committed to meeting the recommendations of the Truth and Reconciliation Commission's Calls to Action, specifically those related to Education.

Current Situation

Currently we are working towards several main priorities:

- 1) Working collaboratively to enhance and update current Education Service Agreements (ESAs) with all our First Nation communities who pay tuition;
- 2) Providing professional development opportunities that enable teachers and board leaders to increase their knowledge and awareness of Indigenous cultures, histories, tradition, and perspectives;
- 3) Supporting initiatives that are community based, to have Indigenous community members in our schools as Support Workers, Education Counselors, Indigenous Tutors and Advocates;
- 4) Hiring Indigenous Grad Coaches to support Indigenous students through the Four Directions model; and
- 5) Creating safe and accepting schools for students through inclusion of Indigenous perspectives (e.g. Drumming, Indigenous artists, Elders in Residence, teachings from Knowledge Keepers).

Next Steps

- 1) Implementing an Indigenous Youth Council representing students from across the District to hear student voice and input into our IEAC, and to elect an Indigenous student trustee.
- 2) Supporting educators with Indigenous ways of knowing implemented into Math curriculum specifically, with movement towards embedding through all curriculum.
- 3) Increasing community engagement with Indigenous partners.
- 4) Creating collaborative courses with Indigenous partners (ex. Outdoor Education with Indigenous Perspectives).

- 5) Collaboration with Indigenous communities to further develop Language opportunities for students.

Administrative Recommendations

That the Superior-Greenstone DSB receive Report No. 22, Indigenous Education Initiatives, for information.

Respectfully submitted by:

Nicole Morden Cormier,
Interim Director of Education

Nancy O'Donnell,
Indigenous Education Lead



SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD
"Inspiring Our Students to Succeed and Make a Difference"

Report No: 23

Date: February 19, 2019

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

FROM: Charles Bishop – Superintendent of Education

SUBJECT: Progressive Discipline

**STRATEGIC
PRIORITY:** Learning, Relationships, Well-Being

Background

Under the Learning, Relationships, and Well-Being Strategic Priorities of Superior-Greenstone District School Board's Multi-Year Strategic Plan are our collective objectives, "to support students in taking responsibility, building capacity for empathy and mutual respect, and recognizing, accepting and celebrating individual uniqueness." (pp 13-15) Progressive Discipline and the many initiatives that support the concept are foundational in the undertaking of that meeting these objectives.

Progressive Discipline was at the forefront of changes made to Safe Schools legislation with Bill 212 in 2008, and was a response to Human Rights complaints that had been lodged against several school Boards and to the Ministry of Education itself, based on the zero-tolerance application of the Safe Schools 2000 legislation. As a result, Progressive Discipline contrasts greatly in principle to zero tolerance. It also supported changes that had been in 2003 with the Youth Criminal Justice Act.

Current Situation

A Progressive Discipline approach combines prevention and intervention strategies and discipline with opportunities for students to continue their education. Through Progressive Discipline, principals determine appropriate consequences and/ or supports to help students improve their behaviour, while taking into account their individual circumstances. The goal is to help prevent inappropriate student behaviour from happening again.

When schools use progressive discipline, the following should be taken into consideration: the students' stage of growth and development, the nature and severity of the behavior, and the impact of the behaviour on the school climate. Within this context, more serious consequences may be considered for inappropriate behaviour that escalates or is repeated. Providing students with the opportunity to reflect on their own actions and the impact of these actions is essential to student learning.

Principals will consider a range of options to determine the most appropriate way to respond to each situation and help the student learn from his or her choices. These will include different supports and consequences.

Supports could include: a conversation with the student, a review of expectations for the student's behavior, counselling from a social worker or similar support person. Consequences could include: an assignment, a detention, or a suspension or expulsion.

Principals will make these decisions after looking at individual circumstances and mitigating factors like the student's age, stage of social development, special education needs, history, and the circumstances of the behaviour.

Behaviour occurs in a broader context and can be changed over time. Each decision on discipline is unique for each student. It will depend on the strengths and challenges of that student.

All schools are required to have Progressive Discipline Plans, and there are a variety of resources to support school leaders, which enhance understanding among members of school communities about key areas and topics related to progressive discipline including: consideration of mitigating and other factors; bias and barriers to equity; human rights principles; and the unique needs of some students receiving special education programs and services as they relate to progressive discipline.

In some cases, a suspension or an expulsion may be necessary. Students who are suspended for more than five school days, or who are expelled from all schools in the school board, will be offered a board program to give them opportunities to keep learning. For students who are suspended for one to five school days, schools are expected to give them a homework package to allow them to continue their education.

Next Steps

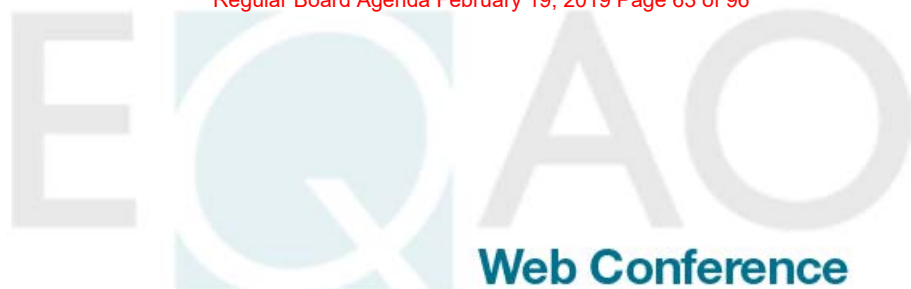
Administration and System Leads at Superior-Greenstone District School Board are presently at various stages in the implementation of several initiatives designed to support the concept of Progressive Discipline. All of our schools have received training in varying degrees in Behaviour Management Supports, Restorative Practices and Effective Use of Circles, Trauma Informed Schools, and Strength-Based Resilience. We will continue to broaden exposure of these initiatives to all of our staff, ensuring new staff also receive the training, and we will support our school administrators and staff in the use of these initiatives in our schools to support our students in their learning, relationships, and well-being.

Administrative Recommendations

That the Superior-Greenstone DSB receive Report No. 23, Progressive Discipline, for information.

Respectfully submitted by:

Charles Bishop,
Superintendent of Education



School Board Trustees and EQAO

A Partnership for Student Learning

Join the discussion on the following topics:

- ✓ connections between the *EQAO Act* and *Education Act*
- ✓ current EQAO assessment model
- ✓ vision for EQAO's modernization

Choose a Web conference date:

March 18, 12 p.m.–1 p.m. • March 19, 4:30 p.m.–5:30 p.m. • March 20, 8:30 a.m.–9:30 a.m.

Register:

Please submit your name, e-mail address, district and position by March 8 to info@eqao.com.

Note: there are a limited number of places available.

Registered participants will receive the Web conference link a week before the session.

DRAFT

Proposed amendment highlighted on Page 6



SUPERIOR-GREENSTONE

DISTRICT SCHOOL BOARD

PROCEDURAL BYLAWS

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

PROCEDURAL BYLAWS

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(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(s).

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*.

Board and Committee Chairs may preside over meetings electronically if any of the following applies:

- The distance from the Chair's current residence to the meeting location is 200 km or greater;
- Weather conditions do not allow the chair to travel to the meeting location safely;
- The Chair cannot be physically present at a meeting due to health-related issues.

No more than half of Board or Committee Meetings in a 12-month period can be chaired electronically.

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-Greenstone 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.

APRIL 18, 2016 AMENDMENT OF APPENDICES

MOTION NO. 50/16

Moved by: Trustee M. Mannisto

Second: Trustee M. McIntyre

✓ **That**, the Superior-Greenstone DSB amend Appendix B, (Page 12) Committee Members to read as follows:

“Elections: The Chair shall by way of members’ expression of interest conduct the process of appointment for members of Committees in the order as presented in the bylaws.”

MOTION NO. 51/16

Moved by: Trustee M. McIntyre

Second: Trustee M. Fisher

✓ **That**, the Superior-Greenstone DSB amend Appendix A, (Page 9) Special Rules of Order as follows:

“Notice along with supporting materials shall be forwarded to the Director/Chair a minimum of two weeks in advance of a board meeting whenever possible prior the next scheduled board meeting.”

NOVEMBER 19, 2018 AMENDMENT OF APPENDICES

MOTION NO. 151/18

Moved by: Trustee G. Vallance

Second: Trustee M. Mannisto

✓ **That**, the Superior-Greenstone DSB approves the revision to Board Bylaws: Election Procedures - Appendix B: Procedure of Drawing Lots.

APPENDIX A

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.

F. Notice

Notice along with supporting materials shall be forwarded to the Director/Chair a minimum of two weeks in advance of a board meeting whenever possible prior the next scheduled board meeting.

(Motion 51/16)

APPENDIX B

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

The names of these candidates will be placed in a box by the two scrutineers and will be drawn by one scrutineer to declare the successful candidate. This will take place in front of the candidates.

Ballots shall be prepared by the two scrutineers as follows and placed in a box:

- One ballot for each candidate that states the candidates name; the other(s) blank.
- A sufficient number of blank ballots will be added to ensure fairness. The total number of blank ballots will be two times the number of candidates (e.g. If there are two candidates, therefore there will be four blank ballots).
- In the case of a blank ballot being drawn, ballots will continue to be drawn by a scrutineer until a candidate's name is drawn. This candidate will be the successful candidate.
- A scrutineer will provide the ballot to the Secretary to announce.

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 by way of members' expression of interest conduct the process of appointment for members of Committees in the order as presented in the bylaws. *(Motion 50/16)*

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.

APPENDIX C

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(s).

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.

APPENDIX D

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.

DRAFT

APPENDIX E

**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.

APPENDIX F

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.

¹TYPES 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
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NON-RANKING MOTIONS	Interrupt	Second	Debate	Amend	Vote	Reconsider
INCIDENTAL MOTIONS						
Appeal Chair's Decision	I	S	D*		M*	R
Close Nominations or Close the Polls		S		A	$\frac{2}{3}$	
Consider by Paragraph or Seriatim		S		A	M	
Create a Blank		S			M	
Division of the Assembly	I				N	
Division of the Question		S*		A	M*	
Object to Consideration of a Question	*				$\frac{2}{3}$ *	R*
Parliamentary Inquiry	I				N	
Point of Order	I		*		+	
Reopen Nominations or Reopen the Polls		S		A	M	R*
Request for Information	I				N	
² Request for Permission to Withdraw a Motion	*	*				neg
Suspend the Rules		S			$\frac{2}{3}$ *	
MOTIONS THAT BRING A QUESTION AGAIN BEFORE THE ASSEMBLY						
Take from the Table		S			M	
³ Rescind or Amend Something Previously Adopted		S	D	A	*	R*
³ Discharge a Committee		S	D	A	*	R*
⁴ Reconsider	*	S	D*		M	

NOTES

² Before a motion has been stated by the chair, it can be withdrawn or modified by the maker. After it has been stated by the chair, it can be withdrawn or modified only by unanimous consent or by a majority vote of the assembly.

³ An Incidental Main Motion which usually requires a majority vote with previous notice, a $\frac{2}{3}$ vote without previous notice, or a majority vote of the entire assembly/membership.

⁴ Hasty or ill-advised action can be corrected through the motion to Reconsider. This motion can be made only by one who voted on the prevailing side and made only on the same day the original vote was taken. In a session of more than one day, a reconsideration can also be moved on the next succeeding day within the session on which the meeting is held.

FORMS OF VOTING

- A **voice vote** is the most commonly used form of voting (ayes and noes).
- A **rising vote** is the normal method of voting on motions requiring a $\frac{2}{3}$ vote for adoption. It is also used to verify a voice vote or a vote by show of hands. The chair can order a rising vote or a single member can call for a Division of the Assembly.
- A **show of hands** is an alternative for a voice vote, sometimes used in small boards, committees, or very small assemblies, or for a rising vote in very small assemblies, but only if no member objects.
- Some conventions use **voting cards**, provided to delegates, to raise for voting.
- A **count** can be ordered by the chair or by a majority vote of the assembly.
- **Unanimous consent** is a vote of silent agreement without any objection.
- A **ballot** or **roll call** vote can be ordered by a majority of the assembly.

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."**