



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 2023/03

A G E N D A

Monday, February 27, 2023 – 6:30 p.m.

Videoconference & Teleconference

Microsoft Teams meeting - [Click here to join the meeting](#)
1 – 8 0 7 – 7 0 1 – 5 9 8 0 Conference ID: 256 317 751 #

Board Chair: Pinky McRae

Location: Videoconference & Teleconference

Director: Nicole Morden Cormier

Recorder: G. Christianson

PART I: Regular Board Meeting

PART II: Committee of the Whole Board

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

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

1.0 Roll Call

<u>Trustees</u>	Attendance: On-site (OS); Teleconference (TC); Videoconference (VC); Absent (A); Regrets (R)										
	OS	TC	VC	A	R		OS	TC	VC	A	R
Brunskill, Dr. Megan						Nesbitt, Jason					
Cormier, Dr. Paul						Pristanski, Kal					
Fairservice, Dan						Michano, Julie					
Jarvis, Allison						Grace Molinski (Student)					
Liscomb, Pat						Emeraude Hunter (Student)					
McRae, Pauline (Pinky)											

<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>Director of Education</i>					
Fredrickson, Eric: <i>Superintendent of Education</i>					
Goodman, William: <i>Superintendent of Education</i>					
Marton, Alex: <i>Superintendent of Business</i>					
Harris, Brent: <i>Manager of Financial Services</i>					
Muir, Gordon: <i>Manager of Plant Services/Transportation</i>					
Grecica, Jason: <i>Team Lead - Business Services</i>					
Dee, Christine: <i>Team Lead – Payroll Services</i>					
Nault, Denis: <i>Manager of Human Resources</i>					
Lucas, Jay: <i>Coordinator of Information Technology Services</i>					
Kitchener, Nick: <i>Manager of Information Technology</i>					
Renaud, Deana: <i>Mental Health Manager</i>					
Bartlett, Shy-Anne: <i>Manager of Indigenous Education</i>					
Anthony Jeethan: <i>Human Rights and Equity Advisor</i>					
Christianson, GerriLynn: <i>Executive Assistant & Communications</i>					

2.0 Regular Meeting Call to Order

✓ **That**, the Superior-Greenstone DSB Regular Board Meeting on Monday, February 27, 2023, be called to order at _____ p.m.

3.0 Approval of Agenda

✓ **That**, the agenda for the Superior-Greenstone DSB 2023/03 Regular Board Meeting, February 27, 2023, be accepted and approved.

[\(Attached\)](#)

4.0 Disclosures of Interest re: Open Session

[\(Trustee Link to Conflict-of-Interest Form\)](#)

5.0 Minutes: Board Meetings and Board Committee Meetings**5.1 Board Meeting Minute Amendments**

Due to a clerical error, the Mover of the motion must be amended to that of a Trustee who was present for the Inaugural/Org./Regular Board Meeting 2023/01: November 21, 2022.

5.1.1 Resolution No. 25/23 Amendment

✓ **That**, the Superior-Greenstone DSB amend motion 25/23 previously adopted, to now read:

Moved by: _____ Seconded by: Trustee A. Jarvis

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

1. Inaugural/Org./Regular Board Meeting 2023/01: November 21, 2022.
2. Special Board Meeting 01/2023: January 9, 2023.

5.1.2 Resolution No. 35/23 Amendment

✓ **That**, the Superior-Greenstone DSB amend motion 35/23 previously adopted, to now read:

Moved by: _____ Seconded by: Trustee J. Nesbitt

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. Inaugural/Organizational/Regular Board 2023/01: November 21, 2022.

5.2 Board Meeting Minutes

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

1. Regular Board Meeting 2023/02: January 30, 2023;

[\(Attached\)](#)

5.3 Report Numbers re Special Board Meeting: January 9, 2023

✓ **That**, the Superior Greenstone DSB approve the correction to the board report number recorded into the January 9, 2023 Special Board Meeting minutes, so that agenda item number 6.3, incorrectly stated as Special Board Report No. 01, are changed to the correct sequence being board report number 06.

6.0 Business Arising Out of the Minutes**7.0 Delegations and/or Presentations****7.1 Showcasing Learning: Early Years
Presentation Titled: Early Years Learning - Video 1 & 2**

(Video Presentation
– N. Morden Cormier)

- 7.2 Excellence in Education: Lake Superior High School Presentation Titled: Supporting Student Identity And Belonging at LSHS (PowerPoint Presentation – Principal, Chris Martin & Student Siera Fisher)
- 7.3 Report No. 18: Student Trustee Report: February 2023 ([Attached](#) - Trustees, G. Molinski & E. Hunter)

8.0 Reports and Matters for Decision

- 8.1 Board Committee Reports: (Statutory / Standing / Ad Hoc)
- 8.1.1 Board Policy Review Committee (BPRC) Report (A. Jarvis/ N. Morden Cormier)
- 8.1.2 Special Education Advisory Committee (SEAC) Report (Cancelled) (W. Goodman)
- 8.1.3 Indigenous Education Advisory Committee (IEAC) Report (Cancelled) (N. Morden Cormier)

9.0 Reports of the Business / Negotiations Committee

Superintendent of Business: Alex Marton
Business /Negotiations Chair: Trustee Kal Pristanski

- 9.1 Report No. 19: Capital Project Work 2022-2023 ([Attached](#) – G. Muir/ A. Marton)
- 9.2 Report No. 20: Board Estimates Process for 2023-2024 ([Attached](#) - A. Marton)
- ✓ *That, the Superior-Greenstone DSB having received Report No. 20: Board Estimate Process for 2023-2024, accepts the proposal as presented.*
- 9.3 Report No. 21: Accumulated Surplus for Capital Projects No. 02 ([Attached](#) – A. Marton)
- ✓ *That, the Superior-Greenstone DSB, approve for release, \$395,000 in accumulated surplus funds for use in capital projects for the 2022-2023 fiscal year.*

10.0 Reports of the Director of Education

Director of Education: Nicole Morden Cormier

- 10.1 Report No. 22: Directors Monthly Report: February 2023 ([Attached](#) - N. Morden Cormier)
- 10.2 Report No. 23: Proposed School Year Calendar 2022/2023 ([Attached](#) - N. Morden Cormier)
- ✓ *That, the Superior-Greenstone DSB having received Report No. 23: Proposed School Year Calendar 2023/2024, accepts the Calendar, and that, Administration is directed to forward the proposed Calendar to the Ministry of Education for its approval.*
- 10.3 Report No. 24: 2023 Graduation Dates and Times ([Attached](#) - N. Morden Cormier)

11.0 Reports of the Education Committee

Superintendent of Education: Will Goodman
Superintendent of Education: Eric Fredrickson

Education Chair: Trustee Dan Fairservice

- 11.1 Report No. 25:
SGDSB Mental Health Portfolio Board Report ([Attached](#) – D. Renaud/ E. Fredrickson)
- 11.2 Report No. 26:
Early Years Portfolio Board Report ([Attached](#) – Hillary Freeburn/ E. Fredrickson)

12.0 New Business

Board Chair: Pinky McRae

- 12.1 Board Chair
12.1.1 Update: Minister and Board Chair Teleconference (P. McRae)
- 12.1.2 Report No. 27:
OPSBA Public Education Symposium Report ([Attached](#) - P. McRae)
- 12.1.3 Trustee Professional Development
12.1.3.1 OPSBA Labour Relations Symposium April 27-28, 2023 ([Link - P. McRae](#))
12.1.3.2 Canadian School Boards Association Conference July 3-5, 2023 ([Link - P. McRae](#))
- 12.1.4 Update: Fact Sheet: Role of the Trustee ([Attached](#) - P. McRae)
- 12.1.5 Fact Sheet: Conflict of Interest ([Attached](#) - P. McRae)
- 12.2 Trustee Associations and Other Boards
12.2.1 OPSBA Director Update (Trustee, J. Nesbitt)
- 12.2.2 Indigenous Trustees Council Update (Trustee, P. Cormier)
- 12.3 Trustee Activities
- 12.4 Future Board Meeting Agenda Items
- 12.5 Board Meeting Evaluation Summary January 30, 2023 ([Attached](#) - P. McRae)
- Evaluation Form Link for February 27, 2023

13.0 Notice of Motion

14.0 Observer Comments

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

PART II: Committee of the Whole Board

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

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

([Attached](#))

- 15.1 Agenda: Committee of the Whole Board – Closed
✓ **That**, the Superior-Greenstone DSB go into a
Committee of the Whole Board Section B (Closed Session)
at _____ p.m. and that this portion be closed to the public.
- 15.2 Rise and Report from Closed Session
✓ **That**, the Superior-Greenstone DSB rise and report
from the Committee of the Whole Board Section B (Closed Session)
at _____ p.m. and that this portion be open to the public.

16.0 Report of the Committee of the Whole Closed Section B

- 16.1 ✓ **That**, the Superior-Greenstone DSB Committee of the Whole, In-Camera Section B (Closed) Reports be adopted including the amended confidential minutes from the meeting held as:
1. Regular Board 2023/02: January 30, 2023

[\(Attached\)](#)

- 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 2023/03 Regular Board Meeting, Monday, February 27, 2023 adjourn at _____, p.m.

<u>2023 - Board Meetings</u>		
Videoconference and/or Designated Site indicated in schedule. Time 6:30 p.m.		
Monday, March 27, 2023		
Monday, April 3, 2023 *Special Board Meeting	Monday, April 24, 2023	Monday, May 29, 2023 *Designate Site: SGDSBLC
Monday, June 26, 2023	Monday, July 10, 2023	Monday, August 28, 2023
Monday, September 18, 2023	Monday, October 23, 2023 *Designate Site: GCHS	Monday, November 20, 2023
Monday, December 4, 2023 (1:00 p.m.) *Designate Site: Board Office		

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Regular Board Meeting 2023/03

Committee of the Whole Board: Closed Session.

Monday, February 27, 2023

Videoconference and Teleconference

A G E N D A

Board Chair: Pinky McRae

Location: Videoconference & Teleconference

Director: Nicole Morden Cormier

Recorder: G. Christianson

PART II: Committee of Whole Board – Closed

Section (B): In-Camera TBD.

- | | | |
|-----|--|--|
| 1.0 | <u>Disclosure of Interest: re Closed Session</u> | (P. McRae) |
| 2.0 | <u>Approve Agenda: Committee of the Whole In-Camera (Closed)</u> | (P. McRae) |
| 3.0 | <u>In-Camera (closed) Meeting Minutes as Amended</u>
1. Regular Board Meeting 2023/02: January 30, 2023 | (Attached) |
| 4.0 | <u>Personnel Item A:</u> | (N. Morden Cormier) |
| 5.0 | <u>Personnel Item B:</u> | (W. Goodman) |
| 6.0 | <u>Personnel Item C:</u> | (E. Fredrickson) |
| 7.0 | <u>IC Report No. IC-02-23:</u> | (Attached) - N. Morden Cormier |



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Our Motto:

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

Regular Board Meeting 2023/02

MINUTES

Monday, January 30, 2023 – 6:30 p.m.

Videoconference & Teleconference

Microsoft Teams meeting

1 – 8 0 7 – 7 0 1 – 5 9 8 0 Conference ID: 672 277 821 #

Board Chair: Pinky McRae

Location: Videoconference & Teleconference

Director: Nicole Morden Cormier

Recorder: G. Christianson

PART I: Regular Board Meeting

PART II: Committee of the Whole Board

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

Section (B) In-Camera: – (closed to public) 8:48 p.m.

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
Brunskill, Dr. Megan			x			Nesbitt, Jason			x		
Cormier, Dr. Paul			x			Pristanski, Kal			x		
Fairservice, Dan			x			Michano, Julie			x		
Jarvis, Allison			x			Grace Molinski (Student)			x		
Liscomb, Pat				x		Emeraude Hunter (Student)			x		
McRae, Pauline (Pinky)			x								

<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>Director of Education</i>			x		
Fredrickson, Eric: <i>Superintendent of Education</i>			x		
Goodman, William: <i>Superintendent of Education</i>			x		
Marton, Alex: <i>Superintendent of Business</i>			x		
Harris, Brent: <i>Manager of Financial Services</i>			x		
Muir, Gordon: <i>Manager of Plant Services/Transportation</i>			x		
Grecica, Jason: <i>Team Lead - Business Services</i>			x		
Dee, Christine: <i>Team Lead – Payroll Services</i>					x
Nault, Denis: <i>Manager of Human Resources</i>			x		
Lucas, Jay: <i>Coordinator of Information Technology Services</i>			x		
Kitchener, Nick: <i>Manager of Information Technology</i>			x		
Renaud, Deana: <i>Mental Health Manager</i>			x		
Bartlett, Shy-Anne: <i>Manager of Indigenous Education</i>			x		
Anthony Jeethan: <i>Human Rights and Equity Advisor</i>			x		
Christianson, GerriLynn: <i>Executive Assistant & Communications</i>			x		

Land Acknowledgement

Board Chair Pinky McRae provided a land acknowledgement for the Ancestral and Traditional Territories of the Indigenous people on whose lands we are gathering today. We recognize and honour the contributions of the Indigenous peoples for they hold the knowledge, traditions and history of the land.

PART I: *Regular Board Meeting*

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

2.0 Regular Meeting Call to Order

Before calling the meeting to order, the Board Chair welcomed Anthony Jeethan to the role of Human Rights and Equity Advisor.

23/23Moved by: *Trustee J. Michano*Second: *Trustee J. Nesbitt*

✓ **That**, the Superior-Greenstone DSB Regular Board Meeting on Monday, January 30, 2023, be called to order at 6:37 p.m.

Carried**3.0 Approval of Agenda**

Board Chair Pinky McRae advised that the meeting agenda required an amendment to the agenda topic titles within section 8. They were amended as follows; 8.1.1- Board Audit Committee Report, 8.1.2-Special Education Advisory Committee Report, and 8.1.3-Occupational Health and Safety Committee Report.

24/23Moved by: *Trustee J. Nesbitt*Second: *Trustee P. Cormier*

✓ **That**, the agenda for the Superior-Greenstone DSB 2023/02 Regular Board Meeting, January 30, 2023, be accepted and approved as amended.

Carried**4.0 Disclosures of Interest re: Open Session**

There were no disclosures of interest offered at this time.

5.0 Minutes: Board Meetings and Board Committee Meetings**5.1 Board Meetings****25/23**Moved by: *Trustee J. Michano*Second: *Trustee A. Jarvis*

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

1. Inaugural/Org./Regular Board Meeting 2023/01: November 21, 2022.
2. Special Board Meeting 01/2023: January 9, 2023.

Carried**5.3 Board Committee Meetings****26/23**Moved by: *Trustee P. Cormier*Second: *Trustee J. Nesbitt*

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

1. Board Audit Committee October 6, 2022;
2. Special Education Advisory Committee October 11, 2022;
3. Special Education Advisory Committee December 6, 2022;
4. Indigenous Education Advisory Committee May 26, 2022;
5. Occupational Health and Safety Committee September 21, 2022.

Carried**6.0 Business Arising Out of the Minutes**

Nil.

7.0 Delegations and/or Presentations

7.1 Showcasing Learning: EQAO Digital Assessments Walk-Through

Superintendents Eric Fredrickson and Will Goodman provided a presentation to showcase the new changes and supports available through the EQAO digital assessments. A short demonstration was provided while reviewing the EQAO website.

Note: Trustee Megen Brunskill joined the meeting at 6:47 p.m.

7.2 Excellence in Education: Schreiber Public School - Elevating the Learning, Creating a Culture of Reading Excellence

Vice-Principal Amy Buchan presented the PowerPoint and video presentation that highlighted the many ways Schreiber Public School is striving for excellence in education. The school has focused on initiatives to foster a child's love of reading as reading develops language, empathy, boosts imagination and has various social benefits. The presentation featured the partnership development with the Schreiber Public Library and EarlyOn Centre to introduce reading to young learners. The school has created easy access to books, resources and comfortable settings for students to engage in this learning.

7.3 Student Trustee Verbal Update

Trustee Grace Molinski provided verbal update of recent activities. The Student Senate meeting was held on January 26th where students discussed Bell Let's Talk Day and making positive change for mental health in schools. The Student Senators have been increasing student engagement through the use of Edsby and Instagram.

8.0 Reports and Matters for Decision

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

8.1.1 Board Audit Committee Report

Trustee Pristanski provided a verbal report of the December 15, 2022, Board Audit Committee Meeting. He highlighted the agenda items that included presentations from both the Internal and External Auditors that included the independent audit report and the presentation of the audited financial statements. The External Auditors presented a clean audit report with no recommendations forthcoming to the board. Trustee Pristanski was acclaimed the Committee Chair for the length of the term.

8.1.1.1 Report No. 07:2021-2022 Audit Committee Annual Report

Trustee Pristanski presented the Audit Committee Annual Report and advised that upon approval, the brief report will be forwarded to the Ministry of Education as required.

27/23

Moved by: Trustee M. Brunskill Second: Trustee K. Pristanski

✓ That, the Superior-Greenstone DSB, having received Report No. 07: 2021-2022 Audit Committee Annual Report, accepts the 2021-2022 Audit Committee Annual Report to the Board.

Carried

8.1.1.2 Report No. 08: Report of the Audit Committee – Financial Statements

Manager of Financial Services Brent Harris provided a detailed review of the Audited Financial Statements for 2021-2022. He advised that the board is compliant with Ministry standards with a surplus. Additional reports of compliance and Trust Funds Administered were reviewed and provided for information.

28/23

Moved by: Trustee J. Michano Second: Trustee A. Jarvis

✓ **That**, the Superior-Greenstone DSB, having received Report No. 08: Report of the Audit Committee - Financial Statements:

- Approve the 2021/2022 audited Financial Statements.
- Received additional financial reports for information.

Carried

8.1.2 Special Education Advisory Committee (SEAC) Report

Superintendent of Education Will Goodman provided a verbal report of the January 20, 2023 SEAC meeting. He advised that Committee member Brandy Brake Weldon has been appointed as the Committee Chair. He will facilitate a meeting with Trustees appointed to SEAC to determine who will provide committee reports at future board meetings.

8.1.2.1 Report No. 09: SEAC Meetings Virtual Format

W. Goodman presented the report that articulated the request from the Committee to hold virtual meetings during the 2023 and 2024 calendar years.

29/23

Moved by: Trustee M. Brunskill

Second: Trustee A. Jarvis

✓ **That**, the Superior-Greenstone DSB, having received Report No. 09: SEAC Meetings: Virtual Format, approve the request for the Special Education Advisory Committee to hold meetings Virtually during the 2023 and 2024 calendar years.

Carried

8.1.3 Occupational Health and Safety Committee Report

Manager of Plant Services Gord Muir provided a verbal report of the OH&SC meeting held on January 21, 2023.

Note: Trustee Allison Jarvis left the meeting at 7:38 p.m.

9.0 Reports of the Business / Negotiations Committee

Superintendent of Business: Alex Marton
Business /Negotiations Chair: Trustee Kal Pristanski

9.2 Report No. 10: Interim Financial Report No. 01

Manager of Financial Services Brent Harris provided a review of the 2022-2023 Interim Report No. 01. He discussed the increase in enrollment and presented a summary of staffing as outlined in the report along with the recommendation to increase staffing with 2 .5 FTE positions for the 2022-2023 fiscal year.

30/23

Moved by: Trustee J. Michano

Second: Trustee K. Pristanski

✓ **That**, the Superior-Greenstone DSB, having received Report No. 10: Interim Financial Report No. 01, approve a .5 FTE System Numeracy position for the remainder of the 2022-2023 fiscal year, and approve a .5 FTE Elementary School Teacher for the remainder of the 2022-2023 fiscal year.

Carried

9.3 Report No. 11: Annual Trustee Expense Report 2021-2022

Superintendent of Business Alex Marton presented the Annual Trustee Expense Report for November 2021 to November 2022. He advised that the report provides a snapshot of how we are gathering the information, and encompasses a long period of time due to the limited travel that took place in the previous year. An additional report will endeavor to be provided in March to

provide a clear picture of where expenses are for the current year to allow for planning of upcoming PD with available budgets.

9.4 Report No. 12: Enrollment Summary as of October 31, 2022

A. Marton presented the enrollment summary report as of October 31, 2022. He explained that this is the first of two count dates that take place within the school year. The next summary will be prepared as of March 31, 2023. The enrollment numbers vary from the projected enrollment for the year as the board has had an increase in enrollment. He discussed the information collected and research completed each year to provide the most accurate projections possible for the next fiscal year.

9.5 Report No. 13: Release of Surplus Funds for Capital Projects

A. Marton reviewed the request for release of surplus funds for the installation of a gender-neutral washroom to be completed within this school year. He advised that this is an important project for the school board as part of our aim to ensure that all students feel safe and welcome.

31/23

Moved by: Trustee M. Brunskill

Second: Trustee K. Pristanski

✓ **That**, the Superior-Greenstone DSB, approve for release up to \$400,000 in accumulated surplus funds for use in capital projects for the 2022-2023 fiscal year.

Carried

10.0 Reports of the Director of Education

Director of Education: Nicole Morden Cormier

10.1 Report No. 14: Directors Monthly Report: January 2023

The Director presented the monthly report that highlighted the creativity and critical thinking work that is happening across the school board. The Director reminded Trustees that the monthly reports articulate the work of the Multi-Year Strategic Plan and how it is being operationalized within the system. Trustees are encouraged to reach out to the Director with any questions they may have.

Note: Trustee A. Jarvis advised that she would be absent for the remainder of the meeting at 8:02 p.m.

10.2 Report No. 15: Parent Involvement Committee (PIC) Name Change

The Director presented the recommendation to change the name of the Parent Involvement Committee to the Parent Engagement Committee. She advised that the name change reflects the work that has been done the last several years to enhance the relationship with parents and caregivers. The name change also better reflects the purpose of the committee to engage with families and encourage feedback.

32/23

Moved by: Trustee J. Michano

Second: Trustee J. Nesbitt

✓ **That**, the Superior-Greenstone DSB, having received Report No. 15, Parental Involvement Committee (PIC) Name Change, hereby change the name of this Statutory Committee to Parent Engagement Committee (PEC).

Carried

11.0 Reports of the Education Committee

*Superintendent of Education: Will Goodman
Superintendent of Education: Eric Fredrickson
Education Chair: Trustee Dan Fairservice*

11.1 Report No. 16: EQAO Modernization and Response

School Effectiveness System Principal Kellie Wrigley provided a detailed review of the report. She highlighted that the Ontario Education Quality Assurance Office (EQAO) measures Ontario students' literacy (reading and writing) and math skills at points in their Kindergarten to Grade 12 education. She outlined the four assessments that Students attending Superior-Greenstone District School Board schools participate in.

EQAO assessments have been modernized and are now delivered in a completely online, digital format for all assessments as opposed to the previous paper-based testing. This move is a part of EQAO's commitment to modernization, a response to feedback from educators and the public. The new format provides a better experience for students, provides greater flexibility for schools, and enhances accessibility. The changes to the format of the EQAO assessments and the reporting of student achievement data are so significant that results from years prior to the 2021-2022 school year cannot be compared to assessment data for prior years. EQAO is producing revised baselines for school and board staff to use to determine areas of need and focus for student learning.

Trustee Paul Cormier discussed the importance of data sovereignty, access and control when working with our First Nations community partners. He requested further discussions regarding data sharing with the Indigenous Education Advisory Committee. The Manager of Indigenous Education Shy-Anne Bartlett shared the work taking place to build capacity regarding self-identification for communities and the data-sharing agreements that articulate the communities wishes regarding the data.

11.2 Report No. 17: Student Success: Alternative Education Programs

Student Success Lead Carole Leroux provided a review of the written report. She advised that the Student Success Teams is comprised of Special Education teachers, Guidance Counselors, Child and Youth Workers, Attendance Counsellors, Student Success teachers, Alternative Education teachers, Mental Health supports, Graduation Coaches and Indigenous Student Supports, classroom teachers, Principals and anyone else who may be required on an individual basis based on the students' care network, including external agencies and First Nation Education supports. This team reviews student data and works together to create, implement, and monitor individualized supports, interventions and strategies based on student need. Additional programs that support alternative learning needs are PLAR (Prior Learning Assessment and Recognition), SAL (Supervised Alternative Learning) and Continuing Education.

12.0 New Business

Board Chair: Pinky McRae

12.1 Board Chair

12.1.1 Update: Minister and Board Chair Teleconference

Board Chair Pinky McRae advised that there was nothing to report at this time, as the meeting was canceled.

12.1.2 Update: Public Education Symposium January 26-28, 2023

The Board Chair expressed her gratitude for the Trustees attendance at the Public Education Symposium (PES). Those who were in attendance are asked to share what they have learned, and the information will be combined in a written report. The Director will send out a template for Trustees to include their contributions to the report that will be shared at the February meeting.

12.1.3 Trustee Professional Development Suggestions

This is a follow up item from the January 9th special board meeting. Trustees are reminded to please share, with the Board Chair and the Director, any potential Professional Development topics you would like to receive. The Professional Development budget will be reviewed to help determine the available budget in order to create a plan moving forward.

12.1.4 Update: Fact Sheet: Role of the Trustee

The Director advised that the fact sheet created to describe the role of a Trustee has been created. It is currently being vetted through the Board's legal advisor to be properly vetted before the document is shared with the public.

12.2 Trustee Associations and Other Boards

12.2.1 OPSBA Director Update

Trustee Jason Nesbitt provided a verbal report of the OPSBA Northern meeting that took place after the Public Education Symposium. He advised that due to the number of

questions and large discussion items, the committee was not able to complete the agenda topics. At the meeting, the OPSBA Directors were requested to provide areas of need that are specific to Northern Ontario school boards. He reviewed the priorities discussed at the meeting. The OPSBA Directors requested that OPSBA provide a report regarding how OPSBA advocates with the Ministry on behalf of school boards and where matters are currently with items previously brought forward.

As reviewed at the previous meeting, Trustees discussed the need for an opportunity to share OPSBA meeting dates and topics of discussion for OPSBA Directors meetings. The OPSBA meeting dates will be provided to Trustees so that thoughts can be shared in advance of each OPSBA meeting. Director Nicole Morden Cormier advised that a shared space will be created to allow for information sharing amongst Trustees. She discussed how the Multi-Year Strategic Plan articulates the areas of need and priorities for advocacy for the school board. Additional information will be shared regarding the Microsoft Teams shared space.

12.2.2 Indigenous Trustees Council Update

Trustee Paul Cormier advised that Minister of Indigenous Affairs attended the Indigenous Trustees Council meeting. His presentation required additional time in the agenda, therefore the Indigenous Trustees Council will be organizing another meeting in the near future to finish review of the agenda.

12.3 Trustee Activities

Nil.

12.4 Future Board Meeting Agenda Items

There were no future agenda items offered at this time. The Board Chair requested that Trustees send any requests to the Chair and the Director.

12.5 Board Meeting Evaluation - Evaluation Form Link for January 30, 2023

This is the first Board Meeting Evaluation Form that the new Trustees will be completing. The Board Chair issued a reminder that responses are collected after each meeting by completing the online form through the link available to Trustees only. Responses are reviewed by the Director and the Board Chair. The summary of responses are brought forward to the following meeting.

13.0 Notice of Motion

Nil.

14.0 Observer Comments

Nil.

PART II: Committee of the Whole Board

Section (B) In-Camera: – (closed to public) 8:48 p.m.

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

15.1 Agenda: Committee of the Whole Board – Closed

33/23

Moved by: Trustee J. Nesbitt

Second: Trustee J. Michano

✓ **That**, the Superior-Greenstone DSB go into a Committee of the Whole Board Section B (Closed Session) at 8:48 p.m. and that this portion be closed to the public.

Carried

15.2 Rise and Report from Closed Session

34/23

Moved by: Trustee J. Nesbitt

Second: Trustee P. Cormier

✓ **That**, the Superior-Greenstone DSB rise and report from the Committee of the Whole Board Section B (Closed Session) at 9:02 p.m. and that this portion be open to the public.

Carried

16.0 Report of the Committee of the Whole Closed Section B

16.1 **35/23**

Moved by: Trustee J. Michano

Second: Trustee J. Nesbitt

✓ **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. Inaugural/Organizational/Regular Board 2023/01: November 21, 2022

Carried

16.2 Other Recommendations from Committee of the Whole Closed Session

Nil.

17.0 Adjournment

36/23

Moved by: Trustee J. Nesbitt

Second: Trustee P. Cormier

✓ **That**, the Superior-Greenstone DSB 2023/02 Regular Board Meeting, Monday, January 30, 2023, adjourn at 9:03, p.m.

Carried

<u>2023 - Board Meetings</u>		
Videoconference and/or Designated Site indicated in schedule. Time 6:30 p.m.		
Monday, February 27, 2023		Monday, March 27, 2023
Monday, April 3, 2023 <i>*Special Board Meeting</i>	Monday, April 24, 2023	Monday, May 29, 2023 <i>*Designate Site: SGDSBLC</i>
Monday, June 26, 2023	Monday, July 10, 2023	Monday, August 28, 2023
Monday, September 18, 2023	Monday, October 23, 2023 <i>*Designate Site: GCHS</i>	Monday, November 20, 2023
Monday, December 4, 2023 (1:00 p.m.) <i>*Designate Site: Board Office</i>		

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Regular Board Meeting 2023/02

Committee of the Whole Board: Closed Session.

Monday, January 30, 2023

Videoconference and Teleconference

T O P I C S

Board Chair: Pinky McRae

Location: Videoconference & Teleconference

Director: Nicole Morden Cormier

Recorder: G. Christianson

PART II: Committee of Whole Board – Closed

Section (B): In-Camera 8:48 p.m.

- 1.0 Disclosure of Interest: re Closed Session
- 2.0 Approve Agenda: Committee of the Whole In-Camera (Closed)
- 3.0 In-Camera (closed) Meeting Minutes
 - 1. Inaugural/Organizational/Regular Board Meeting 2023/01: November 21, 2022
- 4.0 Personnel Item A:
- 5.0 Personnel Item B:

Regular Board Meeting 2023-02

Monday, January 30, 2023

M I N U T E S

APPROVED THIS _____ DAY OF _____, 2023

SECRETARY

CHAIR



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

Report No.: 18

Date: February 27, 2023

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

FROM: Grace Molinski and Emeraude Hunter

SUBJECT: Student Trustee Report: February

STRATEGIC

PRIORITY: Learning and Well-Being

Background Information

At the end of January, we had a very successful Student Senate meeting. This meeting was based around creating a positive change and managing school stress. It took place on the day before exams started, so we thought it would also be beneficial to share some tips and tricks to manage school and exam stress. In addition, it was Bell Let's Talk Day on the day before our Student Senate meeting, so the majority of making a positive change was centered around mental health. Our Senators gave some great ideas on how they can create a positive change surrounding mental health, in addition to sharing what their schools had done to raise mental health awareness.

In addition, Mrs. Morden and Mrs. Leroux spoke about the importance of belonging, especially in our school board. They will be working with the Student Senators for the rest of this year on helping everyone to more deeply understand what it means to belong to the school community and to feel a sense of belonging to their learning.

This was also Emeraude's first Student Senate meeting as a Trustee! A few weeks ago, Emeraude also went to an OSTA conference in Ottawa and learned some amazing things! We will share Emeraude's experiences at the next meeting.

Current Situation

Currently, we are planning for our next Student Senate meeting. We are also actively prioritizing student outreach through our social media accounts (Instagram) and our

Edsby group. We are happy to report that we have been much more active and up to date on our communication compared to last year!

Next Steps

Although it is months away, we are already thinking about our in-person Student Senate meeting. We are still figuring out the logistics and timing of it all, and where the meeting will take place. We are also looking forward to continuing with our Senate meetings, and are hoping to visit the schools in our board sometime this year!

Administrative Summary

That the Superior-Greenstone DSB receive Report No. 18, Student Trustee Report: February 2023, for information.

Respectfully submitted by:

Grace Molinski
Student Trustee

Emeraude Hunter
Student Trustee



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

Report No.: 19

Date: February 27, 2023

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

FROM: Alex Marton, Superintendent of Business

SUBJECT: Capital Project Work 2022-2023

STRATEGIC

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

Background:

The 2022-2023 Capital Budget was developed in an inclusive manner with stakeholder input. Input was received from several areas in the form of building audits and written submissions.

Stakeholder groups participating in the budget consultations with site administrators include the Plant Department Maintenance Working Foremen, Head Custodians, School Principals, School Staff, IT Services Department, Facility Partners, School Councils, and the School Community through the Annual Plant Budget submission process.

Capital work amounting to \$6,146,903 is planned for the 2022-2023 school year.

Capital Funding 2022-23 (000s)	
School Condition Improvement (SCI) 70%	\$ 3,352,293
SCI 30%	\$ 1,436,697
School Renewal Allocation (SRA)	\$ 1,357,912
TOTAL	\$ 6,146,903

Current Situation:

The project list identifies significant, planned projects to be carried out over the school year. As in the past, projects still in progress as of August 31, 2023, will be completed in 2023-2024. Funds have been allocated to account for inflationary pressures.

School	Amount
Manitouwadge Public School <ul style="list-style-type: none"> • PV Array System - Solar Energy • Plumbing Upgrades - Sump Pit and HWT Replacements • Exterior Door Installation to Courtyard and Hardware Replacements • Flag Poles - SGDSB and CSPGNO • Fire Alarm and Strobe Light • Lockers - Junior Hallway 	391,000
Manitouwadge High School <ul style="list-style-type: none"> • HVAC Geothermal Pump Replacements • Music Room Flooring • Gender Neutral Restrooms (GNW) (400k Reserves) • Fire Alarm Strobe Lights 	750,000
Marathon High School <ul style="list-style-type: none"> • Dust Extractor Replacement • Flag Pole • Fire Alarm Panel Upgrade and Strobes, Pull stations and Alerts 	513,000
Margaret Twomey Public School <ul style="list-style-type: none"> • Exterior Play Area Enhancement • Plumbing Upgrades JK/SK Area - Stall Doors • Fire Alarm Strobes • Carpet Replacement - Class Rooms 	284,000
Terrace Bay Public School <ul style="list-style-type: none"> • PV Array System - Solar Energy • Fire Alarm Strobes • Exterior Door and Hardware Replacement (Code Compliance) • Exterior Play Area Enhancement 	427,000
Lake Superior High School <ul style="list-style-type: none"> • Fascia Replacement - Asbestos Transient Board • GNW Design and Planning • Fire Alarm Panel and Alarm Strobes • Exit Signs, Emergency Lighting • Gym Lighting 	399,000
Schreiber Public School <ul style="list-style-type: none"> • Exterior Play Area Enhancement • Fire Alarm Strobes • Roof Hatch 	278,000

George O'Neil Public School <ul style="list-style-type: none"> • Exterior Play Area Enhancement • Fire Alarm Strobes 	127,000
Dorion Public School <ul style="list-style-type: none"> • HVAC Make Up Air Unit • Accessible Ontario Disabilities Act Compliant Restroom • Exhaust Fan Replacement • Fire Alarm Strobes and Panel Replacement 	892,000
Nipigon Red Rock High School <ul style="list-style-type: none"> • Ground Water Management, Foundation and Bus Loop Design • Auto Shop Finishes, Floor Painting and Safe working Zones • Plumbing - Tankless Heater Replacement's • Fire Alarm Strobes 	226,000
Beardmore Public School <ul style="list-style-type: none"> • Fire Alarm Strobes • Laundry Room Ventilation • Flooring 	77,000
Geraldton Composite High School / BA Parker Public School <ul style="list-style-type: none"> • Flag Pole • Fire Alarm Strobes • HRV and Generator Design • GNW Design and Planning • BMS Controls 	300,000
Marjorie Mills Public School <ul style="list-style-type: none"> • Cultural Room HVAC Upgrades Smudging • Exterior Play Area Enhancement • PV Array System-Solar Energy • Fire Alarm Strobes 	836,000
Nakina Public School <ul style="list-style-type: none"> • Flag Pole • Fire Alarm Strobes 	50,000

Administrative Summary:

***That,** the Superior-Greenstone DSB receive Report No. 19, Capital Project Work 2022-2023, for information.*

Respectfully submitted by:

Alex Marton
Superintendent of Business

Gord Muir
Manager of Plant Services



SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

"Inspiring Our Students to Succeed and Make a Difference"

Report No: 20

Date: February 27, 2023

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

FROM: Alex Marton, Superintendent of Business

SUBJECT: Board Estimates Process for 2023-24

STRATEGIC

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

Background

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

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

Current Situation

The estimates adopted by the Board are to be submitted to the Ministry of Education no later than June 30, 2023. Failure to meet this deadline may result in the disruption of grant cash flow to the school board.

Input to the budget will be sought from several sources to identify the needs of the district:

- Parent Involvement Committee
- Special Education Advisory Committee
- School Councils
- Department and school consultation
- Facility Conditions Index
- Budget Survey

The Budget Survey, introduced last year, captures direct input from parents, staff, students, and community stakeholders on priority areas.

Once the budget has been approved, School Administrators and Department Managers are expected to monitor their budgets. In addition, interim reports will be presented to the Board throughout the 2023-2024 school year. Finally, the Board will be updated on actual enrolment in January 2024 and April 2024.

Next Steps

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

DATE	TASK
February	<ul style="list-style-type: none"> Principals submit kindergarten enrolment estimates to SOEs Business Services sends enrolment projections for Principal review Superintendent of Business provides Managers with draft department budget forms
March	<ul style="list-style-type: none"> Principals submit enrolment projections to Business Services Plant, IT and Special Education leaders meet with Principals to prepare Capital Budget department budgets submitted to the Superintendent of Business Ministry of Education releases the Grants for Student Needs (GSN) 2023-2024. Senior Team reviews key sources of funding and consults with System Leadership
March Board Meeting	<ul style="list-style-type: none"> Superintendent of Business presents GSN Update Report
April	<ul style="list-style-type: none"> Senior Team prepares a list of priorities for budget consideration Superintendent of Business presents budget update to PIC, SEAC Superintendent of Business compiles input from school councils and stakeholders through Budget Survey Enrolment projections verified by Superintendent of Business Plant presents Capital budget to Senior Administration for review. Superintendent of Business provides Principals with school operational budget forms
April (Special) Board Meeting	<ul style="list-style-type: none"> SOEs present Preliminary Elementary Teacher Staffing Report and Preliminary Secondary Teacher Staffing Report
April Board Meeting	<ul style="list-style-type: none"> Superintendent of Business presents Preliminary Enrolment Report SOEs present Elementary Teacher Staffing Report and Secondary Teacher Staffing Report
May	<ul style="list-style-type: none"> Senior Administration <ul style="list-style-type: none"> Reviews system priorities Finalizes non-teacher staffing Reviews draft budget
May Board Meeting	<ul style="list-style-type: none"> SOE presents ESS Staffing Report
June Board Meeting	<ul style="list-style-type: none"> Superintendent of Business presents Budget Report for approval

Administrative Recommendations

That the Superior-Greenstone DSB having received Report No. 20: Board Estimate Process for 2023-2024, accepts the proposal as presented.

Respectfully submitted by:

Alex Marton, Superintendent of Business



SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

"Inspiring Our Students to Succeed and Make a Difference"

Report No.: 21

Date: February 27, 2023

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

FROM: Alex Marton, Superintendent of Business

SUBJECT: Accumulated Surplus for Capital Projects No. 02

STRATEGIC

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

Background

Surplus funds are typically used to ensure the Board is solvent in the event of significant, unexpected costs. Examples include uninsured damages due to negligence or misuse or legal expenses. In other cases, reserves can be used to supplement the cost of capital expenditures.

In May 2022, the Board passed a motion to release surplus funds for three projects:

- A/V Enhancements to Secondary School Gyms
- Interactive Playgrounds in 3 Elementary Schools
- Gender Neutral Washroom at MNHS

Current Situation

As of August 31, 2022, our accumulated surplus is \$13,250,849. Due to unexpected shipping delays and a lack of bids on our tender, the A/V Enhancements and Interactive Playgrounds were not completed during the fiscal year and reserves were not accessed.

Both projects remain a priority for our schools and students. A/V upgrades will have a positive impact on:

- Sports and school spirit
- Ceremonies and celebrations
- Presentations

In addition, these upgrades will have immediate impacts for reimagining learning in our schools through:

- Guest speakers
- Music class concerts
- Connections with other schools and shared celebrations between communities

Interactive Playgrounds engage students physically, intellectually, and socially. Students can engage in learning through play while moving as opposed to sitting in front of a screen.

The request for both projects is \$395,000.

Administrative Recommendations

That, the Superior-Greenstone DSB approve for release \$395,000 in accumulated surplus funds for use in capital projects for the 2022-2023 fiscal year.

Respectfully submitted by:

Alex Marton,
Superintendent of Business



SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

"Inspiring Our Students to Succeed and Make a Difference"

Report No.: 22

Date: February 27, 2023

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

FROM: Nicole Morden Cormier, Director of Education

SUBJECT: Director's Monthly Report: February 2023

STRATEGIC

PRIORITY: Learning, Well-Being, Stewardship and Relationships

Background

The Director's Monthly Report is an opportunity to showcase examples of the numerous ways in which school personnel and system staff are operationalizing the 2018-2023 Multi-Year Strategic Plan. For the month of February, we have provided a variety of examples that demonstrate how schools and the system are supporting students to have a positive sense of well-being - the sense of self, identity, and belonging in the world that will help them to learn, grow and thrive" (SGDSB, MYSP, pg. 14).

Current Situation

Please click on the following link to read the Director's Monthly Report: February to read about explicit examples of these learning opportunities.



Director's Monthly Report for February 2023: Identity and Belonging

If we want learners who can thrive in turbulent, complex times, apply thinking to new situation, and change the world, we must reimagine learning:

[Go to this Sway](https://sway.office.com/eaVeARlamGZE9yzL?ref=Link)

<https://sway.office.com/eaVeARlamGZE9yzL?ref=Link>

Administrative Summary

That the Superior-Greenstone DSB receive Report No. 22, Director's Monthly Report: February 2023, for information.

Respectfully submitted by:

Nicole Morden Cormier,
Director of Education



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

Report No.: 23

Date: February 27, 2023

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

FROM: Nicole Morden Cormier, Director of Education

SUBJECT: Proposed School Year Calendar 2023-2024

**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 2022-2023 School Year Calendar.

Regulation 304, School Year Calendar, Professional Activity (PA) 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. Boards may designate up to four (4) additional PA days per school year. The regular school year calendar shall provide for a school year that commences on or after September 1 and ends on or before June 30. The minimum number of school days required in a school year calendar is 194. A board may designate up to ten instructional days as examination days.

The PA dates are to be determined by each Board. The remaining school days shall be instructional days. Two PA days are to be used for assessment and completion of report cards at the elementary level. 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. The second mandatory PA day must be devoted to topics identified in Collective Agreements such as developing strategies to ensure equity for all students and Occupational health and safety training, including training on violent incident reporting. 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, Indigenous education, foundational math, financial literacy, mental health and well-being, as well as science, technology, engineering and mathematics fundamentals (STEM). Beginning in the 2021 school year, PPM No. 151 was amended to include bullying prevention, intervention and de-escalation training as part of the third PA day devoted to provincial education priorities.

Current Situation:

In January 2023, after initial consultation with representatives for school administrators, local branch affiliates of teachers' federations, unions and our coterminous boards, 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 calendar feedback survey was communicated through various school board communication platforms including Edsby, Facebook, Twitter, and emailed to the stakeholder groups. The survey included calendar option A with students beginning school on August 30, 2023 and ending the school year on June 21, 2024 and calendar option B with Students beginning school on September 5, 2023 and ending the school year on June 26, 2024. The feedback survey received a total of 444 responses with 80% of the votes in favour calendar option B as presented in the attached proposed 2023-2024 School Year Calendar.

The attached proposed 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. 23: 2023-2024 School Year Calendar accepts the proposed Calendar, and That, Administration is directed to forward the proposed 2023-2024 School Year Calendar to the Ministry of Education for its approval.

Respectfully submitted by:

Nicole Morden Cormier
Director of Education



SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Regular Board Meeting Agenda February 27, 2023 Page 30 of 60

2023-2024 SCHOOL YEAR CALENDAR (ELEMENTARY AND SECONDARY)

School Holidays Professional Activity Days Examination Days (Secondary)
All Students begin school on September 5, 2023, and end on June 26, 2024

August 2023						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2024						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

This calendar was developed in accordance with the Ministry of Education, Ontario Regulation 304, as amended by O. Reg. 364/15 School Year Calendar and Professional Development Days, by Superior-Greenstone DSB in conjunction with its coterminous boards.
Submitted for Board approval February 27, 2023.

SCHOOL HOLIDAYS

September 4, 2023
October 9, 2023
December 25, 2023 to
January 5, 2024
February 19, 2024

Labour Day
Thanksgiving Day

Christmas Break
Family Day

March 11-15, 2024
March 29, 2024
April 1, 2024
May 20, 2024

March Break
Good Friday
Easter Monday
Victoria Day



SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

"Inspiring our students to succeed and make a difference"

Report No.: 24

Date: February 27, 2023

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

FROM: Nicole Morden Cormier, Director of Education

SUBJECT: 2023 Graduation Dates and Times

STRATEGIC

PRIORITY: Learning and Well-Being

2023 Graduation Dates and Times

School	Date	Time
Elementary		
B. A. Parker Public School	June 27	6:30 pm
Beardmore Public School	June 22	6:00 pm
Dorion Public School	June 29	3:30 pm
George O'Neill Public School	June 28	5:00 pm
Manitouwadge Public School	June 21	6:00 pm
Margaret Twomey Public School	June 23	4:00 pm
Marjorie Mills Public School	June 20	6:00 pm
Nakina Public School	June 27	6:00 pm
Schreiber Public School/Terrace Bay Public School (held in Terrace Bay)	June 14	5:00 pm
Secondary		
Geraldton Composite High School	June 15	6:30 pm
Lake Superior High School	June 28	1:00 pm
Manitouwadge High School	June 29	1:00 pm
Marathon High School	June 29	1:00 pm
Nipigon-Red Rock District High School	June 28	6:30 pm

Next Steps

Trustees are invited to attend the Elementary or Secondary School Graduation ceremonies within their Ward. Trustees may participate in the ceremony in roles that may include:

- Trustees may enter into the ceremony with the staff procession and sit with staff.
- Trustees may hand out the Leadership Award, the David Tamblyn Memorial Award (secondary schools only) or Governor General Award with the Principal.
- Trustees may act as host for the "Speaker Room". This is a designated space for the ceremony speakers, bursary and scholarship presenters to gather and enjoy light refreshments prior to the start of the ceremony.

Trustees are requested to contact the School Principal of the ceremony they wish to attend and collaborate with the Principal on what role the Trustee wishes to hold for the Graduation ceremony. Trustees are also requested to notify the Executive Assistant of what ceremony they are available to attend.

Administrative Summary

That, the Report No. 24 entitled, 2023 Graduation Dates and Times be received by the Board for information.

Respectfully submitted by:

Nicole Morden Cormier
Director of Education



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

Report No.: 25

Date: February 27, 2023

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

FROM: Eric Fredrickson, Superintendent of Education
Deana Renaud Manager, Mental Health

SUBJECT: SGDSB Mental Health Portfolio Board Report

STRATEGIC

PRIORITY: Well-Being

Background

The mental health and well-being of our students is a clear priority for Superior-Greenstone District School Board. We are committed to providing a tiered approach to service which includes the delivery of health promotion, the integration of mental health into classroom settings, small group and individual skill-based instruction and accessible, high-quality therapeutic intervention.

Ensuring that we establish environments that implement tiered intervention establishes a foundation by which we support achievement and success in education.

We continue to pursue growth in this portfolio as we understand that intentional practices driven by comprehensive data will contribute to positive outcomes in the achievement and well-being of students and staff within our organization.

Current Situation

Policy Development and Procedural Review

We have moved into the implementation phase of a the new SGDSB Attendance Handbook. We have been engaging in internal communication across sectors to outline and highlight this new resource.

Earlier this year, the Manager of Mental Health engaged in a collaborative process with school Principals and Vice-principals to develop and implement a new Crisis Response Protocol. This protocol has been presented to all administration and has been shared with staff.

Building Internal Capacity

We continue to promote building internal capacity and support with monthly Resource Team Meetings, monthly Specialized Team Meetings, and monthly clinical supervision for Attendance Counsellors, Child and Youth Workers and Mental Health Workers. From September to February, we have offered multiple learning opportunities for staff to build capacity in the areas of attendance, mental health, and substance use.

Topic/Delivery Model	Number of Staff Trained/target staff
Substance Use/Staff Meetings and Workshop Series	110/all high school staff/all staff
Trauma Informed Schools/ PD Day	53/secretaries/attendance team/educational assistants
4 th R- Mental Health Curriculum	5/mental health and educators
How to Support Kids in Asking for Help/PD Day	62/educators, school-based staff
Attendance Certification OACAS	3/all attendance counsellors
FASD Priorities for Care/Workshop	18/resource team
Play Therapy Training/Course	20/internal staff/child and youth workers, mental health workers, early childhood educators) and 8 community partners (Best Start, Dilico).
CPR and Opioid Response/Certification Course	14/educators, mental health workers and child and youth workers.
Restorative Practice, Communication and Conflict Resolution	85/maintenance staff, custodians, secretaries, Resource Team, administrators.

Substance Use Strategy

The impact of our Substance Use Strategy has been supported by health promotion and communication around substance use in schools as it connects to the SGDSB Safe Schools Policy, professional development and workshops for staff, and sharing with community. Additionally, opportunities for staff and students to participate in training and opportunities with community partners have been provided.

Mental Health Profile Staffing and Program Statistics

Tier One Services:

- Successful implementation of the 2022-2023 Health Promotion Schedule
- 34 School Based workshops offered across the board topics reflective of scheduled developed from the Mental Health Action Plan

Tier Two and Three Services

- Consultation with school teams and staff for students with complex mental health and attendance needs.
- Mental Health Workers in Secondary
 - 4 Staff (LSHS, MRHS, NRHS, GCHS)
 - 1 Vacancy (Indigenous Mental Health Worker Greenstone)
 - Provision of services virtually to MNHS
 - Provision of transitional mental health services to grade 7 and 8 students
- Child and Youth Workers
 - 8 Staff (GOPS, SCPS, TBPS, MNHS/MNPS, BAPS, MMPS, MRHS, MTPS)
 - Delivery of workshops, group programming and family engagement
- Attendance Counsellors
 - 3 Staff

Next Steps

The SGDSB Mental Health portfolio continues the intentional work of developing the tiered approach of service provision. We are working diligently to understand the needs of students, families, and communities in order to respond with great intention and care so that we can positively impact well being and achievement in the Northwest. We will continue to collect data through multiple sources

and focus on our essential relationships with community partners to guide our work in a holistic, responsive way. We strive to increase access to services for students and build understanding about the impact of positive mental health on student success and achievement.

Administrative Recommendations/Summary

That the Superior-Greenstone DSB receive Report No. 25, SGDSB Mental Health Portfolio Board Report, for information.

Respectfully submitted by:

Deana Renaud
Manager, Mental Health

Eric Fredrickson
Superintendent of Education



SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

"Inspiring Our Students to Succeed and Make a Difference"

Report No.: 26

Date: February 27, 2023

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

FROM: Eric Fredrickson, Superintendent of Education
Hillary Freeburn, Early Years System Principal

SUBJECT: Early Years Portfolio Board Report

STRATEGIC

PRIORITY: Relationships

Background

Collective Vision: The Superior-Greenstone District School Board advocates for an integrated early years and childcare system in which school board and early years staff work in partnership to provide seamless high-quality programs and services for children and families. At SGDSB in our K-2 classrooms we ensure rich, diverse learning environments that are grounded in play-based learning, where every child belongs. In community hubs, we focus on learning, fostering well-being, establishing positive relationships, and making a difference... beginning at birth.

For a full overview of SGDSB's commitment to the early years refer to Program Policy 604.

Current Situation

We continue to work towards supporting the implementation of a responsive, high-quality, accessible, and increasingly integrated Early Years programs that contribute to healthy child development as outlined by the Ministry of Education:

Community Partner Engagement

We are actively and regularly engaging with the Thunder Bay District Social Services Administration Board, childcare operators, First Nation communities, community service providers, post-secondary education faculties and families to ensure coordination and services at the school, neighbourhood, and system level. Working directly with licensed childcare operators within SGDSB schools we connect, collaborate and work towards goals that bring our buildings towards full integration within our sites and for seamless transitions to kindergarten. Using the Kinooamaadziwin Education Body transition framework we continue to refine transition to kindergarten opportunities that are culturally responsive and relevant to each child and family throughout the region.

Professional Learning

We deliver professional learning and development opportunities that deepen knowledge of program expectations, early literacy, and Self-Regulation. We co-construct the professional learning needs of educators and administrators and align these to priorities at both the local and provincial level. Differentiated opportunities are crucial in ensuring that we are relevant and responsive to the full implementation of the Early Years framework at SGDSB.

Early Literacy

Early literacy is crucial, and we are striving to unpack, understand and ensure that every child has the exposure and opportunities needed to become a reader. In every Kindergarten classroom, and now expanded to Grades 1 to 3, we have equipped educators and enhanced environments with evidence-based programs that follow explicit literacy instruction. Job-embedded professional learning has allowed teachers, ECE, support staff, special education teachers and administrators to engage in direct coaching and modelling in the delivery of these programs. For the last year we have had virtual sessions in Kindergarten – Grade 2 with a registered Speech and Language Pathologist who has provided foundational literacy skills to students and modelled and coached these strategies for the educators, support staff, and special education staff who are building these strategies into daily routines.

2023-2024 Welcome to Kindergarten Season

Learn to play and play to learn at SGDSB!

During Welcome to Kindergarten Season, we will spend time getting to know new Kindergarten children and families. We meet each child and family where they are and ensure they feel supported and heard as they join SGDSB school communities. Last year, we surveyed families who participated in Welcome to Kindergarten registration and transitions. Hearing directly about what was helpful, needed, and experienced has allowed us to be responsive this year as we are beginning to plan this year's Welcome to Kindergarten season.

Experiencing routines and environments as well as participating in learning opportunities are integrated into every opportunity. For example, joining the current Kindergarten class for an outdoor learning experience, taking part in snack and recess, or meeting the kindergarten educators, principal, and support staff during a school-wide celebration. The first memories of school are important ones for both the children and the critical adults who are raising them. We celebrate and welcome new SGDSB students to our schools as they become lifelong learners.

Ongoing Steps

1. Engage in learning and resource development regarding Science of Reading to ensure all children have the foundational tools to become readers. We are moving beyond phonemic awareness and print and towards explicit and systematic instruction of phonics and decoding of words using decodable readers.
2. Continue to maintain the integrity of the Ministry of Education's early years mandate. We remain committed to the philosophy and underpinnings of play-based learning and research-based approaches to fully support all children as they learn, grow, and thrive while at SGDSB.
3. Deepen understanding of the social emotional and cognitive needs of students and their families at all levels of our organization. Children in the early years require consistent

co-regulation from the adults who support them, and it is our job to find our calm first. We will continue to highlight and unpack these strategies regularly through conversations, professional learning and self-reflection opportunities.

Administrative Recommendations

That the Superior-Greenstone DSB receive Report No. 26, Early Years Portfolio Board Report, for information.

Respectfully submitted by:

Hillary Freeburn,
System Principal

Eric Fredrickson,
Superintendent of Education



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

Report No: 27

Date: February 27, 2023

TO: Members of the Superior-Greenstone District School Board

FROM: Pinky McRae, Board Chair

SUBJECT: Ontario Public School Board Association: Public Education Symposium 2023

STRATEGIC

PRIORITY: Learning, Well-Being, Relationships, Stewardship

Background

It is the policy of the Superior-Greenstone District School Board to encourage trustees to engage in professional development related to their role as school board trustees and to attend at least one Ontario Public School Boards' Association (OPSBA) sponsored event per year (Policy 208: Trustee/Student Trustee Attendance at Conferences).

Each year, OPSBA hosts the Public Education Symposium (PES); an event that is designed to provide significant professional development to new and experienced trustees. This year's symposium was the first face-to-face event since 2020 and was attended by seven trustees from the Superior-Greenstone District School Board.

Current Situation

Upon return from all conferences, trustees (including Student Trustees) are required to provide a verbal or written report at the next Regular Board Meeting. As trustees attended a variety of sessions at the PES, the following entries capture trustee key learning and resources that are noteworthy.

Chair Pinky McRae

- Best PES program in 12 years.
- Chief Cadmus Delorme - one of the best presentations I've ever attended. Highly recommend Chief Delorme can be scheduled for all staff PD.
- Rules of order - Lori Lukinuk - great refresher.
- Equity, Diversity and Inclusion Word Salad with a Slice of Privilege Pie. Ken Jeffers is an expert in this field. The session was interactive. Encourage Nicole to consider some of the content/games used in this session for trustee PD.
- School Board Governance Under the Education Act - Who Does What? - Michael Hynes. I've attended many presentations by Michael Hynes over the years and this was by far his best presentation. His content was clear and followed the Education Act to a "T". I was very impressed.
- Communication Workshop - For Experienced Trustees - Jason Lietaer and Robin Pilkey. Great presentation, both these presenters were well versed on what can happen when people step outside their roles, the repercussions for school boards, students, families and Trustees. Great session.
- Enjoyed the networking with other trustees, great time to listen to what's happening across the province, etc. Overall, great session.

Trustee Kal Pristanski

Overall, a very well-organized event.

Most sessions were designed for new Trustee's but refreshers are important for all Trustee's.

One session – The Digital Media Literacy Gap – was most enlightening. I brought back information on a free program from CIVIX for students and teachers that teaches the simple steps on how to evaluate on-line information using 'lateral reading' techniques. We all know we are bombarded with false/unsubstantiated claims, which at first look would seem to be credible, made on Facebook and other such sites. This program shows uncomplicated ways for students to investigate if such claims are true or false. Even I learned a lot from this short session. Information booklets on CIVIX were dropped off for the Director.

The guest speaker on 'Parliamentary Procedure' was extremely useful.

The chance to liaise with other Trustee's is always useful in finding out what other Boards are doing.

Always good to where we stand – are we ahead, behind or following the curve?

Trustee Jason Nesbitt

- Once again PES did not disappoint. It is always great to network with fellow trustees and it is selfishly always nice to hear how our Board does not have the challenges that many other boards do. Pinky and I had some great networking with the OPSBA President and 1st VP one evening and then a one on one with the 2nd VP the next night!
- The conference speakers included Nicholas Christakis from Yale University and a great chat about the effects, challenges and opportunities the pandemic brought. Was an interesting listen.
- Chief Cadmus Delorme was a delight to hear. It is always nice when a first nations speaker brings humour to a serious story and his message was really powerful. It is also refreshing that he took ownership on some things that are happening with first nation people.
- Patricia DeGuire, Chief Commissioner of the Ontario Human Right Commission spoke on what they are doing to try to ensure human rights is at the forefront. It was disturbing but not surprising to hear that racism and hatred levels globally are at all-time highs! It would have been interesting to hear more on her view why.
- The workshop on equity, diversity and inclusion did open my eyes to the strange new world but honestly left me probably more confused, with more questions and honestly feeling that there are just too many labels today.
- The workshop of rules of order was a great refresher.
- The workshop on governance was just reinforcement to what we practice at our board. And again, hearing some of the questions from other trustees we are miles ahead of many boards!
- The communications workshop I felt was more geared towards larger boards ... although in my limited experience in the trustee role I have not had much controversy.
- The final panel discussion was a mix match of topics and speakers. Not much jumped out from that discussion to be honest.
- At the Northern meeting we all had a chance to do some round table discussions on what OPSBA's priorities should be from the North. I shared those points at our last meeting. We did unfortunately run out of time to share what is happening at our boards as we were 30 min past our allotted time.

Next Steps

Trustee professional development is a focus for the board of trustees. The information contained within this report will be utilized to further develop the 2023 Trustee Professional Development Plan and the events contained within this plan. As per Policy 208, this plan will be contingent upon budget restraints in order to be fiscally responsible.

Recommendations

That the Superior-Greenstone DSB receive Report No. 27, Ontario Public School Board Association: Public Education Symposium 2023, for information.

Respectfully submitted by:

Pinky McRae,
Board Chair

The Role of the School Board Trustee

Revised: January 16, 2023

The role of the School Board Trustee is governed by the Education Act. This highly regulated role is a governance role, meaning that the role is one of oversight over legislated areas. Trustees are required to carry out their responsibilities in a manner that assists the board in fulfilling its duties under the Education Act. These responsibilities are exercised through board meeting resolutions that are made by a majority vote. Trustees operate as a collective and their power comes from decisions made as a group, in the best interest of the organization. Boards and trustees must find statutory authority for all actions they take as part of a governing body.

The Statutory Duties of the Board of Trustees include the responsibility to engage in the following:

- a) *Promote* student achievement and well-being;
- b) *Promote* a positive and inclusive school climate;
- c) *Ensure* effective stewardship of the school board's resources;
- d) *Ensure* that the delivery effective and appropriate educational programs is taking place;
- e) *Develop and maintain* policies and organizational structures for student achievement and well-being and resource stewardship;
- f) *Monitor* the effectiveness of School Board Policies;
- g) *Consult* with parents, students and those who direct their taxes/supporters of the board, through established mechanisms such as the Parent Engagement Committee, **to develop a multi-year plan** aimed at achieving the goals of student achievement, well-being, positive school and inclusive school climate, and the delivery of effective programs, and to and annually review this plan with the Director of Education;
- h) *Bring* concerns of parents, students and supporters of the board to the attention of the Board (concerns are brought directly to the attention of the Director of Education); and
- i) *Comply* with the Board of Trustees Code of Conduct at all times.

The Director of Education, as the Chief Education Officer and the Chief Executive Officer, is the one and only employee of the Board of Trustees. Trustees are required to entrust the Director of Education with the responsibility for the daily operations of the School Board. This includes decisions around the allocation and management of all staff, programming, student and staff concerns, buildings, etc.

"Trustees who are having conversations outside of the boardroom with someone other than the director are working outside of their role and outside of governance." (Gillian Tuck
Kutarna, Trustee PD, December 10, 2023)

Common Law Duty

The daily operations of the School Board are the responsibility of the Director of Education, who oversees superintendents, who oversee principals. By Common Law Duty, trustees have a fiduciary duty to the corporate board of education (e.g., the interests of the board must be paramount) and thus, do not have any duty or direct responsibility to parents or guardians, students, or constituents.

“Governance takes place in the boardroom, administration takes place in an office, and education takes place in schools. All roles and responsibilities as defined by the Education Act must be respected.” (Gillian Tuck Kutarna, Trustee PD, December 10, 2023)

Once constituents elect trustees through the Municipal Elections Act, the governance role as outlined by the Education Act applies. Trustees are required, under Common Law Duty, to exercise the Duty of Care, including having the knowledge required for the role, being loyal to the role, adhering to confidentiality, avoiding potential, and/or perceived conflicts of interest, and acting within the scope of statutory authority, as outlined above.

Advocacy

Trustees are advocates for policy outlines, as per their role under the Education Act. They do not advocate for an individual interest, or for the interest of parents or guardians, students, staff or constituents. Trustees always act as a member of the Board of Trustees and the Board of Trustees, as a whole, is the sole decision-making body.

Lines of Communication Regarding Complaints

Trustees are required to adhere to School Board Policies. This includes Policy 207: Lines of Communication Regarding Complaints, which stipulates that, when concerns are being brought forward from parents, guardians, or community members, Trustees will direct all inquiries/concerns to the appropriate staff, beginning with the Director of Education. Trustees do not seek out areas of concern from stakeholders such as parents.

Relationships with Staff

Trustees do not represent staff members, even if those staff members are parents. Staff members with complaints are required to follow the Lines of Communication Regarding Complaints Policy. Trustees who engage in relationships with staff members may be seen as interfering with the role of the union leaders and/or the role of the principal.

“Trustees who see themselves as ‘fixers’ are in the wrong lane...this is not their role”
(Gillian Tuck Kutarna, Trustee PD, December 10, 2022)

In Summary, Trustees do not have the authority to, and must protect themselves by ensuring that they do not:

- Advance the interest of an individual/home community against the School Board;
- Direct/engage with staff on topics related to the School Board;
- Access or disclose personal information of students or staff;
- Disclose confidential information;
- Become involved in the day-to-day management of the School Board;
- Make commitments to parents/guardians that fall outside of the role of trustee (e.g. during the election process, when complaints are brought forward, etc.);
- Act contrary to a board resolution after it has passed;
- Convene a meeting of trustees; or
- Make statements on behalf of the Board of Trustees/School Board (except for the Chair of the Board).

“The Essence of Governance... The Board of Trustees holds the system accountable through the Director, for implementation of resolutions, and through regular monitoring of evidence of student achievement and other Education Act responsibilities.” (Gillian Tuck Kutarna, Trustee PD, December 10, 2023)

How Can Trustees Make a Difference?

- ✓ By understanding the role and adhering to the legislation that outlines the role.
- ✓ Through the development and monitoring of the Multi-Year Strategic Plan vision and goals.
- ✓ Overseeing the budget.
- ✓ Providing input into the Special Education Plan.
- ✓ Engaging in a relationship and growth-oriented process for the Director’s Annual Growth Plan and Performance Appraisal.
- ✓ Ensure the efficacy of Board Policy.
- ✓ Advocating for the unique needs that exist in a Northern School Board through a provincial lens.
- ✓ Setting annual targets and monitoring success.
- ✓ Allocating resources as per the needs expressed by the Director and according to policy goals.
- ✓ Modelling collaborative decision-making and respect for fellow Trustees, staff, and their roles.
- ✓ Building confidence in public education.

For more information, please see <https://www.sgdsb.on.ca/board-of-trustees> and <https://OPSBA.org>.

DRAFT

CONFLICT OF INTEREST

for the School Board Trustee

Created: February 9, 2023

Reference SGDSB Conflict of interest Policy 723 for further information.

A conflict of interest is any situation in which a trustee has a personal or financial interest that may:

- *Affect their judgement and/or the performance of their duties or responsibilities to the Board; and/or*
- *Cause them to act, or appear to act, in a way that is not in the best interests of the Board; and/or*
- *Negatively affect the reputation of the Board in the community.*

A trustee is in a conflict of interest when they get, or hope to get, personal gain by using their position, influence, time, resources, facilities and/or student or staff information.

Personal gain from a conflict of interest could include something gained for a friend, family member or a business associate.

Trustees are prohibited from attempting to influence an employee, officer or person with delegated authority.

The main purpose of the Municipal Conflict of Interest Act (MCIA) is to protect the public interest by ensuring that public officials do not improperly take advantage of their positions of trust to seek personal gain.

The Act applies to all members of local councils, committees, and boards, including school boards, either elected or appointed, including student trustees.

A. Pecuniary Interest (relating to Financial Gain)

Conflict of interest legislation is concerned only with pecuniary (e.g. relating to money or financial gain), interests. The MCIA refers to three kinds of pecuniary interest: direct, indirect, and deemed.

For the purposes of this Act, a member has an indirect pecuniary interest in any matter in which the council or local board, as the case may be, is concerned, if,

- (a) the member or their nominee,
 - (i) is a shareholder in, or a director or senior officer of, a corporation that does not offer its securities to the public,
 - (ii) has a controlling interest in or is a director or senior officer of, a corporation that offers its securities to the public, or
 - (iii) is a member of a body,
 - that has a pecuniary interest in the matter; or
- (b) the member is a partner of a person or is in the employment of a person or body that has a pecuniary interest in the matter.

For the purposes of this Act, the pecuniary interest, direct or indirect, of a parent or the spouse or any child of the member shall, if known to the member, be deemed to be also the pecuniary interest of the member.

SGDSB Trustee Code of 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 their duties.

2.2. A trustee shall not use their office to advance the Trustee's interest 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 their office to obtain employment with the Board for the trustee or family member.

(SGDSB Trustee Code of Conduct, pg. 19)

B. Declaration of Conflict of Interest

A member who identifies a conflict of interest must declare it before any discussion of the matter in question begins.

The member must:

- Publicly declare a conflict of interest prior to the matter being discussed by completing the *SGDSB Conflict of Interest Declaration Form*, stating the general nature of the interest, and have the declaration recorded in the minutes of the meeting for which the conflict was declared;

- File the written statement of the interest and its general nature with the secretary of the committee or board (Effective March 1, 2019) at the meeting, or as soon as possible afterwards.
- Not vote on the matter with which there is a conflict;
- Leave the room when the Board is in closed session and have this fact recorded in the minutes;
- Not discuss the matter with the Board or other members or attempt to influence the vote; and,
- Leave the room for as long as the matter is under consideration, when a committee of the board, including a committee of the whole board, is in closed session, and have the fact that he or she left the room recorded in the minutes. At the next meeting that is open to the public, the declaration of interest shall be recorded in the minutes but not the general nature of that conflict of interest.

****The SGDSB Conflict of Interest Declaration form is embedded within Board Meeting Agendas under Disclosures of Interest. (and Board Policy 723)**

If you have any doubt about a possible conflict of interest, it is best to check with your lawyer.

References:

SGDSB Policy 723: Conflict of Interest

Municipal Conflict of Interest Act (MCIA)

Good Governance: A Guide for Trustees, School Boards, Directors of Education and Communities (2022-2026)

SGDSB Trustee Code of Conduct

Appendix A: Conflict of Interest Declaration Form

(to be filed with the Chair of the Board, Director of Education, to be evaluated and posted to the SGDSB Website)

Superior-Greenstone District School Board Conflict of Interest Declaration Form

Please complete this form if you believe that you may be involved in a conflict-of-interest situation or if you are unsure and seek to disclose a potential or perceived conflict of interest. Please read Superior-Greenstone District School Board Conflict of Interest Policy 723.

SECTION 1: PERSONAL DETAILS

NAME: [Click here to enter text.](#)

JOB TITLE / AREA OF RESPONSIBILITY: [Click here to enter text.](#)

PHONE: [Click here to enter text.](#)

EMAIL: [Click here to enter text.](#)

SECTION 2: DISCLOSURE DETAILS

The following is a: ☐ Self-declaration ☐ Report about another employee/volunteer

The actual, potential, or perceived conflict of interest relates to: *(tick all appropriate box/es)*

☐ Relationship with family or friends

☐ Staff recruitment

☐ Outside work activities (paid/unpaid)

☐ Relationship with external parties

☐ Financial interest

☐ Disposal of school assets

☐ Gifts/benefits

☐ Provision of external consultancy services

☐ Provision of private tutoring

☐ Other (if you selected other please provide details)

☐ Procurement of goods and services

The following actual, potential, or perceived conflict of interest has been identified. Please provide all relevant details.

[Click here to enter text.](#)

The (actual, potential or perceived) conflict is expected to last: *(tick appropriate box)*

☐ 0–12 months

☐ >12 months or ongoing

☐ Do not know

SECTION 3: TO BE COMPLETED BY THE PRINCIPAL/SUPERVISOR/DIRECTOR

In my opinion the details provided: *(tick appropriate box)*

☐ Do not constitute a conflict of interest, employee may continue the activity (proceed to Section 4).

☐ Do constitute an actual, potential, or perceived conflict of interest (provide a detailed action plan below).

If the situation does constitute a conflict of interest, please ensure that the following actions have been considered:

- Ensure all information surrounding the conflict has been disclosed to Supervisor or Director of Education if report is concerning another employee/volunteer and documented.
- Inform likely affected persons of the conflict, seeking their views where relevant as to whether they object.
- Reformulate the scope of work or restricting access to certain information.
- Recruit a third party to oversee part, or all, of the process.
- Recommend relinquishing the interest that is causing the conflict.
- Temporarily remove the person from the process or responsibilities.
- Monitor the person's activities closely in relation to the conflict of interest.
- Take no further action because the conflict is minimal.
- If necessary, consult with your supervisor when self-declaring and the Director of Education, or designate, when reporting another employee/volunteer.

I have reviewed the above considerations and request that the Employee takes the following action to eliminate/manage the conflict:

[Click here to enter text.](#)

Plan to be reviewed:

- | | | |
|---|--|---|
| <input type="checkbox"/> Within 1 month | <input type="checkbox"/> Within 3 months | <input type="checkbox"/> Within 6 months |
| <input type="checkbox"/> Within 12 months | <input type="checkbox"/> Other – specify | <input type="checkbox"/> N/A: Conflict is one-off or short duration |

SECTION 4: EMPLOYEE'S DECLARATION

To the best of my knowledge and belief any actual, potential, or perceived conflicts between my duties as an employee and my private and/or business interests have been fully disclosed in this form in accordance with the requirements of the Superior-Greenstone District School Board Conflict of Interest Policy 723.

I acknowledge, and agree to comply with, any approach identified in this form for removing or managing an actual, potential, or perceived conflict of interest.

SIGNATURE:

DATE:

SECTION 5: PRINCIPAL / SUPERVISOR/ DIRECTOR

The actions described in the approach outlined in Section 3 have been put in place to effectively manage any actual, potential, or perceived conflict of interest disclosed in Section 2. The approach outlined in Section 3 ensures that the Superior-Greenstone District School Board's public interests and reputation is adequately protected.

NAME: [Click here to enter text.](#)

SIGNATURE:

DATE:



SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD
Trustee Evaluation: Regular Board Meetings
RESPONSE SUMMARY FOR
January 30, 2023 REGULAR BOARD MEETING

Reflection	Yes	No	N/A	Total Responses out of 11
Do you feel that the information in the agenda package adequately prepared you for the meeting?	1	0	0	1
The presentations were relevant to the governance work of the Board – (e.g. relating to student achievement, well-being and the budget).	1	0	0	1
The Board Chair effectively moderated the meeting (e.g. kept it moving, facilitated questions, provides reminders of bylaws when necessary, etc.)	1	0	0	1
The information provided in the agenda package and through the presentations was sufficient in order to make an informed decision.	1	0	0	1
The meeting was successful in carrying out the aims of the Board's Multi-Year Strategic Plan.	1	0	0	1
The presentations and board reports were clearly connected to the implementation of the Strategic Plan and this evidence helped me to gain confidence in its effective implementation.	1	0	0	1
Optional: Based upon the role of the trustee, what items from this meeting allowed you to gain confidence in your role and what needs to be improved to allow you to fulfill your role in a more effective way? Responses: <ul style="list-style-type: none"> Generally, the presentations from staff and students are very useful in seeing what is actually happening in the classroom. 				
Optional Comments: <ul style="list-style-type: none"> Meetings seem to be getting longer, but with new Trustees we could expect that. We will soon get to a more comfort area. 				

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

<i>Section</i>	Personnel	
<i>Policy Name</i>	CONFLICT OF INTEREST	723
<i>Board Approved: June 22, 2021</i>		<i>Review By: December 2026</i>

The Superior-Greenstone District School Board ("the Board") is committed to safeguarding the public interest and trust in public education. Board employees, volunteers and trustees are expected to uphold the public trust and demonstrate integrity in all of their dealings. Conflicts of interest, whether *actual, potential or perceived*, may impact on the integrity and public image of the Board and public education generally. Employees and volunteers are therefore responsible and accountable for identifying and avoiding any situations which may present a potential or actual conflict of interest or be perceived to be a conflict of interest as between their personal interests and their official duties and responsibilities as a Board employee or volunteer.

POLICY

It is the policy of the Superior-Greenstone District School Board that Employees, Volunteers and Trustees are required to disclose any potential or actual conflicts of interest that could compromise, or be perceived to compromise, their objectivity and judgment to their immediate supervisor immediately upon becoming aware in writing of the actual or potential conflict of interest. As such, employees and volunteers may be required to excuse themselves from any duty or transaction where they have, or may appear to have, a conflict of interest that could compromise, or be perceived to compromise, their objectivity and judgement.

1.0 DEFINITION

- 1.1 For the purposes of this policy, a conflict of interest is any situation in which an individual has a personal or financial interest that may:
 - Affect their judgement and/or the performance of their duties or responsibilities to the Board; and/or
 - Cause them to act, or appear to act, in a way that is not in the best interests of the Board; and/or
 - Negatively affect the reputation of the Board in the community.
- 1.2 An individual is in a conflict of interest when they get, or hope to get, personal gain by using their position, influence, time, resources, facilities and/or student or staff information.
- 1.3 Personal gain from a conflict of interest could include something gained for a friend, family member or a business associate.

- 1.4 An individual should not have, or be involved in, any direct or indirect personal or financial interest that would, or could, negatively affect the reputation of the Board, and/or interfere with their independent exercise of judgment on behalf of the Board.
- 1.5 Conflicts of interest may include, but are not limited to, circumstances whereby a Board employee or volunteer:
 - Is involved in a hiring or staff allocation decision when they have a close personal relationship with the applicant or affected staff member
 - Supervises or manages employees with whom they have, or have had, a close personal relationship where performance and discipline is required
 - Is involved in any business or other outside activity or interest that interferes with their regular duties and responsibilities at, and for, the Board
 - Uses the Board's equipment, resources, materials, or facilities in any form whatsoever, in the pursuit of outside employment, including paid private practice
 - Is involved in purchasing or other supply chain-related activities and accepts gifts or favours or provides preferential treatment to any bidders or suppliers and/or publicly endorses suppliers or products
 - Is involved in any business or other outside activity or interest that could create an actual, possible, or perceived conflict of interest, or could adversely affect the reputation of the Board in the community.

2.0 DUTY TO DISCLOSE

- 2.1 Employees, Volunteers, and Trustees must report any actual, potential, or perceived conflict of interest that they have, or may have, to their immediate supervisor as soon as they become aware of the conflict. All conflicts of interest are to be reported using the Superior-Greenstone District School Board Conflict of Interest Declaration Form by selecting *Self-declaration*.
- 2.2 Anyone who has reason to believe that another Board employee or volunteer may be in a conflict-of-interest situation is encouraged to report to the Director of Education, or designate, the perceived conflict using the Superior-Greenstone District School Board Conflict of Interest Declaration Form by selecting *Report about another employee/volunteer*.

3.0 CONFIDENTIALITY

- 3.1 Any personal information disclosed under this policy will be treated confidentially. Any personal information collected, relevant to a particular conflict of interest will be used by the Board for purposes of evaluating the risk of the conflict of interest and for fashioning an appropriate remedy.

- 3.2 In order to adequately address any disclosed or potential conflicts of interest, it may be necessary for the immediate supervisor to seek direction and guidance from senior staff. If such consultation or further discussion is necessary, the supervisor will advise the affected individual accordingly.

4.0 CONSEQUENCES OF BREACH

- 4.1 Anyone who engages in activities that contravene this policy, including failing to disclose a conflict of interest, may be subject to disciplinary action up to and including termination of employment, and/or other appropriate measures.

5.0 ACCOUNTABILITY

- 5.1 Employees are charged with a personal responsibility to identify and report conflict of interest situations in accordance with this Policy.
- 5.2 Immediate Supervisors are responsible for identifying and/or clarifying conflict of interest situations with the employees who report to them before passing this to the Director or designate.
- 5.3 Human Resources is responsible for ensuring that all new employees are aware of this policy.
- 5.4 The Director or designate, in consultation with Human Resources, is responsible for deciding whether a conflict-of-interest situation exists and the subsequent action(s) that may be required.

6.0 SCOPE

- 6.1 This policy applies to board employees, volunteers and trustees.
- 6.2 This policy shall in no way relieve any employee, volunteer or trustee from complying with any laws, statutes, regulations, rules, or applicable standards of professional conduct or practice.

7.0 NOTIFICATION

- 7.1 Each employee and volunteer will be made aware of the Policy.

Legal References

Education Act

Municipal Freedom of Information & Protection of Privacy Act

Related Procedures and Policies

- Policy 704 Hiring Policy
- Policy 207 Lines of Communication Regarding Complaints
- Policy 210 Student Trustee
- Policy 217 Trustee Expenses
- Policy 303 Purchasing
- Policy 304 Surplus Equipment, Furniture and Books
- Policy 307 Travel, Meals and Hospitality Expenditures
- Policy 522 Scholarships and Trust Funds
- Policy 605 Special Education
- Policy 609 Prior Learning Assessment and Recognition
- Policy 802 Individual Trustee
- Policy 803 Board of Education
- Policy 539 Indigenous Education Advisory Committee



Small Schools Make a Difference

Superior-Greenstone District School Board Conflict of Interest Declaration Form

Please complete this form if you believe that you may be involved in a conflict-of-interest situation or if you are unsure and seek to disclose a potential or perceived conflict of interest. Please read Superior-Greenstone District School Board Conflict of Interest Policy 723.

SECTION 1: PERSONAL DETAILS

NAME: [Click here to enter text.](#)

JOB TITLE / AREA OF RESPONSIBILITY: [Click here to enter text.](#)

PHONE: [Click here to enter text.](#) EMAIL: [Click here to enter text.](#)

SECTION 2: DISCLOSURE DETAILS

The following is a: ☐ Self-declaration ☐ Report about another employee/volunteer

The actual, potential, or perceived conflict of interest relates to: *(tick all appropriate box/es)*

- | | |
|--|---|
| <input type="checkbox"/> Relationship with family or friends | <input type="checkbox"/> Staff recruitment |
| <input type="checkbox"/> Outside work activities (paid/unpaid) | <input type="checkbox"/> Relationship with external parties |
| <input type="checkbox"/> Financial interest | <input type="checkbox"/> Disposal of school assets |
| <input type="checkbox"/> Gifts/benefits | <input type="checkbox"/> Provision of external consultancy services |
| <input type="checkbox"/> Provision of private tutoring | <input type="checkbox"/> Other (if you selected other please provide details) |
| <input type="checkbox"/> Procurement of goods and services | |

The following actual, potential, or perceived conflict of interest has been identified. Please provide all relevant details.

[Click here to enter text.](#)

The (actual, potential or perceived) conflict is expected to last: *(tick appropriate box)*

- ☐ 0–12 months ☐ >12 months or ongoing ☐ Do not know

SECTION 3: TO BE COMPLETED BY THE PRINCIPAL/SUPERVISOR/DIRECTOR

In my opinion the details provided: *(tick appropriate box)*

- ☐ Do not constitute a conflict of interest, employee may continue the activity (proceed to Section 4).

☐ Do constitute an actual, potential, or perceived conflict of interest (provide a detailed action plan below).

If the situation does constitute a conflict of interest, please ensure that the following actions have been considered:

- Ensure all information surrounding the conflict has been disclosed to Supervisor or Director of Education if report is concerning another employee/volunteer and documented.
- Inform likely affected persons of the conflict, seeking their views where relevant as to whether they object.
- Reformulate the scope of work or restricting access to certain information.
- Recruit a third party to oversee part, or all, of the process.
- Recommend relinquishing the interest that is causing the conflict.
- Temporarily remove the person from the process or responsibilities.
- Monitor the person's activities closely in relation to the conflict of interest.
- Take no further action because the conflict is minimal.
- If necessary, consult with your supervisor when self-declaring and the Director of Education, or designate, when reporting another employee/volunteer.

I have reviewed the above considerations and request that the Employee takes the following action to eliminate/manage the conflict:

[Click here to enter text.](#)

Plan to be reviewed:

- | | | |
|---|--|---|
| <input type="checkbox"/> Within 1 month | <input type="checkbox"/> Within 3 months | <input type="checkbox"/> Within 6 months |
| <input type="checkbox"/> Within 12 months | <input type="checkbox"/> Other – specify | <input type="checkbox"/> N/A: Conflict is one-off or short duration |

SECTION 4: EMPLOYEE'S DECLARATION

To the best of my knowledge and belief any actual, potential, or perceived conflicts between my duties as an employee and my private and/or business interests have been fully disclosed in this form in accordance with the requirements of the Superior-Greystone District School Board Conflict of Interest Policy 723.

I acknowledge, and agree to comply with, any approach identified in this form for removing or managing an actual, potential, or perceived conflict of interest.

SIGNATURE:

DATE:

SECTION 5: PRINCIPAL / SUPERVISOR/ DIRECTOR

The actions described in the approach outlined in Section 3 have been put in place to effectively manage any actual, potential, or perceived conflict of interest disclosed in Section 2. The approach outlined in Section 3 ensures that the Superior-Greystone District School Board's public interests and reputation is adequately protected.

NAME: [Click here to enter text.](#)

SIGNATURE:

DATE: