

**SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD****Mission Statement**

*In partnership with the students, the home and the community,  
Superior-Greenstone District School Board will address individual students' needs by providing:  
a diverse education that prepares for and honours their chosen path for success,  
avenues that foster a love of learning, and  
the means to honour varied learning styles.*

**Videoconference Site Locations**

Superior-Greenstone District School Board ... (SGDSB) ..... 12 Hemlo Drive, Marathon, ON  
Manitouwadge High School ..... (MNHS) ..... 200 Manitou Road W., Manitouwadge, ON  
Marathon High School ..... (MRHS) ..... 14 Hemlo Drive, Marathon, ON  
Lake Superior High School ..... (LSHS) ..... Hudson Drive, Terrace Bay, ON  
Nipigon-Red Rock District High School ..... (NRHS) ..... 20 Frost Street, Red Rock, ON  
Geraldton Composite High School ..... (GCHS) ..... 500 Second Street West, Geraldton, ON

**Regular Board Meeting 2009/04**

Committee of Whole Board In-Camera  
(Closed to Public) 6:30 p.m.

Regular Board Meeting: (Open to Public)  
Follows conclusion of In-Camera

**A G E N D A**

**Monday, March 23, 2009**

Designated Site: Geraldton Composite High School, Geraldton, ON

**Board Chair:** Mark Mannisto

**Director:** Patti Pella

VC Sites at: SGBO / LSHS / MNHS / NRHS

Teleconference Moderator: RM. Joannette

PART I: Committee of Whole Board

Section (A) In-Camera: – (closed to public) 6:30 p.m.

PART II: Regular Board Meeting

Section (B) : – (open to public): TBA

**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
Bartlett, Bette						Marszowski, Lisa (Student)					
Brown, Cindy						Notwell, Kathryn					
Fisher, Cindy						Richard, Kayla (Student)					
Keenan, Darlene						Simmons, Tina					
Kjellman, Kayla (Student)						Sparrow, Julie					
Mannisto, Mark						Turner, Jim					

<b><u>Board Administrators</u></b>	Attendance Mode: On-site (OS); Teleconference (TC); Videoconference (VC); Absent (A); Regrets (R)				
	OS	TC	VC	A	R
Patti Pella: Director of Education					
Rousseau, Bruce: Superintendent of Business					
Kappel, Colleen: Superintendent of Education					
Newton, Valerie: Student Success Coordinator					
Tsubouchi, Cathy: Manager of Accounting Services					
Chiupka, Wayne: Manager of Plant Services/Transportation					
Paris, Marc: Coordinator of Maintenance					
Draper, Barb: Coordinator of Human Resources Services					
Ross, Brad: Coordinator of Systems and Information Technology					
Joannette, Rose-Marie: Administrative Assistant / Communications					

PART I: *Committee of the Whole Board*

*Section (A) In-Camera: – (closed to public) 6:30 p.m.*

**2.0 Disclosure of Interest: re Closed Session**

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

*(Elec. Attch.)*

3.1 Agenda: Committee of the Whole Board - Closed

✓ **That**, the Superior-Greenstone DSB go into a Committee of the Whole Board (In-Camera Section A) at \_\_\_\_\_ p.m. and that this portion be closed to the public.

3.2 Rise and Report from Closed Session

✓ **That**, the Superior-Greenstone DSB rise and report from the Committee of the Whole Board (In-Camera Section A) at \_\_\_\_\_ p.m. and that this portion be open to the public.

PART II: *Regular Board Meeting*

*Section (B): – (open to public): TBA*

**4.0 Regular Meeting Call to Order**

**5.0 Approval of Committee of the Whole In-Camera (Closed) Report**

- 5.1 ✓ **That**, the Superior-Greenstone DSB approve the Committee of the Whole In-Camera-Section A (Closed) Report

**6.0 Approval of Agenda**

✓ **That**, the agenda for the Superior-Greenstone DSB 2009/04 Regular Board Meeting, March 23, 2009 be accepted and approved.

**7.0 Disclosures of Interest re: Open Session**

**8.0 Minutes**

8.1 Board Meetings:

8.1.1 2009/03 Regular Board – February 17, 2009

*(Elec. Attch.)*

✓ **That**, the minutes from the Regular Board Meeting be adopted:

- 2009/03 Regular Board, Tuesday, February 17, 2009

8.1.2 03-2009 Special Board Meeting – March 9, 2009

*(Elec. Attch.)*

✓ **That**, the minutes from the Special Board Meeting be adopted:

- 03-2009 Special Board, Monday, March 9, 2009

- 8.2 Statutory Committee Meetings
- 8.2.1 SEAC: March 4, 2009 (Elec. Attch.)
- ✓ **That**, the minutes from the SEAC Meeting be acknowledged as received:
- SEAC Meeting – Wednesday, March 4, 2009
- 8.3 Standing Committee Meetings
- 8.3.1 Board Policy Review Committee: February 23, 2009 (Elec. Attch.)
- ✓ **That**, the minutes from the Board Policy Review Committee Meeting be acknowledged as received:
- BPRC Meeting – Monday, February 23, 2009
- 8.4 Ad Hoc Committee Meetings
- 8.4.1 B.A. Parker PS Design Steering Committee: February 12, 2009 (Elec. Attch.)
- ✓ **That**, the minutes from the B.A. Parker Design Steering Committee Meeting be acknowledged as received:
- BAPS Design Steering Committee – Thursday, February 12, 2009

## **9.0 Business Arising Out of the Minutes**

### **10.0 Delegations and/or Presentations**

- 10.1 International Student Program (By Videoconference from MNHS)  
Corporation of the Township of Manitouwadge  
Presenter: Dave Raymond, Economic Development Officer
- 10.2 Update: Student Trustees (Verbal - K. Kjellman)  
✓ **That**, the Superior-Greenstone DSB receives (Verbal - K. Richard)  
as information the verbal reports from Student Trustees, (Verbal - L. Marszowski)  
Kayla Kjellman, Kayla Richard and Lisa Marszowski.

### **11.0 Reports of the Director of Education**

(Director: Patti Pella)

- 11.1 Report No 18  
B.A. Parker Public School Replacement Project (Elec. Attch. - P. Pella)
- ✓ **That**, the Superior-Greenstone DSB receives as information Report No. 18: B.A. Parker Public School Replacement Project

### **12.0 Reports of the Education Committee**

(Education Chair: K. Notwell)

Superintendent of Education:

- 12.1 Report No. 19  
Elementary Enrolment and Staffing Implications for September 2009 (Elec. Attch. – C. Kappel)
- ✓ **That**, the Superior-Greenstone DSB receives as information Report No 19: Elementary Enrolment and Staffing Implications for September 2009.

- 12.2 Report No. 20  
Performance Appraisal Processes (Elec. Attch. – C. Kappel)  
✓ **That**, the Superior-Greenstone DSB, receives as  
information, Report No.20: Performance Appraisal Process.

- 12.3 Report No. 21  
Focus on Improving Math Achievement (Intermediate Grades) (Elec. Attch. – V. Newton)  
✓ **That**, the Superior-Greenstone DSB, receives as  
information, Report No.21: A Focus on Improving Mathematics  
Achievement in the Intermediate Grades.

- 12.4 Student-Led/Teacher-Facilitated Projects (Verbal – V. Newton)  
✓ **That**, the Superior-Greenstone DSB receives as  
information the verbal report by V. Newton in regard to  
Student-Led / Teacher-Facilitated Projects.

**13.0 Reports of the Business Committee** (Business Chair: J. Turner)  
Superintendent of Business: B. Rousseau

- 13.1 No Reports

**14.0 Matters for Decision** Board Chair: M. Mannisto

- 14.1 Report No.: 22  
Disbursements – February 2009 (Elec. Attch. – C. Tsubouchi)  
✓ **That**, Superior-Greenstone DSB receives  
as information Report No 22: Disbursements  
for February 2009.

- 14.2 Report No.: 23  
Personnel – March 23, 2009 (Elec. Attch. – B. Draper)  
✓ **That**, the Superior-Greenstone DSB receives  
as information, Report No 23: Personnel  
dated March 23, 2009.

**15.0 New Business**

- 15.1 Board Chair  
15.2 Correspondence:  
15.3 Future Board Meeting Agenda Items  
15.4 Miscellaneous

**16.0 Observer Comments** (Members of the public limited to 2-minute address)

**17.0 Adjournment**

✓ *That, the Superior-Greenstone DSB 2009/04  
Regular Board Meeting, Monday, March 23, 2009  
be adjourned at \_\_\_\_\_, p.m.*

**2009 Board Meeting Schedule**

<b>2009 Dates</b>	<b>Time</b>	<b>Location</b>		<b>2009 Dates</b>	<b>Time</b>	<b>Location (TBA)</b>
January 19 <sup>th</sup>	6:30 p.m.	Marathon Board Office		July 20 <sup>th</sup>	6:30 p.m.	Marathon Board Office
February 17 <sup>th</sup>	6:30 p.m.	Manitouwadge HS		August 17 <sup>th</sup>	6:30 p.m.	Marathon Board Office
March 23 <sup>rd</sup>	6:30 p.m.	Geraldton Composite HS		September 21 <sup>st</sup>	6:30 p.m.	Lake Superior HS
April 20 <sup>th</sup>	6:30 p.m.	Nipigon Red Rock DHS		October 19 <sup>th</sup>	6:30 p.m.	Geraldton Composite HS
May 19 <sup>th</sup>	6:30 p.m.	Lake Superior HS		November 16 <sup>th</sup>	6:30 p.m.	Nipigon-Red Rock DHS
June 15 <sup>th</sup>	6:30 p.m.	Manitouwadge HS		December 7 <sup>th</sup>	2:30 p.m.	Geraldton Composite HS

**SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD**

**Regular Board Meeting 2009/04**

Committee of the Whole Board: 6:30 p.m.

Monday, March 23, 2009

Designated Site: Geraldton Composite High School, Geraldton, ON

**A G E N D A**

**Board Chair:** Mark Mannisto

**Director:** Patti Pella

VC Sites at: SGBO / LSHS / MNHS / NRHS

Teleconference Moderator: RM. Joanne

PART I: Committee of Whole Board

Section (A): In-Camera – (closed to public) 6:30 p.m.

1.0 Personnel Report: (Trustee Queries re Personnel Report No. 23)

(B. Draper)

2.0 Update: Legal

(P, Pella)

## SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD



### Mission Statement

*In partnership with the students, the home and the community,  
Superior-Greenstone District School Board will address individual students' needs by providing:  
a diverse education that prepares for and honours their chosen path for success,  
avenues that foster a love of learning, and  
the means to honour varied learning styles.*



### Videoconference Site Locations

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 Marathon High School ..... (MRHS) ..... 14 Hemlo Drive, Marathon, ON  
 Lake Superior High School ..... (LSHS) ..... Hudson Drive, Terrace Bay, ON  
 Nipigon-Red Rock District High School ..... (NRHS) ..... 20 Frost Street, Red Rock, ON  
 Geraldton Composite High School ..... (GCHS) ..... 500 Second Street West, Geraldton, ON

### Regular Board Meeting 2009/03

Committee of Whole Board In-Camera  
 (Closed to Public) 6:30 p.m.

Regular Board Meeting: (Open to Public)  
 Follows conclusion of In-Camera

### MINUTES

Tuesday, February 17, 2009

Designated Site: Manitouwadge High School, Manitouwadge, ON

**Board Chair:** Mark Mannisto

**Director:** Patti Pella

VC Sites at: SGBD / GCHS / LSHS / NRHS

Teleconference Moderator: RM. Joannette

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

Section (A) In-Camera: – (closed to public) 6:38 p.m.  
 Section (B) In-Committee: – (open to public): No report  
 Section (C): – (open to public): 7:15 p.m.

### Attendance

<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
Bartlett, Bette		X				Marszowski, Lisa (Student)			X		
Brown, Cindy			X			Notwell, Kathryn		X			
Fisher, Cindy		X				Richard, Kayla (Student)					X
Keenan, Darlene	X					Simmons, Tina			X		
Kjellman, Kayla (Student)			X			Sparrow, Julie					X
Mannisto, Mark	X					Turner, Jim			X		

<u>Board Administrators</u>	Attendance Mode: On-site (OS); Teleconference (TC); Videoconference (VC); Absent (A); Regrets (R)					
	OS	TC	VC	A	R	
Patti Pella: Director of Education	X					
Rousseau, Bruce: Superintendent of Business			X			
Kappel, Colleen: Superintendent of Education	X					
Newton, Valerie: Student Success Coordinator					X	
Tsubouchi, Cathy: Manager of Accounting Services					X	
Chiupka, Wayne: Manager of Plant Services/Transportation			X			
Paris, Marc: Coordinator of Maintenance			X			
Draper, Barb: Coordinator of Human Resources Services			X			
Ross, Brad: Coordinator of Systems and Information Technology			X			
Joannette, Rose-Marie: Administrative Assistant / Communications			X			

**1.0 Roll Call**

The Board Chair Mark Mannisto conducted roll call at 6.36 p.m. Members were present as noted above.

PART I: *Committee of the Whole Board*

*Section (A) In-Camera: – (closed to public) 6:38 p.m.*

**2.0 Disclosure of Interest: re Closed Session**

There were no disclosures of interest offered at this time.

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

3.1 Agenda: Committee of the Whole Board - Closed  
**63/09**

Moved by: *Trustee D. Keenan*

Seconded by: *Trustee C. Brown*

✓ *That, the Superior-Greenstone DSB go into a Committee of the Whole Board In-Camera, Section (A) Closed Session at 6:38 p.m. and that this portion be closed to the public.*

Carried

3.2 Rise and Report from Closed Session  
**64/09**

Moved by: *Trustee D. Keenan*

Seconded by: *Trustee C. Brown*

✓ *That, the Superior-Greenstone DSB rise and report from the Committee of the Whole Board In-Camera, Section (A) Closed Session at 7:14 p.m. and that this portion be open to the public.*

Carried

PART II: *Committee of the Whole Board*

*Section (B) In-Committee: – (open to public): 7:14 p.m.*

**4.0 Committee of Whole Board: Section B**

No Reports

PART III: *Regular Board Meeting*

*Section (C): – (open to public): 7:15 p.m.*

**5.0 Regular Meeting Call to Order**

Board Chair M. Mannisto called the regular meeting to order at 7:15 p.m.

**6.0 Approval of Committee of the Whole In-Camera (Closed) Report**  
**65/09**

Moved by: *Trustee D. Keenan*

Seconded by: *Trustee K. Notwell*

✓ *That, the Superior-Greenstone DSB approve the Committee of the Whole Board In-Camera, Section (A) Closed Session Report.*

Carried

6.1 Terms and Conditions: Principal and Vice Principals  
**66/09**

Moved by: *Trustee C. Brown*

Seconded by: *Trustee D. Keenan*

✓ *That, the Superior-Greenstone DSB approve the General Terms and Conditions of Employment for Principals and Vice-Principals, effective September 1, 2008 to August 31, 2012.*

Carried



**7.0 Approval of Committee of the Whole (Open) Report**

No Report

**8.0 Approval of Agenda**

67/09

Moved by: Trustee D. Keenan

Seconded by: Trustee T. Simmons

✓ **That** the agenda for the Superior-Greenstone DSB 2009/03 Regular Board Meeting, February 17, 2009 be accepted and approved.

Carried

**9.0 Disclosures of Interest re: Open Session**

There were no disclosures regarding the open session.

**10.0 Minutes: Regular Board, Special Board, Statutory and Standing Committees**

68/09

Moved by: Trustee J. Turner

Seconded by: Trustee C. Brown

✓ **That**, the minutes from the Regular Board Meeting be adopted:

- 2009/02 Regular Board, Monday, January 19, 2009, and

That, the minutes from the Special Board Meeting be adopted:

- 01-2009 Special Board, Monday, January 26, 2009, and

That, the minutes from the Special Board Meeting be adopted:

- 02-2009 Special Board, Wednesday, February 4, 2009, and

That, the minutes from the SEAC Meeting be acknowledged as received:

- SEAC Meeting – Wednesday, January 14, 2009, and

That, the minutes from the Board Policy Review Committee Meeting be acknowledged as received:

- BPRC Meeting – Monday, January 26, 2009

Carried

**11.0 Business Arising Out of the Minutes**

There was no business arising from the minutes.

**12.0 Delegations and/or Presentations**

**12.1 Excellence in Education: Dorion PS - Family Literacy Day**

69/09

Moved by: Trustee J. Turner

Seconded by: Trustee C. Brown

✓ **That**, the Superior-Greenstone DSB receives as information the report from Vice-Principal Anne Lockwood about Family Literacy Day at Dorion Public School.

Carried

Dorion Public School Vice Principal Anne Lockwood provided an outline of the activities that took place on Tuesday, January 27, 2009 for the DOPS Family Literacy Day. Mrs. Lockwood advised she would send a PowerPoint presentation to the board after the board meeting

12.2 Turtle Concept Promotion

Director Patti Pella drew attention to the T-shirts that some administrators were wearing this evening. She advised that all trustees would receive a T-shirt. The purpose for having the shirts is to promote a Turtle Concepts Workshops scheduled at the area high schools in March and April. She explained this was a session to build students' confidence and is supported through Aboriginal

12.3 Update: Student Trustees

**70/09**

Moved by: Trustee . Bartlett

Seconded by: Trustee K. Notwell

✓ **That**, the Superior-Greenstone DSB receives as information the verbal reports from Student Trustees, Kayla Kjellman and Lisa Marszowski.

Student Trustee K. Kjellman reported on events from Nipigon Red Rock DHS. She noted that frustration among students who have limited choice in course selection.

Student Trustee L. Marszowski provided a short report regarding event at Geraldton Composite HS. She commented on the heightened anticipation of students who are preparing to take part in the Turtle Concepts Workshops.

**13.0 Reports of the Director of Education**

*(Director: Patti Pella)*

13.1 Report No 14: 2009-2010 School Year Calendar (Final Draft)

**71/09**

Moved by: Trustee J. Turner

Seconded by: Trustee C. Fisher

✓ **That**, the Superior-Greenstone DSB receives Report No. 14: 2009-2010 School Year Calendar (Final Draft) as presented.

Carried

P. Pella advised that stakeholder consultation for 2009-2010 having closed at the end of January elicited some comments regarding the early start up (August 31, 2009). She explained that with Labour Day on September 7<sup>th</sup>, school start up after the long weekend means the school year would have to conclude quite late (June 30, 2010).

**72/09**

Moved by: Trustee T. Simmons

Seconded by: Trustee C. Brown

✓ **That**, the Superior-Greenstone DSB accept the final draft of the 2009-2010 School Year Calendar and that Administration be directed to forward this draft to the Ministry of Education for approval.

Carried

13.2 Report No 15: Director's Goals and Objectives

**73/09**

Moved by: Trustee K. Notwell

Seconded by: Trustee D. Keenan

✓ **That**, the Superior-Greenstone DSB receives as information Report No. 15: Director's Goals and Objectives.

Carried

P. Pella reported that the goals and objectives set for her role as Board Director were compiled on the basis of Board's feedback to her during her performance appraisal with them. Between now and November 2009, she will collect data and provide the Board with indicators of her success in meeting target goals.

- 13.3 Update: Ontario School Board Governance Review  
P. Pella reported that a paper has been submitted to the consultation group as compiled by the Northern Ontario Education Leaders (NOEL). She noted that she would request an additional point be included in NOEL's submission. That is, to revise the Education Act's definition for trustees' physical attendance at three board meetings each year be satisfied through videoconferencing setup. A copy of NOEL's paper will be made available by P. Pella to Trustees. Submission deadlines for trustee groups has been move to April 30 from the original date of February 28, 2009.

**14.0 Reports of the Education Committee**

*(Education Chair: K. Notwell)*

Superintendent of Education:

- 14.1 No Reports

**15.0 Reports of the Business Committee**

*(Business Chair: J. Turner)*

Superintendent of Business: B. Rousseau

- 15.1 Bylaw No. 115- Debenture  
**74/09**

Moved by: Trustee D. Keenan

Seconded by: Trustee C. Brown

✓ *That, the Superior-Greenstone DSB Receives Bylaw No. 115: Authority for Loan from the Ontario Financing Authority as per attachment presented.*

Carried

Bruce Rousseau advised that this is a financial bylaw to cover the process for ministry funding for the capital projects of district boards under the Good Places to Learn Phase III Program.

**75/09**

Moved by: Trustee J. Turner

Seconded by: Trustee D. Keenan

✓ *That, the Superior-Greenstone DSB approve Bylaw No. 115; a Bylaw to Authorize a Loan from Ontario Financing Authority as per attachment presented.*

Carried

**16.0 Matters for Decision**

*Board Chair: M. Mannisto*

- 16.1 Report No.: 16: Disbursements – January 2009  
**76/09**

Moved by: Trustee J. Turner

Seconded by: Trustee K. Notwell

✓ *That, Superior-Greenstone DSB receives as information Report No 16: Disbursements for January 2009.*

Carried

- 16.2 Report No.: 17: Personnel – February 17, 2009  
**77/09**

Moved by: Trustee J. Turner

Seconded by: Trustee D. Keenan

✓ *That, the Superior-Greenstone DSB receives as information, Report No 17: Personnel dated February 17, 2009.*

Carried

**17.0 New Business****17.1 Board Chair**

M. Mannisto briefly reported on the OPSBA Public Education Symposium that he, K. Notwell and D. Keenan attended in January.

He also requested that trustees forward to him or to P. Pella any feedback they wish to have included for Ontario Governance Review consultation paper from the Board.

**17.2 Future Board Meeting Agenda Items**

J. Turner requested that the topic of Single-use Water Bottles in schools be included on next agenda.

J. Turner requested that the policy regarding trustee attendance at conference be addressed. P. Pella advised this would be brought forward through mechanism of the Board Policy Review Committee.

**17.3 Miscellaneous****17.3.1 Oath and Declaration: T. Simmons**

Trustee Tina Simmons of the Nipigon, Red Rock, Dorion Ward took her oath of office and declaration relative to her reappointment to the Board in December 2008.

**18.0 Trustee Associations and Other Boards****18.1 OPSBA**

Trustee D. Keenan is attending OPSBA Director Meeting at month's end and advised she will bring up the issue of redefining physical attendance at board meetings to include attendance by videoconference

She reported briefly on OPSBA Public Education Symposium, noting she would send information out regarding one of the speaker "Lipkin" whom she found to be very inspirational.

**19.0 Observer Comments**

No comments

**20.0 Adjournment**

**78/09**

*Moved by: Trustee C. Brown*

*Seconded by: Trustee B. Bartlett*

**✓ That, the Superior-Greenstone DSB 2009/03 Regular Board Meeting, Tuesday, February 17, 2009 be adjourned at 8:20 p.m.**

*Carried*

**2009 Board Meeting Schedule**

<b>2009 Dates</b>	<b>Time</b>	<b>Location</b>		<b>2009 Dates</b>	<b>Time</b>	<b>Location (TBA)</b>
January 19 <sup>th</sup>	6:30 p.m.	Marathon Board Office		July 20 <sup>th</sup>	6:30 p.m.	Marathon Board Office
February 17 <sup>th</sup>	6:30 p.m.	Manitouwadge HS		August 17 <sup>th</sup>	6:30 p.m.	Marathon Board Office
March 23 <sup>rd</sup>	6:30 p.m.	Geraldton Composite HS		September 21 <sup>st</sup>	6:30 p.m.	Lake Superior HS
April 20 <sup>th</sup>	6:30 p.m.	Nipigon Red Rock DHS		October 19 <sup>th</sup>	6:30 p.m.	Geraldton Composite HS
May 19 <sup>th</sup>	6:30 p.m.	Lake Superior HS		November 16 <sup>th</sup>	6:30 p.m.	Nipigon-Red Rock DHS
June 15 <sup>th</sup>	6:30 p.m.	Manitouwadge HS		December 7 <sup>th</sup>	2:30 p.m.	Geraldton Composite HS

**SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD**

**Regular Board Meeting 2009/03**

Committee of the Whole Board: 6:30 p.m.

Tuesday, February 17, 2009

Designated Site: Manitouwadge High School, Manitouwadge ON

**TOPICS**

**Board Chair:** Mark Mannisto

**Director:** Patti Pella

VC Sites at: SGB0 / LSHS / MNHS / NRHS

Teleconference Moderator: RM. Joannette

**PART I: Committee of Whole Board**

*Section (A): In-Camera – (closed to public) 6:30 p.m.*

- 1.0 Personnel Report: (Trustee Queries re Personnel Report No. 17) (B. Draper)
- 2.0 Update: Legal
  - 2.1 File: 2008-01009-I
  - 2.2 File: 2009-370001
- 3.0 Update: Negotiations: ETFO (B. Rousseau)

**PART II: Committee of Whole Board**

*Section (B): In-Committee – (open to public): TBA*

- 1.0 No Reports

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**Special Board Meeting 03-2009**

Committee of Whole Board  
 (Closed In-Camera) 6:45 p.m.

Board Meeting: (Open to Public)  
 Follows conclusion of In-Camera

**MINUTES**

Monday, March 9, 2009 @ 6:30 p.m.

Designated Site: Superior-Greenstone DSB- Board Meeting Room, Marathon, ON

**Board Chair Designate:** Julie Sparrow

**Director:** Patti Pella

VC Sites at: GCHS / LSHS / MNHS / NRHS

Teleconference Moderator: P. Pella

PART I: Committee of Whole Board

Section (A) In-Camera: – (closed to public) No Reports

PART II: Regular Board Meeting

Section (B): – (open to public): 6:35 p.m.

**Attendance**

<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
Bartlett, Bette				X		Marszowski, Lisa (Student)					
Brown, Cindy	X					Notwell, Kathryn		X			
Fisher, Cindy						Richard, Kayla (Student)					
Keenan, Darlene		X				Simmons, Tina					X
Kjellman, Kayla (Student)						Sparrow, Julie	X				
Mannisto, Mark		X				Turner, Jim				X	

<b><u>Board Administrators</u></b>	Attendance Mode: On-site (OS); Teleconference (TC); Videoconference (VC); Absent (A); Regrets (R)					
	OS	TC	VC	A	R	
Patti Pella: Director of Education	X					
Rousseau, Bruce: Superintendent of Business						X
Kappel, Colleen: Superintendent of Education						X
Newton, Valerie: Student Success Coordinator						X
Tsubouchi, Cathy: Manager of Accounting Services	X					
Chiupka, Wayne: Manager of Plant Services/Transportation						X
Paris, Marc: Coordinator of Maintenance						X
Draper, Barb: Coordinator of Human Resources Services						X
Ross, Brad: Coordinator of Systems and Information Technology						X
Joanette, Rose-Marie: Administrative Assistant / Communications						X

**1.0 Roll Call**

The Designated Chair Julie Sparrow conducted roll call at 6:34 p.m. Board members were present as noted above. As there were no reports to address in the Committee of the Whole Board (In-Camera), the board proceeded directly to business under Part II: Regular Board-Open Session.

**PART II: Regular Board Meeting**

*Section (B): – (open to public): 6:35 p.m.*

**2.0 Regular Meeting Call to Order**

Designate Chair J. Sparrow called the regular portion of the meeting to order at 6:35 p.m.

**3.0 Approval of Agenda**

**79/09**

Moved by: Trustee C. Brown

Seconded by: Trustee M. Mannisto

✓ *That, the agenda for the Superior-Greenstone DSB Special Board Meeting of March 9, 2009 be accepted and approved.*

Carried

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

There were disclosures of interest regarding the open session.

**5.0 2009 Tax Levy Bylaw No. 116**

**80/09**

Moved by: Trustee C. Brown

Seconded by: Trustee K. Notwell

✓ *That, the Superior-Greenstone DSB receives the Tax Levy 2009: Bylaw 116 as per attachment presented.*

Carried

**81/09**

Moved by: Trustee C. Brown

Seconded by: Trustee D. Keenan

✓ *That, the Superior-Greenstone DSB approves Bylaw No. 116 being a bylaw to levy taxes for 2009 as per the attached.*

Carried

**6.0 Adjournment**

**82/09**

Moved by: Trustee Cindy B

Seconded by: Trustee M. Mannisto

✓ *That, the Superior-Greenstone DSB Special Board Meeting 03-2009 Monday, March 9, 2009 be adjourned at 6:39 p.m.*

Carried

Schedule: 2009 Board Meeting

<b>2009 Dates</b>	<b>Time</b>	<b>Location</b>		<b>2009 Dates</b>	<b>Time</b>	<b>Location (TBA</b>
January 19 <sup>th</sup>	6:30 p.m.	Marathon Board Office		July 20 <sup>th</sup>	6:30 p.m.	Marathon Board Office
February 17 <sup>th</sup>	6:30 p.m.	Manitouwadge HS		August 17 <sup>th</sup>	6:30 p.m.	Marathon Board Office
March 23 <sup>rd</sup>	6:30 p.m.	Geraldton Composite HS		September 21 <sup>st</sup>	6:30 p.m.	Lake Superior HS
April 20 <sup>th</sup>	6:30 p.m.	Nipigon Red Rock DHS		October 19 <sup>th</sup>	6:30 p.m.	Geraldton Composite HS
May 19 <sup>th</sup>	6:30 p.m.	Lake Superior HS		November 16 <sup>th</sup>	6:30 p.m.	Nipigon-Red Rock DHS
June 15 <sup>th</sup>	6:30 p.m.	Manitouwadge HS		December 7 <sup>th</sup>	2:30 p.m.	Geraldton Composite HS

***Superior-Greenstone District School Board***

**Special Board Meeting 02-2009**

Monday, March 9, 2009

**MINUTES**

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2009

\_\_\_\_\_  
SECRETARY

\_\_\_\_\_  
CHAIR



**SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD**  
**Special Education Advisory Committee**

Wednesday, March 4, 2009 @ 6:30 p.m.

***Videoconference Sites:***

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

**MINUTES**

<b><u>Voting Members</u></b>	<i>Attendance Mode: On-site (OS); Teleconference (TC); Videoconference (VC); Absent (A); Regrets (R)</i>										
	OS	TC	VC	A	R		OS	TC	VC	A	R
Audia, Jessica				X		Notwell, Kathy <i>(Alternate)</i>		X			
Brown, Cindy <i>(Alternate)</i>	X					Nelson, Theresa					X
Dupere, Cheryl				X		Simmons, Tina		X			
English, Jennifer					X	Souckey, Leslie <i>(Chair)</i>	X				
Keenan, Darlene					X						

<b><u>Resource Members</u></b>	<i>Attendance Mode: On-site (OS); Teleconference (TC); Videoconference (VC); Absent (A); Regrets (R)</i>					
		OS	TC	VC	A	R
Pella, Patti: <i>Director of Education</i>					X	
Kappel, Colleen: <i>Superintendent of Education</i>			X			
Newton, Valerie: <i>Student Success Coordinator / Assistant to the Superintendent of Education</i>		X				
Parsons, Don: <i>Student Support Leader</i>			X			

1.0 Call to Order

The meeting was called to order at 6:32 p.m. and roll call taken by Chair Leslie Souckey.

2.0 Approval of Minutes

✓ ***That, the Minutes of the January 14, 2009 be approved as presented.***

Moved by Trustee Cindy Brown. Seconded by Trustee Kathie Notwell

3.0 Additions to the Agenda

- 3.1 Ontario Education Resource Bank
- 3.2 Quilt of Honour

- V. Newton  
 - K. Notwell

4.0 Business Arising from the Minutes

- 4.1 No new business.

5.0 Correspondence

- 5.1 Autism Matters Journal, Fall 2008 Edition

Colleen introduced the above journal, Autism Matters. The journal (formerly The Autism Newslink), is the quarterly magazine of Autism Ontario. Each issue contains articles on ASD research, tips and resources for parents and educators, personal stories and as well as additional information. Past issues of the magazine can be downloaded via Adobe Acrobat on the Autism Ontario website:

<http://www.autismontario.com/client/aso/ao.nsf/web/NewsLink>

## 6.0 New Business

### 6.1 VOICE Update

Leslie had a short DVD produced by VOICE; however, feels that it will be more beneficial to have a member from VOICE attend the May face-to-face meeting to provide information on the organization.

Anyone wishing to visit the VOICE website may do so at <http://www.voicefordeafkids.com/>. The DVD Leslie referred to may be downloaded on the site at the following link:

<http://www.voicefordeafkids.com/education.asp>

### 6.2 Student Support Leader

Colleen welcomed and introduced the board's newly hired Student Support Leader, Don Parsons, to the SEAC group.

Among Don's many duties he will be assisting schools to examine gaps in the following areas:

Assistive Technology: How are we using it? Are we using it effectively? What improvements/enhancements can be made?

Individual Education Plans (IEPs): An audit will take place in the Spring to ensure that Board and Ministry criteria and standards are being met. Cindy Brown asked if the audit included surveying parents with any input/concerns they may have. Colleen agreed that requesting parental input is important; however, she would like to survey SEAC first and possibly take it to parents at a later date.

Gaps in Services: Including, but not limited to, ISNC, CAS, Dilico. Don will also be examining what other boards have in place. As well he will concentrate on Mental Health issues, and look at ways to facilitate improved access to all identified service gaps. As part of examining the gaps in service, Don will be soliciting feedback/comments from SEAC.

### 6.3 January 30<sup>th</sup> PD Day Follow-Up

A presentation was made at all school sites on the 30<sup>th</sup> regarding Assistive Technology to determine if it was being used effectively. The technical aspect is not working in some schools and further investigation will be required to determine the problem, and a viable solution.

### 6.4 Review of Annual Special Education Board Plan

Colleen suggested that the Board Plan be split into two segments and reviewed by the SEAC members at the April and May meetings. The gathered members were in agreement to this suggestion.

### 6.5 Public Review for the Initial Proposed Employment Accessibility Standard

Colleen wanted all SEAC members to be aware that the public has the opportunity to offer their feedback to the Proposed Employment Accessibility Standard. Feedback is being accepted by the Ministry of Community and Social Services until Friday, May 22, 2009. To access the document and to provide feedback, members may visit:

<http://www.mcass.gov.on.ca/mcass/english/pillars/accessibilityOntario>

6.6 Quilt of Honour

Kathie Notwell had the opportunity to see the Quilt at a recent OPSBA event, and to hear Susan Hess, who spearheaded the development of the Quilt speak about her experiences of having a young child with mental illness and the lack of available services and community understanding.

Members may find additional information about the Quilt, and its associated organization, Parent's for Children's Mental Health, at

[http://www.parentsforchildrensmentalhealth.org/au\\_about\\_us.php](http://www.parentsforchildrensmentalhealth.org/au_about_us.php)

6.7 Ontario Educational Resource Bank (OERB)

Val Newton provided an overview of the OERB, which is part of the eLearning Ontario program, and how it can be a valuable resource tool for students and parents. Val indicated that the materials available are very engaging for students and have multiple modalities. She noted that teachers can add to the resource bank. Access to the OERB is available at [www.elearningontario.ca](http://www.elearningontario.ca). The board username and password is required. Val will have this information sent out to SEAC members via e-mail.

7.0 Information Items

8.0 Next Meeting Date/Time/Venue

Next Meeting: Tuesday, April 7, 2009 – Teleconference/Videoconference

Future Meeting: Thursday, May 14, 2009 – Face-to-Face (Corinne to poll members for location preference – Marathon or Terrace Bay)

9.0 Adjournment

✓ ***That, the SEAC Meeting be adjourned at 7:06 p.m.***

Moved by Trustee Cindy Brown. Seconded by Trustee Tina Simmons

**SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD**Board Policy Review Committee  
Videoconference Meeting

Monday, February 23, 2009 @ 6:30 p.m.

**MINUTES**

<b><u>Members</u></b>	Attendance Mode: On-site (OS); Teleconference (TC); Videoconference (VC); Absent (A); Regrets (R)										
	OS	TC	VC	A	R		OS	TC	VC	A	R
Brown, Cindy	X					Mannisto, Mark (Ex-Officio)					X
Fisher, Cindy	X					Simmons, Tina				X	
Keenan, Darlene					X	Sparrow, Julie	X				
<b><u>Resource Members</u></b>											
							OS	TC	VC	A	R
Patti Pella: <i>Director of Education</i>							X				
Colleen Kappel: <i>Superintendent of Education</i>							X				
Valerie Newton: Assistant to the Superintendent of Education											X
RM. Joannette: <i>Recorder</i>							X				

Legend:	Policy = P	Management Guideline = MG	Procedural Guideline = PG
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**1.0 Roll Call**

BPRC Chair Julie Sparrow opened the meeting at 6:55 p.m.

**2.0 Review and Approval of Minutes: January 26, 2009**

Moved by: C. Brown      Seconded by: Cindy Fisher

That, the Board Policy Review Committee minutes of January 26, 2009 be approved.

**3.0 Business Arising from Minutes**

There was no business arising from the minutes.

**4.0 Reviews: New/Existing (P's / MG's and / or PG's)****4.1.1 (New) P-412: Public Access Defibrillators in Schools [\(Elec. Attch.\)](#)**

Colleen Kappel noted the draft as attached contains good information, however it is more in keeping with a procedural or management guideline. She handed out a second, much more brief draft that outlined a simple policy statement to address the expectation that PAD's be on-site in every board facility. The initial comprehensive draft will be explored and revised for the next policy meeting and undergo stakeholder review as either a management guideline or procedural guideline as determined appropriate by the committee.

...see second draft (abbreviated form) as distributed to BPRC by C. Kappel [\(Elec. Attch\)](#)

**4.1.2 (Existing) MG-520: Police and Schools Protocol**

C. Kappel explained that with the advent of Policy 535 Progressive Discipline and School Safety dictated for development by new regulations, MG 520 requires review for compliance. She will contact the board's Student Success Leader, Don Parson for his input on revising the MG 520. C. Kappel also referred to the existence of a Police and School Protocol established and agreed to through extensive consultations by the police

in concert with all northwestern Ontario school boards. Its content must be reviewed in relation to that which exists in our own MG 520 to ensure there is no overlap or conflicting information.

#### 5.0 **Stakeholder Feedback: New /Existing (P's, MG's and/or PG's)**

No Reports

#### 6.0 **Workplan for 2009: P's / MG/s and PG/s**

Based on review timelines for current policies, management guidelines and procedural guidelines, the committee established a work plan for its meetings in 2009.

<b>P..... "Policy MG..... Management Guideline PG..... Procedural Guideline</b>	<b>Title</b>	<b>Review Due Date</b>	<b>2009 Review Date</b>
P – 408	Loaning of Equipment	2003	March 30/09
P – 510	Suspected Child Abuse	2009	March 30/09
P - 606	Home / Hospital Study	2007	March 30/09
P – 714	Criminal Background Checks-Employees	2008	March 30/09
P - 715	Criminal Background Checks Service Providers	2008	March 30/09
P – 212	Observer Comments at Board Meetings	2009	April 27/09
P – 516	Safe Arrival Program	2009	April 27/09
MG – 516	Safe Arrival Program	2009	April 27/09
P – 521	Community Involvement Activities	2007	April 27/09
MG – 521	Community Involvement Activities	2007	April 27/09
P – 602	Acceptable Use of the Internet	2008	April 27/09
MG – 602	Acceptable Use of the Internet	2008	April 27/09
P – 208	Trustee Attendance at Conferences	2012	May 25/09
P – 524	Anaphylaxis (Sabrina's Law)	2009	May 25/09
P – 607	Electronic Communication	2008	May 25/09
P – 608	Computer Network Security	2008	May 25/09
MG – 608	Computer Network Security	2008	May 25/09
P – 517	Early Identification	2009	September 28/09
P – 604	Junior and Senior Kindergarten	2009	September 28/09
P – 706	Health and Safety	2009	September 28/09
P – 708	Community Service	2009	September 28/09

#### 7.0 **Future Agenda Items: March 30, 2009**

##### 7.1 **Existing P-208: Trustee Attendance at Conferences**

Trustee C. Brown advised that she continues to gather input on this policy and expects to review on April 3 and 4 at the Trustee Professional Development session. Consolidation of input will be put to the BPRC at April 27<sup>th</sup> meeting, and the item as revised will be out for stakeholder review through April and May, with final approval by board anticipated in June 2009. Its directives therein after would apply to the new 2009-2010 Budget year.

##### 7.2 **New PG: School Field Trips / Medical Preparedness and First Aid**

C. Kappel will develop this item based on current policy and management guidelines that have a relation to this subject and compile the procedural guideline that complies with all current policy. She will present a draft on March 30, 2009.

**8.0 Direction for Stakeholder Reviews to Conclude April 10, 2009**

New Policy 412 Public Access Defibrillators in Schools will be posted on the board website for input by all stakeholders

**9.0 Recommendations to March 23, 2009 Regular Board**

No Report

**10.0 Next Meeting Date:**

Monday, March 30, 2009

**11.0 2009 Meeting Dates / Time: 6:30 p.m.**

Monday, April 27/09	Monday, September 28/09
Monday, May 25/09	Monday, October 26/09
June 2009 (No Meeting)	Monday, November 23/09
July 2009 (No Meeting)	December 2009 (No Meeting)
August 2009 (No Meeting)	

**12.0 Adjournment**

Moved by: Cindy Brown

Seconded by: Cindy Fisher

*That, the Board Policy Review Committee meeting be adjourned at 7:08 p.m.*

## **Superior-Greenstone District School Board**

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**Section** FACILITIES AND GROUNDS

**Policy Name** PUBLIC ACCESS DEFIBRILLATORS IN BOARD FACILITIES 412

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Board Approved: \_\_\_\_\_

Review Prior To: December 2014

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### **POLICY**

The Superior-Greenstone District School Board recognizes the benefits of making available to Public Access Defibrillation (P.A.D.) equipment in all its facilities. PAD equipment in board facilities has the potential to increase the odds of survival for an out-of-hospital cardiac arrest where according to the Heart and Stroke foundation of Ontario statistics, approximately 95% of these events result in mortality if defibrillation and CPR are not administered within the first few minutes of onset of a cardiac event.

The implementation of P.A.D. equipment offers students, staff and visitors to board facilities a reasonable chance of survival should they experience a sudden cardiac arrest while on the premises

### **What is a Public Access Defibrillator (P.A.D.)?**

P.A.D. is an automated external defibrillator (A.E.D.) that has been designed for public use. They are designed to be accessed and utilized by any member of the public should they come across a person who is suffering from a sudden cardiac arrest. These A.E.D.'s are designed with ease of use and quickness of response in mind. Any member of the public can access a P.A.D. and apply it to a victim who may appear to be having a cardiac arrest. The quicker the response – the greater chance of survival the victim of a cardiac arrest will have. P.A.D.'s are machines that analyze and look for shockable heart rhythms. They advise the first responder of the need for defibrillation and deliver a shock to the patient if required. The unit does this in order to re-set a heart that has stopped beating effectively, usually caused by an abnormal heart rhythm called ventricle fibrillation. This equipment can be used on a victim of sudden cardiac arrest, a condition where the heart unexpectedly or abruptly quits beating.

### **PROCEDURES**

#### **1.0 Implementation**

- 1.1 The P.A.D units will be located in all board facilities, in a location that shall be specific to each school and shall be in such as place so as to allow the device to be easily seen by staff.
- 1.2 The P.A.D. unit should allow the public on the premises to retrieve the device outside of normal school hours.
- 1.3 The P.A.D. units shall be stored in wall-mounted cabinets located in noticeable areas of each facility
- 1.4 The P.A.D. unit cabinets shall be alarmed both locally and through the facility monitoring station (911??). When the cabinet door is opened, a very loud audible alarm will sound. The alarm can be turned off with a key marked "P.A.D.". The P.A.D key shall remain in the key tumbler at all times when no in use.
- 1.3 After school hours the P.A.D. may be moved from its designated location by an athletic trainer/coach, principal or principal's designate in the event of a department volunteer

activity on site. A visible sign must be left in the place of the AED clearly indicating who is temporarily in possession of the device.

## 2.0 Guidelines

- 2.1 For someone who is at least 8 years of age and/or over 25 kg. (55 lbs) who is found unconscious collapsed or heart problem is suspected, the first responder should:
  - Call 91 1 (if you are alone - you make the call, otherwise, send a bystander)
  - Secure the scene (hazards etc.)
  - Retrieve the P.A.D. machine from its cabinet (send a bystander if possible).
  - The P.A.D. is designed to prompt an untrained rescuer in its use.
  - Turning off the PAD cabinet audible alarm is secondary.
  - The alarm should remain on until back-up arrives should you be by yourself.
  - If the patient is in a wet environment (pool, outdoors in the rain etc.), remove the patient to a dry area. Thoroughly dry the patients chest area prior to applying the defibrillation pads and shocking the patient.
  - Apply the P.A.D. to the patient and follow the prompts.
  - Should shock be required, remember the patient **MUST BE CLEAR**. You must ensure that there is no one touching the patient in any way prior to pushing the shock button.
  - The care of the patient should then proceed as required and to the level of training of the attending staff / public
  - In the case of non-shockable rhythm as determined by the P.A.D. unit, continue First Aid and CPR until Emergency Medical Service (EMS) arrives
  - All patient and care information must be documented on the forms provided in the P.A.D carrying case.
- 2.2 When EMS arrives, they will assume responsibility of patient care. Should the responder be in the middle of a shock sequence, the emergency medical paramedics will act as a guide and take over when the sequence is complete. When giving a report to the EMS, begin with what protocol (stage) you are in, where you are and work back to when you found the victim. You may be asked for a copy of the first responder defibrillation (PAD print-out).
- 2.3 As a first responder you will be required to assist in preparing an incident / accident report of the event.
- 2.4 As a first responder, following P.A.D. unit event, a review shall be conducted to learn from the incident as a means of program quality assurance. The principal or principal's designate shall conduct and document the post event review. All key staff participants in the event shall participate in the review. Included in the review shall be the identification of actions that went well, the collection of improvement as well as critical incident stress debriefing. A summary of the post event review shall be kept on file with the accident / incident report. If required, first responder, may be directed to the Employee Assistance Program (E.A.P.) for further critical incident stress debriefing.

## 3.0 Facility Preparedness

At least one staff member at each facility shall be trained in P.A.D. procedures.

Training will be made available to designated staff with the initial installation of the P.A.D. unit into each facility. Recertification of P.A.D. training will be done (once a year ???? ) and (every second year ???? ) as part of the Board's First Aid / CPR Training program. All staff having P.A.D. certification will perform quarterly reviews in-house. All attempts will be made to get newly hired staff requiring certification certified in P.A.D. use as soon as possible. Whenever possible, regular user groups should be encouraged to participate in a 2-hour "Orientation to the P.A.D." session.



The trained staff member in the facility shall conduct a daily check on the P.A.D unit to ensure that:

- The "OK" in the LED display on the P.A.D. machine is on
- The first aid kit supplies are intact
- An extra set of electrodes is exists within the cabinet
- The date on the spare electrodes has not expired
- Any deficiencies or problems with the P.AD. Unit is reported to the principal or principal's designate.

Should the "OK" not be present, call the Superior North EMS ???? at \_\_\_\_\_ and ask for service. Should the P.A.D. unit be unavailable for any reason, notice must be posted in public areas within the facility including the P.A.D. Cabinet.

## ***Superior-Greenstone District School Board***

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Section	FACILITIES AND GROUNDS	
Policy Name	PUBLIC ACCESS DEFIBRILLATORS IN BOARD FACILITIES Procedural Guideline Applies	412

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Board Approved:

Review Prior To: December 2010

### ***POLICY***

The Superior-Greenstone District School Board is committed to the health and safety of its students, faculty, staff and visitors. In order to provide opportunities for assistance to be given to individuals who may experience cardiac arrest on school property, the Board has acquired automatic external defibrillators (AED's) for use in schools and at designated events that can be accessed by staff members and the public.

The expectation is to have the Public Access Defibrillators located in accessible public locations in each school facility. Procedures related to use and maintenance of the Public Access Defibrillators will be reviewed annually.

### ***DEFINITIONS***

Public Access Defibrillators (P.A.D.) is an automated external defibrillator that has been designed for public use. Any member of the public can access a P.A.D. and apply it to a victim who may appear to be having a cardiac arrest. The quicker the response – the greater chance of survival the victim of a cardiac arrest will have.

**B.A. Parker Public School Replacement Project**

## Design Steering Committee Meeting

Convened at Geraldton Composite HS  
Point to Point Videoconference with Marathon Board Office  
with Teleconference access

Thursday, February 12, 2009 - 5:00 p.m.

**MINUTES**

BAPS Steering Committee	Attendance: On-site (OS); Teleconference (TC); Videoconference (VC); Absent (A); Regrets (R)										
	OS	TC	VC	A	R		OS	TC	VC	A	R
Barrett, Chantal Community Rep			X			Luomala, Al Principal (GCHS)			X		
Chiupka, Wayne Plant Manager (SGDSB)			X			MacOdrum, Kaitie Student (BAPS)			X		
Czerwinski, Vance Community Rep					X	Mannisto, Mark Board Chair (SGDSB)					X
Davis, Julie Parent Council (GCHS)			X			Pella, Patti Director (SGDSB)			X		
Davis, Kirsti Student (GCHS)			X			Penna, Linda Principal (BAPS)			X		
Davis, Patti Support Staff (GCHS)			X			Slomke, Lisa Parent Council (BAPS)			X		
Kurish, Cathy Teacher (BAPS)		X				Sutherland, Nancy Support Staff (BAPS)			X		
Lindsay, Heidi Teacher (GCHS)			X			Turner, Jim Trustee (SGDSB)			X		

**1.0 Welcome**

After a slight delay due to technical problems with the videoconference, Patti Pella, Director of Education, convened the meeting at 5:13 p.m. Members were present as noted above.

Wayne Chiupka, Manager of Plant welcomed the group and advised the objective for the meeting would be to review each of the drawings presented. Drawings attached were developed as a result of the input received from the design committee during the meeting held on January 13, 2009.

W. Chipuka cautioned that revised drawings have all come in with costs that are over budget. Costs noted on diagrams do not include architect fees and building permits. He reiterated that the group focus must be on finding a plan amenable to all, but also one with where budget constraints are considered.

As was agreed to after the last meeting, schematic 2R was sent back to the architect to make the revisions to drawings and compile revised costing.

W. Chiupka drew attention to Schematic 9 that was sent under separate cover from the agenda. He reported on a conversation (February 12/09) with the Architects where they advised that a variation of the Scheme 8 (included in the agenda package) was being proposed for discussion. Green colouration on the Schematic 9 outlines new construction, while the pink area is the existing area of the Geraldton Composite areas to be renovated.

**2.0 Review Minutes: January 13, 2009**

There were no errors or omission noted.

### **3.0 Documents for Information / Discussion**

- 3.1 Google Map of Site 2  
W. Chiupka advised the item is included for reference purposes.
- 3.2 BA Parker PS Replacement School Building Cost by Area Breakdown  
W. Chiupka provided an overview of the cost by area breakdown noting the cost reflect the square footage of new construction is set at \$250 per <sup>2</sup>foot and \$100 per <sup>2</sup>foot for renovated space.
- 3.3 BA Parker PS and Geraldton Composite HS Plan of Survey  
The plan of survey is a legal document that has been completed (\$8,000) as a requirement for a project of his scope. This is an ancillary cost to the project.
- 3.4 Geraldton Composite HS Plan  
The GCHS Plan is current as at April 2006 by JML Engineering. The drawing is for reference purpose.
- 3.5 Geraldton Composite HS Extension for BA Parker PS  
This drawing is a cutaway from the BA Parker PS and Geraldton Composite HS Plan of Survey that illustrates proposed configuration of new construction of BAPS onto existing GCHS as well as the proposed traffic routes and parking facilities resulting once the project is completed.
- 3.6 Scheme 8 – February 10-09  
W. Chiupka advised that on February 11, architects forwarded a variation of this as Scheme 9 where renovation work in the existing GCHS remains the same at 8000 <sup>2</sup>feet but housing of areas such as library space and administration are reversed. Further discussion on project proceeded under agenda item 3.8 – Scheme 9.
- 3.7 Preliminary Project Cost Analysis for Replacement Elementary School Building- Scheme 8  
W. Chiupka explained this analysis of project cost includes budget for all ancillary costs, site development work and contingency planning cost which were illustrated in the Cost per Area breakdown included as agenda item 3.2. The total budget for project is set at \$5,912,307.00 of which \$143,000 is contingency, \$250,000 is for site development work and \$999,207 is for ancillary costs including architect and engineering fees.
- 3.8 Scheme 9 – February 12-09  
W. Chiupka explained that this drawing, which was not included on the original agenda sent out on February 10. It came about because of further conversations with the Architects who developed a slight variation of Scheme 8.

### **4.0 Committee Discussion**

- 4.1 Scheme 8  
As noted above (see agenda item 3.6 and 3.8) discussion at this part focused primarily on Scheme 9. (Elec. Attch.)
- Suggestion: - bring Special Education room closer to administration area. This is feasible if Computer Room is swapped for Special Education, washrooms and storage.
  - Suggestion: - bring kitchen closer to hallways. This is feasible if staff room is swapped for the kitchen area. There was no objection to tucking the staff room away to where kitchen is currently illustrated on Scheme 9.
  - Suggestion: - there remains a need for stage area and storage of chairs for events where public congregates in gym. Concern was expressed that staging would reduce gym size which is already less than standard size, i.e., 45'x70'
  - W. Chiupka indicated that stage is not illustrated nor included on drawing as he was working under the assumption that public events for BAPS would be undertaken by using the stage area already available in the GCHS gymnasium.

As this appears to be inconsistent with steering committee expectations he will explore staging options within new BAPS gymnasium

- Suggested solution: - explore cost / feasibility of portable stage or fold up unit available on the market
- Suggestion: - regarding landscaping ...is it feasible to install rock garden at front of the building
- Fencing: - regarding boundaries...W. Chiupka suggested that once construction and yard takes physical shape, the fencing issue can be explored more thoroughly to ensure yard safety and optimum traffic flow.
- W. Chiupka indicated that GCHS welding shop is to be partitioned so that there are three rooms as well as a welding shop, i.e., welding/wood/automotive areas
- W. Chipuka noted that he will add in Art Room renovation

#### **5.0 Next Steps**

- W. Chiupka to investigate classroom furnishing costs
- W. Chiupka to provide revised project timeline i.e., school opening was projected to be September 2010. Timeline needs to incorporate later opening date given current attempts to reconcile project cost with ministry allocation. W. Chiupka advised the group that project of this type do come with caveat that construction commence within two years of grant announcement. However, he says that if the ministry is kept apprised of developments this timeline can be flexed to a degree. Key is to ensure consistent communication with ministry.
- P. Pella will continue to consult with ministry regarding consideration for increasing allocation for project given the reality that building cost in northwestern Ontario far greater than a comparable endeavour in southern Ontario.

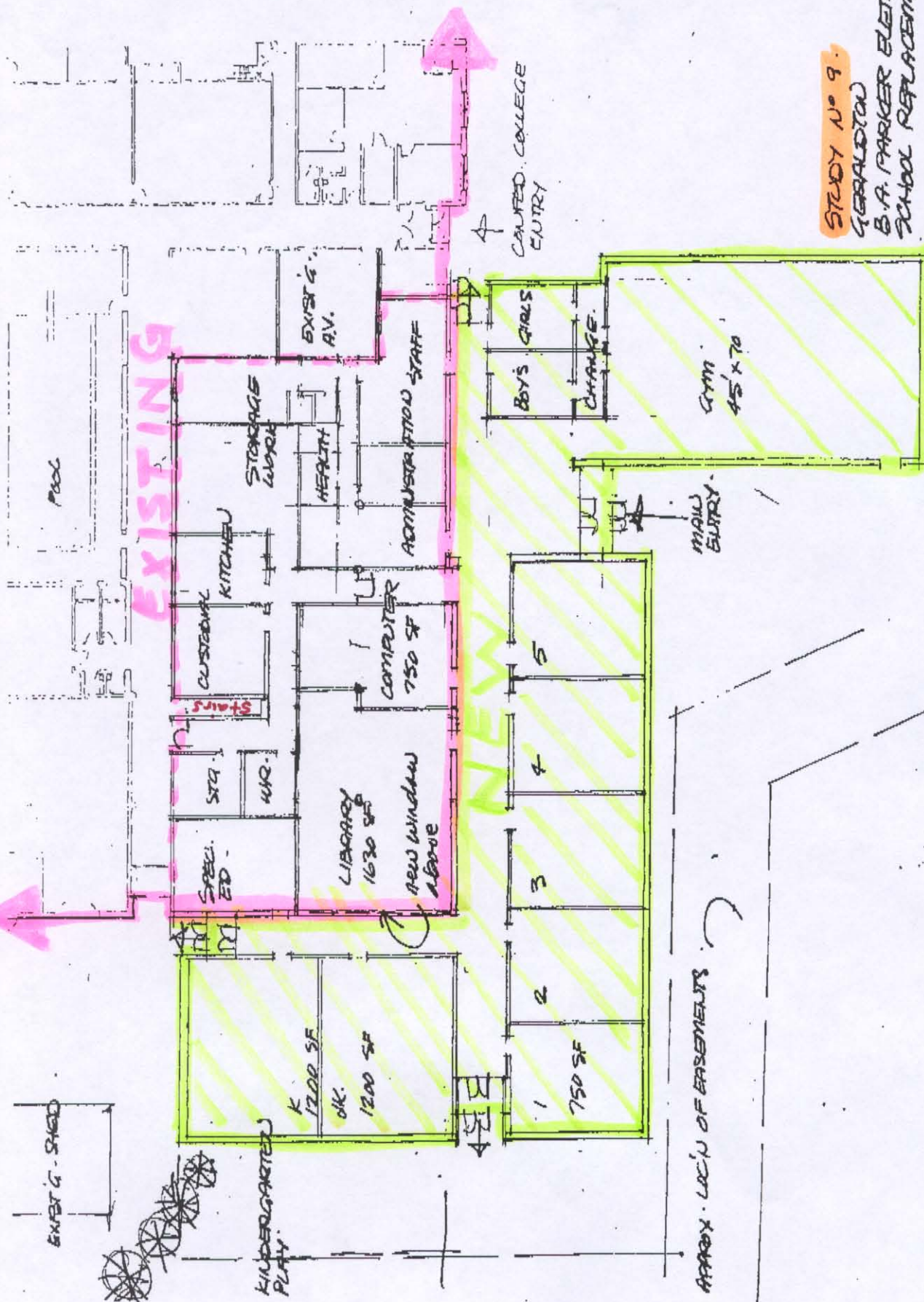
#### **6.0 Next Meeting Date**

Tuesday, April 7, 2009 by videoconference at 5:00 p.m.

#### **7.0 Adjournment**

The meeting adjourned at 7:25 p.m.





STUDY N° 9.

GERALDTON

B.A. PARKER ELEMENTARY  
SCHOOL REPLACEMENT.

EMMS ARCHITECTURE 11-02-09  
1"=32'-0

AREA. NEW.

14440 WITH C  
10984 w/o GYM  
RENO 8000 SF.

## **SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD**

**Report No: 18**

**Date:** March 23, 2009

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

**FROM:** Patti Pella, Director of Education

**SUBJECT:** B.A. Parker Public School Replacement Project

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### **Background**

The Design Steering Committee has met via videoconference to review schematics for the B.A. Parker Public School Replacement Project. The schematics outlined several different locations for an addition/renovation to the existing high school. The committee agreed on a location and then began to work on the details.

A pressing concern was that each set of schematics came back significantly over budget. The committee was faced with the challenge of coming up with a design representative of the wishes of the students, parents and community and one that was within the budget. The initial estimated timeline for completion was September 2010, however that has been extended to September 2011.

Patti Pella and Bruce Rousseau met with the Ministry of Education to determine if additional funding could be made available to this project. The Ministry reviewed with us our current occupancy rate, current building usage and the expectation of the project to make more efficient use of existing space. After reviewing the schematics and our request for additional funding the Ministry advised that they are not funding an addition to a school that already has too much space. They noted the fact that currently the ministry provides approximately \$500 000 in top up funding to offset the cost of running the two schools (an amount that is not funded by enrolment). Further, the schematics as presented, would not receive Ministry approval to move forward because of the significant gap between the estimated cost and the available funding.

### **Current Situation**

The Ministry has reinforced the expectation that this project will make more efficient use of existing space at Geraldton Composite High School. This information will be presented to the Steering Committee at the next meeting scheduled on April 7, 2009.

### **Administrative Recommendation**

That, the Superior-Greenstone DSB receives as information Report No. 18: B.A. Parker Public School Replacement Project.

Respectfully submitted by:

Patti Pella  
Director of Education

**SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD****Report No: 19****Date:** March 23, 2009**TO:** Chair and Members of the  
Superior-Greenstone District School Board**FROM:** Colleen Kappel, Superintendent of Education**SUBJECT:** Elementary Enrolment and Staffing Implications for September 2009**Background**

Many of our communities continue to face significant economic challenges and the downward trend in enrolment continues. The elementary enrolment for the 2008-09 school year was 877.5 and the projected enrolment for the 2009-10 school year is 798 which is a decrease of 79.5 students (approximately 10%).

Table One compares our projected enrolment for September 2009 to a 2003 report that classified schools according to size. Table Two indicates the projected enrolment of each school for September 2009. These projections are based on graduating all current students to the next grade and on conversations with administrators regarding expected Junior Kindergarten registrations.

*TABLE ONE: School Classification Comparison*

<b><u>Classification</u></b>	<b><u>Very Small Schools</u></b> 80 or fewer students	<b><u>Small Schools</u></b> 80-100 students	<b><u>Medium Schools</u></b> 100-125 students	<b><u>Large Schools</u></b> 125-250 students	<b><u>Extra Large Schools</u></b> 250 or more students
Schools in 2004 (Spring)	Beardmore PS, .....FTE 56.5  Marjorie Mills PS .....FTE 59  Schreiber PS .....FTE 62	Dorion PS ..... FTE 94  Red Rock PS, ..... FTE 94	George O'Neill PS .....FTE 110  Terrace Bay PS .....FTE 113	B.A. Parker PS ..... FTE 216  Manitouwadge PS ..... FTE 191	Margaret Twomey PS .....FTE 432
Projected Enrolment for 2009-2010	Beardmore PS, .....FTE 42.5  Marjorie Mills PS .....FTE 48.5  Schreiber PS .....FTE 30  Terrace Bay PS .....FTE 55  Dorion PS .....FTE 48.5  Red Rock PS, .....FTE 58.5  Manitouwadge PS .....FTE 70	George O'Neill PS ..... FTE 82.5		B.A. Parker PS ..... FTE 158  Margaret Twomey PS ..... FTE 204.5	



TABLE TWO: Projected Enrolment for the 2009-10 School Year

<b>Total FTE by School</b>	<b>JK</b>	<b>SK</b>	<b>Gr. 1-3</b>	<b>Gr. 4-8</b>	<b>FTE</b>
BA Parker PS	12	14	46	99	158.0
Beardmore PS	5	4	14	24	42.5
Dorion PS	6	3	14	30	48.5
George O'Neill PS	6	11	26	48	82.5
Manitouwadge PS	2	2	13	55	70.0
Margaret Twomey PS	15	22	75	111	204.5
Marjorie Mills PS	2	3	12	34	48.5
Red Rock PS	7	8	11	40	58.5
Schreiber PS	3	3	4	23	30.0
Terrace Bay PS	2	6	19	32	55.0
<b>Total FTE</b>	<b>60</b>	<b>76</b>	<b>234</b>	<b>496</b>	<b>798.0</b>

**Current Situation**

Staffing our schools is extremely important to the lives of our students, teachers, administrators and communities. Intervention programs and school organization contribute to the positive learning environments that we celebrate in each of our schools. It is necessary to examine each school in our board to determine staffing levels that will best meet the needs of our students.

In consultation with school administrators and teaching staff, the following guiding principles will be used to staff our schools in September 2009:

- Implementation of full-time Junior Kindergarten program
- Low pupil teacher ratio as a major consideration when determining staffing for multi-age classrooms
- A focused attempt to eliminate quadruple grades and limit the pupil-teacher ratio to 15:1
- Flexibility in responding to the needs of schools experiencing an increase in enrolment in September 2009.

**Administrative Recommendations**

That, the Superior-Greenstone DSB receives as information Report No 19: Elementary Enrolment and Staffing Implications for September 2009.

Respectfully submitted by:

Colleen Kappel  
Superintendent of Education  
Superior-Greenstone District School Board

**SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD**

**Report No:** 20  
**Date:** March 23, 2009

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

**FROM:** Colleen Kappel, Superintendent of Education

**SUBJECT:** Performance Appraisal Processes

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**Background**

The Ministry of Education implemented the Teacher Performance Appraisal for Experienced Teachers in 2007. This replaced the Teacher Performance Appraisal process, 2001), the New Teacher Induction Program in 2006 (modified in 2008) and the Principal/Vice-Principal Performance Appraisal in fall, 2008.

These processes are designed to foster staff development, provide meaningful appraisals that encourage professional learning and growth and identify opportunities for additional support where required.

The following table summarizes the key components of the Performance Appraisal Processes:

<i><b>Program</b></i>	<i><b>Components</b></i>	<i><b>Timeframe</b></i>
<b>New Teacher Induction Program (NTIP)</b>	<p><b>Orientation</b></p> <p><b>Mentoring</b> by Experienced Teachers</p> <p><b>Professional Development and Training</b></p> <ul style="list-style-type: none"> <li>• Literacy and numeracy strategies</li> <li>• Student success</li> <li>• Safe schools</li> <li>• Classroom management</li> <li>• Effective parent communication skills</li> <li>• Instruction strategies that address the learning and culture of students with special needs and other diverse learners</li> </ul> <p><b>Two Satisfactory ratings</b></p> <ul style="list-style-type: none"> <li>• notation of successful completion of the NTIP on their Certificate of Qualification and on the Ontario College of Teachers public register</li> </ul>	<ul style="list-style-type: none"> <li>• two performance appraisals within the first 12 months of being a new teacher</li> <li>• Up to 24 months to complete two satisfactory appraisals</li> </ul>
<b>Teacher Performance Appraisal (TPA) for Experienced Teachers</b>	<p><b>Annual Learning Plan (ALP)</b> each year that includes their professional growth goals, as well as their proposed action plan with timelines for achieving those goals</p> <p><b>Competency Statements</b> (<i>Ontario College of Teachers' Standards of Practice for the Teaching Profession</i>)</p> <p><b>Summative Report</b> to document the appraisal process</p> <ul style="list-style-type: none"> <li>• <b>A Rating Scale</b> (Satisfactory /Unsatisfactory)</li> </ul> <p><b>A Process for Providing Additional Support</b> depending on the outcomes of the appraisal</p>	<ul style="list-style-type: none"> <li>• Five Year Cycle</li> </ul>

<b><i>Program</i></b>	<b><i>Components</i></b>	<b><i>Timeframe</i></b>
<b>Principal/Vice-Principal Performance Appraisal</b>	<p><b>Mentoring</b> for Newly Appointed Principals/Vice-Principals</p> <p><b>Performance Plan</b> is completed in consultation with mentor and supervisor (focuses on student achievement)</p> <p><b>Annual Growth Plan</b> is based on the <i>Ontario Leadership Strategy competencies for Principals/Vice-Principals</i></p> <p><b>Summative Report and Rating</b></p>	<ul style="list-style-type: none"> <li>• Five Year Cycle</li> </ul>

### **Current Situation**

Superior-Greenstone DSB has implemented the Teacher Performance Appraisal for Experienced Teachers and the New Teacher Induction Program. Currently, a committee is reviewing the requirements for the Principal/Vice-Principal Performance Appraisal. In the future, the Ministry of Education will be providing information regarding the Superintendent Performance Appraisal.

### **Administrative Recommendations**

That, the Superior-Greenstone DSB receives as information Report No 20: Performance Appraisal Processes.

Respectfully submitted by:

Colleen Kappel  
 Superintendent of Education  
 Superior-Greenstone District School Board

**SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD**

**Report No:** 21  
**Date:** March 23, 2009

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

**FROM:** Valerie Newton

**SUBJECT:** A Focus on Improving Mathematics Achievement in the Intermediate Grades

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**Background:**

The Ministry of Education's, Student Success and Learning to 18 Branch, recently announced additional funding directed at promoting best practices in mathematics instruction at the intermediate level across the province. This initiative will involve educators acting as Math Coaches for intermediate classroom teachers in the Superior-Greenstone District School Board.

**Current Situation**

The short-term program will run from April to June. It will involve two administrators/teachers with specialist qualifications in math working alongside intermediate, classroom teachers of mathematics. The Math Coaches will receive initial coaching training and further professional development in mathematics instruction. The release time for coaches would be staggered; for a period equal to approximately three weeks from their regular administrative duties.

The Math Coaches will be working primarily with grade 7/8 teachers in their Professional Learning Communities and individually, to design a learning plan specific to the needs of the teacher and students in the classroom. Individual classroom teachers will be released for a period of up to three days in total over the project period. The Math Coaches will be demonstrating, team teaching and working alongside teachers in the instruction of Mathematics. Feedback will be collected from all participants in the project including students and teachers. Student achievement data will be collected by the Math Coaches and classroom teachers both before and after the coaching process to review its impact on student learning.

**Administrative Recommendation:**

That, the Superior-Greenstone DSB, receives as information, Report No. 21: A Focus on Improving Mathematics Achievement in the Intermediate Grades.

Respectfully submitted by:

Valerie Newton  
Student Success Coordinator,  
Assistant to the  
Superintendent of Education



**SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD**

**Report No:** 22  
**Date:** March 23, 2009

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

**FROM:** Cathy Tsubouchi

**SUBJECT:** Disbursements Report for February 2009

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**Background**

In June 2008, the Board approved the 2008/2009 Budget of \$35,662,383.

2008/2009 Original Budget	\$35,662,383
Various Additional Grants	773,245
Adjusted 2008/2009 Budget	\$36,435,628

Based on the above, average spending for each month should be approximately \$3,036,000. A comparison of actual spending to the monthly average highlights the unique spending that has taken place during a given month.

**Current Situation**

This month our total disbursements in the form of cheques written and payrolls for February 2009 were \$2,937,937.02. Our spending for the month is slightly below average.

The details of cheques issued during the month have been submitted to Jim Turner, Chair of the Business Committee for review.

**Administrative Recommendations**

That Superior-Greenstone DSB Board receives as information Report No. 22: Disbursements for February 2009.

Respectfully submitted,

Cathy Tsubouchi  
Manager of Accounting Services

**SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD**

**Report No:** 23  
**Date:** March 23, 2009

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

**FROM:** Barbara Draper, Coordinator of Human Resource Services

**SUBJECT:** Personnel Report – March 23, 2009

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**That**, the Superior-Greenstone DSB receives as information Report No. 23: Personnel, dated March 23, 2009.

<b>I    TEACHING STAFF</b>
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**1.    LEAVE OF ABSENCE**

***Please contact Human Resources for all Personnel Information***

**2.    OTHER**

***Occasional Teaching Assignments***

<b>II    SUPPORT STAFF</b>
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**1.    OTHER**

***Temporary Assignments***

***Lay-offs, Staff Reductions, Reassignments***

***Recalls***

Barbara Draper  
Coordinator of Human Resource Services  
**Reference: Regular Board Meeting March 23, 2009**