

## 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 2009/05

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, April 20, 2009

Designated Site: Nipigon-Red Rock District High School, Red Rock, ON

**Board Chair:** Mark Mannisto

**Director:** Patti Pella

VC Sites at: SGBD / GCHS / LSHS / MNHS

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					

<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					
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)

(Attach.)

**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** 2009/04 Regular Board – March 23, 2009

(Attach.)

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

- 2009/04 Regular Board, Monday, March 23, 2009

**8.2** Standing Committee Meetings

**8.2.1** Board Policy Review Committee: March 30, 2009

(Attach.)

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

- BPRC Meeting – Monday, March 30, 2009

8.3 Ad Hoc Committee Meetings

8.3.1 B.A. Parker PS Design Steering Committee: April 7, 2009

(Attach.)

✓ **That**, the minutes from the B.A. Parker Design Steering Committee Meeting be acknowledged as received:

- BAPS Design Steering Committee – Tuesday, April 7, 2009

**9.0 Business Arising Out of the Minutes**

**10.0 Delegations and/or Presentations**

10.1 Dorion Public School

Environmental Education in Curriculum

(Students of DOPS)

✓ **That**, the Superior-Greenstone DSB receives as information the presentation by the students of Dorion Public School.

10.2 Update: Student Trustees

(Verbal - K. Kjellman)

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

(Verbal - K. Richard)

(Verbal - L. Marszowski)

**11.0 Reports of the Director of Education**

(Director: Patti Pella)

11.1 Report No 24

2008-2009 Long Term Employee Recognition

(Attach. - P. Pella)

✓ **That**, the Superior-Greenstone DSB receives as information Report No. 24: 2008-2009 Long-Term Employee Recognition Awards.

**12.0 Reports of the Education Committee**

(Education Chair: K. Notwell)

Superintendent of Education:

12.1 Report No. 25

Secondary Credit Accumulation Rates for the 2007-2008 School Year

(Attach. – V. Newton)

✓ **That**, the Superior-Greenstone DSB receives as information Report No.25: Secondary Credit Accumulation Rates for the 2007-2008 School Year.

12.2 Report No. 26

Environmental Education Framework

(Attach. – C. Kappel)

✓ **That**, the Superior-Greenstone DSB receives as information Report No.26 : Environmental Education Framework.

12.3 Report No. 27

Elementary Teaching Staff Proposal for September 2009

(Attach. – C. Kappel)

✓ **That**, the Superior-Greenstone DSB, receives as information, Report No. 27: Elementary Teaching Staff Proposal for September 2009 as presented.

✓ **That**, the Superior-Greenstone DSB approves the September 2009 Elementary Teaching Staff Proposal as presented.

### **13.0 Reports of the Business Committee**

(Business Chair: J. Turner)

Superintendent of Business: B. Rousseau

#### **13.1 Report No. 28**

Enrolment Summary, March 31, 2009

(Attach. – C. Tsubouchi)

✓ **That**, Superior-Greenstone DSB receives as information Report No. 28: Enrolment Summary, March 31, 2009

#### **13.2 Report No. 29**

Plant Department Tender Awards 2009

(Attach. – W. Chiupka)

✓ **That**, Superior-Greenstone DSB receives Report No. XX Plant Department Tender Awards 2009 as presented.

✓ **That**, the Superior-Greenstone DSB approve the Plant Department Tender Awards 2009 as follows (GST extra):

Project A – NRHS	be awarded to _____	in the amount of \$ _____
Project B – LSHS	be awarded to _____	in the amount of \$ _____
Project C – GOPS	be awarded to _____	in the amount of \$ _____
Roof Retrofit – NRHS	be awarded to _____	in the amount of \$ _____
Roof Retrofit – MRHS	be awarded to _____	in the amount of \$ _____

### **14.0 Matters for Decision**

Board Chair: M. Mannisto

#### **14.1 Report No. 30**

Disbursements – March 2009

(Attach. – C. Tsubouchi)

✓ **That**, Superior-Greenstone DSB receives as information Report No. 30: Disbursements for March 2009.

#### **14.2 Report No.: 31**

Personnel – April 20, 2009

(Attach. – B. Draper)

✓ **That**, the Superior-Greenstone DSB receives as information, Report No. 31: Personnel dated April 20, 2009.

### **15.0 New Business**

#### **15.1 Board Chair**

#### **15.2 Correspondence:**

#### **15.3 Future Board Meeting Agenda Items**

15.4 Miscellaneous**16.0 Trustee Associations and Other Boards**16.1 OPSBA – June AGM16.1.1 Trustee Appointments for OPSBA Director/Voting Delegate and Alternate Director/Voting Delegate✓ ***That***, the Superior-Greenstone DSB

appoint Trustee \_\_\_\_\_ to serve as its Director to OPSBA with concurrent responsibility as the OPSBA Voting Delegate, and

***That***, the Superior Greenstone DSB

appoint Trustee \_\_\_\_\_ to serve as its Alternate Director to OPSBA with concurrent responsibility as the Alternate OPSBA Voting Delegate, and

***That***, the appointments be effective for the period of May 30, 2009 to May 28, 2010.**17.0 Observer Comments**

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

**18.0 Adjournment**✓ ***That***, the Superior-Greenstone DSB 2009/05

Regular Board Meeting, Monday, April 20, 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 2009/05**

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

Monday, April 20, 2009

Designated Site: Nipigon-Red Rock District High School, Red Rock, ON

**A G E N D A**

**Board Chair:** Mark Mannisto

**Director:** Patti Pella

VC Sites at: SGBO / GCHS / LSHS / MNHS

Teleconference Moderator: RM. Joanne

PART I: Committee of Whole Board

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

- |     |   |               |
|-----|---|---------------|
| 1.0 | <u>Personnel Report:</u> (Trustee Queries re Personnel Report No. 31) | (B. Draper)   |
| 2.0 | <u>Update: Legal</u>  | (P. Pella)    |
| 3.0 | <u>Update Negotiations: ETFO</u>                                      | (B. Rousseau) |

## 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

### MINUTES

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

### 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-joined 6:45p			X			Notwell, Kathryn					X
Fisher, Cindy			X			Richard, Kayla (Student)			X		
Keenan, Darlene			X			Simmons, Tina-joined 6:45P			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) 6:35 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**

**83/09**

Moved by: Trustee J. Sparrow

Seconded by: Trustee C. Fisher

✓ *That, the Superior-Greenstone DSB go into a Committee of the Whole Board In-Camera, Section (A) Closed Session at 6:35 p.m. and that this portion be closed to the public.*

Carried

**3.2 Rise and Report from Closed Session**

**84/09**

Moved by: Trustee J. Sparrow

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 6:47 p.m. and that this portion be open to the public.*

Carried

**PART II: Regular Board Meeting**

Section (B): – (open to public): 6:50 p.m.

**4.0 Regular Meeting Call to Order**

Board Chair M. Mannisto called the regular meeting to order at 6:50 p.m.

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

**85/09**

Moved by: Trustee D. Keenan

Seconded by: Trustee J. Turner

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

Carried

**6.0 Approval of Agenda**

**86/09**

Moved by: Trustee C. Brown

Seconded by: Trustee D. Keenan

✓ *That, the agenda for the Superior-Greenstone DSB 2009/04 Regular Board Meeting, March 23, 2009 be accepted and approved as amended to add Item 15.5 OPSBA.*

Carried

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

There were no disclosures regarding the open session.



**8.0 Minutes Regular Board, Special Board, Statutory and Ad Hoc Committees**

**87/09**

Moved by: Trustee J. Turner

Seconded by: Trustee D. Keenan

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

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

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

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

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

- SEAC Meeting – Wednesday, March 4, 2009, and

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

- BPRC Meeting – Monday, February 23, 2009

That, the minutes from the B.A. Parker Design Steering Committee Meeting be acknowledged as received:

- BAPS Design Steering Committee – Thursday, February 12, 2009

Carried

**9.0 Business Arising Out of the Minutes**

There was no business arising from the minutes.

**10.0 Delegations and/or Presentations**

**10.1 International Student Program: Corporation of the Township of Manitouwadge**

**88/09**

Moved by: Trustee T. Simmons

Seconded by: Trustee J. Turner

✓ **That**, the Superior-Greenstone DSB receives as information the verbal report about an International Student Program from Dave Raymond, Economic Development Officer for the Corporation of the Township of Manitouwadge.

Carried

Dave Raymond, the Economic Development Officer for the Town of Manitouwadge presented information about a proposal from officials from Zhengzhou Province (China) to provide an all-English language instruction setting by developing a program at the Manitouwadge High School for Chinese student who are prepared to come to Canada.

Mr. Raymond advised that the International Student Program is an agency that develops such settings in Canada. Chinese students who attend all-English schools in our country learn how to develop their English skills more completely and by living here, they gain an understanding of the Canadian culture and the English language. . English is a highly valued skill in China.

He requested the Board consider support for helping in the development of a 12-month program to run out of the Manitouwadge High School.

**10.2 Update: Student Trustees**

(Verbal - K. Kjellman)

Student Trustee K. Kjellman provided a brief report on a meeting with Director of Education Patti Pella on March 9, 2009. She noted that the Turtle Concepts Program is being very well advertised in schools and the campaign has the students quite interested in signing up for the program to run in a few days in Red Rock.

10.3 Excellence in Education: GCHS – Specialist High Skills Major  
**89/09**

Moved by: Trustee J. Turner

Seconded by: Trustee C. Brown

✓ **That**, the Superior-Greenstone DSB receives as information the verbal report from Teacher Rob Haslam about the Specialist High Skills Major course in Communication Media underway at Geraldton Composite High School.

Carried

Geraldton Composite HS Teacher Rob Haslam provided an overview of the Special High Skills Major credit course underway this year at GCHS. He noted that the course in information communication technology has its focus on the Knightline Program. The course, which is fully subscribed (46 students between two classes) uses mainly broadcasting as a communication media.

The Knightline Program has evolved from a live production to a pre-taped digital format. Programming on the local community is of higher quality and requires that the students write, produce, direct and edit their own program, which has an on-air time slot on the local cable channel. Students learn about dealing with deadline, creative expression is encourage, and technical skills from interviewing people, to camera skills and editing are all included. The students in the SHSM have an obligation to produce programs for slots each week from Wednesday to Saturday for one-half hour.

**11.0 Reports of the Director of Education**

(Director: Patti Pella)

11.1 Report No 18: B.A. Parker Public School Replacement Project  
**90/09**

Moved by: Trustee T. Simmons

Seconded by: Trustee D. Keenan

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

Carried

Director Patti Pella provided a brief review of the last B.A. Parker PS Design Steering Committee meeting held February 12, 2009. The group studied numerous schematics and one was deemed to merit further investigation. She noted that a pressing concern through the exercise has been that all schematics have come in significantly over budget.

She advised that after a meeting with the ministry to discuss the developments to date, the Ministry reinforced the expectation that the project make more efficient use of the 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

**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  
**91/09**

Moved by: Trustee J. Sparrow

Seconded by: Trustee C. Brown

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

Carried

Superintendent of Education Colleen Kappel advised that the preliminary staffing report illustrate the statistics on the extent of the declining enrolment in Board schools. Economic challenges in all communities continue to force a downward trend with projections for 2009-2010 set at 798 students, a decrease of about 80 students or 10% from current enrolment. She outlined the guiding principals for developing the new school year staffing, among which is the implementation of full-time Junior Kindergarten.

12.2 Report No. 20: Performance Appraisal Processes  
**92/09**

*Moved by: Trustee D. Keenan*

*Seconded by: Trustee J. Turner*

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

Carried

C. Kappel provided an overview of the report, noting that Teachers Performance Appraisal for Experienced Teachers and the New Teacher Induction Program has been implemented. Currently, a committee is reviewing the requirements for the Principal/Vice-Principal Performance Appraisal.

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. In the future, the Ministry of Education will provide information regarding the Superintendent Performance Appraisal.

12.3 Report No. 21: Focus on Improving Math Achievement (Intermediate Grades)  
**93/09**

*Moved by: Trustee C. Brown*

*Seconded by: Trustee C. Fisher*

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

Valerie Newton, Student Success Leader reported that ministry's, Student Success and Learning to 18 Branch has announced additional funding directed at promoting best practices in mathematics instruction at the intermediate level across the province. This initiative involves educators acting as Math Coaches for intermediate classroom teachers in the Superior-Greenstone District School Board.

The short-term program is scheduled to run from April to June and will involved two administrators/teachers with specialist qualification to work with grade 7/8 teacher in their Professional Learning Communities.

The Math Coaches and classroom teachers will collect student achievement data both before and after the coaching process to review its impact on student learning.

Carried

12.4 Student-Led/Teacher-Facilitated Projects  
**94/09**

*Moved by: Trustee J. Turner*

*Seconded by: Trustee T. Simmons*

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

Carried

V. Newton reported that of three of five applications submitted to the ministry's Student Success and Learning to 18 Branch have been awarded with grant monies of \$1500.00 each. Ms. Newton said the program's goal is to look at the issue of engagement from perspective of students and

enhance participation, through a student led projects. The Dorion and the Red Rock Public Schools each received a grant, as did the Nipigon-Red Rock DHS.

**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  
95/09**

*Moved by: Trustee C. Fisher*

*Seconded by: Trustee J. Turner*

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

*Carried*

**14.2 Report No.: 23: Personnel – March 23, 2009  
96/09**

*Moved by: Trustee J. Turner*

*Seconded by: Trustee C. Fisher*

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

*Carried*

**15.0 New Business**

**15.1 Board Chair**

Mark Mannisto noted he had received electronic letter from Minister Wynne regarding the governance review and there is a link on the website about the subject.

**15.3 Future Board Meeting Agenda Items**

M. Mannisto noted that a previous request to discuss water bottles in schools would be address at a future meeting. On this subject, Trustee Jim Turner advised that the ministry has initiated an Environmental Education Committee of which he is a member. The ministry has developed a framework package and the committee will work through the package to determine its implementation and provide a report in April.

**15.5 OPSBA Directors Meeting  
97/09**

*Moved by: Trustee J. Turner*

*Seconded by: Trustee J. Sparrow*

**✓ That**, the Superior-Greenstone DSB approves the attendance and registration of Trustee D. Keenan at the Parliamentary Procedures Workshop on April 24, 2009 being held in Toronto in conjunction with the OPSBA Director's Meeting.

*Carried*

Trustee D. Keenan reminded group about the OPSBA Election for the OPSBA Annual General Meeting. She directed her colleagues to the OPSBA website for comprehensive information.

**16.0 Observer Comments**

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

**17.0 Adjournment****98/09***Moved by: Trustee J. Turner**Seconded by: Trustee C. Brown*

✓ **That**, the Superior-Greenstone DSB 2009/04 Regular Board Meeting, Monday, March 23, 2009 be adjourned at 8:30 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 2009/04**

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: 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. 23) (B. Draper)
- 2.0 Update: Legal (P, Pella)
  - 2.1 Three Issues
- 3.0 Update: ETFO Negotiations

# SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

## Board Policy Review Committee Videoconference Meeting

Monday, March 30, 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: <i>Assistant to the Superintendent of Education</i>											X
RM. Joannette: <i>Recorder</i>							X				
Legend: Policy = P Management Guideline = MG Procedural Guideline = PG											

#### 1.0 **Review and Approval of Minutes: February 23, 2009**

Moved by: Cindy Brown Seconded by: Darlene Keenan

That, the Board Policy Review Committee minutes of February 23, 2009 be approved.

#### 2.0 **Business Arising from Minutes**

There was no business arising from the minutes

#### 3.0 **Reviews: New/Existing (P's / MG's and / or PG's)**

##### 3.1 P-408 Loaning of Equipment

[\(Attached\)](#)

C. Kappel reported that policy was up on rotation for review, however there were no changes apart from renewing the review date and some housekeeping changes to reflect a consistent policy outline format.

##### 3.2 P-510 Suspected Child Abuse

[\(Attached\)](#)

C. Kappel reported that policy was up on rotation for review, however there were no changes apart from renewing the review date and some housekeeping changes to reflect a consistent policy outline format.

##### 3.3 P- 606 Home and Hospital Study

[\(Attached\)](#)

C. Kappel reported that policy was up on rotation for review, however there were no changes apart from renewing the review date and some housekeeping changes to reflect a consistent policy outline format. The words, "home schooling" are replaced by "home instruction". C. Kappel noted that home schooling is an issue governed directly under the Education Act. Home instruction is the appropriate term to describe what is an interim measure which may be taken in the event that a student has a valid reason, such as a short-term medical issue that prevents the students from physically attending daily classes.

##### 3.4 Policies re Criminal Background Checks:

##### 3.4.1 Consolidation of P-714,715 & 716 Criminal Background Checks

Into one as Policy No. – 714

[\(Attached\)](#)

C. Kappel explained that in their time, P-714 CBC-Employees, P-715 CBC Service Providers and P-716 CBC Volunteers, Trustees and Others were each developed separately as the ministry directed boards to implement the policies at various times. Criminal background check orders evolved to include a widening

group of board personnel involved in service with students. Each policy as developed over time included similar terms, references, definitions and responsibilities. Aspects of all three separate policies have been consolidated to cover the gamut of possible service providers, it is suggested that one all-encompassing policy be posted, and policy 715 and 716 deleted.

In addition, the consolidation under P-714 reflects a consistency in policy outline format.

Given the significant revisions to incorporate under one policy number, C. Kappel advised that a final revision would be presented at the next BPRC, after which stakeholder review period could ensue.

3.5 MG – 715/716 CBC Management Guideline Consolidation as MG-714 [\(Attached\)](#)

C. Kappel noted that just as Policy 714, 715 and 716 are being consolidated, so too it is advisable to consolidate the Management Guidelines to incorporate aspects of all three policies and be renamed as MG-714 Criminal Background Checks. As with the policy portion, the MG 715/716 would be deleted in favour of one consolidation as MG -714. Given the significant revisions to incorporate under one policy number, C. Kappel advised that a final revision would be presented at the next BPRC, after which a stakeholder review period could ensue.

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

No Reports

**5.0 Future Agenda Items: April 27, 2009**

- 5.1 P-714 Criminal Background Check (Review consolidation of P-714, 715, & 716)
- 5.2 MG-714 Criminal Background Check (Review consolidation of MG 714, 715 & 716)
- 5.3 P-208: Trustee Attendance at Conferences
- 5.4 New PG: School Field Trips / Medical Preparedness and First Aid
- 5.5 New PG-412: Public Access Defibrillators in Schools
- 5.6 MG-520: Police and Schools Protocol
- 5.7 P-212 Observer Comments at Board Meeting
- 5.8 P-516 Safe Arrival Program
- 5.9 MG-516 Safe Arrive Program
- 5.10 P-521 Community Involvement Activities
- 5.11 MG-521 Community Involvement Activities
- 5.12 P-602 Acceptable Use of the Internet
- 5.13 MG-602 Acceptable Use of the Internet

**6.0 Direction for Stakeholder Reviews to Conclude May 15, 2009**

To be posted on the board website for input by all stakeholders:

- P - 408 Loaning of Equipment
- P - 510 Suspected Child Abuse
- P - 606 Home and Hospital Study

**7.0 Miscellaneous**

7.1 Suggestion to Reformat ALL Policies - Sample Policy [\(Attached\)](#)

C. Kappel advised that all policies and or management guidelines would be review to ensure consistency with the "sample" presented, i.e., content, titles, numbering conventions and levels would be similar for ALL board policies and guidelines. Each BRPC in future would include several policies and guidelines where consistent formatting would be applied. Formal stakeholder review would not necessarily be required as changes would be made to achieve a more concise and organized policy manual.

**8.0 Recommendations to Regular Board: April 20, 2009**

No report to Board

**9.0 Next Meeting Date:**

Monday, April 27, 2009



**10.0 2009 Meeting Dates / Time: 6:30 p.m.**

Monday, May 25/09  
June 2009 (*No Meeting*)  
July 2009 (*No Meeting*)  
August 2009 (*No Meeting*)

Monday, September 28/09  
Monday, November 23/09  
December 2009 (*No Meeting*)

**11.0 Adjournment**

*Moved by Cindy Brown*

*Seconded by: Darlene Keenan*

That, the Board Policy Review Committee meeting be adjourned at 6:46 p.m.

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

*Section*                      FACILITIES & GROUNDS

*Policy Name*              LOANING OF EQUIPMENT

408

*Board Approved:* March 12, 1999

*Reviewed:*

*Review Prior To:* December 2003  
2014

### **POLICY**

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

### **PROCEDURES**

#### **1.0 Authority**

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

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

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

#### **2.0 Types of Loans**

##### **2.1 Inter-School**

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

##### **2.2 "Community" Loans**

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

#### **3.0 Responsibility of Borrower**

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

Equipment must be signed for by a responsible adult.

The Superior-Greenstone District School Board is committed to the prevention of and protection against child abuse or neglect. The purpose of this policy is to ensure compliance with the mandatory reporting requirements under the Child and Family Services Act (CFSA) 1990 (as amended) to report suspected cases of child abuse involving students under the age of 16 years to the appropriate Children's Aid Society.

## 1.0 Duty to Report

### 1.1 Person Must Report Directly

A person who has additional reasonable grounds to suspect that child abuse or neglect may have occurred, or is likely to occur, shall make a further report even if he/she has made previous reports with respect to the same child.

The individual making the report shall inform the Principal immediately.

The duty of a person, including those performing professional or official duties with respect to children, to make a report overrides the provisions of any other provincial statute that would otherwise prohibit the professional or official from disclosing confidential or privileged information.

In all cases of suspected child abuse or neglect, persons making a report shall respect the privacy of all individuals involved and the confidentiality of all discussions and reports.

No action for making a report shall be instituted against a person who acts in accordance with the duty to report unless the person acts maliciously or without reasonable grounds for the suspicion.

A person performing professional or official duties with respect to children, who does not report the suspicion that a child is in need, or may be in need of protection based on information obtained in the course of his/her professional/official duties, and is convicted of the offence, is liable to a fine.

**1.3 Responsibility to Report to Supervisory Officers**

1.3.1 The Principal shall inform the Superintendent of Education immediately.

1.3.2 The Superintendent of Education shall inform the Director immediately.

**1.4 Responsibility of the Board**

The Board shall ensure that opportunities exist to educate all students about their right to live without fear of physical, sexual and emotional abuse and neglect and will support disclosure of such abuse.

The Board will educate its employees, volunteers and parents about the issues of abuse and neglect and their duty to maintain safe and abuse-free learning environments.

Where abuse has been reported, the Superior-Greenstone District School Board will cooperate fully with the investigating agency.

**Reference Documents**

Child and Family Services Act, (Section 72) 1990

Student Protection Act, 2002

Education Act, Regulation 298

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

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<i>Section</i>	PROGRAM	
<i>Policy Name</i>	HOME / HOSPITAL STUDY	606
<i>Board Approved:</i>	March 12, 1999	<i>Reviewed</i> January 2003
		<i>Review Prior To:</i> December 2007 2014

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### ***POLICY***

It is the policy of the Superior-Greenstone District School Board to provide home or hospital instruction for a pupil when:

- a) medical evidence is provided that the pupil cannot attend school, or,
- b) the Principal is otherwise satisfied that home instruction is required.

### ***PROCEDURES***

The parents, or pupil where the pupil is an adult, shall provide to the Principal, written information from a licensed medical doctor that the pupil cannot attend school. Such notice should specifically indicate what time interval is covered by the advisory.

The Principal shall consult with a Supervisory Officer, if he/she is recommending home instruction.

Upon the approval of the Supervisory Officer, the Principal shall proceed to arrange for the home or hospital instruction covering the agreed time frame.

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

Section	PERSONNEL		
	CRIMINAL BACKGROUND CHECK - EMPLOYEES		
		- SERVICE PROVIDERS	714
Policy Name		- VOLUNTEERS, TRUSTEES	
		and OTHERS	
Management Guideline Applies			
Board Approved:	May 26, 2003	Reviewed;	Review Prior To: December 2008
			2014

### **POLICY**

The Superior-Greenstone District School Board has the responsibility, under *The Education Act*, to provide a safe and secure working and learning environment for students and employees. The board is in a position of trust with regard to students and must strive to protect their intellectual, physical, mental, and emotional well-being.

The Superior-Greenstone District School Board will not employ or continue to employ persons who have criminal records and/or patterns of behaviour that may place students at risk.

In accordance with Ontario Regulation 521/01, the Superior-Greenstone District School Board will not contract with or continue to contract with an individual who has direct and regular contact with students who has a police record, which is judged to potentially place a student or students at risk.

The Superior-Greenstone District School Board will not allow school access to Volunteers, Trustees or Others who have direct and regular contact with students, but who have not provided a Police Record Check, or who have provided a Police Record Check, which when adjudicated has been found to present an unacceptable risk to students and/or staff.

The Board will contract with the Ontario Education Services Corporation (OESC), a non-profit company established by the four School Boards' Associations in Ontario and the Council of Directors of Education, to collect and adjudicate police record checks on all Service Providers and employees of Service Providers who are identified by the Board as potentially coming into direct and regular contact with students.

### **PROCEDURES**

All current employees, service providers, trustees, volunteers and others will provide a Criminal Background Check in accordance with Regulation 521/01.

All new employees, will be required to provide, at their own expense, an original Vulnerable Sector Screening Check prior to commencing employment, service provisions or volunteer activities that entail direct contact with pupils on a regular basis at a school site of the Board.

All service providers, trustees, volunteers and others will be required to provide, at their own expense, an original Police Record Check prior to September 1, 2005. Fees for trustees will be paid by the Board. As of September 1, 2005 Police Record Checks for volunteers are free. If a change occurs and volunteers are charged for checks then this policy will be reviewed

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

<i>Section</i>	PERSONNEL	
<i>Management Guideline</i>	CRIMINAL BACKGROUND CHECK	
<i>Applicable Policies</i>	CRIMINAL BACKGROUND CHECK - EMPLOYEES	714
	- SERVICE PROVIDERS	715
	- VOLUNTEERS, TRUSTEES and OTHERS	716
<i>Board Approved: March 21, 2005</i>		<i>Reviewed: March 21, 2006</i>

### **1.0 Definitions**

**“criminal background check”** means, in respect of a Board, a document concerning an individual:

- a) that was prepared by a police force or service from national data on the Canadian Police Information Centre (CPIC) database within six months before the day the Board collects the document; and
- b) that contains information concerning the individual's Personal Criminal History.

**“identification card”** means a wallet sized card, issued by OESC for a 12-month period (one school year) to an individual Service Provider who has been determined to be an Acceptable Subject who may attend school property and come in direct and regular contact with pupils.

**“offence declaration”** means, in respect of a Board, a written declaration signed by an individual listing all of the individual's convictions for offences, warrants and charges under the Criminal Records Act (Canada) up to the date of the declaration

- a) that was not included in the last Police Record Check, the last Criminal Background Check or the last Offence Declaration collected by OESC under this regulation on behalf of the Board
- b) that are not included in a criminal background check collected by the Ontario College of Teachers (OCT) after December 31, 1998 or in the last criminal background check collected by the Board under this regulation; and
- c) for which a pardon under Section 4.1 of the Criminal Records Act (Canada) has not been issued or granted.

**“others”** means trustees or volunteers or others. This group includes but is not limited to placement students from university or college programs, Public Health Departments, V.O.N.'s, Community Care Access Centres, Children's Mental Health Centres, Children's Aid Societies.

**“personal criminal history”** means, in respect of an individual, information on criminal offences of which the individual has been convicted under the Criminal Records Act

(Canada) and for which a pardon under Section 4.1 of the Criminal Records Act (Canada) has not been issued or granted to the individual.

**“police record check”** means a document concerning an individual:

- a) that was prepared by a police force or service from national data on the Canadian Police Information Centre (CPIC) within six months before the day the OESC collects the document on behalf of the Board; and
- b) that contains information concerning the individual's police record including Criminal Code (Canada) convictions, pardoned sexual offences, records of convictions under the Controlled Drugs and Substance Act, Narcotic Control Act and Food and Drugs Act and all outstanding warrants and charges.

**“service provider”** means an individual who is not an employee of the Board and who comes into direct contact with pupils on a regular basis at a school site of the Board in the normal course of:

- a) providing goods or services under contract with the Board,
- b) carrying out his or her employment functions as an employee of a person who provides goods or services under contract with the Board, or
- c) providing services to a person who provides goods or services under contract with the Minister.

**“vulnerable sector screening”** means, in respect of a Board, a document concerning an individual:

- a) that was prepared by a police force or service from national data on the Canadian Police Information Centre (CPIC) database and from local police service records, within six (6) months before the day the Board collects the document; and
- b) that contains information concerning the individual's personal criminal history; and
- c) that contains information resulting from a criminal record search of data maintained by the Royal Canadian Mounted Police for sexual offences for which a pardon has been granted or issued.

## **2.0 Requirements and Responsibilities**

The “*Collection of Personal Information Regulation*” will require the Superior-Greenstone District School Board to do the following:

### Duty of Board Staff

Board staff will by March 31, 2003:

- a) Sign a contract with OESC to provide Police Record Check and Offence Declaration services on behalf of the Board until August 2006, by March 31, 2003.



- b) Identify all Service Providers who will require Police Record Checks and annual Offence Declarations and send a list with contact information to OESC by March 31, 2003.
- c) Notify all Service Providers about the requirements of Regulation 521/01 using the pro forma letter provided by OESC, by March 31, 2003.
- d) Ensure that all Service Providers are in compliance with Regulation 521/01 and contract with OESC by July 31, 2003.
- e) Develop a procedure for regularly, as required updating the Service Provider list, communicating this information to OESC and informing new Service Providers about the requirements.
- f) Develop a procedure for checking Identification Cards (and photo-identification) of Service Providers by school officials on a regular basis.

#### Current Employees

If the employee became a member of the Ontario College of Teachers (OCT) after December 31, 1998 and commenced employment with the Board before April 1, 2002, the Board shall collect an Offence Declaration from the individual by September 1 of each year in which the individual is employed by the Board after that day, commencing in 2002.

If the employee commenced employment with the Board prior to April 1, 2002 and is not an individual described in the previous paragraph, the Board shall collect:

- a) a Criminal Background Check (CPIC) by July 31, 2003 if the individual continues to be employed by the Board after July 31, 2003.
- b) an Offence Declaration from the individual by September 1 of each year in which the individual is employed by the Board, commencing in 2004.

#### New Employees

If the individual commences employment after March 31, 2002 the Board shall collect an acceptable Criminal Background Check (Vulnerable Sector Screening) before the day the individual commences employment with the Board. All offers of employment with the Board shall be conditional upon the applicant supplying an acceptable criminal background check. The Board shall collect an Offence Declaration from the individual by September 1 of each year in which the Board employs the individual after the year employment was commenced.

The Board shall retain an original or a true copy taken from the original criminal background check by the Board designated contact or designate. Completed criminal reference checks and offence declarations will be filed in a separate and secure location in accordance with Regulation 521/01.

#### Emergency Provision

In exceptional circumstances it may be necessary for an individual to begin employment with a Board before an acceptable criminal background check is collected. In such

circumstances, the Board will require the individual to submit an Offence Declaration, pending submission of the acceptable criminal background check. Before any exception is made, a binding agreement shall be entered into between the Board and the employee or any authorized representative of the employee, and the Board, or the services provider, trustee, volunteer or others to ensure that the verification will be provided without delay. This agreement will shall preserve the Board's right to revoke the offer of employment, and dismiss said persons employee, should the information provided by the employee prove to be false or misleading in any respect, or if the background check is determined to be unacceptable.

### Service Providers

The Superior-Greenstone District School Board has contracted with Ontario Education Services Commission (OESC) to provide Police Record Check and Offence Declaration services on behalf of the Board.

The Human Resource Department will provide an updated Service Provider list to the Principals of each school by September 1<sup>st</sup> of each year.

Principals will notify the Coordinator of Human Resource Services prior to contracting a new Service Provider. The Coordinator of Human Resource Services will decide, or will provide direction for Principals in determining whether or not specific Service Providers contracted directly by the school require a Criminal Background Check and annual Offence Declaration.

The Coordinator of Human Resource Services will notify the Service Provider about the requirements of Regulation 521/01 and advise the Service Provider that they must contact OESC directly.

Principals are responsible for checking OESC Identification cards for all service providers prior to them entering the schools.

### Volunteers

It is the responsibility of the Principal to ensure that a Volunteer provides their police record check prior to them having direct contact with the students. . The Principal shall collect an Offence Declaration from the individual by September 1<sup>st</sup> of each year thereafter.

Principals should advise volunteers to go to their nearest police station to obtain a Police Records Check. Volunteers should advise the police that they are working for the School Board strictly in a volunteer capacity. (At the present time police record checks for volunteers are done free of charge).

Where evidence is received of a criminal conviction the Principal must forward the Police Record Check to the Adjudication Committee in a sealed envelope marked "Private and Confidential".

The Adjudication Committee will review the record and advise the Principal of the status of the volunteer.

The volunteer may not be placed in the classroom until after the Adjudication Committee review is complete.

The most recent Offence Declaration will be kept on file with the police record check. Complete Police Record checks and Offence Declarations will be filed in the school in a separate and secure location.

The original or true copy must be kept on file at the school in a secure location

### Others

The Principal is responsible for ensuring that the individual has been approved to be in direct contact with the student on a regular basis

The following organizations have standards and practices in place for collecting police record checks within their organization.

- Public Health Units
- Children's Mental Health Centres
- Day Nurseries
- Children's Aid Societies
- Community Care Access Centres
- Integrated Services for Northern Children
- Ross MacDonald School for the Blind
- Lakehead Regional Family Centre
- Brass Bell Family Resource Centre
- Dilico Ojibway Child and Family Services
- George Jeffrey Children's Treatment Centre

The Principal will be responsible for ensuring the individual is able to produce either a valid OESC ID Card and a piece of photo ID; or a valid business card and a piece of photo ID; or a valid organization issued photo ID card which clearly identifies them as an employee of that organization.

Principals are responsible for ensuring that students from Faculties of Education and Colleges who are on practicum assignments in schools are able to produce an OESC identification card and a valid photo ID. Principals should ensure that a copy is taken for the file.

The original or true copy must be kept on file at the school in a secure location.

### Trustees

The Coordinator of Human Resource Services must obtain a Police Records Check from Trustees prior to them having direct contact with the students. The Coordinator of Human Resource Services shall collect an Offence Declaration from the individual by September 1<sup>st</sup> of each year thereafter. The most recent Offence Declaration will be kept on file with the police record check.

The Coordinator of Human Resource Services should advise Trustees to go to their nearest police station to obtain a Police Records Check. Trustees may submit a receipt for reimbursement to the Human Resource Department.

Where evidence is received of a criminal conviction the Human Resource Department must forward the Police Record Check to the Adjudication Committee in a sealed envelope marked "Private and Confidential".

The Adjudication Committee will review the record and advise the Coordinator of Human Resources of the status of the Trustee.

The Trustee will be denied school access until after the Adjudication Committee Review is complete.

The original or true copy must be kept on file in a separate and secure location..

The Board shall retain an original or true copy taken from the original Police Record check by the Board designated contact or designate. The most recent Offence Declaration will be kept on file with the Police Record check. Complete Police Record checks and Offence Declarations will be filed in a separate and secure location.

#### **4.0 Adjudication**

Where evidence is received of a criminal conviction of an employee, volunteers, trustees or other individuals, the designated Board contact will consider at least the following factors in determining an appropriate course of action:

- a) length of time since offence(s);
- b) did the offence(s) involve children and/or sexual activity and/or violence and/or acts of dishonesty;
- c) employment history;
- d) employee's attitude toward offence(s);
- e) treatment, counselling or other services received since offence;
- f) other steps taken to rehabilitate;
- g) likelihood offence(s) will be repeated;
- h) was alcohol or illegal drugs a factor in commission of offence(s);
- i) degree of co-operation with this investigation;
- j) was offence(s) committed while employed by the Board;
- k) if employee is a teacher, relevance of offence(s) to teacher duties as set out in the Education Act and Regulations;
- l) if employee is not a teacher, relevance of offence(s) to their employment duties; and
- m) does offence(s) require any action pursuant to The Student Protection Act (including notification of the Ontario College of Teachers).

The course of action may include action up to and including dismissal, and/or withdrawal of offer, and shall be in compliance of other Board policies, collective agreements and legislation.

All decisions of the Adjudication Committee will be final.

Where evidence is received of a criminal conviction of an employee, the designated Board contact will consider at least the following factors in determining an appropriate course of action:

In relation to Service Providers, the OESC will use a panel of senior officials from School Boards to screen those with Service Providers who have Police Records. OESC will use published screening criteria and adjudication procedures which will strive to ensure provincial consistency in adjudication.

All decisions of OESC will be final.

## **5.0 Consequences of Non-Compliance**

Employees who fail to provide a criminal background check by July 31, 2003 in compliance with Regulation 521/01 or who fail to provide a signed Offence Declaration by the prescribed date will be suspended without pay pending submission of the criminal background check.

Employees who fail to provide a signed Offence Declaration form by the date prescribed will be suspended without pay until the form is submitted.

A Service Provider who fails to comply with the Police Record Check requirements of the Board through OESC by July 31, 2003 or in regard to Offence Declarations beginning August 1, 2004 will have their contract suspended by the Board pending compliance.

A Service Provider who fails to comply with the requirements of the Board through OESC regard Offence Declarations beginning August 1, 2004 will have their contract suspended pending compliance.

Any volunteer, trustee or other individual who fails to comply with the Police Record Check requirements of the Board will be denied school access pending compliance.

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

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<i>Section</i>	FORMATS
<i>Policy Name</i>	HOW TO DO IT <i>Management Guideline Applies</i>

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*Board Approved:*

*Review Prior To:*

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### ***POLICY***

It is the policy of the Superior-Greenstone District School Board that all personnel will use the How To Do It policy in developing any new policy. All policy pages should be kept to a minimum of information. Furthermore, all existing policies shall be reviewed and revised to keep the format as ordered by the How To Do It policy. All documents will be compiled using a standardized template with the expectation that elaboration of the subject matter is best served as material to be included in companion documents.

### ***DEFINITIONS***

***“how to do it”*** means that all personnel will adhere to this format for providing text that relates to definitions that someone may require as a quick reference for reading through the document

***“policy”*** means any document that addresses governance issues of the school board

### ***PROCEDURE***

#### ***1.0 How To Do It\_ (1st outline section)***

- 1.1*** How To Do It with double digits is the only acceptable format to use when making an outline under procedures. *(2nd outline section)*
- 1.2 More information on how to do it should be included in:
  - 1.2.1*** a companion to a policy called a Management Guideline; *(3rd outline level)*
  - 1.2.2 or in a companion to a policy call a Procedural Guideline. *(3rd outline section)*
- 1.3 The number of outline levels in any policy or management guideline or procedural guideline should never reduce to more four levels such as the example below.
  - 1.3.1 A three digit reference;
  - 1.3.2 The next outline may be a reference to the alphabet
    - a)*** Put two spaces indent; *(4<sup>th</sup> outline level)*
    - b) or it could be a symbol such as a bullet.

- • Like this example
- List as many bullets as required, but if you need another level use:
  - i) Put two space indent; (5<sup>th</sup> outline level)
  - ii) Once the a,b, c's, bullets, or i)'s outline is exhausted in policy documents, companion guides, or protocols guidelines outline should resume with 2-digit numbering option once more.

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

## Design Steering Committee Meeting

Convened at Geraldton Composite HS- Videoconference Room  
With Teleconference Access

Tuesday, April 7, 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)					
Chiupka, Wayne Plant Manager (SGDSB)	X					MacOdrum, Kaitie Student (BAPS)					
Czerwinski, Vance Community Rep		X				Mannisto, Mark Board Chair (SGDSB)					
Davis, Julie Parent Council (GCHS)	X					Pella, Patti Director (SGDSB)	X				
Davis, Kirsti Student (GCHS)						Penna, Linda Principal (BAPS)	X				
Davis, Patti Support Staff (GCHS)						Slomke, Lisa Parent Council (BAPS)					X
Kurish, Cathy Teacher (BAPS)	X					Sutherland, Nancy Support Staff (BAPS)	X				
Lindsay, Heidi Teacher (GCHS)						Turner, Jim Trustee (SGDSB)	X				

Note: Drawing of GCHS was attached for reference during discussions

**1.0 Welcome**

Director of Education Patti Pella welcomed everyone.

She explained the glitch in the communication where the committee should have received the report before it went to the board.

She reported on a meeting she and Bruce had with Nancy Naylor from the Ministry of Education. Additional money for the project was denied.

**2.0 Review Minutes: February 12, 2009**

The minutes were approved as per attached.

**3.0 Update: Ministry of Education****3.1 Board Report No. 18**

P. Pella referred to this report as information presented to the Board on March 23, 2009.

**4.0 Project****4.1 Project Timelines**

Wayne Chiupka wants to bring in the architect to look at the school and do some additional drafts.



**5.0 New Business**

- C. Barrett: What monies have we committed to the architect?
- W. Chiupka: Confirmed that they have arranged a prearranged amount and the architect fees are spelled out already. We need to have the architect work on drawings and not sketches.
- P. Pella: Explained that the Ministry wants us to reduce the spaces we have in the school and not create more excess spaces.
- C. Barrett: Are we only looking at adding a gym?
- P. Pella: Explained that the Ministry does not want to pay for additional student spaces; they are looking at using internal space in the high school.
- N. Sutherland: Are we are looking at building another gym?
- P. Pella: Clarified that the Ministry feels that we should be using the existing gym.
- N. Sutherland: Requested some strict guidelines to avoid wasting our time.
- P. Pella: Again, emphasized that we need to have more efficient use of space and not build additional space. The Ministry did not support the blueprints that were submitted.
- N. Sutherland: Is there was a five year plan for B.A. Parker.
- W. Chiupka: Explained that BAPS is Prohibitive to Repair and as a result does not get RECAPP funding. Instead it gets PTR funding. B.A. Parker did not get any RECAPP; as did Geraldton Composite HS. The RECAPP money is specifically targeted for items and cannot be used to support this BAPS project.
- N. Sutherland: Reiterated need to have more specific guidelines for the project.
- P. Pella: Pointed out that the need to plan for the future. If more money is put into buildings then there is less money for staff etc.
- N. Sutherland: Inquired about enrolment and having to put in triple and quadruple grades.
- J. Davis: What will happen with other school?
- P. Pella: Explained that the Ministry has confirmed enough money to demolish B.A. Parker PS. The money cannot be used in any other way.
- J. Turner: Confirmed that we are not in a position to sell B.A. Parker PS because we need the land space for students during recesses or outside activities associated with school life.
- C. Barrett: What we are looking at now as far as what we would look at for building at GCHS?
- W. Chiupka: Explained that shops are currently viewed as broad-based.
- N. Sutherland: What about the arrangement with Confederation College and the town's use of the pool?
- W. Chiupka: We must try to work around the space that is used by the college and the town.

- P. Pella: Noted that it is important not to offend community partners.
- W. Chiupka: We need to start again.
- P. Pella: We need to look at what are we willing to give on and what are priorities.
- V. Czerwinski: Raised concern about the possibility of losing shop programs at the high school. He also noted that easement requirements must be regarded.
- W. Chiupka: We need to ensure there is a focus on kindergarten rooms for the build.
- C. Kurish: Is there grant monies kindergarten rooms?
- P. Pella: Yes.
- N. Sutherland: Can the pool be filled?
- W. Chiupka: It is emptied in mid-Oct and then filled in April, when the town operates it again. Any space can be renovated, but this may not be a practical space.
- P. Pella: Requested committee members take the information away and provide feedback regarding school needs.

**6.0. Next Meeting Date**

Monday, April 20, 2009 at 5:00 p.m.

**7.0 Adjournment**

The meeting adjourned at 6:29 p.m.

**SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD****Report No: 24****Date:** April 20, 2009

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

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

**SUBJECT:** 2008-2009 Long-Term Employee Recognition Awards (10 & 25 Years)

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**Non Teaching**

- With 10 years as of September 1, 2009
- Hired between September 2, 1998 and September 1, 1999

<b>Employee</b>	<b>Hire Date</b>	<b>School</b>
Karrie Zotter	Oct 16, 1998	Manitouwadge Public School
Jennifer Johnson	Jan 26, 1999	George O'Neill Public School
Linda Demers	Mar 29, 1999	Margaret Twomey Public School
Sandra Woodrow	Sept 1, 1999	Manitouwadge Public & High Schools

- With 25 years as of September 1, 2009
- Hired between September 2, 1983 and September 1, 1984

<b>Employee</b>	<b>Hire Date</b>	<b>School</b>
Fern Bilodeau	Jan 19, 1984	Lake Superior High School
Pam Blanch	Aug 7, 1984	Margaret Twomey Public School
Wendy Weaver	Aug 27, 1984	Lake Superior High School

**Teaching**

- With 10 years by September 2009
- Hired after the commencement of the 98/99 school year or September 1999

<b>Employee</b>	<b>Hire Date</b>	<b>School</b>
Shelley Gladu	Oct 21, 1998	Marjorie Mills Public School
Brenda Cordeiro	Aug 31, 1999	George O'Neill Public School
Karen Enders	Aug 31, 1999	Beardmore Public School
Stan Kuczynski	Aug 31, 1999	Manitouwadge High School
Barb McGill	Aug 31, 1999	Margaret Twomey Public School
Wayne Pittman	Aug 31, 1999	Manitouwadge High School
Agnes Vincent	Aug 31, 1999	Marjorie Mills Public School

**Teaching (con't)**

- With 25 years by September 2009
- Hired after the commencement of the 83/84 school year or September 1984

<b>Employee</b>	<b>Hire Date</b>	<b>School</b>
Christine Turnbull	Feb 1, 1984	Manitouwadge Public School
Paul Inwood	Sept 1, 1984	Marathon High School

**Administration**

- With 10 years by September 2009
- Hired after the commencement of the 98/99 school year or September 1999

<b>Employee</b>	<b>Hire Date</b>	<b>School</b>
Brad Ross	Oct 5, 1998	Board Office
Bronwyn Sands	Aug 31, 1999	Marathon High School

- With 25 years as of September 1, 2009
- Hired between September 2, 1983 and September 1, 1984

<b>Employee</b>	<b>Hire Date</b>	<b>School</b>
Bruce Rousseau	Oct 1, 1985 (+2.5 yrs previous)	Board Office

**Administrative Recommendations**

That, the Superior-Greenstone DSB receives as information Report No. 24: 2008-2009 Long-Term Employee Recognition Awards.

Respectfully submitted by:

Patti Pella  
Director of Education

**SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD**

**Report No:** 25  
**Date:** April 20, 2009

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

**FROM:** Valerie Newton, Assistant to the Superintendent of Education

**SUBJECT:** Secondary Credit Accumulation Rates for the 2007-2008 School Year

---

**Background:**

The Student Success and Learning to 18 Branch of the Ministry of Education has released preliminary provincial data on the Grade 9 and Grade 10 Credit Accumulation Rates for the 2007-2008 School Year.

The report provides a comparison of Superior-Greenstone DSB Grade 9 and Grade 10 Credit Accumulation rates with the provincial average, and provides the Board pass rates for Grade 11 and Grade 12 English and Mathematics courses.

**Summary of Report Results for the 2007-2008 School Year:**

1. Grade 9 Credit Accumulation over time compared with Provincial Grade 9 Credit Accumulation rates:
  - Percentage of students acquiring eight or more credits in grade 9 is 72%, (decreased by 9%).
  - Percentage of students acquiring six or seven credits in grade 9 is 15%, (increased by 2%).
  - Percentage of students acquiring five or less credits in grade 9 is 13%, (increased by 7%).
2. Grade 9 Credit Accumulation rates over time compared with Provincial Grade 9 Credit Accumulation rates by Gender:
  - Percentage of male students acquiring eight or more credits in grade 9 is 60%, (decreased by 17%).
  - Percentage of female students acquiring eight or more credits in grade 9 is 73%, (decreased by 11%).
3. Grade 10 Credit Accumulation rates over time compared with Provincial Grade 10 Credit Accumulation rates:
  - Percentage of students acquiring 16 or more credits in grade 10 is 61%, (increased by 1%).
  - Percentage of students acquiring 14 and 15 credits in grade 10 is 24%, (increased by 9%).
  - Percentage of students acquiring 13 or less credits in grade 10 is 15%, (decreased by 11%).
4. Grade 10 Credit Accumulation rates over time compared with Provincial Grade 10 Credit Accumulation rates by Gender:
  - Percentage of male students acquiring 16 or more credits in grade 10 is 51%, (declined by 3%). This figure is below the provincial average of 63% of male, grade 10 students acquiring 16 or more credits.
  - Percentage of male students acquiring 14 or 15 credits in grade 10 is 29%, (increased by 11%). This figure is above the provincial average of male, grade 10 students acquiring 14 or 15 credits.

- Percentage of female students acquiring 16 or more credits in grade 10 is 72 %, (increased by 5%). This figure meets the provincial average of 72% of female, grade 10 students acquiring 16 or more credits.
  - Percentage of female students acquiring 14 or 15 credits in grade 10 is 19%, (increased by 9%). This figure is above the provincial average of 15% of female, grade 10 students acquiring 14 or 5 credits.
5. The pass rate for all Grade 11 English courses is approximately two points above the provincial average of 89%. There was a cumulative increase of 36% across all the board's schools in the pass rate of all Grade 11 English courses.
  6. The pass rate for all Grade 11 Mathematics courses is approximately four points above the provincial average of 85%. There was a cumulative increase of 18% across all the board's schools in the pass rate of all Grade 11 Mathematics courses.
  7. The pass rate for all Grade 12 English courses is approximately seven points below the provincial average of 91%. There was, however, still a cumulative increase of 6% across all of the board's schools in the pass rate of all Grade 12 English courses.
  8. The pass rate for all Grade 12 Mathematics courses is approximately two points above the provincial average of 93%. There was a cumulative increase of 30% across all of the board's schools in the pass rate of all Grade 12 Mathematics courses.

**Administrative Recommendation:**

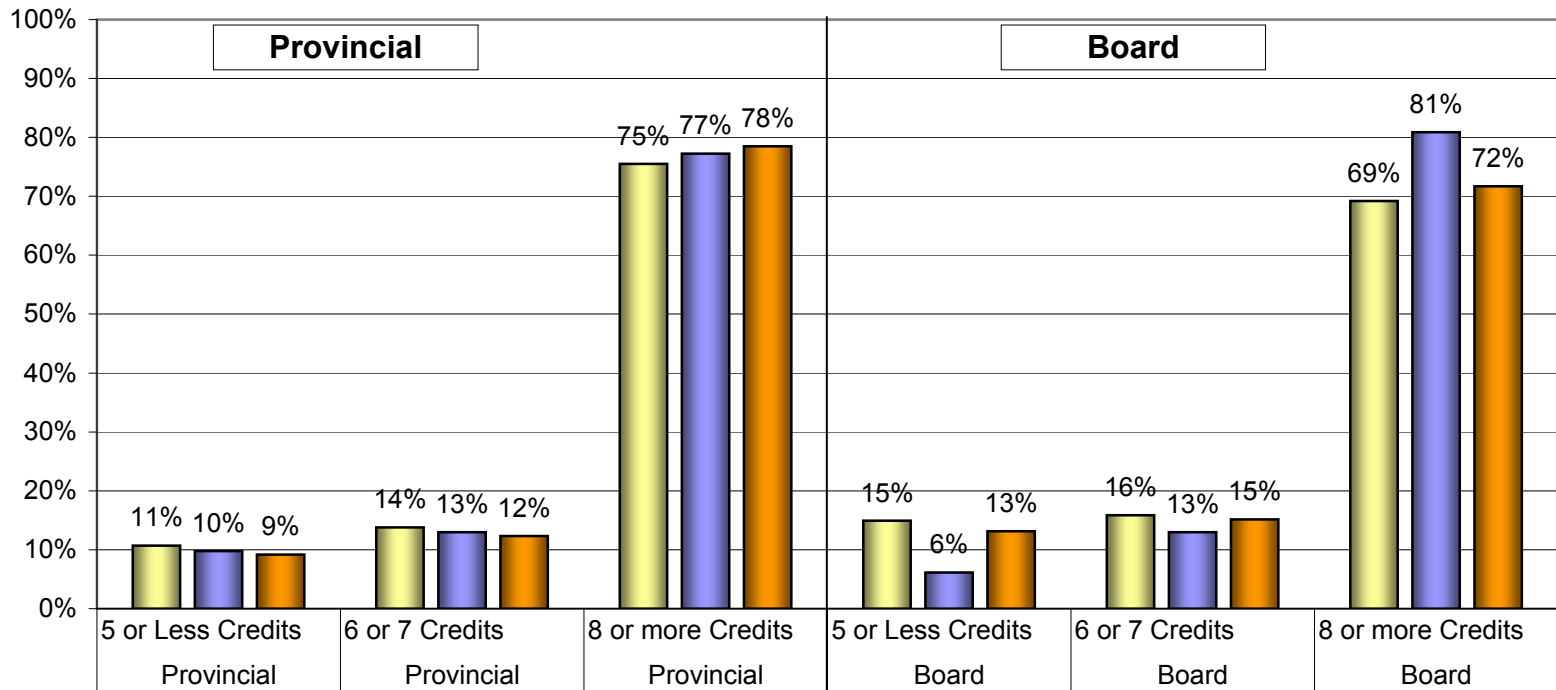
That, the Superior-Greystone DSB, receives as information, Report No.25: Secondary Credit Accumulation Rates for the 2007-2008 School Year

Respectfully submitted by:

Valerie Newton  
Assistant to the  
Superintendent of Education

2007/08 - Preliminary data, subject to change

**Credit Accumulation - Grade 9**  
**Board and Provincial Average**  
**2005/06 - 2007/08**

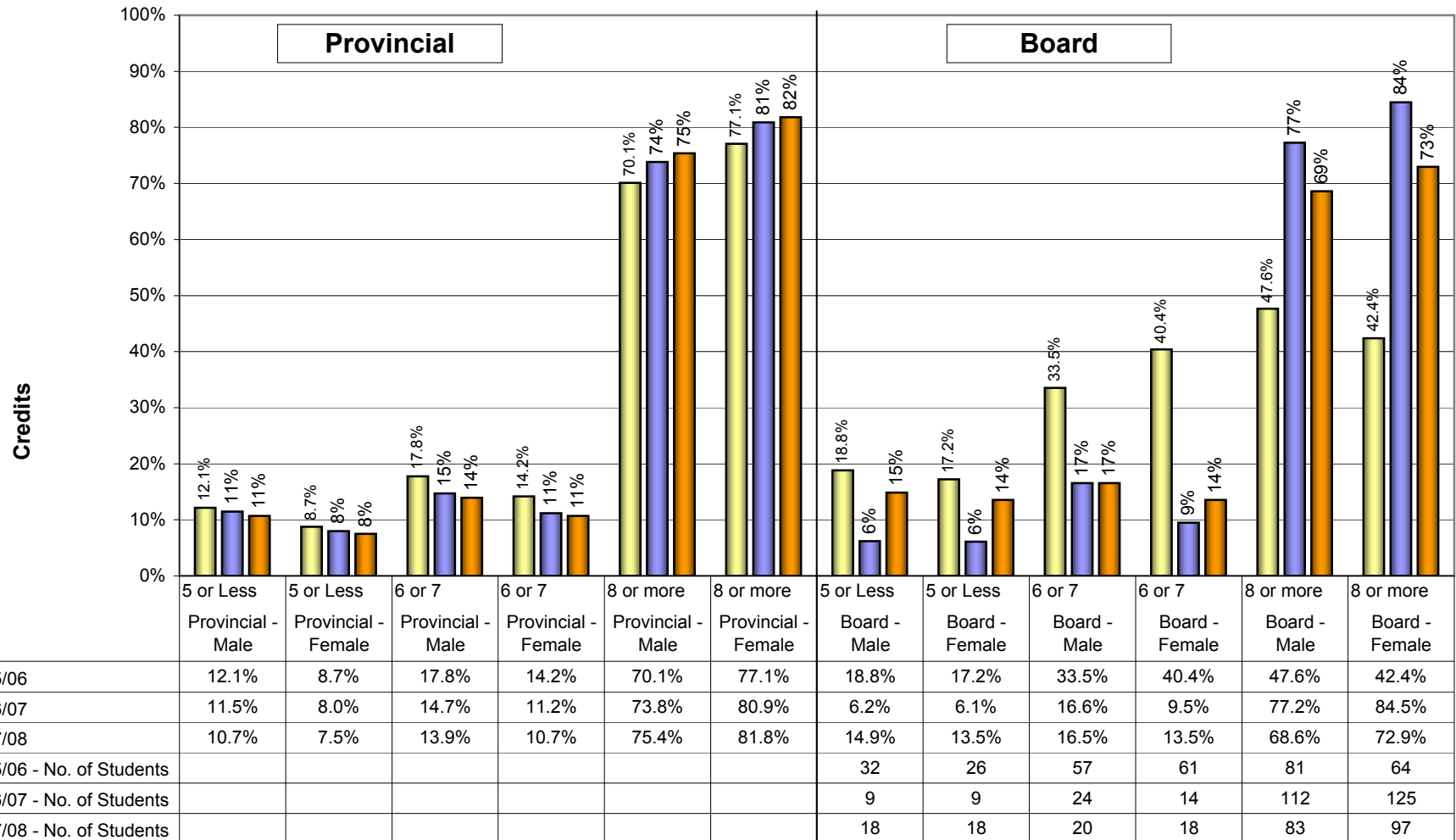


■ 2005/06	10.7%	13.8%	75.5%	14.9%	15.9%	69.2%
■ 2006/07	9.8%	13.0%	77.3%	6.1%	13.0%	80.9%
■ 2007/08	9.2%	12.3%	78.5%	13.1%	15.1%	71.7%
2005/06 - No. of Students				47	50	218
2006/07 - No. of Students				18	38	237
2007/08 - No. of Students				33	38	180

**Superior-Greenstone DSB**

2007/08 - Preliminary data, subject to change

**Credit Accumulation - Grade 9  
By Gender  
2005/06 and 2007/08**

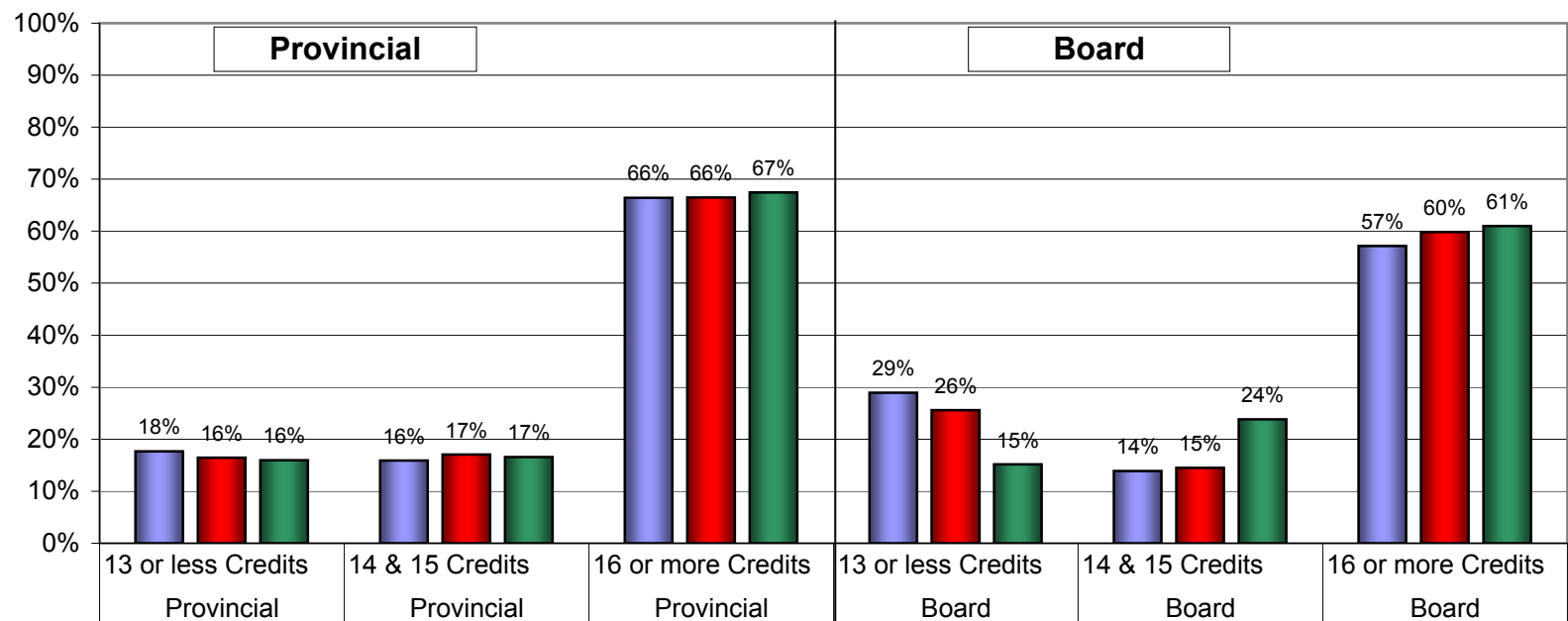


**Superior-Greenstone DSB**



2007/08 - Preliminary data, subject to change

**Credit Accumulation - Grade 10  
Board and Provincial Averages  
2005/06 - 2007/08**

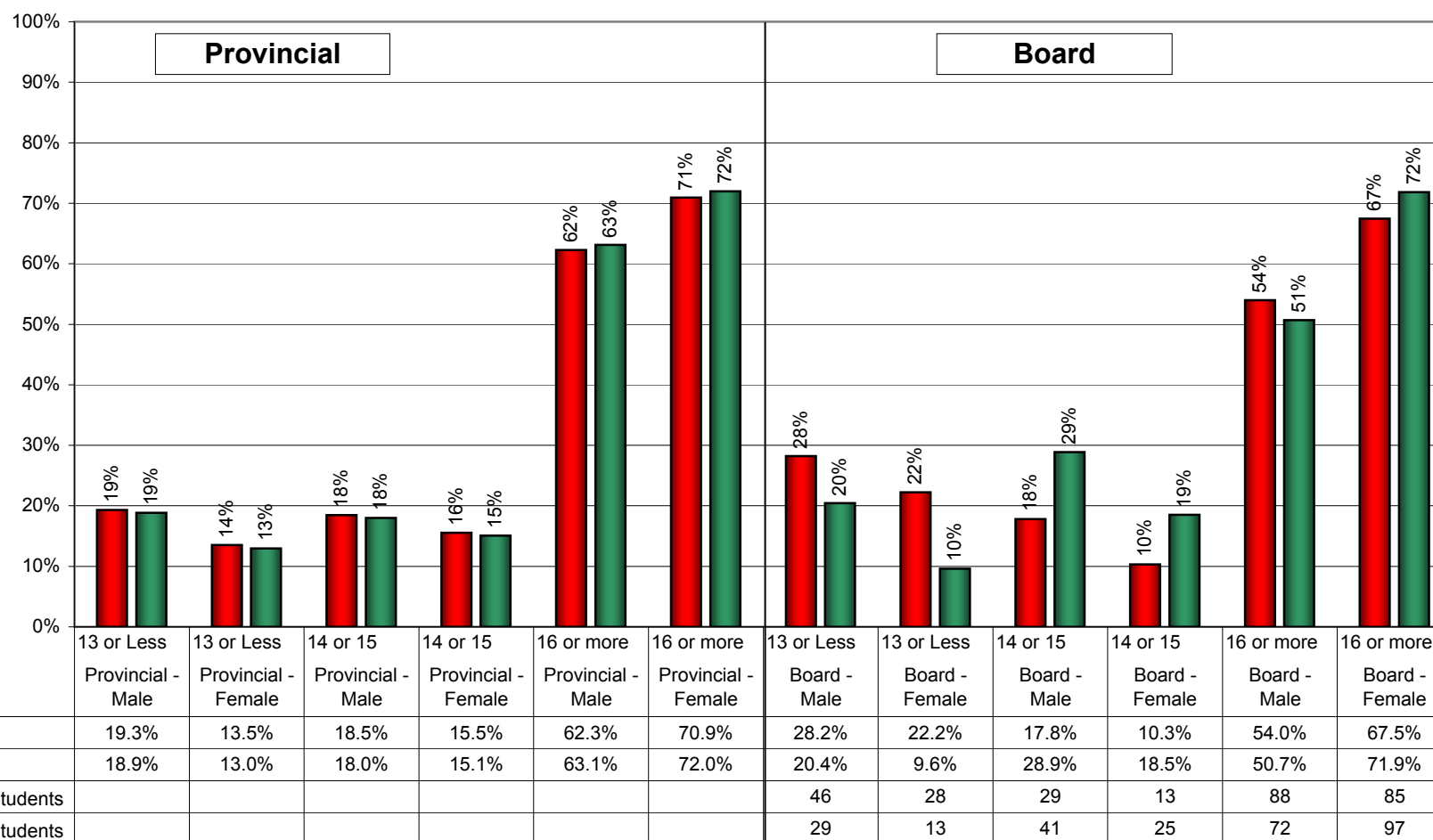


■ 2005/06	17.7%	15.9%	66.4%	29.0%	13.9%	57.1%
■ 2006/07	16.5%	17.0%	66.5%	25.6%	14.5%	59.9%
■ 2007/08	16.0%	16.6%	67.4%	15.2%	23.8%	61.0%
2005/06 - No. of Students				73	35	144
2006/07 - No. of Students				74	42	173
2007/08 - No. of Students				42	66	169

**Superior-Greenstone DSB**

2007/08 - Preliminary data, subject to change

**Credit Accumulation - Grade 10  
Board and Provincial Averages By Gender  
2006/07 and 2007/08**



**Superior-Greenstone DSB**

**SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD**

Report No: 26  
Date: April 20, 2009

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

**FROM:** Colleen Kappel, Superintendent of Education  
Dave Tamblyn, Principal and Environment Education Committee Chair

**SUBJECT:** Environmental Education Framework

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**Background**

In February, the Ministry released a Policy Framework for Environmental Education in Ontario Schools. The policy requires schools boards to create a system-wide environmental education and management committee as part of the implementation strategy. The committee will be responsible for:

- developing a school board environmental education policy that promotes environmental literacy and environmentally responsible management practices
- embedding environmental education as a priority in the board's strategic plan
- developing and implementing a plan for integrating sustainable environmental practices into each of the board's operational services
- developing an environmental action plan that is annually reviewed, renewed, and communicated to all school board employees and trustees
- reviewing existing board recognition programs for opportunities to include recognition of responsible environmental leadership
- integrating in-service opportunities related to environmental education into staff development for all employee groups
- encouraging all school board personnel, the parent involvement committee, students, parents and school councils to adopt and promote environmentally appropriate practises.

**Current Situation**

On April 2, 2009, the committee had its first meeting. The members of the committee include:

Patti Pella –Board Office	Jim Turner –Trustee	Laura Mason –LSHS
Colleen Kappel – Board Office	Bronwyn Sands –MRHS	Rob Stewart –LSHS
Wayne Chiupka –Board Office	Chris Dube –LSHS	Leslie Blackwood –SCPS
Jennifer Oussoren –MTPS	Gordon Martin –MNHS	Erin Langevin –NRHS
Nancy Bailey –DOPS	David Tamblyn –TBPS	

The committee is still looking for student representatives.

**Green Challenge:**

The grade 6/7/8 class at Beardmore Public School has been studying global warming and has challenged all other elementary schools in our Board and Nakina Public School to a "Going Green Campaign". It requires teachers and students to discuss with the class/school all of the different activities that help our environment and move towards "Going Green". Colleen Lemieux, local ETFO president, will keep track of how many acts of green each school does between April 22 (Earth Day) and May 22, 2009. Prizes will be awarded to the schools that complete the most acts of green, the most original acts of green and acts of green that require participation from the largest percentage of the school community. Submissions and tracking is done on the local ETFO Website ( [www.sgetfo.ca](http://www.sgetfo.ca)). Our Local and Provincial ETFO sponsor this program.

**Next Steps**

The Committee will begin developing an Environmental Education Policy and Action Plan that ensure “that all students have opportunities to learn and to engage in participative leadership” and addresses “the particular needs of students as they relate to cultural background, language, gender, ability, and other aspects of diversity”. The committee will also take a lead role in encouraging strategies and practices throughout the board that promote environmental stewardship.

**Administrative Recommendation:**

That, the Superior-Greenstone DSB receive as information, Report No. 26: Environmental Education Framework.

Respectfully submitted by:

Colleen Kappel,  
Superintendent of Education

Dave Tamblyn  
Chair, Environmental Education Committee  
and Principal, TBPS

**SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD**

**Report No: 27**  
**Date:** April 20, 2009

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

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

**SUBJECT:** Elementary Teaching Staff Proposal for September 2009

---

**Current Situation**

Based on the projected enrolment for September 2009 (Table 1), the Elementary Enrolment and Staffing Implications for September 2009 Board Report (presented on March 23, 2009) outlined the guiding principles for elementary staffing for September 2009:

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

*TABLE 1: Project Enrolment for September 2009*

<b>School</b>	<b>JK</b>	<b>SK</b>	<b>Gr. 1-3</b>	<b>Gr. 4-8</b>	<b>FTE</b>
BA Parker	13	11	41	95	148
Beardmore	6	4	14	26	45
Dorion	6	3	14	30	48.5
George O'Neill	6	11	26	48	82.5
Manitouwadge	2	2	13	61	76
Margaret Twomey	15	22	78	111	207.5
Marjorie Mills	2	3	12	34	48.5
Red Rock	7	8	11	40	58.5
Schreiber	3	3	4	23	30
Terrace Bay	2	6	19	32	55
<b>Total FTE</b>	<b>31</b>	<b>36.5</b>	<b>232</b>	<b>500</b>	<b>799.5</b>

**Recommendations**

Implementation of the full time Junior Kindergarten program and maintaining classroom teachers in order to reduce the number of multi-grade classes and class sizes are the key components of the elementary staffing proposal for September 2009.

Table 2 outlines the recommended classroom staffing compared to the 2008/09 school year and Table 3 outlines the recommended special education and French/planning staffing. Table 4 provides tentative classroom configurations based on the staffing allocations in this report.

TABLE 2: Recommended Classroom Staffing for September 2009

School	2008/2009				September 2009		
	Enrolment	Classroom Teachers	Change in Teachers		Enrolment	Classroom Teachers	Change in Teachers
B.A. Parker	143.00	8.50	+0.50		148.00	9.00	+0.50
Beardmore	46.50	3.50	0		45.00	4.00	+0.50
Dorion	52.50	3.50	-0.50		48.50	4.00	+0.50
George O'Neill	80.50	5.00	0		82.50	5.00	0
Manitouwadge	89.00	5.00	-1.00		76.00	5.00	0
Margaret Twomey	228.50	11.50	0		207.50	11.00	-0.50
Marjorie Mills	47.00	3.50	0		48.50	4.00	+0.50
Red Rock	61.50	4.00	-0.25		58.50	4.00	0
Schreiber	32.00	2.50	-0.50		30.00	3.00	+0.50
Terrace Bay	66.50	4.50	0		55.00	4.00	-0.50
<b>Totals</b>	<b>847.00</b>	<b>51.50</b>	<b>-1.75</b>		<b>799.50</b>	<b>53.00</b>	<b>+1.50</b>

TABLE 3: French and Special Education Program Staffing

School	2008/2009			Sept 2009		
	SERT/EI	French/Planning	Total	SERT/EI	French/Planning	Total
B.A. Parker	1.3	1.2	2.5	1.50	1.50	3.00
Beardmore	0.5	0.5	1.0	0.36	0.64	1.00
Dorion	0.5	0.5	1.0	0.36	0.64	1.00
George O'Neill	0.9	0.6	1.5	0.66	0.84	1.50
Manitouwadge	0.9	0.6	1.5	0.66	0.84	1.50
Margaret Twomey	1.4	1.6	3.0	1.00	2.00	3.00
Marjorie Mills	0.5	0.5	1.0	0.36	0.64	1.00
Red Rock	0.5	0.5	1.0	0.36	0.64	1.00
Schreiber	0.0	0.5	0.5	0.22	0.53	0.75
Terrace Bay	1.4	0.6	2.0	0.86	0.64	1.50
<b>Totals</b>	<b>7.9</b>	<b>7.1</b>	<b>15.0</b>	<b>6.34</b>	<b>8.91</b>	<b>15.25</b>

Notes:  
 \*\*covered TBPS and SPS  
 TBPS and BAPS include  
 0.5 Teacher of the Blind  
 in the Special Education  
 Allotment.

TABLE 4: September 2009 Tentative Class Configurations

Schreiber					
JK/SK/1/2 8					
3/4/5 13					
6/7/8 12					
Dorion	Beardmore	Marjorie Mills	Terrace Bay	Red Rock	
JK/SK 9	JK/SK 10	JK/SK/1 6.5	JK/SK/1 7.5	JK/SK/1 15	
1/2/3 14	1/2/3 14	2/3/4 17	2/3/4 17	2/3/4 17	
4/5/6 18	4/5/6 15	5/6 10	4/5 15	5/6 18	
7/8 12	7/8 11	7/8 15	6/7/8 17	7/8 16	
Manitouwadge	George O'Neill				
JK/SK/1 7	JK/SK 17				
2/3 10	1 / 2 16				
4/5 23	3 / 4 24				
6/7 19	5/6 17				
7/8 19	7/8 17				
B.A. Parker	Margaret Twomey				
JK 12	JK 15				
SK 11	SK 11				
1 15	1 20				
2 18	1 / 2 20				
3 / 4 23	2 / 3 17				
4/5 26	3 18				
6 18	4 18				
7 15	5 24				
8 21	6 28				
	7 21				
	8 20				

**Administrative Recommendations**

That, the Superior-Greenstone DSB receives as information Report No. 27: Elementary Teaching Staff Proposal for September 2009.

That, the Superior-Greenstone DSB approves the September 2009 Elementary Teaching Staff Proposal as presented.

Respectfully submitted by:

Colleen Kappel  
Superintendent of Education  
Superior-Greenstone District School Board

**SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD****Report No: 28****Date:** April 20, 2009

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

**FROM:** Bruce Rousseau

**SUBJECT:** Enrolment Summary March 31, 2009

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**Current Situation**

The enrolment at the March count date summarized below.

<b>ELEMENTARY SCHOOLS</b>	<b>BUDGET FTE March 31, 2009</b>	<b>ACTUAL FTE March 31, 2009</b>	<b>VARIANCE</b>
B.A. Parker Public School	145.00	153.00	8.00
Beardmore Public School	45.50	48.00	2.50
Dorion Public School	53.00	53.50	0.50
George O'Neill Public School	82.00	86.50	4.50
Manitouwadge Public School	85.00	89.50	4.50
Margaret Twomey Public School	231.00	222.50	-8.50
Marjorie Mills Public School	48.00	51.50	3.50
Red Rock Public School	58.50	60.00	1.50
Schreiber Public School	32.00	37.00	5.00
Terrace Bay Public School	69.00	64.00	-5.00
<b>Total Elementary Enrolment</b>	<b>849.00</b>	<b>865.50</b>	<b>16.50</b>
<b>SECONDARY SCHOOLS</b>	<b>BUDGET FTE March 31, 2009</b>	<b>ACTUAL FTE March 31, 2009</b>	<b>VARIANCE</b>
Geraldton Composite High School	273.00	284.75	11.75
Lake Superior High School	145.00	161.00	16.00
Manitouwadge High School	122.00	114.25	-7.75
Marathon High School	290.00	260.50	-29.50
Nipigon Red Rock High School	243.00	228.50	-14.50
<b>Total Secondary Enrolment</b>	<b>1,073.00</b>	<b>1,049.00</b>	<b>-24.00</b>
<b>Total Board Enrolment</b>	<b>1,922.00</b>	<b>1,970.25</b>	<b>-7.50</b>

**Administrative Recommendations**

That Superior-Greenstone DSB Board receives as information Report No. 28: Enrolment as of March 31, 2009.

Respectfully submitted,

Bruce Rousseau  
Superintendent of Business and Treasurer



**SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD**

**Report No:** 29  
**Date:** April 20, 2009

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

**FROM:** Wayne Chiupka, Manager of Plant Services

**SUBJECT:** Plant Department Tender Awards 2009

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**Background:**

Various capital projects have been advertised for tender with the work to be carried out this coming spring and summer (2008/2009 budget year). The projects in this report cover work funded by the Good Places to Learn Grant as well as the School Renewal Grant, and form part of the regular 2008/2009 budget.

**Current Situation:**

*The results of all tenders will be released upon the conclusion of the tender close date which is set as Friday, April 17, 2009.*

Tenders to be dealt with include:

- PROJECT A – NRHS: Boiler Room Amalgamation, Interior and Exterior Lighting Replacement, AHU Replacement, Underground Utilities Upgrade, Controls and Window Replacement
- PROJECT B – LSHS: Window Replacement
- PROJECT C – GOPS: Boiler Replacement
- Roof Retrofit – NRHS: Area 6
- Roof Retrofit – MRHS: Gymnasium

**Administrative Recommendations:**

That, the Superior-Greenstone DSB receives Report No.: 29 Plant Department Tender Awards 2009 as presented.

That, the Superior-Greenstone DSB approve the Plant Department Tender Awards 2009 as follows (GST extra):

Project A – NRHS	be awarded to	_____	in the amount of	\$ _____
Project B – LSHS	be awarded to	_____	in the amount of	\$ _____
Project C – GOPS	be awarded to	_____	in the amount of	\$ _____
Roof Retrofit – NRHS	be awarded to	_____	in the amount of	\$ _____
Roof Retrofit – MRHS	be awarded to	_____	in the amount of	\$ _____

Respectfully submitted by:

Wayne Chiupka

Patti Pella

Manager of Plant Services

Director of Education

**SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD****Report No:** 30**Date:** April 20, 2009**TO:** Chair and Members of the  
Superior-Greenstone District School Board**FROM:** Cathy Tsubouchi**SUBJECT:** Disbursements Report for March 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	798,535
Adjusted 2008/2009 Budget	\$36,460,918

Based on the above, average spending for each month should be approximately \$3,038,000. A comparison of actual spending to the monthly average highlights the unique spending that has taken place during a given month.

**Current Situation**

Total disbursements in the form of cheques written and payrolls for March 2009 were \$3,369,921.93. Our spending for the month exceeds the average for the following reasons:

<b>Total Disbursements for the period</b>	<b>\$3,369,921.93</b>
<b>Less unusual items for the month:</b>	
February Receiver General paid in March	<u>(389,000.00)</u>
<b>Adjusted Total</b>	<b>\$2,980,921.93</b>

With the removal of unusual items, monthly spending is more in line with the 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. 30: Disbursements for March 2009.

Respectfully submitted,

Cathy Tsubouchi  
Manager of Accounting Services

**SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD**

**Report No: 31**

**Date:** April 20, 2009

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

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

**SUBJECT:** Personnel Report – April 20<sup>th</sup>, 2009

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***That***, the Superior-Greenstone DSB receives as information Report No. 31: Personnel, dated April 20, 2009.

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

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

**2.    RESIGNATIONS**

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

Temporary Assignments

Recalls

Barbara Draper  
Coordinator of Human Resource Services  
***Reference: Regular Board Meeting April 20, 2009***