

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 2009/06

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

Tuesday, May 19, 2009

Designated Site: Lake Superior High School, Terrace Bay, ON

Board Chair: Mark Mannisto

Director: Patti Pella

VC Sites at: SGBO / GCHS / 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					

<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 2009/06 Regular Board Meeting, May 19, 2009 be accepted and approved.

7.0 Disclosures of Interest re: Open Session

8.0 Minutes

8.1 Board Meetings:

8.1.1 2009/05 Regular Board – April 20, 2009

(Attach.)

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

- 2009/05 Regular Board, Monday, April 20, 2009

8.2 Standing Committee Meetings

8.2.1 Board Policy Review Committee: April 27, 2009

(Attach.)

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

- BPRC Meeting – Monday, April 27, 2009

✓ **That**, the Superior-Greenstone DSB accept the recommendations as outlined in the Board Policy Committee minutes dated April 27, 2009 and approve as reviewed:

- Policy 212 Observer Comments at Board Meetings
- Policy 208 Trustee Attendance at Conferences
- Policy 412 Public Access Defibrillators in School, and

that posting to the Board website and implementation of these policies be dated May 20, 2009 and that said shall supersede any previous policy.

8.3 Ad Hoc Committee Meetings

8.3.1 Transportation Committee – April 28, 2009

(Attach.)

✓ **That**, the minutes from the Transportation Committee Meeting be acknowledge as received:

- Transportation Committee – Tuesday, April 28, 2009

✓ **That**, the Superior-Greenstone DSB accept the recommendations as outlined in the Transportation Committee Meeting minutes dated April 28, 2009

8.3.2 B.A. Parker PS Design Steering Committee: April 20, 2009

(To follow under separate cover)

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

- BAPS Design Steering Committee – Monday, April 20, 2009

9.0 Business Arising Out of the Minutes

10.0 Delegations and/or Presentations

10.1 Schreiber Public School
Small Schools Make a Big Difference

(PowerPoint

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

by SCPS Students & VP- L. Blackwood)

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)

✓ **That**, the Superior-Greenstone DSB accept the appointment of the following as Student Trustees for the 2009-2010 School Year, serving for the period of August 1, 2009 to July 31, 2010:

1. _____ of _____ High School
2. _____ of _____ High School
3. _____ of _____ High School

11.0 Reports of the Director of Education

(Director: Patti Pella)

- 11.1 Report No 32
2009-2010 Principal and Vice-Principal Staffing
✓ That, the Superior-Greenstone DSB receives Report No. 32: Principal / Vice-Principal Staffing 2009-2010 as presented.

✓ That, the Superior-Greenstone DSB approves the Principal / Vice-Principal Staffing 2009-2010 as presented.

(Attach. - P. Pella)
- 11.2 2009 School Graduation Dates
✓ That, the Superior-Greenstone DSB receives for information the outline for the 2009 Graduation Dates for schools.

(Attach – P. Pella)
- 11.3 Correspondence: Terry Fox Foundation

(Verbal-P. Pella)

12.0 Reports of the Education Committee

(Education Chair: K. Notwell)

Superintendent of Education:

- 12.1 Report No 33
Kindergarten Programming
✓ That, the Superior-Greenstone DSB receives as information Report No. 33: Kindergarten Programming.

(Attach – N. Morden-Cormier)
- 12.2 Report No. 34
Special Education Statistics
✓ That, the Superior-Greenstone DSB receives as information Report No 34: Special Education Statistics.

(Attach. – C. Kappel)
- 12.3 Report No. 35
2009-2010 Educational Assistant Staffing Proposal
✓ That, the Superior-Greenstone DSB receives Report No 35: 2009-2010 Educational Assistant Staffing as presented.

✓ That, the Superior-Greenstone DSB approve the 2009-2010 Educational Assistant Staffing as presented.

(Attach. – C. Kappel)
- 12.4 Report No. 36
2009-2010 Secondary Staffing Proposal
✓ That, the Superior-Greenstone DSB receives Report No 36: 2009-2010 Secondary Staffing Proposal as presented.

✓ That, the Superior-Greenstone DSB, approves Report No 36: 2009-2010 Secondary Staffing Proposal.

(Attach. – V. Newton)

13.0 Reports of the Business Committee

(Business Chair: J. Turner)

Superintendent of Business: B. Rousseau

- 13.1 Report No. 37
Energy Efficient School Funding Grants *(Attach. – W. Chiupka)*

✓ **That**, the Superior-Greenstone DSB receives
as information Report No 37: Energy Efficient
Schools Funding Grant Report 2009.

- 13.2 Report No. 38
Dorion PS Water System Annual Report *(Attach. – W. Chiupka)*

✓ **That**, the Superior-Greenstone DSB receives
as information Report No. 38: Schools on
Well Water Systems – DOPS Annual Report 2009.

- 13.3 Report No. 39
2008-2009 School Bus Contracts *(Attach. – W. Chiupka)*

✓ **That**, the Superior-Greenstone DSB receives
Report No. 39: School Bus Contracts 2008-2009
as presented.

✓ **That**, the Superior-Greenstone DSB approve the
School Bus Contracts for 2008-2009 presented
as follows (GST extra):

- | | |
|-----------------------|----------|
| • Ball Bus Service | \$ _____ |
| • Beaulieu Bus Lines | \$ _____ |
| • Holt Bus Lines | \$ _____ |
| • Greenstone Transfer | \$ _____ |
| • Les Autobus Roy | \$ _____ |
| • Trottier Bus Lines | \$ _____ |

- 13.4 Report No. 40
Pay Equity Plan Agreement *(Attach. – B. Draper)*

✓ **That**, the Superior-Greenstone DSB receives
Report No. 40: Pay Equity Plan for the District 6B,
Ontario Secondary School Teachers' Federation
Educational Support Staff.

✓ **That**, the Pay Equity Plan for the District 6B, Ontario
Secondary School Teachers' Federation – Educational
Support Staff Bargaining Unit and the Superior-Greenstone
District School Board be approved as presented.

14.0 Matters for Decision

Board Chair: M. Mannisto

- 14.1 Report No. 41
Disbursements – April 2009 *(Attach. – C. Tsubouchi)*

✓ **That**, Superior-Greenstone DSB receives
as information Report No. 41: Disbursements
for April 2009.

14.2 Report No.: 42
Personnel – May 19, 2009

(Attach. – B. Draper)

✓ *That, the Superior-Greenstone DSB receives as information, Report No. 42: Personnel dated May 19, 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

17.0 Observer Comments

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

18.0 Adjournment

✓ *That, the Superior-Greenstone DSB 2009/06 Regular Board Meeting, Tuesday, May 19, 2009 be adjourned at _____, p.m.*

2009 Board Meeting Schedule

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

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Regular Board Meeting 2009/06

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

Tuesday, May 19, 2009

Designated Site: Lake Superior High School, Terrace Bay, ON

A G E N D A

Board Chair: Mark Mannisto

Director: Patti Pella

VC Sites at: SGBO / GCHS / 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. 42)

(B. Draper)

2.0 Update: Legal

(P. Pella)

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD



Mission Statement

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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

MINUTES

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) 6:35 p.m.

PART II: Regular Board Meeting

Section (B) : – (open to public): 7:30 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 6.33 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

**3.1 Agenda: Committee of the Whole Board - Closed
99/09**

Moved by: *Trustee T. Simmons*

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 6:35 p.m. and that this portion be closed to the public.*

Carried

**3.2 Rise and Report from Closed Session
100/09**

Moved by: *Trustee T. Simmons*

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 7:27 p.m. and that this portion be open to the public.*

Carried

PART II: *Regular Board Meeting*

Section (B) : – (open to public): 7:30 p.m.

4.0 Regular Meeting Call to Order

The Board Chair M. Mannisto called the regular meeting to order at 7:30 p.m.

**5.0 Approval of Committee of the Whole In-Camera (Closed) Report
101/09**

Moved by: *Trustee T. Simmons*

Seconded by: *Trustee C. Brown*

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

Carried

**5.1 Ratification: ETFO Collective Agreement
102/09**

Moved by: *Trustee D. Keenan*

Seconded by: *Trustee J. Sparrow*

✓ *That, the Collective Agreement between the Superior-Greenstone DSB and the Elementary Teachers' Federation representing Elementary Teachers for the period, September 1, 2008 to August 31, 2012 as negotiated by the Negotiation Committee be ratified, subject to confirmation by the Ministry of Education.*

Carried

**5.2 Ratification: ETFO Occasional Teacher Collective Agreement
103/09**

Moved by: *Trustee T. Simmons*

Seconded by: *Trustee C. Fisher*

✓ *That, the Collective Agreement between the Superior-Greenstone DSB and the Elementary Teachers' Federation representing Elementary Occasional Teachers for the period, September 1, 2008 to August 31, 2012 as negotiated by the Negotiation Committee be ratified, subject to confirmation by the Ministry of Education.*

Carried

6.0 Approval of Agenda

104/09

Moved by: Trustee B. Bartlett

Seconded by: Trustee C. Fisher

✓ ***That***, the agenda for the Superior-Greenstone DSB 2009/05 Regular Board Meeting, April 20, 2009 be accepted and approved.

Carried

7.0 Disclosures of Interest re: Open Session

There were no disclosures regarding the open session.

8.0 Minutes Regular Board, Standing Committees and Ad Hoc Committees

105/09

Moved by: Trustee J. Turner

Seconded by: Trustee C. Brown

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

- 2009/04 Regular Board, Monday, March 23, 2009, and
That, the minutes from the Board Policy Review Committee Meeting be acknowledged as received:
- BPRC Meeting – Monday, March 30, 2009, and
That, the minutes from the B.A. Parker Design Steering Committee Meeting be acknowledged as received:
- BAPS Design Steering Committee – Tuesday, April 7, 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 Dorion Public School: Environmental Education in Curriculum

106/09

Moved by: Trustee B. Bartlett

Seconded by: Trustee C. Brown

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

Carried

Director of Education Patti Pella introduced Dorion Public School students, Ethan, Matthew and their teacher Nancy Bailey who were on hand to present on the topic of the Environment. Each student recently completed projects related to how people on earth leave their environmental footprint and what we could all do to lessen the negative environmental impact we make. Ethan and Matthews class made a list of the top ten issues, two of which the boys presented.

Matthew's topic was on the use of rechargeable batteries versus disposal batteries. He explained the products and suggested the least impact is made by using rechargeable batteries. The are reusable, produce less toxic waste in garbage landfills which is harmful to human health by polluting the ground, water and the air.

Ethan's topic touched on the topic of electricity and the high-energy use required by using clothes dryers instead of clothesline or rack drying in open air. He reported that open air-drying makes clothes smell much nicer to wear and more important, it reduces the need for a lot of electricity,

which must be generated by nuclear power plants, coal-burning power generators or hydro dams. He briefly described the operation of a nuclear power plant and suggested that the radioactive "heavy" water was very dangerous and can be hard to dispose of or store.

Teacher N. Bailey also reported that the class reviewed the use of single-use bottled water and its environment impact. Ethan and Matthew said their class was not in favour of this because the plastic bottles fill up the landsite very fast and do not break down for many years. In northern Ontario people do not have the same access to recycling that can happen in the cities, so the bottles pollute more. The boys suggested that the board could begin to make a difference by using only water pitchers and glasses at board meetings instead of having bottled water available.

107/09

Moved by: Trustee B. Bartlett

Seconded by: Trustee C. Fisher

✓ **That**, the Superior-Greenstone DSB shall at all future board meetings have water available in water pitchers only, rather than single-use water bottles, unless a public advisory has been issued in regard to the municipal or well water supply.

Carried

10.2 Update: Student Trustees

108/09

Moved by: Trustee T. Simmons

Seconded by: Trustee K. Notwell

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

Carried

The student trustees each reviewed sporting, social and community events happening within the five area high schools. The current student trustees have initiated the process to determine the Student Trusteeship for the 2009-2010 school year. The successful candidates will be announced at the next board meeting.

11.0 Reports of the Director of Education

(Director: Patti Pella)

11.1 Report No 24: 2008-2009 Long Term Employee Recognition

109/09

Moved by: Trustee C. Brown

Seconded by: Trustee C. Fisher

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

Carried

The Employee Long Term Recognition Award Report is produced annually in conjunction with Board Policy 712. This year's 10-Year Service Milestones will be awarded to:

Employee	School	Employee	School
Karrie Zotter	Manitouwadge PS	Karen Enders	Beardmore PS
Jennifer Johnson	George O'Neill PS	Stan Kuczynski	Manitouwadge HS
Linda Demers	Margaret Twomey PS	Barb McGill	Margaret Twomey PS
Sandra Woodrow	Manitouwadge HS & PS	Wayne Pittman	Manitouwadge HS
Shelley Gladu	Marjorie Mills PS	Agnes Vincent	Marjorie Mills PS
Brenda Cordeiro	Marathon HS	Bronwyn Sands	Marathon HS
		Brad Ross	Board Office

Celebration lunches for twenty-five years of service award will be held for:

Employee	School	Employee	School
Fern Bilodeau	Lake Superior HS	Christine Turnbull	Manitouwadge PS
Pam Blanch	Margaret Twomey PS	Paul Inwood	Marathon HS
Wendy Weaver	Lake Superior HS	Bruce Rousseau	Board Office

12.0 Reports of the Education Committee

(Education Chair: K. Notwell)

Superintendent of Education:

12.1 Report No. 25: Secondary Credit Accumulation Rates

110/09

Moved by: Trustee B. Bartlett

Seconded by: Trustee J. Sparrow

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

Carried

Valerie Newton, Assistant to the Superintendent of Education provided a comprehensive review of the Student Success and Learning to 18 Branch of the ministry release of preliminary provincial data on the grade 9 and 10 credit accumulation rates for 2007-2008.

12.2 Report No. 26: Environmental Education Framework

111/09

Moved by: Trustee K. Notwell B. Bartlett

Seconded by: Trustee C. Fisher

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

Carried

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 begin developing an Environmental Education Policy and Action Plan. The committee will also take a lead role in encouraging strategies and practices throughout the board that promote environmental stewardship.

12.3 Report No. 27: Elementary Teaching Staff Proposal for September 2009

112/09

Moved by: Trustee B. Bartlett

Seconded by: Trustee J. Sparrow

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

Carried

Superintendent of Education Colleen Kappel reviewed the report advising that based on the 2009-2010 projected enrolment, the implementation of full-time Junior Kindergarten proposed staffing is set at 68.25 FTE, an increase of 1.5 FTE from the current staffing. Other issues considered in the proposal were low pupil teacher ratio in determining staffing for multi-age classrooms and attempting to eliminate quadruple grades as well as focusing on a pupil-teacher ratio limit of 15:1.

In future, administration was asked to compile a report on the special education needs, which for privacy reasons would be based on percentage terms by school.

Before the motion was read, Trustee C. Brown requested a recorded vote with the request being supported by Trustee B. Bartlett.

113/09

Moved by: Trustee J. Turner

Seconded by: Trustee T. Simmons

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

Recorded Vote

B. Bartlett — Yes

C. Brown — No

C. Fisher — Yes

D. Keenan — Yes

K. Notwell — Yes

T. Simmons — Yes

J. Sparrow — Yes

J. Turner — Yes

Carried

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

114/09

Moved by: Trustee B. Bartlett

Seconded by: Trustee J. Turner

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

Carried

Cathy Tsubouchi provided an overview of the enrolment statistics as of the ministry count date of March 31, 2009. The elementary panel enrolment is by 16.5 FTE students while the secondary panel enrolment was down from projections by 24 FTE students for a total decline of 7.5 FTE students.

13.2 Report No. 29: Plant Department Tender Awards 2009

115/09

Moved by: Trustee J. Turner

Seconded by: Trustee D. Keenan

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

Carried

Wayne Chiupka provided a summary of the report on various capital projects that 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.

116/09

Moved by: Trustee K. Notwell

Seconded by: Trustee B. Bartlett

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

Project A – NRHS be awarded to DRD Construction Services in the amount of	\$ 1,698,400.00
Project B – LSHS be awarded to DRD Construction Services in the amount of	\$ 158,568.00
Project C – GOPS be awarded to Clow Darling Ltd. in the amount of	\$ 104,413.00
Roof Retrofit–NRHS be awarded to Racco Industrial Roofing in the amount of	\$ 95,732.00
Roof Retrofit–MRHS be awarded to Holmes Roofing & Sheet Metal in the amount of	\$ 107,400.00

Carried

14.0 Matters for Decision

Board Chair: M. Mannisto

14.1 Report No. 30: Disbursements – March 2009

117/09

Moved by: Trustee C. Brown

Seconded by: Trustee T. Simmons

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

Carried

14.2 Report No.: 31: Personnel – April 20, 2009

118/09

Moved by: Trustee B. Bartlett

Seconded by: Trustee C. Brown

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

Carried

15.0 New Business

15.1 Board Chair

Mark Mannisto reported briefly on events from the Trustee professional development held in Manitouwadge/Marathon on April 3-4, 2009. School tours were held in Manitouwadge and dinner was provided by the students of the Manitouwadge High School. Dave Jones of Turtle Concepts and Patricia McGuire of the Negahneewin College of Academic and Community Development presented information with a focus on aboriginal issues.

15.2 Correspondence:

15.2.1 2009-2010 School Year Calendar

Director Patti Pella advised that the ministry has approved the modified 2009-2010 School Year Calendar. The school year will start on August 31, 2009 with a professional activity day for staff, while classes commence on September 1.

15.2.2 Red Rock Band Pow Wow

Trustee Tina Simmons advised that an invitation to all trustees has been extended to join the Red Rock Band Pow-Wow on Tuesday, May 26, 2009. She will send this to the board for distribution to all trustees.

15.2.3 Ontario Student Trustee Association AGM

P. Pella advised that the OSTA-AGM invitations were e-mailed to student trustees. The event is scheduled on May 28-30th in Toronto. Student trustee who would like to attend need to contact the board office.

15.3 Miscellaneous

Trustee Cindy Fisher advised that the Pic River Heron Bay Elementary School Pow-Wow is scheduled on Thursday, June 18, 2009. She also reported that Alvin Law is the guest speaker attending the Pic River Elementary School graduation.

16.0 Trustee Associations and Other Boards

16.1 OPSBA – June AGM

16.1.1 Trustee Appointment for OPSBA Director/Voting Delegate

Trustee B. Bartlett nominated Darlene Keenan who was acclaimed to the position.

119/09

Moved by: Trustee C. Brown

Seconded by: Trustee T. Simmons

✓ **That**, the the Superior-Greenstone DSB appoint Trustee Darlene Keenan to serve as its Director to OPSBA with concurrent responsibility as the OPSBA Voting Delegate and that the appointment be effective for the period of May 30, 2009 to May 28, 2010.

Carried**16.1.2 Trustee Appointment for OPSBA Alternate Director/Voting Delegate**

Trustee D. Keenan nominated Kathie Notwell who was acclaimed to the position.

120/09

Moved by: Trustee C. Fisher

Seconded by: Trustee B. Bartlett

✓ **That**, the Superior Greenstone DSB appoint Trustee Kathryn Notwell to serve as its Alternate Director to OPSBA with concurrent responsibility as the Alternate OPSBA Voting Delegate, and that the appointment be effective for the period of May 30, 2009 to May 28, 2010

Carried**121/09**

Moved by: Trustee K. Notwell

Seconded by: Trustee T. Simmons

✓ **That**, the Superior-Greenstone approve the attendance of Trustee Darlene Keenan to attend the OPSBA Annual General Meeting being held in June in Huntsville, ON and that her experience be paid as per policy.

Carried**17.0 Observer Comments**

There were no observer comments provided.

18.0 Adjournment**122/09**

Moved by: Trustee B. Bartlett

Seconded by: Trustee C. Fisher

✓ **That**, the Superior-Greenstone DSB 2009/04 Regular Board Meeting, Monday, April 20, 2009 be adjourned at 9:28 p.m.

Carried**2009 Board Meeting Schedule**

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

TOPICS

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) 6:35 p.m.

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

Regular Board Meeting 2009/05

Monday, April 20, 2009

MINUTES

APPROVED THIS _____ DAY OF _____, 2009

SECRETARY

CHAIR

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARDBoard Policy Review Committee
Videoconference Meeting

Monday, April 27, 2009 @ 6:30 p.m.

MINUTES

<u>Members</u>	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				
<u>Resource Members</u>							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
Brad Ross: <i>Coordinator of Information Technology</i>							X				
RM. Joanne: <i>Recorder</i>							X				
Legend: Policy = P Management Guideline = MG Procedural Guideline = PG											

1.0 Review and Approval of Minutes: March 30, 2009*Moved by: Cindy Brown**Seconded by: Cindy Fisher*

That, the Board Policy Review Committee minutes of March 30, 2009 be approved.

2.0 Business Arising from Minutes**3.0 Reviews: New/Existing (P's / MG's and / or PG's)**

- 3.1 P-602 Acceptable Use of the Internet [\(Attached\)](#)
B. Ross reviewed the changes noting that the section on the board's Vision, Mission and Goals statement would be deleted as this items was changed in 2005. Other changes made were to provide a more succinct policy statement and redo format for consistency with policy formats.
- 3.2 MG-602 Acceptable Use of the Internet [\(Attached\)](#)
B. Ross reviewed the changes noting sections to be deleted were those no longer relevant. Format changes for consistency have been applied and redundant content was removed or consolidated within topics
- 3.3 P-516 Safe Arrival Program [\(Attached\)](#)
MG-516 Safe Arrive Program [\(Attached\)](#)
C. Kappel addressed both the policy and the management guideline. P-516 changes were related to format to achieve a more succinct policy statement. MG-516 was not changed.
- 3.4 P-521 Community Involvement Activities [\(Attached\)](#)
MG-521 Community Involvement Activities [\(Attached\)](#)
C. Kappel addressed both the policy and management guideline. She explained that the policy was developed at the time when the ministry introduced the compulsory 40-hour Community Involvement credit to the

secondary program. Wording in the policy and guideline is introductory in tone as these were developed wholly to address the then, new program requirements. Suggested changes remove references to effective dates as the high school credit course has been in place for 10 years now. Format changes for consistency have been applied and redundant content was removed or consolidated within topics

- 3.5 P-714 Criminal Background Checks [\(Attached\)](#)
Consolidation of P- 714, 715 and 716
C. Kappel said that, currently there are three CBC policies for this board. Each one concerns a different group of people who may work with students. Each policy was developed separately as the ministry direction to do so was received at different times. Now that criminal background checks are required for everyone working with or in proximity to students, material in the three current policies are similar enough to be consolidated into one policy. Policy 714 incorporates direction for board employees, service, providers, volunteers, trustees and others.
- 3.6 P-212 Observer Comments at Board Meeting [\(Attached\)](#)
P. Pella advised that no changes are required for this policy and it can go to the board for approval as is.
- 3.7 P-208: Trustee Attendance at Conferences [\(Attached\)](#)
Trustee C. Brown reported on changes made discussed by trustees during the Trustee Spring PD Session. The trustee group supports professional development with a focus on events sponsored by the Ontario Public School Boards' Association of which the board is a member. Apart from funding constraints, trustees would be automatically permitted to attend all OPSBA events. Student Trustee attendance at the Ontario Student Trustee Association is permitted on the same basis as OPSBA events. Attendance for any non-OPSBA PD would require Trustees to submit a Trustee Conference/Workshop Application form one week before a board meeting to allow the whole board to review and provide a motion to approve attendance. Trustee expenditures would be tracked and monitored monthly by the Superintendent of Business

4.0 Future Agenda Items: May 25, 2009

- | | | |
|-----|----------------------|---|
| 4.1 | MG-714, 715 and 716: | Criminal Background Check Consolidation |
| 4.2 | PG-412 : | Public Access Defibrillators in Schools |
| 4.3 | MG-520: | Police and Schools Protocol |
| 4.4 | P - 524: | Anaphylaxis (Sabrina's Law) |
| 4.5 | P – 607: | Electronic communication |
| 4.3 | P - 608: | Computer Network Security |
| 4.6 | MG – 608: | Computer Network Security |
| 4.7 | New PG: | School Field Trips/Medical Preparedness & First Aid |

5.0 Direction for Stakeholder Reviews

- 5.1 Concluded April 10, 2009
- P-412 Public Access Defibrillators in Schools [\(Attached\)](#)
There was no public feedback received on this issue. This can be put forward for board approval.
- 5.2 Concluding May 13, 2009
- P-408 Loaning of Equipment

- P-510 Suspected Child Abuse
- P- 606 Home and Hospital Study

5.3 Concluding June 5, 2009

Moved by Cindy Brown

Seconded by: Cindy Fisher

That, following policy be put forward for full stakeholders review to conclude by June 5, 2009

- P-602 Acceptable Use of the Internet
- MG-602 Acceptable Use of the Internet
- P-516 Safe Arrival Program
- MG-516 Safe Arrive Program
- P-521 Community Involvement Activities
- MG-521 Community Involvement Activities
- P-714 Criminal Background Checks Consolidation of P- 714, P-715 and P-716

6.0 Recommendations to Regular Board: May 19, 2009

Moved by Cindy Brown

Seconded by: Cindy Fisher

That the following policies, be put forth for approval at the next regular meeting of the Board., Tuesday, May 19, 2009.

- P-212 Observer Comments at Board Meetings
- P-208 Trustee Attendance at Conferences
- P 412 Public Access Defibrillators in School

7.0 2009 Meeting Dates / Time: 6:30 p.m.

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

8.0 Adjournment

Moved by: Cindy Brown

Seconded by: Cindy Fisher

That, the Board Policy Review Committee meeting be adjourned at 7:36 p.m.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

<i>Section</i>	PROGRAM		
<i>Policy Name</i>	ACCEPTABLE USE OF COMPUTERS AND INTERNET/ INTRANET TECHNOLOGY <i>Management Guideline Applies</i>		602
<i>Board Approved:</i>	<i>April 28, 2003</i>	<i>Reviewed:</i>	
<i>Anticipate:</i>	<i>October 19, 2009</i>	<i>Anticipate</i>	<i>September 2009</i>
		<i>Review Prior To:</i>	<i>December 2014</i>

POLICY

The Superior-Greenstone District School Board governs the use of the Superior-Greenstone District School Board's technology and Internet service by staff, students, school councils, parents, school volunteers and community members. It supports and encourages acceptable use of technology through Internet and Intranet access, and the enhancement of communications, and appropriate use of materials and resources consistent with educational goals in a safe manner

DEFINITIONS

“user” means all staff, students, volunteers, parents, school councils, school volunteers and community members. i.e., any person using Superior-Greenstone District School Board (DSB) technology equipment.

“internet means an electronic communications system connecting computers all over the world through which individual subscribers can interact and share information.

“intranet means a network of computer servers holding and sharing information that is accessible only from within an organization.

PROCEDURE

- 1.0 All use of the Board's technology, Internet and Intranet involving Superior-Greenstone DSB equipment by staff, students, volunteers, parents, school councils, school volunteers and community members shall support education for classroom activities and/or professional or career development. Uses, which might be acceptable on a user's private personal equipment or an account on another system, may not be acceptable on this dedicated network.
- 2.0 The Board supports efficient, ethical and legal utilization of technology and Internet resources. The Board has the right to monitor the individual uses of its technology. The smooth operation of the network is dependent upon user adherence to the guidelines and limitations outlined in accompanying Management Guideline 602: Acceptable Use of Computers and Internet/Intranet Technology.
- 3.0 Staff shall promote and encourage thoughtful use of the Superior-Greenstone DSB computer system and access to the Internet/Intranet throughout the curriculum, and shall provide guidance, support and instruction to students in their use.

- 4.0 All users of the Board's technology and Internet/Intranet shall acknowledge their rights and responsibilities by becoming familiar with this policy and with accompanying Management Guideline 602: Acceptable Use of Computers and Internet/Intranet Technology.
- 5.0 All users who are not employees of the Board who apply for access to this technology and service shall sign an agreement to abide by this policy and accompanying Management Guideline.
- 6.0 With access to the Internet comes the availability of material that may not be considered to be of educational value in the context of the school setting. Staff shall supervise, guide and monitor student access to the Internet. To this end, it is recommended that students and staff use the Teacher and Student Resource web pages, which direct staff and students to appropriate information available on the Internet and Superior-Greenstone DSB Intranet.
- 7.0 Superintendents/principals/managers/supervisors shall be responsible for content, copyright and protection of privacy on all web pages created for the school/department.
- 8.0 The Director of Education is authorized to issue such guidelines as may be necessary to support this policy.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

<i>Section</i>	PROGRAM	
<i>Management Guideline</i>	ACCEPTABLE USE OF COMPUTERS AND INTERNET/ INTRANET TECHNOLOGY	
<i>Applicable Policy</i>	ACCEPTABLE USE OF COMPUTERS AND INTERNET/ INTRANET TECHNOLOGY	602
<i>Board Approved: March 23, 2001</i>	<i>Reviewed: April 28, 2003</i>	
<i>Anticipate October 19, 2009</i>	<i>Anticipate: September 2009</i>	<i>Review Prior to: December 2014</i>

DEFINITIONS

“board Internet” means the Internet or Intranet, running over the WAN of Superior-Greenstone District School Board (DSB)

“WAN” means Wide Area Network.

“internet” means an electronic communications system connecting thousands of computers all over the world through which millions of individual subscribers can interact and share information.

“Intranet” means a network of computer servers holding and sharing information that is accessible only from within an organization, from one networked machine to another.

“virus” means a destructive computer program that copies or attaches itself to an existing program without your permission.

“user” means all staff, students, volunteers, parents, school councils, school volunteers and community members. i.e., any person using Superior-Greenstone DSB Technology equipment.

“ports” means port openings into the Superior-Greenstone DSB network through a firewall or proxy for example, port 21 for “ftp” and port 80 for “web (http:)”

“generic web page” means a web page that is produced centrally and posted for each Superior-Greenstone DSB school, and linked to the Superior-Greenstone DSB main pages.

a) All generic pages contain the following information:

- name of school;
- address of school (including postal code, province and country);
- telephone and fax numbers (including area code);
- names of principal, vice-principal, school office administrator, building superintendent;
- grade configuration and special programs offered; and
- date that the page was changed.

b) Optional components of the generic page are:

- school logo;
- photo of the school;
- message from the principal; and.
- school e-mail link.

“IRC” means Internet relay chat or Chat. Chat is a method of communicating with others on line in real time. Users meet at a particular site to discuss subjects. Private conversations are also possible.

“ISP” means Internet Service Provider. A user with an account, either obtained free, or for a fee, dials in to an ISP to connect to the World Wide Web.

“school web pages” are all school and school council pages hosted on Superior-Greenstone DSB servers and/or directly accessed from them.

“supervisor/manager” any employee who is overseeing people using technology. For example, the supervisor of a student would be the teacher.

“automatic content” from the web is content which can be displayed automatically on a web page without being vetted and authorized by a Superior-Greenstone DSB employee. Examples could include guest books or message boards.

GUIDELINES and RESPONSIBILITY

To provide operational guidelines for the use of the Superior-Greenstone District School Board's Technology and Internet service by staff, students, school councils, parents, school volunteers and community members. Staff responsible for direction under this policy includes the Board Coordinator of Information Technology, Superintendents, Principals, Managers / Supervisors

GUIDELINE

1.0 Responsibility of Users

- 1.1 Users will not transmit, relay or receive information or materials that are threatening, racist, pornographic, or that are malicious, inappropriate and/or unlawful. Note that email constitutes a legal document. Existing laws for libel and/or defamation of character apply. E-mail is also subject to legal subpoena. See Board Policy 607: Electronic Communications Systems and Management Guideline 607: Electronic Communications Systems.
- 1.2 All users will acknowledge their rights and responsibilities by becoming familiar with Board Policy 602: Acceptable Use of Computers and Internet/Intranet Technology and this guideline. The Board has the right to monitor the individual uses of its technology. To facilitate regular planning and reporting, the Superior-Greenstone DSB does monitor the general use of its technology, but, has the right to review data located on any storage device, whether on servers or on an individual workstation, with or without prior notification of the user. Principals/Managers suspecting inappropriate and/or unlawful use of Board computer equipment will consult their Superintendent immediately.
- 1.3 All users who are not employees of the Superior-Greenstone DSB who apply for access to this service will sign and submit to the appropriate supervisor/manager the agreement included as Attachment 1 to this guideline, to abide by this Board policy and accompanying Management Guideline (see Attachment 2 for abbreviated version of policy and guideline to be read and understood prior to signing this agreement).

- 1.4 If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user will immediately exit, attempt to take “two browser clicks back”, and disclose the inadvertent access to an appropriate supervisor/manager. This disclosure may serve as a defense against an allegation that the user has intentionally violated Board policy and guideline. A user may also, in certain rare instances, access, create or transmit otherwise unacceptable materials if necessary to complete an assignment, and if done with prior approval and with appropriate guidance from the principal or supervisor/manager.
- 1.5 Users will exercise extreme caution about revealing personal information to others. For example, passwords should not be shared with family or friends, nor should personal information be divulged.
- 1.6 Users will not gain unauthorized access to information resources, another person's materials, information or files without permission of that person, nor will they attempt to log on as another user.
- 1.7 Users will familiarize themselves with and respect copyright laws and licensing agreements. Users will not plagiarize works, for example text or images they find on the Internet, nor will they use another person's property without that person's prior approval or proper citation.
- 1.8 Users must keep their expectations moderate. They will not upload or download inappropriately large files (>2MB), for example music or video files, as determined by the administrator of their account, as network drive space is limited. All uploading, downloading and printing must occur within the guidelines set by the supervisor/manager, and/or IT Department
- 1.9 Exclusions
 - a) Users will not use the Board Technology:
 - to conduct or assist to conduct political campaigns for municipal, provincial or federal elections, including advocating for or against specific candidates;
 - to communicate or divulge inappropriate information about individuals;
 - to conduct a business;
 - to pursue unauthorized commercial purposes or financial gain unrelated to the business of the school Board; or
 - to offer or provide goods or services, or to advertise products.
 - b) To maximize the efficacy of the Superior-Greenstone DSB's network, users will not use the Board Internet to search for or purchase goods or services for personal use. Note that 607 Electronic Communications Systems, sections 2.4 and 4.1.2, a) and b) apply.
- 1.10 Users must report any hardware, software or security problem immediately to their supervisor/manager. Unnecessary demonstration of any hardware, software or security problem to other users is prohibited, as is intentionally finding or exploiting security gaps, experimenting on the school's network, or using the Superior-Greenstone DSB system in such a way as to disrupt the use of the system by other users.

2.0 Vandalism

- 2.1 Vandalism is prohibited. Vandalism is defined as any malicious attempt to disrupt, degrade, harm, modify, disable or destroy data or property of another user or organization, computer or network hardware or software, wiring or network system itself. This includes, but is not limited to, the uploading, creation transmission or installation of computer viruses, viral files or malicious software. Use of non-Superior-Greenstone DSB hardware or software, for example personal laptops, handheld devices or peripheral devices, on the network environment is prohibited without the authorization of the IT Department.

3.0 Electronic

- 3.1 The use of any form of electronic communication such as e-mail, chats or newsgroups without an educational task/focus/issue constitutes inappropriate behaviour. When using electronic communication for educational purposes, network etiquette conventions apply, and all terms and conditions of use outlined in Board Policy 607: Electronic Communication Systems must be followed.

4.0 Webpage Development Responsibility

- 4.1 It is the choice of individual schools and departments whether or not they wish to post additional pages to the Superior-Greenstone DSB main site. Schools and departments are not limited in either size or scope of their pages, but only by their own creativity, and availability of human resources and time. The following are to be observed:
 - 4.1.1 Schools and departments should contact IT Department if any information on the Superior-Greenstone DSB standard pages should be corrected. Schools and departments that choose to maintain their own page apart from the standard one must follow the outlined guidelines.
 - 4.1.2 As official documents may be updated at any time, those managing the school/department websites should link but not re-post official Board documents.
- 4.2 The principal/manager holds the responsibility for content, copyright and protection of privacy on all web pages created for the school/department. (See Attachment 3 for Abbreviated Checklist of Web Authoring Procedures.)
- 4.3 Only Superior-Greenstone DSB employees and those designated by the IT department may manage and maintain Superior-Greenstone DSB websites, under the direction of the principal/manager.
- 4.4 The content of Board web pages must be consistent with the educational aims of the Superior-Greenstone DSB and be consistent with the letter and the spirit of Board policy.
- 4.5 Hyperlinks from school/department web pages to non-Superior-Greenstone DSB sites are permitted for educational purposes but these links must be checked regularly to ensure the links are functioning and the content remains appropriate. Examples of this would include a teacher's homework site and individual school council web sites.

- 4.6 Web pages created on non-Board servers for curriculum or communication purposes must be linked directly from a web page residing on an Superior-Greenstone DSB server. The content of each web page must be consistent with the educational aims of the Superior-Greenstone DSB and with the letter and the spirit of Board policy. These web pages must be checked regularly to ensure the links are functioning and the content remains appropriate.
- 4.7 Personal web pages for students and staff will not be supported. While students may create content pages under their instructor's supervision, they may not create personal web pages about themselves. Similarly, staff members may create pages, which are education oriented. Linking to a student's or staff member's personal web page on an external site is not permitted.
- 4.8 School web pages must not contain commercial or promotional advertising. School events and fundraising activities are acceptable, as are acknowledgements of school partnerships or sponsorships. Schools may provide links to partners' or sponsors' web pages, but these links must be checked regularly to ensure the links are functioning and the content remains appropriate.
- 4.9 No automatic content is to appear on Superior-Greenstone DSB web pages.
- 4.10 No content should enable people accessing the page to contact any individual directly or indirectly without that individual's knowledge and consent. Requests for further information should be directed to the school's e-mail address.
- 4.11 With written permission, as described below, pictures may identify school/department teams and organizations but should not include individuals' full names. Visuals must be made to be as generic as possible. Prior to posting names or photos of students or staff on the web page, a signed release form must be obtained from the parents/guardians/staff or student, if 18 years of age or older. (See attachment 4)
- 4.12 Written permission must be obtained to post names on the web. Full names should not be used. (See attachment 4)
- 4.13 Document file names for pages and images must be checked to ensure that individuals' names do not appear, for example, marysmith.gif, jimpaul.gif are unacceptable.
- 4.14 Copyright must be respected. The author of a web page must not use copyrighted materials without written permission. The use of a student's work must be authorized in writing by the student, the principal, and the parent/guardian, if the student is younger than 18 years of age.
- 4.15 The school's/department's web page must include a link to the Superior-Greenstone DSB's web page (<http://www.sgdsb.on.ca>).
- 4.16 Because anyone on the Internet can access the site including thieves, photos or write-ups about well-equipped computer labs or other valuable resources must not be included. For instance, authors may say that the school is making effective use of computer technology, but should not provide a list of hardware.

Authors could include a photo showing one or two computers in use, but not a whole lab.

5.0 Board Information Technology Department Responsibility for Technology: Availability, Reliability and Quality of Service

- 5.1 The Superior-Greenstone DSB will endeavour to provide reliable and quality service to all users during business hours.
- 5.2 The Superior-Greenstone DSB:
 - a) Makes no warranty of any kind, whether expressed or implied, for the service provided.
 - b) Will not be responsible for any damages suffered, including loss of data resulting from delays or service interruptions.
 - c) Specifically denies any responsibility for the accuracy or quality of information obtained through Internet services.
 - d) Staff will attempt or assist to track down the source of any inappropriate information, e-mail message, etc., but may not always be able to do so technically, quickly or completely. Therefore Superior-Greenstone DSB/IT staff will not be held responsible if a source of trouble cannot be located, even if notified of that problem.
- 5.3 Use of any information obtained via the Internet is at the user's own risk.
- 5.4 Web Filtering Software has been, and continues to be, tested for effectiveness. Current versions of this type of software help to filter out many objectionable sites, but by no means all. Unfortunately, until each site is detected and added to the software's inventory of inappropriate sites, or denied access by keyword, it can be accessed. New sites appear on a daily basis. Educating our users with regard to appropriate use and encouraging compliance with Board Policy 602: Acceptable Use of Computers and Internet/Intranet Technology offers our best protection.
- 5.5 Packet filtering and port filtering are other means of managing the security and Quality of service for Superior-Greenstone DSB. The IT Dept. will provide certain restriction on variable ports and/or applications specifically for use for the Administration and Curriculum programs. The IT Department has the right to limit/shutdown/remove such access to various ports throughout the course of the day. This is to ensure the stability, security and functionality of the network and network programs.

6.0 Appendices

- Attachment 1: Acceptable Use of Computers and Internet/Intranet Technology Agreement Form
- Attachment 2: Acceptable Use of Computers and Internet/Intranet Technology Policy – Abbreviated Version
- Attachment 3: SGDSB Web Authoring Procedures, Abbreviated Checklist Version
- Attachment 4: School Website Permission Form

**Attachment 1
MANAGEMENT GUIDELINE 602**



SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Acceptable Use of Computers and Internet/Intranet Technology Agreement Form

Please fill out, print, sign and return to the school.

To Students, Parents/Guardians and Community Members:

By signing below you are indicating that you have read the Superior-Greenstone District School Board **Acceptable Use of Computers and Internet/Intranet Technology Policy** (*Abbreviated Version*) and that you understand the contents. The full version of the policy is available in any school office and is also available on the Board's web site:

<http://www.sgdsb.on.ca>

As a student or community member who signs this document, you agree to abide by Board Policy ~~P.100-IT~~ 602: Acceptable Use of Computers and Internet/Intranet Technology and understand that your failure to live up to this agreement will have consequences that must be accepted. You also clearly understand that there may not be a second chance.

As a parent/guardian who signs this document, you are aware of the behaviour expected of students, and that the use of the Internet in Superior-Greenstone District School Board sites is strictly for educational purposes. Staff will make every attempt to ensure use of this technology is in line with Board Policy and specifically Board Policy 602: Acceptable Use of Computers and Internet/Intranet Technology and Management Guideline 602: Acceptable Use of Computers and Internet/Intranet Technology.

Students, Parents/Guardians may be required to sign a school Acceptable Computer Use authorization form.

Student's/Community Member's Full Name: _____

Student's/Community Member's Signature: _____

Date: _____

If student is younger than 18 years of age:

Parent/Guardian's Full Name: _____

Parent/Guardian's Signature: _____

Date: _____

Attachment 2
MANAGEMENT GUIDELINE 602



**Acceptable Use of Computers and
Internet/Intranet Technology Policy – Abbreviated Version**

All Computer use must support education for classroom activities and/or professional or career development. Uses which might be acceptable on a user's private personal computer /account on another system may not be acceptable on this dedicated network.

The Board supports efficient, ethical and legal utilization of Technology and Internet resources. The smooth operation of the network is dependent upon user adherence to the guidelines outlined in accompanying Management Guideline 602 Acceptable Use of Computers and Internet/Intranet Technology. Proper conduct results in efficient, ethical and legal use of the resources.

Responsibility of Users

- Users will not transmit, relay or receive information or materials that are inappropriate and/or unlawful. (1.1)
- All users will become familiar with this policy and guideline. The Board has the right to monitor all electronic communication. (1.2)
- All non-Board employees will sign the user agreement. (1.3)
- If a user accesses unacceptable materials, he/she will follow an identified guideline as outlined in Management Guideline 602. (1.4)
- Users will exercise extreme caution about revealing personal information to others. Users will not share passwords or gain unauthorized access to information resources, another person's materials, information or files or attempt to log on as another user without permission of that person. (1.5 and 1.6)
- Users will familiarize themselves with and respect copyright laws and licensing agreements. (1.7)
- Users must keep their expectations moderate. (1.8)
- Users will not use Board Technology Internet/Intranet for political purposes, the conduct of a business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the school Board. (1.9)
- Users must report any hardware, software or security problems immediately to their supervisor/manager. (1.10)
- Vandalism and/or the unauthorized use of non-SGDSB hardware or software on the network environment is prohibited. (2.1)
- Use of electronic communication such as e-mail, chats or newsgroups without a specific identified educational task /focus/issue is inappropriate. (3.1)



Superior-Greenstone District School Board (SGDSB) Web Authoring Procedures Abbreviated Checklist Version

- Schools and departments may request changes to the standard page or post additional pages to the SGDSB main site by following guidelines outlined by the IT department. (4.1)
- The principal /manager holds the responsibility for content, copyright and protection of privacy on all web pages created for the school/department. (4.2)
- Only Board employees and those designated by the IT Department may manage and maintain the website, under the direction of the principal/manager. (4.3)
- The content of any Board web page must be consistent with the educational aims, policies and guidelines of the Superior-Greenstone District School Board. (4.4)
- Hyper links from school/department web pages to non-SGDSB sites are permitted only for educational purposes. (4.5)
- Web pages created on non-Board servers for curriculum or communication purposes must be linked directly from the school's SGDSB web page. (4.6)
- Personal web pages for students and staff will not be supported. Linking to a student's web page or staff member's personal page on an external site is not permitted. (4.7)
- School web pages must not contain commercial or promotional advertising. Schools can acknowledge and link to partners' or sponsors' web pages. (4.8)
- No automatic content is to appear on SGDSB web pages. (4.9)
- No content should enable people accessing the page to contact anyone other than the designated contact. (4.10)
- Pictures may identify school/department teams and organizations but should not include individuals' full names. Visuals must be made to be as generic as possible. A signed release form must be obtained from the parents/guardians/staff/student. (4.11)
- Written permission must be obtained to post names on the web. Full names should not be used. (4.12)
- Document file names for pages and images must be checked to ensure that individuals' names do not appear. (4.13)
- Copyright must be respected. (4.14)
- The school/department's web page must include a link to the SGDSB's web page (<http://www.sgdsb.on.ca>). (4.15)
- Photos or write-ups about well-equipped computer labs or other valuable resources must not be included. (4.16).

Attachment 4
MANAGEMENT GUIDELINE 602



SCHOOL WEB SITE PERMISSION FORM

Date: _____

Dear Parents/Guardians:

We are creating a web site for our school.

We would like to tell the community about the many positive things taking place in our school. However, we want to strike the right balance between getting our message out and respecting the wishes of parents/guardians who do not want their child's name, work or photo displayed on the web. Photos, student work and names will only be displayed with the principal's permission and will not be used for commercial gain.

Please fill in the following permission form and return by _____.

Yours truly,

Principal

.....

I consent to my child's:

- ☐ school work, (text, videotape, audio, art...etc)
- ☐ name
- ☐ photo/image/video image being used on the school web site.

- ☐ I do **NOT** consent to my child's work, name or photo/image/video image being used on the school web site.

Student name (please print)	
Grade	
Signature of parent/guardian	
Date	

The personal information on this form is collected under the authority of the Education Act and will only be used for the purpose of allowing work, names or photo/image/video image to be placed on the school web site. Please contact your principal if you wish to discuss this form.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

<i>Section</i>	SCHOOLS AND STUDENTS		
<i>Policy Name</i>	SAFE ARRIVALS PROGRAM		516
	<i>Management Guideline Applies</i>		
<i>Board Approved:</i>	<i>June 25, 1999</i>	<i>Reviewed:</i>	<i>October 19, 2004</i>
<i>Anticipate</i>	<i>October 19, 2009</i>	<i>Anticipate</i>	<i>September 28, 2009</i>
		<i>Review Prior To:</i>	<i>December 2009</i>
			<i>December 2014</i>

POLICY

The Superior-Greenstone District School Board will ensure that every elementary school within their jurisdiction shall develop and implement a Safe Arrival Program for their students. The development and implementation of these programs and procedures will be done with advice from school councils, band councils, parents, volunteers, and community members.

PROCEDURES

Each school's Safe Arrival Program will:

- Provide for procedures that are conducted with daily school attendance procedures that will account for any pupil's unexplained failure to arrive at school.
- Be unique to the school and consistent with the program delivery parameters found in the Management Guidelines.
- Be reviewed annually with all groups to make changes as required
- Have a copy of each school plan will be on file in the office and distributed, at a minimum, to all parents at the beginning of each school year.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

<i>Section</i>	SCHOOLS & STUDENTS		
<i>Management Guideline</i>	SAFE ARRIVALS PROGRAM		
<i>Applicable Policy</i>	SAFE ARRIVALS PROGRAM		516
<i>Board Approved Anticipate</i>	<i>June 25, 1999 October 19, 2009</i>	<i>Reviewed: September 2009</i>	<i>Review Prior To: December 2014</i>

GUIDELINES

1.0 Program Delivery and Development

- 1.1 Program should be delivered in a manner that complements other school and community safety programs and initiatives.
- 1.2 The roles and responsibilities of parents, pupils, the school, school councils, volunteers, and other should be clearly identified and documented, and broadly communicated to all those who have an interest in safe-arrival programs.
- 1.3 The roles and responsibilities of parents and guardians, at a minimum, could be defined as involving the following:
 - a) Parents and guardians are responsible for their children's safety. Safe arrival programs are a mechanism that parents and schools can use to account for any pupil's unexplained failure to arrive at school;
 - b) Parents, guardians and caregivers are responsible for communicating planned pupil absences or lateness to the school on a timely basis. Their reports could be reconciled with information obtained through classroom attendance-taking procedures to identify any unexplained absences that require prompt follow-up contacts;
 - c) Parents, guardians and caregivers are responsible for providing the school with complete and current emergency information to enable the school to make any necessary follow-up contacts.
- 1.4 Programs should take into account both normal, recurring circumstances and unusual events and conditions. For example, regular procedures could be modified on days when pupils are likely to arrive late because of inclement weather or bus cancellations.
- 1.5 Programs should take into account that a language other than the language of instruction may be used in the absent pupil's home.
- 1.6 Programs should specify the steps that are to be taken when a follow-up contact cannot reasonably be made.

- 1.7 Individuals involved in delivering the safe arrival program should receive appropriate training and supervision.
- 1.8 Programs should be reviewed periodically to confirm their effectiveness.
- 1.9 Parents and volunteers can make a tremendous contribution to the delivery of these programs. Efforts should be made to develop this potential and to enlist the aid of parents and volunteers to help reduce demands on the time of school administrative staff.
- 1.10 Information about the scope and features of the school's safe arrival program, and about the roles and responsibilities of all interested parties, should be communicated clearly and effectively by the principal to school staff, parents, guardians, caregivers, pupils, school councils, and all volunteers and others in the community who have an interest in the matter.
- 1.11 There should be a reliable method for parents, guardians and caregivers to communicate planned pupil absences or lateness to the school on a timely basis, particularly outside school hours, for example, a voice-messaging system.
- 1.12 A reliable system of documenting key information could be developed and maintained. Subject to *Municipal Freedom of Information and Protection of Privacy Act*, key information could include:
 - a) A log of calls from parents or others who report absences or lateness;
 - b) Names and current telephone numbers, in order of priority, of parents, guardians, caregivers, or other individuals to be notified in case of an unexplained pupil absence;
 - c) Parental consent for school staff and/or volunteers to make these contacts, in accordance with the requirements of the *Municipal Freedom of Information and Protection of Privacy Act*;
 - d) A log of actions taken by school staff in accordance with the provisions of the safe arrival program.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

<i>Section</i>	SCHOOLS AND STUDENTS		
<i>Policy Name</i>	COMMUNITY INVOLVEMENT ACTIVITIES		521
	<i>Management Guideline Applies</i>		
<i>Board Approved:</i>	<i>December 10, 1999</i>	<i>Reviewed:</i>	<i>January 20, 2003</i>
<i>Anticipate</i>	<i>October 19, 2009</i>	<i>Anticipate</i>	<i>September 2009</i>
		<i>Review Prior To:</i>	<i>December 2007</i>
			<i>December 2014</i>

POLICY

The Superior-Greenstone District School Board, through the community involvement requirement, will encourage students to develop an awareness and understanding of civil responsibility and of the role that they can play in supporting and strengthening their communities. Every Ontario secondary student who begins secondary school in Ontario must complete 40 hours of community involvement in order to receive an Ontario Secondary School Diploma.

Community involvement activities may take place in a variety of settings, including not for profit organizations, public and private institutions (including hospitals, literacy groups, churches, and museums), and informal settings.

The Board has developed a list of approved activities that provide a safe, meaningful learning environment.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

<i>Section</i>	SCHOOLS & STUDENTS		
<i>Management Guideline</i>	COMMUNITY INVOLVEMENT ACTIVITIES		
<i>Applicable Policy</i>	COMMUNITY INVOLVEMENT ACTIVITIES		521
<i>Board Approved:</i>	<i>December 10, 1999</i>	<i>Reviewed:</i>	<i>January 20, 2003</i>
<i>Anticipate</i>	<i>October 19, 2009</i>	<i>Anticipate</i>	<i>September 2009</i>
		<i>Review Prior To:</i>	<i>December 2007</i>
			<i>December 2014</i>

GUIDELINE

Students will select one or more community involvement activities in consultation with their parents. Selection of activities should take into account the age, maturity, and ability of the student, the location and environment of the proposed activity, and the need for any special training, equipment and preparation. The safety of the students is paramount.

It should be noted that students are not paid for performing any community involvement activity.

A parent is not required to sign a form or to be consulted if the student is eighteen years of age or older.

RESPONSIBILITIES

1.0 The Board

The school board shall:

- a) implement community involvement activities throughout its secondary schools;
- b) develop a list of approved community involvement activities in consultation with school principals and in conjunction with local school councils, the special Education Advisory Committee, and the board's insurer;
- c) ensure that all participants, including students and the sponsors of community involvement activities are adequately covered by the Board's insurance.

2.0 The Principal

The principal shall:

- a) ensure that a description of the community involvement requirements and an outline of the policies and procedures for completing the requirement are included in the school course calendar;
- b) provide information about the community involvement requirements to parents, students and community sponsors;
- c) provide students with a list of the Board's approved list of activities as well as activities that are ineligible;

- d) shall ensure that students are provided with the information and forms needed to complete the community involvement requirement as well as copies of the Board's information documents that are to be given to the parents and to the person supervising the community involvement activity;
- e) in consultation with the appropriate supervisory officer, determine whether the student's proposed activity is acceptable if the activity is not on the Board's approved list;
- f) The Principal shall determine whether the student has met the community involvement requirement and if so, will indicate on the Ontario Student Transcript that the student has completed the requirement.

3.0 **The Student**

In consultation with their parents, students shall select an activity or activities from the boards' list of approved activities, or choose an activity that is not on the list, provided that it is not on the board's list of ineligible activities. If the activity is not on the board's list of approved activities, the student must obtain written approval from the principal before beginning the activity.

Before beginning any activity, a student must provide the principal or other school contact with a completed "Notification of Planned Community Involvement Activities". Students under eighteen years, must have a parent if the student is under eighteen years of age. More than one such form may be submitted when additional activities are planned that were not included on a previously submitted form.

A "Completion of Community Involvement Activities" must be completed by the student, the community sponsor (person or organization that provided the community involvement opportunity) and a parent or guardian, if a student is under eighteen years of age. The student must submit the form to the principal or other school contact upon completion of the 40 hours or at appropriate intervals determined by the principal.

4.0 **The Parents**

Parents should assist their child in the selection of their community involvement activities. Parents are also encouraged to communicate with the community sponsor and the school principal if they have any questions or concerns. A parent must sign the "Notification of Planned Community Involvement Activities" and the "Completion of Community Involvement Activities" forms if the student is under the age of eighteen years.

5.0 **The Community Sponsors**

One of the purposes of the community involvement requirement is to develop strong ties between the students and their community, fostering valuable and long-term relationships. Persons and organization within the community may be asked by the student to sponsor a community involvement activity. The person or organization shall provide any training, equipment, or special preparation that is required for the activity. It is crucial that students are able to fulfil their community involvement requirement in a safe environment. The person overseeing the student's activity must verify the date(s) and the number of hours completed on the "Completion of Community Involvement Activities" form.

6.0 **Community Involvement Activities**

6.1 **Board Approved Activities**

Community involvement activities may take place in a variety of settings, including not for profit organizations, public and private institutions (including hospitals, literacy groups, churches, and museums), and informal settings. This is to be completed outside the students' normal instructional hours – that is, the activities are to take place in the students' designated lunch hours, before or after school, on weekends, or during school holidays.

- Assisting community organizations with the organization and carrying out of community events in a non-alcohol environment
- Participation on community or regional planning committees.
- Providing assistance for individuals in the community (such as seniors and special needs citizens).
- Fundraising for community organizations.
- Organizing and assisting with school events and committees.
- Assisting local sports and recreational activities.

These activities should not take place after 10:00 p.m. (unless approved by a parent).

6.2 **Ineligible Activities**

The ministry has developed a list of activities that are ineligible as community involvement activities. An ineligible activity is an activity that:

- is a requirement of a class or course in which the student is enrolled (e.g. co-operative education portion of a course, job shadowing, work experience);
- takes place during the time allotted for the instruction program on a school day. However, an activity that takes place during the student's lunch breaks or "spare" period is permissible;
- takes place in a factory, if the student is under fifteen years of age;
- takes place in a workplace other than a factory, if the student is under fourteen years of age and is not accompanied by an adult;
- would normally be performed for wages by a person in the workplace;
- involves the operation of a vehicle, power tools, or scaffolding;
- involves the administration of any type or form of medication or medical procedure to other persons;
- involves handling substances classed as "designated substances: under the Occupation Health and Safety Act"
- requires the knowledge of a trades person whose trade is regulated by the provincial government;
- involves banking or the handling of securities, or the handling of jewellery, works of art, antiques or other valuable;
- consists of duties normally performed in the home (i.e., daily chores) or personal recreational activities;
- involves a court-ordered program (e.g., community-service program for young offenders, probationary program).

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

<i>Section</i>	PERSONNEL	
<i>Policy Name</i>	CRIMINAL BACKGROUND CHECK <i>Management Guideline Applies</i>	714
<i>Board Approved:</i>	<i>May 26, 2003</i>	<i>Reviewed; March 2009</i>
<i>Anticipated</i>	<i>June 15, 2009</i>	<i>Review Prior To: December 2008</i>
		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.

This policy applies to board employees, service providers, volunteers, trustees and others.

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.

PROCEDURES

- 1.0 The board will not employ or continue to employ persons who have criminal records and/or patterns of behaviour that may place students at risk.
- 2.0 The 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.
- 3.0 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.
- 4.0 The 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.
- 5.0 In accordance with Regulation 521/01 a Criminal Background Check must be provided by all:

- current employees
 - volunteers and service providers
 - trustees
- 6.0 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.
- 7.0 All service providers, trustees, volunteers and others will be required to provide, at their own expense, an original Police Record Check. Fees for trustees will be paid by the board.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section BOARD AND ADMINISTRATION

Policy Name OBSERVER COMMENTS AT BOARD MEETINGS 212

Board Approved: April 24, 2001
Anticipate May 19, 2009

Reviewed: April 2004
April 27, 2009

Review Prior To: December 2014

POLICY

Subject to the provisions of the Board By-laws relative to the conduct of meetings, it is the policy of the board to facilitate a process for observers at Regular Board meetings to present brief comments and suggestions to the board, in accordance with the following procedures.

PROCEDURES

- 1.0 The Chair will announce prior to the "Observer Comments" section of the board meeting agenda that persons choosing to make observer comments must precede their observations by stating their name, address and the topic on which they wish to comment.
- 2.0 The "Observer Comments" period, for each Regular Board meeting, shall be no longer than sixteen (16) minutes, unless the board, by resolution, determines otherwise. No individual observer comment shall exceed two (2) minutes in duration.
- 3.0 Comments pertaining to the competency of any board employee, either implied or direct, shall not be made.
- 4.0 Employees of the board shall not utilize the "Observer Comments" section on the board agenda to express their views relative to their employment or professional interests. (Employees have recourse to other procedures for making their views known.)
- 5.0 Trustees will not respond to or debate items raised during "Observer Comments" at the time of the "Observer Comments" on the agenda.
- 6.0 The Chair of the Board, in consultation with the Director of Education, or designate, shall review the remarks of the observer comments and take action as may be deemed appropriate.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

<i>Section</i>	BOARD AND ADMINISTRATION		
<i>Policy Name</i>	TRUSTEE/STUDENT TRUSTEE ATTENDANCE AT CONFERENCES		208
<i>Board Approved:</i>	March 12, 1999 March 21, 2006 December 4, 2007	<i>Reviewed:</i> March 21, 2006 September 24, 2007 April 27, 2009	<i>Review Annual Prior To:</i> December 2010 December 2010
<i>Anticipate</i>	May 19, 2009		

POLICY

It is the policy of the Superior-Greenstone District School Board to encourage all Trustees and Student Trustees to engage in professional development and in-service activities related to their role as school trustees.

PROCEDURES

1.0 Trustees/Student Trustees

- 1.1 In each budget year, each Trustee/Student Trustee is encouraged to attend the Ontario Public School Boards' Association sponsored conferences. It is most desirable to have
 - a) at least one, if not all Trustee/Student Trustee attend at each OPSBA conference offered, including the Annual General Meeting,
 - b) the entire Trustee/Student Trustee group attend at the OPSBA Northern Regional Conference and the Public Education Symposium
- 1.2 All OPSBA sponsored conferences shall be automatically approved for attendance by any Trustee/Student Trustee who makes such a request.
- 1.3 Attendance at, and expenses for Trustees/Student Trustees at any conference or workshop which is not related to an OPSBA sponsored event shall require Board approval. Board approval is will be considered upon the submission of a [Trustee Conference/Workshop Application \(Appendix A\)](#) Form.
- 1.4 A [Trustee Conference/Workshop Application \(Appendix A\)](#) Form must be submitted to the Board for approval one (1) week prior to the Regular Board meeting and will be included on the Board agenda for consideration. The Trustee/Student Trustees primary interest for attending and a list of the keynote speakers is required for review.

Requests not included on the Regular Board agenda will be considered at the following meeting.
- 1.5 Provision shall be made in each annual budget for Trustee/Student Trustee expenses related to these activities.

- 1.6 The Superintendent of Business shall track Trustee/Student Trustees expenses to provide a quick reference and understanding of travel and professional development expenditures incurred to-date.
- 1.7 Approved expenses shall be in accordance with Policy No. 307 Travel, Meals and Hospitality Expenses.
- 1.8 Participation of Trustees/Student Trustees in any out-of-province activity shall require prior Board approval.

2.0 Student Trustees

- 2.1 A Parental Consent Form (Appendix B) must be submitted by Student Trustees under the age of 18 on each occasion that they travel to conferences as Student Trustees of the Board.
- 2.2 Travel to conferences shall be contingent upon the availability of supervision by the Student Trustee mentor or staff member as per Student Trustee Policy 210 Management Guideline.
- 2.3 The guidelines for the supervision of the Student Trustees will follow Board policy.
- 2.4 Student Trustees shall provide one (1) written report to the Board within one month of attending a conference, workshop or activity.

3.0 Responsibility of Student Trustees at Conferences

- 3.1 As ambassadors of the Superior-Greenstone District School Board, Student Trustees shall exhibit exemplary behaviour toward their fellow trustees and the public. The Student Trustee shall conduct him/herself in a manner that brings respect to his/her position when representing the Board.



Appendix A

Superior-Greenstone District School Board

TRUSTEE CONFERENCE / WORKSHOP

APPLICATION FORM

Trustee / Student Trustee Name: _____

Date of Conference / Workshop: _____ Day(s) _____ Month _____ Year _____

Location of Conference / Workshop: _____

Name of Conference / Workshop: _____

Provide a brief description of training and the Keynote Speaker(s) for this event.

What are the estimated expenses for this conference / workshop?

Conference / Workshop Registration: _____

Transportation: _____

Meals: _____

Accommodation: _____

What are the benefits to the Superior-Greenstone District School Board?

**Appendix B*****Superior-Greenstone District School Board***

**PARENT/GUARDIAN CONSENT FOR STUDENT TRUSTEE
OUT-OF-DISTRICT AND/OR OVERNIGHT EVENTS
(For students under the age of 18)**

During their term as Student Trustee your son/daughter may be invited to attend out-of-town meetings and conferences organized by associations such as, but not limited to, the Ontario Student Trustee Association (OSTA) and the Ontario Public School Boards Association (OPSBA).

Out-of-town meetings and conferences are normally convened in hotels and supervision of your child during their attendance, as well as travel to and from the event, is not always possible.

ACKNOWLEDGEMENT

We have read the above. We understand that by participating in any out-of-district and/or overnight events, we are assuming any risks associated with doing so. We also acknowledge that Student Trustees are expected to behave as ambassadors of the Board and demonstrate appropriate decorum and responsibility during all events attended.

Signature of Student: _____ Date: _____

Signature of Parent/Guardian: _____ Date: _____

PERMISSION

This will confirm that I consent to _____ attending the following
Name of Student

Activity taking place outside the jurisdiction of the Superior-Greenstone District School Board and to the travel plan in her/his role as student trustee.

_____	_____
Activity	Location

On _____
Date(s)

_____	_____
Signature of Parent/Guardian	Date

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

<i>Section</i>	FACILITIES AND GROUNDS	
<i>Policy Name</i>	PUBLIC ACCESS DEFIBRILLATORS IN BOARD FACILITIES <i>Procedural Guideline Applies</i>	412
<i>Board Approved:</i>	<i>Review Prior To: December 2010</i>	

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.

Superior Greenstone District School Board

Transportation Committee Meeting

Date / Time: Tuesday, April 28, 2009 - 5:00 p.m.
Location: Via Teleconference and on site at the Marathon Board Office
Attendance: Wayne Chiupka, Transportation Coordinator
Brenda Wiskin, Principal Marathon High School
Jim Turner, Trustee, (teleconference)
Julie Sparrow, Trustee, (teleconference)
Cindy Brown, Trustee Alternate, (on site)
Regrets: Eveline Wright, Vice-Principal GCHS

MINUTES

1.0 Introduction:
Meeting was called to order at approx 5:05pm. Welcome by Wayne along with a brief overview of transportation services.

2.0 Presentations:
The following submissions were received:

2.1 Elaine Stewart – Marathon – Margaret Twomey PS issue: A request was received from Elaine Stewart for home to school busing for her 6-year-old son beginning in September 2009. Elaine lives at 5 Cedar Walk, in Marathon. The distance from her house to Margaret Twomey PS is less than 0.5 kilometers. It is believed that there are concrete sidewalks in the area that lead right up to the school and beyond. It was understood that the Town of Marathon does not properly clear the sidewalks in the winter in time for the start of school.

Upon review of the Transportation Policy and discussions amongst the committee, it was determined that the distance, presence of sidewalks, and signage should be checked. Clearly, the distance is within the Transportation Policy walk distances of 1.2 km for Grade 1 to 3 students.

It is the recommendation of the committee that busing not be provided at this time and that upon the arrival of winter, the need for winter busing be reviewed.

2.2 Annette Heath – Marathon – Margaret Twomey PS issue: A request was received from Annette Heath for year round busing for her children. Winter busing was provided over the past winter to the residents of Graham Crescent who did not already qualify for transportation due to distance. Annette provided a letter from the Marathon Detachment of the OPP outlining that there have been a number of bear incidents in Marathon over the past year. There are also a couple of bear traps placed in this area due to it being a frequented area by bears. Also next to the walkway is the road to Penn Lake Park, which due to overnight camping, can attract bears because of the presence of food and garbage left by campers.

Discussions by the Transportation Committee members revealed that this particular stretch of sidewalk is of a remote nature and not within view of any residential housing, should a problem arise. The issue of remoteness and being out of sight of any houses also applies to many parts of our Board. However, it is the combination of bears, remote/out of sight, the presence of the overnight camping (garbage left) at the park, the Police records of bear incidents, and proximity of the current landfill site, that make this situation need busing.

It is the recommendation of the committee that busing be provided to all Board elementary students who live on Graham Crescent, at this time, due to a combination of safety issues.

3.0 Update on progress of Consortium

Wayne outlined where the East of Thunder Bay Transportation Consortium was in terms of formation and staffing of the Manager position. Interviews were scheduled to be held on Thursday, April 30, with six candidates selected for interview. The successful candidate will be starting as soon as possible.

It is anticipated that all transportations services will be fully provided by the Consortium beginning in September 2009.

A question was raised as to whether there would continue to be a need for SGDSB to operate a Transportation Committee. It was felt that the committee will continue to serve as a forum for parents of SGDSB to bring their issues forward and be heard. The committee could then make recommendations and communicate to the Consortium to see what might be done about an issue.

4.0 New Business

There was no new business.

5.0 Next Meeting

The need for a next meeting will be determined by the issues that might come up. Wayne Chiupka will put out a call for a meeting as needed.

6.0 Adjournment

The meeting was adjourned at approximately 6:30 p.m.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Report No: 32
Date: May 19, 2009

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

FROM: Patti Pella, Director of Education

SUBJECT: Principal/Vice Principal Staffing Report, 2009-2010 School Year

Background

Administrative staffing has been adjusted over the past three years due to declining enrolment. Two of our secondary schools no longer have Vice Principal positions and the remaining three have partially released Vice Principal positions.

Our elementary administrators have partial release in 7 of our 10 elementary schools and the one school that had a Principal and Vice Principal team in one building no longer has a Vice Principal position.

Current Situation

Declining enrolment continues to be a consideration for our administrative staffing model. The priority of this administrative staffing model is to provide equity across our schools and to contribute positively to student achievement in our board.

Elementary Panel

<i>School</i>	<i>2008-2009 Administrative Staffing</i>	<i>2009-2010 Administrative Staffing</i>	<i>Summary of Changes</i>
BA Parker PS	1 Principal	1 Principal	• No Change
Beardmore PS	.5 Principal	.5 Principal	• No change
Dorion PS	.5 Vice Principal	.5 Vice Principal	• No change
George O'Neill PS	1 Principal	.5 Principal	• .5 reduction in administration • principal will do .5 special education
Manitouwadge PS	.5 Principal	.5 Principal	• No change
Margaret Twomey PS	1 Principal	1 Principal	• No change
Marjorie Mills PS	.5 Vice Principal	.5 Vice Principal	• No change
Red Rock PS	.5 Principal	.5 Principal	• No change
Schreiber PS	.25 Principal		• .25 reduction in administration • TBPS Principal to supervise both SCPS & TBPS
Terrace Bay PS	1 Principal	.75 Principal	• .25 reduction in administration

Secondary Panel

<i>School</i>	<i>2008-2009 Administrative Staffing</i>	<i>2009-2010 Administrative Staffing</i>
Geraldton Composite High School	1 Principal .5 Vice Principal	1 Principal .5 Vice Principal
Lake Superior High School	1 Principal	1 Principal
Manitouwadge High School	1 Principal	1 Principal
Marathon High School	1 Principal .5 Vice Principal	1 Principal .5 Vice Principal
Nipigon-Red Rock District HS	1 Principal .33 Vice Principal	1 Principal .33 Vice Principal

Administrative Recommendations

That, the Superior-Greenstone DSB receives Report No. 32: Principal / Vice-Principal Staffing 2009-2010 as presented.

That, the Superior-Greenstone DSB approves the Principal / Vice-Principal Staffing 2009-2010 as presented.

Respectfully submitted by,

Patti Pella
Director of Education

2009 Graduation Dates**As of May 7, 2009**

<i>Elementary</i>			
<i>School</i>	<i>Date</i>	<i>Time</i>	<i>Board Representative</i>
BAPS	Thursday, June 18 th	TBD	
BEPS	Friday, June 19 th	5:30 p.m.	
DOPS	Tuesday, June 23 rd	6:00 p.m.	
GOPS	Tuesday, June 23 rd	TBD	
MNPS	Wednesday, June 24 th	7:00 p.m.	
MTPS	Tuesday, June 23 rd	1:00 p.m.	
MMPS	Wednesday, June 24 th	6:00 p.m.	
RRPS	Tuesday, June 23 rd	6:00 p.m.	
SCPS	Wednesday, June 24 th	7:00 p.m.	
TBPS	Wednesday, June 24 th	5:00 p.m.	
<i>Secondary</i>			
<i>School</i>	<i>Date</i>	<i>Time</i>	<i>Board Representative</i>
GCHS	Friday, June 5 th	7:00 p.m.	
LSHS	Thursday, June 25 th	1:00 p.m.	
MNHS	Thursday, June 25 th	7:00 p.m.	
MRHS	Friday, June 26 th	1:00 p.m.	
NRHS	Friday, June 26 th	1:00 p.m.	

TBD = To be determined

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Report No: 33
Date: May 19, 2009

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

FROM: Nicole Morden Cormier, School Effectiveness Lead

SUBJECT: Kindergarten Programming

Background

With the implementation of full-day Junior Kindergarten programs in Superior-Greenstone District School Board for the 2009-2010 school year, the need for additional support and further alignment of programs for all Kindergarten teachers was recognized.

The Kindergarten Program at Superior-Greenstone District School Board honours every child as a creative and resourceful learner. We recognize that an effective curriculum begins with an informed understanding of what and how children learn and sets specific goals for instruction. Programs must emphasize learned-based play, the development of inquiry skills, and literacy and numeracy. We endeavor to offer an inquiry based environment which focuses on the strengths of every child.

Current Situation

In an effort to develop a clear vision for implementation and programming, several key steps have been taken:

1. Kindergarten Network Established
 - a) This learning team is comprised of all Kindergarten teachers, Ontario Early Years/Best Start personnel, school administrators and the Literacy and Numeracy Student Achievement Officer. The goal is to increase the alignment of our programs in schools by encouraging visits between schools, sharing of best practices and resources, and conducting research into evolving instructional strategies (with an emphasis on Oral Language and learning-based play). The second meeting of this team has been cooperatively sponsored by ETFO and SGDSB. A presentation and further exploration of meaningful play will take place.
2. Further education and exploration of the play-based/inquiry approach/educational philosophy
 - a) Board personnel attended the Reggio Emilia Conference in Toronto in an effort to gain additional clarification and understanding of this concepts related to this philosophy. This approach is grounded in the belief that schools and classrooms are reflective of the community in which they belong. Children learn through inquiry and their interests serve to direct their learning. Parents are critical in this relationship.
3. Outreach to the Community
 - a) Transition to School
 - i) School personnel have contacted parents and guardians personally in order to welcome them to the school and to address any possible questions or concerns that they may have
 - ii) Welcome activities have been planned for students to experience the classroom environment
 - iii) Registration packages were provided to every child (comprised of age appropriate materials)
 - iv) A letter of welcome will be mailed to every Junior Kindergarten student in June

- b) Public Relations
 - i) A board-wide advertisement was developed for every local newspaper advertising Kindergarten registration and welcoming families to our school community
 - ii) Information has been shared through local newspapers regarding the implementation of the full-day programs
 - iii) Just For Kids – a full page celebration of our programs will be published on October 27, 2009
 - iv) Possibility of summer programs for Junior Kindergarten students is currently being explored

Next Steps

The Kindergarten Network has proven to be a valuable use of time and resources as we have already noticed best practices spreading throughout the board and making an impact on student achievement. As teachers continue to explore and align their practices in the program, they will require additional support. It is our hope to continue to facilitate this learning team in 2009-2010. The outreach to the community is an important component in the success of this network.

Administrative Recommendations

That, the Superior-Greenstone DSB receives as information Report No 33: Kindergarten Programming.

Respectfully submitted by:

Nicole Morden Cormier
School Effectiveness Lead
Superior-Greenstone District School Board

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD**Report No: 34****Date:** May 19, 2009

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

FROM: Colleen Kappel, Superintendent of Education

SUBJECT: Special Education Statistics

Background

The number of students with special needs varies across our system and changes regularly throughout the year especially when small schools gain or lose students. There is a wide range of exceptionalities and needs in each school.

Current Situation

Table One summarizes the anticipated percentage of student with special needs at each school in the 2009 – 2010 school year. These numbers include the grade eight students entering the high schools from each feeder school and omitting high school graduates.

Table One: Percentage of Students with IPRC Exceptionality

<i>School</i>	<i>% of Students with Special Needs</i>
B.A. Parker PS	16%
Beardmore PS	11%
Dorion PS	8%
George O'Neill PS	26%
Manitouwadge Public PS	14%
Margaret Twomey PS	11%
Marjorie Mills PS	12%
Scheiber PS	20%
Terrace Bay Public PS	15%
Red Rock Public PS	14%
Geraldton Composite HS	20%
Lake Superior HS	17%
Manitouwadge HS	22%
Marathon HS	19%
Nipigon-Red Rock DHS	18%

Administrative Recommendations

That, the Superior-Greenstone DSB receives as information Report No 34: Special Education Statistics.

Respectfully submitted by:

Colleen Kappel
Superintendent of Education
Superior-Greenstone District School Board

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Report No: 35
Date: May 19, 2009

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

FROM: Colleen Kappel, Superintendent of Education

SUBJECT: 2009-2010 Educational Assistant Staffing

Background

Declining enrolment continues to impact many areas of the budget including the Special Education Per Pupil Amount (SEPPA); however, Superior-Greenstone DSB continues to fund the Special Education Program above the amount allocated by the Ministry of Education through the SEPPA, the Special Equipment Amount (SEA) and the High Needs Amount. A number of additional Ministry funding initiatives (Safe Schools, Student Support Leadership, Ontario Psychological Association Project, School Effectiveness Framework, Ontario Focused Intervention Program, Tutoring, Student Success) continue to provide additional supports to students.

Current Situation

Currently, 52.5 Education Assistants (EAs) support students in our schools, 45 base staffing and 7.5 EAs funded through First Nation Community tuition agreements.

In collaboration with administrators, it is recommended that 42 EAs continue to be funded through the Special Education Program. At this time, we do not have confirmation of the number of EAs that will be funded through First Nation tuition agreements.

The following chart outlines the proposed Education Assistant staffing for the 2009 – 2010 school year.

2008 – 2009	2009 – 2010
52.5 Total EAs <ul style="list-style-type: none"> • 45 EAs funded through Special Education • 7.5 EAs funded through First Nations 	Number (TBD)... Total EAs <ul style="list-style-type: none"> • 42 EAs funded through Special Education • Number of EAs funded through First Nations is yet to be determined

Final assignments for Educational Assistants will be made in September 2009.

Administrative Recommendations

That, the Superior-Greenstone DSB receives Report No 35: 2009-2010 Educational Assistant Staffing as presented.

That, the Superior-Greenstone DSB approve the 2009-2010 Educational Assistant Staffing as presented

Respectfully submitted by:

Colleen Kappel
 Superintendent of Education
 Superior-Greenstone District School Board

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Report No: 36
Date: May 19, 2009

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

FROM: Valerie Newton

SUBJECT: 2009-2010 Secondary Staffing Proposal

Background:

Base secondary staffing is calculated as per Article 14 of the Collective Agreement between the Superior-Greenstone DSB and the Ontario Secondary School Teachers' Federation. The staffing is based on the average of the two count dates, October 31 and March 31, of the respective years divided by 16. This generates the Classroom Teacher line in the table shown below.

There is a consultation process that takes place between the Principals and the Superintendent of Education and the Assistant to the Superintendent of Education regarding projected staffing needs. Through the consultation process, principals may request additional staffing over and above that prescribed in the collective agreement.

Additional staffing is added to very small schools to ensure that core programs in all pathways are available to students in all of the board's secondary schools. For example, primarily the Ministry of Education with an additional enhancement from the Superior-Greenstone DSB funds Student Success staffing.

We are continuing to support the Ministry of Education's recommendation to allocate one full time teacher to each secondary school for Student Success programming to ensure the delivery of a core program in all pathways in each secondary school.

Historical Context

Staffing and Enrolment Decline since 2004-2005

Schools	2004-05		2005-06		2006-07		2007-08		2008-09	
	Enrolment	Staffing	Enrolment	Staffing	Enrolment	Staffing	Enrolment	Staffing	Enrolment	Staffing
GCHS	275.50	20.83	295.25	22.17	298.25	22.33	297.63	22.33	284.25	21.50
LSHS	215.75	18.17	201.88	18.00	193.13	16.00	180.50	14.50	169.75	14.00
MNHS	168.25	15.67	153.75	14.50	157.38	14.83	143.75	14.00	128.75	13.50
MRHS	392.75	28.67	364.75	26.67	354.13	26.33	328.00	24.84	305.38	23.17
NRDHS	293.63	22.17	283.75	21.50	280.63	21.50	258.75	20.33	239.38	19.33

Current Situation

The Secondary Staffing Proposal for 2009-2010 is outlined below:

Part A: Staffing according to contractual agreement

	GCHS	LSHS	MNHS	MRHS	NRDHS	Bd. Info.
October 31, 2008	287.00	168.75	115.50	287.50	234.00	1092.75
March 31, 2009	284.75	161.00	114.25	260.50	228.50	1049.00
Average	285.88	164.88	114.88	274.00	231.25	1070.89
2008-2009 Classroom Teachers	17.86	10.31	7.18	17.13	14.45	66.93
Special Education Teachers	1.00	1.00	1.00	1.00	1.00	5.00
Guidance Teachers	1.00	1.00	1.00	1.00	1.00	5.00
2009-2010 Contract Teachers	19.86	12.31	9.18	19.13	16.45	76.93

Part B: Staffing funded over and above collective agreement by special initiatives and the Board

	GCHS	LSHS	MNHS	MRHS	NRDHS	Bd. Info.
OYAP Funding	0.17	0.17	0.17	0.33	0.17	1.00
Student Success (Ministry base)	.87	.49	.34	.82	.69	3.21
Student Success increase (PDT)	.92	.53	.37	.87	.74	3.43
Student Success (Bd. enhancement)	.08	.47	.63	.13	.26	1.57
Total SS teachers per school	1.00	1.00	1.00	1.00	1.00	5.00
Noel funded Alternative Education (discontinued for 2009-2010)				(-.50)	(-.33)	(-.84)
Other Programs		.52	3.00			3.52
Admin Teaching	0.50			0.50	0.67	1.67
Teaching Staff for 2009-2010	21.50	14.0	13.33	21.00	18.34	88.17
Staffing Difference from previous year	nil	nil	(-.17)	(-2.17)	(-1.00)	(-3.50)

Additional Information:

- One teaching section of the Student Success teacher allocation must be used to run a distance education course and/or credit recovery section in the school. In addition, one section of the Student Success allocation must also be used to provide alternative education program in each school.
- As per Ministry funding, one section of staffing may be added to each secondary school for each section of Native Language and/or Native Studies where proof of the required, minimum enrollment is provided to the board. This consideration for additional staffing is contingent on the Ministry of Education continuing to fund such courses over and above the Grants for Student Needs, (GSNs).

Administrative Recommendation:

That, the Superior-Greenstone DSB, receives, Report No. 36: 2009-2010 Secondary Staffing Proposal as presented.

That, the Superior-Greenstone DSB, approves Report No: 2009-2010 Secondary Staffing Proposal.

Respectfully submitted by:

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

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Report No: 37
Date: May 19, 2009

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

FROM: Wayne Chiupka, Manager of Plant Services

SUBJECT: Energy Efficient Schools Funding Grant Report 2009

Background:

The Ministry of Education has notified Board Administration that a new grant will be provided to school boards in Ontario for energy efficient retrofits and upgrades to schools. The intent is that schools will be in a position to reduce energy consumption over the next two years, thereby reducing operating costs.

The grant consists of several components and totals \$1.7 million. Some work is expected to be carried out prior to August 31, 2009, while the bulk of the work will be carried out over the 2009/2010 and 2010/2011 budget years.

Projects under this grant will range from small, non-capital work such as vending machine controls, electricity metering, and occupancy sensors, to capital work such as boiler system replacement, energy management equipment and windows.

Current Situation:

The Plant Department is currently working to set up the projects to meet the requirements of the Energy Efficient Schools Grant. Work that must be carried out before August 31, 2009 will be scheduled shortly to ensure the grant is fully utilized. Longer-term plans will be put in place to meet the rest of the grant, over the next two operating years.

It is anticipated that noticeable savings in energy will be achieved, and that money saved will help the Board overall.

Administrative Recommendations:

That, the Superior-Greenstone DSB receives as information Report No 37: Energy Efficient Schools Funding Grant Report 2009.

Respectfully submitted by:

Wayne Chiupka
Manager of Plant Services

Patti Pella
Director of Education

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Report No: 38
Date: May 19, 2009

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

FROM: Wayne Chiupka, Manager of Plant Services

SUBJECT: Schools on Well Water Systems – DOPS Annual Report 2009

Background:

The Province of Ontario's Drinking-Water Systems Regulation (Ontario Regulation 170/03) requires reports on the performance of the drinking water system on a regular basis. This report covers many aspects of the drinking water system operation, performance, and incidents of poor test results. Of all the schools within Superior Greenstone District School Board, only Dorion Public School operates from a well system. All other schools are on municipal water systems.

Current Situation:

The Dorion PS Drinking Water Report for 2009 is available at the school, the Board Office, and the Board's website, for anyone who wishes to read it. Copies of the report have also been sent to the Ministry of the Environment and the Ministry of Education, as required by the Regulation.

Overall, the performance of the water system has been excellent.

During the past year, there have been no adverse water quality results from the testing that we carry out, indicating that the Dorion Public School water supply continues to be safe and of a high quality.

Administrative Recommendations:

That, the Superior-Greenstone DSB receives as information Report No. 38: Schools on Well Water Systems – DOPS Annual Report 2009.

Respectfully submitted by:

Wayne Chiupka
Manager of Plant Services

Patti Pella
Director of Education

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD**Report No:** 39**Date:** May 19, 2009

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

FROM: Wayne Chiupka, Manager of Plant Services/Transportation

SUBJECT: School Bus Contracts 2008-2009

Background

Each year, the board contracts for school bus service directly with the operators as outlined below. Under a formal sharing agreement, the board provides school bus transportation for children of this board as well as children attending coterminous board schools.

Current Situation

Contract negotiations have been completed with most operators and the results are brought to the Board for approval. Some of the factors that control the contracts include: mileage driven, type of vehicle, depreciation, administration, driver hours and other costs. The driver rate has increased by 2.0% over last year and this will ensure quality drivers are retained.

As in past years, the contracts are renewed by direct negotiation with each contractor rather than the service being tendered. This is beneficial as it provides stability to the local operators who are sole providers of the service in each area. Tendering is used mainly when the Board and the operator cannot come to an agreement.

The prices shown below are subject to a fuel escalation clause that may, based on the actual cost of fuel to each operator, cause minor adjustment to the final contract at the end of the school year.

Of the total costs shown, Superior-Greenstone DSB will be responsible to pay approximately 69%. The balance would be covered by the coterminous boards, based on the number of their riders on each route.

Administrative Recommendations

That, the Superior-Greenstone DSB receives Report No. 39: School Bus Contracts 2008-2009 as presented.

That, the Superior-Greenstone DSB approve the School Bus Contracts for 2008-2009 presented as follows (GST extra):

- | | |
|-----------------------|----------|
| • Ball Bus Service | \$ _____ |
| • Beaulieu Bus Lines | \$ _____ |
| • Holt Bus Lines | \$ _____ |
| • Greenstone Transfer | \$ _____ |
| • Les Autobus Roy | \$ _____ |
| • Trottier Bus Lines | \$ _____ |

Respectfully submitted by:

Wayne Chiupka
Manager of Plant Services

Patti Pella
Director of Education

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Report No: 40

Date: May 19, 2009

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

FROM: Barbara Draper, Coordinator of Human Resource Services

SUBJECT: Pay Equity Plan – OSSTF Educational Support Staff

Background

In July 2005, the Ontario Secondary School Teachers' Federation Educational Support Staff (OSSTF-ESS) Bargaining Unit approached the Board requesting that a Pay Equity Plan be negotiated between the newly formed Superior-Greenstone District School Board and their members. The Pay Equity Legislation states that affected parties can request a new plan be negotiated when a business/organization changes ownership. OSSTF asserted that, because of the amalgamation of the school boards, a new plan must be negotiated.

In November 2005, the Board passed a resolution to enlist the services of Cornerstones Management Solutions Limited to affect a Pay Equity Plan for the OSSTF ESS employees. A Joint Evaluation Committee (JEC) and a Joint Steering Committee (JSC), consisting of equal representation from both Management and Union, was struck. The JEC evaluated eight job classes representing approximately 115 employees. The parties reached an impasse with regard to one component affecting four job classes. The Pay Equity Commission was called to mediate and a meeting was held with the Pay Equity Commission Officer and the Joint Steering Committee in Thunder Bay on May 4, 5 and 6, 2009.

Current Situation

A Pay Equity Agreement was reached between OSSTF ESS and Superior-Greenstone DSB on May 6, 2009. The agreement results in wage adjustments to two job classes retroactive to September 1, 1998 as follows:

- Educational Assistants .905 / hour
- Attendance Counselors .37 / hour

These salary increases will be reflected on the June 15, 2009 pay. Retroactive payments will be made to employees currently on staff on November 15, 2009. The Board will attempt to contact all terminated employees by November 30, 2009 and payment will be made to these employees within 60 days from date of contact.

The Board further agrees to:

- Extend Health Care and Dental premiums to all members of the Bargaining Unit while receiving long-term disability benefits, effective June 1, 2009.
- Increase Life Insurance and Accidental Death and Dismemberment coverage to three times the employee's annual salary to a maximum of \$150,000 for members in the job classes of Educational Assistant and Attendance Counselor, effective June 1, 2009.

A copy of the plan is attached for your information.

Administrative Recommendations

That, the Superior-Greenstone DSB receives Report No.40: Pay Equity Plan for the District 6B, Ontario Secondary School Teachers' Federation Educational Support Staff.

That, the Pay Equity Plan for the District 6B, Ontario Secondary School Teachers' Federation – Educational Support Staff Bargaining Unit and the Superior-Greenstone District School Board be approved as presented.

Respectfully submitted by:

Barbara Draper
Coordinator of Human Resource Services

Patti Pella
Director of Education

Pay Equity Plan
for the
District 6B
Ontario Secondary School Teachers' Federation

Educational
Support Staff Bargaining Unit

and the
Superior-Greenstone District School Board

May 6, 2009

Pay Equity Plan for the
District 6B
Ontario Secondary School Teachers' Federation
Educational Support Staff Bargaining Unit
and the
Superior-Greenstone District School Board

It is agreed between the parties that this Pay Equity Agreement has been negotiated pursuant to Sections 13 and 14 of the Pay Equity Act. This plan is retroactive to September 1, 1998.

A. Establishment

The Establishment as defined under the Pay Equity Act for this agreement includes all buildings, school and work locations in which an employee of the Superior-Greenstone District School Board is working.

Definition of Employer and Union

For the purpose of this Pay Equity Plan the employer is the Superior-Greenstone District School Board. The bargaining agent (union) is the Ontario Secondary School Teachers' Federation (OSSTF) District 6B, representing the Educational Support Staff Bargaining Unit.

B. Employee Categories

Job classes for the basis of wage comparison, with agreed upon gender predominance pursuant to Section 12 of the Pay Equity Act, are attached as Appendix A.

C. Male Job Class Comparisons

The male job class comparisons were drawn from male job classes inside and outside of the Bargaining Unit but within the employ of the Board using the job-to-job methods set out in the Pay Equity Act and agreed to proportional value calculations. A list of male job classes from outside of the Bargaining Unit is attached as Appendix B.

D. Gender Neutral Comparison System

1. The Gender Neutral Comparison System (GNCS) is based on the OSSTF Pay Equity Job Evaluation System © as modified by the parties for use at the Superior-Greenstone District School Board. The GNCS measures skill, effort, responsibility and working conditions and has been used as an appropriate system for the purpose of establishing this Pay Equity Plan.
2. As a result of the application of the Gender Neutral Comparison System, the male comparators for the female dominated job classes were established and are attached as Appendix C.

E. Pay Equity Adjustments

1. Job-to-job and proportional value Pay Equity adjustments (where applicable) for the female job classes are shown on Appendix D.
2. Any job-to-job Pay Equity adjustment is calculated using the maximum of the grid for the job class. Each step of the wage rate schedule receives an equal dollar adjustment.
3. Where there were no male job-to-job comparisons, Pay Equity requirements were determined using the proportional value method as set out in the Pay Equity Act.
4. The parties agree that the comparisons and adjustments shown on Appendix D conform with the Pay Equity Act and represent the intent negotiated between the parties.
5. The Board agrees to extend Health Care and Dental premiums to all members of the Bargaining Unit while receiving long term disability benefits, effective the 1st day of June, 2009.
6. The Board agrees to increase Life Insurance and Accidental Death and Dismemberment coverage to three times the employee's annual salary to a maximum of \$150,000 for members in the job classes of Educational Assistant and Attendance Counsellors, effective the 1st day June, 2009.

F. Notification for all Employees included in this Plan

Each employee entitled to an adjustment, will be notified on an individual basis by letter from the Board of the effect of Pay Equity on his/her wage rate and retroactivity.

G. OSSTF Grid

1. Job classification rates, which include pay equity adjustments, are shown in Appendix E, and shall replace the current salary schedule in Appendix "A": Salary Schedule of the Collective Agreement between OSSTF District 6B Educational Support Staff Bargaining Unit and the Superior-Greenstone District School Board.
2. The above new salary grid shall be effective **June 15, 2009**.

H. Retroactive Payments

1. All retroactive Pay Equity payments shall be pro-rated as per service effective from **September 1, 1998**.
2. All retroactive pay equity calculations will be determined on the basis of the incumbent's employment record with the Board and the job rates, hours of work and positions held by employees in the Bargaining Unit from **September 1, 1998 to May 31, 2009**.
3. The parties agree to compare job rates on the basis of daily job rates calculated based on full time equivalent annual hours, as follows:
 - twelve month employees at 35 hours per week (seven hours/day) = 1820 hours annually
 - twelve month employees at 40 hours per week (eight hours/day) = 2080 hours annually
 - twelve month employees at 32.5 hours per week (6.5 hours/day) = 1540.5 hours annually (at maximum vacation entitlement)
4. All retroactive payouts for current employees shall be made no later than **November 15, 2009**.
5. All employees who have left the employment of the Board or are no longer members of the Bargaining Unit shall be notified by registered letter to their last known address that the Parties have completed this Pay Equity Plan, no later than **November 30, 2009**. Retroactive pay equity adjustments, where warranted, shall be subject to the former employee's acknowledgement to the Board of the registered notice. After the Board has received the acknowledgement of the registered notice, the payment of any retroactivity shall be made within 60 days of receipt of such notice.
6. Statutory deductions including union dues shall be deducted from any retroactive payments.
7. Any variance in the timing of the retroactive payouts for Pay Equity adjustments shall be made only by mutual consent of the parties.
8. A master copy of all calculations shall be shared by both parties.

I. Maintenance

1. The parties agree to maintain this Pay Equity Plan.
2. The Board agrees to provide the Bargaining Unit with the data necessary for maintenance of this Pay Equity Plan.
3. Maintenance of the Pay Equity Plan shall occur no less than annually or by mutual agreement.
4. Notwithstanding I.3 above, in the event of a significant change in job duties or in the event that a new job class is created within the Bargaining Unit, either Party may request a meeting of the Joint Steering Committee within thirty (30) working days to discuss the new or changed job class and shall meet within six (6) months to evaluate the job class in question.
5. The first meeting for Pay Equity Maintenance shall take place no later than **May 31, 2010**.
6. Any job rate adjustment resulting from the job class evaluation shall be retroactive to the date the employee was hired into the newly created position or to the date on which the duties of the job class were significantly altered.
7. The Parties agree to adhere to the Terms of Reference agreed by the Parties on or about September 20, 2006, and used to establish this Pay Equity Plan for the purpose of maintaining the Plan.

J. Employee Inquiries

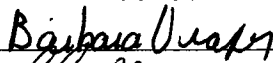
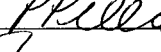
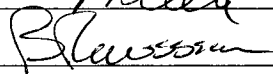
The Parties agree that any initial inquiries relating to this Pay Equity Plan from the OSSTF Educational Support Staff Bargaining Unit members shall be referred to the Pay Equity Joint Steering Committee.

K. General



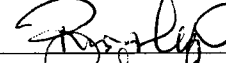
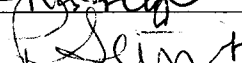
1. The parties agree that in accordance with Section 9(1) of the Pay Equity Act, no member of the Bargaining Unit to which this plan applies shall have their rate of compensation reduced.

Dated at Thunder Bay, Ontario this 6th day of May, 2009.

**For the Superior-Greenstone District
School Board**

**For the Ontario Secondary School
Teachers' Federation**

Schedule A

<u>Job Class</u>	<u>Gender Dominance</u>
Accounting Clerk	Female
Accounts Payable Clerk	Female
Attendance Counsellor	Female
Computer Technician	Male
Library Technician	Female
Payroll Clerk	Female
Secretary	Female
Educational Assistant	Female

Schedule B

Male Jobs Outside Bargaining Unit

Custodian

Head Custodian

Maintenance Working Foreman

Schedule C

<u>Female Job Class</u>	<u>Identified Male Comparator</u>
Payroll Clerk	Custodian
Accounting Clerk	
Library Technician	
Accounts Payable Clerk	
Secretary	Head Custodian
Educational Assistant	
Attendance Counsellor	Head Custodian/Custodian (Calculated proportional value)

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Schedule D

Adjustments (based on September 1, 2008 salary grids)

Educational Assistant	\$.905
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Attendance Counsellor	\$.370
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Schedule E – Salary Grid Effective June 1, 2009

Years	Attendance Counsellors	Library Technician	EA	Accts Payable Clerk Accounting Clerk Computer Technician Payroll Clerk Secretary
	1	2	3	4
0	18.274	18.575	18.809	19.273
1	19.171	19.505	19.706	20.238
2	20.111	20.482	20.646	21.251
3	21.099	21.506	21.634	22.314
4	22.134	22.583	22.669	23.430

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD**Report No:** 41**Date:** May 19, 2009

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

FROM: Cathy Tsubouchi

SUBJECT: Disbursements Report for April 2009

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	827,286
Adjusted 2008/2009 Budget	\$36,489,669

Based on the above, average spending for each month should be approximately \$3,040,000. 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 April 2009 were \$3,169,616.46. Our spending for the month exceeds the average for the following reasons:

Total Disbursements for the period	\$3,169,616.46
Less unusual items for the month:	
Tax write-off	<u>(262,000.00)</u>
Adjusted Total	\$2,907,616.46

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. 41: Disbursements for April 2009.

Respectfully submitted,
Cathy Tsubouchi
Manager of Accounting Services

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Report No: 42
Date: May 19, 2009

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

FROM: Barbara Draper, Coordinator of Human Resource Services

SUBJECT: Personnel Report – May 19, 2009

That, the Superior-Greenstone DSB receives as information Report No: 42: Personnel, dated May 19, 2009.

I ADMINISTRATION

1. APPOINTMENTS

Please contact human resources for all personnel information

II TEACHING STAFF

1. CHANGES IN ASSIGNMENT

2. LEAVE OF ABSENCE

3. RESIGNATIONS

III SUPPORT STAFF

1. LEAVE OF ABSENCE

2. RESIGNATIONS

3. OTHER

Temporary Assignments

Barbara Draper
Coordinator of Human Resource Services
Reference: Regular Board Meeting May 19, 2009