

SUPERIOR-GREENTONE DISTRICT SCHOOL BOARD



Mission Statement

*In partnership with the students, the home and the community,
Superior-Greentone 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-Greentone 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 2010/10

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

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

A G E N D A

Monday, October 18, 2010

Designated Site: Board Meeting Room, Marathon, ON

Board Chair: Julie Sparrow

Director: Patti Pella

VC Sites at: GCHS / LSHS / MNHS / NRHS

Teleconference Moderator: RM. Joannette

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

Section (A) In-Camera: – (closed to public) 6:30 p.m.
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						Notwell, Kathryn					
Brown, Cindy						Pelletier, Allison (<i>Student</i>)					
Carlino, Daniela (<i>Student</i>)						Robinson, Danielle (<i>Student</i>)					
Fisher, Cindy						Simmons, Tina					
Keenan, Darlene						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					
Tamblyn, David: Superintendent of Education					
Tsubouchi, Cathy: Manager of Accounting Services					
Chiupka, Wayne: Manager of Plant Services/Transportation					
Willcocks, Barb: Student Success Leader					
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)*

(Attached)

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

✓ ***That***, the Superior-Greenstone DSB Regular Board Meeting on Monday, October 18, 2010 be called to order at _____ p.m.

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 2010/10 Regular Board Meeting, Monday, October 18, 2010 be accepted and approved.

7.0 Disclosures of Interest re: Open Session

8.0 Minutes: Board Meetings and Board Committee Meetings

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

- Regular Board Meeting – September 20, 2010, and

(Attached)

That, the minutes of the following Board Advisory and Standing Committees meetings be acknowledged as received

- Special Education Advisory Committee – September 14, 2010
- Board Policy Review Committee – September 27, 2010

(Attached)

(Attached)

9.0 Business Arising Out of the Minutes

- 9.1 Regular Board: September 20, 2010
Item 16.1: Notice of Motion to Revise Superior-Greenstone DSB Bylaws (Attached)

✓ ***That***, Superior-Greenstone DSB proceed with a
full revision to the Bylaws of Board, and

That, the revised Board Bylaws be adopted, effective October 19, 2010.

10.0 Delegations and/or Presentations

- 10.1 Student Trustees' Update (Verbal – Student Trustees)
10.1.1 Allison Pelletier
10.1.2 Daniela Carlino
10.1.3 Danielle Robinson

11.0 Reports of the Business Committee

(Business Chair: D. Keenan)

Superintendent of Business: B. Rousseau

- 11.1 Report No 78
2009-2010 Audit Plan (Attached – C. Tsubouchi)
- 11.2 Report No. 79
Disbursements – September 2010 (Attached – C. Tsubouchi)
- 11.3 Report No. 80
BA Parker PS Replacement Project- Update September 2010 (Attached – W. Chiupka)
- 11.4 Report No. 81
Five-Year Plans Project Update (Attached – W. Chiupka)

12.0 Reports of the Director of Education

Director of Education: Patti Pella

- 12.2 Correspondence:
12.2.1 MOET to Mayor M. Power – August 23, 2010 (Attached)
12.2.2 NRHS Parent Council Annual Report – September 21, 2010 (Attached)
12.2.3 Queen Elizabeth II Aiming for Top Scholarships – September 22, 2010 (Attached)
12.2.4 MOET to SGDSB re Operational Review – September 30, 2010 (Attached)
12.2.5 MOET to SGDSB re New Trustee Orientation – October 4, 2010 (Attached)

13.0 Reports of the Education Committee

(Education Chair: K. Notwell)

Superintendent of Education: David Tamblyn

- 13.1 Report No. 82
2010-2011 Board Improvement Plan for Student Achievement (Attached - B. Willcocks & N. Morden-Cormier)
- 13.2 Report No. 83
School Food and Beverage Policy (Attached – D. Tamblyn)

14.0 Matters for Decision

Board Chair: J. Sparrow

- 14.1 Report No. 84
Personnel – October 18, 2010

(Attached – B. Draper)

15.0 New Business

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

16.0 Notice of Motion

17.0 Trustee Associations and Other Boards

- 17.1 OPSBA

18.0 Observer Comments

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

19.0 Adjournment

✓ *That, the Superior-Greenstone DSB 2010/10
Regular Board Meeting, Monday, October 18, 2010
be adjourned at _____, p.m.*

2010 Board Meeting Schedule

2010 Dates	Time	Location		2010 Dates	Time	Location
Monday, November 15	6:30 p.m.	Marathon Board Office (SGB0)		Friday, December 3	12:30 p.m.	Marathon Board Office (SGB0)

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
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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 2010/09

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, September 20, 2010

Designated Site: Board Meeting Room, Marathon, ON

Board Chair: Julie Sparrow

Director: Patti Pella

VC Sites at: GCHS / LSHS / MNHS / NRHS

Teleconference Moderator: RM. Joannette

PART I: Committee of Whole Board

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

PART II: Regular Board Meeting

Section (B) : – (open to public): TBA

Attendance

<u>Trustees</u>	Attendance: On-site (OS); Teleconference (TC); Videoconference (VC); Absent (A); Regrets (R)										
	OS	TC	VC	A	R		OS	TC	VC	A	R
Bartlett, Bette		X				Notwell, Kathryn	X				
Brown, Cindy	X					Pelletier, Allison <i>(Student)</i>			X		
Carlino, Daniela <i>(Student)</i>	X					Robinson, Danielle <i>(Student)</i>	X				
Fisher, Cindy					X	Simmons, Tina			X		
Keenan, Darlene		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				
Tamblyn, David: Superintendent of Education	X				
Tsubouchi, Cathy: Manager of Accounting Services	X				
Chiupka, Wayne: Manager of Plant Services/Transportation	X				
Willcocks, Barb: Student Success Leader		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

Board Chair Julie Sparrow 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) 6:34 p.m.

2.0 Disclosure of Interest: re Closed Session

There were no disclosures of interest reported.

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

3.1 Agenda: Committee of the Whole Board - Closed

169/10

Moved by: Trustee Mannisto

Second: Trustee Notwell

✓ *That, the Superior-Greenstone DSB go into a Committee of the Whole Board (in-camera Section A) at 6:34 p.m. and that this portion be closed to the public.*

Carried

3.2 Rise and Report from Closed Session

170/10

Moved by: Trustee Mannisto

Second: Trustee Notwell

✓ *That, the Superior-Greenstone DSB rise and report from a Committee of the Whole Board (in-camera Section A) 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): 7:27

4.0 Regular Meeting Call to Order

171/10

Moved by: Trustee Mannisto

Second: Trustee Notwell

✓ *That, the Superior-Greenstone DSB Regular Board Meeting on Monday, September 20, 2010 be called to order at 7:30 p.m.*

Carried

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

5.1 172/10

Moved by: Trustee Mannisto

Second: Trustee Notwell

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

Carried

5.2 Motions Brought Forward from Committee of the Whole In-Camera

5.2.1 Public Sector Compensation Restraint-Principals/VP's

Trustee Bartlett requested that her vote be recorded on the following motion.

173/10

Moved by: Trustee Mannisto

Second: Trustee Notwell

✓ *That, the Principals and Vice-Principals be exempt from the Public Sector Compensation Restraint legislation.*

Carried

Trustee Bartlett opposed this motion. Subsequent to this, the motion was carried by a majority vote of the Board of Trustees.

5.2.2 Public Sector Compensation Restraint-Managers/Senior Administration

Trustee Bartlett requested that her vote be recorded on the following motion.

174/10

Moved by: Trustee Mannisto

Second: Trustee Notwell

X That, the Managers and Senior Administration be exempt from the Public Sector Compensation Restraint legislation.

Opposed

Trustee Bartlett opposed this motion. Subsequent to this, the motion was defeated by a majority vote of the Board of Trustees.

5.2.3 Consumer Price Index re Trustees

Trustee Bartlett requested that her vote be recorded on the following motion.

175/10

Moved by: Trustee Mannisto

Second: Trustee Notwell

✓ That, the Trustees receive the increases as per the Consumer Price Index of September 1, 2012.

Carried

Trustee Bartlett opposed this motion. Subsequent to this, the motion was carried by a majority vote of the Board of Trustees.

6.0 Approval of Agenda

176/10

Moved by: Trustee Mannisto

Second: Trustee Notwell

✓ That, the agenda for the Superior-Greenstone DSB 2010/09 Regular Board Meeting, Monday, September 20, 2010 be accepted and approved.

Carried

7.0 Disclosures of Interest re: Open Session

There were no disclosures of interest reported.

8.0 Minutes: Board Meetings and Board Committee Meetings

177/10

Moved by: Trustee Mannisto

Second: Trustee Notwell

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

- *Special Board Meeting – August 25, 2010*
- *Regular Board Meeting – August 30, 2010*
- *Special Board Meeting – September 7, 2010*

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 Student Trustees' Update (Verbal – Student Trustees)
- 10.1.1 Allison Pelletier
 She reported that the Geraldton Composite HS Student Council is near formation and its plan is to focus on improving school spirit. Outers Club has its first trip planned this weekend. There is a new Choir's Club at the school. Athletic Council, girls and boys volleyball and the golf team are all active at this time. Ms. Pelletier reiterated her concern that heat needs to be provided in the gymnasium for the school start-up on September 7, 2010.
- 10.1.2 Daniela Carlino
 A new photography club has been formed at Lake Superior HS. Students are working on the formation of the student council and there is an attempt being made to organize a drama club in the school.
- 10.1.3 Danielle Robinson
 Student Council formation is expected to be complete by September 22, 2010. There has been excellent participation in Student Council. Student Council objectives include putting an emphasis on academic excellence along with athletics excellence. Ideas include organizing speech writing contests and spelling bees. A new Marathon HS website has made its debut, www.mhsnews.org. Teachers and students are encouraged to write and submit new/information articles. She noted that a welcome back Spaghetti lunch is planned rather than the usual BBQ fair because there are new policies about what food and beverages are served with schools.

11.0 Reports of the Business Committee

(Business Chair: D. Keenan)

Superintendent of Business: B. Rousseau

- 11.1 Report No 70: Election 2010 Compliance Audit Committee
 Superintendent of Business Bruce Rousseau explained that the Municipal Elections Act, 1996 subsection 81.1 requires a local board prior to October 1st in an election year to establish a Compliance Audit Committee to deal with any alleged contraventions of this Act relating to election campaign finances.

178/10

Moved by: Trustee Mannisto

Second: Trustee Notwell

✓ **That**, Superior-Greystone DSB Board establish the Compliance Audit Committee for the 2010 election as follows:

- Scott Adams: Manager of Finance, Superior North Catholic DSB
- Yvon Bolduc: Superintendent of Business, Conseil scolaire de district catholique des Aurores boréales
- Carmelo Notarbartolo, Chief Administrative Officer, Township of Terrace Bay

Carried

- 11.2 Report No 71: Enrolments as at September 14, 2010
 B. Rousseau reported that at the elementary panel there was an increase of 2.50 FTE student over 2010-2011 projections, while the secondary panel has seen an increase of .50 FTE students. These numbers translate to a 3.0 FTE overall increase in enrolments over the 2010-2011 projections.
- 11.3 Report No. 72: Disbursements – August 2010
 Manager of Accounting Services C. Tsubouchi provided a brief overview of this report presented for information.

- 11.4 Report No. 73: BA Parker PS Replacement Project- Update September 2010
Manager of Plant Services Wayne Chiupka provided an overview of the Report 73, noting that the Library, Sewing Room, Art Room, and Automotive/Welding Shop should be fully complete in about two weeks. In response to an inquiry from Student Trustee Allison Pelletier, W. Chiupka noted that heat in the gymnasium would be functional by Monday, September 27, 2010.

12.0 Reports of the Director of Education

Director of Education: Patti Pella

- 12.1 Report No 74: 2010-2013 Strategy Plan (DRAFT)
Director of Education Patti Pella provided an overview of Report No 74. The Strategic Planning Process for Superior-Greenstone District School Board is composed of policy direction by trustees, consultation with stakeholders and input from staff, students and school communities. The plan represents the core priorities of the board and defines the beliefs, goals and measures of success required to evaluate the effectiveness of the plan. The plan is being circulated for public input until October 31, 2010. Feedback submitted will be considered for the final draft to be presented to the board in December 2010 or January 2011.
- 12.2 Correspondence:
- 12.2.1 DSB of Niagara - July 21, 2010
 - 12.2.2 CUPE Ontario – July 21, 2010
 - 12.2.3 Ministry of Citizenship & Immigration – July 22, 2010
 - 12.2.4 Toronto DSB – August 5, 2010
 - 12.2.5 OSTA Board of Directors – August 5, 2010

P. Pella advised the above correspondence as received throughout July and August was provided for information. In addition, she reviewed letters of thanks from students of the board who had received school/board bursary awards for their pursuit of post-secondary education.

Trustee M. Mannisto advised that, although not in possession of the letters, he had been made aware of correspondence between Greenstone Mayor Michael Power and the Ministry of Education that concerns the B.A. Parker PS Replacement Project and he would share this with the board upon receipt of same.

13.0 Reports of the Education Committee

(Education Chair: K. Notwell)

Superintendent of Education: David Tamblyn

- 13.1 Report No. 75: EQAO 2009-2010 Grade 3/6 Results
Superintendent of Education David Tamblyn provided an overview Report 75 including the data presented in chart form. Grade 3 results in reading, writing and mathematics have increased over 2008-2009, but continue to be below the provincial average. The grade 6 results shows significant improvement (12%) in writing scores, 1% improvement in reading, but a 2% decrease in mathematic scores. Provincial and board results can be viewed online at www.EQAO.com. D
- 13.2 Report No. 76: EQAO 2009-2010 Grade 9 Math
Student Success Leader Barb Willcocks provided a detailed account of Report 76, noting that marked improvement was demonstrated at both the applied and academic level. She noted that where historically, boys led in math achievement, the results for girls were equal to the outcome for boys.

14.0 Matters for Decision

Board Chair: J. Sparrow

- 14.1 Report No. 77: Personnel – September 20, 2010
This report was presented for information.

15.0 New Business

- 15.1 Board Chair
No Report
- 15.2 Correspondence:
M. Mannisto will provide letters he referred to in under agenda item 12.2.

16.0 Notice of Motion: September 20, 2010 Board Meeting

(P. Pella)

- 16.1 Revision of the Superior-Greenstone DSB Bylaws
179/10
Moved by: Trustee Mannisto *Second: Trustee Notwell*
✓ That, Superior-Greenstone DSB having reviewed its Board Bylaws on Friday, September 3, 2010, and

Whereas, the Board did complete a comprehensive set of revisions of the same,

That, the Board does now entertain this notice of motion to proceed to revise in full, its Board Bylaws on Monday, October 18, 2010.

Carried

17.0 Trustee Associations and Other Boards

- 17.1 OPSBA
Trustee D. Keenan noted that at the September OPSBA Director's meeting the Bernadine Yackman Award would be awarded. There are three nominees, including Armand Giguere, the former chair and long-time trustee for the now defunct Caramat District Area School Board. D. Keenan will fax nominee biographies to Trustees T. Simmons and B. Bartlett as per their request.

18.0 Observer Comments

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

There were no observer comments.

19.0 Adjournment

- 180/10**
Moved by: Trustee Keenan *Second: Trustee Brown*
✓ That, the Superior-Greenstone DSB 2010/09 Regular Board Meeting, Monday, September 20, 2010 be adjourned at 8:35 p.m.

Carried

2010 Board Meeting Schedule

2010 Dates	Time	Location		2010 Dates	Time	Location
Monday, October 18	6:30 p.m.	Marathon Board Office (SGB0)		Friday, December 3	12:30 p.m.	Marathon Board Office (SGB0)
Monday, November 15	6:30 p.m.	SGB0				

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD
Special Education Advisory Committee

Tuesday, September 14, 2010 @ 6:30 p.m.

Videoconference Sites:

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

MINUTES

<u>Voting 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
Audia, Jessica					X	Keenan, Darlene (Alternate)				X	
Brown, Cindy	X					Notwell, Kathy		X			
Simmons, Tina (Alternate)				X		Nelson, Theresa					X
Dupere, Cheryl				X		Tyance, Shirley		X			
Brown, Tammy (Alternate)					X	Groenveld, Sharon (Alternate)		X			

<u>Resource Members</u>	Attendance Mode: On-site (OS); Teleconference (TC); Videoconference (VC); Absent (A); Regrets (R)					
		OS	TC	VC	A	R
Pella, Patti: Director of Education						X
Tamblyn, David: Assistant to the Director of Education		X				
Willcocks, Barb: Student Success Coordinator		X				
Hamill, Sherry: Special Education Board Lead			X			
Parsons, Don: Student Support Lead					X	

- 1.0 Call to Order
 Trustee Cindy Brown accepted the role of rotating chair for this meeting and called the meeting to order at 6:30 p.m.
- 2.0 Approval of Minutes
 Moved by: K. Notwell Second: S. Tyance
 ✓ **That**, the Minutes of May 25, 2010 be approved as presented
- 3.0 Additions to the Agenda
 3.1 Caring and Safe Schools
- 4.0 Business Arising from the Minutes
- 5.0 Correspondence
- 6.0 New Business
 6.1 Special Education Update - S. Hamill

Sherry Hamill, Special Education Board Lead, providing updates in the following areas:

Applied Behaviour Analysis (ABA) Training Opportunities

- Received \$4,025.00 from the Ministry this year; received a similar amount last year. Will use this money to release teachers and EAs to meet with consultants from Child Care Resources (CCR)
- Also entered into an agreement with CCR to provide Awareness presentation to students to increase their understanding of Autism; will be in the elementary schools in Marathon and Geraldton.

Behaviour Expertise Amount (BEA)

- Received approximately \$84,000.00 from the ministry to hire additional personnel to build capacity
- We have used this money to continue the Communication Class at Nip-Rock High School (NRHS) for one period each semester
- We are hoping to use technology to inform other schools of the best practices happening at NRHS

EA and Supply EA Handbook

- Is in the process of being updated and will be posted in the Public Folders shortly

Growing Success and IEPs

- Growing Success is a new Ministry Publication that relates to Assessment, Evaluation and Reporting in all Schools K – 12
- No significant changes in reporting to parents and IEPs for the secondary panel but are changes for the elementary panel
- Elementary - there will now be one Progress Report that will be sent home October 29th and then the next 2 reports to parents will be report cards
 - IEPs will still be reviewed 3 times/year, however, there will only be 2 “sets” of expectations rather than 3 as the IEPs. IEPs must be developed and in place within 30 school days of the student’s placement, which takes us to Oct 19th so there is not enough time from October 19th to October 29th when the Progress Report goes out to implement the expectations in the IEP and to report on student achievement of the expectations

Special Equipment Amount

- The Ministry changed the 2010 – 2011 SEA guidelines in May 2010. There is now the Per Pupil Amount (PPA) that provides the Board with a base amount of money (\$10,000.00) plus an additional amount of money based on a formula, and the Claims-Based Amount where the board will continue to pay for the first \$800.00 of a claim and then the Ministry will pay for the balance of the claim;
- Per Pupil Amount (PPA) – to cover the costs of computers, software, computing related devices, SMART boards; we received just over \$34,000.00 this year
- A guide will be developed that must outline a transparent process for approving PPA claims within the Board; Board within the NW Region are hoping the Ministry will provide a template for this guide
- Claims-Based Amount (i.e. brailier, FM system, etc.)
 - The Board will pay the first \$800.00 and the Ministry will pay the balance of the claim

BMST (Behaviour Management Systems Training)

- EAs at NRHS were trained by our board trainer (Tina Hamel) on the September 2, 2010 PD day

Autism Ontario – Ed Mahoney

- Positive Intervention presentations in Nipigon (Aug 19th) and Geraldton (Aug 20) – excellent reviews from all who attended
- If Ed is working for Autism Ontario and doing presentations next year, we will inquire as to whether he can put on a training session for all our EAs on a PD day as the strategies he talks about can be used with all students

6.2 Caring and Safe Schools

Dave Tamblyn addressed Caring and Safe Schools:

- Ministry PPM 145 released October 2009 with regards to the above. Progressive discipline uses a continuum of prevent programs, interventions, supports and consequences to address inappropriate student behavior and build upon strategies that foster positive behaviours
- The *Caring and Safe Schools in Ontario: Supporting Students with Special Needs Through Progressive Discipline, Kindergarten to Grade 12* resource guide promotes and supports a caring and safe school culture for all students and provides information about appropriate strategies and resources that address behavioural challenges for students, in particular students with special education needs
- The key elements of the resource guide, which are introduced in Chapter 1 are:
 - Characteristics of a caring and safe culture and on procedures and indicators that can be used by system and school leaders to assess the culture in their schools and plan for needed improvements
 - Description of the factors that influence student behavior and that may contribute to inappropriate and/or challenging behavior
 - Description of approaches and sources of information that school leaders can draw on in planning how to meet identified needs
 - Strategies on how to organize and manage a response to the identified behavior issues and needs and offers some sample assessment and planning tools that system and school leaders can adapt to their own circumstances
 - Glossary that provides explanation of a variety of terms used in the document

7.0 Information Items

7.1 Services for Children in the “Grey Zone”

Jennifer Welsh, Psychologist, with Integrated Services for Northern Children raised the following for discussion with the members:

- While the SGDSB, and in fact the Ministry of Education, is very specific about what student needs can be supported through the identification process, there are some students who have very significant needs that do not fit under any specific category.
 - For example, students whose intellectual functioning falls in the Borderline range (i.e., 2nd to 8th percentile) are not eligible to receive exceptionalities because their test scores are not low enough (i.e., <2nd percentile) to qualify under the

Mild Intellectual Disability exceptionality, but not high enough (>8th percentile) to qualify under the Learning Disabled/Communication exceptionality.

- Dr. Welsh's experience in working with various school boards has shown that it is very challenging to create adequate supports for these students (i.e., those with Borderline IQ scores which often relates to very significant learning challenges). She queried the committee for documents, resources, or other opportunities that she can encourage parents and/or school staff to pursue when they find themselves in the position of having to provide programming for students with these profiles. This issue has been flagged by the Ministry in the past as an outstanding area of need, although a clear solution has not been achieved (at least in the form of a formal document with guidelines to follow). Sherry Hamill provided some direction on the issue. An IEP can be created for a student in need without an identification being made. Modifications may be more appropriate for these cases rather than accommodations. The student would still be eligible for claims to be made through SEA, if warranted. Don Parsons provided some training education to SERTs in the district last year (2009), although it was unclear if new staff are acquainted with those details given some staff changes at the admin level.
- Dr. Welsh was encouraged to contact Sherry Hamill should she run into situations where SGDSB staff are uninformed about these issues.

8.0 Agenda Items: Next Meeting Date/Time/Venue
Next meeting date will be Tuesday, October 12, 2010 at 6:30 p.m.
Agenda Items: Elections
E.A. INAC – Tuition Agreements

9.0 Adjournment
Moved by: K. Notwell Second: S. Tyance
That the SEAC Meeting, September 14, 2010 be adjourned at 7:10 p.m.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Board Policy Review Committee
Videoconference Meeting – Marathon, ON

Monday, September 27, 2010 @ 6:30 p.m.

A G E N D A

<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		X			
Fisher, Cindy				X		Simmons, Tina				X	
Keenan, Darlene		X				Sparrow, Julie (Ex-Officio)					X
<u>Resource Members</u>											
							OS	TC	VC	A	R
Patti Pella: Director of Education							X				
David Tamblyn: Superintendent of Education											X
Cathy Tsubouchi: Manager of Accounting Services											X
Barbara Willcocks: Student Success Leader)											X
Anne Lockwood: Vice-Principal (NRHS)								X			
RM. Joannette: Recorder											X

Legend: Policy = P

Management Guideline = MG

Procedural Guideline = PG

1.0 Review and Approval of Minutes: May 31, 2010

[Attached](#)

Moved by: M. Mannisto

Seconded by: D. Keenan

That, the Board Policy Review Committee minutes of May 31 26, 2010 be approved.

2.0 Business Arising from Minutes**3.0 Reviews: New/Existing (P's / MG's and / or PG's)****P-308 Non-Trustee Board Committee Member Expenditures (New)**

[Attached – P. Pella](#)

P. Pella reported this policy was developed to address concern raised by the Native Education Advisory Committee over expenses incurred for attendance at these board initiated meetings. Trustee D. Keenan noted that caution be exercised in the process of developing and adopting such a policy as she believes concerns have been raised about policies of this nature being precedent setting.

Action: Do not post for stakeholder review at this time. P. Pella will make further enquires on this matter and the issue will be relisted for the next Board Policy Review Committee meeting in October.

P-526 Managing Information for Student Achievement (MISA)

[Attached – P. Pella](#)

P. Pella reported no changes have been made to this item

Action: Post to website for stakeholder review

MG-526 Managing Information for Student Achievement (MISA)

[Attached – P. Pella](#)

P. Pella reported no changes have been made to this item

Action: Post to website for stakeholder review

P-531 Fire Alarms and Drills

[Attached – P. Pella](#)

P. Pella reported no changes have been made to this item

Action: Post to website for stakeholder review

MG-531 Fire Alarms and Drills

[Attached – P. Pella](#)

P. Pella reported no changes have been made to this item

Action: Post to website for stakeholder review

P-704 Recruitment Selection and Hiring

[Attached – P. Pella](#)

P. Pella reported no changes have been made to this item

Action: Post to website for stakeholder review

4.0 Stakeholder Feedback

4.1 Items Posted (April 26 to June 25/10) – No Feedback Submitted

P-202 Control and Release of Information

Action: Forward for board approval on October 18/10

P-506 Drug Education

Action: Forward for board approval on October 18/10

4.2 Items Posted (June 1 to August 2/10) – No Feedback Submitted

PG- Religious Accommodation

Action: Forward for board approval on October 18/10

5.0 Items Recommended for Stakeholder Review (Post September 28 to November 15/10)

P-526 Managing Information for Student Achievement (MISA)

[Attached – P. Pella](#)

MG-526 Managing Information for Student Achievement (MISA)

[Attached – P. Pella](#)

P-531 Fire Alarms and Drills

[Attached – P. Pella](#)

MG-531 Fire Alarms and Drills

[Attached – P. Pella](#)

P-704 Recruitment Selection and Hiring

[Attached – P. Pella](#)

6.0 Items Recommended for Board Approval – October 18/10

- P-202 Control and Release of Information
- P 506 Drug Education
- Procedural Guideline: Religious Accommodation

7.0 Future Meetings and Agenda Items

7.1 October 25, 2010 – Review Existing and or New Policies

Review of Work Plan for 2010-2011 School Year

P-308 Non-Trustee Board Committee Member Expenditures (New)

Bill 168

8.0 Adjournment

Moved by: D. Keenan

Seconded by: M. Mannisto

That, the Board Policy Review Committee Meeting of September 27, 2010 be adjourned at 7:02 p.m.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Board Policy Review Committee
Videoconference Meeting – Marathon, ON

Monday, May 31, 2010 @ 6:30 p.m.

MINUTES

<u>Members</u>	<i>Attendance Mode: On-site (OS); Teleconference (TC); Videoconference (VC); Absent (A); Regrets (R)</i>										
	OS	TC	VC	A	R		OS	TC	VC	A	R
Brown, Cindy				X		Mannisto, Mark		X			
Fisher, Cindy		X				Simmons, Tina				X	
Keenan, Darlene		X				Sparrow, Julie (Ex-Officio)				X	
<u>Resource Members</u>											
							OS	TC	VC	A	R
Patti Pella: <i>Director of Education</i>											X
David Tamblyn: <i>Assistant to Director of Education</i>								X			
Valerie Newton: <i>Acting Director & Superintendent of Student Success</i>							X				
Cathy Tsubouchi: <i>Manager of Accounting Services</i>							X				
Anne Lockwood: <i>Vice-Principal (NRHS)</i>								X			
RM. Joannette: <i>Recorder</i>							X				

Legend: Policy = P

Management Guideline = MG

Procedural Guideline = PG

1.0 Review and Approval of Minutes: April 26-10

Attached

Note: in the absence of Cindy Brown, Trustee Darlene Keenan agreed to chair this meeting.

Moved by: Cindy Fisher Seconded by: Mark Mannisto

That, the Board Policy Review Committee minutes of April 26, 2010 be approved.

3.0 Business Arising from Minutes

There was no business arising from the minutes

3.0 Reviews: New/Existing (P's / MG's and / or PG's)**3.1 Procedural Guide– Religious Accommodation (New)**

Attached – V. Newton

Acting Director Valerie Newton explained that the Ministry of Education has mandated the development of this policy. It follows the template from the Ontario Education Services Corporation and it addresses legislative context that any reasonable accommodation based on religious culture, ritual or tradition be accommodated in schools. There are some limitation on accommodation which is based on the impact of the health and safety of students and staff. Reference to religious accommodation needs to be articulated in school agendas. The procedure ties into board's Equity and Inclusive Education and to a degree there is a link to the board policy on progressive discipline and school safety.

Action:

- Add reference to Policy 535 Progressive Discipline and School Safety and Policy 536 Equity and Inclusive Education & prior to posting on website
- Post to website for stakeholder review.
- Val to check on the including an accommodation for "smudging" as a component of Aboriginal culture. It is a religious practice used for cleansing a person's spirit.

4.0 Stakeholder Feedback for Items Posted (February 22 to April 16/10)

P-535 Progressive Discipline and School Safety

Attached – V. Newton

MG-535 Progressive Discipline and School Safety

Attached – V. Newton

V. Newton explained that feedback had been forwarded by ETFO President Colleen Lemieux in reference to the delegation of authority to teachers. In a meeting with Ms. Lemieux, Val clarified that the management guideline does not refer to delegated teacher as an acting principal. Duties are confined and the teacher delegates need to be in contact with the principal for the duration of delegated duty. Teacher delegate can take no action on their own. In addition, since the last major revision to this policy and guideline, the OESC has forwarded substantive wording changes to incorporate more of the legislative language that was the main impetus for the initial, major revamp of the documents.

Action:

- Forward for approval to the Regular Board Meeting on June 21, 2010

5.0 Stakeholder Feedback for Items Posted (April 27 to May 21/10)

5.1 No Feedback Submitted

P-303 Purchasing

Attached – C. Tsubouchi

At the April 26, 2010 BPRC, Cathy explained that the ministry had directed boards to be compliant on this issue by May 31st (see April Minutes Item 4.2) Per those minutes the board approved policy to post on May 18th. In deference to Trustee Brown's suggestion this policy was posted for stakeholder feedback for approximately one month, i.e., to May 21st. No feedback was submitted.

Action:

- Rather than a five-year review cycle, this policy will be put onto a 1-year cycle, that requires a review before December 2011. No other action required as policy was posted May 18th.

6.0 Items Recommended for Stakeholder Review (Posting June 1 to August 2/10)

- Procedural Guideline: Religious Accommodation

7.0 Items Recommended for Board Approval – June 21/10

- P-535 Progressive Discipline and School Safety
- MG – 535 Progressive Discipline and School Safety

8.0 Future Meetings and Agenda Items

8.1 September 27, 2010 – Items from Stakeholder Reviews to Include

P-202 Control and Release of Information

P-506 Drug Education

PG - Religious Accommodation

8.2 September 27, 2010 – Review Existing and or New Policies

P-526 & MG Managing Information for Student Achievement (MISA)

P-531 Fire Alarms and Drills

P-704 Recruitment Selection and Hiring

P-706 Health and Safety

New Policy Violence in the Workplace

9.0 Adjournment

Moved by: Cindy Fisher

Seconded by: Mark Mannisto

That, the Board Policy Review Committee Meeting of May 31, 2010 be adjourned at 7:10 p.m.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

<i>Section</i>	BUSINESS AND TRANSPORTATION	
<i>Policy Name</i>	NON-TRUSTEE BOARD COMMITTEE MEMBER EXPENDITURES	308

<i>Board Approved:</i>	<i>Review Prior To: December 2015</i>
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POLICY

It is the policy of Superior-Greenstone District School Board to reimburse non-trustee members of board committees and/or school council members' expenses incurred in connection with carrying out the responsibilities as a member of a board committee.

DEFINITIONS

"Approved board business" refers to expenses incurred in the course of doing business on behalf of the Board.

"Native Education Advisory Committee" refers to a standing committee of the Board composed of members appointed by First Nations Band Councils that have tuition agreements with Superior-Greenstone District School Board and whose students attend a school under the jurisdiction of the Board.

"Non-trustee board committee member" refers to individuals appointed by the Board to the Superior-Greenstone District School Boards Committees including:
 Native Education Advisory Committee (NEAC),
 Parent Involvement Committee (PIC) Education Act 17.1),
 Special Education Advisory Committee (SEAC) Education Act O. Reg 464/97,2),
 School Council Members (Education Act O. Reg 612/00,3)
 Supervised Alternative Education Program (SALEP) Education Act R.R.O. Reg 308,3)

"Trustees" refers to both publicly elected or appointed Trustees and Student Trustee(s), unless otherwise noted.

RATIONALE

In a memorandum dated July 20, 2009, the Ministry of Education provided school boards with trustee expenditure guidelines demonstrating best practice, consistency, and province-wide standards for trustees, non-trustee members and school council member expenditures. This policy incorporates those best practices.

GUIDELINES

- 1.0 All claims for reimbursement will only be authorized for approved board business.

- 2.0 Claims for reimbursement will only be authorized for travel by one non-trustee member of a board committee in any given geographical area, unless prior approval is provided for additional travellers attending the same board event.
- 3.0 Claims for reimbursement of personal expenses must be submitted using the Board Expense Form F01-003.
- 4.0 Non-trustee claimants are responsible to ensure that all claims comply with Board Policy 307 Travel, Meals and Hospitality Expenditures and do not include any personal expenses.
- 5.0 The Director of Education or the Superintendent of Education is responsible for ensuring that members of school councils or non-trustee board committee members claims conform to Policy 307 Travel, meals and Hospitality Expenditures.
- 6.0 Claims must be signed by the non-trustee board committee member person submitting the expenses and supported by original receipts (photocopies are not acceptable). Credit/Debit card receipts are not acceptable as they do not contain sufficient detail to meet audit requirements.
- 7.0 When submitting an expense claim, the purpose of the trip must clearly be stated.
- 8.0 Expense account submissions should only cover costs incurred by the person submitting the expense account.
- 9.0 Non-trustee claims are to be approved and authorized for payment by the Director of Education or the Superintendent of Education.
- 10.0 Claims for reimbursements of any costs associated with travel on board business are to be submitted and will be processed after the event. There will be no immediate reimbursement for airfare or deposits charged to personal credit cards.

References:

Policy 307 – Travel Meals and Hospitality Expenditures
Policy 515 – School Community Council
Policy 528 – Parent Involvement Committee

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section SCHOOLS & STUDENTS

Policy Name MANAGING INFORMATION FOR STUDENT ACHIEVEMENT

(MISA)

526

*Management Guideline Applies**Board Approved: December 6, 2005**Review Prior To: December 2010***POLICY**

Superior-Greenstone District School Board shall make every effort to enhance the capacity of teachers, Principals and board staff to work with data in support of student achievement and in making evidence-based decisions supported by research data.

Superior-Greenstone District School Board recognizes that information collected must be handled in accordance with The Municipal Freedom of Information and Protection of Privacy Act and other relevant legislation and regulations.

PROCEDURES

1.0 All personal information in the custody of the Superior-Greenstone District School Board shall be treated as confidential, and:

- Will not be disclosed to anyone other than the person to whom the information relates and
- Will be shared with parents/guardians of students who are under the age of 18
- Will only be released to individuals or agencies that have permission of the Principal or as their authority to receive the requested information.

1.1 All data reports that are shared with the public will not include reference to individual students that may, at any time, lead to the identification of those students.

2.0 All data must be collected for the purposes of assessing student performance and for setting avenues/actions for school improvement planning.

3.0 Under the direction of the Principal, teachers must ensure that data is stored to protect the rights of students and others to whom the data relates. Principals are responsible for ensuring that appropriate information is stored in the Ontario Student Record (OSR) in accordance with the Ministry of Education applicable guidelines.

4.0 All tests conducted under the auspices of the Education Quality and Accountability Office (EQAO) will be shared in accordance with EQAO practices for the protection of privacy and sharing of test results.

5.0 The following Superior-Greenstone District School Board Policies must also be adhered to in relation to data collection and the release of confidential information:

Policy 502 Ontario Student Records
Policy 511 Student Questionnaires

Policy 607	Electronic Communications Systems
Policy 904	Protection of Privacy

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

<i>Section</i>	SCHOOLS & STUDENTS	
<i>Management Guideline</i>	MANAGING INFORMATION FOR STUDENT ACHIEVEMENT (MISA)	
<i>Applicable Policy</i>	MANAGING INFORMATION FOR STUDENT ACHIEVEMENT (MISA)	526
<hr/>		
<i>Board Approved:</i>	<i>Reviewed:</i>	<i>Review Before:</i>
December 6, 2005	September 27, 2010	December 2015

RATIONALE

The goal of the Superior-Greenstone District School Board is to improve student achievement. It is imperative that decisions pertaining to the implementation of strategies to improve student achievement be based on sound evidence.

Evidence of student achievement must be collected, analyzed, and shared with appropriate staff to continue to refine practices and procedures in schools.

1.0 Expectations

Senior management personnel and Principals, as leaders, are responsible for promoting data driven inquiry and subsequent action for enhancing student achievement amongst all teachers, staff, students, parents/guardians, and community members. In leading in an inclusive manner, Principals work in a culture that promotes sustained improvement and that builds capacity for student improvement.

2. Security and Access to Information

The Director, Superintendent of Education and Assistant to the Superintendent of Education will have computer access to examine all records of data that pertain to student achievement. This includes, but is not limited to scores such as those derived from EQAO testing, implementation of the Developmental Reading Assessment (DRA) and other surveys and evaluation results. Principals must provide such data to members of the Senior Administrative team upon request. Members of the senior administration will have computer access to individual student, school and system based data.

Principals and Vice Principals will have access to data that pertains solely to those students in their schools. However, Principals and Vice Principals that have system level responsibilities that require school based data from schools other than their own, may, with the permission of the Superintendent of Education, be granted access to such data.

Teachers will have access to data that pertains solely to those students in their classes. Teachers with Program Leader responsibilities may view achievement data pertaining to students in their programs/departments. However, teachers that have system level

responsibilities, may, with the permission of the Principal and Superintendent of Education, be granted access to data that will assist them in their system level roles.

Educational Assistants will not be permitted to access individual data, unless under the direction of the Principal and in accordance with legislation and regulations.

Secretaries will have access to database programs to allow for the input and preparation of reports at the direction of the Principal.

3. Communication:

Every reasonable effort will be made to communicate individual results to parents and to students with recommendations to students for improvement. All administrators, teachers, and staff will only be permitted to discuss the academic performance of students 18 years of age and older when the student grants permission to do so in writing.

Reports that reflect student performance that are to be used by persons other than the individual student and/or his/her parent/guardian must not include reference to the names of those students nor provide information that may lead to the identification of individual students. Achievement results will be reported to appropriate agencies under the guidelines for appropriate use of the Ontario Education Number (OEN) for students and/or the Ministry of Education Number (MEN) for teachers. Schools may not at any time, release OEN's and MEN's to unauthorized persons. Information about students, including academic performance is confidential and is not available to persons without appropriate authorization.

4. Collection of Data

It is imperative that data be collected using appropriate testing and evaluation methods that assess school needs, allow for the monitoring of progress, and provide an avenue to assess success. All staff must ensure that data is collected in a consistent and fair manner. Should any information be collected that indicates concerns regarding student safety, those concerns must be reported as per the requirements of legislation.

Data on student performance will be collected solely for the following purposes (as supported by EQAO):

- 1.1.1 To determine areas of strength and areas for growth in teaching practices
- 1.1.2 To provide students with clear and timely information on their progress
- 1.1.3 To reinforce student success and identify areas where attention is needed
- 1.1.4 To demonstrate to students that the knowledge and skills required of them are consistent across the province
- 1.1.5 To strengthen students' involvement in continuous learning and improvement
- 1.1.6 To provide information and direction which give students insight to plan for their future
- 1.1.7 To create opportunities for timely intervention to support student achievement

- 1.1.8 To clarify expectations for students' academic performance at key ages and stages through which parents can evaluate their children's progress
- 1.1.9 To increase parental awareness of content taught and standards expected in our schools
- 1.1.10 To give parents information that they can use when talking to teachers about their children's progress
- 1.1.11 To provide common language and examples of student achievement to ensure straightforward reporting
- 1.1.12 To recognize the importance of the teacher's daily observations and records in both good teaching and good classroom assessment
- 1.1.13 To help teachers to ascertain students' knowledge and skills, so they may intervene appropriately to foster improvement
- 1.1.14 To increase awareness of strong assessment practices which can serve as examples for daily classroom evaluation and help teachers improve their assessment skills

5. Analysis and Interpretation of Data:

In following defined procedures during the analysis of data staff will ensure that results accurately reflect the performance of students. Data should be analyzed and interpreted to identify both strengths and needs. Teachers should be directly involved in analyzing and reviewing test results that pertain to their students.

School improvement plans should clearly reflect the analysis and interpretation of scores such as those obtained during EQAO testing. It is imperative that student and school data be included in school improvement planning in order to ensure that a meaningful plan is developed. Staff and parents/guardians may receive appropriate guidance/training in implemented the best methods for analyzing and interpreting data.

6. Storage of Data:

All information must be kept so that only those persons entitled to access the data may do so. It is the responsibility of the principal to ensure that all information pertaining to student demographics and performance be kept in a secure fashion.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

<i>Section</i>	SCHOOLS AND STUDENTS	
<i>Policy Name</i>	FIRE ALARMS AND FIRE DRILLS <u>Management Guideline Applies</u>	531
<hr/>		
<i>Board Approved:</i>	<i>Reviewed:</i>	<i>Review Prior To:</i>
December 4, 2007	September 27, 2010	December 2015 December 2012

POLICY

To ensure the schools under the direction of Superior-Greenstone District School Board are in compliance with its obligations for conducting and recording fire drills under the *Ontario Fire Code* and the *Education Act*.

PROCEDURE

1. A Fire Safety Plan shall be included as part of the School's Emergency Procedures Plan and in accordance with Ontario Regulation 388/97, Fire Code will contain:
 - (a) the emergency procedures to be used in case of fire including sounding the fire alarm, notifying the fire department, provisions for access for fire fighting, instructing occupants on procedures to be followed when the fire alarm sounds, evacuating endangered occupants and confining, controlling and extinguishing the fire,
 - (b) the appointment and organization of designated supervisory staff to carry out fire safety duties,
 - (c) the instruction of supervisory staff and other occupants so that they are aware of their responsibilities for fire safety,
 - (d) the holding of fire drills including the emergency procedures appropriate to the building,
 - (e) the control of fire hazards in the building,
 - (f) the provision of alternative measures for the safety of occupants during any shutdown of fire protection equipment and systems or part thereof, and
 - (g) instructions, including schematic diagrams, describing the type, location and operation of building fire emergency systems,
 - (h) a master copy of the Fire Safety Plan shall be kept in the Main Office of the school.
2. The total number of evacuation fire drills shall be held three times in each of the fall and spring school terms.
3. The principal or designate shall keep a record to indicate that the Fire Safety Plan has been shared with staff; advise the Superintendent of Education that the review has taken place and ensure that this information has been shared by September 31 each year.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

<i>Section</i>	SCHOOLS AND STUDENTS	
<i>Management Guideline</i>	FIRE ALARMS AND FIRE DRILLS	
<i>Applicable Policy</i>	FIRE ALARMS AND FIRE DRILLS	531
<hr/>		
<i>Board Approved:</i>	<i>Reviewed:</i>	<i>Review Before:</i>
December 4, 2007	September 27, 2010	December 2015

Rationale:

As a Board one of our primary commitments is to ensure the safety of our students. This is even more imperative when an emergency occurs such as fire. During these situations, school staff may become confused or forget details. It is for this reason that this document has been prepared to be used in conjunction with the School Fire Safety Plan Template, which is part of the School Emergency Procedures Plan. A master copy of the Fire Safety Plan shall be kept in the Main Office of the school.

The principal or designate shall keep a record to indicate that the Fire Safety Plan has been shared with staff; advise the Superintendent of Education that the review has taken place and ensure that this information has been shared by September 31 each year.

1.0 When the Alarm Sounds

- 1.1 Everyone evacuates immediately in a quiet and orderly fashion.
- 1.2 Each class will proceed, single file.
- 1.3 The Teacher's Attendance Record must accompany the teacher.
- 1.4 The classroom lights, windows and doors must all be shut during the evacuation procedure.
- 1.5 Once outside, the class is to remain away from the building as a group, and the teacher is to take attendance.
- 1.6 The Principal, or designate, will signal the return to classrooms.

2.0 Duties and Responsibilities

- 2.1 Staff
 - 2.1.1 Teachers will instruct students in advance of the proper action to be taken upon hearing the fire alarm.
 - 2.1.2 Each room must have a fire exit sign prominently displayed clearly indicating the evacuation route and an alternative route.
 - 2.1.3 The principal, or designate, will take the "Safe Arrival" binder.

- 2.1.4 Attendance is to be taken outside. The individual in charge of the classroom at the time the alarm sounds is responsible for the safe, orderly evacuation of the students.

2.2 Students

- 2.2.1 Shoes or slippers must be worn at all times when in school.
- 2.2.2 Students will walk quickly, silently and in single file using the designated evacuation route.
- 2.2.3 Students will line up in single file in a pre-designated location clear of the school.

3.0 General Routines

- 3.1 A student discovering a fire shall immediately report to the nearest staff member.
- 3.2 A staff member discovering a fire, or being notified of a fire by a student, shall activate the nearest fire alarm pull station.
- 3.3 Clear access to all sides of the building will be maintained at all times for firefighting equipment.
- 3.4 Evacuation drills shall be held three times between September 1 and December 31, and three times between January 1 and June 30. (Education Act, Regulation 262, section 6.2)
- 3.5 The principal or designate will coordinate the care of students once evacuated from the school.
- 3.6 The principal or designate is responsible for instructing designated staff in fire safety routines, and to see that no hazardous materials or conditions exist in the school.
- 3.7 The custodial staff shall test the fire alarm and any emergency lighting once per month, and carry out maintenance on fire extinguishers annually.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

<i>Section</i>	PERSONNEL	
<i>Policy Name</i>	RECRUITMENT, SELECTION & HIRING <i>Management Guideline Applies</i>	704
<i>Board Approved:</i>	<i>Reviewed: September 27, 2010</i> <i>March 12, 1999 February 20, 2007</i>	<i>Review Prior To: December 2015</i> <i>December 2012</i>

POLICY

It is the policy of the Superior-Greenstone District School Board to follow fair and equitable recruitment, selection and hiring practices.

PROCEDURES

1.0 Employment Equity

The procedures and practices relating to recruitment, selection and hiring shall reflect the Board's commitment to Employment Equity.

2.0 Openness

Full and open communication of the Board's recruitment, selection and hiring procedures for all employees and applicants is to be followed.

3.0 Applicant Pool

The Board shall endeavour to take full advantage of a broad spectrum of human resources by attempting to attract and give equal consideration to, qualified applicants from all sources.

4.0 Guidelines

The Board shall establish and use clear guidelines for those involved in the selection process that will strive to eliminate systemic discrimination.

5.0 Best Candidate

The Board's goal in recruitment shall be to select the candidate whose skills most closely match the requirements of the job.

6.0 Regulation

The Board shall make every effort to meet all legal and legislative requirements involved in hiring.

7.0 Consistency

The Board shall strive to achieve consistency throughout its operations in the treatment of applicants through a Staff Recruitment Management Guideline.

8.0 Criteria

The Board shall demand that selection decisions are based in every case on measurable criteria that are laid out in advance of the process by the hiring team.

9.0 Handbook

The Board shall direct that the Management Guideline dealing with staff recruitment be the accepted vehicle to achieve implementation of this policy.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

<i>Section</i>	PERSONNEL	
<i>Management Guideline</i>	RECRUITMENT, SELECTION & HIRING	
<i>Applicable Policy</i>	RECRUITMENT, SELECTION & HIRING	704
<hr/>		
<i>Board Approved:</i>	<i>Reviewed:</i>	<i>Review Before:</i>
February 20, 2007	September 27, 2010	December 2015

HANDBOOK

See attached as parts:

- 1.0 Advertising
- 2.0 Formation of Selection Committee
- 3.0 Short List
- 4.0 The Interview
- 5.0 Notification to Successful and Unsuccessful Candidates
 - Appendix A: Reference Check Form
 - Appendix B: Short List Template
 - Appendix C: Board Timed Interview Template
- 6.0 Performance Review (Below Standard Performance)

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

<i>Section</i>	PERSONNEL	
<i>Management Guideline</i>	RECRUITMENT, SELECTION & HIRING	
<i>Applicable Policy</i>	RECRUITMENT, SELECTION & HIRING	704
<hr/>		
<i>Board Approved:</i>	<i>Reviewed:</i>	<i>Review Before:</i>
May 9, 2000	September 27, 2010	December 2015

RATIONALE

The Superior-Greenstone District School Board is an equal opportunity employer who will:

- Select the best candidate for the job;
- Establish clear, consistent, guidelines in the selection process;
- Ensure that a potential employee related to an existing employee, or a member of the Board, is neither prejudiced against, nor favoured in the hiring process;
- Collect all information requested under the *Freedom of Information and Protection and Privacy Act*

2.0 Advertising

Advertising

1. All advertisements and postings for vacant positions will invite applications to be directed to the Co-ordinator of Human Resource Services, unless determined otherwise.
2. The Co-ordinator of Human Resource Services will receive all notices of job vacancies.
3. Once notified of a job vacancy, the Co-ordinator of Human Resource Services will update the advertising template in consultation with the Supervisor responsible for the vacant position.
4. All job vacancies shall clearly state:
 - a due date for application
 - a smoke-free work place
 - an equal opportunity employer

Postings

1. The job vacancy will be posted as required by collective agreements
2. The Co-ordinator of Human Resource Services will make available to interested candidates an updated job description upon request.

Applications

1. All valid applications must be received, in the board office, by the Co-ordinator of Human Resource Services, on or before the due date. As determined by the Co-ordinator of Human Resource Services, some applications may be directed to the appropriate supervisor.

3.0 Formation Of Selection Committee

Purpose: The Selection Committee will be responsible for the selection process, from the establishment of the Selection criteria through to the selection and recommendation to the Board of the successful candidate.

The Co-ordinator of Human Resource Services will be responsible for establishing the Selection Committee in consultation with the immediate supervisor.

The Selection Committee should consist of at least three (3) members and should include:

- the immediate supervisor, or designate, of the position being filled;
- an administrator from the Board who is not in the same work location as the opening.

All Selection Committees shall have male and female representation, when possible.

Once applications are received, should a declared conflict of interest be evident, an alternate member will replace the member in conflict until the conflict no longer exists.

4.0 Short List

Purpose: The Selection Committee shall ensure all applications are processed in a fair and consistent manner and ensure that those interviewed meet the minimum required qualifications for the position.

Only applicants to be considered for the interview process will be acknowledged by the Co-ordinator of Human Resource Services.

The Selection Committee will screen all applications based on the process developed by the Human Resources Department.

The same screening criteria and forms will be used for all applications.

The Selection Committee shall obtain a list of names and addresses for references and qualifications checks and a signed consent from the short listed candidates to contact those individuals and institutions listed. Reference checks for all short listed candidates shall be carried out by the Human Resource Department, or designate, at a time decided upon by the selection committee (Appendix A).

All forms and documentation used during the initial screening process will be filed with the resume, for three (3) months, and held by the Chair of the Selection Committee.

If, after initial screening, it is determined that no candidate meets the minimum requirements, the position will be re-advertised.

The individual conducting reference checks will refer to a list of questions or information that can be asked under the Human Rights legislation to avoid any legal problems (Appendix A).

5.0 *The Interview*

The Chair of the Selection committee should be the immediate supervisor for the vacant position.

The Chair, along with the members of the Selection Committee, shall develop criteria for short-listing candidates based on a standard job description and a standard short-listing template

Once the short list has been established, the Selection Committee will create a set of interview questions with possible answers, based on, but not limited to, the board bank of interview questions. Following interviews, all questions will be filed with the Human Resources Department.

All jobs should have an appropriate standard practical assignment, developed from the Board pool, given as part of the selection process. Practical assignments will be filed with the Human Resources Department.

The selection criteria shall:

- be measurable;
- be documented;
- meet all legal requirements;
- be used consistently for all candidates;
- be valid, genuine, and reasonable for job requirements.

Each interview will have a preamble written by the chair based on the board timed interview template (Appendix C).

All candidates for positions of support staff and teaching staff will be given the opportunity to have a copy the questions given to them in written form at the beginning of the interview. Copies are returned at the end of the interview.

In all interviews, candidates will be provided with pen and paper.

All candidates will be asked the same questions and complete the same standard, practical assignments, if applicable.

The practical assignment will be conducted after the interview and will be the same for all candidates.

6.0 *Notification To Successful And Unsuccessful Candidates*

1. The chair of the selection committee will notify the successful candidate.
2. The candidate will be asked to provide evidence of a recent criminal Reference Check.

3. The unsuccessful short-listed candidates will be notified by telephone by the Chair, (or designate) of the selection committee that the position has been filled.
4. The chair will be responsible for the recommendation in writing to the Coordinator of Human Resource Services by way of the "Recommendation for Appointment" form (Appendix D).

APPENDIX A**Superior-Greenstone District School Board****REFERENCE CHECK FORM**

For the position of: _____

Person Contacted: _____ Date: _____

Position held while in your employ: _____

Dates of employment: _____

Reason for Leaving: _____

<i>Attribute</i>	<i>-1</i>	<i>0</i>	<i>+1</i>	<i>Comments</i>
Knowledge and skill in position				
Planning and organizational skills				
Ability to work with the public				
Ability to work with those in authority				
Co-workers				
Students				
Dependability including punctuality and attendance				
Initiative				
Respect for confidentiality				
Leadership potential				
Teaching ability or skill level				

Would you hire this person for this position? ☐ Yes ☐ NoDid you know your name was given as a reference for this candidate? ☐ Yes ☐ No

Date of Call: _____

Phone Number Called: _____ Time of Call: _____ ☐ a.m. ☐ p.m.

Signature of Evaluator: _____ Date: _____

Candidate's Name: _____

APPENDIX B

Short List Template

Point Count Explanation

Resume:	0	poor resume - spelling or no covering letter, not typed, etc.
	1	adequate resume - all components, no spelling errors
	2	good resume - all components, no spelling errors, well laid out
	3	excellent resume - all of the above plus excellent presentation
Experience: 0		no experience
	1	some experience
	2	meets/exceeds criteria
Education:		Define criteria based on advertisement, i.e.: post secondary education preferred.
	0	no high school diploma
	1	minimum high school diploma
	2	some post secondary education
	3	completed post secondary education
	4	post graduate work
Skills:		Define skills required based on advertisement requirements, i.e.: computer.
Computer Skills:	0	no computer skills
	1	word processing experience
	2	word processing experience in a windows environment plus spreadsheet or database
	3	extensive computer skills
Advertisement:	0	did not apply in duplicate
	1	applied in duplicate
References: 0		no references
	1	at least two references
	2	at least two references plus written authorization

Short List Template

Applications for the position of

[illegible]

Short List Template

Applications for the position of _____

#	INCUMBENT					TOTAL
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						

APPENDIX C
Board Timed Interview Template

(Name of School)

(Position Title) Interview - (Date)

PREAMBLE BY: (Chair's Name)

(Candidate's Name)

- 1.0 Introduce the candidate to the interview panel. Clarify position and school for which they are being interviewed.
- 2.0 You will have a maximum of ____ minutes for the formal portion of this interview.
- 3.0 There are a series of prepared questions - ____ in all -, which are the same for all candidates. Members will be recording your answers for later reference.
- 4.0 You are working within a time limit. It is important to keep this time limit in mind as you answer the questions.
- 5.0 At the conclusion of the formal questions, you will have an opportunity for a brief (maximum of two minutes) summary or closing statement if you wish.
- 6.0 The formal portion of this interview will now begin and will conclude at _____ whether or not all questions have been answered.

CONCLUSION BY: (Chair's Name)

(Candidate's Name)

- a) The formal questions are now concluded.
- b) You have an opportunity to make a brief summary statement to a maximum of two minutes, after which you will be provided with details regarding the selection process, etc.
- c) Position → Permanent temporary?
→ Effective
- d) Process → Decision
→ Recommendation to the Board on

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section BOARD AND ADMINISTRATION

Policy Name CONTROL & RELEASE OF INFORMATION 202

Board Approved:

April 18, 2005
March 12, 1999

Reviewed:

April 18, 2005

Review By:

~~December 2010~~

POLICY

The Superior-Greenstone District School Board recognizes its responsibility to provide, in a timely fashion, full and complete information to the public it serves.

PROCEDURE

To ensure that proper information is released to the public through the various news media, information is to be released only upon the prior knowledge and approval of the Director of Education and/or the Board Chair.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section SCHOOLS AND STUDENTS

Policy Name DRUG EDUCATION 506

Board Approved: March 12, 1999

Reviewed: December 6, 2005

Review Prior To: December 2010

POLICY

It is the policy of the Superior-Greenstone District School Board to promote wellness among its students by fostering the development of healthy lifestyles and by discouraging the use of tobacco, alcohol and other drugs.

PROCEDURES

1.0 Role & Scope

The Board's policy and procedure affecting "drug education" is to attempt to reflect current conditions and is to aim to focus on the role of the Board, its administrators and staff, its students and their parents and members of the community.

2.0 Curriculum

Curriculum initiatives will attempt to develop modules for use from JK to Grade 12 to help prevent alcohol and drug-related problems.

3.0 Identification

The Board will develop a process for identification of and early intervention into problems among students for whom preventative efforts have been unsuccessful.

4.0 Discipline

Each school will adhere to the school Code of Conduct and the board's policy on Safe Schools and its policy on Progressive Discipline and School Safety regarding alcohol and drug related incidents.

5.0 Partnerships

Efforts will be made to establish partnerships involving students, parents and the community.

References
<p>The Education Act; <u>Progressive Discipline and School Safety (Bill 212) 2007</u> Superior-Greenstone DSB Board Policies: 520 Safe Schools 535 Progressive Discipline and School Safety</p>

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Procedural Guideline **Religious Accommodation Guideline**

Board Approved: (NEW)

Review Before: December 2015

Introduction

The Superior-Greenstone District School Board recognizes and values the religious diversity within its community and is committed to providing a safe, respectful and equitable environment for all, free from all forms of discriminatory or harassing behaviours based on religion. It is committed to taking all reasonable steps to provide religious accommodations to staff and to students.

Freedom of religion is an individual right and a collective responsibility. The Board commits to work with the community it serves to foster an inclusive learning environment that promotes acceptance and protects religious freedom for all individuals. While the Board and its staff will take all reasonable steps to ensure freedom of religion and religious practices consistent with the *Ontario Human Rights Code*, it is expected that students and their families will help the Board to understand their religious needs and will work with the Board and its schools to determine appropriate and reasonable accommodations

Definitions

“Accommodation” - the Ontario Human Rights Commission’s Policy on Creed and the Accommodation of Religious Observances define “accommodation” as a duty corresponding to the right to be free from discrimination:

The Code provides the right to be free from discrimination, and there is a general corresponding duty to protect the right: the “duty to accommodate.” The duty arises when a person’s religious beliefs conflict with a requirement, qualification or practice. The Code imposes a duty to accommodate based on the needs of the group of which the person making the request is a member. Accommodation may modify a rule or make an exception to all or part of it for the person requesting accommodation.

(Policy on Creed and the Accommodation of Religious Observances, Ontario Human Rights Commission)

The duty to accommodate is an obligation that arises when requirements, factors, or qualifications, which are imposed in good faith, have an adverse impact on, or provide an unfair preference for, a group of persons based on a protected ground under the Code. The duty to accommodate must be provided to the point of undue hardship. In determining whether there is undue hardship, section 24(2) of the Code provides that reference should be made to the cost of accommodation, outside sources of funding, if any, and health and safety requirements.

“Creed” - Creed is interpreted by the Ontario Human Rights Commission’s 1996 Policy on Creed and the Accommodation of Religious Observances as “religious creed” or “religion.” It is defined as a professed system and confession of faith, including both beliefs and observances of worship.

The existence of religious beliefs and practices are both necessary and sufficient to the meaning of creed, if the beliefs and practices are sincerely held and/or observed.

According to the Ontario Human Rights Commission, every person has the right to be free from discrimination or harassing behaviour that is based on religion or which arises because the person who is the target of the behaviour does not share the same faith. Atheists and agnostics are also protected under the Ontario *Human Rights Code*.

Creed does not include secular, moral, or ethical beliefs or political convictions. This policy does not extend to religions that incite hatred or violence against other individuals or groups, or to practices and observances that purport to have a religious basis, but which contravene international human rights standards or criminal law.

(Section Reference: *Policy on Creed and the Accommodation of Religious Observances, Ontario Human Rights Code, 1996*)

“Undue Hardship” - Accommodation will be provided to the point of undue hardship, as defined by the OHRC (for example in the *Policy and Guidelines on Disability and the Duty to Accommodate*). A determination regarding undue hardship will be based on an assessment of costs, outside sources of funding, and health and safety. It will be based on objective evidence.

A determination that an accommodation will create undue hardship carries with it significant liability for the Board. It should be made only with the approval of the Board of Trustees.

Where a determination is made that an accommodation would create undue hardship, the person requesting accommodation will be given written notice, including the reasons for the decision and the objective evidence relied upon. The accommodation seeker shall be informed of his or her recourse under the Board's Equity and Inclusive Education Policy and Anti-Discrimination Policy and Procedure, and under the Ontario *Human Rights Code*.

Where a determination has been made that an accommodation would cause undue hardship, the Board will proceed to implement the next best accommodation short of undue hardship, or will consider phasing in the requested accommodation.

1.0 Legislative and Policy Context

The *Canadian Charter of Rights and Freedoms* (Section 15) protects freedom of religion. The *Ontario Human Rights Code* (The Code) protects an individual's freedom from discriminatory or harassing behaviours based on religion. In addition to and consistent with this legislation, The *Education Act*, its Regulations and policies govern Equity and Inclusion in Schools

- PPM No 108, “Opening or Closing Exercises in Public Elementary and Secondary Schools”
- R.R.O. 1990, Regulation 298, “Operation of School-General” s 27-29, under the heading “Religion in Schools”
- PPM No. 119, “Developing and Implementing Equity and Inclusive Education Policies in Ontario Schools”

2.0 Accommodation Guidelines

The purpose of this guideline is to ensure that all Board staff, students, parents and other members of the school community is aware of their rights and responsibilities under the Ontario *Human Rights Code* with respect to religious accommodation. It also

sets out the Board's procedures for accommodation and the responsibilities of each of the parties to the accommodation process. It is intended that the accommodation process, as well as the accommodation itself, be effective and respectful of the dignity of accommodation seekers.

The Board is committed to providing an environment that is inclusive and that is free of barriers based on creed (religion). Accommodation will be provided in accordance with the principles of dignity, individualization, and inclusion. The Board will work cooperatively, and in a spirit of respect, with all partners in the accommodation process.

2.1 Accommodation Based on Request

The Board will take all reasonable steps to provide accommodation to individual members of a religious group to facilitate their religious beliefs and practices. All accommodation requests will be taken seriously. No person will be penalized for making an accommodation request.

The Board will base its decision to accommodate by applying the Ontario *Human Rights Code's* criteria of undue hardship with the Board's ability to fulfill its duties under Board policies and the Education Act.

When concerns related to beliefs and practices arise in schools, collaboration among school, student, family, and religious community is needed in order to develop appropriate accommodation. It is the role of the Board and its staff to ensure equity and respect for the diverse religious beliefs and practices of students and their families and other staff in the school system. ***However, school administrators should not be placed in the position of monitoring a child's compliance with a religious obligation, and enforcing such practices, e.g. performing daily prayers or wearing a head covering is not the responsibility of the school or the Board.***

2.2 General Procedures for Religious Accommodation

2.2.1 Staff

The person requesting accommodation should advise the administration at the beginning of the school year, to the extent possible. If September notice is not feasible, the person should make the request as early as possible.

The absence of employees due to religious observances should be granted as determined by this policy and the appropriate collective agreement.

2.2.2 Students

Students must present verbal or written notice from their parents/guardians specifying their accommodation needs relating to religious observances, including holy days on which they will be absent from school. This notice should be made enough in advance (preferably at the beginning of each school year) to ensure that scheduling of major evaluations, such as tests, assignments or examinations, takes the religious observances into consideration.

Student handbooks and parent newsletters should include information about the procedure to follow to request an accommodation for religious observances and/or holy days. Such procedures should be easy for staff, students and parents to understand.

2.3 Unresolved Disputes

Despite the Board's commitment to accommodate, an individual may feel that discrimination based on religion has occurred. The Board will, through its human rights policies, take reasonable and timely steps to address the unresolved issues raised by the affected person which could include dispute resolution mechanism.

3.0 ***Areas of Accommodation***

For many students and staff of the Board, there are a number of areas where the practice of their religion will result in a request for accommodation on the part of the school and/or the Board. These areas include, but are not limited to the following:

- School opening and closing exercises;
- Leave of Absence for Religious Holy Days;
- Prayer;
- Dietary requirements;
- Fasting;
- Religious dress;
- Modesty requirements in physical education; and
- Participation in daily activities and curriculum.

3.1 School Opening and Closing Ceremonies

Pursuant to the Ontario Ministry of Education Policy/Program Memorandum No. 108 ("Memorandum No. 108"), if a student or parent/guardian objects to all or part of the opening or closing exercises due to religious beliefs, the student will be exempted and given the option not to participate and to remain in class or in an agreed upon location through the duration of the exercise.

Memorandum No. 108 states the following:

- a) All public elementary and secondary schools in Ontario must be opened or closed each day with the national anthem. "God Save the Queen" may be included.
- b) The inclusion of any content beyond "O Canada" in opening or closing exercises is to be optional for public school boards.
- c) Where public school boards resolve to include, in the opening or closing exercises in their schools, anything in addition to the content set out in item 1 above, it must be composed of either or both of the following:
 - i) One or more readings that impart social, moral, or spiritual values and that are representative of our multicultural society. Readings may be chosen from both scriptural writings, including prayers, and secular writings;
 - ii) A period of silence.
- d) Parents who object to part or all of the exercises may apply to the principal to have their children exempted. Students who are adults may also exercise such a right.

These requirements will be interpreted in accordance with the Ontario *Human Rights Code* and the Board will consider other requests for accommodation as may be made.

3.2 Absence for Religious Holy Days

The Board is committed to affirm and value equally the faith diversity in our schools. Section 21(2) (g) of the Education Act provides that a person is excused from school attendance in observance of a “holy day by the church or religious denomination to which he/she belongs.” This requirement will be interpreted in accordance with the Ontario *Human Rights Code*.

All staff and students who observe religious holidays in accordance with section 21(2) (g) of the *Education Act* may be excused from attendance, subject to the particular request for religious leave process.

The Board will encourage members of different faith-based groups to identify their religious holy days at the beginning of each school year. The Board will make reasonable efforts to acknowledge the different observances of their community when planning programs and events, such as Board-wide tests and examinations. To the extent possible, conferences, meetings, workshops, co-curricular activities and exams/tests, will not be scheduled on these significant faith days

3.3 Guidelines for Administrators

In accordance with their rights, all staff and students who request to observe a religious holy day should be allowed this right without having to undergo any unnecessary hardship.

Staff requesting a leave should advise the school administration at, or as close as possible to, the beginning of the school year and leave should be granted in accordance with the terms of the appropriate collective agreement.

Students requesting a leave should give verbal or written notice from their parent/guardian to the school at, or as close as possible to, the beginning of the school year. Such procedures should be easy to understand and follow.

Student agendas, school newsletters and announcements should include information about the procedures for requesting leaves.

All staff members acting on behalf of/representing the Board on other organizations, which in partnership with the Board are planning events or activities that involve students and/or staff of Board schools, have the responsibility to bring this procedure to the attention of these organizations.

For consultation or further clarification of questions, administrators and managers should contact the Superintendent of Education

3.3.1 Unresolved Requests

- a) Employee: In the event that, after an employee’s consultation with the school administration and the Superintendent of Education, unresolved issues remain, then the matter will be referred to the Director of Education
- b) Students: In the event that a student maintains that his or her rights under the Board’s religious accommodation policy have been compromised, then the matter will be referred to the appropriate Superintendent of Education.

3.4 Prayer

The Board recognizes the significance of prayer in religious practice. Board schools will make reasonable efforts to accommodate individuals' requirement for daily prayer by providing an appropriate location within the building for students and staff to participate in prayer. This may mean a quiet space in the library, an empty room, or wherever it is mutually satisfactory for the school and the student or staff member requesting the accommodation. Particular accommodation for prayer may include late school arrival, early school leaving or seasonal adjustment. Adult presence should be for supervision purposes only.

3.5 Dietary Restrictions

The Board is sensitive to the different dietary restrictions of various religious groups. Such sensitivity includes attending to issues related to the menus provided by catering companies, snacks in elementary schools, and food provided within schools, at school-sponsored activities and community events.

Breakfast and lunch programs in both secondary and elementary schools will consider relevant dietary restrictions in their menu planning. Availability of vegetarian options is recommended as a form of inclusive design.

Special attention needs to be given to overnight outdoor education activities, as well as field trips that extend over a mealtime period.

3.6 Fasting

The Board is sensitive to religious periods of fasting. Board schools will endeavour to provide appropriate space, other than cafeterias or lunchrooms, for individuals who are fasting in religious observance. The Board recognizes that students who are fasting may need exemptions from certain physical education classes and Board schools should make reasonable efforts to provide appropriate accommodations.

3.7 Religious Dress

"Dress Code" is the appropriate dress policy established by a school, and may include a school uniform. Such policies should be designed inclusively, taking into account common religious needs that may exist.

The Board recognizes that there are certain religious communities that require specific items of ceremonial dress. The Board understands that some religious attire, which is a requirement of religious observance, may not conform to a school's Dress Code.

Board schools will reasonably accommodate students with regard to religious attire. Religious attire is not cultural dress; it is a requirement of religious observation.

Religious attire that should be reasonably accommodated in Board schools includes, but is not limited to:

- Head covers: Yarmulkes, turbans, Rastafarian headdress, hijabs
- Crucifixes, Stars of David, etc.
- Items of ceremonial dress

Where uniforms are worn, administrators may ask the student to wear religious attire in the same colour as the uniform (e.g. the head scarves for females); however, there may be religious requirements of colour that cannot be modified.

Special attention must be given to accommodations necessary for a student to participate in physical education and school organized sports. Where possible, these should be incorporated into Board policies as part of an inclusive design process.

The Board seeks to foster an atmosphere of cultural understanding in order to be proactive in addressing potential harassment about religious attire. Schools should be aware that harassment about religious attire is one of the most common types of harassment and bullying. The Board and its schools will not tolerate any teasing directed at, or inappropriate actions taken against, an individual's religious attire and there will be appropriate consequences for individuals who violate this rule.

3.8 Modesty Requirements for Dress in Physical Education Classes

The Board recognizes that some religious communities observe strict modesty attire in respect of their religion. This can become a matter of concern when students are asked to wear the clothing used in physical education activities. Such policies should be designed inclusively, taking into account common religious needs that may exist.

If a family has concerns that cannot be addressed through inclusive design the school should discuss the modesty requirements with them, and, taking into consideration the Ministry of Education's mandated expectations in the physical education curriculum, provide reasonable accommodation. The curriculum requirements should be explained to the family so that it has sufficient information to understand the physical education curriculum and to select available curriculum alternatives.

3.9 Participation in Daily Activities and Curriculum

The Board will seek to reasonably accommodate students where there is a demonstrated conflict between a specific class or curriculum and a religious requirement or observance. Where academic accommodation is requested, the school should have an informed discussion with the student's parents/guardians to understand the nature and extent of the conflict.

The school should make it clear during the discussion that its role is to protect students and staff from harassment and discrimination because of their religion and cultural practices. Where these conflict with the school routines and activities or curriculum, the school should consider accommodation. It cannot, however, accommodate religious values and beliefs that clearly conflict with mandated Ministry of Education and Board policies.

It is important to note that when an individual requests an accommodation related to the curriculum, the accommodation applies to the individual in question and not to the whole class or to classroom practices in general.

4.0 *Limitations to Religious Accommodation*

The Board is committed to preventing and eradicating within its school community discrimination and harassment based on religion. The Board supports freedom of religion and an individual's right to manifest his/her religious beliefs and observances. The right to freedom of religion, however, is not absolute.

The Board will limit practices or behaviour in its schools which may put public safety, health, or the human rights and freedoms of others at risk. As well, the Board will limit practices or behaviours in its schools that are in violation of other Board policies. These decisions will be made in accordance with the principles of the Ontario *Human Rights Code*.

SUPERIOR-GREENSTONE
DISTRICT SCHOOL BOARD

BY-LAWS

Board Approved: April 17, 1998

Resolution No.: 92/98

First Review: October 1999 (18 months)

Responsibility: Director of Education

Amendments by Board Motion

Resolution No. ...	
Resolution No.56/01:	February 20, 2001 amend Item 427
Resolution No.269/04:	November 15, 2004 amend Item 3.5.5(b)
Resolution No.122/04:	May 17, 2004 amend Item 4.27
Resolution No.97/05:	March 21, 2005 amend Item 4.4
Resolution No.92/08:	March 17, 2008 amend Item 4.18.2

TABLE OF CONTENTS

PREAMBLE.....	1
A. PURPOSE	1
B. NAME OF THE BOARD.....	1
C. JURISDICTION.....	1
D. BOARD STATUS	1
SECTION 1 — FORCE OF BY-LAWS.....	2
1.1 Application	2
1.2 Matters not Specifically Described	2
1.3 Amending By-laws	2
1.4 Change to Act or Regulations	2
1.5 Conflict with Act or Regulations	2
1.6 Temporary Suspension of a Provision	3
1.7 Will of the Board	3
SECTION 2 — DEFINITIONS	4
2.1 “Act”	4
2.2 “Ad Hoc Committee”	4
2.3 “Appointed Board Officers”	4
2.4 “Appointed Members”	4
2.5 “Board”	4
2.7 “Committee Chair”	4
2.8 “Committee of the Whole”	4
2.9 “Director”	4
2.10 “Elected Board Officers”	4
2.11 “Ex-Officio”	4
2.12 “Management Team”	4
2.13 “Member”	4
2.14 “Pro tem”	4
2.15 “Quorum”	5
2.16 “Standing Committee”	5
2.17 “Statutory Committee”	5
2.18 “Vice-Chair”	5

SECTION 3 — INAUGURAL & ANNUAL ORGANIZATIONAL MEETINGS.....	6
3.1 Inaugural Meeting.....	6
3.2 Annual Organizational Meeting	6
3.3 Quorum Needed	6
3.4 First Nations Representative	6
3.5 Procedures	6
3.5.1 Secretary Assumes Chair	6
3.5.2 Call to Order	7
3.5.3 Ballots	7
3.5.4 Scrutineer	7
3.5.5 Elections.....	7
3.6 Procedures for Drawing Lots	8
3.7 Balloting	8
3.8 Assuming Chair	8
3.9 Destroying Ballots	8
3.10 Vice-Chair.....	8
3.11 Committee Chair(s).....	9
3.11.1 Elections	9
3.11.2 Motion to Destroy Ballots	9
3.11.3 Option to Secret Ballot.....	9
3.12 Business	9
3.13 Term of Office	9
SECTION 4 — REGULAR MEETINGS OF THE BOARD.....	10
4.1 Schedule for Regular Meetings.....	10
4.2 Cancellation	10
4.3 Rescheduling Cancelled Meetings	10
4.4 Meeting Location	10
4.5 Notice of Meeting	10
4.6 Distribution	10
4.7 Member Attendance.....	10
4.8 Member Absence.....	11
4.9 Adjournment.....	11

4.10	Unfinished Business	11
4.11	Special Meetings	11
4.12	Agenda	11
4.13	Emergency Items	11
4.14	Administration Assistance	12
4.15	Quorum	12
4.16	Agenda (Order of Business)	12
4.17	Participation of Appointed Members	13
4.17.1	First Nations Representative	13
4.17.2	Student Representative	13
4.18	Public Access to Meetings and Minutes	14
4.18.1	Meetings	14
4.18.2	Minutes	14
4.19	Exclusion of Persons	14
4.20	Temporary Chair	14
4.21	Voting by Chair	14
4.22	Equality of Votes	14
4.23	Presiding Officer's Participation	15
4.24	Points of Order	15
4.24.1	Point of Order	15
4.24.2	Ruling of the Chair	15
4.24.3	Final	15
4.24.4	Appeal	15
4.25	Privilege	15
4.25.1	Question	15
4.25.2	Ruling of the Chair	15
4.25.3	Final	16
4.25.4	Appeal	16
4.26	Electronic Participation	16
4.27	Recorded Vote	16
4.27.1	One Member	16
4.27.2	All Members	16

4.28	Participation and Conduct of Members.....	17
4.28.1	Addressing the Chair	17
4.28.2	Chair’s Authority.....	17
4.28.3	Speaking Order	17
4.28.4	Interruptions	17
4.28.5	Breach of Rules.....	17
4.28.6	Request to Read Motion	17
4.29	Motions.....	18
4.29.1	In Possession of the Board.....	18
4.29.2	Dividing a Motion	18
4.29.3	Order of Precedence.....	18
4.29.4	In Writing.....	18
4.29.5	Motion to Adjourn	18
4.29.6	Motion to Table.....	18
4.29.7	Taking from the Table	19
4.29.8	Motion to Amend	19
4.29.9	Reverse Order	19
4.29.10	End of Debate.....	19
4.29.11	Friendly Amendment	19
4.29.12	Every Member to Vote.....	19
4.29.13	Failure to Vote.....	19
4.29.14	Reconsideration	20
4.29.15	Failed Motion	20
4.30	Open Meetings	20
4.31	Requests for Funds	20
4.32	Commencement of Meeting.....	21
SECTION 5 —	COMMITTEES	22
5.1	Types of Committees	22
5.1.1	Standing Committees.....	22
5.1.2	Sub Committees	22
5.1.3	Ad Hoc and Special Committees	22
5.1.4	Statutory Committees.....	22

5.2	Formation of Committees.....	22
5.3	Committee Mandate.....	22
5.4	Committee Membership.....	23
5.4.1	Determination	23
5.4.2	Appointments	23
5.4.3	Ex-Officio Members	23
5.5	Negotiating Committee(s)	23
5.5.1	Appointment.....	23
5.5.2	Purview.....	23
SECTION 6	— COMMITTEE OF THE WHOLE BOARD	25
6.1	Authority.....	25
6.2	Purpose	25
6.3	In-Camera Sessions	25
6.4	Decisions	25
6.5	Scheduling Meetings.....	25
6.6	Chair	25
SECTION 7	— COMMITTEE OF THE WHOLE BOARD IN-CAMERA	26
7.1	Authority.....	26
7.2	Minutes and Resolution.....	26
7.3	Confidentiality.....	26
7.4	Conditions	26
7.4.1	Security of Property	27
7.4.2	Property Transactions	27
7.4.3	Personal Items.....	27
7.4.4	Negotiations.....	27
7.4.5	Litigation	27
7.5	Rise and Report.....	27
SECTION 8	— GENERAL PROCEDURES	28
8.1	Public Access to Agenda	28
8.2	Public Access to Minutes	28
8.3	Limitations	28
8.4	Quorum Ceasing to Exist.....	28

8.5	Secret Ballot.....	28
8.6	Committee Reports.....	28
8.6.1	Format.....	28
8.6.2	Records.....	29
8.6.3	Reporting.....	29
SECTION 9	— CONFLICT OF INTEREST.....	30
9.1	Declaration.....	30
9.2	Action.....	30
9.3	In-Camera.....	30
9.4	Recording Disclosure	30
9.5	Absence of Member with Conflict	30
9.6	Recorded Belated Declaration	30
9.7	Individual Responsibility	31
SECTION 10	— DELEGATIONS	32
10.1	Conditions	32
10.1.1	Subject Matter	32
10.1.2	Request.....	32
10.2	Approval.....	32
10.3	Specifics	32
10.4	Handouts.....	32
10.5	Exception	33
10.6	Refusal.....	33
10.7	Referred to Committee.....	33
10.8	Time Limit	33
10.9	Questions.....	33
10.10	Decision.....	33
SECTION 11	— MEMBER ATTENDANCE	34
11.1	Absences	34
11.2	Eligibility.....	34
SECTION 12	— RULES OF ORDER	35
12.1	By-Laws	35
12.2	Maintaining Order	35

12.3	Members Speaking	35
12.4	Duration	35
12.5	Interruptions	35
12.6	Motions.....	35
12.7	Disposal of Motions	35
12.8	Contrary to By-Laws.....	35
SECTION 13	— DUTIES OF BOARD OFFICERS	36
13.1	Chair	36
13.2	Vice-Chair.....	37
13.3	Secretary	37
13.4	Treasurer.....	37
APPENDIX A	— PROCEDURES AT A GLANCE	38
APPENDIX B	— QUICK REFERENCE & GUIDE TO PARLIAMENTARY PROCEDURES.....	39
APPENDIX C	— CODE OF CONDUCT.....	40

PREAMBLE

A. PURPOSE

The following organizational By-Laws are established by the Superior-Greenstone District School Board for the orderly dispatch of its business.

These By-Laws shall be subject to the provisions of any Statute or Regulation of the Province of Ontario and, in the event of any conflict, the statutory provisions shall prevail.

B. NAME OF THE BOARD

The name of the Board shall be SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD.

C. JURISDICTION

The area served by the Board shall be as delineated by Government Regulation effective January 1, 1998, and as it may be altered by Regulation from time to time.

D. BOARD STATUS

Pursuant to section 58.5(1) of the *Education Act*:

“Every district school board is a corporation and has all the powers and shall perform all the duties that are conferred or imposed on it under this or any other Act”.

But, pursuant to section 58.6 of the *Education Act*:

“A district school board shall be deemed to be a local board and a school board for the purposes of the *Municipal Elections Act, 1996*”.

SECTION 1 — FORCE OF BY-LAWS

1.1 Application

These By-Laws are drafted to govern the procedures to be used by Members and staff while conducting the business of the Superior-Greenstone District School Board.

The Superior-Greenstone District School Board's By-Laws are based primarily on Robert's Rules of Order. However, should the Board's By-Laws conflict with Robert's Rules of Order, the Board's By-Laws shall take precedence.

1.2 Matters not Specifically Described

Matters not specifically described in these By-Laws shall be conducted in a manner established by the Chair based on Robert's Rules of Order. Only a Member may challenge a procedure not specifically prescribed herein but employed by the Chair, in which case a majority vote of the Members present shall confirm or reject the procedure. The use of a procedure as devised by the Chair in such circumstances does not establish a precedent.

1.3 Amending By-laws

Any By-Law may be amended by a majority vote of those Members voting in any Regular Meeting of the Board, provided that Notice of Intention to introduce such amendment(s) and the specific amendment to be introduced have been given, in writing, at the previous Regular Board Meeting, and there is a reference to that effect in the Agenda, and provided that such amendment is not in conflict with any statute or regulation in force.

1.4 Change to Act or Regulations

Any changes made in numbering or content to any Act or Regulation referred to herein at any time shall be considered as written into the present By-Laws with the new reference and alternate numbering, as required.

1.5 Conflict with Act or Regulations

The operating procedures contained in these By-Laws shall be observed in all proceedings of Board, except as otherwise provided herein, and shall be the rules and regulations for the order and dispatch of the business of the Board and its committees, except where any statute or regulation otherwise provides.

1.6 Temporary Suspension of a Provision

The suspension of any provision contained in these By-Laws shall be allowed, with the exception of the provisions of the Code of Conduct, Appendix C, with the majority consent of the Members present. Such suspension shall be in effect only for the meeting at which the approval is given.

1.7 Will of the Board

These Procedural By Laws are drafted to enable the Board to conduct its business in an organized and efficient manner. It is not intended that these By Laws should at any time thwart the will of majority of the Members of the Board. Section 1.6 above is intended to ensure that the Board always has a remedy to apply in those situations where the By Laws as stated prevent the Board from exercising its will and yet preserves the application and integrity of the By Laws on an ongoing basis.

SECTION 2 — DEFINITIONS

In these By-Laws:

- 2.1 **“Act”** means the *Education Act*, Revised Statutes of Ontario, as amended from time to time.
- 2.2 **“Ad Hoc Committee”** means a committee established by the Board to consider a specific, assigned matter, and report back thereon to the Board by a fixed date.
- 2.3 **“Appointed Board Officers”** means the Treasurer of the Board.
- 2.4 **“Appointed Members”** means Members appointed by the Board to sit as Members with full or partial rights and to include (a) First Nations representative and (b) Student representatives.
- 2.5 **“Board”** means the Superior-Greenstone District School Board.
- 2.6 **“Chair”** means the Chair of the Board.
- 2.7 **“Committee Chair”** means a Chair of a Standing, Ad Hoc, Statutory, or other committee of the Board.
- 2.8 **“Committee of the Whole”** means the Board meeting as a whole within the rules and regulations of a committee and be open to the public unless, in accordance with the *Education Act*, the subject matter under consideration permits the meeting to be closed to the Public (“In-Camera”).
- 2.9 **“Director”** means Director of Education, Secretary of the Board and its Chief Executive Officer.
- 2.10 **“Elected Board Officers”** means the Chair and Vice-Chair of the Board.
- 2.11 **“Ex-Officio”** refers to a Member who is permitted to act by virtue of office, but an Ex-Officio Member does not vote and is not counted in determining a quorum.
- 2.12 **“Management Team”** means the Senior Administration (i.e. Supervisory Officers) employed by the Board.
- 2.13 **“Member”** means a Trustee, elected or appointed, of the Board.
- 2.14 **“Pro tem”** means any temporary appointment, usually effective for only one meeting.

- 2.15 **“Quorum”** means a majority of members of the Board elected pursuant to the *Municipal Elections Act* or appointed pursuant to the *Education Act* or Regulations, except for Student Trustees.
- 2.16 **“Standing Committee”** means a committee established by the Board to consider, on a regular basis, a specific, fixed area of the Board’s operations.
- 2.17 **“Statutory Committee”** means any committee formed by requirement of statute or regulation.
- 2.18 **“Vice-Chair”** means the Vice-Chair of the Board.

SECTION 3 — INAUGURAL & ANNUAL ORGANIZATIONAL MEETINGS

3.1 Inaugural Meeting

The Inaugural Meeting of a newly elected Board shall be held during the first ~~full week~~seven (7) days of December at the call of the Board Secretary.

This meeting shall be held at the head office of the Board in Marathon, Ontario.

~~However, notwithstanding the provisions above, on the petition of a majority of the members of the newly elected Board, the Director of Education may provide for calling the Inaugural Meeting of the Board at some other time and date and place.~~

3.2 Annual Organizational Meeting

The Annual Organizational Meeting of the Board for the second, third and fourth years of a Board's term of office shall be held in the first ~~full week~~seven (7) days in each succeeding December at the Board's Head Office, unless the Board otherwise directs.

3.3 Quorum Needed

It shall be necessary for the conduct of any business, including elections at the Inaugural and Organizational Meetings, that there be a quorum present.

Should no quorum be found, then the meeting shall be postponed for a period not exceeding seven (7) days.

3.4 First Nations Representative

As provided under Regulation, the Secretary shall announce, if available, the name of the member appointed by the First Nations within the Board's jurisdiction to represent the interests of Indian pupils attending the Board's schools, and that person so named shall be deemed an elected member of the Board once appointed by Board resolution.

3.5 Procedures

The procedures at the Inaugural Meeting and each succeeding Annual Organizational Meeting shall be as follows.

3.5.1 Secretary Assumes Chair

The Secretary shall assume the Chair until the election of a Chair is concluded.
~~If the Secretary is absent, the members present shall designate who shall preside.~~

3.5.2 Call to Order

The Secretary shall:

- (a) call the meeting to order; and
- (b) in an election year, read the returns of the clerks of the municipalities, if available, certifying as to the election of the members; and
- (c) declare the Board to be legally constituted when all members present have taken the declaration and oath, if taken, and they constitute a majority of all of the members of the Board.

3.5.3 Ballots

The Secretary shall have ballots prepared for each office.

3.5.4 Scrutineer

The Secretary shall designate two staff members to act as scrutineer.

3.5.5 Elections

The Secretary shall conduct the election for the Office of ***Chair*** by calling for nominations from the floor and each member so nominated shall indicate whether or not he/she will stand.

A seconder for a nomination is ***not*** required.

The following provisions shall apply.

(a) Acclamation

If only one person is nominated or elects to stand, that member shall be declared elected by acclamation.

(b) Contested

Where more than one member stands, a vote shall be taken by secret ballot, and the member receiving the majority of unspoiled ballots cast shall be declared elected.

Amended by Resolution No. 269/04: November 15, 2004

(c) Addressing the Members

Time will be allocated for each candidate for the Office of Chair to address the Board in public session.

(d) No Majority on First Ballot

If no nominee receives a majority, the name of the member receiving the fewest votes shall be removed and the members shall proceed to vote anew, again by secret ballot, and so on until a Chair has been duly elected.

(e) Tie for Fewest Votes

If no nominee receives a majority and two or more nominees are tied respecting the fewest votes, those nominees so tied shall draw lots to determine which name shall remain on the ballot and which name shall be dropped.

(f) Drawing Lots

In the event of an equality of votes for the position of Chair, a further ballot shall be taken. If, upon the last ballot the equality remains, the nominees shall draw lots to fill the position of Chair.

3.6 Procedures for Drawing Lots

Two ballots shall be prepared: one stating the name of the position to be filled and the other blank. The person drawing the ballot stating the name of the position shall be declared the winner.

3.7 Balloting

The Secretary shall announce the results of any ballot, but shall not declare the count.

3.8 Assuming Chair

Upon election, the newly-elected Chair shall assume the role of Chair, and will preside over the remainder of the meeting.

3.9 Destroying Ballots

As the first order of business on assuming the role of the Chair, the newly-elected Chair shall call for a motion, duly moved and seconded, to destroy the ballots.

3.10 Vice-Chair

As Chair shall then conduct the election of the Vice-Chair of the Board, in the same manner as for the election of the Chair.

3.11 Committee Chair(s)

3.11.1 Elections

The Chair shall then conduct the elections for the Chair of each Standing Committee in an order as determined by the Chair and in the same manner as for the election of the Board Chair.

3.11.2 Motion to Destroy Ballots

After each position is filled, if balloting has been involved, then a subsequent motion to destroy the ballots shall be in order.

3.11.3 Option to Secret Ballot

By majority consent, voting for Committee Chair positions may be taken by show of hands rather than secret ballot.

3.12 Business

Any other general business of the Board shall then be conducted.

3.13 Term of Office

The term of office for all elected Board Officers shall be for one (1) year, or the following December, which ever comes first, however, officers shall remain in office until such time as elections for their offices have been held.

There shall be no restrictions as to how many consecutive terms an individual Member shall serve as an Officer of the Board.

SECTION 4 — REGULAR MEETINGS OF THE BOARD

4.1 Schedule for Regular Meetings

Regular Meetings of the Board shall be held on a schedule as determined by the Board annually at its December meeting.

4.2 Cancellation

The Chair and/or the Director may cancel a meeting for reasonable cause such as a lack of a quorum.

4.3 Rescheduling Cancelled Meetings

The Chair, in consultation with the Director, may, at their discretion, reschedule a cancelled meeting to another date.

4.4 Meeting Location

Regular meetings of the Board shall be held at the head office of the Board, and/or alternate designated meeting room locations as determined by the Board. In special or emergency circumstances, the Chair, in consultation with the Director, may alter the venue/designated meeting room, provided sufficient notice is provided to members.

Amended by Resolution No. 97/05: March 21, 2005

4.5 Notice of Meeting

The notice of meeting, agenda and supporting materials shall be forwarded (a minimum of five {5} ~~working~~ days wherever possible) to Members, prior to the holding of any meeting.

4.6 Distribution

Notice of all Regular Meetings of the Board shall be made available, *upon request*, to local media representatives within the jurisdiction of the Board, and such notice shall include a copy of the agenda.

4.7 Member Attendance

Attendance of Members shall be recorded by the Secretary in the minutes of all regular board meetings. A Member who absents himself or herself, without being excused by resolution entered in the minutes, for three consecutive regular board meetings, thereby automatically vacates his or her seat.

4.8 Member Absence

It shall be the responsibility of each Member to notify the Secretary of expected absences prior to the time of each regular meeting.

4.9 Adjournment

To adjourn any meeting of the Board, a duly moved, seconded and carried motion shall be required except in the situation where the Chair is forced to adjourn for lack of a quorum in which case the meeting is adjourned on ruling of the Chair. (See also 4.2930 and 5.6).

4.10 Unfinished Business

If the adjournment of a meeting results in items of business on the Agenda remaining unfinished, the Chair, in consultation with the Director, may call another meeting of the Board for the sole purpose of completing the Agenda. Alternatively, the Chair may schedule the unfinished items of business to the next meeting of the Board.

4.11 Special Meetings

Special Meetings of the Board may be held at the call of the Chair, in consultation with the Director, or on the written request of no fewer than a majority of the Members of the Board.

4.12 Agenda

All matters to be placed on the Agenda of a Regular Board Meeting are subject to the approval of the Chair. The Chair may not deny the requests by Administration for Agenda items arising from an Administrator's discharge of duty under the *Education Act* and Regulations or the procedures of the Board, and all such requests shall be granted by the next available meeting.

~~4.13 Placing Items on Agenda~~

~~Members wishing to have a matter included on the Agenda of a Regular Board Meeting shall submit a request to the Chair or Director in advance of the Meeting.~~

~~4.14~~ 4.13 Emergency Items

It shall also be possible for a Member to request that an item be added to the Agenda at the meeting. However, such added items will not come to a vote (where a vote is involved) until at the earliest, the next available Regular or Special Meeting, unless a majority of the Members direct otherwise.

4.154.14 Administration Assistance

When staff assistance is required by a Member initiating a matter to be considered, the Chair, in consultation with Administration, may approve or deny that assistance.

4.164.15 Quorum

A quorum shall be required for any meeting to proceed, and the determination of a quorum shall be as per the *Education Act* and pertinent Regulations. (See also 3.3, 8.4 and 8.5)

To establish a quorum, the Chair will include Members both physically present and those attending via electronic communications.

As required in Regulation, however, the MINIMUM attendance required to be physically present in the meeting room of the Board shall be:

- (a) the Chair of the Board or designate
- (b) at least one additional member of the Board; and
- (c) the Director or designate.

4.174.16 Agenda (Order of Business)

The business before the Board shall generally be dealt with in the following order:

1. Roll Call
2. Approve Agenda
3. Declaration of Conflict of Interest
4. Approve Minutes of Previous Meeting(s)
5. Business Arising out of Minutes
6. Delegations, Representations, etc.
7. Reports and Matters for Decision
8. New Business
9. Notices of Motion
10. In-Camera (Closed to the Public)
11. Correspondence and Information Items
12. Adjournment.

4.184.17 Participation of Appointed Members

4.178.1 First Nations Representative

Once appointed, the Member representing First Nations is deemed to be an elected Member and, as such, enjoys all the rights, privileges and responsibilities of any other Member, and is subject to the same Rules and Regulations. (See also 3.4 and Provincial Regulation)

4.178.2 Student Representative

Once elected, the Student Trustee attains only a limited membership, and the Student Trustee may:

- (a) regularly attend Board Meetings and the Committee of the Whole In-Camera Sessions, however will be excused from discussions related to the “Personnel” section of In-Camera Agendas and those related to students and/or their parent(s)/guardian(s);
- (b) request that items be placed on or added to the Agenda, subject to the approval of the Chair and/or the Director;
- (c) request that a matter before the Board, or one of its Committees on which the Student Trustee sits, be put to a recorded vote and, in that case, there shall be:
 - a recorded, non-binding vote that includes the Student Trustee’s vote;
and
 - a recorded binding vote that does not include the Student Trustee’s vote;
- (d) make presentations to the Board;
- (e) generally provide advice to the Board from the perspective of a student within the system;
- (f) sit on Board Committee Meetings as other Trustees; however, not on a Committee that requires one or more “Members of the Board”. When Board Policy governs Committee membership, the Board could amend its Policy to allow a Student Trustee to sit on the Committee.

The Student Trustee may NOT:

- (a) move or second a motion; however, is entitled to suggest a motion on any matter at a Meeting of the Board, or of one of its Committees on which the Student Trustee sits and, if no Member of the Board or Committee, as

the case may be, moves the suggested motion, the record shall show the suggested motion;

- (b) vote on a motion;
- (c) participate in any Committee or Subcommittee dealing with employee matters;
- (d) serve as Chair or Vice-Chair.

4.194.18 Public Access to Meetings and Minutes

4.189.1 Meetings

All Meetings of the Board and its Committees shall be open public meetings in accordance with the provisions of the *Education Act*, except for those portions held In-Camera.

4.18.2 Minutes

Minutes of Regular Board Meetings shall be made available as per Board Policy and, generally, this shall be as follows:

- all Schools of the Board; and
- upon request, the news media located in the area served by the Board.

4.204.19 Exclusion of Persons

The Chair or presiding Officer may expel or exclude from any Meeting any person who has been guilty of improper conduct during the Meeting.

4.214.20 Temporary Chair

If at any Mmeeting there is no Chair or Vice-Chair present, the Members present will elect one of themselves to be the Chair for that Meeting.

4.224.21 Voting by Chair

The presiding Chair may vote with the other Members of the Board upon all motions. This provision shall apply to all Meetings of the Board and its Committees.

4.234.22 Equality of Votes

Any motion on which there is an equality of votes IS LOST. This provision shall apply to all Meetings of the Board and its Committees.

4.244.23 Presiding Officer's Participation

It shall be the policy and practice of the Board to allow the full participation of the Chair or Vice-Chair of the Board or any Committee without that individual having to relinquish the Chair.

4.254.24 Points of Order

4.245.1 Point of Order

Any Member at any time may rise on a point of order, interrupting a speaker if necessary to point out a breach of the rules.

4.245.2 Ruling of the Chair

The Chair shall decide whether the point is well taken and shall state the applicable rule without comment.

4.245.3 Final

The ruling of the Chair shall be final and binding, subject only to appeal to the Board.

4.245.4 Appeal

An appeal to the Board will be by verbal motion, duly seconded, and shall require a majority vote of the Members present to overturn the Chair ruling. Such an "appeal motion" is not debateable, and the result of the vote is final and binding, but shall not be considered a precedent.

4.264.25 Privilege

4.256.1 Question

Questions of privilege may be raised in the course of debate, but not so as to interrupt a speaker who has the floor.

Such questions usually have to do with the rights or interests of the Board as a whole or of a Member personally and arise, if in the course of debate, it appears that those rights or interests are adversely affected.

4.256.2 Ruling of the Chair

The Chair shall rule whether the question is properly one of privilege and admissible.

4.256.3 Final

The ruling of the Chair shall be final and binding, subject only to appeal to the Board.

4.265.4 Appeal

An appeal to the Board will be by verbal motion, duly seconded, and requires a majority vote of the Members present to overturn the Chair's ruling. Such an "appeal motion" is not debateable, and the result of the vote is final and binding, but shall not be considered a precedent.

4.274.26 Electronic Participation

It shall be possible and permitted for a Member, including appointed Members, upon request to the Secretary of the Board, to participate using electronic means as outlined in Board Policy and Provincial Regulation.

Such connection must allow for interactive, two-way communication by land-line to occur as well as provide for secure communications for any In-Camera Session.

A Member participating in this manner shall be deemed to be in attendance and is therefore, subject to all the rules and regulations as laid out in Board Policy and Provincial Regulations.

It is required that each Member of the Board attend, in person, at least THREE Meetings of the Board in the twelve-month period (December to November), and that the Trustee physically attend at the site where the official meeting room of the Board has been designated for the Board Meeting.

*Amended by Resolution No. 122/04: May 17, 2004 & Supersedes
Amending Board Resolution No. 56/01: February 20, 2001*

4.284.27 Recorded Vote

4.278.1 One Member

A Member may ask for his/her vote ONLY to be recorded on any questions, and such request shall be made BEFORE the Chair calls upon the Members to vote on the question.

4.287.2 All Members

The "yeas" and "nays" of all Members shall NOT be recorded UNLESS REQUESTED BY TWO MEMBERS and such request must be made before the Chair puts the question.

Providing such request is made, the names of those who vote FOR, those who vote AGAINST, and those who ABSTAIN, shall be entered into the minutes.

The Secretary shall take the record of the vote.

4.294.28 Participation and Conduct of Members

4.289.1 Addressing the Chair

A Member, prior to speaking to any question or motion, shall address the Chair. The Member shall confine himself/herself to the question before the Board and shall avoid all discourteous language or references to personalities.

4.289.2 Chair's Authority

A Member called to order by the Chair for breach of proper decorum is expected to comply at once with any directive given by the Chair, withdrawing any offensive words and/or apologizing for any infringement of the rules. If the Member does not do so to the satisfaction of the Chair, the Chair, for that meeting, may expel or exclude the Member pursuant to subsection 207(3) of the *Education Act*.

4.289.3 Speaking Order

When two or more Members wish to speak at the same time, the Chair shall name the Members who are to speak and the order in which they are to speak.

4.289.4 Interruptions

Members shall not be interrupted while speaking except on a Point of Order, in which case the Member shall yield the floor to allow the Chair to rule on the matter.

4.289.5 Breach of Rules

Members shall not otherwise be interrupted while speaking except that they be called to order by a Member through the Chair for a breach of the rules of the Board, in which case the Member shall yield the floor to allow the Chair to rule on the matter.

4.289.6 Request to Read Motion

Any Member may require the motion under discussion to be read for his/her information at any time in the course of debate, provided that no such request shall be made so as to interrupt a Member speaking to the question.

4.304.29 Motions

4.2930.1 In Possession of the Board

After the Chair reads a motion, it shall be deemed to be in the possession of the Board, but it may be withdrawn at any time before the vote is taken with the consent of the mover and seconder.

4.2930.2 Dividing a Motion

Any Member may appeal to the Chair to have a motion divided. If, in the opinion of the Chair, the motion under consideration contains two or more distinct propositions, the Chair may grant the request and direct that the Members consider and vote on the proposition as separate items.

The Chair's ruling shall be final, subject only to appeal to the Board in which case a majority vote shall prevail.

4.2930.3 Order of Precedence

The order of precedence of motions, from the highest rank to the lowest, shall be as contained in the table provided as part of these By Laws (Appendix A). This order shall prevail during meetings of the Board and its Committees.

4.2930.4 In Writing

No motion or amendment shall be debated or put to a vote unless the same be in writing and be duly moved and seconded.

4.2930.5 Motion to Adjourn

A motion to adjourn shall be in order at any time, except when a Member is speaking or a vote is being taken.

A motion to adjourn shall not be open to amendment or debate, but a motion to adjourn to a certain time may be amended and debated.

If such a motion to adjourn is lost on the vote, no second motion to the same effect shall be in order until some intermediate question has been disposed of.

4.2930.6 Motion to Table

A motion to table is not debatable. A motion to table with any consideration attached is debatable.

4.~~2930~~.7 Taking from the Table

When a question has been tabled, it shall not be taken up at the same meeting, except by a vote of two-thirds of the Members present.

4.~~2930~~.8 Motion to Amend

After any motion is moved and seconded, a motion to amend may be made, and a motion to amend the amendment.

Only two such amendments may be entertained at the same time. One of the amendments must be disposed of before any new amendment can be entertained.

4.~~2930~~.9 Reverse Order

All questions shall be put in the order in which they are moved, except that amendments shall be put before the main motion, the last amendment first, and so on.

After the Chair has put a question to a vote, there shall be no further debate.

4.~~2930~~.10 End of Debate

Every Member present, when a question is put, shall vote thereon unless prevented by a statute, act or declared conflict of interest.

4.~~2930~~.11 Friendly Amendment

It shall be possible to have a “friendly amendment” proposed which, with the agreement of BOTH the mover and seconder of the original motion, can be incorporated as part of the original motion and thereby cease to be an amendment.

4.~~2930~~.12 Every Member to Vote

Failure to signal a vote by hand or voice shall be deemed to be a vote in the ~~affirmative~~negative, unless the Member is prevented from voting on the motion as outlined in the above.

4.~~2930~~.13 Failure to Vote

The Chair or Member presiding shall vote with the other Members on all questions and, where an equality of votes is recorded, the question shall be deemed lost. (See also 4.21 and 4.22)

4.2930.14 Reconsideration

A question may be reconsidered at a later meeting provided a Member has given written notice of a motion to reconsider. The question of the reconsideration shall be decided by a simple majority vote.

4.2930.15 Failed Motion

If the reconsideration of the question should be decided in the negative, it shall not be reconsidered again before three (3) regular meetings have been held, unless this rule is suspended by a two-thirds vote of the Members present.

4.314.30 Open Meetings

Meetings of the Board and its Committees shall be open to the public and no person shall be excluded from a meeting that is open to the public except for improper conduct.

However, a Mmeeting of a Committee of the Board, including a Committee of the Whole Board, may be closed to the public subject to the provisions of the *Education Act*, the *Municipal Freedom of Information and Protection of Privacy Act*, and any other relevant legislation, when the subject matter under consideration involves:

- (a) the security of the property of the Board;
- (b) the disclosure of intimate, personal or financial information in respect of a Member of the Board or Committee, an employee or prospective employee of the Board, or a pupil or his or her parent(s) or guardian(s);
- (c) the acquisition or disposal of a school site;
- (d) decisions in respect of negotiations with employees of the Board;
- (e) litigation affecting the Board; or
- (f) advice subject to solicitor-client privilege.

Closed meetings shall be known as In-Committee Sessions. In-Committee Sessions shall include, in addition to the Trustees, ~~the Executive Committee~~ and Superintendents, the Board Reporter and others by invitation of the Board. Student Trustees may attend In-Committee Sessions, except meetings closed to the public under section 207(2)(b) of the *Education Act*. (See By Law 4.1731(b) above)

4.324.31 Requests for Funds

If there are requests for funds that arise from the floor during a Board or Committee Meeting, and that request has not been identified as an Item on the approved Agenda for

that Meeting, the Chair will withhold any action on the request until there has been sufficient opportunity to review the request.

Under normal circumstances, this review of the request will include a report by appropriate staff at a subsequent meeting.

4.334.32 Commencement of Meeting

As soon as there is a quorum after the hour fixed for the Meeting, the Chair shall call the Members to order.

However, unless a quorum is present within thirty (30)-minutes after the time appointed for the Meeting, the Meeting shall stand adjourned.

The Secretary shall record the names of the Members present and the fact that the Meeting was cancelled for lack of a quorum and this shall form part of the Board's official records.

SECTION 5 — COMMITTEES

5.1 Types of Committees

5.1.1 Standing Committees

A Standing Committee shall be a Committee of Members that is appointed by the Board to consider, on a regular basis, a specific, fixed area of the Board's operation.

5.1.2 Sub Committees

Any duly constituted Standing Committee of the Board may, from time to time, establish a Sub Committee to undertake a specific, assigned matter and report back thereon to the striking body by a fixed date.

5.1.3 Ad Hoc and Special Committees

Such Committees may be established by the Board to provide on-going input to the Board on a topic or group of topics as determined by the Board.

5.1.4 Statutory Committees

Such Committees are established under Provincial Regulations and have mandates and terms of reference as required by the Regulations and expanded, if appropriate, by the Board.

5.2 Formation of Committees

Any Committee, whether Standing or Ad Hoc or Advisory or otherwise, established by the Board, shall be by Board resolution.

Generally, the Board may establish such committees as it considers expedient.

5.3 Committee Mandate

Each committee established by the Board or a sub committee established by a Standing Committee of the Board, ~~may~~shall be given a written mandate approved in the minutes of the striking body.

~~Any alterations of such mandate must be approved by the striking body.~~

5.4 Committee Membership

5.4.1 Determination

The membership of all Committees, subject to any statutory requirements, shall be determined by the Board.

5.4.2 Appointments

The Members of all committees, except sub-committees, shall be appointed by Board resolution.

5.4.3 Ex-Officio Members

The Chair and Vice-Chair of the Board and Director of Education shall be ex-officio and non-voting members of all Board Committees, unless appointed as a voting member but such membership shall not be extended to include any Negotiating Committee.

5.5 Negotiating Committee(s)

5.5.1 Appointment

A Negotiating Committee ~~is~~ are committees of the Board and shall be appointed and be structured as laid out in Board rules.

5.5.2 Purview

A Negotiating Committee shall report to the Board on all matters it considers, which may include the following:

- (a) Review and Recommend — to thoroughly review collective agreements and, after consultation with senior staff, make recommendations to the Board regarding proposed changes in the agreements to be negotiated.
- (b) Establish Guidelines — to establish guidelines and directions for negotiating and obtain Board approval for same.
- (c) Report — to report regularly to the Board on the status of negotiations.
- (d) Ratification — to make recommendations to the Board re: ratification and other matters relating to collective bargaining.
- (e) Non-Union ~~— to review salaries and benefits annually for management and non-union employees and make recommendations to the Board.~~

| (ef) Other Matters — to deal with all other matters such as may be determined by the Board.

SECTION 6 — COMMITTEE OF THE WHOLE BOARD

6.1 Authority

The Board may at any time, upon majority vote, resolve itself into Committee of the Whole Board to discuss matters which are of general interest and for which detailed discussion is required. ~~the procedures for a meeting as a Standing Committee apply as outlined in section 2.16, 5.1.1 and elsewhere in these By Laws.~~

6.2 Purpose

The purpose of convening as Committee of the Whole Board is to allow for a more open discussion of matters that will eventually come to the Board for decision.

6.3 In-Camera Sessions

Committee of the Whole sessions shall be open to the public, except as provided by Section 4.304. Committee of the Whole may move into an In-Camera session by resolution.

6.4 Decisions

Committee of the Whole will not deal with resolutions, except to convene, adopt recommendations, adjourn, and move into and out of In-Camera Session. Committee of the Whole does not have the authority to make decisions for the Board.

6.5 Scheduling Meetings

Committee of the Whole may be scheduled as a separate meeting on a different date from the Regular Board meeting OR it may form a part of a Regular Board meeting OR the Board may reconvene from Committee of the Whole into a Regular Board meeting by resolution and without advance notice.

6.6 Chair

While in Committee of the Whole, the Chair shall be determined by a method, such as rotation, as established by the Members, and shall not automatically be Chaired by the Board Chair or Vice-Chair, unless so decided by the Members.

SECTION 7 — COMMITTEE OF THE WHOLE BOARD IN-CAMERA

7.1 Authority

All meetings of the Board and its Committees shall be open to the public, except In-Camera Sessions, as outlined in section 4.304, when the subject matter under consideration may be discussed at an In-Camera Session.

7.2 Minutes and Resolution

When the Board has convened ~~by resolution~~ into an In-Camera Session by resolution at a Regular or Special Meeting of the Board, the requirements of these By Laws with respect to Regular Meetings of the Board shall apply with the following exceptions:

- (a) no seconder is required for motions;
- (b) no motion to call the question is allowed;
- (c) Members and Student Trustees may speak more than once on the same question;
- (d) at the discretion of the Chair of the In-Camera Session, Members and Student Trustees may speak longer than five minutes on the same question;
- (e) the entrances and exits of Members and Student Trustees shall not be recorded; ~~except when the Meeting is held as a Closed Session.~~

Minutes of the In-Camera Session will be maintained, which will include Resolutions of the Board In-Camera. At the conclusion of an In-Camera Session, the Chair will request a motion to rise and report. Upon approval of such Resolution, the In-Camera Session will be adjourned.

All materials for and from the In-Camera Session will be maintained on a confidential basis. This will include the Agenda, any materials provided for the In-Camera Session, as well as the Minutes of the In-Camera Session.

7.3 Confidentiality

Members shall be governed by their oath that matters discussed In-Camera are privileged and confidential.

7.4 Conditions

Subject matter allowed to be discussed in an In-Camera Session is generally as follows:

7.4.1 Security of Property

The security of the property of the Board.

7.4.2 Property Transactions

The acquisition or disposal of property.

7.4.3 Personal Items

The disclosure of intimate personal or financial information in respect of any Member of the Board or its Committees, an employee or prospective or former employee, or a pupil or his/her parent(s) or guardian(s).

7.4.4 Negotiations

Decisions in respect of negotiations with any employee group.

7.4.5 Litigation

Litigation affecting the Board.

7.5 Rise and Report

Upon the adjournment of the In-Camera Session, the Chair will request a motion to move into Public Session of the Board and will request a Motion to approve the Resolutions and any other decisions of the In-Camera Session.

SECTION 8 — GENERAL PROCEDURES

8.1 Public Access to Agenda

Any member of the public who requests it shall be provided copies of the Agenda of any Meeting of the Board or Board committees, provided such request is made at least one week prior to the date of the Meeting. An appropriate copying fee may be charged.

8.2 Public Access to Minutes

Any member of the public who requests it shall be provided copies of the Minutes of any Board or Committee Meeting subsequent to those ~~r~~Minutes~~reports~~ having been approved ~~received~~ by the Board.

8.3 Limitations

In any case where such a request is more than three (3) months after the Minutes have been approved~~received~~, provision of these Minutes shall not be required, but the Minutes may be viewed in the official record of the Board at the Board's head office.

8.4 Quorum Ceasing to Exist

The Board or its Committees shall adjourn a convened meeting whenever a quorum is no longer present and the Chair shall ~~have~~ recorded the time of adjournment for lack of a quorum and the names of those Members still in attendance.

8.5 Secret Ballot

No vote shall be taken by ballot or any other method of secret voting, and every vote so taken is of no effect. An allowable exception shall be when nominating and electing the Chair and Vice-Chair of the Board or the Chairs of Board Committees at the first meeting of the year or when a vacancy exists.

8.6 Committee Reports

8.6.1 Format

Committees appointed by the Board to provide a report on any subject shall report to the Board, in writing, a statement of facts and the majority opinion / recommendations regarding the matter under review.

8.6.2 Records

| Each Committee shall maintain Minutes of its Meetings and will therein set out Recommendations~~solutions~~ for Board consideration and such other information as the Committee shall consider necessary.

8.6.3 Reporting

Unless otherwise approved it shall be the duty of the Chair of a Committee to report to the Board.

SECTION 9 — CONFLICT OF INTEREST

9.1 Declaration

At the outset of a Board Meeting, the Chair shall call for those Members present to declare any potential conflict of interest and the nature of the interest arising from any Item on the Agenda.

9.2 Action

Where a Member has any pecuniary interest, direct or indirect, with respect ~~to~~^{of} any Item(s) on the Agenda, he / she shall, prior to any consideration of the Item(s), disclose that interest and the general nature thereof and shall refrain from participation in any discussion thereon, shall not vote on any question in respect of such matter(s) and shall not attempt in any way, whether before, during or after the meeting, to influence the voting on any such question. (See also Appendix C - Code of Conduct)

9.3 In-Camera

Where the meeting concerned is not open to the public, in addition to complying with the requirements as outlined in subsection 4.30~~4~~ and section 7, the Member shall forthwith leave the ~~M~~meeting or the part of the ~~M~~meeting during which the matter is under consideration.

9.4 Recording Disclosure

Where the pecuniary interest has been disclosed at a Meeting which is held In-Camera, the record shall note the disclosure and the Member's actions.

9.5 Absence of Member with Conflict

Where the interest of a Member has not been disclosed as required above by reason of the Member's absence from the ~~M~~meeting in question, the Member shall disclose his/her interest and otherwise comply with the above, as appropriate, at the first ~~M~~meeting attended by the Member after the ~~m~~^Mmeeting in question.

9.6 Recorded Belated Declaration

The Minutes shall record the name of the Member declaring a conflict of interest, the nature of the conflict, and shall record if the Member leaves or re-enters the meeting.

9.7 Individual Responsibility

Members are solely responsible for being aware of and adhering to current applicable legislation governing conflict of interest, as well as the Board's Code of Conduct. (See Appendix C)

SECTION 10 — DELEGATIONS

10.1 Conditions

Persons or groups wishing to appear before the Board shall be permitted to do so, provided:

10.1.1 Subject Matter

it is a matter within the jurisdiction of the Board; ~~and does not involve a personnel matter;~~ and

10.1.2 Request

a request is received by the Chair or the Director or designate at least ~~threesix (63) business~~ days prior to the meeting at which the delegation is requesting permission to be heard.

10.2 Approval

Requests from delegations ~~by or on behalf of~~ employees of the Board shall require the approval of the Board.

10.3 Specifics

Requests from delegations must specify the nature of the topic to be addressed, and the name of the spokesperson for the group.

10.3.1 In Camera Topics

Where the subject matter of the delegation involves matters as set out in sections 4.30 and 7.4 the delegation will be included on the Agenda for the Committee of the Whole Board in Camera part of the Regular or Special Meeting

10.4 Handouts

If a delegation wishes to provide written materials as part of the presentation, up to five (5) pages will be copied by the Board and will be included for the Members as part of their agenda package, if received at least seven (7) business days prior to the meeting date.

10.5 Exception

Time and other requirements herein may be waived at the discretion of the Chair in consultation with the Director.

10.6 Refusal

Delegations may be refused if they would appear on the same agenda as a similar item to be voted upon by Trustees at the same meeting.

10.7 Referred to Committee

The Chair or Director may assign a requested delegation to a Committee of the Board.

10.8 Time Limit

Any delegation will be ordinarily limited to ten (10) minutes for its presentation.

10.9 Questions

Questions of clarification may be asked by the Members following a presentation.

10.10 Decision

No decision relative to the presentation will be made by the Board at the meeting at which the presentation is made.

SECTION 11 — MEMBER ATTENDANCE

11.1 Absences/Regrets

All absences/regrets from Meetings of the Board or its Committees shall be recorded in the Minutes, ~~as one of the following:~~

~~(a) — absence without explanation; or~~

~~(b) — absence excused by the Board.~~

11.2 Eligibility

Provisions of the *Education Act* and Regulations shall apply in determining a Member's eligibility to continue to sit as a Member following extended absences.

SECTION 12 — RULES OF ORDER

12.1 By-Laws

The rules of order to be observed shall be in accordance with the provisions of these By Laws, as approved by the Board and amended from time to time, and the *Education Act* and Regulations. (See also 1.3, 1.5 and 13.1)

12.2 Maintaining Order

The Chair shall preserve order and decide all questions of order (subject to appeal) without argument or comment.

12.3 Members Speaking

Any Member wishing to speak shall so indicate to the Chair. When called by the Chair, but not before, the Member may proceed to speak, using formal address and confining his/her remarks to the subject under debate.

12.4 Duration

Members shall not speak more than once or longer than five (5) minutes on any motion without the permission of the Chair.

12.5 Interruptions

No Member, while speaking, shall be interrupted, except on a point of order, in which case the Member shall desist from speaking and await the decision of the Chair.

12.6 Motions

Every motion shall be duly moved and seconded before any debate may ensue.

12.7 Disposal of Motions

Any motion moved and seconded shall be disposed of only by a vote of the Board, unless the mover and the seconder, with the permission of the Board, withdraw the motion.

12.8 Contrary to By-Laws

Whenever a motion presented is contrary to the By Laws of the Board, the Chair shall so apprise the Members and rule on the appropriate course of action.

SECTION 13 — DUTIES OF BOARD OFFICERS

13.1 Chair

The Chair shall:

- determine that the Meeting is legally constituted;
- determine that the Notice of Meeting was issued by proper authority and that the Notice made reference to the subject areas to be discussed;
- have in his/her possession the Agenda for the meeting;
- ascertain that a quorum is present;
- call the meeting to order on opening and adjourn it when the business is completed or when, for some other reason, it cannot proceed further;
- enforce the observance of all rules for the orderly conduct of the meeting and expel or exclude from any meeting any person guilty of improper conduct;
- exercise tact and judgment at all times;
- put the question on every motion, when debate on the motion is complete;
- declare the will of the Meeting as expressed in the vote;
- give every Member reasonable opportunity to participate in the discussion;
- take part in any discussion after allowing Members sufficient opportunity to speak;
- state each motion or amendment clearly, on request, and receive comment to forego the reading of the motion or amendment as it comes before the meeting, if desired;
- maintain order and decide all questions of procedure, subject to appeal by any Member to the Board; and,
- sign, along with the Secretary, all approved minutes.

Additional duties of the Chair are set out in Appendix C, Code of Conduct for Trustees.

13.2 Vice-Chair

In the absence of the Chair, the Vice-Chair shall act as Chair with duties and responsibilities as outlined herein.

13.3 Secretary

The Secretary of the Board is the Director of Education in accordance with the *Education Act*.

The Director of Education shall act as Secretary for all Regular and Special Board Meetings and Committee of the Whole Board Meetings.

The Director may delegate secretarial responsibility to other administrators for other Committees of the Board.

The Secretary shall:

- record or cause to have recorded the results of the deliberations of a meeting;
- file and preserve the original Minutes as part of the original records of the Board;
- assist the Chair and the Members in providing information, direction and interpretation, when requested; and,
- otherwise provide assistance at the direction of the Chair and the Members.

13.4 Treasurer

The Treasurer of the Board shall be the Superintendent of Business.

This Officer's duties shall be as outlined in the *Education Act*, Provincial Regulation and Board Policy and Procedures.

APPENDIX A — PROCEDURES AT A GLANCE

Principles: ✓ Justice and courtesy for all. ✓ One thing at a time. ✓ Recognition of the will of the majority. ✓ Protection of the rights of the minority.

TYPE OF MOTION	Must be Seconded	Can be Discussed	Can be Amended	Vote Required
Privileged (and incidental) <input type="checkbox"/> Stops proceedings no matter what is before the Board.				
Motion to adjourn	Yes	No	No	Majority
Motion to recess	Yes	Only to length	Yes	Majority
Question of privilege	No	No	No	No
Point of order	No	Chair & mover only	No	No
Appeal the ruling of the Chair	Yes	Yes	No	
Subsidiary <input type="checkbox"/> Determines the immediate fate of the motion before the Board				
Table of motion	Yes	No	No	Majority
To call for a vote	Yes	No	No	Majority
To defer	Yes	Yes	Yes	Majority
To proceed	Yes	No	No	Majority
To call the previous question	Yes	Yes	No	Majority
To refer	Yes	Yes	Yes	Majority
Amend a main motion	Yes	Yes	Yes	Majority
Amend the amendment	Yes	Yes	No	Majority
To limit debate	Yes	No	Yes time only	Majority
To extend debate	Yes	No	Yes time only	Majority
Withdraw a motion	No	No	No	Majority
Unclassified <input type="checkbox"/> Refers to motions that need to be considered again.				
Motion to reconsider	Yes	Yes	No	Majority
Motion to rescind	Yes	Yes	Yes	Majority
Take from table	Yes	No	No	Majority
Main Motion <input type="checkbox"/> Presents a proposal to the Board.	Yes	Yes	Yes	Majority
<i>The Director is on hand to advise the Chair and, when necessary, if asked by the Chair or the Board, to state the ruling or give the Director's interpretation of it.</i>				

APPENDIX B — QUICK REFERENCE & GUIDE TO PARLIAMENTARY PROCEDURES

	ORDER OF MOTION	MAY APPLY TO FOLLOWING MOTIONS	MAY INTERRUPT ONE WHO HAS THE FLOOR	MOVER MUST BE RECOGNIZED	REQUIRES SECONDER	DEBATABLE	VOTE REQUIRED	MAY BE RENEWED	MOTIONS THAT MAY APPLY TO IT
PRIVILEGED MOTIONS	1. To fix time of next meeting	None	No	Yes	Yes	Not when privileged	Majority	Not for same time	Amend, reconsider
	2. To adjourn	None	No	Yes	Yes	Not when privileged	Majority	Yes, after progress	None
	3. Question of privilege	None	Yes if necessary	No	No	No, but a resulting motion is	Decided by Chair	After Progress	None apply to question of privilege, but all may apply to resulting privileged motion
	4. To call for orders of the day	Any special or general order	Yes, to call for a special order	No	No	No	None-takes 2/3 vote to postpone special order	Yes, except special cases	None except to postpone orders
INCIDENTAL MOTIONS	5. Rise to a point of order	Any motion or act	Yes	No	No	No	None, unless appealed, then majority	No	None
	6. Appeal	Any decision by the Chair	Yes	No	Yes	No	Majority	No	Lay on table, close debate, reconsider
	7. To suspend the rules	Any motion where needed	No	Yes	Yes	No	Usually 2/3 (see constitution)	No, except by unanimous consent	None
	8. To create special orders	Main motion	No	Yes	Yes	Yes	2/3	After progress	All
	9. To withdraw (or renew) a motion	Any Motion	No	Yes	No	No	Majority	After progress	Reconsider
	10. Voting—"division" motion to ballot	Any		No	Division, no Ballot: yes	No	Majority	Does not apply	None
SUBSIDIARY MOTIONS	11. Objection to consideration	Main question and questions of privilege	Yes	No	No	No	2/3 in negative	No	Reconsider
	12a. To lay on the table	Main questions, appeals, questions of privilege or reconsider	No	Yes	Yes	No	Majority	After progress	None
	12b. To take from the table	Only to motion that was tabled	No	Yes	Yes	No	Majority	After Progress	None
	13. Close debate	Any debatable motion	No	Yes	Yes	No	2/3 Majority	After progress	Reconsider
	14. To postpone to certain day	Main motion, questions of privilege or reconsider	No	Yes	Yes	Yes	Majority	After Progress	Amend, reconsider, limit or close debate
	15. To refer	Main motion, questions of privilege	No	Yes	Yes	Yes	Majority	After progress	Amend, reconsider limit or close debate
	16. To amend or substitute	Main motion, limit debate, refer, postpone definitely, fix time of next meeting	No	Yes	Yes	Yes	Majority	No	Amend, reconsider, limit or close debate
	17. To postpone indefinitely	Main motion, questions of privilege	No	Yes	Yes	Yes	Majority	No	Limit or close debate, reconsider ("one" vote only)
	18. Main question (or motion)	No other motion	No	Yes	Yes	Yes	Majority	Not at same session	All
	19. To reconsider	Any motion except adjourn, suspend rules, lay on table	Yes for entry	No	Yes	Yes	Majority	No	Limit or close debate, lay on table, postpone definitely
	20. To rescind	Main motions, appeals, questions of privilege	No	Yes	Yes	Yes	Majority	Not at same time	All
	21. Elections (nominations)	None	No	Yes	No	No			None

A conveniently indexed Robert's Rules of Order or this Reference Guide should be consulted to help the Chair determine the proper course of action.

APPENDIX C — CODE OF CONDUCT

FOR MEMBERS OF SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

— Preamble

The members of the Superior-Greenstone District School Board of Trustees occupy positions of public trust and confidence. They are expected to discharge their duties and responsibilities in a professional and impartial manner.

It is imperative that the Trustees be, and be seen to be acting in the best interests of the public they serve.

Without limiting the generality of the foregoing, a Trustee would compromise themselves in the discharge of their duties by failing to declare a conflict of interest as required pursuant to the *Municipal Conflict of Interest Act*, by contravening any other law, by disclosing confidential business, personnel or student information, and by misappropriating Board resources.

This Code of Conduct is applicable to all members of the Board of Trustees.

— Decorum

Trustees shall at all times act with decorum and shall be respectful of other Trustees and members of staff, as well as the public.

A Trustee may comment on or disagree with a decision made by the Board. However, in accordance with s. 218.1(c) of the *Education Act* and this Code of Conduct, a Trustee is required to uphold the implementation of any Board Resolution after it is passed by the Board. A Trustee may not make disparaging remarks about or speculate on the motives of a Trustee or a group of Trustees when commenting on or expressing disagreement with a decision made by the Board.

Any Trustee who resists the rule of the Board, uses offensive language, disobeys the decision of the Chair or the Board on points of order, or makes any disorderly noise or disturbance may, unless an apology is offered, be ordered by the Chair to leave for the remainder of the meeting, and in the case of refusal to do so, may, on the order of the Chair, be removed from the Board Room and Board Office. Such removal is to be recorded in the Minutes of the Meeting. (See section 207(3) of the *Education Act*).

— Complying with the Law

Trustees shall comply with Board Policies and Procedures, Ministry of Education requirements, as well as the provisions of the *Education Act* and Regulations, *Municipal Conflict of Interest Act*, *Municipal Freedom of Information and Protection of Privacy Act*, and any other Act or Regulation that may be applicable to the Trustee's duties from time to time.

— Specific Requirements under Part VI of the Education Act

(as amended effective December 15, 2009, by Bill 177 – An Act to amend the Education Act with respect to student achievement, school board governance and certain other matters)

All Trustees are expected to comply with the following duties of Board members as set out in section 218.1 of the *Education Act*:

“A member of a board shall,

- (a) carry out his or her responsibilities in a manner that assists the board in fulfilling its duties under this Act, the regulations and the guidelines issued under this Act, including but not limited to the board's duties under section 169.1;
- (b) attend and participate in meetings of the board, including meetings of board committees of which he or she is a member;
- (c) consult with parents, students and supporters of the board on the board's multi-year plan under clause 169.1(1)(f);
- (d) bring concerns of parents, students and supporters of the board to the attention of the board;
- (e) uphold the implementation of any board resolution after it is passed by the board;
- (f) entrust the day to day management of the board to its staff through the board's director of education;
- (g) maintain focus on student achievement and well-being [through the development of policies]; and
- (h) comply with the board's code of conduct.”

— Additional Duties of the Chair

In addition to the duties of Trustees set out in s. 218.1 of the *Education Act*, the Chair of the Board is expected to comply with the additional duties set out in s. 218.4 of the *Act*:

“In addition to any other duties under the Act, the chair of a board shall,

- (a) preside over meetings of the board;
- (b) conduct the meetings in accordance with the board’s procedures and practices for the conduct of board meetings;
- (c) establish agendas for board meetings, in consultation with the board’s director of education or the supervisory officer acting as the board’s director of education;
- (d) ensure that members of the board have the information needed for informed discussion of the agenda items;
- (e) act as spokesperson to the public on behalf of the board, unless otherwise determined by the board;
- (f) convey the decisions of the board to the board’s director of education;
- (g) provide leadership to the board in maintaining the board’s focus on the multi-year plan established under section 169.1;
- (h) provide leadership to the board in maintaining the board’s focus on the board’s mission and vision; and
- (i) assume such other responsibilities as may be specified by the board.”

— Conflict of Interest

All Trustees are expected to comply with the *Municipal Conflict of Interest Act*, R.S.O., 1990, c. M-50 provisions, which requires a Trustee to declare and disclose the general nature of the interest for all direct and indirect pecuniary conflicts of interest and abstain from discussions and voting.

In all situations where a Trustee or their spouse, child or parent has a pecuniary interest in a matter before the Board, that Trustee must declare a conflict of interest, disclose the general nature of the interest, and abstain from discussions and voting with respect to that issue. Where such conflict of interest arises during an in-camera session of the Board, the Trustee

must absent themselves from the room during discussion and deliberation of the issue for which they have a conflict.

It is an expectation of the Board that Trustees will not only comply with the requirements of the *Municipal Conflict of Interest Act*, but also avoid conflicts of interest as defined by this Code of Conduct.

Pursuant to this Code of Conduct a conflict of interest exists when the decisions and/or actions of a Trustee during the course of exercising their duties are affected by or perceived by another party or person to be affected by the Trustee's personal, financial or business interests or the personal, financial or business interests of a relative, friend, and/or business associate of the Trustee.

Every Trustee is responsible and accountable for exercising good judgment and avoiding situations that might present a conflict of interest or the appearance of a conflict of interest, and where a conflict of interest might exist each Trustee has an affirmative duty to disclose such conflict when it becomes apparent.

No Trustee shall use their position, authority or influence for personal, financial or material gain or personal business purposes or for the personal, financial or material gain or business purposes of a relative, friend and/or business associate. Every Trustee shall uphold and enhance all Board business operations by:

- (i) Maintaining an unimpeachable standard of integrity in all their relationships, both inside and outside the Board;
- (ii) Fostering the highest standard of professional competence amongst those for whom they are responsible;
- (iii) Complying with and being seen to be complying with the letter and spirit of:
 - The laws of Canada and the Province of Ontario,
 - Contractual obligations applicable to the Board; and
- (iv) Rejecting and denouncing any business practice that is improper or inappropriate or may appear to be improper or inappropriate.

A Trustee shall not use their position, authority or influence to give any person or organization special treatment that might, or might be perceived to, advance the interests of the Trustee, or the interests of a relative, friend and/or business associate of the Trustee.

A Trustee must not participate in any decision or recommendation in which they or a relative, friend or business associate may have a financial, commercial or business interest.

All Trustees shall disclose a conflict of interest or potential conflict of interest, and the general nature of the interest, to the Board of Trustees.

— Confidentiality

All Trustees acknowledge that as part of their duties to the Board they may be privy to private, confidential and/or legally privileged financial, business and/or commercial information belonging to the Board that may provide a financial, business, commercial or competitive advantage, and that they may be privy to private and confidential student and personnel information, and/or legal matters and opinions. Such information may include, but is not limited to, information relating to the Board's organizational structure, operations, business plans, technical projects, business costs, research data results, inventions, trade secrets or other work produced, developed by or for the Board.

Except as required by law, all Trustees and former Trustees agree not to use, directly or indirectly, for the Trustee's benefit or for the benefit of any person, organization, firm, or other entity, the Board's proprietary or confidential information disclosed or entrusted to that Trustee, and Trustees recognize that such inappropriate use of confidential information for their benefit may constitute a criminal breach of trust contrary to s.122 of the *Criminal Code* (Canada).

Except as required by law, and in accordance with the *Education Act* and *Municipal Freedom of Information and Protection of Privacy Act*, all Trustees agree not to use or disclose the personal and/or educational information of students and their families that may come to the attention of such Trustee.

Except as required by law, and in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, all Trustees agree not to use or disclose the personal and/or employment information of Board employees and their families that may come to the attention of a Trustee.

A Trustee's duty of confidentiality with respect to private and confidential financial, business and/or commercial information, personnel information, student information, and legal matters and opinions survives their term as Trustee.

— Board Resources

No Trustee shall use Board resources for personal gain. No Trustee shall permit relatives, friends and/or business associates to use Board resources for personal gain. Trustees recognize

that such inappropriate use of Board resources directly or indirectly for their benefit may constitute a criminal breach of trust contrary to s.122 of the *Criminal Code* (Canada).

All Trustees shall abide by Board Policies and General Administrative Procedures regarding the use of Board resources including information technology resources.

— Enforcement of Code of Conduct & the Municipal Conflict of Interest Act

In accordance with the provisions of s. 218.3 of the *Education Act*, a breach of this Code of Conduct by a Trustee may be dealt by the following procedures.

A Trustee who has reasonable grounds to believe that another Trustee has breached this Code of Conduct may bring the alleged breach to the attention of the Board.

If an alleged breach is brought to the attention of the Board, the Board shall make inquiries into the matter and shall, based on the results of the inquiries, determine whether there has been a breach.

If the Board determines that a Trustee has breached this Code of Conduct, the Board may impose one or more of the following sanctions:

- (a) Censure of the Trustee
- (b) Barring the Trustee from attending all or part of a meeting of the Board or a meeting of a committee of the Board
- (c) Barring the Trustee from sitting on one or more committees of the Board, for the period of time specified by the Board.

A Trustee who is barred from attending all or part of a meeting of the Board or a meeting of a committee of the Board is not entitled to receive any materials that relate to that meeting or that part of the meeting and that are not available to the members of the public.

In appropriate circumstances, the Board may also resolve to disassociate the Board from any action or statement of a Trustee.

In addition to the sanctions above, the Board may declare the office of the Chair and/or Vice-Chair to be vacant effective as of the date of the Board's determination, where the Chair and/or Vice-Chair:

- (a) becomes disqualified as a Trustee;
- (b) deliberately breaches any relevant legislation;

- (c) deliberately breaches any Board policy or practice; and/or
- (d) acts in such a manner as to lose the confidence of the Board.

If such determination is made, the Board shall elect an interim Chair and/or Vice-Chair respectively, as the case may be. A new Chair and/or Vice-Chair will be elected at the next regular meeting of the Board.

If a Board determines that a Trustee has breached this Code of Conduct, the Board shall give the Trustee written notice of the determination and of any sanction imposed by the Board.

The notice shall inform the Trustee that he or she may make written submissions to the Board in respect of the determination or sanction by the date specified in the notice that is at least 14 days after the notice is received by the Trustee.

The Board shall consider any submissions made by the Trustee and shall confirm or revoke the determination within 14 days after the Trustee's submissions are received.

If the Board revokes a determination that a Trustee has breached this Code of Conduct, any sanction imposed by the Board is also revoked.

If the Board confirms a determination that a Trustee has breached this Code of Conduct, the Board shall, within 14 days after the Trustee's submissions were received, confirm, vary or revoke the sanction(s) imposed by the Board.

If a sanction is varied or revoked, the variation or revocation shall be deemed to be effective as of the date the original determination about the alleged breach was made by the Board.

Despite subsection 207(1) of the *Education Act* which requires meetings of the Board to be open to the public, but subject to the requirements below for specific resolutions of the Board to be made in public, the Board may close to the public the part of the meeting during which a breach or alleged breach of this Code of Conduct is considered when the breach or alleged breach involves any of the following matters:

- (a) the security of the property of the Board;
- (b) the disclosure of intimate, personal or financial information in respect of a Trustee or committee, an employee or prospective employee of the board or a student or his or her parent or guardian;
- (c) the acquisition or disposal of a school site;
- (d) decisions in respect of negotiations with employees of the Board; or
- (e) litigation affecting the Board.

The Board shall do the following things by resolution at a meeting of the Board, and the vote on the resolution shall be open to the public:

- (a) Make a determination that a Trustee has breached this Code of Conduct.
- (b) Impose a sanction on a Trustee for a breach of this Code of Conduct.
- (c) Confirm or revoke a determination regarding a Trustee's breach of this Code of Conduct.
- (d) Confirm, vary or revoke a sanction after confirming or revoking a determination regarding a Trustee's breach of this Code of Conduct.

A Trustee who is alleged to have breached this Code of Conduct shall not vote on any of the resolutions listed above.

When a resolution listed above is passed, the resolution shall be recorded in the Minutes of the meeting.

The *Statutory Powers Procedure Act* does not apply to any the enforcement provisions under section 218.3 of the *Education Act*.

Nothing in this Code of Conduct prevents a Trustee's breach of the *Municipal Conflict of Interest Act* from being dealt with in accordance with that *Act*.

— Declaration of Interest

Where a conflict of interest arises, or when a potential conflict of interest emerges, the Trustee has a duty to inform the Board of Trustees that such a conflict exists, the general nature of the interest, and that they cannot participate in any decisions of the Board with respect to such issue. Further, the Trustee shall not discuss the issue with which they have a conflict with any Trustees, nor will the Trustee remain in the room when the issue is discussed during an in-camera meeting of the Committee of the Whole Board of Trustees.

Any personal interest that may impinge or might reasonably be deemed by others to impinge on a Trustee's impartiality or judgment in any matter relevant to their duties should be declared to the Board of Trustees and that Trustee should absent themselves from participating in any decisions related to such issue.

— Confidentiality and Accuracy of Business / Corporate Information

The confidentiality of business/corporate information received in the course of duties must be respected and should not be used for personal gain. Information given in the course of fulfilling duties should be true and fair and not designed to mislead. For example, it is considered

unethical and damaging to the Board's reputation to allow vendor's proprietary/confidential information to pass to another vendor, potential vendor or any person with a financial interest in the information, whether potential or actual, direct or indirect.

The confidentiality of personal/educational student and family information received in the course of duties must be respected, protected and kept confidential. Information received should not be discussed or reviewed in public or where another student, parent or member of the school community could accidentally overhear or read such information.

The confidentiality of personal/employment and family information about Board employees must be respected, protected and kept confidential. Information received should not be discussed or reviewed in public or where another employee or member of the public could accidentally overhear or read such information.

— Hospitality and Gifts

Moderate hospitality and gifts are an accepted courtesy of a business relationship. However, the recipients should not allow themselves to reach a position whereby they might be influenced in making a business decision as a consequence of accepting such hospitality.

OFFERING OR ACCEPTING GIFTS & HOSPITALITY

Although the exchange of common courtesies, such as the occasional gift or meal of nominal value is recognized as acceptable business practice, there is a danger in offering or accepting hospitality, gifts, gratuities or favours that could be mistaken for improper payment.

Trustees should not use their position for improper gain, nor under any circumstances accept gifts of cash, bonds, securities, personal loans, airline tickets, use of a vacation property or costly entertainment.

CONDITIONS FOR ACCEPTING GIFTS & HOSPITALITY

A Trustee may accept the hospitality of another or gift from another, in the course of the professional relationship, if:

- (a) a Trustee believes that the donor is not trying to obligate them, or improperly influence a decision;
- (b) it is "normal business practice" for the purposes of courtesy and good business relations; and
- (c) acceptance is legal and consistent with generally accepted ethical standards.

EXAMPLES OF ACCEPTABLE GIFTS

Examples of acceptable gifts include:

- Holiday gifts, such as fruit baskets or candy
- inexpensive advertising and promotional materials (eg - give-a-ways, such as pens or key chains)
- inexpensive awards to recognize service and accomplishment in civic, charitable, educational or religious organizations (such as nominal gift certificates to book stores).

GIFTS OF CONSIDERABLE VALUE

Where it would be extraordinarily impolite or otherwise inappropriate to refuse a gift of obvious value, the gift may be accepted on behalf of the Board. As noted below under Reporting Gifts, report the gift and to determine how to deal with it. Such gifts may not be taken for the Trustee's home use or enjoyment. Trustees might ask themselves if public knowledge of the gift would cause personal embarrassment or embarrassment to the Board. If there is still uncertainty regarding what is considered an appropriate gift to give or receive, this should be discussed with the Chair/Vice-Chair, as appropriate.

REPORTING GIFTS & HOSPITALITY

Trustees must notify the Chair by e-mail and the Chair must notify the Vice-Chair of any gifts and hospitality received including meals, over \$200.00. (A distinction could be made between hospitality and gifts, or there can be discretion with respect to the amount, rather than a set amount).

All forms (which are available from the office of the Director) will be retained in the Office of the Chief Executive Officer and Secretary to the Board.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Report No: 78

Date: October 18, 2010

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

FROM: Cathy Tsubouchi

SUBJECT: 2009/2010 Audit Plans

Background

Each year our auditors must correspond with the Board of Trustees regarding the upcoming audit and their approach.

Current Situation

This year the Deloitte will be attending at the Board office to conduct the audit during the week of October 25, 2010. Attached you will find the audit plan from Deloitte for Superior-Greenstone District School Board.

Administrative Summary

The 2009-2010 Audit Plan from Deloitte is presented to the Board for information.

Respectfully submitted,

Cathy Tsubouchi
Manager of Accounting Services



Superior Greenstone District School Board

Audit Plan
Year ended August 31, 2010



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October 7, 2010

The Members of the Board of Trustees
Superior Greenstone District School Board
P.O. Bag A
12 Hemlo Drive
Marathon, ON P1T 2E0

Dear Members of the Board of Trustees :

We are pleased to submit for your review our audit plan for the examination of the consolidated financial statements ("financial statements") of Superior Greenstone District School Board for the year ended August 31, 2010.

The key objectives of this document are to:

- Outline our services to be provided;
- Outline our formal reporting responsibilities;
- Outline our audit approach;
- Provide you with the opportunity to review our audit plan and ask any questions you might have; and
- Assist you in discharging your responsibilities relative to the external audit of the Superior Greenstone District School Board .

The objective of an audit of the financial statements in accordance with Canadian generally accepted auditing standards is to express an opinion on the fairness of the presentation of the financial statements in accordance with generally accepted accounting principles ("GAAP") in Canada. The terms of our audit engagement are documented annually in an audit engagement letter which is reviewed with the Board.

Deloitte is proud of our relationship with the Superior Greenstone District School Board, and our team is committed to providing a high-quality audit. We look forward to discussing this audit plan with you and answering any questions you may have.

Yours truly,



Chartered Accountants
Licensed Public Accountants

Table of contents

	<u>Page</u>
Overview	3
Client service objectives	4
Financial reporting responsibilities	5
Communications plan	6
The Deloitte audit approach	7
Audit scope	12
Appendix I – Independence letter	
Appendix II – Accounting update and other developments	

Overview

Deloitte & Touche LLP (“Deloitte”) continually strives to improve the quality and efficiency of the assurance and advisory services provided to Superior Greenstone District School Board (the “School Board” or “SGDSB”).

We view the development of our audit service plan (the “plan”) as an important process that provides all parties to the audit process with an opportunity to reassess the audit needs, focus areas, approach and expectations for performance.

This plan is intended solely for the use of the Board of Trustees (the “Board”) to assist you in discharging your responsibilities with respect to the financial statements and should not be used for any other purpose. Any use that a third party makes of this plan is the responsibility of such third party.

The plan describes responsibilities assumed by Deloitte, our audit approach, including key areas of audit focus, and other relevant information to assist the Board in discharging your responsibilities. It is part of our ongoing communication with the Board in accordance with Section 5751 of the CICA Handbook, “Communications with those having oversight responsibility for the financial reporting process.”

At the completion of our audit, we will provide management and the Board with a report detailing our findings and comments.

Client service objectives

In serving you, we develop client service objectives that strive to meet the expectations of both the Board and senior management. Our client service objectives are:

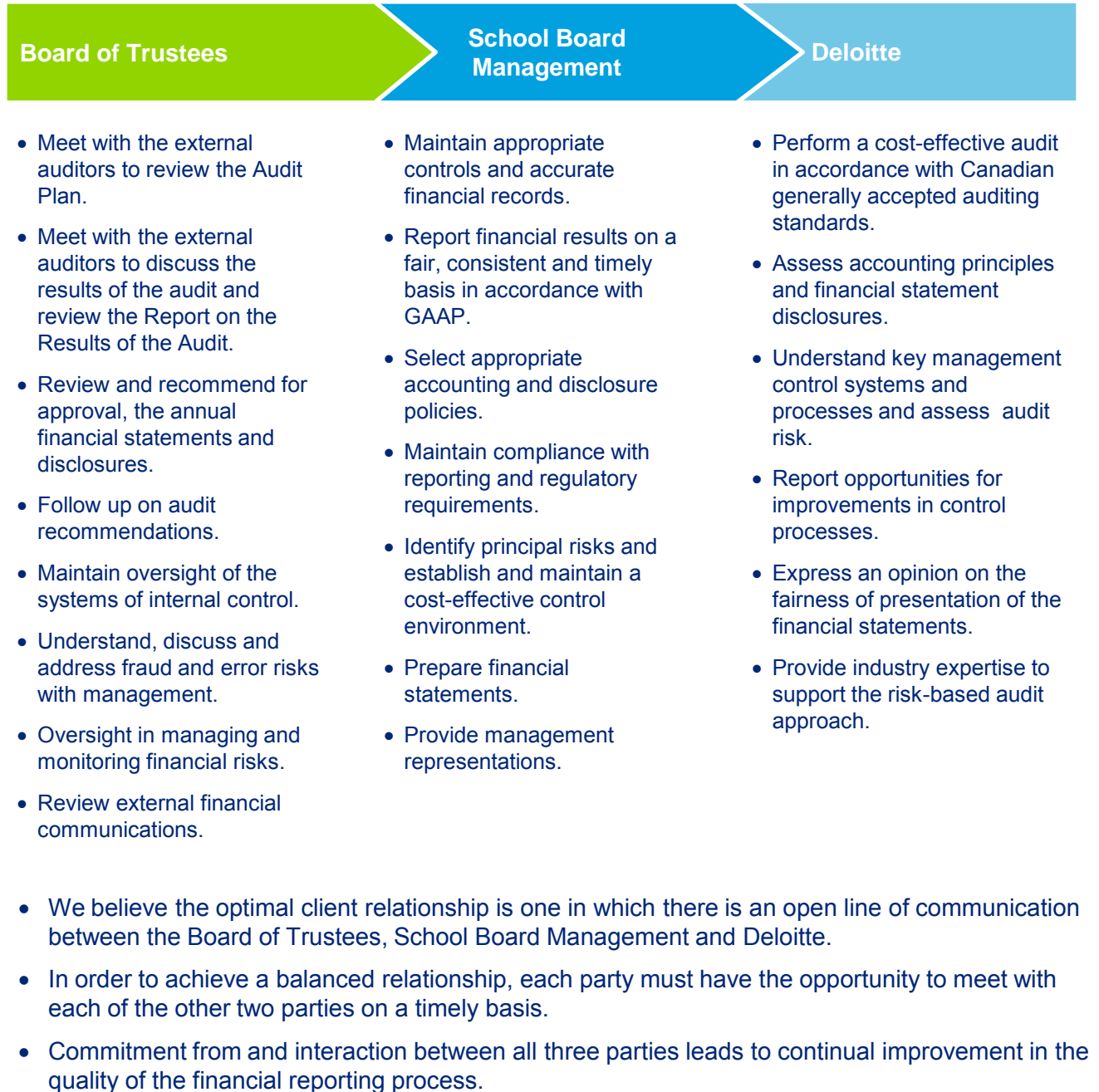
- Develop an audit plan for the School Board to fulfill all professional requirements and provide timely, value added services.
- Deliver professional services to assist the Board in meeting the current requirements of Canadian Generally Accepted Accounting Principles (“GAAP”) and financial reporting requirements.
- Assign a service team specific to the Board’s needs, with as much continuity as possible.
- Regularly communicate with management so that they are fully informed of the status of our audit work and issues detected through such work on a timely basis.
- Provide regular communication to the Board and management on our findings.
- Assist the Board in the early identification of changing professional requirements regarding Canadian GAAP and other reporting requirements.
- Review with the Board and management any areas of audit focus and develop the appropriate audit response.
- Maintain and demonstrate our commitment to the Education sector.
- Proactively keep the Board and management informed as to current business, financial and other developments, which are relevant to the Board.

In summary, we will provide:

- Timely communications on the results of our audit work to management and the Board of Trustees; and
- The statutory audit report for the School Board as well as a management letter.

Integral to our plan is an understanding of the respective financial reporting roles and responsibilities of each of management, the Board and Deloitte. These have been documented in the following section.

Financial reporting responsibilities



Communications plan

We are accountable to the Board of Trustees

Our formal communications will include:

- The audit plan; including the level of responsibility assumed in performing an audit under Canadian generally accepted auditing standards;
- The results of our audit, including any difficulties encountered in performing the audit;
- Our report on the financial statements;
- Our management letter comments;
- Report on matters requested by the Board; and
- Confirmation of our independence including, disclosure of any relationships that bear on our independence and reporting on all services.

We are also required to report on:

- Whether there were any limitations placed on our audit scope; and any difficulties encountered during the audit;
- Appropriateness of significant accounting policies and the application thereof, effect of significant changes in accounting policies and existence of alternative acceptable accounting policies;
- Management judgments and accounting estimates; and
- All significant unadjusted differences as well as significant adjustments made as a result of our findings.

Should any of the following matters be noted during the audit we will bring them to the attention of the Board:

- Evidence of fraud, or possible fraud, misstatements or illegal acts;
- Significant weaknesses in internal control relating to the preparation of the financial statements;
- Significant or unusual transactions;
- Related party transactions which are not in the normal course of operations;
- Disagreements with management;
- Consultation by management with other accountants about any significant auditing or accounting matters;
- Actions that if they become public, might cause embarrassment;
- Non-compliance with regulatory requirements; and
- Major issues discussed with management that influenced the audit appointment.

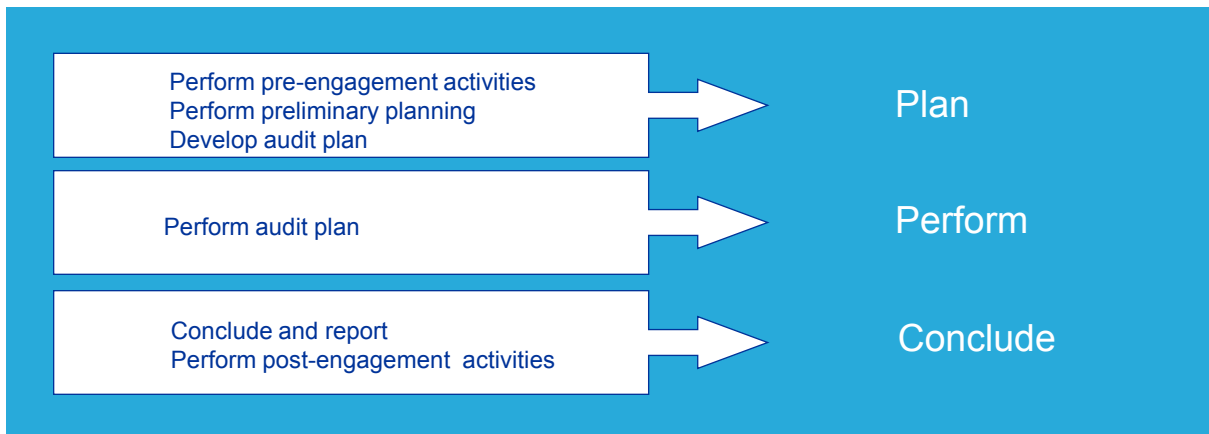
The Deloitte audit approach

A consistent approach that supports improvements

The Deloitte audit approach is a systematic methodology used to tailor our audit scope and plan specifically for the unique issues facing SGDSB.

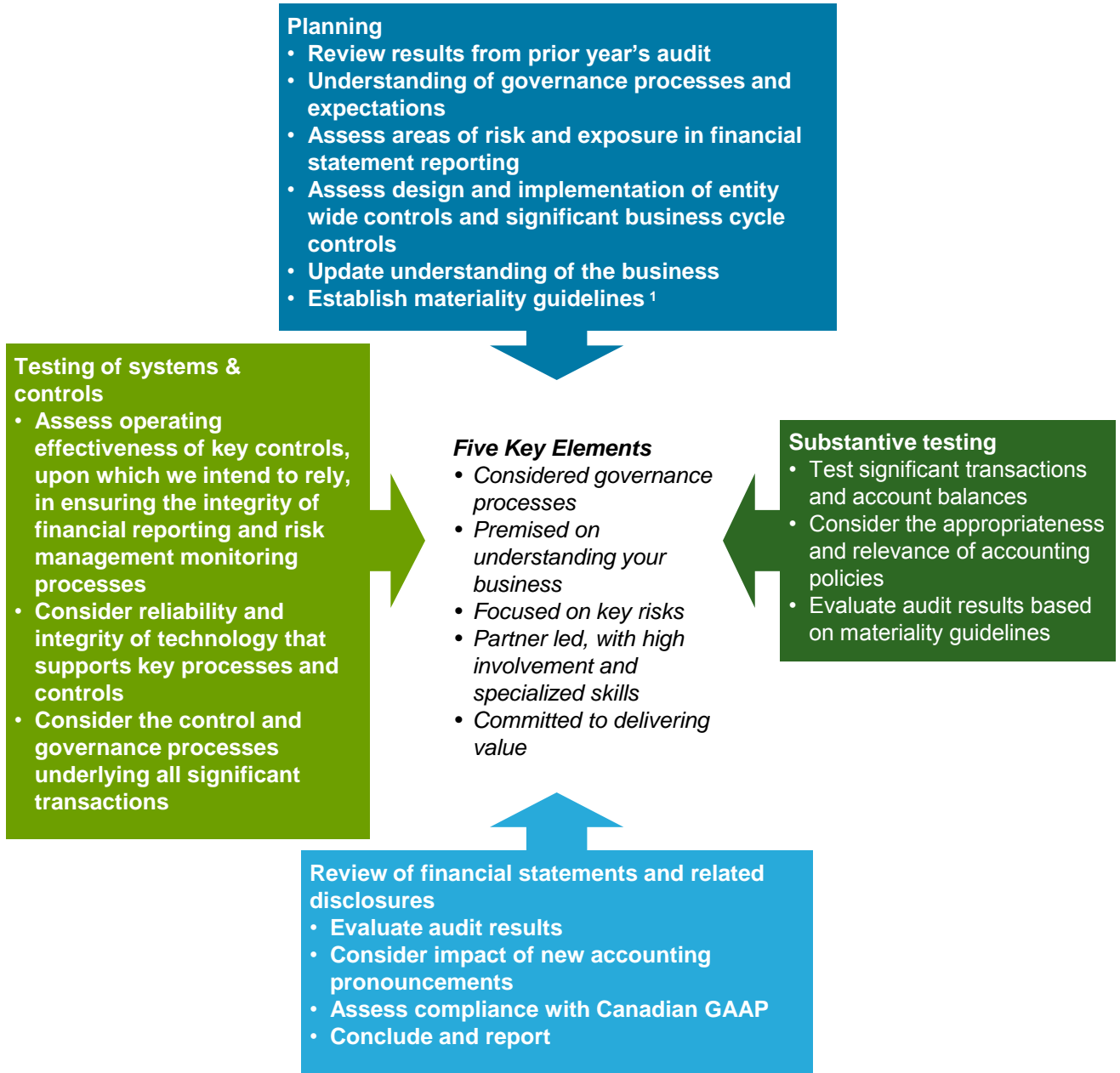
The Deloitte audit approach has the following key attributes. It is:

- **Partner-led** – The audit plan is driven by our partners' experience and detailed knowledge of SGDSB's business. Significant input is obtained from the partners at all stages of the audit engagement.
- **Focused** – We identify and design appropriate audit procedures that focus on risks associated with SGDSB, the audit engagement, and potential errors in significant account balances or disclosures.
- **Interactive** – We interact with SGDSB's management and the Board of Trustees and respond to their needs and expectations.
- **Dynamic** – We tailor our audit plan to respond to changing circumstances.



The Deloitte audit approach (continued)

The key elements of the audit are as follows:



¹ Materiality is an essential element of Canadian generally accepted auditing standards. In the context of financial reporting, materiality refers to the magnitude of an omission or misstatement of accounting information that, in light of the surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would have been influenced, or a decision changed, by the omission or misstatement.

Quantitative Guidelines for Not-for-Profit Entities are generally .5 to 2% of total expenses or total revenues. We will base the quantitative considerations of our materiality for the financial statements of the school board on 2% of budgeted expenditures.

The Deloitte audit approach (continued)

Auditor's responsibility to consider fraud

In response to CICA Assurance Handbook Section 5135, "The Auditor's Responsibility to Consider Fraud", we will perform audit procedures to address fraud risks present at SGDSB.

The Board should recognize that every organization has inherent fraud risks due to internal and external conditions such as size, dispersed locations, general economic conditions, nature of various operations and the like.

There are three common fraud risk factors, the existence of which can increase the likelihood that fraud could occur. These include

- pressures and incentives
- attitudes/rationalization
- opportunity

The Board's oversight and understanding of fraud risks, helps to ensure that management fulfills its responsibility to facilitate a strong internal control environment to minimize fraud opportunities and can also deter management from committing fraud.

It should be noted that the objective of an audit of financial statements is to enable the auditor to express an opinion whether the financial statements present fairly, in all material respects, the financial position, results of operations and changes in financial position in accordance with Canadian generally accepted accounting principles. Owing to the inherent limitations of an audit, there is an unavoidable risk that some material misstatements of the financial statements will not be detected, even though the audit is properly planned and performed in accordance with generally accepted auditing standards. The assurance an auditor provides concerning lack of misstatements arising from fraud is necessarily lower than the assurance provided concerning those arising from error.

The Deloitte audit approach (continued)

Areas of audit focus

We have identified the following areas of focus, based on our review of prior years files, awareness of current year activities and discussions with management.

Account balance/business issue	Description of issue	Audit response
Debt supported accounts receivable	<ul style="list-style-type: none"> Valuation of receivable from the Government of Ontario 	<ul style="list-style-type: none"> Substantive testing in addition to the specified procedures prescribed by the Ministry of Education.
Externally restricted grants and contributions	<ul style="list-style-type: none"> Revenue recognition. 	<ul style="list-style-type: none"> Ensure conditions have been met and expenditures appropriate to allow for recognition of externally restricted grants and contributions.
Year end cut-off	<ul style="list-style-type: none"> Account for Revenue and Expenditures in the proper period. 	<ul style="list-style-type: none"> Substantive testing on accounts payable, accruals, deferred revenue and receivables.
Employee future benefits	<ul style="list-style-type: none"> Large liabilities which involve the use of assumptions and estimates in their determination. 	<ul style="list-style-type: none"> Reliance on specialists. Review of actuarial reports including calculations and assumptions used. Review of client calculations and information. Analytic review of related account balances.

The Deloitte audit approach (continued)

Account balance/business issue	Description of issue	Audit response
Tangible capital assets	<ul style="list-style-type: none"> Implementation of PS3150 - Tangible Capital Assets. 	<ul style="list-style-type: none"> Substantive testing of tangible capital asset balances. Review appropriate financial statements disclosures for unique items (e.g. works of art). Assess restatement of prior year's figures.
Management estimates	<ul style="list-style-type: none"> Requires management judgment (i.e. pending wage settlements – "retro pay" and pay equity). 	<ul style="list-style-type: none"> Focused review of calculations. Discussion with management. Analytic review of related accounts.
New reporting model	<ul style="list-style-type: none"> Implementation of new reporting model under PS1200 – Financial Statement Presentation. 	<ul style="list-style-type: none"> Work with Board staff to determine if the financial statement presentation is in accordance with the new reporting model and clear to the users of the financial statements.

Audit scope

Tailored to your Organization

Our audit planning and preliminary risk assessment results in the development of a tailored scope and tailored audit procedures. Factors considered in the determination of the audit scope include, but are not limited to:

- Consideration of significant accounts and disclosures using materiality levels and significant account thresholds that are appropriate to support our audit opinion on the financial statements of SGDSB
- Existence of significant risks
- Complexity and nature of the operations, internal controls, and accounting issues
- The degree of centralization or decentralization of processes and controls, including the extent of relevant organization-level controls
- The extent and nature of internal control deficiencies and financial statement misstatements identified in current and previous periods

Based on our analysis of these and other factors, we determine the necessary scope of work to support our audit opinion on the financial statements.



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October 7, 2010

The Members of the Board of Trustees
Superior Greenstone District School Board
P.O. Bag A
12 Hemlo Drive
Marathon, ON P1T 2E0

Dear Members of the Board of Trustees:

We have been engaged to audit the financial statements of Superior Greenstone District School Board (the "School Board") for the year ended August 31, 2010.

Canadian generally accepted auditing standards ("GAAS") require that we communicate at least annually with you regarding all relationships between the School Board and our Firm that, in our professional judgment, may reasonably be thought to bear on our independence.

In determining which relationships to report, these standards require us to consider relevant rules and related interpretations prescribed by the appropriate provincial institute/ordre and applicable legislation, covering such matters as:

- (a) Holding a financial interest, either directly or indirectly, in a client;
- (b) Holding a position, either directly or indirectly, that gives the right or responsibility to exert significant influence over the financial or accounting policies of a client;
- (c) Personal or business relationships of immediate family, close relatives, partners or retired partners, either directly or indirectly, with a client;
- (d) Economic dependence on a client; and
- (e) Provision of services in addition to the audit engagement.

We have prepared the following comments to facilitate our discussion with you regarding independence matters arising since November 16, 2009, the date of our last letter.

Appendix I – Independence Letter (continued)

Regular Board Agenda - October 13, 2010 Page 123 of 147

Superior Greenstone District School Board
October 7, 2010
Page 2

We have billed the School Board \$7,500 for specified procedures as requested by the Ministry of Education for the seven month period ended March 31, 2010. We have billed the School Board \$40,000 for the audit of the School Board's financial statements for the year ended August 31, 2010, and \$3,000 for the audit of the statement of revenue and expenditures of the Integrated Services for Northern Children Program of the Superior Greenstone District School Board.

We are not aware of any relationships between the School Board and our Firm that, in our professional judgment, may reasonably be thought to bear on our independence since our appointment as auditors.

GAAS requires that we confirm our independence to Board of Trustees in the context of the Rules of Professional Conduct of the Institute of Chartered Accountants of Ontario. Accordingly, we hereby confirm that we are independent with respect to the School Board within the meaning of the Rules of Professional Conduct of the Institute of Chartered Accountants of Ontario as of October 7, 2010.

This report is intended solely for the use of the Board of Trustees, the Board of Trustees, management, and others within the Board and should not be used for any other purposes.

Yours sincerely,

A handwritten signature in dark ink that reads "Deloitte + Touche LLP". The signature is written in a cursive, flowing style.

Chartered Accountants
Licensed Public Accountants

Appendix II – Accounting update and other developments (Public Sector)

New standards		
Item	Effective date	Description
Tangible Capital Assets, Section PS 3150	Currently effective for federal, provincial and territorial governments and will be effective for local governments ¹ for fiscal years beginning on or after January 1, 2009.	<p>PS 3150, Tangible Capital Assets, focuses recognizing and amortizing all tangible capital assets. This standard is applicable for fiscal years beginning on or after January 1, 2009. (For school boards in Ontario this will be applicable to the fiscal 2010 year end).</p> <p>During the period of transition, the Board has followed PUBLIC SECTOR GUIDELINE PSG-7, Tangible Capital Assets of Local Government. PSG-7, which provided guidance on reporting information which is available including the cost, accumulated amortization and net book value of each category of asset.</p> <p>PS 3150 will be adopted and its impact will be reflected in the August 31, 2010 financial statements. Comparative figures for the August 31, 2009 fiscal year will be restated.</p>
Financial Statement concepts, Amendment – Section PS 1000	Currently effective for federal, provincial and territorial governments and effective for local governments for fiscal years beginning on or after January 1, 2009.	In November 2006, after extensive consultation with the local government community and with only minor amendments to the existing standards for senior governments, the Public Sector Accounting Board (PSAB) approved revised Sections PS 1000, Financial Statement Concepts, PS 1100, Financial Statement Objectives, and PS 1200, Financial Statement Presentation, a single conceptual framework and reporting model for all levels of government in Canada. The revisions focus primarily on local governments applying the same reporting model currently adopted by senior governments for fiscal years beginning on or after January 1, 2009. Beginning on or after January 1, 2009, all governments in Canada will be reporting on a full-accrual basis of accounting. PS 1700 and PS 1800 for local governments required a modified accrual basis of accounting, and as such, these Sections will be withdrawn.
Financial Statement Objectives, Amendment – Section PS 1100		
Financial Statement Presentation, Amendment – Section PS 1200		This new reporting model is effective for school boards for the fiscal 2010 year.

¹ The term local government covers school boards in Ontario as they have chosen to use Public Sector Accounting Standards.

Appendix II – Accounting update and other developments (Public Sector) (continued)

New standards		
Item	Effective date	Description
PS 3260 Liability for contaminated sites.	Effective for fiscal years beginning on or after April 1, 2014.	<p>PSAB issued CICA Public Sector Accounting Handbook Section 3260, Liability for Contaminated Sites. This Section will apply to all governments and government organizations that base their accounting policies on the CICA Public Sector Accounting Handbook.</p> <p>Section PS 3260, Liability for Contaminated Sites, addresses the recognition criteria, measurement and disclosure requirements for reporting liabilities associated with remediation of contaminated sites that either are not in use or resulted from unexpected environmental events (such as a toxic spill or natural disaster). It also provides guidance on each of the recognition criteria, as well as issues related to initial and subsequent measurement based on the principles in Sections PS 3200, Liabilities, PS 3300, Contingent Liabilities, and PS 3390, Contractual Obligations.</p>
PS 3510 Tax Revenue (formerly Revenue)	Effective fiscal years beginning on or after April 1, 2012.	<p>PSAB has issued a new TAX REVENUE, Section PS 3510. The new Section applies to all levels of governments.</p> <p>The main features of this section are as follows:</p> <ul style="list-style-type: none"> • Taxes are to be recognized as an asset and revenue when they meet the definition of an asset, they are authorized (a defined concept) and the taxable event occurs. • Tax revenue would be recognized by the government that imposes the tax except in purely flow-through arrangements. • A tax is considered authorized when the effective date of the tax has passed and the earlier of the following has occurred: the related legislation, regulations or by-laws have been approved, or, in the case of jurisdictions where the legal framework allows it, the ability to assess and collect tax has been provided through legislative convention. • An asset acquired through a tax transaction is to be measured initially at its realizable value. • Tax revenue should not be reduced by transfers made through a tax system. • Tax revenue should not be grossed up for the amount of tax concessions (which are often referred to as tax expenditures). • Guidance for identifying and distinguishing between tax concessions and transfers made through a tax system is provided.

Appendix II – Accounting update and other developments (Public Sector) (continued)

Exposure drafts and Re-exposure drafts		
Item	Effective Date	Description
Government Transfers	Proposed for transfers recognized on or after April 1, 2012. Exposure draft comment period ended on September 15, 2010.	<p>In May 2010, the PSAB has issued a third Re-exposure Draft (Re-ED) that proposes changes from the 2009 Re-ED, particularly for capital transfers received. The Re-ED is intended to apply to all levels of government and addresses how recipient governments should account for transfers. .</p> <p>In summary</p> <p>This project was started to develop amendments to Section PS 3410, Government Transfers, to address application and interpretation issues raised by the government community. The major issues in the project include:</p> <ul style="list-style-type: none"> ▪ Resolving the debate over the appropriate accounting for multi-year funding provided by governments; ▪ Clarifying the nature and extent of the authorization needed to be in place for a transfer to be recognized; ▪ Clarifying the degree to which stipulations imposed by a transferring government should impact the timing of recognition of the transfer by both the transferor and recipient governments; and ▪ Addressing the appropriate accounting for capital transfers received under an expense-based accounting regime. <p>Under the May 2010 third re-exposure draft, a transfer would be recognized in revenue when the transfer is authorized and the transferor's eligibility criteria are met by the transfer recipient unless the recipient has a liability. A liability could arise because the transferor sets specific stipulations on the use of the transfer, or because transferor stipulations and the actions and communications of the recipient government direct the use of the funds for specific purposes. In both cases, revenue would be recognized over time as the liability is settled. This rule would apply to all transfers received: operating transfers, capital transfers and transfers of tangible capital assets.</p> <p>On the other hand, a transferring government would recognize a transfer in expenses when the transfer has been authorized and recipients have met its eligibility criteria. This rule would apply to all types of transfers provided.</p> <p>This standard is being closely monitored by the Ministry of Education as it will have a significant impact on school board and Ministry budgeting and financial reporting.</p>

Appendix II – Accounting update and other developments (Public Sector) (continued)

Exposure drafts and Re-exposure drafts		
Item	Effective Date	Description
Financial Instruments	Proposed for fiscal years beginning on or after April 1, 2012.	<p>An exposure draft was issued in September 2009. The main features included:</p> <ul style="list-style-type: none"> ▪ Fair value measurement is required for derivatives and portfolio investments that are equity instruments quoted in an active market. ▪ A government can choose to report non-derivative financial assets and/or financial liabilities on a fair value basis if it manages and reports performance of these items on a fair value basis. ▪ A change in the fair value of a financial instrument should be presented in the statement of operations as a re-measurement gain and loss. ▪ Revenues other than re-measurement gains and expenses other than re-measurement losses should be separately presented in the statement of operations. ▪ The statement of operations should report the measure of surplus/deficit excluding re-measurement gains and losses for the period separately from the measure of surplus/deficit for the period, which includes re-measurement gains and losses. ▪ A government should disclose information that enables users of financial statement to evaluate the nature and extent of risks arising from financial instruments to which it is exposed at the reporting date. ▪ The proposed standard will be effective for fiscal years beginning on or after April 1, 2012. Early adoption is encouraged. Any adjustment to the carrying amount of applicable assets and liabilities at the beginning of the fiscal year the standard is initially applied should be recognized as an adjustment to the accumulated surplus/deficit at that date. <p>After reviewing the responses from the exposure draft , PSAB has decided to issue a re-exposure draft with a presentation model that would report re-measurement gains and losses outside of the statement of operations.</p>

Appendix II – Accounting update and other developments (Public Sector) (continued)

Exposure drafts and Re-exposure drafts		
Item	Effective Date	Description
Foreign Currency Translation	Proposed for fiscal years beginning on or after April 1, 2012.	<p>In September 2009 PSAB approved an exposure draft resulting from the proposed Public Sector Accounting Handbook Section on Financial Instruments. The amendments proposed in the ED are required to ensure that Section PS 2600 is consistent with the proposed standards for Financial Instruments.</p> <p>The main features of this ED include the following:</p> <ul style="list-style-type: none"> • All monetary items and those non-monetary items included in the fair value category are translated using the exchange rate on the financial statement date. • An exchange gain or loss reported prior to the period of settlement is unrealized and presented as a re-measurement gain or loss. Within the Financial Instruments ED, unrealized gains or losses that arise on items in the fair value category are distinguished in this manner. The statement of operations would be comprised of two components, allowing those unrealized amounts that are re-measurement gains and losses to be presented apart from the other revenues and expenses a government reports on and compares to budget. (see update below – June 2010) • Hedge accounting provisions in Section PS 2600 are removed. • The scope exclusion for foreign exchange reserves in Section PS 2600.04 are removed. <p>The proposed amendments will be effective for fiscal years beginning on or after April 1, 2012. Early adoption is encouraged. A government adopts standards contained in the Financial Instruments ED and the amended Foreign Currency standards in the same fiscal period. Any adjustment to the carrying amount of applicable assets and liabilities at the beginning of the fiscal year the amendments are applied should be recognized as an adjustment to the accumulated surplus/deficit at that date.</p> <p>In June 2010, PSAB asked the task force to draft a Re-exposure Draft with a presentation model that would report re-measurement gains and losses outside of the statement of operations.</p> <p>This exposure draft should not have a significant impact on the Board's financial statements.</p>

Appendix II – Accounting update and other developments (Public Sector) (continued)

New projects		
Item	Effective date	Description
Revenue from exchange transactions	N/A	<p>Section PS 1200, Financial Statement Presentation, addresses recognition and disclosure of revenues in general, with no specific guidance on application of the recognition criteria to revenue from exchange transactions.</p> <p>Accounting for revenue from exchange transactions is a major issue for private sector accounting standards. The IASB currently has a project on Revenue Recognition. The purpose of this project is to monitor the development and assess the applicability of the IASB project to the public sector.</p>

Deloitte.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD**Report No:** 79**Date:** October 18, 2010

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

FROM: Cathy Tsubouchi

SUBJECT: Disbursements Report for September 2010

Background

In June 2010, the Board approved the 2010/2011 Budget of \$39,306,094.

Based on the above, average spending for each month should be approximately \$3,276,000. 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 September 2010 were \$4,830,423.19. Our spending for the month exceeds the average for the following reasons:

Total Disbursements for the period	\$4,830,423.19
Less unusual items for the month:	
BAPS project payments for work done to August 31st	(1,090,049.00)
Other large construction payments issued for August work	<u>(840,000.00)</u>
Adjusted Total	\$2,900,374.19

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 Darlene Keenan, Chair of the Business Committee for review.

Administrative Summary

The disbursement for September 2010 is presented to the Board for information

Respectfully submitted,

Cathy Tsubouchi
Manager of Accounting Services

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Report No: 80

Date: October 18, 2010

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

FROM: Wayne Chiupka, Manager of Plant Services

SUBJECT: BAPS School Replacement Project – Update Oct 2010

Background

At the Board meeting of June 21, 2010, the Board awarded the tender for Alteration to GCHS for the New BA Parker Public School Renovation to Quinan Construction Limited. Mobilization was carried out by Quinan, to begin construction, soon after the award.

Work was designed to take place in two phases:

Phase 1 includes the creation of a new High School Library and relocation of the Welding Shop, Art Room, and Sewing Room. The objective is to vacate all spaces needed for the future BA Parker School. Changes to parking and traffic flow are also to be addressed to enable construction to progress in Phase 2 with minimal effect on school users.

Phase 2 includes the creation of the new BA Parker School. Other work will also take place to relocate some of the space needed by Confederation College to other areas of the building. Extensive grounds work and painting will be carried out to put the final touches on the site and building.

Current Situation

It will be a couple of weeks longer before the Library, Sewing Room, Art Room, and Automotive/Welding Shop are fully completed. It is anticipated that by the end of October, all final painting, ceiling installations, millwork, and other issues will be completed and the spaces will go into full use.

To ensure the safety of staff, students, and other building users, temporary outside fencing has been installed, and is being maintained, to prevent access to excavation areas. Areas of the school that are part of Phase 2 have been closed off with temporary walls and doors to ensure access control to the construction areas that will be ongoing. Construction on Phase 2 should begin as soon as Phase 1 has been completed.

Weekly teleconference meetings and monthly onsite meetings continue to take place to keep the project moving along, and to ensure that the school principal is fully aware of the project progress and details.

Administrative Summary

The BAPS School Replacement Project – Update Oct 2010 is presented to the Board for information.

Respectfully submitted by:

Wayne Chiupka
Manager of Plant Services

Patti Pella
Director of Education

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Report No: 81
Date: October 18, 2010

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

FROM: Wayne Chiupka, Manager of Plant Services

SUBJECT: Capital Project Update 2009/10

Background

During the 2009/10 Budget year many projects were scheduled to be carried out, having been previously included in the 5 year Capital Plan by the Plant Services Department. These projects were identified and selected in consultation with the School Principals and Senior Administration, through the regular Plant budget review process. Other projects were added to the list as a result of urgent needs.

Along with a number of Renewal projects totalling approximately 675,000 dollars, the Plant Department carried out an additional 1.6 million dollars (approx) of high and urgent work under the Good Places to Learn Grant (also referred to as RECAPP). Work on the BAPS Replacement PTR project totalled approximately 1.5 million dollars of the 4.8 million dollar PTR budget.

The result is a total capital expenditure of approximately 3.8 million dollars for the 2009/2010 budget year.

Current Situation

Attached please find a project list providing the status of projects carried out over the 2009/2010 budget year ending August 31, 2010. As in the past, several projects that were not quite completed as of August 31, 2010 will be continued until fully completed.

Administrative Summary

That, the Plant Services Department Report on Capital Project Update 2009/2010 be received as information.

Respectfully submitted by:

Wayne Chiupka
Manager of Plant Services

Patti Pella
Director of Education

CAPITAL Projects at August 31, 2010

Regular Board Agenda-October 18, 2010 Page 134 of 147

Superior-Greenstone District School Board

Plant Services Department - 2009/2010 Budget Year

Total \$3,835,989

School/Site	Fund	Budget Code	Description	Budget 2009/2010	Actual \$ spent to Aug 31, 2010	Status as of Aug 31 2010
Manitouwadge PS	Renewal	801-010	Millwork	13,000	13,158	100%
Manitouwadge PS	Urgent	802-010	Gym Mould remedial /increase R value of roof		14,385	100%
Manitouwadge HS	Renewal	801-040	Heat pump loop system Upgrade	15,000	14,680	100%
Manitouwadge HS	Renewal	802-040	Roadway repairs asphalt cracks	12,000	17,374	100%
Manitouwadge HS	RECAPP	811-040	Replace [01.4 Roofing - Original Building]		25,851	100%
Margaret Twomey PS	Renewal	805-012	Heat pump loop system upgrade incl one well group	40,000	13,529	50%
Margaret Twomey PS	Renewal	801-012	Replace Intercom system	20,000	29,939	100%
Margaret Twomey PS	Renewal	802-012	Retrofit Sprinkler System - Upgrade piping and heads	20,000	7,761	50%
Margaret Twomey PS	RECAPP	811-012	Replace [01.4 Roofing - Original Building]		119,609	100%
Marathon HS	Renewal	804-042	HVAC controls replacement - stats, dampers, pump controls	18,000	18,516	100%
Marathon HS	Renewal	802-042	Asphalt repair	15,000	16,075	100%
Marathon HS	Renewal	803-042	Washroom renovations, shower, change rms plumb	13,000	13,201	100%
Marathon HS	RECAPP	811-042	Replace [04.3-040 Emergency Lighting - Original Building]		12,976	100%
Terrace Bay PS	Renewal	801-013	Domestic water pipe replacement - lead solder	30,000	26,343	100%
Terrace Bay PS	Renewal	802-013	Intercom system replacement	18,000	18,170	100%
Terrace Bay PS	Renewal	804-013	Exterior brick/wall upgrade, control joint/window caulk	12,000	16,459	100%
Terrace Bay PS	Urgent	803-103	Fire Alarm upgrade including smoke detectors		12,416	100%
LSHS - Terrace Bay	Renewal	801-043	Family Studies Renovation - complete	150,000	156,284	100%
LSHS - Terrace Bay	Renewal	803-043	Exterior door replacement		11,000	100%
LSHS - Terrace Bay	RECAPP	811-043	Replace Windows - Addition 3 - 2005		81,180	100%
LSHS - Terrace Bay	RECAPP	811-043	Replace [03.1-250 Ventilation Fans - Addition 3]		23,273	100%
LSHS - Terrace Bay	RECAPP	811-043	Replace [03.1-190 Terminal Units - Addition 3]		13,540	100%
LSHS - Terrace Bay	RECAPP	811-043	Replace [04.3-010 Interior Lighting - Addition 3]		42,269	100%
LSHS - Terrace Bay	RECAPP	811-043	Replace [04.3-040 Emergency Lighting - Addition 3]		13,998	100%

CAPITAL Projects at August 31, 2010

Regular Board Agenda-October 18, 2010 Page 135 of 147

Superior-Greenstone District School Board

Plant Services Department - 2009/2010 Budget Year

Total **\$3,835,989**

School/Site	Fund	Budget Code	Description	Budget 2009/2010	Actual \$ spent to Aug 31, 2010	Status as of Aug 31 2010
LSHS - Terrace Bay	RECAPP	811-043	Replace [00.1-010 Underground Utilities - Site]		64,485	100%
LSHS - Terrace Bay	RECAPP	811-043	Replace [03.1-170 Heating & Cooling Piping Systems - Original Building]		14,573	100%
LSHS - Terrace Bay	RECAPP	811-043	Replace [03.1-160 Central Station AHU - Original Building]		16,953	100%
LSHS - Terrace Bay	RECAPP	811-043	Replace [03.3-010 Plumbing Fixtures - Addition 3]		33,428	100%
LSHS - Terrace Bay	RECAPP	811-043	Replace [04.2-010 Secondary Switchgear - Original Building]		11,791	100%
LSHS - Terrace Bay	RECAPP	811-043	Replace [03.2 Control Systems - Entire School]		14,497	100%
Schreiber PS	Renewal	802-014	Brick repairs	18,000	24,610	100%
George O'Neill PS	Renewal	804-015	Heat trace roof drains and downspouts	15,000	0	100%
George O'Neill PS	Renewal	801-015	Upgrade eye wash stations	12,000	12,319	100%
George O'Neill PS	Renewal	803-015	Replace door unit - Contact North entrance	12,000	11,897	100%
Red Rock PS	Renewal	801-017	Replacement flooring - hall, Rm 10, Rm 11	12,000	11,986	100%
Nip-Rock HS	Renewal	802-045	Concrete sidewalk and steps replacment	30,000	29,997	100%
Nip-Rock HS	Renewal	803-045	Flooring replacement, Coop, Engl, IT office, Rm 7, 8, comp lab	16,000	15,743	100%
Nip-Rock HS	Renewal	801-045	Gym folding wall retrofit	14,000	17,623	100%
Nip-Rock HS	RECAPP	811-045	Replace (Movable partition - Addition 2 - Gym - 2003		114,576	100%
Nip-Rock HS	RECAPP	811-045	Replace [Terminal units - Orig Bldg - 2005		72,679	100%
Nip-Rock HS	RECAPP	811-045	Replace [Make-Up AHU - Addition 2 - 2005		49,720	100%
Nip-Rock HS	RECAPP	811-045	Replace [Windows - Addition 2 - 2005		114,817	100%
Nip-Rock HS	RECAPP	811-045	Replace [03.1-190 Terminal units - Addition 1]		21,780	100%
Nip-Rock HS	RECAPP	811-045	Replace [03.1-250 Ventilation Fans - Addition 2]		48,750	100%
Nip-Rock HS	RECAPP	811-045	Replace [03.1-250 Ventilation Fans - Original Building]		15,453	100%
Nip-Rock HS	RECAPP	811-045	Replace [03.1-190 Terminal Units - Addition 2]		96,170	100%
Nip-Rock HS	RECAPP	811-045	Replace [04.3-010 Interior Lighting - Addition 2]		49,120	100%
Nip-Rock HS	RECAPP	811-045	Replace [03.3-050 Plumbing Piping Systems - Addition 2]		13,357	100%

CAPITAL Projects at August 31, 2010

Regular Board Agenda-October 18, 2010 Page 136 of 147

Superior-Greenstone District School Board

Plant Services Department - 2009/2010 Budget Year

Total \$3,835,989

School/Site	Fund	Budget Code	Description	Budget 2009/2010	Actual \$ spent to Aug 31, 2010	Status as of Aug 31 2010
Nip-Rock HS	RECAPP	811-045	Replace [04.3-020 Exterior Lighting - Complete Building]		46,560	100%
Nip-Rock HS	RECAPP	811-045	Replace [04.3-040 Emergency Lighting - Addition 2]		13,124	100%
Nip-Rock HS	RECAPP	811-045	Replace [03.2 Control Systems - Complete Building]		222,880	100%
Nip-Rock HS	RECAPP	811-045	Replace [00.1-010 Underground Utilities - Site]		289,319	100%
Beardmore PS	Renewal	801-019	Flooring replacement - Classrooms, hallways, library	20,000	14,692	100%
BA Parker PS	PTR	812-020	Replacement School Project	3,000,000	1,504,746	30%
Geraldton Comp HS	Renewal	807-046	Replace more ceilings and lights hallways by Wed wing		6,723	30%
Geraldton Comp HS	Urgent	803-045	Weight Room upgrade		28,725	100%
Marjorie Mills PS	Renewal	801-021	Replace playground equipment	50,000	49,221	100%
Marjorie Mills PS	Urgent	802-021	Fire alarm replacement		4,836	35%
Nakina PS	Renewal	804-022	Replace controls on Library, Gym		15,428	100%
Nakina PS	Renewal	801-022	Replace playground equip		31,423	100%

Total: \$3,835,989

Ministry of Education

Minister

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Facsimile (416) 325-2608

Ministère de l'Éducation

Ministre

Édifice Mowat
Queen's Park
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RECEIVED

AUG 26 2010

Corporation of the
Municipality of Greenstone

August 23, 2010

His Worship Michael Power
Mayor
Corporation of the Municipality of Greenstone
PO Box 70
301 East Street
Geraldton ON P0T 1M0

Dear Mayor Power,

Thank you for your letter about B.A. Parker Public School. My colleague Michael Gravelle, MPP for Thunder Bay-Superior North, forwarded to me a copy of your correspondence. I appreciate the opportunity to respond.

School boards are responsible for deciding the capital projects that they wish to undertake. It is important that boards administer their schools with the level of autonomy necessary to make these types of decisions at the community level. Officials from the Ministry of Education do not have the authority to challenge or review the decisions made by boards, including the Superior-Greenstone District School Board's (DSB) decision to accommodate all Junior Kindergarten to Grade 12 students at Geraldton Composite High School.

Thank you again for writing. I encourage you to continue to work with the board to help ensure that the renovated facility will address the needs of all students in the community of Geraldton.

Sincerely,

Leona Dombrowsky
Minister of Education

c: Michael Gravelle, MPP
Thunder Bay-Superior North

Nipigon-Red Rock District High School

2009-2010

Parent Council Annual Report

Parent Council members held four regular meetings this year. We had a small group and found it to be a challenge to recruit new members. Activities of council this year included the annual plant inspection, providing input on necessary repairs and improvements submitted in the annual School Plant budget; reviewing the School Code of Conduct and Safe Schools information; and organizing the Open House.

This year we held an Open House in May, during Education week, to welcome the incoming grade eight students and their families to the Nip-Rock family. Funding for this came from the PRO and PIC Grants. Our Open House consisted of a Chili Supper funded by the PIC grant. The Food & Nutrition students, as part of their class project, were responsible for making cookies for dessert with funding available from the PRO Grant. These activities were part of the multicultural theme of the Open House.

Part of the evening was dedicated to a guest Speaker from Scholar's Choice who presented a Homework/Study help session for parents and their students. This was well received by those in attendance. This session was funded from the PRO grant.

There was a demonstration by the Grade 11 dance class and they then taught a dance to those who wished to participate. The Tech department showcased the welding talents of the manufacturing class. A multicultural display of staff heritage was produced and all those in attendance were invited to add their information. Open House also included an art gallery exhibit, art installations around the school, a display of crafts from the Native Studies class and activities in classrooms centering on the use of the Smart board technology. The Open House was well attended and positive feedback was received. We had a number of inquiries about Parent Council and offers to participate in the upcoming year.

The parent council was able to award two \$250.00 graduation bursaries in June of 2010. The bursaries were funded through a small silver collection at open house and by donations from parent council members past and present. Recipients were chosen based on several criteria including a brief essay describing how they completed their volunteer hours and how their volunteering benefited them and their community. Seventeen students applied and the bursaries were awarded to Jonathan Young and Timothy Koop.

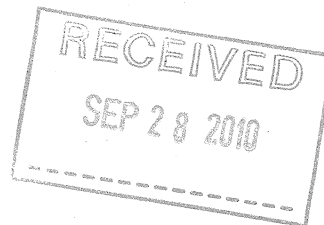
Parent Council Funds were also used to provide a Parent Handbook which includes the School Code of Conduct, Attendance Policies and phone information along with important academic, athletic information and dates. This has been something that our parents have requested and Parent Council deemed important.

Submitted by:

Colleen Kjellman
Albertine Vanogtrop
Tammy Jones



RECEIVED
September 22, 2010



Directors, District School Boards
Secretaries, School Authorities
Superior-Greenstone DSB
12 Hemlo Drive
Postal Bag A
Marathon, ON P0T 2E0

We are pleased to inform you that 12 students in your school board have won the Province's Queen Elizabeth II Aiming for the Top Scholarships. A list of the recipients from your school board is enclosed for your information.

The Queen Elizabeth II Aiming for the Top Scholarship Program is a program of the Ontario Government that rewards students who graduate with top marks at their high school, and who plan to continue their studies at an Ontario college or university. Students who maintain an 80 per cent average at the postsecondary level can receive these scholarships, which are worth up to a maximum of \$3,500 per year, for up to four years in total.

This year, the Government is investing \$35 million in Queen Elizabeth II Aiming for the Top Scholarships that are being issued to 14,288 students across Ontario.

We can all be very proud of the accomplishments of these students, their teachers, and their high schools. We are writing to the Principals at these high schools to inform them of the names of their students who have won a scholarship. As these students move on to college or university, their Queen Elizabeth II Aiming for the Top Scholarship will provide both concrete financial support and recognition of their academic achievement.

If you have any questions about this scholarship, please contact Joan Duke, Program Coordinator at 807 343-7813.

A handwritten signature in black ink, appearing to read "Nancy Naylor".

Nancy Naylor
Assistant Deputy Minister
Ministry of Training, Colleges and Universities

Queen Elizabeth II Aiming for the Top Scholarship

High School Winners

The following students are winners of the 2010-2011 Queen Elizabeth II Aiming for the Top Scholarship at the high schools in your school board.

School Board: Superior-Greenstone DSB

Geraldton Comp S:
KELSEY DONLYK
SADIE GROSS

SAVANAH DUGUAY

Lake Superior HS:
TESHIA ROCHON

DORIANA VENEZIANO

Manitouwadge HS:
ERIK JACKSON

Marathon HS:
CRYSTAL GINGRAS
BRENDON NEEDHAM

SAMANTHA KEOWN

Nipigon Red Rock DHS:
JENNA BERUBE
ERIN KILAR-BEARMAN

HARMONY KEMP

Note: The dollar value of individual scholarships is not identified above by the ministry in the above list, as to do so would reveal personal information about the financial resources of the recipient and his or her family.

Ministry of Education
School Business Support Branch
scolaires
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Direction du soutien aux activités
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900, rue Bay
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Téléphone (416) 327-7503
Télécopieur (416) 212-3990



Sept 30, 2010

Ms. Julie Sparrow
Chair
Superior-Greenstone DSB
Postal Bag A
12 Hemlo Drive
Marathon, ON P0T 2E0

Ms. Patti Pella
Director of Education
Superior-Greenstone DSB
Postal Bag A
12 Hemlo Drive
Marathon, ON P0T 2E0

Dear Ms. Sparrow and Ms. Pella,

I am writing to thank you and your staff for the support and assistance provided to the Review Team during the course of the Operational Review of your board. The willingness of your staff to give of their time and expertise was very much appreciated.

Over the next couple of weeks, the Review Team will be completing the draft report and will be in touch with your staff to follow up on specific matters that may need clarification. Staff in my branch will be reviewing the draft report prior to sending it to your school board.

We will be in touch with you shortly to schedule a mutually convenient time to formally review our draft findings and recommendations. This debrief will likely occur during the first week of October as discussed during the field visit. A copy of the draft report will be provided to you in advance.

The Ministry appreciates your continued support and participation in the Operational Review initiative. We believe that it will serve as a foundation to identifying "leading practices" in the sector and will facilitate continual improvement of the effectiveness and efficiency in the business functions of school boards.

If you have any questions or observations regarding the process, please do not hesitate to contact Miranda Bisnauth at (416) 314-3465 or myself.

Sincerely,

A handwritten signature in blue ink that reads "Cheri Hayward".

Cheri Hayward
Director
School Business Support Branch

cc. Bruce Rousseau, Superintendent of Business & Treasurer
Miranda Bisnauth, Senior Policy Coordinator

Ministry of Education

Deputy Minister

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Sous-ministre

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MEMORANDUM TO: Directors of Education and School Authority Supervisory Officers

FROM: Kevin Costante
Deputy Minister

DATE: October 4, 2010

RE: Trustee Orientation Seminars

I am pleased to inform you that the Ministry of Education will host regional orientation seminars for trustees to welcome them to their new term of office. All newly elected and returning trustees as well as Directors of Education are invited.

These one-day seminars will focus on the government's education priorities and student achievement agenda. The seminars have been scheduled in November, as follows:

- | | |
|-------------------------|-------------|
| ▪ Tuesday, November 9 | Thunder Bay |
| ▪ Friday, November 12 | Toronto |
| ▪ Tuesday, November 16 | Sudbury |
| ▪ Thursday, November 18 | London |
| ▪ Thursday, November 25 | Ottawa |
| ▪ Tuesday, November 30 | Barrie |

The seminars will be presented in a bilingual format, with the exception of the Barrie seminar, and will begin at 8:30 a.m. and end by 4:00 p.m. You will receive an invitation memo and registration form from the Regional Manager with more information about the location and agenda for these seminars.

Your support and participation at these seminars is acknowledged and appreciated. We look forward to working with you as together we strive to fulfill the vision of student achievement and well-being in Ontario.

Kevin Costante

Cc: Trustee associations
CODE
Kit Rankin, Director, Field Services

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Report No: 82

Date: October 18, 2010

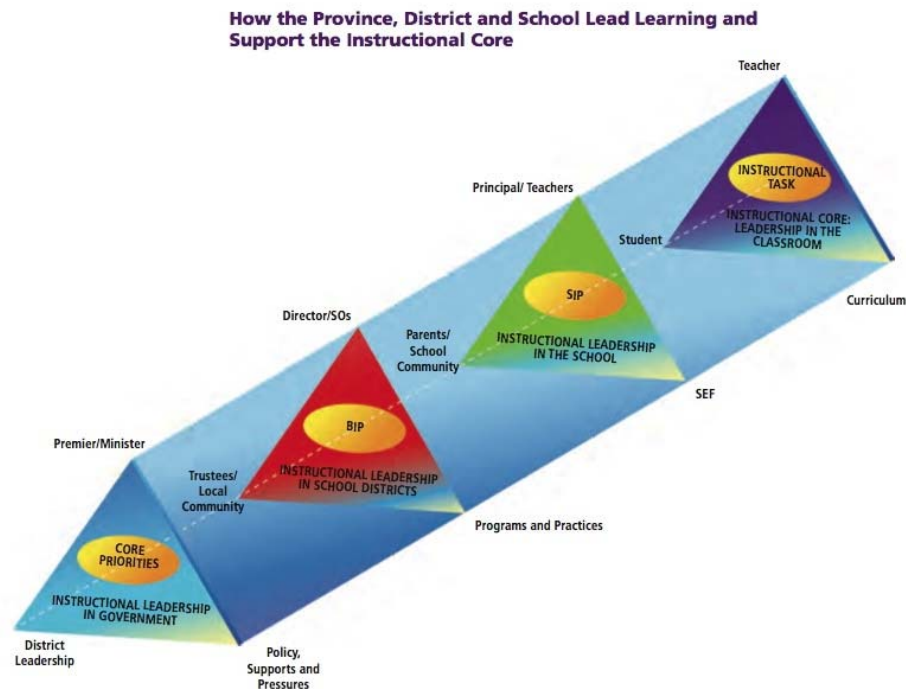
TO: Chair and Members of the
Superior-Greenstone District School Board

FROM: Barbara Willcocks, Student Success Lead
Nicole Morden Cormier, School Effectiveness Lead

SUBJECT: 2010-2011 Board Improvement Plan for Student Achievement

Background

Since the close of the 2009 academic year, the mandate of the Student Achievement Division of the Ministry of Education has been for districts to develop a comprehensive Improvement Plan for Student Achievement that aligns all educational priorities from Kindergarten to Grade 12.



The core priorities of the Superior-Greenstone District School Board form the foundation of the Board improvement Plan for Student Achievement, 2010-2011. This document acts as a filter through which all decisions are made, and therefore, the core priorities are being addressed. School Improvement Plans are crafted based upon this document thus ensuring a high degree of alignment throughout the district. Schools will determine goals that reflect their specific areas of greatest student learning need; the Board Improvement Plan is written to provide multiple entry points for schools to set goals that are within the parameters of the Board Improvement Plan.

Current Situation

A high level of student achievement is our district's first priority. To accomplish this, specific high yield strategies have been outlined in the plan that direct the areas of focus and action for school leaders and teachers to foster improvement in student achievement. These high yield strategies include professional learning communities and networks for teachers and school leaders; in an effort to not only provide job-embedded professional learning and collaboration, but also to develop leadership throughout the entire system. The goal of our system is to have leaders functioning at all levels towards increasing student achievement.

The closing of the gap in achievement for equity groups such as boys, Aboriginal students and students who possess special needs is another priority. Instructional practices that address the learning needs of these groups continue to be a focus and have been embedded into the plan. This would include strategies such as using descriptive feedback, embedding cultural awareness, developing student leaders, increasing parental involvement, offering specialized programming, and improving student engagement.

As we continue to collaborate with stakeholders (i.e. community partners, parents, First Nation communities, etc.) in increasing student achievement and closing the gap for our learners, it is our belief that public confidence will continue to grow. We recognize the need to continue to expand upon these partnerships as with this communication, high expectations for student achievement will continue to grow.

The School Effectiveness Framework, the tool which schools and the district use to measure their progress in school improvement, has expanded to include the secondary schools. This means that these schools are going to be engaged in increasingly strategic school improvement planning and adopting the strategies necessary to increase student achievement. As a result of the School Effectiveness Framework becoming a Kindergarten to Grade 12 documents, the secondary schools will be supported by both the Student Success Lead and the School Effectiveness Lead.

Next Steps

As we continue to learn more about the characteristics of high performing districts, several key elements have been articulated; which provide the foundation for our next steps:

1. Aligning initiative funding to ensure that teachers and leaders can maintain a clear focus on the actions contained within their School Improvement Plan.
2. The development of leadership at all levels. Our Leadership Learning Teams , a high yield strategy from 2009-2010 that previously only included elementary principals and one teacher, will be expanded to include one teacher from every elementary school, and secondary teachers and leaders.
3. Ongoing collaboration between district leaders will occur at the weekly meetings of the Leadership Development Team
4. With the implementation of the K-12 School Effectiveness Framework, there will be a significant degree of collaboration between the Student Success Lead and the School Effectiveness Lead.

Administrative Summary

The 2010-2011 Board Improvement Plan for Student Achievement is presented to the Board for information.

Respectfully submitted by:

Barbara Willcocks
Student Success Lead

Nicole Morden-Cormier
School Effectiveness Lead

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Report No.: 83
October 18, 2010

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

FROM: David Tamblyn, Assistant to the Director

SUBJECT: School Food and Beverage Policy

Background

Research shows that “health and education success are intertwined: schools cannot achieve their primary mission of education if students are not healthy” and that “healthy eating patterns in childhood and adolescence promote optimal childhood health, growth, and intellectual development”.

The school food and beverage policy (PPM – 150) constitutes a comprehensive approach to the sale of food and beverages in schools province-wide. It also reinforces the knowledge, skills, and attitudes regarding healthy eating that are developed through the various subjects and disciplines in the Ontario curriculum.

Current Situation

Changes for 2010-2011

School boards are required to ensure that all food and beverages sold on school premises for school purposes meet the requirements of this PPM -150, by September 1, 2011. The nutrition standards apply to all food and beverages sold in all venues (e.g., cafeterias, vending machines, tuck shops), through all programs (e.g., catered lunch programs), and at all events (e.g., bake sales, sports events). The standards do not apply to food and beverages that are: offered in schools to students at no cost; brought from home or purchased off school premises and are not for resale in schools; available for purchase during field trips off school premises; sold in schools for non-school purposes (e.g., sold by an outside organization that is using the gymnasium after school hours for a non-school-related event).

The school principal may designate up to ten days (or fewer, as determined by the school board) during the school year as special-event days on which food and beverages sold in schools would be exempt from the nutrition standards outlined in this memorandum. The school principal must consult with the school council prior to designating a day as a special-event day.

Notwithstanding this exemption, on special-event days, schools are encouraged to sell food and beverages that meet the nutrition standards set out in this memorandum.

Communication to Parents

Information regarding the school food and beverage policy has been communicated to students and parents through newsletters, assemblies and School Council meetings. Newsletters have included suggestions for healthy lunches and snacks. Many of our schools have offered a healthy snack program or breakfast program in the past. PPM -150 supports the continuation of this practice as long as the programs are compliant with the nutrition standards.

Support for Schools

The documents, “School Food and Beverage Policy” Resource Guide and Quick Reference Guide have been distributed to all elementary and secondary schools within the Superior-Greystone DSB. Staff have had the opportunity to review this material at the Professional Development Day on September 24th. Principals are working with vendors, and food service providers to ensure their schools are in full compliance with the standards.

Policy Development

Any existing school board policies or guidelines related to food and beverages sold in schools must be in accordance with this memorandum. The ministry recognizes that there may be differences in approaches and implementation at the local level. School boards and schools are encouraged to continue to work with students, parents, school staff, community members, public health professionals, and food service providers to ensure that appropriate strategies are in place to implement this memorandum.

School boards are responsible for monitoring the implementation of this memorandum. At the end of the 2010–11 school year, school boards will be required to attest that they will be in full compliance with this memorandum on September 1, 2011.

Administrative Summary

The School Food and Beverage Policy is presented to the Board for information.

Respectfully submitted by:

David Tamblyn
Assistant to the Director

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Report No: 84

Date: October 18th, 2010

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

FROM: Barbara Draper, Coordinator of Human Resource Services

SUBJECT: Personnel Report – October 18th, 2010

The Personnel Report for October 2010 is presented to the Board for information.

<i>I TEACHING STAFF</i>

1. **APPOINTMENTS**

Please contact the Human Resources Department for all personnel inquiries.

2. **RESIGNATIONS**

3. **OTHER**
Occasional Teaching Assignments

<i>II SUPPORT STAFF</i>

1. **APPOINTMENTS**

2. **RESIGNATIONS**

3. **CHANGES IN ASSIGNMENT**

4. **OTHER**
Temporary Assignments

OSSTF Educational Support Staff
Recalls

Barbara Draper
Coordinator of Human Resource Services
Reference: Regular Board Meeting October 18th, 2010