

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD



Mission Statement

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



Videoconference Site Locations

Superior-Greenstone District School Board ... (SGDSB) 12 Hemlo Drive, Marathon, ON
 Manitouwadge High School (MNHS) 200 Manitou Road W., Manitouwadge, ON
 Marathon High School (MRHS) 14 Hemlo Drive, Marathon, ON
 Lake Superior High School (LSHS) 19 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 2011/11

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, November 21, 2011

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

Board Chair: Pauline (Pinky) McRae

Director: David Tamblyn

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

PART III: Committee of Whole Board (Use if 2nd In-Camera Event Required)

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

1.0 Roll Call

<u>Trustees</u>	Attendance: On-site (OS); Teleconference (TC); Videoconference (VC); Absent (A); Regrets (R)										
	OS	TC	VC	A	R		OS	TC	VC	A	R
Bartlett, Bette						Mannisto, Mark					
Brown, Cindy						McRae, Pauline (Pinky)					
Dart, Alannah (Student)						Pelletier, Allison (Student)					
Fisher, Cindy						Roszel, Christine (Student)					
Fisher, Matthew						Santerre, Angel					
Keenan, Darlene						Simonaitis, Fred					

<u>Board Administrators</u>	Attendance Mode: On-site (OS); Teleconference (TC); Videoconference (VC); Absent (A); Regrets (R)				
	OS	TC	VC	A	R
Tamblyn, David: Director of Education					
Petrack, Nancy: Superintendent of Education					
Tsubouchi, Cathy: Superintendent of Business					
Williams, Dianne: Manager of Accounting Services					
Chiupka, Wayne: Manager of Plant Services/Transportation					
Morden-Cormier, Nicole: School Effectiveness Leader					
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					

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

(Attached)

2.1 Agenda: Committee of the Whole Board - Closed

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

2.2 Rise and Report from Closed Session

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

3.0 Regular Meeting Call to Order

✓ ***That***, the Superior-Greenstone DSB Regular Board Meeting on Monday, November 21, 2011 be called to order at _____ p.m.

4.0 Report of the Committee of the Whole Closed Section A

- 4.1 ✓ ***That***, the Superior-Greenstone DSB Committee of the Whole, In-Camera Section A (Closed) Reports be adopted including the confidential minutes' record from meetings held on
1. Regular Board Meeting 10-2011 – October 17, 2011

and,

✓ ***That***, the Superior-Greenstone DSB adopt the following recommendations as related to the confidential reports, specifically that:

1. The Board..., and (List motions or group of motions coming from closed session)
2. The Board

5.0 Approval of Agenda

✓ ***That***, the agenda for the Superior-Greenstone DSB 2011/11 Regular Board Meeting, Monday, November 21, 2011 be accepted and approved.

6.0 Disclosures of Interest re: Open Session**7.0 Minutes: Board Meetings and Board Committee Meetings**

- 7.1 ✓ ***That***, the minutes of the following Board meetings be adopted:
1. Regular Board Meeting 10-2011 – October 17, 2011, and

(Attached)

That, the minutes from the following Committee meetings be

acknowledged as received:

1. Board Policy Review Committee – October 24, 2011

(Attached)

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

8.1 Board Audit Committee:

- Report of the Board Audit Committee
- Board Policy Review Committee
- Native Education Advisory Committee
- Occupational Health and Safety Committee
- Parent Involvement Committee
- Special Education Advisory Committee
- Ontario Public School Boards' Association

(D. Keenan / C. Tsubouchi)
(C. Brown/ D. Tamblyn)
(C. Fisher / B. Willcocks)
(F. Simonaitis/ W. Chiupka)
(M. Mannisto/ D. Tamblyn)
(C. Brown / D. Tamblyn)
(C. Fisher)

9.0 Business Arising Out of the Minutes

10.0 Delegations and/or Presentations

10.1 Presentation: Excellence in Education Stacey Wallwin: Homework Help Club

(S.Wallwin, Teacher LSHS
via VC / PowerPoint)

10.2 Student Trustees' Update

(Verbal – Student Trustees)

- 10.2.1 Alannah Dart
- 10.2.2 Allison Pelletier
- 10.2.3 Christine Roszel

11.0 Reports of the Business Committee

(Business Chair: D. Keenan)

Superintendent of Business: C. Tsubouchi

11.1 Report No. 91 Enrolment: October 31, 2011

(Attached – C. Tsubouchi)

11.2 Bylaw No. 125 – Debenture → That, the Superior-Greenstone DSB receives Bylaw No. 125: Authority for Loan from the Ontario Financing Authority.

(Attached – C. Tsubouchi)

→ That, the Superior-Greenstone DSB approve
Bylaw No. 125; a Bylaw to Authorize a Loan from
the Ontario Financing Authority.

11.3 Bylaw 126: Tax Levy 2012 ✓ That, the Superior-Greenstone DSB approves Bylaw No. 126 being a bylaw to levy taxes for 2012 as per the attached.

(Attached – C. Tsubouchi)

11.4 Report No. 92 Capital Project Update 2010-2011

(Attached – W. Chiupka)

11.5 Report No. 93 Health and Safety Policy 706 Annual Review 2011 ✓ That, the Superior-Greenstone DSB approve Board Policy 706 Health and Safety as presented and that the

(Attached – W. Chiupka)

same be posted to the board website with an effective implementation date of November 22, 2011.

- 11.6 Report No. 94
Superior Greenstone Energy Plan (Attached – M. Paris)

- 11.7 Report No. 95
Disbursements – October 2011 (Attached – D. Williams)

12.0 Reports of the Director of Education

Director of Education: David Tamblyn

- 12.1 Correspondence: D. Dupont to M. Gravelle (MPP) (Attached)

13.0 Reports of the Education Committee

(Education Chair: Angel Santerre)

Superintendent of Education: Nancy Petrick

- 13.1 Report No. 96
2011-2012 Board Improvement Plan for Student Achievement and Well Being (Attached – D. Tamblyn / N. Morden-Cormier)

14.0 Matters for Decision

Board Chair: Pinky McRae

- 14.1 Report No. 97
Personnel – November 21, 2011 (Attached – B. Draper)

15.0 New Business

- 15.1 Board Chair
15.1 Reminder: Trustee Professional Development: November 25-26, 2011
- 15.2 Trustees' Reports: Constituent Concerns
- 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)

PART III: *Committee of the Whole Board*

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

THE BOARD MAY USE THIS SECTION FOR A SECOND COMMITTEE OF THE WHOLE-IN-CAMERA (CLOSED) SESSION AS MAY BE REQUIRED

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

19.1 Agenda: Committee of the Whole Board - Closed

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

19.2 Rise and Report from Closed Session

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

20.0 Report of the Committee of the Whole Closed Section C

✓ **That**, the Superior-Greenstone DSB Committee of the Whole, In-Camera Section C (Closed) Reports be adopted.

✓ **That**, the Superior-Greenstone DSB adopt the following recommendations as related to the confidential reports, specifically that:

1. The Board..., and (List of motions or group of motions)
2. The Board... coming from closed session)

21.0 Adjournment

✓ **That**, the Superior-Greenstone DSB 2011/11 Regular Board Meeting, Monday, November 21, 2011 adjourn at _____, p.m.

2011 Board Meeting Schedule

2011 Dates	Time	Location
Monday, December 5	6:30 p.m.	SGBO

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD



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*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

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Regular Board Meeting 2011/10

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

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

MINUTES

Monday, October 17, 2011

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

Board Chair: Pauline (Pinky) McRae

Director: David Tamblyn

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) 6:58 p.m.

Attendance

<u>Trustees</u>	Attendance: On-site (OS); Teleconference (TC); Videoconference (VC); Absent (A); Regrets (R)											
	OS	TC	VC	A	R		OS	TC	VC	A	R	
Bartlett, Bette		X				Mannisto, Mark			X			
Brown, Cindy					X	McRae, Pauline (Pinky)	X					
Dart, Alannah (Student)	X					Pelletier, Allison (Student)			X			
Fisher, Cindy					X	Roszel, Christine (Student)			X			
Fisher, Matthew					X	Santerre, Angel			X			
Keenan, Darlene		X				Simonaitis, Fred	X					

<u>Board Administrators</u>	Attendance Mode: On-site (OS); Teleconference (TC); Videoconference (VC); Absent (A); Regrets (R)											
		OS	TC	VC	A	R		OS	TC	VC	A	R
Tamblyn, David: Director of Education		X										
Petrack, Nancy: Superintendent of Education			X									
Tsubouchi, Cathy: Superintendent of Business				X								
Williams, Dianne: Manager of Accounting Services		X										
Chiupka, Wayne: Manager of Plant Services/Transportation		X										
Morden-Cormier, Nicole: School Effectiveness Leader		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 P. McRae conducted roll call and members were present as noted above.

PART I: *Committee of the Whole Board*

Section (A) In-Camera: – (closed to public) 6:31 p.m.

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

(Attached)

2.1 Agenda: Committee of the Whole Board - Closed

213/11

Moved by: *Trustee Keenan*

Second: *Trustee Simonaitis*

✓ **That**, the Superior-Greenstone DSB go into a Committee of the Whole Board Section A (Closed Session) at 6:31 p.m. and that this portion be closed to the public.

2.2 Rise and Report from Closed Session

214/11

Moved by: *Trustee Santerre*

Second: *Trustee Simonaitis*

✓ **That**, the Superior-Greenstone DSB rise and report from the Committee of the Whole Board Section A (Closed Session) at 6:54 p.m. and that this portion be open to the public.

PART II: *Regular Board Meeting*

Section (B): – (open to public): 6:58 p.m.

3.0 Regular Meeting Call to Order

215/11

Moved by: *Trustee Keenan*

Second: *Trustee Simonaitis*

✓ **That**, the Superior-Greenstone DSB Regular Board Meeting on Monday, October 17, 2011 be called to order at 6:58 p.m.

4.0 Report of the Committee of the Whole Closed Section A

4.1 216/11

Moved by: *Trustee Mannisto*

Second: *Trustee Simonaitis*

✓ **That**, the Superior-Greenstone DSB Committee of the Whole, In-Camera Section A (Closed) Reports be adopted, including the confidential minutes' record from meetings held on:

1. Regular Board Meeting 09-2011 – September 16, 2011

217/11

Moved by: *Trustee Keenan*

Second: *Trustee Mannisto*

✓ **That**, the Superior-Greenstone DSB having received Report No. 11 (IC), dated October 17, 2011 hereby declares that the building and property at 38 Warbler Drive, Manitouwadge is surplus and not required for the purpose of the Board.

218/11

Moved by: *Trustee Mannisto*

Second: *Trustee Keenan*

✓ **That**, the Superior-Greenstone DSB authorizes administration to dispose of the building and property at 38 Warbler Drive, Manitouwadge, according to O. Reg 444/98, subject to approval of the Ministry of Education.

5.0 Approval of Agenda

219/11

Moved by: *Trustee Mannisto*

Second: *Trustee Simonaitis*

✓ **That**, the agenda for the Superior-Greenstone DSB 2011/10 Regular Board Meeting, Monday, October 17, 2011 be accepted and approved as amended to add Item 15.1 Board Chair Correspondence and add a recommendation from the Board Audit Committee under Item 8.1.

6.0 Disclosures of Interest re: Open Session

There were no disclosures of interest reported at this time.

7.0 Minutes: Board Meetings and Board Committee Meetings

7.1 220/11

Moved by: Trustee Mannisto

Second: Trustee Simonaitis

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

1. Regular Board Meeting 09-2011 – September 16, 2011, as amended to add Trustee Mark Mannisto to Item 12.2, and

That, the minutes from the following Committee meetings be acknowledged as received

1. Parent Involvement Committee – May 2, 2011
2. Board Policy Review Committee – September 26, 2011

7.2 221/11

Moved by: Trustee Keenan

Second: Trustee Santerre

✓ **That**, Superior-Greenstone DSB having accepted the recommendations outlined in the BPRC minutes of September 26, 2011 approve as reviewed:

- P-205 Cooperation with Other Boards
- P-214 META
- MG-214 META
- P-303 Purchasing
- P-305 Internal Audit
- MG-305 Internal Audit
- P-307 Travel, Meals and Hospitality
- MG 307 Travel, Meal and Hospitality
- P 308 Student Fees
- MG 308 Student Fees
- P-402 Unauthorized Vehicles on Board Property
- P-405 Smoking
- P-407 Borrowing of Equipment
- P-501 Visitors in Schools
- P-502 Ontario Student Records
- P-503 Interviewing Students
- P-511 Student Questionnaires
- P-512 Student Exchanges
- P-519 School Dismissal
- P-213 Board Member Code of Ethics
- P-537 Growing Success: Cheating or Plagiarism
- MG-537 Growing Success: Cheating or Plagiarism
- P 538 Food and Beverage
- MG 538 Food and Beverage

And that, these be posted to the Board website with an implementation date of October 18, 2011 and these shall supersede any previous policies and management guidelines.

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

8.1 Board Audit Committee:

- Report of the Board Audit Committee: September 28, 2011
222/11

(D. Keenan - Attached)

Moved by: Trustee Simonaitis

Second: Trustee Mannisto

✓ **That**, the Superior-Greenstone District School Board accepts the Audit committee recommendations that, the board accepts the Five-Year Regional Internal Audit Plan and accepts the Superior-Greenstone Internal Audit Report.

- Board Policy Review Committee (C. Brown/ D. Tamblyn)
- Native Education Advisory Committee (C. Fisher / B. Willcocks)
- Waiting to determine dates, waiting on confirmation from individuals on when they want this to happen
- Occupational Health and Safety Committee (F. Simonaitis/ W. Chiupka)
- No report
- Parent Involvement Committee (M. Mannisto/ D. Tamblyn)
- No report
- Special Education Advisory Committee (C. Brown / D. Tamblyn)
- No report
- Ontario Public School Boards' Association (C. Fisher)
- No report

9.0 Business Arising Out of the Minutes

9.1 Report No. 82: ILC and Alternative Education Program

Superintendent of Education Nancy Petrick provided an overview of this report advising that its completion was in response to trustee inquiry posed at the September 16, 2011 Board Meeting. She addressed several follow-up questions raised by trustees about the report contents.

9.2 Report No. 83: Pupil Accommodation Plan

Director of Education David Tamblyn provided a brief overview of this report as completed in response to Trustee C. Fisher's inquiry about the status of the Accommodation Review Committee related to the Schreiber/Terrace Bay area motion carried in April 2008.

10.0 Delegations and/or Presentations

10.1 Presentation: Excellence in Education-Beverley Vachon, Student Work Study Teacher

Beverley Vachon provided a comprehensive PowerPoint presentation outlining the goals and practice of the Student Work Study Teacher portfolio for which she has been responsible since the 2010-2011 school year. The goal of this program is to increase the number of students who can work at or above the provincial standard in reading writing and mathematics. Ms. Vachon is a grade 6 teacher at B.A. Parker Public School.

10.2 Student Trustees' Update

(Verbal – Student Trustees)

10.2.1 Alannah Dart

Marathon High School Student Council elections are complete. Student voter turnout was excellent with a very close race for president. The close race prompted a decision to have a co-presidency for this year with Alannah sharing the position with another student. A pep rally, sports day and a school dance have all contributed to heightened school spirit so far this year. Plans for Halloween celebration are underway, another pep rally will take place on October 25 and the school will once again be entering a team into the Cardboard Boat races on November 29. The school team won gold at the provincial finals last year.

10.2.2 Allison Pelletier

In her verbal report, Ms. Pelletier noted that the Geraldton Composite High School golf team had two of its members making a successful bid to advance to the OFSSA tournament round. Volleyball and basketball is in full swing and the GCHS Super Council has a Halloween dance planned. New grade 9 students in school are contributing well to the overall spirit in the school. As well, the newly configured school facility will see B.A. Parker Public School students joining the GCHS students in Remembrance Day ceremony. MADD Canada as in past years will come into the school in late November to talk about the dangers of drinking and driving. Ms. Pelletier raised a question about the inventory of computer stations housed in the school library.

10.2.3 Christine Roszel

Student Trustee Roszel reported on a very busy at school sports schedule advising that one grade 9 student played well enough to gain a spot in the NWOSSA tournament. She provided details regarding the school's new "spirit month" format. The athletic association's Silver, White and Maroon Night was a success, helping to raise some funds for school sport trips. She noted that it has been great to see school board visitors in the school of late. Director Tamblyn explained that he and other administrators have been observing learning in the classroom as relates to the Assessment Project Initiative being conducted this year.

11.0 Reports of the Business Committee

(Business Chair: D. Keenan)

Superintendent of Business: C. Tsubouchi

11.1 Report No. 84: Enrolment Update as at September 30, 2011

C. Tsubouchi reported that enrolment is up by 2.4 FTE students from budget; however, that enrolment status as of October 31 is the ultimate determining factor for the ministry calculation of the Grant for Student Needs.

11.2 Report No. 85: Disbursements – September 2011

D. Williams provided a brief overview of Report No.85.

12.0 Reports of the Director of Education

Director of Education: David Tamblyn

12.1 Report No. 86: Marathon Summer Literacy Program

D. Tamblyn provided an overview of this report describing the program, which done in conjunction with the Marathon Public Library targeted students struggling in reading. The goal in this, the second year of a provincial pilot project is to help students retain their reading skills over the summer break. A ministry decision to do a full provincial rollout has not yet happened. In consideration of the program's run through Margaret Twomey Public School for two years now, there was a suggestion that if a third round is approved another area of the board be provided access.

12.2 Report No. 87: Common Ground, Common Purpose: Roles Responsibilities and Relationships

D. Tamblyn reviewed this report advising it is a follow-up to the Trustee Professional Development event held September 16-17, 2011. He noted that a second event planned on November 25-26 where roles and responsibility for the both the director's and board's role would be reviewed relative to Bill 177. In addition, the November meeting is to provide the opportunity for the board to begin the development of a multi-year strategic plan and the revitalization of the board mission, vision and motto.

12.3 Update: Grand Opening at B.A. Parker PS

(Verbal – D. Tamblyn)

D. Tamblyn reminded the group that grand opening events begin at noon.

13.0 Reports of the Education Committee

(Education Chair: Angel Santerre)

Superintendent of Education: Nancy Petrick

13.1 Report No. 88: EQAO Grade 9 Math Results

Student Success Leader Barbara Willcocks in providing highlights from her report made note that there is a new homework assistance resource available on-line for all students to access help in math. Resources are up to view at all times, and from Sunday through Thursday (5:30 to 9:30 p.m.), qualified math teachers are on line to support students working on math problems. Discussions about wide-spread circulation of the information was entertained with it being suggested that the notes in this regard be posted into report card, as well as links to the site that are available on the board website and student trustees' plans to publish information on posters in the school.

13.2 Report No. 89: Superior-Greenstone DSB Math Results (Provincial Prospective)

Nicole Morden-Cormier, School Effectiveness Framework Leader gave a comprehensive overview of Report 89. She noted that the board's most effective opportunity to help with student improvement is to encourage parent engagement with their children and with the school. A critical piece is always to promote parent involvement and welcome parents as true partners in children's education.

14.0 Matters for Decision

Board Chair: Pinky McRae

14.1 Report No. 90: Personnel – October 17, 2011

D. Tamblyn provided a full review of Report 90.

15.0 New Business

15.1 Board Chair

15.1.1 Correspondence: Minister L. Dombrowsky re Student Transportation Procurement

Board Chair McRae read letter date June 23, 2011 from the minister with respect to calling a for a six-month moratorium student transportation procurement. The majority of the board requested that a response to the minister's letter be compiled after all trustees are provided a copy of the minister's letter for closer study. The timing of this announcement is the main concern in that after the procurement process has taken place for this school year, now the ministry is implementing a halt.

15.1.2 Correspondence: Grant Erie District School Board

P. McRae read this letter out and a copy will be forwarded to trustees for their review. The board agrees that a letter to both support and reiterate GEDSB position on the ministry's process for affecting secondments of board personnel to its offices should be reviewed. The current ministry process tends to impact negatively on boards' ability to develop proposed staffing.

15.1.3 Correspondence: District School Board Ontario North East

P. McRae advised she has received note from DSBONE Chair Doug Shearer requesting information on this board's process and provisions in place for use of vehicles for board personnel. She will respond directly to his inquiries as posed in the e-mail.

15.2 Trustees' Reports: Constituent Concerns

Nil

15.3 Future Board Meeting Agenda Items

Nil

15.4 Miscellaneous

Nil

16.0 Notice of Motion

Nil

17.0 Trustee Associations and Other Boards

17.1 OPPSBA
Nil

18.0 Observer Comments

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

Nil

19.0 Adjournment
223/11

Moved by: Trustee Simonaitis

Second: Trustee Keenan

✓ **That**, the Superior-Greenstone DSB 2011/10 Regular Board Meeting, Monday, October 17, 2011 adjourn at 8:32 p.m.

2011 Board Meeting Schedule

2011 Dates	Time	Location		2011 Dates	Time	Location
Monday, November 21	6:30 p.m.	SGB0		Monday, December 5	6:30 p.m.	SGB0

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Board Policy Review Committee
Videoconference Meeting – Marathon, ON

Monday, October 24, 2011 @ 6:30

MINUTES

<u>Members</u>	Attendance Mode: On-site (OS); Teleconference (TC); Videoconference (VC); Absent (A); Regrets (R)										
	OS	TC	VC	A	R		OS	TC	VC	A	R
Brown, Cindy	X					Mannisto, Mark					X
Fisher, Cindy <i>(Alternate)</i>					X	Santerre, Angel		X			
Fisher Matthew <i>(Alternate)</i>					X	Simonaitis, Fred					X
Keenan, Darlene		X				McRae, Pinky <i>(Ex-Officio)</i>	X				
<u>Resource Members</u>											
							OS	TC	VC	A	R
David Tamblyn: <i>Director of Education</i>							X				
Nancy Petrick: <i>Superintendent of Education</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: P = Policy
MG = Management Guideline
PG = Procedural Guideline

1.0 **Review and Approval of Minutes: September 26, 2011**

Attached

Mover: D. Keenan Second: A. Santerre
That, the Board Policy Review Committee minutes of September 26, 2011 be approved.

2.0 **Business Arising from Minutes**

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

- | | | |
|-------|--|----------|
| P-203 | Senior Administration
No changes have been made to policy.
Action: Post to website for stakeholder review | Attached |
| P-207 | Lines of Communication Regarding Complaints
No changes have been made to policy.
Action: Post to website for stakeholder review | Attached |
| P 306 | Corporate Credit Cards
Two changes have been made to policy. Student Success Leader is now just called "lead". As well there is an addition credit card issue to the School Effectiveness Lead as this position involves significant travel and PD development program
Action: Post to website for stakeholder review | Attached |
| P 601 | Unused Textbooks
No changes have been made to policy.
Action: Post to website for stakeholder review | Attached |
| P 603 | New Course Approvals
No changes have been made to policy. | Attached |

Action: Post to website for stakeholder review

- P 605 Special Education Attached
Two wording changes to add “education” program as highlighted; the other is the addition of “Individual Education Plan” to definition of special education program. The policy has been transformed to the new policy format
Action: Post to website for stakeholder review
- P 701 Employee Absence Attached
No changes have been made to policy.
Action: Post to website for stakeholder review
- P 711 Release of Employee Information Attached
No changes have been made to policy.
Action: Post to website for stakeholder review

4.0 Items to Recommend for Stakeholder Review (Post October 25 to December 25, 2011)

- P-203 Senior Administration
P-207 Lines of Communication Regarding Complaints
P 306 Corporate Credit Cards
P 601 Unused Textbooks
P 603 New Course Approvals
P 605 Special Education
P 701 Employee Absence
P 711 Release of Employee Information

5.0 Items to Recommend for Board Approval – November 21, 2011

Nil

6.0 Future Meetings and Agenda Items

6.1 November 28, 2011 Reviews

- P 101 Vision Statement
Move to work plan in September 2012. Rationale is that the board is now embarking upon the development of a multi-year strategic plan exercise which will have an impact on this policy as the vision, Policy 102 Mission, Policy 103 Goals Statement and possible the Policy 106 Board Motto
- P 102 Mission Statement
Move to work plan (September 2012) see notes at P 101.
- P 103 Goals Statement
Move to work plan (September 2012) see notes at P 101.
- P 106 Board Motto
Move to work plan (September 2012) see notes at P 101.
- P 523 Work Education Program Approval
P 607 Electronic Communication Systems
MG 607 Electronic Communication Systems
P 608 Computer Network Security
MG 608 Computer Network Security
P 703 Non-Instructional Employee Training
P 707 Employee Code of Conduct
P 709 Emergency Service Volunteers
P 712 Legal Representation
P 713 Recognition of Long Term Service
MG 713 Recognition of Long Term Service

6.2 November 28, 2011: Stakeholder Feedback Closing November 18, 2011

- P-204: Trustee Associations
P-209: Agendas
P-211: Electronic Attendance
P-505: Field Trips and Excursions

P-527: Voluntary Aboriginal Student Self- Identification
P-706: Health and Safety
P-717: Workplace Harassment
MG-717: Workplace Violence and Harassment
P-720: Workplace Violence
MG-720: Workplace Violence and Harassment

6.3 2012 Other: Recalls for Future Review *(See September 26, 2011 Minutes for information)*

P-509 Fundraising
MG-509 Fundraising
P-602.1 Students' Acceptable Use of Technology
MG-602.1 Students' Acceptable Use of Technology
P-602.2 Employees' Acceptable Use of Technology
MG-602.2 Employees' Acceptable Use of Technology
P-702 Recognition of Employees Who Retire

8.0 **Miscellaneous**

Director David Tamblyn indicated that at the Trustee Professional Development session of September 16-17, 2011, the facilitator Marilyn Gouthro point out that board governance is directly related to development of policy. In the board META Policy 214 reference is made to providing the opportunity for stakeholder review on policy. However, the board management guideline, that is that which provides the details on how to apply a policy or outlines procedures should as a rule have to be open to public review as often the procedures are prescribed by virtue of a ministry Program Policy Memorandums and/or regulation; neither of which can be revised. Management Guidelines aligned with policy can still undergo review, however at the discretion of the BPRC such items may also be approved by the Board as a whole without the provision of a two month public review before implementation.

7.0 **Adjournment**

Mover: D. Keenan Second: A. Santerre

That, the Board Policy Review Committee Meeting of October 24, 2011 adjourn at 6:43 p.m.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section BOARD AND ADMINISTRATION

Policy Name SENIOR ADMINISTRATIVE OFFICIALS

203

Board Approved: _____
March 21, 2006
March 12, 1999

Reviewed: _____
January 27, 2006

Review By: December 2016
~~December 2011~~

POLICY

Within the parameters of Ontario School Law, the specific duties and responsibilities of the senior board administration officials are as determined by the Board.

PROCEDURES

1.0 Officers

The senior administrative officials of the Superior-Greenstone DSB, subject to Board approval, are:

- 1.1 The Director of Education, and
- 1.2 The Superintendent of Business.

2.0 Director of Education

The Director is the Chief Executive Officer and Chief Education Officer of the Board and is the SECRETARY of the Board.

3.0 Superintendent of Business

The Superintendent of Business is the Chief Financial Officer of the Board and is the TREASURER of the Board.

4.0 Other

Other Supervisory Officers (i.e. Superintendents) may be appointed by the Board with duties and responsibilities to be as outlined by the Board.

5.0 Chain of Command

All employees report to the Trustees THROUGH the Director of Education.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section BOARD AND ADMINISTRATION

Policy Name LINES OF COMMUNICATION REGARDING COMPLAINTS 207

Board Approved: March 21, 2006 *Reviewed:* January 27, 2006 *Review By:* December 2016
March 12, 1999 December 2011

POLICY

The Superior-Greenstone District School Board will endeavour to respond in a structured manner to all complaints brought forward.

PROCEDURES

1.0 Instructional Staff (i.e. Teachers)

1.1 Teacher

Complaints regarding teachers should be first discussed with the teacher.

1.2 Principal

If no resolution is found, then the complaint should be next directed to the Principal.

1.3 Supervisory Officer

If no resolution is found, then the complaint should be directed to a Supervisory Officer of the board.

1.4 In Writing

This next stage of complaint must be in writing with copies to the teacher and the Principal.

1.5 Response

The response of the Supervisory Officer shall be in writing, with copies to the teacher and the Principal.

1.6 Board

If the response is unsatisfactory to the complainant, then the matter may be appealed to the Board.

2.0 School-Based, Non-Instructional Staff

2.1 Principal

Complaints regarding school-based, non-instructional staff should first be discussed with the Principal.

2.2 Supervisory Officer

If no resolution is found, then the complaint should be directed to a Supervisory Officer.

2.3 In Writing

The complaint must be in writing, with copies to the Principal and the employee.

2.4 Response

The response of the Supervisory Officer shall be in writing with copies to the Principal and the employee.

2.5 Board

If the response is unsatisfactory to the complainant, then the matter may be appealed to the Board.

3.0 System-Based Staff

3.1 Supervisory Officer

Complaints regarding system-based staff should be directed to a Supervisory Officer.

3.2 In Writing

The complaint must be in writing with a copy to the employee.

3.3 Response

The response of the Supervisory Officer shall be in writing with a copy to the employee.

3.4 Board

If the response is unsatisfactory to the complainant, then the matter may be appealed to the Board.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section BUSINESS AND TRANSPORTATION

Policy Name CORPORATE CREDIT CARDS

306

Board Approved: _____
March 31, 2007

Reviewed: _____

Review By: December 2016

POLICY

Corporate credit cards shall be issued to the Senior Administration, including the Director of Education, the Superintendent of Business, the Superintendent of Education, the School Effectiveness Lead and the Student Success Leader Lead.

Corporate credit cards shall be used solely in the course of, and for purposes of, Board business.

PROCEDURE

- 1.0 The purchase of goods and services utilizing corporate credit cards will be for the purposes provided in the annual budget and will be subject to all applicable policies, procedures, guidelines and limits as established by the Board.
- 2.0 Cardholders will be subject to, and respect all terms and conditions, as stipulated in the Board's agreement with the issuing financial institution.
- 3.0 Corporate credit cards are only for the use of the authorized individuals to whom they have been issued.
- 4.0 Access to cash advances will not be permitted.
- 5.0 Corporate credit cards remain the property of the issuing financial institution and will be surrendered to the Board upon request.
- 6.0 All expenditures will be supported by receipts; hospitality expense claims may only be claimed as per Policy No. 307 and such claims will indicate the names of the individuals entertained and their role. The purpose of the hospitality is also to be clearly stated on the receipt.
- 7.0 The Chair of the Board will approve all of the expenses initiated by the Director of Education.
- 8.0 The Director of Education will approve all expenses initiated by the Superintendent of Business, the Superintendent of Education, the School Effectiveness Lead and the Student Success Leader Lead.

Cross Reference:

- Policy 307 – Travel, Meals and Hospitality Expenses

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section PROGRAM

Policy Name UNUSED TEXTBOOKS

601

Board Approved: _____
March 12, 1999

Reviewed: _____
March 21, 2006

Review By: December 2016
~~December 2014~~

POLICY

It is the policy of the Superior-Greenstone District School Board to endeavour to make the most efficient use of learning materials purchased by the Board.

PROCEDURES

1.0 Annual Inventory

Principals will, annually, identify those textbooks they have in hand for which they do not anticipate any further use.

2.0 Damaged/Obsolete Textbooks

Textbooks which are worn or damaged beyond repair, or obsolete should be destroyed at the end of each school year.

3.0 Surplus Textbooks

Textbooks which might be used by other schools in the district should be listed and the list circulated internally as directed by the appropriate system supervisor.

4.0 Outside Agency

If a service club or other public organization requests textbooks no longer needed by our schools the assigned system supervisor may make them available, provided the use proposed is a not-for-profit one, such as forwarding to a third world destination.

5.0 System Supervisor

The system supervisor assigned to deal with this matter shall give direction re the process to be followed.

<i>Section</i>	PROGRAM		
<i>Policy Name</i>	NEW COURSE APPROVALS 603		
<i>Board Approved:</i>	<u>March 12, 1999</u>	<i>Reviewed:</i>	<u>June 20, 2006</u>
		<i>Review By:</i>	<u>December 2016</u> <u>December 2011</u>

The Superior-Greenstone District School Board supports the broadest possible program in its schools but the introduction of any course not presently offered, or the non-traditional delivery of an existing course, must have the prior approval of the Board.

1.0 Initial Step

2.0 Ministry

3.0 Impact

4.0 Authority to Approve

5.0 Board Approval

Where additional costs are associated with a proposal, or a non-traditional delivery is proposed, or a course is considered "experimental" within the Ministry guidelines, then Board approval shall be required.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section PROGRAM

Policy Name SPECIAL EDUCATION

605

Board Approved: March 12, 1999

Reviewed: October 17, 2006

Review By: December 2016
~~December 2014~~

POLICY

The Superior-Greenstone District School Board believes that all children within its jurisdiction should have the opportunity for appropriate education programs which meet learning, physical and emotional needs and the Board will endeavour to provide appropriate special education programs and services to the limit of its human and financial resources in an environment that best suits each individual, identified pupil.

DEFINITIONS

“exceptional pupil” means a pupil whose behavioural, communicational, intellectual, physical or multiple exceptionalities are such that the student is considered to need placement in a special education program by an Identification, Placement and Review Committee (IPRC):

- a) of which the student is a regular pupil,
- b) that admits or enrolls the pupil other than pursuant to an agreement with another Board for the provisions of education, or,
- c) to which the cost of education in respect of the pupil is payable by the Province.

“special education program” means a **an educational** program that, in respect of an identified exceptional pupil, is based on and modified by the results of continuous assessment and evaluation and that includes an educational plan **(referred to as an Individual Education Plan – (IEP))** containing specific objectives and an outline of educational services that meet the needs of the identified pupil.

“special education services” include facilities and resources, including support personnel and equipment, necessary for developing and implementing a special education program.

PROCEDURES

1.0 Implementation

1.1 Teachers

All teachers share responsibility for the education of exceptional pupils.

1.2 Classroom

Exceptional pupils should be educated in an environment that allows them to develop to their fullest potential. The education program, while recognizing special needs, should be delivered, to the degree possible, in a regular classroom setting.

1.3 Parents

Parents must be consulted with regard to assessment, identification, placement and program for their identified children.

1.4 Other Deliveries

Agreements with other Boards and/or service agencies for special education programs and service may be entered into as required. These arrangements will be provided in the closest proximity to the student's home as is advisable and reasonable.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section PERSONNEL

Policy Name EMPLOYEE ABSENCE

701

Board Approved: _____
March 12, 1999

Reviewed: _____
October 17, 2006

Review By: December 2016
~~December 2014~~

POLICY

The Superior-Greenstone District School Board expects all employees to be punctual and diligent in their attendance to their assigned duties.

PROCEDURES

1.0 Permission for Absence

An employee of the Board may make a personal request to his/her immediate supervisor for permission to be absent from his/her usual place of work.

2.0 Approved Absence

It is expected that, prior to any absence, the employee personally advise his/her immediate supervisor of the reason(s) for the particular request for absence.

3.0 Unapproved Absence

Unapproved employee absence may be subject to appropriate salary or wage deduction or other disciplinary measures.

4.0 Punctuality

Punctuality is a basic expectation for every employee. Any failure to report for assigned duties at the appointed hour should be explained by the employee to his/her immediate supervisor.

5.0 Continued Failure to be Punctual

Continued and/or frequent failure to be punctual may result in reprimand or other disciplinary measures.

6.0 Management Rights

All employees should be aware that the Board has and will exercise its basic management rights with regard to employee attendance and punctuality.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section PERSONNEL

Policy Name RELEASE OF EMPLOYEE INFORMATION 711

Board Approved: December 5, 2006 *Reviewed:* December 5, 2006 *Review By:* December 2016
March 12, 1999 *December 2011*

POLICY

It is the policy of the Superior-Greenstone District School Board that requests from external agencies for information (other than professional references) regarding employees will be provided only upon written authorization of the employee.

PROCEDURES

Written authorization must be provided prior to information being released.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Report No: 91

Date: November 21, 2011

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

FROM: Cathy Tsubouchi

SUBJECT: Enrolment Summary as of October 31, 2011

Current Situation

The enrolment as of October 31, 2011 is summarized below:

ELEMENTARY SCHOOLS	BUDGET FTE October 31, 2011	ACTUAL FTE October 31, 2011	VARIANCE
B.A. Parker Public School	142.00	143.50	1.50
Beardmore Public School	34.50	36.00	1.50
Dorion Public School	38.50	42.00	3.50
George O'Neill Public School	83.00	87.00	4.00
Manitouwadge Public School	50.00	50.00	0
Margaret Twomey Public School	205.00	214.50	9.50
Marjorie Mills Public School	53.50	52.50	(1.00)
Nakina Public School	22.00	21.00	(1.00)
Red Rock Public School	32.50	31.50	(1.00)
Schreiber Public School	36.50	39.00	2.50
Terrace Bay Public School	43.00	49.00	6.00
Total Elementary Enrolment	740.50	766.00	25.50
SECONDARY SCHOOLS	BUDGET FTE October 31, 2011	ACTUAL FTE October 31, 2011	VARIANCE
Geraldton Composite High School	247.00	235.50	(11.50)
Lake Superior High School	141.36	134.50	(6.86)
Manitouwadge High School	89.00	98.50	9.50
Marathon High School	214.98	209.50	(5.48)
Nipigon Red Rock High School	203.50	198.00	(5.50)
Total Secondary Enrolment	895.84	876.00	(19.84)
Total Board Enrolment	1,636.34	1,642.00	5.66

Administrative Summary

The report entitled, Enrolment as of October 31, 2011 is presented to the Board for information.

Respectfully submitted,

Cathy Tsubouchi
Superintendent of Business and Treasurer

Superior-Greenstone District School Board

BY-LAW NUMBER 125

A by-law to authorize a loan from the Ontario Financing Authority in the principal amount of \$1,535,262 pursuant to a loan agreement under section 7 of Ontario Regulation 41/10

WHEREAS subsection 247 (1) of the *Education Act* R.S.O. 1990, c. E.2, as amended (the “*Education Act*”) and the regulations made thereunder, provides that, subject to any other provision of the *Education Act* and, specifically, the regulations made under subsection 247 (3) of the *Education Act*, a district school board may by by-law borrow money or incur debt for permanent improvements and may issue or execute any instrument prescribed under clause 247 (3) (f) of the *Education Act* in respect of the money borrowed or the debt incurred;

AND WHEREAS section 7 of Ontario Regulation 41/10 (the “Regulation”), provides that (1) a board may by by-law borrow money for permanent improvements by way of a loan with an initial maturity of more than one year from the Ontario Financing Authority and that (2) a board that obtains a loan described in section 7 of the Regulation shall ensure that the proceeds of it are used for permanent improvements;

AND WHEREAS the Superior-Greenstone District School Board, which under the *Education Act* constitutes a district school board (the “Board”), has undertaken urgent and high priority renewal projects at schools of the Board listed in any one or more of: (i) Appendix B of the document entitled “Good Places to Learn: Stage 1 Funding Allocation”; (ii) Appendix C of the document entitled “Good Places to Learn: Stage 2 Funding Allocation”; (iii) Appendix B of the document entitled “Good Places to Learn: Stage 3 Funding Allocation”; and (iv) Appendix B of the document entitled “Good Places to Learn: Stage 4 Funding Allocation”, in accordance with the maximum allocations listed in columns 2, 3, 4 and 5, respectively, opposite the name of the Board in Table 26 of Ontario Regulation 160/11, some of which projects are described in Schedule “A” attached to the Loan Agreement, as hereinafter defined (individually a “GPL Eligible Project”, collectively the “GPL Eligible Projects”) and pursuant to Ontario Regulation 160/11, each GPL Eligible Project constitutes a “permanent improvement” as defined in subsection 1(1) of the *Education Act*. In the event that the Board will borrow the principal amount specified in paragraph 2.1 under the said Loan Agreement in respect of a single GPL Eligible Project, the term “GPL Eligible Projects” means that GPL Eligible Project;

AND WHEREAS the GPL Eligible Projects are collectively referred to as the “Eligible Projects”. In the event that the Board will borrow the principal amount specified in paragraph 2.1 under the said Loan Agreement in respect of a single Eligible Project, the term “Eligible Projects” means that Eligible Project;

AND WHEREAS the Board has in part financed the Eligible Projects by way of temporary borrowing from a financial institution or from a reserve account of the Board and the Board intends to borrow money from the Ontario Financing Authority for the purpose of financing the Eligible Projects on a long-term basis, and in this connection the Board intends to borrow by way of a loan with an initial maturity of more than one year from the Ontario Financing Authority the principal amount of \$1,535,262 (the “Loan”) pursuant to a loan

agreement in the form attached hereto as Schedule “A” (the “Loan Agreement”) which Loan Agreement constitutes an instrument prescribed under clause 247 (3) (f) of the *Education Act* and which sets out the terms and conditions on which the Ontario Financing Authority will make the Loan available to the Board;

**NOW THEREFORE THE SUPERIOR-GREENSTONE DISTRICT
SCHOOL BOARD ENACTS AS FOLLOWS:**

1. The Board hereby authorizes the Loan on the basis that it constitutes a loan under section 7 of the Regulation and authorizes the entering into of the Loan Agreement that is prescribed for the purposes of clause 247(3)(f) of the *Education Act*.
2. The Board is hereby authorized to enter into the Loan Agreement pursuant to which the Loan will be made available to the Board and the Chair of the Board and the Treasurer of the Board are hereby authorized to execute for and on behalf of the Board the Loan Agreement which provides for instalments of interest only and of combined (blended) principal and interest as hereinafter set forth, substantially in the form of Schedule “A”, with such changes thereto as may be suggested by the Ontario Financing Authority and as such authorized officials of the Board shall approve.
3. The Director of Education of the Board, the Treasurer of the Board and any other financial officer of the Board are hereby each individually authorized generally to do all things and execute all other documents, instruments and agreements in the name of the Board in order to give effect to the Loan Agreement.
4. The Loan shall be paid in instalments of interest only and of combined (blended) principal and interest in the amounts and on the dates specified in Schedule “B” to the Loan Agreement with the final payment on November 15, 2036. The Loan shall bear interest at the rate of 3.970% on the outstanding principal amount owing thereunder from time to time from the date thereof, which interest shall be payable in arrears as part of the instalments of interest only and of combined (blended) principal and interest payable on such days in each year of the currency of the Loan as are set out in Schedule “B” to the Loan Agreement..
5. In accordance with the provisions of the *Education Act* and the regulations made thereunder, during the currency of the Loan, the Board shall provide in its estimates for each fiscal year for the setting aside out of its general revenue in the fiscal year the amount necessary to pay the principal and interest coming due on the Loan in the fiscal year and, on or before each due date in each such year, the Board shall pay out of its general revenue the principal and interest coming due on the Loan in the year. Such sums of principal and interest payable on the Loan shall be provided for in accordance with subsection 247(5) of the *Education Act*. Subject to the foregoing, on or before each due date in each year during the currency of the Loan, the Board shall pay out of its general revenue the amount necessary to pay the specific sums of principal and interest payable on the Loan shown for the respective year as set forth in Schedule “B” to the Loan Agreement; but such amount shall be paid out of the Board’s general revenue only to the extent required after taking into account funds available from other sources.
6. Any amounts payable by the Board in respect of the Loan including interest on overdue principal and interest in respect of the Loan together with fees and other amounts payable by the Board under the Loan Agreement, if applicable, shall be paid out of the Board’s general revenue or any other available funds.

7. The proceeds of the Loan, shall be used to finance the Eligible Expenditures, as defined in the Loan Agreement, in respect of the Eligible Projects on a long-term basis and for no other purpose except as permitted by the *Education Act* and the regulations made thereunder.

READ AND FINALLY PASSED this 21st day of November, 2011.

CHAIR

DIRECTOR OF EDUCATION

Superior-Greenstone District School Board

SCHEDULE “A” TO BY-LAW NUMBER 125

[PLEASE INSERT A FORM OF THE LOAN AGREEMENT]

This Loan Agreement made in duplicate dated and effective as of the 25th day of November, 2011.

BETWEEN:

ONTARIO FINANCING AUTHORITY, a corporation established under the *Capital Investment Plan Act, 1993*, (hereinafter the "OFA")

OF THE FIRST PART

AND:

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD, a district school board continued under the *Education Act* (hereinafter the "Board")

OF THE SECOND PART

WHEREAS:

- (a) the Board has participated in a program referred to as the Good Places to Learn Program (the "GPL Program") involving urgent and high priority renewal projects at schools of the Board listed in any one or more of: (i) Appendix B of the document entitled "Good Places to Learn: Stage 1 Funding Allocation"; (ii) Appendix C of the document entitled "Good Places to Learn: Stage 2 Funding Allocation"; (iii) Appendix B of the document entitled "Good Places to Learn: Stage 3 Funding Allocation"; and (iv) Appendix B of the document entitled "Good Places to Learn: Stage 4 Funding Allocation", in accordance with the maximum allocations listed in columns 2, 3, 4 and 5, respectively, opposite the name of the Board in Table 26 of Ontario Regulation 160/11, and under the GPL Program has undertaken projects, some of which projects are described in Schedule "A" attached hereto (individually a "GPL Eligible Project", collectively the "GPL Eligible Projects") and pursuant to Ontario Regulation 160/11, each GPL Eligible Project constitutes a "permanent improvement" as defined in subsection 1(1) of the *Education Act*, R.S.O. 1990, c.E2, as amended (the "*Education Act*"). In the event that the Board will borrow the principal amount specified in paragraph 2.1 under this Agreement in respect of a single GPL Eligible Project, the term "GPL Eligible Projects" means that GPL Eligible Project;
- (b) the GPL Eligible Projects are collectively referred to as the "Eligible Projects". In the event that the Board will borrow the principal amount

specified in paragraph 2.1 under this Agreement in respect of a single Eligible Project, the term "Eligible Projects" means that Eligible Project. The GPL Programs are collectively referred to as the "Programs". In the event that the Board will borrow the principal amount specified in paragraph 2.1 under this Agreement in respect of a single Program, the term "Programs" means that Program;

- (c) the Board has financed the Eligible Projects by way of temporary borrowing from a financial institution or from a reserve account and is entitled to receive grants in respect of the Eligible Projects from the Minister of Education pursuant to various regulations under the *Education Act* for the Board's fiscal year 2010-2011 for the payment of interest;
- (d) the Board has requested and the OFA has agreed to lend the aggregate principal amount specified in paragraph 2.1 to the Board for the purpose of financing the Eligible Projects under the specified Programs on a long-term basis which will include the repayment of temporary borrowing, if any;
- (e) the Board is authorized to borrow money for permanent improvements from the Ontario Financing Authority by way of a loan pursuant to Ontario Regulation 41/10 and is authorized to receive grants for the repayment of such a loan from the Minister of Education pursuant to Ontario Regulation 160/11; and
- (f) the Board has agreed to enter into this Agreement to evidence its indebtedness and provide for the repayment of the loan to the OFA on the terms and conditions set forth herein.

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the mutual covenants and agreements contained in it and subject to the terms and conditions set out in it, the parties agree as follows:

1.0 DEFINITIONS

In this Loan Agreement, unless the context or the subject matter otherwise requires:

- (a) "Advance Date" means November 25, 2011;
- (b) "Agreement" means this Agreement as it may be amended or extended from time to time by the parties in writing, including all schedules hereto and any document which the parties may at a future time mutually designate as a schedule to this Agreement, by so marking such document in writing as a schedule hereto and part hereof;

- (c) “Aggregate Principal Amount” means the total of the Program Principal Amounts, as hereinafter defined, to be advanced to the Board pursuant to paragraph 2.1 of this Agreement and is equal to the total principal amount set out in Column 2 opposite the reference to “Aggregate Principal Amount”;
- (d) “business day” means any day that is not a Saturday or Sunday and that, in the City of Toronto, is not a day on which banking institutions are generally authorized or obligated by law or executive order to close;
- (e) “dollars” or “\$” means Canadian dollars;
- (f) “Material Adverse Change” means any change or event which (i) materially impairs the ability of the Board to timely and fully perform its obligations under this Agreement, or (ii) could materially impair the ability of the OFA to enforce its rights and remedies under this Agreement; or (iii) has a material adverse effect on the operations, properties, assets, liabilities or financial condition of the Board;
- (g) “Program” means a program undertaken by the Board that is specified in paragraph 2.1 of this Agreement;
- (h) “Program Principal Amount” means the total principal amount of monies to be advanced to the Board for Eligible Projects undertaken in connection with a Program pursuant to paragraph 2.1 of this Agreement;
- (i) “Rate” means 3.970% per annum, including an administrative fee of 0.025% per annum; and
- (j) “Repayment Date” means November 15, 2036.

2.0 PRINCIPAL AMOUNT

2.1 The OFA agrees to lend to the Board and the Board agrees to borrow from the OFA the respective total principal amount specified below for each of the Programs in lawful money of Canada with interest thereon at the relevant Rate on the terms and conditions set forth in this Agreement:

1	2	3	4
PROGRAMS	PROGRAM PRINCIPAL AMOUNTS	PURPOSE FOR WHICH FUNDS WILL BE USED	STATUS OF ELIGIBLE PROJECT BY AUGUST 31, 2010
GPL Program		Funds will only be used for the GPL Eligible Projects	Substantially completed by August 31, 2010
Stage 3:	\$1,514,808.00		
Stage 4:	\$20,454.00		
Aggregate Principal Amount	\$1,535,262.00		

2.2 The Board acknowledges that the relevant Rate includes an administrative fee payable to the OFA in the amount of 0.025% of the Aggregate Principal Amount outstanding per annum as specified in paragraph 1(i).

2.3 Except as otherwise agreed in writing between the Board and the OFA, the monies to be advanced by the OFA shall be advanced by the OFA to the Board by electronic funds transfer directly into the bank account designated by the Board.

2.4 The Board authorizes the OFA to open and maintain records evidencing the Board's obligations under this Agreement and to record therein all advances, interest rates, accrued interest, payments of principal and interest and the aggregate principal and accrued interest outstanding from time to time under this Agreement. The Board agrees that the records kept by the OFA, in the absence of manifest error, shall be prima facie evidence of the indebtedness of the Board and the matters recorded provided that the failure of the OFA to record or correctly record any amount or date shall not affect the obligation of the Board to repay the Aggregate Principal Amount and pay accrued interest thereon owing under this Agreement.

3.0 REPAYMENT

3.1 The Board agrees to repay the Aggregate Principal Amount together with interest thereon as follows:

- (i) the Aggregate Principal Amount and interest thereon at the Rate accrued from and including the Advance Date to but excluding the relevant Repayment Date shall be paid in instalments of interest only and of combined (blended) principal and interest and on the dates specified in the amortization schedules attached to this Agreement as Schedule “B” with the final payment on November 15, 2036; and
- (ii) the loan shall be fully repaid on the relevant Repayment Date.

- 3.2 If the Board fails to make any payment of principal or interest payable by it under this Agreement on the relevant due date, the overdue amount shall bear interest at the Rate (before as well as after judgment) calculated from the due date until the date of actual payment to the OFA.
- 3.3 Interest, other than interest in respect of the combined (blended) principal and interest instalments, shall be computed under this Agreement on the basis of a year of 365 days and the actual number of days elapsed.
- 3.4 If any day on which a payment is due and payable under this Agreement would otherwise fall on a day that is not a business day, such due date shall instead fall on the next succeeding business day.
- 3.5 Except as otherwise agreed in writing between the Board and the OFA and without affecting the liability of the Board under this Agreement, the monies to be repaid under this Agreement shall be repaid by the Board in immediately available funds to the OFA on the due date by pre-authorized debit from an account of the Board, such account to be designated to the OFA by the execution and delivery of the Payor Pre-Authorized Debit Agreement in a form satisfactory to the OFA (“PAD Agreement”) attached to this Agreement as Schedule C, together with such other authorizations, voided cheques and other documentation as the deposit-taking institution and the rules of the Canadian Payments Association may require for such pre-authorized debit. The Board undertakes to notify the OFA and the Ministry of Education, immediately and not later than five business days prior to any instalment date or the relevant Repayment Date, in writing of any changes in its designated account for the purposes of the pre-authorized debits and agrees to execute and deliver a revised PAD Agreement.
- 3.6 The Board is not entitled to prepay the Aggregate Principal Amount and accrued interest thereon outstanding under this Agreement except with the prior written consent of the OFA.

4.0 CONDITIONS PRECEDENT

4.1 The obligation of the OFA to advance the Program Principal Amounts pursuant to paragraph 2.1 of this Agreement is subject to the following conditions being met to the OFA's satisfaction on the Advance Date:

- (a) that the representations and warranties of the Board contained in this Agreement continue to be true and correct as at the Advance Date;
- (b) that there shall, in the reasonable opinion of the OFA, have been no Material Adverse Change with respect to the Board;
- (c) that this Agreement shall have been duly executed and delivered; and
- (d) that the OFA shall have received such other documentation in form and substance satisfactory to the OFA which it has reasonably requested to ensure that the Board is in compliance with the terms and conditions of this Agreement including (i) a certified true copy of the necessary by-law authorizing the borrowing of the Program Principal Amounts and the execution of this Agreement, (ii) a favourable legal opinion from external legal counsel to the Board as to due authorization, execution, validity and enforceability of this Agreement and such other matters as the OFA considers necessary or appropriate, and (iii) a certificate or certificates executed by an authorized officer or officers of the Board as to the continued truth and correctness of the representations and warranties, the due authorization and execution of this Agreement and other documents, compliance with the *Education Act* and regulations made thereunder and such other matters as the OFA may reasonably request.

5.0 REPRESENTATIONS AND WARRANTIES OF BOARD

5.1 The Board represents and warrants to the OFA that:

- (a) the Board is a district school board under the *Education Act*;
- (b) each Eligible Project has been duly authorized by the Board at a duly called meeting of the Board at which a quorum was present by a resolution or resolutions passed by the Board (the "Resolutions"). In the event that the Board will borrow the Program Principal Amount under this Agreement in respect of a single Eligible Project and the Board has passed a single resolution in respect of the Eligible Project, the term "Resolutions" means that resolution. No application has been made or action brought to quash, set aside or declare invalid the Resolutions nor have the Resolutions been repealed, altered and amended and the Resolutions are in full force and effect;

- (c) copies of the Resolution(s) mentioned in paragraph 5.1(b) have been forwarded to the Capital Programs Branch of the Ministry of Education, if applicable;
- (d) each of the GPL Eligible Projects constitutes an Eligible Project under the relevant Program and has been undertaken at a school of the Board (which school may constitute a shared facility) or involves the construction of a new school for the Board;
- (e) each Eligible Project constitutes a permanent improvement within the meaning of subsection 1(1) of the *Education Act*; and the Board has obtained all necessary approvals to authorize the carrying out of the Eligible Projects by the Board and the long-term financing thereof;
- (f) the status of each Eligible Project as at August 31, 2010 is accurately set out in paragraph 2.1, the Board has incurred expenditures in respect of the relevant Programs for the Eligible Projects (the "Eligible Expenditures") and the total amount of the Eligible Expenditures in respect of the Eligible Projects undertaken at an individual school of the Board does not exceed the respective aggregate amount of expenditures authorized by the Board in respect of such school of the Board nor does such total amount exceed the expenditures authorized by the Board pursuant to the authorizations referred to in paragraph 5.1(b);
- (g) the Program Principal Amount to be borrowed by the Board under this Agreement in respect of each Program will be borrowed by the Board in respect of the Eligible Projects undertaken by the Board pursuant to that specified Program and will not be borrowed by the Board in respect of any Eligible Projects undertaken pursuant to any other Program;
- (h) the information provided by the Board to the OFA or Her Majesty the Queen in right of Ontario, to the extent that it relates to the Board or the Eligible Projects is true and correct in all material respects when provided and remains true and correct as of the Advance Date;
- (i) the borrowing of the Aggregate Principal Amount to be advanced under this Agreement and the execution, delivery and performance of this Agreement are within the powers and capacities of the Board and have been duly authorized by all necessary legal action and proper proceedings, including a by-law passed by the Board;
- (j) the borrowing of the Aggregate Principal Amount to be advanced under this Agreement, the execution and delivery of this Agreement, and the compliance with the terms and conditions of this Agreement will not conflict with or result in a breach of any of the terms or provisions of the

by-laws of the Board, laws of Ontario, including laws of Canada applicable therein, applicable to the Board or any contractual or other obligation binding on the Board and does not require the consent or approval of any other person;

- (k) this Agreement will, when executed and delivered, constitute a legal, valid and binding obligation of the Board enforceable against it in accordance with its terms;
- (l) the Board is not currently in default under any debentures or other long-term debts of any kind and undertakes to immediately inform the OFA if it is in default under any such long-term financial obligations at any time during the term of this Agreement;
- (m) the obligations of the Board under this Agreement are direct, unsecured and unsubordinated debt obligations and rank concurrently and equally in respect of payment of principal and interest with all other debentures and prescribed debt instruments of the Board, except as to the availability of any sinking fund, retirement fund or other prescribed fund applicable to any issue of debentures or such prescribed debt instruments;
- (n) the Board is not now subject to an order under the *Education Act* vesting in the Ministry of Education control and charge over the administration of the affairs of the Board;
- (o) the Aggregate Principal Amount to be borrowed under this Agreement shall be used only for the Eligible Projects, including the repayment of temporary borrowing for the Eligible Projects from a financial institution and from a reserve account of the Board, if any, and will not be used for any other purpose except as permitted by the *Education Act* and the regulations made thereunder;
- (p) no litigation or proceedings of any nature are now pending or threatened, attacking or in any way attempting to restrain or enjoin the execution and delivery of this Agreement or in any manner questioning the proceedings and the authority under which this Agreement is authorized, or affecting the validity thereof, or contesting the capacity of the authorized officers of the Board to sign and no authority or proceeding under which the Board is authorized to execute this Agreement has been repealed, revoked or rescinded in whole or in part; and
- (q) there are no actions, suits or proceedings threatened or pending against the Board in any court except actions, suits or proceedings which would not result in a Material Adverse Change if determined against the Board.

5.2 The representations and warranties set out in paragraph 5.1 herein shall survive the execution and delivery of this Agreement, notwithstanding any investigations or examinations which may be made by counsel for the OFA.

5.3 For greater certainty, the OFA is not responsible for ensuring that the proceeds advanced to the Board are in fact used in the manner specified in paragraph 5.1(o).

6.0 COVENANTS

6.1 The Board will duly and punctually pay or cause to be paid all principal, interest, fees and other amounts payable by it under this Agreement in accordance with the terms and subject to the conditions of this Agreement.

6.2 The Board will provide prompt notice to the OFA of the occurrence of any Event of Default, as hereinafter defined, or Material Adverse Change.

6.3 The Board complied at all times with all of the Board's obligations in respect of the debt and financial obligation and liability limits for the projects, if applicable, under the *Education Act* and the regulations made thereunder which were then in force.

6.4 The Board shall allocate all grants received by it from the Ministry of Education relating to Eligible Expenditures in respect of the Eligible Projects in accordance with the applicable legislation and shall apply such grants to the payment of its obligations under this Agreement.

6.5 The Board will obtain all licences, permits, consents, approvals and other authorizations which are necessary or desirable to carry out the Eligible Projects.

6.6 The Board will provide to the Ministry of Education reports respecting the status of the Eligible Projects as requested from time to time.

7.0 DEFAULT

7.1 Failure by the Board to pay any principal, interest, fees or other amount payable by it under this Agreement, unless such default is cured within three business days after the date such payment was due, shall constitute an event of default (each, an "Event of Default") and each Event of Default shall be deemed to exist and continue so long as it shall not have been remedied.

8.0 INTERCEPT AND REMEDIES ON THE OCCURRENCE OF DEFAULT

- 8.1 (a) The Board agrees that the Minister of Finance is entitled to deduct from monies appropriated by the Legislature for payment to the Board amounts equal to any amounts that the Board fails to pay under this Agreement. On the occurrence of an Event of Default, the Minister of Finance and such other Minister of the Crown as appropriate is irrevocably authorized to deduct from money appropriated by the Legislature for payment to the Board amounts equal to any amounts that the Board fails to pay to the OFA in accordance with the provisions of this Agreement and to pay such amounts directly to the OFA (the "Intercept").
- (b) The Board agrees that any notice from the OFA to the Minister of Finance in relation to this paragraph may be relied upon by such Minister without further inquiry or verification by such Minister and, upon receipt of such notice, an amount equal to the amount that the Board fails to pay to the OFA shall be deducted from money appropriated by the Legislature for payment to the Board and paid to the OFA.
- 8.2 On the occurrence of any Event of Default and at any time thereafter, so long as the same shall be continuing, the OFA may, in addition to any other remedy available to the OFA at law, at its option, by notice to the Board, invoke the Intercept mechanism to require payment of any amount due and payable under this Agreement.
- 8.3 No delay or omission of the OFA to exercise any right or remedy accruing upon any Event of Default shall impair any such right or remedy or constitute a waiver of any such Event of Default or an acquiescence therein. Every right and remedy given by this Agreement or by law to the OFA may be exercised from time to time, and as often as may be deemed expedient by the OFA.
- 8.4 No right or remedy herein conferred upon or reserved to the OFA is intended to be exclusive of any other such right or remedy, and every such right and remedy shall, to the extent permitted by law, be cumulative and in addition to every other right and remedy given hereunder or now or hereafter existing at law or in equity or otherwise. The assertion or employment of any right or remedy hereunder, or otherwise, shall not prevent the concurrent assertion or employment of any other appropriate right or remedy.

9.0 ADMISSIBILITY OF EVIDENCE

- 9.1 Where communications between the parties are provided on an electronic basis under this Agreement, printouts or other tangible reproductions of any electronic record maintained by a party in relation to such communications shall be

considered business records in any legal, administrative or other proceedings that may arise in relation to this Agreement.

10.0 INTEREST ACT DISCLOSURE

10.1 For the purposes of disclosure pursuant to the *Interest Act* (Canada), the yearly rate of interest to which any rate of interest payable under this Agreement that is calculated on any basis other than a full calendar year is equivalent may be determined by multiplying such rate by a fraction, the numerator of which is the actual number of days in the calendar year in which such yearly rate of interest is to be ascertained and the denominator of which is the number of days comprising such other basis.

11.0 NOTICES

11.1 A notice or other communication pursuant to this Agreement shall be in writing and delivered in person or sent by first class prepaid post or by facsimile transmission (subject, in the case of communication by facsimile transmission, to confirmation by telephone) to the party for which it is intended at the following addresses:

The OFA	Ontario Financing Authority One Dundas St. West, Suite 1400 Toronto, Ontario M7A 1Y7
Attention:	Executive Director Capital Markets Division
Tel. No:	(416) 325-8125
Fax No:	(416) 325-8111
The Board	Superior-Greenstone District School Board
Attention:	Superintendent of Business & Treasurer
Tel. No:	(807) 229-0436 ext.229
Fax No.	(807) 229-1471

11.2 Either party may change its address for the purposes of receipt of any such communication by giving five business days' prior written notice of such change to the other party in the manner prescribed above.

- 11.3 Any notice so given takes effect, in the case of delivery in person, at the time of delivery, in the case of delivery by first class prepaid post, seven business days after dispatch and, in the case of delivery by facsimile transmission, at the time of confirmation by telephone.
- 12.0 GENERAL
- 12.1 This Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario and the laws of Canada applicable therein.
- 12.2 This Agreement shall be binding on and enure to the benefit of the OFA, and the Board and their respective successors and permitted assigns, except that the Board shall not, without the prior written consent of the OFA assign, pledge or hypothecate any rights or obligations with respect to this Agreement.
- 12.3 If any of the provisions of this Agreement are held to be invalid, illegal or unenforceable by a court or tribunal of competent jurisdiction, the remaining provisions shall remain in full force and effect.
- 12.4 A party, by waiving the breach of any provision of this Agreement, does not waive any further breach of the same provision or any breach of any other provision of this Agreement. A waiver is binding on the waiving party only if it is in writing.
- 12.5 Subject to the provisions herein, this Agreement may not be altered or amended, except by the mutual agreement of the parties evidenced in writing.
- 12.6 Time shall in all respects be of the essence of this Agreement.
- 12.7 All references to time in this Agreement are references to Toronto time, unless otherwise indicated.
- 12.8 If any date on which an act is required to be taken under this Agreement is not a business day, such act shall be taken on the next following business day.
- 12.9 Each party shall, upon request of the other, acting reasonably, use its best efforts to make, do, execute or cause to be made, done or executed all further and other lawful acts, deeds, things, devices, documents, instruments and assurances whatever for the performance of the terms and conditions of this Agreement.
- 12.10 This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior and contemporaneous agreements, understandings, negotiations and discussions, oral and written, between the parties.

12.11 This Agreement may be executed in counterparts each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

IN WITNESS WHEREOF the parties hereto have executed this Agreement.

ONTARIO FINANCING AUTHORITY

BY: _____
Michael D. Manning
Executive Director
Capital Markets Division

SUPERIOR-GREENSTONE DISTRICT
SCHOOL BOARD

BY: _____
Name:
Title: Chair

BY: _____
Name:
Title: Treasurer

SCHEDULE "A"

GOOD PLACES TO LEARN ELIGIBLE PROJECTS DESCRIPTION

STAGE 3 GPL ELIGIBLE PROJECTS

Please provide a list of all the GPL Eligible Projects which were substantially completed by August 31, 2010 (and in respect of which the Eligible Expenditures have not been previously financed on a long-term basis) in respect of which a total of \$_____ will be borrowed hereunder pursuant to the Good Places to Learn Stage 4 Program through allocations under that program or through unspent allocations pursuant to the Good Places to Learn Stage 1 Program, pursuant to the Good Places to Learn Stage 2 Program or pursuant to the Good Places to Learn Stage 3 Program. Please provide the name of the school, the SFIS number, a project description and the amount to be borrowed hereunder.

STAGE 4 GPL ELIGIBLE PROJECTS

Please provide a list of all the GPL Eligible Projects which were substantially completed by August 31, 2010 (and in respect of which the Eligible Expenditures have not been previously financed on a long-term basis) in respect of which a total of \$_____ will be borrowed hereunder pursuant to the Good Places to Learn Stage 4 Program through allocations under that program or through unspent allocations pursuant to the Good Places to Learn Stage 1 Program, pursuant to the Good Places to Learn Stage 2 Program or pursuant to the Good Places to Learn Stage 3 Program. Please provide the name of the school, the SFIS number, a project description and the amount to be borrowed hereunder.

Stage 3

[illegible]

Stage 4

[illegible]

SCHEDULE "B"

AMORTIZATION SCHEDULE

Borrower Name(s): Superior-Greenstone District School Board

Program(s): GPL Stage 3 - Nov. 2011

Loan Date (m/d/yyyy): 11/25/2011

Principal Amount (\$): \$1,514,808.00

Annual Interest Rate (%): 3.97%

includes Annual Admin Fee (%): 0.025%

Loan Term: 25

Maturity Date (m/d/yyyy): 11/15/2036

Payment Frequency: 6

Loan Type: Amortized

Payment Date	Total Payment	Principal Amount	Interest Amount	Admin Fee	Principal Balance
05/15/2012	\$28,338.95	\$0.00	\$28,160.49	\$178.46	1,514,808.00
11/15/2012	\$48,631.57	\$18,562.63	\$29,879.59	\$189.35	1,496,245.37
05/15/2013	\$48,631.57	\$18,931.10	\$29,513.44	\$187.03	1,477,314.26
11/15/2013	\$48,631.57	\$19,306.88	\$29,140.02	\$184.66	1,458,007.38
05/15/2014	\$48,631.57	\$19,690.13	\$28,759.20	\$182.25	1,438,317.25
11/17/2014	\$48,631.57	\$20,080.98	\$28,370.81	\$179.79	1,418,236.28
05/15/2015	\$48,631.57	\$20,479.58	\$27,974.71	\$177.28	1,397,756.69
11/16/2015	\$48,631.57	\$20,886.10	\$27,570.75	\$174.72	1,376,870.59
05/16/2016	\$48,631.57	\$21,300.69	\$27,158.77	\$172.11	1,355,569.90
11/15/2016	\$48,631.57	\$21,723.51	\$26,738.62	\$169.45	1,333,846.39
05/15/2017	\$48,631.57	\$22,154.72	\$26,310.12	\$166.73	1,311,691.67
11/15/2017	\$48,631.57	\$22,594.49	\$25,873.12	\$163.96	1,289,097.17
05/15/2018	\$48,631.57	\$23,042.99	\$25,427.44	\$161.14	1,266,054.18
11/15/2018	\$48,631.57	\$23,500.40	\$24,972.92	\$158.26	1,242,553.78
05/15/2019	\$48,631.57	\$23,966.88	\$24,509.37	\$155.32	1,218,586.90
11/15/2019	\$48,631.57	\$24,442.62	\$24,036.63	\$152.32	1,194,144.28
05/15/2020	\$48,631.57	\$24,927.81	\$23,554.50	\$149.27	1,169,216.47
11/16/2020	\$48,631.57	\$25,422.63	\$23,062.79	\$146.15	1,143,793.84
05/17/2021	\$48,631.57	\$25,927.27	\$22,561.33	\$142.97	1,117,866.58
11/15/2021	\$48,631.57	\$26,441.92	\$22,049.92	\$139.73	1,091,424.66
05/16/2022	\$48,631.57	\$26,966.79	\$21,528.35	\$136.43	1,064,457.86
11/15/2022	\$48,631.57	\$27,502.08	\$20,996.43	\$133.06	1,036,955.78
05/15/2023	\$48,631.57	\$28,048.00	\$20,453.95	\$129.62	1,008,907.78
11/15/2023	\$48,631.57	\$28,604.75	\$19,900.71	\$126.11	980,303.02
05/15/2024	\$48,631.57	\$29,172.56	\$19,336.48	\$122.54	951,130.47
11/15/2024	\$48,631.57	\$29,751.63	\$18,761.05	\$118.89	921,378.83
05/15/2025	\$48,631.57	\$30,342.20	\$18,174.20	\$115.17	891,036.63
11/17/2025	\$48,631.57	\$30,944.50	\$17,575.70	\$111.38	860,092.13
05/15/2026	\$48,631.57	\$31,558.74	\$16,965.32	\$107.51	828,533.39
11/16/2026	\$48,631.57	\$32,185.19	\$16,342.82	\$103.57	796,348.21
05/17/2027	\$48,631.57	\$32,824.06	\$15,707.97	\$99.54	763,524.14
11/15/2027	\$48,631.57	\$33,475.62	\$15,060.51	\$95.44	730,048.53

Payment Date	Total Payment	Principal Amount	Interest Amount	Admin Fee	Principal Balance
05/15/2028	\$48,631.57	\$34,140.11	\$14,400.21	\$91.26	695,908.42
11/15/2028	\$48,631.57	\$34,817.79	\$13,726.79	\$86.99	661,090.62
05/15/2029	\$48,631.57	\$35,508.92	\$13,040.01	\$82.64	625,581.70
11/15/2029	\$48,631.57	\$36,213.78	\$12,339.60	\$78.20	589,367.92
05/15/2030	\$48,631.57	\$36,932.62	\$11,625.28	\$73.67	552,435.30
11/15/2030	\$48,631.57	\$37,665.73	\$10,896.79	\$69.05	514,769.57
05/15/2031	\$48,631.57	\$38,413.40	\$10,153.83	\$64.35	476,356.18
11/17/2031	\$48,631.57	\$39,175.90	\$9,396.13	\$59.54	437,180.27
05/17/2032	\$48,631.57	\$39,953.54	\$8,623.38	\$54.65	397,226.73
11/15/2032	\$48,631.57	\$40,746.62	\$7,835.30	\$49.65	356,480.11
05/16/2033	\$48,631.57	\$41,555.44	\$7,031.57	\$44.56	314,924.66
11/15/2033	\$48,631.57	\$42,380.32	\$6,211.89	\$39.37	272,544.34
05/15/2034	\$48,631.57	\$43,221.57	\$5,375.94	\$34.07	229,322.78
11/15/2034	\$48,631.57	\$44,079.52	\$4,523.39	\$28.67	185,243.26
05/15/2035	\$48,631.57	\$44,954.49	\$3,653.92	\$23.16	140,288.77
11/15/2035	\$48,631.57	\$45,846.84	\$2,767.20	\$17.54	94,441.93
05/15/2036	\$48,631.57	\$46,756.90	\$1,862.87	\$11.81	47,685.03
11/17/2036	\$48,631.57	\$47,685.03	\$940.59	\$5.96	0.00
Total:	\$2,411,286.02	\$1,514,808.00	\$890,832.69	\$5,645.33	

SCHEDULE "B"

AMORTIZATION SCHEDULE

Borrower Name(s): Superior-Greenstone District School Board

Program(s): GPL Stage 4 - Nov. 2011

Loan Date (m/d/yyyy): 11/25/2011

Principal Amount (\$): \$20,454.00

Annual Interest Rate (%): 3.97%

includes Annual Admin Fee (%): 0.025%

Loan Term: 25

Maturity Date (m/d/yyyy): 11/15/2036

Payment Frequency: 6

Loan Type: Amortized

Payment Date	Total Payment	Principal Amount	Interest Amount	Admin Fee	Principal Balance
05/15/2012	\$382.65	\$0.00	\$380.24	\$2.41	20,454.00
11/15/2012	\$656.66	\$250.65	\$403.46	\$2.56	20,203.35
05/15/2013	\$656.66	\$255.62	\$398.51	\$2.53	19,947.73
11/15/2013	\$656.66	\$260.70	\$393.47	\$2.49	19,687.04
05/15/2014	\$656.66	\$265.87	\$388.33	\$2.46	19,421.17
11/17/2014	\$656.66	\$271.15	\$383.08	\$2.43	19,150.02
05/15/2015	\$656.66	\$276.53	\$377.73	\$2.39	18,873.49
11/16/2015	\$656.66	\$282.02	\$372.28	\$2.36	18,591.47
05/16/2016	\$656.66	\$287.62	\$366.72	\$2.32	18,303.86
11/15/2016	\$656.66	\$293.33	\$361.04	\$2.29	18,010.53
05/15/2017	\$656.66	\$299.15	\$355.26	\$2.25	17,711.38
11/15/2017	\$656.66	\$305.09	\$349.36	\$2.21	17,406.29
05/15/2018	\$656.66	\$311.14	\$343.34	\$2.18	17,095.15
11/15/2018	\$656.66	\$317.32	\$337.20	\$2.14	16,777.83
05/15/2019	\$656.66	\$323.62	\$330.94	\$2.10	16,454.22
11/15/2019	\$656.66	\$330.04	\$324.56	\$2.06	16,124.17
05/15/2020	\$656.66	\$336.59	\$318.05	\$2.02	15,787.58
11/16/2020	\$656.66	\$343.27	\$311.41	\$1.97	15,444.31
05/17/2021	\$656.66	\$350.09	\$304.64	\$1.93	15,094.22
11/15/2021	\$656.66	\$357.04	\$297.73	\$1.89	14,737.18
05/16/2022	\$656.66	\$364.12	\$290.69	\$1.84	14,373.06
11/15/2022	\$656.66	\$371.35	\$283.51	\$1.80	14,001.70
05/15/2023	\$656.66	\$378.72	\$276.18	\$1.75	13,622.98
11/15/2023	\$656.66	\$386.24	\$268.71	\$1.70	13,236.74
05/15/2024	\$656.66	\$393.91	\$261.09	\$1.65	12,842.83
11/15/2024	\$656.66	\$401.73	\$253.32	\$1.61	12,441.10
05/15/2025	\$656.66	\$409.70	\$245.40	\$1.56	12,031.40
11/17/2025	\$656.66	\$417.83	\$237.32	\$1.50	11,613.57
05/15/2026	\$656.66	\$426.13	\$229.08	\$1.45	11,187.44
11/16/2026	\$656.66	\$434.59	\$220.67	\$1.40	10,752.85
05/17/2027	\$656.66	\$443.21	\$212.10	\$1.34	10,309.64
11/15/2027	\$656.66	\$452.01	\$203.36	\$1.29	9,857.63

Payment Date	Total Payment	Principal Amount	Interest Amount	Admin Fee	Principal Balance
05/15/2028	\$656.66	\$460.98	\$194.44	\$1.23	9,396.64
11/15/2028	\$656.66	\$470.13	\$185.35	\$1.17	8,926.51
05/15/2029	\$656.66	\$479.47	\$176.08	\$1.12	8,447.04
11/15/2029	\$656.66	\$488.98	\$166.62	\$1.06	7,958.06
05/15/2030	\$656.66	\$498.69	\$156.97	\$0.99	7,459.37
11/15/2030	\$656.66	\$508.59	\$147.14	\$0.93	6,950.78
05/15/2031	\$656.66	\$518.68	\$137.10	\$0.87	6,432.10
11/17/2031	\$656.66	\$528.98	\$126.87	\$0.80	5,903.11
05/17/2032	\$656.66	\$539.48	\$116.44	\$0.74	5,363.63
11/15/2032	\$656.66	\$550.19	\$105.80	\$0.67	4,813.44
05/16/2033	\$656.66	\$561.11	\$94.95	\$0.60	4,252.33
11/15/2033	\$656.66	\$572.25	\$83.88	\$0.53	3,680.08
05/15/2034	\$656.66	\$583.61	\$72.59	\$0.46	3,096.48
11/15/2034	\$656.66	\$595.19	\$61.08	\$0.39	2,501.28
05/15/2035	\$656.66	\$607.01	\$49.34	\$0.31	1,894.28
11/15/2035	\$656.66	\$619.06	\$37.36	\$0.24	1,275.22
05/15/2036	\$656.66	\$631.34	\$25.15	\$0.16	643.88
11/17/2036	\$656.66	\$643.88	\$12.70	\$0.08	0.00
Total:	\$32,558.87	\$20,454.00	\$12,028.65	\$76.23	

SCHEDULE “C”

PAYOR PRE-AUTHORIZED DEBIT AGREEMENT
(this “PAD Agreement”)

TO: Ontario Financing Authority (the “OFA”)

Payor (the “Board”):

Full Legal Name

Exact Name in which Account is Held

Address

Telephone Number

City

Province

Postal Code

Payor’s Financial Institution (the “Bank”):

Name of Bank

Address

City

Province

Postal Code

Bank Account No.

Branch No.

Institution No.

1. Scope

The Board acknowledges that this PAD Agreement is provided for the benefit of the OFA and the Bank, and is provided in consideration of the Bank agreeing to process pre-authorized debits (each, a “PAD”) against the Board’s account specified above (the “Account”) in accordance with the rules of the Canadian Payments Association (the “CPA”).

The Board represents that all information provided with respect to the Account is complete and accurate. A specimen cheque if available for the Account has been marked "VOID" and is attached to this PAD Agreement.

The Board undertakes to inform the OFA in writing of any change in the Account information provided in this PAD Agreement at least 5 business days prior to the next following PAD.

2. Valid Authority

The Board warrants and guarantees that all persons whose signatures are required to sign on the Account have signed this PAD Agreement.

3. Purpose of Debits, Amount and Timing

☐ Business PAD

The Board authorizes the OFA to debit or cause to be debited a fixed amount from the Account which amount will be debited with set frequency determined by the Board in its sole discretion. The Board and the OFA agree that the fixed amount of each such debit is for payment due and owing by the Board to the OFA in respect of a loan agreement dated as of November 25, 2011.

4. Cancellation of Agreement

This PAD Agreement may be cancelled at any time upon notice being provided by the Board, in writing at least 5 business days prior to the next following PAD. The Board acknowledges that, in order to revoke this authorization, the Board must provide notice of revocation to the OFA. This PAD Agreement applies only to the method of payment and does not otherwise have any bearing on the payment obligations of the Board to the OFA.

5. Acceptance of Delivery of Authorization

The Board acknowledges that providing and delivering this agreement to the OFA constitutes delivery by the Board to the Bank. Any delivery of this authorization to the OFA constitutes delivery by the Board.

6. Waiver of Pre-Notification

The Board understands that no pre-notification shall be required prior to a PAD being exchanged or cleared provided the authorization occurs in compliance with this PAD Agreement.

The Board authorizes and instructs the OFA to issue, without pre-notification, a new PAD for a dishonoured PAD amount in accordance with this Agreement.

7. Validation by the Bank

The Board acknowledges that the Bank is not required to verify that a PAD has been issued in

accordance with the particulars of the PAD Agreement including, but not limited to, the amount.

The Board acknowledges that the Bank is not required to verify that any purpose of payment for which the PAD was issued has been fulfilled by the OFA as a condition to honouring a PAD issued or caused to be issued by the OFA on the Account.

8. Payor's Rights of Dispute

The Board may dispute a pre-authorized debit under the following conditions:

- (i) the debit was not drawn in accordance with this PAD Agreement; or
- (ii) this PAD Agreement was revoked or cancelled.

In order to be reimbursed, the Board must complete a declaration form to the effect that either (i) or (ii) took place at the above indicated branch of the Bank up to and including 10 calendar days, after the date on which the PAD in dispute was posted to the Account.

The Board acknowledges that disputes after the above noted time limitation are matters to be resolved solely between the OFA and the Board.

9. Contact Information

All notices sent by the Board to the OFA under Sections 1., 4. and 8. of this PAD Agreement shall be made in writing by letter and delivered to the OFA by registered mail or fax at the following address:

**Ontario Financing Authority
1 Dundas Street West
Suite 1400
Toronto, Ontario M7A 1Y7
Fax: (416) 204-6659**

Inquiries, concerns or errors regarding PADs may be directed to Mr. Joe Pedota, Coordinator, Settlements, Payments & Fiscal Agency, Finance and Reporting Division at the above address or by telephone at (416) 325-3851.

10. Board Acceptance

The Board acknowledges receipt of a signed copy of this PAD Agreement. The Board acknowledges that it has read, understands, and accepts the terms and conditions of this PAD Agreement.

Signature of Treasurer

(Date)

Signature of Chair

(Date)

*******For verification, please attach a blank cheque marked "VOID" to the completed Agreement.***** Do not require if banking instructions have not changed.**

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

BY-LAW NO. 126

A By-law to levy taxes.

Whereas subsection 257.7(1) of the *Education Act* requires the Board to levy the tax rates prescribed under section 257.12 of the *Education Act*,

And Whereas Ontario Regulation 400/98 prescribes the tax rates under subsection 257.12(1) of the *Education Act*,

NOW THEREFORE THE TRUSTEES OF THE SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD ENACT AS FOLLOWS:

The rates set out in Ontario Regulation 400/98 for 2012 are hereby levied in localities within the area of jurisdiction of the Board on the property indicated in section 257.7 of the *Education Act*.

Read a First, Second and Third Time, this 21st day of November, 2011.

Chair

Secretary to the Board

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Report No: 92

Date: November 21, 2011

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

FROM: Wayne Chiupka, Manager of Plant Services

SUBJECT: Capital Project Update 2010-2011

Background:

During the 2010/2011 Budget Year many projects were scheduled to be carried out, having been previously included in the Five-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 totaling approximately \$792,000, the Plant Department carried out an additional \$1.2 million (approximately) of high and urgent work under the Good Places to Learn Grant (also referred to as RECAPP). Work on the B.A. Public School Replacement Prohibitive to Repair (PTR) project totaled approximately \$3.3 million of the \$4.8 million PTR budget.

Added to the project list is a Renewable Energy Project for which the Board received special funding. The project involves the installation of a Micro Fit Solar panel system which will provide income to the Board once it is generating electricity. Originally, the project was to take place at Geraldton Composite High School, but delays in getting a connection approval forced us to relocate it to Manitouwadge High School, where we were able to get a prompt connection approval. The Ministry of Education agreed with our change of scope. The Board received a grant of approximately \$145,000 for this project, \$22,000 of which was spent in 2010/2011 for design. The project will see installation and commissioning this coming December or January, with the grant being fully utilized.

The result is a total capital expenditure of approximately \$7.4 million for the 2010/2011 budget year.

Current Situation:

Attached please find a project list providing the status of projects carried out over the 2010/2011 budget year ending August 31, 2011. As in the past, several projects that were not quite completed as of August 31, 2011 will be continued until fully completed. (Go to Capital Project List)

Administrative Summary:

The report entitled, Capital Project Update 2011 is presented to the board for information.

Respectfully submitted by:

Wayne Chiupka
Manager of Plant Services

David Tamblyn
Director of Education

CAPITAL Projects

Superior-Greystone District School Board

September 2010 to August 2011

prepared by:

Wayne Chiupka, Manager of Plant Services

Energy Eff2 - Grant Blg Components:	\$	1,290,950
Renewal Grant Amount:	\$	1,011,445
Good Places to Learn 4	\$	1,188,069
PTR - Replacement project for BAPS	\$	3,204,067
PV Array Grant	\$	148,000

Sub total of project group **6,748,464** **7,405,674**

School/Site	Fund	Budget Code	Description	BUDGET 2010/2011	Actual to AUG 31 2011	Percentage Completed
Manitouwadge PS	Renewal	804-010	Exterior walls brick repair, window caulk, control joints	11,000	10,927	100%
Manitouwadge HS	Renewal	803-040	Flooring replacement - Music rm, office	14,000	12,894	100%
Manitouwadge HS	PV Array	42-551-1304-040	Installation of PV Array Solar Power Generating Station with grid tie.	148,000	22,200	15%
Margaret Twomey PS	Renewal	803-012	Flooring replacement - change rms	14,000	12,265	100%
Margaret Twomey PS	Renewal	804-012	Replace blinds throughout	11,000	10,874	100%
Margaret Twomey PS	Renewal	805-012	Heat Pump replacement - Emergency	0	10,305	100%
Margaret Twomey PS	RECAPP	811-012	Replace [01.4 Roofing - Original Building]	110,000	-	0%
Marathon HS	Renewal	801-042	Flooring replacement - Work Room and classrooms	18,000	10,976	61%
Marathon HS	Renewal	805-042	Replace sloped glass in Art Room - seal broken	35,000	-	0%
Marathon HS	Renewal	808-042	Roof replacement/repairs - family studies, shops, etc	240,000	6,308	3%
Marathon HS	Energy Eff2	654-1303-042	03.2 Control Systems - Classroom Controls/Thermostat/Occ Sensors	36,619	36,619	100%
Marathon HS	Energy Eff2	1303-042	04.3-010 Interior Lighting T8	207,422	207,422	100%
Terrace Bay PS	Renewal	801-013	Domestic water pipe replacement - lead solder	30,000	31,997	100%
Terrace Bay PS	Renewal	803-013	Washroom renovations - old section	15,000	15,726	100%
LSHS - Terrace Bay	Renewal	804-043	Brick repairs - North wall, building envelope upgrade, Renovations	20,000	62,528	100%
LSHS - Terrace Bay	RECAPP	811-043	Heating System, Electrical, Underground Services Upgrades	1,188,069	1,188,069	100%
Schreiber PS	Renewal	802-014	Brick repairs	40,000	17,393	43%
George O'Neill PS	Reserves	801-015	Gym A/H Units mechanical cooling - board motion	0	84,072	100%
Red Rock PS	Renewal	802-017	Install sidewalk from parking lot to front door	15,000	16,856	100%
Nip-Rock HS	Renewal	804-045	Millwork upgrade - Sewing room - layout and machine storage	12,000	3,831	32%
Nip-Rock HS	Renewal	805-045	Auto Shop hoist replacement -	0	24,215	100%
Nip-Rock HS	Insurance	430/801-045	Roof Structural upgrade - Emergency	0	708,413	100%
Nip-Rock HS	Energy Eff2	1303-045	Lighting Controls, Windows, HVAC controls	159,492	159,492	100%
Dorion PS	Renewal	803-018	Asphalt repair and crack sealing	11,000	13,424	100%
BA Parker PS	Renewal	801-020	Relocate playground equip	20,000	-	100%
Geraldton Comp HS	Renewal	801-046	Track and soccer field repair, drain - sod, top dress, gravel/ Parking lot, front sidewalk, entrance	55,000	110,000	100%
Geraldton Comp HS	Renewal	802-046	Install Handicap door operators at new Conf College entrance/Cust rm	15,000	17,122	100%
Geraldton Comp HS	Renewal	803-046	Insulation and vapor barrier upgrade - office area, etc	20,000	37,000	100%

School/Site	Fund	Budget Code	Description	BUDGET 2010/2011	Actual to AUG 31 2011	Percentage Completed
Geraldton Comp HS	Renewal	804-046	Intercom system replacement	30,000	16,983	100%
Geraldton Comp HS	Renewal	805-046	HVAC upgrade main office, principal, V principal	30,000	30,000	100%
Geraldton Comp HS	Renewal	806-046	Lockers replacement - some per year - relocate some and some new.	35,000	35,000	100%
Geraldton Comp HS	Renewal	807-046	Automotive shop floor resurface work	35,000	35,000	100%
Geraldton Comp HS	Renewal	808-046	Flooring replacement - gym stage, classrooms	50,000	50,000	100%
Geraldton Comp HS	Renewal	809-046	Painting exterior/interior - unrenovated area of school	110,000	112,306	100%
Geraldton Comp HS	Renewal	810-046	Electrical upgrade - panel replacements	56,445	56,445	100%
Geraldton Comp HS	PTR	73-046	Replacement School Project	3,000,000	3,319,533	95%
Geraldton Comp HS	Energy Eff2	654-1303-046	01.3-035 Exterior Door Hardware - Mon-Tue-Wed Wing	427,117	427,117	100%
Geraldton Comp HS	Energy Eff2	551-1303-046	04.6-020 Automatic Door Devices - Front Entrance Doors	460,300	460,300	100%
Marjorie Mills PS	Renewal	801-021	Repair asphalt and concrete	12,000	14,381	100%
Nakina PS	Renewal	802-022	Replace telephone system incl voicemail	11,000	-	0%
Nakina PS	Renewal	804-022	Replace controls on Library, Gym/ Repair fan unit	16,000	17,681	100%
Nakina PS	Renewal	805-022	Doors for lockdown procedure	15,000	-	0%
Nakina PS	Renewal	806-022	Improve handicap access, ramps, door operators	15,000	-	0%

Totals:	6,748,464	7,405,674
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SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Report No: 93

Date: November 21, 2011

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

FROM: Wayne Chiupka, Manager of Plant Services

SUBJECT: Health and Safety Policy 706 Annual Review 2011

Background

Under the requirements of the Occupational Health and Safety Act, every employer is required to carry out an **annual** review of their Occupational Health and Safety policy (OH&S Act Chapter 0.1 Section 25(2)(J)).

The purpose of this review is to ensure that the Policy remains an active and current document at the workplace, and Health and Safety continues as a high priority within the organization.

Current Situation

The current OH&S Policy has been reviewed by the Manager of Plant Services and was found to meet the requirements of the Board with regard to Health and Safety, without any changes.

Therefore, it is recommended that the Board approve the Policy as attached.

(Go to Policy 706 – Health and Safety)

Administrative Recommendations

That, the Superior-Greenstone DSB approve Board Policy 706 Health and Safety as presented and that the same be posted to the board website with an effective implementation date of November 22, 2011.

Respectfully submitted by:

Wayne Chiupka
Manager of Plant Services

David Tamblyn
Director of Education

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section PERSONNEL

Policy Name HEALTH & SAFETY

706

<i>Board Approved:</i>	<i>Reviewed:</i>	<i>September 26, 2011</i>	
		<i>March 29, 2010</i>	
		<i>October 23, 2009</i>	<i>Review By: December 2012</i>
<i>November 16, 2010</i>		<i>November 18, 2008</i>	<i>December 2014</i>
<i>October 26, 2009</i>		<i>November 20, 2007</i>	
<i>March 12, 1999</i>		<i>November 21, 2006</i>	
		<i>October 19, 2004</i>	

POLICY

It is the policy of the Superior-Greenstone District School Board to provide a safe and healthy environment and to eliminate or reduce injuries, accidents and illness in the workplace.

RATIONALE

The Superior-Greenstone District School Board is committed to the health and safety of its employees, students and all others under Board direction.

Protection of employees from injury or occupational disease is a major, continuing objective of the Board.

The Board will make every reasonable effort to provide a safe, and healthy work environment.

It is expected that all employees will be dedicated to the continuing objectives of preventing injuries to persons and damage to property.

PROCEDURES

1.0 Practices

The Board will develop and maintain written Health and Safety Guidelines, which will conform to the best of current practices and be in keeping with the highest standards.

2.0 Priority

The Board will ensure that Health & Safety concerns take precedence over expedience.

3.0 Accident Prevention

Accident prevention is an operational responsibility that demands the direction and control of supervisors.

4.0 All Employees

All employees are expected to assume responsibility for accident prevention.

5.0 Consequences

Disciplinary action, up to and including dismissal, will be taken against those persons not adhering to the prescribed policy and safety procedures of the Board.

6.0 Guidelines

6.1 Requirements

In order to prevent injury or illness associated with the work environment, all employees of the Board will:

- a) comply with all current Health, Safety and Environmental legislation and any related Codes or Regulations,
- b) follow currently accepted safety standards and practices, and,
- c) demonstrate by attitude and example that safety is an integral part of every function undertaken.

6.2 Responsibilities

All employees, including supervisors, managers, principals and senior management are responsible for the implementation and maintenance of the Board's Health & Safety Procedures.

6.2.1 Trustees and Senior Supervisors

All Trustees and the Board's Senior Administrative Staff have the responsibility to:

- provide a safe and healthy workplace,
- establish and maintain written Health & Safety practices and procedures,
- provide access to medical and first aid services,
- provide workers with current Health & Safety information and training,
- motivate and support staff in their Health & Safety activities,
- monitor the Health & Safety performance of staff, and,
- establish clear objectives to achieve reduced accident frequency.

6.2.2 Managers and Supervisors

All supervisory and management staff are responsible to:

- promote safety awareness in workers,
- ensure that all employees are trained in proper safety procedures,
- ensure that employees work safely,
- ensure that safe and healthy work conditions are maintained,
- correct potentially hazardous practices and conditions,
- report and investigate all accidents or incidents,
- evaluate health and safety performance for all employees,
- motivate and support staff in their health and safety activities, and,
- ensure that employees are provided with personal protective equipment, as needed.

6.2.3 All Employees

All employees are responsible to:

- follow safe work procedures,
- know and comply with all Board safety practices,
- report any injury or illness immediately,
- identify and report immediately any potentially hazardous practices or conditions,

- cooperate with and participate in joint health and safety committees as required, and,
- use and maintain personal protective equipment.

7.0 Programs and Practices

The Board's Health & Safety Policy and Procedures shall be maintained and evaluated by the following current programs and practices, but shall not be limited to these:

7.1 Joint Health & Safety Committee

This committee shall operate as provided in regulation and through the Board's Management Guidelines and shall include workplace inspections as provided therein.

7.2 Programs

The Board's programs to achieve Health & Safety standards can include:

- asbestos management,
- chemical disposal,
- first aid or CPR training,
- health management,
- hepatitis B immunization,
- silica control,
- WHMIS.

7.3 Practices

The Board's practices to achieve Health & Safety standards may include protocols for:

- emergency and/or evacuation procedures,
- field trips,
- health & safety reporting,
- lock out procedures,
- PCB management,
- sand and water table management,
- transportation of dangerous goods.

7.4 Safety Manuals

The Board will develop manuals, in consultation with appropriate staff, in certain areas and disciplines to provide more detailed guidelines for employees, such as:

- physical education,
- science,
- technological

7.5 Requirements

The Board will, as appropriate, lay out specifications in detail concerning requirements related to workplace Health & Safety on an as-needed basis in such areas as:

- personal protective equipment.

8.0 Review

The Manager of Plant in consultation with the Joint Health and Safety Committee shall review from time to time the Board's policy and Management Guidelines and provide recommendations to the Board as a result of such review.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Report No.: 94

Date: November 21, 2011

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

FROM: Marc Paris, Maintenance / Safety Coordinator

SUBJECT: Superior-Greenstone DSB Energy Plan

Background

The Ministry of Education conducted an operational review in 2010 of various aspects of the Plant Services Department. One of the items identified was that the Board establishes an Energy Plan in line with the Green Energy Act 2009.

Current Situation

Energy management and conservation are growing priorities for the Board. To comply with the operational review and to adhere to the Green Energy Act 2009 the Plant Department created an Energy Plan which will be implemented over the current school year. The Superior-Greenstone DSB Energy Plan is attached for information. (Go to SGDSB Energy Plan)

Key aspects and goals of the plan are:

- Manage energy consumption actively.
- Utilization of Energy Management Systems in all SGDSB schools.
- Utilization of the Utility Consumption Database tracking system to compile all energy usage
- Interval Meters have been installed to monitor electricity, water and natural gas consumption
- A grant was received to install a 10 KW Solar Panel System to be on line by December 2011
- The Plant Department annual budget process will include a dedicated section pertaining to energy savings and energy efficiency improvement.
- Roles and responsibilities have been compiled for the various building users.

Protection of the environment will happen by the reduction of the use of fossil fuels and lowering our carbon footprint.

Administrative Summary

That, the report entitled Superior-Greenstone DSB Energy Plan is presented to the board for information.

Respectfully submitted by:

Marc Paris
Maintenance/Safety Coordinator

David Tamblyn
Director of Education

**Superior-Greenstone District School Board
Plant Services Department**

Energy Conservation Plan

Energy management has become very important and necessary in order for the Board to minimize the cost of energy needed to operate the schools. Savings that are made in energy costs will then lessen the burden on the funding that the Superior-Greenstone District School Board receives.

A strong commitment on the part of the Board, administration, staff, and students, is key to an effective energy plan. Successful energy conservation can only be successful with the support and assistance of each building user.

This energy conservation plan is a living document which plots the path to be followed in creating a successful energy plan with supporting documents and policies. The plan will be updated as new technology comes into existence, and as best practices are identified.

In accordance with the Ontario Green Energy Act, the Plant Department energy plan will focus on:

- Consultation with building users and other stakeholders.
- Management of energy and water consumption
- Reduction of the emission of pollutants into the environment by reducing the carbon footprint of each school.
- Tracking and comparing energy use year by year
- Identification of successful activities
- Communication to staff, students, and other stakeholders

A) Current Energy and Water Waste Reduction measures in place:

The Plant Services Department has been involved in energy conservation for many years. Some of the measures already in place include:

Heating, Cooling and Ventilation

- Acceptable classroom and workspace thermal conditions are maintained through mechanical heating ventilation, natural heating, ventilation, or other means as appropriate.
- Thermal environmental conditions for human occupancy are currently targeted at:
 - 1) Building heating system target temperature = 19-24 C
 - 2) Building cooling system target temperature = 24 C or below
- Building Unoccupied Hours: Outside of normal operating hours, building systems are, where equipped, automatically set back and optimized for energy conservation. This differs between buildings but generally targets are set to be:
 - 1) Set-back room temperature = 15C.
 - 2) Fan forced ventilation is turned off on a schedule, or via occupancy sensors.
 - 3) Exhaust fans are turned off manually, or via timers.
 - 4) Classroom scheduling allows for a warm up period prior to student arrival.

Lighting

- Light Levels in rooms and buildings are set in accordance to the Ontario Building code.
- Where possible exterior natural light is used to supplement or in place of artificial lights (daylight harvesting).

- When light bulbs are replaced, they are replaced with energy efficient wattage bulbs.
- The use of dimmable fluorescent ballasts is becoming more common in spaces, such as video conference rooms, where the use of the room sometimes required adjustable lighting.
- Lights are controlled by automatic sensors in many gymnasiums and classrooms, and turn off automatically when a room is left unoccupied.

Water

- School staff currently assists with the reduction of water waste, by informing custodial staff and the maintenance department of any plumbing leaks.
- Water meter readings are recorded in schools to ensure that unusual elevated consumption rates are caught and reported for follow-up by the Plant Maintenance Department. Most recently, interval meters have been put in place to track real time water consumption and outline elevated consumption.
- Lawn sprinklers systems are used in accordance to municipal bylaws.
- Automatic sink tap sets have been installed in many schools. This helps save water, and has the added benefit of reducing the transmission of germs due to the non-contact operation of the taps.
- Automatic flush valves have been installed in many schools through capital upgrades.

Information Technology

- The IT Department sets power saver settings to maximize energy savings on computer installations. Password levels are maintained to ensure the power-saving settings are not compromised.
- Where practical computers and ancillary electronic equipment (e.g. printers) are turned off when not in use.

Other

- Some vending machines have been put on timers to save energy over evenings and weekends.
- Energy efficiency is taken into account in the design of new building projects and during any refurbishment.
- Energy efficiency is considered in the purchase of new equipment, or implementation of new cleaning processes.
- Energy efficiency opportunities are reviewed during the annual Plant Budget preparation process.

B) The Consultation Process:

Over the coming school year, consultation will take place between the Plant Department and various employee groups, students, and other building users to formulate a list of actions that are both energy saving and practical in a school environment.

Some of the topics to be discussed and studied are as follows:

- 1) Development of an Energy Efficiency Policy for SGDSB
- 2) Efficient use of space required for school programming
- 3) Space not needed for classroom use or other school program (locked, lights off, heating and ventilation turned down)
- 4) Fume hoods (closed, exhaust fans off) when not in operation
- 5) Portable heaters or air conditioner units
- 6) Dressing for the season
- 7) Blinds and drapes on windows
- 8) Scheduling use of classrooms and other spaces to reduce energy consumption
- 9) Schedule classes to maximize the utilization of classroom space in the school

- 10) Movements of students and staff in and out of the school, and door hardware to minimize heat loss, using door closers, etc.
- 11) Establish a resource center for energy education in schools
- 12) Communication to parents and other groups about school energy conservation efforts
- 13) After hours limited lighting to perform work safely
- 14) Refrigerators, microwaves, and coffee makers in schools
- 15) Classroom air supply and return grills
- 16) Classroom doors and windows closed when the heat or air conditioning is on
- 17) Close windows and doors when leaving the classroom at the end of the day
- 18) Turning off unused machines. (Calculators, computers, display lights)
- 19) Thermostat covers, damaged or faulty thermostats, and other equipment that may be malfunctioning
- 20) Identification of over-heated and over-cooled areas
- 21) Verify lighting controls are operational where applicable
- 22) Isolation of unoccupied spaces from heating and cooling systems;
- 23) Proper thermostat settings and functions
- 24) Keeping ceiling tiles in place
- 25) Building insulation, caulking and weather-stripping
- 26) Keep refrigerator compressors and condensers clean
- 27) Plumbing leaks
- 28) Hot water heater set points for washrooms and food preparation areas
- 29) Students involvement in monitoring energy usage
- 30) Establishment of a student energy patrol (elementary or middle school) or a student energy commission (middle or high school) to help monitor school energy use
- 31) Provide for an energy waste reporting process with possible reward program
- 32) Student involvement and opportunity to learn energy savings skills that can be used at school and at home

C) Goals and Targets:

- An Energy Efficiency Policy will be created with a target completion date of November 2012
- The Plant Department will use its online energy management system, interval meters, and utility consumption database to track energy and water consumption. (target spring 2012)
- Historic data will be compared from year to year to verify savings and budget energy needs for the coming years. (target Feb 2012)
- The Plant Department will make energy consumption data available to the schools upon request. (target spring 2012)
- The Plant Department will consider energy efficiency in capital planning and focus on low-performing schools to identify the highest need for energy-efficient equipment and systems. (next budget cycle)
- Consumption will be monitored carefully and any unusually high usage will be investigated and corrected. (target spring 2012)
- The Maintenance Coordinator will provide annually each fall, an updated multi-year energy saving plan to the Manager of Plant Services. (November 2012)

D) Plan Updates:

This plan will be reviewed and updated as required by the Plant Department.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Report No: 95

Date: November 21, 2011

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

FROM: Dianne Williams

SUBJECT: Disbursements Report for October 2011

Background

In July 2011, the Board approved the 2011/2012 Operating Budget of \$36,397,425.

2011/2012 Original Budget	\$36,397,425
Various Additional Grants	289,675
Adjusted 2011/2012 Budget	\$36,687,100

Based on the above, average spending for operations should be approximately \$3,057,258 per month. A comparison of actual spending to the monthly average highlights the unique spending that has taken place during a given month.

Since Capital spending is not spread evenly over the year, the Capital spending will be highlighted separately, as necessary.

Current Situation

Total disbursements in the form of cheques written and payrolls for **October 2011** were \$4,563,677.78.

Total Disbursements for the period	\$4,563,678
Less unusual items for the month:	
Payroll Benefits for September paid in October.	(460,597)
Invoices for August paid in October.	(731,402)
Capital costs paid in October.	(342,726)
Adjusted Total	\$ 3,028,953

While our spending is below average for the month, it is within reason.

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

Administrative Summary

The report entitled, Disbursement for October 2011 is presented to the Board for information.

Respectfully submitted,

Dianne Williams
Manager of Accounting Services

Nov. 7th.2011

To: Mr. Micheal Gravelle, MPP

Thunder Bay - Superior North

T: (807) 345-3647

F: (807) 345-2922

Message: URGENT

Re: B.A Parker School

It is with great sadness and disappointment I am writting this letter today . The decision to demolish a perfectly sound building such as B.A. PARKER school located in Geraldton,,is clear evidence of POOR PLANNING on the part of school officials and government leaders. To deprive a community from the use of a building such as this school is unquestionably pure stupidity and is unacceptable to sit there and watch without doing anything. It is clear evidence that the School Board' decision was not based on common sense but greed. Because your government is allotting the school Board between 300,000.00 to 500,000.00 dollars to demolish this perfectly sound building is unbelievable. If it wouldn't be for this money that is being granted for the school' demolition I can assure you this school would not be demolished, but they would look at selling it . It looks like someone has a hidden agenda to demolish B.A.PARKER SCHOOL and a group of people or someone will benefit financially from this demolition. This school was paid with TAX PAYER'S MONEY, and this school belongs to the tax payers. Their excuse of being unsafe for the children when playing on the soccer field is pretty lame. Even if the school gets demolished, do you honestly think that they can exercise surveillance from the High School ground? At any point and time, surveillance will have to be conducted from an adjacent area where the children will be playing.

THE CLOCK IS TICKING... Mr. Gravelle, please put a stop to this decision, and do not grant any money for the school' demolition. Winter is coming and we have to maintain heat in the building so that no damage could occur until a sound and rationale decision be made. Tax payer's were not consulted and I strongly believe they should have a say in the matter. Yes, school enrollment is lower than previous years, and amalgamating both school is fine, but to demolish one of the best building in Geraldton with a poor excuse does not cut it in my books.

Please do not grant any monies for this demolition. Please...

Not everyone has the same agenda as the School' Board. This building could be used for a senior's cultural centre, adult education etc...it has a kitchen, gym and stage area in a perfectly sound building...

In Advantage Magazine.ca under the heading: RING OF OPPORTUNITY written about the " Municipality of Greenstone ", September/October 2011 issue, page 37 on the bottom page it mentions:

" The Greenstone Municipality will be going through a major transition to become one of Canada's busiest up-and-coming municipalities " The mining industry here has an aggressive timeline. They want to open their first mine in 2015, wherein the population has been anticipated by the province as going from 4,900 to possibly 15,000 people.

This municipality needs to keep this building standing. No money should be granted for such a poor decision. We need to change this decision quick.

Thank you for the time you will take to read this letter, and I sincerely hope a decision to keep this building will be made before it is too late. The safety of the children have nothing to do with their decision. It is only an excuse they have chosen to justify demolishing the school, so that in 5 years from now, when population increases, they will ask for more money to build a new school. Keeping this building standing does not put the children at risk in any way shape or form. This is a very " POOR " excuse to benefit financially from the school' demolition.

Please Mr. Gravelle, put a stop to this poor and unpractical decision. WE NEED THIS BUILDING.

Yours Truly,

Diane Dupont,

Geraldton, On. POT-1M0

(807) 620-6876

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Report No: 96
Date: November 21, 2011

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

FROM: Nicole Morden Cormier, School Effectiveness Lead

SUBJECT: 2011-2012 Board Improvement Plan for Student Achievement and Well-Being

Background

The Board Improvement Plan for Student Achievement and Well-Being (BIPSA) answers the following questions:

- *What do we know about student achievement in our Board? What are the student learning needs?*
- *What will our students know and do differently by the end of the school year? How will we know?*
- *What are the adult practices that will lead to increased student learning in these areas? How will we support these needs?*
- *How will we monitor achievement in these areas?*

The System Improvement Team collaboratively crafts the BIPSA; a document that acts as a filter through which decisions are made. 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 BIPSA is written to provide multiple entry points for schools to set goals that are within the parameters of the BIPSA.

Current Situation

What do we know about student achievement in our Board? What are our needs?

The 2011-2012 BIPSA continues to maintain a strong focus on both numeracy and literacy. Data indicates that students require support in reading for meaning; a skill which involves the students in determining important ideas, thinking critically about those ideas, and subsequently, communicating this thinking in a variety of ways. This reading and writing skill set links with the numeracy goal. It is evident that our students struggle to determine the strategies that they may use to solve a math problem and subsequently to represent and communicate their math thinking.

How will we know?

Literacy skills will be measured by the Ontario Comprehension Assessment, EQAO and OSSLT. Numeracy skills will be measured by the Grade 9 EQAO assessment and a board developed common assessment in elementary schools.

What are the adult practices that will lead to increased student learning in these areas?

Research has clearly indicated that collaboration professional learning is critical to improvement. Thus, support will be provided to engage schools in the following learning opportunities:

- Growing Success Implementation Project Grades 7-12 (focus on Assessment Strategies that include Learning Goals and Success Criteria)
- Leadership Learning Teams – elementary
- School Professional Learning Communities and Networks
- Networked Inquiry Projects (Collaborative Learning in Mathematics, Early Primary, Literacy)
- E-Learning/Blended Learning/Homework Help

Next Steps

How will we monitor achievement?

Student achievement will be monitored frequently throughout the school year. Data that is collected includes student work samples, common assessments in mathematics, and standardized assessments such as the Developmental Reading Assessment (DRA), the Comprehension, Attitudes, Strengths and Interests (CASI) and the Ontario Comprehension Assessment (OCA). This data will be collected within schools to drive their professional learning and within the board to drive the work of the System Improvement Team. Formal District Support visits and informal Senior Administrative visits also provide an opportunity to reflect upon the student achievement data.

Administrative Summary

The report entitled, 2011-2012 Board Improvement Plan for Student Achievement and Well-Being is presented to the Board for informatoin

Respectfully submitted by:

Nicole Morden-Cormier
School Effectiveness Lead

David Tamblyn
Director of Education

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Report No: 97

Date: November 21, 2011

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

FROM: Barbara Draper, Coordinator of Human Resource Services

SUBJECT: Personnel Report – November 21st, 2011

The report entitled Personnel – November 21, 2011 is presented to the board for information.

I TEACHING STAFF

- Please contact the Human Resource department for information about this report.***
1. **OTHER**
- Occasional Teaching Assignments**

II SUPPORT STAFF

1. **RESIGNATIONS**
2. **OTHER**
Lay-offs, Staff Reductions, Reassignments

OSSTF - ESS – Effective Feb 3, 2012

Temporary Assignments

Michelle Dumonski

Barbara Draper
Coordinator of Human Resource Services
Reference: Regular Board Meeting November 21st, 2011