

SUPERIOR-GREENTONE DISTRICT SCHOOL BOARD



Mission Statement

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



Videoconference Site Locations

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

Regular Board Meeting 2008/10

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

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

A G E N D A

Monday, October 20, 2008

Designated Site: Geraldton Composite High School, Geraldton, ON

Board Chair: Mark Mannisto

Director: Patti Pella

VC Sites at: BRD / LSHS / MNHS / NRHS

Teleconference Moderator: RM. Joannette

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

Section (A): In-Camera – (closed to public) 6:30 p.m.
 Section (B): In-Committee – (open to public): TBA
 Section (C): – (open to public): TBA

1.0 Roll Call

<u>Trustees</u>	Attendance: On-site (OS); Teleconference (TC); Videoconference (VC); Absent (A); Regrets (R)											
	OS	TC	VC	A	R		OS	TC	VC	A	R	
Bartlett, Bette						Marszowski, Lisa (Student)						
Brown, Cindy						Notwell, Kathryn						
Fisher, Cindy						Richard, Kayla (Student)						
Keenan, Darlene						Simmons, Tina						
Kjellman, Kayla (Student)						Sparrow, Julie						
Mannisto, Mark						Turner, Jim						

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

PART I: *Committee of the Whole Board*

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

2.0 Disclosure of Interest: re Closed Session

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

(Elec. Attch.)

3.1 Agenda: Committee of the Whole Board - Closed

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

3.2 Rise and Report from Closed Session

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

PART II: *Committee of the Whole Board*

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

4.0 Committee of Whole Board: Section B

No Reports

Note: Resolutions in this section do not have to be moved if no reports are forthcoming under Item 4.0

4.1 Agenda: Committee of the Whole Board - (Open)

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

4.2 Rise and Report from Open Session

✓ ***That***, the Superior-Greenstone DSB rise and report from the Committee of the Whole Board (Open Session) at _____ p.m.

PART III: *Regular Board Meeting*

Section (C) : – (opens to public): TBA

5.0 Regular Meeting Call to Order

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

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

7.0 Approval of Committee of the Whole (Open) Report

Note: The resolution in this section does not have to be moved if no reports were made under Item 4.0

✓ *That, the Superior-Greenstone DSB approve the Committee of the Whole (Open) Report.*

8.0 Approval of Agenda

✓ *That, the agenda for the Superior-Greenstone DSB 2008/09 Regular Board Meeting, September 15, 2008 be accepted and approved.*

9.0 Disclosures of Interest re: Open Session

10.0 Minutes

10.1 Board Meetings:

10.1.1 2008/09 Regular Board – September 15, 2008

(Elec. Attch.)

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

- 2008/09 Regular Board, Monday, September 15, 2008

10.2 Standing Committee Meetings

10.2.1 Board Policy Review Committee: September 22, 2008

(Elec. Attch.)

✓ *That, the minutes from the BPRC Meeting be acknowledged as received:*

- BPRC Meeting – Monday, September 22, 2008

✓ *That, the Superior-Greenstone DSB accept the recommendations as outlined in the Board Policy Committee minutes dated September 22, 200, and approve as reviewed:*

- Policy 307 Travel, Meals and Hospitality Expenses

and that, posting to the Board website and implementation of this policy be dated October 1, 2008, and that said shall supersede any previous policy, and

That the board approve as reviewed:

- P-508 Administration of Medication to Students (existing)
- P-302 Student Transportation by Staff or Other Volunteers (existing)
- P-302 Form F21-003: Authority to Transport Students to School Events (Volunteer Drivers)

and that, posting to the Board website and implementation of these policies and forms be dated October 21, 2008, and that said shall, at that time supersede any previous policies.

11.0 Business Arising Out of the Minutes

11.1 September 15, 2008 Board Meeting: Item 17.3: Scheduling In-Camera Closed Session

12.0 Delegations and/or Presentations

- 12.1 Excellence in Education
Update: Framework Pathways: Nicole Morden-Cormier (N. Morden-Cormier - Verbal)
✓ **That**, the Superior-Greenstone DSB receives
as information, the Update on Framework Pathways,
from Nicole Morden-Cormier.
- 12.2 Update: Student Trustees (Trustees: L. Marszowski
K. Richard
K. Kjellman)
✓ **That**, the Superior-Greenstone DSB receives
as information the verbal reports from Student Trustees,
Lisa Marszowski, Kayla Richard and Kayla Kjellman.

13.0 Reports of the Director of Education

(Director: Patti Pella)

- 13.1 Board of Trustees: Fall Retreat (P. Pella-Verbal)
- 13.2 Student Trustees' Training (P. Pella-Verbal)
- 13.3 Release of 16-Month School Year Calendar (P. Pella-Verbal)

14.0 Reports of the Education Committee

(Education Chair: K. Notwell)

Superintendent of Education:

- 14.1 Report No. 62
2007-2008 EQAO Results (Elec. Attch. – C. Kappel)
✓ **That** the Superior-Greenstone DSB receives
as information, Report No. 62: 2007-2008 EQAO Results.

15.0 Reports of the Business Committee

(Business Chair: J. Turner)

Superintendent of Business: B. Rousseau

- 15.1 Superior-Greenstone DSB 2008 Audit Plan (Elec. Attch. – C. Tsubouchi)
✓ **That**, Superior-Greenstone DSB receives as information
Superior-Greenstone DSB 2008 Audit Plan by Deloitte.
- 15.2 Report No 63
Renewal Project Update 2007-08 Budget Year (Elec. Attch. – W. Chiupka)
✓ **That**, Superior-Greenstone DSB receives as information
Report No 63: Renewal Project Update 2007/08 Budget Year

16.0 Matters for Decision

Board Chair: M. Mannisto

- 16.1 Report No.: 64
Disbursements – September 2008 (Elec. Attch. – C. Tsubouchi)
✓ **That**, Superior-Greenstone DSB receives
as information Report No. 64: Disbursements
for September 2008.

16.2 Report No.: 65
Personnel – October 20, 2008

(Elec. Attch. – P. Pella)

✓ **That**, the Superior-Greenstone DSB receives
as information, Report No. 65: Personnel
dated October 20, 2008

17.0 New Business

17.1 Board Chair

17.2 Correspondence:

17.2.1 Kathryn Notwell: Full-Day JK

17.3 Future Board Meeting Agenda Items

17.4 Miscellaneous

18.0 Trustee Associations and Other Boards

18.1 OPSBA

19.0 Observer Comments

(Members of the public limited to 2 minute address)

PART IV: Committee of Whole Board

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

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

(Elec. Attch.)

20.1 Agenda: Committee of the Whole Board - Closed

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

20.2 Rise and Report from Closed Session

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

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

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

22.0 Adjournment

✓ *That, the Superior-Greenstone DSB 2008/10
Regular Board Meeting, Monday, October 20, 2008
be adjourned at _____, p.m.*

Schedule: 2008 Board Meeting

2008 Dates	Time	Location		2008 Dates	Time	Location
January 21	6:30pm	Marathon Board Office		July 21 Cancelled	6:30pm	Marathon Board Office
February 19	6:30pm	Lake Superior HS		August 25 Change from Aug 18	6:30pm	Manitouwadge HS
March 17	6:30pm	Geraldton Composite HS		September 15	6:30pm	Nipigon-Red Rock DHS
April 21	6:30pm	Manitouwadge HS		October 20	6:30pm	Geraldton Composite HS
May 20	6:30pm	Nipigon-Red Rock HS		November 17	6:30pm	Lake Superior HS
June 23	6:30pm	Marathon Board Office		December 1	2:30pm	Geraldton Composite HS

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Regular Board Meeting 2008/10

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

Monday, October 20, 2008

Designated Site: Geraldton Composite High School, Geraldton ON

A G E N D A

Board Chair: Mark Mannisto

Director: Patti Pella

VC Sites at: BRD / GCHS / LSHS / MNHS

Teleconference Moderator: RM. Joanne

PART I: Committee of Whole Board

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

- 1.0 Personnel Report: (Trustee Queries re Personnel Report No. 66) (P. Pella)
- 2.0 Legal Matter (P. Pella)
- 3.0 Update: Negotiations (B. Rousseau)

PART II: Committee of Whole Board

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

- 1.0 No Reports

PART IV: Committee of Whole Board

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

- 1.0 Personnel: Confidential (P. Pella)

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD



Mission Statement

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



Videoconference Site Locations

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

Regular Board Meeting 2008/09

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

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

MINUTES

Monday, September 15, 2008

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

Board Chair: Mark Mannisto

Director: Patti Pella

VC Sites at: BRD / GCHS / LSHS / MNHS

Teleconference Moderator: RM. Joannette

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

Section (A): In-Camera – (closed to public) 6:36 p.m.
 Section (B): In-Committee – (open to public): N/A
 Section (C) : – (open to public): 6:48 p.m.

Attendance

<u>Trustees</u>	Attendance: On-site (OS); Teleconference (TC); Videoconference (VC); Absent (A); Regrets (R)										
	OS	TC	VC	A	R		OS	TC	VC	A	R
Bartlett, Bette	X					Marszowski, Lisa (Student)			X		
Brown, Cindy			X			Notwell, Kathryn	X				
Fisher, Cindy	X					Richard, Kayla (Student)			X		
Keenan, Darlene		X				Simmons, Tina				X	
Kjellman, Kayla (Student)	X					Sparrow, Julie			X		
Mannisto, Mark	X					Turner, Jim			X		

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

1.0 Roll Call

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

PART I: *Committee of the Whole Board*

Section (A): *In-Camera – (closed to public) 6:36 p.m.*

2.0 Disclosure of Interest: re Closed Session

There were no disclosures of interest offered at this time

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

3.1 **Agenda: Committee of the Whole Board - Closed**
207/08

Moved by: *Trustee J. Sparrow*

Seconded by: *Trustee C. Brown*

✓ ***That, the Superior-Greenstone DSB go into a Committee of the Whole Board (In-Camera Session) at 6:36 p.m. and that this portion be closed to the public.***

Carried

3.2 **Rise and Report from Closed Session**
208/08

Moved by: *Trustee J. Turner*

Seconded by: *Trustee K. Notwell*

✓ ***That, the Superior-Greenstone DSB rise and report from the Committee of the Whole Board (In-Camera Session) at 6:47 p.m. and that this portion be open to the public.***

Carried

PART II: *Committee of the Whole Board*

Section (B): *In-Committee – (open to public): 6:48 p.m.*

4.0 Committee of Whole Board: Section B

No Reports

PART III: *Regular Board Meeting*

Section (C) : – (opens to public): 6:48

5.0 Regular Meeting Call to Order

Board Chair M. Mannisto called the regular meeting to order at 6:48 p.m.

6.0 Approval of Committee of the Whole In-Camera (Closed) Report
209/08

Moved by: *Trustee J. Turner*

Seconded by: *Trustee C. Brown*

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

Carried

7.0 Approval of Committee of the Whole (Open) Report

No Report

8.0 Approval of Agenda

210/08

Moved by: Trustee B. Bartlett

Seconded by: Trustee D. Keenan

✓ **That**, the agenda for the Superior-Greenstone DSB 2008/09 Regular Board Meeting, September 15, 2008 be accepted and approved as amended to move 12.0 Delegations and Presentations to top of the agenda as 9.0 and add to Item 9.3, a verbal presentation regarding the Nipigon-Red Rock District High School 50th Anniversary Reunion.

Carried

9.0 Delegations and/or Presentations

9.1 Excellence in Education: Framework Pathways

Note: The Board agreed to hear the presentations listed at Section 12 prior to proceeding to other regular business of the meeting.

Framework Pathways Leader Nicole Morden-Cormier provided a comprehensive verbal report regarding this initiative. She described how the program has evolved through the NOEL Consortium noting that one of the program's foremost objectives is to close the gap in student achievement. Data analysis shows a gap between the achievements of boys and girl. Girls are achieving higher outcomes than are the boys. There are also lower achievement results for special needs and aboriginal students

9.2 Update: Student Trustee

Trustee Kayla Kjellman, Kayla Richard and Lisa Marszowski each reported of opening events at their respective schools. L. Marszowski noted that shortly she would like to start writing a regular column about Board related news in the Geraldton Composite High School Knightline newspaper.

9.3 Nipigon-Red Rock DHS 50th Reunion and School News

The NRHS held its 50th Anniversary Reunion at the school in August. Organizer, Fawn McAllen and Principal Linda-Browning-Morrow reported that the event was a success with 850 alumni attending. Bill Perkins, the first principal of NRHS helped host the opening ceremonies that ushered in a weekend of events such as meet and greets, a family picnic, golf and volleyball tournaments and live entertainment.

L. Browning-Morrow also noted that NRHS has erected a unique structure in its centre courtyard where a 40-foot high teepee now stands. The teepee with a diameter of 25 feet will enhance the delivery of aboriginal studies curriculum. The environment and supplies within the teepee are conducive to creating a sense of community where aboriginal stories, history and culture can be shared.

10.0 Disclosures of Interest re: Open Session

There were no disclosures of interest offered at this time, however, Trustee Turner noted that he has children attending B.A. Parker Public School, which is a subject to be addressed under Agenda Item 14.1: Report No. 57.

11.0 Minutes

11.1 Board Meetings:

11.1.1 2008/07 Regular Board – August 25, 2008

211/08

Moved by: Trustee J. Turner

Seconded by: Trustee K. Notwell

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

- 2008/08 Regular Board, Monday, August 25, 2008

Carried**12.0 Business Arising Out of the Minutes**

There was no business arising from the minutes

13.0 Reports of the Director of Education(Director: Patti Pella)**13.1 Correspondence: Township of Schreiber-July 21, 2008**

Patti Pella reported on a letter from the Township of Schreiber, which has under the Municipal Freedom of Information and Protection of Privacy Act requested information regarding the Lake Superior High School (Schreiber Campus) closure.

The Accommodation Review for Terrace Bay and Schreiber is scheduled to happen this school year; however, the committee itself will not be assembled, nor will collection of information commence before November 2008.

14.0 Reports of the Education Committee(Education Chair: K. Notwell)Superintendent of Education:**14.1 Report No. 57: Revised Elementary Teaching Staff Proposal 2008-2009****212/08**

Moved by: Trustee J. Turner

Seconded by: Trustee K. Notwell

✓ **That**, the Superior-Greenstone DSB receives Report No. 57: Revised Elementary Teaching Staff 2008-2009 Proposal as presented.

Carried

Colleen Kappel reported that B.A. Parker PS has had an increase in enrolment of 23.5 FTE students. Given the increase, she recommended that the proposed Program Coordinator Position at this school be changed to a classroom teacher position. The teaching staff complement at the school would be increased by 1.0 FTE as a result.

213/08

Moved by: Trustee J. Turner

Seconded by: Trustee C. Brown

✓ **That**, the Superior-Greenstone DSB approves the addition of 1.0 classroom teacher to B.A. Parker Public School as presented.

Carried**14.2 Report No. 58: Adult Education****214/08**

Moved by: Trustee K. Notwell

Seconded by: Trustee C. Fisher

✓ **That** the Superior-Greenstone DSB receives as information, Report No. 58: Adult Education.

Carried

Valerie Newton highlighted information contained in Report No. 58, indicating that she had attended both the community meeting in Nipigon and in Red Rock, which were sponsored by the Red Rock Action Centre. The meetings were organized in an attempt to provide information on the educational options that are available to adults to earn a high school diploma.

15.0 Reports of the Business Committee(Business Chair: J. Turner)Superintendent of Business: B. Rousseau**15.1 Report No. 59: Enrolment Summary-September 2008****215/08**

Moved by: Trustee D. Keenan

Seconded by: Trustee C. Brown

✓ **That**, Superior-Greenstone DSB Board receives as information Report No.59: Enrolment Summary September 2008.

Carried

Bruce Rousseau provided a summary of enrolments recorded for the first week of school. Overall, the elementary panel has 17.50 FTE more students than projected budget, while at the secondary panel enrolment is down by 7.0 FTE students. The official enrolment count is due into the ministry each year on October 31 and March 31.

15.2 2008 Borrowing Bylaw No. 114

216/08

Moved by: Trustee K. Notwell

Seconded by: Trustee B. Bartlett

✓ **That**, the Superior-Greenstone DSB receives Bylaw No. 114 as presented.

Carried

217/08

Moved by: Trustee J. Sparrow

Seconded by: Trustee J. Turner

✓ **That**, the Superior-Greenstone DSB approves Bylaw No. 114 being a bylaw to borrow funds as per the attached.

Carried

16.0 Matters for Decision

Board Chair: M. Mannisto

16.1 Report No.: 60: Disbursements – August 2008

218/08

Moved by: Trustee K. Notwell

Seconded by: Trustee J. Sparrow

✓ **That**, Superior-Greenstone DSB Board receives as information Report No. 60: Disbursements for August 2008.

Carried

16.2 Report No.: 61: Personnel – September 15, 2008

219/08

Moved by: Trustee J. Turner

Seconded by: Trustee C. Fisher

✓ **That**, the Superior-Greenstone DSB receives as information, Report No. 61: Personnel dated September 15, 2008.

Carried

17.0 New Business

17.1 Chair

Nil report

17.2 Correspondence:

17.2.1 August 27, 2008: SGDSB Response to Red Rock Band

P. Pella advised that the response to the Red Rock Band has been forwarded advising that a motion to accept their request to forgive interest accumulation on outstanding tuition agreement payments was opposed in a vote taken at the last board meeting.

17.3 Future Board Meeting Agenda Items

Trustee C. Brown requested discussion on the subject of the scheduling the In-Committee (closed) portion of the Regular Board Meeting.

18.0 Trustee Associations and Other Boards

18.1 OPSB

Trustee D. Keenan reminded group about the Northern Region Conference scheduled in Thunder Bay on October 17-19, 2008.

19.0 Observer Comments

No Comments

20.0 Adjournment**220/08**

Moved by: Trustee K. Notwell

Seconded by: Trustee C. Brown

✓ **That**, the Superior-Greenstone DSB 2008/09 Regular Board Meeting, Monday, September 15, 2008 be adjourned at 8:00 p.m.

CarriedSchedule: 2008 Board Meeting

2008 Dates	Time	Location		2008 Dates	Time	Location
January 21	6:30pm	Marathon Board Office		July 21 Cancelled	6:30pm	Marathon Board Office
February 19	6:30pm	Lake Superior HS		August 25 Change from Aug 18	6:30pm	Manitouwadge HS
March 17	6:30pm	Geraldton Composite HS		September 15	6:30pm	Nipigon-Red Rock DHS
April 21	6:30pm	Manitouwadge HS		October 20	6:30pm	Geraldton Composite HS
May 20	6:30pm	Nipigon-Red Rock HS		November 17	6:30pm	Lake Superior HS
June 23	6:30pm	Marathon Board Office		December 1	2:30pm	Geraldton Composite HS

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Regular Board Meeting 2008/09

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

Monday, September 15, 2008

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

T O P I C S

Board Chair: Mark Mannisto

Director: Patti Pella

VC Sites at: BRD / GCHS / LSHS / MNHS

Teleconference Moderator: RM. Joanne

PART I: Committee of Whole Board

Section (A): In-Camera – (closed to public) 6:36 p.m.

- 1.0 Personnel Report: (Trustee Queries re Personnel Report No. 61) (P. Pella)
- 2.0 Legal (P. Pella)
- 3.0 Negotiations Update: OSSTF: ESS (B. Rousseau)
- 4.0 Personnel: Confidential (P. Pella)
- 5.0 Personnel: Senior Administration (P. Pella)

PART II: Committee of Whole Board

Section (B): In-Committee – (open to public): 6:48 p.m.

- 1.0 No Reports

In-Committee and Regular Board Meeting 2008/09

Monday, September 15, 2008

M I N U T E S

APPROVED THIS _____ DAY OF _____, 2008

SECRETARY

CHAIR

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Board Policy Committee

Videoconference Meeting

Monday, September 22, 2008 @ 6:30 p.m.

MINUTES

<u>Members</u>	Attendance Mode: On-site (OS); Teleconference (TC); Videoconference (VC); Absent (A); Regrets (R)										
	OS	TC	VC	A	R		OS	TC	VC	A	R
Brown, Cindy						Mannisto, Mark (Ex-Officio)					
Fisher, Cindy						Sparrow, Julie					
Keenan, Darlene											

<u>Resource Members</u>	Attendance Mode: On-site (OS); Teleconference (TC); Videoconference (VC); Absent (A); Regrets (R)					
	OS	TC	VC	A	R	
Patti Pella: <i>Director of Education</i>						
Colleen Kappel: <i>Superintendent of Education</i>						
Cathy Tsubouchi: <i>Manager of Accounting Services</i>						
RM. Joannette: <i>Recorder</i>						

Legend:	Policy = P	Management Guideline = MG	Procedural Guideline = PG
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1.0 Review and Approval of Minutes: May 26, 2008

Chair, J. Sparrow called the meeting to order at 6:39 p.m.

Moved by C. Brown and seconded by D. Keenan that the minutes be approved.

Note: The minutes of May 26, 2008 were acknowledged as received by the board per resolution No. 172/08 carried on June 23, 2008 due to the fact that BPRC does not meet in June.

2.0 Business Arising from Minutes

Nil

3.0 Reviews: New/Existing Policy (P) /Management Guidelines (MG) / Procedure Guideline (PG)

3.1 Existing P-307 Travel Meals and Hospitality Expenses

(Elec.Attch.)

C. Tsubouchi noted that the Policy -307 is being revised to reflect an increase for the expenses for kilometrage rates. This increase is aligned to that set by Revenue Canada limits and is below the threshold that would require reporting reimbursement as a taxable benefit.

Action: Put forward for board approval – October 20, 2008

3.2 Existing P 508 Administration of Medication to Students

(Elec.Attch.)

C. Kappel noted that Part 7.0 Procedures required a housekeeping changes only, i.e.,

- in part (a) the Board's Form number for parental request is now listed
- in part (b) the Board's Form number for parental authorization is now listed
- in part (c) wording is changed to reference part (a) and (b) as this policy does not have a management guideline aligned to it.

Action: Put forward for board approval – October 20, 2008

- 3.3 Existing P-515 School Community Council (Elec.Attch.)
P. Pella reviewed this policy for which numerous comments were received from stakeholders. She noted that although some feedback offered can be incorporated as changes, the bulk of suggestions from the public cannot be acted upon as legislation, i.e., Education Act, Ontario Regulation 612/00 governs content. However, *Part 2.0 - Elections* requires updated to reflect changes to the regulations. The policy will be reworded in this section to reflect the regulation and put out for a final stakeholder review by School Councils in the system
Action: Put forward for stakeholder (principals and school councils) review to conclude in November 2008.
- 4.0 Stakeholder Feedback: Re P's, MG's and/or PG's Concluded August 8, 2008
- 4.1 Existing P-302 Student Transportation by Staff or Other Volunteers (Elec.Attch.)
No feedback was received.
- 4.2 Existing P-302 Form F21-003: Authority to Transport Students to School Events (Volunteer Drivers) (Elec.Attch.)
No feedback was received
- 5.0 Future Agenda Items
- 5.1 Reviews: New / Existing P's, MG's and PG's
- 5.1.1 Existing P-717 Workplace Harassment
- 5.1.2 Existing MG-520 Safe Schools Code of Conduct
- 5.1.3 Existing MG-520 Police and Schools Protocol
- 5.1.4 Existing MG-525 Anti-Bullying (rename,Bullying Prevention & Intervention Strategies
- 5.1.5 New PG: School Field Trips / Medical Preparedness and First Aid
- 6.0 BPRC Direction: P's, MG's and/or PG's
Submissions required for Stakeholder Review to Conclude Nov 14/08
Moved by C. Brown / Seconded by D. Keenan that following policy be put forward for to stakeholders (principal and school council chairs) for review to conclude by November 14, 2008
- P-515: School Community Council
- 7.0 BPRC Direction: P's, MG's and/or PG's
Recommendations for Board Approval required on October 20/08
Moved by C. Brown / Seconded by D. Keenan that the following policies, be put forth for approval at the next regular meeting of the Board:
- P-307 Travel, Meal and Hospital Expenses (existing)
 - P-508 Administration of Medication to Students (existing)
 - P-302 Student Transportation by Staff or Other Volunteers (existing)
 - P-302 Form F21-003: Authority to Transport Students to School Events (Volunteer Drivers
- 8.0 Next Meeting Date:
Monday, October 27/08
- 9.0 2008 Meeting Dates / Time: 6:30 p.m.
- | | |
|----------------------------|----------------------------|
| Monday, November 24, 2008 | June 2009 (No Meeting) |
| December 2008 (No Meeting) | July 2009 (No Meeting) |
| Monday, January 26, 2009 | August 2009 (No Meeting) |
| Monday, February 23/09 | Monday, September 28/09 |
| Monday, March 23/09 | Monday, October 26/09 |
| Monday, April 27/09 | Monday, November 23/09 |
| Monday, May 25/09 | December 2009 (No Meeting) |

10.0 Adjournment

Moved by C. Brown / Seconded by D. Keenan that the meeting adjourn at 7:10 p.m.

P-307 Travel Meals and Hospitality

<i>Section</i>	BUSINESS AND TRANSPORTATION	
<i>Policy Name</i>	TRAVEL, MEALS, and HOSPITALITY EXPENDITURES	307
<i>Board Approved: March 31, 2007</i>		<i>Review Prior To: December 2012</i>

POLICY

The Superior-Greenstone District School Board recognizes that trustees and employees may incur costs while traveling on Board business. When traveling outside the jurisdiction of the board, the most economical means of travel should be sought.

Trustees and employees traveling on board business do so under the expectation that any expenses incurred are associated with the person's duties, support the board's overall objectives and maximize the benefits to the organization.

Reasonable travel costs up to the maximums outlined below will be reimbursed by the board for trustees and employees while on approved Board business.

PROCEDURES

The Board will reimburse trustees and employees for expenses incurred in carrying out their duties as follows:

USE OF PERSONAL VEHICLE

The Board does not accept any responsibility for privately owned vehicles other than paying the appropriate kilometre rates when used for approved board business. The Board will not reimburse for insurance deductibles, parking violations, or driving infractions.

All costs for travel between home and the employee's work site are a personal expense which is the responsibility of the employee and are not eligible for reimbursement.

The allowance paid for the use of a personal automobile is deemed to cover all costs of operation including but not limited to fuel, oil, insurance, deductible, depreciation and repairs.

It is the responsibility of the individual to ensure their motor vehicle insurance coverage is appropriate for business use of the vehicle.

Where appropriate the board encourages car pooling.

The kilometrage rates are:

- 45 cents per kilometre for the first 5,000 km in a school year
- 39 cents per kilometre for travel in excess of 5,000 km in a school year

The kilometrage rates for travel commencing October 1, 2008 are:

- 52 cents per kilometre for the first 5,000 km in a school year
- 46 cents per kilometre for travel in excess of 5,000 km in a school year

MEAL REIMBURSEMENT

The board will reimburse the actual meal costs incurred supported by original receipts (including taxes and gratuities) to the maximum limits as follows:

\$10.00 for breakfast
\$15.00 for lunch
\$40.00 for dinner

The meal allowances are not cumulative. For example, you cannot skip breakfast and submit a lunch expense of \$25.00.

The Board acknowledges that gratuities are a valid cost in some restaurants. Meals will be reimbursed based upon actual costs, including a gratuity not to exceed 15%, up to the maximum allowed for the specific meal.

HOSPITALITY

The Board will reimburse the Director of Education, Superintendent of Education or Superintendent of Business for hospitality expenses incurred in carrying out their duties.

Hospitality is defined as the provision of food, beverages, accommodation, transportation or other amenities at board expense to persons not employed by the board.

Claims for hospitality expenses must outline the purpose of the hospitality and be accompanied by the names of the individuals entertained and their role.

EXPENSE ACCOUNT SUBMISSION

Personal expense claims must be submitted using the Board Expense Form F01-003.

When submitting an expense claim, the purpose of the trip must clearly be stated.

Generally expense account submissions should only cover costs incurred by the person submitting the expense account. However on occasion it may be more efficient for one person to submit expenses for others. In these situations the names of all persons must be clearly identified on the receipt.

All claims must be signed by the person submitting the expenses and supported by original receipts (photocopies are not acceptable). Credit/Debit card receipts are not acceptable as they do not contain sufficient detail to meet audit requirements.

Claims must be submitted monthly.

Cash advances are available; however, they are to address unusual circumstances and must be approved by the Director of Education or designate.

APPROVAL PROCESS

All expense accounts must be approved by the employee's immediate supervisor. This will typically be the person responsible for the budget code the expenses will be charged against.

Trustee expenses will be approved by the Chair of the Board or a designated senior official of the Board.

The Chair of the Board's expenses will be approved by a designated senior official of the board other than the Director of Education.

The Director of Education's expenses will be approved by the Chair of the Board.

All other employees will have their immediate supervisor approve expenses.

EXPENSES NOT COVERED

The following is a list of ineligible expenses the board would deem to be inappropriate:

- Movies (in room or theatre)
- Charges for use of recreational facilities
- Alcoholic beverages
- Gifts for staff
- Admission fees for social activities or events
- Traffic violation including parking tickets
- Mini-bar snacks
- Charges incurred by family members
- Travel between home and the employee's work site

EXPENSES COVERED

The following is a list of eligible expenses the board would deem to be appropriate:

- Hotel room charges (standard room)
- Meals including taxes and gratuities to the maximums outlined
- Business telephone calls
- Taxi costs
- Necessary parking fees
- Airline tickets
- Automobile kilometrage
- Supervisor approved car rentals
- Conference / workshop fees

EXPENSE REVIEW PROCESS

The person submitting the expense claim for approval is responsible for ensuring adherence to this policy.

Supervisors that sign off on an expense account are certifying the travel has taken place with the proper authorization. They should satisfy themselves that the receipts are valid and the expense account complies with this policy.

The Accounting Services Department will review the expense receipts prior to processing. Any expense claims that do not follow this policy will be returned in their entirety.

The Manager of Accounting Services or designate will review expense claims prior to payment.

The Superintendent of Business will conduct an annual audit of expense accounts paid. The results of this audit will be reported to the Director of Education.

P-508 Administration of Medication to Students

Section	SCHOOLS AND STUDENTS
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Policy Name ADMINISTRATION OF MEDICATION TO STUDENTS

508

Board Approved: March 12, 1999**Reviewed: Sept. 7, 2004****Review Prior To: December 2009****POLICY**

The Superior-Greystone District School Board is prepared to offer support and assistance, when practical, to administer to the health needs of individual students.

PROCEDURES**1.0 Responsibility**

- 1.1 The administration of prescription and/or non-prescription medication to a student is the responsibility of the student and his/her parent(s).
- 1.2 It is the responsibility of the student and his/her parent(s) to ensure the medication is not expired.
- 1.3 It is the responsibility of the student and/or his/her parent(s) to pick up any unused medication at the end of the school year, or it will be properly disposed of by the school principal and/or his/her designate.

2.0 School Assistance

To assist in achieving as normal an educational experience as possible for students with medical needs, the Board will allow its schools to provide assistance with the administration of medication.

3.0 Voluntary Participation

It is the policy of the Board to support the voluntary participation of school staff within established guidelines and procedures.

4.0 Emergencies

This policy does not address emergency situations.

5.0 On-going Need

This policy does address the situation where medication is required on an on-going basis during school hours.

6.0 Ultimate Goal

The desired goal in all cases is to achieve a situation where the student assumes responsibility for his/her medical needs. With this goal in mind, it is anticipated that the need for assistance of this type will be limited to students in the elementary schools.

7.0 Procedures

Procedures for the administration of medication during school hours will only be adopted when all of the following requirements exist:

- a) A parent requests such assistance by submitting both:
 - Form S19-001 Parental Request for Administration of Oral Medication at School,
 - Form S19-002 Parent Authorization for Administration of Oral Medication,
- b) A licensed physician authorizes such measures, by submitting:
 - Form S19-003 Physician's Authorization for Administration of Oral Medication at School.
- c) The required medication is provided to the school within the requirements outlined in above named forms.

8.0 Duration

The procedures, when adopted, shall be of the shortest duration practical.

P-515 School Community Council

<i>Section</i>	SCHOOLS AND STUDENTS	
<i>Policy Name</i>	SCHOOL COMMUNITY COUNCIL	515
<i>Board Approved: December 11, 1998</i>		<i>Review Prior To: December 2003</i>

POLICY

It is the policy of the Superior-Greenstone District School Board that each school establish a school community council to act in an advisory capacity to the school's principal and the Board for the continued promotion of excellence throughout the system, and will place the overall interests of the school and students first.

PROCEDURE

Regulations

1.0 Mandate

The mandate of the school community council will be to make reports and recommendations to the school administration relating to matters affecting students of the school.

Although the school is the primary concern of the school community council, system issues as they affect the school may also be considered.

Every school community shall establish and maintain a school community council.

2.0 Terms of Office

- a) With the exception of the Principal, the community representative(s), and the student representative(s) a member is elected/appointed for a two-year term.
- b) Elected and appointed members may seek additional terms of office. A maximum of three consecutive terms is recommended.

3.0 School Community Council

- a) One school community council may be formed to represent two schools in the same community.
- b) One school community council may be formed where schools are twinned.

Procedures

1.0 Structure and Composition of School Community Councils

1.1 Official Name

The official name of a school community council for a school shall be "The _____ School Community Council" or "The School Community Council for the _____" (Insert the name of the school in the blank.)

1.2 Membership

Membership of a school community council shall include but not be limited to:

- Parents and guardians of students enrolled in the school;
- One to three community representatives;
- Two students (mandatory for secondary schools; optional for grade 7 and 8 students);
- The school principal;
- One teacher assigned to the school; and
- One non-teaching employee assigned to the school.

1.3 Parent Members

Parents/Guardians shall form the majority on the Council (refer to Appendix 1.)

1.4 School Community

It is expected that the membership of the Council will reflect the diversity of the school community. In defining a school community, considerations may include such aspects as geography, language, cultural, ethnic, economic, business, demographics, seniors or school boundaries.

1.5 Selection of Membership

Membership on the school community council shall be determined in the following manner:

Parents/Guardians shall be nominated and elected by parents and guardians of students enrolled in the school;

- It is recommended that no employee of the Superior-Greenstone District School Board may sit as a parent member of a school community council;
- Student representatives shall be nominated and elected by students enrolled in the school;
- Teacher representatives shall be nominated and elected by members of the teaching staff;
- Non-teaching employees shall be nominated and elected by non-teaching employees assigned to the school;
- The school principal shall be a designated member; and community representatives shall be appointed by the Council.

1.6 Chair/Vice-Chair

The Chair and the Vice-Chair will be a parent/guardian member elected by the Council at the first meeting following the elections by the Council as a whole. In the absence of the Chair, the Vice-Chair will assume the duties of the Chair.

The parent/guardian elected as chair may not be an employee of the school board assigned to that school.

1.7 Recording Secretary

The Council will elect a recording secretary.

1.8 Executive

The executive of the school council consists of Chair, Vice-Chair, secretary and treasurer (optional).

1.9 Number of Members

The membership of the school community council shall not exceed 21 (refer to Appendix 1.)

1.10 Honorarium

There will be no honorarium paid to members of the school community council.

1.11 Expenses

School community council funding is to be determined in accordance with the legislation. School community council finances are the responsibility of the school community council.

2.0 Elections

2.1 Nominations

Persons shall be elected to the school community council by nomination and direct ballot voting. A School Community Council Nomination Form (see Appendix 2) must be completed and returned to the principal at least 14 days prior to the election period. If the number of nominees is equal to or fewer than the number of election positions, then the nominees fill those positions by acclamation.

2.2 Election

The election period for balloting may extend over ten consecutive school days. The ballot must indicate the number of positions to be filled.

Nominations and elections for council members will be completed by May 30 every year (See Election Protocol - Appendix 3.) Eligibility for positions and voting are based upon the coming school year.

Election of the school council executive will occur by June 30 for the coming school year.

2.3 Vacancies

If vacancies remain after the nomination process, the elected members of the Council may fill the vacancies by appointing eligible persons. A position vacated during a term may be filled by the school community council members selecting an eligible person to complete the vacating member's term of office. If a member does not attend three consecutive regular meetings, without a reason acceptable to the Executive and Principal, the position may be deemed to be vacant by the Council.

2.4 Roles and Responsibilities

As advisory bodies, school community councils will provide advice to the Board on any matter that has been identified as a priority by the school community council, as per the mandate of the school community council specified in Ministry of Education and Training Policy and Program Memorandum 122 and outlined in the following section.

School community councils may wish to provide advice to the principal, and where appropriate, to the Board on any of the following matters:

- School Year Calendar
- School Code of Behaviour
- Curriculum Planning and Program Development
- Provincial Assessment Programs
- Annual School Budget
- Capital Improvement Plans
- Preparation of the School Profile
- Criteria for Selection of Principals
- Communication Plans and Strategies
- Reporting Methodologies, including Reports of Student Progress
- Extracurricular Activities and Co-Curricular Programs

- Community Programs for Health, Social Service, Recreation and Nutrition
- School-Community Partnerships
- Community Use of the School Facilities
- Community Services for Children and Youth
- Field Trips
- School Policies
- Local Issues
- Development, implementation and review of Board policies at the local level.

Council members are to maintain a school-wide focus on all issues. Council meetings are not a forum for discussion about individual parents, students, staff, trustees or other council members.

3.0 Roles and Responsibilities of School Community Council Members

3.1 Chair

The Chair of the school community council shall:

- Call school community council meetings;
- Ensure that all members are notified of their election/appointment to council;
- Ensure that the board office is notified of changes in executive positions;
- Prepare the agenda for school community council meetings in consultation with the principal;
- Chair school community council meetings;
- Ensure that the minutes of school community council meetings are recorded and maintained;
- Participate in information and training programs;
- Communicate with the school principal;
- Ensure that there is regular communication with the school community;
- Consult with senior Board staff and Trustees, as required.

3.2 Vice Chair

The Vice Chair of the school community council shall:

- Assume duties of Chair in his/her absence;
- Assist Chair as required by council and chair

3.3 Council Members

The member of the school community council shall:

- Seek to reach a consensus in decision making
- Maintain a school-wide perspective on issues;
- Participate in Council meetings;
- Participate in information and training programs;
- Act as a link between the school community council and the community; and
- Encourage the participation of parents from all groups and of other people within the school community.

3.4 Recording Secretary

The Recording Secretary of the school community council shall:

- Record the minutes of all council meetings.

3.5 Treasurer (Optional)

The Treasurer of the school community council shall:

- Be responsible for all financial records and be one of the two or three signing officers for the council.

3.6 The Principal

The principal of the school shall:

- Attend all meetings of the Council (or a designate)
- Approve all printed materials distributed through the school including all school council materials
- Facilitate the establishment of the School Council and assist in its operation;
- Support and promote the Council's activities;

- Seek input from the Council in areas for which it has been assigned advisory responsibility;
- Act as a resource of laws, regulations, Board policies, and collective agreements.
- Obtain and provide information required by the Council to enable it to make informed decisions;
- Communicate with the Chair of the Council, as required;
- Ensure that copies of the minutes of the Council's meetings are kept at the school;
- Assist the Council in communicating with the school community;
- Encourage the participation of parents from all groups and of other people within the school community; and
- Supervise elections for all representatives to the School Council.
- Provide feedback as required on how council advice was utilized.

3.7 Parent/Community Organizations

- Schools may continue to support or establish and maintain other parent/community organizations, such as the Home and School Association, if the function of the organization is separate and distinct from that of the school council.

4.0 **School Community Council Proceedings**

Committee meetings are not a forum for discussion about individual parents, students, staff, trustees, or other committee members.

4.1 Quorum Requirements

The quorum for a Council meeting is one half of the total parent membership of the Council (refer to Appendix 1.)

4.2 Number of Meetings

A council shall hold a minimum of five regular meetings per school year. All meetings shall be open to the public.

Meeting dates and times shall be posted.

4.3 Meeting Agenda

The Chair, in consultation with the Principal, may initiate matters for discussion and the agenda should conform to the matters for which the School Community Council has an advisory responsibility. The agenda should include an opportunity for public input (Check List - Appendix 4.)

Minutes and copies of the agenda shall be kept on file at the school.

4.4 Decision-Making

No decision may contravene the Education Act, its Regulations, Superior-Greenstone District School Board Collective Agreements, or Board By Laws, Policies and mandate.

Consensus decision-making will be used by the Council to resolve the matter being discussed. Consensus exists when all present can support or accept what is proposed with no one standing in opposition. If consensus cannot be reached by those present, the Council may wish to consider an alternate method of reaching a decision.

4.5 Special Meetings

A special meeting of the Council may be held -

- a) Upon a written request by three members being given to the Principal and Chair of the Council, who must subsequently convene a meeting with a minimum of 24-hours notice by advising the time, date, place and purpose of the meeting to all Council members to be convened within seven instructional teaching days.
- b) The business of any special meeting must be confined to the purpose for which it was convened.

4.6 Annual Meeting

At least once in every school year, the Council shall hold an annual meeting and, at that meeting, must report in writing the proceedings of the Council for the period since the date of the previous annual meeting. The report will provide information on the operation and activities of the School Council for inclusion in the Director of Education's annual report to the Board.

5.0 Recommendation and Communication of School Community Councils

5.1 Recommendations and decisions of school community councils that are specifically related to the school should be referred to the school Principal.

5.2 Recommendations and decisions which are broader in scope than the local school shall be referred to the school principal for direction and to the appropriate Board official or Board committee.

6.0 Forum

The Board may hold an annual School Community Council Forum for representatives from each school community council.

7.0 Review

The policy and regulation concerning school community councils shall be reviewed every five years by a committee consisting of at least two Chairs of school community councils, one Principal, one Trustee and a member of Administration, with a report to the Board. The Chair of the Board and the Director of Education, or designate, are ex-officio members.

APPENDIX 1

SCHOOL COMMUNITY COUNCIL MEMBERSHIP SIZE AND CONFIGURATION CHART

<i>Designated</i>	(E) <i>Elected</i>	(E) <i>Elected</i>	(E) <i>Elected</i>	<i>Appointed</i>	(E) <i>Elected</i>	
Principal	Teachers	Non- Teaching	Students	Community Members	Minimum Parent Members	Total
1	1	1	4	3	*11	21
1	1	1	3	3	10	19
1	1	1	3	2	9	17
1	1	1	2	1	8	14
1	1	1	2	3	9	17
1	1	1	2	2	8	15
1	1	1	2	1	7	13
(PARTICIPATION IS OPTIONAL FOR GRADE 7 AND 8 STUDENTS)						
1	1	1	-	3	9	15

1	1	1	-	3	8	14
1	2	1	-	2	7	13
1	1	1	-	1	7	11
1	1	1	-	1	6	10
1	1	1	-	3	7	13
1	1	1	-	2	6	11
1	1	1	-	1	5	9

* In this case, this is the maximum number of parents.

APPENDIX 2

SCHOOL COMMUNITY COUNCIL NOMINATION FORM

I, the undersigned do hereby nominate:

Name: _____
Print full name

Residential Address: _____

Telephone: _____

for the position of _____ representative.
(Parent, teacher, student, non-teaching)

 NOMINATOR

Name: _____
Print full name

Residential address: _____

Telephone: _____

 CANDIDATE TO COMPLETE

I accept the nomination and am prepared to serve as a member of the

School Community Council.

Signature of Nominee:

Date:

NOMINATION RECEIPT FORM

The nomination form for parent representative on the School Community Council for:

_____ has been received
(School Name)

_____ (School Official) (Date)

Copy to be given to nominator and candidate.

APPENDIX 3

Protocol

1. Elections for School Community Council shall be conducted the secret ballot.
 2. Parents and legal guardians of a student enrolled at the school are for the coming school year eligible both to vote for and to run as a parent representative.
- It is recommended that no employee of the Superior-Greenstone District School Board may run for the position of parent member at the school to which they are assigned.
3. Nomination forms as prescribed by the Superior-Greenstone District School Board shall be filed by all candidates for elected positions on the School Community Council.
 4. All eligible voters shall be entitled to cast one vote for up to a total of the number of candidate positions available in the specific category (teacher, parent, etc.) at their school. Casting more than the maximum number of votes permitted in the category spoils the ballot.
 5. No individual campaign literature for School Community Council elections may be distributed or posted in the school.
 6. School resources, both human and material, may not be used to support particular candidates or groups of candidates.
 7. The elections proceedings shall be supervised by the school principal.

APPENDIX 4

Meetings: Quick Check List

- ☐ Provide ample lead-time
- ☐ Start on time
- ☐ Agree to procedure in advance
- ☐ Develop an agenda and keep part of the agenda open

- ☐ Understand the task and stay on task
- ☐ Keep presentations short
- ☐ Make the meeting room ready for the meeting
- ☐ Get active participation
- ☐ Avoid ambiguities
- ☐ Learn to read silence
- ☐ Manage hostility
- ☐ Talk straight
- ☐ Respect differences
- ☐ Protect confidentiality
- ☐ Invite participant feedback

P-302 Student Transportation by Staff or Other Volunteers

Superior-Greenstone District School Board

<i>Section</i>	BUSINESS AND TRANSPORTATION		
<i>Policy Name</i>	STUDENT TRANSPORTATION BY STAFF OR OTHER VOLUNTEERS		302
<i>Board Approved:</i>	March 12, 1999	<i>Reviewed:</i> October 28, 2002 March 21, 2006	<i>Review Prior To:</i> December 2011

REVISED DRAFT: May 26-08

POLICY

The Superior-Greenstone District School Board encourages staff to hire licensed carriers to transport students to school board approved functions such as co-curricular and extra curricular activities.

Where this is cost prohibitive due to the number of students to be transported or the distance involved, the use of volunteer drivers, rental vehicles or private vehicles may be considered.

PROCEDURES

1.0 Principal's Responsibility

When volunteer drivers (staff, parents or other volunteers – *volunteer is NOT a student registered in secondary school*) are utilized to provide transportation for students the school principal is responsible for ensuring the following:

1. The appropriate TRIP DRIVER FORM is completed prior to the commencement of the trip.
2. The driver(s) are in possession of a valid drivers license appropriate for the vehicle. See Section 3.0 - "Licensing Requirements For School Purpose Vehicles".
3. The owner of the vehicle being operated on school board business carry adequate limits of liability insurance. See Section 2.0 - "Insurance Coverage".
4. Vehicles being rented by school staff are contracted in the name of the school board.
5. The full insurance coverage offered by the rental company is to be purchased (liability, collision and comprehensive).
6. That if students are being transported in a private vehicle that such transport is in accordance with the legislation of *Bill 73: An Act to Enhance the Safety of Children and Youth on Ontario's Roads*, which requires pre-schoolers and primary grade-age children to be buckled up in the appropriate child car seat, including booster seats. A child can start using a seatbelt alone once *any one* of the following criteria is met:
 - i) the child turns eight years old;
 - ii) the child weighs 36 kg (80 lbs); or,

- iii) the child is 145 cm (4 feet 9 inches) tall

2.0 Insurance Coverage

The owner of the vehicle is required by the board to provide a MINIMUM liability insurance of \$1,000,000.00.

If a personal vehicle is used regularly to transport students, then the vehicle owner is advised to notify his or her agent, broker or insurer and request a rider be added to the policy to extend coverage.

In addition to the owner's insurance the Board carries NON-OWNED AUTOMOBILE LIABILITY insurance, which is designed to provide coverage in excess of the vehicle owners' insurance carried on the vehicle while being used or operated on board business.

The INSURANCE ACT stipulates that the vehicle owner's insurance is primary to any non-owned automobile liability insurance policy.

3.0 Licensing Requirements for School Purpose Vehicles

Seating capacity is the key determinant, not the number of passengers actually being carried.

Vehicles are divided into three categories based on the vehicle seating capacity:

Five (5) passenger seats plus the driver

Driver is required to carry a valid driver's license with a "G" class.

Six (6) to Nine (9) passenger seats plus the driver

Driver must carry a valid driver's license with a "G" class.

Vehicle must have safety inspection stickers, carry a logbook and conform to Regulation 611 of the Highway Traffic Act.

These requirements apply to vehicles owned, leased or rented in the name of the board or operated under contract with the board. A vehicle is considered under contract if compensation is paid for the service. Compensation is defined as any rate, remuneration, reimbursement or reward of any kind paid, payable or promised or received or demanded, directly or indirectly.

If no remuneration is paid Regulation 611 of the Highway Traffic Act does not apply.

Ten (10) to Twenty-four (24) passenger seats plus the driver

Driver must carry a valid driver's license with an "E" class.

Vehicle must meet all of the "school purpose bus" regulations under the Highway Traffic Act.

These requirements apply to vehicles owned, leased or rented in the name of the board.

For vehicles provided with no payment for the occasional transportation of students a class "F" license is required if the vehicle has the capacity to carry more than 11 passengers and the vehicle need not meet the "school purpose bus" regulations under the Highway Traffic Act.

Highway Traffic Act Regulations are very stringent and violation of these regulations could result in a fine, license suspension or such other penalty as permitted by the Highway Traffic Act.

Declaration Form for Volunteer Drivers

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD**AUTHORIZATION TO TRANSPORT STUDENTS PARTICIPATING IN SCHOOL EVENTS****VOLUNTEER DRIVERS***REVISED DRAFT: May 26-08*

This will
authorize:

(Name of teacher or other volunteer driver) _____

1. To transport students participating in the events listed on the attached school schedule.

or

2. To transport students participating in the following school activity:

3. Vehicle Information: Make _____ Year _____ License No.: _____

Date

School Name

Principal's Signature

All "Trip Drivers" including Volunteer Drivers are advised that, in order to bring into effect the Board's Excess Liability Insurance, they should:

- a) Use a licensed automobile which carries valid third-party liability insurance as required under legislation in the Province of Ontario.
- b) Provide the Board prompt written notice, with all available particulars, of any accident arising out of the use of a licensed automobile during a trip on business of the Board.
- c) Be aware that the Board's Excess Liability Insurance comes into effect only aft the "Trip Drivers" insurance has been exhausted, to a combined total of \$15,000,000.

Note: A "Trip Driver" is defined as any person authorized by the Board who has agreed to be a driver for a certain trip while they are driving their own or another licensed automobile; to include Trustees, employees, teachers, parents, volunteers and officials of the Board.

Declaration to be signed by driver:

I declare that I am licensed to drive in Ontario and my vehicle is insured by valid automobile liability insurance as required by Ontario Law.

That the vehicle is mechanically fit and that there are seat belts in working condition for all passengers.

That the vehicle described above is provided to transport students with no remuneration of any kind from the school or school board and has a seating capacity of:

SIX (6) to NINE (9) passenger seats plus the driver ☐

or

TEN (10) to TWENTY-FOUR (24) passenger seats plus the driver ☐

Driver's Signature

Date

Declaration to be signed by the owner of the vehicle, if the volunteer driver does not own the vehicle:

I declare that I have _____ to drive my vehicle to transport students
authorized _____ participating
in the school event(s) listed on this form.

He/She is licensed to carry passengers and is fully insured as a driver under the vehicle liability insurance as required by Ontario Legislation.

That the vehicle is mechanically fit and that there are seat belts in working condition for all passengers.

That the vehicle described above is provided to transport students with no remuneration of any kind from the school or school board and has a seating capacity of:

SIX (6) to NINE (9) passenger seats plus the driver ☐

or

TEN (10) to TWENTY-FOUR (24) passenger seats plus the driver ☐

Vehicle Owner's Signature

Date

F21-003

2008-05 (Rev)

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Report No:62
Date: October 20, 2008

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

FROM: Colleen Kappel, Superintendent of Education
Val Newton, Student Success Lead

SUBJECT: 2007-2008 EQAO Results

Background

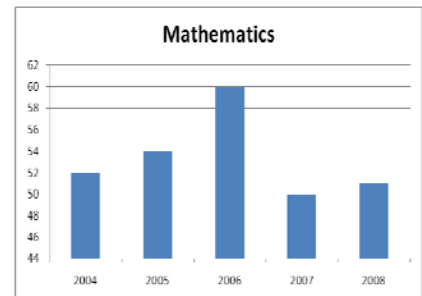
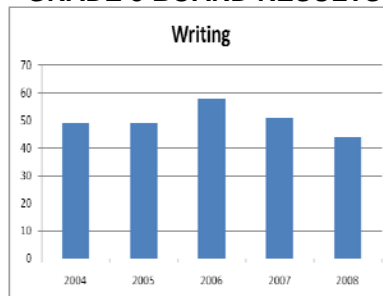
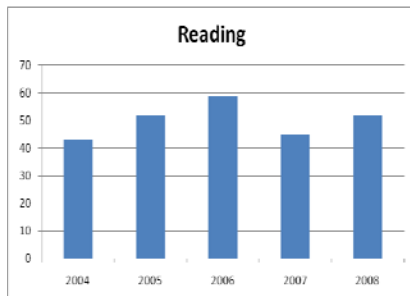
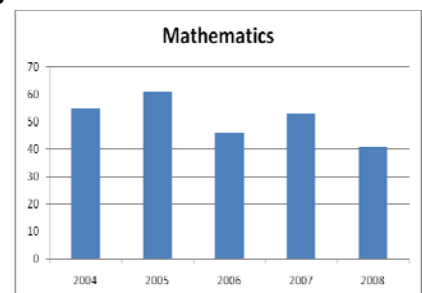
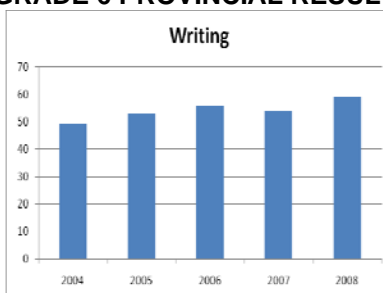
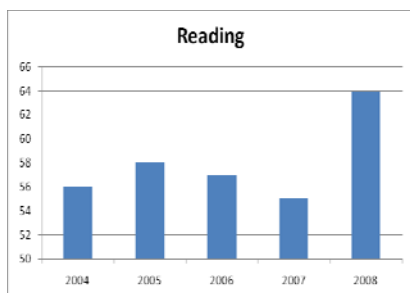
The Education Quality and Accountability Office (EQAO) has administered provincial assessments in Reading, Writing and Mathematics for Grade 3 since 1998, for Grade 6 since 1999, and Grade 9 Mathematics since 2001. Each year EQAO provides reports on the assessment results for schools and boards.

Current Situation

The Board and Provincial Grade 3 and Grade 6 results for 2007-2008 are as follows:

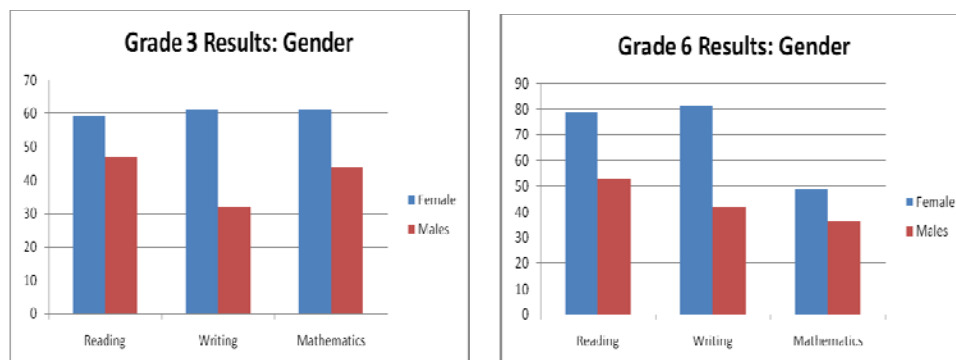
	Gr. 3			Gr. 6		
	Reading	Writing	Math	Reading	Writing	Math
SGDSB	52	44	51	64	59	41
Province	61	66	68	66	67	61

The grade three results for all students at or above the provincial standard (level 3 and 4) have increased in reading by 7% and mathematics by 1%. Grade three results in writing have decreased by 7%. The grade six results for all students at or above the provincial standard (level 3 and 4) increased in the area of reading by 9% and writing by 5%. Grade six results in mathematics decreased by 12%.

GRADE 3 BOARD RESULTS**GRADE 6 PROVINCIAL RESULTS**

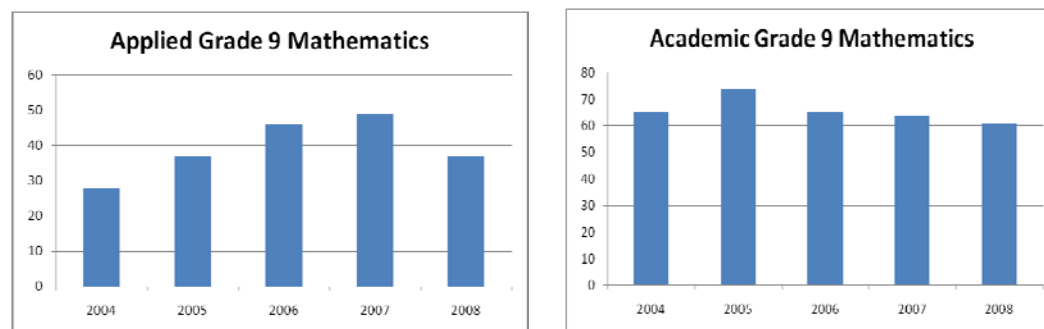
In the past five years, reading has been a focus in all schools; improvement in EQAO reading scores continues at both the grade 3 and grade 6 levels.

Further analysis of the EQAO data indicates that there is a large gap in the performance of boys.



The Board and Provincial results for the EQAO Grade 9 Mathematics Assessment 2007-2008 are as follows for students enrolled in Grade 9 applied and academic Mathematics. Students enrolled in the Locally Developed Course in Grade 9 Mathematics do not participate in the provincial testing. The applied Mathematics results declined from 49% at level 3 & 4 in 2006-07 to 37% in 2007-08. The academic Mathematic results declined from 64% at level 3 & 4 in 2006-07 to 61% in 2007-08. Boys tend to do better in the Grade 9 Mathematics Assessment than girls when the percentage of students achieving at the provincial level and above are considered.

	Applied Mathematics - Level 3 & 4		Academic Mathematics - Level 3 & 4	
SGDSB	37%	114 students	61%	115 students
Province	34%	47,817 students	75%	100,823 students



Next Steps

The EQAO data is used by the Student Achievement Team in the development of improvement plans at both the school and board level.

Areas for improvement include:

- Professional Learning Teams with a focus on numeracy;
- Improving electronic data collection and data-driven decision making at all levels;
- Focus on closing the gap for boys, aboriginal students and students with special needs.

Administrative Recommendations

That, the Superior-Greenstone District School Board receives as information Report No. 62: 2007-2008 EQAO Results.

Respectfully submitted by:

Colleen Kappel,
Superintendent of Education

Valerie Newton,
Student Success Coordinator

Superior Greenstone District School Board

Audit Plan

Year Ended August 31, 2008

October 9, 2008

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

Dear Trustees:

We are pleased to submit for your review our 2008 audit plan for the examination of the consolidated financial statements (the “financial statements”) of Superior Greenstone District School Board for the year ended August 31, 2008.

The key objectives of this document are to:

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

The objective of an audit of the financial statements in accordance with Canadian generally accepted accounting standards (“GAAS”) is to express an opinion on the fairness of the presentation of the financial statements in accordance with generally accepted accounting principles (“GAAP”) in Canada.

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

Yours sincerely,



Chartered Accountants
Licensed Public Accountants

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Appendices

Appendix I – Audit team

Appendix II – Accounting update and other developments

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

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

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

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

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

The highlights of our proposed plan are that:

- we plan to help the Board of Trustees fulfill its responsibilities;
- We will provide support in helping accounting staff understand technical accounting changes;
- we will continue to focus on the principal business and financial risks facing the School Board; and
- we will maintain a professional and independent relationship with the School Board.

In serving you, we develop client service objectives that strive to meet the expectations of both the Board of Trustees and senior management. Our client service objectives for 2008 are:

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

In summary, we will provide:

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

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

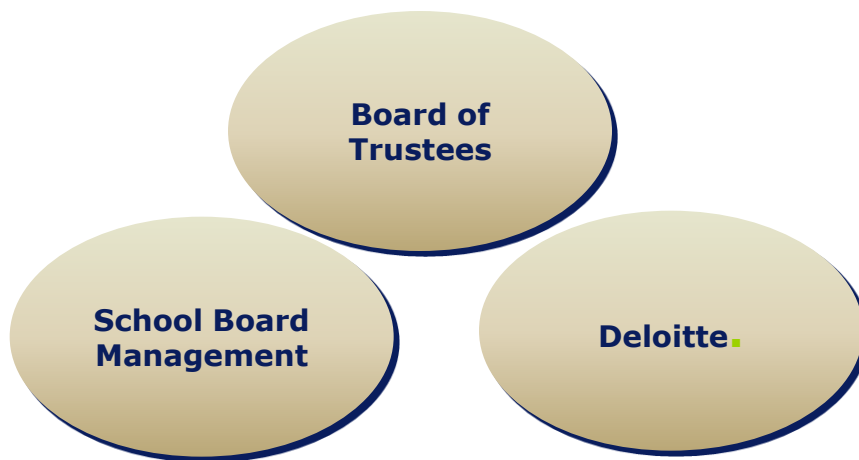
Financial reporting responsibilities

Board of Trustees	School Board Management	Deloitte
<ul style="list-style-type: none"> • Meet with the external auditors to review the audit plan. • Meet with the external auditors to discuss the results of the audit and review the Report on the Results of the Audit. • Review and approve the annual financial statements and disclosures. • Follow up on audit recommendations. • Maintain oversight of the systems of internal control. • Understand, discuss and address fraud and error risks with management. • Oversight in managing and monitoring financial risks. • Review external financial communications. 	<ul style="list-style-type: none"> • Maintain appropriate controls and accurate financial records. • Report financial results on a fair, consistent and timely basis in accordance with GAAP. • Select appropriate accounting and disclosure policies. • Maintain compliance with reporting and regulatory requirements. • Identify principal risks and establish and maintain a cost-effective control environment. • Prepare financial statements. • Provide management representations. 	<ul style="list-style-type: none"> • Perform a cost-effective audit in accordance with Canadian generally accepted auditing standards. • Assess accounting principles and financial statement disclosures. • Understand key management control systems and processes and assess risk. • Report opportunities for improvements in control processes. • Express an opinion on the fairness of presentation of the financial statements. • Provide industry expertise to support the risk-based audit approach.

Financial reporting responsibilities (continued)

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- We believe the optimal client relationship is one in which there is an open line of communication between the Board of Trustees, School Board Management and Deloitte.
- In order to achieve a balanced relationship, each party must have the opportunity to meet with each of the other two parties on a timely basis.
- Commitment from, and interaction between, all three parties leads to continual improvement in the quality of the financial reporting process.



As external auditors to the School Board we are accountable to the Board of Trustees

Our formal communications will include:

- The audit plan; including the level of responsibility assumed in performing an audit under Canadian generally accepted auditing standards;
- The results of our audit, including any difficulties encountered in performing the audit;
- Our report on the financial statements;
- Our management letter comments;
- Report on matters requested by the Board of Trustees; and
- Confirmation of our independence (including disclosure of any relationships that bear on our independence) and reporting on all services;
- We are also required to report on:
 - Whether there were any limitations placed on our audit scope; and any difficulties encountered during the audit;
 - Appropriateness of significant accounting policies and the application thereof, effect of significant changes in accounting policies and existence of alternative acceptable accounting policies;
 - Management judgments and accounting estimates;
 - All significant unadjusted differences as well as significant adjustments made as a result of our findings;
- Should any of the following matters be noted during the audit we will bring them to the attention of the Board of Trustees:
 - Evidence of fraud, or possible fraud, misstatements or illegal acts;
 - Significant weaknesses in internal control relating to the preparation of the financial statements;
 - Significant or unusual transactions;
 - Related party transactions which are not in the normal course of operations;
 - Disagreements with management;
 - Consultation by management with other accountants about any significant auditing or accounting matters;
 - Actions that if they become public, might cause embarrassment;
 - Non-compliance with regulatory requirements; and
 - Major issues discussed with management that influenced the audit appointment.

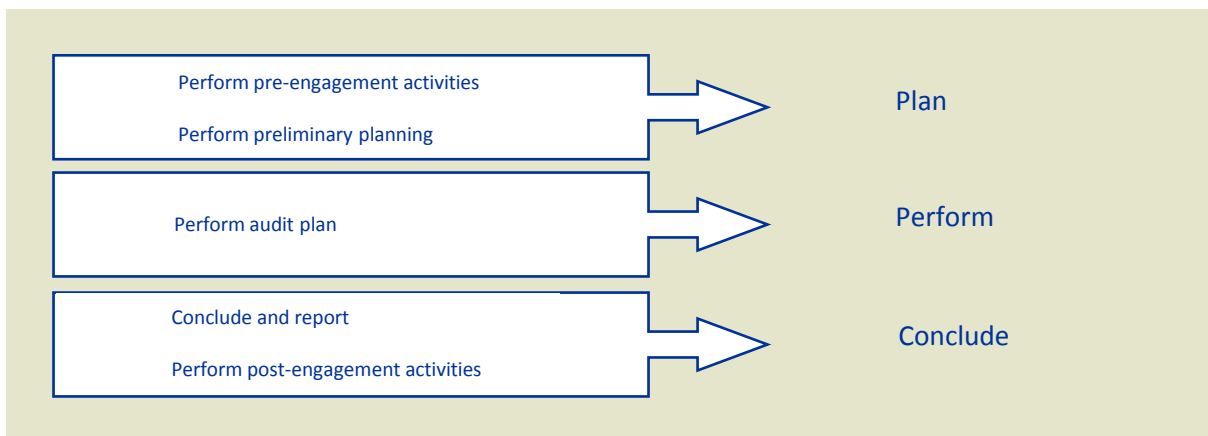
The Deloitte audit approach

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A consistent approach that supports improvements

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

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



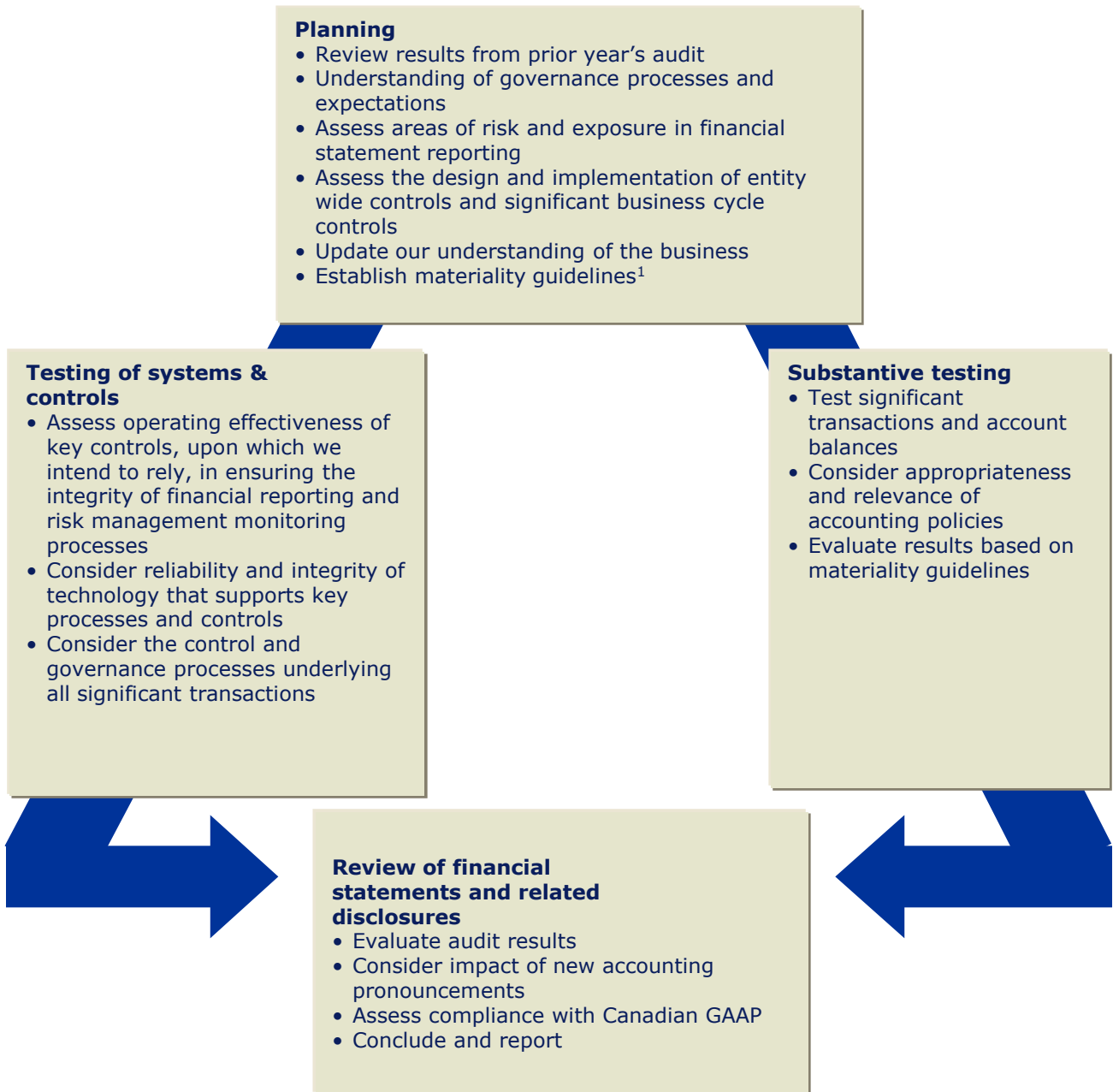
These five steps are not necessarily chronological and are not mutually exclusive. For example, once the audit plan has been developed and is being performed, we may become aware of a risk that was not identified during the planning phase. Based on the new information, we will reassess our planning activities and adjust the audit plan accordingly.

The Deloitte audit approach interweaves our year-round involvement, the use of specialists, and a focus on continuous communication with management and the Board of Trustees throughout the audit process.

The Deloitte audit approach (continued)

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The key elements of the audit approach are as follows:



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

Quantitative Guidelines for Not-for-Profit Organizations are generally .5 to 2% of total expenses or total revenues. We will base the quantitative considerations of our materiality for the financial statements of the school board on 1.0% of budgeted expenditures.

The Deloitte audit approach (continued)

Auditor's Responsibility to Consider Fraud and Error

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

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

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

- pressures and incentives;
- attitudes/rationalization; and
- Opportunity.

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

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

The Deloitte audit approach (continued)

Areas of audit focus

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

Account balance/ business issue	Description of issue	Audit response
Externally restricted grants and contributions	<ul style="list-style-type: none"> Revenue recognition 	<ul style="list-style-type: none"> Ensure conditions have been met and expenditures appropriate to allow for recognition of externally restricted grants and contributions.
Year end cut-off	<ul style="list-style-type: none"> Account for Revenue and Expenditures in the proper period 	<ul style="list-style-type: none"> Focused substantive testing on accounts payable, accruals, deferred revenue and receivables.
Employee future benefits	<ul style="list-style-type: none"> Large liabilities which involve the use of assumptions and estimates in their determination 	<ul style="list-style-type: none"> Reliance on specialists. Review of actuarial reports including calculations and assumptions used. Review of client calculations and information. Analytic review of related account balances.
Payroll	<ul style="list-style-type: none"> Significance of payroll expenditures 	<ul style="list-style-type: none"> Tests of detail (including validity of employees, cut off testing and accuracy of payroll amounts).
Management estimates	<ul style="list-style-type: none"> Requires management judgment (i.e. pending wage settlements – “retro pay” and pay equity) 	<ul style="list-style-type: none"> Focused review of calculations. Discussion with management. Analytic review of related accounts.

The rules of professional conduct require that we communicate with you on an annual basis all relationships between the School Board, and Deloitte that, in our professional judgment, may reasonably be thought to bear on our independence. In determining whether a relationship exists that may be thought to bear on our independence, we must consider the following matters:

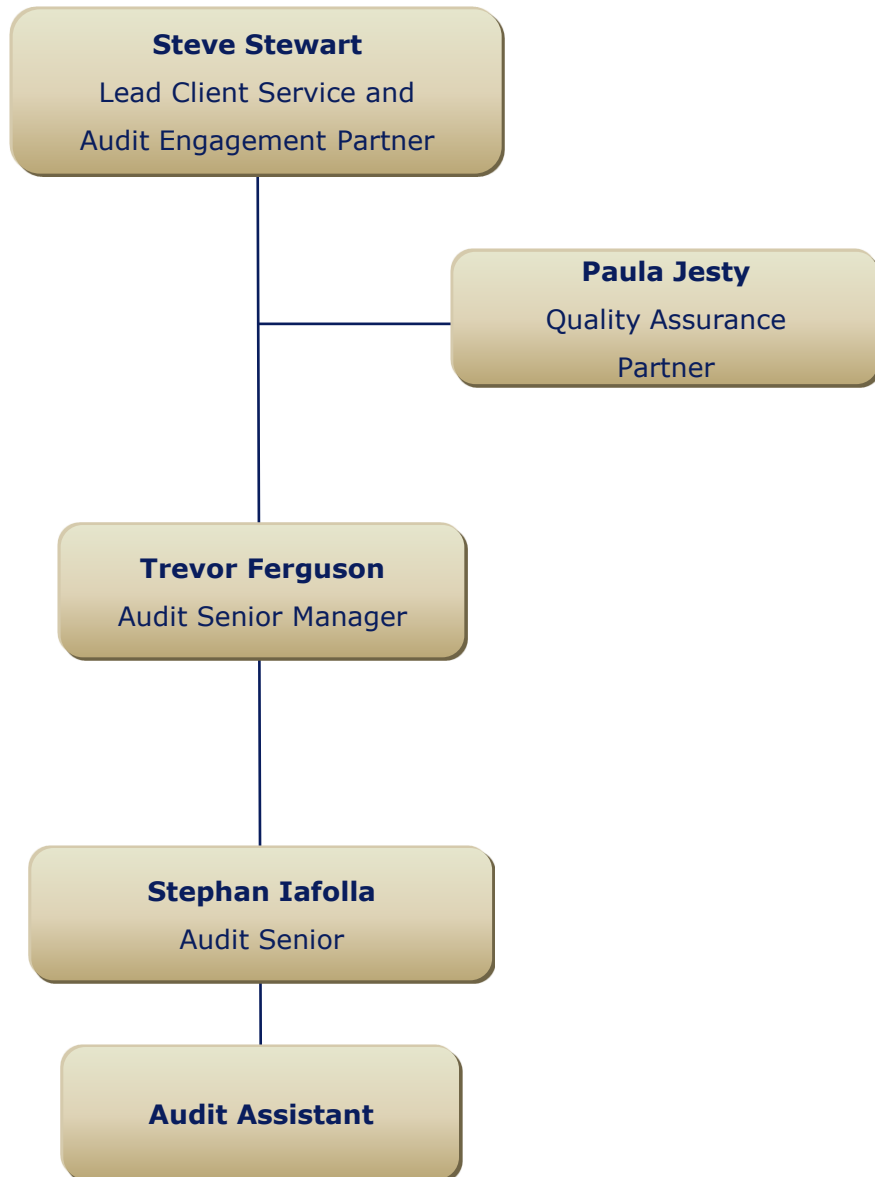
- whether a financial interest, either directly or indirectly exists;
- whether a position, either directly or indirectly is held by us, gives us the right or responsibility to exert significant influence over the financial or accounting policies of the Board;
- economic dependence on the Board;
- services provided to the Board in addition to the audit engagement; and
- any personal or business relationships of immediate family, close relatives, partners or retired partners, either directly or indirectly with the Board.

We continue to be independent with respect to the School Board.

We formally confirmed our independence as auditors of the School Board in a letter dated January 21, 2008 and we will formally report again at the conclusion of the 2008 audit.

Appendix I – Audit team

Regular Board Agenda-October 20, 2008 Page-50



We are committed to maintaining high quality resources and continuity of the School Board’s audit team.

Appendix II - Accounting update and other developments (Public sector)

Regular Board Agenda October 26, 2008 Page 51

New effective standards		
Accounting standards for the public sector	Effective date	Description
Tangible Capital Assets of Local Governments, Public Sector Guideline PSG-7	Fiscal years beginning on or after January 1, 2007.	<p>The purpose of this Guideline is to provide transitional guidance to a local government on reporting information related to tangible capital assets in notes or schedules to its financial statements.</p> <p>When, during the period of transition, a local government has information on some but not all categories of its tangible capital assets, the local government would disclose information in accordance with TANGIBLE CAPITAL ASSETS OF LOCAL GOVERNMENTS, PSG-7 and, in addition, disclosure of those categories of tangible capital assets excluded from that disclosure until the relevant information about the complete stock of tangible capital assets can be provided.</p>
Segment Disclosures, Section PS 2700	Fiscal years beginning on or after April 1, 2007.	<p>This Section establishes standards on how to define and disclose segments in a government's consolidated financial statements. These standards apply to the summary financial statements of federal, provincial, territorial and local governments.</p> <p>Other government organizations that apply the standards of the CICA Public Sector Accounting Handbook (CICA PSA Handbook) are encouraged to provide the disclosures established in this Section when their operations are diverse enough to warrant such disclosures.</p>
Transitional provisions to Government Reporting Entity, Section PS 1300	From fiscal years beginning on or after April 1, 2005 until fiscal years beginning on or after April 1, 2008.	<p>This Section has been amended to add transitional provisions that allow a government, in limited cases, to choose to record the newly included government organizations in the financial statements on a modified equity basis, rather than fully consolidating, from the date of initial application until fiscal years beginning on or after April 1, 2008.</p> <p>For fiscal years beginning on or after April 1, 2008, the government will be required to fully consolidate these government organizations, in accordance with paragraph PS 1300.27.</p>

Appendix II - Accounting update and other developments (Public sector) (continued)

Regular Board Agenda-October 20, 2008 Page 52

New effective standards		
Accounting standards for the public sector	Effective date	Description
Tangible Capital Assets, Section PS 3150	Currently effective for federal, provincial and territorial governments. Effective for fiscal years beginning on or after January 1, 2009 for local governments only. Earlier adoption is encouraged.	<p>The revisions to Section PS 3150, Tangible Capital Assets, focus primarily on local governments recognizing and amortizing all their tangible capital assets. They are applicable for fiscal years beginning on or after January 1, 2009.</p> <p>Additional revisions to Section PS 3150, which affect all governments, include:</p> <ul style="list-style-type: none"> • The definition of cost has been amended to clarify that cost is the gross amount, and that capital grants are not to be netted against the cost of the related tangible capital asset. Guidance on the cost of leased tangible capital assets is also provided. • There is additional guidance on the commencement and cessation of capitalizing carrying costs. • During the period of transition, local governments should follow PUBLIC SECTOR GUIDELINE PSG-7, Tangible Capital Assets of Local Government. <p>The Section now applies to all levels of government. It applies to local governments for fiscal years beginning on or after January 1, 2009.</p>
Financial statement concepts, Amendment – Section PS 1000 Financial statement objectives, Amendment – Section PS 1100 Financial statement presentation, Amendment – Section PS 1200	Currently effective for federal, provincial and territorial governments. Effective for fiscal years beginning on or after January 1, 2009 for local governments only. Earlier adoption is encouraged.	<p>In November 2006, after extensive consultation with the local government community and with only minor amendments to the existing standards for senior governments, the Public Sector Accounting Board (PSAB) approved revised Sections PS 1000, Financial Statement Concepts, PS 1100, Financial Statement Objectives, and PS 1200, Financial Statement Presentation, a single conceptual framework and reporting model for all levels of government in Canada. The revisions focus primarily on local governments applying the same reporting model currently adopted by senior governments for fiscal years beginning on or after January 1, 2009. Beginning on or after January 1, 2009, all governments in Canada will be reporting on a full-accrual basis of accounting. In addition, the PS 1700 and PS 1800 for local governments required a modified accrual basis of accounting, and as such, these Sections will be withdrawn.</p>

Appendix II - Accounting update and other developments (Public sector) (continued)

Regular Board Agenda October 29, 2008 Page 58

New effective standards		
Accounting standards for the public sector	Effective date	Description
Introduction to Public Sector Accounting Standards	N/A	<p>In November 2007, the introduction was revised to deem government business enterprises and government business-type organizations publicly accountable and to continue to follow the generally accepted accounting principles for publicly accountable enterprises in the CICA Handbook – Accounting. Therefore, paragraph 06 and appendix A of the introduction and appendix A of Section 2500 (Basic principles of consolidation) were amended.</p> <p>Government Not-for-Profit Organizations: In September 2008, PSAB agreed to work in conjunction with the Accounting Standards Board’s efforts toward the issuance of a collaborative Invitation to Comment that will seek views on the sources of GAAP that could be applied by various types of not-for-profit organizations in both the private and public sectors.</p> <p>Government Organizations: In September 2008, PSAB considered the response to letters received from stakeholders. PSAB agreed to seek additional information relating to the application of the current definitions of and the source of GAAP used by government organizations.</p>

Appendix II - Accounting update and other developments (Public sector) (continued)

Regular Board Agenda October 26, 2008 Page 54

Statement of Recommended Practice (SORP)	
Title	Description
Introduction to Statements of Recommended Practice	PSAB approved revisions to the "Introduction to Statements of Recommended Practice". It reviewed several suggestions for changing the name of SORPs and concluded that the alternatives did not sufficiently reflect the nature of SORPs. Revisions to the Introduction make it abundantly clear that SORPs do not constitute GAAP and that they are intended to provide general guidance but are not mandatory or prescriptive.
Assessment of Tangible Capital Assets	<p>PSAB has approved the SORP. The main features of this Draft SORP are as follows:</p> <ul style="list-style-type: none"> • A government can choose to report only on individual, specific categories or groups of tangible capital assets. • Reporting on the physical condition of tangible capital assets is information that does not necessarily have to accompany the financial statements. It could be included in a standalone report or in other public reports such as a budget document. • Information should, at a minimum, include the overall average physical condition rating, average age and useful life and the nature and extent of tangible capital assets in each category. • Narrative information would include discussion of trends in changes in the physical condition and identify the basis of measurement and measurement scale used to assess and report on the physical condition of tangible capital assets. <p>The SORP applies to all governments and government organizations that choose to prepare and present a report on the physical condition of their tangible capital assets.</p>

Appendix II - Accounting update and other developments (Public sector) (continued)

Regular Board Agenda October 26, 2008 Page 55

Projects

The Public Sector Accounting Board (PSAB) undertakes projects to develop or revise authoritative standards (CICA PSA Handbook Recommendations) and guidelines.

PSAB follows a rigorous "due process" that gives those affected by the pronouncements an opportunity to express their views while issues are being considered and recommendations developed. Four main steps are followed: project scoping and approval (project proposal), formulation and agreement on basic principles (statement of principles), preparation and issue of an exposure draft for public comment (exposure draft), and approval and issue of the final CICA PSA Handbook Recommendations. Depending on the circumstances, development of guidelines may follow some or all of these steps.

Project Title	Description
Environmental Liabilities	<p>In June 2006, PSAB approved a Project Proposal. This project will focus on providing guidance for the recognition, measurement and disclosure of those environmental obligations that result in environmental liabilities.</p> <p>Environmental liabilities can represent a significant cost to all levels of government. They have some unique characteristics that challenge financial statement preparers and auditors, i.e.:</p> <ul style="list-style-type: none"> • there are increasing obligations under laws and regulations and a growing concern over environmental issues; • there may be multi-year activities and various courses of action necessary to address this concern; • identifying when a government has, and is responsible for, an environmental liability is uncertain; • measuring the environmental liability can be difficult as the full costs may not be known until well into the future; and • the timing of the settlement is not always clear. <p>Without accounting standards specific to environmental liabilities, diverse accounting practices may evolve regarding recognition and measurement.</p> <p>Next steps: The work of the task force continues, with a view to issuing a new standard in March 2010.</p>

Appendix II - Accounting update and other developments (Public sector) (continued)

Regular Board Agenda October 29, 2008 Page 58

Project Title	Description
Entity-level Financial Statements	<p>At its June 2008 meeting, PSAB approved a new project to address those issues specific to entity-level financial statements that are not currently addressed in the Handbook.</p> <p>Next steps: The first step in the project will be to identify those issues.</p>
Foreign Currency Translation	<p>The objective of this project was to review the current provisions in Section PS 2600, Foreign Currency Translation, to eliminate the deferral and amortization provisions and apply immediate recognition for foreign-denominated monetary items.</p> <p>Next steps: Exposure of proposed changes has been deferred.</p>
Financial Instruments	<p>Presently, guidance in the Public Sector Accounting (PSA) Handbook in respect of accounting for derivative financial instruments is limited to their application in hedging foreign currency items. Derivative financial instruments are increasingly being used by governments to manage other financial exposures such as interest rate exposures. The scope of the project provides for consideration of public sector reporting implications of the breadth of guidance offered by the recently approved CICA Handbook – Accounting Sections addressing the reporting of financial instruments and related hedge accounting provisions.</p> <p>In March 2008, PSAB discussed the responses received to date on the Statement of Principles (SOP) issued in June 2007. Alternatives to respond to the issues raised relating to accounting for, and presenting information about, financial instruments in government financial statements are being considered.</p> <p>Next steps: PSAB expects to have an exposure draft approved by March 2009, and a final Handbook Section by September 2009.</p>

Appendix II - Accounting update and other developments (Public sector) (continued)

Regular Board Agenda October 26, 2008 Page 57

Project Title	Description
Government Transfers	<p>This project was started to develop amendments to Section PS 3410, Government Transfers, to address application and interpretation issues raised by the government community. The major issues in the project include:</p> <ul style="list-style-type: none"> • resolving the debate over the appropriate accounting for multi-year funding provided by governments; • clarifying the nature and extent of the authorization needed to be in place for a transfer to be recognized; • clarifying the degree to which stipulations imposed by a transferring government should impact the timing of recognition of the transfer by both the transferor and recipient governments; and • addressing the appropriate accounting for capital transfers received under an expense-based accounting regime. <p>In March 2008, PSAB discussed the responses received on the first Re-Exposure Draft issued in April 2007. The first Re-Exposure Draft proposed a different approach to recipient accounting for transfers. It describes when a recipient government would recognize a liability for a transfer. The proposed approach considers the views of the majority of respondents to the ED, builds on the transfers' principles in IPSAS 23 and incorporates elements from the two previous PSAB Associates' Drafts.</p> <p>In September 2008, PSAB received an update on the comments received on the 2007 Re-Exposure Draft as well as proposals being considered by the Government Transfers Task Force. PSAB directed the task force to continue to explore all alternatives and report back.</p> <p>Next steps: PSAB expects to issue a second Re-Exposure Draft in late 2008 once it considers the feedback received and a final Handbook Section by March 2009.</p>

Appendix II - Accounting update and other developments (Public sector) (continued)

Regular Board Agenda October 29, 2008 Page 58

Project Title	Description
Identifying and Reporting Performance Indicators	<p>The objective of this project is to provide guidance on the factors to consider for identifying and reporting performance indicators. It will not identify specific indicators for governments, but will enhance and support the Statement of Recommended Practice SORP-2, Public Performance Reporting.</p> <p>Both the type and level of performance indicators varies from government to government as there is no generally accepted guidance to assist selecting particular performance indicators. Performance indicators prepared using a consistent approach across governments will increase credibility and confidence in those reported leading to increased understanding and acceptance of them as a useful tool for assessing accountability.</p> <p>Next steps: This project has been deferred.</p>
Indicators of Government Financial Condition	<p>In June 2008, PSAB approved a draft SORP on "Indicators of Financial Condition." The draft provides a framework of elements of financial condition and proposes, but does not require a core set of indicators for each element. A draft SORP was published on September 4, 2008. The comment period ends on October 24, 2008.</p> <p>Next steps: PSAB expects to have a final SORP by November 2008</p>

Appendix II - Accounting update and other developments (Public sector) (continued)

Regular Board Agenda October 29, 2008 Page 58

Project Title	Description
Service Concession Arrangements	<p>The International Public Sector Accounting Board (IPSASB) has issued a Consultation Paper "Accounting and Financial Reporting for Service Concession Arrangements" that explores accounting and financial reporting issues for a subset of public-private partnerships from the perspective of the grantor (typically a public sector entity). The IPSASB has identified the following Specific Matters for Comment</p> <ul style="list-style-type: none"> • It is proposed that a grantor report the property underlying a Service Concession Arrangement (SCA) as an asset in its financial statements if it is considered to control the property. Criteria for determining control are proposed in the Consultation Paper. • It is proposed that the underlying property reported by the grantor as an asset and the related liability (reflecting any obligation to provide compensation to the operator) is initially measured based on the fair value of the property other than in cases where scheduled payments made by the grantor can be separated into a construction element and a service element. In such cases, the present value of the scheduled construction payments should be used if lower than the fair value of the property. • It is proposed that contractually determined inflows of resources to be received by a grantor from an operator as part of an SCA should be recognized as revenue by the grantor as they are earned over the life of the SCA beginning at the commencement of the concession term, that is, when the underlying property is fully operational. These inflows generally should be considered earned as the grantor provides the operator access to the underlying property, and amounts received in advance of providing a commensurate level of access to the property should be reported as a liability. <p>Next steps: The comment period ended on August 1, 2008. IPSASB is deliberating on the comments received.</p>

Appendix II - Accounting update and other developments (Public sector) (continued)

Regular Board Agenda October 29, 2008 Page 68

Project Title	Description
Tax Revenue (formerly Revenue)	<p>The original Revenue Project was intended to address a strategic gap in government GAAP — most notably the absence of a definition of revenue for governments in the CICA Public Sector Accounting (PSA) Handbook. That project proposed to address the accounting for numerous revenue types covering both exchange and non-exchange transactions.</p> <p>Developments in accounting for government transfers resulted in PSAB starting a separate Government Transfers Project to address this issue. Further, PSAB's review of its government reporting model (see the Reporting Model and Tangible Capital Assets project summary) resulted in a proposed definition of revenue.</p> <p>In relation to the accounting and reporting guidance for various types of government tax revenues, PSAB used the work done by the International Public Sector Accounting Standards Board (IPSASB) on revenues from non-exchange transactions as a basis for determining how to account for government tax revenues.</p> <p>PSAB approved an Exposure Draft in December 2007 and the responses to the Exposure Draft were reviewed by PSAB at its June 2008 meeting. The task force expects to analyze the comments in detail and recommend next steps for the project.</p> <p>Next steps:</p> <p>PSAB approved an Exposure Draft in December 2007 and the responses to the Exposure Draft were reviewed by PSAB at its June 2008 meeting. The responses to the exposure draft are currently being analyzed and the task force expects to recommend next steps for the project.</p>



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SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Report No: 63

Date: October 20, 2008

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

FROM: Wayne Chiupka, Manager of Plant Services

SUBJECT: Renewal Project Update 2007/08 Budget Year

Background:

During the 2007/08 Budget year a number of projects were scheduled to be carried out, having been previously identified in the 5 year Capital Plan by the Plant Services Department. These projects were identified and selected in consultation with the School Principals and Senior Administration. Other projects were added to the list as a result of emergency needs.

Along with a very large number of Renewal projects totaling approximately 1.2 million dollars, the Plant Department carried out an additional 915,000 dollars (approx) of high and urgent work under the Good Places to Learn Stage 2 Grant (also referred to as RECAPP). In total, slightly more than 50 capital projects were carried out in the 2007/2008 Budget year.

BA Parker PS is classed as "Prohibitive to Repair" (PTR) by the Ministry of Education, and therefore did not qualify for RECAPP funding, as it was being considered for possible replacement. We now know that funding approval has become a reality and BAPS will soon see planning and construction take place over the next couple of years.

Current Situation:

Attached please *find a spreadsheet* file providing the status of projects carried out over the 2007/2008 budget year ending August 31, 2008. As in the past, several projects that were not quite completed as of August 31, 2008 will be continued until fully completed.

Due to the PTR status of BA Parker PS, most projects, at the school, were placed on hold with only essential work being carried out to ensure a safe and pleasant learning environment for the students.

Administrative Recommendations:

That, the Superior-Greenstone DSB receives as information Report No. 63: Renewal Project Update 2007/08 Budget Year.

Respectfully submitted by:

Wayne Chiupka
Manager of Plant Services

Patti Pella
Director of Education

** Spreadsheet referred to above will be forwarded under separate cover.*

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD**Report No:** 64**Date:** October 20, 2008

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

FROM: Cathy Tsubouchi

SUBJECT: Disbursements Report for September 2008

Background

In June 2008, the Board approved the 2008/2009 Budget of \$35,662,383. Based on the above, average spending for each month should be approximately \$2,970,000. A comparison of actual spending to the monthly average highlights the unique spending that has taken place during a given month.

Current Situation

Total disbursements in the form of cheques written and payrolls for September 2008 were \$3,640,998.47. Our spending for the month exceeds the average for the following reasons:

Total Disbursements for the period	\$3,640,998.47
Less unusual items for the month:	
Tax sharing with coterminous boards	(103,900.00)
October Receiver General payment issued in September	(216,900.00)
Summer renewal capital projects	<u>(450,000.00)</u>
Adjusted Total	\$2,870,198.47

With the removal of unusual items, monthly spending is more in line with the average.

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

Administrative Recommendations

That Superior-Greenstone DSB receives as information Report No. 64 Disbursements for September 2008.

Respectfully submitted,

Cathy Tsubouchi
Manager of Accounting Services

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Report No: 65

Date: October 20, 2008

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

FROM: Barbara Draper, Coordinator of Human Resource Services

SUBJECT: Personnel Report – October 20, 2008

That, the Superior-Greenstone DSB receives as information Report No. 65: Personnel, dated October 20, 2008.

I TEACHING STAFF

1. APPOINTMENTS

Please contact Human Resources Department
For All Personnel Information.

2. RESIGNATIONS

3. TRANSFERS, CHANGES IN ASSIGNMENT

4. OTHER
Occasional Teaching Assignments

II SUPPORT STAFF

1. APPOINTMENTS

2. TRANSFERS, CHANGES IN ASSIGNMENT

3. RESIGNATIONS

4. OTHER
Recalls

Barbara Draper
Coordinator of Human Resource Services
Reference: Regular Board Meeting October 20th , 2008