



REGULAR BOARD MEETING AGENDA

Tuesday, February 27, 2024

EDUCATION CENTRE

Closed 5:30 P.M. - Public 7:00 P.M.

TRUSTEES & ADMIN

A. PROCEDURAL ITEMS

- I. Roll call
- II. Land Acknowledgement: Read by: Sue Johnson
- III. Approval of Agenda
- IV. Conflict of Interest

V. Education Topic and/or Delegation

	Superintendent
1. Keystone Lodge #412 Algoma East Donation to ADSB Breakfast Program Guest Presenter: Dennis Adshead	L.R.
2. Presentation: Literacy in Action Guests: Erin Corcoran's Grade 2 Class from Northern Heights	M.B.

VI. System Information

	Superintendent
1. 2022-2023 Annual Health & Safety Report Guest: Chris Alfano	J.S.M.
2. Update on School Year Calendar	J.M.
3. Distribution of Policies: 4.05 Attendance Support Policy, 6.07 Canada's Anti-Spam Legislation Policy (CASL), 6.16.01 Privacy and Information Management Policy, 6.27.01 Workplace Violence Policy, 6.27.02 Workplace Harassment Policy, 6.42 Use of Computing & Information Technology Policy, 6.47 Use of Board Credit Card Policy.	J.S.M.

VII. Minutes from Previous Meetings

Minutes to be Approved by the Board:

1. Regular Board Meeting Minutes from 2024 01 16.
2. Committee of the Whole Board Meeting Minutes from 2024 02 06.

Minutes to be Received by the Board:

1. SEAC Meeting Minutes from 2024 01 09

VIII. Student Trustees' Report

- ☐ Student Trustees
- ☐ OPSBA
- ☐ Parent Involvement Committee (PIC)
- ☐ Committee Chairs



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EDUCATION CENTRE

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TRUSTEES & ADMIN

B. ACTION ITEMS	
	Superintendent
1. Approval of Policies: 6.03 Student Accident Insurance, 6.04 Temporary Accommodation Visting Groups, 6.05 Attendance/Safe Arrival of Students, 6.13 Smoking on School Property, 6.14 Political Campaigning in Schools, 6.33 Copyright Policy, 6.37 Public Relations Policy & Planning, 6.41 Tax Collection Policy	J.S.M.
2. Receipt of the 2022-2023 Annual JHSC Annual Report	J.S.M.
3. Budget Development Process for 2024-2025	J.S.M.
4. Approval of School Year Calendar for 2024-2025	J.M.
5. Approval of Special Education Advisory Committee (SEAC) Member	B.V.
6. Appointment of Student Trustees for 2024-2025 School Year	J.M.
C. INFORMATION ITEMS	
1. Young Americans	M.B.
D. IN COMMITTEE (Closed Session)	
FUTURE MEETINGS AND LOCATIONS	
2024 03 26	5:30 pm Regular Board Meeting - Closed 7:00 pm Regular Board Meeting - Public



CLOSED SESSION
H. E. Crowder Board Room
Tuesday, February 27, 2024

IN CAMERA

NEGOTIATIONS / LABOUR UPDATE

ARBITRATIONS / GRIEVANCES

PERSONNEL / PROPERTY / OTHER ISSUES

PERSONNEL ITEM

SECTION 4: HUMAN RESOURCES MANAGEMENT**Policy 4.05 ATTENDANCE SUPPORT PROGRAM POLICY FOR EMPLOYEES*****Supporting Policies***

4.07 [Employee Ethics](#)

6.49 [Board Code of Conduct](#)

Supporting Procedures

Attendance Support Program Procedure

Attendance Support Program - Reporting Requirements

Attendance Support - Confidentiality of Medical Records Procedure

Attendance Support - Disability Support - Early Intervention, Accommodations and Return to Work Procedure

Supporting Protocol and Guidelines***Supporting Templates and Forms***

WSIB Abilities Form

Medical Certificate

Return to Work Form

Other Resources

[Education Act](#)

[Employment Standards Act](#)

[Occupational Health & Safety Act](#)

[Ontario College of Teachers Act](#)

[Human Rights Code](#)

[Collective Agreement](#)

Approved by Board Resolution #058 - 2018 06 12

POLICY STATEMENT

The Algoma District School Board is committed to creating and maintaining a healthy workplace. The Attendance Support Program is a comprehensive program aimed at positively supporting the health and well-being of employees and the organization.

It is the policy of the Algoma District School Board to support both the employee and organizational health and well-being, so all employees can attend work regularly and enhance learning opportunities for students.

SECTION 4: HUMAN RESOURCES MANAGEMENT**Policy 4.05 ATTENDANCE SUPPORT PROGRAM POLICY FOR EMPLOYEES*****Supporting Policies***

4.07 [Employee Ethics](#)

6.49 [Board Code of Conduct](#)

Supporting Procedures

Attendance Support Program Procedure

Attendance Support Program - Reporting Requirements

Attendance Support - Confidentiality of Medical Records Procedure

Attendance Support - Disability Support - Early Intervention, Accommodations and Return to Work Procedure

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It is the policy of the Algoma District School Board to support both the employee and organizational health and well-being, so all employees can attend work regularly and enhance learning opportunities for students and staff.

SECTION 6: BOARD/PHILOSOPHY/AIMS & OBJECTIVES

Policy 6.07: Canada's Anti-Spam Legislation (CASL)

Supporting Policies

[6.09 Distribution of Promotional Material/Advertising](#)

[6.15 Fundraising/Canvassing/Soliciting](#)

[6.16.01 Privacy of Information Management](#)

[6.42 Use of Computing and Information Technology](#)

[6.46 Advertising](#)

Supporting Procedures

ADSB Acceptable Use Guidelines for IT and Resources

Supporting Protocols and Guidelines

Supporting Templates and Forms

Consent to Receive Electronic Communication Form

Appendix B – Website/Media Permission Form

Other Resources

Canada's Anti-Spam Legislation (CASL) – July 1, 2014

Approved by Board Resolution #051-2016 05 10

POLICY

1. The Board is committed to developing documents and implementing an effective program that is in compliance with "Canada's Anti-Spam Legislation" CASL.
2. The Board recognizes the importance of awareness and providing training for all employees with respect to the requirements outlined in CASL.
3. The Board recognizes the importance of establishing monitoring mechanisms and implementing a system for addressing complaints and contraventions.

SECTION 6: OPERATIONS**Policy 6.16.01: PRIVACY AND INFORMATION MANAGEMENT POLICY*****Supporting Policies***

4.07 [Employee Ethics](#)

6.42 [Use of Computing and Information Technology](#)

6.49 [Safe Schools Policy](#)

Supporting Procedures***Supporting Protocols******Supporting Templates and Forms******Guidelines, Checklists and Other Board Resources***

Board's Records Management Guideline - TBD

External Resources

[Education Act](#)

[Municipal Freedom of Information and Protection of Privacy Act \(MFIPPA\)](#)

[Privacy and Information Management \(PIM\) Toolkit established for School Boards by the PIM taskforce](#)

Approved by Board Resolution # 008-2013 01 29

Approved by Board Resolution #059-2018 06 12

RATIONALE

The Algoma District School Board respects and promotes the protection of privacy of all staff and students. The Algoma District School Board collects personal information to support the provision of educational services to its students and/or the employment of Algoma DSB employees. The Board operates under the authority of the Education Act and its associated regulations.

The Board considers the issue of confidentiality a serious responsibility and values and respects the privacy of all individuals.

POLICY STATEMENT

The Algoma District School Board recognizes and accepts its responsibility under the Municipal Freedom of Information and Protection of Privacy Act and other privacy legislation as applicable. The Board further commits that personal information will not be used or disclosed for purposes other than those for which it was collected, except with the consent of the individual or as required by law.

The management of personal information collected by the Algoma DSB for this purpose is in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and the Personal Health Information Protection Act (PHIPPA). These laws ensure that public organizations are open and accountable to the public by providing a right of access to records and to protect the privacy of individuals by controlling the manner in which public organizations collect, use and disclose personal information.

APPLICATION & SCOPE

This policy applies to all Algoma District School Board staff who collect, use and disclose personal information related to employees and students and to operations and procedures in all facilities within the Algoma District School Board.

PRIVACY STANDARD

The protection of personal information held by the Board is guided by the following principles:

1. Accountability and Responsibility

Under the Municipal Freedom of Information and Protection of Privacy Act, the Board is responsible for personal information under its control and will designate an individual within the Board who is accountable for compliance with privacy legislation.

2. Consent

Personal information is collected for the provision of educational services to students. The knowledge and, in some cases, the consent of an individual is required for the collection, use, retention, and disclosure of personal information, except where otherwise permitted by law.

3. Limiting Collection

The Board shall limit the collection of personal information to that which is necessary for its specified purposes in accordance with its statutory duties and responsibilities.

4. Limiting Use, Retention, and Disclosure

The Board shall not use, retain, or disclose personal information for purposes other than those for which it was collected, except with the consent of the individual or as authorized or required by law. The Board shall retain personal information in accordance with the Board's Records Management Guideline.

5. Accuracy

The Board shall ensure that personal information is accurate, complete, and up-to-date in order to fulfill the specified purposes for its collection, use, disclosure, and retention.

6. Safeguards

The Board shall ensure that personal information is secured and protected from unauthorized access, use and disclosure by adhering to safeguards appropriate to the sensitivity of the information.

7. Openness and Transparency

The Board shall make available on its website, information about its policies and practices relating to the management of personal information.

8. Access and Correction

Upon request, the Board shall allow an individual to access his/her personal information and will be given access to that information in accordance with privacy legislation, subject to any mandatory or discretionary exceptions.

9. Compliance

The Director of Education, or designate, is authorized to provide the administrative procedures necessary to implement this policy.

10. Third-Party Agreements

The Board shall adhere to all safeguards when it is necessary to share data with third-parties. Third-party data sharing agreements will be put in place with vendors and organizations as required. In these scenarios, the Director of Education, or designate, will authorize the agreement.

CURRENT

SECTION 6: OPERATIONS**Policy 6.16.01: PRIVACY AND INFORMATION MANAGEMENT POLICY*****Supporting Policies***

4.07 [Employee Ethics](#)

6.42 [Use of Computing and Information Technology](#)

6.49 [Safe Schools Policy](#)

Supporting Procedures***Supporting Protocols******Supporting Templates and Forms******Guidelines, Checklists and Other Board Resources***

Board's Records Management Guideline - TBD

External Resources

[Education Act](#)

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Approved by Board Resolution #059-2018 06 12

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DRAFT

SECTION 6: OPERATIONS

Policy 6.27.01: Workplace Violence Policy

Supporting Policies

- 4.07 [Employee Ethics](#)
- 6.06 [Physical Intervention](#)
- 6.27 [Health and Safety Policy](#)
- 6.27.02 [Workplace Harassment Policy](#)
- 6.36 [Equity and Inclusive Education](#)
- 6.49.01 [Board Code of Conduct](#)
- 6.49.02 [Progressive Discipline Policy Including Suspension and Expulsion](#)
- 6.49.03 [Bullying Prevention and Intervention Policy](#)

Supporting Procedures

- [Workplace Violence of Students, Volunteers or Staff Procedure](#)
- [Harassment of Student, Volunteers or Staff Procedures](#)

Supporting Protocols and Guidelines

Supporting Templates and Forms

Other Resources

- [Occupational Health and Safety Act, as amended June 15, 2010; Education Act Sections 283](#)
- [Child and Family Services Act](#)
- [Youth Criminal Justice Act](#)
- [Charter of Rights and Freedoms](#)
- [Ontario Human Rights Code](#)
- [Safe School Act, 2000](#)
- [Education Amendment Act, Bill 212 \(Progressive Discipline and School Safety\), 2007](#)
- [Education Amendment Act, Bill 157 \(Keeping our Kids Safe at School\), 2009](#)

Approved by Board Resolution #95-2010 06 15

Approved by Board Resolution #156-2011 11 08

Revised by Board Resolution #089-2015 05 05

Policy Statement

The Algoma District School Board believes in a violence free workplace in which all people respect one another and work together to achieve common goals. Any act of workplace violence is unacceptable conduct as it erodes the mutual trust and confidence that are essential to the well being of our staff.

Definition

Workplace Violence is:

- (a) The exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker,
- (b) An attempt to exercise physical force against a worker in a workplace, that could cause physical injury to a worker,
- (c) A statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

Definition of Workplace

This policy and related procedures apply to all work activities that occur while on Board business or workplace social events.

Application

This policy applies to all members of the Algoma District School Board community, including but not limited to, trustees, students, employees, visitors such as parents and community members, volunteers, permit holders, contractors, and employees of other organizations who work on or are invited onto Board property.

The Algoma District School Board has developed a [Workplace Violence and Harassment of Students Volunteers of Staff Procedure](#) to support the [Workplace Violence Policy](#) and the Harassment Policy in accordance with the [Occupational Health and Safety Act](#).

SECTION 6: OPERATIONS**Policy 6.27.02 Workplace Harassment Policy****Supporting Policies**

- 4.07 [Employee Ethics](#)
- 6.06 [Physical Intervention](#)
- 6.27 [Health and Safety Policy](#)
- 6.27.01 [Workplace Violence Policy](#)
- 6.36 [Equity and Inclusive Education](#)
- 6.49.01 [Board Code of Conduct](#)
- 6.49.02 [Progressive Discipline Policy Including Suspension and Expulsion](#)
- 6.49.03 [Bullying Prevention and Intervention Policy](#)

Supporting Procedures

- [Harassment of Students, Volunteers or Staff Procedure](#)
- [Workplace Violence of Students, Volunteers or Staff Procedure](#)

Supporting Protocols and Guidelines**Supporting Templates and Forms****Other Resources**

- [Occupational Health and Safety Act, as amended June 15, 2010; Education Act Sections 283](#)
- [Occupational Health and Safety Amendment Act 2009; Violence and Harassment in the Workplace – Bill 168](#)
- [Child and Family Services Act](#)
- [Youth Criminal Justice Act](#)
- [Charter of Rights and Freedoms](#)
- [Ontario Human Rights Code](#)
- [Safe School Act, 2000](#)
- [Education Amendment Act, Bill 212 \(Progressive Discipline and School Safety\), 2007](#)
- [Education Amendment Act, Bill 157 \(Keeping our Kids Safe at School\), 2009](#)

Approved by Board Resolution #154-1998 06 23

Reviewed by Board Resolution #019-2015 01 27

Revised by Board Resolution #090-2015 05 05

Revised by Board Resolution #054-2017 05 09

Policy Statement

The Algoma District School Board acknowledges that workplaces for employees must be respectful, safe and free of harassment. Therefore, employees not only have the right to such workplaces, they also have the responsibility to maintain such environments. The Board is committed to providing workplaces that are free of workplace harassment and bullying and takes its responsibility to ensure environments of mutual trust and respect seriously. Harassment of any kind, of any individual(s), will not be tolerated.

Definition

Workplace harassment means engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome.

Harassment does not include:

- an occasional or casual compliment;
- any voluntary relationship;
- the proper exercise of responsibility or authority related to the provision of advice, assignment of work, counselling, performance appraisal, discipline and/or other management or supervisory functions;
- Verbal disagreements or personality differences that are addressed in a respectful manner.

Harassment may include but is not limited to derogatory or demeaning comments, taunts, threats, jokes, jeers about appearance, race, colour, gender, sexual orientation, disability, age, religion or ethnicity.

Definition of Workplace

This policy and related procedures apply to all work activities that occur while on Board business or work-related social events.

Application

This policy applies to but is not limited to, trustees, students, employees, visitors such as parents and community members, volunteers, permit holders, contractors, and employees of other organizations who work on or are invited onto Board property.

The Algoma District School Board has developed a [Harassment of Students, Volunteers and Staff Procedure](#) to support the Workplace Harassment Policy in accordance with the [Occupational Health and Safety Act](#) and the [Ontario Human Rights Code](#).

SECTION 6: BOARD/PHILOSOPHY/AIMS & OBJECTIVES

Policy 6.42: USE OF INFORMATION TECHNOLOGIES AND RESOURCES

Supporting Policies

- 4.07 [Employee Ethics](#)
- 6.18.03 [Academic Honesty Policy](#)
- 6.33 [Copyright Policy](#)
- 6.49 [Safe Schools Policy](#)

Guidelines, Checklists and Other Board Resources

- [ADSB Acceptable Use Guidelines for Information Technologies and Resources](#)
- [Director's Memo: Use of ADSB Technology / Personal Use of Cell Phones](#)

External Resources

- [Freedom of Information and Protection of Privacy Act](#)
- [Principles of Digital Citizenship \(http://digitalcitizenship.net\)](http://digitalcitizenship.net)

Approved by Board Resolution #059 - 2013 05 28

Approved by Board Resolution #062 - 2018 06 12

Policy Statement

Users must utilize ADSB technology in a manner that is consistent with the values and expectations of the Board. Users who are given access to ADSB technology, its electronic devices, or who use their own technology/personal electronic devices in the Board's learning or work environment(s), whether connected to the Board or Non-Board networks, are required to know and abide by the *ADSB Acceptable Use Guidelines for Information Technologies and Resources* in order to ensure that all technology is being used in a safe, legal, and responsible manner.

SECTION 6: BOARD/PHILOSOPHY/AIMS & OBJECTIVES

Policy 6.42: USE OF INFORMATION TECHNOLOGIES AND RESOURCES

Supporting Policies

- 4.07 [Employee Ethics](#)
- 6.18.03 [Academic Honesty Policy](#)
- 6.33 [Copyright Policy](#)
- 6.49 [Safe Schools Policy](#)

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- [Principles of Digital Citizenship \(http://digitalcitizenship.net\)](http://digitalcitizenship.net)

Approved by Board Resolution #059 - 2013 05 28

Approved by Board Resolution #062 - 2018 06 12

Policy Statement

Users must utilize ADSB technology in a manner that is consistent with the values and expectations of the Board. ~~Those -Users-~~ who are ~~provided given~~ access to ADSB technology, its electronic devices, or who use their own technology/personal electronic devices in the Board's learning or work environment(s), whether connected to the Board or Non-Board networks, are required to understand ~~know~~ and abide by the *ADSB Acceptable Use Guidelines for Information Technologies and Resources*. This is ~~in order~~ to ensure that all technology is being used in a safe, legal, and responsible manner.

SECTION 6: OPERATIONS

Policy 6.47: Use of Board Credit Card

Supporting Policies

[6.31 Travel Meals and Hospitality Policy](#)

Supporting Procedures

Supporting Protocols and Guidelines

Supporting Templates and Forms

Other Resources

Approved by Board Resolution #057-2007 04 24

Revised by Board Resolution # 092-2014 05 27

Amended by Board Resolution #024-2019 02 26

POLICY STATEMENT:

The Algoma District School Board recognizes the need for designated employees to have Board credit cards. The use of the Board credit cards is intended to improve efficiency by simplifying the acquisition, receipt and payment of low-dollar-value purchases and travel expenses.

ADMINISTRATIVE PROCEDURES:

All requests for corporate credit cards must be approved by the Director of Education or designate and a copy of these procedures must be reviewed with the employee upon approval. Board credit cards are to be used for Board related expenses and must be used by cardholders for expenses related to their duties only. Cardholders are responsible for their cards and meeting all terms and conditions. Expenditures of meals, travel and hospitality must adhere to [Policy #6.31](#).

Appropriate approvals of the expenses are obtained from a Superintendent or Director of Education; In the case of trustees, the Chair of the Board or a designated senior official of the board; in the case of the Chair of the Board, a designated senior official of the board other than the Director of Education; the Chair of the Board shall review and approve the expenses of the Director of Education.

Cash advances are kept to a minimum and limited to unusual circumstances with the appropriate approvals being obtained.

Expense claims, with attached receipts, must be submitted to the Confidential Secretary to the Executive Superintendent of Business & Operations or designate for review and approval by the Director of Education and Executive Superintendent of Business & Operations or designates.

SECTION 6: OPERATIONS**Policy 6.47: Use of Board Credit Card*****Supporting Policies***[6.31 Travel Meals and Hospitality Policy](#)***Supporting Procedures******Supporting Protocols and Guidelines******Supporting Templates and Forms******Other Resources****Approved by Board Resolution #057-2007 04 24**Revised by Board Resolution # 092-2014 05 27**Amended by Board Resolution #024-2019 02 26***POLICY STATEMENT:**

The Algoma District School Board recognizes the need for designated employees to have Board credit cards. The use of the Board credit cards is intended to improve efficiency by simplifying the acquisition, receipt and payment of low-dollar-value purchases and travel expenses.

APPLICATION ADMINISTRATIVE PROCEDURES:

All requests for corporate credit cards must be approved by the Director of Education or designate and a copy of these procedures must be reviewed with the employee upon approval. Board credit cards are to be used for Board related expenses and must be used by cardholders for expenses related to their duties only. Cardholders are responsible for their cards and meeting all terms and conditions. Expenditures of meals, travel and hospitality must adhere to [Policy #6.31](#).

Appropriate approvals of the expenses are obtained from a Superintendent or Director of Education; In the case of trustees, the Chair of the Board or a designated senior official of the board; in the case of the Chair of the Board, a designated senior official of the board other than the Director of Education; the Chair of the Board shall review and approve the expenses of the Director of Education.

~~Cash advances are kept to a minimum and limited to unusual circumstances with the appropriate approvals being obtained.~~

Expense claims, with attached receipts, must be submitted to the ~~Executive Assistant Confidential Secretary~~ to the ~~Executive Superintendent of Business~~ Associate Director of Corporate Services & Operations or designate for review and approval by the Director of Education and Associate Director of Corporate Services & Operations ~~Executive Superintendent of Business & Operations~~ or designates.



**ALGOMA DISTRICT SCHOOL BOARD
REGULAR BOARD MEETING
MINUTES
CLOSED SESSION
2024 01 16
5:30 p.m.
*H.E. CROWDER BOARD ROOM***

The Regular Board Meeting was called to order by Chair Jennifer Sarlo.

- A. (I) Attendance as per attached schedule.

(Resolution #001-2024)

On motion of Trustees Nick Apostle and Susan Myers it was approved:

That the Board move into Closed Session at 5:36 p.m.

- (II) **Conflict of interest**

N/A

(Resolution #002-2024)

On motion of Trustees Susan Myers and Heather Whitley it was approved:

- D. **Action Items**

Action Item D.1 as per Closed Session item No.1, dated 2024 01 16, and moved into Open Session as item **B.4, Resolution #010-2024:**

- D.1 **SALE OF PROPERTY**

- 1.3.0 **Proposed Resolution**

- 1.3.1 That the Board confirm the sale of the former Rockhaven Public School property, for the amount of \$235,000, to SRFN Land Holding Inc. (Serpent River First Nation).

Updates given:

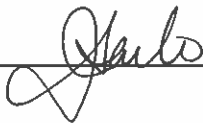
- E.1 **Negotiations Update**
- E.2 **Arbitration and Grievance Update**
- E.3 **Personnel/Property/Other Issues**

(Resolution #003-2024)

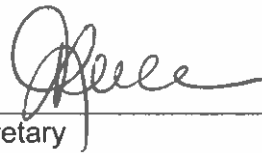
On motion of Trustees Debbie Shames and Susan Myers it was approved:

That the Board adjourn Closed Session at 7:02 p.m.

Chair



Secretary





ALGOMA DISTRICT SCHOOL BOARD
REGULAR BOARD MEETING – CLOSED SESSION

Date of Meeting: **Tuesday, January 16, 2024**

Time of Meeting: **5:30 p.m.**

Location: **EDUCATION CENTRE**

ATTENDANCE

Name	Abs/Pres	Late Arrival	Early Departure	Comments
Trustees				
Nick Apostle	Present			
Greg Bowman	Present			
Sheryl Evans	Present			
Sue Johnson	Online			
Elaine Johnston	Absent			With reason.
Sara McCleary	Online			
Marie Murphy-Foran	Present			
Susan Myers	Present			
Jennifer Sarlo	Present			
Debbie Shamas	Pres			
Heather Whitley	Pres			
Admin. Council				
L. Reece	Pres			
J. Santa Maria	Pres			
B. Vallee	Pres			
J. Maurice	Pres			
M. Bell	Pres			
F. Palumbo	Pres			
B. Servant	Pres			
Others				



 Chair or Trustee Designate



**ALGOMA DISTRICT SCHOOL BOARD
REGULAR BOARD MEETING
MINUTES
OPEN SESSION
2024 01 16
7:00 p.m.
H.E. CROWDER BOARD ROOM**

The Regular Board Meeting was called to order by Chair Jennifer Sarlo.

A. (I) Roll Call

Attendance as per attached schedule.

(Resolution #004-2024)

On motion of Trustees Greg Bowman and Heather Whitley it was approved:

That the Board move into Open Session at 7:10 p.m.

(II) Land Acknowledgement – Read by Trustee Susan Myers

(III) Approval of Agenda

(Resolution #005-2024)

On motion of Trustees Nick Apostle and Sheryl Evans it was approved:

That the Agenda dated 2024 01 16 be approved as distributed.

(IV) Conflict of interest

N/A

A. (V) Education Topic and/or Delegation

1. Overview of Robotics in ADSB
Guests: Teacher Mark Carlucci and Students:
Lucas Coccimiglio (Korah IS)
Sam Phaneuf (FH Clergue)
Emma Phaneuf (FH Clergue)
Tom Towel (FH Clergue)
Arya Patel (Korah Grade 12)
Lars Fransen-Molino (Korah Grade 11) M.B.
 2. Rotary Donation for Robotics
Guest: Neil McLean – President Rotary Club of Sault Ste Marie North L.R.
-

(VI) System Information

1. Director's Annual Report L.R.
 2. 2024-2025 School Year Calendar Consultation J.M.
 3. Kindergarten Registration for 2024 B.S./B.V.
-

(Resolution #006-2024)

On motion of Trustees Debbie Shamas and Nick Apostle it was approved:

A. (VII) Approval of Minutes from Previous Meetings**Minutes to be Approved by the Board:**

1. Regular Board Meeting Minutes of 2023 11 14
2. Regular Board Meeting Minutes of 2023 11 28
3. Organizational Board Meeting Minutes 2023 12 05.

(VII) Minutes to be Received by the Board.

1. Special Education Advisory Committee (SEAC) meeting Minutes of 2023 11 21.
-

A. Reports from Committee Chairs, OPSBA Items**(VIII) Reports:**

- ☐ Student Trustees
 - ☐ OPSBA
 - ☐ Parent Involvement Committee
 - ☐ Committee Chairs: Audit Committee, Budget & Operations
-

(Resolution #007-2024)

On the motion of Trustees Greg Bowman and Marie Murphy Foran it was approved:

B.1 COMPLETION OF THE ANNUAL REPORT TO THE DIRECTOR OF EDUCATION**1.3.0 Proposed Resolution**

- 1.3.1 That the Board acknowledge completion of and approval for posting, the Annual Report of the Director of Education for 2023 as required by the Ministry of Education, and as contained in the Director's Report to the Board of 2024 01 16.
-

(Resolution #008-2024)

On the motion of Trustees Debbie Shamas and Greg Bowman it was approved:

B.2 APPROVAL OF NAME FOR NEW JK-12 SCHOOL IN BLIND RIVER**2.3.0 Proposed Resolution**

- 2.4.1 That the Board approve **Three Rivers JK-12 School** as the name for the JK-12 school in Blind River, respecting the Ad Hoc Committee's first choice.
-

(Resolution #009-2024)

On the motion of Trustees Susan Myers and Heather Whitley it was approved:

B.3**APPROVAL OF NEW SEAC MEMBER****3.3.0 Proposed Resolution**

- 3.4.1 That the Board approves the appointment of Velma Simon as a member or of the Algoma District School Board Special Education Advisory Committee.
-

C.**INFORMATION ITEMS**

- | | |
|--|--------|
| 1. Committee Appointments for 2024 | J.S. |
| 2. Property and Liability Insurance Renewals for 2024 & OSBIE Refund Statement | J.S.M. |
| 3. Q.1 ADSB Quarterly Report 1 | J.S.M. |
-

FUTURE MEETINGS AND LOCATIONS

2024 02 06 5:30 PM Committee of Whole Closed Meeting
7:00 PM Committee of Whole Open Meeting

(Resolution #011-2024)

On the motion of Trustees Sheryl Evans and Susan Myers it was approved:

That the Board move to adjourn the Public Meeting at 8:38 pm.

Chair



Secretary





ALGOMA DISTRICT SCHOOL BOARD

REGULAR BOARD MEETING – OPEN SESSION

Date of Meeting: **Tuesday, January 16, 2024**

Time of Meeting: **7:00 p.m.**

Location: **EDUCATION CENTRE**

ATTENDANCE

Name	Abs/Pres	Late Arrival	Early Departure	Comments
Trustees				
Nick Apostle	Pres			
Greg Bowman	✓			
Sheryl Evans	Pres			
Sue Johnson	Online			
Elaine Johnston	Abs			
Sara McCleary	Online			
Marie Murphy-Foran	✓			
Susan Myers	✓			
Jennifer Sarlo	✓			
Debbie Shamas	✓			
Heather Whitley	✓			
Student Trustees				
Casey Bouvier	✓			
Andrew Vair	✓			
Desirae Schell-Migwans	✓			
Admin. Council				
L. Reece	✓			
J. Santa Maria	✓			
B. Vallee	✓			
J. Maurice	✓			
M. Bell	✓			
F. Palumbo	✓			
B. Servant	✓			
Others				
L. Aceti	Abs			
F. Walsh	✓			
Media				
	Scotoday			
	Sault Star			


Chair or Trustee Designate



**ALGOMA DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE MEETING
CLOSED SESSION
2024 02 06
EDUCATION CENTRE & MICROSOFT TEAMS**

Meeting was called to order by Trustee Sheryl Evans.

- A. (I) Attendance as per attached schedule.

(Resolution #012-2024)

On motion of Trustees Greg Bowman and Heather Whitley it was approved:

That the Board move into Closed Session at 6:15 p.m.

- A. (II) **Conflict of Interest**

N/A

(Resolution #013-2024)

On motion of Trustees Debbie Shamas and Heather Whitley it was approved:

That the Closed Session of the meeting of the Board adjourn at 6:39 p.m.

Chair

Sheryl Evans
Sheryl Evans chaired.

Secretary



ALGOMA DISTRICT SCHOOL BOARD
REGULAR BOARD MEETING – CLOSED SESSION

Date of Meeting: **Tuesday, February 6, 2024**

Time of Meeting: **6:15 p.m.**

Location: **EDUCATION CENTRE**

ATTENDANCE

Name	Abs/Pres	Late Arrival	Early Departure	Comments
Trustees				
Nick Apostle	✓			
Greg Bowman	✓			
Sheryl Evans	✓			
Sue Johnson	✓			
Elaine Johnston	✓ online			
Sara McCleary	absent			
Marie Murphy-Foran	✓			
Susan Myers	absent			
Jennifer Sarlo	absent			
Debbie Shamas	✓			
Heather Whitley	✓			
Admin. Council				
L. Reece	✓			
J. Santa Maria	✓			
B. Vallee	✓			
J. Maurice	✓			
M. Bell	✓			
F. Palumbo	✓			
B. Servant	✓			
Others				

Chair or Trustee Designate



ALGOMA DISTRICT SCHOOL BOARD

COMMITTEE OF THE WHOLE MEETING – OPEN SESSION

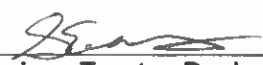
Date of Meeting: **Tuesday, February 6, 2024**

Time of Meeting: **7:00 p.m.**

Location: **EDUCATION CENTRE**

ATTENDANCE

Name	Abs/Pres	Late Arrival	Early Departure	Comments
Trustees				
Nick Apostle	✓			
Greg Bowman	✓			
Sheryl Evans	✓			
Sue Johnson	✓			
Elaine Johnston	✓ online			
Sara McCleary	absent			
Marie Murphy-Foran	✓			
Susan Myers	absent			
Jennifer Sarlo	absent			
Debbie Shamas	✓			
Heather Whitley	✓			
Student Trustees				
Casey Bouvier	✓ online			
Andrew Vair	✓ online			
Desirae Schell-Migwans	✓			
Admin. Council				
L. Reece	✓			
J. Santa Maria	✓			
B. Vallee	✓			
J. Maurice	✓			
M. Bell	✓			
F. Palumbo	✓			
B. Servant	✓			
Others				
L. Aceti	✓			
F. Walsh	absent			
Media				
Brian Kelly	✓			
Arren Taylor	✓			


 Chair or Trustee Designate



**ALGOMA DISTRICT SCHOOL BOARD
SPECIAL EDUCATION ADVISORY COMMITTEE (S.E.A.C.)**

MINUTES OF MEETING
January 9, 2024
DT Walkom/Teams
12:00 Start Time

Present: S. Kitts (North Shore Tribal Council), P. Mick (Member-At-Large), M. Tuomi, (Autism Ontario), A. Gauthier (Thrive Child Development Centre), M. Barbeau (Community Living Algoma), Clinton Snider (Algoma Family Services)

Trustees: S. Evans, H. Whitley (Trustee)

Staff: B. Vallee (Superintendent), C. Phillips (Recording Secretary), K. Viita (System Administrator)

Regrets: None

Meeting called to order following our reflection. With the approval of Chair Mick, Superintendent Vallee to facilitate the remainder of the hybrid meeting.

1. Welcome

2. Round Table - Introduction of members, staff, and guests.

3. Approval of Agenda and Minutes

- Approval of Agenda. Moved by S. Kitts. Seconded by A. Gauthier. All in favour.
- Approval of Minutes (November 21, 2023). Moved by M. Barbeau, Seconded by S. Kitts, All in favour,

4. Correspondence:

Lambton-Kent DSB SEAC re: Education Resource Worker Staffing Issues: The need for qualified Education Resource Worker (similar to EA) candidates has become increasingly challenging. To address the shortage, the letter asks for the Ministry of Education to collaborate with the Ministry of Labour and training and skills to develop a strategy to recruit and retain qualified education professionals.

Thames Valley DSB re Community Mental Health Supports: Letter from Board of Trustees to the Minister expressing concerns regarding pressures to address the mental health challenges. Resources for community organizations have significantly decreased. Many students require

ongoing support beyond that the school can provide. The letter suggests various levels of the government work together to find a balance regarding funding for school-based and community-based mental health support services. S. Evans commented that this is another avenue that we can support.

Hastings & Prince Edward County DSB SEAC re: Special Incidence Portion (SIP) PE:

Concerns with SIP funding. The letter suggests a tiered system of funding. Many letters on this topic recently.

Minister's Advisory Council on Special Education (MACSE) Meeting Highlights: Highlights from the past few meetings of MACSE.

5. Presentation/Discussion: Overview of the 2024 Special Education Plan Development Process

- B. Vallee provided an overview of the six-month process of reviewing and revising the *Special Education Plan* and the *Parent's Guide to Accessing Programs and Services*.
- Current versions of these documents are available on the ADSB web site and an electronic copy is provided to SEAC members when the process begins.
- Organization and staffing generally goes to the Board at the end of March. This begins the staffing process which continues through the spring. We usually receive the Grants for Student Needs (GSN) information sometime during this period as well, which allows for the budget process to begin.
- The department usually brings proposed changes and revisions to the content of the Special Education Plan to SEAC for review and feedback at our spring (March, April, May) meetings.
- The "numbers" in the document are updated using May 1st as a count date. Having a consistent count date from year-to-year ensures we can make accurate comparisons.
- Final draft is presented to Trustees at the May or June meeting (usually June) and the final version must be posted to our website in July. A Ministry document must also be submitted to the regional office once the documents are finalized.

6. Member Organization Updates

S. Kitts (North Shore Tribal Council)

- December was a fast short month. Nothing to report.

A. Gauthier (Thrive Child Development Centre)

- Families attended a Christmas party at the Bushplane museum in December. Originally 300 people had RSVP'd, although turnout was not that high due to inclement weather. Still a very successful event.

M. Tuomi (Autism Ontario)

- Opportunity for families to take part in a random draw for the March Break Reimbursement Fund. This is now open for applications with a deadline of January 22, 2024.

- Celebrate the Spectrum- Celebration of World Autism Day takes place April 2, 2024. Materials are available to be sent to schools.

P. Mick (Member- At-Large)

- Nothing to report this month.

M. Barbeau (Community Living Algoma)

- Applications for Summer Employment program are now open. Opportunities are available for students with an intellectual or developmental disability to apply for summer employment. A 'job coach' (another summer student) is also provided to help support the employment. This program is available for students ages 15 and up. Students can apply for job placements of either 8 weeks or 16 weeks. Applications will close March 1, 2024.
- "*Together We're Better* contest" has opened for JK-12 students. Tell us or show us how your classroom and extracurricular program supports the inclusion of students with an intellectual or developmental disability. Contest closes February 29, 2024.

Clint Snider (Algoma Family Services)

- Youth Wellness Hub is now open. The Hub is located at 124 Dennis Street across from the bus terminal. The goal is to provide a one stop shop for youth ages 14 to 25, particular those that are vulnerable and at-risk. The hub will support:
 - Mental health
 - Substance use/Addictions
 - Health promotion
 - Employment counselling
 - Housing and income support
 - Showers, laundry services
 - Cultural and LGBTQ2SZ@ and support
 - Anti human trafficking

7. Report from the Board (Trustees)

- November 28th Regular Board Meeting including passing of audit statements and a presentation/update on capital projects underway.
- Approval for trustees to attend the Public Education Symposium in Toronto. This provides excellent professional learning for trustees and many of our board members attend.
- Presentation regarding the *Sparkling Secondary Success* reach-ahead credit piloted last year. This will provide an opportunity for any grade 8 student from across the district to develop skills to support their success in secondary school while gaining a grade nine credit.
- Organizational meeting took place on December 6th. Happy to announce that both Chair Jennifer Sarlo and Vice Chair Elaine Johnston will remain in their positions for 2024. Trustee Greg Bowman will be the OPSBA representative.

8. Report from Administration (B. Vallee & K. Viita)

- **Transitions:** Now that 2024 has begun, the Kindergarten Transition process is underway. This is a year-long process that takes place each year. Various community agencies provide the board with a list of students with special needs that will be starting Kindergarten in the fall. The first step in the process is a meeting between K. Viita (System Administrator),

the agency team, and the parent/guardian/caregiver. Often the child is in attendance as well. This meeting is intended to develop a profile for our incoming students to be passed along to the school and used as a basis for discussion at a follow-up meeting at the school in the spring. Thus far, we have 46 students on the list to participate in the Transition process, which is definitely a bit lower than usual.

- **Professional Development Day (February 2nd):** We are in the process of planning for the February 2nd Professional Development Day. Elementary Teachers have the day set aside for the purposes of assessment and reporting, while secondary teachers will be participating in professional learning and semester turn-around activities. The special education department will be focused on professional learning for educational assistants as well as Behaviour Management Systems training for several employee groups.
- **Kindergarten Registration Begins.** Now that we have arrived in 2024, Kindergarten registration has begun for students born in 2020, as well as those born in 2019 that may not have attended school this year. Very helpful to have families register as early as possible as this certainly helps with preliminary planning for the 2024-2025 school year.
- **OCASE Virtual Symposium (Jan 12th):** B Vallee will be attending the January symposium put on by OCASE. OCASE is the Ontario Council for Administrators of Special Education, which is a subdivision of the Council for Exceptional Children. This workshop will be virtual and is focused on supporting mathematics learning for students with special education needs.
- **EQAO Mathematics Assessment (Grade 9) Window Opens:** The window to conduct EQAO testing for Grade 9 mathematics is open from Wednesday, January 10th through February 1st. This is for students currently enrolled in Grade 9 mathematics. Grade 9 math testing takes place each semester.
- **EA On-Boarding:** Our special education team continues to support the Human Resources department in providing training when “on-boarding” new EAs. We were fortunate to hire six EAs in December. These staff participate in the full-day Behaviour Management Systems (BMS) certification, as well as the half-day BMS Autism Awareness supplement. We continue to maintain an open posting for Educational Assistants due to some of the staffing pressures that were discussed at our last meeting.
- **Initial Shelley Moore Session (December 5th):** Staff had the opportunity to participate in the first of the five-part learning sessions provided by Shelley Moore. We extended an invite to staff at our 7-12 and 9-12 schools, however, based on the first session, the learning seems to be appropriate for any age group so we will be opening up the invite for the remaining four sessions to our elementary sites as well. Upcoming sessions are scheduled for February 13th, 28th, March 19th and May 30th.
- **Prospective “Member-at-Large”:** Having received an expression of interest from a prospective member-at-large to join our SEAC, B Vallee asked members for input about adding a second member-at-large position. Historically, we have only ever had one member-at-large at a time. This is permitted by legislation. Members agreed that this would be a good thing for our committee.

9. Next Meeting: February 13, 2024

10. Motion to adjourn: Moved by S. Kitts. Seconded by S. Evans

Meeting adjourned at 1:06



B. 1 Director's Report to The Board

Date: 2024 02 27

Subject: **APPROVAL OF POLICIES**

1.1.0 Background

1.1.1 As part of our policy review process, the following policies have been reviewed by trustees, administrative council and appropriate Board personnel and are attached as items:

- 6.03 Student Accident Insurance
- 6.04 Temporary Accommodation Visiting Groups
- 6.05 Attendance/Safe Arrival of Students
- 6.13 Smoking on School Property
- 6.14 Political Campaigning in Schools
- 6.33 Copyright Policy
- 6.37 Public Relations Policy
- 6.41 Tax Collection Policy

*It is to be noted that all related documents (ie. procedures, forms, protocols, and guidelines), have been/or are being reviewed/updated but do not require Board approval.

1.2.0 Information

1.2.1 The above-mentioned policies have been brought forward and discussed at the Committee of the Whole on 2024 02 06. The following recommendations reflect the changes discussed and made.

1.3.0 Recommendations

1.3.1 It is recommended as part of the regular review process, that the Board approve the following policies:

- 1.3.1 a 6.03 Student Accident Insurance
- b 6.04 Temporary Accommodation Visiting Groups
- c 6.05 Attendance/Safe Arrival of Students
- d 6.13 Smoking on School Property
- e 6.14 Political Campaigning in Schools
- f 6.33 Copyright Policy - *no changes*
- g 6.37 Public Relations Policy
- h 6.41 Tax Collection Policy

as outlined in the Director's Report of 2024 02 27.

B.1 Director's Report to The Board

Date: 2024 02 27

Subject: **APPROVAL OF POLICIES**

1.4.0 Proposed Resolution

1.4.1 That the Board approve, as part of the regular review process, the following policies:

- 1.4.1 a 6.03 Student Accident Insurance
- b 6.04 Temporary Accommodation Visiting Groups
- c 6.05 Attendance/Safe Arrival of Students
- d 6.13 Smoking on School Property
- e 6.14 Political Campaigning in Schools
- f 6.33 Copyright Policy – *no changes*
- g 6.37 Public Relations Policy
- h 6.41 Tax Collection Policy

as outlined in the Director's Report of 2024 02 27.

SECTION 6: OPERATIONS

Policy 6.03: Student Accident Insurance

Supporting Policies

Supporting Procedures

Supporting Protocols and Guidelines

Supporting Templates and Forms

Other Resources

Approved by Board Resolution #154-1998 06 23

Amended by Board Resolution #14-2005 01 11

Reviewed by Board Resolution #086-2014 05 27

Reviewed by Board Resolution #018-2019 02 26

The Algoma District School Board makes student accident insurance available to students at no cost to the Board.

The Board **DOES NOT** provide any accidental death, disability, dismemberment or medical expenses insurance for students; nor does it provide accident insurance to cover dental and other injuries as a result of accidents occurring during school activities or on Board property.

The Board encourages parents to the purchase ~~of~~ student accident insurance ~~by all students,~~ especially if their children are involved ~~those~~ in ~~extra-curricular~~extracurricular sports programs. This is generally a broader coverage than any private coverage that students/parents may already have.

SECTION 6: OPERATIONS

Policy 6.04: Temporary Accommodation for Visiting Groups

Supporting Policies

Supporting Procedures

Supporting Protocols and Guidelines

Supporting Templates and Forms

Other Resources

Approved by Board Resolution #154-1998 06 23

Amended by Board Resolution #2005 01 11

Reviewed by Board Resolution #087-2014 05 27

Amended by Board Resolution #019-2019 02 26

Temporary accommodation between the hours of 5:00 pm and 7:30 am for visiting school/student groups in transit through Board communities may be provided, in accordance with the following conditions.

- 1.0 The accommodation provided shall be in an acceptable area (divided gymnasium) with washroom and shower facilities.
- 2.0 A written application on the letterhead of the requesting school/student group shall be received a minimum of one (1) month in advance.
- 3.0 Specific information required shall include the name, number, and identified gender of all students and/or visitors (~~of each sex~~), as well as the names of supervisors, exact arrival and departure times.
- 4.0 Confirmation of accommodation shall be in the form of a rental permit, issued by the Community Use of Schools Supervisor.
- 5.0 Circumstances may warrant a charge to the visiting group, which will be clarified at the time the permit is issued.
- 6.0 The Director or designate may, in an emergency situation, waive or alter the conditions outlined above.

SECTION 6: OPERATIONS**Policy 6.05: Attendance/Safe Arrival of Students*****Supporting Policies******Supporting Procedures***

[Attendance/Safe Arrival of Students](#)

Supporting Protocols and Guidelines***Supporting Templates and Forms******Other Resources***

[Policy/Program Memorandum \(PPM\) 123: Safe Arrivals](#)

*Approved by Board Resolution #92-1999 05 25
Approved by Board Resolution #088-2014 05 27
Approved by Board Resolution #061-2023 05 30*

As student safety is paramount, the Algoma District School Board requires, as per Policy/Program Memorandum 123, that a Safe Arrivals Program (including the related procedures) be in place at every school site that houses any combination of students from Grades JK to 8, to account for a pupil's unexplained failure to arrive at school after each entry during the school day.

Parents/guardians have the primary responsibility to ensure their child's safe arrival at school and to inform the school in a timely manner if a student will be late for, or absent from, school at any time. School personnel shall support parents in these efforts, by implementing the Safe Arrival Procedures to assist in monitoring the attendance of students and their safe arrival at school. The school will attempt, in accordance with the Procedures, to contact the parents/guardians whenever an elementary or intermediate school student's absence is unexplained.

For Grades 9-12, staff will take attendance promptly at the start of each class/period. Parents of secondary students shall be notified of absences and/or missed classes/periods through an automated attendance system unless circumstances warrant otherwise.

SECTION 6: OPERATIONS**Policy 6.13: Smoking on ~~Board~~School Property****Supporting Policies:**

[6.49.01\(2.1\) Board Code of Conduct](#)

Supporting Procedures:

[Smudging Procedure](#)

Supporting Protocols and Guidelines:**Supporting Templates and Forms:****Other Resources:**

[Smoke Free Ontario Act](#)

Approved by Board Resolution #154-1998 06 23

Amended by Board Resolution #13-2006 01 31

Revised by Board Resolution #039-2014 02 25

Revised by Board Resolution #088-2018 10 30

Policy Statement

All students and staff have the right to a safe and healthy learning and working environment. In accordance with the *Smoke Free Ontario Act (SFOA)*, the Board provides a working and learning environment which is free from exposure to second hand smoke from tobacco and cannabis products. Smoking and/or holding lit tobacco and/or cannabis products is therefore prohibited on Board property, in Board vehicles or in personal vehicles on Board property. Common types of tobacco products include, but are not limited to, cigarettes, cigars, cigarillos, blunt wraps, beedies, shisha, vaping.

In accordance with the *SFOA*, if a member of the Board's Indigenous community requests to use tobacco for traditional Indigenous cultural purposes, every effort will be made to accommodate these practices in an appropriately designated space using the Board's *Smudging Procedure*.

The Board also prohibits the use of any products containing, made, or derived from tobacco that is intended for human consumption. Common types of these tobacco products include, but are not limited to, chew, plug, snuff and snus. Use of such products is~~These are~~ also prohibited on Board property, in Board vehicles or in personal vehicles on Board property. In addition, the Board prohibits any products containing, made or derived from cannabis that are consumed for non-medical purposes.

Finally, the use of emerging products that are marketed as alternatives to smoking that include but are not limited to electronic cigarettes and vaping, as well as cartridges of nicotine or herbal solutions and non-tobacco herbal shisha and water pipe, s is ~~are~~ prohibited on Board property, in Board vehicles or in personal vehicles on Board property.

SECTION 6: OPERATIONS

Policy 6.14: Political Campaigning in Schools

Supporting Policies

Supporting Procedures

Supporting Protocols and Guidelines

[Guidelines for Schools about Municipal Elections](#)

Supporting Templates and Forms

Other Resources

Approved by Board Resolution #154-1998 06 23

Amended by Board Resolution #041-2009 03 10

Revised by Board Resolution #040-2014 02 25

Amended by Board Resolution #020-2019 02 26

The Board prohibits partisan political campaigning by candidates, their representatives or supporters directed at students, parents, or employees, on Board property or at Board-approved activities. For example, candidates are not permitted to install signs or distribute materials on Board property.

In circumstances where classes are involved in the study of the political process, an *All Candidates' Meeting* can be held, provided all registered candidates are invited by the Principal to attend, with the approval of the Director of Education (or designate).

SECTION 6: OPERATIONS

Policy 6.33: Copyright Policy

Supporting Policies

[Ministry of Education Policy/Program Memorandum No. 157](#)

Supporting Procedures

Supporting Protocols and Guidelines

Other Resources

[Fair Dealing Guidelines – Council of Ministers of Education Canada \(CMEC\) Copyright Consortium](#)

[Copyright Matters](#)

[Education Act](#)

[Municipal Freedom of Information and Protection of Privacy Act](#)

[Copyright Modernization Act](#)

copyrightdecisiontool.ca

Approved by Board Resolution #169 - 2012 12 18

Approved by Board Resolution #061-2018 06 12

Policy Statement:

The Algoma District School Board will comply with the [Fair Dealing Guidelines](#) as developed by the Council of Ministers of Education Canada (CMEC) Copyright Consortium. The Algoma District School Board will communicate the [Fair Dealing Guidelines](#) to all personnel at school locations to advise of the obligations of the school board in accordance with the [Copyright Modernization Act](#). All staff are expected to review and adhere to the guidelines.

SECTION 6: OPERATIONS

Policy 6.37: Public Relations Policy and Planning

Supporting Policies

Supporting Procedures

Supporting Protocols and Guidelines

Supporting Templates and Forms

Other Resources

Approved by Board Resolution #154-1998 06 23

Amended by Board Resolution #106-2009 06 16

Revised by Board Resolution #090-2014 05 27

Amended by Board Resolution #022-2019 02 26

The Algoma District School Board recognizes that positive public relations play an important role in the functioning of an effective organization and serve to enhance understanding and support for the Board's activities and decision-making.

The purpose of public relations is to:

- enhance public understanding of the Mission, Vision, and Value Statements of the Board
- enhance public understanding of the responsibility and authority of the Board
- enhance understanding and appreciation for significant initiatives underway in the school system as well as to communicate dates of interest and importance (ie. Kindergarten registration, report card distribution dates, Gr. 8 option selection)
- maintain an open, approachable response to inquiries or concerns from the public
- develop opportunities for dialogue on education and develop opportunities for public input to Board decisions and direction
- recognize contributions to the system and to the community
- foster a spirit of teamwork, collaboration, and unity throughout the school system
- enhance communication with community partners
- establish and maintain positive working relationships with media outlets.
- Celebrate the value and purpose of public education.

SECTION 6: OPERATIONS

Policy 6.41: Tax Collection Policy

Supporting Policies

Supporting Procedures

Supporting Protocols and Guidelines

Supporting Templates and Forms

Other Resources

[Education Act 257.7\(1\); 257.12](#)

Approved by Board Resolution #41-1998 02 24

Amended by Board Resolution #067-2009 04 21

Reviewed by Board Resolution #091-2014 05 27

Reviewed by Board Resolution #023-2019 02 26

~~Effective January 01, 2009, School Boards must pass a by-law each year in order to receive their allocation of the Education Tax Levy collected and distributed by the Ministry of Finance for Unorganized Townships within their district.~~

Effective January 01, 2009, the Algoma District School Board shall, every year, bring a motion to the Board to provide for the receipt of the annual Education Tax Levy, in accordance with the Education Act, Provincial Land Tax Act, and related regulations. This motion, in turn, enables the Board to receive its allocation of the Education Tax Levy, which is collected and distributed by the Ministry of Finance for Unorganized Townships within its district.



B. 2 Director's Report to the Board

Date: 2024 02 27

Subject: **JOINT HEALTH AND SAFETY ANNUAL REPORT: 2022-2023**

2.1.0 Background

2.1.1 The terms of reference for the Algoma District School Board's Joint Health and Safety Committee call for the presentation of an Annual Report to the Board of Trustees.

2.2.0 Information

2.2.1 The Annual Report of the Joint Health and Safety Committee for the Algoma District School Board is attached. (See attachment B.2 #1)

2.3.0 Recommendation

2.3.1 It is recommended that the Board receive the 2022-23 Annual Report of the Joint Health and Safety Committee and express its appreciation to the committee members for their work this past year on behalf of all Board employees.

2.4.0 Proposed Resolution

2.4.1 That the Board receive the 2022-23 Annual Report of the Joint Health and Safety Committee and express its appreciation to the committee members for their work this past year on behalf of all Board employees.



JOINT HEALTH AND SAFETY COMMITTEE

ANNUAL REPORT

2022 - 2023

JOINT HEALTH & SAFETY COMMITTEE

2022-2023 ANNUAL REPORT

The report provides a written summary of the Committee's activities during the 2022 - 2023 school year.

This report is submitted to the Board in accordance with the Terms of Reference for the Structure and Function of the Algoma District School Board's Joint Health and Safety Committee.

HEALTH & SAFETY POLICY STATEMENT

The Algoma District School Board is committed to provide and maintain a healthy and safe working and learning environment for all employees, students, volunteers and visitors. To support the commitment, both the Board and its employees are responsible jointly to implement and maintain a Joint Health and Safety Committee directed at promoting health and safety and preventing incidents involving occupational injuries and illnesses.

The Trustees, Director and Superintendents are responsible for the provision of information, education and training, equipment and resources to support the Internal Responsibility System.

Managers, Principals and Supervisors are accountable for the safety of workers within their area of jurisdiction for compliance with statutory and Board requirements.

Employees, students, volunteers and visitors are all required to be knowledgeable about and to comply with the provisions of the Occupational Health and Safety Act and its Regulations, as well as Board policies, procedures and guidelines associated with Health and Safety. Additionally, all employees, students, volunteers and visitors have an obligation to report unsafe conditions to the site supervisor.

Contractors and subcontractors performing work at any Board facility shall, as part of their contracts, agree to comply with all relevant workplace Health and Safety Regulations/procedures/guidelines and to meet or exceed the Board's Health and Safety requirements.

All parties are expected to consider health and safety in every activity. A commitment to health and safety must form an essential and integral part of all Board activities.

A review of the above policy was conducted in co-operation with the Board to comply with Section 25 (2) (j) of the Occupational Health and Safety Act requiring an annual review of the written health and safety policy.

COMMITTEE MEMBERS AND ALTERNATES

At year-end, the members of the Algoma District School Board's Joint Health and Safety Committee for 2022-2023 are listed as follows:

MEMBER	REPRESENTING
Steve Pavlik	OSSTF Occasional Teachers
Kim Bartlett	OSSTF Support
Cindy Lavigne	CUPE
Michael Galipeau	CUPE
Robert Porter	CUPE
Ian Gauld	Management
Cheryl Rowat	Management
Jana Rizzo	ECE
Jennifer Mathison	ETFO
Shelly Predum	ETFO
Keri Simm	ETFO
Patti Bernath	ETFO – North
Lisa McLean	OSSTF Support
Monica Dvora-Tong	OSSTF Teacher
Jason Kennedy	Elementary Administrator
Vicki Aiudi	Secondary Administrator
Joe Santa Maria	Management
Alicia Mannarino	Non-Union

The alternate members of the committee were:

MEMBER	REPRESENTING
Al Turcotte	Management
Dave Steele	Management
Mona Kingshott	Management
Justin Dimma	CUPE
Shannon Charette	ETFO

The Co-Chairs of the Committee at year-end were Kim Bartlett (Workers) and Jason Kennedy (Management). Chris Alfano (Health and Safety Officer) served as a resource to the Committee.

2022-2023 ACTIVITIES

During the past school year, the Joint Health & Safety Committee addressed the following:

- **Health and Safety Orientation/ Ministry of Labour Training – Regulation 297**
- **Workplace Hazardous Material Information System (WHMIS 2015)**
- **Slips, Trips and Falls**
- **Workplace Inspections**
- **Health and Safety Communications**
- **Reporting Forms/Online Reporting**
- **First Aid**
- **Asbestos Management**
- **Ministry of Labour Orders/Recommendations**
- **Lockdown/Hold and Secure Protocol**
- **Automated External Defibrillators (AED)**
- **Future Objectives**
- **Indoor Air Quality**
- **Sound level Testing**

Details for some of the above discussion items are as follows:

HEALTH AND SAFETY ORIENTATION

In addition to the legislated requirements of Workplace Violence, WHMIS 2015 training, Integrated Accessibility Standards Requirement and Health and Safety Orientation, the “new hire orientation training” now includes Ministry of Labour Training – Regulation 297 and Asbestos Awareness.

The Ministry of Labour Training – Regulation 297 is a mandated training requirement for all individuals employed within Ontario. The module was provided by the Ministry of Labour and is an interactive PowerPoint presentation.

The Asbestos Awareness Training includes a ten-minute PowerPoint presentation compiled by the Health & Safety Department and Senior Administration. The training includes types of asbestos, health risks associated with asbestos, areas in the schools where asbestos could be located and precautions to take if a possible asbestos exposure exists.

In total, 247 new hires received Health and Safety Orientation Training for the 2022-2023 school year. The Committee recommends that professional activity time continue to be set aside annually for health and safety education for new hires.

WORKPLACE HAZARDOUS MATERIAL INFORMATION SYSTEM (WHMIS)

Back in 2015 Canada aligned the Global Harmonized System with WHMIS.

The Health and Safety Officer co-ordinates the development and delivery of WHMIS education sessions, updating of Material Safety Data Sheets inventories and labeling of controlled products. The Health and Safety Office coordinates the task of ensuring that all Material Safety Data Sheet binders in all of the Board's workplaces are current and compliant. In addition to hard copy binders at all ADSB sites, the Board also has electronic copies available to all sites through MSDS Online.

ADSB uses Groundswell Technology as a software platform to deliver and track their new electronic WHMIS training program. The WHMIS system, delivered by Groundswell Technology, is an online based training system that will track the completion rate of each user and will test each user upon completion of the training.

WORKPLACE INSPECTIONS

The Joint Health & Safety Committee works closely with and serves as a resource to the Workplace Health & Safety Committees at each building.

The Joint Health & Safety Committee is subdivided into Action Teams composed of one management member and worker member. Each Action Team is responsible for one of the eight Families of Workplaces. The Joint Health & Safety Committee inspects (48) buildings and properties including ADSB occupied work or classroom areas in co-op locations, off site classrooms, and social service agency's facilities.

The Health and Safety Office maintains a permanent record of Joint Health & Safety Committee and Workplace Health & Safety Committee inspections. A number of reports can be generated to keep track of the types of hazards and outstanding concerns.

All inspections are reviewed by the Joint Health & Safety Committee and any serious or potentially serious hazards identified during inspections are discussed during Committee meetings. Appropriate recommendations are made as determined by the Committee.

The Workplace Committees are commended for their commitment to the monthly inspection procedures. The Health and Safety Office audits the inspection forms received. Any incomplete reports are sent back to the specific workplaces for additional information before being reviewed by the Joint Committee. In addition, there is an administrative notification procedure to ensure each workplace performs their monthly inspection.

The Joint Health and Safety Committee reviews the need for Workplace Inspection education sessions for Workplace Health & Safety Committee members on an annual basis.

A monthly summary of the number of workplace inspections conducted during the 2022 – 2023 school year is outlined below:

MONTH

September	35
October	39
November	36
December	36
January	32
February	37
March	39
April	36
May	33
June	31
July	16
<u>August</u>	<u>7</u>
 <i>TOTAL</i>	 <i>377</i>

HEALTH AND SAFETY COMMUNICATIONS

Short advisory notices such as Safety Releases and Safety Talks are issued by the Health and Safety Office to heighten the safety awareness of all staff or in selected general departments.

Safety Releases / Safety Talks issued during the 2022 – 2023 school year covered the following topics:

- Roles and Responsibilities
- Incident/Accident Reporting
- Winter Slip and Fall Prevention
- Auto Basics for Winter Driving
- Scent Sensitivity
- Personal Protective Equipment
- Classroom Safety

ACCIDENT REPORTS

A summary of all accidents is presented at each regular meeting of the Joint Health and Safety Committee. By noting accident trends, the Committee makes suggestions and/or recommendations to reduce the number of accidents, heighten worker awareness and work towards elimination of similar accidents.

Outlined below is a summary of ADSB's Workplace Safety & Insurance Board (WSIB) statistics as provided by School Board's Cooperative Inc. (SBCI). The summary also includes the performance of all peer group Cooperative member boards:

Year	Total Number of Lost Time and Health Care Claims	Total Claim Frequency (Claims per 100 Staff)	Peer Group Frequency (Claims per 100 Staff)
18-19	52	3.92	4.40
19-20	24	1.85	3.09
20-21	33	2.53	2.42
21-22	30	2.81	3.85
22-23	41	2.89	4.15

The following table illustrates claims by Worker Group as a percentage of the total number of claims.

	2021-2022	2022-2023
Custodial / Plant	23% (9)	18% (7)
Educational Assistants	15% (5)	24% (10)
Elementary Teachers	26% (10)	26% (12)
Secondary Teachers	11% (4)	6% (2)
Early Childhood Educators	7% (3)	6% (2)
Other	18% (7)	20% (8)

The following table illustrates lost time claims as a percentage of the total number of claims. It also provides a comparison with the average percentage of lost time claims incurred by peer group SBCI member boards.

Year	Lost Time % of Total Claims	Peer Group Lost Time % Average	% Difference from Average
18-19	52%	57%	5% Higher
19-20	57%	62%	5% Lower
20-21	51%	56%	5% Lower
21-22	63%	65%	2% Lower
22-23	53%	58%	5% Lower

The following table reflects the average number of days that ADSB employees were absent from work and in receipt of WSIB benefits in a stated year for accidents in that year.

Year	Avg. Duration (days)	Peer Group Average Duration (days)
18-19	9.6	19.4
19-20	6.5	24.7
20-21	11.1	20.7
21-22	13.3	18.9
22-23	10.5	21.71

WORKPLACE VIOLENCE AND HARASSMENT REPORTS

A summary of all workplace violence incidents is presented at each regular meeting of the Joint Health and Safety Committee. The following table represents workplace violence incidents by worker group that were reported during the 2022-2023 school year:

Group	Workplace Violence Incidents Reported
Care Staff / Maintenance	0
Support Staff	745
Elementary Teachers	482
Secondary Teachers	13
Clerical	0
Non Union Workers	31
TOTAL	1271

The ADSB has an online reporting tool for staff to use for the process of filling out reporting forms. The reporting tool was developed by the Ontario Education Services Corp (OESC) for all school boards. ADSB has also focused on student support plan training and the importance of identifying triggers, steps to take in a hazardous situation and communication between colleagues.

FIRST AID

The Algoma District School Board trained 105 staff members in First Aid during the 2022-2023 school year. The Board continues to perform First Aid training on an annual basis.

ASBESTOS MANAGEMENT

The Asbestos Management process has been updated by Pinchin Ltd., who was contracted by ADSB to review each ADSB site in detail during the 2014-2015 school year which entailed updating each inventory using the requirements of Regulation 278/05 of the Occupational Health and Safety Act. Pinchin has created and supplied a report for each school with the updated asbestos inventories. These reports were distributed to each site and ADSB has now completed a standardized/consistent document in each school.

The current Annual Asbestos Inspection process is completed by Tulloch Engineering to review reports and update our inventory each year (i.e. updating our inventory for renovations and removal of asbestos). Any damaged asbestos containing material is repaired as outlined by the procedures in our Health and Safety Manual. Specialized procedures have been developed for workplaces that have sprayed on asbestos above suspended ceilings.

MINISTRY OF LABOUR ORDERS / RECOMMENDATIONS

During the 2022 –2023 school year the Algoma District School Board received 4 Ministry of Labour Orders.

LOCKDOWN/HOLD AND SECURE PROTOCOL

Lockdown/Hold and Secure procedures are visited on a continuous basis with each site implementing 2 drills per school year. The Lockdown/Hold and Secure PowerPoint is included in the New Hire Orientation so that all ADSB employees are aware of the elements of the Lockdown/Hold and Secure procedure. The JHSC continues to discuss Lockdown/Hold and Secure procedures to address any issues that may arise.

AUTOMATED EXTERNAL DEFIBRILLATORS (AED)

The Health and Safety Department continues to train employees on the use of Automated External Defibrillators (AED). Each unit at each site is inspected to make sure that the AED is always in working order. The Health and Safety Department is responsible for ordering new batteries and pads when they expire. We have been very fortunate to obtain funding for these units and have purchased other units and accessories ourselves. Our AED's have only been used on one occasion, which resulted in saving a life. We have a combined total of 40 AED units.

FUTURE OBJECTIVES

The Committee will continue to promote a healthy and safe working environment for all Board workers. To meet this objective, the Committee proposes to examine the following areas and make appropriate recommendations:

- 1) To continue our program of communication and education sessions to heighten the general safety awareness of all workers and their responsibilities under the Occupational Health and Safety Act.
- 2) To continue our program to support/train the Workplace Health and Safety Committees in workplace inspections.
- 3) To actively encourage employees to fill out health & safety documentation and ask questions if there is clarification required.
- 4) To secure time during professional activity days as required for health and safety education for all employee groups.
- 5) To encourage each workplace to become familiar with and reference the Board Online Reporting System.
- 6) To continue our program of communication and education sessions with respect to Workplace Violence.
- 7) To continue to promote best practices when performing tasks associated with hazards.
- 8) To track of employee training and have employees re-certify for training when their training has expired.



B. 3 DIRECTOR'S REPORT TO THE BOARD

DATE: 2024 02 27

SUBJECT: **BUDGET DEVELOPMENT PROCESS FOR 2024-2025**

3.1.0 Background & Information

3.1.1 In the 2023-2024 budget, approved by trustees on 2023 06 13 expenditures totaling \$192,376,978 were approved in conjunction with offsetting grants, revenues, or transfer from reserves. The Board has commenced its budget process for 2024-2025. We are awaiting the Grant for Student Needs detail and related software tools from the Ministry of Education.

3.1.2 With a budget of \$192 million, the process for budget preparation and the number of variables/assumptions is necessarily complex. We have taken this opportunity, before financial figures are available, to provide an update on the budget preparation process as shown in detail on Attachment B.3 #1.

3.1.3 The grants and revenues depend heavily on the Grants for Student Needs as approved by the Ministry of Education. In addition, the Board receives First Nation tuition fees, community use fees/funding, education taxes from municipalities and unorganized areas, special project funding, etc.

The Grants for Student Needs recognizes enveloping requirements for special education, facility renewal and school condition improvement. Accountability and transparency provisions are also typically tied to overall funding and various special purpose grants.

3.1.4 Our budget review process requires reviews by all levels of supervision to ensure support and agreement. Administrative Council reviews the organization summary of all budget submissions, on an ongoing basis as updates occur. Administrative Council recognizes that a balanced budget is required by the Ministry.



B. 3 DIRECTOR'S REPORT TO THE BOARD

DATE: 2024 02 27

SUBJECT: BUDGET DEVELOPMENT PROCESS FOR 2024-2025

Background and Information (Cont'd)

3.1.5 The Operations & Budget Committee will provide updates to the Board on an ongoing basis for Trustee feedback. The Operations and Budget Committee will submit the final budget to the Board of Trustees with their recommendations and comments.

3.1.6 The Board of Trustees will pass or reject the budget resolution included in a Director's Report to the Board.

3.2.0 Recommendation

3.2.1 It is recommended that the Board approve the budget process for 2024-2025 as described in the Director's Report to the Board of 2022 02 27.

3.3.0 Proposed Resolution

3.3.1 That the Board approve the budget process for 2024-2025 as described in the Director's Report to the Board of 2024 02 27.

ALGOMA DISTRICT SCHOOL BOARD
Budget Development Process
2024-2025 Budget

March to June 2024 steps in process:

Our budget review process requires reviews by supervisors of subordinates' submissions to ensure support and agreement. Administrative Council would review the organization summary of all budget submissions and deal, as appropriate, with the submissions provided by various departments with the view that a balanced budget is required by the Ministry.

In the 2023-2024 budget, approved by trustees on 2023 06 13, expenditures totalling \$192,376,978 were approved in conjunction with offsetting grants, revenues or transfers from accumulated surplus. The Board has commenced its budget process for 2024-2025. We are waiting for the Grant for Student Needs (GSN) detail and related software tools from the Ministry of Education.

With a budget of \$192 million the process for budget preparation and the number of variables/assumptions is complex. We have taken this opportunity, before financial figures are available, to update the trustees on the budget preparation process as described below:

- 1) Review draft budget figures. Admin Council will review the budget at each update in order to recommend alternatives in balancing the budget for Operations & Budget Committee consideration. Run draft budget figures which recognize:
 - a) 2023-2024 level of programs and services
 - b) 2023-2024 version of the Grants for Student Needs
 - c) 2024-2025 Projected enrolment
 - d) Known cost increases
 - e) Ensure that departments look at possible areas of efficiencies to reduce costs or eliminate duplication of budgeted items
- 2) Send out Budget documentation to each responsibility area in order to:
 - a) Update expenditure budgets
 - b) Input the budgeted expenditures from each area into the budget package to establish a first pass at the budget
 - c) Analyze any new or discontinued initiatives
 - d) Analyze any increases or decreases
- 3) The Operations & Budget Committee will provide updates to the Board on an ongoing basis for Trustee feedback.

ALGOMA DISTRICT SCHOOL BOARD
Budget Development Process
2024-2025 Budget

March to June 2024 steps in process (Cont'd):

- 4) Staffing for elementary and secondary programs will be finalized in April by Board resolution:
 - a) Elementary teacher staffing per elementary organization (subject to Ministry Framework Agreement) submitted at this Board meeting which has a caveat that final approval is dependent on budget.
 - b) Secondary teacher staffing per secondary organization (subject to Ministry Framework Agreement) submitted at this Board meeting which has a caveat that final approval is dependent on budget.
 - c) Education Assistant and SERT staffing per recommendations from Special Education Department.
 - d) Secretarial staffing per algorithms tied to the funding formula and input from Administrative Council.
 - e) Noon hour assistant staffing based on funding and physical school configuration.
 - f) Maintenance staffing per Plant Department and input from Administrative Council.
 - g) Custodial staff per parameters in 'cleaning model' and Plant Department input.
- 5) Build staffing and bargaining unit contractual agreements into the budgeted expenditures, wage rates per Board bargaining unit contractual agreements and/or past Board resolutions.
- 6) Recognize in budgets the following:
 - a) Finance, Human Resource, Plant and Information Technology staffing per the relevant manager.
 - b) School budgets for supplies, materials, etc. are based on formulas tied to student numbers and location.
 - c) Energy consumption based on historical usage or revised if new equipment is present for savings.
 - d) Energy inflationary rates based on input from Plant Department, Finance Department and consortium feedback.
 - e) Benefit rates per Ministry of Education funding through established Provincial Trusts.
 - f) Administrative and maintenance supplies, professional fees in each area, retirement gratuities are based on historical figures with adjustment for expectations in the budget year.
 - g) Transportation cost-based agreements with providers. Adjustments based on enrolment figures and any approved route changes as managed by the Consortium.
 - h) Special project costs based on parameters in individual funding agreements i.e. Partnership and Priority Funds (PPF's).

ALGOMA DISTRICT SCHOOL BOARD
Budget Development Process
2024-2025 Budget

March to June 2024 steps in process (Cont'd):

- 6) i) Insurance cost per OSBIE premium notices and projections by Associate Director of Corporate Services & Operations.
 j) Lease expenditures per agreements (i.e. computers)
 k) Staff retirement numbers projected in consultation with respective areas
 l) Any other items that arise not mentioned above
- 7) Perform cost analysis on different areas as requested or identified with significant change from expectations.
- 8) The grants and revenues depend heavily on the Grants for Student Needs as provided by the Ministry of Education in detail. In addition, the Board receives First Nations tuition fees, community use fees/funding, special project funding, miscellaneous revenue, etc.
- 9) Receive from the Ministry of Education usually in April, the Grant for Student Needs Regulations and web-based software package in order to perform revenue calculations.
- 10) The Grants for Student Needs recognizes enveloping requirements around special education, facility renewal and school condition improvement funding. Accountability and transparency provisions are also tied to overall funding increases and various special purpose grants.
- 11) Re-run the budget expenditures and analyze the revised draft budget figures. Discuss alternatives available to balance the budget with Administrative Council.
- 12) Review budget with the Operations & Budget Committee in preparation for Board presentation keeping in mind a standardized reporting structure.
- 13) Run different scenarios and include any updates to retirement information previously estimated.
- 14) Receive input/direction from the whole Board.
- 15) Operations & Budget Committee reviews final recommendations from Administrative Council to balance the budget.
- 16) Operations & Budget Committee brings forth the proposed Budget to the Board for discussion, review and further direction.
- 17) Receive approval from the Board on the proposed budget.
- 18) Original estimated budget submitted to the Ministry of Education according to usual deadline of June 30th.
- 19) The Board of Trustees will pass or reject the budget resolution included in a Director's Report to the Board.



B.4 Director's Report to The Board

Date: 2024 02 27

Subject: **SCHOOL YEAR CALENDAR 2024-2025**

4.1.0 Background

4.1.1 Regulation 304, *School Year Calendar Professional Activity Days* requires that each school Board prepare, adopt and submit to the Regional Manager of Education on or before the first day of May, the School Year Calendar to be followed in its jurisdiction for the following year. School Year Calendars, which are different from Section 2 of Regulation 304 (360/06), must be submitted as a modified calendar for the approval of the Minister by March 1, 2024.

4.2.0 Information

4.2.1 A consultation process was undertaken that provided opportunity for school communities to provide input on the calendar option being presented for 2024-2025. Opportunity for feedback was given to the following groups: administrators, teaching staff, union presidents, non-teaching staff, occasional staff, parents, school council chairs and students.

The Board also followed a collaborative process with the three other District School Boards with whom we need to coordinate calendars. Using the feedback from the ADSB consultation, the Board administration has worked through a consensus exercise to come up with a calendar for Board approval.

4.2.2 As per Ontario Regulation 364/15, school boards designate three PA days and have the authority to designate up to an additional four per school year for a maximum number of seven PA days. The proposed calendar for 2024-2025 includes a 194 day school year comprised of 187 instructional days and 7 PA days. On the secondary calendar, there are 10 scheduled examination days (Attachment PDF B.4 #1- Elementary Calendar & PDF B.4 #2- Secondary Calendar).

B.4 Director's Report To The Board

Date: 2024 02 27

Subject: **SCHOOL YEAR CALENDAR 2024-2025**

4.2.0 Information – continued

4.2.3 Calendar Dates

- Staff begin on Tuesday, September 3, 2024 (PA Day).
- Students begin classes on Wednesday, September 4, 2024.
- The Christmas holiday schedule is set from Monday, December 23, 2024 to January 3, 2025 inclusive.
- March Break is scheduled from Monday, March 10, 2025 to Friday, March 14, 2025.
- The last day of classes for staff and students is June 27, 2025.

4.2.4 Professional Activity Days

- | | |
|----------------------|---|
| ▪ September 3, 2024 | Professional Activity Day |
| ▪ September 27, 2024 | Professional Activity Day |
| ▪ November 8, 2024 | Professional Activity Day |
| ▪ January 31, 2025 | Professional Activity Day |
| ▪ March 28, 2025 | P* - Assessment (Elementary Report Card Prep) |
| ▪ May 9, 2025 | Professional Activity Day |
| ▪ June 6, 2025 | P* - Assessment (Elementary Report Card Prep) |

4.2.5 Three PA Days will be devoted to provincial education priorities as outlined by the Ministry of Education.

4.3.0 Recommendation

4.3.1 It is recommended that the Board, subject to the approval of the three coterminous Boards, approve the School Year Calendar for the 2024-2025 school year as contained in the Director's Report of 2024 02 27.

4.4.0 Proposed Resolution

4.4.1 That the Board, subject to the approval of the three coterminous Boards, approve the School Year Calendar for the 2024-2025 school year, as contained in the Director's Report of 2024 02 27.

65 of 74

Ontario School Year Calendar 2024-2025



Ministry of Education

Calendar Title 104596545: Secondary Calendar 2024-2025: Final			Calendar Description Secondary Calendar 2024-2025: Final					LEGEND H Statutory Holiday E Scheduled Examination Day P Board Directed PA Day P* PA Day Devoted to Provincial Priorities* B Board Designated Holiday / Half Day		
Board Name Algoma DSB		Date Created Jan 12, 2024		Panel Secondary	Calendar Type Regular	Calendar Status Draft				
Start of School Year Sep 01, 2024	End of School Year Jun 30, 2025	First Day Students Sep 04, 2024	Last Day Students Jun 27, 2025	Total PA Days 7	Total Instr. Days 177	Total Exam Days 10				

MONTH	First Week					Second Week					Third Week					Fourth Week					Fifth Week					PA Days	Instr. Days	Exam Days
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F			
August 2024				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	0	0	0
September 2024	2 H	3 P*	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27 P*	30					2	18	0
October 2024		1	2	3	4	7	8	9	10	11	14 H	15	16	17	18	21	22	23	24	25	28	29	30	31		0	22	0
November 2024					1	4	5	6	7	8 P*	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	1	20	0
December 2024	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23 B	24 B	25 B	26 B	27 B	30 B	31 B				0	15	0
January 2025			1 B	2 B	3 B	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24 E	27 E	28 E	29 E	30 E	31 P	1	14	5
February 2025	3	4	5	6	7	10	11	12	13	14	17 H	18	19	20	21	24	25	26	27	28						0	19	0
March 2025	3	4	5	6	7	10 B	11 B	12 B	13 B	14 B	17	18	19	20	21	24	25	26	27	28 P	31					1	15	0
April 2025		1	2	3	4	7	8	9	10	11	14	15	16	17	18 H	21 H	22	23	24	25	28	29	30			0	20	0
May 2025				1	2	5	6	7	8	9 P	12	13	14	15	16	19 H	20	21	22	23	26	27	28	29	30	1	20	0
June 2025	2	3	4	5	6 P	9	10	11	12	13	16	17	18	19	20	23 E	24 E	25 E	26 E	27 E	30 B					1	14	5
July 2025		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31		0	0	0
TOTAL																										7	177	10



B.5 DIRECTOR'S REPORT TO THE BOARD

DATE: 2024 02 27

SUBJECT: **APPROVAL OF S.E.A.C. MEMBER CHANGE**

5.1.0 Background

- 5.1.1 In accordance with Ontario Regulation 464/97, Board approval is required to appoint members and alternates to the Special Education Advisory committee (SEAC).
- 5.1.2 Applicant organizations who are district offices of a Provincial Organization for children with special needs, or who represent First Nations, complete the Algoma District School Board form attesting to their qualifications to sit on this committee as per Ontario Regulation 464/97. They submit the signed form to the Superintendent of Education.

5.2.0 Information

- 5.2.1 Rachelle Lambert has requested that she represent the interest of First Nations Pupils as an alternate member of the Special Education Advisory Committee.
- 5.2.2 A letter of nomination has been received from the North Shore Tribal Council requesting replacement of the current alternate member.

5.3.0 Recommendation

- 5.3.1 It is recommended that the Board approve the appointment of Rachelle Lambert as an alternate member for the Algoma District School Board SEAC as described in the Director's Report to the Board of 2024 02 27.

5.4.0 Proposed Resolution

- 5.4.1 That the Board approve the appointment of Rachelle Lambert to represent the interest of First Nations pupils as an alternate member of the Algoma District School Board SEAC as described in the Director's Report to the Board of 2024 02 27.



B.6 Director's Report to the Board

Date: 2024 02 27

Subject: **APPOINTMENT OF STUDENT TRUSTEES FOR 2024 - 2025**

6.1.0 Background & Information

6.1.1 Bill 78, The Education Statute Law Amendment Act (Student Performance) 2006, Ontario Regulation 07/07 – Student Trustees, and Policy Statement 3 (2.10) allows for the appointment of two student trustees to the Board through an election process.

6.1.2 Student Trustee Casey Bouvier from Chapleau Secondary School, Andrew Vair from Superior Heights C & V S and Indigenous Student Trustee Desirae Schell-Migwans from Superior Heights C & V S will complete their terms on July 31, 2024.

6.1.3 As part of the process, applications for the 2024-2025 Student Trustee positions were invited from members of the Student Senate Association as per the Eligibility requirements outlined in 2.10 Student Trustee Policy. Please see the attached application package (B.2 Attachment #1).

Three applications were received for the posting. Board Personnel approved three students to move forward to the election process as they met all eligibility criteria and their application packages provided evidence of strong academic standing, good leadership and communication skills. An election was held by the Student Senate on February 21, 2024 to determine the Student Trustees for the 2024-2025 school year. The two successful candidates for the Student Trustee positions for 2024-2025 are Addy McEachren from Chapleau Secondary School and Cameron Ciotti from White Pines C & V S.

6.1.4 Applications for the position of Vice-Chair of the ADSB Northern Indigenous Youth Council were invited in May 2023 from student members of the Council for the 2023-2024 school year, as per eligibility requirements outlined in 2.10 Student Trustee Policy. The duties of the Vice-Chair include to support the Chair, and to assume the roles of Chair and Indigenous Student Trustee in the subsequent school year, 2024-2025.

B.6 Director's Report to the Board

Date: 2024 02 27

Subject: **APPOINTMENT OF STUDENT TRUSTEES FOR 2024-2025**

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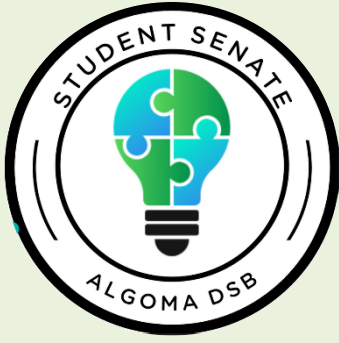
6.1.4 Three applications were received for the Vice-Chair position. Board Personnel approved all three applications for Vice-Chair to move forward to the election process as they met all eligibility criteria and their application packages provided evidence of strong academic standing, combined with good leadership and communication skills. An election was held by the ADSB Northern Indigenous Youth Council on June 1, 2023 to determine the Vice-Chair position for the 2023-2024 school year, to become the Chair and Indigenous Student Trustee in the 2024-2025 school year. The successful candidate for the incoming Chair and Indigenous Student Trustee position for 2024-2025 is Georgia-June Abel from White Pines C & V S.

6.2.0 Recommendation

6.2.1 It is recommended that the Board approve the appointment of Addy McEachren from Chapleau Secondary School and Cameron Ciotti from White Pines C & V S as the Student Trustees and Georgia-June Abel from White Pines C & V S as Indigenous Student Trustee, for the Algoma District School Board, effective August 1, 2024 to July 31, 2025.

6.3.0 Proposed Resolution

6.3.1 That the Board approve the appointment of Addy McEachren from Chapleau Secondary School and Cameron Ciotti from White Pines C & V S as the Student Trustees and Georgie-June Abel from White Pines C & V S as Indigenous Student Trustee, for the Algoma District School Board, effective August 1, 2024 to July 31, 2025.



Applications are now
being accepted for the
position of:



2024 / 2025

ADSB Student Trustee

2024/2025 Student Trustee Applications

We are pleased to announce that applications are now being accepted for the position of Algoma District School Board Student Trustee. There are two positions available and interested candidates are to apply no later than

Friday, February 16, 2024 at 3 p.m.

To be eligible for consideration as a Student Trustee, an individual must be a current member of the Student Senate.

Application packages will be reviewed by the Board Leadership Team. Applicants who are shortlisted will be asked to present an election speech at the

Tuesday, February 20, 2024 Student Senate Meeting.

Student Senate will vote for the two Student Trustees during the Tuesday, February 20 meeting.

**For more information, contact:
Your Principal or Vice-Principal**

confident learners, caring citizens

Description of the Student Trustee Role

The Student Trustee is a member of the Algoma District School Board of Trustees and, as such, is part of the deliberations and decision-making of all matters brought before the Board. Some critical responsibilities of the Student Trustee are to represent the interests of students during deliberations of the Board of Trustees and to communicate Board decisions to system students.

There are three positions for Student Trustee – 2 elected through the ADSB Student Senate and one elected through the ADSB Northern Indigenous Youth Council.

Elected by a special Student Trustee Election, each Student Trustee has a standing position on the Student Senate. The three Student Trustees are expected to set the agenda and take minutes as well as co-chair the Student Senate. These meetings are held once a month. As well, Student Trustees are expected to provide updates to the Senate on Board directions, policies, and activities.

Each Student Trustee is asked to bring forward input and information from the Student Senate to the Board according to established protocol. There are two evening meetings, usually a Committee of the Whole and a Regular Board meeting each month. These are held on Tuesday evenings, and each Student Trustee is required to attend either in person or by video/teleconference. There are also information sessions that the Student Trustees may choose to attend. There are no meetings during the summer months. At any meeting, it is expected that the Student Trustees will conduct themselves in accordance with the Board of Trustees' Rules and Regulations, and Robert's Rules of Order.

Additionally, the Student Trustees are often asked to be involved in various Board activities. They may be asked to represent the student voice at special community events and/or for media interviews. These activities are pre-approved by ADSB personnel, and it is the expectation that Student Trustees will be ambassadors for and positively represent the Algoma District School Board in these scenarios.

1. **Term of Office**

The term of the Student Trustee will be for one year, from August 1, 2024 to July 31, 2025.

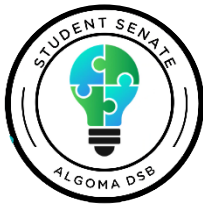
2. **Honorarium**

There is an honorarium of \$2500 for the term, with reimbursement for approved expenses.

3. **Qualifications**

Any student may apply to be a Student Trustee who:

- 3.1 is a full-time student on August 1st in a secondary school of the Algoma District School Board,
- 3.2 is currently a member of the Student Senate;
- 3.3 will be a full-time student in the senior division;
- 3.4 has written parental/guardian consent (if under 18 years of age).



Student Trustee Application for the 2024 / 2025 School Year

Eligibility

To be eligible for consideration as a Student Trustee, an individual must meet all the following conditions:

- currently be in or entering the senior division in an Algoma District School Board school;
- be a full-time student;
- be a member of the Student Senate;
- be recommended by the Principal of the school;
- have a strong academic standing, as well as strong leadership and communication skills;
- meet all other conditions as laid out in this policy or elsewhere in Board policy, and
- be governed by policies and regulations that apply to all members of the Board upon appointment to the position.

Application Process

The process for determining the **2024 -2025** Student Trustees for the Algoma District School Board is as follows:

1. Submission of completed application by **Friday, February 16, 2024 at 3:00 p.m.**
2. Applicants who are shortlisted will present an election speech during the **Tuesday, February 20, 2024** Student Senate Meeting at 11:15 am via Microsoft Teams
3. Election of the new Student Trustees by the Student Senate will also take place during the **Tuesday, February 20, 2024** Student Senate Meeting.

Application Package

Applications are available as a Word Document and must be returned as an attachment when emailing.

When completing the application, the following must be included:

1. A cover letter outlining:
 - a. The top three priorities/issues in your school including:
 - What actions you have taken to help support these priorities/address these issues
 - What you suggest as next steps for supporting your school's climate
 - b. Why you are a strong candidate for the position of Student Trustee
2. A Student Trustee Focused Resume using the attached template
3. A reference letter from your Principal, Vice-Principal, or Teacher-Mentor
4. Required signatures on this Student Trustee Permission Form

**Please send your completed Student Trustee Application to
Andrea Perri, Confidential Secretary**

By email: perria@adsb.on.ca

Subject Heading: Student Trustee Application

Or Mail to:

Andrea Perri
Algoma District School Board
644 Albert Street East
Sault Ste. Marie, ON P6A 7B6

Or Fax to:

705-942-2540

...to be received no later than 3:00 p.m., on Friday, Feb. 16, 2024.

Election Speech

Please prepare a 3-5 minute election speech for the Student Trustee Election that addresses the following:

1. Describe the skills, experiences, and attributes that will make you an effective Student Trustee.
2. The role of the Student Trustee is to represent the ideas of the student population regarding board-wide matters. Describe how you will work with staff and the Board of Trustees to ensure that the voices of students are heard at the Board level.
3. What would you like to accomplish both as a Student Trustee representing the Student Senate and as a member of the Algoma District School Board?

Student Trustee Candidate Permission Form

1. Student Trustee Candidate:

I understand the responsibilities and requirements of the Student Trustee position and will follow the Board of Trustees' Rules and Regulations. I will also make sure that my parents/legal guardians and the Principal of my secondary school are aware of my interest in seeking the Student Trustee position and are aware of my commitment should I be the successful candidate.

Student Trustee Candidate

Date

2. Parent/Legal Guardian:

I give approval for my son/daughter to serve as a Student Trustee for the Algoma District School Board from August 1, 2024 to July 31, 2025.

Parent/Legal Guardian

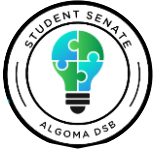
Date

3. School Principal:

I support this student in their pursuit of the position of Student Trustee for the Algoma District School Board from August 1, 2024 to July 31, 2025 and understand that they may, from time to time, be required to provide leadership and input outside of the regular classroom.

School Principal

Date



Algoma District School Board
Student Trustee Focused Resume

Page 1 of 1

NAME:			
PHONE #s:	HOME:	CELL:	
E-MAIL:			AGE AS OF AUGUST 1, 2024
ADDRESS:			GRADE AS OF SEPTEMBER 2024

EDUCATION

Schools Attended (Elementary and Secondary)	YEAR	Learning Skills Ratings (Semester 1 Mid-term Report Card: November 2023)	
		Responsibility:	Organization:
		Independent Work:	Collaboration:
		Initiative:	Self-Regulation:

STUDENT SENATE EXPERIENCE

Student Senate Sponsored Activities/Events	Date	Details of Involvement

LEADERSHIP EXPERIENCE (School & Community)

Role	School /Organization	Specific Activities/ Tasks

VOLUNTEER EXPERIENCE

Organization	Role	Duties

INTERESTS/HOBBIES

SPECIAL SKILLS, TRAINING, QUALIFICATIONS, CERTIFICATIONS
