



REGULAR BOARD MEETING AGENDA

Tuesday, February 28, 2023

EDUCATION CENTRE 7:00 P.M.

PUBLIC

A. PROCEDURAL ITEMS

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

V. Education Topic and/or Delegation

	Superintendent
1. Update on Trades Trailer and Programming & Skills Ontario Competition	M.B.
2. Phase II of ADSB Academies – A Perfect F.I.T.	M.B.

VI. System Information

	Superintendent
1. 2021-2022 Annual Health & Safety Report Guest: Chris Alfano	J.S.M.
2. Update on 2023-2024 School Year Calendar	M.B.
3. Distribution of Policies: 2.03 (Recruitment & Selection of the Director of Education), 2.05 (Evaluation of the Performance of the Director of Education), 2.08 (Agenda Review Committee), 3.01 (Administrative Council), 3.02 (The Education Act & Other Legislation).	L.R.
4. Distribution and Discussion 6.56 (Naming of Schools)	L.R.

VII. Minutes from Previous Meetings

Minutes to be Approved by the Board:

1. Regular Board Meeting Minutes from 2023 01 17
2. Committee of the Whole Minutes from 2023 02 07

Minutes to be Received by the Board:

1. SEAC Meeting Minutes from 2023 01 10

VIII. Student Trustees' Report

IX. Reports from Committee Chairs, O.P.S.B.A.



REGULAR BOARD MEETING AGENDA
Tuesday, February 28, 2023
EDUCATION CENTRE 7:00 P.M.

PUBLIC

B. ACTION ITEMS	
	Superintendent
1. Receipt of the 2021-2022 Annual JHSC Annual Report	J.S.M.
2. Approval for School Year Calendar for 2023-2024	M.B.
3. Approval of Policy 6.56 (Naming of Schools)	L.R.
4. Budget Development Process for 2023-24	J.S.M.
5. Approval of Policy 6.20 (School Sanctioned Trips)	J.M.
6. Approval of 2023-2024 Student Trustees	J.M.
7. Appointment of Trustees to Ad Hoc Committee for Naming of New Blind River School	L.R.
C. INFORMATION ITEMS	
FUTURE MEETINGS AND LOCATIONS	
2023 03 28 Regular Board Meeting - H.E. Crowder Board Room	

SECTION 2: BYLAWS/TRUSTEES/COMMITTEES

Policy 2.03: RECRUITMENT AND SELECTION OF THE DIRECTOR OF EDUCATION

Supporting Policies

Supporting Procedures

Supporting Protocols

Supporting Templates and Forms

Guidelines, Checklists and Other Board Resources

External Resources

Approved by Board Resolution #055 – 2018 06 12

1.0 RATIONALE

The Board of Trustees is responsible for the recruitment and selection of the Director of Education who is the chief education officer, chief executive officer and secretary of the Algoma District School Board.

This governance policy establishes governing principles for a process by which the Board will recruit and select a candidate for the position of a director of education.

Algoma District School Board is committed to recruiting and employing a director of education who is highly qualified and who possesses outstanding leadership qualities.

The Board recognizes the importance of appointing a highly effective system leader to implement the work of the Board. The Board shall seek a director of education who promotes success for all students and staff members, open communication and positive community relationships.

2.0 DEFINITIONS

Board means the Board of Trustees.

Search Consultant means an executive search firm or individual retained by the Board to facilitate and advise the Board during the recruitment and selection process of a director of education.

3.0 POLICY

- 3.1** Algoma District School Board has a policy, Role of the Director of Education which is particularly relevant for the purposes of the recruitment and selection of a director of education. The policy describes the Board's expectations of the director. The role description highlights a commitment to student achievement and well-being. It states that the director must provide educational leadership; demonstrate effective system direction and planning; exhibit fiscal responsibility; and provide successful organizational and personnel management. The policy describes a director who establishes positive working relations with members of the Board, the staff, and community. In addition, the director is expected to engage in effective communications with all stakeholders to promote and protect public education within the district and the province.
- 3.2** The Board is committed to the establishment of a recruitment and selection process for the director's position, which captures the complexity of the workplace and provides practical, multi-criteria assessments of the degree to which the candidates possess the knowledge, skills and attributes of a successful system leader.
- 3.3** The Board is also committed to holding itself to high standards and continually stresses and reinforces the importance of confidentiality throughout all steps of the recruitment and selection process in order to preserve the integrity of the Board, the candidates and the search process from start to successful completion.
- 3.4** For greater certainty, in the case of an unplanned vacancy in the position of director of education and/or the need to appoint an interim director of education, the Board is not required to follow this policy.

4.0 Selection of Search Consultant

- 4.1** When it is known that the position of the director of education will become vacant, the Board will select a Search Consultant to assist and/or perform any of the duties related to the recruitment and selection process upon terms as specified by the Board, and to include the following key components identified below.

5.0 Duties of the Search Consultant

- 5.1** In consultation with the Board, the Search Consultant will prepare a candidate profile for the position of the director of education which will include the components of the Role of the Director of Education Board Policy, the key priorities of the Board for the new director to accomplish and any other selection criteria and leadership competencies sought in the ideal candidate.

- 5.2** To ensure that the selection process considers local needs, the Search Consultant will gather information about the strengths of the system, challenges for the coming years, and the qualities and skills that are perceived as necessary for the director of education. This information will be brought to the Board's attention when preparing the candidate profile. Those to be consulted may include the senior team, trustees, employee groups, and the parent involvement committee.
- 5.3** The Search Consultant will be responsible for developing the following additional key components of the search process as well as any other duties assigned by the Board:
- a. develop a search strategy for candidate identification, including advertising and application requirements;
 - b. ensure that all qualified Algoma District School Board employees are made aware of the search process;
 - c. review all applicant resumes/applications and recommend to the Board a short list of candidates for the Board to consider and interview;
 - d. develop an interview format and questions which must be consistent with all applicable Algoma District School Board policies regarding hiring and human resource practices, including all equity policies;
 - e. training for the Board on the interview process to ensure a consistent, fair and equitable process;
 - f. conduct reference and credential checks on all finalist candidates and prepare a detailed report for review by the Board; and
 - g. provide support and assistance during the interviews of candidates and assist in the selection debriefing by the Board.

6.0 Duties of the Board

- 6.1** The committee of the whole Board will be responsible for the oversight of the recruitment and selection of the director of education, including the following key components:
- a. approve the candidate profile, and search strategy for candidate identification, including advertising and application requirements;
 - b. develop the employment contract framework and parameters;
 - c. approve a short list of candidates to be interviewed;
 - d. approve the interview format and questions to be asked of candidates during the interview;
 - e. attend any training sessions provided on the interview and selection process;
 - f. review the Search Consultant's reference check report;
 - g. conduct the interview of potential candidates and select final candidate to be recommended to the Board; and
 - h. approve the final employment contract for the director of education and make a recommendation to the Board.

- 6.2** The Chair of the Board, with the assistance of legal counsel, will negotiate on behalf of the Board with the selected candidate to draft an employment contract.
- 6.3** A motion of the Board adopting the recommendation of the committee of the whole to approve the final employment contract of the director will be made.
- 6.4** A formal resolution appointing the successful candidate must be made by the Board.
- 6.5** The announcement of the appointment of a new director of education will be coordinated with the new director and a communications officer of the Algoma District School Board.

NO CHANGE

SECTION 2: BYLAWS/TRUSTEES/COMMITTEES

Policy 2.05: EVALUATION OF THE PERFORMANCE OF THE DIRECTOR OF EDUCATION

Supporting Policies

Supporting Procedures

[Director of Education Performance Review Procedure](#)

Supporting Protocols

Supporting Templates and Forms

Guidelines, Checklists and Other Board Resources

External Resources

[The Ontario Leadership Framework](#)

Approved by Board Resolution #027-2016 02 16

RATIONALE

An effective performance review provides a mutual learning opportunity to provide feedback to the Director of Education in a process which strengthens the organization and benefits students.

The Ministry of Education has directed that school Boards conduct an evaluation of the performance of the Director of Education (*Education Act 169.1(1)*).

POLICY

It is the policy of the Algoma District School Board to:

1. Ensure accountability for the effective leadership and management of the school system and the effective implementation of its Multi-Year Strategic Plan.
2. Provide the Director of Education with concrete feedback from the elected Board on his/her performance to be used as a basis for his/her personal development in the role.

SECTION 2: BYLAWS/TRUSTEES/COMMITTEES

Policy 2.05: EVALUATION OF THE PERFORMANCE OF THE DIRECTOR OF EDUCATION

Supporting Policies

Supporting Procedures

[Director of Education Performance Review Procedure](#)

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The Ministry of Education has directed that school Boards conduct an evaluation of the performance of the Director of Education (*Education Act 169.1(1)*).

POLICY

It is the policy of the Algoma District School Board to:

1. Ensure accountability for the effective leadership and management of the school system and the effective implementation of its Multi-Year Strategic Plan.
2. Provide the Director of Education with concrete feedback from the elected Board on **their** performance to be used as a basis for **their** personal development in the role.

SECTION 2: BYLAWS/TRUSTEES/COMMITTEES

Policy 2.08: Agenda Review Committee

Supporting Policies

Supporting Procedures

Supporting Protocols and Guidelines

Supporting Templates and Forms

Other Resources

Approved by Board Resolution #154-1998 06 23

Approved by Board Resolution #223-2012 04 10

Approved by Board Resolution #108-2017 11 28

COMPOSITION

The Agenda Review Committee shall consist of:

- a) Chair and Vice-Chair
- b) One Additional Trustee Chosen in Rotation
- c) Director of Education

TERMS OF REFERENCE

The purpose of the Agenda Review Committee is to support the development of agenda items for Board meetings by advising on such issues as timelines and thoroughness of items, action versus information items, open and closed session, and the order of items on the agenda. Actions may include but are not limited to the following:

- To review the action and information items proposed by administration for Board meetings.
- To review action and information items proposed by Board committees and individual trustees for Board meetings.
- To assist administration in organizing agenda items for Board meetings.
- To review with administration, Board committees, and/or individual trustee matters of procedural concern regarding items for inclusion in Board meetings.
- To assist administration in directing requests or inquiries from outside the Board for disposition as appropriate.
- As per [Bylaw 4.5 Notice of Meeting](#), there may be unusual circumstances where the supporting materials may not be available until the time of the meeting.

SECTION 3: ADMINISTRATIVE COUNCIL

Policy 3.01: Administrative Council

Supporting Policies

Supporting Procedures

Supporting Protocols and Guidelines

Supporting Templates and Forms

Other Resources

Approved by Board Resolution #154-1998 06 23

Approved by Board Resolution #236-2012 05 08

Approved by Board Resolution #056-2018 06 12

COMPOSITION

The Board of Education has established an Administrative Council consisting of all senior officials whose duties are outlined in the Education Act.

The Administrative Council includes:

- The Director of Education
- The Executive Superintendent of Business & Operations
- The Superintendents of Education

TERMS OF REFERENCE

1. The Director of Education shall be Chair of the Administrative Council.
2. The Superintendents, all on the same level of responsibility and authority, shall provide advice and guidance to the Director of Education and assist in carrying out the policies of the Board, develop and implement procedures, programs and supports related to these policies.
3. The Administrative Council shall meet as requested by the Board or by the Director of Education.
4. A "Report of the Director of Education" will be prepared for regular meetings of the Board and/or as required.
5. The Director of Education will have reports submitted on any topics requested by the Board by resolution.

SECTION 3: ADMINISTRATIVE COUNCIL

Policy 3.02: The Education Act and Other Legislation

Supporting Policies

Supporting Procedures

Supporting Protocols and Guidelines

Supporting Templates and Forms

Other Resources

[Education Act](#)

Approved by Board Resolution #154-1998 06 23

Revised by Resolution #236-2012 05 08

Revised by Resolution #040-2018 05 08

The core legislation that governs elementary level and secondary level education in the Province of Ontario is [The Education Act](#), and any regulations issued under its authority.

In addition, other statutes and regulations may expand upon, add to, overlap [The Education Act](#) in many areas. Some examples are the following:

- [Immunization of School Pupils Act](#)
- [Municipal Conflict of Interest Act](#)
- [School Boards and Teachers Collective Negotiations Act](#)
- [Teaching Profession Act](#)
- [Municipal Act.](#)

The Algoma District School Board shall fulfill its mandate in accordance with The Education Act (and its associated regulations) that deal with key issues such as the [Safe Schools Act](#), Teacher Performance Appraisal, and Criminal Background Check. In addition the Board shall act in accordance with all other federal and provincial legislation, and with all municipal by-laws which might impact upon it.

Such legislation would include (but would not be restricted to) the following statutes and any regulations issued under these statutes:

- | | |
|--|--------------------------------------|
| • Building Code | • Occupational Health and Safety Act |
| • Canadian Charter of Rights and Freedoms | • Ontario Fire Code |
| • Employment Standards Act | • Ontario Hydro Act. |
| • Freedom of Information and Protection of Privacy Act | • Pay Equity Act |
| • Health Promotion and Protection Act | • Pension Benefits Act |
| • Highway Traffic Safety Act | • Teachers' Pension Act |
| • Human Rights Code | • Tobacco Control Act |
| | • Workers' Compensation Act |

SECTION 6: OPERATIONS

Policy 6.56: NAMING OF SCHOOLS

Supporting Policies

Supporting Procedures

Supporting Protocols and Guidelines

Supporting Templates and Forms

Other Resources

Approved by Board Resolution #066-2009 04 21

No Change by Board Resolution #042-2014 02 25

Amended by Resolution #025-2019 02 26

POLICY STATEMENT

It is the policy of the Algoma District School Board that trustees, as elected representatives of their community, shall approve the official names of new and consolidated schools or changes to existing names of schools.

POLICY

When naming a school, the Director of Education shall establish an Ad Hoc Committee to make a recommendation to the Board.

The Committee shall be composed of the following members:

- a) two Trustees, appointed by the Board;
- b) one school administrator (Principal or Principal designate if applicable);
- c) one staff representative;
- d) a parent representative of the School Council (in the case of consolidation, one representative from each School Council will be invited);
- e) one Superintendent of Education;
- f) one student; and
- g) one community member.

The ad hoc committee will develop a process for inviting suggested names for the school from individuals or groups throughout the area of jurisdiction of the Board. The process will be submitted in writing to the Director of Education for approval prior to commencement. At the end of the process this committee, through consensus, will bring a recommendation of up to three names for consideration of the Board

CHOICE OF NAME

The name for a school will be chosen from:

- a) the name of the street on which the school is located;
- b) a feature of the district which the school serves;
- c) an historical name that once applied to the area;
- d) the name of a person (with appropriate permission) recognized as having made a significant contribution to the community, province or Canadian/ international society; and/ or
- e) wording that is supportive of the Board's [mission](#), [vision](#) and [values](#) and meets the best interests of the school's students.

NAMING A SECTION OR AREA OF A SCHOOL

After consulting with the Director of Education or designate, the naming of a section or area of a school must be approved by the Board of Trustees.

Schools or sections thereof, shall not be named or renamed after current Board members or employees.

SECTION 6: OPERATIONS

Policy 6.56: NAMING OF SCHOOLS

Supporting Policies

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Other Resources

*Approved by Board Resolution #066-2009 04 21
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- b) one school administrator (Principal or Principal designate if applicable); *
- c) one staff representative; *
- d) a parent representative of the School Council; *
- e) one Superintendent of Education;
- f) one student; * and
- g) one community member. *

**Note: In the case of consolidation, an additional such member may be included, at the discretion of the Director, to represent each school community and/or to reflect the diversity of a school community.*

The Ad Hoc Committee will:

- i) establish a process for inviting suggested names for the school, from individuals or groups throughout the area of jurisdiction of the Board;
- ii) submit the process, in writing, to the Director of Education for approval;
- iii) implement the naming process once approval to proceed has been granted by the Director of Education;
- iv) upon completion of the naming process, through consensus, provide a written recommendation of up to three names, to the Director of Education, for consideration by the Board.

CHOICE OF NAME

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- a) the name of the street on which the school is located;
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**ALGOMA DISTRICT SCHOOL BOARD
REGULAR BOARD MEETING
CLOSED SESSION**

2023 01 17

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 #001-2023)

On motion of Trustees Elaine Johnston and Debbie Shamas it was approved:

That the Board move into Closed Session at 5:29 p.m.

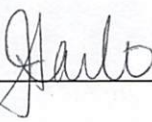
Updates given:

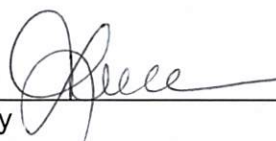
- E.1 **Negotiations Update**
 - E.2 **Arbitration and Grievance Update**
 - E.3 **Personnel/Property/Other Issues**
-

(Resolution #002-2023)

On motion of Trustees Nick Apostle and Russell Reid it was approved:

That the Board adjourn Closed Session at 6:59 p.m.

Chair 

Secretary 



ALGOMA DISTRICT SCHOOL BOARD

REGULAR BOARD MEETING – CLOSED SESSION

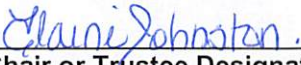
Date of Meeting: **Tuesday, January 17, 2023**

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

Location: **EDUCATION CENTRE**

ATTENDANCE

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


 Chair or Trustee Designate



**ALGOMA DISTRICT SCHOOL BOARD
REGULAR BOARD MEETING**

**MINUTES
OPEN SESSION**

2023 01 17

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 #003-2023)

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

That the Board move into Open Session at 7:11 p.m.

(II) Land Acknowledgement – Read by Trustee Elaine Johnston

(III) Approval of Agenda

(Resolution #004-2023)

On motion of Trustees Elaine Johnston and Nick Apostle it was approved:

That the Agenda dated 2023 01 17 be approved as distributed.

(IV) Conflict of interest – N/A

(V) Education Topic and/or Delegation

1. Overview of City Transit Pilot: The Pass to Knowledge

Guests: White Pines C & V S Teacher - Scott MacDonald and Carla Muto
and 3 students.

M.B.

(V) Education Topic and/or Delegation - continued**2. Ontario Youth Apprenticeship Program (OYAP) Special Projects**

Guests: Kristen Berger (Coop/OYAP Special Assignment Teacher), Tracy Stevens Tait (Teacher at CASS) and 2 students, Dwayne Alcock (Teacher at White Pines), Michelle Hawkins (Teacher at Attendance Centre), 1 student from Attendance Centre), and via Teams, Tim Purych (Teacher at ELSS) with 2 students.

M.B

A. (VI) System Information

1. Director's Annual Report L.R.
2. Distribution of Policy 6.20 School Sanctioned Trips (formerly entitled Curricular Trips) J.M.
3. 2023-2024 School Year Calendar Consultations M.B.
4. Kindergarten Registration for 2023 M.B.

(Resolution #005-2023)

On motion of Trustees Russell Reid and Elaine Johnston it was approved:

A. (VII) Approval of Minutes from Previous Meetings**1. Minutes to be Approved by the Board:**

1. Regular Board Meeting Minutes of 2022 11 22

(VII) Minutes to be Received by the Board.

1. Special Education Advisory Committee (SEAC) meeting Minutes of 2022 11 22
2. Special Education Advisory Committee (SEAC) meeting Minutes of 2022 12 06

A. Reports from Committee Chairs, OPSBA Items**(VIII) Student Trustees' Reports****(IX) Reports from Committee Chairs, O.P.S.B.A., P.I.C.**

(Resolution #006-2023)

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

B.1 Completion of the Annual Report of the Director of Education For 2022

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 2022 as required by the Ministry of Education, and as contained in the Director's Report to the Board of 2023 01 17.
-

C. INFORMATION ITEMS

1. Property and Liability Insurance Renewals for 2023 & OSBIE Refund Statement J.S.M.
2. ADSB Q.1 Quarterly Report 1 J.S.M.

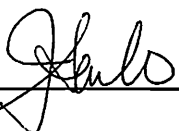
FUTURE MEETINGS AND LOCATIONS

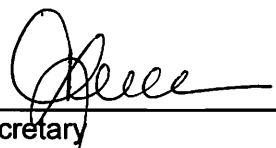
2023 02 17 Committee of the Whole – H.E Crowder Board Room

(Resolution #007-2023)

On the motion of Trustees Russell Reid and Susan Myers it was approved:

That the Board move to adjourn the Public Meeting at 8:40 pm.


Chair


Secretary



ALGOMA DISTRICT SCHOOL BOARD

REGULAR BOARD MEETING – OPEN SESSION

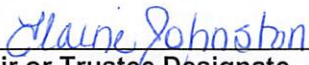
Date of Meeting: **Tuesday, January 17, 2023**

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

Location: **EDUCATION CENTRE**

ATTENDANCE

Name	Abs/Pres	Late Arrival	Early Departure	Comments
<u>Trustees</u>				
Nick Apostle	Pres			
Greg Bowman	Pres			
Sheryl Evans	Pres			
Elaine Johnston	Pres			
Sara McCleary	Pres			
Marie Murphy-Foran	Pres			
Susan Myers	Pres			
Jennifer Sarlo	Pres			
Debbie Shamas	Pres			
Russell Reid	Pres			
Heather Whitley	Pres			
<u>Student Trustees</u>				
Teagen Britten	Pres Online			
Nevaeh Pine	Abs			
Ava Engel	Pres			
<u>Admin. Council</u>				
L. Reece	Pres			
J. Santa Maria	Pres			
B. Vallee	Pres			
J. Maurice	Pres			
M. Bell	Pres			
F. Palumbo	Pres			
<u>Others</u>				
L. Aceti	Pres			
F. Walsh	Pres			
<u>Media</u>				
Brian Kelly	Pres			
Darren Taylor	Pres			


 Chair or Trustee Designate



**ALGOMA DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE MEETING
CLOSED SESSION
2023 02 07
EDUCATION CENTRE & MICROSOFT TEAMS**

Meeting was called to order by Chair Sarlo.

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

(Resolution #008-2023)

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

That the Board move into Closed Session at 5.31 p.m.

(Resolution #009-2023)

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

That the Closed Session of the meeting of the Board adjourn at 6:11 p.m.

Chair

Secretary



ALGOMA DISTRICT SCHOOL BOARD

COMMITTEE OF THE WHOLE BOARD MEETING – CLOSED

Date of Meeting: **Tuesday, February 7, 2023**

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

Location: **H.E. Crowder Board Room**

ATTENDANCE

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


Chair or Trustee Designate



ALGOMA DISTRICT SCHOOL BOARD

COMMITTEE OF THE WHOLE BOARD MEETING – OPEN SESSION

Date of Meeting: **Tuesday, February 7, 2023**

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

Location: **EDUCATION CENTRE & MICROSOFT TEAMS**

ATTENDANCE

Name	Abs/Pres	Late Arrival	Early Departure	Comments
<u>Trustees</u>				
Nick Apostle	✓			
Greg Bowman	✓ Online			
Sheryl Evans	✓			
Elaine Johnston	✓ Online			
Sara McCleary	✓ Online			
Marie Murphy-Foran	✓ Online			
Susan Myers	✓ Online			
Jennifer Sarlo	✓			
Debbie Shamas	✓ Online			
Russell Reid	✓ Online			
Heather Whitley	✓ Online			
<u>Student Trustees</u>				
Teagen Britten	✓ Online			
Nevaeh Pine	Abs.			
Ava Engel	✓			
<u>Admin. Council</u>				
L. Reece	✓			
J. Santa Maria	✓			
B. Vallee	✓			
J. Maurice	✓			
M. Bell	✓			
F. Palumbo	✓ Online			
<u>Others</u>				
F. Walsh	✓ Online			
L. Aceti	✓			
<u>Media</u>				


 Chair or Trustee Designate



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

MINUTES OF MEETING
January 10, 2023
DT Walkom/Teams
12:00 Start Time

Present: S. Kitts (North Shore Tribal Council), A. Gauthier (Thrive Child Development Centre) P. Mick (Member-At-Large), Margaret Barbeau (Community Living Algoma), Margaret Tuomi, (Autism Ontario), Susan. McIlquham (Sault Ste Marie Down Syndrome Society), E. Torresan (Algoma Family Services)

Trustees: S. Evans, R. Reid.

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

Regrets: None

Meeting called to order at 12:10 p.m. With the approval of Chair Mick, Superintendent Vallee to facilitate the remainder of the Teams meeting.

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

2. Approval of Agenda and Minutes (December 6, 2022)

Approval of Agenda. Moved by S. Kitts. Seconded by A. Gauthier. All in favour.

Approval of Minutes. Moved by R. Reid. Seconded by M. Barbeau. All in favour.

3. Voting for Chair- Pat Mick nominated and acclaimed as Chair

Voting for Vice Chair- Vice-Chair position remains vacant

4. Correspondence: No correspondence received this month.

5. Member Organization Updates

S. Kitts (North Shore Tribal Council)

- New Education Manger at Garden River First Nation Education Department, Nicky MacDonald

A. Gauthier (Thrive)

- Smart Hub will be starting up in the next few weeks. This should help ensure parents have easier time accessing support as it will be “one-stop shopping”.

- Stefanie Fetherston leaving her role at Thrive to take on the role of Director of Services with Algoma Family Services.

M. Tuomi, (Autism Ontario),

- Excited to virtually meet with Tanya Jewel and share information.

M. Barbeau (Community Living Algoma)

- CLA is still working on addressing the service wait list
- Planning follow-up regarding the possibility of a five-part learning series as follow-up to the Shelley Moore presentation from October. Sergio Iacoe is scheduled to meet with B. Vallee (ADSB) and F. Lettieri (HSCDSB) about next steps.
- Wondered about children and youth during Pandemic who may have switched to virtual learning but did not actually attend – how did ADSB handle this? B. Vallee stated that as part of the annual summer wellness program that began during the pandemic, our counsellors were tasked with outreach to work to re-engage families that opted for virtual learning but were not engaging. Boards are still mandated to offer a virtual learning option during the current school year but the numbers are drastically reduced from last year.

E. Torresan (Algoma Family Services)

- AFS goal has a goal to help ensure improved pathways for services
- Excited for the opportunity to meet with staff from the Trillium school and discuss program options for students in Sault Ste Marie.

S. McIlquham (Sault Ste Marie Down Syndrome Society)

- Nothing to report this month.

P. Mick (Member- At-Large)

- Nothing to report this month.

6. Presentation: Special Education Programs and Services B. Vallee

- Due to technical difficulties, this will be postponed to our next meeting.

7. Report from the Board (Trustees)

- Workshop on the role of the trustee took place for new and returning trustees
- J. Sarlo acclaimed as Chair of the Board. E. Johnstone is the new Vice-Chair. R. Reid will represent the ADSB as an Ontario Public School Boards Association (OPSBA) director.
- Many of ADSB's trustees will participate in the annual OPSBA Public Education Symposium scheduled to take place in Toronto Jan 26 to Jan 28

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

- **Transitions:** As we enter the new year, the Kindergarten Transitions process begins again. K. Viita will be meeting with agencies and families this month to begin the process of helping our new students with special education needs transition to the school setting. At this point, meetings have been scheduled for approximately 65 incoming students.
- **Development of the 20203 Special Education Plan/Report:** An overview of the process for developing/amending the 2023 Special Education Plan was distributed to

SEAC members. A parent survey is usually done as part of the feedback process. M. Barbeau asked how many parents complete the survey? B. Vallee responded that it is usually a fairly low number of approximately 30-45 responses each year, but it does provide us with some helpful feedback.

- **December Principal's Meeting:** Our December Principal's Meeting took place just after our December SEAC meeting. The special education topic for the meeting was specialized placements (including specialized programs and specialized classrooms) in the ADSB. Principals were provided with an overview of the models that are in place for specialized programs and specialized classrooms, including information regarding placements, admission criteria, programming focus and locations as well as the process for referring a student for a potential specialized placement was provided. Principals of schools that host one of each specialized program model also provided their colleagues with an overview of what the model looks like in practice at their schools.
- **CAT4/Insight Testing:** Our CAT4/Insight testing was completed during the week of October 24th – 28th. We have submitted the answer booklets for computerized scoring by the Canadian Testing Centre and anticipate that we will have results back by the end of the month. S. Evans wondered about the impact of the pandemic and whether this is reflected in the scores of students participating in Insight/CAT4. B. Vallee responded that Insight is a cognitive assessment and this would not be impacted by pandemic-related changes in schooling. CAT4 (Canadian Achievement Test 4th Edition) does assess achievement in reading, writing, and mathematics, and these scores do reflect impacts on achievement. Part of our process of reviewing the data includes a review of the historical data and it was evident from last year's scores that there was a drop in achievement data following the pandemic. We are eager to see what this year's data will reveal.
- Special Incidence Portion (SIP) Claims:** Thanks to the Special Education Department Staff for their hard work in submitting SIP claims. We have submitted approximately 75 claims for SIP funding. E. Torresan asked about the SIP process. B. Vallee responded that school boards may make a claim for Special Incidence Portion (SIP) funding to help cover the costs of supporting students with high health and/or safety needs. The Ministry will grant up a maximum of \$28,803 per student. E. Torresan asked if this is extra money? B. Vallee responded that SIP funding claims are made based on supports that have already been put in place for students.
- **Special Education AQ Subsidy for Educators:** The Ministry has provided subsidy funding for educators wishing to take a special Education Additional Qualifications course. We were very pleased with the number of expressions of interest received from our teachers. All our funding for the 2022-2023 school year has been accessed by staff planning to enroll in winter term courses.

Upcoming Agenda:

- Today's scheduled presentation will be done at our next meeting.

9. Next Meeting: February 14, 2023

10. Motion to adjourn: Moved by M Barbeau. Seconded by A. Gauthier.

Meeting adjourned at 1:15



B. 1 Director's Report to the Board

Date: 2023 02 28

Subject: **JOINT HEALTH AND SAFETY ANNUAL REPORT: 2021-2022**

1.1.0 Background

1.1.1 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.

1.2.0 Information

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

1.3.0 Recommendation

1.3.1 It is recommended that the Board receive the 2021-22 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.

1.4.0 Proposed Resolution

1.4.1 That the Board receive the 2021-22 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

2021 - 2022

JOINT HEALTH & SAFETY COMMITTEE

2021-2022 ANNUAL REPORT

The report provides a written summary of the Committee's activities during the 2021 - 2022 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, Section 9.

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 2021-2022 are listed as follows:

MEMBER	REPRESENTING
Christy Lyons	OSSTF Occasional Teachers
Kim Bartlett	OSSTF Support
Sherry Berube	CUPE
Michael Galipeau	CUPE
Robert Porter	CUPE
Ian Gauld	Management
Cheryl Rowat	Management
Jana Rizzo	ECE
Nicole Clouthier	ETFO
Shelly Predum	ETFO
Kerri Whent	ETFO
Patti Bernath	ETFO – North
Lisa McLean	OSSTF Support
Monica Dvora-Tong	OSSTF Teacher
Jason Kennedy	Elementary Administrator
Joe Santa Maria	Management
Nic Turco	Non-Union

The alternate members of the committee were:

MEMBER	REPRESENTING
Al Turcotte	Management
Dave Steele	Management
Mona Kingshott	Management
Justin Dimma	CUPE
Kerri Simm	ETFO
Connie Nykyforak	Non – Union Workers

The Co-Chair of the Committee at year-end was Lisa McLean (Workers) and Jason Kennedy (Management). Chris Alfano (Health and Safety Officer) served as a resource to the Committee.

2021-2022 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**
- **COVID-19 Training**

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, 162 new hires received Health and Safety Orientation Training for the 2021-2022 school year. The Committee recommends that professional activity time continue to be set aside annually for health and safety education for selected staff.

WORKPLACE HAZARDOUS MATERIAL INFORMATION SYSTEM (WHMIS)

The Board has reassessed its WHMIS training process during the 2021-2022 school year, as Canada has started to adopt the Global Harmonized System (GHS). This is a Regulated International information system pertaining to workplace materials.

The Health and Safety Officer co-ordinates the development and delivery of the 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 2015 training program. The WHMIS 2015 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 (52) 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 2021 – 2022 school year is outlined below:

MONTH

September	40
October	42
November	42
December	36
January	39
February	36
March	36
April	37
May	33
June	26
July	0
<u>August</u>	<u>0</u>

TOTAL *367*

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 2021 – 2022 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)
17-18	62	4.89	4.48
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

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

	2020-2021	2021-2022
Custodial / Plant	27% (9)	23% (9)
Educational Assistants	39% (13)	15 (5)
Elementary Teachers	19% (6)	26% (10)
Secondary Teachers	6% (2)	11% (4)
Early Childhood Educators	0% (0)	7% (3)
Other	9% (3)	18% (7)

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
17-18	56%	48%	8% Lower
18-19	52%	57%	5% Higher
19-20	57%	62%	5% Lower
20-21	51%	56%	5% Lower
21-22	63%	65%	2% 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	Ave. Duration (days)	Peer Group Average Duration (days)
17-18	12.94	17.61
18-19	9.6	19.4
19-20	6.5	24.7
20-21	11.1	20.7
21-22	13.3	18.9

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 2021-2022 school year:

Group	Workplace Violence Incidents Reported
Care Staff / Maintenance	3
Support Staff	343
Elementary Teachers	125
Secondary Teachers	3
Clerical	0
Non Union Workers	16
TOTAL	490

The ADSB has also created a “reporting forms training video” for staff to use as a resource to refresh the process of filling out reporting forms. This video is being used on a consistent basis throughout the board. The 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 95 staff members in First Aid during the 2021-2022 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 and updated each inventory using the requirements of Regulation 278/05 of the Occupational Health and Safety Act. As per the request for proposal, 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 (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 2021 –2022 school year the Algoma District School Board did not receive any 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 keep track of employee development maintenance and have employees re-certify for training when their training has expired.



B.2 Director's Report To The Board

Date: 2023 02 28

Subject: **SCHOOL YEAR CALENDAR 2023-2024**

2.1.0 Background

2.1.1 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, 2023.

2.2.0 Information

2.2.1 A consultation process was undertaken that provided opportunity for school communities to provide input on the calendar option being presented for 2023-2024. Opportunity for feedback was given to the following groups: administrators, teaching staff, union presidents, non-teaching staff, occasional staff, parents/guardians, 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.

2.2.2 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 2023-2024 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 B.2 #1- Elementary Calendar & B.2 #2- Secondary Calendar).

B.2 Director's Report To The Board

Date: 2023 02 28

Subject: **SCHOOL YEAR CALENDAR 2023-2024**

2.2.0 Information – continued

2.2.3 Calendar Dates

- Staff begin on Tuesday, September 5, 2023 (PA Day).
- Students begin classes on Wednesday, September 6, 2023.
- The Christmas holiday schedule is set from Monday, December 25, 2023 to January 8, 2024 inclusive.
- March Break is scheduled from Monday, March 11, 2024 to Friday, March 15, 2024.
- The last day of classes for staff and students is June 28, 2024.

2.2.4 Professional Activity Days

- | | |
|----------------------|---|
| ▪ September 5, 2023 | Professional Activity Day |
| ▪ September 29, 2023 | Professional Activity Day |
| ▪ October 27, 2023 | Professional Activity Day |
| ▪ November 10, 2023 | Professional Activity Day |
| ▪ February 2, 2024 | P* - Assessment (Elementary Report Card Prep) |
| ▪ April 19, 2024 | Professional Activity Day |
| ▪ June 10, 2024 | P* - Assessment (Elementary Report Card Prep) |

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

2.3.0 Recommendation

2.3.1 It is recommended that the Board, subject to the approval of the three coterminous Boards, approve the School Year Calendar for the 2023-2024 school year as contained in the Director's Report of 2023 02 28.

2.4.0 Proposed Resolution

2.4.1 That the Board, subject to the approval of the three coterminous Boards, approve the School Year Calendar for the 2023-2024 school year, as contained in the Director's Report of 2023 02 28.

Calendar Title 98246855: Elementary Calendar 2023-2024			Calendar Description Elementary Calendar				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 09, 2023	Panel Elementary	Calendar Type Regular	Calendar Status Draft		
Start of School Year Sep 01, 2023	End of School Year Jun 28, 2024	First Day Students Sep 06, 2023	Last Day Students Jun 28, 2024	Total PA Days 7	Total Instr. Days 187	Total Exam Days 0	

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 2023		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	
September 2023					1 B	4 H	5 P*	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29 P*	2	17	0	
October 2023	2	3	4	5	6	9 H	10	11	12	13	16	17	18	19	20	23	24	25	26	27 P*	30	31				1	20	0	
November 2023			1	2	3	6	7	8	9	10 P	13	14	15	16	17	20	21	22	23	24	27	28	29	30		1	21	0	
December 2023					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25 B	26 B	27 B	28 B	29 B	0	16	0	
January 2024	1 B	2 B	3 B	4 B	5 B	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31			0	18	0	
February 2024				1	2 P	5	6	7	8	9	12	13	14	15	16	19 H	20	21	22	23	26	27	28	29		1	19	0	
March 2024					1	4	5	6	7	8	11 B	12 B	13 B	14 B	15 B	18	19	20	21	22	25	26	27	28	29 H	0	15	0	
April 2024	1 H	2	3	4	5	8	9	10	11	12	15	16	17	18	19 P	22	23	24	25	26	29	30				1	20	0	
May 2024			1	2	3	6	7	8	9	10	13	14	15	16	17	20 H	21	22	23	24	27	28	29	30	31	0	22	0	
June 2024	3	4	5	6	7	10 P	11	12	13	14	17	18	19	20	21	24	25	26	27	28						1	19	0	
July 2024	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31			0	0	0	
TOTAL																											7	187	0

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

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 2023		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
September 2023					1 B	4 H	5 P*	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29 P*	2	17	0
October 2023	2	3	4	5	6	9 H	10	11	12	13	16	17	18	19	20	23	24	25	26	27 P*	30	31				1	20	0
November 2023			1	2	3	6	7	8	9	10 P	13	14	15	16	17	20	21	22	23	24	27	28	29	30		1	21	0
December 2023					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25 B	26 B	27 B	28 B	29 B	0	16	0
January 2024	1 B	2 B	3 B	4 B	5 B	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26 E	29 E	30 E	31 E			0	14	4
February 2024				1 E	2 P	5	6	7	8	9	12	13	14	15	16	19 H	20	21	22	23	26	27	28	29		1	18	1
March 2024					1	4	5	6	7	8	11 B	12 B	13 B	14 B	15 B	18	19	20	21	22	25	26	27	28	29 H	0	15	0
April 2024	1 H	2	3	4	5	8	9	10	11	12	15	16	17	18	19 P	22	23	24	25	26	29	30				1	20	0
May 2024			1	2	3	6	7	8	9	10	13	14	15	16	17	20 H	21	22	23	24	27	28	29	30	31	0	22	0
June 2024	3	4	5	6	7	10 P	11	12	13	14	17	18	19	20	21	24 E	25 E	26 E	27 E	28 E						1	14	5
July 2024	1	2	3	4	5	8		10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31			0	0	0
TOTAL																									7	177	10	



B. 3 Director's Report to The Board

Date: 2023 02 28

Subject: **APPROVAL OF POLICY**

3.1.0 Background

3.1.1 As part of our policy review process, the following policy has been reviewed by trustees, administrative council and appropriate Board personnel and are attached as item:

6.56 Naming of Schools

3.2.0 Information

3.2.1 The following changes are being recommended:

Policy #	Section	Revision
6.56	6	- Note added, "<i>In the case ... community.</i>" - Clarified Ad Hoc Committee duties.

3.3.0 Recommendations

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

6.56 Naming of Schools

as outlined in the Director's Report of 2023 02 28.

3.4.0 Proposed Resolution

3.4.1 That the Board approve, as part of the regular review process, the following policy:

6.56 Naming of Schools

as outlined in the Director's Report of 2023 02 28.



B. 4 DIRECTOR'S REPORT TO THE BOARD

DATE: 2023 02 28

SUBJECT: BUDGET DEVELOPMENT PROCESS FOR 2023-2024

4.1.0 Background & Information

4.1.1 In the 2022-2023 budget, approved by trustees on 2022 06 14 expenditures totaling \$182,730,165 were approved in conjunction with offsetting grants, revenues, or transfer from reserves. The Board has commenced its budget process for 2023-2024. We are awaiting the Grant for Student Needs detail and related software tools from the Ministry of Education.

4.1.2 With a budget of \$183 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.4 #1.

4.1.3 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.

4.1.4 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. 4 DIRECTOR'S REPORT TO THE BOARD

DATE: 2023 02 28

SUBJECT: BUDGET DEVELOPMENT PROCESS FOR 2023-2024

Background and Information (Cont'd)

4.1.5 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.

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

4.2.0 Recommendation

4.2.1 It is recommended that the Board approve the budget process for 2023-2024 as described in the Director's Report to the Board of 2023 02 28.

4.3.0 Proposed Resolution

4.3.1 That the Board approve the budget process for 2023-2024 as described in the Director's Report to the Board of 2023 02 28.

ALGOMA DISTRICT SCHOOL BOARD
Budget Development Process
2023-2024 Budget

March to June 2023 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 2022-2023 budget, approved by trustees on 2021 06 15, expenditures totalling \$182,730,165 were approved in conjunction with offsetting grants, revenues or transfers from accumulated surplus. The Board has commenced its budget process for 2023-2024. We are waiting for the Grant for Student Needs (GSN) detail and related software tools from the Ministry of Education.

With a budget of \$183 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) 2022-2023 level of programs and services
 - b) 2022-2023 version of the Grants for Student Needs
 - c) 2023-2024 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
2023-2024 Budget

March to June 2023 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 input from principals 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 our carrier and Benefit Consultant (Until Benefit transitions are complete).
 - 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. MISA, LBS, etc.

ALGOMA DISTRICT SCHOOL BOARD
Budget Development Process
2023-2024 Budget

March to June 2023 steps in process (Cont'd):

- 6)
 - i) Insurance cost per OSBIE premium notices and projections by Executive Superintendent of Business & 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 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.
- 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.5 Director's Report to The Board

Date: 2023 02 28

Subject: APPROVAL OF POLICY

5.1.0 Background

5.1.1 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:

6.20 Curricular Trips

5.2.0 Information

5.2.1 The following changes are being recommended:

Policy #	Section	Revision
6.20	6	• Changed name of policy from "Curricular Trips" to "School Sanctioned Trips" • Supporting Policies: added 6.10 – Drug and Alcohol Policy; 6.26 – Volunteer Policy; 6.49 Board Code of Conduct; 6.49.02 – Progressive Discipline Including Suspension and Expulsion • Supporting Procedures: added "School Sanctioned Trips Administrative Procedure" and "Administrative Procedure for Volunteers" • Supporting Protocols and Guidelines: added "ADSB Tracking OPHEA Water Safety Guidelines Checklist" • Supporting Templates and Forms: forms renamed from "Curricular Trips" to "School Sanctioned Trips" • Other Resources: added "OPHEA Ontario Physical Activity Safety Standards in Education" • Policy Statement: added "and school extracurricular travel opportunities (e.g. athletic competitions)" • Added "sanctioned" before trips in second paragraph

B.5 Director's Report To The Board

Date: 2023 02 28

Subject: APPROVAL OF POLICY

5.3.0 Recommendations

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

6.20 School Sanctioned Trips

as outlined in the Director's Report of 2023 02 28.

5.4.0 Proposed Resolution

5.4.1 That the Board approve, as part of the regular review process, the following policy:

6.20 School Sanctioned Trips

as outlined in the Director's Report of 2023 02 28.

SECTION 6: OPERATIONS

Policy 6.20: Curricular Trips

Supporting Policies

Supporting Procedures

[Curricular Trips Procedure](#)

Supporting Protocols and Guidelines

Supporting Templates and Forms

[Curricular Trips – Request for Approval](#)

[Curricular Trips – Student Permission Form](#)

[Curricular Trips – Student Medical Information](#)

[Driver Vehicle Information Form](#)

Other Resources

Approved by Board Resolution #47-2000 03 07

Amended by Resolution #106-2009 06 16

Revised by Resolution # 087-2015 05 05

POLICY STATEMENT

The Algoma District School Board supports inclusionary, curriculum-related learning experiences such as field trips, excursions and educational tours that deepen understandings of curriculum concepts and provide opportunities for social development and well-being.

The Board designates responsibility for school field trips to the Director of Education and/or designate who will require that all relevant procedures are followed to ensure student safety, supervision and the consent of parents/guardians.

SECTION 6: OPERATIONS

Policy 6.20: ~~Curricular~~ School Sanctioned Trips

Supporting Policies

Policy 6.10 Drug and Alcohol Policy

Policy 6.26 Volunteer Policy

Policy 6.49 Board Code of Conduct

Policy 6.49.02 Progressive Discipline Including Suspension and Expulsion

Supporting Procedures

School Sanctioned Trips Administrative Procedure

Administrative Procedure for Volunteers

Supporting Protocols and Guidelines

ADSB Tracking OPHEA Water Safety Guidelines Checklist

Supporting Templates and Forms

School Sanctioned Trips – Request for Approval

School Sanctioned Trips – Student Permission Form

School Sanctioned Trips – Student Medical Information

Driver Vehicle Information Form

Other Resources

OPHEA Ontario Physical Activity Safety Standards in Education

Approved by Board Resolution #47-2000 03 07

Amended by Resolution #106-2009 06 16

Revised by Resolution # 087-2015 05 05

Revised by Resolution #

POLICY STATEMENT

The Algoma District School Board supports inclusionary, curriculum-related learning experiences such as trips, excursions, educational tours, **and school extracurricular travel opportunities (e.g. athletic competitions)** that deepen understandings of curriculum concepts and provide opportunities for social development and enhanced well-being.

The Board designates responsibility for school **sanctioned** trips to the Director of Education and/or designate(s) who will require that all relevant procedures are followed to ensure student safety, supervision and the consent of parents/guardians.



B.6 Director's Report to the Board

Date: 2023 02 28

Subject: APPOINTMENT OF STUDENT TRUSTEES FOR 2023 - 2024

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 Ava Engel from Korah Collegiate and Vocational School, Teagan Britten from Michipicoten High School and Indigenous Student Trustee Nevaeh Pine from White Pines Collegiate and Vocational School will complete their terms on July 31, 2023.

6.1.3 As part of the process, applications for the 2023-2024 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).

Six applications were received for the posting. Board Personnel approved six 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 23, 2023 to determine the Student Trustees for the 2022-2023 school year. The two successful candidates for the Student Trustee positions for 2023-2024 are Casey Bouvier from Chapleau High School and Andrew Vair from Superior Heights C & VS.

6.1.4 Applications for the position of Vice-Chair of the ADSB Northern Indigenous Youth Council were invited in October 2022 from student members of the Council for the 2022-2023 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, 2023-2024.

B.6 Director's Report to the Board

Date: 2023 02 28

Subject: APPOINTMENT OF STUDENT TRUSTEES FOR 2023-2024

continued...

6.1.4 Five applications were received for the Vice-Chair position. Board Personnel approved all five 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 November 4, 2022 to determine the Vice-Chair position for the 2022-2023 school year, to become the Chair and Indigenous Student Trustee in the 2023-2024 school year. The successful candidate for the incoming Chair and Indigenous Student Trustee position for 2023-2024 is Desirae Schell-Migwans from Superior Heights C & VS.

6.2.0 Recommendation

6.2.1 It is recommended that the Board approve the appointment of Casey Bouvier from Chapleau High School and Andrew Vair from Superior Heights C & VS as the Student Trustees and Desirae Schell-Migwans from Superior Heights C & VS as the Indigenous Student Trustee, for the Algoma District School Board, effective August 1, 2023 to July 31, 2024.

6.3.0 Proposed Resolution

6.3.1 That the Board approve the appointment of Casey Bouvier from Chapleau High School and Andrew Vair from Superior Heights C & VS as the Student Trustees and Desirae Schell-Migwans from Superior Heights C & VS as the Indigenous Student Trustee, for the Algoma District School Board, effective August 1, 2023 to July 31, 2024.



B. 7 Director's Report to The Board

Date: 2023 02 28

Subject: APPOINTMENT OF TRUSTEES TO AD HOC COMMITTEE FOR NAMING OF NEW BLIND RIVER SCHOOL

7.1.0 Background

7.1.1 On February 7, 2023, the Ministry announced that the Algoma District School Board (and the Conseil scolaire public du Grand Nord de l'Ontario) had "approval to proceed to tender" for the new JK-12 school in Blind River, ON. Although it is a joint project with shared school space, each Board will name its school separately.

7.1.2 As per Policy 6.56 (Naming of Schools), the Director shall establish an Ad Hoc committee whose members will develop a process for inviting suggested names for the school as well as submit a recommendation of up to three names for consideration, and the committee is to include two Trustees appointed by the Board.

7.2.0 Information

7.2.1 Given the desire for representation within the geographical area and of our First Nations partners, it is recommended that Trustee Shamas and Vice-Chair Elaine Johnston be appointed to the Ad Hoc Committee for the naming of the new school in Blind River, ON.

7.3.0 Recommendation

7.3.1 It is recommended that Trustee Shamas and Vice-Chair Elaine Johnston be appointed to the Ad Hoc Committee for the naming of the new school in Blind River, ON.

7.4.0 Proposed Resolution

7.4.1 It is recommended that Trustee Shamas and Vice-Chair Elaine Johnston be appointed to the Ad Hoc Committee for the naming of the new school in Blind River, ON.