



ITEM	TOPIC	LEAD
1.0	Call to order	
	1. Land Acknowledgment: Read by Heather Whitley	
	2. Roll Call	
	3. Conflict of Interest	
	4. Approval of Agenda (Motion)	
2.0	Consent Agenda (Motion)	
	1. Regular Board Meeting Minutes from 2025 02 25	
	2. Approval of In-Camera Motion of 2025 02 25	
	3. SEAC Meeting Minutes from 2025 02 11	
	4. Approval for Travel to OPSBA Labour Relations Conf. (Motion)	JSM
	5. Proposed JK-12 Organization for 2025-2026 (Motion)	FP/JM
	6. Approval of SEAC Alternate Member (Motion)	BV
	7. ADSB Quarterly Report – Q2	JSM
3.0	Senior Administration Reports/ Information/ Monitoring	
	1. Joint Health & Safety Annual Report (Motion)	JSM
	2. Discussion of Policies:	
	2.10 Student Trustee Policy	JM
	6.15 Fundraising, Canvassing, Soliciting	JSM
	6.24 Requests for Financial Assistance from Organizations	JSM
	6.38 Policy for External Use of Closed Board Facilities	JSM
4.0	Board Reports	
	1. Report of the Director	LR
	2. Report of Chair	JS
	3. Student Trustee Report	
	4. OPSBA Reports	GB
	5. Parent Involvement Committee Report	SMC
5.0	Other Business	
	1. N/A	LR
6.0	Next Meeting Dates	
	2025 04 08 Committee of the Whole Meeting	
7.0	Motion to Move into In-Camera Session	
	1. Motion to Adjourn In-Camera Session	
8.0	Motion to Adjourn Regular Board Meeting	

REPORT TO THE BOARD of 2025 03 25		Item # 1.0
Prepared By:	Chair Sarlo	
Strategic Priority:	n/a	
Purpose:	Information	Discussion Motion
Topic/Issue:	Call to Order	



Rationale	
Call to order open session of the Regular Board Meeting of 2025 03 25.	
Key Highlights	
n/a	
Anticipated Benefits	
n/a	
Insights / Learning	
n/a	
Considerations/Next Steps	
n/a	
Motion (if applicable)	
Moved by:	Seconded by:
That the Board move into open session of the Regular Board Meeting of 2025 03 25 at _____pm.	
Motion was: Carried Defeated Initials of Chair: Resolution #	



REPORT TO THE BOARD of 2025 03 25		Item # 1.4
Prepared By:	Chair Sarlo	
Strategic Priority:	n/a	
Purpose:	Information Discussion	Motion
Topic/Issue:	Approval of Agenda	

Rationale	
That the Agenda dated 2025 03 25 be approved as distributed.	
Key Highlights	
n/a	
Anticipated Benefits	
n/a	
Insights / Learning	
n/a	
Considerations/Next Steps	
n/a	
Motion (if applicable)	
Moved by:	Seconded by:
That the Board approve the Agenda of 2025 03 25 as distributed.	
Motion was: Carried	Defeated Initials of Chair: Resolution #

REPORT TO THE BOARD of 2025 03 25		Item # 2.0
Prepared By:	Chair Sarlo	
Strategic Priority:	Governance	
Purpose:	Information Discussion	Motion
Topic/Issue:	Consent Agenda	



Rationale	
2.0 Consent Agenda for approval is as follows: 2.1 Regular Board Meeting Minutes of 2025 02 25 2.2 Approval of In-Camera Motion of 2025 02 25 (Motion) 2.3 SEAC Meeting Minutes from 2025 02 11 2.4 Approval for Travel to OPSBA Labour Relations Conf. (Motion) 2.5 Proposed JK-12 Organization for 2025-2026 (Motion) 2.6 Approval of SEAC Alternate Member (Motion) 2.7 ADSB Quarterly Report – Q2	
Key Highlights	
n/a	
Anticipated Benefits	
n/a	
Insights / Learning	
n/a	
Considerations/Next Steps	
n/a	
Motion (if applicable)	
Moved by:	Seconded by:
That the Board approve the Consent Agenda items for March 25, 2025.	
Motion was: Carried Defeated	Initials of Chair: Resolution #



ITEM	TOPIC
1.0	Call to order
2025-013	The Regular Board Meeting was called to order by Chair Jennifer Sarlo Motion: Murphy Foran/Johnston... that the board move into Open session for the Regular Board meeting of 2025 03 25 at 5:31 pm. CARRIED
	1.1 Land Acknowledgment read by Trustee Sue Johnson
	1.2 Roll Call taken as attached by Executive Assistant Lina Aceti
	1.3 Conflict of Interest – n/a
	1.4 Approval of Implementation of Consent Agenda
2025-014	Motion: Bowman/Meyers...that the Board approve the implementation of a consent agenda for Board Meetings, effective 2025 02 25. CARRIED
	1.5 Approval of Agenda
2025-015	Motion: Johnston/Bowman...that the Board approve the agenda of 2025 02 25 as distributed. CARRIED
2.0	Consent Agenda
2025-016	Motion: Johnston/Shamas...that the Board approve the Consent Agenda items as follows for 2025 02 25: CARRIED
	2.1 Regular Board Meeting Minutes from 2025 01 14
	2.2 SEAC Meeting Minutes from 2024 12 10
	2.3 SEAC Meeting Minutes from 2025 01 21
	2.4 Budget Development Process for 2025-2026
3.0	Senior Administration Reports/ Information/ Monitoring
	The following reports and information items were shared...
	3.1 Introduction of “Sweetened”: A New Business/ Entrepreneurial Venture
	3.2 2025-2026 School Year Calendar Consultation
2025-017	Motion: Johnston/Myers...that the Board, subject to the approval of the three coterminous Boards, approve the School Year Calendar for 2025-2026 school year as contained in this report. CARRIED
	3.3 Report on ADSB Alliance Academy
	3.4 New Student Trustees for 2025-2026
2025-018	Motion: Johnson/Shamas... that the Board approve the appointment of Liz Inglis from White Pines C & V S and Tatyanna Sauve from Elliot Lake



ALGOMA DISTRICT SCHOOL BOARD

644 Albert Street East
Sault Ste Marie, ON P6A 2K7
Phone 705-945-7111
www.adsb.on.ca

REGULAR BOARD MEETING Minutes
Tuesday, February 25, 2025

**continued section 3.4*

Secondary School as the Student Trustees and Mercedes Pine-Edge from Superior Heights C & V S as Indigenous Student Trustee, for the Algoma District School Board, effective August 1, 2025 to July 31, 2026. CARRIED

3.5 Distribution of Policies:

- 2.10 Student Trustee Policy
- 6.15 Fundraising, Canvassing, Soliciting
- 6.24 Requests for Financial Assistance from Organizations
- 6.38 Policy for External Use of Closed board Facilities

4.0 Board Report heard and accepted reports from the following:

- 4.1 Report of the Director - Reece
- 4.2 Report of the Chair - Sarlo
- 4.3 Student Trustee Report Ciotti/McEachern
- 4.4 OPSBA Report - Bowman
- 4.5 OPSBA Indigenous Trustees - Johnston
- 4.6 Parent Involvement Committee Report – McCleary


6.0 Next Meeting Dates

- 6.1 2025 February 27 Professional Development Day & Election Day
- 6.2 2025 March 25 Regular Board Meeting

2025-019 **Motion:** Johnston/Johnson...that the Board move into Closed Session of the Regular Board Meeting of 2025 02 25 at 6:44pm. CARRIED

7.0 Adjournment

2025-020 **Motion:** Whitley/Myers...that the Board adjourn the Regular Board Meeting of 2025 02 25 at 8:25pm. CARRIED



CHAIR



SECRETARY



ALGOMA DISTRICT SCHOOL BOARD

REGULAR BOARD MEETING – OPEN SESSION

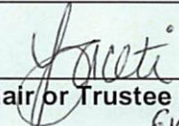
Date of Meeting: **Tuesday, February 25, 2025**

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

Location: **EDUCATION CENTRE**

ATTENDANCE

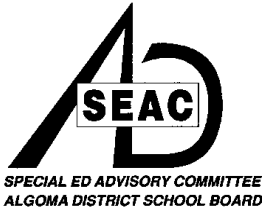
Name	Abs/Pres	Late Arrival	Early Departure	Comments
Trustees				
Nick Apostle	absent			w regrets
Greg Bowman	present			
Sheryl Evans	present			
Sue Johnson	present			
Elaine Johnston	present			
Sara McCleary	present			
Marie Murphy-Foran	present			
Susan Myers	present			
Jennifer Sarlo	present			
Debbie Shamas	present			
Heather Whitley	present			
Student Trustees				
Georgie-June Abel	absent			
Cameron Ciotti	present			
Addy McEachren	online			
Admin. Council				
L. Reece	present			
J. Santa Maria	present			
B. Vallee	present			
J. Maurice	present			
M. Bell	present			
F. Palumbo	present			
B. Servant	present			
Others				
L. Aceti	present			
F. Walsh	present			
Media				
Brian Kelly - Sault Star	arrived late	5:56pm		


 Vice-Chair or Trustee Designate
 Exec. Assist.



REPORT OF THE COMMITTEE OF THE WHOLE 2025 03 25		Item # 2.2
Prepared By:	Chair Sarlo / Director Reece	
Strategic Priority:		
Purpose:	Information Discussion Motion	
Topic/Issue:	Approval of In-Camera Motion of February 25, 2025	

Rationale	
The Board is required to approve/adopt the minutes, reports and motions of an In-Camera session.	
Key Highlights	
The standing items of the Closed session are as per Section 207 (2) of the Education Act, namely: <ul style="list-style-type: none"> • Negotiations/Arbitrations/Grievances • Personnel (Motion: Item # B.1) (re: Res# 2025 021 CL) • Property • Litigation 	
Anticipated Benefits	
n/a	
Insights / Learning	
n/a	
Considerations/Next Steps	
n/a	
Motion (if applicable)	
Moved by: Trustee Evans	Seconded by: Trustee Murphy-Foran
That the Board approve Motion B.1 (re: Res# 2025 021 CL) (Personnel) of the In-Camera meeting of the Committee of the Whole that was held on February 25, 2025.	
Motion was: Carried Defeated Initials of Chair:	Resolution #:



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

MINUTES OF MEETING
February 11, 2025
Sugar Maple Room/Teams
12:00 Start Time

Present: M. Tuomi, (Autism Ontario), M. Barbeau (Community Living Algoma), A. Gauthier (Thrive CDC), P. Mick (Member-At-Large), V. Simon (Member-at- Large) S. Kitts (North Shore Tribal Council)

Trustees: H. Whitley

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

Regrets: C Snider (AFS), S. Evans (Trustee), S. Meyers (Trustee-Alternate)

Guests: Colleen Esposti (Special Education Assignment Teacher)

Meeting called to order. 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/or guests.

3. Approval of Agenda and Minutes

- Approval of Agenda. Moved by S. Kitts. Seconded by V. Simon. All in favour.
- Approval of Minutes (January 21, 2025). Moved by. M. Tuomi. Seconded by M. Barbeau All in favour.

4. Correspondence: Response letter from the Ontario College of Teachers re: Letter sent by ADSB SEAC in support of Limestone DSB SEAC.

5. Presentation: *The Individual Education Plan: An Overview* (Colleen Esposti, Special Education Assignment Teacher)

- C. Esposti provided an overview of the Individual Education Plan (IEP). Some of the topics covered included what an IEP is (and what it isn't), why a student would have an

IEP, what information appears on an IEP (e.g. the Standards), and an overview of each page of the ADSB IEP template – what appears on each page and why.

- The Individual Education plan (IEP) is a written plan describing the special education programs and/or services required by a student. It includes a list of accommodations provided for the student and may include modified and/or alternative learning expectations as applicable.
- The first page of the IEP includes demographic information, staff involved in the development of the IEP, sources consulted, and assessment data that was used
- Page 2 includes areas of strength and need, subjects, courses or alternative programs to which the IEP applies, exemptions/substitutions that may be in place, how evaluation/reporting will happen (e.g. provincial report card, alternative report card) and provincial assessment data (including accommodations or exemptions) for students that are in a provincial assessment year.
- Page 3 includes human resource supports, specialized health services (if applicable) individualized equipment (if applicable) and the instructional, environmental, and assessment accommodations that are specific to that student (e.g. as opposed to those that may be provided to the entire class).
- Page 4 focuses on transition planning and the consultation log, while page 5 is the “sign-off” page.
- Individual program pages are also developed for students that are working on modified or alternative programming.

Questions arising from the presentation:

- *If a student is in care, who signs the IEP?* For children in care, the legal guardian (e.g. Children’s Aid Society) is responsible for signing official documents as opposed to the foster parent, although this may vary a bit depending on individual circumstances.
- *What happens to students who are on the “wait list” for testing to confirm the child’s diagnosis?* Our expectation is that schools have a non-exceptional IEP in place for the student prior to a referral for formal testing to ensure that programming support is being provided.
- *How does it work for students who are from different school boards and have IEP’s?* Ministry standards outline the categories and definitions for identification, and the standards for the IEP document, but individual school boards are responsible for the Identification, Placement and Review process, as well establishing an IEP that outlines programs and services. An identification and/or IEP does not automatically follow a student from one board to another, so it is important to ask these questions when students come to us from a different school board.

6. Member Organization Updates

North Shore Tribal Council (Sherri Kitts)

- Lots of attendance issues; larger number of elementary students who simply refusing to attend school. Working hard to re-engage lots of these students.
- Jordan’s Principle Funding is “on hold” in many cases.

Community Living Algoma (M. Barbeau)

- *Together We're Better* contest is underway. This is open to all school boards to participate. Excited that 2 applications for the contest have been submitted already!
- Information/postings for the *Summer Employment Program* are available on the CLA website.

Autism Ontario (M. Tuomi)

- The deadline to order flags, bracelets or charms for *Celebrate the Spectrum* is March 19, 2025 in order to have them arrive before World Autism Day on April 2, 2025.
- Mind Matters: Supporting Mental Health. <https://www.autismontario.com/news/mind-matters-supporting-mental-health>.

Member-At-Large (Pat Mick)

- Nothing to report

Thrive (Amanda Gauthier)

- Two March break camps available. These include *Games with Friends* or *Kids in the Kitchen*. OAP funding may be used to access these camps.
- Applications are open from February 1 to February 15 application for summer student positions
- “*Sibshop*” workshop for parents and siblings of Thrive clients running on March 4, 2025.

Member-at-Large (Velma Simon)

- High school tours provide an opportunity to try out the CICE program.
- Lori Crossman is now Dean
- Hoping to reach out to Guidance Counsellors to share information about programs to help improve understanding of what CICE is and what it offers.

7. Report from the Board (Trustees)

- Many Trustees participated in the OPSBA *Public Education Symposium* in January. Some great workshops and panels. Encouraged to see a panel discussion with representatives from all political parties to talk about issues such as funding in a productive manner.

8. Report from Administration (B. Vallee, K. Viita, K Lappage)

- ***Change to Upcoming PD Day:*** The next PD Day was originally scheduled for March 28th; however, due to the provincial election and the significant security/logistical concerns that come with schools being used as polling stations that are open to all, we have moved the PD Day to February 27th.
- ***Kindergarten Registration Continues.*** Kindergarten registration continues for children born in 2021, as well as those born in 2020 that may not have attended school during the current school year. Very helpful to have families register as early as possible as this certainly helps with preliminary planning for the 2025-2026 school year.
- ***ADSB “Alliance Academy”:*** Building upon the strength and success of ADSB’s Hockey Canada Skills Academy (HCSA), we will be expanding our ADSB academy

from hockey to three additional sports - basketball, football and soccer - for September 2025 in Sault Ste. Marie. This ADSB Alliance Academy is a cross-city opportunity for all genders entering Grades 9 and 10, who attend our three secondary schools in Sault Ste Marie (Korah, Superior Heights and White Pines). Students will access eligible bus routes in the morning to take them to the Alliance Academy of their choice. Students will then be transported back to their home school for the afternoon via an ADSB lunch-time shuttle.

- **SERT Professional Learning:** Our Elementary SERT session for the month of February will take place February 14th (Friday). This will be a deep dive into the “nitty-gritty” of the IEP front matter, as well as an update on transition processes, and scheduling for the upcoming intervention block.
- **Professional Development Day (January 31st):** A Professional Development Day took place on Friday, January 31st. Elementary Teachers had this day for the purposes of assessment and reporting, while secondary teachers participated in professional learning that included a virtual keynote session with Dr. Jean Clinton, as well as semester turn-around activities. There were also specialized sessions for teachers delivering the updated mental health modules, a session for the counselling/re-engagement team, and a session for Early Childhood Educators. Educational Assistants participated in two half-day sessions entitled *Declarative Language and Beyond* and *Trauma-Informed Practice*.
- **Upcoming Parent Involvement Committee (PIC) Workshop:** The next parent workshop sponsored by the ADSB PIC will take place on February 24th from 6:30-7:30. The topic for this session is *Attendance and Re-Engagement*. Link will be available through the ADSB website.

9. **Next Meeting:** March 18, 2025

10. **Motion to adjourn:** Moved by S. Kitts. Seconded by M. Tuomi.

Meeting adjourned at 1:25 p.m.



REPORT TO THE BOARD of 2025 03 25		Item # 2.4
Prepared By:	Associate Director Santa Maria	
Strategic Priority:	All Priorities	
Purpose:	Information Discussion Motion	
Topic/Issue:	Trustee Travel to 2025 OPSBA Education Labour Relations & Human Resources Symposium	

Rationale	
As per section 169.1 of the Education Act, the Board is responsible for student achievement and effective stewardship of resources. As such, we encourage Trustees to travel for Professional Development so they may continue to uphold these responsibilities.	
Key Highlights	
<ul style="list-style-type: none"> Up to 11 Trustees will attend the 2025 OPSBA Education Labour Relations & Human Resources Symposium. The Symposium is being held in Toronto, ON at the Sheraton Centre Hotel, from Thursday May 1st to Friday May 2nd, 2025. 	
Anticipated Benefits	
<ul style="list-style-type: none"> Continued education for our Trustees. 	
Insights / Learning	
<ul style="list-style-type: none"> 	
Considerations/Next Steps	
<ul style="list-style-type: none"> N/A 	
Motion (if applicable)	
Moved by:	Seconded by:
That the board approve Trustee travel to the 2025 OPSBA Education Labour Relations & Human Resources Symposium.	
Motion was: Carried	Defeated Initials of Chair: Resolution #



REPORT TO THE BOARD		Item #2.5
Prepared By:	Frank Palumbo/Joe Maurice	
Strategic Priority:		
Purpose:	Information Discussion Motion	
Topic/Issue:	2025-2026 Proposed Elementary & Secondary Organization	

Outcome/Intended Outcome / Rationale for Action(s) or Implementation	
To inform the Board of the preliminary elementary and secondary student enrollment and organization information for the 2025-2026 School Year, at this moment in time. At this time of year, we bring forward our known organization including K-12 Student enrollment as well as K-12 Teaching staff FTE.	
Highlights	
<p>We are pleased with our current enrollment numbers in both the elementary and secondary panels. The total elementary enrollment at this time is 6676 students with a staffing complement of 291 Full Time Equivalent (FTE) teachers. The total secondary enrollment at this time is 3469 students with a staffing complement of 282.7 Full Time Equivalent (FTE) teachers.</p> <p>The Board’s Alternative Education Program, including the Algoma Education Connection and North Shore Adolescent Program are currently projected to have an enrollment of 212 students, with a staffing compliment of 20.3 Full Time Equivalent (FTE) teachers.</p> <p>We are pleased to continue the enrolment trajectory of over 10,000 students.</p> <p>Registrations continue, even this week, in both the elementary and secondary panels, thus we fully anticipate these numbers will continue to increase, in both panels, and will be reflected in our September 2025 School opening enrollment.</p>	
Outcomes/(Progress Towards Outcome/Goal)	
Following this proposed organization, the staffing process in both the elementary and secondary panels begins.	
Insights (Successes, Challenges/Failures/Opportunities)	
Next Steps/Mitigating Plans	
Continue to monitor student numbers and make any necessary organization changes in September 2025. We are being cautious at this time with respect to non-classroom positions until our final Core Ed funding is announced.	
Motion: (if applicable)	
Moved by:	Seconded by:
That the proposed JK-12 organization for September 2025 be approved as outlined herein, subject to funding, the budgetary process and any significant changes in school enrollments requiring organizational changes.	
Motion was: Carried Defeated	Initials of Chair: Resolution#



REPORT TO THE BOARD of 2025 03 25		Item # 2.6
Prepared By:	Superintendent B. Vallee	
Strategic Priority:	Engagement	
Purpose:	Information Discussion Motion	
Topic/Issue:	Approval of Alternate SEAC Member	

Outcome/Intended Outcome / Rationale for Action(s) or Implementation	
<ul style="list-style-type: none"> In accordance with Ontario Regulation 464/97, Board approval is required to appoint members and alternates to the Special Education Advisory Committee 	
Highlights	
<ul style="list-style-type: none"> 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 site on this committee as per Ontario Regulation 464/97. This form is submitted to the Superintendent of Education 	
Outcomes/(Progress Towards Outcome/Goal)	
N/A	
Insights (Successes, Challenges/Failures/Opportunities)	
N/A	
Next Steps/Mitigating Plans	
<ul style="list-style-type: none"> Autism Ontario is a current member of the ADSB SEAC and has requested the addition of Kate Kallonen as an alternate member to represent their interest on the ADSB SEAC. Kate Kallonen has submitted the required form attesting to her eligibility to serve as an alternate member of the ADSB Special Education Advisory Committee. It is recommended that the Board approve the appointment of Kate Kallonen to represent the interest of Autism Ontario as an alternate member on the Algoma District School Board SEAC 	
Motion: (if applicable)	
Moved by:	Seconded by:
That the Board approve the appointment of Kate Kallonen to represent the interest of Autism Ontario as an alternate member on the Algoma District School Board Special Education Advisory Committee.	
Motion was: Carried Defeated	Initials of Chair: Resolution #



Algoma District School Board
 Fiscal 2024-25 Q2 Report
 For the 6 months ended February 28, 2025

	Approved Budget (Annual)	Revised Estimates (Annual)	Q2 Actuals (Sept - Feb)	YTD Spend as % of Budget
Total Revenue	207,610,974	215,086,221	107,897,223	52.0%
Expenditures				
Classroom	116,265,958	124,532,986	65,772,706	56.6%
Non- Classroom	92,161,107	91,723,165	42,470,470	46.1%
Total Expenditures	208,427,065	216,256,151	108,243,176	51.9%



REPORT TO THE BOARD of 2025 03 25		Item # 3.1
Prepared By:	Joe Santa Maria, Associate Director of Corporate Services & Ops	
Strategic Priority:	Well-Being	
Purpose:	Information Discussion	Motion
Topic/Issue:	2023-2024 Joint Health and Safety Report	

Rationale	
<ul style="list-style-type: none"> The Terms of Reference (TOR) for the Joint Health and Safety Committee (JHSC) stipulate that the Committee's Annual Report will be presented to the Board of Trustees. 	
Key Highlights	
<ul style="list-style-type: none"> 240 new hires received Health & Safety Orientation Training in 2023-2024 ADSB utilizes Groundswell Technology (software platform) to track and deliver WHMIS training A total of 342 Workplace Inspections were conducted in 2023-2024 	
Anticipated Benefits	
<ul style="list-style-type: none"> Reinforce our commitment to maintaining healthy and safe working and learning environments for all employees, students, volunteers and visitors Continued training for staff in their roles (i.e. new hires, First Aid) The JHSC includes representation from all employee groups Monthly Safety Releases sent to staff are reminders of our collective responsibility for Health & Safety 	
Insights / Learning	
<ul style="list-style-type: none"> Across 2,000 employees, we had 41 lost time claims; our total claim frequency is 2.79 per 100 staff which is lower than our provincial peer group of 4.33 per 100 Average duration of employees absent from work and in receipt of WSIB benefits was 13.5 days, which is lower than our provincial peer group of 20.78 days Of the total Workplace Violence Incidents: <ul style="list-style-type: none"> 570 were in JK/SK, 465 were in Grades 1-3, 549 were in Grades 4-6 Two individual staff reported 343 incidents; 10 individual staff reported 607 incidents and overall, 1318 incidents were related to 21 students, most who are in a Specialized Classroom setting There were 4 Ministry of Labour Orders received during 2023-24. Three of the four orders were related to workplace violence in JK/SK, Grade 1 and Grade 2 and the fourth order occurred on machinery in a shop class. ADSB complied with the orders In addition to practising Fire Drills, all sites are required to hold 2 drills each year for lockdown/hold and secure 	
Considerations/Next Steps	
<ul style="list-style-type: none"> Continue to ensure training plans for staff are in place This fall, we implemented a Coordinated Response Team (CRT) to ensure coordinated support for students with the highest needs and early data and feedback has been very positive Continue to work with staff and unions to mitigate incidents, to deepen understanding of what constitutes Workplace Violence, and to advocate for provincial changes to definitions in the education sector 	
Motion (if applicable)	
Moved by:	Seconded by:
That the Board receive the Joint Health and Safety report and express its appreciation to committee members for their work this past year on behalf of all Board employees.	
Motion was: Carried Defeated	Initials of Chair: Resolution #



***JOINT HEALTH AND SAFETY COMMITTEE
ANNUAL REPORT***

2023 - 2024

JOINT HEALTH & SAFETY COMMITTEE

2023-2024 ANNUAL REPORT

The report provides a written summary of the Committee's activities during the 2023 - 2024 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 2023-2024 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
Keri Simm	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.

2023-2024 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**
- **JHSC Certification Training**
- **OESC (Online Reporting) 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, 240 new hires received Health and Safety Orientation Training for the 2023-2024 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)

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. 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 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 2023 – 2024 school year is outlined below:

MONTH

September 40, October, 35, November 36, December 37, January 35, February 29, March 35, April 40, May 29, June 26 for a total of 342.

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 2023 – 2024 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)
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
23-24	41	2.79	4.33

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

	2022-2023	2023-2024
Custodial / Plant	18% (7)	7% (3)
Educational Assistants	24% (10)	46% (19)
Elementary Teachers	26% (12)	15% (6)
Secondary Teachers	6% (2)	15% (6)
Early Childhood Educators	6% (2)	5% (2)
Other	20% (8)	12% (5)

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
19-20	57%	62%	5% Lower
20-21	51%	56%	5% Lower
21-22	63%	65%	2% Lower
22-23	53%	58%	5% Lower
23-24	51%	59%	8% 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)
19-20	6.5	24.7
20-21	11.1	20.7
21-22	13.3	18.9
22-23	10.5	21.71
23-24	13.5	20.78

WORKPLACE VIOLENCE AND HARASSMENT REPORTS

ADSB has an online reporting tool developed by the Ontario Education Services Corp (OESC) for all school boards. A summary of all workplace violence incidents is presented to the Joint Health and Safety Committee. The following table represents workplace violence incidents by worker group that were reported during the 2023-2024 school year:

Group	Workplace Violence Incidents Reported
Care Staff / Maintenance	0
Support Staff	1130
Elementary Teachers	629
Secondary Teachers	61
Clerical	1
Non Union Workers	23
TOTAL	1844

- Of the total Workplace Violence Incidents: 570 were in JK/SK, 465 were in Grades 1-3, 549 were in Grades 4-6
- Two individual staff reported 343 incidents; 10 individual staff reported 607 incidents and overall, 1318 incidents were related to 21 students, most who are in a Specialized Classroom setting

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 2023 –2024 school year the Algoma District School Board received the following Ministry of Labor orders:

March 23, 2024, Tarentorus – Workplace Violence in the JK/SK room. Concerns with the site not following the student support plan. Order was issued and the Board provided PPE for staff. The order was complied with and accepted by the MOL.

April 11, 2024, Boreal - Workplace Violence in the Grade 1 room. Concerns with the site not following the student support plan. Order was issued and the Board provided PPE for staff. The order was complied with and accepted by the MOL.

April 11, 2024, White Pines – During MOL inspection of the site the MOL inspector noticed some machinery and engineering concerns. MOL inspector submitted an order for the Board to correct these concerns. The Board corrected these concerns and the MOL accepted the presented solutions. The Board was deemed in compliance.

October 3, 2023, Pinewood P.S. – A situation occurred with Workplace Violence towards a staff member. Upon investigation the MOL inspector determined the site was not following the support plan and presented the Board with an Order the board addressed the concerns, and the solutions were accepted by the MOL inspector. The Board was deemed in compliance.

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:

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.

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



DIRECTOR'S REPORT – MARCH 25, 2025

ADVANCING & SUPPORTING OUR STRATEGIC PRIORITIES

SKILLS ONTARIO VISITORS

Members of Skills Ontario attended our First Nations, Métis and Inuit Student Summit on March 4th and the CEO invited a small contingent of ADSB representatives to join their Board meeting on March 5th where we shared some key highlights of our Trades work as well as strategies on how to further engage the province and continue to work together in the future. Board members toured White Pines on the evening of March 3rd and were very excited about our vision, partnerships and future plans!

ALLIANCE ACADEMY

We are excited to be welcoming 160 students into our new **ADSB Alliance Academy** this fall. Course selections and schedules are well underway and we are finalizing details so all will be ready for September.

MEETING WITH THESSALON TOWN COUNCIL

On March 17th, Trustee Whitley, Chair Sarlo, Associate Director Santa Maria and I attended the Town Council Meeting in Thessalon to provide an overview and update on our #1 capital priority – a new school in Thessalon. The Council Members are engaged in physician recruitment and pleased with recent population growth in the area, thus are

eager to see a new school facility in Thessalon. We have agreed to maintain open communication and to seek opportunities to jointly advocate for the approval of the new school.

ESSENTIAL GOVERNANCE TRAINING

The Ontario Education Services Corporation (OESC) was selected to develop and deliver the Ministry's mandatory professional development training for school board trustees and directors, as per *The Better Schools and Student Outcomes Act*. The program will be delivered in two parts (6 online modules and 4 facilitated webinars). More details are expected to be released in April and OESC is advocating for an extension to the training deadline of June 30, 2025.

✓ EVENTS/DATES TO NOTE:

March 26 – Try a Trade (Young Women's Initiative, hosted by Skills Canada) @ Quattro Hotel, 9:30-3:30; Intermediate (am) & Secondary (pm) students attending

March 31 – Virtual PIC Session: Numeracy/Math K-12 Focus



REPORT TO THE BOARD of 2025 03 25		Item # 4.3
Prepared By:	Student Trustees Cam Ciotti & Addy McEachren and Indigenous Student Trustee Georgia-June Adel	
Strategic Priority:	Achievement, Well-Being and Equity	
Purpose:	Information	Discussion Motion
Topic/Issue:	Student Trustees Report – March 25, 2025	



School Updates

- Central Algoma Secondary School**
- Applied for and received grants for wellness Wednesdays (bringing in community members to speak about negative mental health and ways to improve your mindsets), guess the candy for St. Patrick’s Day, planning an easter egg hunt, and have been running a cotton candy fundraiser for the prom committee
- Chapleau High School**
- Candy grams were made and handed out for Valentine’s Day, made a kindness confetti bulletin and ran activities for pink shirt day, ran activities for elementary students and had presentations for high school students for International Women’s Day, and are working on their Speak Up grant project
- Elliot Lake Secondary School**
- Working on creating safe and comfortable spaces within the school for students to do work and socialize, planning a school dance, and are finding ways to improve the school environment by making it more positive and inclusive
- Korah CVS**
- Creating and sending out a survey to be informed of issues students see within the school and get ideas on how to fix them, and continuing theme Thursdays
 - NIYC students in grades 7-12 worked with community partners to carve and decorate snow snakes, and used the snow snakes to have snow snake competitions with over 400 students in 18 classes
- Michipicoten High School**
- Placed motivational and empowering messages around the school for pink shirt day, and held a students vs. staff hockey game to fundraise money for the food bank where over \$1500 was raised and donated
- Superior CVS**
- Had the Coldest Night Walk where students gave out hats, coats, mitts, etc., creating a student senate room to have meetings in, creating a thrift shop for students in the school (no cost on items), and forming a program called Community Kitchen where they will prepare and sell affordable and healthy snacks for students
- White Pines CVS**
- Hosting a school wide trivia game, jersey day, and creating a NCAA bracket challenge based on the college basketball games

Board-Wide Updates

- Student Senate Update**
- Incoming trustees are beginning to start shadowing to help prepare them for their term
- Northern Indigenous Youth Council Update**
- The Vice-Chair and incoming Indigenous Student Trustee is shadowing to prepare for next year



REPORT TO THE BOARD of 2025 xx xx		Item # 7.0
Prepared By:	Chair Sarlo	
Strategic Priority:	n/a	
Purpose:	Information Discussion Motion	
Topic/Issue:	Motion to Move into In-Camera	



Rationale	
As per Section 207(2) of the Education Act, "A meeting of a committee of a board, including a committee of the whole board, may be closed to the public when the subject-matter under consideration involves,	
<ul style="list-style-type: none"> a) the security of the property of the board; b) the disclosure of intimate, personal or financial information in respect of a member of the board or committee, an employee or prospective employee of the board or a pupil or his or her parent or guardian; c) the acquisition or disposal of a school site; d) decisions in respect of negotiations with employees of the board; or e) litigation affecting the board." 	
Key Highlights	
n/a	
Anticipated Benefits	
n/a	
Insights / Learning	
n/a	
Considerations/Next Steps	
n/a	
Motion (if applicable)	
Moved by:	Seconded by:
That the Board move into Committee of the Whole, Closed Session, and that this portion be closed to public, at _____ p.m.	
Motion was:	Carried Defeated Initials of Chair: Resolution #



REPORT TO THE BOARD of 2025 03 25		Item # 7.1
Prepared By:	Chair Sarlo	
Strategic Priority:	n/a	
Purpose:	Information Discussion Motion	
Topic/Issue:	Motion to Adjourn In-Camera Session	

Rationale	
Move to adjourn In-Camera Session.	
Anticipated Benefits	
Insights / Learning	
Considerations/Next Steps	
Motion (if applicable)	
Moved by:	Seconded by:
That the Board move to adjourn In-Camera Session of the Regular Board Meeting of 2025 03 25 at _____pm.	
Motion was: Carried Defeated	Initials of Chair: Resolution #



REPORT TO THE BOARD of 2025 03 25		Item # 8.0
Prepared By:	Chair Sarlo	
Strategic Priority:	n/a	
Purpose:	Information Discussion	Motion
Topic/Issue:	Motion to Adjourn	

Rationale	
Move to adjourn the Regular Board Meeting of 2025 03 25.	
Anticipated Benefits	
Insights / Learning	
Considerations/Next Steps	
Motion (if applicable)	
Moved by:	Seconded by:
That the Board move to adjourn the Regular Board Meeting of 2025 03 25 at _____ pm.	
Motion was: Carried	Defeated Initials of Chair: Resolution #