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David Thompson, Chair

Jackie Young, Director of Education

## **March 27, 2018 – Regular Board Meeting**

***Public Session – 6:00 p.m.***  
**Near North District School Board**  
**North Bay Board Room**

Welcome and Call to Order:

Chair Thompson called the meeting to order at \_\_\_\_\_

In Camera Items:

**That the Board move into Private Session at \_\_\_\_\_.**

Adoption of the Agenda for Public Session meeting:

**That the Board approve the Agenda as presented/amended for the Public Session meeting of March 27, 2018.**

Attendance:

Declaration of Conflict of Interest:

Minutes from previous meetings of the Near North District School Board – enclosures:

**That the Board approve the minutes as presented/amended for the meetings held:**

- **February 27, 2018**

Celebrating Near North District School Board Success:

Student Achievement and Well-Being:  
Anishinabek Education System – Catherine Pawis

Meeting Dates – April 2018

Committee Reports:

- Special Education Advisory Committee Meeting Minutes, January 18, 2018
- Special Education Advisory Committee Meeting Minutes, February 15, 2018
- Committee of the Whole Meeting Minutes (revised), January 19, 2018 (private)
- Audit Committee Meeting Minutes, February 20, 2018 (private and public)

Information/Discussion Items:

- Monthly Tender Report – February 16, 2018 – March 13, 2018
- Burk's Falls letter to the Minister of Education Re: Offering School Property to Municipalities (enclosure)
- Waterloo Region District School Board letter to the Minister of Education Re: Funding for students with special education needs (enclosure)
- Student Nutrition Ontario letter to Chair Thompson Re: Ontario's Well-Being Strategy for Education (enclosure)

Question Period:

Presentations by Public:

OPSBA Report - Trustee Beam

Trustee Comments:

Director's Update – Director Jackie Young

**Items for Decision:**

EL#7 Financial Condition – enclosure

**That the Board approve EL#7 Financial Condition as presented on March 27, 2018.**

Employee Wellness Policy Statement – enclosure

**That the Board approve the Employee Wellness policy statement as written and presented on March 27, 2018.**

**The Board requires the Director of Education to provide a written report before the April 2018 Board meeting outlining the Executive Administration Committee Action Plan that includes a timeframe, costing and staffing for the 3-2 high school consolidation in North Bay.**

Notice of Motion:

Public Question Period:

Ratification of Business Transacted in Private Session:

**That the Board ratify the following items from Private Session:**

- **Property**
- **Legal**
- **Personnel**

Motion to Adjourn:

**That the Board meeting of March 27, 2018 adjourn at \_\_\_\_\_p.m.**



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The February 27, 2018 **Public Session Meeting** of the Near North District School Board was held at 6:00 p.m. at the Head Office of the Near North District School Board, 963 Airport Road, North Bay, ON P1C 1A5.

**Trustees Present:**

David Thompson, Chair  
Michelina Beam  
Al Bottomley  
Harry Fry  
Paul Moffat (teleconference)  
Louise Sargent  
Marcus Hlady – Student Trustee

**Administrative Staff Present:**

Jackie Young, Director of Education  
Amanda Meighan, Acting Superintendent of Support Services  
Melanie Simmonds, Executive Assistant

**Trustees Present in Parry Sound:**

Jim Beatty, Vice Chair  
Corine Green

**Administrative Staff Present in Parry Sound:**

Tim Graves, Superintendent of Schools

**Administrative Staff Present in Almaguin:**

Gay Smylie, Acting Executive Officer

**Trustee Regrets:**

Carol Stevens

**Administrative Regrets:**

Roslyn Bowness, Superintendent of Schools  
Liz Therrien, Superintendent of Business  
Craig Myles, Superintendent of Student Services  
Melanie Gray, Acting Executive Officer

**Public (North Bay)**

Jennifer Hamilton-McCharles  
Karen Matthews

**Public (Parry Sound)**

Glen Hodgson

**Public (Almaguin)**

Judith Arai

**Minutes of the Public Session Board Meeting of the Near North District School Board held February 27, 2018**

**Call to Order**

Chair Thompson called the meeting to order at 6:00 p.m.

**Attendance**

Attendance indicated that 8 Trustees (Paul Moffat by phone) plus the Student Trustee were present for this meeting.

**Approval of the Agenda**

18-02-07 Moved by Louise Sargent, seconded by Harry Fry  
**That the Board approve the agenda as amended for the Public Session meeting of February 27, 2018.**

CARRIED

Policy Framework was added to the Information/Discussion items.

**Conflict of Interest**

None declared.

**Minutes from Previous Meetings of Near North District School Board**

18-02-08 Moved by Harry Fry, seconded by Louise Sargent  
**That the Board approve the minutes as amended for the meetings held:**

- **January 23, 2018 Regular Board Meeting**

CARRIED

**Question Period:**

- Do people have confidence in the Board? This is up to the public.
- Are there regrets from the ARC decision? The Board decided to consolidate three secondary schools to two.
- The Board went against the ARC recommendation to close Chippewa and decided to close Widdifield. These reasons were publicized in the media. Chippewa and West Ferris were the best sites for long term planning.
- All ARC meetings are public.
- Were clear timelines communicated to students? This process is still ongoing with no definite timelines. Consolidating three schools to two is not easy but the programming has been well thought out by staff.
- How will resources such as the arts, media etc. be replicated? Director Young has been tasked to work with staff and principals on this. Costs will be worked out based on programming needs.
- Business plans are accepted by the Ministry each September.
- Only personnel, property and legal are items discussed in private session.

## Minutes of the Public Session Board Meeting of the Near North District School Board held February 27, 2018

- The students are the last to be informed and not involved in the transition planning. Director Young relayed that students have been part of the process where appropriate. Transition planning has just begun.
- Will dark rooms, dance studios etc. be encompassed in the budget and recreated at West Ferris? Student, staff and community voice will be part of this process.
- Is there a possibility to slow down the process? The Board is held to high level of accountability and discussions will continue.
- Has there been a traffic survey on the Chippewa site? Inquiries have been made into this process.

### **Presentations by Public:**

Karen Matthews presented on the agenda item “that the Board strike an Ad Hoc Building Committee to oversee the construction of a new JK-6 elementary school on the W.J. Fricker Public School Site at 790 Norman Avenue in North Bay and that a Terms of Reference be developed for Trustee approval.”

Karen discussed Ministry funding as described on their website. She discussed the decision to close Widdifield and reasons why this is not in the best interest of students. She relayed how the Ministry of Education placed a moratorium on school closures as of June 28, 2017 because of a flawed system and even though the 3 to 1 elementary decision was made before this; it should be rescinded. She feels the Board’s refusal to follow the ARC’s recommendation will jeopardize the success of our students. She feels the new build at the Fricker site should be put on pause and the consolidation of Chippewa and West Ferris and closure of Widdifield should stop.

### **Celebrating Near North District School Board Success:**

#### Sunset Park Public School and West Ferris Intermediate Secondary School Presentation on Equity

Erinn Hansman, principal of Sunset Public School presented on diversity and inclusion and how the school ensures equity for all school members. Sunset Park is a dual track school with approximately 430 students. The school embraces the uniqueness of all families and ensures students see themselves in their school community. Students explore personally relevant themes and work with community elders. Student voice is honoured in the hallways. Family members are invited in to share their own experiences and talents. Students work with self-regulation tools and moments of mindfulness. Sunset Park is on a journey to continue to support students both personally and academically. Erinn presented a video made with the help of West Ferris students, that showcased this work.

Trustee Green thanked Principal Hansman for her presentation and relayed how it is a great example of a larger school recognizing the uniqueness of each student. Trustee Beam agreed and suggested that it be posted to the Board’s website.

### **Student Achievement and Well Being:**

#### Health and Safety – Acting Superintendent Meighan

Jason Mirtl, Manager of Health and Safety spoke on the importance of safety for students, staff and visitors. He discussed the occupational health and safety act which establishes the minimum standards in Ontario. Our duty is to enforce these rules for the safety of all. There are ten Near North District School

## **Minutes of the Public Session Board Meeting of the Near North District School Board held February 27, 2018**

Board health and safety program elements; health and safety responsibilities, postings and communications, health and safety standards and procedures, Joint Health and Safety Committee (JHSC), health and safety training, first aid requirements, inspections, pre-use inspections, investigations and early and safe return to work. Work place inspections are mandated by law. Health and safety works closely with the human resources department to resolve problems.

Every workplace is required to have a health and safety committee. The board has a multi-site workplace JHSC meeting every three months. Each month the principal and a designated worker will inspect for workplace hazards. Anytime someone is critically injured a report must be submitted to the Ministry of labour. Once notified the Ministry will inspect to ensure this does not happen again. The Near North is working on a current online inspection program and has MSDS worksheets available online. There is a health and safety portal available to staff which is an ongoing process.

Trustee Fry asked about the most at-risk issues. Slips, trips and falls are the most prevalent and preventable. Trustee Bottomley asked about connections with local fire departments and knowing what chemicals are being used in each school. Each building has a fire safety plan available. Trustee Thompson asked about assaults against teachers and how this is being addressed under health and safety. The Ministry of Labour and Ministry of Education are working together and visiting each Board. Staff work together and training is provided. Behaviour management plans and systems are put in place. A provincial meeting is scheduled on March 20 to help address violence in schools and additional resources should follow. The number one priority is keeping all persons safe.

### **Meeting Dates: March 2018**

- March Break is March 9 -16, 2018
- FNAC – March 19, 2018
- Budget Workshop – March 20, 2018
- SEAC – March 22, 2018
- Board Meeting – March 27, 2018
- JK-12 Building committee – March 5, 2018
- Committee of the Whole Meeting – March 19, 2018

### **Committee Reports:**

- Audit Committee Meeting Minutes, November 10, 2017
- Parent Involvement Committee (PIC) Meeting minutes, December 14, 2017
- First Nation Advisory Committee Meeting Minutes, December 14, 2017
- Committee of the Whole Meeting Minutes (Public and Private), January 6, 2018
- Committee of the Whole Meeting Minutes (Public and Private), January 16, 2018
- Committee of the Whole Meeting Minutes (Public and Private), January 19, 2018
- Transportation Appeals Committee Meeting Minutes (Private), January 23, 2018
- Committee of the Whole Meeting Minutes (Public and Private), February 6, 2018

### **Information/Discussion Items:**

- Monthly Tender Report – January 15, 2018 – February 6, 2018
- School Energy Coalition Summary Status Report, December 31, 2017



## Minutes of the Public Session Board Meeting of the Near North District School Board held February 27, 2018

- Thank You Letter from Near North District Sport Committee, February 1, 2018
- Revised Administrative Guideline: ASSIST Program
- Draft Employee Wellness Board Policy Statement
- Policy Framework Monitoring and Reporting Framework

### **OPSBA Reports – Trustee Michelina Beam**

Trustee Beam presented a summary video from the public education symposium; A Journey Towards Truth and Reconciliation. The symposium was held on January 25-27 and Patrick Case spoke on equity and human rights. The Minister of Education confirmed her commitment to Northern issues.

Trustee Beam will bring further details of the workshops she attended to the next trustee workshop. OPSBA multi-year priorities were reviewed and a list of questions to the three major parties are being developed. The summit on children & youth mental health is taking place April 12-13. The debate that occurred for the 2014 provincial election specific to education will happen again on May 23<sup>rd</sup>. Training modules on Truth and Reconciliation are available on the OPSBA website. Trustees are encouraged to review these.

### **Trustee Comments:**

#### **Student Trustee Marcus Hlady:**

- Second semester is underway and students are preparing for the OSSLT.
- Many fundraising initiatives are being planned.

#### **Trustee Sargent:**

- Wish all schools involved in trips are safe and she is looking forward to hearing about them.
- A safe and restful march break for all.

#### **Trustee Moffat:**

- Trustee Moffat discussed the 3 to 2 consolidation. “Think Tanks” were held but trustees were told it was not a good idea if they attended. No information or written reports were shared. A trustee conference call occurred on January 15<sup>th</sup>. No implementation plan was shared with trustees. He has many concerns with the process and what programs will be offered. A communication plan is needed with students actively involved. We need to be open and transparent to have a seamless transition.

#### **Trustee Fry:**

- Thanks to Amanda Meighan for the presentations.

#### **Trustee Stevens:**

N/A

**Minutes of the Public Session Board Meeting of the Near North District School Board held February 27, 2018**

**Trustee Green:**

- PIC has partnered with the Georgian bay biosphere and parent student programs are being offered. Information is on the Board website.
- Trustee Green relayed she once was a frustrated parent who didn't understand the process but now with three years' experience she has a better understanding of how decisions are made. The trustees are not here for money or glory, they are here for the students. She encouraged parents to attend meetings and that we are here to work together.

**Trustee Beatty:**

N/A

**Trustee Bottomley:**

- Trustee Bottomley discussed the food program at Almaguin and how students can't learn when they are hungry. This is becoming a bigger burden for schools and ways the Board could help needs to be further discussed.

**Trustee Beam:**

- Reminded trustees on the decision in the Parry Sound area and the biggest push back was the short timeline and lack of information.

**Chair Thompson:**

N/A

**Director's Update – Director Jackie Young**

Director Young thanked Alliance and Sunset Park educators for hosting French immersion open houses. She discussed the McDougall breakfast plan and the funding received. The PIC partnership is offering free family events at various schools is available for sign up on the board website.

The 3-2 public meeting at West Ferris was to address the programming framework and the Director's office has been working with parents to answer questions. All parents have received a response but as the process is ongoing some answers cannot be in detail. Director Young has had four meetings with principals to hear directly from staff and work on programming. Initial contact has been made on the traffic study. At the moment both uniform and non- uniforms will be allowed at West Ferris. Grade 8 information nights were well received. We are working with union rep's so all staff is aware of movement.

**Items for Decision:**

**EL#7 Financial Condition – Enclosure**

18-02-09 Moved by Alan Bottomley, seconded by Michelina Beam

**That the Board approve EL#7 Financial Condition as presented on February 27, 2018.**

CARRIED

Minutes of the Public Session Board Meeting of the Near North District School Board held February 27, 2018

**Trustee Initiative Fund Terms of Reference - Enclosure**

18-02-10 Moved by Alan Bottomley, seconded by Harry Fry  
**That the Board approve the Trustee Initiative Fund Terms of Reference as presented on February 27, 2018 to include the final reporting framework.**

CARRIED

It was noted that the letters were not attached to the package.

**Directors Annual Report – Director Young**

18-02-11 Moved by Harry Fry, seconded by Alan Bottomley  
**That the Board receive the 2016-17 Director’s Annual Report as presented on February 27, 2018**

CARRIED

This was a collaborative venture and many thanks to Carrie Girard for tying it all together. It celebrates achievements and highlights examples of work. It includes the Board’s multi-year plan, messages from the Chair and Director, professional development, programs and resources, EQAO data and student successes. It is posted to the Boards website and any comments are welcome.

**ET Carmichael, EW Norman and WJ Fricker Consolidation Building Committee**

18-02-12 Moved by Alan Bottomley, Seconded by Louise Sargent  
**That the Board strike an Ad Hoc Building Committee to oversee the construction of a new JK-6 elementary school on the WJ Fricker Public site at 790 Norman Avenue in North Bay and that a Terms of Reference by developed for Trustee approval.**

CARRIED

**2018 Trustee Election – Trustee Determination and Distribution – Enclosures – Director Young**

18-02-13 Moved by Harry Fry, Seconded by Alan Bottomley  
**That the Board approve that no areas in the Board’s jurisdiction have been designated as low population areas as presented February 27, 2018;**

**That the Board approve that the electoral boundaries remain the same as the 2014 Municipal Election.**

CARRIED

**ACTION ITEM: It was suggested that Trustees should strike a committee if they want to move forward with any changes.**

Minutes of the Public Session Board Meeting of the Near North District School Board held February 27, 2018

**2018-19 School Year Calendar – enclosure – Acting Executive Officer Smylie**

18-02-14 Moved by Louise Sargent, seconded by Harry Fry  
**That the Near North District School Board approve the 2018-19 School Year Calendar as presented, as determined through consultation across the four local school boards and finalized on February 27,2018.**

CARRIED

Notice of Motion:

**Ratification of Business Transacted in Private Session**

18-02-15 Moved by Michelina Beam, seconded by Harry Fry  
**That the Board ratify the following items from Private Session:**

- **Property**
- **Legal**
- **Personnel**

CARRIED

**Motion to Adjourn**

18-02-16 Moved by Alan Bottomley, seconded by Michelina Beam  
**That the Board meeting of February 27, 2018 adjourn at 8:21 p.m.**

CARRIED

David Thompson  
Chair

Jackie Young  
Director of Education

# April

2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Easter Monday	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17 Committee of the Whole - 5 p.m.	18	19 SEAC 1:15 p.m.- 3:15 p.m.	20	21
22	23	24 Regular Board Meeting - 6:00 p.m.	25	26	27	28
29	30					

**1. Call to Order – 1:15 pm**

**2. Attendance:**

<i>North Bay</i>	<i>South River</i>	<i>Parry Sound</i>
Kim Gignac Sharon Walker Susan Wilson Roslyn Bowness Renee Restoule Tammy Allan Teryn Booth Barb Laverock Alan Bottomley		Harry Fry Louise Sargent Carol Stevens Lisa Paradis

**Regrets:** Linda Sarginson, Wayde Smith

**3. Approval of Agenda – January 18, 2018**

*Moved* – Alan Bottomley  
*Seconded* – Sharon Walker  
*Carried. No Conflict of interest*

**4. Approval of Minutes:**

**December 21, 2017**  
*Moved* – Sharon Walker  
*Seconded* – Louise Sargent  
*Carried.*

<b>5. Business Arising from the Minutes</b>	
<b>Election of Chair and Vice Chair</b>	<b>Action</b>
<ul style="list-style-type: none"> <li>The committee elected Tammy Allan as Chair and Sharon Walker as Vice-Chair for the year.</li> </ul> <p><b>Presentation – New Autism Program – John Waller One Kids Place</b></p> <ul style="list-style-type: none"> <li>Nathalie Ouellette and John Waller presented to the group on the new autism program.</li> <li>The revised program is more flexible with individualized services.</li> <li>Additional behavioural supports and services.</li> <li>Comprehensive guidelines.</li> <li>The duration of services is not predetermined but reflective of the child's needs.</li> <li>The program follows the child until they are 18 years.</li> </ul>	

<ul style="list-style-type: none"> <li>• The idea for parents is tell their child’s story once.</li> <li>• Parents can get overwhelmed with all the services, this will help streamline it for them.</li> <li>• Each family will have a family service worker assigned to them who is the primary point of contact.</li> <li>• Family centered approach.</li> <li>• Discussed direct service funding.</li> <li>• There will also be a transition to adulthood piece before 18 years to discuss options for education, work and to help with any applications.</li> <li>• Website: <a href="http://www.autism.on.ca">www.autism.on.ca</a></li> <li>• Building family and caregiver capacity.</li> <li>• Working closely with pediatricians.</li> <li>• All children are included if they have been diagnosed with ASD from 0-18 years.</li> </ul> <p><b>Book Review – Special Education in Ontario</b></p> <ul style="list-style-type: none"> <li>• Review of B1-24</li> <li>• Very Comprehensive, detailed and up to date.</li> <li>• User friendly language.</li> <li>• It was suggested to have this link on the NNDSB website.</li> <li>• The Ministry sends the Board a checklist each year to complete and attest that all the legislation is in place.</li> </ul> <p><b>SEAC Binder Highlights</b></p> <ul style="list-style-type: none"> <li>• Reviewed the breakdown of the binder.</li> <li>• The processes have not changed but items such as school names and pathways in some locations require updating.</li> </ul> <p><b>MACSE form</b></p> <ul style="list-style-type: none"> <li>• Looking at what we would like to see continue and bringing attention to northern and rural needs.</li> </ul>	
<b>Standing Items</b>	
<p><b>Capital Planning and Accommodation Updates</b></p> <ul style="list-style-type: none"> <li>• No word on the proposals sent to the Ministry.</li> <li>• Plans for 3:2 secondary schools is moving forward in North Bay.</li> <li>• Discussed rural funding and how it applies to special education supports.</li> </ul>	
<p><b>Special Education Report</b></p> <p><b>Chair report</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>	
<p><b>New Business</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>	Action

<b>Correspondence</b> •	Action
<b>Items for next Agenda</b>	Action
2018-19 Budget Process Timeline Book Review Special Education programs and services – review any proposed changes  Standing Items: <ol style="list-style-type: none"> <li>1. Correspondence received requiring action</li> <li>2. Capital Plan and Accommodation Review</li> <li>3. Special Education Plan</li> <li>4. Special Education Budget</li> <li>5. Question period</li> </ol>	

**Next meeting date:** February 15, 2018

Adjourned 2:42pm

Moved: Alan Bottomley

Seconded: Barb Laverock



**1. Call to Order – 1:15 pm**

**2. Attendance:**

<i>North Bay</i>	<i>South River</i>	<i>Parry Sound</i>
Kim Gignac Sharon Walker Susan Wilson Roslyn Bowness Louise Sargent Lisa Paradis Barb Laverock		Carol Stevens

**Regrets:** Linda Sarginson, Wayde Smith, Alan Bottomley, Teryn Booth, Tammy Allan, Renee Restoule, Harry Fry

**3. Approval of Agenda:** Did not have quorum  
**February 15, 2018**

*Moved –*  
*Seconded –*  
*Carried. No Conflict of interest*

**4. Approval of Minutes:** Did not have quorum  
**January 18, 2018**

*Moved –*  
*Seconded –*  
*Carried.*

<b>5. Business Arising from the Minutes</b>	
<b>2018-19 Budget Process Timeline</b>	Action
<ul style="list-style-type: none"> <li>Boards had the opportunity to meet with Ministry in an engagement session and voice concerns from a northern and rural perspective.</li> <li>The Grants for Students Needs (GSN) is expected to be released in March.</li> <li>This item will be moved to the March meeting.</li> </ul> <p><b>Book Review – Special Education in Ontario</b></p> <ul style="list-style-type: none"> <li>Part C Early identification</li> <li>Discussed the many programs available through the Board and community partners.</li> <li>Transitions will be the focus of the next meeting.</li> </ul>	

<p><b>North Bay Secondary System Classes – 3-2 planning update</b></p> <ul style="list-style-type: none"> <li>• Discussed the letter that went out to families.</li> <li>• There are no proposed changes to the delivery model for 2018-19.</li> <li>• There are no expected reductions to special education programs for 2019-2020.</li> <li>• There are 4 programs proposed for each of the 2 sites in 2019-2020. (1 Intermediate and 3 Secondary in each)</li> <li>• Looking for opportunities to offer complete and comprehensive pathways along with flexible models.</li> </ul> <p><b>Coordinated Service Planning update</b></p> <ul style="list-style-type: none"> <li>• Integrated delivery of rehabilitation services is on hold.</li> <li>• Coordinated Service Planners have been hired for the north and will start to form their teams.</li> <li>• Those students already on the list will be transitioned over</li> <li>• Full implementation expected to begin in April.</li> <li>• Letters will be sent to families if impacted.</li> <li>• The model was updated from parent feedback.</li> <li>• No re-referrals are needed.</li> </ul> <p><b>SEAC update</b></p> <ul style="list-style-type: none"> <li>• Available in the package</li> <li>• Discussed the Resource Teacher/Math Lead Learner co-learning</li> <li>• Applied Behaviour Analysis (ABA) - PD focus</li> <li>• Shared pilot project at Parry Sound Elementary</li> </ul>	
<b>Standing Items</b>	
<p><b>Capital Planning and Accommodation Updates</b></p> <ul style="list-style-type: none"> <li>• Funding has been approved for the 3-1 WJ Fricker build</li> <li>• A trustee budget workshop is taking place tonight.</li> </ul>	
<p><b>Special Education Report</b></p> <p><b>Chair report</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>	
<p><b>New Business</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>	Action
<p><b>Correspondence</b></p> <ul style="list-style-type: none"> <li>• The letter received from Franco Nord will be moved to the March meeting</li> </ul>	Action
<p><b>Items for next Agenda</b></p>	Action
<p>Ministry funded projects – update  MACSE notes (if available)  Book Review – Transition Planning C26-C38</p>	

Budget Priorities Discussion Presentation – Technology (Lisa)	
Standing Items: 1. Correspondence received requiring action 2. Capital Plan and Accommodation Review 3. Special Education Plan 4. Special Education Budget 5. Question period	

**Next meeting date:** March 22, 2018

Adjourned: 2:54pm



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David Thompson, Chair

Jackie Young, Director of Education

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**Audit Committee Meeting – Public Session**

February 20, 2018 – 5:00 p.m.

Head Office of the Near North District School Board  
963 Airport Road, North Bay, ON

**Committee Members Present**

James Beatty, Committee Chair (Videoconference)  
Michelina Beam, Trustee  
Gary Jodouin, External Member  
Judy Kleinhuis, External Member  
David Thompson, Trustee

**Regrets**

Jackie Young, Director of Education

**Staff Present**

Liz Therrien, Superintendent of Business  
Marjorie Campbell, Executive Assistant  
Wende Proulx, Manager of Finance

**Guests**

Melissa Dodge (via teleconference)  
Paul Moffat, Trustee

**1.0 Opening Session**

**1.1 Welcome and Call to Order**

Committee Chair Jim Beatty called the meeting to order at 5:00 p.m.

**1.2 Adoption of the Agenda**

*Moved by Gary Jodouin seconded by Judy Kleinhuis that the agenda for Audit Committee Public session of February 20, 2018 be approved as presented.*

*CARRIED*

**1.3 Declaration of Conflict of Interest**

No conflict of interest declared.

**1.4 Adoption of the Previous Minutes of Public Session**

*Moved by Michelina Beam seconded by Gary Jodouin that the Committee approve the Audit Committee minutes as presented for the Public Session held on November 20, 2017.*

*CARRIED*

**2.0 Standing Item**

**3.0 Items for Information, Discussion and/or Action**

**4.0 PRIVATE SESSION**

*Moved by Michelina Beam seconded by David Thompson that the Audit Committee move into Private Session at 5:05 p.m.*

CARRIED

**5.0 Adjournment**

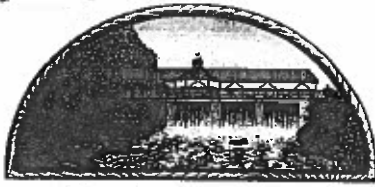
**5.1 Motion to Adjourn**

*THAT the Audit Committee Meeting of February 20, 2018 adjourn at 6:35 p.m.*

*Moved by David Thompson seconded by Judy Kleinhuis that the Audit Committee adjourn at 6:35 p.m.*

TENDERS  
 February 16, 2018  
 TO  
 March 19, 2018

	A	B	C	D	E	F	G	H	I	J	K
	Closing Date	Project	Location	Bidders submitting Bids	Awarded to	Award	Tax	Amount/Year	Budget	Contract for No Years	Rational
1	February 16, 2018	P.A. System Upgrade	Sundridge Centennial	Quinan	Bernard Rochefort	\$ 46,400.00	\$ 6,032.00		\$ 38,364.00		Low Bidder
2				Al Langman							
3				Nu Style							
4				Bernard Rochefort							
5				Venasse							
6											
7											
8	March 1, 2018	Sale of King George	Admin	2453454 Ont Ltd.	Pending						
9											
10	March 6, 2018	Flooring, Ceiling, Fire Alarm, Lighting & Septic Tank Replacement	Magnetawan PS	Arguson	Pending						
11				WS Morgan							
12				Kenalex							
13				SRS Construction							
14				R&G Construction							
15				Al Langman							



The Municipality of the  
**VILLAGE OF BURK'S FALLS**

172 Ontario Street • PO Box 160 • Burk's Falls ON P0A 1C0  
P 705-382-3138 • F 705-382-2273 • [www.burksfalls.net](http://www.burksfalls.net)

February 22<sup>nd</sup>, 2018

The Honourable Indira Naidoo-Harris  
Minister of Education  
14<sup>th</sup> Floor, Mowat Block  
999 Bay Street  
Toronto, ON M7A 1L2

Regarding: Support Resolution – Offering School Property to Municipalities

Dear Honourable Naidoo-Harris:

During the regular Council meeting for the Village of Burk's Falls, held on February 20<sup>th</sup>, 2018, Council passed the enclosed resolution in support of the Town of Essex's Resolution #01-013 which is requesting surplus schools to be offered to municipalities for one dollar.

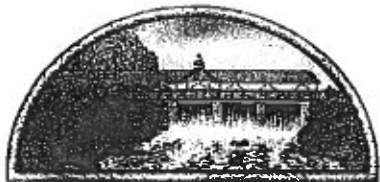
Council is pleased to support such initiative, as the Village of Burk's Falls is currently seeking to acquire an elementary school within the Village, which the Near North District School Board closed in 2017. Allowing municipalities to purchase surplus educational properties for one dollar, facilitates financial responsibility to ratepayers as these schools were originally provided for by the ratepayers through the use of tax dollars. With a purchase price of one dollar, municipalities are able to work towards meeting the current and future social and economical needs of those ratepayers through the creation of community hubs.

Regards,

Nicky Kunkel  
Clerk-Administrator

cc: Near North District School Board  
Town of Essex

Encl;



The Municipality of the  
**VILLAGE OF BURK'S FALLS**

Moved By:

*Rex A. Smith*

Date: February 20, 2018

Seconded By:

*Sh. Morrison*

Resolution # 2018-30

Be it resolved;

That the Council for the Village of Burk's Falls hereby supports the resolution of Essex Council regarding the disposal of surplus Board of Education buildings to municipalities for \$1.00.

Recorded Vote requested by: \_\_\_\_\_

Jarvis Osborne	for / opposed
Lewis Hodgson	for / opposed
Lisa Morrison	for / opposed
Rex Smith	for / opposed
Cathy Still	for / opposed

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Carried</u>	<u>Defeated</u>	<u>Deferred</u>

Pecuniary Interest declared by:

\_\_\_\_\_  
\_\_\_\_\_

*Cathy Otter*  
Reeve





**Waterloo Region  
District School Board**

51 Ardelt Avenue Kitchener ON N2C 2R5  
(o) 519 570 0003 (f) 519 570 9007 www.wrdsb.ca

February 26, 2018

Hon. Indira Naidoo-Harris  
Minister of Education  
Ministry of Education  
22<sup>nd</sup> Floor, Mowat Block  
900 Bay Street  
Toronto, ON M7A 1L2

Dear Minister Naidoo-Harris:

I am writing to you on behalf of Trustees of the Waterloo Region District School Board to express concerns about funding for children with special education needs.

Specifically, Trustees are concerned about the increasing occurrences of student aggression in the classroom and request further funding for supports in the classroom.

As elected public school Trustees, we acknowledge the generous commitment this government has made to fund public education in Ontario. However, it is our responsibility to identify what we feel is a serious gap in support for these particular vulnerable students and families.

We would be happy to provide you with further details of our concerns at your convenience.

Sincerely,

A handwritten signature in black ink that reads "Scott McMillan".

Scott McMillan  
Chair of the Board  
Waterloo Region District School Board

c.c.: John Bryant, Director of Education, Waterloo Region District School Board  
Chairpersons, Ontario Public School Boards  
Ontario Public School Boards' Association

March 8<sup>th</sup>, 2018

David Thompson - Chair  
963 Airport Road  
P.O. Box 3110  
North Bay, ON  
P1B 8H1

Dear Mr. Thompson,

**Re: Ontario's Well-Being Strategy for Education**

Student Nutrition Ontario was pleased to learn that the Ministry of Education emphasized the importance of school breakfast programs in their recent announcement of new funding to support student well-being in Ontario schools. We applaud the Directors around this table and the Ministry for their leadership in this area and are reaching out to help you better understand who we are and how student nutrition programs support the health and well-being of students across the province.

Student Nutrition Ontario (SNO) exists to feed students. We support their success by teaching healthy habits; offering nutritious foods; and building supportive communities. We are the unified voice that connects an extensive network, enabling students to eat, learn, and succeed. Made up of representatives from 14 Lead Agencies who administer provincial grant funds, Student Nutrition Ontario empowers communities to address local needs at a provincial level. We streamline resources throughout the province. We ensure that every student has access to nutritious foods, learns to make healthy choices, and is empowered to succeed.

Student Nutrition Programs not only enhance academic achievement and healthy growth and development they also bring together communities and promote safe, accepting and inclusive environments for ALL children to learn, grow and thrive in the school system. We have developed this letter and an attached research brief to

showcase the power of student nutrition programs. It is our hope that this network will consider sharing this information with your respective school board teams and encourage them to utilize new well-being funding to further support student nutrition programs in their schools. If helpful, SNO and our regional Lead Agency members are always available to offer additional information and/or to discuss these opportunities further.

Sincerely,



Catherine Parsonage  
Student Nutrition Ontario  
Co-Chair



Viviane Dégagné  
Student Nutrition Ontario  
Co-Chair

CC:

Attachments enclosed:

- 1) How are Student Nutrition Programs connected to Student Well-being?



# Student Nutrition Ontario

At Student Nutrition Ontario, we stand for community, collaboration, and student success. We empower communities to address local needs and ensure that every student has access to nutritious foods, learns to make healthy choices, and is able to succeed. To support our partners, we bring knowledge, guidance, experience and passion. We offer a unified voice with the power to influence, build capacity, and ensure every student is well nourished.

**We work to provide every child in Ontario an equal opportunity to eat, learn and succeed.**

Student  
**NUTRITION**  
EAT LEARN SUCCEED. ONTARIO

NUTRITION  
des élèves  
MANGER APPRENDRE RÉUSSIR de l'ONTARIO

[www.StudentNutritionOntario.ca](http://www.StudentNutritionOntario.ca)

# How are Student Nutrition Programs connected to student well-being?\*

## Student nutrition programs support healthy schools.

Healthy schools promote and support child and student well-being using an integrated approach, recognizing that healthy students are better prepared to learn.<sup>1</sup>

Student nutrition programs are an important component of a comprehensive approach to healthy eating in schools. By providing a healthy social and physical environment where students have the opportunity to practice making healthy choices, nutrition programs underpin the healthy eating teachings in the Ontario Health and Physical Education Curriculum.

## Student nutrition programs are a route to improved mental health.

Promoting positive mental health is a key component of well-being and research is beginning to reveal the connection between nutrition and mental health.

Children spend more time at school than anywhere else. Educators can promote positive mental health through healthy eating and physical activity, and student nutrition programs can play an important role. Participation in school meal and snack programs has been linked to a decrease in student-reported measures of depression and anxiety, and an increase in teacher-reported measures of students that are better prepared to learn.<sup>2</sup> Also, research suggests that school meal and snack programs provide children with a stronger basis to succeed at school.<sup>3</sup>

## Student nutrition programs can help level the playing field for all children.

All children deserve the best possible start in life. Supporting equity and inclusive education means eliminating systemic barriers to student achievement and well-being. Students that are food insecure face a sizeable barrier to achievement and well-being.

Students in Toronto who ate a morning meal most days of the week achieved better learning skills, were absent less than their peers who did not participate, received fewer suspensions, and were more likely to be on-track to graduate (receiving sufficient credits in grades 9 and 10).<sup>4</sup> Student Nutrition programs help by ensuring all students are ready to eat, learn, and succeed.

## Student nutrition programs help kids feel safe and connected.

Student nutrition programs can increase school connectedness and reinforce to children, families and community that student health and well-being are valued by providing caring and compassionate adult support, opportunities for group learning and a commitment to nutrition education and a positive school environment.

### WHAT WE SEE...

Offering breakfast, snack or lunch programs is an excellent way to create a safe and caring school environment for students.

*"Everyone is welcome at breakfast club and everyone helps out. Even our principal serves breakfast on Wednesdays."*

~ London Breakfast Club volunteer

#### Notes:

<sup>1</sup>Ontario's Well-Being Strategy for Education. Discussion Document.

<sup>2</sup>Murphy et al. 'The Relationship of School Breakfast to Psychosocial and Academic Functioning: Cross-Sectional and Longitudinal Observations in an Inner-City School Sample.'

<sup>3</sup>Brown, Beardslee, and Prothrow-Stith, 'Impact of School Breakfast on Children's Health and Learning: An Analysis of the Scientific Research.'

<sup>4</sup>Muthuswamy, 'Feeding Our Future: The First- and Second-Year Evaluation.'

\*With thanks to the Southwest Ontario Student Nutrition Program for the original briefing on which this document is based.

# EAT. LEARN. SUCCEED.





<b>February 2018 Month End Finance Report</b>	<b>Aug-17</b>	<b>Current</b>	<b>Revised</b>	<b>Year-to-Date</b>	<b>Commitments</b>	<b>Budget</b>	<b>%</b>
<b>Expenditures (Budget as approved June 28, 2017)</b>	<b>Expenses</b>	<b>Budget</b>	<b>Estimates</b>	<b>Actual</b>		<b>Remaining</b>	<b>Remaining</b>
	<b>(Audited)</b>		<b>(Note 8)</b>				
	<b>(Note 1)</b>						
Classroom Teachers	66,710,919	69,520,502	68,870,368	33,058,413		36,462,089	52%
Supply Staff	4,286,623	2,274,572	2,628,721	1,664,523		610,049	27%
Educational Assistants	8,430,120	9,140,590	8,997,859	5,160,388		3,980,202	44%
Early Childhood Educators	2,180,590	2,283,054	2,308,621	1,343,408		939,646	41%
Classroom Computers (Notes 2 and 7)	943,026	871,699	871,699	543,240	48,052	280,407	32%
Texts and Learning Materials (Note 2)	2,530,491	2,838,588	2,859,588	1,884,037	508,612	445,939	16%
Professionals and Paraprofessionals	4,352,367	4,623,806	4,702,419	2,177,813	14,148	2,431,845	53%
Library and Guidance	1,458,790	1,581,582	1,567,254	699,103	16,700	865,779	55%
Staff Development (Note 4)	945,752	1,152,748	1,271,080	381,576	17,086	754,086	65%
Coordinators & Consultants (Note 4)	2,766,448	3,204,416	3,368,496	1,163,477	75,832	1,965,107	61%
Principals & Vice-Principals	6,081,227	5,926,436	5,964,215	3,355,309	2,586	2,568,541	43%
Department Heads	138,483	143,532	143,532	67,974		75,558	53%
School Office - Secretaries & Supplies (Note 2)	3,470,170	3,726,085	3,692,081	1,901,777	138,602	1,685,706	45%
Transportation	10,875,410	11,122,977	11,265,365	6,769,536		4,353,441	39%
Transportation Amortization							
Operations & Maintenance - Schools (Note 2)	13,417,059	13,465,999	13,617,463	6,647,855	2,143,871	4,674,273	35%
Continuing Education	843,300	748,850	749,028	317,836	7,413	423,601	57%
Instructional Amortization	709,784	822,225	707,834			822,225	100%
Trustees	118,361	111,193	111,193	48,800	3,072	59,321	53%
Director & Supervisory Officers	1,181,340	871,078	881,339	571,579	7,877	291,622	33%
Board Administration (Note 2)	3,141,689	3,424,419	3,424,250	1,663,258	145,972	1,615,189	47%
Administration Amortization	52,091	61,132	54,517			61,132	100%
School Renewal/Condition Improvement (Note 3)	381,533	505,661	505,661			505,661	100%
Direct Capital and Approved Debt (Note 5)	2,106,202	2,477,396	2,382,964	496,299		1,981,097	80%
Pupil Accommodation Amortization	8,406,865	7,613,263	8,129,630	96,752		7,516,511	99%
Other Non-Operating Expenses	1,608,073	596,317	725,817	432,080		164,237	28%
Other Amortization and Write Downs	11,527						
	<b>147,148,240</b>	<b>149,108,120</b>	<b>149,800,994</b>	<b>70,445,033</b>	<b>3,129,823</b>	<b>75,533,264</b>	<b>51%</b>

<b>February 2018 Month End Finance Report</b>	<b>Revenues</b>	<b>Current</b>	<b>Revised</b>	<b>Year-to-Date</b>	<b>Commitments</b>	<b>Budget</b>	<b>%</b>
<b>Revenues (Budget as approved June 28, 2017)</b>	<b>(Audited)</b>	<b>Budget</b>	<b>Estimates</b>	<b>Actual</b>		<b>Remaining</b>	<b>Remaining</b>
	<b>(Note 1)</b>		<b>(Note 8)</b>				
MET Grants (Note 4)	87,623,996	92,402,850	94,365,486	56,182,163		36,220,687	39%
Other Provincial Grants (Note 4)	2,359,078	1,185,370	1,204,720	194,384		990,986	84%
Federal Grants and Fees (Tuition/Transportation)	2,325,277	2,425,026	2,496,569	1,304,282		1,120,744	46%
Municipal and Unorganized Taxes	41,851,692	42,907,878	41,487,907	20,155,897		22,751,981	53%
Other School Board Recoveries (Shared Facilities)	222,920	187,040	187,040			187,040	100%
Other Revenues (Note 6)	2,985,927	868,298	1,022,814	1,597,533		(729,235)	
Amortization of Deferred Capital Contributions	9,107,726	8,430,973	8,891,981			8,430,973	100%
	<b>146,476,616</b>	<b>148,407,435</b>	<b>149,656,517</b>	<b>79,434,259</b>		<b>68,973,176</b>	<b>46%</b>

**Near North District School Board  
February 2018 Month End Report  
Notes to the Financial Report for the Period Ended February 28, 2018**

**Note 1 Prior Year Comparative Figures**

The prior year comparative figures reflect the most recent audited financial statements for the year ended August 31, 2017. The audited financial statements for the year ended August 31, 2017 were approved by the Board of Trustees at the November 28, 2017 Board meeting.

**Note 2 Issuance of Blanket Purchase Orders for Annual Costs**

At the beginning of the current fiscal year, finance has requested that blanket purchase orders be generated for such annual expenses as utilities of gas, oil and electricity, telephone costs, photocopier lease charges and copy charges as well as classroom computer network costs in order to streamline accounting processes. For this reason current commitments representing annual anticipated costs are charged immediately to the budget committing budget dollars. Then as actual invoices and bills are received throughout the year, the expense will be recorded in the year-to-date actual expense column with the commitment relieved.

**Note 3 School Renewal and School Condition Improvement Grants**

A School Board's annual School Renewal Allocation is comprised of renewal monies for expenditures that are of a capital nature as well as renewal monies of an operating nature to address operating/maintenance type expenditures. Current capital in-year school expenditures and capital commitments are not recorded in this budget line as these represent capital expenditures for School Renewal and School Condition Improvement capital projects. As per Ministry guidelines, only a small portion of School Renewal annual funding is permitted to be spent on non-capital expenditures (operating expenditures). Capital expenditures for School Renewal, School Condition Improvements and other capital projects including Land of Lakes Retrofit, Parry Sound Public School, planned Parry Sound JK-12 Build, Woodland Childcare and Greenhouse Gas Reduction Efficiency projects are funded by the Ministry, with funds flowed to School Boards after the filing of the March Report and the annual Financial Statements. The Ontario Financing Authority no longer finances long-term debt. The Ministry further provides funding for short-term interest expenditures.

**Note 4 Other Provincial Grants**

Provincial grants initially budgeted are only the grants whereby monies were confirmed at time of approving the 2017-2018 budget. These external grants include but are not limited to French as a Second Language, Odyssey French Language Monitor Program, Renewed Math Strategy, Community Use of Schools – Outreach Coordinator, Specialist High Skills Major, Indigenous Re-Engagement, Adult Basic Literacy, Ontario Youth Apprenticeship Program (OYAP), Early Years Leads Program and English as a Second Language. Other significant external grants will be received within the current operating year that has not been originally budgeted for. However in these cases, expenditures are not to exceed revenues with separate budgets established for these other external grants received to monitor revenues and expenditures. Other provincial grants that are from the Ministry of Education are reported in MET Grants in month end finance report. 41 External Grants have been received to-date this year in the amount of \$3.167 million.

**Note 5 Direct Capital and Approved Debt**

The Ministry recognizes the debt on all capital programs such as NPP, Good Places to Learn (Phases 1, 2, 3 and 4), Capital Priorities, School Consolidation Capital, Prohibitive to Repair, etc. based on eligible capital expenditures. For those long term capital expenditures related to prior capital programs that were funded through the Ontario Financing Authority (OFA), the Board will receive a cash flow from the Ministry of Education to meet their annual debt repayments of principal and interest payments. The March 2017 Ontario Financing Authority issue was the final opportunity for Boards to request long-term financing through the OFA. Moving forward in 2017/2018 with regard to capital projects, the Ministry will cash flow payments to Boards twice per year based on reported capital expenditures. The Ministry will continue to fund short-term interest costs related to these capital expenditures on a semi-annual basis.

**Near North District School Board  
February 2018 Month End Report  
Notes to the Financial Report for the Period Ended February 28, 2018**

**Note 6 Other Revenues**

Current year-to-date revenues include additional monies received not budgeted for. Refer to below schedule with regard to analysis of revenues budgeted, revenue received-to-date as well as prior year's revenues:

	<b>August 2017 Revenues</b>	<b>Current Budget</b>	<b>Year-to-Date Actuals</b>
Theatre Outreach ticket sales, donation, registration fees	23,842	20,000	861
Sale – Capital Recovery	19,075	-	-
Tuition Fees	403,465	463,960	267,670
Interest income	25,564	-	92,577
Release/Secondments (Wages/benefits recoverable income)	1,281,002	220,729	618,694
Inclement Weather Days	-	42,200	-
Hydro/Union Gas Rebates	81,120	-	-
Hydro One rebates and Solar Panel Revenues - Almaguin	-	20,000	20,001
Muskoka Language International	89,380	-	57,700
OSBIE 2017 surplus refund	98,855	-	103,546
WSIB claim refund	18,937	-	3,205
Ontario Arts Council	50,000	-	40,000
School College Work Study Initiative	-	-	-
Various rental incomes	88,897	70,000	31,965
Administration Fees	34,265	20,000	19,281
Consolidation – Transportation & Charity	198,831	-	-
C.O.D.E. – Technology and Learning Fund	152,886	-	112,066
C.O.D.E. – Student Injury Prevention Policy	-	-	9,494
Nipissing Parry Sound Catholic DSB (Psycho-educational Assessments)	76,600	-	38,000
Nipissing Parry Sound Transportation Consortium	18,228	-	5,848
IB Program Fees	26,900	-	12,600
Reversal of Previously Recorded Liability for Retirement Gratuities	145,192	-	-
Summer Literacy Program 2017	97,144	-	-
MA Wittick – Write down to FMV	-	-	96,752
CWA Foundation Grant (West Ferris)	-	-	10,000
CWA Foundation Grant (Chippewa)	-	-	28,000
CWA Foundation Grant (Almaguin)	-	-	14,000
Collingwood TV Productions (recovery of utility costs King George)	6,278	-	10,710
Various other incomes	49,466	11,409	4,563
	<u>\$ 2,985,927</u>	<u>\$ 868,298</u>	<u>\$ 1,597,533</u>

**Note 7 Classroom Computers**

The current budget of \$871,699 includes only classroom computer operational expenditures without expenditures of a capital nature. Until such time as year-end is completed, currently included in classroom computer operating expenditures is \$162,103 of capital expenditures which will be capitalized and removed from operating expenses.

**Note 8 Revised Estimates**

Current budget reflects the budget established for 2017-2018 school year as passed by the Board June 28, 2017.

Upon filing of the Board's Revised Estimates with the Ministry December 15, 2017, the Board is now reporting a compliant in-year deficit of \$144,477, which represents a decrease from Original Estimate's in-year deficit of \$700,685. This is a result of actual enrolment as captured at October 31, 2017 count date being up over projected enrolment by approximately 171 students. Also included in Revised Estimates Grant for Student Needs is new Rural and Northern Education Grant Allocation and expenditures of \$485,660.





## POLICY STATEMENT

**Title: Employee Wellness Policy Statement**

**Effective Date: March 1, 2018**

**Responsibility: Director of Education**

**Executive Limitations, EL-14, entitled Safe, Healthy, Respectful and Secure Environment states: *“The Director of Education shall not fail to take all reasonable measures to provide a safe, healthy, respectful and secure environment for students, staff members and volunteers while engaged in school activities.”***

The Near North District School Board recognizes that successful achievement of improved outcomes for students is influenced by the well-being of our employees. The Board acknowledges that the key elements of workplace wellness include physically safe and culturally healthy environments alongside the relevant policies, practices and procedures that guide our work in creating the conditions for healthy workplaces.

The Board supports its employees in achieving and maintaining optimum levels of personal wellness, while maximizing the health of the organization by providing comprehensively safe and healthy workplaces.

The Board endorses all health and safety practices which are consistent with provincial acts and regulations, particularly those related to labour, health and human rights legislation, while being respectful of collective agreements and terms and conditions of employment.