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David Thompson, Chair

Jackie Young, Director of Education

April 24, 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 April 24, 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:

- **March 27, 2018**

Celebrating Near North District School Board Success:
Virtual Learning Platform – Justin Hawn

Student Achievement and Well-Being:
Ontario Minister of Education’s 2018-2019 Student Advisory Council –
Madison Mattias

Meeting Dates – May 2018

Committee Reports:

- Special Education Advisory Committee Meeting Minutes, March 22, 2018
- First Nations Advisory Committee Meeting Minutes, March 19, 2018
- Committee of the Whole Meeting Minutes, February 21, 2018 (private and public)
- Committee of the Whole Meeting Minutes, March 19, 2018 (private and public)
- Committee of the Whole Meeting Minutes, April 10, 2018 (private and public)

Information/Discussion Items:

- Monthly Tender Report – March 19, 2018 – April 13, 2018
- Bluewater District School Board letter to Minister of Education
Re: Future Technologies – enclosure
- Out of Zone School Attendance Administrative Guideline – enclosure

- Near North District School Board Policy for Municipal and School Board Election Campaign – 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 April 24, 2018.

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 April 24, 2018 adjourn at _____p.m.



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The March 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
Louise Sargent
Marcus Hlady – Student Trustee

Administrative Staff Present:

Jackie Young, Director of Education
Amanda Meighan, Acting Superintendent of Support Services
Liz Therrien, Superintendent of Business
Gay Smylie, Acting Executive Officer

Trustees Present in Parry Sound:

Corine Green
Carol Stevens

Administrative Staff Present in Parry Sound:

Tim Graves, Superintendent of Schools
Melanie Gray, Acting Executive Officer
Roslyn Bowness, Superintendent of Schools

Trustee Regrets:

Jim Beatty, Vice Chair

Administrative Staff Present in Almaguin:

Craig Myles, Superintendent of Student Services

Administrative Regrets:

Public (North Bay)

No sign-ins, but approx. 50 members of the public and media

Public (Parry Sound)

Glen Hodgson OSSTF

Public (Almaguin)

Judith Arai ETFO

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Call to Order

Chair Thompson called the meeting to order at 5:00 p.m.

Attendance

Attendance indicated that 7 Trustees plus the Student Trustee were present for this meeting.

Setting the public record straight letter

Setting the public record straight

Over the past year and most recently, there have been numerous articles and letters in the media regarding the ongoing fiscal and enrollment challenges that the Near North District School Board (NNDSB) face now and into the future. As Chair of the NNDSB, I am hoping that the following facts will help clarify some misconceptions and refocus our attention to the important issues at hand.

Since 2006, our Board student population has decreased from 12,600 to 9,500 students. Over the past 12 years, the Board of Trustees has completed 12 school closures/consolidations throughout our large jurisdiction but until this year had not seriously dealt with the North Bay secondary issue.

When we announce an increase in enrollment over projections, it must be noted that the projections are still for a number lower than the previous year. If the enrollment projections were for 9,400 and it was 300 hundred less than the prior year of 9,700, an actual enrollment of 9,500 is 100 over projection but we still have DECLINING enrollment. The Near North DSB must consolidate schools as our system has more than 4,500 surplus spaces meaning we receive no funding to maintain them as per the current ministry funding formula. The money being spent maintaining half empty schools is money that could be better spent enhancing programming for our kids.

Currently, the Ministry of Education provides “top up” funding to rural schools to offset operating costs. This is not true of schools within 20km of each other which include all of the North Bay secondary schools.

A large part of the duties of the Board of Trustees includes setting the direction of the Board by developing and implementing a Multi-Year and Capital Plan. Prior to the North Bay Accommodation Review, senior staff took over 14 months to collect data on each and every school in the district, obtained demographic statistics on all communities and consulted with local governments regarding any potential future growth or development in communities. That information provided the required data to make informed decisions on how taxpayer monies should be used to best serve students. Once again, by best serving students, the board needs to spend money on programs and not maintaining half empty buildings. It is vital that the Board of Trustees not only be concerned with students currently in our system, but properly plan for future students and staff. Anything less would be an abdication of our duties as elected public school trustees.

The reality is that declining enrollment equals less funding for the Near North DSB...period!

Senior staff working with the accumulated data recommended a 3:1 consolidation of our Secondary Schools. On December 20 2016, a motion was brought forward to consider the consolidation of schools in North Bay and form an Accommodation Review Committee (ARC). The ARC is not a decision

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making body. This committee contributes and provides advice to the Board of Trustees. The Board accepted the initial staff report on Dec 20, 2016.

The Board hired an outside facilitator to conduct and oversee that the ARC followed Ministry and Board guidelines to ensure that our community had every opportunity to speak and present at public meetings. Originally, there were three scheduled community meetings but a fourth one was added to allow for even more public input.

Several public presentations were made for and against a 3:1 consolidation. Many presenters, including the Mayor of North Bay, advocated for the retention of West Ferris Secondary School even though only 25% of the NNDSB student population is located in this area. At the conclusion, most presenters felt that a 3 to 2 consolidation would be more acceptable for the students and staff of North Bay.

As a result, the Final NNDSB staff report was amended from the Initial report to recommend a 3:2 consolidation reflective of the community presentations.

The Board listened to the community and, although not unanimous, the majority of the trustees were convinced and the decision they made supported the community's wish for a 3:2 consolidation. The Board voted 5-3 in favour of 3:2 consolidation as recommended by the ARC. This decision is being upheld by the Board. The only difference between what the ARC recommended and what the Board decided was which of the North end schools would close. Both Widdifield and Chippewa sites were debated, with the latter being considered for a future one secondary school possibility. This was not "behind the scenes", there was no "manipulation" involved. Careful consideration was given to each site; the capacity, location, and potential for expansion should the move to one school in the future be necessary as our student population continues to decline.

For further clarification, the decline in enrollment in our secondary schools has become an urgent problem for our current student population. We have three North Bay schools unable to provide full programming because the numbers in each building are not great enough to support a wide range of course selections. The ideal decision to allow all students in North Bay equal access to all programs would have been to house all secondary students under one roof. The community did not support this vision and we listened and made the decision to keep two secondary schools. Also, the Board listened to the community's wish to keep a school in the south end of the city when our own student population data did not support that choice. Again, we need to recognize where our money is best spent and it's not on bricks and mortar. May I remind everyone, people detested the idea of 7 and 8s at Chippewa and we believe that has had an excellent outcome and has been replicated at three other NNDSB secondary schools.

As a result of our tough decision, some detractors have called on the Ombudsman or the Ministry to intervene or have demanded that we wait until after the June 7th provincial election to see what the new government will do regarding the moratorium on school closures. The NNDSB has been wrongfully accused of not following the Accommodation Review Process (ARC) process and has been accused of being "non-transparent", with "behind-the-scenes mechanisms intended to manipulate and coerce people" and that the ARC process was "underhanded". As well, it has been stated that the Board ignored the ARC decision/recommendation.

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First of all, to set the record correct, the issue of Pupil Accommodation is not within the purview of the Ombudsman. The Ombudsman does not have the authority to overturn decisions made by a Board of Trustees.

Secondly, the Ministry cannot overturn an ARC decision made by a Board of Trustees. The Ministry has the power to come in and review the process (NNDSB Ministry Review King George-Dr. McDougall-Trusler ARC - Final report by M Wilson Nov 2013) to ensure that the process was followed. We are very confident that our process was followed as the suggestions provided by the Wilson Report were considered when our policy was amended in 2015.

The Near North District School Board has followed its process as its policy adheres to the Ministry of Education pupil accommodation review guidelines presently in place and it contains all minimal requirements.

The NNDSB website contains all documentation with respect to our Accommodation Review policy, a copy of the current Ministry PAR Guidelines, our Capital Plan, our initial staff report, the timeline we followed in our Accommodation Review process, all of the presentations made at the public meetings, the final staff report and the Board of Trustees final decision.

As Chair of the Board, I have been accused of delivering an “empty invitation to the City of North Bay to deflect the absence of earlier consultation”. If one took the time to properly research our process, one would see that the City of North Bay was included every step of the way through our Accommodation Review Process. Our staff met with City of North Bay staff while gathering information to inform our Capital Plan. Trustee Beam, Director Young and myself met with the Mayor, in his office just prior to the public release of our Capital Plan. We held a community meeting prior to establishing the ARC and the City of North Bay had a representative there. In addition to our original ARC guidelines, we requested and included a senior administration representative of the City of North Bay who sat as a member of the Accommodation Review Committee.

Once the Final Staff report was presented to the Board at our June, 2018 meeting, the Trustees had several questions for our Director of Education regarding a number of property concerns. The Board passed the Fricker recommendation but deferred the secondary decision until September so that we could continue our discussions based on new information requested of our Director of Education. As a result of the Fricker consolidation, the Board prepared and submitted a business plan at the September 7th, 2017 deadline to the Ministry to consolidate the three elementary schools. The plan was accepted and the Ministry approved the funding to build a new elementary school on the Fricker site.

The Board held two Committee of the Whole meetings in early September, 2017. At Committee of the Whole meetings, there are no public presentations or questions as they are designed so that trustees can have informal discussions. Unfortunately, the meeting and agendas were not properly posted, for which the Board apologizes. Nevertheless, discussions surrounding property and staffing items were deemed to be in private and therefore, were discussed in private. The result of the Private portion was a public recommendation to consolidate the 3:2 secondary sites into Chippewa and West Ferris sites. The recommendation went to the September 2017 board meeting where the public discussion of the motion was conducted and passed. Each trustee was asked and had an opportunity to discuss their thoughts and reasons on the motion. As a result, the motion passed 5-3 with one trustee absent to support the consolidation of three secondary school into the Chippewa and West Ferris sites.

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On a further note, the Trustees met with concerned staff members from WSS on October 12, 2017 to personally answer their questions regarding why we determined the Chippewa site was chosen over Widdifield.

As a result of the Board motion, our Director of Education has been tasked by the Board of Trustees to make the consolidation happen in a timely, fiscal and transparent manner. The Director is responsible for monthly updates to the Board, staff, parents and our students on the progress of the consolidation. It is the responsibility of the elected Near North District Board of Trustees to monitor this consolidation process as it is one of the main governance duties of a publically elected school board.

Sincerely,
David Thompson, Chair
Near North District School Board

Add the creation of Fricker Building Committee motion to the agenda.

Approval of the Agenda

18-03-06 Moved by Al Bottomley, seconded by Louise Sargent

That the Board approve the agenda as amended for the Public Session meeting of March 27, 2018.

CARRIED

Conflict of Interest

None declared.

Minutes from Previous Meetings of Near North District School Board

18-03-07 Moved by Al Bottomley, seconded by Louise Sargent

That the Board approve the minutes as amended for the meetings held:

- **February 27, 2018 Regular Board Meeting**

CARRIED

Question Period:

- Question about the ARC process being rushed
 - Chair referred to opening letter details. Explained the length of the ARC process and the guidelines. Disagrees that the Board is rushing. The decision was delayed, requiring more information, until September 2017.
- Question about where each trustee stands right now on the ARC process.
 - Chair replied the vote happened at the September Board meeting and the minutes are posted online for more details.

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- Question about rebranding the two schools
 - Motion required rebranding. We tasked the director with costing once the consolidation has been done. Historically student body decides the new name. May want to revisit if too costly
- Question about ministry funding for the consolidation and rural schools.
 - Chair explained that once the motion was passed in September the Board submitted its Capital Plan to the ministry for funding. The ministry only granted 20% of school boards requested funding. The Director has been tasked with costing needs moving forward. Trustee Beam explained the rural funding is programming specific and supports students. These rural supports are for isolated schools, not schools within the City of North Bay.
- Question about cost comparisons for 7-12 at all high schools.
 - A 7-12 school does not address the programming issues for grades 9-12. The Board also must consider its declining enrolment and a deficit budget.
- Question asked about programming split between schools and why couldn't students participate via technology.
 - Director Young replied that is a great option, but not to keep schools open. In moving forward if we do nothing (close a school) we continue to lose large amounts of money, and that is why we need to move as quickly as we have. All of these things are being held up against the Board's deficit. To keep a building open cost a substantial amount of money. What makes sense for students moving forward is to provide programming for larger groups at two schools.
- Question asked about what is stopping the board from offering courses collectively.
 - Director Young replied that is happening right now. However, in any situation there are times that students do not get the course they want. Creative timetabling needs to be done and all options are being looked into.
- Question asked where the Board's Final Staff Report is on the website.
 - Chair replied the information should be on the website and will look into updating if the report is not there. The website was overhauled at the end of 2017.
- Question asked about data used in the Initial Staff report and the data on the ministry's website
 - Executive Officer Smylie outlined the formula used from the ministry. There was a lot of discussion around school information profiles, specifically around 5 year renewal needs. The ministry provided a four year renewal calculation on their website, but our calculation was for 5 years plus renewal needs.
- Question about how the Board estimates its enrolment projections.
 - Superintendent Therrien explained that it is a heavily involved process. Migration from grade to grade, historical data, census data, and historical City of North Bay population reports are used as well as looking for trends and anomalies in the data. The Board has been within 1-2% accuracy with projections.
- Question asked about Chippewa setbacks and expansion
 - Chair replied that engineers were consulted and it is possible to expand
- Question asked why was Chippewa chosen and Widdifield closed.
 - Chair explained the moving forward and possibilities of a 3:1 situation based on the trend of declining enrolment.

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- Question about making all schools 7-12
 - Chair explained that ARC process looked into that option. Keeping three 7-12 schools would still not fill the schools, or help with programming. Trustee Beam explained that Widdifield's population has declined the most out of all three schools. She also explained that the more students we combine the more students we have to attend these classes. Executive Officer Smylie and Trustee Beam offered to explain the consolidation process to the student, if they would like, one on one after the meeting.
- Questioned if indigenous students from surrounding communities were considered in the Board's projections.
 - Superintendent Therrien explained that projections include pupils of the board and other pupils which would include both indigenous and international students. Their numbers have remained stable over the years.
- Question about indigenous parents (from up north) attending post-secondary and their children attending our schools
 - Superintendent Therrien explained the Board does not have those specific discussions with northern communities, but we do have all of the data and take those numbers into consideration. Enrolment projections have a specific focus. 5 years out is the for budgetary purposes, Superintendent Therrien focuses primarily on projections that are for the upcoming budget year while also projecting enrolment for the next five years. It is noted that it is difficult to project enrolment for respective five year period or even a further five years as the further you project into the future they are not as reliable given the many uncertainties not able to predict. She noted that NNDSB has been a declining board since she started working here (17 years ago).
- Question about plans to help students and families (of Widdifield) prepare for change.
 - Director Young replied that we have been challenged that since the game plan has come out. We needed to be aggressive due to Board's deficit. Waiting is not the most fiscally responsible thing to do. Trying to be respectful with moving but understanding that things change. Now that we know the direction of the Board we can move forward with transition ideas. Student voices are providing great thinking and we can take that information and cost analyze.

Presentations by Public: Heather Garbutt

“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’
Through a Freedom of Information Request to the City of North Bay it has been determined that there have been no building permit requests, nor any requests for traffic studies in relation to the 3:2 consolidation. At the last Board meeting a question re traffic was asked of Director Young and the response was slightly confusing – that she wasn't sure what she was permitted to respond and later that yes, a traffic study had been requested. The traffic study would appear to be quite critical to the aforementioned report that Director Young is to present to the board in April. The combined student population of the schools within 1.8km will be 4000 students and traffic congestion is already a significant issue that has been brought to the attention of the board by multiple presenters during the ARC as well as the Mayor.

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We have heard that students will be housed in portables at the 2 high schools. This is based on the board's student body projections. My experience as a parent in the board and having previously been a parent rep on an ARC is that there is consistent "surprise" in September when enrollment is higher than expected. During the ARC where students were moved from Silver Birches in to WFSS we were told that the decision was based on declining enrollment. When enrollment that year was higher than anticipated I questioned where the statistics were derived from and assured that this was an "outlier". I was also assured that the board was confident French Immersion enrollment was declining, another trend that is not being realized. During this ARC process I submitted in writing to request statistical methodology on which these decisions are based. I received nothing. I have followed that up with a question to you at the last board meeting. You committed to responding but yet I had to email you to prompt a response in which you told me this info is hard to come by. I am not sure how you can be ready to put an action plan in place if you can't figure out where the numbers come from. A very basic statistical process would be every year you look at what you predicted and then determine how right/wrong you were and apply this to future decisions. A more sophisticated analysis would look at growth trends, new build rates and indigenous student registration at Nipissing and Canadore. But given that this entire house of cards is predicated on confidence in this number, I find it terrifying that it is difficult for you to provide me with the process from which it is derived.

The ARC recommendation included retaining WFSS and Widdifield. The board decided to retain Chippewa at a meeting that was not perceived to be inclusive – as someone who has actively been participating in the process I certainly would have attended that meeting!! One of the advantages about Chippewa is the supposed larger property area, but it was of great interest to me that part of the property being counted is across the creek. I am sure Chair Thompson you are aware of the limitations associated with the Endangered Species Act which makes it illogical to count this property as a useable part of the Chippewa lands. There will be a substantial buffer required around the banks of Chippewa Creek as it is confirmed habitat for species listed under the Endangered Species Act. Will the Director's report consider the need for other infrastructure that has physical footprint implications (eg parking, portables) and what that means with regards to relevant legislation?

In addition, the board's own staff report lists Chippewa as having the worst condition index. More investments have been made at Widdifield and WFSS in recent years which makes the board's choice even more puzzling. The number of gymnasiums was put out as a reason yet Widdifield and Chippewa both have 3. In fact, members of the ARC were surprised at the Widdifield facilities since these had been under reported in the materials they were provided on which to base their decisions. If these facilities were under reported in the board's own materials, how is Director Young to ensure that the consolidated schools provide the same quality of experiences to the students. One example is the tv and film studio at Widdifield. This state of the art facility is a fantastic example of a board success – funding a facility that gives students in high school the opportunity to get experience that other kids in other districts have to wait until college for helps ensure that OUR kids are ready for more than JUST core subjects. And the timing is perfect - North Bay is increasing its status in the television and film industry.

It has been brought to our attention that students are increasingly registering for the accelerator program so that they can "trick" the boundaries and remain at Chippewa regardless of where they live. This decision is tied to the previous assertion that the IB program had to remain at Chippewa. We have reviewed the IB documentation and the program is not in fact tied to Chippewa and could be moved. Will the chair's report account for how to ensure the 2 schools are viable when trends such as the above will make managing the consolidation unpredictable at best. Similarly, we have also heard the students have switched to the separate board and that they are bracing for numerous additional students. These reactions are indicative of families having lost faith that the board has their best interest at heart. The

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process is being rushed and there are few assurances that come September the issues that are most important to students will have been addressed. The recent invitation to a psychotherapist at a meeting regarding the consolidation is the first indication that someone recognizes how profoundly students are being affected – and it was not even the Board who recognized the need, but the parents on Widdifield’s Advisory Council.

It was clear at the last meeting that the students feel disenfranchised. While the board felt they had consulted, the students felt they had been told. It was disheartening to me to see their peer, the student trustee, thrown under the bus for not undertaking the consultation process on his own. To suggest that this was within the scope of his role as student trustee is ridiculous and to treat him this way at a board meeting, well, I was embarrassed on behalf of all of the grown ups in the room. A change of this magnitude requires a substantial engagement process. From you. Taking questions after the last meeting was a step in the right direction.

I know that I am not the first, and I am sure I won’t be the last to implore you to pause, re-check all of your figures and ensure that you are poised to approach the consolidation in a way that makes your top client (students) comfortable and satisfied.”

Celebrating Near North District School Board Success:

Student Achievement and Well Being:

Anishinabek Education System – Catherine Pawis

Catherine Pawis, Chair of the Kinoomaadzwin Education Body, gave an overview of the new Anishinabek Education System; its guiding principles, education goals, benefits and ongoing relationship with the Near North District School Board.

The Chair and Trustees thanked Catherine for her detailed explanation of the system, the effort that went into this work and the connection with our Board. Superintendent Bowness was also thanked for her work at the Board and working relationships between everyone involved.

Meeting Dates: March 2018

- Easter Monday April 2, 2018
- Committee of the Whole – April 17, 2018
- Special Education Advisory Committee Meeting – April 19, 2018
- FNAC/INAC – April 19, 2018
- Propose budget workshop April 4 and 10th

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)

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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)

OPSBA Reports – Trustee Michelina Beam

No report this month. Trustee Beam will have an update for the April Board meeting

Trustee Comments:

Student Trustee Marcus Hlady:

- Regarding the 3:2 closure believe student voice has not been heard. Two important points. Afraid all programs will not be moved to the same quality Also, that the closure will affect the ability of students to continue with the chosen paths directed to their post-secondary career choices

Trustee Sargent:

- Wishing Carrie the best at her new position.
- Heard from public since last meeting. Better job communicating on website.
- Invitation to attend flag raising at City Hall at end of April.
- Impressed with robotics demo at the curling arena and wish them well at competition this weekend.

Trustee Moffat:

- Save until end of meeting

Trustee Fry:

- none

Trustee Stevens:

- Wished everyone a safe and happy Easter

Trustee Green:

- Thank everyone who came out to share concerns and ask questions. We will try and get answers for you. We are all working together to make the best decisions and there will be support moving forward.

Trustee Beatty:

- none

Trustee Bottomley:

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- none

Trustee Beam:

- Wishing 1305 good luck for their 4th year at robotics competition.
- Remind everyone of the Nipissing Drama Festival at FJ McElligott, Widdifield and West Ferris this Thursday, and at Almaguin Highlands this Saturday. Encourage everyone to get out and support the arts.

Chair Thompson:

- Thank Glenn OSSTF letter expressing concerns. We have a great relationship.

Director's Update – Director Jackie Young

Lately there have been some opinion pieces and articles in the media that have left some facts in question. I would like to take this opportunity to clarify some of these.

We would welcome anyone from the Ministry or the Ombudsman's office to review the ARC process. We know that we followed all procedures and policies as an entity and as a stand alone process. There does however seem to be some confusion as to where the process starts and where it ends and much is getting lumped into "the ARC process".

In a recent opinion to the editor there was reference to something said from the facilitator of this ARC process. In reaching out to Mr. Paul Addie and with his permission in response to this opinion he offers, "For the record, I would never say and did not say that staff actions may have tainted or negated the process".

I would like to clarify the Think Tank process and the task that was put to the director and staff which was to figure out how to populate the two buildings identified in the Motion which named Chippewa and West Ferris as the two schools to remain open.

I have the greatest respect for our staffs throughout the board and so, in an effort to use our collective wisdom an invitation was put forth to all interested staff in the three North Bay high schools who wished to be part of this problem-solving action oriented group. We did NOT discuss the motion because it provided the starting point for our work but did address the mandate.

During this time we looked at all three buildings, dissected the assets and challenges and spoke about what was most sacrosanct about the school culture and programs offered. Many delivery models were discussed on how to best utilize the resources both personnel and offered throughout the buildings themselves to provide better programming options for students. A decision was made by staff trying to keep everything in mind that had been raised by this group. It was vetted by the principals. The think tank did NOT have anything to do with the setting of a timeframe – in my discussion with parents on Jan 30 my sentence was clunky and it read as if the Think Tank had something to do with the timeframe decision – this is not the case. The decision to move aggressively was in response to our deficit. These meetings ran from October to December and many options were looked at to review the pros and cons for all. Nothing was clear or clean cut answer but we knew things had to be addressed.

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On Jan. 12 a meeting was called to explore an idea that addressed all pieces of the puzzle and could potentially populate the buildings appropriately. We received much unsolicited feedback from people who looked at the model and who could see that we were trying to capitalize on building two schools for French pathways at either end of the city with one with a focus on STEAM (including the A from Arts Nipissing) and one with IB.

This plan was shared with trustees on Jan. 15. At that time it is true that a few trustees felt that they needed more information and a report for costing, but the consensus – the majority did not ask for a fulsome report but agreed to move ahead with the high level programming plan (which was what we had been asked to bring). I report to and am accountable to the majority voice.

On Jan. 17 there was a meeting with all principals who would be involved in this consolidation including those from the elementary schools.

On Jan 30 there was the meeting at West Ferris for those parents and students who would be impacted by the first wave of movement. Despite our best intentions we always seem to be working against the media in getting our information out first to staff and then parents as we always want to support our parents in hearing about our direction from us. This means we are left with extremely tight timelines between sharing with our staff first, then parents then media as we would think most appropriate.

We knew that there would be people who would be upset. And so, despite not holding questions publically we did stay and did answer all questions that came to us for about two and a half hours after the information was shared knowing that every student and family situation would be specific to that child. We also were able to collect these questions via our communication officer at the time (Carrie). To say that I did not answer questions is wrong.

Our next step would then be to review and report on the actual accounting for staffing and budget implications but very soon after the public meeting at West Ferris there was the question of whether or not if there would be a pause as was mentioned by a trustee voice and picked up by the media. This created significant questions for staff, students and board employees as to what was actually happening, culminating in the February 27th board meeting.

Please consider the situation staff are now put in. We take our direction from the board who speaks with one voice. Unfortunately we now had two public points of view and to publically show how or if we were continuing to move forward would have been seen as duplicitous and disingenuous to many who attended the Feb. board meeting. Further I needed to re-establish what the majority voice from the trustee table was as to how to best address and understand my further tasks.

We have however, been working on staffing, school transition planning, special education plans, etc. for months.

At the end of the day though we need to understand that the budget that is being drawn up would show that we:

- Need to retrofit two buildings to ensure that we can transition programming to both. We believed and were happy that the trustees entrusted this high level programming thinking to staff knowing that there would be inherent costs.

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

- We knew that we would have costs for transition, transportation, and retrofitting of rooms and that we could not move forward without anticipating these costs but that everything was placed against the loss of 1.5 million each year we kept all building open. Hence a strong aggressive plan of action was put into place and we needed to remove some of the population from Chippewa so that work could be done throughout the year.
- Yes- we can apply to the Ministry for funding – do I wait and do this or do I move ahead knowing that we may or may not receive it? Do we have any indication of what might happen after an election?
- Is it most respectful to just sit tight and hope for the best or to plan with the information that we have now?
- What happens if I wait and then we don't get funding?
- Do I start to charge parents fees?
- Ask parents to put their children on city buses at their costs to save in transportation?
- Cut school budgets?

Ultimately until I have a deep understanding from my governing body of how to proceed I cannot put my staff at risk by making any public declarations of any of this work though.

I am hopeful you can see that there isn't a real and easy clear cut win in any of this and whatever I do is going to be open to criticism and critique. I am more than ready for this but I want it to be fair and with all facts known. As I said at the meeting at West Ferris – there is no easy answer to this scenario.

But Please keep in mind why this all had to start...

Declining enrolment means buildings that are half full – this is costly and ultimately affects our overall ability to provide programming options.

We know that it is never about the bricks and mortar at the end of the day but the memories of the miracles that happen in our buildings. The same staffs will be creating appropriate learning environments. We know that it is important to discuss what transitioning is going to look like but I cannot nor will I put our staff at risk to address something when it is unsettled.

Now that it has been re-established how we are moving ahead we are ready to share our plan – we simply need to recapture some of the moving numbers and share this with you within a couple of weeks. There is much that has already been done to discuss preplanning.

I am deeply indebted to the staffs at West Ferris, Widdifield, Chippewa and Fricker and to their principals who, despite the challenges of these past months have kept focused on their day to day activities and expectations. I am honoured to be working alongside this group of professionals.

Items for Decision:

EL#7 Financial Condition – Enclosure

18-03-08 Moved by Michelina Beam, seconded by Harry Fry

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

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

Question asked about fair market value of MA Wittick. Superintendent Therrien explained the \$96,752 is the write down from net book value to fair market value.

CARRIED

Employee Wellness Policy Statement - Enclosure

18-03-09 Moved by Louise Sargent, seconded by Michelina Beam

That the Board approve the Employee Wellness Policy Statement as written and presented on March 27, 2018.

CARRIED

Directors Communication re: 3:2 consolidation – Director Young

18-03-10 Moved by Michelina Beam, seconded by Louise Sargent

The Board requires the Director of Education to provide a written report to the Board at the Committee of the Whole before the April 2018 Board meeting outlining the Director of Education’s Action Plan that includes a timeframe, costing, staffing, programming scenarios and effective public relations communication strategy for the 3:2 high school consolidation in North Bay.

Trustee Moffat Comments:

Wanted the above motion amended as written. Stands by notes from last board meeting. We had discussion about wanting detailed report. Two pieces of info: Board decision and detailed report on consolidation. Made it clear that the Board made the decision on 3:2 and majority supported the decision. The concerning part was the process of data collection for moving forward. Trying to get information to make decision. Need good info for each audience staff students board and public. Suggested amendment to bring report to COW. Second piece to include program scenarios and effective public relations/communication strategy. A Principal wrote a letter to trustees and he hopes those points are considered in moving forward.

CARRIED

WJ Fricker Building Committee

18-03-11 Moved by Louise Sargent, Seconded by Paul Moffat

That the Board appoint three trustees (Chair Thompson, Trustee Beam and Trustee Sargent) to create a new Ad Hoc Fricker 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 be developed for Trustee approval.

CARRIED

ACTION ITEM: Chair Thompson, Trustee Beam and Trustee Sargent will be part of the Ad Hoc Committee re: WJ Fricker Build.

Additional Question Period:

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

- Question asked was there a request for a traffic study.
 - Superintendent Therrien explained that an RFQ went out for a traffic study to be done, and the bids would come back in April. That would explain why the city does not have a record of a request.
- Question asked about Chippewa's student capacity.
 - Capacity is 1200, current enrolment 940

Notice of Motion:

Ratification of Business Transacted in Private Session

18-03-12 Moved by Harry Fry, seconded by Michelina Beam

That the Board ratify the following items from Private Session:

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

CARRIED

Motion to Adjourn

18-03-13 Moved by Michelina Beam, seconded by Harry Fry

That the Board meeting of March 27, 2018 adjourn at 9:10 p.m.

CARRIED

David Thompson
Chair

Jackie Young
Director of Education

May

2018

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

1. Call to Order – 1:15 pm

2. Attendance:

<i>North Bay</i>	<i>South River</i>	<i>Parry Sound</i>
Louise Sargent Kim Gignac Sharon Walker Susan Wilson Roslyn Bowness Barb Laverock Lisa Paradis Renee Restoule Alan Bottomley Wayde Smith Harry Fry Jarrah Coolidge	Linda Sarginson	

Regrets: Carol Stevens, Tammy Allan, Teryn Booth

**3. Approval of Agenda: As Amended
March 22, 2018**

Moved – Alan Bottomley
Seconded – Barb Laverock
Carried. No Conflict of interest

**4. Approval of Minutes:
January 18, 2018**

Moved – Louise Sargent
Seconded – Barb Laverock
Carried.

February 15, 2018

Moved- Barb Laverock
Seconded- Sharon Walker
Carried.

5. Business Arising from the Minutes

Presentation – Augmentative Communication Team	Action
<ul style="list-style-type: none"> • One Kids Place presented to the group on the AAC program for language impairment/ low verbal children. • Which app the child uses is based on their assessment. • The group reviewed examples using iPads. • Provides students a voice and independence. • The students stay are supported with this programming until they leave school. 	

Annual Review of SEAC Terms of Reference

- Committee members were asked to review the Terms of Reference for discussion at the next meeting.

Budget Process

- Liz Therrien Superintendent of business presented to the group.
- The Board is still awaiting the announcement of the GSN which is scheduled for March 26. This is a broad provincial announcement not specific to the NNDSB.
- In November the Ministry released an 2018-19 Education Funding Engagement Guide soliciting feedback and input with regard to this engagement. The Guide is available on the Ministry's website.
- OPSBA reached out to SO's of business to help identify cost pressures and challenges going into next year's GSN's. NNDSB did provide feedback to this request from OPSBA on behalf of NNDSB.
- Liz discussed some examples that were submitted on behalf of the Board including but not limited to: declining enrolment, mental health and behaviour needs.
- There are no additional monies for special education transportation.
- Discussed the "walking school bus"
- Liz will be invited to the next meeting.

Budget Prioritizing

- A key role of SEAC is to participate in the Board's annual budget process.
- The Ministry's equity action plan was embedded in the dialogue.
- The motion put forward to the Board's Budget Committee include the following recommendations from SEAC:
 1. The SEAC for the Near North District School Board supports having Differentiated Learning Resource Teachers in all schools in order to support school level student needs.
 2. The SEAC for the Near North District School Board supports the best possible allocation of central staff to support early intervention, testing and specialization (speech and language, hearing, sight, behaviour, ABA) with access across the region.
 3. The SEAC for the NNDSB supports the maintaining of Education Assistants across the Board to enable inclusionary practices for our highest needs students.
 4. The SEAC for the NNDSB supports the continued use of the model of Flexible Education Assistants in all regions to best reflect the changing and evolving needs of students.
 5. The SEAC for the NNDSB supports the professional development of all staff.
 6. The SEAC for the NNDSB supports the prioritizing of professional development in the areas of Learning

<p>Disabilities, A Tiered Approach to Supporting Students with Challenging Behaviours, One Page Profiles, and ABA strategies as innovative and evidence based approaches to support Learning for All.</p> <p>7. The SEAC for the NNDSB supports PD connected to Transition Planning as it connects to knowing and supporting our students according to strengths, needs, and student voice.</p> <p>Moved: Barb Laverock Seconded: Alan Bottomley</p> <p>MACSE Update</p> <ul style="list-style-type: none"> Moved to the next meeting <p>Book Review – Transition Planning C26-C38</p> <ul style="list-style-type: none"> Moved to the next meeting 	
Standing Items	
Capital Planning and Accommodation Updates	
•	
Special Education Report Chair report	
New Business	Action
•	
Correspondence	Action
<ul style="list-style-type: none"> LDAO is hosting regional conferences/events, more details will follow shortly. The retired teachers 50th anniversary is shortly approaching with a flag raising on April 30th at 10am at City Hall. Reception will follow at the library. 	
Items for next Agenda	Action
<p>Financial Update & Budget Discussion Preliminary Budget Forecast for Special Ed MACSE notes (if available) Book Review – Transition Planning C26-C38 Review LDAO's report on Special Education funding(if available) Presentation – Job Path (Tammy)</p> <p>Standing Items:</p> <ol style="list-style-type: none"> Correspondence received requiring action Capital Plan and Accommodation Review Special Education Plan Special Education Budget Question period 	

Next meeting date: April 19, 2018

Adjourned: 3:14pm

Moved: Barb Laverock
Seconded: Alan Bottomley

**MINUTES OF THE MEETING OF THE FIRST NATIONS ADVISORY
COMMITTEE HELD ON MARCH 19, 2018 AT
Near North DSB – North Bay and Parry Sound Board rooms**

Nancy Allaire, Nipissing First Nation
Roslyn Bowness, Superintendent of Schools
Carol Stevens, First Nations Trustee and Magnetawan First Nation
Sherrill Judge, Shawanaga First Nation
Nichole King, Moose Deer Point First Nation
Amanda Mathias Mizzi, Coordinator/Lead - Indigenous Education
Laurent Paquette, Principal of Northern Secondary
Dawn Buckland, Principal of Parry Sound Intermediate and Secondary School
Harry Fry, Trustee
Alan Bottomley, Trustee
Louise Sargent, Trustee
Melanie Simmonds, Executive Assistant

1.0 WELCOME

**2.0 APPROVAL OF THE AGENDA
As Amended**

Approved by: Alan Bottomley
Seconded by: Laurent Paquette

3.0 APPROVAL OF THE MINUTES OF THE DECEMBER 20TH, 2017 MEETING

Approved by: Louise Sargent
Seconded by: Carol Stevens

4.0 AES and MEA update

Meetings in February with participating First Nations, School Boards and youth and feedback has been well received. The grand opening will take place following the long weekend. An invite will be sent out to committee members. Education laws need to be in place by April 1, 2018.

The new KEB Board has been elected with all Board members remaining the same except for one resignation. Catherine Pawis is the Chair. Final negotiations have been reached with Ontario which includes all funding pieces.

5.0 Board Action Plan – Land Acknowledgements

Amanda discussed a visual land acknowledgement in the form of a roll up canvas that can be displayed in all schools and Board Office spaces. Community and youth were consulted on the best way to honour a general statement. It was suggested to be put in the language of this territory first. Amanda will send an email out for consultation with First Nations for any additional feedback.

6.0 First Nation Updates

Shawanaga spoke about the AES and how First Nations can work together to move forward. They have received an update on the financials.

Moose Deer is going through a transition period from the last election. The focus is on the AES. The after school tutoring program is a success with Moose Deer providing the transportation.

Nipissing is releasing their teachers to attend the language conference in Sault Ste. Marie. It enables teachers to make connections with Elders and the community. They are working on their education laws. They are also working on an education conference in partnership with Nipissing University which will take place May 1-3, 1 day at Nipissing and the other two in the community. An invite will go out to the group.

Magnetawan is passing their education laws today. They are having a presentation on March 22 that relates to a success story and how it impacts Indigenous people.

7.0 Education Service Agreement – working session

The Education service agreement is what was formerly called a tuition agreement. FNAC worked on a collaborative agreement back in 2013 and this has been a similar journey with more understanding and honouring the principles of the AES. The group met for two days in Tappatoo this winter. A rolling draft has been created from this working session. The group continued to work on the rolling draft during the meeting and the full document will be emailed out for further review.

8.0 Board updates

The trustees are working on the governance manual. The 3 to 2 secondary school consolidation was discussed.

NEXT MEETING: April 18, 2018 – TBD



Committee of the Whole Meeting Minutes
February 21, 2018 – 5:00 p.m.
North Bay and Parry Sound Boardrooms
963 Airport Road, North Bay/111 Isabella Street, Parry Sound

Trustees Present: Committee Chair David Thompson, Jim Beatty, Al Bottomley, Harry Fry, Corrine Green, Louise Sargent, Paul Moffat, Carol Stevens, Michelina Beam

Administrative Staff Present: Jackie Young, Director of Education; Rebecca Pape, Administrative Assistant.

Regrets Carol Stevens

Call to Order

Chair Thompson called the meeting to order at 4:59 p.m.

Adoption of the Agenda

The Committee approved the agenda as presented.

Trustee Initiative Fund Terms of Reference

The terms of reference say that the amount of the fund shall not exceed \$100,000. Chair Thompson gave the history of the fund, and Trustee Bottomley gave the fund breakdown over the last few years.

Trustee Bottomley said this fund is for board wide activities, but there are lots of needs across the board. Historically one-off sponsorships were made so one school's band could go to provincials etc. That is not how these funds should be spent. They should be spent to unify the Board as a whole.

Trustee Beam agreed with Trustee Bottomley, but she feels that the amount should be decided on every year based on the budget/deficit of the board.

Trustee Fry wondered if the leftover funds could be disbursed to a group that didn't apply for the funding. Trustee Bottomley explained optically it doesn't look good to give money to one group. He feels that groups need to apply and the trustees can consider their application.

Trustee Beatty brought up that the references state a report needs to be submitted at the end of the year to show how the funding had helped the group. Question was asked about who should be following up for these reports? **No follow up person decided.**

Question was brought up about the deadline to apply for funding. Trustees agree the deadline is acceptable.

There should be a note on the application that a final report needs to be submitted for future applications. Maybe send out a Synervoice at the beginning of the year?

Action: Chair Thompson will discuss with Information Officer to add to the website with changes suggested.

Recommend the terms of reference be brought to the next Board meeting, and then the three groups that have requested funding will be reviewed.

Policy

Trustee Sargent has reached out to Amanda Mathias-Mitzi to get the history of North Bay Area First Nations. These comments will be added to the history section of the governance manual along with a map of the seven First Nations in the area. That will be the last edit to Section One.

Section Two - Code of Conduct has to be merged and brought back to the Board for approval. The bylaws for Section Two are also almost complete.

Lastly, Section Three - the Director's Report/Appraisal is pretty much done. The policy group is aiming for a draft copy to be ready at the end of April for the April 24th Board meeting. The final copy should be ready for approval at the May 22nd meeting.

Community Partnerships

Looking for feedback regarding the new (Pupil Accommodation Review) PAR for the ministry.

Trustee Fry will give his feedback to OPSBA as an alternate. If any trustees have feedback they can give it to either Trustees Beam, or Fry.

Item will be brought back at next Committee of the Whole.

Action: Revisit Community Partnerships at next Committee of the Whole

Adjournment

The Public Session of the Committee of the Whole was adjourned at 6:58 p.m.



Committee of the Whole Meeting Minutes
March 19, 2018 – 5:00 p.m.
North Bay and Parry Sound Boardrooms
963 Airport Road, North Bay/111 Isabella Street, Parry Sound

Trustees Present: Committee Chair David Thompson, Michelina Beam, Al Bottomley, Harry Fry, Corine Green, Louise Sargent, Paul Moffat

Administrative Staff Present: Jackie Young, Director of Education; Rebecca Pape, Administrative Assistant

Trustees Absent: Carol Stevens, Jim Beatty

Call to Order

Chair Thompson called the meeting to order at 5:01 p.m.

Adoption of the Agenda

The Committee approve the agenda as presented.

Employee Wellness and ASSIST Admin Guidelines

Question about tone. It's about wellness, but it seems to focus on attendance. Director Young explained that they are two separate documents and that draft ASSIST guideline is specific to attendance.

Question about the section regarding absences longer than 5 days needs a doctor note, but with the new legislation it has been changed to 10 days. Director Young will look into the 5-10 day legislation change and bring back to Committee of the Whole.

Action: Bring forward ASSIST Admin Guideline to next Committee of the Whole meeting.

Policy

The Policy Committee will meet before the next Committee of the Whole to finish the governance manual. Sections two and three still need to be finished and reviewed by the Board. The package will be ready for the April Board meeting.

Action: Bring forward draft governance manual to next Committee of the Whole meeting.

Community Partnerships

Nothing to discuss this month.

Action: Bring forward to next Committee of the Whole meeting

September COW Minutes Discussion

Chair brought to the group's attention that discussions in September 2017 surrounding the 3:2 secondary consolidation were had during in-camera meetings.

Question was asked why the Chair is suggesting this section be released. Chair explained that the conversation should have been in public, and Widdifield staff are questioning when they could have had a chance to attend a meeting about the 3:2 consolidation.

The decision being made was related to property, which is why it was discussed in private, so that is why it is not being released.

Suggested that a public summary could be released instead.

Question was asked about how the trustees want to respond to the public. Need to make it clear that we are not rescinding the decision of 3:2. We followed the ARC process, and the Board made a decision based on that information. Maybe the public needs to be reminded that we have had a serious declining enrolment problem, and that is the reason we are closing schools. Those facts need to get back out to the public so they are aware that is why that decision was made.

Need to also make it clear that the 100 additional students to the Board's enrolment projection does not change the fact that we have declining enrolment. We need to communicate that to the public.

Question was asked about where this information gets published. How to get the message to the public? Letter to the editor? Post to the website? Both?

All of the discussion had in private session was also shared with Widdifield staff at meetings at their school. The question asked by Widdifield staff was when could they have had an opportunity to disagree with the trustees. Many open meetings were had during the ARC process where they had the opportunity to speak.

The ombudsman cannot reverse a decision of the Board. The ombudsman will be looking at our governance process.

There were discussions with an architect about possible renovations to all three sites and at that point trustees discovered that Widdifield had more renovation/expansion restrictions than Chippewa (no second floor possibility at WSS as some staff had thought). Trustees did not discuss until the ARC process was complete.

Suggestion made about publishing a chronological timeline (post ARC) with decisions and why decisions are made. This timeline can also be used for other capital builds so the public knows when and why decisions are made.

Director Young explained the layers of steps for moving forward this September.

Question was asked about extended French changes and costs involved. Director Young explained the January enrolment projections used when moving extended French to West Ferris have drastically changed after the last few months which makes forward planning challenging.

No one is looking to reverse the current situation or even the timeline as it is, but trustees want to know the funding will be supported with the timeline.

Director Young outlined frustration with finding a respectful balance of what information to release in the midst of controversy over “pause” comments which occurred on the heels of the public meeting at West Ferris outlining the plan. How best to support the split of the trustees?

Trustees are not the only ones to blame, the director has to take responsibility too. We are developing as we go along, so when parents ask questions we (trustees) can't explain it. Trustees didn't get any information from the think tanks, and then we were presented with the move forward plan. Now no one knows what is happening. Suggested the process be slowed down with a detailed plan in place.

This is a constantly moving target. We (trustees) will never have all of the information we want. Once you make the decision you need to make it happen or it will not work. There is expertise within the organization and trustees need to have faith that they (staff) are working to make this plan work.

There have been closures and shifts in the past that did not receive funding until half way through the year, and it all worked out in the end. Renovations for arts programming is not a major build. This is why we leave this decision to the administrators. We need to get behind administration. They need to analyse all possibilities, and modify where we need to make it work. Money is being wasted keeping spaces we don't need and that affects the whole board financially. There will be bumps, but senior administration know how to handle moving forward.

Change is hard, and if you have the information to understand you can make a better decision. There are no outlines for communication to students.

Director Young noted there were some valid points from students about programming, but it can be done and in some cases it could be better. The issue isn't moving the program it is the perception of what they have right now to where they are going. No one is saying it's not possible, there are just hurdles that need to be worked out. Would like to see at the next Board meeting a Chair update to solidify our position of moving ahead according to timelines and the reasons why the decisions were made.

Frustration expressed how this has played out. Tasked to fit three schools into two. Suggested a decision cannot be made without enough information, but a decision was made. Programming decision was given to Senior Administration, and not made by the trustees. The think tanks had no clear-cut way to go through the process, but did

generate a lot of great ideas. Staff tried not to move French Immersion from Chippewa, so that was a consideration. At the open house (at West Ferris) the Director and staff did indeed stay and answer questions. There were things that we didn't have concrete answers to some programming, but unfortunately there have been comments that are working against us all.

How do we (staff) plan for Chippewa because kids don't want to leave, resulting in the school being overcapacity. There has been a real challenge with different trustee points of view expressed publicly to make this work. Do we know if the ministry will give us money; we don't know. We are trying really hard to make it work, but the longer we wait the money our board loses. There are variables that we have no control over, but the (trustee) comments about "don't spend money" have mixed messages and expectations. The public is cherry picking information. There are members of the public that think this process is on pause because of the February board meeting.

We know the numbers are shifting, but it is important to work together to make this work. Part of being able to bring West Ferris back to life will require money spent on renovations and transportation. We have a plan but I (Director Young) want to protect the workload of staff and public perception and doesn't know what a pause actually refers to.

Question was asked about costs for 2019, not costs to the 2018 budget. That was the concern. The reason Senior Administration planned for the move in 2018 was the need for space at Chippewa for renovations. We are also asking PADDLE to move to accommodate these changes too.

Staff and Director are unsure as to how to move forward. The programming decision was given to staff then comments are made about things being the same or better. We have no idea of funding from the ministry and then hear comments from trustees that we need to not spend from the deficit which we will need to.

Question asked about the pause. Did the director not indicate that if changes could not be made to programming the change would not happen? She did not say that there would be any delays due to obstacles. Every conversation needs to weigh on transparent communication and costs. The Director replied if we are not ready we will not move students. The biggest concern moving forward is not being able to nail down numbers, and what the trustees final voice says.

Chair asked about bringing numbers to Board next Tuesday. The reason we made the programming changes we did was to fill two buildings. The more we dig-in the more we understand which decision needs to come first. We had a firm plan in place, and then all of the student numbers changed. We shared numbers as part of the original plan with trustees. We then needed to see where numbers ended up given family choices. We did know that 75% of the students lived in the north end and moving 50% of them from one area to another would be very challenging.

Question about physical class spaces and the cost associated. These costs will be fixed regardless of the number of students moving over, but those costs were never given to trustees.

Question was asked about leaving things status quo and building the French Immersion program at West Ferris with students from Sunset Park. Is it more cost effective to grow a program without moving kids vs. moving grade 9 and 10 students? Director replied that this is all about making programming better for students. We need to move students in order to create vacancies at Chippewa for changes to classrooms for programming.

Request for a timeline that could break down programming transitions for trustees and the public to illustrate where we are in the process and if we are on target. Senior team may know (this information), but trustees don't know timelines or the process so it is hard to answer parent questions. Specialty programs are big questions. Director Young replied a timeline can be done, but when things do not go according to plan there needs to be support from the Board. Staff have put a lot of work into this process, but information has been shared with the public and media so it becomes challenging what to share while trustees publicly disagree.

Action: The private section of the minutes will not be released, but a communication letter will be written by the Chair and shared with trustees by Friday, March 23, 2018. The letter will also be read at the Board meeting on March 27, 21018 and shared with the media after the meeting.

In-Camera Item(s):

Chair Thompson moved the meeting into Private Session at 6:51 p.m.

Return to Public Session

The Committee returned to Public Session at 8:11 p.m.

Adjournment

The Committee of the Whole meeting for March 19, 2018 adjourned at 8:11 p.m.



Committee of the Whole Meeting Minutes
April 10, 2018 – 5:00 p.m.
North Bay and Parry Sound Boardrooms
963 Airport Road, North Bay/111 Isabella Street, Parry Sound

Trustees Present: Committee Chair David Thompson, Jim Beatty, Harry Fry, Corine Green, Louise Sargent, Paul Moffat, Michelina Beam

Staff Present: Jackie Young, Director of Education, Liz Therrien, Superintendent of Business Marjorie Campbell, Executive Assistant

Trustee Regrets: Al Bottomley

Call to Order

Chair Thompson called the meeting to order at 5:00 p.m.

Adoption of the Agenda

In-Camera Item(s):

Chair Thompson moved the meeting into Private Session at 5:01p.m.

Return to Public Session

The Committee returned to Public Session at 5:51 p.m.

Policy Update

Trustee Sargent provided an update on the status of the Governance Manual. She explained that she would use the remaining time tonight and would then require 30 minutes at the April 17, 2018 Committee of the Whole meeting. By the end of next month, they would be ready to provide the Trustees with a binder.

She spoke about the possibility of paying someone to complete the formatting that the former Communications Officer had started for them.

Discussion was held on the role of the Director of Education. Trustee Sargent noted that the language was taken from the *Education Act*. This Governance manual is only for the Trustees and they are not looking at it from the public perspective.

It was decided that a statement would be included to show how the Director's roles is tied to the Education Act. They would also include a broad statement that says the Director will adhere to the Education Act.

Trustees Sargent and Moffat will meet and then send the revision out to everyone for review next week.

Discussion was held on the Appendices. There is a sub committee made up of Trustees Thompson, Beam and Fry. Trustee Thompson will arrange for a date for them to meet.

The section on public presentations will be removed from the manual as that is already included in the Bi-laws.

The section on Legislated Board committees came right off the website and right out of the booklet. Didn't change anything else. Trustee Sargent will go through and fix the typos.

Chair Thompson asked if there is any reference to workshops such as the budget workshops. Trustee Beam will find out at OPSBA next week.

It was noted that there are two areas in the Act that are in conflict with each other. Audit Committee deals with financial issues and has two external people on the committee. Audit is a legislated committee.

Trustee Beam will also look into the advisory role of non-trustees on the Building Committee.

Section 1 is nearly complete, they are awaiting the indigenous map and some text regarding the history.

Section 2 will be revisited at the next meeting, if they have answers regarding the legislative piece.

Adjournment

The Committee of the Whole meeting of April 10, 2018 adjourned at 7:20 p.m.

	A	B	C	D	E	F	G	H	I	J	K
1	Closing Date	Project	Location	Bidders submitting Bids	Awarded to	Award	Tax	Amount/Year	Budget	Contract for No Years	Rational
2	March 1, 2018	Sale of King George	Admin	2453454 Ont Ltd.	Irrevocable period of Board Counter-Offer expired resulting in no award						
3											
4	March 6, 2018	Flooring, Ceiling, Fire Alarm, Lighting & Septic Tank Replacement	Magnetawan PS	Arguson	ProNor	\$ 262,400.00	\$ 34,112.00		\$ 233,525.00		Low Bidder
5				WS Morgan							
6				Kenalex							
7				SRS Construction							
8				R&G Construction							
9				AI Langman							
10				ProNor							
11				Venasse							
12											
13	March 13, 2018	Window, Interior Door/Hardware Replacement, Interior Paint & Domestic Water System Upgrade	M.T. Davidson	Kenalex	Venasse	\$ 503,000.00	\$ 65,390.00		\$ 653,727.00		Low Bidder
14				Venasse							
15				Descon							
16											
17	March 27, 2018	Window & Door Hardware Replacement, Exterior Cladding and Washroom Upgrades	Northern	Kenalex	Venasse	\$ 1,060,000.00	\$ 137,800.00		\$ 1,748,263.00		Low Bidder
18				Venasse							
19				Descon							
20											
21	April 3, 2018	Interior Door/Hardware Replacement, Washroom & Domestic Water System Upgrade	Mactier PS	W.S. Morgan	W.S. Morgan	\$ 233,000.00	\$ 30,290.00		\$ 371,800.00		Low Bidder
22											
23	April 3, 2018	Roofing Replacement	E.W. Norman	Designed Roofing	Pending						
24				Blanchfield							
25				J.G. Fitzgerald							
26											
27	April 6, 2018	Domestic Water Piping & Washroom Upgrades	WFSS	Kenalex	Venasse	\$ 520,000.00	\$ 67,600.00		\$ 716,035.00		Low Bidder
28				Venasse							
29				WS Morgan							
30				Descon							



Bluewater District School Board

P.O. Box 190, 351 1st Avenue North
Chesley, Ontario N0G 1L0
Telephone: (519) 363-2014 Fax: (519) 370-2909
www.bwdsb.on.ca

April 4, 2018

The Honourable Indira Naidoo-Harris
Minister of Education
22nd Floor, Mowat Block, 900 Bay Street
Toronto, Ontario M7A 1L2

Dear Minister Naidoo-Harris:

On behalf of the Board of Trustees of Bluewater District School Board, I would like to bring to your attention the following motion that was passed at our Regular Meeting of the Board on March 20, 2018:

That Bluewater District School Board write to the Minister of Education requesting that a Provincial Think Tank be established to thoughtfully consider and plan for future technologies, artificial intelligence, and transformational innovations.

Furthermore, that this Think Tank incorporate key stakeholders from the current educational system in addition to the leading researchers and innovators.

Future innovations and evolution in areas such as artificial intelligence, virtual reality, and web connectivity will have profound implications for the classroom, and by extension, will transform Ontario's educational system and curriculum as we know it today. The establishment of a Provincial Think Tank with involvement from key education stakeholders will ensure a proactive rather than reactive approach to leveraging and embracing these innovations for the future benefit of all students in Ontario.

As always, our shared commitment remains focused on providing quality education for every student in a safe and caring environment.

Sincerely,

Ron Motz
Chair

cc: All school board chairs in Ontario
Minister's Advisory Council on Special Education
Provincial Parent Associations Advisory Committee on Special Education Advisory Committees
Individual Special Education Advisory Committee groups
Sam Hammond, President, Elementary Teachers' Federation of Ontario
Harvey Bischof, President, Ontario Secondary School Teachers' Federation
Laurie French, President, Ontario Public School Boards' Association
The Honourable Kathleen Wynne, Premier of Ontario and Leader of Ontario Liberal Party
Doug Ford, Leader of the Progressive Conservative Party of Ontario
Andrea Horwath, Leader of the Ontario New Democratic Party
Ontario Student Trustees' Association
Council of Ontario Directors of Education

/jp

March 2018 Month End Finance Report	Aug-17	Current	Revised	Year-to-Date	Commitments	Budget	%
Expenditures (Budget as approved June 28, 2017)	Expenses	Budget	Estimates	Actual		Remaining	Remaining
	(Audited)		(Note 8)				
	(Note 1)						
Classroom Teachers	66,710,919	69,520,502	68,870,368	40,774,846	452	28,745,204	41%
Supply Staff (Note 9)	4,286,623	2,274,572	2,628,721	2,312,219		(37,647)	
Educational Assistants	8,430,120	9,140,590	8,997,859	5,845,336		3,295,254	36%
Early Childhood Educators	2,180,590	2,283,054	2,308,621	1,552,086		730,968	32%
Classroom Computers (Notes 2 and 7)	943,026	871,699	871,699	601,236	41,665	228,798	26%
Texts and Learning Materials (Notes 2 and 4)	2,530,491	2,838,588	2,859,588	2,890,872	377,458	(429,742)	
Professionals and Paraprofessionals	4,352,367	4,623,806	4,702,419	2,554,721	12,734	2,056,351	44%
Library and Guidance	1,458,790	1,581,582	1,567,254	826,199	14,332	741,051	46%
Staff Development (Note 4)	945,752	1,152,748	1,271,080	485,767	17,482	649,499	56%
Coordinators & Consultants (Note 4)	2,766,448	3,204,416	3,368,496	1,375,949	74,892	1,753,575	54%
Principals & Vice-Principals	6,081,227	5,926,436	5,964,215	3,808,898	371	2,117,167	35%
Department Heads	138,483	143,532	143,532	83,457		60,075	41%
School Office - Secretaries & Supplies (Note 2)	3,470,170	3,726,085	3,692,081	2,223,324	87,856	1,414,905	37%
Transportation	10,875,410	11,122,977	11,265,365	7,897,792		3,225,185	28%
Transportation Amortization							
Operations & Maintenance - Schools (Note 2)	13,417,059	13,465,999	13,617,463	7,969,588	1,405,515	4,090,896	30%
Continuing Education	843,300	748,850	749,028	415,109	15,125	318,616	42%
Instructional Amortization	709,784	822,225	707,834			822,225	100%
Trustees	118,361	111,193	111,193	58,215	3,246	49,732	44%
Director & Supervisory Officers	1,181,340	871,078	881,339	662,561	7,171	201,346	23%
Board Administration (Note 2)	3,141,689	3,424,419	3,424,250	1,933,050	125,725	1,365,644	39%
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	79%
Pupil Accommodation Amortization (Note 6)	8,406,865	7,613,263	8,129,630	96,752		7,516,511	98%
Other Non-Operating Expenses	1,608,073	596,317	725,817	432,080		164,237	27%
Other Amortization and Write Downs	11,527						
	147,148,240	149,108,120	149,800,994	85,296,356	2,184,024	61,627,740	41%

March 2018 Month End Finance Report	Revenues	Current	Revised	Year-to-Date	Commitments	Budget	%
Revenues (Budget as approved June 28, 2017)	(Audited)	Budget	Estimates	Actual		Remaining	Remaining
	(Note 1)		(Note 8)				
MET Grants (Note 4)	87,623,996	92,402,850	94,365,486	64,460,661		27,942,189	30%
Other Provincial Grants (Note 4)	2,359,078	1,185,370	1,204,720	289,528		895,842	75%
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	24,590,476		18,317,402	42%
Other School Board Recoveries (Shared Facilities)	222,920	187,040	187,040	100,000		87,040	46%
Other Revenues (Note 6)	2,985,927	868,298	1,022,814	1,705,011		(836,713)	
Amortization of Deferred Capital Contributions	9,107,726	8,430,973	8,891,981			8,430,973	100%
	146,476,616	148,407,435	149,656,517	92,449,958	0	55,957,477	37%

**Near North District School Board
March 2018 Month End Report
Notes to the Financial Report for the Period Ended March 31, 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. 53 External Grants have been received to-date this year in the amount of \$3.586 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
March 2018 Month End Report
Notes to the Financial Report for the Period Ended March 31, 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:

	August 2017 Revenues	Current Budget	Year-to-Date Actuals
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	-	102,257
Release/Secondments (Wages/benefits recoverable income)	1,281,002	220,729	663,207
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	-	57,873
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	37,365
Administration Fees	34,265	20,000	39,291
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	-	7,018
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	-	13,387
Ministry of Infrastructure – Dr. MacDougall holding cost	-	-	23,651
Various other incomes	49,466	11,409	4,767
	<u>\$ 2,985,927</u>	<u>\$ 868,298</u>	<u>\$ 1,705,011</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 \$164,150 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.

Note 9 Supply Staff

Included in supply expenditures are replacement costs of \$46,133 representing federation release time whereby revenues have been received to offset expenditures. Revenues are not netted against the expenditures but reported in Other Revenues – Release Time Recoverable Income and MET Grants. Further a detailed analysis of supply cost accounts was undertaken to ensure that replacement costs are costed appropriately where an adjusting entry will be reflected in April 2018 Month End Report.



ADMINISTRATIVE GUIDELINE

Title: Out of Zone School Attendance

Effective Date: March 10, 2018

Responsibility: Superintendent of Business
and Superintendent of Schools

Rationale:

Students have the right to attend a designated school based on their parent/guardian's residential address. Each school's responsibility and priority is to serve those students residing within that school's boundary, as established by the Near North District School Board. It is the Board's policy that students are expected to attend their home zoned schools.

The Near North District School Board recognizes that special circumstances exist and when possible will provide students with opportunities to access a specified school or program only when space is available, outside the designated attendance area in which they reside. The availability of space shall be determined by the Principal in conjunction with the Superintendent of Schools.

Available space in schools and individual classrooms can vary from year to year. Requests to attend a school other than the home zoned school may only be considered if space is available and there is no additional staffing, transportation, or facility costs to the Board.

Principles:

An approved Out of Zone School Attendance application lasts for one year only, and therefore families must reapply each year. Applications are to be submitted to the school principal no later than May 15th for consideration for the following school year.

School principals will consider the needs of the individual student and their particular circumstances in reviewing/approving the application.

Requests based on medical reasons must be supported with documentation from an appropriate source (i.e., physician, professional counselor).

Admission:

No student will be admitted to a school other than their home school without:

- i. consultation, either in person or by telephone, between a parent/guardian and the home school Principal;
- ii. a consultation between the two school's Principals.

A Principal may refuse admission to a student if they believe such admission would not be in the best interest of the student and/or the school.

If approved, the student will be admitted to the out of zone school for the duration of that school year. The parent/guardian is required to contact the school no later than May 15th to inquire about space availability for the following school year.

Final decisions regarding applications will normally be made in June.

Transportation:

The parent/guardian is responsible for providing transportation to and from the Out of Zone school. Transportation may be provided if it is available at no additional cost to the Board and is dependent on:

- a) A school bus route already servicing the area in question;
- b) The availability of a vacant seat on the route in question; and
- c) If the student would be required to transfer school buses, the other route(s) must meet these criteria. The route path or length of trip must not be altered when granting Out of Zone courtesy transportation. The student will be offered the closest stop on an existing route servicing the school.

Transportation may be withdrawn at any time if:

- a) Seating is required for eligible students;
- b) Altering the route is necessary; or
- c) Student behaviour is unacceptable.



**OUT OF ZONE SCHOOL ATTENDANCE
APPLICATION FORM**

Student's name: _____ Age: _____ Grade: _____
Parent/Guardian's name(s): _____
Home address: _____
Home phone: _____ Cell phone: _____
Zoned School: _____
Requested Out of Zone School: _____
Describe Special Circumstances: (attach a letter if required)

The Near North District School Board recognizes that special circumstances exist and when possible will provide students with opportunities to access schools and programs when space is available, outside the designated attendance area in which they reside. The availability of space shall be determined by the Principal in conjunction with the Superintendent of Schools.

Available space in schools and individual classrooms can vary from year to year. Requests to attend a school other than the home school may only be considered if space is available and there is no additional staffing, transportation, or facility costs to the Board.

The parents/guardians are responsible for providing transportation to and from the Out of Zone school. Transportation may be provided if it is available at no additional cost to the Board.

I have read, understood and agree to the "Out of Zone School Attendance" policy of The Near North District School Board and understand that I am responsible for providing transportation for my child/children to and from the Out of Zone school. I understand that the Out of Zone School Attendance application is due annually no later than May 15th for consideration for the following school year.

Parent/Guardian Signature: _____ Date: _____
--



OUT OF ZONE SCHOOL ATTENDANCE

SCHOOL Use Only: AFTER PARENT/GUARDIAN COMPLETES APPLICATION FORM, PLEASE FOLLOW THESE STEPS:

Zoned School: _____

Date Received: _____

Decision/Comments: Approve Decline

Principal's Signature _____ Date _____

Out of Zone School: _____

Date Received: _____

Decision/Comments: Approve Decline

Principal's Signature _____ Date _____

Near North District School Board Policy for Municipal and School Board Election Campaign

Policy Statement/Objective:

To establish instructions for the use of school board resources by trustees during the Municipal and School Board Election campaign period. Nothing in this policy prevents current elected trustees from performing their role and duties during their term of office. Boards can also consider providing guidelines for activities involving trustees and candidates during the campaign.

Background Information:

Trustees play an important role as they are the only publicly elected official with the direct responsibility for the education of our children. The Near North District School Board actively promotes and supports the role of the local democratically elected trustee.

Municipal and School Board Elections are held every four years and the *Municipal Elections Act* is reviewed after every election. Legislative changes following the last review were identified in both Bill 181, Municipal Elections Modernization Act and Bill 68, Modernizing Ontario's Municipal Legislation Act. The *Municipal Elections Modernization Act* received Royal Assent on June 9, 2016. In accordance with that Act,

"Before May 1 in the year of a regular election, municipalities and local boards shall establish rules and procedures with respect to the use of municipal or board resources, as the case may be, during the election campaign period."

Key Dates:

The next Municipal and School Board Election will be held on Monday, October 22, 2018. Candidates will be able to register their nomination forms with clerks at their municipal office beginning Tuesday, May 1, 2018, until Friday, July 27, 2018, at 2 p.m.

The Campaign Period* is from the day nominations are open (May 1) to Election Day (October 22).

The 2018-2022 Term of Office begins on December 1, 2018, and ends on November 14, 2022**.

**The Campaign Period is technically until December 31, 2018, as that is the deadline for candidates to accept campaign contributions or incur campaign-related expenses.*

*** As of 2022, the term of office will begin on November 15 of an election year.*

Definitions

School Board resources may include: staff time, computer, fax, telephone, cellphone, laptop, tablet, website, newsletter, email, board or school social media accounts. This list is to include any board-issued resource and any other information technology devices given to a trustee for their work use as a trustee of the board.

Before the Campaign Begins – Prior to May 1, 2018:

- Trustees are expected to continue using their board-issued resources in fulfilling their duties as a member of the Board.

During the Campaign – After May 1, 2018:

- Trustees will not use their Board office or school board-issued resources for any campaign-related purposes. This includes displaying election-related materials in Board offices, board meetings, board events or school-related events.
- Trustees will not distribute or use the Board logo or Board telephone number or other contact information, including any Board branding in any campaign-related material.
- Trustees must ensure that all campaign-related material is funded by the trustee in their capacity as a candidate.
- Trustees will not use the Board's email system to distribute election-related electronic messages and will not use the board's voicemail system to record election-related messages.
- Trustee websites and newsletters that are funded by the Board, are not to include campaign-related material.
- Trustees will use their personal information technology resources to create and use social media accounts created for campaign purposes. These are to be separate and distinct from any accounts used by the candidate in their position as a trustee.
- Trustees will not distribute (print, electronic or other method) any election-related materials via students or parents/guardians.
- Trustees will not use the services of Board staff to assist or advise in the preparation, distribution or communication of any election-related material.

Other Activities during the Campaign Period:

School Visits – by Trustees

- Trustees who are seeking re-election may continue to perform their duties which may include their continued participation in local events held in schools while they serve their term of office. Trustees should not participate in activities at school events that could be perceived as campaigning.

School Visits – by Candidates

- Requests for visits by candidates, for the purposes of campaigning, are not considered appropriate. *All Candidates Meetings* are encouraged and may occur on school property. These are sometimes arranged by school councils and community groups and usually held at night during non-school hours. Consider a minimum of two confirmed candidates before proceeding with the meeting.

School-Related Events

- Candidates are not permitted to campaign at school-related events intended for the students and parents/guardians of that school. Current trustees may continue to attend and participate in school-related activities but shall not campaign or conduct themselves in any way that may be perceived as campaigning.

Campaign Involvement – Student

- Students are encouraged to participate in curriculum-based activities (Civics) and democratic awareness programs such as Student Vote. Secondary students may choose to earn their Community Involvement Hours by participating in a legitimate election campaign. It is strongly recommended that students not volunteer for a candidate seeking election for their local school board. Any campaign or election activities must be done outside of school hours and not on school property.

Reference Documents:

- [Municipal Elections Act](#)
- [Education Act](#)
- Code of Conduct
- Other relevant Board policies/procedures