



Near North District School Board  
963 Airport Road, Box 3110  
North Bay, ON P1B 8H1

## **Tuesday, January 22, 2018 6:00 p.m. – Regular Board Meeting**

### **1.0 Opening**

- 1.1 Call to Order**
- 1.2 Attendance**
- 1.3 Adoption of the Agenda**
- 1.4 Declaration of Conflict of Interest**
- 1.5 Approval of Minutes from Previous Meetings**
  - December 18, 2018

### **2.0 Communication to the Board**

#### **2.1 Staff Presentations**

- **Celebrating Near North District School Board Success –** Summer Learning Program, Superintendent Gray and Christopher Walkling, Principal of Program
- **Student Achievement and Well-Being –** Naagaanshki-Nishnaabemjik “The new language speakers leading the way” – Superintendent Bowness and Amanda Mathias-Mizzi, K-12 Program Coordinator and Indigenous Education Lead

#### **2.2 Committee Reports**

- First Nations Advisory Committee Meeting Minutes – December 12, 2018
- Special Education Advisory Committee Meeting Minutes – December 13, 2018

#### **2.3 Information Items**

- Monthly Tender Report: December 10 – January 16, 2019

- Petty Cash Administrative Guideline
- Communications and Media Relations Administrative Guideline

## **2.4 Director's Update – Director Young**

## **2.5 OPSBA Report – Trustee Breault**

## **3.0 Committee Reports**

### **3.1 Student Trustee Update**

## **4.0 Items for Decision**

### **4.1 EL#7 Financial Condition**

### **4.2 Transition of W.J. Fricker Grade 8 Graduating Students for September 2019**

## **5.0 Public Question Period**

### **5.1 Public Questions**

## **6.0 In-Camera**

### **4.3 Staffing Changes**

### **4.4 Arise and Report**

- Ratification of Business Transacted in Private Session

## **7.0 Housekeeping**

### **7.1 Public Education Symposium Check-In Info**

## **8.0 Adjournment**

### **8.1 Motion to Adjourn**



Date: January 22, 2019

Motion No. 19-01-

**Moved By:** \_\_\_\_\_

**Seconded By:** \_\_\_\_\_

**That the Board approve the agenda as presented/amended for the Public Session meeting of January 22, 2019.**

\_\_\_\_\_

Chair

- Carried
- Defeated
- Withdrawn

Recorded Vote

	Yea	Nay
Jay Aspin		
Greg Barnes		
Alan Bottomley		
Donna Breault		
John Cochrane		
Nichole King		
Rob Learn		
Louise Sargent		
Bill Steer		



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Jay Aspin, Chair

Jackie Young, Director of Education

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The December 18, 2018 **Public Session Special Board 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:**

John Cochrane, Vice Chair  
Greg Barnes  
Donna Breault  
Nichole King  
Rob Learn  
Louise Sargent  
Bill Steer

**Administrative Staff Present:**

Jackie Young, Director of Education  
Liz Therrien, Superintendent of Business  
Roslyn Bowness, Superintendent of Education  
Gay Smylie, Acting Superintendent of Education  
Mairghread Knought, Information and Communication Officer  
Rebecca Pape, Administrative Assistant

**Trustees Present in Parry Sound:**

Nichole King

**Administrative Staff Present in Parry Sound:**

Melanie Gray, Acting Superintendent of Education

**Trustee Regrets:**

Jay Aspin, Chair  
Al Bottomley

**Administrative Staff Present in Almaguin:**

Craig Myles, Superintendent of Education

**Administrative Regrets:**

Amanda Meighan, Acting Superintendent of Support Services

**Other (North Bay)**

Parker Robinson, OSSTF  
Tiffany Van Meir, ETFO  
Chief Shawn Devine, North Bay Police  
Andy Gagne, Principal WFISS

**Other (Parry Sound)**

Glen Hodgson, OSST

**Other (Almaguin)**

Steve Tompkins, ETFO

### **Special Award for Staff: Andy Gagne**

Chief Shawn Devine attended the Board meeting and presented with a certificate and plaque at the Board meeting of the North Bay Police Department on December 11, 2018.

*S. Devine and A. Gagne exited the meeting 6:10 p.m.*

### **1.1 Call to Order**

Vice Chair Cochrane called the meeting to order at 6:11 p.m.

### **1.2 Attendance**

Attendance indicated that 7 Trustees were present for this meeting.

### **1.3 Adoption of the Agenda**

18-12-16 Moved by Louise Sargent, seconded by Donna Breault

**That the Board approve the agenda as amended for the Public Session Special Board meeting of December 18, 2018.**

CARRIED

### **1.4 Declaration of Conflict of Interest**

No conflicts were declared.

### **1.5 Approval of Minutes**

18-12-17 Moved by Louise Sargent, seconded by Greg Barnes

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

- **November 29, 2018\***
- **December 4, 2018**
- **December 10, 2018**

\*It was noted that the November minutes were from the previous Board

CARRIED

### **2.2 Equity Data Collection Project**

Superintendent Bowness gave an overview of the project, and introduced Karen Waller, Principal of Equity and Well-Being who explained the survey and information to be collected.

### **2.3 Committee Reports**

- First Nations Advisory Committee Meeting Minutes – October 3, 2018
- Special Education Advisory Committee Meeting Minutes – November 15, 2018

### **2.4 Information Items**

- Monthly Tender Report: November 17 – December 10, 2018
- Letter from OSSTF re: Anonymous Alerts tip line

- Memo: Media Relations and Communication Protocol
- Memo: Taxability of Trustee Honoraria

### **2.5 Director's Report: Director's Annual Report 2017/18**

Director Young thanked Senior Team, staff and students for all of the work that our Board can celebrate. The report will be posted to the Board's website after the holidays.

### **2.6 OPSBA Report – Enclosure**

Trustee Steer gave an overview of OPSBA Board of Director's December meeting that he attended.

### **2.7 Transition of W.J. Fricker Grade 8 Students for September 2019**

Motion was tabled until a fulsome discussion can be had at the Committee of the Whole on January 15, 2018.

### **2.8 Training Report – Information Officer Knought**

Information Officer Knought gave an overview of closed session requirements and meeting protocols.

### **3.1 EL#7 Financial Condition – Enclosure**

18-12-18 Moved by Rob Learn, seconded by Greg Barnes  
**That the Board approve EL#7 Financial Condition as presented on  
December 18, 2018.**

Superintendent Therrien informed Trustees that revised estimates were submitted Dec 14<sup>th</sup> and will present revised estimates at the next Audit Committee meeting. Superintendent Therrien recommended all Trustees attend this meeting. Date to be determined and invites will be sent to Trustees.

Question asked about Other Revenues Line Item (Note #6) Ontario Arts Council line item.

- Superintendent Therrien explained that the line item is external funding over and above GSN funding. The Ontario Arts Council line item has very specific criteria for spending to promote Indigenous art and culture across the board.

Question asked about the Continuing Education budget line.

- Superintendent Therrien explained Laurentian Learning Centre has its own operating budget. English as a Second Language and Adult Basic Literacy are included in the continuing education budget, as well as regular programming outside of day school, summer school, Toros ect. The majority of spending this budget line is done in the latter part of the year. Senior Administration are looking into efficiencies with continuing education, by reviewing the enrolment numbers and budget, and then adjustments can be made in-year.

### 3.2 Committee Appointments

- 18-12-19 Moved by Louise Sargent, seconded by Donna Breault  
**That the Board approve the appointment of Louise Sargent and Al Bottomley as committee members; Bill Steer and John Cochrane as alternates; And Nichole King as First Nations Representative for the Special Education Advisory Committee for the term of December 2018 – November 2019**  
CARRIED
- 18-12-20 Moved by Louise Sargent, seconded by Greg Barnes  
**That the Board approve the appointment of Donna Breault, Rob Learn and John Cochrane as committee members;  
And Bill Steer and Greg Barnes as alternates;  
And Nichole King as First Nations Representative for the Supervised Alternative Learning Committee for the term of December 2018 – November 2019**  
CARRIED
- 18-12-21 Moved by Rob Learn, seconded by Greg Barnes  
**That the Board approve the appointment of Louise Sargent and Al Bottomley as committee members;  
Bill Steer and Rob Learn as alternates;  
And Nichole King as First Nations Representative for the First Nations Advisory Committee for the term of December 2018 – November 2019**  
CARRIED
- 18-12-22 Moved by John Cochrane, seconded by Greg Barnes  
**That the Board table the following motion for follow-up on January 22, 2018:  
That the Board approve the appointment of John Cochrane, Greg Barnes and \_\_\_\_\_ as committee members for the Audit Committee for the term of December 2018 – November 2019**  
CARRIED
- 18-12-23 Moved by Louise Sargent, seconded by Greg Barnes  
**That the Board approve the appointment of Rob Learn and Nichole King as committee members for the Parent Involvement Committee for the term of December 2018 – November 2019**  
CARRIED
- 18-12-24 Moved by John Cochrane, seconded by Rob Learn  
**That the Board approve the appointment of Bill Steer, Donna Breault, Greg Barnes and John Cochrane as committee members for the Safe Schools Committee for the term of December 2018 – November 2019**  
CARRIED

Minutes of the Public Session Board Meeting of the Near North District School Board held December 18, 2018

18-12-25 Moved by Bill Steer, seconded by Louise Sargent  
**That the Board approve the appointment of Bill Steer and Rob Learn as committee members for the Multi-Year Plan Ad Hoc Committee for the term of December 2018 – November 2019**  
CARRIED

18-12-25 Moved by Bill Steer, seconded by Louise Sargent  
**That the Board approve the appointment of Donna Breault and Jay Aspin as committee members for the Governance Model Ad Hoc Committee for the term of December 2018 – November 2019**  
CARRIED

**Public Question Period**

Question regarding clarification to the Board's surplus budget

- Superintendent Therrien spoke to the surplus at the November 29 Board meeting as well. The former Board passed an in-year deficit of +\$700,000 for the 2017/18 school year. At June 30<sup>th</sup> count the Board was up 182 students from projected enrolment. Superintendent Therrien made it clear that the NNDSB takes a very conservative role in projecting enrolment numbers as it affects our funding. Paired with closely with staff monitoring budgets to find efficiencies as well as planned underspending aided in the surplus. Boards also receive external funding, and sometimes those Transfer Payment Agreements do not materialize until later on in the school year.

Question regarding teacher's input about W.J. Fricker decision deferred to January

- Director Young explained that consultation from stakeholders is always considered, and there are many other factors that are considered in these decisions as well.

Question regarding timing of the W.J. Fricker decision and parent information nights

- Director Young assured there will continue to be strong communication about where the Board is in their decision making process and information will be posted on the website. Vice Chair Cochrane expressed that the Board is clear that their mandate is to be clear and transparent with staff and parents and as such it will continue to be clear.

**In Camera**

18-12-27 Moved by Louise Sargent, seconded by Rob Learn  
**That the Board move into Private Session at 7:27 p.m.**  
CARRIED

**4.3 Arise and Report**

18-12-31 Moved by Greg Barnes, seconded by Donna Breault  
**That the Board arise and report from Private Session at 8:02 p.m.**  
CARRIED



Minutes of the Public Session Board Meeting of the Near North District School Board held December 18, 2018

- 18-12-32 Moved by John Cochrane, seconded by Greg Barnes  
**That the Board ratify the following items from Private Session**
- **Staffing Changes**

CARRIED

**5.1 Motion to Adjourn**

- 18-12-33 Moved by Louise Sargent, seconded by Greg Barnes  
**That the Board meeting of December 18, 2018 adjourn at 8:14 p.m.**

CARRIED

Jay Aspin,  
Chairperson

Jackie Young,  
Director of Education



Date: January 22, 2019

Motion No. 19-01-

Moved By: \_\_\_\_\_

Seconded By: \_\_\_\_\_

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

- December 18, 2018

\_\_\_\_\_  
Chair

- Carried
- Defeated
- Withdrawn

Recorded Vote

	Yea	Nay
Jay Aspin		
Greg Barnes		
Alan Bottomley		
Donna Breault		
John Cochrane		
Nichole King		
Rob Learn		
Louise Sargent		
Bill Steer		

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**MINUTES OF THE MEETING OF THE FIRST NATIONS ADVISORY  
COMMITTEE HELD ON December 12, 2018 AT  
North Bay Board Office**

Nancy Allaire, Nipissing First Nation  
Sherrill Judge, Shawanaga First Nation  
Roslyn Bowness, Superintendent of Education  
Nichole King, Moose Deer First Nation  
Genevieve Solomon Dubois, Henvey Inlet First Nation  
Catherine Pawis, Wasauksing First Nation  
Lois Lambert, Dokis First Nation  
Amanda Mathias Mizzi, Coordinator, Indigenous Education Lead  
Alan Bottomley, Trustee  
Louise Sargent, Trustee  
Bill Steer, Trustee  
Karen Waller, Principal Equity and Well-Being  
Melanie Simmonds, Executive Assistant

**1.0 WELCOME**

**2.0 APPROVAL OF THE AGENDA**

Approved by: Nancy Allaire  
Seconded by: Nichole King

**3.0 APPROVAL OF THE MINUTES OF THE OCTOBER 3<sup>RD</sup>, 2018 MEETING**

Approved by: Louise Sargent  
Seconded by: Genevieve Solomon Dubois

**4.0 Niigaan gdizhaami**

Catherine Pawis shared an update around this project and funding. This funding was made available through the AES system and was proposal driven. It must be initiated by the First Nations but in partnership with Boards. Language revitalization resonated as a key priority for communities. The funding approval came in over the summer and now the work can begin to develop some tools and resources that can be utilized with all schools to introduce vocabulary and key themes.

The group discussed books within the Welcome to Kindergarten packages that parents receive each year and the possibility of including book marks with key vocabulary alongside the books. Language teachers will have an opportunity to share what supports they think are needed. A

survey will be sent out to gain additional input. These are annual proposals, so any ideas are encouraged for additional applications which are due at the end of June.

## **5.0 Program Updates**

### **Language Leadership Gathering**

Board staff applied for funding to support a student leadership gathering, within a culturally relevant context. The application was accepted and a three-day opportunity took place at Spirit Point in the fall. The intended outcomes were connected to, acceptance and belonging, student leadership and an increased level of engagement in school and communities. The gathering was supported by Elders, knowledge keepers, experiential learning program staff and language teachers. FNAC had the opportunity to view a video that documented the gathering which demonstrated the learning, engagement and sense of belonging the students experienced. Student voice connected to the goals of the project was incorporated into the documentation.

### **Treaty Recognition Week**

There are a variety of projects going on throughout the Board. Amanda shared an overview of these projects. Examples include, the Treaty Education Mentorship Project(TEMP) and a read-aloud of the children's picture book authored by Maurice Switzer, Grandpa What is a Treaty Anyway. A resource bundle from the three-day gathering at Nipissing University on Treaty education(TEMP) is being created. This will include, videos and presentations which will be translated into French and Anishinabe. A next step will be to include links to key resources on the Board website so that educators have access on an ongoing basis.

## **6.0 Equity Projects - NNDSB**

The Ministry has provided us the funding necessary to implement a survey to gather information related to student identity. The content of the survey has been provided by the Ministry and aligns with anti-racism data standards. Students have a right to an education free of discrimination and barriers and the data collected will help guide the Board and schools in creating the best conditions to support all. Karen Waller is the lead Principal on this project. This survey is confidential while not anonymous in order to best understand the student experience. Student information will be stored and protected at the board level. Karen reviewed some questions and received feedback and questions from the committee. More information and suggestions around the implementation of the survey is to come at the February meeting based on the feedback and questions asked. Stakeholder sessions to take place during January and February will be part of this roll out to provide information, and to seek feedback and suggestions around implementation. Any follow up questions can be emailed to Roslyn or Karen.

## **7.0 Special Education Processes Dialogue**

Susan Wilson, Principal of Special Education shared information around the model for special education. The tiered approach, accommodations available in the classroom and the special education intervention process, aligned with the Learning for All document were discussed. A portion of Special Education funding(SEPPA) is received for all students and provides access to Special Education Programs and Services as described in the NNDSB Special Education Plan Students. Students attending NNDSB schools through Education Service Agreements have access to these programs and services as funded for all through that level of funding. Processes including the intervention model and access to Education Assistants was shared and provided in the package. There needs to be dialogue and agreement around any additional funding asked of the First Nation. More information was requested around SEA and SIP connected to Education

Service Agreements. Roz will look into further with the Superintendent of Business and bring back. It was questioned if there were any resources to support the transition from high school to post-secondary. Transitions are included in the IEP process and should be part of a further dialogue. Contact information for the Principal of Special Education and Special Education Coordinators will be shared with FNAC representatives as key contacts to discuss student needs and built into an agreed upon process for discussion of needs. This will be included on the agenda in February for further dialogue.

**8.0 First Nation Updates**

Student transportation has added First Nation email contacts for bus cancellations.

**9.0 NNDSB Updates – Trustees**

Louise Sargent and Alan Bottomley are the trustee representatives for FNAC. Louise has extended out an invite to other trustees to learn more about the committee.

**10.0 Education Service Agreements**

Further language around the AES is to be reviewed and sent out to the group.

**NEXT MEETING:** February 20<sup>th</sup>, 2019 – Shawanaga First Nation

**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 Susan Wilson Roslyn Bowness Alan Bottomley Jarrah Coolidge Tammy Allan Bill Steer	Stephanie Zacharuk	

**Regrets:** Sharon Walker, Nichole King, Candy St. Onge, Barb Laverock, Lisa Paradis, Wayde Smith

**3. Approval of Agenda:**

**December 13<sup>th</sup>, 2018**

*Moved – Did not have quorum*

*Seconded –*

*Carried. No Conflict of interest*

**4. Approval of Minutes:**

**November 15<sup>th</sup>, 2018**

*Moved – Did not have quorum*

*Seconded-*

*Carried.*

**5. Business Arising from the Minutes**

<b>5. Business Arising from the Minutes</b>	
	Action
<p><b>SEAC membership – Letters</b></p> <ul style="list-style-type: none"> <li>• Confirming LDA and Community Living</li> <li>• Laura Hansman will represent VIEWS on SEAC.</li> <li>• The process for a community person to join SEAC would be to write a letter expressing their interest; addressed to the Director.</li> </ul>	<p>Melanie will follow up with Wayde.</p> <p>Melanie will send out a welcome letter to Laura.</p>
<p><b>SEAC Annual Agenda (finalize)</b></p> <ul style="list-style-type: none"> <li>• Reviewed and updated.</li> <li>• Presentation suggestions will be reviewed in January.</li> </ul>	
<p><b>Confirm Area of exceptionality for Presentation at SEAC</b></p> <ul style="list-style-type: none"> <li>• The area of exceptionality will be speech and language.</li> </ul>	

**Ministry Updates**

- Jim White is retiring from the Ministry.
- Christine Misch will be the new field team lead for special education.
- Brief update on status of Special Equipment Amount(SEA)
- A plan has been developed to help support our students as well as our teachers to build capacity in the classroom.
- Update will be provided at the January meeting

A congratulations email or letter will be sent to Jim on behalf of SEAC.

**This is Me! – Identity – Based Survey (NDSB)**

- Karen Waller is the lead principal for this project.
- The Board continues to work hard in creating safe and positive spaces for all and to celebrate diversity.
- Survey provides an opportunity for students/parents to share identity based student information to help better serve our students and eliminate any possible discriminatory practices, barriers or biases.
- The content of the survey has been set by the Ministry and aligns with anti-racism data standards.
- Participation rate will be important to the success of this project.
- Students will access supports/accommodations as needed to complete the survey.
- The information will be stored securely at the Board level and the reports generated will never single out a student.
- The data will be used solely for Board planning.
- The survey is expected to take place the spring.
- SEAC members provided positive feedback with no further input.

**Book Study**

- Chapter 3 – Building the staircase of the mind.
- This chapter helps to understand the different parts of the brain and the applicable strategies.
- Aligns well with the work the Board is doing around the brain and behavior.

**Board Report**

- Alan Bottomley and Louise Sargent will continue to be the trustee representatives on SEAC.
- Louise has extended out an invite to all trustees to attend these meetings to learn more.

**Special Education Report**

- Available in the SEAC package
- Mobile teams are in place for the North and East/West regions. They consist of a teacher and educational assistant to help with the implementation of recommendations from the multidisciplinary team.

<ul style="list-style-type: none"> <li>This will take place in 6-8 -week blocks.</li> </ul>	
<b>Standing Items</b>	
<b>Items for next Agenda</b>	<b>Action</b>
<p>SEAC annual agenda for the year- presentations  Election of Chair and Vice-Chair  SEAC binders – highlight updates (online)  Sample IEP – review and discuss IEP  Presentation – Mental Health Literacy (SEL program)  Book Review – Chapter 4</p> <p>Standing Items:</p> <ol style="list-style-type: none"> <li>1. Correspondence received requiring action</li> <li>2. Capital Plan and Accommodation Review</li> <li>3. Special Education Plan</li> <li>4. Special Education Budget</li> <li>5. Question Period</li> </ol>	

**Next meeting date:** January 17, 2019

Adjourned: 2:20pm



TENDERS  
December 10, 2018  
TO  
January 16, 2019

	A	B	C	D	E	F	G	H	I	J	K
	Closing Date	Project	Location	Bidders submitting Bids	Awarded to	Award	Tax	Amount/Year	Budget (Without HST)	Contract for No Years	Rational
1	December 6, 2018	Site Improvements	Ferris Glen	Kenalex Construction	Award Still Pending						
2				Nu-Style Construction							
3				Pioneer Construction							
4				Deep Construction							
5				Venasse Building Construction							
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## ADMINISTRATIVE GUIDELINE

**Title:** Petty Cash

**Effective Date:** January 22, 2019

**Responsibility:** Superintendent of Business

### **RATIONALE:**

Petty cash funds may be established for schools, central office units, and special programs in such instances as they will expedite the purchase of minor, low cost items and/or provide immediate payment for such minor purchases.

It is strongly recommended that individuals seek prior approval from their immediate supervisor prior to making any petty cash purchases. To ensure payment of approved petty cash purchases, the original receipt (debit/credit receipts are not acceptable) should be submitted for reimbursement no later than 15 days after the date of purchase. Split ticketing (items purchased over the maximum expenditure limit and split into more than one (1) transaction) will be totaled together and reimbursed at the \$200.00 maximum.

Expenditures using petty cash funds must be itemized and documented with original receipts. Replenishment of petty cash funds will be charged to the applicable budget code provided there is sufficient budget dollars available in the budget line at the time of processing. Please note once a budget is exhausted no further purchases should be authorized or made using petty cash funds.

### Petty Cash Float Maximum:

#### Elementary Schools

\$600.00

#### Secondary Schools

\$1,000.00

#### Board Office

\$1,000.00

The maximum expenditure for any item/any receipt out of the Petty Cash Fund is \$200.00 (including taxes)

**Our mission is to educate learners to their fullest potential in preparation for life-long learning.**



## ADMINISTRATIVE GUIDELINE

### Title: Communications and Media Relations

**Effective Date:** January 22, 2019

**Responsibility:** Director of Education

#### Rationale

The Near North District School Board recognizes that the provision of open, timely and appropriate information to our school communities, parents, students, the public and the media is necessary to strengthen relationships, promote program activities of the Board and remain open and transparent to constituents. Further, the Near North District School Board is responsible for providing education and communications that are barrier-free and accessible in accordance with the *Accessibility for Ontarians with Disabilities Act, 2005* and associated Regulations.

#### Principles:

It is the intention of the Near North District School Board to encourage, promote and maintain open, accessible, timely and transparent communication with both its internal and external stakeholders; that is clear, accurate and supportive of the Board's commitment to provide quality education to educate learners to their fullest potential in order to prepare for life-long learning. This requires not only the provision of information, but accurate and timely response to requests for information.

#### Section 1 General guidelines:

- 1.1 All employees and members of the Board of Trustees are responsible for effective and efficient communications.
- 1.2 Upon request, and in accordance with the *Integrated Accessibility Standards Regulation (IASR)* the Board endeavors to provide or arrange for the provision of accessible formats and communication supports or arrange for the provision of a comparable resource for persons with disabilities.

- 1.3 All communication within the organization and external to the organization shall:
- a. Be provided openly, honestly and with integrity;
  - b. Contain accurate, timely, and understandable information;
  - c. Function two ways, with the creation of opportunities for meaningful dialogue;
  - d. Be prepared in an inclusive manner;
  - e. Be respectful, courteous and uphold the principles of the Human Rights Code.

## **Section 2 - Roles and Responsibilities**

### **2.1 *Chair of the Board***

The Board Chair is the official spokesperson for the Board of Trustees with respect to all external communications on matters under consideration by the Board, as well as explaining Board positions and decisions including budget and policy decisions.

### **2.2 *Trustees***

Trustees are not to speak on behalf of the Board unless authorized to do so by the Board Chair.

### **2.3 *Director of Education***

The Director of Education is the official spokesperson for the Board with respect to administrative matters and day to day operational matters.

### **2.4 *Communications Officer***

Under the supervision of the Director of Education, the Information/ Communications Officer is responsible for the review, coordination and issuance of all releases of information with respect to the Board and its operations.

### **2.5 *Principals***

Principals or supervisors are the official spokesperson for their individual school and are responsible for creating communication links with their local media personnel and for providing information on school specific activities.

### **2.6 *Employees***

Employees are responsible for referring requests for information and/or any sensitive matters to their immediate supervisor for further action and/or response.

## **Section 3 - Responding to Concerns**

### ***Public Inquiries***

- 3.1 All response to Public Inquiries shall adhere to the requirements and process identified in the Administrative Guideline – Public Inquiries.

## **Section 4 - Media Inquiries and Response**

### **Media Releases**

The Information/Communications Officer is responsible for issuing system-initiated releases of information as part of an ongoing communications plan. These information releases will highlight Board initiatives and provide up to date information for students, parents, community partners, and all stakeholders within the Near North District School Board jurisdiction.

Media releases issued on behalf of the Board of Trustees or Director of Education are generated and administered by the Information/Communications Officer. Request to issue media releases by Board of Trustee Members is to be done through the Board Chair. Prior to issuance, the media release shall be approved by either the Board Chair or Director of Education.

All requests for and/or proposed media releases by Board Administration staff are submitted to the Information/Communications Officer for review prior to issuance. When applicable, the Information/Communications Officer may suggest alternative language or format to ensure that documentation is consistent with Board messaging and standards.

Media releases concerning school-specific news or events are prepared at the school level by the principal or designate. Prior to issuance, the media release shall be submitted to the appropriate school Supervisory Officer for review. The Information/Communication Officer, in consultation with the school Superintendent, may suggest alternative language or format to ensure that documentation is consistent with Board messaging and standards.

The Director of Education and School Superintendents may at any time delegate approval authority to the Information/Communications Officer with respect to the approval of media releases.

Once the appropriate approval has been provided, the Information/Communications Officer shall be responsible for issuance of the media release.

### **Media Requests**

All media requests for administrative or political response on Board matters and/or interviews shall be directed to the Information/Communications Officer. The Information/Communications Officer does not act as a spokesperson for the Board, unless directed to do so by the Director of Education. The Information/Communications Officer shall obtain further information with respect to the information and/or response being sought and direct the matter to the appropriate individual for response.

Whenever possible, media requests received directly by individual trustees or board staff are responded to following consultation with the Information/Communication Officer, fellow staff and/or Board Trustees to ensure that the response is reflective of the position of the NNDSB.

Any personal opinions must be clearly identified as such and further, that such opinions are not necessary those of the NNDSB.

Media requests received at the school level are responded to by the designated spokesperson as determined by, and in consultation with, the Principal.

The Information/Communications Officer is an available consultation resource for Board trustees, board administrative staff and schools and may assist in the development of key messages prior to responding to media requests.

### **Media Access to School Properties**

Requests for access to school property and premises shall be considered in accordance with the Safe Schools: Access to School Premises Administrative Guideline. Media representatives are only permitted on school property and premises when invited by the principal/designate to the premises for a specific purpose or an event. Permission to be on school premises does not entitle a person to have access to all areas of the school premises. The Principal/designate shall inform groups or individuals using the school about the specific school restrictions and/or permissions.

The Board supports the Principal of the school in controlling access to the school and its components parts. However, the Board reserves the right to prohibit access to school premises if they are of the belief that such access is not in the best interest of the staff or students.

### **Capital Projects Communications**

All media releases and/or public communications with respect to capital priorities investments/projects funded by the Ministry of Education must be submitted to the Ministry of Education, or a representative from the Government of Ontario, prior to issuance.

All communications of any kind with respect to capital projects and/or investments must acknowledge the support of the Government of Ontario. This could include but not limited to, any report, announcement, speech, advertisement, brochure, audio-visual material, web communications or other public communication.

## Director of Education Update: January 2019

### North Bay Secondary Schools

With a decision regarding the 2019/2020 student transitions confirmed, the focus is now on communicating that message to the community. All North Bay high schools remain open and the Fricker graduating Grade 8 students will be either moving to specialized programs offered at Chippewa and West Ferris or Widdifield as their receiving home school. WJ Fricker remains open next year as usual and the work schedule for the new building has been reassessed.

Communication mechanisms include media releases and use of social media platforms. In addition, radio ads highlighting the parent information nights for Chippewa and Widdifield will be released soon indicating the dates as February 13 and February 12, 2019.

Thanks to West Ferris staff and students who welcomed parents to their building to explain their programming expectations and offerings on January, 17, 2019.

### 3:2 Consolidation -Staff Input

On January 8, 2019, the Director met with any staff members from the three North Bay high schools who wished to share their thoughts/concerns/considerations regarding the 3:2 North Bay high school consolidation with trustees. Below is a compiled list of these considerations:

- Do the trustees know what could happen to all the schools when deciding where the Gr. 8 Fricker students go?
- Do they have a strong sense of how programming works and when programming decisions need to be made?
- Do they all understand the planned movement for the Fricker build for all the Fricker students?
- Does it make sense to consider sending the 7,8 to Widdifield to make it a 7-12 school like Chippewa and WF?
- How do we understand transportation costs and will this factor into any decisions moving forward?
- French - does it make more sense to have all the French programs together?
- What makes for the strongest sense of stability for students and the system?

- Is there a strong marketing message that will/can be delivered that all our high schools are open and ready for business as usual?
- Strong questioning from teachers about the same or better phrasing. This isn't part of the motion itself per se but was understood via the ARC. We as teachers can make any movement to either school work well, with stability factors addressed and ensuring that student needs are understood and planned for. Can we make sure that trustees have this understanding?

### **Bus Cancellation Days**

With inclement weather resulting in bus cancellations, Senior staff, principals and teachers have been focusing on communicating that that our schools remain open with learning opportunities during the day. Parents can expect that classes may be combined, or teachers may work with small groups, as educators continue to welcome students and complete or update communication and lesson plans, offer extra support for individual students and work through EDSBY to communicate work that students could complete at home (as available). We also continue to try to address equity issues for those students and families who may not have access to wifi in our pre-planning.

### **Enrolment**

Overall our enrolment in the elementary panel throughout the region has increased by 199 students over projected enrolment.

Within the secondary panel, enrolment has decreased across the region by 78 students. Schools most affected were Northern, FJ McElligott, Parry Sound, Chippewa and Widdifield. Again, some of the numbers can be explained and others are of concern with specific grade losses, leaving us with questions. Almaguin and West Ferris are both up in their overall FTE of 30 FTE for both schools combined. Chippewa and Widdifield are down a total of 39 FTE.

Some variances can be easily explained, and others require further analysis to understand trends and projections.

### **Parent Involvement Committee – Upcoming Speaker**

Congratulations to our Parent Involvement Committee who have secured Annie Kidder as presenter for the Near North District School Board on March 4, 2019. Ms. Kidder is a highly influential figure in Ontario and Canada as the Executive Director of People for Education.

**“People for Education is a unique organization in Canada: independent, non-partisan, and fueled by a belief in the power and promise of public education. We create evidence, instigate dialogue, and build links so that people can see – and**



**act on – the connection between public education and a fair and prosperous society.” (from webpage)**

Ms. Kidder is often on TVO's **The Agenda** with Steve Paikin discussing educational issues.

**The Women of Lockerbie:**

I had the distinct pleasure of attending the production of **The Women of Lockerbie (By Deborah Brevoort)** which completed its 4 show run just Friday. The play dealt with some challenging and emotional subject matter of the crash of Pan Am flight 103 over Lockerbie, Scotland December 21, 1988 and the aftermath for those in Lockerbie and parents of a victim. The performances of Grade 9-12 students from all three North Bay high schools enrolled in the night school theater arts program were profoundly moving. Congratulations to all cast and crew who took part in this production.

Jackie Young  
Director of Education  
January 22, 2019

<b>December 2018 Month End Finance Report Expenditures (Budget as approved June 26, 2018)</b>	<b>Aug-2018 Expenses (Audited) (Note 1)</b>	<b>Current Budget</b>	<b>Revised Estimates (Note 9)</b>	<b>Year-to-Date Actual</b>	<b>Commitments</b>	<b>Budget Remaining</b>	<b>% Remaining</b>
Classroom Teachers	68,838,860	71,011,538	69,911,495	21,625,878		49,385,660	70%
Supply Staff	4,270,844	3,035,981	3,232,255	887,626		2,148,355	71%
Educational Assistants	9,038,311	8,859,554	8,705,814	3,669,031		5,190,523	59%
Early Childhood Educators	2,186,978	2,429,404	2,428,708	938,336		1,491,068	61%
Classroom Computers (Notes 2, 4 and 7)	767,177	1,016,830	1,508,502	676,021	628,767	(287,958)	
Texts and Learning Materials (Note 2)	3,531,828	2,332,283	2,486,383	692,973	326,802	1,312,508	56%
Professionals and Paraprofessionals	4,475,164	5,209,141	5,117,935	1,584,468	17,643	3,607,030	69%
Library and Guidance	1,355,228	1,815,733	1,466,503	499,280	23,991	1,292,462	71%
Staff Development (Note 4)	987,027	654,064	700,307	218,319	3,060	432,685	66%
Coordinators & Consultants (Note 4)	2,712,443	3,817,985	3,259,626	1,009,002	37,057	2,771,926	73%
Principals & Vice-Principals	6,708,033	6,366,806	6,966,794	1,898,937	208	4,467,661	70%
Department Heads	133,553	145,467	146,890	45,773		99,694	69%
School Office - Secretaries & Supplies (Note 2)	3,591,304	3,864,237	3,846,567	1,469,236	146,950	2,248,051	58%
Transportation	11,326,329	11,669,006	12,137,873	4,790,120		6,878,886	59%
Operations & Maintenance - Schools (Note 2)	13,199,806	13,756,702	13,815,104	4,428,721	3,189,253	6,138,728	45%
Continuing Education	949,217	802,232	812,622	193,091	5,084	604,057	75%
Instructional Amortization	704,342	746,829	746,829			746,829	100%
Trustees	108,785	114,561	111,720	28,653	1,042	84,866	74%
Director & Supervisory Officers	920,547	980,137	899,662	438,504	3,205	538,428	55%
Board Administration (Note 2)	3,296,473	3,514,266	3,451,839	1,032,006	149,675	2,332,585	66%
Administration Amortization	51,510	40,141	40,141			40,141	100%
School Renewal/Condition Improvement (Note 3)	417,950	396,540	396,540	86,980	161,394	148,166	37%
Direct Capital and Approved Debt (Note 5)	2,357,396	2,255,916	2,255,916	475,358		1,780,558	79%
Pupil Accommodation Amortization	8,979,978	8,668,838	8,721,873			8,668,838	100%
Other Non-Operating Expenses (Note 8)	3,236,405	590,202	670,202	31,363		558,839	95%
Other Amortization and Write Downs	9,015						
	<b>154,154,503</b>	<b>154,094,393</b>	<b>153,838,100</b>	<b>46,719,676</b>	<b>4,694,131</b>	<b>102,680,586</b>	<b>67%</b>

<b>December 2018 Month End Finance Report Revenues (Budget as approved June 26, 2018)</b>	<b>Revenues (Audited) (Note 1)</b>	<b>Current Budget</b>	<b>Revised Estimates (Note 9)</b>	<b>Year-to-Date Actual</b>	<b>Commitments</b>	<b>Budget Remaining</b>	<b>% Remaining</b>
MET Grants (Note 4)	95,187,517	97,449,630	97,633,668	37,255,048		60,194,582	62%
Other Provincial Grants (Note 4)	4,205,272	1,786,201	2,599,039	230,477		1,555,724	87%
Federal Grants and Fees (Tuition/Transportation)	2,435,624	2,360,376	2,338,881	1,354,928		1,005,448	43%
Municipal and Unorganized Taxes	40,990,688	41,536,106	40,835,627	19,602,114		21,933,992	53%
Other School Board Recoveries (Shared Facilities)	226,310	185,000	185,000	-		185,000	100%
Other Revenues (Note 6)	2,995,378	911,090	862,175	919,138		(8,048)	
Amortization of Deferred Capital Contributions	9,672,305	9,383,381	9,436,416	0		9,383,381	100%
	<b>155,713,094</b>	<b>153,611,784</b>	<b>153,890,806</b>	<b>59,361,705</b>		<b>94,250,079</b>	<b>61%</b>

**Near North District School Board  
December 2018 Month End Report  
Notes to the Financial Report for the Period Ended December 31, 2018**

**Note 1 Prior Year Comparative Figures**

The prior year comparative figures reflect the most recent approved audited financial statements for the year ended August 31, 2018. The 2017-2018 year-end audit is complete for the fiscal year ended August 31, 2018 and was presented to the Board and approved by the Board November 19, 2018

**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 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 planned Parry Sound JK-12 Build, Woodland Childcare and WJ Fricker Consolidation 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 2018-2019 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 Support and Engagement Initiative, Innovation in Learning Fund, Highly Skilled Workforce Strategy K-12: Experiential Learning, Adult Basic Literacy, Ontario Youth Apprenticeship Program (OYAP), Transportation for Children and Youth in Care, Northern Support Initiative, Identify Based Data Collection, Well-Being: Safe, Accepting and Healthy Schools and Mental Health 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. 24 External Grants have been received to-date this year of \$2.541 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. Subsequent to March 2017, 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  
December 2018 Month End Report  
Notes to the Financial Report for the Period Ended December 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 2018 Revenues	Current Budget	Year-to-Date Actuals
Theatre Outreach ticket sales, donation, registration fees	33,590	20,000	125
Sale – Vehicle	-	-	700
Sale – Capital Recovery	-	-	-
Tuition Fees	477,817	484,322	141,635
Muskoka Language International	57,700	-	159,134
Interest income	170,275	-	44,223
Release/Secondments (Wages/benefits recoverable income)	1,189,669	165,435	274,605
Incllement Weather Days	-	27,844	-
Hydro/Union Gas Rebates	-	-	4,006
Hydro One rebates and Solar Panel Revenues - Almaguin	56,179	41,904	29,164
OSBIE surplus refund	103,546	-	67,373
WSIB claim refund	3,205	-	-
HST Rebate Recovery	36,278	-	-
Various rental incomes	78,084	51,658	20,282
Administration Fees	56,669	34,927	11,000
Consolidation – Transportation & Charity	261,677	-	-
Ontario Arts Council	44,818	-	-
Canada 150 Funding	20,000	-	-
Nipissing Parry Sound Catholic DSB (Psycho-educational Assessments)	76,000	60,000	-
Nipissing Parry Sound Transportation Consortium	9,357	-	-
IB Program Fees	33,650	-	19,050
Northern Support Initiative	-	-	84,542
Summer Literacy Program 2018	105,000	-	-
PSAB Accounting of Sale of MA Wittick	-	-	2,997
Collingwood TV Productions (recovery of utility costs King George)	22,363	-	5,151
Ministry of Infrastructure – Dr. MacDougall holding cost	-	-	33,499
North Bay Parry Sound Health Unit – Northern Fruit/Vegetable program	-	-	16,950
Various other incomes	159,501	25,000	4,702
	<u>\$ 2,995,378</u>	<u>\$ 911,090</u>	<u>\$ 919,138</u>

**Note 7 Classroom Computers**

The current budget of \$1,016,830 includes only classroom computer operational expenditures without expenditures of a capital nature. Included in actual expenditures is \$93,655 of expenses and commitments of \$107,329 that is funded via EPO External Grant for Broadband Modernization Initiative that are not included in current budget.

**Note 8 Other Non-Operating Expenses**

Other non-operating budget is comprised of agency fees paid to Muskoka Language International and Youth Education Services Canada Inc. and transfer payment to 55 School Board Trust.

**Note 9 Revised Estimates**

Current budget reflects the budget established for 2018-2019 school year as passed by the Board on June 26, 2018.

Upon filing of the Board's Revised Estimates with the Ministry December 15, 2018, the Board is now currently reporting a surplus for compliance purposes of \$52,706 which represents a decrease from Original Estimate's in-year compliant deficit of \$482,609. This is the result of actual enrolment as captured at October 31, 2018 count date being up over projected enrolment by approximately 197 students.



Date: January 22, 2019

Motion No. 19-01-

Moved By: \_\_\_\_\_

Seconded By: \_\_\_\_\_

**That the Board approve EL#7 Financial Condition as presented on January 22, 2019.**

\_\_\_\_\_

Chair

- Carried
- Defeated
- Withdrawn

Recorded Vote

	Yea	Nay
Jay Aspin		
Greg Barnes		
Alan Bottomley		
Donna Breault		
John Cochrane		
Nichole King		
Rob Learn		
Louise Sargent		
Bill Steer		



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North Bay, ON P1B 8H1  
Phone: 705.472.8170  
Fax: 705.472.9927  
Website: [www.nearnorthschools.ca](http://www.nearnorthschools.ca)

Jay Aspin, Chairperson

Jackie Young, Director of Education

---

To: Trustees  
From: Jackie Young, Director of Education  
Date: January 15, 2019  
Topic: Grade 8 W.J. Fricker Student Transitions 2019/2020

**Background:**

The Director of Education was directed by the previous Board of Trustees to bring forward a report and recommendations with respect to the movement of students during the 2019/2020 school year considering the delay of the closure of Widdifield. At the November 13, 2018 Committee of the Whole and November 29, 2018 Regular Meeting, the Board of Trustees was presented with an overview of the current movement of students within North Bay schools and options for consideration for the 2019/2020 school year.

This information provided an overview of the current student pathways. Specifically, the Grade 8 W.J. Fricker students and the impact their transition would have on programming at Widdifield. In order to ensure that Nipissing Arts continued to meet programming requirements, staff recommended that until a decision and timeline for closure of Widdifield is confirmed, the Grade 8 W. J. Fricker student would transition to Widdifield as in previous years.

The staff recommended motion was defeated at the November 29, 2018 Regular Board Meeting.

**Analysis:**

In determining the recommended option for movement of the Grade 8 W.J. Fricker Students, the following factors were considered by staff:

- Minimizing transitions for students.
- Maintaining current programming options for students and in particular Nipissing Arts.
- Availability of funds for facility upgrades.
- The commitment made through the ARC process to provide same or better programming with the 3:2 consolidation.

- Staffing requirements for programming in all three secondary schools.
- The Ombudsman's investigation and future report including the possibility of a review of the 3:2 consolidation process and decision making.
- The need for course selection to begin as soon as possible to ensure that programming needs, and staff resources can be identified and provided to the schools.
- Timeline and feasibility for the building of the new school on the F.J. Fricker site.

### **Recommendation and Rationale:**

After considering the factors identified above, the senior administration and Director of Education are recommending the following plan be implemented for to 2019/2020 school year:

- **Widdifield Secondary School and W. J. Fricker remain open for the 2019/2020 school year and the Grade 8 students from W.J. Fricker transition to Widdifield Secondary School.**

Without this transition, the only students moving to Widdifield for Grade 9 would be from Phelps, which would severely limit the ability of Widdifield to develop a Grade 9 program. In addition, the Nipissing Arts program could be impacted as the specialized program requirements require staff with the appropriate experience and credentials. These qualified staff teach across several grade levels and as such moving the staff to an alternate school will hinder programming.

In addition, the temporary closure of the existing and building of the new W.J. Fricker school will not be completed by the beginning of the 2019/2020 school year. While the funding has been approved by the Ministry of Education, there are a number of procedural requirements relating to procurements and cost consultants that must be completed and approved by the Ministry before the project can proceed. Considering the current status of this project the initial time line is no longer feasible.

The staff recommends this option to enable the NNDSB to maintain programming commitments while waiting for the appropriate Ministry decisions with regard to school board closures and funding. It is in the best interest of our students to maintain quality programming in all schools while such decisions are under review.

**The 2019/2020 School Plan is attached as an Appendix.**

## Appendix

The 2019/2018 School Plan is as follows:

In September 2019, students originating from:

**WJ Fricker (Grade 5 and 6 Extended French, Grade 7 and 8 Regular Program):**

Grade 4's	starting Grade 5 – Extended French	WJ Fricker
Grade 5's	going to Grade 6 – Extended French	WJ Fricker
Grade 6's	going to Grade 7 – Extended French	West Ferris
Grade 7's	going to Grade 8 – Regular Program	WJ Fricker
Grade 8's	going to Grade 9 – Regular Program	Widdifield

**Phelps (K – 8 Regular Program):**

Grade 8's	going into Grade 9 – Regular Program	Widdifield
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**E.T. Carmichael (K – 6, Regular Program):**

Grade 6's	going into Grade 7 – Regular Program	W.J. Fricker
-----------	--------------------------------------	--------------

**E.W. Norman (K - 6, Regular Program)**

Grade 6's	going into Grade 7 – Regular Program	W.J. Fricker
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**Vincent Massey (K – 6, Regular Program):**

Grade 6's	going into Grade 7 – Regular Program	W.J. Fricker
-----------	--------------------------------------	--------------





Date: January 22, 2019

Motion No. 19-01-

**Moved By:** \_\_\_\_\_

**Seconded By:** \_\_\_\_\_

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

\_\_\_\_\_  
Chair

- Carried
- Defeated
- Withdrawn

Recorded Vote

	Yea	Nay
Jay Aspin		
Greg Barnes		
Alan Bottomley		
Donna Breault		
John Cochrane		
Nichole King		
Rob Learn		
Louise Sargent		
Bill Steer		



Date: January 22, 2019

Motion No. 19-01-

**Moved By:** \_\_\_\_\_

**Seconded By:** \_\_\_\_\_

**That the Board meeting of January 22, 2019 adjourn at \_\_\_\_\_ p.m.**

\_\_\_\_\_  
Chair

- Carried
- Defeated
- Withdrawn

Recorded Vote

	Yea	Nay
Jay Aspin		
Greg Barnes		
Alan Bottomley		
Donna Breault		
John Cochrane		
Nichole King		
Rob Learn		
Louise Sargent		
Bill Steer		