



**REGULAR BOARD MEETING**  
To be held in the Boardroom in North Bay  
Tuesday January 28, 2020 at 6:00 pm

**AGENDA**

**1.0 Opening and Land Acknowledgement**

1.1 Call to Order

1.2 Attendance

1.3 Declaration of Conflict of Interest

1.4 Approval of Agenda

Motion:

That the agenda for the Regular Board meeting of January 28, 2020 be approved.

1.5 Approval of Minutes from Previous Meetings

Motion:

That the minutes of the Regular Board meeting held on December 17, 2019 be approved.

**2.0 Communication to the Board**

2.1 Staff Presentations – NIL

2.2 3:2 Consolidation Update – Director Myles

- Partnership with Canadore College (report attached) – L. Pavone

2.3 Information Items (reports attached)

Monthly Tender Report: December 2019 to January 2020 – NIL

Trustee Expenditure Report year ended August 31, 2019 – SBO Therrien

School Energy Coalition Summary Status Report September 30, 2019  
-SBO Therrien

Pediculosis Management Administrative Guideline – SO Smylie



2.4 Director's Update

2.5 OPSBA Report – Trustee Steer

2.6 Student Trustees' Update

**3.0 Items for Decision**

3.1 Trustee Resignation

Motion:

That effective January 31, 2020 the Near North DSB accept the resignation of Trustee Greg Barnes.

3.2 EL#7 Financial Condition

Motion:

That the Board approve EL#7 Month End Finance report for the month of December 2019.

3.3 OPSBA Labour Relations and Human Resources Symposium 2020

Motion:

That the Board approve the attendance of the following trustees at the OPSBA Labour Relations and Human Resources Symposium in Toronto April 30 to May 1: \_\_\_\_\_.

3.4 Concussion Safety Policy

Motion:

That the Board approve the policy statement in accordance with Program/Policy Memorandum 158, Concussion Safety for Students.

3.5 NNDSB Committees

Motion:

That the Board approve the 2019-20 committee membership and that staff draft terms of reference accordingly.



### 3.6 School Trips

Motion:

That the NNDSB ask OPSBA to research and make recommendations to all school boards for consistent administrative guidelines with respect to all school trips both within Canada and internationally and to include suggested modular/online training for teachers, administration, volunteers and third-party service providers to reflect “foundations” training and that OPSBA integrate their recommendations across all Ontario school boards.

### 4.0 **In-Camera**

### 5.0 **Adjournment**

5.1 Motion:

That we do now adjourn at \_\_\_\_\_ pm.



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Jay Aspin, Chair

Gay Smylie, Interim Director of Education

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The December 17, 2019 **Public Session Board Meeting** of the Near North District School Board was held at 6:00 pm at the Head Office of the Near North District School Board.

**Trustees Present:**

Jay Aspin, Chairperson  
John Cochrane, Vice Chair  
Donna Breault  
Rob Learn  
Louise Sargent  
Bill Steer  
Student Trustee – Madelyn Meighan

**Administrative Staff Present:**

Gay Smylie, Acting Director of Education  
Liz Therrien, Superintendent of Business  
Roslyn Bowness, Superintendent of Education  
Craig Myles, Superintendent of Education  
Mairghread Knought, Information and Communication Officer  
Lucio Pavone, Executive Officer  
Maureen Egan, Recording Secretary

**Administrative Staff Present in Parry Sound:**

T. Graves, Superintendent of Education

**Trustee Regrets:**

Greg Barnes  
Al Bottomley  
Nichole King  
Student Trustee – Brooklyn Beaucage

**Administrative Staff Present in Almaguin:**

**Administrative Regrets:**

**Minutes of the Public Session Board Meeting of the Near North District School Board held December 17, 2019**

**1.1 Call to Order**

Chair Aspin called the meeting to order at 6:00 pm.

**1.2 Attendance**

Attendance indicated that 6 Trustees were present for this meeting.

**1.3 Declaration of Conflict of Interest - NIL**

**1.4 Approval of Agenda**

Motion:19-12-01 J. Cochrane/L.Sargent

That the agenda for the Regular Board meeting of December 17, 2019 be approved as amended. The amendment being the addition of item 3.6 Trustee Honorarium.

- **Carried**

**1.5 Approval of Minutes**

Motion:19-12-02 L. Sargent/B. Steer

That the minutes of the Regular Board meeting held on November 26, 2019 be approved as amended. The amendment being to item 3.6 Trustee Honorarium is deferred. - **Carried**

Motion: 19-12-03 J. Cochrane/L.Sargent

That the minutes of the Organizational Board meeting held on December 3, 2019 be approved. - **Carried**

**2.0 Communication to the Board**

**2.1 3:2 Consolidation Update**

The Chair reminded trustees that this will be a standing item until completed. He asked Superintendent Myles to address trustees. Superintendent Myles noted that the process is continuing well and is very challenging. He acknowledged the hard work, dedication and enthusiasm of Lucio Pavone.

Lucio Pavone updated trustees on the latest progress and activities including: programing, timetabling, course selection, open houses, assemblies and joint meetings with student and parent councils. He noted the very positive and high energy atmosphere at open houses. SBO Therrien advised that the enrolment projection process will begin once course selection is completed. Chair Aspin invited trustees to ask questions or comment.

**2.2 Staff Presentations NIL**

**2.3 Committee Communication NIL**

**2.4 Information Items**

Monthly Tender Report: November to December 2019

**Minutes of the Public Session Board Meeting of the Near North District School Board held December 17, 2019**

2.5 Director's Update NIL

2.6 OPSBA Report

Trustee Steer reminded everyone of the upcoming Public Education Symposium in January.

2.7 Student Trustee Update

Student Trustee Meighan updated trustees on recent activities and wished everyone a wonderful Christmas. She also briefed trustees on the upcoming OSTA-AECO conference in February.

**3.0 Items for Decision**

3.1 EL#7 Financial Condition

Motion: 19-12-04 J. Cochrane/L. Sargent

That the Board approve EL#7 – Month End Finance Report for the month of November 2019. - **Carried**

3.2 RFP 2020-01 Architectural Services

Motion: 19-12-05 B. Steer/J. Cochrane

That the Board award RFP 2020-01 Architectural Services for a new elementary school to Mitchell Jensen subject to successful contract negotiations. - **Carried**

3.3 OPSBA Public Education Symposium 2020

Motion: 19-12-06 J. Cochrane/L. Sargent

That the Board approve the attendance of the following trustees at the OPSBA Public Education Symposium in Toronto January 23 to 25, 2020: Bill Steer and Jay Aspin. - **Carried**

The Director's office will contact the absent trustees re attendance at the symposium.

3.4 OSTA-AECO Board Council Conference 2020

Motion: 19-12-07 R. Learn/B. Steer

That the Board approve the attendance of the following student trustees at the OSTA-AECO Board Council Conference in Ottawa February 20-23, 2020: Madelyne Meighan and Brooklyn Beaucage. - **Carried**

3.5 Student Use of Service Animals in Schools

Motion: 19-12-08 J. Cochrane/L. Sargent

That the Board adopt a policy statement in accordance with Program/Policy Memorandum 163, School Board Policies on Service Animals. - **Carried**

### 3.6 Trustee Honorarium

Motion: 19-12-09 J. Cochrane/R. Learn

That the Board approve the Trustee Honoraria policy for December 2018 and beyond as follows:

- a) Annual honorarium for trustee (excluding Chair and Vice-Chair) for December 1, 2019 onwards \$7,772.21;
- b) Chair \$13,272.21 and Vice-Chair \$10,522.21;
- c) \$50 distance allowance per board meeting for each member eligible. - **Carried**

### 4.0 **In-Camera**

Motion: 19-12-10, L. Sargent/J. Cochrane

That the Board move into in-camera at 7:05 p.m. in order to discuss a matter pertaining to:

- the disclosure of intimate, personal or financial information in respect of a member of the board or committee, an employee or prospective employee of the board or a pupil or his or her parent or guardian;
- litigation affecting the board. R.S.O. 1990, c. E.2, s. 207 (2). - **Carried**

### 4.5 Arise and Report

Motion: 19-12-13 J. Cochrane/ L. Sargent

That the Committee of the Whole arise and report from Private Session at 8:30 pm. - **Carried**

Motion: 19-12-14 J. Cochrane/B. Steer

That Superintendent Craig Myles be appointed Director of Education effective January 6, 2020. - **Carried**

Trustee Steer requested a recorded vote.

*Jay Aspin – In favour; Greg Barnes – absent; Donna Breault – against; Alan Bottomley – absent; John Cochrane – in favour; Nichole King – in favour; Rob Learn – in favour; Louise Sargent – in favour; Bill Steer – in favour.*

### 5.0 **Motion to Adjourn**

Motion: 19-12-15 B. Steer/J. Cochrane

That the Board meeting of November 26, 2019 adjourn at 8:10 p.m. – **Carried**

**Chair Aspin wished everyone a Merry Christmas**

<b>Title:</b>	<b>MEMORANDUM OF UNDERSTANDING</b> between Canadore College of Applied Arts and Technology and NNDSB (West Ferris SS)
<b>Contact:</b>	Executive Officer Lucio Pavone
<b>Date Submitted:</b>	To the Board - January 28, 2020
<b>Mandate</b>	<p>The purpose of this Memorandum of Understanding (MOU) is to provide a general framework under which Canadore College of Applied Arts and Technology and the NNDSB, specifically West Ferris SS, agree to collaborate in developing pathways and laddering opportunities that facilitate the progression of WFSS students into Canadore educational programs through an Early College Secondary School Pathway Collaboration. This agreement to work together to develop more comprehensive projects and agreements will be in effect from the date of signing for a period of five years.</p> <p>The Early College Secondary School Pathway Collaboration aims to enhance student readiness for a specific college program in targeted diploma pathways by providing high school teachers with the opportunity to develop curriculum alongside college faculty members and industry professionals. Such a curriculum development approach can aid in constructing learning experiences and developing the necessary skills and knowledge for students to transition successfully into entry-level college courses.</p>
<b>Background</b>	<p>This agreement was established as part of the ongoing discussions to support the programming involved with the current 3-2 North Bay secondary school consolidation process. A number of meetings have occurred between Executive Officer Lucio Pavone, current WFSS Principal Andy Gagne and Yura Monestime, Interim Dean, Media and Entertainment, Culinary, Computing and Entrepreneurship, Canadore College of Applied Arts and Technology.</p>
<b>Next Steps</b>	<p>The two institutions agree to explore facilitating:</p> <ol style="list-style-type: none"> <li>1. the development of pathways for WFSS students specifically those enrolled in Arts Nipissing program into the College educational programs;</li> <li>2. collaboration in the development of secondary school courses that closely align to the College educational programs, specifically in areas of interest;</li> <li>3. opportunities for WFSS teachers and students to visit/use Canadore facilities, when and where appropriate;</li> <li>4. visits by Canadore faculty members as guest speakers at WFSS; and</li> <li>5. interaction of the College's Program Advisory Committee members with the secondary schools to offer industry tie-in, as appropriate.</li> </ol>

**Near North District School Board  
Trustee Expenditures  
For the Year Ended August 31, 2019**

Description	Entire Board	M Beam	P Moffat	C Green	C Stevens
Trustee Honorarium		1,958.26	1,958.26	1,958.26	1,958.26
Trustee Benefits (Note 1)		91.78	38.16	91.78	91.78
Trustee Professional Development (Note 6)	6,425.86				
Trustee Auto Reimbursement					
Trustee Other Travel Related Costs (Note 2)	2,169.18				
Trustee - Cell Phone Allowance					
Trustee - Office	28.57				
Trustee - Student Trustee Expenses (Note 5)	4,491.34				
	<b>13,114.95</b>	<b>2,050.04</b>	<b>1,996.42</b>	<b>2,050.04</b>	<b>2,050.04</b>

Note 1 - Trustee benefits include statutory benefits of Canada Pension Plan (CPP) and Employer Health Tax (EHT).

Note 2 - Other travel related costs include Board and Board Committee meals and other costs such as accommodation charges inc

Note 3 - Other Trustee Internet charges charged to IT include:

H Fry	180.00
D Thompson	179.85
J Beatty	120.00
A Bottomley	351.14
J Cochrane	420.00
J Apsin	300.00
G Barnes	420.00
	<u><b>1,970.99</b></u>

Note 4 - Trustee membership in OPSBA (Ontario Public School Board Association) charged to Business Administration - \$36,055.3

Note 5 - Student Trustee representative expenses include:

Student Trustee Honorarium	2,500.00
Student Trustee Benefits	105.55
Student Trustee - Professional Development	1,885.79
	<u><b>4,491.34</b></u>

H Fry	J Beatty	D Thompson	A Bottomley	L Sargent	J Aspin	G Barnes	D Breault
1,958.26	2,645.75	3,333.26	7,786.45	7,786.45	9,938.95	5,828.15	5,828.15
91.78	51.61	186.68	151.83	368.32	193.83	260.29	260.30
				1,963.69	1,892.92	1,474.39	
975.99	130.18		2,208.27		296.99	592.75	
	10.20				724.25	169.24	
					740.71		
<b>3,026.03</b>	<b>2,837.74</b>	<b>3,519.94</b>	<b>10,146.55</b>	<b>10,118.46</b>	<b>13,787.65</b>	<b>8,324.82</b>	<b>6,088.45</b>

urred while travelling on Board business

J Cochrane	N King	R Learn	B Steer	Total
7,883.47	5,828.16	5,828.14	5,828.16	78,306.39
153.67	277.04	290.77	290.77	2,890.39
	1,758.53		3,590.86	17,106.25
2,343.36	2,427.98		292.93	9,268.45
991.89			976.06	5,040.82
				740.71
				28.57
				4,491.34
<b>11,372.39</b>	<b>10,291.71</b>	<b>6,118.91</b>	<b>10,978.78</b>	<b>117,872.92</b>

## Savings for Ontario School Boards

*Savings for schools in the Enbridge 2019 rate case, and in the first part of the Alectra 2020 rate case, amounted to about \$1.7 million. In addition, three electricity distribution cases added a further \$440K, for **total Q3 savings of over \$2.1 million.***

*Q4 may see the Toronto Hydro five year rate decision, but probably not much else. Major cases in process include the rest of the Alectra case, Hydro One Transmission, the Hydro One merger cases, and Hydro One's fourth attempt at collecting its phantom taxes, but none are likely to be decided by year end. Filings will also start for the cases next year, including Ottawa and Kingston five year rate plans and as many as twenty other electricity distributors.*

### ONGOING MATTERS - NATURAL GAS

**Enbridge Gas 2019 and 2020 Rates.** The application by Enbridge (now including Union Gas) for 2019 rates was the subject of discovery in the spring and arguments over the summer. In September, the Energy Board issued its Decision. As is so often the case, the Energy Board agreed with SEC on some issues, and disagreed on others. When all is said and done, the result will be **savings for schools of about \$750,000.**

Enbridge has already filed another application, this one for 2020 rates, which again includes extra money for capital projects. SEC will again be participating, to ensure that any extra rate increases are kept to a minimum.

**Enbridge Conservation.** This review of the Enbridge conservation programs, and establishment of an additional five or six years of conservation budgets, has slowed down. This may be due in part to the delay in governance changes at the Energy Board (see below). The scoping decision expected in September now may be as late as December or January, and the entire process will be challenged to conclude before the end of 2020.

**Town of Marathon, et al.** Five northern communities – Marathon, Schreiber, Terrace Bay,

Wawa and Manitouwadge – have banded together to establish their own local gas distribution company. This local response to the lack of natural gas service in most parts of the north is based on a plan for a long-term contract to purchase liquified natural gas to be trucked from a supplier located near the main gas transmission line.

This innovative project has the potential to be a model for other northern communities, but it is new and untested. Many of the details will potentially affect costs going forward.

SEC has intervened in this proceeding over the surprisingly strenuous objections of the municipalities. While SEC will likely support the project, we will be looking closely at construction costs, and the long term gas supply contract, to make sure they are reasonable. This affects only 22 schools directly. However, if it becomes a template, it could affect many of the 700 schools in the province currently without natural gas service.

### ONGOING MATTERS - ELECTRICITY

**Hydro One Phantom Tax Issue.** Hydro One's on-again, off-again dispute over collecting from customers \$2.6 billion in taxes they will not pay is on-again in November. That is when the Ontario Divisional Court will hear oral

arguments on Hydro One's fourth attempt to collect all of these funds (as opposed to the \$1.7 billion they were allowed to collect in the first place). SEC's Mark Rubenstein will be the sole customer representative making submissions before that panel of judges. A decision is expected by February.

**Alectra 2020 Rates.** The Alectra 2020 rate application had two key issues affecting schools.

In the first, Alectra sought to keep the benefit of a \$63 million accounting change as a "benefit" from their merger. SEC first spotted the problem in 2018, and this year the Energy Board has finally ruled that Alectra cannot keep that extra money, because it would be double-collecting the money from customers. The **savings for schools is about \$950,000**, but it will likely not kick in until 2028.

The second issue arises out of SEC's wins in the 2018 and 2019 Alectra rate cases. Alectra is now asking for a new policy, designed just for them, that would allow them to flow through into rates all of the extra costs of their capital program. SEC has led the fight against this. After hearings in October and argument in November, a decision is likely in January. Schools face about \$2 million of rate increases over 2020-2024.

**Toronto Hydro 2020-2024 Rates.** Toronto schools will see rate increases of about \$5.7 million if this application is approved as filed. The discovery and hearing process is now complete, with final arguments filed over the summer. The decision is expected in December.

**Hydro One Transmission 2020-2022.** On average about 10% of a school's electricity bill is transmission charges. Hydro One, the main transmission company, applied for three years of rate increases late last year, basically asking for increases of about 5% per year. Discovery is complete, and the process will conclude with a hearing in October and November, and argument filed in December.

SEC has been the leader among the half dozen customer groups intervening. Of the total of almost half a billion dollars of rate increases proposed by Hydro One, the impact on schools would be over \$7 million of increases in that three year period.

**Other Electricity Distributors.** Three 2020 rate cases for electricity distributors have been settled – EnWin, Kitchener, and Algoma. For the approximately 210 schools affected, **savings will amount to about \$440,000** over 2020-2024.

**Hydro One Mergers.** Hydro One continues its attempts to acquire lower cost electricity distributors on a promise for lower costs now, but after ten years watch out. SEC has been opposing those transactions for some years, because Hydro One is a high cost distributor and all past acquired schools have experienced substantial rate increases over time.

The issue is now expected to come to a head in hearings for Orillia and Peterborough in November or December.

**Other Mergers.** SEC intervened in the recent application by North Bay Hydro to acquire Espanola Hydro, a smaller distributor with difficulties meeting its regulatory and administrative obligations. SEC supported the transaction with some conditions, and the Energy Board quoted extensively from the SEC submissions in approving it along the lines SEC supported.

**Rethinking of Ratemaking Principles.** This consultation to deal with significant upcoming changes in the electricity sector kicked off with a three-day series of presentations and debates in September. SEC was in the lead panel, and pushed for the opportunity to reconsider some of the existing pro-utility regulatory policies and principles.

This process is expected to last throughout 2020, starting with written submissions by SEC and about thirty other stakeholders in October.

## OTHER MATTERS

**Energy Board Restructuring.** The changes to the governance of the Energy Board have been further delayed. As an indicator of timing, several Board members whose terms were expiring have been extended for another year. The government is advertising for a new CEO, and a new Chair of the Board, but no decisions have been announced. After that, a process will be needed to select a Chief Adjudicator, the commissioners (i.e. the other adjudicators), and the board of directors. It now appears that this transition may last well into the spring of 2020, or longer.

Jay Shepherd  
Mark Rubenstein  
Counsel for SEC

Questions? Contact Wayne McNally ([wayne.mcnallyt@oesc-cseo.org](mailto:wayne.mcnallyt@oesc-cseo.org)), Jay Shepherd ([jay@shepherdrubenstein.com](mailto:jay@shepherdrubenstein.com)) or Mark Rubenstein ([mark@shepherdrubenstein.com](mailto:mark@shepherdrubenstein.com))

*In conclusion,*

*OESC is represented by Jay Shepherd who consults regularly with myself and Wayne McNally, who is an advisor to the OESC Board of Directors. It is critical to note that the work of the School Energy Coalition, per OESC, is a respected intervenor at the Ontario Energy Board.*

*Our work has allowed every school district in the Province of Ontario to avoid significant energy costs. This reality assists with the bottom line to your budget.*



*Ted Doherty*  
*Executive Director*  
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<b>Title:</b>	Pediculosis Management Administrative Guideline
<b>Contact:</b>	Superintendent Gay Smylie
<b>Date Submitted:</b>	To the Board - January 28, 2020
<b>Mandate</b>	<p>To inform trustees of the updated Pediculosis Management administrative guideline.</p> <p>A copy of the updated guideline is attached.</p>
<b>Background</b>	<p>Executive Council reviewed and updated the guideline to ensure alignment with Board practice.</p> <p>Language referring to our coterminous boards was removed because we no longer share the same practice of allowing students with pediculosis on the bus. Because students are in close proximity to each other on the bus, the spread of pediculosis cannot be controlled.</p> <p>We acknowledge that our Board’s Pediculosis administrative guideline does not completely align with the information from the North Bay Parry Sound District Health Unit (based on information originating from the Canadian Pediatric Society in 2016). The Health Unit provides a fact sheet with the following message:</p> <p><i>“No-nit policies in schools and childcares are discouraged by both the Canadian Pediatric Society and the American Academy of Pediatrics, however individual organizations and schools may enforce no-nit policies.”</i></p> <p>While there is support for allowing students to come to school with nits, the desire has been to keep the existing policy in place. Acknowledging a head lice infestation can result in students being absent from school and can put families under stress.</p> <p>We support the Health Unit’s message: “Head lice can be a nuisance, but they have not been shown to spread disease and are not considered a health hazard”, but also acknowledge that head lice spreads quickly.</p>
<b>Next Steps</b>	<p>The updated guideline will be posted on the Board website and schools and our community partners will be notified.</p>



Health Units, the District School Board, and the key members of the local community (including parents, leaders of children's groups, pharmacists, physicians, hairdressers and others).

### **3.0 General Screening for Pediculosis**

#### **3.1 Checks**

Parents and schools are urged to check their children on a regular basis, especially:

- 3.1.1 Early in September
- 3.1.2. After the Christmas holidays
- 3.1.3 After the March Break

In September, a general reminder notice will be sent to all families (see **Appendix A**).

#### **3.2 When Nits Are Detected**

##### **3.2.1 Steps:**

- 3.2.1. The principal is notified. The principal notifies the staff of the presence of head lice.
- 3.2.1.2 If detected at school, a letter is sent home to advise the parent/ guardian of the infested child (see **Appendix B**).
- 3.2.1.3 Each case is recorded by the school (see **Appendix C**) to assist with internal monitoring.
- 3.2.1.4 Infested students are excluded from school by the principal (pursuant to the Education Act, section 265m) until all nits are removed (regardless of the type of treatment used).
- 3.2.1.5 The principal may re-admit students if they have been checked for treatment and removal of nits. Checks may be done by any trained staff or volunteers designated by the principal.

##### **3.2.2 Screening:**

- 3.2.2.1 In order to determine the extent of pediculosis, siblings of infested students attending the same school are screened as well as students in the same class as the infested student.
- 3.2.2.2 Screening may be accomplished in two ways:
  - i. In class by a trained volunteer OR
  - ii. At home by the parents. (In this case, the request is made by sending a note home) (see **Appendix D**).

### **4.0 Recruitment and Training of Volunteers**

#### **4.1 Steps:**

- 4.1.1 Principals will canvas parents to recruit volunteers to support head lice screening, preferably in June in order that training may be completed in preparation for September.
- 4.1.2 All volunteers are required to attend a training session in order to ensure accuracy of interpretation of the district wide policy. It is advisable that principals restrict their choice of volunteers to those who have completed appropriate training.
- 4.1.3 Schools shall have volunteers sign a statement of confidentiality **(see Appendix E for a sample)**.
- 4.1.4 The principal may contact the appropriate Health Unit for assistance with volunteer training.
- 4.1.5 In September, principals will revise/update the list of volunteers who have completed training and have signed statements of confidentiality.

#### **5.0 Awareness Program**

##### **5.1 Time:**

September (optional in January and after the March Break)

##### **5.2 Initiatives of the School:**

- 5.2.1 The principal shall distribute a letter to each family outlining:  
**(see Appendix A)**
  - ✓ The pediculosis problem in the community
  - ✓ The approach to be used by the community
  - ✓ A request that parents check their children
- 5.2.2 **(Optional)** Upon request, a school or family of schools may host a parents' information night which may be conducted by the Health Unit.

##### **5.3 Initiatives of the Health Unit:**

- 5.3.1 The Health Unit shall respond to requests to speak at information sessions on the subject of identification, treatment and management of pediculosis.
- 5.3.2 The Health Unit shall respond to general inquiries from the community regarding identification, treatment and management of pediculosis through our CIS program.

## **6.0            Distribution of Shampoo**

6.1 Schools will not purchase or distribute head lice shampoo. Some school parent councils provide treatment vouchers for families as deemed necessary by the principal.

6.2 Principals will encourage parents/guardians to contact local community agencies if assistance is needed to purchase head lice shampoo.

## Appendix A

### *(School Letterhead)*

*(Date)*

Dear Parents:

The problem of head lice and nits is usually present in our community at any given time. In the schools, this nuisance is usually more prevalent after each major school break: after summer and Christmas holidays and after the March Break.

Head checks should be made on a regular basis, especially after major school breaks and whenever a case is detected in your child's class. The school will send you periodic reminders.

Here are some key points to consider:

1. Head lice are easily transmitted from one person to another; children are especially vulnerable.
2. The occurrence of head lice has nothing to do with dirt or cleanliness standards in a home.
3. Extra house cleaning and use of insecticide sprays are not needed. Wash all clothing, towels, pillows, linens, combs and brushes as well as headgear used by the infested person in the past two days in hot soapy water.
4. Prompt action is necessary to prevent spreading.
5. Advise the parents/guardian of your child(ren)'s playmates.
6. Advise the principal at your child(ren)'s school or daycare.
7. Everyone should be advised: never share a hat, comb, hairbrush, scarf or toque with anyone else.

**The policy of dealing with an occurrence is as follows:**

1. **If a case has been verified:**
  - a] the principal is notified
  - b] the child is excluded from school until the treatment is initiated and nits are removed.

2. **The parent should:**

- a] obtain appropriate treatment from a pharmacy. Consult a physician about appropriate treatment for:
  - i) anyone with seizure disorders
  - ii) children under age 2
  - iii) lice in eyebrows, eyelashes or beard
  - iv) broken or infected skin of the scalp
  - v) anyone who is pregnant or breast feeding
  
- b] follow through on these recommendations quickly and efficiently.
  
- c] have a trained school staff/volunteer designated by the principal check the child to determine if the child(ren) is/are free of lice and nits.

We firmly believe that with your co-operation, we can be effective in preventing and curbing major outbreaks.

Thank you for your co-operation.

Yours truly,

*{School Principal}*

**Appendix B**

**(School Letterhead)**

(Date)

Dear

An inspection of \_\_\_\_\_'s hair today showed that he/she have head lice or nits. Your child must be excluded from school until he/she is nit free.

Having lice is not a health hazard but it is an ongoing community problem requiring immediate treatment. Please read and carefully follow the instructions below.

1. Please see the attached Fact Sheet.
2. Use approved products to de-infest your child. Such products may be obtained at the pharmacy. If desired, consult the pharmacist.

A physician must also be consulted for:

- i) anyone with seizure disorders
  - ii) children under age 2
  - iii) lice in eyebrows, eyelashes or beard
  - iv) broken or infected skin of the scalp
  - v) anyone who is pregnant or breast feeding.
3. Use the product carefully, following the routine instructions which accompany it. Use of the produce to **prevent** an infestation of head lice is not recommended. **Some preparations state removal of nits is not required. Because treatments are not 100% effective, it is a policy of the District School Board that nits be removed as a condition of re-entry to school. Since it is very difficult to determine treated infestations from untreated infestations this policy must be followed**
  4. Inspect other family members and de-infest accordingly.
  5. Extra house cleaning and use of insecticide sprays are not needed. Wash all clothing, towels, pillows, linen, combs and brushes as well as headgear used by the infested person in the past two days in hot soapy water.
  6. A school staff/volunteer designated by the principal will be checking your child to determine that he/she is nit free. When sending your child back to school after head lice treatment, please assure that a parent/guardian accompanies the child.

In the event that nits are found, the child needs to return home for further nit removal.

Please note that schools and school councils are not authorized to directly dispense head lice treatment medication.

If you have any questions or would like further information regarding this policy, please contact the school. If you need further general information about head lice, please visit <http://www.health.biz> or call the North Bay Parry Sound Health Unit at 705-474-1400 extension 2282

Thank you for your understanding and co-operation.

Yours truly,

*(Principal)*

**(School Letterhead)**

(Date)

Dear Parents:

We wish to inform you that **head lice** have been detected in your child's class. In an effort to control the problem immediately, **please check your child's hair**. As you know, head lice are a community problem existing at any given time.

Also, we would ask that you please take the time to read the information that is provided. Some key points for your consideration are as follows:

1. Head lice are easily transmitted from one person to another; children are especially vulnerable.
2. The occurrence of head lice has nothing to do with dirt or cleanliness standards in a home.
3. Extra house cleaning and use of insecticide sprays are not needed. Wash all clothing, towels, pillows, linens, combs and brushes as well as headgear used by the infested person in the past two days in hot soapy water.
4. Prompt action is necessary to prevent spreading.
5. Students should be advised never to share a hat, comb, scarf or toque with anyone else.

**Our policy for dealing with an occurrence is as follows:**

1. **If a case has been verified:**
  - a) the principal is notified
  - b) the child is excluded from school until treatment is initiated and he/she is nit free.
2. **The parent should:**
  - a) obtain appropriate treatment from a pharmacy. A prescription is not needed. Some drug plans may cover the cost if a prescription is obtained from a doctor.

A physician should be consulted for:

- i) anyone with seizure disorders
- ii) children under age 2
- iii) lice in eyebrows, eyelashes or beard
- iv) broken or infected skin of the scalp
- v) anyone who is pregnant or breast feeding

- b) if necessary, contact the health unit or other trained person for instructions regarding shampooing and clean-up requirements.
- c) follow through these recommendations quickly and efficiently.

**\*Note: Removal of nits is required as a condition of re-entry to school, regardless of the type of product used. Since it is very difficult to determine treated infestations from untreated infestations, this policy must be followed.**

- d) Have school staff/volunteer designated by the principal check the child to determine if the treatment has been successful. Please assure that a parent/guardian accompanies the child to school after head lice treatment. In the event that nits are found, the child needs to return home for further nit removal.

If we can all become more knowledgeable concerning this problem and its symptoms, and follow through with the procedures for dealing with it promptly, I am sure that any infestations that crop up from time to time will be controlled quickly.

If you have any questions or would like further information regarding this policy, please contact the school. If you need further general information about head lice, please visit <http://www.health.biz> or call the North Bay Parry Sound Health Unit at 705-474-1400.extension 2282

Sincerely

*(Principal)*



**\*Please keep this on file to help you complete the Health Unit Summative Form**

**PEDICULOSIS MONITORING FORM FOR SCHOOL PURPOSES**

**SCHOOL** \_\_\_\_\_

**MONTH** \_\_\_\_\_ **YEAR** \_\_\_\_\_

<b>NAME</b>	<b>ADDRESS</b>	<b>GRADE</b>	<b>DATE EXCUDED</b>	<b>DATE RETURNED</b>	<b>SIBLINGS</b>	<b>COMMENTS</b>



P.O. Box 3110, North Bay, Ontario P1C 1A5  
Phone: 705-472-8170, Fax: 705-472-9927

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**CONFIDENTIALITY FORM**  
For  
**VOLUNTEERS/SCHOOL COUNCILS**

In the course of your activities in our Near North District School Board schools, you may learn personal facts about students, their families and staff members.

Because the privacy of students, their families and staff members must be respected, confidentiality is of prime importance.

Protection of Confidential Information

I, \_\_\_\_\_, have been made aware of the confidential nature of information when working with students and staff in the Near North District School Board's schools. Whether or not such confidential information may be available to me in the normal performance of my duties, occasionally or inadvertently, the confidentiality will be respected.

I understand that confidential information which shall be disclosed to me, or which may come to my knowledge, may not be divulged within or outside the school unless authorized in writing by the school principal, the staff member or the parent/guardian of a student.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

<b>December 2019 Month End Finance Report Expenditures (Budget as approved July 2, 2019)</b>	<b>Aug-2019 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	70,293,667	68,394,937	68,781,535	19,238,150		49,156,787	72%
Supply Staff	3,508,998	2,497,195	2,552,849	1,193,821		1,303,374	52%
Educational Assistants	9,479,702	9,296,476	9,194,754	3,500,418		5,796,058	62%
Early Childhood Educators	2,365,991	2,468,902	2,621,765	966,536		1,502,366	61%
Classroom Computers (Notes 2 and 7)	1,212,656	1,104,354	898,879	492,566	326,636	285,152	26%
Texts and Learning Materials (Note 2)	2,666,652	2,322,454	2,459,254	640,597	351,513	1,330,344	57%
Professionals and Paraprofessionals	4,967,276	5,082,728	5,172,004	1,621,115	13,342	3,448,271	68%
Library and Guidance	1,380,837	1,373,318	1,526,220	491,218	18,827	863,273	63%
Staff Development (Note 4)	748,452	459,806	459,806	125,206	221	334,379	73%
Coordinators & Consultants (Note 4)	2,863,261	2,786,771	2,918,979	525,695	17,726	2,243,350	80%
Principals & Vice-Principals	7,185,480	6,944,804	7,034,417	2,132,655		4,812,149	69%
Department Heads	137,705	141,035	141,035	42,455		98,580	70%
School Office - Secretaries & Supplies (Note 2)	3,638,035	3,726,448	3,889,240	1,367,742	153,406	2,205,300	59%
Transportation	12,160,131	12,293,944	12,478,551	4,986,484		7,307,460	59%
Operations & Maintenance - Schools (Note 2)	14,648,622	13,920,781	14,242,109	4,334,067	3,093,594	6,493,120	47%
Continuing Education	883,021	743,437	723,177	186,389	10,751	546,297	73%
Instructional Amortization	675,787	584,829	584,829			584,829	100%
Trustees	117,873	123,163	123,423	32,536	511	90,116	73%
Director & Supervisory Officers	889,964	752,587	873,502	479,310	4,855	268,422	36%
Board Administration (Note 2)	3,158,799	3,480,844	3,489,241	1,163,782	158,505	2,158,557	62%
Administration Amortization	49,994	50,529	50,529			50,529	100%
School Renewal/Condition Improvement (Note 3)	391,689	387,078	387,078	78,412	170,638	138,028	36%
Direct Capital and Approved Debt (Note 5)	2,255,916	2,150,083	2,150,083	453,563		1,696,520	79%
Pupil Accommodation Amortization	10,076,337	10,008,125	10,000,725	35,714		9,972,411	99%
Other Non-Operating Expenses (Note 8)	1,416,787	573,202	663,202			573,202	100%
Other Amortization and Write Downs							
	<b>157,173,632</b>	<b>151,667,830</b>	<b>153,417,186</b>	<b>44,088,431</b>	<b>4,320,525</b>	<b>103,258,874</b>	<b>68%</b>

<b>December 2019 Month End Finance Report Revenues (Budget as approved July 2, 2019)</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)	99,050,138	93,940,550	97,758,067	37,516,479		56,424,071	60%
Other Provincial Grants (Note 4)	3,329,178	940,045	1,985,173	196,114		743,931	79%
Federal Grants and Fees (Tuition/Transportation)	2,397,312	2,486,707	2,511,989	968,944		1,517,763	61%
Municipal and Unorganized Taxes	40,167,448	42,763,736	39,747,082	18,281,623		24,482,113	57%
Other School Board Recoveries (Shared Facilities)	230,472	260,000	260,000	53,755		206,245	79%
Other Revenues (Note 6)	3,047,211	681,969	924,386	545,307		136,662	20%
Amortization of Deferred Capital Contributions	10,748,516	10,525,342	10,527,942			10,525,342	100%
	<b>158,970,275</b>	<b>151,598,349</b>	<b>153,714,639</b>	<b>57,562,222</b>		<b>94,036,127</b>	<b>62%</b>

**Near North District School Board  
December 2019 Month End Report  
Notes to the Financial Report for the Period Ended December 31, 2019**

**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, 2019. The 2018-2019 year-end audit is complete for the fiscal year ended August 31, 2019, and was presented to the Board and approved by the Board on November 26, 2019.

**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 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 2019-2020 budget. These external grants include but are not limited to: Math Strategy, Specialist High Skills Major, Experiential Learning, Adult Basic Literacy, Ontario Youth Apprenticeship Program (OYAP), Northern Supports Initiative, Mental Health Workers, 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. 21 External Grants have been received to-date this year of \$2,113,910.

**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.

**Near North District School Board  
December 2019 Month End Report  
Notes to the Financial Report for the Period Ended December 31, 2019**

**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 2019 Revenues	Current Budget	Year-to-Date Actuals
Theatre Outreach ticket sales, donation, registration fees	57,438	20,000	
Sale of School Sites/Loss & Cost of Sale	10,166	60,714	35,507
Tuition Fees	232,419	456,466	48,192
Muskoka Language International	332,107	-	-
Interest income	173,462	-	67,720
Release/Secondments (Wages/benefits recoverable income)	1,105,937	-	65,833
Hydro One rebates and Solar Panel Revenues - Almaguin	45,778	41,904	15,462
Enbridge Gas rebates	-	-	111
OSBIE surplus refund	67,373	-	78,174
Various rental incomes	109,603	52,885	15,621
Administration Fees	21,000	10,000	45,000
Consolidation – Transportation & Charity	347,796	-	-
Ontario Arts Council	40,000	-	20,000
Nipissing Parry Sound Catholic DSB (Psycho-educational Assessments)	77,500	-	-
IB Program Fees	9,810	-	48,740
Continuing Education Fees	9,901	-	-
Summer Literacy Program 2019	54,677	-	5,323
Collingwood TV Productions (recovery of utility costs King George)	20,906	-	-
Northern Supports Initiative	86,641	-	-
Northern Fruits & Vegetables Program	15,702	-	3,258
NERPAE-Sudbury Catholic DSB	10,807	-	-
Ministry of Infrastructure – Dr MacDougall Holding Costs	31,172	-	-
First Nations and Inuit Health Branch – Tuition & EA fees 2019	-	-	19,460
First Nation Funding – Graduation Coaches	-	-	50,000
Various other incomes	187,016	40,000	26,906
	<u>\$ 3,047,211</u>	<u>\$ 681,969</u>	<u>\$ 545,307</u>

**Note 7 Classroom Computers**

The current budget of \$1,104,354 includes only classroom computer operational expenditures without expenditures of a capital nature. Included in actual expenditures is \$18,718 of expenses and commitments of \$1,116 that are capital in nature.

**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 2019-2020 school year passed by the Board on July 2, 2019.

Upon filing of the Board's Revised Estimates with the Ministry on December 20, 2019, the Board filed with the Ministry a surplus for compliance purposes of \$297,453 that represents a decrease from Original Estimate's in-year compliant deficit of \$69,481. It is important to note however that there are two additional transactions that will be processed subsequent to the filing of Revised Estimates that include: reduction of salary and benefit expenses to reflect strike savings of \$327,622 as well as additional expenses to account for increase in Teacher Job Protection Funding Allocation of \$653,461 resulting in overall planned deficit of \$27,386.

# SAVE THE DATE!

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**We Hope To See You There!**

<b>Title:</b>	Concussion Safety for Students
<b>Contact:</b>	Superintendent Smylie
<b>Date Submitted:</b>	To the Board - January 28, 2020
<b>Mandate</b>	That the Near North District School Board adopt a Policy Statement in accordance with PPM 158, School Board Policies on Concussion.
<b>Background</b>	PPM 158 addresses concussion safety across all school and school board activities. It applies to all publicly funded elementary and secondary schools and requires school boards to comply with policy and guidelines on concussions consistent with Rowan's Law. This Policy Statement will ensure that the existing Administrative Guideline: <u>Concussion Safety for Students</u> , be revised to meet the requirements of PPM 158 issued September 25, 2019.
<b>Policy Statement</b>	<p>The Near North District School Board recognizes that students are among those at risk for concussions and that while there is potential for a concussion any time there is body trauma, the risk is greatest during activities where collisions can occur, such as during physical education classes, playground time, or school-based sports activities.</p> <p>Educators, school staff, coaches and supervisors play a crucial role in the identification of a suspected concussion as well as the ongoing monitoring and management of a student with concussion. Awareness of the signs and symptoms of concussion and knowledge of how to properly manage a diagnosed concussion is crucial in a student's recovery and is essential in helping to prevent the student from returning to learning or physical activities too soon and risking further complications. Ultimately, this awareness and knowledge could help contribute to the student's long-term health and academic success.</p> <p>As part of its commitment to student safety, injury prevention and well-being, the Near North District School Board supports concussion awareness, prevention, identification, management, tracking and training in schools through policy, procedures and resources.</p> <p>The roles and responsibilities of relevant school staff and board staff, as well as students, parents, and school volunteers will be clearly articulated.</p>

<p><b>Next Steps</b></p>	<p>The Near North District School Board will provide annual concussion training for relevant school staff that includes training on concussion awareness, prevention and management.</p> <p>The Near North District School Board will receive confirmation of annual review of approved <i>Concussion Awareness Resources</i> by individuals participating in board-sponsored interschool sports.</p> <p>The Near North District School Board will establish Concussion Codes of Conduct for individuals participating in board-sponsored interschool sports, and the receipt of confirmation of annual review of the relevant Code of Conduct for those individuals.</p> <p>The Near North District School Board will establish an updated process for the removal of students with a suspected concussion from physical activity and, for those diagnosed with a concussion, a Return to School Plan, which includes their return to learning and to physical activity.</p> <p>The Near North District School Board will establish a process to document and track a student’s progress, from removal from an activity due to a suspected concussion, to the return, through graduated steps, to learning and to physical activity.</p> <p>The Near North District School Board will use, access and disclose only relevant diagnostic information needed to fulfill the requirements of this policy and will limit the collection, use, access and disclosure of personal and health information to that which is reasonably necessary to carry out the school board’s concussion and identification procedures and Return to School Plan.</p> <p>A copy of this policy shall be available on the Near North District School Board website.</p> <p>Should the Board of Trustees adopt this policy, it is recommended that Executive Council develop a procedure to be developed and implemented in all schools.</p>
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## **2019-2020 Board Committee Membership**

The Chair of the Board is an ex officio member of all committees.

### Committee of the Whole

All trustees

### Finance Committee

Greg Barnes (Bill Steer as of Feb 1)

Al Bottomley

Donna Breault

John Cochrane

### Multi-Year Planning Committee

Rob Learn

Bill Steer

### Audit Committee

Greg Barnes (Rob Learn as of Feb 1)

John Cochrane

### Special Education Advisory Committee (SEAC)

Al Bottomley

Nichole King

Louise Sargent

John Cochrane (alternate)

Bill Steer (alternate)

### First Nations Advisory Committee (FNAC)

Al Bottomley

Nichole King

Louise Sargent

Rob Learn (alternate)

Bill Steer (alternate)

### Supervised Alternative Learning Committee (SAL)

Al Bottomley (Almaguin)

Donna Breault (North Bay)

John Cochrane (Parry Sound)

Nichole King (FN)

### Parent Involvement Committee (PIC)

Nichole King

### Discipline Committee

All trustees

Transportation Appeals Committee  
All trustees to be available. Three required.

Ad Hoc Committees

WJ Fricker Build  
Louise Sargent  
Bill Steer

Parry Sound Build  
John Cochrane  
Rob Learn  
Nichole King