

# BOARD MEETING

Tuesday, April 11, 2023 | 6:30 pm

Virtual:	In-Person:
<a href="#">Join zoom meeting</a> Meeting ID: 856 3321 7981 Passcode: 769627 Dial in: 1 855 703 8985	North Bay Boardroom  NNDSB Head Office 963 Airport Rd., North Bay, ON.

## AGENDA

### 1.0 Call to Order

#### 1.1 Land Acknowledgement

We would like to open this meeting by acknowledging the traditional territories of the Anishinaabe, on which all schools of the NNDSB are situated. The Board Office is specifically located on the traditional territory of the Nipissing First Nation. We value the cultures, histories and relationships with the Indigenous People of Turtle Island. We are grateful to be gathered here today.

### 2.0 Request for Leaves of Absence

Motion: In accordance with BL-102, be it resolved that Trustee(s) \_\_\_\_\_ be granted a leave of absence from the April 11, 2023 Board meeting, as confirmation of regrets was provided in advance of the meeting.

### 3.0 Attendance

- 3.1 Confirmation of Quorum
- 3.2 Declaration of Conflict of Interest

### 4.0 Approval of the Agenda ✓

Motion: That the agenda for the Board meeting of April 11, 2023 be approved.

### 5.0 Review of Previous Minutes ✓

Motion: That the minutes of the March 28, 2023 Board meeting be approved.

### 6.0 Business Arising

- 6.1 Governance report- Bylaw amendment recommendation ✓

## 7.0 Communication to the Board

### 7.1 Information Items

- 7.1.1 Professional Development Opportunities Report ✓
- 7.1.2 Committee Meeting Calendar ✓

### 7.2 Director's Update- Director Myles to lead this item.

- 7.2.1 Board Report ✓

### 7.3 Chair's Remarks- Chair Lougheed to lead this item.

### 7.4 OPSBA Report- Trustee Steer to lead this item.

- 7.4.1 Board Report ✓

### 7.5 Student Trustees' Update

- 7.5.1 Indigenous Youth Circle Update
- 7.5.2 Student Trustee Report

### 7.6 Scheduled Delegations

- 7.6.1 "Chippewa high school name change"- presented by S. Brown ✓

## 8.0 Items for Decision

### 8.1 Report from Committee of the Whole Private Session

### 8.2 Report from Committee of the Whole Public Session

### 8.3 OPSBA Annual General Meeting- Approval of Attendance ✓

Motion: Be it resolved, that the Board of Trustees of Near North District School Board appoints the following trustees as representatives to attend the OPSBA Annual General Meeting:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## 9.0 Committee Reports

### 9.1 Finance Committee Report

- 9.1.1 Unofficial Minutes- March 21, 2023 ✓
- 9.1.2 Quarterly Report ✓
- 9.1.3 Trustee Initiative Fund Report ✓

### 9.2 Committee Meeting Minutes Presented for Information

- 2023 03 21 Audit Committee meeting minutes ✓
- 2023 03 23 North Bay Consolidation Committee meeting minutes ✓

**10.0 Next meeting Date:** May 9, 2023

**11.0 Adjournment**

11.1 Motion: That on April 11, 2023 we do now adjourn at \_\_\_\_\_ pm.



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Phone: 705.472.8170  
Website: www.nearnorthschools.ca

Erika Lougheed, Chair

Craig Myles, Director of Education

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The March 28, 2023 **Public Session Board Meeting** of the Near North District School Board was held in person at the Head Office and via a Zoom video and/or teleconference.

**Trustees Present:**

Erika Lougheed, Chair  
Howard Wesley, Vice-Chair  
Bill Steer  
Chantal Phillips  
Jeanie Fuscaldo ®  
Julie Bertram ®  
Louise Sargent  
Shane Hall  
Allen Lewis Trodd, Student Trustee  
Cecilia Darling, Student Trustee

**Administrative Staff Present:**

Craig Myles, Director of Education  
Deb Bartlett, Communications Officer ®  
Gay Smylie, Superintendent of Education  
Krista Messenger, Executive Assistant  
Melanie Gray, Superintendent of Teaching and Learning ®  
Timothy Graves, Superintendent of Education ®

**Other:**

Staff, media, union and community partners

® attended remotely via Zoom video or audio conference

**Trustees Absent:**

Ashley St. Pierre

**1.0 Call to Order**

Chair Lougheed called the meeting to order at 6:31 pm.

**1.1 Land Acknowledgement**

Chair Lougheed read the land acknowledgement aloud.

**2.0 Requests for Leaves of Absence**

It is noted that Trustee Ashley St. Pierre had provided regrets to the Director's Office in advance of the meeting. Chair Lougheed confirmed a motion would be tabled to accept her regrets.

*Motion: 23-03-01, S. Hall/ L. Sargent*

In accordance with BL-102, be it resolved that Trustee St. Pierre be granted a leave of absence from the March 28, 2023 Board meeting, as confirmation of regrets was provided in advance of the meeting. – CARRIED.

**3.0 Attendance**

**3.1 Confirmation of Quorum**

Attendance indicated that 10 trustees are present for the meeting, including both student

trustees.

### **3.2 Declaration of Conflict of Interest**

The floor was opened for trustees to declare conflicts of interest, with none rose.

## **4.0 Approval of the Agenda**

Review of the agenda for the meeting of March 28, 2023. The floor was opened for amendments or additions, with none rose.

*Motion: 23-03-02, J. Bertram/ H. Wesley*

That the agenda for the Board meeting of March 28, 2023 be approved. – CARRIED.

## **5.0 Review of Previous Minutes**

It is noted that the minutes of the regular session held on February 14, 2023 were included in the agenda package. The floor was opened for amendments or additions, with none rose.

*Motion: 23-03-03, H. Wesley/ C. Phillips*

That the minutes of the February 14, 2023 Board meeting be approved. – CARRIED.

## **6.0 Communication to the Board**

### **6.1 Information Items**

*6.1.1 Professional Development Opportunities Calendar*

*6.1.2 Monthly Tender Report- March 2023*

Chair Lougheed referred trustees to the board reports submitted for information as part of the agenda package for each item. The floor was opened for questions or comments of trustees, with none rose.

### **6.2 Director's Update**

*6.2.1 Board Report*

Trustees were referred to the report contained in the agenda package. Director Myles spoke to a few highlights which included:

- Staff and students were welcomed back after the March Break. It is recognized that there are only a few months left in the 2022 -2023 school year.
- Review of Public Health reminders. Note that the provincial government has advised that as Ontario continues to live with and manage COVID-19 for the long-term, there are layers of protection to support keeping ourselves and others healthy such as washing hands often, regularly cleaning high-touch surfaces and covering mouths to cough or sneeze.
- Review of the MYSP data of note. The month, Excellence in Teaching and Learning is being presented through a review of the School Effectiveness Framework (SEF) process update. In alignment with the goals and priorities of the 2021-2026 Multi-Year Strategic Plan, NNDSB has implemented key systemic improvement planning efforts, such as the K-12 School Effectiveness Framework (SEF) process. The SEF framework is a dynamic document designed to support

school improvement and student success. It identifies evidence-based indicators of successful practice for effective schools. The SEF process acknowledges where schools are in their journey and incorporates their vision and goals for improvement.

- Review of the monthly kudos honourees for January (J. Hawn) and February (L. Spencer), as well as the special recognition days in March.

*6.2.2 Mid-Year Strategic Plan Progress Review*

A report is included in the package in support of this item.

The floor was opened for questions or comments regarding the Director's report, with none rose.

**6.3 Chair's Remarks**

*6.3.1 2022-23 Trustee Professional Development Plan*

Trustees were referred to the professional development plan included in the agenda package. Acknowledgement provided for the efforts of trustees to attend these sessions. Specific attention called to the session scheduled for 10:00 AM- 4:00 PM on Tuesday, May 9. Time to be held in schedules to ensure trustees can attend.

Further remarks were shared regarding board and community engagement initiatives. The Chair proudly represented the Board of Trustees at Personal Support Worker (PSW) graduation ceremonies in Mattawa and North Bay (alongside other trustees). High regards expressed for the culinary dinner event in Parry Sound, and the Festival of the Sound performance.

Trustees received the Chair's report with thanks.

**6.4 OPSBA Report**

*6.4.1 Board update*

Trustee Steer was invited to speak to this item. Trustees were referred to the report included in the agenda package. Review of the self-assessment discussion that arose at the Northern Region caucus meeting. The next meeting is scheduled for April 1, 2023, and is hosted virtually. All trustees were encouraged to dial in if they can. The floor was opened for questions regarding the OPSBA report, with none rose.

*6.4.2 Annual General Meeting Motions- For Approval*

Trustee Steer is seeking Board approval to bring forward two resolutions to the OPSBA Annual General Meeting. It is noted that draft resolutions were contained in the agenda package for reference.

*a. Virtual conference attendance option*

Note that this resolution is requesting that OPSBA consider expanding the virtual and recorded session availability at major events (such as the Public Education Symposium). It is recognised that in-person attendance was recognised as a barrier for the NNDSB Board when registering for this conference due to cost and the conference capacity limits. The floor was opened for questions or comments regarding this proposed motion, with none rose.

*Motion: 23-03-04, B. Steer/ L. Sargent*

Be it resolved, that the Board of Trustees for Near North District School Board endorses the motion presented by Trustee Steer regarding virtual conference attendance options to be brought forward to the OPSBA Annual General Meeting. – CARRIED.

*b. Board self-assessment template development*

Trustee Steer recognized that assessment and evaluation of the Director and the MYSP are required, but there is no expectation for the assessment of trustees. NNDSB is such a strong board, so it is recognized that this would be a valuable tool for trustees to evaluate the Board's effectiveness and would be well supported by a template or guidance from OPSBA in this regard. The floor was opened for questions or comments regarding this proposed motion, with none rose.

*Motion: 23-03-05, B. Steer/ C. Phillips*

Be it resolved, that the Board of Trustees for Near North District School Board endorses the motion presented by Trustee Steer regarding the development of a board self-assessment template to be brought forward to the OPSBA Annual General Meeting. - CARRIED.

## **6.5 Student Trustees' Update**

### **6.5.1 Student Trustee Report**

Student Trustee Darling was invited to speak to this item. Student Trustee Darling provided a verbal report that centred on extracurricular activities, and special recognition days celebrated in schools. Secondary schools honoured International Women's Day in a variety of ways such as sharing Sways on influential women and hosting "Tampon Tuesday" campaign fundraisers. Student senator elections are underway- interviews and the final selections are final scheduled to be completed shortly. Closing comments to thank trustees for their interest in the work of the student body and the Student Trustee.

### **6.5.2 Indigenous Youth Circle (IYC) Update**

Student Trustee Lewis was invited to speak to this item. Thanks were expressed to the Board for providing the opportunity to attend the Ontario Student Trustee Association conference. This event was a fantastic networking opportunity. Recently a mental health circle was hosted at PSHS. Drum circles continue every week as well. WFSS is still looking for someone to lead the big drum. Northern Secondary School is looking for more ways to support Indigenous learning. Plans are underway to honour Missing and Murdered Indigenous Women and Girls Day on May 5. Chippewa Secondary School is partnering with the North Bay Indigenous Friendship Centre to make ribbon skirts and grad cap beadings. The IYC is starting to plan an event to be hosted in May at Spirit Point. The intention is to invite the Board of Trustees to attend and hear a presentation about IYC events and goals.

The Chair thanked the Student Trustees for their reports.

## **7.0 Items for Decision**

### **7.1 Report from Committee of the Whole Public Session**

*Motion: 23-03-06, L. Sargent/ C. Phillips*

Be it resolved, that the Board of Trustees of Near North District School Board approves the allocation from the Trustee Initiative Fund in the amount of \$13,626.90 in support of the resource enhancement to the Journey Into Learning kits.

and that the Near North District School Board authorize and direct the Superintendent of Business to do all actions necessary, and execute all required documentation, to give effect to this approval, as recommended by the Committee of the Whole. – CARRIED.

Chair Lougheed read aloud the second motion arising from the Committee of the Whole regarding Trustee Steer’s Notice of Motion. Consensus was noted to include the statement “and joining information, where available”. Chair Lougheed noted a motion to amend would be put forward to confirm approval of the amendment.

*Motion: 23-03-07, H. Wesley/ L. Sargent*

Be it resolved, that the motion proposed in support of the Committee of the Whole item 7.2-Notice of Motion- Trustee Steer is amended to insert the words “and joining information, where available” into the first sentence after the words “meeting dates” and before the words “are publicly available” – CARRIED.

The motion was brought forward as amended.

*Motion: 23-03-08, H. Wesley/ S. Hall*

Be it resolved, that the Board of Trustees of Near North District School Board hereby directs all committees of the Board to ensure meeting dates and joining information, where available are publicly available;

Be it further resolved that committee meeting dates will be added as an information item on subsequent Board meeting agendas, as recommended by the Committee of the Whole. – CARRIED.

## **8.0 Committee Reports**

### **8.1 Multi-Year Strategic Plan Committee Report**

*8.1.1 Meeting minutes- March 6, 2023*

*8.1.2 Terms of Reference- For Approval*

*8.1.3 Board report*

Trustee Steer spoke to this item as the MYSP Committee Chair. Highlights of the recent meeting were shared. It is recognized that unofficial minutes have been included for review, and amendments are expected to provide further clarity on actioning By-law 114.

The Chair noted that she is pleased to work with Trustee Bertram on reviewing the Board’s process around Question Period to ensure there is clarity as to how this is added to future Board agendas.

Comment from Board Chair Lougheed regarding agenda item 6.2.2- Mid-Year Strategic Plan Progress Review. It is noted that this was brought forward in alignment with the Board’s governance policy regarding the Director’s Performance Appraisal process (GP-208).

The MYSP Committee has included an amended Terms of Reference for the Board’s approval. It is noted that the amendments focus on the “future-focused” work of the committee. Question raised about the ability to re-insert the language around developing the framework when the committee begins to prepare for the next MYSP. Confirmation that the focus is on ensuring the Terms of Reference is aligned to the current work of the committee, and the spirit of the comment is noted.

*Motion: 23-03-09, B. Steer J. Fuscaldo*

Be it resolved, that the Board of Trustees of Near North District School Board approves the updates to the Terms of Reference of the Multi-Year Strategic Planning (MYSP) Committee, as recommended by the MYSP Committee. – CARRIED.

**8.2 Committee Meeting Minutes Presented for Information**

8.2.1 2023 02 01 First Nations Advisory Council

8.2.2 2023 02 16 Special Education Advisory Committee

Trustees were referred to the meeting minutes contained in the agenda package for information.

**9.0 Next Meeting Date**

Chair Lougheed confirmed the Board of Trustees will meet next on April 11, 2023.

**10.0 Motion to Adjourn**

*Motion: 23-03-10, H. Wesley/ J. Bertram*

That we do now adjourn at 7:26 pm. – CARRIED

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**Erika Lougheed**  
Chair

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**Craig Myles**  
Director of Education

**RESOLUTION SUMMARY**

<p><b>23-03-01</b> S. Hall L. Sargent</p>	<p>In accordance with BL-102, be it resolved that Trustee St. Pierre be granted a leave of absence from the March 28, 2023 Board meeting, as confirmation of regrets was provided in advance of the meeting. – CARRIED.</p>
<p><b>23-03-02</b> J. Bertram H. Wesley</p>	<p>That the agenda for the Board meeting of March 28, 2023 be approved. – CARRIED.</p>

**Minutes of the Public Session Board Meeting of the Near North District School Board held March 28, 2023**

<p><b>23-03-03</b> H. Wesley C. Phillips</p>	<p>That the minutes of the February 14, 2023 Board meeting be approved. – CARRIED</p>
<p><b>23-03-04</b> B. Steer L. Sargent</p>	<p>Be it resolved, that the Board of Trustees for Near North District School Board endorses the motion presented by Trustee Steer regarding virtual conference attendance options to be brought forward to the OPSBA Annual General Meeting. – CARRIED.</p>
<p><b>23-03-05</b> B. Steer C. Phillips</p>	<p>Be it resolved, that the Board of Trustees for Near North District School Board endorses the motion presented by Trustee Steer regarding the development of a board self-assessment template to be brought forward to the OPSBA Annual General Meeting. -CARRIED.</p>
<p><b>23-03-06</b> L. Sargent C. Phillips</p>	<p>Be it resolved, that the Board of Trustees of Near North District School Board approves the allocation from the Trustee Initiative Fund in the amount of \$13,626.90 in support of the resource enhancement to the Journey Into Learning kits.</p> <p>and that the Near North District School Board authorize and direct the Superintendent of Business to do all actions necessary, and execute all required documentation, to give effect to this approval, as recommended by the Committee of the Whole. – CARRIED</p>
<p><b>23-03-07</b> H. Wesley L. Sargent</p>	<p>Be it resolved, that the motion proposed in support of the Committee of the Whole item 7.2-Notice of Motion- Trustee Steer is amended to insert the words “and joining information, where available” into the first sentence after the words “meeting dates” and before the words “are publicly available” – CARRIED.</p>
<p><b>23-03-08</b> H. Wesley S. Hall</p>	<p>Be it resolved, that the Board of Trustees of Near North District School Board hereby directs all committees of the Board to ensure meeting dates and joining information, where available are publicly available;</p> <p>Be it further resolved that committee meeting dates will be added as an information item on subsequent Board meeting agendas, as recommended by the Committee of the Whole. – CARRIED.</p>
<p><b>23-03-09</b> B. Steer J. Fuscaldo</p>	<p>Be it resolved, that the Board of Trustees of Near North District School Board approves the updates to the Terms of Reference of the Multi-Year Strategic Planning (MYSP) Committee, as recommended by the MYSP Committee. – CARRIED.</p>
<p><b>23-03-10</b> H. Wesley J. Bertram</p>	<p>That we do now adjourn at 7:26 PM. – CARRIED</p>

<b>Title:</b>	<b>Good Governance- By-Law Amendment Recommendation</b>
<b>Contact:</b>	Craig Myles, Director of Education
<b>Date Submitted:</b>	April 11, 2023
<b>Mandate:</b>	Excellence in Relationships through the focus on promoting and building connections to foster mutually respectful communication among students, families, staff, and the broader community.
<b>Background:</b>	<p>It is recognized that a Motion was brought forward to the January 10, 2023 Committee of the Whole meeting proposing the Board adjust the schedule to convene the Committee of the Whole meeting on a separate evening from the Board of Trustees meeting. The motion included a recommendation that stated in part, “That the Board of Trustees receives the bylaw amendments for consideration and endorses the modifications to update our By-Laws in sections BL 102, BL 104, and BL 107”. This motion was carried and identified as Motion 23-01-05 (<a href="#">confirmation can be found here</a>).</p> <p>NNDSB consulted with the Ministry’s Special Advisors, and it was recognized that a correction was needed, as any motion regarding an amendment to By-Law requires a two-thirds majority. This information was included in a report presented at a Special Meeting, hosted on February 2, 2023. <a href="#">The report presented can be found here</a>.</p> <p>At the regular meeting of February 14, 2023, Motion was tabled to correct this error and declare Motion 23-01-05 as null. The corrective motion was carried and identified as Motion 23-02-03 (<a href="#">confirmation can be found here</a>).</p> <p>During the preceding Committee of the Whole meeting on February 14, 2023, the spirit of the motion was brought back before the Board by Trustee Sargent. <a href="#">The Notice of Motion included in the agenda package is found here</a>.</p> <p>This culminated in a decision during the Board meeting to defer the decision until a supplementary report from the Director was received (as noted in <a href="#">the Committee of the Whole minutes found here</a>). This motion was carried and identified as Motion 23-02-07 (<a href="#">confirmation can be found here</a>).</p>
<b>Update:</b>	The Board’s By-laws are crucial for maintaining the integrity and effectiveness of the Near North District School Board. As highlighted in Roberts Rules of Order, 12th edition newly revised, by-laws should be respected and carefully crafted to promote transparency, accountability,

and fairness. The importance of this foundational document cannot be overstated, as it is the backbone of proper governance and the democratic process. By-laws are essential for ensuring that all members of the organization understand their rights and responsibilities and can participate fully in the decision-making process. Robert's Rules of Order describes by-laws as a fundamental instrument, that includes all rules a Board considers so important they cannot be changed without significant effort. The possibility of any amendments should be made with extreme caution and consultation, to ensure there is a full understanding of the impacts, on the organization and its members.

Trustees will recall that the Board's current By-laws were developed in 2020 in close consultation with the Ministry Special Advisor, Mr. Wayne Joudrie. It is noted that this process was followed to ensure strict adherence to appropriate governance practices as a result of the community and board concerns that had arisen in 2019.

It is noted that the direction from the Ministry's Special Advisors (SA) presented to trustees on February 2, 2023 remains relevant:

*Where there is no explicit process defined for bringing forward a request for a bylaw amendment, Robert's Rules of Order (RROR) would consider this as an "unclassified motion" (to rescind/appeal), as the bylaws are something previously approved and adopted by the Board. A motion to rescind/appeal must be seconded and the vote required to pass is two-thirds.*

*SA Joudrie confirmed NNDSB does not have a bylaw specific to bringing forward bylaw amendments so the above process should be followed. NNDSB BL-117 includes a table with a rule of order summary which confirms adherence to this process.*

Subsequent to this, the Board of Trustees received a professional development presentation led by B. Rodriguez, former Deputy Minister of the Ministry of Education and CEO of EQAO. In his remarks, Mr. Rodriguez noted:

- By-laws are generally on a four-year review and revision cycle.
- Trustees ought to live and function within the existing By-laws
- Do not create policies for the sake of policy. Evidence should dictate a need to develop or revise a policy.
- Policy change isn't about getting to where you want to go. It is about trying to enhance a process and make it better

In a follow-up conversation, it is noted that B. Rodriguez specifically advised the Board should not be considering an amendment to By-law

	<p>for the purposes of a meeting schedule change, as this is not an imminent item or prompted by a legislative requirement.</p> <p>Amending by-laws without careful consideration and consultation can lead to confusion and chaos within a board. It can also lead to a lack of transparency and accountability, which can erode public trust in the educational system.</p> <p>Given that the current Governance Manual was approved on June 22, 2020, it is recognized that the Board's By-laws will be due for a complete review and revision in 2024.</p>
<b>Recommendation</b>	<p>In alignment with all of the opinions received, the Board of Trustees should not proceed with an amendment to the By-laws. Consideration should be given to establishing a "By-law Review Committee" to lead the review process according to the revision cycle.</p>

# PD Opportunities Report

<b>Title:</b>	<b>April 2023 Trustee Professional Development Opportunities Report</b>
<b>Ongoing Opportunities and Resources</b>	<ul style="list-style-type: none"> <li>• Ontario Public School Board Association’s “Trustee Development Program” modules <a href="https://modules.ontarioschooltrustees.org/">https://modules.ontarioschooltrustees.org/</a></li> <li>• Ontario Public School Board Association’s “Guide to Good Governance” <a href="https://www.opsba.org/wp-content/uploads/2023/01/EN_Good-Governance-Guide-2022-2026_en_aoda_final.pdf">https://www.opsba.org/wp-content/uploads/2023/01/EN_Good-Governance-Guide-2022-2026_en_aoda_final.pdf</a></li> <li>• Ontario Public School Board Association’s 2023 Public Education Symposium- workshop and panel discussion resources:             <ul style="list-style-type: none"> <li>○ <a href="#">Rules of Order presented by L. Lukinuk</a></li> <li>○ <a href="#">Communications Workshop – For New Trustees presented by D. Matthews and S. Donaldson</a></li> <li>○ <a href="#">Best Practices to Ensure Productive Trustee Meetings presented by S. MacKinnon</a></li> <li>○ Find the full list here: <a href="https://www.opsba.org/events-and-publications/public-education-symposium/">https://www.opsba.org/events-and-publications/public-education-symposium/</a></li> </ul> </li> <li>• Ministry of Education governance resources <a href="http://www.edu.gov.on.ca/eng/policyfunding/leadership/govern_resources.html">http://www.edu.gov.on.ca/eng/policyfunding/leadership/govern_resources.html</a></li> <li>• Canadian School Boards Association (CSBA) School District Governance-Theoretical and Conceptual Foundations <a href="https://www.cdnsba.org/governance-resources">https://www.cdnsba.org/governance-resources</a></li> <li>• Ontario Student Trustees Association- List of publications <a href="https://osta-aeco.org/our-work/publications/">https://osta-aeco.org/our-work/publications/</a></li> </ul>
<b>Scheduled Opportunities</b>	<p>Osgoode Professional Development will be offering the following scheduled opportunities that may be of interest to trustees:</p> <ul style="list-style-type: none"> <li>• <a href="#">Human Resources Law for Education Professionals</a> May 1, 2023</li> </ul>
<b>Registration Support</b>	<p>Trustees may reach out to Krista Messenger via email at <a href="mailto:krista.messenger@nearnorthschools.ca">krista.messenger@nearnorthschools.ca</a> for registration support if they are unsuccessful in self-registering by following the links above, or to request printed copies of the material to review, where available.</p>

# BOARD REPORT

<b>Title:</b>	<b>Board of Trustees Committee Meeting Calendar</b>
<b>Board Committees</b>	<p>It is noted that the Board of Trustees has structured committees for the purposes of conducting its work more effectively. Committees of the Board of Trustees are comprised of:</p> <ul style="list-style-type: none"> <li>• Statutory Committees- which are established under Provincial Regulations and have mandates, composition, and terms of reference as required by the Regulations;</li> <li>• Ad Hoc Committees- which are formed to assist the Board by doing “pre-Board work” to address a specific topic or project.</li> </ul> <p>The NNDSB Board of Trustees welcomes members of the public to attend as observers to public Board of Trustee committee meetings. In support of this commitment, upcoming committee dates are listed below.</p>
<b>Scheduled Meetings</b>	<ul style="list-style-type: none"> <li>• Equity Advisory Circle- April 13 at 9:30 AM</li> <li>• North Bay Consolidation Committee- April 20 at 10:00 AM</li> <li>• Special Education Advisory Committee- April 20 at 1:00 PM</li> <li>• Multi-Year Strategic Plan Committee- May 31 at 1:00 PM</li> </ul>
<b>Participation Support</b>	<p>Trustees and members of the public are encouraged to view the website for the most current committee date information.</p> <p>Trustees and members of the public may reach out to the Director’s Assistant, Krista Messenger via email at <a href="mailto:krista.messenger@nearnorthschools.ca">krista.messenger@nearnorthschools.ca</a> to request joining information, where available.</p>

<b>Title:</b>	<b>Director's Update</b>
<b>Contact:</b>	Craig Myles, Director of Education
<b>Date Submitted:</b>	Board Meeting April 11, 2023
<b>Welcome</b>	<p>With warmer weather beginning to arrive, our thoughts turn to renewal. I'm proud of how NNDSB educators have shown the grit and passion that it has taken to return our students to energetic engagement in face-to-face learning. Educators learned to deliver new comprehensive baseline testing to support the understanding of needs in this year of learning recovery. Educators seized the opportunity to offer exciting and varied extra-curricular activities. IT, Finance and HR departments have worked diligently to increase professional development opportunities for all applicable staff to increase comfort level and efficiency across the system. The spirit of collaboration amongst all staff has been a testament to the growth in understanding of the MYSP 6-week cycle planning and alignment processes. We look forward to continued growth as we move into this season.</p>
<b>Program Updates</b>	<p><u>The new Custodial Services program</u> The program, which launched in North Bay on March 6, 2023, is going strong. We are incredibly proud of our new instructor, longtime staff member, D. Lamb who has worked with NNDSB in Custodial Services and who brings a wealth of knowledge to the program. She is a natural teacher and students are proving to be highly engaged in the program which partners with YES Employment and local DSSAB.</p> <p><u>The Eco Schools Program</u> Purchased and promoted by NNDSB system staff to all schools, this experiential learning tool has seen almost 100% uptake in schools. The program allows schools to conceptualize and engage in ecologically responsible practice in schools. The program also supports staff in tracking their progress over time. At the end of the year, school applications are assessed based on a standard benchmark established over 10 years and are awarded a final certification level. Currently, several schools are reaching for platinum status certification.</p>
<b>Operational Updates</b>	<p><u>MYSP Survey Invitation</u> The annual Multi-Year Strategic Planning reflection survey will be launched later this week. All stakeholders and rightsholders are encouraged to provide their feedback. The data will be used to measure their knowledge of the implementation status of the 2021- 2026 MYSP. The survey can be found on the website.</p>

<p><b>Administrative Guidelines for Consultation</b></p>	<p>Draft Administrative Guidelines are placed on the website for the public consultation phase. Feedback will be collected for 30 days. The AGs on the website currently for stakeholder input include:</p> <ul style="list-style-type: none"> <li>• <a href="#">ESL Administrative Guideline</a></li> </ul> <p>As documents are added for consultation, they are placed here: <a href="https://www.nearnorthschools.ca/board/administrative-guidelines/">https://www.nearnorthschools.ca/board/administrative-guidelines/</a></p>
<p><b>Event Updates</b></p>	<p><u>Festival of the Sound performances “Sounding Thunder”</u> At the March meeting, Chair Lougheed mentioned the performances which occurred in the latter part of March and extended thanks for the invitations to attend on behalf of trustees. NNDSB students expressed appreciation for the opportunity to deepen their learning of Indigenous historical occurrences through the personal lens of an Indigenous soldier and through the resoundingly beautiful music of local musicians. Students deepened their understanding of the history and learned about oral story telling through song. The concerts were available throughout the board and to all NBE English students. The TIF investment allowed this first year of the compulsory Indigenous language English course to culminate in highly rewarding and engaging learning.</p> <p><u>Special Recognition Days</u> This month NNDSB is pleased to acknowledge special recognition days for their educational value, and connection to the Board’s mission, vision, and strategic plan. The following are a few examples noted in the month ahead, in addition to those shared as part of other board communications. Meaningful ways individual schools have and will recognize each day are featured on school websites and included in the monthly Chair/ Director newsletter, Near North Matters.</p> <p><i>World Day of Pink- April 12, 2023</i> Wednesday, April 12 is the Day of Pink, an international day against bullying, discrimination, homophobia, transphobia and transmisogyny across the world.</p> <p><i>Principal’s Day- May 1, 2023</i> NNDSB acknowledges on Principal’s Day, the valuable work performed by our principals and vice-principals. The role of a principal is both challenging and rewarding. NNDSB Principals have shown a dedication to staff and students. School administrators have worked, learned and collaborated with experts to shape the learning environment for teachers and students to learn and succeed in this year of recovery.</p>

The impact of a principal is felt beyond the walls of their buildings. NNDSB is grateful for every effort in support of our strategic commitments to excellence in teaching and learning, excellence in innovation, excellence in relationships and excellence in communication.

*Education Week- May 1-5, 2023*

Education Week is recognized annually during the first full week in May. It is a time for students, teachers, and parents to celebrate excellence in teaching and learning and the resulting student achievement. NNDSB is proud to acknowledge all contributions to the school community in service to students. I invite you to view the NNDSB Facebook page on any given day, where you will see the many exciting and engaging learning opportunities provided every day of the year to NNDSB students. While we honour the week, we know that NNDSB educators engage in excellence in teaching and learning in the interest of student achievement and well-being, every day.

OPSBA - Northern Caucus

Vice-Chair – Bill Steer

Saturday April 1, 2023

1. Online meeting...more than 30 attended.
2. Land Acknowledgement – Steer - Slides
3. Fall Northern caucus meeting in Sault Ste. Marie – October 13/14 (Fri.-Sat.) - focus on northern priorities; (last meeting was in 2019); could be a Friday to Sunday or Friday to Saturday – in length (to be determined). Working on a keynote speaker - Métis Nation of Ontario (MNO) – Steer.
4. Board reports - NNSB as attached were presented.
5. Next OPSBA meeting – April 28/29
6. AGM – Collingwood June 9/10



# ONTARIO PUBLIC SCHOOL BOARDS' ASSOCIATION

Leading Education's Advocates

**Ontario Public School Boards' Association**  
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Toronto, ON M5G 1Y8  
Tel: (416) 340-2540  
Fax: (416) 340-7571  
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www.opsba.org

Cathy Abraham  
President

Stephanie Donaldson  
Executive Director

## Template for Regional Board Reports

### Member Board: Near North District School Board

<b>What's New in Our Schools</b>	<ul style="list-style-type: none"> <li>• <a href="#">PSHS DINNER SHOWS OFF STUDENTS' CULINARY SKILLS</a></li> <li>• The Board has created two naming committees. <ul style="list-style-type: none"> <li>○ One to select the name of a brand new elementary school in North Bay. <a href="#">See the media release here.</a></li> <li>○ One to select the name of an existing secondary school in North Bay following a consolidation. <a href="#">See the media release here.</a></li> </ul> </li> <li>• <a href="#">NEAR NORTH STAFF DEBRIEF, MODIFY LOCKDOWN RESPONSE</a></li> <li>• <a href="#">STAFF OUTLINE PROACTIVE PLANS THAT SUPPORT STUDENT LITERACY</a></li> </ul>
<b>Current Projects or Plans of Interest</b>	<ul style="list-style-type: none"> <li>• <a href="#">Highlights from the Board of Trustees February meeting</a></li> </ul>
<b>Local Advocacy Plans/Letters</b>	<ul style="list-style-type: none"> <li>• <a href="#">HOCKEY PLAYERS HELP NNDSB BATTLE BULLYING</a></li> </ul>
<b>Community Success/Challenges</b>	<p>Community successes:</p> <ul style="list-style-type: none"> <li>• <a href="#">NEAR NORTH DISTRICT SCHOOL BOARD WELCOMES YMCA CHILD CARE PROGRAM TO PARRY SOUND HIGH SCHOOL</a></li> <li>• <a href="#">NNDSB LAUNCHES CUSTODIAL TRAINING CERTIFICATE PROGRAM</a></li> </ul>

*The Ontario Public School Boards' Association represents English public district school boards and public school authorities across Ontario, which together serve more than 1.3 million public elementary and secondary students. The Association advocates on behalf of the best interests and needs of the public school system in Ontario. OPSBA is seen as the credible voice of public education in Ontario and is routinely called on by the provincial government for input and advice on legislation and the impact of government policy directions.*

Stephen Brown  
907 Premier road  
North Bay  
ON  
P1A 2H6

Krista Messenger  
Executive Assistant to the Director of Education  
Near North District School Board  
963 Airport Road  
North Bay, Ontario  
P1B 8H1

**Presentation to the board of my petition to stop Chippewa high school name change.**

**I, Stephen Brown, of North Bay want to let the board know if they proceed with this action they have created a situation where they have been totally submission and disrespectful of the Chippewa nation of Anishinaabe people and dismissive to the almost 3,000 citizens that have asked that the board continue to respect and honour the indigenous people of Chippewa origin. This has and will continue to foster great division among in the community.**

**In my presentation, I want to make the point that Chippewa is not a racist name, it represents an honourable indigenous nation who we have, it appears up until now, respected for 65 years by naming one of our high schools in their honour.**

**I also want to give them a full flavour and sentiment of the history and opinions of the people who have supported the current schools name.**

**Kind regards**

**Stephen Brown**

# AGM and Program

## 2023 AGM and Program

### **SAVE THE DATE: June 8–10, 2023, Blue Mountain, Collingwood**

Registration and program information will be available in April 2023.

The AGM kicks-off on Thursday, June 8 with an evening Welcome Reception and continues Friday, June 9 and Saturday, June 10. The AGM will conclude Saturday night after the President's Dinner.

OPSBA registration fees:

- \$625-Full AGM
- \$375 – Student Trustees

We encourage all attendees to book their hotel stay early: Book your hotel stay by visiting <https://bmrbooking.bluemountain.ca/> and enter the group code GB00005710 or call 1-833-583-2583 and quote “group code GB00005710”. Blue Mountain is holding rooms for OPSBA until May 8, 2023 (or until our room block is sold-out).

Erika Lougheed, Chair

Craig Myles, Director of Education

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**Finance Committee**

Tuesday, March 21, 2023 3:00PM  
Zoom Meeting

Committee Members Present

Shane Hall, Committee Chair  
Howard Wesley, Board Vice-Chair  
Chantal Phillips, Trustee  
Craig Myles, Director of Education  
Seija Van Haesendonck, Superintendent of Business

Staff Present

Wende Proulx, Manager Finance  
Saxon Yanta, Acting Executive Assistant

Absent

Bill Steer, Trustee

**1. Call to Order**

The meeting was called to order at 3:01PM. Following the roll call, it is noted that the meeting has quorum.

**2. Declaration of Conflict of Interest**

The floor was opened for declarations of conflict of interest with none rose.

**3. Approval of Agenda**

*Moved by Vice-Chair Wesley, and seconded by Superintendent Van Haesendonck, that the agenda for the March 21, 2023 Finance Committee meeting be approved as presented. – CARRIED.*

**4. Approval of Minutes from Previous Meeting**

*Moved by Trustee Phillips and seconded by Vice-Chair Wesley that the Committee approves the Finance Committee minutes as presented for the meeting held on December 6, 2022.- CARRIED*

**5. Business Arising**

SBO Van Haesendonck was invited to speak regarding the Final 2023-2024 Budget Manual.

This draft budget manual was originally brought forward at the December committee meeting. Since then, the budget manual has been shared with managers and was approved by Executive Council. The only date in the budget timeline table that was altered

was the date for the Board of Trustees to approve the final budget which was changed to June 27, 2023, in anticipation of the possibility of the board holding two meetings per month.

Enrolment projections are currently behind schedule as a result of some staffing changes. There are currently no indications from the Ministry regarding when the GSN will be received. The provincial budget is scheduled for release this Thursday. If the GSN is not received by the end of March/beginning of April, it is likely that the Ministry will release a planning memo. The memo will provide confirmation where budget areas will stay status quo, and what new areas are coming, without releasing the entire budget. While we would prefer to receive the GSN, we would be pleased to accept that planning memo which will help us ensure the assumptions we are making are reasonable.

Trustee Phillips noted a typo on page 11 where the date should be March 7, 2023 instead of March 7, 2022; this will be updated. Trustee Phillips drew the committee's attention to page 11, the second procedure item "MYSP Committee – Budget goal setting" which has a detailed date of TBD. She asked when and how this goal setting would be happening. SBO Van Haesendonck responded that this item was added in last year's budget planning and that it is not a formal process, but rather an information gathering one. This item helps to review the budget with the MYSP in mind and determine if we are meeting the goals of the MYSP. Trustee Phillips wanted further clarification on this item so that the committee could understand the tasks associated with it, the timelines and the responsibilities. She asked if this item should be referred to the Strategic Planning Committee. SBO Van Haesendonck responded that she will bring this item back to Executive Council and Director Myles for review to determine whether it is an appropriate item on the budget timetable, and if so, if there is there a formal process associated with it.

***Action: SBO Van Haesendonck to review the 2023-2024 budget timetable procedure item "MYSP Committee – Budget goal setting" with Executive Council and Director Myles to understand what the formal process is for addressing this item and how the committee can ensure it is being completed.***

## **6. Review of Quarterly Report**

SBO Van Haesendonck was invited to speak regarding the quarterly report for February 28, 2023. The report is structured using the same format as the December report.

The first page is an update on the TIF expenditures. Following the February meeting, the Trustees did approve the Festival of the Sound. It is included in the approved column at a total of \$20,000 but has not yet been expended. \$30,000 remains in the TIF to be approved.

The second page provides updated figures to show what is projected to August 31, 2023; there were no significant changes to note. The third page provides an update on the quarterly operations review. These show the various expenditures of the Board and the percentage spent. We are halfway through the fiscal year, and this is represented in the percentage spent column.

Vice-Chair Wesley asked about the percentage spent on transportation, as it is sitting at 66.6% spent. SBO Van Haesendonck clarified that we normally expect expenditures around 60%, because transportation costs are invoiced over a 10-month period. The

increased expenditures are a result of increased fuel costs. There is a fuel escalator calculation that is built into the budget. Each Board is responsible for a proportion of these costs which accounts for the extra percentage spent. When the reporting is completed at the end of the year, this fuel cost will be accounted for and will be reimbursed by the Ministry. Funds are expended in this way to ensure the operator can cover the increased cost of fuel at the time it is occurring.

Committee Chair Hall thanked SBO Van Haesendonck for this update. With no further comments to note, Committee Chair Hall introduced the following motion:

*Moved by Trustee Phillips and seconded by Vice-Chair Wesley that the Committee recommends the Quarterly Report for March 2023 be presented to the Board of Trustees for review. – CARRIED*

## **7. New Business**

### **7.1. Trustee Initiative Fund Report**

SBO Van Haesendonck was invited to speak regarding the Trustee Initiative Fund Report. This report was created to clarify the TIF and the procedures surrounding it.

Following SBO Van Haesendonck's review of the report, the floor was opened for questions. Trustee Phillips noted that she is still unclear about how you get an application to the TIF fund. SBO Van Haesendonck responded that this fund is only available to Trustees and Board Staff. If a Trustee is interested in submitting an application, it would be directed through the Director's Office. Trustee Phillips further commented that she would not know how to respond to a request for the application from a community member. SBO Van Haesendonck further clarified that community members are not permitted to submit an application requesting the use of these funds. If a Trustee is willing to support a community member's project, the Trustee would complete the application on their behalf. Director Myles added that this process was initiated in response to requests from community members about the fund. A Trustee who wants to sponsor a community member's project can reach out to Executive Assistant, Krista Messenger, for the application and then submit it on the community member's behalf. Upon receipt of the application, it would follow the process as outlined in the TIF report.

SBO Van Haesendonck noted that drafting this report provided a good opportunity to set out the process. Further to this report, an Administrative Guideline will be developed to set out eligibility criteria, purchasing requirements and operational impacts to consider.

In response to Chair Hall's questions, SBO Van Haesendonck clarified that the TIF funds are budgeted for the school year, from September 1<sup>st</sup> to August 31<sup>st</sup>. There is currently no formal deadline for submitting applications to access this funding. A deadline for applications may be included in the AG. SBO Van Haesendonck noted that once the \$50,000 has been expended for the year, there is no access to additional funds until the next school year.

As the TIF process was an item requested by Trustee Phillips, Chair Hall asked her if she would like a formal written response regarding this item, or if the discussion at this

committee was sufficient response. Trustee Phillips commented that she would accept the draft AG as a written response. SBO Van Haesendonck noted that it takes several months to develop an AG and Trustee Phillips accepted this response. Chair Hall further clarified that no formal written response was required to be drafted to Trustee Phillips.

The committee recommended that the TIF report be updated to include the clarification items discussed at today's meeting. The updated TIF report will be included in the upcoming Board package so that all Trustees can understand the TIF.

***Action: Update TIF report and include in the upcoming Board package.***

With no further comments to note, Committee Chair Hall introduced the following motion:

*Moved by SBO Van Haesendonck and seconded by Vice Chair Wesley that the Finance Committee accepts the TIF information presented. – CARRIED*

## **7.2. Review of Charity Financial Statements**

SBO Van Haesendonck was invited to speak regarding the Charity Works Financial Statements.

In March 2022, the former Finance Committee requested that the charity works financial statements be included for review at the Finance Committee. The annual charity works committee met on February 21, 2023 to review the financial statements. Charity works are consolidated into the financial statements. When audit committee reviews the financial statements, they are reviewing charity works and making that recommendation to the board. The charity works financial statements have been approved by the board. Charity works also has its own reporting requirements and a separate constitution. It was noted that the constitution needs to be updated by October 2024. The updates will ensure that NNDSB is meeting all its legislated requirements. For the previous year, revenues exceeded expenses by around \$5,000. The majority of the funds in charity works are bursaries and endowments.

Trustee Phillips asked if there is a place where the public can access a report of what money was spent on charity. SBO Van Haesendonck responded that this information is available on the CRA website. Because this information is available through the CRA, it is not separately reported on our website. Trustee Phillips commented that it would be nice to see information related to charity works beyond the financial statements, including the number of bursaries and awards distributed in a year. Trustee Phillips would also like the charity works committee to report this information, so that members of the public know how to access these funds, as she does not feel this is transparent at this time. SBO Van Haesendonck responded that Trustee Phillips' comments will be noted and brought back to the charity works committee to determine how best to address these items.

SBO Van Haesendonck noted that this committee can decide if it would like these financial statements to continue to come forward to the finance committee on an annual basis. The committee gave consensus to remove the charity works financial statements as a finance committee item on a go forward basis.

***Action: SBO Van Haesendonck to share Trustee Phillips comments with the charity works committee regarding how charity funds can be accessed, and what funds have been expended each year in order to provide transparency to the public.***

***Action: SBO Van Haesendonck to remove the Charity Works Financial Statement review by the Finance Committee on a go-forward basis.***

### **7.3. Board Communication**

The Finance Committee's quarterly report, minutes of December 6, 2022, unofficial minutes of March 21, 2023 and TIF report will be presented at the April Board meeting. All items except the quarterly report shall be presented as information items. Acting Executive Assistant Yanta will share the updated TIF report with Executive Assistant Messenger for inclusion in the April Board package.

### **8. Next Meeting Date**

The next meeting will be called on Tuesday, June 6, 2023 at 11:00AM via Zoom.

SBO Van Haesendonck noted that an additional meeting may be scheduled in May to review the draft budget meeting. Information will be distributed with the Finance Committee as it becomes available, and a meeting date and time will be determined as required.

### **9. Adjournment**

With no further business to note, Committee Chair Hall tabled the following motion:

*Moved by Vice-Chair Wesley and seconded by Trustee Phillips that there being no further business to discuss, on March 7, 2023, the Finance Committee stands adjourned at 3:42PM. -CARRIED.*

Minutes: SH/SVH/sy.

<b>Title:</b>	<b>Quarterly Financial Review</b>																					
<b>Contact:</b>	Trustee Shane Hall, Finance Committee Chair																					
<b>Date Submitted:</b>	April 11, 2023																					
<b>Mandate</b>	<p><b>Multi-Year Strategic Plan Objectives:</b></p> <p>Become a data-driven, strategically managed organization.</p> <p>Ensure that the NNDSB is managed efficiently and is financially sustainable year over year and for the long term. Make decisions that are sustainable.</p>																					
<b>Trustee Initiative Fund</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="3" style="text-align: center; background-color: #92d050;"> <b>2022-2023 TRUSTEE INITIATIVE FUND APPROVED ALLOCATIONS</b>                      Expenditures as at February 28, 2023                 </td> </tr> <tr> <td></td> <td style="text-align: right;"><b>Approved</b></td> <td style="text-align: right;"><b>Expended</b></td> </tr> <tr> <td><b>Budget</b></td> <td style="text-align: right;">\$ 50,000</td> <td></td> </tr> <tr> <td colspan="3"><b><u>Board Approved Initiatives</u></b></td> </tr> <tr> <td>Festival of the Sound</td> <td style="text-align: right; border-top: 1px solid black;">20,000</td> <td style="text-align: right;">-</td> </tr> <tr> <td><b>Total approved</b></td> <td style="text-align: right;">\$ 20,000</td> <td style="text-align: right;">\$ -</td> </tr> <tr> <td><b>Unspent balance at year-end</b></td> <td style="text-align: right;"><b>\$ 30,000</b></td> <td style="text-align: right;"><b>\$ 50,000</b></td> </tr> </table>	<b>2022-2023 TRUSTEE INITIATIVE FUND APPROVED ALLOCATIONS</b> Expenditures as at February 28, 2023				<b>Approved</b>	<b>Expended</b>	<b>Budget</b>	\$ 50,000		<b><u>Board Approved Initiatives</u></b>			Festival of the Sound	20,000	-	<b>Total approved</b>	\$ 20,000	\$ -	<b>Unspent balance at year-end</b>	<b>\$ 30,000</b>	<b>\$ 50,000</b>
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## Accumulated Surplus and Deferred Revenue Update as at February 28, 2023

<b>Notes:</b>			
Accumulated Surplus and Deferred Revenues are projected using the audited August 31, 2022 Financial Statements and 2022-2023 Revised Estimates. These amounts will be updated for actuals at August 31, 2023 following the completion of the audited financial statements, to be reported in the December quarterly report.			
<b>Accumulated Surplus</b>			
The total balance of the Board's projected accumulated surplus following completion of Revised Estimates is <b>\$26,957,493</b> (August 31, 2022 - \$26,962,602) comprised of various appropriated and unappropriated (restricted and unrestricted) funds. The Operating Accumulated Surplus, which is an unappropriated fund, is projected to be <b>\$18,997,273</b> (August 31, 2022 - \$18,825,772). All other funds are appropriated for a specific purpose as a result of consolidation or to support a historic approved financial decision to its conclusion (ie. grandfathering of retirement gratuities and capital projects at various schools).			
<b>Deferred Revenue - Operating</b>			
	Aug 31, 2023	Aug 31, 2022	
Legislative Grants	\$ 1,816,705	\$ 1,948,368	These are all specific purpose funding/grants that have to be spent on their intended purpose. They are operational in nature (ie. instructional specific) and during budget deliberations are usually intended to be spent in entirety. However, due to timing and perhaps start up delays there may be unused funding at year end to be used the following year. These funds must be spent on the Ministry specified purpose.
Other Ministry of Education Grants	633,321	633,321	
Other Provincial Grants	390,551	390,551	
Third Party Grants	29,483	29,483	
<b>Total Deferred Operating Grants</b>	<b>\$ 2,870,060</b>	<b>\$ 3,001,723</b>	
<b>Deferred Revenue - Capital</b>			
	Aug 31, 2023	Aug 31, 2022	
School Renewal	\$ 2,677,267	\$ 3,376,507	This funding is allocated annually within the GSN calculations. Each year the Board approves a list of capital projects intended to use the current year's funding allotment. Projects that were not complete or did not commence have the associated funding placed in deferred revenue.
Temporary Accomodation	22,422	22,422	Specific funding for portables.
Rural and Northern Education Fund	645,551	702,870	This funding is discretionary within some specific parameters.
Experiential Learning	355,347	360,409	The Ministry moved the funds for Experiential Learning into the GSN, and unspent funds are set aside as deferred revenue each year. Schools found it challenging to spend these funds within the expenditure parameters during the 2020-21 and 2021-22 school years as a result of the COVID-19 restrictions.
Retrofitting School Space for Child Care	164,200	164,200	This was a joint venture with DSSAB that did not occur however the funds cannot be spent on any other initiative.
Proceeds of Disposition (Minister Exemptions)	1,152,144	2,992,920	In August 2021, the board received a Ministerial exemption to allocate all proceeds of disposition to support the new Fricker Build, and this will be drawn down as construction proceeds
Assets Held for Sale	18,079	18,079	Any properties that have been declared surplus to board needs and that meet specific parameters are moved into the Assets Held for Sale category.
<b>Total Deferred Revenue - Capital</b>	<b>\$ 5,035,010</b>	<b>\$ 7,637,407</b>	

Quarterly Operations Review as at February 28, 2023

Comparative Summary					
	2022-2023 Budget	Expenses as of Feb. 28/2023	Remaining to be spent	% Spent	Note #
<b>Instruction</b>	102,217,239	51,026,039	78,589,398	49.9%	1
<b>School Management</b>	14,662,840	7,534,036	10,884,468	51.4%	2
<b>Administration</b>	4,451,475	2,067,690	3,375,005	46.4%	3
<b>Student Transportation</b>	13,913,994	9,264,143	4,649,851	66.6%	4
<b>Pupil Accommodation</b>	19,735,271	7,955,618	16,405,653	40.3%	5
<b>Other Expenses</b>	1,449,091	99,456	1,448,577	6.9%	6
<b>Total Expenses</b>	156,429,910	77,946,982	115,352,952	49.8%	

Comparative Revenue Summary					
	2022-2023 Budget	Revenue as of Feb. 28/2023	Remaining to be received	% Received	Note #
<b>Total Revenue</b>	156,669,451	87,038,530	111,955,143	55.6%	7

This report is intended to report to the Finance Committee the broad overview of the Board's in-year status and update as to the financial condition of the Board with regard to actual revenues and expenditures compared to budgeted revenues and expenditures. The report acts as a commentary for a general overview of the financial position at February 28, 2023.

This summary excludes the school-generated funds/expenditures as well as amortization and related deferred capital contributions, as those are not recorded until year-end. During the year expenses and revenues are recorded strictly on a cash basis, so there are no expenses or payables set up for wages, utilities, etc. owing on a month-by-month basis as this is only completed at year end.

NOTES:

1. Instruction expenses are a combination of 10 and 12 month expenses, therefore we would expect to see approximately 50% of the budget spent.
2. School management expenses are largely 12 month expenses, therefore we would expect to see approximately 50% of the budget spent. A slight variation from that figure is often due to the date of the most recent pay period, and also resources are often not purchased on a constant level, with some funds expended earlier in the school year, and other budgets expended throughout or at the end of the school year.
3. Administration expenses are mostly 12 month expenses, therefore we would expect to see approximately 50% of the budget spent. A slight variation from that figure is often due to the date

of the most recent pay period, and also resources are often not purchased on a constant level, with some funds expended earlier in the school year, and other budgets expended throughout or at the end of the school year, which may include cyclical purchasing such as annual software licensing fees.

4. Transportation costs are invoiced over a 10 month period, therefore we would expect to see approximately 60% of the budget spent. The current expenditures include a payment of approximately \$920,000 for the fuel escalator clause, for which the board will receive funding from the Ministry when financial statements are completed. Excluding that payment, the expenditures would be at 59.9% of budget.
5. Pupil accommodation expenses have some regular expenditures, such as utilities and custodial costs, but there are seasonal expenditures such as snowplowing, as well as school renewal work which takes place almost entirely in the summer, so the budget will remain underspent until that time.
6. Other expenses include expenditures budgeted for contingencies and labour relation provisions, the timing and likelihood of which are undetermined at this time.
7. The Ministry provides regular monthly payments based on the estimates, so we would expect to see 50% of the GSN revenues received, with slight fluctuations based on Ministry calculations. Priorities and Partnership Fund (PPF) revenues are typically received earlier in the fiscal year, and other revenues fluctuate throughout the year based on invoicing timelines.

# COMMITTEE REPORT

<b>Title:</b>	<b>Trustee Initiative Fund Process</b>
<b>Contact:</b>	Trustee Shane Hall, Committee Chair
<b>Date Submitted:</b>	March 7, 2023
<b>Mandate:</b>	Chair Lougheed has advised trustees to submit questions to committees where possible, in support of the Board's goal to provide opportunities to share information and ideas that build stronger community relationships as part of the strategic commitment to Excellence in Communication.
<b>Background</b>	It is noted that a question was submitted by Trustee Phillips regarding how to access the Trustee Initiative Fund (TIF) application, TIF application cycle information, and TIF promotion/profile on the NNDSB website. Given that the Finance Committee monitors the status of the TIF for the Board of Trustees, the questions were routed to the Finance Committee for review and response.
<b>Information</b>	<p>The Trustee Initiative Fund is an annual fund budgeted for trustees to direct toward projects that encompass an expanse of students from across the Near North District School Board, as a unifying platform. The TIF cycle aligns with the fiscal year which runs from September 1- August 31. Currently, the TIF is allotted \$50,000.00 annually; once the funds are fully allotted by Board motion each year, additional funds will not be available until the next school year. Funds must be expended in the year in which the approval was made. At this time, there is no deadline to submit an application to request funding from the TIF.</p> <p><u>Application access:</u> Applications are accessed exclusively by Near North District School Board trustees and members of Executive Council. Once completed, TIF applications are shared with the Director's Office to be oriented through the approval process. At this time, applications are accepted throughout the year.</p> <p><u>Approval pathway:</u> Completed TIF applications submitted to the Director's Office are reviewed to determine if it is appropriate for consideration. The basic criteria consist of whether the request meets the intent of the fund and includes the requested financial and budgetary information.</p> <p>Once this application has been deemed appropriate, it can proceed to the review stage. In consultation with the Board Chair, the Director's Office determines whether the application's request has operational or governance impacts.</p>

	<p>If the application has governance impacts, the Chair accepts the application for consideration as part of the next Committee of the Whole meeting. The trustee applicant will be asked to act as the application’s nominator to initiate consideration as part of the Committee of the Whole agenda setting process. Examples of TIF applications with governance impacts could be expenses related to a trustee retreat or enhanced trustee resources.</p> <p>If the application has operational impacts, the application is referred to Executive Council for review. Executive Council will determine whether the funding request aligns with the operational needs of Near North District School Board and supports progress within the strategic commitments of the MYSP. If the application is supported by Executive Council, the Director’s Office will inform the trustee applicant and the application will move forward for consideration as part of the Committee of the Whole agenda setting process.</p> <p>Note: if an application is initiated by Executive Council based on a request with operational impacts, it will be presented to the Chair for review. The Chair and Vice-Chair will determine how trustees will be engaged to determine if there is a trustee nominator to support the TIF application moving forward to the Committee of the Whole agenda setting meeting.</p> <p><u>Promotion of TIF:</u> The Board of Trustees has identified the TIF as an item within the budget each year, however, the funding is not guaranteed. Additionally, it is noted that the fund is not available to external applications. For these reasons, the TIF application process is not advertised or promoted.</p> <p>It is noted that applications approved by the Board of Trustees are outlined in media reports following Board meetings.</p> <p><u>Future Considerations:</u> It is noted that Executive Council will be reviewing the TIF process to bring more structure to the process. An Administrative Guideline will be developed to add further clarification to the basic eligibility criteria, receipting/purchasing requirements, and what will be considered within the operational impacts provision.</p> <p>More focused submission timelines may be considered to allow trustees to review supported applications at specific times throughout the year to ensure the TIF can be dispensed holistically.</p>
<b>Recommendations</b>	That the Near North District School Board accepts the TIF information presented by the Finance Committee

Erika Lougheed, Chair

Craig Myles, Director of Education

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**Audit Committee**

Monday, March 27, 2023, 3:00PM  
Zoom Meeting

Committee Members Present

Shall Hall, Committee Chair  
Howard Wesley, Trustee  
Chantal Phillips, Trustee  
Judy Kleinhuis, External Member

Staff Present

Seija Van Haesendonck, Superintendent of Business  
Wende Proulx, Manager Finance  
Saxon Yanta, Acting Executive Assistant

Absent

Melissa Dodge, Regional Internal Audit Team Manager

**1. Call to Order**

The meeting was called to order at 3:00PM. Following the roll call, it was noted that the meeting had quorum.

**2. Declaration of Conflict of Interest**

The floor was opened for declarations of conflict of interest with none rose.

**3. Approval of Agenda**

*Moved by External Member Kleinhuis, and seconded by Trustee Phillips, that the agenda for the March 27, 2023, Audit Committee be approved as presented. – CARRIED.*

**4. Approval of Minutes from Previous Meeting**

*Moved by Trustee Wesley and seconded by External Member Kleinhuis that the minutes of the Audit Committee meeting held on November 30, 2022, be approved. - CARRIED*

**5. Business Arising**

**Audit Committee Member Training – Training Modules**

Committee Chair Hall reminded committee members about audit committee training sessions that are available as recordings. There are 4 sessions total and the link to each

session is included in the committee package. Committee Chair Hall noted that he found the first session very helpful and would encourage committee members to watch the videos if they have time.

## **6. New Business**

### **6.1. Audit Committee External Member Recruitment**

Committee Chair Hall updated the committee regarding the audit committee external member resignation. A letter of thanks was sent to Mr. Marc Morin thanking him for his service on the committee.

SBO Van Haesendonck was invited to speak regarding the Audit Committee External Member Recruitment. As set out in the regulations, two external members are required on the Audit Committee. The regulations also set out a fulsome recruitment process. The posting was sent to numerous organizations who may have staff with interest in this volunteer position that also have the required skillset. The position posting was included in the committee package for member review. Committee members aware of anyone that might be a good fit for the position were encouraged to share the posting with them, noting that there are specific qualifications that must be met in order to serve in this capacity.

The posting closes April 4<sup>th</sup> and if at the end of this week if there are no qualified applicants, Acting Executive Assistant Yanta will reach out directly to some audit firms to see if they have anyone that might be interested in this role.

### **6.2. Assessment of External Auditor Performance**

Committee Chair Hall spoke to this item. He was unsure if other committee members had completed this assessment. He provided feedback on the assessment, and the challenges with completing the assessment a couple of months following the External Auditor's presentation of the financial statement.

SBO Van Haesendonck was invited to speak regarding this item. She thanked Committee Chair Hall for his comments and recognized the challenges with responding to this assessment so long after the auditor meetings occurred. On a go-forward basis, the assessment tools will be distributed immediately following the relevant meeting and committee members will continue to have an opportunity to review the assessment and ask questions at the meeting prior to completing it individually.

SBO Van Haesendonck clarified that these assessment tools are used to address a legislated requirement. If any members have the opportunity, it would be appreciated if they could attempt to complete the External Auditor Performance assessment to the best of their ability. The responses will then be collated and presented at the June Audit Committee Meeting. If no additional responses are received, the meeting minutes will serve as documentation that the Committee attempted to complete an evaluation, and discussed the reasons why it was not possible during the current year.

Trustee Wesley noted that he was unable to complete the assessment as the link had passed the closing date. Acting Executive Assistant Yanta will reopen the form and send the link to all committee members. It was noted that a closing date will no longer be

included with the surveys; rather, reminders will be sent to committee members to complete the assessment tool prior to the upcoming meeting.

***Action: Acting Executive Assistant Yanta to redistribute link to the External Auditor Performance assessment tool, with the closing date removed.***

### **6.3. Audit Committee Member Self-Assessment**

SBO Van Haesendonck was invited to speak regarding the Audit Committee Member Self-Assessment. As noted above, NNDSB is required to complete these assessments to meet legislative requirements. A copy of the self-assessment tool was included in the committee package. The questions included in these assessments are the recommended survey questions developed by the Ministry. Following the meeting, Acting Executive Assistant Yanta will distribute the link which will not have a closing date. The results of this assessment will be collated and shared at the next meeting. As the next meeting date approaches, reminders will be sent to committee members to complete the assessment tool if all the responses have not yet been received.

Committee Chair Hall asked if it would be appropriate for members to direct any questions they have about this process to him, and he would forward them to SBO Van Haesendonck. SBO Van Haesendonck confirmed that this would be appropriate.

***Action: Acting Executive Assistant Yanta to distribute link to all Audit Committee Members to complete the Audit Committee Self-Assessment.***

## **7. Next Meeting Date**

The next meeting will be called on Tuesday, June 20, 2023, at 3:00PM via Zoom.

## **8. Adjournment**

With no further business to note, Committee Chair Hall tabled the following motion:

*Moved by Trustee Wesley and seconded by Trustee Phillips that the Audit Committee meeting adjourn at 3:14PM. -CARRIED.*

Minutes: SH/SVH/sy.

Erika Lougheed, Chair

Craig Myles, Director of Education

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**North Bay Consolidation Committee**  
Thursday, March 23, 2023  
Head Office of the Near North District School Board  
963 Airport Road, North Bay, ON

Committee Members Present

Craig Myles, Director of Education  
Gay Smylie, Committee Chair  
Julie Bertram, Trustee  
Liana Blaskievich, Officer of Corporate Affairs  
Seija Van Haesendonck, SBO  
Shane Hall, Trustee

Committee Regrets:

Nil.

Minutes:

Krista Messenger, Executive Assistant

**1.0 Call to Order**

**1.1 Attendance**

Committee Chair Smylie called the meeting to order at 9:34 AM. Attendance was called to confirm the meeting has quorum.

**2.0 Election of Chair**

**2.1 Call for Nominations**

Committee Chair Smylie reiterated the value of establishing this role annually as a critical piece of the Board's commitment to good governance and in keeping with the direction provided to committees by the Board Chair at the Inaugural Board of Trustees meeting. The floor was opened for nominations.

Director Myles nominated Superintendent Smylie to continue in the role of Committee Chair, given her extensive experience via the consolidation process and her leadership over the capital planning portfolio. Officer of Corporate Affairs Blaskievich seconded the nomination.

A second and final call was issued for any further nominations, with none rose.

*Moved by Director Myles and seconded by SBO Van Haesendonck that nominations be closed. – CARRIED.*

Superintendent Smylie accepted the nomination. It is noted that SO Smylie has significant historical knowledge regarding NNDSB facilities, and ministry business case submission processes. Consensus from all committee members to support this recommendation.

*Moved by Director Myles and seconded by Trustee Bertram that Superintendent Gay Smylie be acclaimed as the chair of NNDSB's North Bay Consolidation Committee for a one-year term beginning immediately and ending at the close of the Board of Trustee's annual organizational meeting. – CARRIED.*

Committee Chair Smylie continued leadership over the meeting.

### **3.0 Declaration of Conflict of Interest**

The floor was opened for declarations of conflict of interest, with none rose.

### **4.0 Approval of the Agenda**

Committee members referred to the agenda. With no additions noted, the agenda is approved as presented.

*Moved by L. Blaskievich and seconded by Trustee Hall that the agenda for the March 23, 2023, meeting of the North Bay Consolidation Committee be approved as presented. - CARRIED.*

### **5.0 Approval of the Minutes**

Committee members referred to the previous minutes included in the agenda package. With no additions noted, the minutes of February 25, 2022 are approved as presented.

*Moved by L. Blaskievich and seconded by Trustee Bertram that the previous minutes of the February 25, 2022, meeting of the North Bay Consolidation Committee be approved as presented. - CARRIED.*

### **6.0 New Business**

#### **6.1. Review of Terms of Reference**

Committee members referred to the Terms of Reference included in the agenda package. Confirmation that the committee must review their Terms of Reference annually. If the committee would like to make changes, it would be brought forward to the Board of Trustees for approval based on a recommendation from the committee.

The floor was opened for any comments, questions or amendments, with none rose. Committee Chair Smylie thanked committee members for their review of the Terms of Reference, and it is noted that they are accepted as presented.

## **6.2 Committee Status Update**

Director Myles was invited to speak to this item. Highlights noted as:

- The North Bay Consolidation Committee (NBCC) continues to look at all facilities within the North Bay planning area, given the pressures of declining enrollment, aging facilities, and insufficient space for Board Office staff.
- Following the 3:2 consolidation of secondary schools in North Bay, NNDSB applied to the Capital Priorities Program. In the most recent round, the board's application was declined. It is noted there was significant demand for funding during the 2022-23 round, with priority given to schools facing significant enrolment pressures, or requests related to schools identified as prohibitive to repair. Altogether, there were 290 requests from 58 school boards for school capital projects valued at \$3.4 billion.
- With this decline, and the inauguration of a new Board of Trustees, the work of the NBCC was paused.

The floor was opened for any comments, questions or amendments, with none rose. Committee Chair Smylie received the report with thanks.

## **6.3 Review of Board communication**

### 6.3.1. Directives from the Board of Trustees

It is recognized that this agenda item captures any direction given to the committee by the Board of Trustees. At this time, this is a nil report.

### 6.3.2. Correspondence from the community

Correspondence is included in the package that was received by the City of North Bay, and the response letter shared back by NNDSB. Confirmation that this correspondence is received by the committee. Director Myles was invited to add further comments. It is noted that since this time, the Economic Development department has requested to make a presentation on the community value of the film industry. Board Chair Lougheed has advised that this information would be best received by this committee. Committee Chair Smylie opened the floor for comments about this item:

- Question raised about any further details about the presentation- what do they wish to present about? L. Blaskievich noted it is expected that this presentation would focus on the benefits realized by the city and broader community through the presence of the film industry. It is recognized that NNDSB has entered into short-term agreements for use of space in NNDSB schools (such as E.T. Carmichael, the Widdifield property parking lot, etc.), and so the presentation is expected to emphasize NNDSB's role in the community benefits and the economic development.
- Question about inviting other trustees to sit on the committee to receive the presentation. Committee Chair Smylie noted that the committee's composition was determined by the Board of Trustees to be two trustee members. Other trustees are welcome to attend as guests/observers to receive the presentation, though they are not permitted to vote.
- Question about other plans in place for the Widdifield (WSS) property. Confirmation that currently, there are no solid long-term plans. It is recognized that this item will be

the work of this committee. SBO Van Haesendonck added that anytime there are considerations developed around board properties, there are stringent ministry regulations and legislation that structure the process (such as the Education Act, O. Reg. 444/98, and the Ministry's Community Planning and Partnership Guideline). These parameters are being examined to ensure the future use of the WSS property fits within these parameters.

- Question regarding opportunities for students if WSS is used for filming. L. Blaskievich noted the opportunities at WSS are very short term (one month at the most) and the productions are not student-based (however students can apply to be film extras if desired). NNDSB has an ongoing agreement with Northern Film Studios where co-op students are able to learn about diverse aspects of the film business (set construction, production, craft services, costume, payroll, etc). Many NNDSB staff have developed relationships with film industry professionals, and so many times, this leads to additional opportunities for students as well.

Committee Chair Smylie opened the floor for final comments, with none rose. It is recognized that there is consensus to accept the invitation to receive a presentation. The Director's Office will work to coordinate a date.

### 6.3.3 Communication to the Board of Trustees

Item tabled to review what the committee will bring forward to the Board of Trustees. Consensus to note the meeting minutes will be included for information, and a verbal report presented by the Committee Chair regarding the remaining items. The floor was opened for questions or comments regarding the process or any additions to speak to, with no comments raised.

Committee Chair Smylie noted the next meeting would be scheduled at the call of the Committee Chair. With no further business to discuss, a consensus was expressed to move to adjournment.

## 7.0 Adjournment

*Moved by Trustee Hall seconded by SBO Van Haesendonck that the North Bay Consolidation Committee stands adjourned at 10:09 AM. – **CARRIED.***