

# KEEWATIN-PATRICIA DISTRICT SCHOOL BOARD

## REGULAR BOARD MEETING # 9

Tuesday, October 8, 2013

Time: 7:00 p.m. EDT

6:00 p.m. CDT

Upsala Public School

Upsala, ON

### Video & Teleconference Sites

QEDHS 24A

RLDHS 235

DHS 115

BBSS 250

## AGENDA

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Declaration of Conflict of Interest
5. Business Arising from Committee of the Whole
6. Confirmation of Minutes – September 10, 2013
7. Presentations/Delegations
8. Presentation of Reports and Accompanying Motions
  - 8.01 Education
    - A. ***Students Come First***
      - *Authentic Tasks and Linking Back to our Community*  
(Paula Shedden)
    - B. 2012-2013 EQAO Results
    - C. 2012-2013 Ontario Secondary School Literacy Test Results
    - D. 2013 Summer Learning Report
    - E. Policy 201, Policy Initiation, Identification, Development, Implementation, and Review
  - 8.02 Executive Committee
    - A. First Nation Trustee Appointment 2013-2015 Update
    - B. 2014 Board Meeting Schedule
    - C. Policy 202, Electronic Meetings
    - D. Policy 209, Trustee Professional Development
  - 8.03 O.P.S.B.A. Update
  - 8.04 Parent Involvement Committee/School Council Reports
  - 8.05 Operations
    - A. 2013 Enrolment Report Update
    - B. Capital Project Priorities Report

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- 8.06 Finance
  - A. Audit Committee Report
- 8.07 Human Resources
  - A. Policy 704, Non-Union Staff Terms and Conditions of Employment
- 8.08 Student Trustee
- 8.09 Special Education Advisory Committee
- 8.10 Native Education Advisory Council
- 9. Other Motions
- 10. Correspondence
- 11. New Business
- 12. Observer Comments
- 13. Next Meeting Date  
November 12, 2013  
Dryden High School  
Dryden, Ontario
- 14. Adjournment

# KEEWATIN-PATRICIA DISTRICT SCHOOL BOARD

## REGULAR BOARD MEETING #8

The minutes of Regular Board Meeting # 8 of the Keewatin-Patricia District School Board held September 10, 2013 at the Dryden High School.

### Call to Order

The meeting was called to order at 7:00 p.m.

### Roll Call

B. Gauthier	N. Kejick (tc)	G. Kleist
C. Marcino	B. O'Donohue	R. Onysko
M. Ott	D. Penney	G. Seaton
D. Sidders	D. Wilkinson	T. Dalzell (vc)

### Officials

Sean Monteith, Caryl Hron, Joan Kantola, Dean Carrie, Susanne Bastable, Scott Urquhart, Steve Poling, Heather Mutch

### Also Present

Media, Staff and interested public.

### Agenda

Moved by: D. Wilkinson  
Seconded by: G. Seaton

### Motion 204-13

THAT the agenda for the Regular Board Meeting #8 of September 10, 2013 be approved.

Non-binding (Student Trustee)	FOR	1	OPPOSED	0	CARRIED
Binding	FOR	11	OPPOSED	0	CARRIED

### Conflict of Interest

Trustee M. Ott declared conflict of interest re Motion # 205-13 as spouse holds a position with the board.

### Business Arising from Committee of the Whole

Trustee M. Ott left the meeting.

### Collective Agreements

Moved by: B. Gauthier  
Seconded by: D. Sidders

### Motion 205-13

THAT the following listed portions of the Memorandum of Understanding between the Government of Ontario and ETFO dated June 12, 2013, be appended to the Collective Agreements between the Keewatin-Patricia District School Board and ETFO (Teacher and Occasional Teachers):

- Maternity Benefits
- Sick Leave/Short Term Sick Leave Disability Plan
- Long Term Disability
- Voluntary Unpaid Leave of Absence Program for all Bargaining Units
- Unpaid Days and Offsetting Measures for Teacher Bargaining Units
- Reconciliation for Teacher Bargaining Units
- Attendance Recognition
- Specialized Job Classes (not applicable)
- Job Security for Support Staff (not applicable)
- Non-vested Retirement Gratuity for Employees
- Vested Retirement Gratuity for Employees

Non-binding (Student Trustee)	FOR	1	OPPOSED	0	CARRIED
Binding	FOR	10	OPPOSED	0	CARRIED

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Moved by: D. Sidders  
Seconded by: B. Gauthier

**Motion 206-13** THAT the following listed portions of the Memorandum of Understanding between the Government of Ontario and CUPE dated May 10, 2013, be appended to the Collective Agreement between the Keewatin-Patricia District School Board and CUPE (Caretaking and Maintenance):

- Retirement Gratuities
- Sick Leave/Short Term Sick Leave Disability Plan
- Offsetting Measures
- Specialized Job Classes (not applicable)
- Letter of Understanding – Job Security for Support Staff – addendum

Non-binding (Student Trustee)	FOR	1	OPPOSED	0	CARRIED
Binding	FOR	10	OPPOSED	0	CARRIED

Moved by: B. Gauthier  
Seconded by: D. Sidders

**Motion 207-13** THAT the following listed portions of the Memorandum of Understanding between the Government of Ontario and OSSTF dated April 9, 2013, be appended to the Collective Agreements between the Keewatin-Patricia District School Board and OSSTF (Teacher, Occasional Teacher, Office/Clerical/Library and Educational Support Personnel):

- Job Security for Support Staff
- Maternity Benefits
- Voluntary Unpaid Leave of Absence Program for all Bargaining Units
- Unpaid Days and Offsetting measures for Teacher Bargaining Units
- Reconciliation for Teacher Bargaining Units
- Attendance Recognition
- Sick Leave/Short Term Sick Leave Disability Plan
- Long Term Disability
- Non-vested Retirement Gratuity for Employees
- Specialized Job Classes (not applicable)

Trustee M. Ott rejoined the meeting.

Non-binding (Student Trustee)	FOR	1	OPPOSED	0	CARRIED
Binding	FOR	10	OPPOSED	0	CARRIED

**Minutes** Moved by: G. Seaton  
Seconded by: D. Wilkinson

**Motion 208-13** THAT the minutes of the Regular Board Meeting held June 11, 2013 having been duly circulated be approved

Non-binding (Student Trustee)	FOR	1	OPPOSED	0	CARRIED
Binding	FOR	11	OPPOSED	0	CARRIED

Moved by: D. Wilkinson  
Seconded by: M. Ott

**Motion 209-13** THAT the minutes of the Regular Board Meeting held June 25, 2013 having been duly circulated be approved

Non-binding (Student Trustee)	FOR	1	OPPOSED	0	CARRIED
Binding	FOR	11	OPPOSED	0	CARRIED

**“All Stakeholders create a culture of learning so that students come first.”**



Good News Story

**Kids Will Come First**

Presented by: Sheena Valley, Communications Assistant, presented the KPDSB's implementation of the board's new vision statement ***"All Stakeholders create a culture of learning so that students come first"*** and shared a video showcasing students and staff around our board.

FDELKP

Moved by: G. Seaton  
Seconded by: D. Wilkinson

Presented by: Ann McDonald, Early Years Lead

**Motion 210-13**

THAT the Early Years Lead/Full Day Kindergarten Report be received.

Non-binding (Student Trustee)	FOR	1	OPPOSED	0	CARRIED
Binding	FOR	11	OPPOSED	0	CARRIED

SWST

Moved by: D. Wilkinson  
Seconded by: M. Ott

Presented by: Theresa Lambert, Elementary SWST Special Assignment Teacher  
Lisa Achilles, Secondary SWST Teacher, BBSS  
Trina Campbell, Secondary SWST Teacher, QEDHS

**Motion #211-13**

THAT the Student Work Study Teacher Initiative Report be received.

Non-binding (Student Trustee)	FOR	1	OPPOSED	0	CARRIED
Binding	FOR	11	OPPOSED	0	CARRIED

BSIP

Moved by: G. Kleist  
Seconded by: R. Onysko

**Motion 212-13**

THAT the 2013-2014 Annual Board Strategic Improvement Plan for Student Achievement Report be received.

Non-binding (Student Trustee)	FOR	1	OPPOSED	0	CARRIED
Binding	FOR	11	OPPOSED	0	CARRIED

Awards & Scholarships

Moved by: R. Onysko  
Seconded by: G. Kleist

**Motion 213-13**

THAT the 2012-2013 Award and Scholarship Recipients Report be received.

Non-binding (Student Trustee)	FOR	1	OPPOSED	0	CARRIED
Binding	FOR	11	OPPOSED	0	CARRIED

OPSBA

Moved by: R. Onysko  
Seconded by: G. Kleist

**Motion 214-13**

THAT the accommodations and travel arrangements for the OPSBA Northern Conference in Thunder Bay dated October 18-19, 2013 for all trustees who wish to attend, be approved.

Non-binding (Student Trustee)	FOR	1	OPPOSED	0	CARRIED
Binding	FOR	11	OPPOSED	0	CARRIED

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		Moved by:	G. Kleist						
		Seconded by:	R. Onysko						
<b>Motion</b>	<b>215-13</b>	THAT the Ontario Public School Boards' Association correspondence dated July 10, 2013 be received.							
		Non-binding (Student Trustee)	FOR	1	OPPOSED	0	CARRIED		
		Binding	FOR	11	OPPOSED	0	CARRIED		
School Council Report BBSS		Moved by:	G. Seaton						
		Seconded by:	M. Ott						
<b>Motion</b>	<b>216-13</b>	THAT the School Council annual report for Beaver Brae Secondary School be received.							
		Non-binding (Student Trustee)	FOR	1	OPPOSED	0	CARRIED		
		Binding	FOR	11	OPPOSED	0	CARRIED		
VVPS Capital Project		Moved by:	G. Seaton						
		Seconded by:	M. Ott						
		Presented by: Kim Carlson, Facilities Manager							
<b>Motion</b>	<b>#217-13</b>	THAT the Valleyview Public School Full-Day Kindergarten Capital Project Report be received.							
		Non-binding (Student Trustee)	FOR	1	OPPOSED	0	CARRIED		
		Binding	FOR	11	OPPOSED	0	CARRIED		
Minor Capital Projects		Moved by:	G. Seaton						
		Seconded by:	M. Ott						
<b>Motion</b>	<b>218-13</b>	THAT the Minor Capital Projects update be received.							
		Non-binding (Student Trustee)	FOR	1	OPPOSED	0	CARRIED		
		Binding	FOR	11	OPPOSED	0	CARRIED		
Audit Committee		Moved by:	M. Ott						
		Seconded by:	G. Seaton						
<b>Motion</b>	<b>219-13</b>	THAT the Audit Committee Report be received.							
		Non-binding (Student Trustee)	FOR	1	OPPOSED	0	CARRIED		
		Binding	FOR	11	OPPOSED	0	CARRIED		
Student Trustee Update		Moved by:	M. Ott						
		Seconded by:	G. Seaton						
<b>Motion</b>	<b>220-13</b>	THAT the Student Trustee verbal update be received.							
		Non-binding (Student Trustee)	FOR	1	OPPOSED	0	CARRIED		
		Binding	FOR	11	OPPOSED	0	CARRIED		
SEAC		Moved by:	M. Ott						
		Seconded by:	G. Seaton						
<b>Motion</b>	<b>221-13</b>	THAT the Special Education/Shared Solutions Report be received.							
		Non-binding (Student Trustee)	FOR	1	OPPOSED	0	CARRIED		
		Binding	FOR	11	OPPOSED	0	CARRIED		

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New Business                      Trustee B. O'Donohue inquired as to the implementation of the 21<sup>st</sup> Century Technology initiative and status going into the second year.

Observer Comments              Next board meeting:  
October 8, 2013  
Upsala Public School

Adjournment                      Moved by:                      M. Ott  
Seconded by:                      G. Seaton

**Motion            222-13            THAT the meeting adjourn at 9:05 p.m.**

Non-binding (Student Trustee)	FOR	1	OPPOSED	0	CARRIED
Binding	FOR	11	OPPOSED	0	CARRIED

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Chair

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Secretary



**8.01 B**

**Keewatin-Patricia District School Board**

October 8, 2013

**NOTICE OF MOTION**

THAT the report on the 2012-2013 EQAO Results be received.



**Keewatin  
Patricia**  
DISTRICT SCHOOL BOARD

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# **2012-2013 EQAO Results**

## **Grade 3, 6 and 9**

Respectfully Submitted by:  
Caryl Hron, Superintendent of Education  
Joan Kantola, Superintendent of Education  
Regular Board Meeting  
October 8, 2013

## Contextual Information Primary Assessment

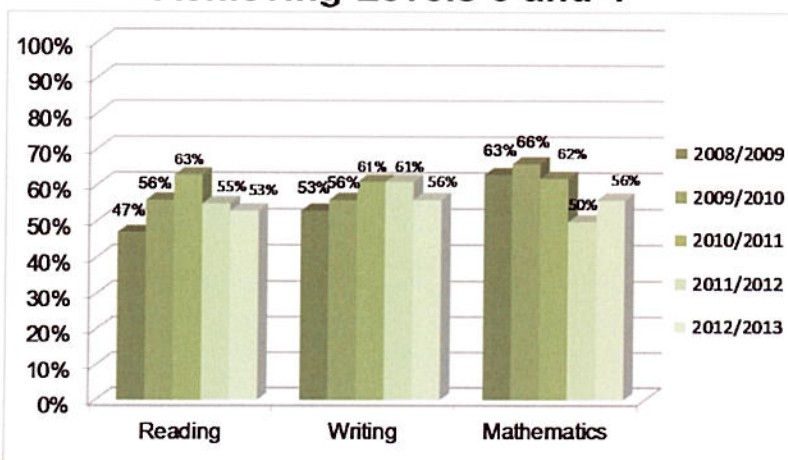
- 242 Grade Three students wrote the test
- 67 of the 242 (28%) of students were identified as having Special Education Needs
- 46% were female and 54% were male
- 50% of the students entered their current school two years prior to the assessment

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## Percentage of Participating Primary Students Achieving Levels 3 and 4



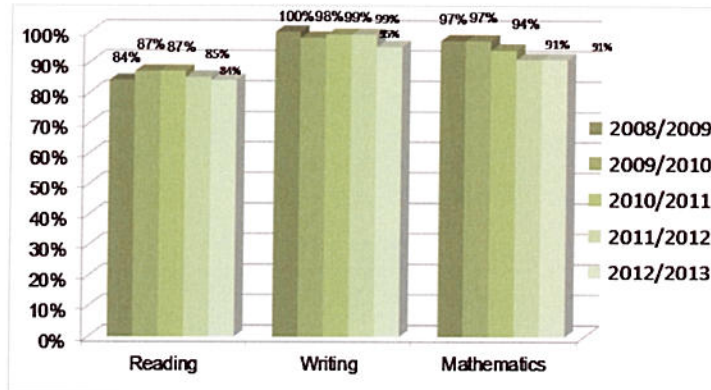
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## Percentage of Participating Primary Students Achieving Levels 2, 3 & 4



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## Contextual Information Junior Assessment

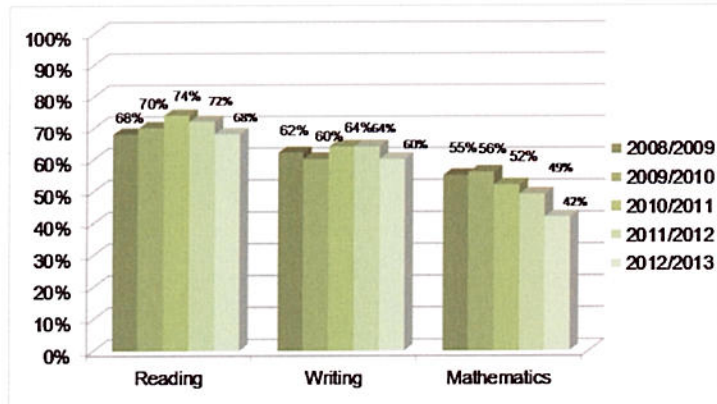
- 263 Grade 6 students wrote the test
- 77 of the 263(29%) of students were identified as having Special Education Needs
- 50% were female and 50% were male
- 44% of students entered their current school two years prior to the assessment

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## Percentage of Participating Junior Students Achieving Levels 3 and 4

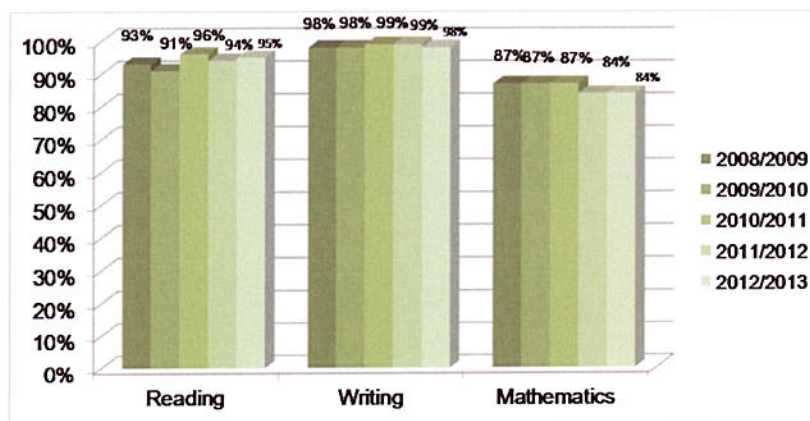


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## Percentage of Participating Junior Students Achieving Levels 2, 3 & 4



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## Contextual Information Grade 9 Applied EQAO Math Assessment

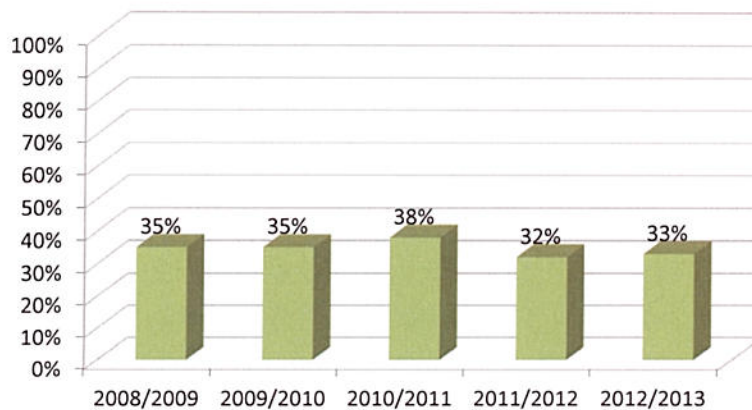
- 153 Grade 9 Applied students wrote the test
- 59 of the 153 (39%) of students were identified as having Special Education Needs
- 41% were female and 59% were male
- 39% of these students attended 3 or more elementary schools from K-8

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## Percentage of Participating Applied Grade 9 Math Students Achieving Level 3 and 4



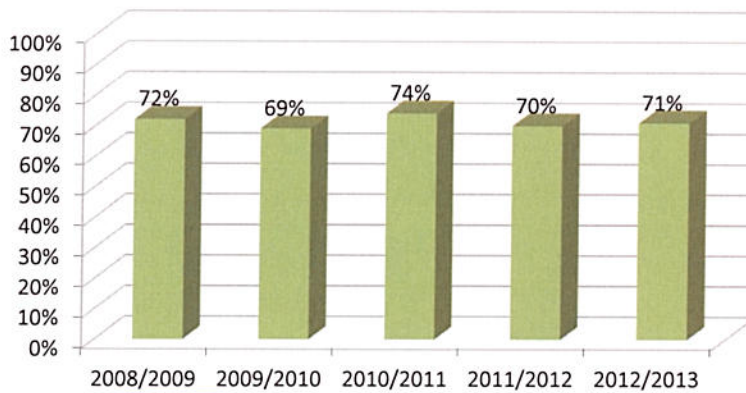
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## Percentage of Participating Applied Grade 9 Math Students Achieving Levels 2, 3 and 4



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## Contextual Information Grade 9 Academic EQAO Math Assessment

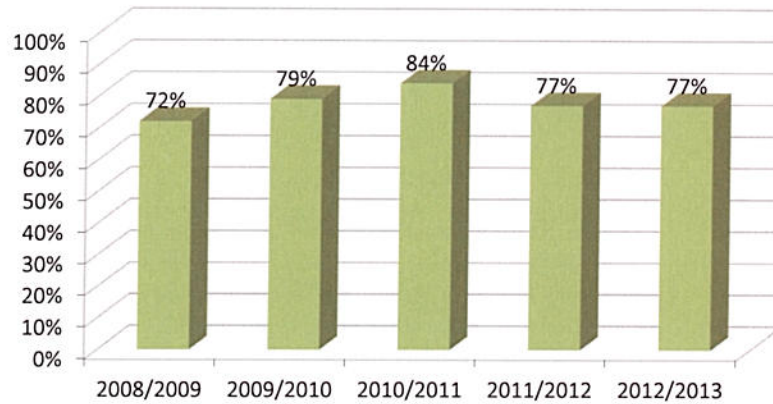
- 253 Grade 9 Academic students wrote the test
- 17 of the 253 (7%) of students were identified as having Special Education Needs
- 56% were female and 44% were male
- 31% of these students attended 3 or more elementary schools from K-8

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## Percentage of Participating Academic Grade 9 Math Students Achieving Level 3 and 4

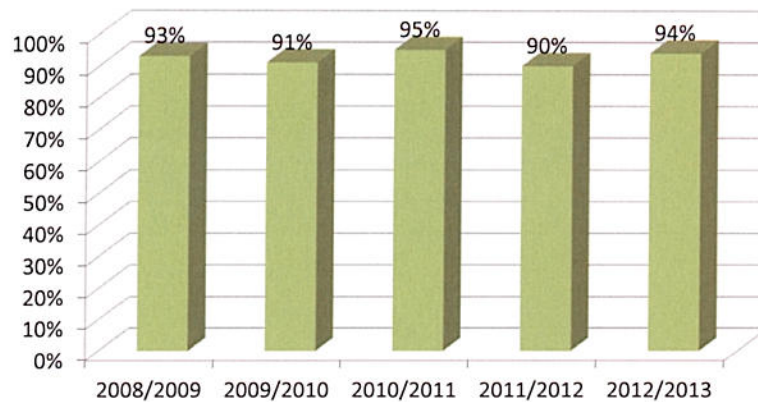


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## Percentage of Participating Academic Grade 9 Math Students Achieving Levels 2, 3 and 4



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## Grade 3, 6 and 9 EQAO Action Plan

- Primary Focus on Reading/Comprehension
- Junior Focus on Language and Math
- Intermediate Focus on Writing and Math
- Math SAT, Curriculum SAT, and the Student Work Study Teacher (SWST) will provide a team approach to support for identified schools

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## EQAO Action Plan

- Schools will have EQAO action plans embedded in their School Improvement Plans
- Curriculum Team to develop EQAO Action Plan to be embedded in the BSIP which includes;
  - Practice EQAO Assessments
  - Collaborative Marking of EQAO Assessments
  - EQAO Training Support for Primary/Junior and Intermediate Teachers

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## EQAO Action Plan

- Special Education Resource Teachers will work with students who require extra assistance and identify necessary accommodations
- The accommodation and exemption processes for the EQAO assessments will be reviewed

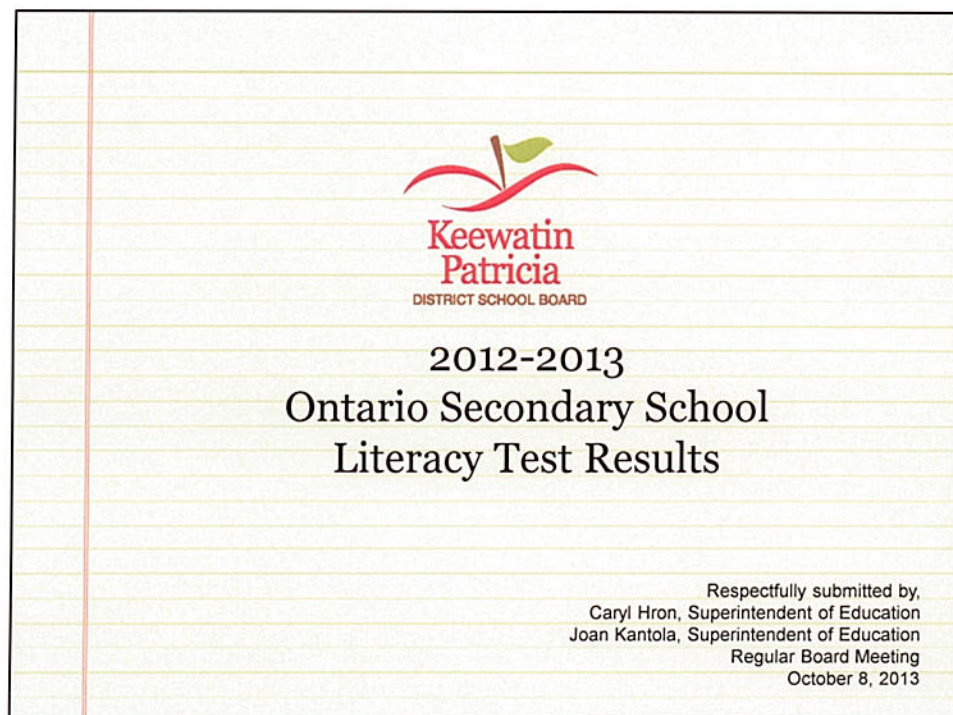
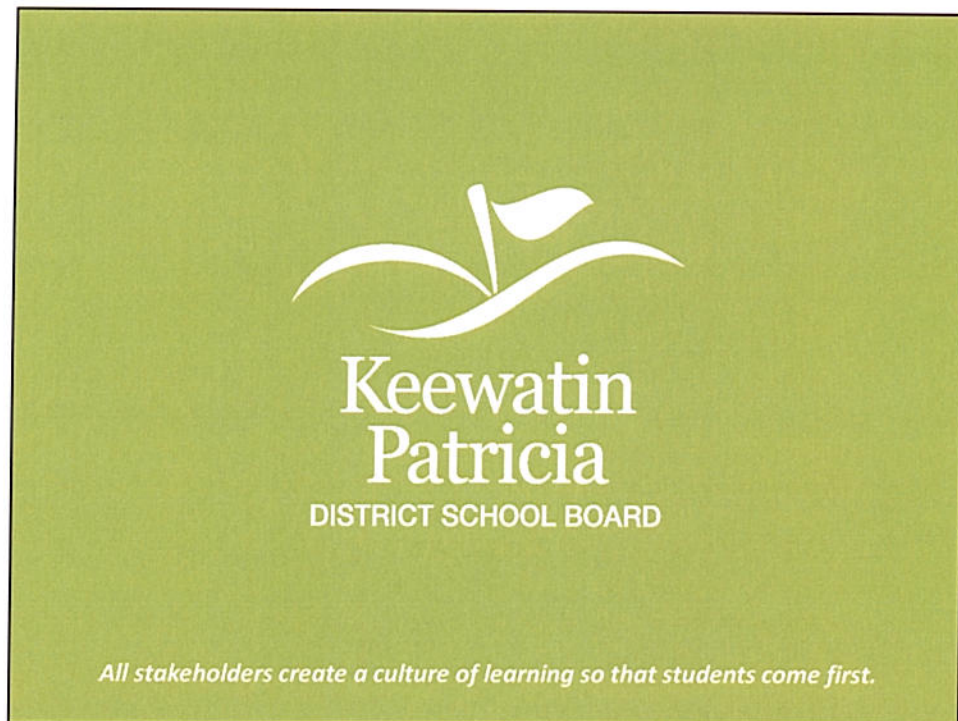
**8.01 C**

**Keewatin-Patricia District School Board**

October 8, 2013

**NOTICE OF MOTION**

THAT the report on the 2012-2013 Ontario Secondary School Literacy Test Results (OSSLT) be received.





## Contextual Information

- 430 Students wrote the assessment
- 76 of the 430 (18%) of students were identified as having Special Needs
- 48% were female and 52% were male
- 55% were Academic Students
- 32% were Applied Students
- 13% were in the Other Category

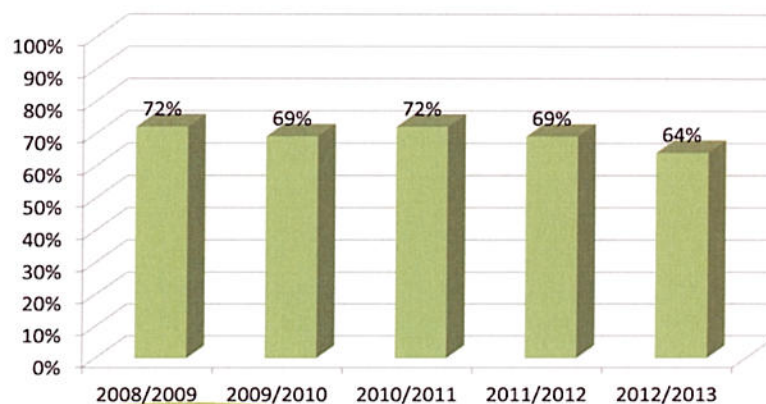
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## First-Time Eligible Board Results over Time: Percentage of Fully Participating Successful Students

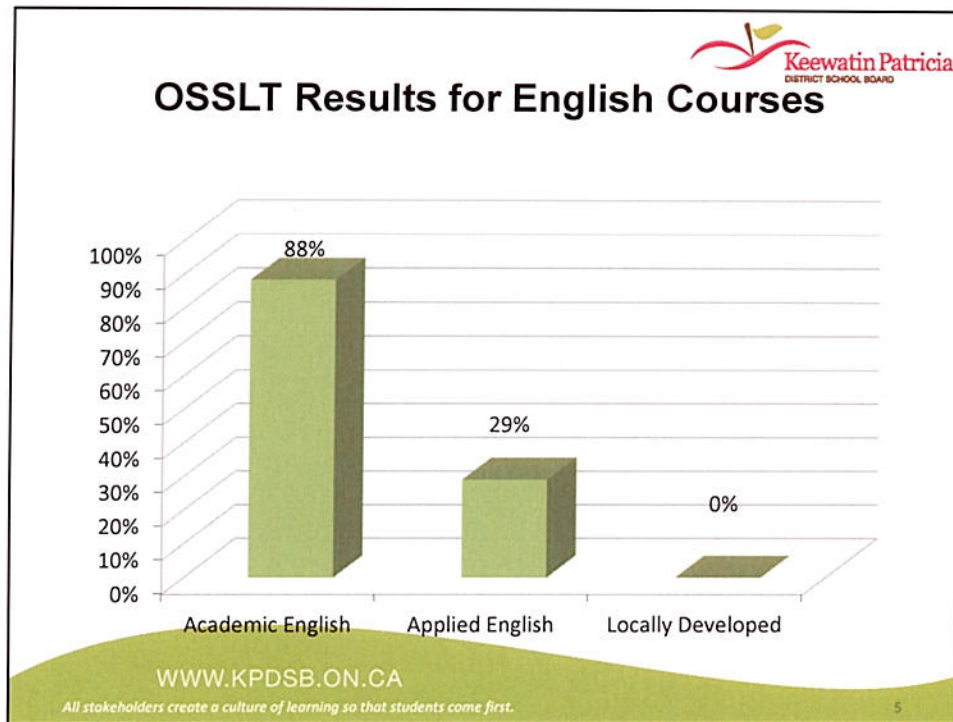



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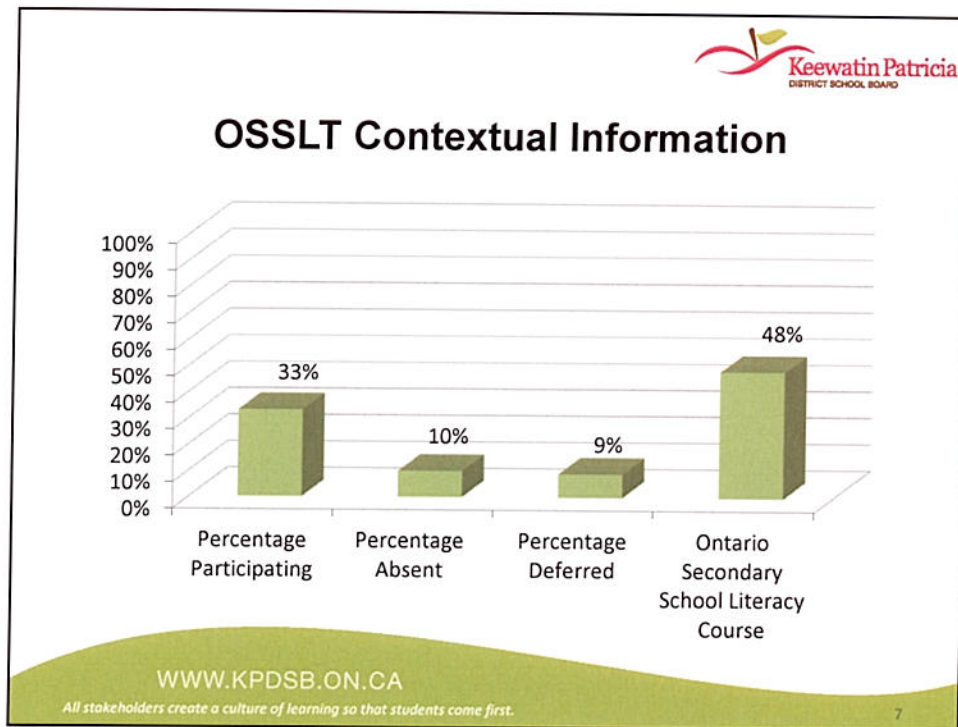
## Previously Eligible Contextual Information


- There were 386 Previously Eligible Students
  - 129 Students or 33% wrote the assessment
  - 184 Students or 48% took the OSSLC
  - 40 Students or 10% were absent
  - 33 Students or 9% were deferred
- Of the 386 Previously Eligible Students
  - 141 or 37% were female
  - 245 or 63% were male

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### OSSLT Action Plan

- All Secondary Schools are participating in a board wide writing PLC
- Curriculum Administrator will be providing support to our Secondary Schools
- The accommodation and exemption processes for the OSSLT assessment will be reviewed
- The Education Resource Teachers will support students who require extra assistance

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**8.01 D**

**Keewatin-Patricia District School Board**

October 8, 2013

**NOTICE OF MOTION**

THAT the 2013 Summer Learning Report be received.



## **Summer Learning Report – Secondary Schools**

This report outlines summer learning activity for KPDSB secondary school students. A total of 470 credits were earned by students working towards their Ontario Secondary School Diploma this past summer. This is a substantial increase over the last two summers (300-350 credits) and speaks to increasing student desire for additional flexibility in earning credits. About one-in-five secondary learners now take advantage of summer programs. Students use summer learning to “catch up” or recover missing credits and to take additional courses/credits for a variety of reasons. Some of the reasons that students enroll in summer programming include changing pathways or destinations, wanting specific work experience through cooperative education but not during the normal school year and reaching ahead for specific credits not offered every semester. We also have specific opportunities for students that are not available during the school year such as “reach ahead” programming for Grade 8 students and School within a College (SWAC) programs that are funded in the summer only for students in Grade 11 and 12.

Programming for the summer falls into the following categories; credit recovery, single credit courses through correspondence study or e-Learning, summer cooperative education and reach ahead credits.

We were also fortunate this year to be funded through the regional School College Work Initiative for a pilot summer School within A College Program (SWAC) at Dryden High School, where students could earn both a secondary and a college credit. Twenty-seven college credits were earned in this program by our students this past summer. Richard Hodgkinson, Alternative Learning Administrator, is working to expand this type of innovative summer programming into our other communities.

Secondary school principals’ work together to offer and deliver programming that best meets the needs of their students. This often involves, for small schools, partnering with larger school such as Dryden High School and Beaver Brae Secondary School to allow students equitable opportunities to participate. Programs are operated on a cost neutral basis for the most part, and all students in the Board have access provided programming. This would include providing for summer cooperative education for example at Crolancia School, where the teacher is based in Sioux Lookout or Dryden and uses technology to interact with the student and employer. In addition, some students take e-Learning courses through the Northern e-Learning Consortium, of which KPDSB is a member. These students are taught remotely by teachers from other public Northern District School Boards.

Respectfully submitted by:  
Scott Urquhart, Student Success Lead



### **Summer Learning Programs 2013**

Once again, the Keewatin-Patricia District School Board received funding from CODE (Council of Directors of Education) in order to continue to run and expand on the Summer Learning Programs. McMaster University remains involved as a research partner in the program, and has included the Keewatin-Patricia District School Board in their current 3 year longitudinal study of the effects of summer learning programs on the maintenance of literacy skills over the summer months.

In 2012, the summer program focused specifically on literacy programming and was run in three area schools: Evergreen Public School (Kenora), New Prospect Public School (Dryden), and Sioux Mountain Public School (Sioux Lookout). With the funding in 2013, summer literacy programs continued to be able to be offered and the expansion to include numeracy programming as well as literacy programming specific to FNMI students was enabled. Seven summer learning programs were run throughout the Board.

In 2013, Summer Literacy Programs were offered at Evergreen School (Kenora), Open Roads School (Dryden), Crolancia School (Pickle Lake). The Summer FNMI Literacy Program was also offered at Evergreen School. The Summer Numeracy Programs were offered at Ear Falls Public School as well as at New Prospect (Dryden). The programs were open to all primary students from each of the area public schools. The 5 programs in Kenora and Dryden were funded through CODE; however, the programs in Ear Falls and in Pickle Lake were funded internally by the Board. To measure the effectiveness of the program, all students were assessed in June, throughout the program, and at the end of the summer program in August.

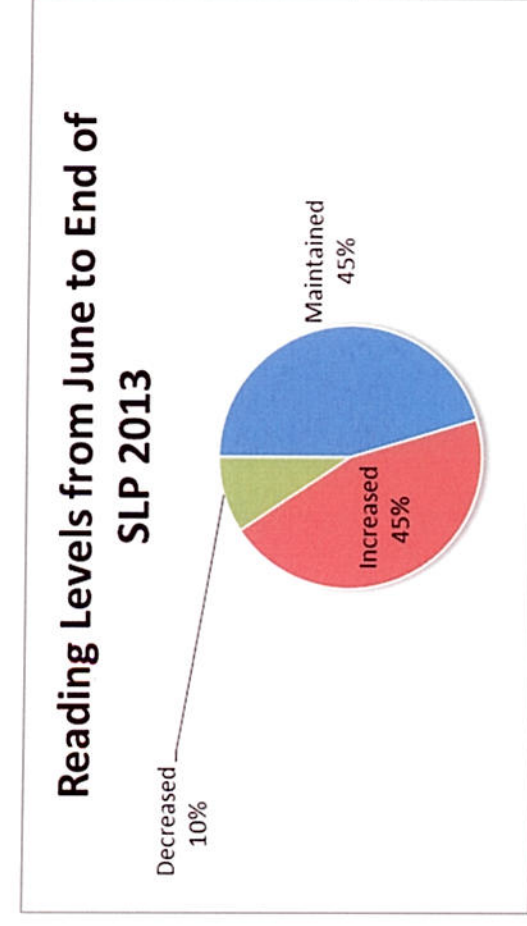
The summer programs were offered to students in Grades 1, 2 and 3 with first consideration given to those students at-risk in literacy. At each site, the program was run by a qualified teacher and a student assistant. The program ran for a three week period, from July 29<sup>th</sup> to August 16<sup>th</sup>. Students in the program attended from 8:30 until 1:30 each day. Lunch, snacks and all materials required were provided by the Board. The program consisted of daily explicit literacy/numeracy instruction supported by a strong recreation component. There was a focus on fun and enjoyment as well as academic success to promote a love of learning in students.

The Summer Learning Program was deemed a success again this year with 90% of the 64 students involved (58 students) meeting the goals of the program. 33% of the students involved (21 students) met their grade level benchmarks. 38% of the students (8 students) who met their grade level benchmarks were self-identified as Aboriginal.

Respectfully submitted by,  
Tracy Lindstrom, Curriculum Administrator

The following table is a summary of the Board-wide results.

Grade	Gender		Self-Identified FNMI		At or Above Grade Level PM Benchmark		Average Change in Reading Level June to End of SLP
	Males	Females	Total Students	Number	%	Number	
1	10	11	21	8	28%	5	0.43
2	6	10	16	8	28%	5	0.06
3	11	11	22	10	34%	10	0.64
Other	4	1	5	3	10%	1	1.8
<b>Total</b>	<b>31</b>	<b>33</b>	<b>64</b>	<b>29</b>	<b>45%</b>	<b>21</b>	<b>0.7</b>

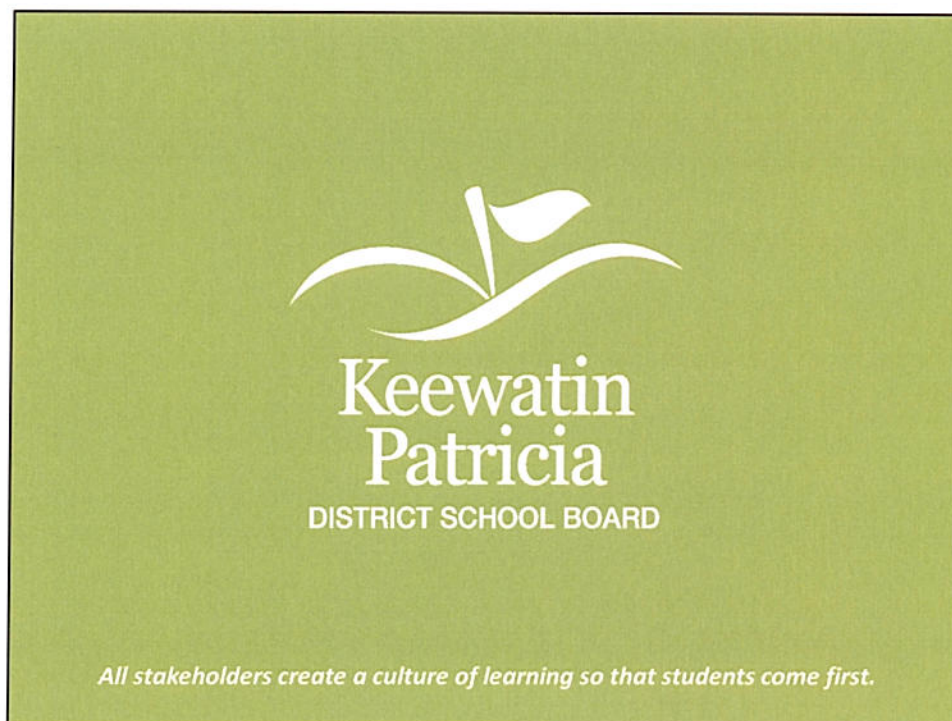



#### Highlights:

- 90% of our students maintained or increased their reading levels from June through the end of the summer program
- Increased from 3 programs to 7 programs Board wide
- The programs are growing; 89 students enrolled in a Summer Learning program; 64 students participated (39 participated in 2012)
- 97% of self-identified FNMI students maintained or increased their reading level through the Summer Learning program

Respectfully submitted by,  
 Tracy Lindstrom, Curriculum Administrator







## Summer Learning Programs

- The Keewatin-Patricia District School Board received funding from Council of Directors of Education (CODE) to fund the literacy, numeracy and FNMI projects. McMaster University was also the research partner for the project.
- The literacy program was run at three sites: Evergreen PS, Crolancia and Open Roads PS.
- The numeracy program was run at three sites: New Prospect PS, King George PS and Ear Falls Ps.
- The FNMI literacy program ran at Evergreen PS.
- Researchers from McMaster University spent a week in Kenora and Dryden following up on the programs.

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## Summer Learning Programs

- The program ran for 3 weeks from July 29-August 16, from 8:30 a.m. -1:30 p.m. each day.
- Each Summer Learning Program (SLP) was run by a qualified teacher and a student assistant.
- The program was offered to students in Grades 1, 2 and 3 thought to be at-risk in their literacy development.
- The goal of the program was to support students in maintaining or increasing their literacy achievement levels during the summer months.
- All programs consisted of a balance of both academics and recreation; the FNMI program incorporated Aboriginal perspectives and cultural activities.

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## Summer Learning Programs

- The programs consisted of daily explicit literacy or numeracy instruction supported by a strong recreation component.
- There was a focus on fun and enjoyment as well as academic success to promote a love of literacy and learning in students.
- The recreation component featured field trips and other first-hand, active experiences to provide a purposeful context for daily reading, writing and oral language sessions.

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## Summer Learning Programs

- 64 students attended on a regular basis; 25 students more than in 2012
- 31 students were male and 33 were female
- Grades of participating students:
  - Grade 1 – 21 students
  - Grade 2 – 16 students
  - Grade 3 – 22 students
  - Other Grades (SK and Gr.4) – 5 students

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## Summer Learning Programs

- Highlights:
  - 90% of our students maintained or increased their reading levels from June through the end of the summer program
  - The programs are growing:
    - Increased from 3 programs to 7 programs Board wide
    - 89 students enrolled in a Summer Learning program; 64 students participated (39 participated in 2012)
  - 97% of self-identified FNMI students maintained or increased their reading level through the Summer Learning program
  - Parent Survey response: 458 surveyed; 49% return

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## Summer Learning Programs

- As part of this research project;
  - Students participated in pre and post assessments.
  - Assessments were carried out on an ongoing basis throughout the program.
  - Students were required to attend daily.
  - Parents were required to participate in a survey.
  - Researchers interviewed parents/guardians as part of the Parent engagement research.
  - Administrators and teachers were also interviewed for research purposes.

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## Summer Learning Programs

- Parent Engagement and Communication:
  - Contacted every parent by phone to confirm placement in the program; letter to indicate dates and details of the program
  - Teachers charged with engaging parents in conversation and activity in the classroom daily
  - Parent survey
  - Parent interview by research team
  - Report card at the end of the program to:
    - support student transition to new classes;
    - give parents and educators knowledge of the strategies that had been tried and the ones that work;
    - give parents and educators an up-to-date progress report on reading levels to start the new school year

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Keewatin  
Patricia  
DISTRICT SCHOOL BOARD

*All stakeholders create a culture of learning so that students come first.*

**Keewatin-Patricia District School Board**

October 8, 2013

**NOTICE OF MOTION**

THAT the verbal report on Policy 201, Policy Initiation, Identification, Development, Implementation and Review, be received.

THAT Policy 201, Policy Initiation, Identification, Development, Implementation and Review, be approved as amended with the next review in year 2018.



## **Policy Statement**

It is the policy of the Keewatin-Patricia District School Board that policies will be in place, where needed, to promote the ultimate goal of the board ***to ensure that students come first***, provide quality education for all of our students, ***and to support the Board's Vision Statement***. Policies will be developed, implemented and reviewed through a process that is consistent with the guidelines and procedures contained herein. Policies developed through this process should reflect rigorous standards against which all individuals within the board can be held accountable.

## **Rationale**

The Keewatin-Patricia District School Board recognizes the need for clear, effective policies to provide direction and focus for decision making and action; ***while supporting the implementation of policy requirements through Board operational procedures***. Establishing a process which defines how policies will be initiated and/or identified, how policies will be developed, the process for policy implementation and how policy review is undertaken is essential to the establishment of exemplary policies.

### Policy of the Board should:

1. ***reflect the Board's Vision Statement and principles of operation, and support the basic philosophy and values of the Keewatin-Patricia District School Board***
2. create a framework for the stable operation and provide direction to the education system;
3. ~~reflect the basic philosophy and values of the Keewatin-Patricia District School Board;~~
3. 4. constitute guidelines for decision making and action by those with decision making responsibility;
4. provide defined guidelines within which the Board of Trustees will exercise its legislative authority;
5. establish limits within which activities of the board may be carried out by designated staff;
6. reduce inconsistency and duplication by establishing clear criteria and parameters for administrative, employee and student actions.
7. ***allow for appropriation of relevant operating procedures, to enable fluid administration of legislative and compliance responsibilities;***
8. ***become procedure after the recommendation of administration and with prior approval of the Board.***

## Guidelines

- 1 Board Policy Statements may be:
  - a) statements of philosophy, goals, objectives or priorities, or
  - b) standards or principles by which individuals make judgments, take courses of action, or
  - c) guidelines for decision making or to future action by the Board, administrative personnel or staff, or
  - d) statements or criteria or models for establishing principles and parameters for the development of derivative or subordinate policies (e.g. school policies).
- 2 Each board policy shall:
  - a) be consistent with the ~~mission~~ **Board Vision Statement** and goals **Principles of Operation** of the board;
  - b) provide rationale;
  - c) be written in clear, concise inclusive language;
  - d) be sufficiently broad to allow administrators to be guided in their decisions and actions, and
  - e) conform to current legislation and regulations.
3. Board policies should:
  - a) be designed in a standard format;
  - b) be reviewed according to prescribed procedures;
  - c) be developed by involving individuals who are clearly identified by the board;
  - d) be clear on how they are to be implemented.
4. Trustees, employees and students are responsible for ensuring that any decisions or actions taken conform to board policy.

Procedures for policy initiation, development, implementation and review are found in Appendix A – Procedural Guidelines.



## **APPENDIX A – PROCEDURAL GUIDELINES**

### **Policy Process – Identification/Development/Implementation/Review**

#### **1.0 Responsibility for Policy Identification/Development/Review**

1.1 The Board will facilitate the policy development and review process. The Board will:

- a) identify new policies that should be developed;
- b) determine the appropriate methodology for development or review of policies;

Methods may include, but are not limited to:

- formation of an ad hoc committee
- designating individuals and/or committees of the board who will assume responsibility
- designating appropriate stakeholders who should be involved

- c) review policies;
- d) consider policies for final approval;
- e) adopt policies for implementation.

From time to time, policies may be referred back to the staff, with suggested areas for revision.

1.2 Senior administration responsibilities include:

- a) identifying the requirements for the development of policy within their specific areas of responsibility;
- b) working with the board in the development and review of policy as appropriate;
- c) ensuring that policies are implemented in accordance with the provisions contained therein;
- d) working with the Director of Education to develop a schedule for policy development and review ensuring that policies are reviewed regularly and at least within five (5) years from the effective date.

- e) *for purpose of legislative compliance and fluid implementation, developing for the board appropriate procedures, emanating from policies.*

2.0 Implementation of Policy

- 2.1 On approval by the Board of Trustees, the policy will become part of the Policy Manual.
- 2.2 Policies that have been approved by the board will be posted on the Board website for immediate access by the system and the public. The public shall be provided with copies of the policy(ies) at the school or at the Board's Administrative office upon request.
- 2.3 If the approved policy has further implementation implications, the Director of Education will assign responsibility to a senior administrator as appropriate.
- 2.4 The Director of Education is responsible for the monitoring of the organization's adherence to the provisions of the policy and reporting the results to the board as appropriate.

3.0 Policy Format

- 3.1 All policies will include a policy statement and rationale. Guidelines and/or appendices may form part of the policy.
- 3.2 Each policy will indicate:
- a) policy name and number;
  - b) policy statement, rationale;
  - c) guidelines/appendices where necessary;
  - d) cross reference to other policies, if necessary;
  - e) date approved;
  - f) date for review.



**8.02 A**

**Keewatin-Patricia District School Board**

October 8, 2013

**NOTICE OF MOTION**

THAT the verbal report on the First Nation Trustee Appointment for 2013-2015 be received.

**8.02 B**

**Keewatin-Patricia District School Board**

October 8, 2013

**NOTICE OF MOTION**

THAT the 2014 Board Meeting Schedule be received.

THAT the 2014 Board Meeting Schedule be approved.

DRAFT

## Schedule

### **Regular Board Meetings And Committee of the Whole Meetings**

\* Regular Board **Face-to-Face Meetings**

## Year 2014

<u>DATE</u>	<u>TYPE</u>	<u>REGION</u>	<u>MEETING LOCATION</u>
January 14, 2014	Regular	Dryden	Dryden HS
January 28, 2014	C of W	Videoconference	Kenora/Dryden
February 11, 2014	Regular	Dryden	Dryden HS
February 25, 2014	C of W	Videoconference	Kenora/Dryden
* <b>March 4, 2014</b>	<b>Regular</b>	<b>Dryden</b>	<b>Dryden HS</b>
March 25, 2014	C of W	Videoconference	Kenora/Dryden
April 8, 2014	Regular	Savant Lake	Savant Lake PS
April 22, 2014	C of W	Videoconference	Kenora/Dryden
May 13, 2014	Regular	Ear Falls	Ear Falls PS
May 27, 2014	C of W	Videoconference	Kenora/Dryden
* <b>June 10, 2014</b>	<b>Regular</b>	<b>Keewatin</b>	<b>Keewatin PS</b>
June 24, 2014	C of W	Videoconference	Kenora/Dryden
* <b>September 9, 2014</b>	<b>Regular</b>	<b>Dryden</b>	<b>Open Roads PS</b>
September 23, 2014	C of W	Videoconference	Kenora/Dryden
October 14, 2014	Regular	Kenora	King George VI PS
October 28, 2014	C of W	Videoconference	Kenora/Dryden
November 11, 2014	Regular	Dryden	Dryden HS
November 25, 2014	C of W	Videoconference	Kenora/Dryden
* <b>December 2, 2014</b>	<b>Regular</b>	<b>Dryden</b>	<b>Dryden HS</b>
<i>(meeting must be held within seven days of election)</i>			



**Keewatin-Patricia District School Board**

October 8, 2013

**NOTICE OF MOTION**

THAT the verbal report Policy 202, Electronic Meetings, be received.

THAT Policy 202, Electronic Meetings, be reaffirmed with the next review in year 2018.

## **Policy Statement**

It is the policy of the Keewatin-Patricia District School Board that electronic meetings will be utilized as an enabling tool for all aspects of business operations of the system, and that:

- a) meetings of the board or a committee of the board utilizing electronic means be held when and where such meetings are organized consistent with the guidelines and procedures set out within this policy;
- b) trustees, staff and public participating in these meetings are governed and regulated according to the procedures and parameters set forth within the guidelines and procedures set out within this policy as well as the operational by-laws of the Board and any Regulations of the Ministry of Education;
- c) the equipment necessary to enable meetings to take place is operated and controlled in the manner set forth within the guidelines and procedures set out within this policy;
- d) electronic meetings are encouraged to facilitate the educational operations of the board.

## **Rationale**

The Keewatin-Patricia District School Board has a significant geographical area to serve. Trustees may use technology to provide opportunities for fulfilling their commitment to the board in carrying out their responsibilities. Members of the public must have access to meetings of the board to encourage community awareness of board activities. Pupil representatives have a dual commitment, to not only the board, but also their academic studies, and electronic meetings enable and encourage their participation.

Electronic meetings must be designed to enable participation in meetings and work of the board. Their design must conform to the requirements of Ministry of Education O. Reg. 268/06.

## **Guidelines**

### **1.0 Attendance – Trustees**

- 1.1 A member of a district school board who participates in a meeting through electronic means in accordance with the board policy and O. Reg. 268/06 shall be deemed to be present at the meeting for the purposes of every Act.
- 1.2 Trustees who elect to participate through electronic means must participate under the Procedural Guidelines as set out in Appendix A.

- 1.3 On the request of any board member or pupil representative to participate in a meeting of the board or a meeting of a committee of the board, including a committee of the whole board, through electronic means, the board shall, subject to guideline 1.3.1, provide the appropriate technology ensuring that two way communication is available between all participants in the meeting.

1.3.1 The board may refuse to provide a member with electronic means of participation where to do so is necessary to ensure compliance with sections 1.4 or 1.5. (O. Reg 268/06, S. 5 (3))

- 1.4 At every meeting of the board or of a committee of the whole board, the following persons shall be physically present in the meeting room of the board: (O. Reg 268/06, S. 5 (1))

- i) the chair of the board or committee of the whole [or his/her designate]
- ii) at least one additional member of the board
- iii) the Director of Education or his/her designate

- 1.5 At every board committee meeting, except a committee of the whole board, the following persons shall be physically present in the meeting room of the committee: (O. Reg 268/06, S. 5 (2))

- i) the chair of the committee [or his/her designate]
- ii) the Director of Education or his/her designate

- 1.6 From time to time, by motion of the board, meetings of the board, or committee of the whole, or committee of the whole (in-camera) may be scheduled as face-to-face meetings. A face-to-face meeting is defined as a meeting where members are strongly encouraged to attend in person at the designated meeting room.

- 1.7 Conditions for access to electronic meetings are governed by:

- i) purpose of the meeting
- ii) composition of participants in the meeting

- 1.7.1 All scheduled board meetings and committee of the whole board are accessible via electronic means for all participants at designated sites.

Exceptions to 1.7.1 include:



- i) trustees may access scheduled Board and Committee of the Whole meetings electronically from places other than the designated sites when they are accessing the meeting from a location outside the jurisdiction of the Board, or within the jurisdiction of the Board under exceptional circumstances, with the approval of the chair of the meeting.
  - ii) the public may not access committee of the whole (in camera) as per the Education Act.
- 1.8 Committee of the Whole meetings will be accessed electronically as per this policy but trustees may attend in person at the designated meeting room.
- 1.9 Board meetings which are scheduled face-to-face may be accessed electronically as per this policy but trustees are encouraged to attend in person at the designated meeting room.
- 1.10 Trustees are responsible for ensuring they are physically present in the meeting room of the Board as required by the Education Act S.229 (1) (2) which states:

229. (1)

"Despite section 208.1 but subject to subsection (2), a member of a board shall be physically present in the meeting room of the board for at least three regular meetings of the board in each 12-month period beginning December 1. 1997, c. 31, s. 112

229. (2)

Despite section 208.1, for the period beginning when a member of a board is elected or appointed to fill a vacancy and ending on the following November 30, the member shall be physically present in the meeting room of the board for at least one regular meeting of the board for each period of four full calendar months that occurs during the period beginning with the election or appointment and ending on the following November 30. 1997, c. 31, s. 112."

**2.0 Electronic Meetings – Procedure for Meetings of the Board**

- 2.1 All trustees and the pupil representative should have a hard or electronic copy of the board package, including the agenda, prior to the meeting for reference during an electronic meeting.



- 2.2 All trustees and the pupil representative should have a copy of the committee's agenda prior to the committee meeting for reference during an electronic meeting.
- 2.3 The chair of the board shall ensure that declarations of conflict of interest are heard by all trustees and the public in attendance and that those participating by electronic means outside the meeting room of the board have an opportunity to verbally declare any conflict.
- 2.4 Committee of the whole (in-camera) is a meeting closed to the public. The chair of the committee of the whole shall make a reasonable effort by communicating with the site monitor to ensure access to committee of the whole (in-camera) is not available for the public
- 2.5 The board shall provide electronic means for members of the public to participate in meetings open to the public at sites to be determined by the board from time to time. Their participation shall be limited to:
- i) observing/listening to proceedings of the board
  - ii) responding to board activities and/or providing input during the period of the board agenda "Observer Comments".
- 2.6 The meeting room of the board or of a committee of the board shall be open to permit physical attendance by members of the public. It is understood that this provision does not apply where a meeting is closed to the public in accordance with the Education Act.

### 3.0 Exceptions

- 3.1 Where the requirements of sections 1.4 and 1.5 cannot be fulfilled, the meeting is declared cancelled or an alternative face-to-face meeting may be scheduled.

## APPENDIX A – PROCEDURAL GUIDELINES

### 1. Electronic Means

- 1.1 Electronic means shall include teleconferencing and videoconferencing.
- 1.2 Teleconferencing and videoconferencing will be provided by the board on telephones, video monitors, or communications centers at designated sites.
- 1.3 During the meeting proceedings, the audio guidelines outlined on page 14 of the Users' Guide will be followed. Where the site is being used by members of the public only, the microphone shall be turned off at all times unless requested by the Chair to be activated.
- 1.4 Operational guidelines will be developed to ensure the meetings have trained site monitors with clearly defined responsibilities.

### 2. Electronic Meetings

- 2.1 Committee of the whole (in-camera) is closed to the public. The individuals who have been designated by the Director of Education under 3.5 to operate and monitor the electronic means will open and close the site's electronic means according to:
  - i) the requirements of the Education Act, and
  - ii) directions of the chair.
- 2.2 The board will establish a list of sites where trustees, the pupil representative and/or public can gain access to board or committee meetings via electronic means. These sites will be the official electronic access points of the board and where appropriate the public will be notified of the time and place. Additional sites may be added on an as needed basis.
- 2.3 The individual designated under 3.5 has the authority of the chair to shut off a site 30 minutes after the meeting has commenced if:
  - i) no trustees are accessing the meeting electronically, and
  - ii) no members of the public are in attendance.



2.4 In the event that a board meeting that is being accessed electronically is encountering interference and/or disruption by electronic participants, the chair shall warn the participants the first time, advise them a second time that any further disturbance/interference continues, and on further disturbance/interference, direct the site monitor to shut off the electronic access.

2.5 No trustee or pupil representative will be denied access at any time under section 2.4.

### 3. Attendance

3.1 Roll call for all meetings shall be taken verbally and duly recorded to ensure trustees and the pupil representatives are recognized as in attendance.

3.2 Trustees participating in an electronic meeting shall notify the chair of their departure (either temporary or permanent) from the meeting before absenting themselves in order to ensure a quorum is maintained.

3.3 Trustees and/or the pupil representative must request participation by electronic means at least 36 hours in advance through the office of the Director of Education.

3.4 Electronic means will only be available to the public in designated sites other than the designated meeting room of the board.

3.5 The Director of Education will designate various individuals to be in attendance at these sites to operate and monitor electronic means.

### 4. Voting at Electronic Meetings

4.1 In preparation of board motions, members must indicate their willingness to let their name stand as mover and seconder. Prior to the vote, the chair will read each motion and indicate the member who has moved the motion and the member who is seconding it.

4.2 The Chair will call the vote for:

- i) those in favour of the motion
- ii) those opposed to the motion.

The Chair will make the decision whether the motion was carried or defeated.

- 4.3 The ruling of the chair may be appealed by any member.
- 4.4 When a ruling is appealed, the chair will poll the members alphabetically by their last name to verify the decision. It should be noted this is not a recorded vote as per the procedural guidelines of board meetings.
- 4.5 If subsequent rulings are appealed during the meeting, the chair will poll the members as set out in 4.4 beginning at the second name on the next appeal, the third name on the next appeal, etc. until all members have had the opportunity to vote first.



**Keewatin-Patricia District School Board**

October 8, 2013

**NOTICE OF MOTION**

THAT the verbal report on Policy 209, Trustee Professional Development, be received.

THAT Policy 209, Trustee Professional Development, be reaffirmed with the next review date in year 2018.

## **Policy Statement**

Keewatin-Patricia District School Board will endeavor to provide learning opportunities for all Trustees to improve the capacity of members to effectively plan, organize, direct, influence and to provide its appropriate leadership.

## **Rationale**

Trustees need solid, background information to make the best possible decision for the interests of Keewatin-Patricia District School Board students. Expenditures to improve decisions making are effective use of monies; Trustees will endeavour to spend such funds in a fiscally responsible manner.

## **Guidelines**

- 1) Staff will present educational programs and student achievement information to trustees on an on-going basis to ensure an increased knowledge base.
- 2) A trustee comprehensive orientation will be available to newly elected or appointed trustees.
- 3) The Strategic Plan development will begin with a complete review of the current Board status including achievement results, enrolment patterns, demographic information and program reviews.
- 4) In order for Trustees to monitor the implementation of the Strategic Action Plan it will be presented to the Board twice annually.
- 5) While being fiscally responsible, Trustees will be provided with opportunities to participate in a professional development locally, and provincially as approved by Board motion where travel dollars are required (OPSBA or PLRN).
- 6) If a Trustee attends a P.D. session, he or she is expected to participate fully or withdraw from the activity before KPDSB incurs a financial penalty.

**8.05 A**

**Keewatin-Patricia District School Board**

October 8, 2013

**NOTICE OF MOTION**

THAT the 2013 Enrolment Report be received.

**Enrolment Report  
as at September 30, 2013**

Total enrolment of active pupils at the Board's schools on September 30, 2013 was 5,052. This total excludes pre-registered pupils who have not yet attended a class so there may be some increase in the total by the October 31<sup>st</sup> count date for grant purposes.

The budgeted enrolment for October 31<sup>st</sup> is 5,067 so we are very close to our target, reflecting a relatively stable enrolment across elementary and secondary combined panels.

There are a number of bright spots in the enrolment picture:

- Valleyview PS is 44 pupils higher than budget at 236 pupils, which is the highest it has been since the Board's inception. The French Immersion FDK program and the English FDK program have been very successful. Valleyview has 75 FDK pupils in total, which is more than any other school in the Board.
- Queen Elizabeth DHS is 31 pupils higher than budget at 488 pupils. The Grade 12 class is 208 pupils which suggest the possibility of a record number of graduates.
- Beaver Brae SS is 19 pupils higher than budget at 603 pupils. The Grade 12 class of 242 pupils is the largest in the Board.
- Enrolment across elementary grades is very consistent suggesting a stable enrolment picture going forward in time. The same is true for secondary grades.
- Kenora elementary schools have 107 JK students in total which is higher than the Kenora pre-grade enrolments in any of SK through Grade 8, suggesting future growth.

The tables on the following pages provide summary data by school and by grade, followed by tables of detailed enrolment for each school, by grade.

Respectfully submitted by:  
Dean Carrie, Superintendent of Business



**Budget vs Actual Headcount - September 30, 2013**

School	2012 Actual*	2013 Budget	2013 Actual	Variance to 2012 Act	Variance to 2013 Bud
Beaver Brae	0	162	159	159	(3)
Crolancia	71	56	60	(11)	4
Ear Falls	153	157	160	7	3
Evergreen	141	167	157	16	(10)
Golden Learning Centre	213	217	206	(7)	(11)
Ignace	113	95	98	(15)	3
Keewatin	83	88	80	(3)	(8)
King George VI	209	248	255	46	7
Lakewood	236	0	0	(236)	0
Lillian Berg	77	78	82	5	4
New Prospect	354	335	331	(23)	(4)
Open Roads	453	451	424	(29)	(27)
Red Lake - Madsen	181	188	173	(8)	(15)
Savant Lake	15	18	16	1	(2)
Sioux Mountain	340	348	315	(25)	(33)
Sioux Narrows	17	25	22	5	(3)
Upsala	14	14	19	5	5
Valleyview	174	192	236	62	44
Elementary Sub-total	2,844	2,839	2,793	(51)	(46)
Beaver Brae SS	665	584	603	(62)	19
Crolancia	40	41	27	(13)	(14)
Dryden HS	764	760	747	(17)	(13)
Ignace HS	72	80	86	14	6
Queen Elizabeth DHS	471	457	488	17	31
Red Lake DHS	316	306	308	(8)	2
Secondary Sub-total	2,328	2,228	2,259	(69)	31
Board Total	5,172	5,067	5,052	(120)	(15)

Source: Trillium Student Admin System - active students only

\* 2012 values from Oct. 31, 2012

Respectfully submitted by,  
Dean Carrie, Superintendent of Business

**Budget vs Actual Headcount - September 30, 2013**

Grade	2012 Actual*	2013 Budget	2013 Actual	Variance to 2012 Act	Variance to 2013 Bud
JK	266	284	265	(1)	(19)
SK	275	277	278	3	1
1	261	279	274	13	(5)
2	259	267	259	0	(8)
3	272	269	261	(11)	(8)
4	292	271	278	(14)	7
5	295	291	287	(8)	(4)
6	286	297	289	3	(8)
7	319	290	287	(32)	(3)
8	319	314	315	(4)	1
Elementary Sub-total	2,844	2,839	2,793	(51)	(46)
9	462	454	467	5	13
10	482	473	480	(2)	7
11	558	489	490	(68)	1
12	826	812	822	(4)	10
Secondary Sub-total	2,328	2,228	2,259	(69)	31
Board Total	5,172	5,067	5,052	(120)	(15)

Source: Trillium Student Admin System - active students only

\* 2012 values from Oct. 31, 2012

Respectfully submitted by,  
Dean Carrie, Superintendent of Business

**Elementary Headcount by Grade  
as at September 30, 2013**

SCHOOL	JK	SK	1	2	3	4	5	6	7	8	Total	Budget	Variance
Beaver Brae									68	91	159	162	(3)
Crolancia	8	6	6	6	5	7	4	6	7	5	60	56	4
Ear Falls	14	17	17	15	14	15	18	15	19	16	160	157	3
Evergreen	28	28	18	19	12	16	12	24			157	167	(10)
Golden Learning Centre	24	15	20	23	22	22	21	14	19	26	206	217	(11)
Ignace	4	11	7	10	6	9	11	9	13	18	98	95	3
Keewatin	11	8	9	7	9	6	17	13			80	88	(8)
King George VI	26	18	33	33	36	26	39	44			255	248	7
Lillian Berg	7	10	5	6	7	10	3	11	10	13	82	78	4
New Prospect	26	28	33	25	39	31	48	33	37	31	331	335	(4)
Open Roads	28	43	37	38	30	54	34	43	61	56	424	451	(27)
Red Lake - Madsen	19	22	15	17	16	13	14	18	18	21	173	188	(15)
Savant Lake	0	3	1	4	3	0	0	4	1	0	16	18	(2)
Sioux Mountain	22	30	34	35	29	35	34	29	30	37	315	348	(33)
Sioux Narrows	3	4	3	3	1	4	2	2			22	25	(3)
Upsala	3	2	2	1	1	2	2	1	4	1	19	14	5
Valleyview	42	33	34	17	31	28	28	23			236	192	44
<b>Total</b>	<b>265</b>	<b>278</b>	<b>274</b>	<b>259</b>	<b>261</b>	<b>278</b>	<b>287</b>	<b>289</b>	<b>287</b>	<b>315</b>	<b>2793</b>	<b>2839</b>	<b>(46)</b>
Budget	284	277	279	267	269	271	291	297	290	314	2839		
Variance	(19)	1	(5)	(8)	(8)	7	(4)	(8)	(3)	1	(46)		

Data Source: Trillium Student Administration System

Secondary Headcount by Grade  
as at September 30, 2013

	Gr 9	Gr 10	Gr 11	Gr 12	Total	Budget	Variance
Beaver Brae SS	108	122	131	242	603	584	19
Crolancia	5	4	8	10	27	41	(14)
Dryden HS	173	176	167	231	747	760	(13)
Ignace HS	18	15	28	25	86	80	6
Queen Elizabeth DHS	97	97	86	208	488	457	31
Red Lake DHS	66	66	70	106	308	306	2
<b>Total</b>	<b>467</b>	<b>480</b>	<b>490</b>	<b>822</b>	<b>2259</b>	<b>2228</b>	<b>31</b>
Budget	454	473	489	812	2228		
Variance	13	7	1	10	31		

Data Source: Trillium Student Administration  
SystemRespectfully submitted by,  
Dean Carrie, Superintendent of Business[WWW.KPDSB.ON.CA](http://WWW.KPDSB.ON.CA)*All stakeholders create a culture of learning so that students come first.*



**Keewatin-Patricia District School Board**

October 8, 2013

**NOTICE OF MOTION**

THAT the Capital Project Priorities Report be received.

That it be approved that the following two capital project priorities be re-submitted to the Ministry of Education for capital funding consideration:

1. Queen Elizabeth DHS – replacement school
2. Valleyview PS – addition and renovation

### **Capital Project Priorities**

The Ministry of Education requested in June 2013 that school boards submit their requests for Capital Priority funding by October 31, 2013. Projects submitted for consideration must be planned for opening no later than the 2016-17 school year.

The Ministry asked board to focus on projects that meet one or more of the following needs:

- Accommodation Pressure
- Facility Condition
- School Consolidations

More recently, on July 31<sup>st</sup>, the Ministry indicated that joint use capital projects would be given first consideration for funding approvals under the Capital Priorities Funding Program. Joint use could mean the shared use of a single facility by two or more school boards, or it could mean the swapping of facilities to increase utilization.

In 2012 KPDSB submitted two capital priorities for consideration:

- |    |  |                |
|----|--|----------------|
| 1. | Queen Elizabeth DHS – replacement school | \$31.5 Million |
| 2. | Valleyview PS – addition and renovation  | \$7.2 Million  |

Neither project received a funding allocation when they were announced in January 2013. Notably, no English Public school board in Northwestern Ontario received an allocation, despite \$620 Million being allocated provincially.

Administration believes the above two projects should still be our top capital priorities. While we have other capital needs throughout the system, most are strictly renovation needs which can be addressed through annual school renewal funding and not likely to attract a lump sum capital funding approval. We also feel there is not enough time before October 31<sup>st</sup> to build support for and develop joint use capital project proposals with our coterminous boards. This can be explored during the 2013-14 school year if the Board is supportive.

At this time we are seeking the endorsement of the Board to re-submit these two projects with updated business plans.

#### Recommended Motion

That it be approved that the following two capital project priorities be re-submitted to the Ministry of Education for capital funding consideration:

1. Queen Elizabeth DHS – replacement school
2. Valleyview PS – addition and renovation

Respectfully submitted by:  
Dean Carrie, Superintendent of Business  
Kim Carlson, Facilities Manager

**Keewatin-Patricia District School Board**

October 8, 2013

**NOTICE OF MOTION**

THAT the Audit Committee report be received.

THAT Claudette Edie and Graham Harrison be re-appointed to the Audit Committee for a one year period commencing December 1, 2013.



### **Report of the Chair of the Audit Committee**

The Audit Committee met in-camera on September 17, 2013. The committee dealt with the following items:

1. Elected Barb Gauthier as Chair of the Audit Committee for 2013-14.
2. Approved the minutes of the June 18, 2013 meeting.
3. Received an update on the external auditor's interim audit plans for the 2012-13 financial statements, and completed the review of the evaluation survey results on the external auditors.
4. Received and discussed the draft internal audit report on School Fundraising. The Committee will await the final report including management responses.
5. Reviewed the report on the Ministry of Education audit of Enrolment for 2011-12.
6. Reviewed management's progress report on recommendations contained in prior internal audit reports.
7. Reviewed the list of board policies up for review in 2013-14 and decided that only policies containing financial and risk management aspects would be brought to Audit Committee for discussion, if management had revisions to propose.
8. Reviewed and discussed the results of the Audit Committee Self-Assessment Survey. A copy is included with this report.
9. Discussed succession planning for the Audit Committee as the terms of the two external members expire on November 30, 2013. Both members are amenable to being re-appointed by the Board for one additional year to the end of the current term of trustees, that being November 30, 2014.
10. Reviewed and discussed the Internal Audit Plan for 2013-14 and decided not to make any changes at this time.
11. Received staff reports on any instances of fraud, legal matters, and compliance matters.

The next meeting of the Audit Committee is scheduled for Tuesday, December 3, 2013 at 7:00 p.m. CST.

Respectfully submitted by,  
Barb Gauthier, Chair of the Audit Committee

## RESPONDENT DATA

## 1. Role

		<b>Response Total</b>	<b>Response Percent</b>
Audit Committee Member		<b>5</b>	<b>71%</b>
Internal Auditor		<b>0</b>	<b>0%</b>
External Auditor		<b>0</b>	<b>0%</b>
Board Staff		<b>2</b>	<b>29%</b>
<b>Total Respondents</b>		<b>7</b>	

## 2. COMPOSITION OF AUDIT COMMITTEE

- Has appropriately qualified members
- Has appropriate sector knowledge and diversity of experiences and backgrounds
- Demonstrates integrity, credibility, trustworthiness, active participation, an ability to handle conflict constructively, strong interpersonal skills, and the willingness to address issues proactively
- Meets all applicable independence and conflict of interest requirements
- Participates in continuing education programs for existing members and/or orientation programs for new members

		<b>Response Total</b>	<b>Response Percent</b>
Very Effective (5 Points)		<b>3(15pts)</b>	<b>43%</b>
Effective (4 Points)		<b>4(16pts)</b>	<b>57%</b>
Neutral or No Opinion (3 Points)		<b>0(0pts)</b>	<b>0%</b>
Ineffective (2 Points)		<b>0(0pts)</b>	<b>0%</b>
Very Ineffective (1 Points)		<b>0(0pts)</b>	<b>0%</b>
<b>Total Respondents</b>		<b>7</b>	
<b>Point Average</b>			<b>4.43</b>



## 3. COMPOSITION OF AUDIT COMMITTEE - COMMENTS

- Members have been effective and some have many years experience
- Very transparent and accountable
- Ministry training course for all committee members should be mandatory to be fully effective
- External members are very well qualified. All members participate actively and work well together

## PROCESSES AND PROCEDURES

## 4. Meetings contain the following:

- Adequate minutes and report of proceedings to the Board of Trustees
- Quorum
- Well prepared members
- Conducted effectively, with sufficient time spent on significant or emerging issues
- Respect the line between oversight and management
- Separate (in camera) sessions with management, internal and external auditors as required
- Recommendations for the Board of Trustees to adopt and/or approve
- Feedback to the Board of Trustees regarding their interactions with senior management, internal audit and external audit

		<b>Response Total</b>	<b>Response Percent</b>
Very Effective (5 Points)		<b>6(30pts)</b>	<b>86%</b>
Effective (4 Points)		<b>1(4pts)</b>	<b>14%</b>
Neutral or No Opinion (3 Points)		<b>0(0pts)</b>	<b>0%</b>
Ineffective (2 Points)		<b>0(0pts)</b>	<b>0%</b>
Very Ineffective (1 Points)		<b>0(0pts)</b>	<b>0%</b>
		<b>Total Respondents</b>	<b>7</b>
		<b>Point Average</b>	<b>4.86</b>

## 5. Meetings are appropriately planned/coordinated due to the following:

- Preparation of an annual calendar to guide meeting discussions
- Agenda and related materials are circulated in advance of meetings
- Held with enough frequency to fulfill the audit committee's duties
- Encouragement from the audit committee chair for agenda items from board members, management, the internal auditors, and the external auditors
- Written materials provided to/and from the audit committee are relevant and concise

		<b>Response Total</b>	<b>Response Percent</b>
Very Effective (5 Points)		<b>4(20pts)</b>	<b>57%</b>
Effective (4 Points)		<b>3(12pts)</b>	<b>43%</b>
Neutral or No Opinion (3 Points)		<b>0(0pts)</b>	<b>0%</b>
Ineffective (2 Points)		<b>0(0pts)</b>	<b>0%</b>
Very Ineffective (1 Points)		<b>0(0pts)</b>	<b>0%</b>
		<b>Total Respondents</b>	<b>7</b>
		<b>Point Average</b>	<b>4.57</b>



## 6. An annual self-assessment is conducted and presented to the Board of Trustees

		<b>Response Total</b>	<b>Response Percent</b>
Very Effective (5 Points)		<b>0(0pts)</b>	<b>0%</b>
Effective (4 Points)		<b>7(28pts)</b>	<b>100%</b>
Neutral or No Opinion (3 Points)		<b>0(0pts)</b>	<b>0%</b>
Ineffective (2 Points)		<b>0(0pts)</b>	<b>0%</b>
Very Ineffective (1 Points)		<b>0(0pts)</b>	<b>0%</b>
<b>Total Respondents</b>		<b>7</b>	
<b>Point Average</b>			<b>4</b>

## 7. PROCESSES AND PROCEDURES - COMMENTS

- Superintendant of Business does a very good job of organizing material for meetings for the audit committee
- Annual self-assessment is conducted but to date specific results have not been shared with the Board of Trustees

## 8. UNDERSTANDING OF THE BOARD, INCLUDING RISKS

- Has general knowledge about operating risks and risk appetite of the Board of Trustees (e.g. Regulatory requirements, Ministry of Education compliance rules, financing and liquidity needs, school board's reputation, senior management's capabilities, fraud control, school board pressures such as "tone at the top")
- Reviews the process implemented by management to effectively identify and assess significant risks, and assessed the steps taken to control such risks
- Reviews the Regional Internal Audit Team's risk assessment and understands the identified risks
- Considers the school board's performance versus that of comparable school boards in a manner that enhances risk oversight (particularly where significant differences are noted)
- Takes appropriate action (such as requesting and overseeing special investigations) where information was received that would lead you to believe that a fraudulent or unusual activity has taken place

		<b>Response Total</b>	<b>Response Percent</b>
Very Effective (5 Points)		<b>2(10pts)</b>	<b>29%</b>
Effective (4 Points)		<b>4(16pts)</b>	<b>57%</b>
Neutral or No Opinion (3 Points)		<b>1(3pts)</b>	<b>14%</b>
Ineffective (2 Points)		<b>0(0pts)</b>	<b>0%</b>
Very Ineffective (1 Points)		<b>0(0pts)</b>	<b>0%</b>
<b>Total Respondents</b>		<b>7</b>	
<b>Point Average</b>			<b>4.14</b>

## 9. UNDERSTANDING OF THE BOARD, INCLUDING RISKS - COMMENTS

- Too focused on the presence of receipts, PO's; less focused on macro risks like enrolment decline, demographic shifts, competition from other boards, amalgamation, costs of job action.
- To my knowledge in meetings thus far the committee does not carry out any formal comparisons of performance with other school boards.
- No special investigations necessary to date or information received that would lead us to believe fraudulent or unusual activity has taken place
- Board does not have specialized staff with risk management expertise

## OVERSIGHT OF FINANCIAL REPORTING PROCESS, INCLUDING INTERNAL CONTROLS

## 10. Reviews the financial statements for the following:

- Completeness and accuracy
- Significant accounting policies followed by the board
- Quality, appropriateness and transparency of note disclosures
- Identification of related-party transactions
- Adjustments to the statements that resulted from the external audit

		<b>Response Total</b>	<b>Response Percent</b>
Very Effective (5 Points)		<b>4(20pts)</b>	<b>57%</b>
Effective (4 Points)		<b>3(12pts)</b>	<b>43%</b>
Neutral or No Opinion (3 Points)		<b>0(0pts)</b>	<b>0%</b>
Ineffective (2 Points)		<b>0(0pts)</b>	<b>0%</b>
Very Ineffective (1 Points)		<b>0(0pts)</b>	<b>0%</b>
		<b>Total Respondents</b>	<b>7</b>
		<b>Point Average</b>	<b>4.57</b>

## 11. Other oversight functions as follows:

- Recommendation to the Board of Trustees for their approval
- Is consulted when management is seeking a second opinion or disagrees with the external auditor on an accounting or auditing matter. In the case of a disagreement, the audit committee leads the parties toward resolution
- Receives sufficient information to assess and understand management's process for evaluating the school board's system of internal controls (environment, risk assessment, information system, control activities, monitoring)
- Receives sufficient information to understand the internal control testing conducted by the internal auditors and the external auditors to assess the process for detecting internal control issues or fraud. Any significant deficiencies or material weaknesses that are identified are addressed, reviewed, and monitored by the audit committee
- Recommends to the Board of Trustees that management takes action to achieve resolution when there are repeat comments from auditors, particularly those related to internal controls
- Makes inquiries of the external auditors, internal auditors, and management on the depth of experience and sufficiency of the school board's accounting and finance staff

		<b>Response Total</b>	<b>Response Percent</b>
Very Effective (5 Points)		<b>3(15pts)</b>	<b>43%</b>
Effective (4 Points)		<b>4(16pts)</b>	<b>57%</b>
Neutral or No Opinion (3 Points)		<b>0(0pts)</b>	<b>0%</b>
Ineffective (2 Points)		<b>0(0pts)</b>	<b>0%</b>
Very Ineffective (1 Points)		<b>0(0pts)</b>	<b>0%</b>
		<b>Total Respondents</b>	<b>7</b>
		<b>Point Average</b>	<b>4.43</b>





## 12. OVERSIGHT OF FINANCIAL REPORTING PROCESS, INCLUDING INTERNAL CONTROLS - COMMENTS

- To my knowledge no instances where management has sought a second opinion or disagreed with external auditor on an accounting matter



## OVERSIGHT OF INTERNAL AUDIT AND EXTERNAL AUDIT FUNCTIONS

13. Understands the coordination of work between the external and internal auditors and clearly articulates its expectations of each.

		<b>Response Total</b>	<b>Response Percent</b>
Very Effective (5 Points)		<b>4(20pts)</b>	<b>57%</b>
Effective (4 Points)		<b>3(12pts)</b>	<b>43%</b>
Neutral or No Opinion (3 Points)		<b>0(0pts)</b>	<b>0%</b>
Ineffective (2 Points)		<b>0(0pts)</b>	<b>0%</b>
Very Ineffective (1 Points)		<b>0(0pts)</b>	<b>0%</b>
		<b>Total Respondents</b>	<b>7</b>
		<b>Point Average</b>	<b>4.57</b>

## 14. INTERNAL AUDIT



- Reviews the annual and multi-year internal audit plans and makes recommendations for adjustments when appropriate
- Regularly reviews the internal audit function (e.g. independence, the mandate, activities, structure, budget, compliance with IIA standards and staffing)
- The internal audit reporting lines established with the audit committee promote an atmosphere where significant issues that might involve management will be brought to the attention of the audit committee
- Ensures that there are no unjustified restrictions or limitations on the scope of any internal audit
- Reviews significant internal audit findings, management's action plans to address these findings and the status of action plans presented in earlier meetings

		<b>Response Total</b>	<b>Response Percent</b>
Very Effective (5 Points)		<b>5(25pts)</b>	<b>71%</b>
Effective (4 Points)		<b>2(8pts)</b>	<b>29%</b>
Neutral or No Opinion (3 Points)		<b>0(0pts)</b>	<b>0%</b>
Ineffective (2 Points)		<b>0(0pts)</b>	<b>0%</b>
Very Ineffective (1 Points)		<b>0(0pts)</b>	<b>0%</b>
		<b>Total Respondents</b>	<b>7</b>
		<b>Point Average</b>	<b>4.71</b>

## 15. EXTERNAL AUDIT

- Reviews the annual external audit plan and provides recommendations, as necessary
- Oversees the role of the external auditors from selection to termination and has an effective process to evaluate their independence, qualifications and performance
- Reviews management's representation letters to the external auditors, including making inquiries about any difficulties in obtaining them
- Reviews significant external audit findings, management's action plans and the status of action plans presented in earlier meetings
- Reviews and makes recommendations to the board on the audit fees paid to the external auditors
- Reviews other professional services that relate to financial reporting (e.g., consulting, legal, and tax strategy services) provided by outside consultants
- Recommends to the Board of Trustees and oversees a policy regarding the permissible (audit and non-audit) services that the

external auditors may perform and considers the scope of the non-audit services provided



		<b>Response Total</b>	<b>Response Percent</b>
Very Effective (5 Points)		<b>5(25pts)</b>	<b>71%</b>
Effective (4 Points)		<b>2(8pts)</b>	<b>29%</b>
Neutral or No Opinion (3 Points)		<b>0(0pts)</b>	<b>0%</b>
Ineffective (2 Points)		<b>0(0pts)</b>	<b>0%</b>
Very Ineffective (1 Points)		<b>0(0pts)</b>	<b>0%</b>
		<b>Total Respondents</b>	<b>7</b>
		<b>Point Average</b>	<b>4.71</b>

#### 16. OVERSIGHT OF INTERNAL AUDIT AND EXTERNAL AUDIT FUNCTIONS - COMMENTS

- To my knowledge no other professional services related to financial reporting brought to audit committee for recommendation to the Board. Do not know if there is a written policy regarding permissible audit and non-audit services that external auditors may perform.

#### 17. ETHICS, COMPLIANCE & MONITORING

- Reviews the school board's system for monitoring compliance and reviews any action taken by the board to address non-compliance (compliance with regulatory agencies, Ministry of Education, etc.)
- Performs an adequate review of any findings of examinations by regulatory agencies or the Ministry of Education
- Reviews management's procedures for enforcing the school board's code of conduct
- Oversees the school board's whistleblower process and understands the procedures to prohibit retaliation against whistleblowers
- Receives sufficient funding to fulfill its objectives and engage external parties for matters requiring external expertise

		<b>Response Total</b>	<b>Response Percent</b>
Very Effective (5 Points)		<b>2(10pts)</b>	<b>33%</b>
Effective (4 Points)		<b>4(16pts)</b>	<b>67%</b>
Neutral or No Opinion (3 Points)		<b>0(0pts)</b>	<b>0%</b>
Ineffective (2 Points)		<b>0(0pts)</b>	<b>0%</b>
Very Ineffective (1 Points)		<b>0(0pts)</b>	<b>0%</b>
		<b>Total Respondents</b>	<b>6</b>
		<b>Point Average</b>	<b>4.33</b>
		(skipped this question)	1

#### 18. ETHICS, COMPLIANCE & MONITORING - COMMENTS

- Highly ethical committee
- School board personal are very effective in the positions, professional and administration and followup and review
- Do not have a formal whistleblower process in place



**Keewatin-Patricia District School Board**

October 8, 2013

**NOTICE OF MOTION**

THAT the verbal report on Policy 704, Non-Union Staff Terms and Conditions of Employment, be received.

THAT Policy 704, Non-Union Staff Terms and Conditions of Employment, be approved as amended with an annual review.

## Policy Statement

It is the policy of the Keewatin-Patricia District School Board that the conditions of employment for all positions of the Board not covered by collective agreements or individual personal services contracts shall be as set out in the guidelines below.

## Rationale

This policy and attached guidelines establish conditions of employment for those positions of the Board not covered by agreement or contract.

## Guidelines

### A. DEFINITIONS

**Administrative Management Staff** – Payroll and Benefits Officer, Area Supervisor - Custodial and Maintenance, Event Services Coordinator, Program Development Coordinator, Purchasing and Payables Officer, and other management staff.

**Administrative Support Staff** – Executive Assistant, Administrative Assistant to the Director, Human Resources Officer, Transportation Officer, Transportation Assistant, Information Systems Technician, Communications Assistant/Website Administrator, Accounting Technician, and other Administrative Support positions.

**School Support Staff** – Student Counselor, Speech Language Pathologist, Tutorial Assistant, In-School Counselor, American Sign Language Interpreter, Braille Transcriber, Aboriginal Advisor, Early Childhood Educator, and other School Support Staff including staff employed under special agreement with external agencies where such agreements include a provision for non-statutory benefit costs.

**Casual/Part-Time Staff** – Lunch Hour Supervisor, Markers, Home Instructor, Speech Language Assistant, Students, ~~DRTCC Serving Personnel~~, ~~DRTCC Events Services I & II~~, ***DRTCC Student***, Site Monitor, Academic Tutor, ***Student Success Support Staff***, Casual Employees and other similar positions.

**B. HIRING, APPOINTMENT OR PROMOTION OF PERSONNEL**

1.
  - a) Administrative Management Staff shall be appointed or promoted to these positions by the Board, on the recommendation of the Director of Education, or designate.
  - b) Administrative Support Staff and School Support Staff appointments or promotions are to be made by the Director of Education, or designate.
  - c) Casual/Part-time staff shall be hired or appointed by the immediate supervisor, **with the approval of the Human Resources Manager.**
2. All employees will serve a probationary period of six (6) months before being considered permanent members of staff. Such six-month period shall be full time equivalent for employees working less than full time. In situations where doubt may exist regarding the employee's capabilities, the probationary period may be extended.

**C. COMPENSATION**

It is the policy of the Board to establish salary, benefits, and working conditions that are fair and competitive, in accordance with the following guidelines:

1. Salaries for all classifications of employees covered by this Policy will be in accordance with the Non-Union Salary Grid and the Casual/Part Time Grid adopted by the Board from time to time. (See Appendix A and B)
2. Compensation changes shall be effective September 1 each year or such other time as deemed by the Board.
3. The Compensation Review may consider, where appropriate, factors such as:
  - a) Staff Compensation for other Boards of similar size;
  - b) Staff Compensation for other Boards in Northwestern Ontario;
  - c) Compensation for similar positions in the local and provincial market where such positions are recruited from those markets;
  - d) Internal comparisons within the Board to employee groups (bargaining units, policy, personal services contracts);



- e) Other relevant information as may be available (i.e. O.A.S.B.O., O.P.S.O.A., O.P.S.B.A. survey, if available);
  - f) Local, regional and provincial wage increase trends;
  - g) Other factors including the financial capacity of the Board.
4. The Human Resources Department, shall as part of its mandate, be responsible for the recommendation for compensation adjustments for all staff covered by this policy.
  5. Compensation proposals and recommendations, together with support information, will be submitted by the Human Resources Department to the Senior Administration Group for review. After review and endorsement, such proposals and recommendations shall be submitted to the Board for consideration.
  6. Method of Pay
    - a) Employees are to be paid biweekly at the rate of 1/26 of their annual salary.
    - b) All employees shall be paid by direct deposit to his/her bank account.

#### **D. EMPLOYEE BENEFITS**

1. All full-time permanent Administrative Management Employees, full-time permanent Administrative Support Employees and full-time permanent School Support Employees are eligible to participate in the life insurance, AD & D, group dental and group health benefit plans provided to Senior Management Staff, with the exception of life insurance and AD & D amounts which will be \$100,000 each. The Board shall pay such coverage 100%.
2. Term, temporary and casual employees (**except Term ECE staff**) are not eligible to participate in the benefits program. Part-time student counselors and other part-time employees designated by the Director of Education may participate provided they contribute to the cost of the plan prorated to their full-time equivalent status.
3. The Board may, from time to time, offer other benefits which, if the employee elects to be covered by the benefit, shall be 100% employee paid.

4. It shall be a condition of employment of all employees hired after September 1, 1999 to participate in the long-term disability program, should such a program be offered. This program shall be financed entirely by employee contributions.
5. Staff employed under special agreement with external agencies, where such agreements include a provision for non-statutory benefits, shall participate in the LTD Program of the external agency.

**E. HOURS OF WORK**

1. The regular workweek for full-time employees shall be 35 hours. This shall normally be 5 consecutive days of seven hours each.
2. Individual supervisors shall set specific hours based on the operational needs of the Board.
3. The regular work day shall exclude meal breaks.
4. The position of Early Childhood Educator has a 32.5 hour work week. This shall normally be 6.5 hours per day Monday through Friday.
5. The position of Speech Language Pathologist is a twelve month position working on the basis of the school year calendar, September through June. Vacation and overtime are recognized during Christmas, March Break and the summer months.

**F. OVERTIME WORK**

1. Administrative Management Employees:
  - a) All Administrative Management employees shall be credited with 5 additional days of vacation over and above that which is outlined in G. of this Policy.
  - b) In the event that overtime is inordinate, the responsible senior management person, in consultation with the Human Resources Department **Manager**, may allocate additional days to specific employees to recognize required inordinate overtime. For consideration, all overtime must be fully documented by the employee.



- c) Authorized inordinate overtime must be assessed by the appropriate manager when the hours worked exceed two times the compensating time provided by this policy in F.1.a).

2. Administrative Support and School Support Staff:

- a)
  - i) The positions of the Human Resources Officer and the Transportation Officer shall be credited with 5 additional days of vacation over and above that which is outlined in G. of this Policy in recognition of overtime.
  - ii) Authorized inordinate overtime must be assessed by the appropriate manager when the hours worked exceed two times the compensating time provided by this Policy in F.2.a)i).
  - iii) ***Early Childhood Educators will be compensated at straight time only for additional hours worked in relation to school scheduled activities that they are required to attend. These activities include: Meet the Teacher Events, Parent Teacher Interviews, FDELKP Assessments, Parent Meetings that take place before school commences***
- b) Overtime is defined as any hours in excess of 35 hours per week.
- c) Approval of the immediate supervisor is required before overtime work will be recognized.
- d) Authorized overtime may, as mutually agreed to, be either paid at a rate of time and one half or the employee may take time off equal to the overtime rate in lieu of payment. Where an employee elects time off, such time shall be taken at a mutually agreed to time.

3. Casual/Part-Time Staff

- a) The Board shall grant overtime in accordance with the *Employment Standards Act, R.S.O., 1990*. Copies of the pertinent section are available from Human Resources upon request.



**G. PAID TIME OFF**

**1. Vacations (12 Month employees)**

- a) Full-time 12 month employees become eligible for vacation, with pay, effective July 1 each calendar year on the basis of their anniversary date and the length of continuous services as at their anniversary date of employment prior to July 1<sup>st</sup> in each year.
- b) Vacation entitlement is as follows:
 

In the first year of continuous service	2 weeks
In the third year of continuous service	3 weeks
In the tenth year of continuous service	4 weeks
In the fifteenth year of continuous service	5 weeks
- c)
  - i) The Director of Education may authorize additional vacation entitlement above the policy guidelines.
  - ii) Vacation entitlement may be altered for new employees upon the approval of the Director of Education.
- d) If a paid holiday, as outlined in the Policy, is observed during the employee's vacation period and the employee is eligible for the paid holiday, that employee will be granted an additional day's vacation for each holiday in addition to regular vacation time.
- e) The vacation period will be taken at a mutually agreeable time as determined by the employee and the supervisor. Vacations must be taken in the year they are due unless special permission is granted by the immediate supervisor.
- f) Supplementary Vacations

Employees having twenty (20) years or more of unbroken service with the Keewatin-Patricia District School Board and its' predecessors shall be entitled, in addition to their regular vacation, one additional day per complete year of service in excess of twenty years, to a maximum of ten (10) days.

2. Paid Holiday (Vacation Pay 10 Month Employees)

- a) The following schedule shall apply to full-time 10-month employees covered by this policy:

In the first year of continuous service	Four (4) percent
In the third year of continuous service	Six (6) percent
In the tenth year of continuous service	Eight (8) percent
In the fifteenth year of continuous service	Ten (10) percent

- b) Supplementary Vacation Pay

Employees having twenty (20) years or more of unbroken service with the Keewatin-Patricia District School Board and its' predecessors shall be entitled, in addition to their regular vacation pay, the equivalent in pay equal to one additional day vacation per complete year of service in excess of twenty years, to a maximum of ten (10) days.

3. Holidays

a)	Day before New Years Day	Thanksgiving Day
	New Years Day	Day before Christmas
	Good Friday	Christmas Day
	Easter Monday	Boxing Day
	Victoria Day	Canada Day
	August Civic Holiday	Labour Day
	Family Day	

- b) In the event that any holiday identified above should fall on a Saturday or Sunday that an alternate day will be granted in lieu.
- c) Should an employee be responsible for supervision of unionized employees then that employee shall observe the same holiday provisions as the unionized employees supervised. Alternate time in lieu shall be arranged with the appropriate supervisor.

4. Jury Duty

Employees required to attend jury roll call, serve on a jury or act as a crown witness, shall be paid their regular salary for any days of required absence.



## 5. Pregnancy Leave

The Board shall grant to an employee a pregnancy leave in accordance with the *Employment Standards Act, R.S.O., 1990*. Copies of the pertinent section are available from Human Resources upon request.

For the period of the statutory Pregnancy Leave, payments made according to the Supplementary Unemployment Benefit Plan will consist of the following:

- i) The Board shall provide for employees on pregnancy leave, a supplementary unemployment benefits plan providing for payment of 100% of normal weekly earnings for the two week waiting period for U.I.C. benefits. No such supplementary payment shall be paid for any period during which no regular duties would have been performed. This plan shall be approved by the Canadian Employment and Immigration Commission.

- ii) **Post Delivery (Pregnancy Leave)**

Employees are also eligible to top-up their EI benefits, up to a maximum of six (6) weeks, (from their sick leave earnings bank\*). No such supplementary payment shall be paid for any period during which no regular duties would have been performed. To receive this supplement, an employee must supply Payroll with adequate information from HRDC reflecting their weekly wage rate. The top-up pay will be the difference between what the employee receives from Employment Insurance and their normal pay. Pay will not exceed 100% of the employee's normal weekly earnings.

\*Until HRDC Regulation 38 is changed, top-up pay will not be deducted from the employee's accrued sick leave credits.

## 6. Parental Leave

The Board shall grant to an employee a parental leave in accordance with the *Employment Standards Act, R.S.O., 1990*. Copies of the pertinent sections are available from Human Resources upon request.



7. Bereavement Leave

Administrative management staff, administrative support staff and school support staff are allowed a leave, with pay, of up to five consecutive working days, in the event a death of a member of the immediate family. Immediate family includes employee's spouse, parents, children, brothers, sisters, parent-in-law, grandparents, grandparents-in-law, grandchildren, daughters-in-law, sons-in-law, brothers-in-law, sisters-in-law, legal guardians and common-law partners with whom the employee resides. **One additional day of leave may be granted to attend the funeral of others** ~~relatives~~ with whom the employee has a close attachment. ~~to will be considered on a case by case basis.~~

8. Compassionate Leave

Employees are eligible for up to five (5) consecutive days of compassionate leave in the event of serious illness or injury to a member of the employee's immediate family without loss of regular pay per event, to be granted at the discretion of the direct supervisor, per the appropriate procedure.

For the purpose of compassionate leave, immediate family includes employee's spouse, parents, children, legal guardians and common-law partner with whom the employee resides.

9. Leave of Absence for Illness of Children

Where no one at home other than the employee can provide for the needs during illness of an employee's child, an employee shall be entitled, after notifying their immediate supervisor, to use up to four (4) accumulated sick leave days per calendar year to care for the child who is ill. **Effective September 1, 2012, these days will not be deducted from sick leave. This practice will be reviewed in accordance with all sick leave allocations and entitlements post August 31, 2014.**

10. Extension of Paid Leaves

An extension of a paid leave (as identified above) may be granted at the discretion of the Director of Education, or designate.

H. LEAVES OF ABSENCE – UNPAID

- a) Unpaid leaves of absence of up to ten (10) days may be granted at the discretion of the direct supervisor. Leaves beyond ten (10) days in duration may be granted at the discretion of the Director of Education, or designate.
- b) Employees on leave of absence may be eligible to continue participation in group benefit plans. If the leave of absence is without pay and extends beyond four consecutive weeks, the employee on leave shall prepay any benefit premiums provided the plan allows continued participation.

I. TERMINATION OF EMPLOYMENT BY THE BOARD

- a) In the event of termination of employment for cause, an employee shall only receive entitlement as required by the *Employment Standards Act, R.S.O., 1990*. Copies of the pertinent sections are available from Human Resources upon request.
- b) In the event that employment of an employee is terminated because of redundancy, the employee shall be paid, as required, by the *Employment Standards Act, R.S.O., 1990*. Copies of the pertinent sections are available from Human Resources upon request.
- c) In some cases, positions covered by this policy are funded directly by sources other than the provincial education grant. These positions may be terminated when and if direct funding ceases.

J. RESIGNATION/RETIREMENT

- a) Where an employee intends to resign/retire from his/her position, the employee shall provide at least one (1) month's written notice of their resignation. Requests to provide a shorter notification period may be approved.



**K. RETIREMENT BENEFITS**

***O. Reg. 1/13 outlines entitlement to retirement gratuities.***

~~1. The provisions of the retirement benefit shall be reviewed on a biannual basis.~~

~~2. Eligibility~~

~~To be eligible to receive a retirement benefit an employee must meet all the following conditions:~~

~~a) be a permanent employee of the Board prior to June 30, 1999;~~

~~b) be retiring on a regular or disability pension from the Ontario Municipal Employees Retirement System or the Teachers' Pension Plan Board;~~

~~c) have a minimum of ten years of service with the Keewatin-Patricia District School Board including predecessor Boards now amalgamated into the Keewatin-Patricia District School Board. The last five years of service with the Board prior to the effective date of retirement must be continuous.~~

~~3. Amount of Benefit~~

~~The amount of benefit will be calculated using the following formula:~~

<del>years of service</del>		<del>(maximum 150)</del>		<del>final annual</del>
<del>10 to 25 years</del>	<del>x</del>	<del>credits</del>	<del>x</del>	<del>salary</del>
<del>25</del>		<del>150</del>		<del>2</del>

~~4. Effective Date~~

~~The retirement benefit will become payable as of the day after the effective date of retirement.~~

~~5. Method of Payment~~

~~a) The retirement benefit is to be paid in full within one year after the effective date, or as may be mutually agreed by the retiring employee and the Board.~~



- ~~\_\_\_\_\_ b) In the event of the death of an eligible retiring employee after the effective date but before receiving the retirement benefit, the benefit will be paid to the retiring employee's estate.~~

**L. SICK LEAVE**

- ~~\_\_\_\_\_ 1. For full-time staff eligible for sick leave, sick leave credits are granted at the rate of 1 2/3 days per month of active service (includes, vacation with pay, leave with pay, paid holidays, absence due to illness or injury of less than twenty (20) consecutive working days). Part-time staff eligible for sick leave will have credits prorated proportionate to time worked.~~
- ~~\_\_\_\_\_ 2. Sick leave credits may be accumulated to a maximum of 240 days.~~
- ~~\_\_\_\_\_ 3. An employee will receive regular pay for absence caused by sickness up to 100% of his/her unused sick leave credits.~~
- ~~\_\_\_\_\_ 4. Any absence due to sickness in excess of the unused sick leave credits will be subject to loss of pay for the excess days absent.~~
- ~~\_\_\_\_\_ 5. The appropriate supervisor may require a medical certificate after three consecutive days of absence due to illness.~~
- ~~\_\_\_\_\_ 6. If the period of illness exceeds the unused sick leave credits, the appropriate supervisor shall request a medical certificate as evidence of fitness to resume duties.~~
- ~~\_\_\_\_\_ 7. Accumulated sick leave credits up to a maximum of 200 days may be transferred from a prior employing Board or municipality provided that the prior employing Board or municipality has established a Sick Leave Credit Plan as provided by Ontario Legislation.~~
- ~~\_\_\_\_\_ 8. Termination of employment will negate accumulated sick leave credits unless transferred to another employer.~~
- ~~\_\_\_\_\_ 9. Sick leave credits for part-time employees will be determined by prorating the normal sick leave credits on the basis of actual working time to normal working time for full-time employees in a similar job.~~

**1. Sick Leave Credits will be granted in accordance with O.Reg.1/13.**

2. *Employees will be granted sick leave credits at the rate of eleven days of sick leave per annum, paid at 100%.*
3. *In addition, employees will be provided with a Short Term Leave and Disability Plan consisting of 120 days per annum, payable at 90% of salary. In the 2012-2013 school year, a carry-over of two days (20 units) will be available to "top up" the 90% to 100% of salary. Effective the beginning of the 2013-2014 school year, top up days will be determined by the balance of the 11 (eleven) sick leave days unused from the previous year.*

M. CASUAL/PART-TIME EMPLOYEES

All benefits and working conditions for these categories of employees shall be determined by the *Employment Standards Act, R.S.O., 1990*. Copies of pertinent sections are available from Human Resources upon request.

**ANNUAL SALARY GRID**  
Effective September 1, 2011  
Non-Union Employee Group

DRAFT

**Appendix A**

Banding	Job Title	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
1	No positions assigned	\$31,867	\$34,013	\$36,157	\$38,302	\$40,448	\$42,592	\$44,737	\$46,883	\$49,026
2	American Sign Braille Transcriber <i>In School Counsellor</i>	\$35,381	\$37,762	\$40,143	\$42,524	\$44,905	\$47,287	\$49,668	\$52,049	\$54,430
3	Administrative Assistant Executive Assistant Executive Assistant - IS Technician Accounting Technician Transportation Communications	\$38,892	\$41,510	\$44,128	\$46,746	\$49,363	\$51,981	\$54,598	\$57,217	\$59,835
4	Human Resources Transportation Officer Student Counsellor	\$42,405	\$45,258	\$48,113	\$50,967	\$53,822	\$56,675	\$59,530	\$62,383	\$65,239
5	Purchasing and Payroll and	\$45,917	\$49,008	\$52,099	\$55,189	\$58,279	\$61,369	\$64,461	\$67,552	\$70,641
6	Events Services	\$49,429	\$52,756	\$56,084	\$59,411	\$62,738	\$66,065	\$69,393	\$72,718	\$76,045
7	Area Supervisor Aboriginal Advisor Program Development- Speech Language	\$52,942	\$56,506	\$60,069	\$63,632	\$67,196	\$70,759	\$74,322	\$77,886	\$81,450



<b>CASUAL &amp; PART-TIME GRID Appendix B</b>	
Note: Rates of pay exclude vacation and statutory holiday pay	
<b>Position</b>	<b>Effective September 1, 2011</b>
Lunch Hour Supervisor	Base union rate for unqualified casual education assistants
Tutorial Assistants	28.61/hour
Speech Language Assistants	17.62/hour
Qualified Casual Education Assistants	Base union rate
Unqualified Casual Education Assistants	Base union rate
<b>Early Childhood Educators</b>	
<b>Unqualified – Letter of Permission</b>	<b>\$18.54/hour</b>
<b>0 Years of Experience</b>	<b>\$20.09/hour</b>
<b>1 Year of Experience</b>	<b>\$21.63/hour</b>
<b>2 Years of Experience</b>	<b>\$23.18/hour</b>
<b>3 Years of Experience</b>	<b>\$24.72/hour</b>
<b>4 Years of Experience</b>	<b>\$26.27/hour</b>
Casual Secretaries <b>Administrative Assistants</b> /Library Technicians	Base union rate
Markers	26.74/hour
Student employees	13.39/hour
Home Instructor	32.11/hour
Site Monitors	27.32/hour
Academic Tutors	21.86/hour
<b>Student Success Support Staff – Teacher Qualified</b>	<b>\$33.25/hour</b>
<b>Student Success Support Staff – Not Teacher Qualified</b>	<b>\$24.94/hour</b>
DRTCC Events Services I	13.50/hour
DRTCC Events Services II	15.76/hour
DRTCC Serving Personnel	11.25/hour
<b>DRTCC Student</b>	<b>\$12.25/hour</b>
Unqualified Instructor Grid	
Year 1	34.77/hour
Year 2	35.46/hour
Year 3	36.11/hour
Year 4	36.80/hour
Year 5	37.46/hour