## KEEWATIN-PATRICIA DISTRICT SCHOOL BOARD

## **REGULAR BOARD MEETING #3**

Tuesday, February 12, 2013 Time: 7:00 p.m. Dryden High School, Room 115 Dryden, ON

Video & Teleconference Sites

QEDHS 24A RLDHS 235 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 – January 8, 2013
7.		Presentations/Delegations
8.		Presentation of Reports and Accompanying Motions
	8.01	Education  A. Good News Story  • The World Issues Game  B. Supporting KPDSB Schools: A Partnership with FIREFLY  C. French Immersion at Valleyview Public School
	8.02	Executive Committee  A. Policy 210, Expenses of Trustees and Appointed Member  B. 2013 Labour Relations Symposium March 21-23, 2013  C. Policy 311, Secondary School Scholarships and Awards  D. Policy 308, Good Citizenship Award
	8.03	O.P.S.B.A. Update
	8.04	Parent Involvement Committee/School Council Reports
	8.05	Operations A. Valleyview Public School Capital Project
	8.06	Finance (nil)

	8.07	Human Resources A. Policy 705, Health and Safety B. Policy 706, Employee Code of Conduct
	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 March 5, 2013 Lillian Berg PS, Vermilion Bay
14.		Adjournment

## KEEWATIN-PATRICIA DISTRICT SCHOOL BOARD

## **REGULAR BOARD MEETING #2**

The minutes of Regular Board Meeting # 2 of the Keewatin-Patricia District School Board held January 8, 2013 at Dryden High School, Dryden, ON.

Call to Order

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

Roll Call

B. Gauthier

B. O'Donohue

G. Kleist

C. Marcino M. Ott

D. Penney D. Wilkinson R. Onysko (vc) G. Seaton (vc)

D. Sidders

Absent with Regret

N. Kejick, B. Moore

Officials

Sean Monteith - Director Designate, Caryl Hron, Dean Carrie, Susanne Bastable, Scott

Urquhart, Lynn McAughey, Steve Poling

Also Present

Media, Staff and interested public.

Agenda

Moved by:

G. Kleist

Seconded by:

B. Gauthier

Motion 41-13 THAT the agenda for the Regular Board Meeting #2 of January 8, 2013 be approved.

Non-binding (Student

FOR 0 **OPPOSED** 

CARRIED

Trustee)

Binding

FOR 10

**OPPOSED** 

CARRIED

Conflict of Interest

Declaration of conflict of interest re proceedings on agenda

None

0

0

Minutes

Moved by:

B. Gauthier

Seconded by:

G. Kleist

Motion 42-13 THAT the minutes of Regular Board Meeting held December 11, 2012 having been duly

circulated be confirmed.

Non-binding (Student

FOR 0 **OPPOSED** 

CARRIED

Trustee)

0

0

Binding

FOR

OPPOSED

CARRIED

Good News Story

Sioux Mountain Public School: Elders Mentoring Program

Presented by: Michael Boos, Principal, along with three students and Elders, Ralph

10

Johnson and Juliette Blackhawk.

**BSIP** 

Moved by:

G. Kleist

Seconded by:

B. Gauthier

Motion 43-13 THAT the 2012-2013 Annual Board Strategic Improvement Plan update be received.

Non-binding (Student

FOR 0 **OPPOSED** 

CARRIED 0

Trustee)

Binding

FOR

OPPOSED 10

0

CARRIED

Draft School Year Calendar		Moved by: Seconded by:	D. Wilkinson B. Gauthier				
Motion	44-13	THAT the verbal report on the Draft 2013-2014 School Year			School Year C	alendar	be received.
		Non-binding (Student	FOR	0	OPPOSED	0	CARRIED
		Trustee) Binding	FOR	10	OPPOSED	0	CARRIED
		Moved by: Seconded by:	B. Gauthier D. Wilkinson				
Motion	45-13	THAT the Draft 2013- to the Ministry of Educ		ar Calend	ar be approved	by the	Board and forwarded
		Non-binding (Student Trustee)	FOR	0	OPPOSED	0	CARRIED
		Binding	FOR	10	OPPOSED	0	CARRIED
OPSBA		Moved by: Seconded by:	D. Wilkinson B. Gauthier				
Motion	46-13	THAT the O.P.S.B.A.	verbal update be	e received	l.,		
		Non-binding (Student Trustee)	FOR	0	OPPOSED	0	CARRIED
		Binding	FOR	10	OPPOSED	0	CARRIED
2012-2013	Revised Estimates	Moved by: Seconded by:	G. Kleist B. Gauthier				
Motion	47-13	THAT the verbal repor	t on the 2012-20	013 Revis	ed Estimates be	e receiv	ed.
		Non-binding (Student	FOR	•	OPPOSED	0	CARRIED
			7 0.1	0	OFFOSED		
		Trustee) Binding	FOR	10	OPPOSED	0	CARRIED
		Trustee)				0	CARRIED
Motion	48-13	Trustee) Binding Moved by:	FOR G. Kleist B. Gauthier Revised Estimate	10 es be app	OPPOSED		
Motion	48-13	Trustee) Binding  Moved by: Seconded by: THAT the 2012-2013 F Education approval of Non-binding (Student	FOR G. Kleist B. Gauthier Revised Estimate	10 es be app	OPPOSED		
Motion	48-13	Trustee) Binding  Moved by: Seconded by: THAT the 2012-2013 F Education approval of	FOR  G. Kleist B. Gauthier  Revised Estimate the in-year defice	10 es be app iit.	OPPOSED roved as preser	nted, su	bject to Ministry of
Motion	48-13	Trustee) Binding  Moved by: Seconded by: THAT the 2012-2013 F Education approval of Non-binding (Student Trustee)	FOR  G. Kleist  B. Gauthier  Revised Estimate the in-year defice  FOR	10 es be app iit. 0	OPPOSED roved as preser	nted, su	bject to Ministry of CARRIED
	48-13 49-13	Trustee) Binding  Moved by: Seconded by:  THAT the 2012-2013 F Education approval of to the second s	FOR  G. Kleist B. Gauthier  Revised Estimate the in-year defic  FOR  FOR  B. Gauthier D. Wilkinson	10 es be app it. 0 10	OPPOSED  OPPOSED  OPPOSED	o 0 0	bject to Ministry of  CARRIED  CARRIED
SEAC		Trustee) Binding  Moved by: Seconded by:  THAT the 2012-2013 F Education approval of to the second s	FOR  G. Kleist B. Gauthier  Revised Estimate the in-year defic  FOR  FOR  B. Gauthier D. Wilkinson	10 es be app it. 0 10	OPPOSED  OPPOSED  OPPOSED	o 0 0	bject to Ministry of  CARRIED  CARRIED

Adjournment

D. Wilkinson

Moved by: Seconded by:

B. Gauthier

Motion

50-13

THAT the meeting adjourn at 8:37 p.m.

Non-binding (Student Trustee) Binding

**FOR** 0

OPPOSED

0

CARRIED

FOR

10

**OPPOSED** 

0

**CARRIED** 

Chair		
Secretary		

February 12, 2013

## **NOTICE OF MOTION**

THAT the report on the Supporting KPDSB Schools – A Partnership with FIREFLY be received.



## **Regular Board Meeting**

February 12, 2013

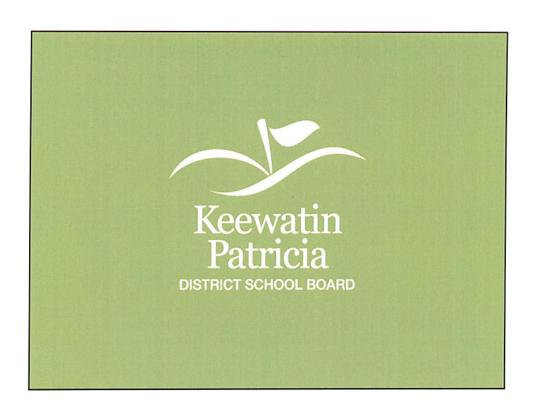
### Supporting KPDSB Schools: A Partnership with FIREFLY

In an increasingly complex and challenging learning and service-provision environment, the expectations placed on school boards has become in themselves, respectively diverse and at times overwhelming for school-based staff. As resources become increasingly finite, staff even more dynamic in their skills sets, and student-needs commonly multi-layered, 21<sup>st</sup> Century schools in the Keewatin-Patricia District School Board find themselves responding to challenges that are in some ways are unprecedented. In short, the KPDSB, with all of its resources, expertise and professional knowledge, and commitment to changing lives....simply cannot do it alone.

Various ministries within the provincial government often speak of partnerships, encourage the concept of "de-siloing", and emphasize the benefit of working together across the spectrums. The reality of accomplishing that often lies in the details and frequently becomes mired in bureaucratic processes, which ultimately see little progress being made. For the Keewatin-Patricia District School Board, working with support agencies, health care professionals and child and family service staff, is a necessity in supporting the needs of the "whole student", in turn allowing teaching staff to remain focused on the priorities of the Board Strategic Implementation Plan (BSIP). Because of the increasing layers of integration and system coordination, the regional agency FIREFLY might be considered, not just a partner of the KPDSB, rather FIREFLY might appropriately be considered the Keewatin-Patricia District School Board's "sister" agency.

On April 1, 2011, CDC (Lake of the Woods Child Development Centre) and PCCY (Patricia Centre for Children and Youth) became one agency, the resulting amalgamated organization becoming known as FIREFLY. Currently, into its second year of amalgamation, FIREFLY remains focused on its core priorities, as well as continuing to grow through the experiences of a bringing together multiple systems into one. FIREFLY's goal of improving emotional, physical and developmental services for children, youth, adults and their families living in the Kenora District, makes its expanding work with the KPDSB, not only hopeful for many children, but critical.

With precise planning and ongoing dialogue around children's mental health services including: counseling for children, literacy and professional learning for staff, designated partnerships with identified schools for intervention, the ongoing provision of speech language intervention for our early learners, involvement in the referral processes of students with needs, the provision of dedicated counselors in elementary schools, the partnership of the exciting Section 23 FASD classrooms in September of 2013, the early intervention work with the Meno Ya Win Health Centre from Sioux Lookout, and the peer mentoring partnerships currently in the developmental stage with the Kenora Chiefs Advisory Council, are some of the ongoing partnerships in place or being pursued to meet the ever-changing needs of our students and our schools. Aggressive work between FIREFLY and KPDSB has resulted in a partnership that has been identified as a model for other regions across the province to take note of; and we believe that as we move forward together, the partnership will grow stronger, in a relentless effort to support our kids.







# "Supporting KPDSB Schools: A Partnership With FIREFLY"

A Multi-Leveled Approach to Intervention and Supports Across the Region

Karen Ingebrigtson, CEO FIREFLY Kim Humphrey, Director Mental Health Services Lisa Doerksen, Mental Health Leader, KPDSB Sean Monteith, Superintendent of Education KPDSB





- Mental Health Supports and Literacy for all schools, all communities, all students
- School Community Intervention Partnership (SCIP), King George VI PS, Open Roads PS, Red Lake-Madsen PS, Sioux Mountain PS
- Speech Language Focused Intervention
- Student and School Counselors in schools
- RIRO Training for all KPDSB Education Assistants
- FASD/CCT Classrooms (September, 2013), with Toronto Hospital for Sick Children, FIREFLY, and KPDSB
- Peer Mentoring Initiative, Kenora Chiefs Advisory, FIREFLY and KPDSB
- Early Intervention Project, Sioux Lookout Meno Ya Win Health Centre, FIREFLY, and KPDSB
- Walk-In Counseling "After-Hours" Clinic Proposal September, 2013
- Before and After School Child Care Programming

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## Highlights 2012 – 2013...

- Mental Health in Schools KPDSB Strategic Plan
- 3 Key Priority Areas
- 1) Organizational Conditions for School Mental Health
- 2) Mental Health Literacy for Educators
- Creating Pathways for Care for Vulnerable Students through community partnerships.





## Organizational Conditions for School Based Mental Health at the KPDSB

Provincial Support through School Mental Health ASSIST

- \* Dr. Kathy Short
- \* Dr. Bruce Ferguson

The Top 10 Organizational Conditions for School Mental Health

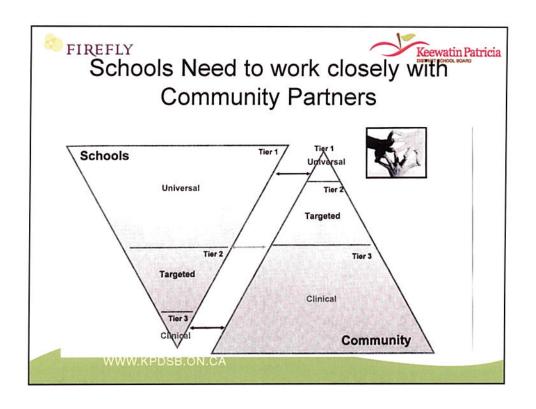
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## Mental Health Literacy for Educators

- · Mental Health Awareness sessions for staff.
- ASIST Training developing a Suicide Prevention Protocol for KPDSB
- "Supporting Healthy Minds" An Educators Guide and An Administrator's Guide to School Mental Health





## Keewatin-Patricia DSB / FIREFLY Partnership: Supporting Schools

- RIRO Training provided to all KPDSB Educational Assistants.
- Implementation of SCIP (School Community Intervention Partnership)
- · 4th R (Relationships) Programming in our schools

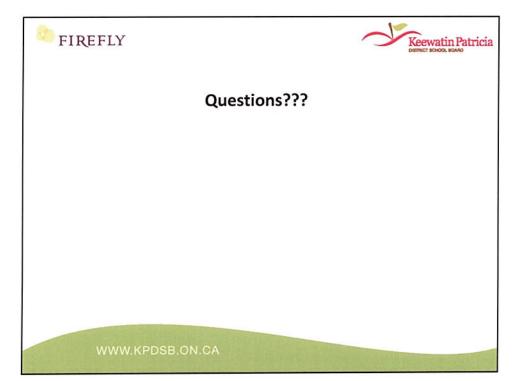




## Future Directions and Planning KPDSB and FIREFLY

- FASD Classrooms September 2013
- Walk-in Counseling Services School-Based – September 2013
- Peer Mentor Programming FIREFLY, KPDSB and Kenora Chiefs Advisory – September 2013

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February 12, 2013

## **NOTICE OF MOTION**

THAT the report on the French Immersion Programming at Valleyview PS be received.



## **Regular Board Meeting**

February 12, 2013

## French Immersion Programming At Valleyview Public School

In June, 2012, trustees approved the forward planning and promotion of a functional French Immersion Program at Valleyview Public School in Kenora (Motion 158-12), with a minimum number of registrants in the initial year being 16 students. At present, (February 12, 2013) there are sufficient registrations and interest to provide and plan for a full day kindergarten French Immersion Program, for September 2013, in addition to an English track full day kindergarten program as well.

There continue to be further registrations in the primary grades for French Immersion programming at Valleyview PS, for September 2013, and administration is continuing to look at the enrolment numbers and consider options, given the range of grades involved. Although, it is only February, and there remains time to plan and evaluate program aspects, making a decision as soon as prudently possible for the entire provision of French Immersion programming at Valleyview Public School, is important; not just for school planning purposes, but more importantly for the information of parents and children waiting to have final details.

We are pleased with the interest in the initial offering and opportunities for French Immersion Program at Valleyview PS, and are optimistic, that a dual track program is part of the school's long term future.

February 12, 2013

#### **NOTICE OF MOTION**

THAT the Policy 210 Report, Expenses of Trustees and Appointed Members, be received.



## **Regular Board Meeting**

February 12, 2013

### Policy 210 Report

Policy 210, Expenditures of Trustees & Appointed Members contains the following provision:

9.2 An annual report on actual expenses incurred versus budget shall be presented to the Board and posted to the Board website following the approval of the annual financial statements of the Board.

The results for the fiscal year ended August 31, 2012 are shown below (in \$CDN).

Item	2010-11	2011-12	2011-12	2011-12
	Expense	Budget	Expense	Variance
Travel, Accommodation, Meals	23,035	60,965	29,307	31,658
Meetings	6,978	8,800	4,880	3,920
Professional Development	68,008	40,500	53,529	(13,029)
Equipment Costs	14,141	2,200	1,093	1,107
Telephone & Data Lines	14,718	13,100	8,324	4,776
Advertising	3,838	3,000	2,011	989
Miscellaneous	3,042	2,500	1,684	816
Total Expenses	133,760	131,065	100,828	30,237

#### Notes on Budget Variances:

Travel, Accommodation, and Meals were higher than the prior year's expense, but less than 50% of the current year budgeted amount. Some budget dollars should be shifted to Professional Development in future years' budgets.

Meeting expenses were lower than the current year budget and the prior year, due mainly to increased use of electronic meetings and less use of outside caterers.

Professional Development was over budget, but less than the prior year's expense.

Telephone and Data Lines expense was lower due to the elimination of fax lines for trustees.

Advertising expenses reflect a reduction in newspaper advertising of board meetings.

Overall, total expenses of \$100,828 were down 25% from the prior year total.

February 12, 2013

## **NOTICE OF MOTION**

THAT the verbal report on	Trustee attendance	at the 2013	Labour	Relations
Symposium be received.				

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		and			be	appro	ovec	1.		
Relatio	ns	Symposium	in	Toronto	March	21-2	3,	2013	, for	Trustees
THAT	acc	ommodations	and	travel	arrangem	ents,	for	the	<b>OPSBA</b>	Labour

February 12, 2013

#### **NOTICE OF MOTION**

THAT the verbal report on Policy 311, Secondary School Scholarships and Awards, be received.

THAT Policy 311, Secondary School Scholarships and Awards, be approved as amended with the next review date in year 2017.



Policy Section: School Administration

Policy Name: Secondary School Scholarships

and Awards

300 Revised For Feb 12/13 311

#### **Policy Statement**

It is the policy of the Keewatin-Patricia District School Board to provide funding for-secondary school scholarships and awards in accordance with the guidelines that follow.

#### Rationale

The board endorses the granting of scholarships and awards in order to encourage excellence in school performance and the pursuit of further education.

#### Guidelines

- 1. Elementary Good Citizenship Award
  - 1.1 The Board will present on an annual basis, a gift to a graduation student in each elementary school who best exemplifies the attributes of a good citizen.
  - 1.2 The gift will be in the form of a book, not to exceed \$60.00 in cost, and will be presented at the graduation ceremonies of each school.
  - 1.3 In the selection process, the principal and staff shall consider students who consistently display the 7 attributes of Character Development:
    - > Respect
    - > Humility
    - Kindness
    - > Bravery
    - Honesty
    - Responsibility
    - > Wisdom
  - 1.4 The principal, in consultation with appropriate staff members shall select the student for their particular school.



Policy Section: School Administration

Policy Name: Secondary School Scholarships

and Awards

300 Revised For Feb 12/13 311

#### 2. Secondary School Scholarships and Awards

4. 2.1 The board will contribute the following amounts annually to each secondary school for scholarships and awards:

a)	Beaver Brae Secondary School	\$3,000.00
b)	Dryden High School	\$3,000.00
c)	Ignace High School	\$1,000.00
d)	Queen Elizabeth District High School	\$1,500.00
e)	Red Lake District High School	\$1,500.00
f)	Crolancia High School	\$500.00

- 2. 2.2 The principal, in consultation with school staff, shall determine the values of scholarships and awards. The values of scholarships and awards shall be:
  - a) Equal in value;
  - b) No less than \$50.00 and no more than \$500.00 each.
- 3. 2.3 The principal, in consultation with school staff, may develop criteria for naming awards or scholarships. Named awards and scholarships may be granted on a one-time continuous basis. Any award or scholarship not specifically named shall be referred to as a "Keewatin-Patricia District School Board" award.
- 4. 2.4 The principal, in consultation with school staff, shall determine which students are to receive the scholarships and awards. Scholarships and awards, shall be awarded on the basis of academic achievement and future goals.
- 5. 2.5 Provision for the scholarships and awards granted under this policy shall be made in the Board's annual operating budget.
- 6. 2.6 The principal, in consultation with school staff and the school council, may use funds from the school budget to make additional awards, following the guidelines as set out in Guideline #3.. 2.3

February 12, 2013

## **NOTICE OF MOTION**

THAT the verbal report on Policy 308, Good Citizenship Award, be received.

THAT Policy 308, Good Citizenship Award, be rescinded.



Policy Section: School Administration

Policy Name: Good Citizenship Award

300 For Feb 12/13

308

#### **Policy Statement**

It is the policy of the Keewatin-Patricia District School Board to further the practice of good citizenship in our elementary schools. To promote this, the Keewatin-Patricia District School Board will present, on an annual basis, a gift to the grade eight student in each elementary school who best exemplifies the attributes of a good citizen.

#### Guidelines

- 1. The gift will be in the form of a book, not to exceed \$60.00 in cost, and will be presented at the graduation ceremonies of each school.
- 2. The principal, in consultation with appropriate staff members shall select the student for their particular school.
- 3. In the selection process, the principal and staff shall consider students who consistently display the 7 attributes of Character Development:
  - Respect
  - Humility
  - Kindness
  - Bravery
  - Honesty
  - Responsibility
  - Wisdom

February 12, 2013

#### NOTICE OF MOTION

THAT the report on the Valleyview Public School capital project be received.

THAT the Administration be authorized to proceed with the detailed design and tender of the Valleyview Public School Full Day Kindergarten Retrofit and Gym Addition project, subject to Ministry of Education approvals as required.

THAT the sum of \$1,964,258 be appropriated from the Board's accumulated surplus to fund a portion of the cost of the Valleyview Public School Full Day Kindergarten Retrofit and Gym Addition project.



## **Regular Board Meeting**

February 12, 2013

## Valleyview PS Capital Project -Full Day Kindergarten Retrofit and Gym Addition

Valleyview Public School was constructed in two stages in 1960 and 1962. It has 16,200 square feet of floor area on two levels. The floor plan includes 8 regular classrooms and a small single gym. One of the classrooms serves as a JK/SK room and one classroom serves as a library. There are 3 portable classrooms on the site, 1 of which is used as a classroom and 2 are used for facility maintenance purposes. The school currently serves 174 students in Grade JK-8.

The school is positioned at the northeast corner of the relatively large site (11.2 acres). Street frontage is very small. Any new site development or building addition will have to occur on the south and west sides of the school.

The school was classified as prohibitive to repair (PTR) with its facility condition Index just exceeding the 65% cutoff. The board applied for replacement school funding as its #2 priority capital project, but has not received a capital funding allocation. Notwithstanding its PTR status, the school is structurally sound and a major retrofit would be a reasonable alternative to building a replacement school.

#### Current Needs

Three new factors have generated capital needs at Valleyview PS:

- The closure of Lakewood PS in June 2013 and the redistribution of its attendance areas
  to the other four Kenora elementary schools will generate some enrolment pressure at
  Valleyview PS (notwithstanding the transfer of Grade 7 and 8 students to Beaver Brae
  Secondary School).
- 2. A French Immersion program will begin at Valleyview PS in September 2013. Initially it will be offered to JK & SK pupils and possibly Grades 1-3 and then it will grow into higher grades in future years.
- Full Day Kindergarten (FDK) will be introduced to Valleyview PS in September 2013.
   The Ministry of Education has provided a capital allocation of \$759,493 to add a purpose-built FDK room to the school.

In addition to the above, the following factors have existed for some time:

- 4. There is no elevator providing access to the 2 classrooms on the lower level of the school. As well, the small gym is lower than the main hallway level and must be accessed using a lift located adjacent to the stage.
- 5. The gym is undersized for an elementary school serving students in the junior division and higher.

Finally, as noted above, the school is classified as PTR and in need of a major retrofit.

#### **Project Proposal**

The project proposal can be summarized as follows:

- 1. Retrofit the existing small gym by creating 2 levels. Locate 2 Full Day Kindergarten rooms on the lower level and 2 regular classrooms on the upper level.
- 2. Construct a new proper sized gym addition on the west end of the building with an elevator in the addition that will provide accessibility to both levels of the school.
- Complete site safety improvements including: relocating staff parking to the rear of the school, creating a separate JK/SK playground, and creating after hours community use parking adjacent to the exterior gym entrance which can double as a hard surface playground during the school day.
- 4. The remainder of the school would not be retrofitted until a Ministry capital allocation is received.

Please see the attached building and site plans for additional details.

#### **Project Budget**

Our initial cost estimates for the project include the following amounts:

\$809,000
1,284,218
196,650
\$2,289,868
205,000
230,000
78,000
\$2,802,868
60,542
\$2,863,410

#### **Project Funding**

There would be 2 sources of funding for this project as noted below.

Ministry of Education FDK Capital Allocation	\$759,493
Appropriation from Accumulated Surplus	2,103,917
Total project funding:	\$2,863,410

#### KEEWATIN-PATRICIA DISTRICT SCHOOL BOARD

Valleyview PS Capital Project – Full Day Kindergarten Retrofit and Gym Addition February 12, 2013 Page 3

Although the cost to construct 1 FDK room will be lower than the Ministry capital allocation, the reason is that it is being built inside the existing gym space. It is therefore fair and appropriate that the remainder of the allocation be utilized for a portion of the new gym addition costs.

We had proposed that the proceeds of disposition from the sale of Lakewood PS (\$1,400,000) be utilized to fund a portion of the project but the Ministry does not permit this until the sales proceeds are actually in the board's bank account. This will not occur until July 31, 2013 and construction must begin before then. However, the proceeds of the Lakewood PS sale should eventually be available for other school capital projects.

The impact on the Board's unappropriated accumulated surplus would be as follows:

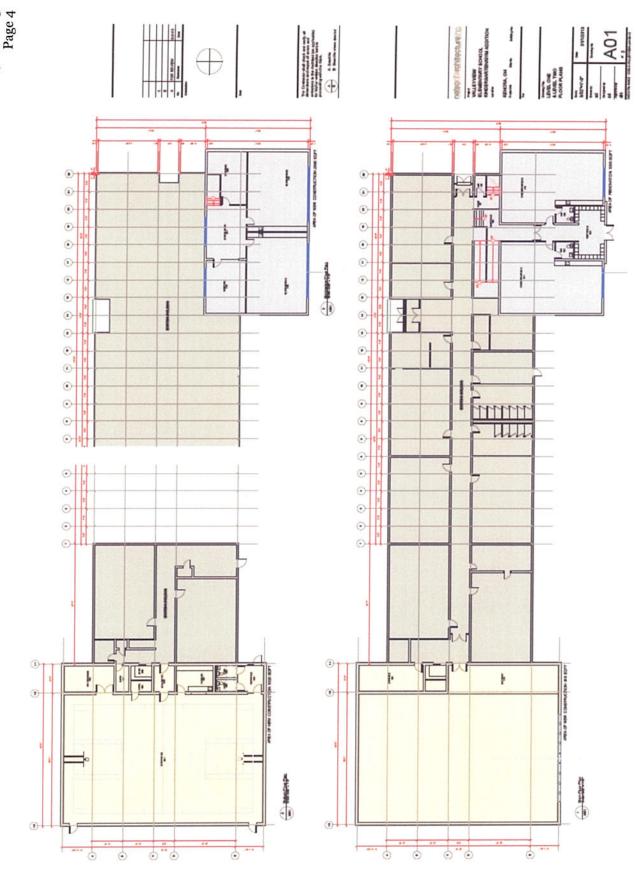
Projected unappropriated accumulated surplus as at August 31, 2013 as per 2012-13 Revised Estimates	\$5,403,390
Appropriation from accumulated surplus for Valley PS project	2,103,917
Revised projection of unappropriated accumulated surplus as at August 31, 2013	\$3,299,473

#### Project Schedule

Timing is very tight for this project. Our expectation is that the project would be tendered and awarded to ensure that the successful contractor would be able to complete the retrofit portion so that the FDK and additional classrooms are ready for the start of school on August 26, 2013 while the gym addition would not be fully complete until sometime later in the fall. In the fall the school would need to provide physical education classes outdoors or at other locations, until the new gym is ready for occupancy.

#### Recommendations

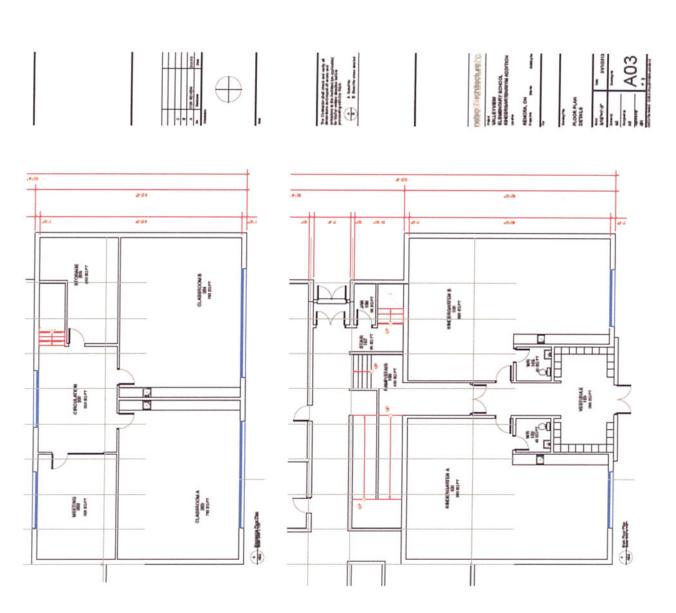
- That the Administration be authorized to proceed with the detailed design and tender of the Valleyview Public School Full Day Kindergarten Retrofit and Gym Addition project, subject to Ministry of Education approvals as required.
- That the sum of \$1,964,258 be appropriated from the Board's accumulated surplus to fund a portion of the cost of the Valleyview Public School Full Day Kindergarten Retrofit and Gym Addition project.



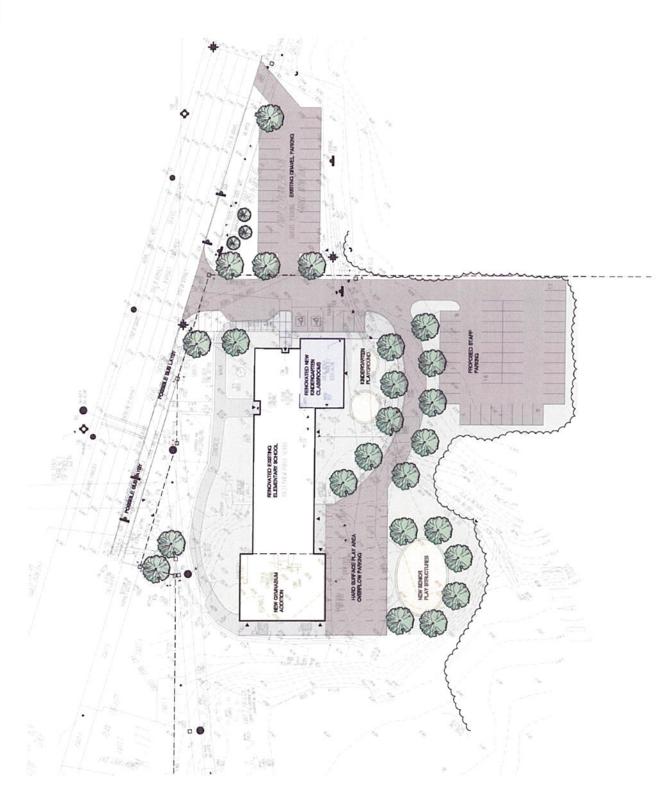
Respectfully submitted by: Dean Carrie, Superintendent of Business

Respectfully submitted by: Dean Carrie, Superintendent of Business

arten Retrofit and Gym Addition February 12, 2013 Page 6



Respectfully submitted by: Dean Carrie, Superintendent of Business



Respectfully submitted by: Dean Carrie, Superintendent of Business



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g	27.	24	25(	176	94(
Total	174	26	241	174	989
9	24	17	38	24	103
2	14	18	37	27	96
4	19	7	26	23	75
3	12	12	38	24	98
2	19	13	32	15	79
1	26	12	28	19	85
SK	30	6	21	21	81
¥	30	6	21	21	81
	EG	Æ	KG	<b>X</b>	Total

Excludes French Immersion enrolment at Valleyview



School	Purpose- built JK/SK rooms	Regular Classrooms	Portable Classrooms	Capacity PBK=26 RCR=22 Port=22
Evergreen	2	10	0	272
Keewatin	0	11	0	242
King George VI	2	6	0	250
Valleyview	0	7	1	176
Totals	4	37	1	940

#### VALLEYVIEW SCHOOL REDEVELOPMENT GYMNASIUM ADDITION AND KINDERGARTEN REFIT Friday, February 5, 2013

#### nelson|architecture

	QUANTITY	UNIT RATE	SUBTOTAL	TOTAL ELEMENT COST	\$ PER SQ.FT.	% COST
SUBSTRUCTURE						
a. Foundations	295	\$39.30	\$11,593.50			
b. Footings	295	\$116.00	\$34,220.00			
c. Excavation	21,280	\$1.20	\$25,536.00	\$71,349.50	\$5.97	3.12%
STRUCTURE			440,000,000	V11,070.00	40.07	0.12/6
a. Ground Floor Construction	5,320	\$14.00	\$74,480.00			
b. Mezzanine Construction	3,785	\$26.30	\$99,545.50			
c. Roof Construction	5,320	\$21.20	\$112,784.00	\$286,809.50	\$23.98	12.53%
EXTERIOR FINISH				440040000	VI.0.00	123070
a. Roof Finish	5,320	\$12.50	\$66,500.00			
b. Walls above Ground Floor	7,080	\$39.10	\$276,828.00			
c. Skylight			\$0.00			
c. Curtain Walls & Windows	625	\$80.00	\$50,000.00	\$393,328.00	\$32.89	17.18%
INTERIOR PARTITIONS				4000,020.00	VULUU	11.10%
a. Permanent Partitions	6,635	\$18.00	\$119,430.00			
c. Doors	30	\$1,200.00	\$36,000.00			
d. Miliwork	110	\$900.00	\$99,000.00	\$254,430.00	\$21.27	11.11%
VERTICAL MOVEMENT		4000.00	000,000.00	0231,400.00	\$21.27	11.1176
a. Stairs	2	\$14,565.60	\$29,131.20			
b. Elevators & Escalators	1	\$75,000.00	\$75,000.00	6104 101 00	60.74	4 5504
FINISHES	1	\$75,000.00	\$75,000.00	\$104,131.20	\$8.71	4.55%
a. Floor Finishes	11,960	\$4.50	650 000 00			
o. Ceiling Finishes	11,960	\$1.50	\$53,820.00			
. Wall Finishes	11,960	\$1.25	\$17,940.00	600 710 00	*****	
FIXTURE & EQUIPMENT	11,900	\$1.25	\$14,950.00	\$86,710.00	\$7.25	3.79%
. Fittings & Fixtures	9,105	\$5.00	\$45,525.00	645 505 00	***	4.000
SERVICES	9,103	\$3.00	\$45,525.00	\$45,525.00	\$3.81	1.99%
L Electrical	9,105	\$30.00	\$273,150.00			
. Heating, Ventilation & Air Conditioning	9,105	\$40.00	\$364,200.00	607.050.00	0.00	07.000
SITE DEVELOPMENT	3,103	340.00	\$304,200.00	\$637,350.00	\$53.29	27.83%
General						
. Services						
Alterations						
Demoition	3,205	\$4.00	610,000,00	610,000,00	****	
OVERHEADS & PROFITS	13,203	\$4.00	\$12,820.00	\$12,820.00	\$1.07	0.56%
. Site Overhead			\$94,622.66			
. Head Office Overhead and Profit				6100.015.00	445.00	0.000
ONTINGENCIES			\$94,622.66	\$189,245.32	\$15.82	8.26%
. Design Contingency		4.00%		cm 007.04		
Escalation Contingency				\$83,267.94		
		2.00%		\$41,633.97		
Post-Contract Contingency		4.00%		\$83,267.94	\$17.41	9.09%
ROSS CONSTRUCTION COST Less sales tax				40.000.000.00	****	
A				\$2,289,868.37	\$191.46	100.00%
ET CONSTRUCTION COST						
URNITURE & EQUIPMENT ALLOWANCE ROFESSIONAL FEES						
URVEY & GEOTECHNICAL						
	1					
OTAL PROJECT COST				\$2,289,868.37		

<sup>\*</sup> Square footage cost based on both new and renovated areas

February 12, 2013

## **NOTICE OF MOTION**

THAT the verbal report on Policy 705, Health and Safety, be received.

THAT Policy 705, Health and Safety, be reaffirmed with the next review date in year 2014.



Policy Section: Personnel/Employee Matters

Policy Name: Health and Safety

700 Review Feb 12/13 705

#### **Policy Statement**

It is the policy of the Keewatin-Patricia District School Board to fulfill its responsibilities under the Occupational Health and Safety Act and make every effort to provide and promote a safe and healthy working and learning environment. Further, it is the policy of the Board to:

- a) take every reasonable precaution to prevent personal injury and to provide and maintain a safe and healthy working environment for all of its employees and students;
- b) comply with all applicable health and safety legislation, including annual review of the policy;
- institute and maintain, on an ongoing basis, training and education, as well as health and safety programs;
- d) demonstrate the Board's commitment to achieve the objective of the Occupational Health and Safety Act, R.S.O., or successors; and
- e) eliminate or reduce injuries, accidents, illness and near misses.

#### Rationale

The Occupational Health and Safety Act is built upon the principle that employees and employers must act together to ensure a healthy and safe workplace environment.

The Keewatin-Patricia District School Board is committed to the health and safety of its employees and students. Protection of employees and students in the areas of health and safety is a major continuing objective.

Unless otherwise stated, the phrase "the Act" shall mean the Occupational Health and Safety Act, R.S.O., or successors.

#### Guidelines

#### 1. a) <u>Duties of the Supervisor</u>

The Act sets out certain specific duties for supervisors. A supervisor means a person who has charge of a workplace or authority over a worker. A supervisor must:

- ensure that a worker complies with the Act and regulation;
- ensure that any equipment, protective device or clothing required by the employer is used or worn by the worker;
- advise a worker of any potential or actual health or safety dangers known by the supervisor;
- take every precaution reasonable in the circumstances for the protection of worker.

Cross Reference: O.H. & S Act HR Procedures (Public Folders) Date Approved: June 13, 2000 Date Reviewed: May 18/04; Dec 11/07; Feb 10/09; Jan 12/10; May 10/11;

May 8/12:

Review: Annually



Policy Section: Personnel/Employee Matters

Policy Name: Health and Safety

Review Feb 12/13 705

#### b) Duties of the Worker

Workers also have several general duties under the Act. Workers must take responsibility for their own health and safety at the workplace insofar as they are able. Under the Act, a worker must:

- work in compliance with the Act and regulations;
- use or wear any equipment, protective devises or clothing required by the
- report to the employer or supervisor any known missing or defective equipment or protective device that may be dangerous to any worker;
- report any known workplace hazard to the employer or supervisor;
- report any known contravention of the Act or regulations to the employer or supervisor:
- not remove or make ineffective any protective device required by the employer:
- not use or operate any equipment or work in a way that may endanger himself or herself;
- not engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct.
- 2. The site based Joint Occupational Health and Safety Committees shall operate in compliance with the Act, and the applicable Board Procedure(s).
- Employees shall attend required Occupational Health and Safety training programs. 3.
- 4. This policy is to be posted in all schools and offices under the terms and conditions of the act.

Cross Reference: O.H. & S Act HR Procedures (Public Folders)

June 13, 2000 Date Approved:

Date Reviewed: May 18/04; Dec 11/07; Feb 10/09; Jan 12/10; May 10/11;

May 8/12:

Review: Annually

### Keewatin-Patricia District School Board

February 12, 2013

### **NOTICE OF MOTION**

THAT the verbal report on Policy 706, Employee Code of Conduct, be received.

THAT Policy 706, Employee Code of Conduct, be approved as amended with the next review in year 2016.



Policy Name: Employee Code of Conduct

700 Revised for Feb 12/13 706

### **Policy Statement**

It is the policy of the Keewatin-Patricia District School Board to expect its employees to adhere to the highest standards of personal and professional competence, integrity and impartiality.

### Rationale

The Keewatin-Patricia District School Board believes that all stakeholders have the right to function in a safe learning environment. Thus, all actions taken under this policy will be premised on the need to protect the child, volunteers or employee who has been subjected to the alleged misconduct.

### Scope

### General Standard

This Employee Code of Conduct represents general standards.

### 2. Other Professional Codes

It is understood that some employees will also be governed by a professional code of ethics such as Ontario College of Teachers Ethical Standards of Practice.

### Extension

Individual administrators may, with the approval of the Director of Education, augment the standards contained herein with specific procedures which are more stringent and that will apply to individual employees or groups of employees under their authority (i.e. requirements for Student Field Trips). When this is done, it shall be in writing with a copy to the Director of Education.

### **Definitions**

- Misconduct includes but is not limited to physical or sexual abuse, assault, harassment, theft, fraud, vandalism, public intoxication, possessing or creating pornographic material.
- 2. <u>Fraud</u> is a deliberate act of deception, manipulation or trickery, with the specific intent of gaining an unfair or dishonest personal gain or advantage. It may be perpetrated by

Cross Reference:

306, Use of Volunteers

318, Freedom of Information

321, Safe Schools 330, Character 322, Code of Conduct 503, Racial & E

330, Character Development 503, Racial & Ethnocultural Equity

402, Educational Trips for Students

701, Criminal Record Checks 709, Workplace Harassment

708, Respectful Working & Learning Environment

Date Approved: Date Reviewed: Last Reviewed: November 13, 2001 Feb 11/03; May 9/06; February 10, 2009

Review by:



Policy Name: Employee Code of Conduct

700 Revised for Feb 12/13 706

one individual or done in collusion with others. It involves willful misrepresentation or deliberate concealment of material facts.

3. <u>Employee</u> - refers to any employee or any person providing contractual services to the board.

#### Guidelines

- A. It is the principal/supervisor's responsibility to inform employees and volunteers of common sense tips that can be taken to reduce their exposure to allegations of sexual misconduct. See Appendix A.
- B. In matters pertaining to employee misconduct, employees will be dealt with in an expeditious manner.
- C. <u>Pertaining to Charges or Accusations of Misconduct While on Duty in the Keewatin-Patricia District School Board Workplace</u>
  - The supervisor and/or school principal will notify the Director of Education or designate immediately upon discovery that an employee has been charged or accused of misconduct. Should a child be involved, the principal shall meet the requirements of Policy 310, Child Abuse and/or Neglect.
  - 2. Preliminary inquiries will normally be initiated by the employee's immediate supervisor in consultation with the Director of Education or designate. Where the alleged victim is a supervisor or a principal, the inquiries shall be taken by the Director of Education or designate. Where the employee charged or accused of misconduct is the supervisor or principal, the preliminary inquiries will be conducted by the Director of Education or designate. Where the Director of Education is either the alleged victim or person charged, the preliminary inquiries shall be conducted by the Board Chair or designate.
  - Reprisals against employees because they have reported a complaint against their supervisor are strictly forbidden.
  - 4. The Director of Education or designate will advise the employee of the situation and make the employee aware of the employee's right of assistance from the appropriate Union. The employee will be advised that it is recommended that another person of the employee's choosing be present during discussions or investigations concerning the allegations with the employee.

Cross Reference:

322, Code of Conduct

306, Use of Volunteers 318, Free 321, Safe Schools 330, Cha

318, Freedom of Information

330, Character Development 503, Racial & Ethnocultural Equity

402, Educational Trips for Students

701, Criminal Record Checks 709, Workplace Harassment

708, Respectful Working & Learning Environment

Date Approved: Date Reviewed:

November 13, 2001 Feb 11/03; May 9/06; February 10, 2009

Last Reviewed: Review by:



Policy Name: Employee Code of Conduct

700 Revised for Feb 12/13 706

- 5. Based on the preliminary inquiries and any preliminary investigation, the Director of Education or designate will take one or more of the following actions, depending on the situations:
  - a) continue the employee in the existing assignment;
  - b) assign the employee to an alternate work situation e.g. special projects;
  - assign the employee to home duty with pay;
  - d) suspend the employee with pay;
  - e) suspend the employee without pay;
  - f) terminate the employment of the employee;
  - g) notify the police of misconduct;
  - h) provide a letter of direction/warning/discipline to the employee.

Further investigation may result in increased or reduced discipline.

Should any action other than a) be implemented, the appropriate Federation or Union President will be informed of the disciplinary action.

- 6. Supervisors, principals and the Director of Education or designate should keep detailed, dated notes pertinent to the investigation, interviews and discussions. Upon closure of any investigation such notes and conclusions will be stored centrally in the employee's personnel file.
- D. <u>Pertaining to Charges or Accusations of Misconduct While Off Duty from the Keewatin-Patricia District School Board Workplace</u>

When off duty and charges and/or accusations occur that:

- adversely affect the employment relationship, or
- detrimentally affect the employer's reputation, or
- renders one unable to properly discharge ones employment obligations, or
- · cause other employees to refuse or be reluctant to work with that person,

the employee may be subjected to disciplinary action as outlined in Section C. 5.

Cross Reference:

306, Use of Volunteers 321, Safe Schools 318, Freedom of Information 330, Character Development

322, Code of Conduct 503, Racial & Ethnocultural Equity

402, Educational Trips for Students

701, Criminal Record Checks 709, Workplace Harassment

708, Respectful Working & Learning Environment

Date Approved: Date Reviewed: Last Reviewed:

November 13, 2001 Feb 11/03; May 9/06; February 10, 2009

Review by:



Policy Name: Employee Code of Conduct

700 Revised for Feb 12/13 706

- Immediately upon discovery that an employee has been charged or accused of misconduct outside the Keewatin-Patricia District School Board workplace, the appropriate supervisor(s) will be notified.
- Depending on the specific nature of the misconduct, the Director of Education or designate will conduct preliminary inquiries.
- 3. The Director of Education or designate will advise the employee of the situation and make the employee aware of the employee's right of assistance from the appropriate Federation, Union or personal legal counsel. The employee will be advised that it is recommended that the employee have a person present during the discussions or investigations concerning the charges or accusations made against the employee.
- Principals and the Director of Education or designate should keep detailed dated notes pertinent to the investigation and discussions.

## E. <u>Pertaining to Charges or Accusations of Fraud Whether On or Off Duty from the Keewatin-Patricia District School Board Workplace</u>

- 1. Any act of fraud that is detected or suspected must be reported immediately and investigated in accordance with this policy, as expeditiously as possible. Any employee who has knowledge of an occurrence of a fraud, or has reason to suspect that a fraud has occurred, shall immediately notify his/her supervisor. If the employee has reason to believe that the employee's supervisor may be involved, the employee shall immediately notify their Superintendent, or the Director of Education.
- 2. Types of fraud may include, but are not limited to, the following:
  - Forgery or alteration of cheques or other banking documents and records.
  - b) Theft, embezzlement or misappropriation of funds, supplies and services, resources, other assets or time.
  - c) Any irregularity in the handling or reporting of money transactions, including the falsification, unauthorized destruction or removal of corporate records, or financial statements.

Cross Reference:

306, Use of Volunteers 321, Safe Schools 318, Freedom of Information

330, Character Development

322, Code of Conduct 503, Racial & Ethnocultural Equity 402, Educational Trips for Students

701, Criminal Record Checks 709, Workplace Harassment

708, Respectful Working & Learning Environment

Date Approved: Date Reviewed: Last Reviewed:

November 13, 2001 Feb 11/03; May 9/06; February 10, 2009

Review by:



Policy Name: Employee Code of Conduct

Revised for Feb 12/13 706

- d) Any computer related activity involving the alteration, destruction, forgery, manipulation of data or unauthorized access for fraudulent purposes.
- e) Any claim for reimbursement of business expenses that is either intentionally inflated or not a bona fide business expense of the Board.
- The unauthorized use of Board money, property, resources, or f) authority for personal gain or other non-Board related purposes.
- Misuse or abuse of authority in the context of purchasing goods or g) services.
- False claims for grants, contributions or any program/service h) payments, including refunds and rebates.
- i) Seeking or accepting anything of material value from vendors of the Board in violation of Policy 607, Purchasing and the conflict of interest provisions contained therein.
- 3. Responsibility for ensuring all reported allegations of fraud are investigated rests with the Director of Education.
- 4. The Director of Education and the Superintendent of Business shall inform the Chair of Audit Committee of the alleged or suspected fraud of a material amount and shall ensure that all instances of alleged or suspected fraud are appropriately investigated.
- 5. The Director of Education and the Superintendent of Business may, in consultation with Board forensic consultants and Board legal counsel, involve the services of the Regional Internal Audit Manager, as appropriate. The Regional Internal Audit Manager may assume primary responsibility for the investigation of all activity as defined in this policy under Special Investigations.
- 6. Employees are expected to fully cooperate with management and any others involved in the investigation and make all reasonable efforts to be available to assist during the course of the investigation.

318, Freedom of Information

330, Character Development

708, Respectful Working & Learning Environment

Date Approved:

November 13, 2001 Feb 11/03; May 9/06;

Date Reviewed: Last Reviewed:

February 10, 2009

Review by:

<sup>321,</sup> Safe Schools

<sup>322,</sup> Code of Conduct

<sup>503,</sup> Racial & Ethnocultural Equity

<sup>402,</sup> Educational Trips for Students

<sup>701,</sup> Criminal Record Checks 709, Workplace Harassment



Policy Name: Employee Code of Conduct

Revised for Feb 12/13 706

7. All participants in a fraud investigation shall keep the details and results of the investigation confidential, and shall not discuss the matter with anyone other than those involved in the investigation.

#### 8. Special Investigations

- Where a member of Senior Staff is suspected of fraud, the employee a) may notify the Director of Education directly.
- b) Where the Director of Education is suspected of fraud, the employee may notify the Chair of the Board or the Regional Internal Audit Manager directly.
- Where a Trustee is suspected of fraud, the employee may notify the C) Director of Education or the Superintendent of Business Services, or the Regional Internal Audit Manager directly.
- d) The Regional Internal Audit Manager may assume the primary responsibility for all special investigations. Where the Regional Internal Audit Manager is unable to assume primary responsibility, that responsibility may be delegated to external legal counsel or other professional resources.

#### 9. Whistle-Blower Protection

- a) Protection from Reprisal; This policy prohibits reprisals against individuals, acting in good faith, who report incidents of suspected fraud, or who act as witnesses in any subsequent investigation. The Board shall make every effort to ensure that an individual, who in good faith reports under this policy, is protected from harassment, retaliation or adverse employment consequence. Anyone who retaliates against someone who has reported in good faith is subject to discipline, up to and including dismissal.
- b) Acting in Good Faith: In making a report, an individual must be acting in good faith with reasonable grounds for believing that there is a breach of a code of conduct or questionable financial practices. An individual who makes an unsubstantiated report, which is knowingly false or made with vexatious or malicious intent, will be subject to discipline, up to and including dismissal.

Cross Reference:

306, Use of Volunteers 321, Safe Schools

318, Freedom of Information 330, Character Development 322, Code of Conduct 503, Racial & Ethnocultural Equity

402, Educational Trips for Students

701, Criminal Record Checks 709, Workplace Harassment

708, Respectful Working & Learning Environment

Date Approved: Date Reviewed: Last Reviewed:

November 13, 2001 Feb 11/03; May 9/06; February 10, 2009

Review by:



Policy Name: Employee Code of Conduct

700 Revised for Feb 12/13 706

APPENDIX A

### **AVOIDING FALSE ALLEGATIONS OF SEXUAL MISCONDUCT**

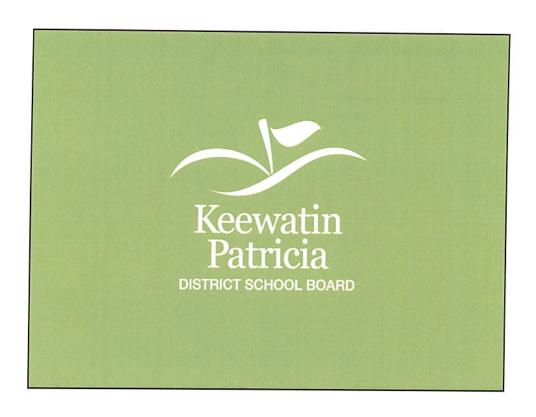
The following common sense tips are presented as steps that can be taken by teachers, employees and volunteers, to reduce their exposure to such allegations:

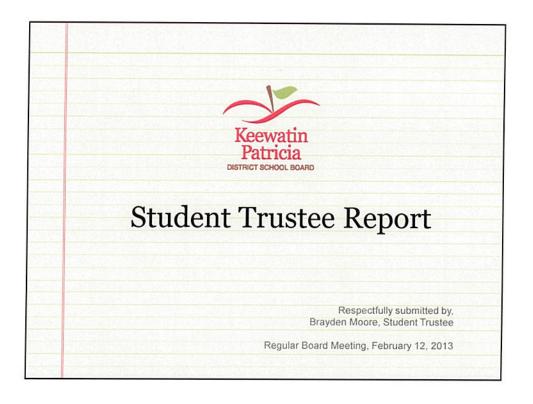
- 1. Be aware that under the Student Protection Act, 2002, the definition of sexual abuse is defined as:
  - sexual intercourse or other forms of physical sexual relations between the member and the student;
  - b) touching of a sexual nature of the student by a member; or
  - c) behaviour or remarks of a sexual nature by the member towards a student.
- Know your students and their stage of maturity. They may have adult features, but they are still impressionable.
- Do not cover windows in your office or classroom.
- Avoid closing the classroom door, especially in "one-on-one" situations.
- Place your desk so that your activity behind the desk can be seen from the entrance to the room.
- Avoid after-hours meetings with students, especially "one-on-one" situations.
- 7. When a meeting with a student is necessary, conduct it in a public area, or have a second teacher or staff member present for the meeting.
- 8. Avoid situations where you are behind partitions, barriers or in concealed/secluded rooms or areas of the school with only one student.
- Be conscious of physical demonstrations of caring and affection toward students. Use discretion
  in choosing appropriate means of expressing these emotions. If you feel these gestures are
  necessary, save them for when you are in public view of teachers and other students.
- 10. Beware of signs of infatuation or hints of students being attracted to you. Discourage any flattery or unusual attention. This is a major "red flag" that can place you at risk.
- 11. Avoid inviting students to your home or cottage for un-chaperoned or overnight visits, or on private trips or vacations. This is also a major "red flag" that can place you at risk.

318, Freedom of Information

330, Character Development

503, Racial & Ethnocultural Equity







### Beaver Brae Secondary School

- Music Marathon
  - Raise money in order to help people in need around the holidays
  - Silver collection and canned food collection
  - Students and teacher sing or preform other musical acts (plays, instruments)
  - School classes dismissed to participate
- Christmas Assembly
  - Past/present students and teachers performed skits for the rest of the school
  - Reading of student 'letters to Santa'
  - Santa handed out small gifts and candy canes to students
- · Performance of the outsiders
  - Separate performances for school and community
  - Several sold out shows

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## Red Lake District High School

- Water bottle sale
  - Leadership class
  - Athletic fund
- Leadership class presentation
  - Family Feud style game show
  - Just Dance
  - Joke gifts for certain students and teachers

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## Crolancia Public High School

· Report not available at time of submission

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## Ignace Public High School



- Basketball tournament
- Nuclear Waste Management trip
  - To Toronto
  - School has selected a volunteer
  - 1 day
- Student council fundraiser
  - Canteen is closed
  - Sold pizza, Gatorade
  - Profited \$200+
- NWHU nurse
  - Visiting the school and answering student questions on health issues
  - Once a week

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### Queen Elizabeth District High School

- · Pudding eating contest
- Ugly Christmas sweater day
- · Christmas door decorating contest
- Lunch and Learn
  - Tye-dying
  - Sushi-making
  - DJ-ing
- · Fashion show
- · Teachers had free lunch in their classrooms

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# Dryden High School

- · Valentine's day events being planned
- Fundraiser selling Persian pastries and roses
- University presentations
  - Career-fair
  - Schools set up booths
  - Students were allowed to walk around and ask representatives questions
- Food class held a fundraiser for the food bank
  - Boxes set up in each class
  - Students asked to bring in non-perishables for donation
  - The class with the most points won a pizza party

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