KEEWATIN-PATRICIA DISTRICT SCHOOL BOARD

REGULAR BOARD MEETING #10

Tuesday, November 14, 2017 Time: 7:00 p.m. Dryden High School Dryden, Ontario Video & Teleconference Sites
Kenora Education Centre
Red Lake DHS 235
Queen Elizabeth DHS 24A

AGENDA

1.		Call to Orde	er
2.		Roll Call	
3.		Approval of	Agenda
4.		Declaration	of Conflict of Interest
5.		Business A	rising from Committee of the Whole
6.		Confirmatio	n of Minutes – October 10, 2017
7.		Presentatio	ns/Delegations
8.		Presentatio	n of Reports and Accompanying Motions
	8.01		ts Come First French Immersion – New Prospect PS
		B. Student	Trustee Update 18 Special Education Plan
	8.02	B. Policy 2 C. Policy 2	committee 02, Electronic Meetings 04, Observer Comments at Board Meetings 05, Presentations/Delegations 10, Expenses of Trustees and Appointed Members
	8.03	O.P.S.B.A.	Update
	8.04	Parent Invol	vement Committee
	8.05	B. Financia	olment Report I Software Migration Planning and Report Update Lighting Capital Project Report

8.06	Finance	
	A. Appendi	x A and Travel Expense Claim Form (re: Policy 602)
8.07	Human Res A. Policy 70	sources 04, Non-Union Staff Terms and Conditions of Employment
8.08	Special Edu	ucation Advisory Committee
8.09	Indigenous	Education Advisory Committee
8.10	Early Years	s Advisory Committee
	Other Motio	ons
	Correspond	dence
	New Busine	ess
	Observer C	omments
	Next Meetir Dryden Higl Dryden, On	
	Adjournmer	nt

9.

10.

11.

12.

13.

14.

KEEWATIN-PATRICIA DISTRICT SCHOOL BOARD

REGULAR BOARD MEETING #9

The minutes of Regular Board Meeting # 9 of the Keewatin-Patricia District School Board held October 10, 2017 at the Sioux Mountain Public School, Sioux Lookout, Ontario.

Call to Order The meeting was called to order at 7:00 p.m. Roll Call R. Griffiths, Chair of Meeting D. Buswa L. Barnes M. Guitard (vc) B. Gauthier G. Kleist (vc) G. Seaton D. Wilkinson C. Marcino (vc) P. Zilkalns, Student Trustee Absent with Regret D. Penney, J. Kitowski Sean Monteith, Richard Findlay, Caryl Hron, Joan Kantola, Tania Sterling, Kathleen O'Flaherty), Officials and visiting school administration. Media, Staff and interested public. Also Present G. Seaton Amend Agenda Moved by: Seconded by: D. Wilkinson THAT the agenda for Regular Board Meeting of October 10, 2017 be amended to include the Motion 156-17 appointment of Chair of the meeting. Non-binding (Student **FOR** 1 **OPPOSED** 0 CARRIED Trustee) Binding FOR 9 **OPPOSED** 0 CARRIED D. Wilkinson Chair Appointment Moved by: Seconded by: B. Gauthier THAT Roger Griffiths be appointed as Chair for the Regular Board Meeting. Motion 157-17 Non-binding (Student OPPOSED 0 CARRIED FOR 1 Trustee) 0 CARRIED Binding FOR 9 OPPOSED None Declaration of conflict of interest re proceedings on agenda Conflict of Interest None Business Arising from Committee of the Whole Minutes - Regular Meeting D. Wilkinson Moved by: L. Barnes Seconded by: THAT the minutes of Regular Board Meeting held September 12, 2017 having been duly Motion 158-17 circulated be confirmed. 0 CARRIED **OPPOSED** FOR 1 Non-binding (Student Trustee) CARRIED OPPOSED 0 FOR 9 Binding

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

L. Barnes

D. Wilkinson

FOR

THAT the minutes of Special Board Meeting held September 26, 2017 having been duly

CARRIED

0

OPPOSED

Moved by:

Seconded by:

circulated be confirmed.

Non-binding (Student

Minutes - Special Meeting

159-17

Motion

	Trustee) Binding	FOR	9	OPPOSED	0	CARRIED	
Observer Comments Students Come First	None Project Sunset - Sioux Mountain PS - Teacher - Curtis Rob / Student - Kanaysah Kakegamic Project Sunset is in partnership with the OPP and SGEI and is designed to empower children and build skills like resiliency and self-awareness through a strengths-based, outdoors-focused experiential learning curriculum. Some of the activities the students enjoy are rock climbing, canoeing, dogsledding and camping. Project Sunset is offered to students at KPDSB schools in Sioux Lookout, Dryden and Kenora.						
Student Trustee Report	Moved by: Seconded by:	B. Gauthier D. Wilkinson					
Motion 160-17	THAT the Student Tru	ustee verbal repo	ort be rece	eived.			
	Non-binding (Student Trustee)	FOR	1	OPPOSED	0	CARRIED	
	Binding	FOR	9	OPPOSED	0	CARRIED	
Student Achievement Report	Moved by: Seconded by:	B. Gauthier D. Wilkinson					
	Presented by; Deanna Pacheco, Special Achievement Administrator						
Motion 161-17	THAT the Student Achievement Report Update be received.						
	Non-binding (Student Trustee)	FOR	1	OPPOSED	0	CARRIED	
	Binding	FOR	9	OPPOSED	0	CARRIED	
BCIP for Student Achievement	Moved by: Seconded by:	D. Wilkinson B. Gauthier					
Motion 162-17	THAT 2017-2018 Boa	rd Continuous In	nproveme	nt Plan for Stud	ent Ach	ievement be received.	
	Non-binding (Student Trustee)	FOR	1	OPPOSED	0	CARRIED	
	Binding	FOR	9	OPPOSED	0	CARRIED	
	Moved by: Seconded by:	D. Wilkinson B. Gauthier					
Motion	THAT that 2018 Board	Meeting Sched	ule be rec	ceived.			
	Non-binding (Student Trustee)	FOR	1	OPPOSED	0	CARRIED	
2018 Board Meeting Schedule	Binding Moved by: Seconded by:	FOR D. Wilkinson L. Barnes	9	OPPOSED	0	CARRIED	
Motion 163-17	THAT the 2018 Board	Meeting Schedu	ıle be app	roved.			
	Non-binding (Student Trustee)	FOR	1	OPPOSED	0	CARRIED	
	Binding	FOR	9	OPPOSED	0	CARRIED	
OPSBA update	Moved by:	L. Barnes					

		Seconded by:	D. Wilkinson							
Motion	164-17	THAT the Ontario Public School Boards' Association update be received.								
		Non-binding (Student	FOR	1	OPPOSED	0	CARRIED			
		Trustee) Binding	FOR	9	OPPOSED	0	CARRIED			
		Moved by: Seconded by:	D. Wilkinson L. Barnes							
Motion	165-17	THAT the 2017 Capital	THAT the 2017 Capital Projects Report be received.							
		Non-binding (Student Trustee)	FOR	1	OPPOSED	0	CARRIED			
		Binding	FOR	9	OPPOSED	0	CARRIED			
Audit Comn	nittee Report	Moved by: Seconded by:	L. Barnes D. Wilkinson							
Motion	166-17	THAT the Audit Commi	ittee Report be	received.						
		Non-binding (Student Trustee)	FOR	1	OPPOSED	0	CARRIED			
		Binding	FOR	9	OPPOSED	0	CARRIED			
By-law #65		Moved by: Seconded by:	D. Buswa L. Barnes							
Motion	167-17	THAT the verbal repo	ort on By-law#	65 be re	eceived.					
		Non-binding (Student	FOR	1	OPPOSED	0	CARRIED			
		Trustee) Binding	FOR	9	OPPOSED	0	CARRIED			
		2000	L. Barnes G. Seaton							
Motion	168-17	THAT By-law #65, be first time.	ing a by-law to	authori	ze the tax levy	for 201	18, be taken as read a			
		Non-binding (Student	FOR	1	OPPOSED	0	CARRIED			
		Trustee) Binding	FOR	9	OPPOSED	0	CARRIED			
			L. Barnes G. Seaton							
Motion	169-17	Supplies the supplier of the s	ing a by-law to	authori	ze the tax levy	for 201	8, be taken as read a			
		Non-binding (Student	FOR	1	OPPOSED	0	CARRIED			
		Trustee) Binding	FOR	9	OPPOSED	0	CARRIED			
		Diliding				0.000	2022 NOTE OF STREET OF STREET STREET			

		Moved by: Seconded by:	L. Barnes G. Seaton				
Motion	170-17	THAT the rules of order be suspended to allow third and final reading of By-law #65.					
		Non-binding (Student Trustee)	FOR	1	OPPOSED	0	CARRIED
		Binding	FOR	9	OPPOSED	0	CARRIED
By-Law #65	5	Moved by: Seconded by:	B. Gauthier R. Griffiths				
Motion	171-17	THAT By-law #65, b third time and finally		o author	ize the tax lev	y for 20	18, be taken as read a
		Non-binding (Student Trustee)	FOR	1	OPPOSED	0	CARRIED
		Binding	FOR	9	OPPOSED	0	CARRIED
SEAC upda	te	Moved by: Seconded by:	B. Gauthier R. Griffiths				
Motion	172-17	THAT the Special Ed	ducation Adviso	ory Com	mittee verbal ι	ıpdate l	be received.
		Non-binding (Student Trustee)	FOR	1	OPPOSED	0	CARRIED
		Binding	FOR	9	OPPOSED	0	CARRIED
New Business		None					
Observer Comments	3	Steve Poling, Principal of Sioux Mountain Public School thanked the Trustees for the opportunity to host the Board Meeting at the school and looks forward to the next visit.					
		Chair Griffiths thanked at Sioux Mountain Pub		d staff for	the hospitality	shown v	while hosting the meeting
Adjournmen	t	Moved by: Seconded by:	B. Gauthier R. Griffiths				
Motion	173-17	THAT the meeting adjo	ourn at 8:56 p.m.				
		Non-binding (Student Trustee)	FOR	1	OPPOSED	0	CARRIED
		Binding	FOR	9	OPPOSED	0	CARRIED
	Chair				_		
	Secretary				_		

Keewatin-Patricia District School Board

November 14, 2017

NOTICE OF MOTION

THAT the 2017-2018 Special Education Plan Update be received.



Regular Board Meeting

November 14, 2017

2017-2018 Special Education Plan Update

The 2017-2018 Special Education Plan for the Keewatin-Patricia District School Board has maintained its core structure in terms of supporting and enhancing an inclusionary model of special education, while recognizing that there are some opportunities that allow for very individualized instruction and student support in a withdrawal setting. We pride ourselves for being a system that "puts students first" and accepts every student, new or returning. We program for all students based on individual student learning needs. The defining attribute of our Keewatin-Patricia schools and staff is our acceptance of all students and families with the intent to positively affect the lives for many of our students.

The 2017-2018 Special Education Plan represents the required consultation process through its Special Education Advisory Committee (SEAC). The Ontario Regulation which governs special education in Ontario Schools does not require formal trustee approval; we feel the necessity to ensure that you are apprised of all changes and updates as this document directly influences our daily work. We have highlighted a substantial number of changes in the plan in which you will find the specific amendments on page 2 and 3 of this summary.

All staff maintain and have embraced the Board's vision statement "All stakeholders create a culture of learning so that students come first". This vision has allowed us to effectively set the stage to ensure that all programing and service decisions for students will continue to stem from the understanding that supports our collective stance, which puts students at the center of all dialogue and decision-making.

The 2017-2018 Special Education Plan maintains a strong focus on the identification and interventions to support our students with mental health issues and conditions. The pyramid of interventions used as a current model of practice at the classroom and school levels will continue to assist in providing the required pathways to care or to implement the appropriate school based supports. Maintaining a strong focus to become a "trauma informed" Board will help to ensure the impacts in the classroom are minimized, responses are appropriate to prevent any re-traumatization and staff can intervene soon to refer to external agencies when additional supports are required.

The 2017-2018 Special Education Plan is designed to align and support the priorities identified in all three areas of our Board Continuous Improvement Plan: practicing in a 21C culture of learning, integrated and assessment model of instruction and effective interventions.

Special Education Plan Update November 14, 2017 Page 2

Special Education Plan Changes

Summary of Changes Made To Special Education Plan 2017-18

- 1. The table of contents have been updated to reflect the page number changes.
- 2. Changed the role of Special Education Special Assignment Teacher (SAT) to Area Special Education Leader (formerly Area SAT) throughout document.
- 3. Page 15 In Section 3: Role Descriptions Changed the last bullet under Special Education/Safe & Supportive Schools Lead Principal to indicate that this person supports Section 23 classrooms, as opposed to just the FASD classrooms.
- 4. Page 17 In Section 3: Role Descriptions Added Role of School-Based Clinicians
- Page 27 In Section 3: Role Descriptions Added Role of Education Assistant Transitions North (FASD-CCT)
- 6. Page 28 In Section 3: Role Descriptions Added Role of Speech Language Assistant
- 7. Page 40 In Section 5: The Identification, Placement and Review committee (IPRC) under The Responsibilities of the Principal changed wording to make it clear that a <u>written invitation</u> and the SE-05 form must be sent to parents/guardians to inform them of an upcoming IPRC meeting
- 8. Page 49 updated to reflect last year's IPRC numbers
- 9. Page 50 updated link to Parent's Guide to Special Education
- 10. Page 59 updated Principal/Vice-Principal/Administrative Assistants List to reflect this year.
- 11. Page 68 Section 8: Behaviour Support Protocol added the In-School Support Team as the main group responsible for monitoring the Behaviour Support Plan
- 12. Page 69 updated language/roles in Behavioural Support Cycle
- 13. Page 74 Section 9: Exceptionalities changed Criteria for Identifying a Student with Language Impairment from a language assessment from qualified personnel which indicates that the student has a weakness in... 'syntactical skills and/or written expression with the student's communication and the ability to be understood' to 'comprehension and/or use of verbal or written communication which limits the student's ability to understand and express ideas in an age-appropriate manner'
- 14. Page 111 Section 13: Special Education Staff updated to reflect this year's staff
- 15. Page 114 Section 14: Staff Development updated information to reflect this year's timelines and PD; added Empower Reading to the PD Plan

Page 121 – updated information to reflect this year's SEAC

Respectfully submitted by, Joan Kantola, Superintendent of Human Resources/Special Education

Keewatin-Patricia District School Board

November 14, 2017

NOTICE OF MOTION

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

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



Policy Name: Electronic Meetings

200

202

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:

- 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;
- 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.

Cross Reference:
Ontario Regulation: 268/06
Videoconference Users' Guide
Policy 203, Student Trustee
Policy 802, School Viability and Closure

Date Approved: February 24, 1998 Dates Revised: Nov.9/04; Feb 8/05; Nov.8/05; Mar 6/07; Nov 10/09; Nov 8/11 Last Revised: October 8, 2013



Policy Name: Electronic Meetings

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- 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.

Cross Reference:
Ontario Regulation: 268/06
Videoconference Users' Guide
Policy 203, Student Trustee
Policy 802, School Viability and Closure

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Policy Name: Electronic Meetings

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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.
- Committee of the Whole meetings will be accessed electronically as per this 1.8 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.
- Trustees are responsible for ensuring they are physically present in the meeting 1.10 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."

Electronic Meetings - Procedure for Meetings of the Board 2.0

Cross Reference: Ontario Regulation: 268/06 Videoconference Users' Guide Policy 203, Student Trustee Policy 802, School Viability and Closure

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Policy Name: Electronic Meetings

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- 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.

Cross Reference:
Ontario Regulation: 268/06
Videoconference Users' Guide
Policy 203, Student Trustee
Policy 802, School Viability and Closure

Date Approved: February 24, 1998 Dates Revised: Nov.9/04; Feb 8/05; Nov.8/05; Mar 6/07; Nov 10/09; Nov 8/11

Last Revised: October 8, 2013



Policy Name: Electronic Meetings

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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. <u>Electronic Meetings</u>

- 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.

Cross Reference:
Ontario Regulation: 268/06
Videoconference Users' Guide
Policy 203, Student Trustee
Policy 802, School Viability and Closure

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Policy Name: Electronic Meetings

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- 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 disturbance/interference continues. and 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**

- Roll call for all meetings shall be taken verbally and duly recorded to ensure 3.1 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.
- Trustees and/or the pupil representative must request participation by electronic 3.3 means at least 36 hours in advance through the office of the Director of Education.
- Electronic means will only be available to the public in designated sites other 3.4 than the designated meeting room of the board.
- The Director of Education will designate various individuals to be in attendance at 3.5 these sites to operate and monitor electronic means.

Voting at Electronic Meetings 4.

- In preparation of board motions, members must indicate their willingness to let 4.1 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.
- The Chair will call the vote for: 4.2
 - those in favour of the motion i)
 - those opposed to the motion. ii)

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

Cross Reference: Ontario Regulation: 268/06 Videoconference Users' Guide Policy 203, Student Trustee Policy 802, School Viability and Closure Date Approved: February 24, 1998 Dates Revised: Nov.9/04; Feb 8/05; Nov.8/05; Mar 6/07; Nov 10/09; Nov 8/11

Last Revised: October 8, 2013



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Policy Name: Electronic Meetings

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- 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.
- If subsequent rulings are appealed during the meeting, the chair will poll the 4.5 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.

Cross Reference: Ontario Regulation: 268/06 Videoconference Users' Guide Policy 203, Student Trustee Policy 802, School Viability and Closure Date Approved: February 24, 1998 Dates Revised: Nov.9/04; Feb 8/05; Nov.8/05; Mar 6/07; Nov 10/09; Nov 8/11

Last Revised: October 8, 2013

Keewatin-Patricia District School Board

November 14, 2017

NOTICE OF MOTION

THAT the verbal report on Policy 204, Observer Comments at Board Meetings, be received.

THAT Policy 204, Observer Comments at Board Meetings, be reaffirmed with the next review date in year 2021.



Policy Name: Observer Comments at Board Meetings

200

204

Policy Statement

Subject to the provisions of the Board By-laws relative to the conduct of meetings, it is the policy of the Board to facilitate a process for observers at Regular Board Meetings to present brief comments and suggestions to the Board, in accordance with the following regulations.

Rationale

The Keewatin-Patricia District School Board recognizes the need to provide members of the public who participate in board meetings an opportunity to comment on items addressed at board meetings. Establishing a policy on how comments can be made is essential to maintain effective and productive communication opportunities.

Regulations

- The Chair will announce prior to the "Observer Comments" section of the Board Meeting 1. agenda that persons choosing to make Observer Comments must precede their observations by stating their name, address and the topic on which they wish to comment.
- The "Observer Comments" periods, for each Regular Board Meeting, shall be no longer 2. than sixteen (16) minutes, unless the Board, by resolution, determines otherwise. No individual Observer Comment shall exceed two (2) minutes in duration.
- The subject matter of the comments should be restricted to items addressed at a board 3. meeting.
- Comments pertaining to the competency of any Board employee, either implied or direct, 4. shall not be made.
- Employees of the Board shall not utilize the "Observer Comments" section on the Board 5. agenda to express their views relative to their employment or professional interests. (Employees have recourse to other procedures for making their views known.)
- Trustees will not respond to or debate items raised during "Observer Comments" at the 6. time of the "Observer Comments" on the agenda.
- The Chair of the Board, in consultation with the Director of Education, or designate, shall 7. review the remarks of the Observer Comments and take action as may be deemed appropriate

Date Approved: November 24, 1998 Cross Reference Date Reviewed: Mar 8/05; Mar 4/08; Apr Date Revised: March 4, 2014

Review by: 2021

Page 1

Keewatin-Patricia District School Board

November 14, 2017

NOTICE OF MOTION

THAT the verbal report on Policy 205, Presentations/Delegations, be received.

THAT Policy 205, Presentations/Delegations, be reaffirmed with the next review date in year 2021.



Policy Name: Presentations/Delegations

200

205

Policy Statement

The Keewatin-Patricia District School Board is, from time to time, expected to deal with requests for presentations/delegations at its regular Board meeting. It is the policy of this board to receive presentations/delegations according to the following regulations.

Rationale

The Keewatin-Patricia District School Board recognizes the need to provide members of the public the opportunity to make presentations/delegations at regular board meetings. Establishing a policy which defines how presentations/delegations can be delivered is essential to maintain effective and productive communication opportunities.

Regulations

1.0 Notice of Attendance

- 1.1 Presentations/delegations wishing to present to the Board either in person or by teleconference will give notice in writing, addressed to the Director of Education or secretary, delivered to the principal at one of the schools or a Board Office.
- 1.2 The spokesperson for the presentation/delegation will be sent the attached Presentations/Delegations Information Sheet for completion and return to the Director of Education prior to the meeting.
- 1.3 The Presentations/Delegations Information Sheet shall be received by the Director of Education by 4:30, Thursday, twelve days prior to the Board meeting which the presentation/delegation wishes to attend; to enable inclusion on the agenda which is mailed on Wednesday prior to the Board meeting.
 - 1.3.1 If such notice is not received by the Director of Education by the Thursday, twelve days prior to the Board meeting, 1.3 above, the presentation/delegation may not be approved for the Board meeting.

Cross Reference

Date Approved: December 8, 1998

Date Revised: April 2005

Date Reviewed: September 12, 2006 Last Reviewed: March 9, 2010 Last revised: March 4, 2014

Review by: 2021

Page 1 of 3



Policy Name: Presentations/Delegations

200

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2.0 Notice of Acceptance

- 2.1 The spokesperson for the presentation/delegation will be advised by telephone relative to the date, time and location for scheduling the presentation/delegation on the agenda.
- 2.2 Presentations must be submitted in written or by electronic format by 4:30 p.m. on the Thursday, twelve days preceding the presentation. Once the presentation material is approved by the Executive Committee, the trustees will receive the presentation in their board package by mail prior to the board meeting. presentation is not received in that timeframe the presentation will be cancelled.
 - If the presentation contravenes sections 3.6 and/or 3.7 of this policy, the presentation/delegation will not be approved for the board meeting.
- Unless otherwise advised, presentations/delegations will be heard immediately 2.3 following "Confirmation of Minutes" under Order of Business on the agenda (approximately 7:15 p.m.).

3.0 Board Meeting Procedure

- Proper decorum is expected, and parliamentary procedure will be followed. 3.1
- The spokesperson will identify him/herself, the group, and the subject to be 3.2 discussed.
- 3.3 Presentations/Delegations may be recorded.
- The spokesperson will make his/her presentation, direct remarks to the 3.4 3.4.1 Chair of the Board, and will submit a copy(ies) of the presentation to the Board. It is expected that the written presentation made by a delegation will be given to the Chair of the Board prior to the presentation. If the spokesperson is participating by teleconference, a copy of the written presentation will be faxed to the Chair of the Board 24 hours prior to the meeting.
 - 3.4.2 A presentation will not exceed fifteen (15) minutes in length.
- The Presentations/Delegations period for each Regular Board Meeting shall be 3.5 no longer than thirty (30) minutes, unless the Board, by resolution, determines

Cross Reference

Date Approved: December 8, 1998

Date Revised: April 2005

Date Reviewed: September 12, 2006 Last Reviewed: March 9, 2010 Last revised: March 4, 2014



Policy Name: Presentations/Delegations

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otherwise. If there are several presentations/delegations the thirty (30) minutes will be shared equally to a minimum time of two (2) minutes for each presentation/delegation. The maximum time for any presentation/delegation will be fifteen (15) minutes. If the presentations/delegations time is not extended and there are presentations/delegations that have not been heard, they will be scheduled for the next Board meeting.

- 3.6 Comments relating to the competency of any Board employee, either implied or direct, shall not be made.
- 3.7 Employees of the Board shall not utilize the "Presentations/Delegations" section on the Board agenda to express their views relative to their employment or professional interests. (Employees have recourse to other procedures for making their views known.)
- 3.8 Trustees of the Board shall not make presentations to the Board. (Trustees have recourse to other procedures for making their views known.)
- 3.9 The Chair of the meeting reserves the right to terminate the presentation.

4.0 Board Action

- 4.1 A decision of the Board will not be made at the time of the presentation/delegation, but will be deferred for further consideration.
- 4.2 Trustees and/or members of the administration will not respond to or debate items raised by the presentation/delegation.
- 4.3 Trustees and/or members of the administration may comment on presentations/delegations.
- 4.4 Trustees may ask clarifying questions of the presenters
- The presenters will be notified, in writing, by the secretary of the Board, of the response of the Board, if any, and the reason(s) therefore.

Presentation/delegation members are cordially invited to attend the meeting prior to and following their presentation/delegation.

Cross Reference

Date Approved: December 8, 1998

Date Revised: April 2005

Date Reviewed: September 12, 2006 Last Reviewed: March 9, 2010 Last revised: March 4, 2014

Review by: 2021

Page 3 of 3



Policy Name: Presentations/Delegations

Attachment: Presentations/Delegations Information Sheet

200

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	complete the following and return to your local school or Board Office prior to the regula meeting of:							
DATE_								
1.	NAME OF SPOKESPERSON:							
2.	MAILING ADDRESS:							
3.	TELEPHONE NUMBER:							
4.	APPROXIMATE NUMBER OF PERSONS EXPECTED TO ATTEND THE BOARD MEETING:							
5.	DATE OF PRESENTATION/DELEGATION:							
6.	PURPOSE OF PRESENTATION/DELEGATION:							
7.	Presentation Method: ☐ In Person ☐ Via Teleconference							
8.	I understand and agree to present the presentation/delegation in accordance with the procedures as outlined in the attached policy.							
	also understand that presentations must be submitted in written or by electronic format by 4:30 p.m. on the <i>Thursday 12 days</i> preceding the presentation. If the presentation is not received in this timeframe, the presentation will be cancelled.							
	Signature							

NOTE: Please note the attached policy re delegations.

PRINCIPAL: Please fax to the Dryden Board Office at (807) 223-8389, or email to mary.helie@kpdsb.on.ca

Reviewed: March 2010 Date Revised: March 4, 2014

Keewatin-Patricia District School Board

November 14, 2017

NOTICE OF MOTION

THAT the verbal report on Policy 210, Expenses of Trustees and Appointed Members, be received.

THAT Policy 210, Expenses of Trustees and Appointed Members, be approved as amended with the next review date in year 2021.



Policy Name: Expenses of Trustees and Appointed Members

200 Brd Mtg Nov 14/17

210

Policy Statement

It is the policy of the Keewatin-Patricia District School Board that trustees and appointed non-trustee members of Board committees be reimbursed for reasonable, authorized expenses incurred in the course of fulfilling their duties on behalf of the Board.

Rationale

The Education Act permits the Board to reimburse trustees and non-trustee members of Board committees for:

- i) Travel expenses to attend Board and committee meetings;
- ii) Out-of-pocket expenses for other travel authorized by the Board;
- iii) Other out-of-pocket expenses reasonably incurred in connection with carrying out the responsibilities of a board or committee member

Given the large geographic area and remote location of the Board, it is necessary for trustees and committee members to incur travel and other expenses to participate effectively and to carry out their responsibilities on behalf of the Board.

Guidelines

1.0 Scope

1.1 This policy applies to the following individuals: elected trustees, student trustees, trustees appointed to represent the interests of First Nation students, appointed non-trustee members of Board committees, and School Council members. This policy does not apply to employees of the Board or volunteers acting under the direction of Board employees (see Policy #602). This policy applies to all expenses of trustees and appointed members, whether they are paid out-of-pocket and claimed for reimbursement, paid by Board procurement card, or direct-billed to the Board.

2.0 Claims for Reimbursement

2.1 Claims for reimbursement of expenses, with original receipts attached, must be submitted to the appropriate approving authority using the designated expense claim form. Where a credit or debit card was used, the itemized/detailed sales slip must be provided. The approving authority will determine the amount of reimbursement to be made on the basis of policy guidelines and rates approved by the Board.

Cross Reference: Policy 602, Travel and Meeting Expenses Policy 616, Signing Authorities Date Adopted: October 13, 2009 Revised: May 10/11; October 9/12;

May13/14; Nov 11/14

Review by: 2018 (2021)



Policy Name: Expenses of Trustees and Appointed Members

200 Brd Mtg Nov 14/17

210

- 2.2 With respect to the above requirement for original receipts, where original receipts are not available because they have been submitted to the Ministry of Education or other funding agency, photocopies of receipts will be accepted at the discretion of the approving authority.
- 2.3 Expense claims should be submitted on a timely basis. Individuals may not be reimbursed for expenses submitted more than 2 months after the end of the month in which they were incurred.
- 2.4 Approving authorities for claims for reimbursement of expenses are as follows:

Certifies Policy Approves Compliance Payment Claimant Director of Education Supt. of Business Board Chair **Board Chair** Board Chair Trustee **Board Chair** Committee Member **Board Chair** School Principal or School Council Supt. of Education Member Supt. of Education

3.0 Cash Advances

- 3.1 Except as noted below, cash advances are not provided for the purpose of travel and meeting expenses. Trustees and individuals who are expected to regularly incur travel and meeting expenses may be provided with a board purchasing card to reduce their personal cash outlays in the performance of their duties.
- In order to avoid financial hardship, a cash advance may be granted to an individual that has been authorized to incur travel and meeting expenses, upon the approval of the Director of Education or designate (e.g. a student trustee or committee member traveling to a conference outside the jurisdiction of the Board.)

4.0 Purchasing Cards

4.1 In recognition of the need to trustees in our jurisdiction to incur significant expenses for travel, meals and other items to carry out their duties, trustees may be issued board purchasing cards with a credit limit of \$2,000.00.

Cross Reference: Policy 602, Travel and Meeting Expenses Policy 616, Signing Authorities Date Adopted: October 13, 2009 Revised: May 10/11; October 9/12;

May13/14; Nov 11/14

Review by: 2018 (2021)



Policy Name: Expenses of Trustees and Appointed Members

200 Brd Mtg Nov 14/17

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4.2 Trustees accepting purchasing cards will be required to sign the standard cardholder agreement and submit detailed card receipts to the Chair of the Board or designate with explanations on a monthly basis. For all purchasing card transactions, the itemized/detailed sales slip must be provided. Trustees not in compliance will have their cardholder privileges revoked.

5.0 <u>Direct Billing and Direct Payments</u>

- 5.1 The Director of Education or appropriate Superintendent may authorize the following, provided other required authorizations are in place:
 - Direct payment of registration fees on behalf of an individual for a specific event.
 - ii) Purchase of travel tickets on behalf of an individual for a specific event.
 - iv) Purchase of standard equipment, supplies, & services for trustees (e.g. computer, fax, printer, telephone/fax line, Internet service.)
- 5.2 Processing of any direct billings and payments must be approved by the Director of Education or the appropriate Superintendent.
- 5.3 The Board is to be reimbursed for any ineligible expenses included in direct billings.

6.0 Travel and Meals

- Reasonable out-of-pocket and automobile per-kilometer expenses for authorized travel may be claimed for reimbursement and the amounts paid are subject to maximums and/or rates established from time to time by Board resolution (see Appendix A). In setting rates the Board will consult with external sources such as the Canadian Automobile Association, Canada Revenue Agency, other school boards, the Ontario Public Service, etc.
- Travel within the jurisdiction of the Board shall may be by Board-owned vehicle or, where a Board-owned vehicle is unavailable or impractical, by personal vehicle or rental vehicle. Individuals using personal vehicles will receive a perkilometer allowance for authorized travel beyond normal home to work travel.



Policy Name: Expenses of Trustees and Appointed Members

200 Brd Mtg Nov 14/17

210

Individuals claiming a per-kilometer allowance may not claim vehicle operating expenses (e.g. gasoline, repairs) for the same trip. The Board will not reimburse fines for traffic and parking violations. Individuals opting to accept reimbursement of gasoline costs-only shall claim them on an expense claim form and shall not use a Board purchasing card to buy gasoline for a personal vehicle.

- 6.3 It is expected that individuals travelling outside the jurisdiction of the Board will use the most cost-effective means of travel. If a personal vehicle is used, the approving authority may determine that the amount eligible for reimbursement is the lesser of the regular allowance per kilometer plus other allowable expenses and the applicable commercial fares.
- Amounts claimed for accommodation, commercial transportation, registrations, and miscellaneous expenditures must be supported by original invoices or receipts. Amounts claimed for meals are subject to maximums established from time to time by the Board, and receipts are required (see Guideline 2.1) Meals cannot be claimed in situations where an alternative meal is provided at no expense to the individual (e.g. as part of a conference package). A meal allowance may be chosen in lieu of actual cost. Allowances are the Ontario Public Service Expense Rates. Detailed receipts are not required for the allowance however the meal cannot be charged on a purchasing card. An expense claim must be submitted with proper authorization.
 - i) Individuals may incur authorized expenses for single accommodation in a standard room.
 - ii) In lieu of incurring authorized expenses for single accommodation in a standard room, a maximum of \$30 per night is allowed for accommodation including any meals for private stays with family or friends at a location other than the claimant's principal residence. Instead of a receipt, you must submit a written explanation identifying the host and the number of days you stayed. The \$30 value may be given in the form of a small gift (which must be accompanied by a receipt) or by cash or cheque.
- Individuals are expected to travel in the most practical mode (such as sharing vehicles, using Board vehicles, obtaining reduced air fares, etc.). Approving authorities may limit reimbursement amounts where this practice has not been followed. Preference shall be given to services offering specifically negotiated (e.g. "government") rates.

Review by: 2018 (2021)



Policy Name: Expenses of Trustees and Appointed Members

200 Brd Mtg Nov 14/17

210

- 6.6 Certain expenses may be paid for directly from board accounts (e.g. airfare) Individuals are expected to pay all other travel and meal expenses and claim reimbursement for approved amounts (less any amounts charged to a board purchasing card.)
- 6.7 Meal expenses can be claimed for reimbursement if:
 - The individual is required to remain overnight at a location other than their home, or
 - ii) The individual is required to be more than 40 km from his/her home or normal work location at the regular meal time.

Where a claimant is eligible to claim for more than one meal for any day, the maximum amounts for each meal may be combined. For example, the claimant could claim over the maximum amount on one meal, and less than the maximum amount on another meal, so long as the total claimed does not exceed the combined maximum. Alternatively, the meal limits for two or more meals may be combined to form a maximum amount for a single meal. (Example: breakfast and lunch may be combined to be claimed as "brunch.") Note that the claimant must not combine maximum amounts for ineligible meals, such as when a meal is provided at no cost to the claimant as part of a conference or meeting.

- Reasonable personal telephone expenses to the individual's home community can be claimed provided the individual is required to remain overnight at a location other than their home. Individuals are encouraged to use calling cards to limit the cost to the board and maximize available calling time.
- 6.9 Reasonable gratuities for meals, taxis, hotel room services, and porters may be incurred. Examples of reasonable amounts for gratuities are:
 - i) 10%-15% on a restaurant meal
 - ii) 10% on a taxi fare
 - iii) \$2-\$5 for housekeeping for up to two nights in a hotel, up to \$10 for a longer stay
 - iv) \$2-\$5 per bag for a porter
- 6.10 Alcoholic beverages are not an eligible expense under this policy. (See Policy 602 re alcohol in connection with Hospitality events.)



Policy Name: Expenses of Trustees and Appointed Members

200 Brd Mtg Nov 14/17

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6.11 Authorization

i) Trustees

Travel to meetings and other travel on Board business, including incurring related meal expenses, within the jurisdiction of the Board is deemed to be authorized. Travel outside the jurisdiction of the Board must be authorized by specific Board resolution.

ii) Board Chair

Travel to meetings and other Board related travel within the jurisdiction of the Board is deemed to be authorized. Travel outside the jurisdiction of the Board on the business of the Board is deemed to be authorized. The Board Chair will keep the Board informed concerning outside travel.

iii) School Council Members and Non-Trustee Committee Members

Travel to regularly scheduled committee meetings is deemed to be authorized. Any other travel or meal expense must be authorized by specific board resolution.

7.0 Meeting Expenses

- 7.1 In some situations it may be more efficient and/or economical to locate a meeting in an outside facility and/or to provide meals for meeting participants (e.g. in conjunction with board or committee meetings). These situations must be authorized in advance by the Board Chair or Director of Education.
- 7.2 Invoices for meeting accommodation and related meals must be approved by the authorizing official.

May13/14; Nov 11/14

Review by: 2018 (2021)



Policy Name: Expenses of Trustees and Appointed Members

200 Brd Mtg Nov 14/17

210

8.0 Other Expenses

8.1 Office Expenses (Effective December 1, 2014)

Trustees may procure and claim reimbursement for the following items:

Reimbursable Items	Maximum in first year of term	Maximum/year in subsequent years of term
One of: laptop or tablet computer with WiFi and 10" or larger screen (excluding cellular data services)*	\$1,000.00	\$0.00
Printer or Multi-function Device	\$500.00	\$0.00
Internet / office service and supplies	\$750.00 \$1250	\$750.00 \$1250
Stationery, printer ink or toner, and other office supplies	\$500.00	\$500.00

* Does not apply to student trustees as they are provided with devices by the schools.

The claims approval process shall be in accordance with Guideline 2 above. Once a monthly claim amount for Internet service has been submitted and approved, this amount shall be paid monthly until the yearly maximum is reached or the Board is advised that the service has been discontinued. Trustees must submit a new claim for Internet service each year of their term.

Trustees also have the option of using their board-issued purchasing card to pay for office expenses provided they comply with the above limits.

Trustees may request the Director of Education or designate to arrange for the purchase of any of the above goods or services on their behalf by the Board in which case the Board will choose the supplier and the goods or services to be purchased in consultation with the trustee, and the Board will cover the full cost.

All trustees shall be provided with necessary technical support upon request to the I.T. Manager.

Non-consumable items are considered to be the property of the Board during the trustee's term of office. At the end of the <u>full</u> term of office, items shall become the property of the trustee. Trustees who resign prior to the end of their full term shall turn in all board property to the Director of Education or designate.



Policy Name: Expenses of Trustees and Appointed Members

200 Brd Mtg Nov 14/17

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8.2 Cell Phone Allowance

Upon request, trustees may be provided with a cell phone allowance of \$30 per month during their term of office. As a condition of receiving the allowance trustees must provide their personal cell phone number and a copy of their cell phone bill and agree that they may be contacted by other trustees and board staff on board business at reasonable hours.

Cell phone allowances will be treated as a taxable benefit and the Board will issue T2200 tax forms upon request to permit trustees in receipt of the allowance to claim the expenses of their personal cell phone.

Requests for any other equipment, supplies, or services by individuals may be considered and approved by the Board at its discretion.

8.3 Child Care

Trustees may claim out-of-pocket expenses for child care (dependent children 12 and under) incurred as a result of attending meetings or conferences on behalf of the Board. The total amount claimed cannot exceed \$50.00 per day or \$500.00 per year (December 1 to November 30).

8.4 Miscellaneous

Individuals seeking reimbursement for any other type of expense should obtain approval from the Board, preferably in advance. Unless board approval is obtained by specific resolution, the claim shall be denied. For clarification, the following expenses are deemed <u>ineligible</u>:

- donations and fund raising events of other organizations
- ii) loss of wages or vacation time
- iii) political activities or events
- iv) household expenses



Policy Name: Expenses of Trustees and Appointed Members

200 Brd Mtg Nov 14/17

210

9.0 Budgeting and Reporting

- 9.1 An annual budget for trustee expenses shall be prepared and approved as part of the annual budget estimates process for the Board. The budget shall include provisions for:
 - i) travel, accommodation, and meal costs
 - ii) meeting costs
 - iii) professional development including trustee conferences
 - iv) equipment costs
 - v) telephone and data line costs
 - vi) advertising costs for board & committee meetings
 - vii) miscellaneous costs including gifts of appreciation, condolences, etc.
- 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.

10.0 Audit

10.1 The Superintendent of Business is responsible for the periodic review and audit of travel and meeting expenditures to ensure adherence to this policy. The results of the review and audit shall be reported to the Audit Committee.



May13/14; Nov 11/14



Draft for Nov 14

APPROVED RATES FOR EXPENSE CLAIM PURPOSES

MILEAGE CLAIMS (rate per km)

For the first 5,000 business kilometers claimed per year

\$0.49.54

For any additional business kilometers in that year

\$0.43 .48

Note: The reporting year for trustees is December 1st to November 30th

The reporting year for all others is September 1st to August 31st

Exception: There will be no reimbursement where a board vehicle was available and was not

used. \$0.10

CLAIMS FOR MEALS (Includes gratuities and gross taxes)

Breakfast	Maximum amount	\$15.00
Lunch	Maximum amount	\$20.00
Dinner	Maximum amount	\$50.00

Note:

If more than one meal per day is eligible to be claimed, limits may be

combined.

CLAIMS FOR MEAL ALLOWANCE (Receipts not required)

Breakfast \$10.00 Lunch \$12.50 Dinner \$22.50

Personal Telephone Expenses (guideline 6.8)

To a maximum of \$5.00 per day

CHILD CARE EXPENSES (Trustees only)

Maximum amount that can be claimed per day \$50.00 Maximum amount that can be claimed per year \$500.00

Date Revised: May 10/11; Oct 9/12

Reviewed: Oct 13/09; May 13/14; Nov 11/14; Feb 9/16



Keewatin-Patricia District School Board

Trustees & Appointed Members Expense Report

Policy 210 - DRAFT for Nov 14, 2017 Name/Title of Claimant____ Mailing Address (with Postal Code) Meal Limits: B-\$15, L-\$20, S-\$50 Claim actual costs. Enter all expenses, including those charged with purchasing card. Attach receipts as required. Do not **All receipts required to claim meals attach purchasing card receipts. Meal Allowance B-\$10, L-\$12.50, S-\$22.50 - no receipts required 1 3 5 6 Purpose/Details of Date Air. Rail Vehicle Accomm. Other Travel or Expenses Bus, Taxi m/d/y (kms.) Hotel, etc. Meals (Specify) Total Total kms this claim Total Expenses Incurred Cumulative kms - prior claims Less Total of Purchasing Card Transactions В Cumulative kms to date Net Out-of-Pocket Expenses C=A-B Vehicle Rates are \$0.49x \$0.49.54 =Kms @ \$0.49 .54 Total Vehicle Claim 0.54/km for up to 5,000 km/yr and \$0.43 0.48/km for excess Kms @ \$0.43 .48 $\times $0.43 .48 =$ kms; \$0.10/km for personalvehicle used when a boardvehicle is available Kms @ \$0.10 \times \$0.10 = D This is to certify that the expenses reported herein were incurred Total Expense Claim E=C+D on Board business. Less (Identify) Date Balance due to Claimant (or to Board) G=E-F Signature of Claimant Approving Authorities - Routing 1 Compliance Claimant 2 Approves Payt Board Chair: CERTIFIES POLICY 210 COMPLIANCE DOE Supt of Business Trustee: **Board Chair Board Chair** Committee Member: **Board Chair Board Chair** Sch Council Member: Princ or SOE SOE Signature Accounting Distribution (of amount "E") 2 APPROVAL FOR PAYMENT Account Code Amount Signature

After obtaining approval, forward to Kenora Finance office for reimbursement. Do not fax if receipts are required.

November 14, 2017

NOTICE OF MOTION

THAT the 2017-2018 Enrolment Report be received.



Regular Board Meeting

November 14, 2017

2017-2018 Enrolment Report

The 2017-18 Keewatin-Patricia District School Board Enrolment Report (as of October 31, 2017) is one that is very strong and reflects enrolment stabilization across the Board in general, and in specific communities. Total enrolment of active pupils at the Board's schools on October 27, 2017 was 4,868. The KPDSB for the first time in its history, will no longer be eligible for the "Declining Enrolment Grant" in 2017-18. This a direct reflection of programming opportunities in our schools and the efforts of our front-line staff. Additional acknowledgement must be given to ongoing and exhaustive efforts of administration to work more closely with and sign formal agreements with Indigenous partners such as Nishnawbe Aski Nation (NAN), Keewaytinook Okimakanak (KO), Seven Generations Education Institute (SGEI), and Lac Seul First Nation (LSFN) just to name a few.

Please note that the numbers are based on pupils and not on full time equivalency.

The actual enrolment on October 27th was 4,868; this is notably 26 pupils above the October 31st budgeted enrolment of 4,842.

There are numerous notable enrolment increases that have across the system, impacted the enrolment picture:

- All Kenora Elementary Schools: Valleyview, Evergreen, Keewatin, and King George VI Public Schools are above projected and actual 2016-17 enrolments;
- Beaver Brae Grades 7/8 increased enrolment by 17 students;
- Golden Learning Centre in Balmertown is 17 students over budget;
- Sioux Narrows Public School enrolment at historic high; enrolment of 31 students;
- Lillian Berg Public School in Vermilion Bay, increase of 22 students over 2016-17;
- Queen Elizabeth DHS in Sioux Lookout is an additional 20 students higher than historic 2016-17 numbers with a total of 508; up from 396 students in 2013-14;
- Enrolment in Senior Kindergarten was 12 higher than projected at 296 students;

The primary class size requirements have been met as of the official reorganization date of September 25, 2017. Some statistics of interest include the following:

- 90% of primary classes (Grade 1-3) are 20 pupils and under;
- 100% of primary classes (Grade 1-3) are 23 pupils and under;
- 21.9 is the average Junior/Intermediate (Grade 4-8) class size;
- 30 is the largest Junior/Intermediate (Grade 4-8) class; one is at Open Roads grade 8 fine arts and another is a grade 7/8 split at Sioux Mountain PS; no other class is over 30;
- 93% of Full Day Kindergarten classes are less than 26 pupils;
- 20.3 is the average Full Day Kindergarten class size;
- 29 is the largest Full Day Kindergarten class at King George.

Respectfully submitted by, Richard Findlay, Superintendent of Business Kathleen O'Flaherty, Assistant Superintendent of Business

November 14, 2017

NOTICE OF MOTION

THAT the Financial Software Migration Planning and Report Update be received.



Regular Board Meeting

November 14, 2017

Financial Software Migration Planning and Report Update

The first step in this project has now been completed with the hiring of Bryan Beal as KPDSB's Learning Technology Coordinator effective Monday, November 6, 2017.

In his new role, Bryan – in consultation with key stakeholders - will focus on managing and coordinating the data systems in the Board, which includes planning for the implementation of new financial software.

This newly created position is part of a re-structuring of the IT department to provide a dedicated team to build a cohesive link between IT and our schools. Bryan will now report directly to the Superintendent of Business. Murray Cook (Database Administrator) and Tracy Larocque (Trillium Coordinator) will now report directly to Bryan.

We are extremely excited to hire Bryan for this new position. He has worked extensively in many of our schools and brings a high level of knowledge, expertise, and leadership skills to this role. Bryan will continue to develop strong relationships with KPDSB staff and help to build capacity across the system in support of students.

November 14, 2017

NOTICE OF MOTION

THAT the Capital Project Report, Tunable LED Lighting Retrofit, be received.

THAT the contract for the *System Project: Tunable LED Lighting Retrofit* capital project be awarded to Honeywell Limited for the sum of \$1,487,046 (One million, Four Hundred & Eighty-seven Thousand, & Forty-six Dollars and Zero Cents) plus applicable taxes and the Administration be authorized to execute the contract.



Regular Board Meeting

November 14, 2017

Capital Project Report System Project: Tunable LED Lighting Retrofit

A summary of the design details are as follows:

- Work to be carried out in elementary school classrooms throughout the Keewatin-Patricia District School Board
 - o Removal of existing light fixtures and auxiliary equipment within classrooms
 - o Replace with new LED light fixtures, vacancy sensors, wall control switching, etc.
 - Fixtures will be fully dimmable, zoned, scheduled and also contain the ability to control the colour temperature of the light
- Work is anticipated to be completed by March 31, 2018
- Greenhouse Gas Reduction Fund (GGRF) qualifies certain components that can be replaced under this funding stream and also stipulates timing to spend monies by
- Technical specification is now set up to continue with strategy on a phased approach as funding becomes available

The project budget is as follows:

Contract Price	\$ 1,186,173
Architectural & Engineering Fees including disbursements	\$ 75,973
Sub-total	\$ 1,262,146
Energy Incentive Savings (to be determined; \$69,000 estimated)	
Sub-total	\$ 1,262,146
Contract Administration, Training, Commissioning, etc.	\$ 74,900
Sub-total	\$ 1,337,046
Contingency for general contract (not in contract)	\$ 150,000
Total Project Budget	\$ 1,487,046
Total Project Budget	\$ 1,487,046

Recommendation:

That the contract for the *System Project: Tunable LED Lighting Retrofit* capital project be awarded to Honeywell Limited for the sum of \$1,487,046 (One million, Four Hundred & Eightyseven Thousand, & Forty-six Dollars and Zero Cents) plus applicable taxes and the Administration be authorized to execute the contract.

Respectfully submitted by, Richard Findlay, Superintendent of Business Steve Parker, Assistant Manager of Facility Planning & Development

November 14, 2017

NOTICE OF MOTION

THAT the verbal report on the Expense Claim Form and Appendix A of Policy 602, Travel, Meeting and Hospitality Expenses, be received.

THAT the Expense Claim Form and Appendix A of Policy 602, be approved as amended with the next review in year 2021.



Expense Report and Claim

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Reviewed: February 9, 2016



DRAFT for November 14/17 Regular Board Meeting

APPROVED RATES FOR EXPENSE CLAIM PURPOSES

MILEAGE CLAIMS (rate per km)

For the first 5,000 business kilometers claimed per year \$0.49 0.54

For any additional business kilometers in that year

\$0.43 0.48

Note: The reporting year for trustees is December 1st to November 30th
The reporting year for all others is September 1st to August 31st

Exception: Where a board vehicle was available and was not used \$0.10

CLAIMS FOR MEALS (Includes gratuities and gross taxes)

Breakfast	Maximum amount	\$15.00
Lunch	Maximum amount	\$20.00
Dinner	Maximum amount	\$50.00

Note: If more than one meal per day is eligible to be claimed, limits may be

combined.

CLAIMS FOR MEAL ALLOWANCE (Receipts not required)

Breakfast \$10.00 Lunch \$12.50 Dinner \$22.50

Personal Telephone Expenses (guideline 1.11)

To a maximum of \$5.00 per day

Except for individuals who receive a board cell phone allowance or who are provided with a board-owned cell phone. They may use their cell phone for this purpose.

Date revised: February 9, 2016 Last reviewed: October 9, 2012 Date revised: May 10, 2011 Reviewed: November 10, 2009

November 14, 2017

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 the next review date in year 2018.



Policy Name: Non-Union Staff Terms and Conditions

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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

<u>Administrative Management Staff</u> – Payroll and Benefits Officer, Event Services Coordinator, Purchasing and Payables Officer, and other management staff.

<u>Administrative Support Staff</u> – Executive Assistant, Administrative Assistant to the Director, Human Resources Officer, Transportation Officer, Transportation Assistant, Information Systems Technician, Communications Assistant/Website Administrator, Accounting Technician, Recreation and Wellness Co-Ordinator, Curriculum and Program Support Assistant, and other Administrative Support positions.

<u>School Support Staff</u> – ABA Specialist Leader, Student Counselor, Speech Language Pathologist, Tutorial Assistant, In-School Counselor, American Sign Language Interpreter, Braille Transcriber, Aboriginal Indigenous Advisor, FNMI Indigenous Graduation Coach, Aboriginal Indigenous Family Case Manager, 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.

<u>Casual/Part-Time Staff</u> – Lunch Hour Supervisor, Student Nutrition Program Provider, Markers, Home Instructor, Students, DRTCC Services I & II, DRTCC Student, Site Monitor, Academic Tutor, Student Success Support Staff, *HCSA Support Coach, Summer Learning Program Staff*, Casual Employees and other similar positions.

Cross Reference:
O. Reg 1/13
Policy 702, Employee Performance Appraisal

Policy 710, Attendance Support Policy 712, Employee Hiring and Promotion Date Approved: October 12, 1999 Revised: Apr 8/03; Nov 9/04; Sep 1/05; June 13/06; Oct 14/08; May 12/09; June 8/10; Oct 11/11; Oct 8/13; Apr 12/16;



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B. HIRING, APPOINTMENT OR PROMOTION OF PERSONNEL

- 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.
- 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. <u>COMPENSATION</u>

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)
- 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);



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- 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.
- 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.
- 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.
- 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%.
- Term, temporary and casual employees (except those authorized by the Director of Education, or designate) 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.
- 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.

Cross Reference:
O. Reg 1/13
Policy 702, Employee Performance Appraisal
Policy 710, Attendance Support
Policy 712, Employee Hiring and Promotion

Date Approved: October 12, 1999 Revised: Apr 8/03; Nov 9/04; Sep 1/05; June 13/06; Oct 14/08; May 12/09; June 8/10; Oct 11/11; Oct 8/13; Apr 12/16;



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- 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.
- 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.
- 6. a) It is anticipated that by February 1, 2018, all school board employees will participate in an Employee Life and Health Trust (ELHT) to provide life, health and dental benefits to eligible employees. Eligibility is determined in accordance with provisions in this policy and further determined by the ELHT.

The date on which the benefit plan is transferred to the ELHT shall be referred to herein as the "Participation Date".

The Boards will continue to provide benefits in accordance with the existing benefit plans and your existing terms and conditions of employment until the Participation Date in the ELHT. Subsequent to the Participation Date, the board will cease to provide such benefits and the related language in the terms and conditions of employment shall cease to have effect.

Post Participation Date, the following shall apply:

i) Funding

The school board shall contribute a fixed funding amount per full-time equivalent to the ELHT.

ii) Cost Sharing

The ELHT shall advise the school board, who shall in turn advise employees of any required co-pay arrangements.

iii) Benefit Plan

The ELHT shall develop a benefit plan that is within the funding amount provided by the school board and is subject to change from time to time.



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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.
- Individual supervisors shall set specific hours based on the operational needs of the Board.
- The regular work day shall exclude meal breaks.
- 4. The positions of Speech Language Pathologist, Mental Health Leader and ABA Leader is a are twelve month positions 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:
 - 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 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).
- 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.

Cross Reference:
O. Reg 1/13
Policy 702, Employee Performance Appraisal
Policy 710, Attendance Support
Policy 712, Employee Hiring and Promotion

Date Approved: October 12, 1999 Revised: Apr 8/03; Nov 9/04; Sep 1/05; June 13/06; Oct 14/08; May 12/09; June 8/10; Oct 11/11; Oct 8/13; Apr 12/16;



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- 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).
- Overtime is defined as any hours in excess of 35 hours per week.
- 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 and entered into the automated absence/call-in system.

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

- 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 1st 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 *ninth* 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.

Cross Reference:
O. Reg 1/13
Policy 702, Employee Performance Appraisal
Policy 710, Attendance Support
Policy 712, Employee Hiring and Promotion

Date Approved: October 12, 1999 Revised: Apr 8/03; Nov 9/04; Sep 1/05; June 13/06; Oct 14/08; May 12/09; June 8/10; Oct 11/11; Oct 8/13; Apr 12/16;



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- 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
In the third year of continuous service
In the tenth ninth year of continuous service
In the fifteenth year of continuous service

Four (4) percent Six (6) percent Eight (8) percent 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.

Cross Reference:
O. Reg 1/13
Policy 702, Employee Performance Appraisal
Policy 710, Attendance Support
Policy 712, Employee Hiring and Promotion

Date Approved: October 12, 1999 Revised: Apr 8/03; Nov 9/04; Sep 1/05; June 13/06; Oct 14/08; May 12/09; June 8/10; Oct 11/11; Oct 8/13; Apr 12/16;



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3. Holidays

a) Day before New Years Day
New Years Day
Good Friday
Easter Monday
Victoria Day
August Civic Holiday
Family Day

Thanksgiving Day
Day before Christmas
Christmas Day
Boxing Day
Canada Day
Labour 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. E.I. 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.

Cross Reference:
O. Reg 1/13
Policy 702, Employee Performance Appraisal
Policy 710, Attendance Support
Policy 712, Employee Hiring and Promotion

Date Approved: October 12, 1999 Revised: Apr 8/03; Nov 9/04; Sep 1/05; June 13/06; Oct 14/08; May 12/09; June 8/10; Oct 11/11; Oct 8/13; Apr 12/16;



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ii) Post Delivery (Pregnancy Leave)

Employees are also eligible to top-up their El 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 *HRSDC* 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.

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.

Bereavement Leave

Administrative management staff, administrative support staff and school support staff are allowed a leave, with pay, of up to five 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 with whom the employee has a close attachment.

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 *Director of Education or designate*, 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.

Cross Reference:
O. Reg 1/13
Policy 702, Employee Performance Appraisal
Policy 710, Attendance Support
Policy 712, Employee Hiring and Promotion

Date Approved: October 12, 1999 Revised: Apr 8/03; Nov 9/04; Sep 1/05; June 13/06; Oct 14/08; May 12/09; June 8/10; Oct 11/11; Oct 8/13; Apr 12/16;



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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) days per school year to care for the child who is ill.

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.

Cross Reference:
O. Reg 1/13
Policy 702, Employee Performance Appraisal
Policy 710, Attendance Support
Policy 712, Employee Hiring and Promotion

Date Approved: October 12, 1999 Revised: Apr 8/03; Nov 9/04; Sep 1/05; June 13/06; Oct 14/08; May 12/09; June 8/10; Oct 11/11; Oct 8/13; Apr 12/16;



Policy Name: Non-Union Staff Terms and Conditions

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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.

L. SICK LEAVE

- 1. Employees will be granted sick leave credits at the rate of eleven days of sick leave per annum, paid at 100%.
- In addition, employees are eligible for a Short Term Leave and Disability Plan consisting of 120 days per annum, payable at 90% of salary. Top up days will be determined by the unused balance of the 11 (eleven) sick leave days unused from the previous year worked.

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.

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Approved April 12, 2016					Effect	Effective February 1, 2017 September 1, 2017 POLICY 704 - APPENDIX A	re February 1, 2017 September POLICY 704 - APPENDIX A	September SNDIX A	1, 2017									
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Job Title	Step 0	Step 0	Step 1	Step 1	Step 2	Step 2	Step 3	Step 3	Step 4	Sten 4	Sten 5	Sten 5	Stone	Cton 6	Clon 7	Cton 7	Chan 0	0
Curriculum and Program Support	637 347	637 837	٠.	635 043	102.763	-	000 000	400 400						-	date	date	o date	Step 8
American Sign Language Interpreter	\$35,013	\$36.452	638 330	\$38 905	CAO 7A7	+	642 164	\$35,401	VCU'114	5/0/14	\$43,233	243,881	_	+	\$47,589	+	\$49,764	\$50,510
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Administrative Assistant	\$39,477	\$40,069	\$42,135	\$42,767	\$44,792	\$45,464	\$47,450	\$48.162	\$50.106	\$50.858	\$52.243	\$53 55A	G55 420	CEK 251	¢59 079	650 040	202.079	000
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Executive Assistant - Kenora														T	T		T	
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Accounting Technician														T	T		Ī	
Transportation Assistant														T	Ī	1		
Communications Assistant/Website														T	l	I		
Human Resources Officer	\$43,043	\$43,689	\$45,939	\$46,628	\$48,837	\$49,570	\$51,734	\$52,510	\$54,632	\$55,451	\$57,528	\$58,391	\$60.426	\$61,332	\$63,322	\$64.272	466 221	S67 214
Transportation Officer															-	+	2000	201,414
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Recreation and Wellness Co-																		
FNMI Graduation Coach													Ī	Ī	T		T	
Aboriginal Family Case Manager														T	T	1	T	
Purchasing and Payables Officer	\$46,608	\$47,307	\$49,746	\$50,492	\$52,883	\$53,676	\$56,020	\$56,860	\$59,156	\$60.043	\$62.293	563 227	\$65.431	SK6 412	668 560	\$60 500	\$71.704	000 000
Payroll and BenefitsOfficer													101/004	-	COCHOO	+	10/1/6	3/7/00
Events Services Coordinator	\$50,173	\$50,926	\$53,550	\$54,353	\$56,928	\$57,782	\$60,305	\$61,210	\$63,682	\$64,637	\$67,059	\$68,065 \$70,437		\$71,494	\$73.812	\$74 919	677 180	C78 347
Speech Language Pathologist	\$53,739	\$54,545	\$57,356	\$58,216	\$60,973	\$61,888	\$64,590	\$65,559	\$68,207	\$69,230	\$71.824	\$72,901 \$75,441	-		_	4	227 628	502 016
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CASUAL & PART-TIME GRID Appendix B Effective February 1, 2017 September 1, 2017

Note: Rates of pay exclude vacation and statutory holiday pay Position Effective February 1, 2017 September 1, 2017 Lunch Hour Supervisor & Student Nutrition Program Base union rate for unqualified casual education assistants Provider (Breakfast Program) 29.0329.47/hour **Tutorial Assistants** Qualified Casual Early Childhood Educators Base union rate Unqualified Casual Early Childhood Educators Base union rate Qualified Casual Education Assistants Base union rate **Unqualified Casual Education Assistants** Base union rate Casual Administrative Assistants/Library Technicians Base union rate 27.1527.56/hour Markers 13.58**\$13.78**/hour* Student employees 32.59/33.08hour Home Instructor Site Monitors 27.7328.15/hour Academic Tutors & Tutor In the Classroom 22.1922.52/hour Student Success Support Staff - Teacher Qualified 33.7534.26/hour Student Success Support Staff - Not Teacher Qualified 25.3225.70/hour Support Coach - HCSA 25.3225.70/hour Summer Learning Program Student 20.0020.30/hour Summer Learning Program Teacher 42.0042.63/hour DRTCC Services I 13.7013.91/hour** DRTCC Services II 16.0016.24/hour*** 12.4312.62/hour**** DRTCC Student Unqualified Instructor Grid 35.3035.83/hour Year 1 35.9936.53/hour Year 2 36.6537.20/hour Year 3 37.36/37.92hour Year 4 38.0238.59/hour Year 5

^{*} Will meet pending Minimum Wage Legislation (new = \$13.15/hour Jan. 1, 2018 for those under age 18 working not more than 28 hours per week when school is in session or working during a school break or summer holidays)

^{*} May have to be adjusted to meet Minimum Wage Legislation (new = \$14.00/hour Jan. 1, 2018)

^{**} Will meet pending Minimum Wage Legislation (new = \$14.00/hour Jan. 1, 2018)

^{***} May have to adjust with pending Minimum Wage Legislation (new = \$13.15/hour for those under age 18 working not more than 28 hours per week when school is in session or working during a school break or summer holidays)



ONTARIO PUBLIC SCHOOL BOARDS' ASSOCIATION

Leading Education's Advocates

Ontario Public School Boards' Association 439 University Avenue, 18th Floor Toronto, ON M5G 1Y8 Tel: (416) 340-2540 Fax: (416) 340-7571 webmaster@opsba.org www.opsba.org

Laurie French President

W.R. (Rusty) Hick Executive Director

October 6, 2017

Ms. Marleah Atlookan Keewaitin-Patricia District School Board 4th Floor 240 Veterans Drive, Kenora, ON P9N 3Y5

Dear Marleah,

While doing some research this week to prepare for an upcoming conference, I again came across the video you so generously participated in this June for Caroline Alphonso, along with your Grad Coach, Kieran McMonagle. I felt compelled to write you to say thank you for your incredible courage and determination, and the important message you provided for your peers.

I am the current President of the Association that represents Public School Boards across Ontario. We are working to support and understand positive results that are focused on success stories like yours, and that are made possible by people like Kieran and the leadership of your local school board, so others can learn and benefit. The sharing of real stories is so important to developing strategies that really work.

Apart from this, I was moved by your powerful message of personal strength and resolve to succeed. Be very proud of yourself as you persevere towards your graduation goal. I would love to hear how your success continues and where your future takes you.

Thank you once again. Meegwetch, and my best wishes to you.

Sincerely,

Laurie French, President
Ontario Public School Board Association

Lauri Furch

Cc Kieran McMonagle, Grad Coach Sean Monteith, Director of Education Gerald Kleist, VP Northern Region Slander begander bip



Keewatin-Patricia District School Board 4th Floor - 240 Veterans Dr - Kenora Ontario P9N 3Y5

Queen Elizabeth District High School
Box 548 - 15 Fair St - Sioux Lookout Ontario P8T 1A9



October 11, 2017

Hon. Mitzie Hunter Ministry of Education 22nd Floor, Mowat Block 900 Bay Street Toronto, Ontario M7A 1L2

Dear Minister Hunter,

I am writing to express my concern about the continued administration of a single OSSLT each year to all students, regardless of their stream of study. Statistics for the whole province show that 89% of Locally Developed students are not successful. In the Keewatin-Patricia District School Board in Northwestern Ontario, this percentage is nearly 100%. It is very discouraging, in my role as literacy teacher at Queen Elizabeth District High School in Sioux Lookout, to year after year encourage students to attend a 2 ½ hour test of their literacy skills in order to demonstrate what we already know: that their literacy skills are not at grade level, and that they need more support.

As a teacher at QEDHS, I know that your government does care about the whole student, and I know that you recognize our part of this province as having a special population whose needs have historically not been met in education, or in any area. I was here when you and several colleagues from Queen's Park paid a visit to our Board, and to our school last September. I recognize that you are looking for ways to serve our population, particularly our northern First Nations population, effectively, and undo past wrongs. Please allow me to suggest that revisiting the current blanket approach to the administration of the OSSLT is an excellent place to start. Failure of a 2 ½ hour test should not be a prerequisite to securing a place in the Ontario Literacy Course, a course that educators already know will be of benefit in developing the literacy skills of students in the Locally Developed stream. This cannot be construed as being of benefit to the whole student. The negative impact on confidence and self-esteem is completely unnecessary. Change needs to be made in order to demonstrate that in Ontario, we truly serve and honour the the whole student.

When you visited last September, then Deputy Minister George Zegarac had an opportunity to walk through many of our classrooms and meet our students. One of the classes he spent time in was the Ontario Literacy Course. In talking to the students he met a group of Ontario born and raised teens who mainly grew up in environments where English is not spoken at home. In fact, a cohort of our students from the remote north attend school in an Oji-Cree immersion setting up until grade 10, at which point they leave home to finish their education in our public system. These students may not represent a significant percentage across Ontario, but for us at QEDHS, they are simply our students; this is the population we serve. Perhaps you can understand the feeling of discouragement that I mentioned earlier each year when the OSSLT comes around: we have already identified the English language literacy deficits here, we are striving to meet and support our students where they are when they enter our classrooms.

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

QEDHS.KPDSB.ON.CA



Keewatin-Patricia District School Board 4th Floor - 240 Veterans Dr - Kenora Ontario P9N 3Y5

Queen Elizabeth District High School
Box 548 - 15 Fair St - Sioux Lookout Ontario P8T 1A9



From my perspective, there are two preferable alternatives. I strongly urge the government to allow students in the Locally Developed stream to have the option of being exempted from the test in order to take the OSSLC. The OSSLC curriculum document states that the course is meant for students who have significant gaps in their knowledge and skills, in order to help them meet the literacy demands in subject areas across the curriculum. Failing a 2 ½ hour unstreamed test in a streamed education system should not be a necessary step to securing a spot in a course that will offer what we already know is needed support in building literacy skills.

A second option is to stream the test, as we do for the grade nine EQAO math test, which is delivered at both the Academic and Applied levels, while students in the Locally Developed stream are exempted. The reason that I believe the first is a better option is that we know the OSSLC helps students build their literacy skills over the course of a semester. I cannot overstate that we *already know* that students in our Locally Developed stream can benefit from this fifth compulsory English course.

Revisiting the 'one size fits all' approach of the OSSLT is urgently needed. I believe that as educators, we have all experienced that the current setup is problematic. Please take time now, before the 2018 test date, to implement the changes that are needed to make this test, and hopefully its alternatives, equitable to all Ontario students. I have watched more than enough students forced through and left dispirited over the past 15 years here at QEDHS to clearly realize the need for change.

Thank you for taking the time to consider this letter with the sincerity that it is intended. I hope that you will take time this Fall to examine the test's historical purpose and delivery with an eye for what aspects have served us, and importantly, what can be cut loose. Although I am writing on behalf of the students in the KPDSB, the provincial statistics (89% failure rate) warrant a closer look at the purpose of this annual test. I look forward to your response and offer my support in investigating the way that the literacy requirement in Ontario schools can serve all students in our province effectively and equitably.

Sincerely,

Sarah Flowers, OCT

Literacy and Student Success Teacher, QEDHS

Cc: Sean Monteith, Director of Education, Keewatin-Patricia District School Board

Richard Jones, EQAO CEO

Bruce Rodrigues, Deputy Minister of Education

David Penney, Board Chair, Keewatin-Patricia District School Board

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

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