

TUESDAY, NOVEMBER 23, 2021

Public Session: 7:00 pm – Virtual Meeting

## AGENDA

### A. COMMENCEMENT OF THE MEETING OF THE BOARD

1. Acknowledgement of Traditional Territory
2. Call to Order and Noting of Members Absent
3. Declaration of Conflict of Interest

### B. COMMITTEE OF THE WHOLE

Motion to Move to Committee of the Whole (Private Session)

Motion to Return to Open Board (Public Session)

### C. SINGING OF 'O CANADA'

Glendale Public School Choir will perform O'Canada via video

### D. REFLECTIVE READING

By Trustee Shannon Mitchell

### E. BUSINESS OF THE BOARD

#### 1. Adoption of the Agenda

**Recommended Motion:** "That the Agenda be adopted."

#### 2. Approval of Board Minutes

**Pages 6-14**

**Recommended Motion:**

"That the Minutes of the Regular Meeting of the District School Board of Niagara dated October 26, 2021 be confirmed as submitted."

#### 3. Business Arising from the Minutes

#### 4. Ratification of Business Conducted in Committee of the Whole

**Recommended Motion:**

“That the business transacted in Committee of the Whole be now ratified by the Board.”

## **F. EDUCATIONAL SHOWCASING OR PRESENTATIONS**

### **1. Director’s Report and Recognition**

[W. Hoshizaki – pages 15-20](#)

#### **a) Director’s Recognition**

- Rhonda Brown, Lunchroom Supervisor, Central French Immersion Public School
- Jody Leavens, Grounds Assistant, Facility Services

#### **b) Director’s Report**

### **2. Educational Showcases**

[W. Hoshizaki](#)

#### **a) Environmental Program at James Morden Public School**

## **G. STUDENT ACHIEVEMENT REPORT**

## **H. DELEGATIONS**

## **I. BOARD RECESS (OPTIONAL)**

## **J. OLD BUSINESS**

### **1. Report of the Parent Involvement Committee**

[N. Beamer / D. Newton – Pages 21-22](#)

#### **Recommended Motion:**

“That the report of the Parent Involvement Committee dated November 3, 2021 be received.”

### **2. Report of the Supervised Alternative Learning Committee**

[L. Campbell – Pages 23-24](#)

#### **Recommended Motion:**

“That the report of the Supervised Alternative Learning Committee dated November 10, 2021 be received.”

### **3. Report of the Special Education Advisory Committee**

[A. Bradnam / S. Mitchell – Pages 25-28](#)

#### **Recommended Motion:**

"That the report of the Special Education Advisory Committee dated November 11, 2021 be received."

**4. Audit Committee**

**S. Veld – Pages 29-43**

**Recommended Motions:**

"That the report of the Audit Committee dated November 15, 2021 be received."

"That the 2020-21 Annual Report of the Audit Committee to the Ministry of Education be approved."

**5. Report of the Student Trustee Senate**

**T. Patel / K. Steinbach-Parker / S. Sharma – Pages 44-46**

**Recommended Motion:**

"That the report of the Student Trustee Senate dated November 16, 2021 be received."

**6. Report of the Policy Committee**

**A. Bradnam – Pages 47-68**

**Recommended Motions:**

"That the report of the Policy Committee dated November 16, 2021 be received."

"That Policy A-11: Flag Protocol be deferred to the February 8, 2022 Policy Committee meeting."

"That Policy B-09: Privacy Management be approved as amended and adopted."

"That Policy E-03: Health and Safety be approved as received and adopted."

"That Policy E-15: Workplace Violence and Harassment Prevention be approved as received and adopted."

"That Policy E-11: Equity and Inclusive Education be approved as amended and adopted."

"That Policy G-09: Anti-Sex Trafficking – Keeping Students Safe be approved as received and adopted."

"That Policy G-40: Supporting Students with Prevalent Medical Health Conditions be approved as amended and adopted."

## **7. Report of the Finance Committee**

### **K. Moves – Pages 69-81**

#### **Recommended Motions:**

“That the report of the Finance Committee dated November 17, 2021 be received.”

“That the Enhanced Student Access to Free Menstrual Products in Ontario Schools report, be received.”

“That the Annual Report on DSBN Investments as at August 31, 2021, be received.”

“That Borrowing Resolution 2021-02 authorizing the Board to borrow up to \$16,349,605 for the short-term financing of Ministry funded capital projects, pursuant to the provisions of section 243(1) of the Education Act, be approved.”

“That the Schedule of Accumulated Surplus for the year ended August 31, 2021, be approved.”

## **K. QUESTIONS ASKED OF AND BY BOARD MEMBERS**

## **L. NEW BUSINESS**

## **M. INFORMATION AND PROPOSALS**

- 1. Staff Reports**
- 2. Trustee Information Session**
- 3. Correspondence and Communications**
- 4. Trustee Communications and School Liaison**
- 5. Ontario Public School Boards' Association Report**
- 6. Future Meetings**

### **Pages 82-83**

- a) December Meeting calendar
- b) December Days of Significance calendar

## **N. RATIFICATION OF BUSINESS CONDUCTED IN THIS REGULAR MEETING**

#### **Recommended Motions:**

“That the business transacted by the Board of Trustees at its meeting held on November 23, 2021 be now ratified by the Board.”

That the Chair and proper officials of the District School Board of Niagara are hereby authorized and directed to do all things necessary to give effect to the business as decided by the Board of Trustees this day.”

**O. ADJOURNMENT**

**Recommended Motion:**

“That this meeting of the District School Board of Niagara be now adjourned.”

## BOARD MEETING MINUTES

TUESDAY, OCTOBER 26, 2021

Private Session: 6:15 p.m. – 7:02 p.m. | Public Session: 7:04 p.m. – 7:59 p.m. (Virtual Meetings)

### ATTENDANCE

#### BOARD

Kate Baggott, Alex Bradnam (Vice Chair), Sue Barnett (Chair), Nancy Beamer, Lora Campbell  
Jonathan Fast, Elizabeth Klassen, Kevin Maves, Shannon Mitchell, Doug Newton, Dave Schaubel

#### STUDENT TRUSTEES

Tiya Patel, Salony Sharma, Kya Steinbach-Parker

#### OFFICIALS

Warren Hoshizaki (Director of Education), Lora Courtois, Mary Anne Gage, Simon Hancox,  
Helen McGregor, Kelly Pisek, Marian Reimer Friesen, Leanne Smith, Michael St. John, Darren  
VanHooydonk, Stacy Veld, Jennifer Feren, Maryam Safdar Ali, Kim Sweeney, Karen Bellamy, Cheryl  
Morgan

#### RECORDING SECRETARY

Jennifer McGugan

#### TECHNICAL SUPPORT

Wendy Coit, Kara Hiott-Bowles, Eleanore Novak

### A. COMMENCEMENT OF THE MEETING OF THE BOARD

#### 1. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

Chair Barnett opened the meeting with an Acknowledgement of Traditional Territory of the  
Haudenosaunee and Anishinaabe peoples.

#### 2. CALL TO ORDER AND NOTING OF MEMBERS ABSENT

Chair Barnett called the Regular Meeting of the Board to order at 7:04 p.m.

## COMMENCEMENT OF THE MEETING OF THE BOARD - CONTINUED

### 3. DECLARATIONS OF CONFLICT OF INTEREST

There were no declarations of conflict of interest.

## B. COMMITTEE OF THE WHOLE (PRIVATE SESSION)

Moved by Kate Baggott

Seconded by Nancy Beamer

“That the Board do now enter Committee of the Whole.”

**CARRIED**

Moved by Dave Schaubel

Seconded by Elizabeth Klassen

“That the Board return to Open meeting.”

**CARRIED**

The Board returned to open meeting at 7:02 p.m.

## C. SINGING OF ‘O CANADA’

The Board stood as ‘O Canada’ was performed by Quaker Road Public School Choir, via video.

A moment of silence was observed in honour of a staff member who recently passed.

## D. REFLECTIVE READING

Trustee Elizabeth Klassen shared a reflective reading.

## E. BUSINESS OF THE BOARD

### 1. Adoption of the Agenda

Moved by Alex Bradnam

Seconded by Lora Campbell

## BUSINESS OF THE BOARD – CONTINUED

“That the Agenda be adopted.”

**CARRIED**

### 2. APPROVAL OF BOARD MINUTES

Moved by Jonathan Fast

Seconded by Elizabeth Klassen

“That the Minutes of the Regular Meeting of the District School Board of Niagara dated September 28, 2021 be confirmed as submitted.”

**CARRIED**

### 3. BUSINESS ARISING FROM THE MINUTES

There was no business arising from the minutes.

### 4. RATIFICATION OF BUSINESS CONDUCTED IN COMMITTEE OF THE WHOLE (PRIVATE SESSION)

Moved by Kevin Maves

Seconded by Shannon Mitchell

“That the business transacted in Committee of the Whole be now ratified by the Board.”

**CARRIED**

## F. EDUCATIONAL SHOWCASING OR PRESENTATIONS

### 1. Director’s Report and Recognition

#### a) Director’s Recognition for Extraordinary Contributions - Tammy Marr, Head Custodian, Fitch Street Public School

Via video, Director Hoshizaki recognized Tammy Marr for her knowledge of schools and staff, noting the pride that she takes in her work. He also highlighted her kind and positive contributions toward creating an inclusive school environment for everyone. Director Hoshizaki presented Tammy Marr with a token of the Board’s appreciation for her contributions.

#### b) Director’s Recognition for Extraordinary Contributions - Ann Langille, Head Custodian, Lockview Public School



## **EDUCATIONAL SHOWCASING OR PRESENTATIONS - CONTINUED**

Via video, Director Hoshizaki recognized Ann Langille for her strong work ethic, attention to detail, positive nature, and her impact on the school community. Director Hoshizaki presented Ann Langille with a token of the Board's appreciation for her extraordinary contributions.

### **c) Westlane SS Community Garden**

Director Hoshizaki reported that the Westlane Secondary School Community Garden is a partnership between the Westlane Green Industries program and Project Share. It provides students with hands-on experiential learning opportunities as they work alongside community volunteers to grow and harvest fresh produce for the local food bank. Each year the Westlane Community Garden provides thousands of pounds of fresh produce for local food banks.

## **2. Educational Showcases**

### **a) Welcome to Grade 9**

Directors Hoshizaki introduced a video presentation on students being welcomed into grade 9. While adhering to Covid 19 safety protocols, schools welcomed students from grade 9 and 10 to participate in outdoor orientation activities. Students shared the importance this connection had in helping them feel supported and prepared for their transition to secondary school.

## **G. STUDENT ACHIEVEMENT REPORT**

There were no student achievement reports.

## **H. DELEGATIONS**

There were no delegations.

## **I. BOARD RECESS**

There was no Board recess.

## **J. OLD BUSINESS**

### **1. Report of the Parent Involvement Committee**

**Moved by Nancy Beamer**

**Seconded by Doug Newton**

"That the report of the Parent Involvement Committee dated October 6, 2021 be received."

## OLD BUSINESS - CONTINUED

**CARRIED**

Trustee Beamer provided a summary of the meeting which included an update on learning and extra curricular activities in schools, the elementary school active Covid screening process, and the PIC Virtual Speaker Series upcoming session on children's mental health and well-being.

### 2. Report of the Equity, Inclusion and Anti-Racism Trustee Advisory Committee

**Moved by Shannon Mitchell**

**Seconded by Dave Schaubel**

"That the report of the Equity, Inclusion and Anti-Racism Trustee Advisory Committee dated October 12, 2021 be received."

**CARRIED**

Trustee Mitchell shared that the meeting began with an update from the DSBN Equity, Inclusion and Anti-Racism Community Advisory Committee where input was sought on the Equity and Inclusive Education policy and the Gender Identity and Gender Expression guidelines. She also noted that the Equity Team shared with the Trustee Committee the DSBN Days of Significance calendar, the DSBN Equity Action Plan and the plan for School Culture Surveys.

In response to a question, Superintendent Pisek shared that DSBN is not permitted to record the professional development on Islamophobia. She noted that the session information will be available for DSBN staff unable to attend the event.

### 3. Report of the Supervised Alternative Learning Committee

**Moved by Lora Campbell**

**Seconded by Kate Baggott**

"That the report of the Supervised Alternative Learning Committee dated October 13, 2021 be received."

**CARRIED**

Trustee Campbell reported that the Supervised Alternative Learning Committee reviewed and approved 4 cases during the October 13, 2021 meeting. Following the case presentations, the committee reviewed the progress of current students participating in the SAL program.

## OLD BUSINESS - CONTINUED

### 4. Report of the Special Education Advisory Committee

Moved by Alex Bradnam

Seconded by Shannon Mitchell

"That the report of the Special Education Advisory Committee dated October 14, 2021 be received."

**CARRIED**

Trustee Mitchell provided a summary of the Special Education Advisory Committee meeting, which included the appointment of a vice-chair, a student presentation highlighting the support of assistive technology, a summary of the process for allowing the administration of rescue medication in emergency situations in schools, and updates on the gifted program, the credit recovery process, as well as the upcoming administrator presentation from the Special Education Team.

### 5. Report of the Student Trustee Senate

Moved by Tiya Patel

Seconded by Kya Steinbach-Parker and Salony Sharma

"That the report of the Student Trustee Senate dated September 23, 2021 be received."

"That the report of the Student Trustee Senate dated October 19, 2021 be received."

**CARRIED**

Student Trustee Sharma shared that the role and responsibilities of student trustees and senators, as well as the Senate's structure and goals, were discussed at the September meeting. The meeting concluded with an open table where questions were addressed, and ideas were exchanged.

Student Trustee Patel reported that an update regarding the accomplishments of the menstrual equity initiative was shared at the October meeting. Senators were informed of School Mental Health Ontario's current initiatives and Superintendent Leanne Smith discussed the importance of student voice in regards to sexual assault and harassment. Senators received presentations regarding Brave Spaces, the School Culture Survey, and Destreaming.

Student Trustee Steinbach-Parker provided an update on the decision to break the senate into three subcommittees which are student success, mental health, and communications.

## OLD BUSINESS - CONTINUED

### 6. Report of the Program and Planning Committee

Moved by Dave Schaubel

Seconded by Jonathan Fast

"That the report of the Program and Planning Committee dated October 19, 2021 be received."

"That the DSBN Vaccination Disclosure Protocol be received."

"That the De-Streaming Update Report be received."

"That the DSBN Student Mask Exemption Process be received."

"That the Outdoor Education Report be received."

**CARRIED**

Trustee Schaubel shared there was an update on the DSBN vaccination disclosure policy, the de-streaming plan for grade 9 programming, the student mask exemption process that follows Ministry of Education guidelines, and the outdoor education report on the outdoor campuses that offer exciting outdoor programs for all DSBN students.

### 7. Report of the Finance Committee

Moved by Kevin Maves

Seconded by Elizabeth Klassen

"That the report of the Finance Committee dated October 20, 2021 be received."

"That the Award of Contracts Summary Report for the period ended September 30, 2021, be received."

"That the Summary of Accounts paid for the month of June, July, August and September 2021, totaling \$91,821,154 be received."

"That Policy A-18 Environmental Sustainability be directed to the Policy Committee."

**CARRIED**

Trustee Maves shared an update on the award of contracts report, the summary of accounts paid, and information on environmental sustainability in DSBN's operational practices. Policy A-18 Environmental Sustainability was directed to the Policy Committee for review.

## K. QUESTIONS ASKED OF AND BY BOARD MEMBERS

In response to a question about the use of N-95 masks, Director Hoshizaki noted that the DSBN has provided staff with PPE that meets the guidelines outlined by the Ministry of Education and Public Health. Staff who wish to wear an N95 mask, can submit a request through their supervisor to determine if a mask is approved by the Health and Safety Officer.

## **L. NEW BUSINESS**

There was no new business.

## **M. INFORMATION AND PROPOSALS**

### **1. STAFF REPORTS**

There were no staff reports.

### **2. TRUSTEE INFORMATION SESSION**

There was no trustee information session.

### **3. CORRESPONDENCE AND COMMUNICATION**

There was no correspondence received.

### **4. TRUSTEE COMMUNICATIONS AND SCHOOL LIAISON**

Trustee Barnett shared that the Education Foundation of Niagara is having a Fun Run & Walk Costume Event on Saturday October 30, 2021.

Trustee Mitchell shared that the Niagara Regional Native Centre is having a Virtual Pow Wow on November 6, 2021.

### **5. Ontario Public School Boards' Association (OPSBA) Report**

There was no OPSBA report.

### **6. Future Meetings**

The calendar of November 2021 meetings was provided.  
The November Days of Significance calendar was provided.

## N. RATIFICATION OF BUSINESS CONDUCTED IN THIS REGULAR MEETING

Moved by Doug Newton  
Seconded by Alex Bradnam

“That the business transacted by the Board of Trustees at its meeting held on October 26, 2021 be now ratified by the Board.”

“That the Chair and proper officials of the District School Board of Niagara are hereby authorized and directed to do all things necessary to give effect to the business as decided by the Board of Trustees this day.”

**CARRIED**

## O. ADJOURNMENT

Moved by Kate Baggott  
Seconded by Nancy Beamer

“That this meeting of the District School Board of Niagara be now adjourned.”

**CARRIED**

The meeting adjourned at 7:59 p.m.

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**SUE BARNETT**  
Chair

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**WARREN HOSHIZAKI**  
Director of Education and Secretary

## Director's Report and Recognition

November 23, 2021

### DIRECTOR'S RECOGNITION FOR EXTRAORDINARY CONTRIBUTIONS

#### Rhonda Brown, Lunchroom Supervisor, Central French Immersion Public School

Earlier this year, Rhonda joined the lunchroom supervisor team at Central French Immersion Public School and since the beginning has been working hard to form bonds with both her colleagues and the students.

In addition to being a caring and committed lunchroom supervisor, Rhonda has offered her time outside of her regular duties to landscape the school yard and property. She has brought her own tools and equipment to the school on numerous occasions and has transformed the foliage. Rhonda has spent many hours on these beautification visits in the evenings and on weekends as this is something she thoroughly enjoys! This has made such a wonderful difference on the outside of the school for everyone to enjoy as they pass by.

While Rhonda has been working on the school property, she has been engaging with the local community, all the while continuing to share the warmth of Central School!

Ever since the school shared this good news story about Rhonda on their social media sites, parents have expressed wanting to help out as well.

Rhonda has connected with one of our new grade one parents and there are now two official, what the school calls their "Garden Angels" in the school community, with the possibility of another joining soon! Everyone at Central French Immersion Public School is so grateful for all of Rhonda's hard work, commitment and willingness to go above and beyond. Congratulations on receiving the Director's Recognition for Extraordinary Contributions award Rhonda!

### DIRECTOR'S RECOGNITION FOR EXTRAORDINARY CONTRIBUTIONS

#### Jody Leavens, Grounds Assistant, Facility Services

Since starting his career at the District School Board of Niagara in 1996, Jody has been an exemplary employee. Starting out as a casual custodian, Jody worked between Empire Public School and Welland Centennial Secondary School which allowed him to have a great perspective of the operations of DSNB elementary and secondary schools.

In 1998, Jody was appointed to permanent employment with the Board and worked at Prince of Wales Public School in Thorold and Niagara District Secondary School. In May of 2005 he

## REPORT TO BOARD

Tuesday, November 23, 2021

entered the relief and grounds department. While in these positions, Jody spent two years doing preventative maintenance and repairs to custodial equipment.

During the past few years Jody was given the task of supporting curriculum support services in their initiative to create outdoor learning spaces for our kindergarten students.

Geraldine Davies, principal of Stevensville Public School, shared that *“as the student achievement leader for curriculum with kindergarten in my portfolio, the superintendent and myself developed a plan to improve outdoor learning areas for our kindergarten students. The plan included elaborate water tables, mud kitchens, sand boxes, project benches and tables, garden boxes, planters, storage units and pergolas that all required not only assembly, but some locates, improved grading, drainage, and reconfiguration of the space. Throughout all of this, Jody was an absolute team player who went above and beyond to ensure that the work was done correctly, timely and efficiently. He quickly became an expert in kindergarten outdoor spaces and helped advise and improve our work. We collaborated on approximately 20 sites and he was always supportive and enthusiastic about the work! Thanks to Jody, our kinder students across the DSBN are able to play, explore and learn in an outdoor setting! I feel privileged to have worked with Jody and look forward to continuing to do so in my new role as principal of Stevensville Public School.”*

Jody is also always willing to make recommendations or give advice to principals regarding playground structures as well as garden areas in our schools. Rosemary Findlay, principal of Lockview Public School, shared that *“Jody is a professional man who does his work in a caring and dependable way. He has a strong work ethic, as was evident when helping our school with decision-making around our playground equipment, cutting branches on trees for student safety or weeding our kindergarten garden in the hot sun before the first day of school. He is extremely friendly and always has a positive attitude. Positive relationships with people, his attention to detail, and his dedication to his job are all wonderful qualities that Jody possesses.”*

Jody has given up many of his Labour Day weekends over the years to ensure equipment and planters were installed at many schools, such as Prince of Wales Public School in Thorold or at Princess Elizabeth Public School in Welland when he designed and planted their new front gardens.

Most recently, Jody took the lead in the DSBN Summer Curb Appeal program. With his positive demeanour and attitude, he managed a team of part-time custodial staff who transformed many DSBN schools by creating and maintaining beautiful school landscapes and gardens resulting in amazing curb appeal.

Jody has been a great asset to the grounds department. His quality of professionalism, knowledge, work ethic, and leadership in his dealings with staff, contactors and members of the



## REPORT TO BOARD

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community have been a vital part to the department's success. Congratulations to Jody on receiving the Director's Recognition for Extraordinary Contributions award!

### DIRECTOR'S REPORT

#### Treaties Recognition Week in DSBN 2021

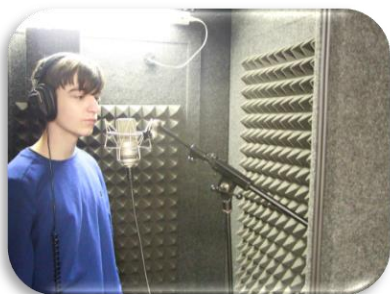
Across the DSBN, schools worked to educate students about Treaties Recognition Week, November 1 – 5, 2021. The Indigenous Education Team supported the work of staff in both elementary and secondary, as staff worked to help students understand the importance of treaties through lessons, stories, discussion, videos, presentations, and interactive displays. This photo is an example of such a display, and was created by Max Ingrao at Welland Centennial. It included books, posters, and replica wampum belts. He was happy that so many students stopped by to take a look and ask questions.



It was a good week of learning with resources and supports available to the system that can be used throughout the year.

#### The Secret Life of Pets – Audio Production Project

Grade 12 Communication Technology students at Welland Centennial SS, under the direction of teacher Michael Krasna, were assigned an audio production project in which they were tasked with removing the entire audio track to a movie trailer and creating all the sounds themselves. Students chose to work with 'The Secret Life of Pets' trailer. The students mixed and mastered the recording using the school's ProTools system. All the voices in the trailer are the voices of our students. All but the music and barking dog, are live recording sounds developed by the students on the studio floor using various objects and the sound library. The final project is outstanding.



## REPORT TO BOARD

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### Snow Breathing Dragon

Congratulations to students in the grade 7/8 class at DeWitt Carter Public School for winning the City of Port Colborne's plow decorating contest.

Students named the plow 'Snow Breathing Dragon.'

Mayor Steele announced DeWitt Carter as the winning school and talked about the project in his Mayor's report at a recent Council meeting. He congratulated the students and noted that the good work they are doing in their schools transfers to the community.



## REPORT TO BOARD

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### Technological Education - Student Projects



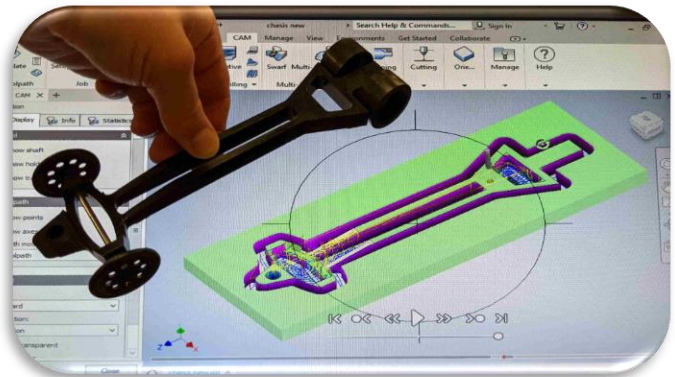
Grade 10 Manufacturing, teacher Nathan Hedden, Eastdale Secondary School

Students used rebar pieces and mig welder to assemble.



Grade 11 Tech Design, teacher Rob Busca, Sir Winston Churchill Secondary School

SHSM Advanced Manufacturing students designed their own CO2 rocket car, used 3D software (Inventor) to make the design, used a 3D printer and CNC Mill to make the parts.





## REPORT TO BOARD

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Senior Manufacturing, teacher Mark Klaric,  
Beamsville District Secondary School

SHSM Manufacturing students designed, welded and painted these projects for the gymnasium. The first photo is for students to complete the flexed arm hang test. The next two photos are showing designs that are fabricated to hold cleaning supplies for the gym.



Grade 9 Technology, teacher Chris Horsfall, Beamsville  
District Secondary School

Students wanted to make this item and collectively created the design based on research. Students used scrap metal pieces and random nuts and bolts for the eyes, they used torches to bend the pieces, and mig welder to assemble.



WEDNESDAY, NOVEMBER 3, 2021

## PARENT INVOLVEMENT COMMITTEE MINUTES

### ATTENDANCE

#### Committee Members

Lisa Mooney (Chair), Allison Moore, Kelly McNeil, Melissa Lofquist, Pauline Dawson, Amber Hughes, Susan Jovanovic, Stacia Heaton, Simon Hancox (Superintendent), Nancy Beamer (Trustee), Doug Newton (Trustee), Fred Louws (Administration), Tracy Leemet (Administration)

#### Regrets

Joy Janzen

#### Guests

Dr. Amanda Sherman, DSBN Mental Health Lead  
Pratima Bruton, DSBN Student Achievement Leader: Equity, Inclusion and Anti-racism  
Zakia Hamdani, DSBN Consultant: Equity, Inclusion and Anti-Racism

#### Recording Secretary

Sue Sentance

### A. WELCOME

Meeting was called to order. Superintendent Hancox welcomed everyone and began the meeting with the Land Acknowledgment.

### B. ADOPTION OF AGENDA

Moved by Amber Hughes

Seconded by Pauline Dawson

"That the Agenda be adopted."

**CARRIED**

### C. BUSINESS ARISING FROM MINUTES

None

### D. SUPERINTENDENT'S REPORT

Superintendent Hancox was joined by DSBN staff members to discuss the following:

# PARENT INVOLVEMENT COMMITTEE MINUTES

WEDNESDAY, NOVEMBER 3, 2021



- Dr. Amanda Sherman spoke to the committee about the mental health supports available at DSBN schools for students and staff.
- Student Achievement Leader Burton and Consultant Hamdani explained the *Your Voice Matters – School Culture Survey* that students and families will be asked to complete in December and January. Details about the survey can be found on the DSBN's Equity, Inclusion and Anti-Racism webpage.
- As part of the PIC Virtual Speaker Series, a parent session with Dr. Gholdy Muhammed is tentatively scheduled for January 27, 2022. The cost of the presentation is \$5,000.
- Principal Louws explained how schools are celebrating student achievements and staff are continuing to work collaboratively to support student needs through In-School Team meetings, teaching organizational skills, and promoting ongoing programs like TVO's Mathify and Peer Tutoring to all students.
- Virtual Secondary School Open Houses will take place during the week of Nov 29<sup>th</sup> - Dec 3<sup>rd</sup> for grade eight students transitioning to grade nine next year. Grade 8 classes are also visiting high schools and guidance staff are working with the students and families to begin course planner and course pathway discussions.

## E. CHAIR'S REPORT

Lisa Mooney updated the committee regarding the PIC Virtual School Council Chair Event being held on November 17, 2021, and ongoing preparations for the PIC Virtual Speaker Series including the first presentation by Dr. Jean Clinton on November 24<sup>th</sup>. Promotional information will be sent to schools and school councils next week.

## F. TRUSTEE'S REPORT

Trustee Beamer shared details about DSBN's ninth synthetic track and turf field that will be built at St. Catharines Collegiate Secondary School and named after alumnus, and Canadian Olympian, Mohammed Ahmed. On behalf of the Equity, Inclusion and Anti-Racism Trustee Advisory Committee, Trustee Beamer also introduced the Days of Significance Calendar which is a culturally relevant tool that embraces the community, cultural and faith traditions of all students.

## ADJOURNMENT

Moved by **Pauline Dawson**

Seconded by **Kelly McNeil**

"That the Parent Involvement Committee meeting adjourn."

**CARRIED**

Meeting adjourned at 7:05 p.m.

Next meeting – February 2, 2022

Location – virtual TEAMS meeting

WEDNESDAY, NOVEMBER 10, 2021

## **SAL MINUTES**

### **COMMITTEE MEMBERS PRESENT**

Lora Campbell, DSBN Trustee  
Caroline Graham, John Howard Society of Niagara  
Robin Lakeit, Student Achievement Leader, Student Success  
Tracy Sacco, Student Achievement Leader, Alternative Education  
Leanne Smith, Superintendent of Curriculum and Student Achievement

### **ADMINISTRATION/RESOURCE**

Melinda Dackiw, SAL & Attendance Secretary  
Nadia Laselva, Attendance Counsellor  
Nichola Lee, Administrative Assistant to the Superintendent

### **GUESTS**

Jessica Folino, Vice-Principal, Grimsby Secondary  
Norbert Kruebeck, Vice-Principal, Eastdale Secondary  
Monika Pries-Klassen, Vice-Principal, DSBN Academy

### **A. COMMENCEMENT OF THE SAL COMMITTEE MEETING**

Student Achievement Leader Robin Lakeit called the meeting to order at 2:30 pm.  
The Committee met to review the following cases:

### **B. SAL CASES**

#### **212-005**

SP      D.O.B. 26/11/2004   16yrs. 11 mths.

The student struggles with attendance and requires mental health and well-being supports. The Committee recommends that SP connects with a DSBN social worker to keep connected to the school. The student is interested in a co-op placement for Semester Two.

### **212-006**

EM D.O.B. 01/02/2005 16 yrs. 9 mths.

The student is focussing on their well-being and has connected to the school social worker. The Committee recommends they participate in the John Howard Society's *Youth Employment Skills and Strategy* (YESS) program to gain work experience. EM will work on ENG2D and GLC2O8 online.

### **212-007**

ED D.O.B. 10/07/2004 17 yrs. 1 mths.

The Committee recommends that ED connects to the school social worker to focus on mental health and well-being. The student will participate in the John Howard Society's YESS program to gain employment skills.

## **C. SAL CASE REVIEW**

The Committee reviewed five SAL cases that are currently active. The students are engaged and compliant with their SAL plans.

## **D. ADJOURNMENT OF THE SAL COMMITTEE MEETING**

The meeting adjourned at 3:05pm



THURSDAY, NOVEMBER 11, 2021

## SEAC MINUTES

### ATTENDANCE

#### Committee Members Present

Linda Morrice (Chair) - Pathstone Mental Health, Samantha Sendzik-Sinclair (Vice Chair) - Learning Disabilities Association Niagara Region, Nick Smith - Niagara Support Services, Kelly Cimek - Community Living Welland Pelham, Danielle Reynolds - Niagara FASD Coalition, Staci Whittle – Niagara Children's Centre, Alex Bradnam - Trustee, District School Board of Niagara, Shannon Mitchell - Trustee, District School Board of Niagara

#### Administration/Resource

Michael St. John - Superintendent of Special Education, Darren Vanhooydonk - Superintendent of Elementary Schools, Jodie Kerr - OPC Representative: Elementary, Karen Ferguson - OPC Representative: Secondary, Nikki Train - Student Achievement Leader, Special Education

#### Regrets

Shannon Jamieson - CNIB Foundation, Brent Beaudoin – VOICE for Deaf and Hard of Hearing Children

#### Recording Secretary

Jennifer McGugan

### 1. WELCOME

Quorum was established and the Special Education Advisory Committee (SEAC) meeting was called to order at 5:30 p.m.

### 2. STUDENT VOICE

Special Education Student Achievement Leader, Nikki Train introduced the student voice video from a Junior Kindergarten student. Laurene Klassen, principal at Nelles, introduced the student who transitioned from a community program to the DSBN. The community partner, family and school all worked together to create a successful transition to school. The committee members saw the student work on communication, movement, and independence skills all with a smile on his face.

### 3. BUDGET REPORT

Superintendent of Business Services, Stacy Veld, provided an overview of the Special Education Budget for the 2021-22 school year. She noted that Trustees approved a budget

for special education that continues to provide the best educational opportunities for our students. Over ninety percent of the expenditures are for salaries and benefits for over 805 fulltime staff supporting our students directly. This includes over 218 teachers and 496 Educational Assistants. She shared that the budget continues to support our multi-disciplinary team which includes consultants, social workers, education assistants and ABA facilitators. Superintendent Veld noted that the full DSBN budget book is available on the DSBN website.

#### 4. APPROVAL OF AGENDA

Moved by [Samantha Sendzik-Sinclair](#)

Seconded by [Danielle Reynolds](#)

*"That the Agenda dated November 11, 2021 be approved as presented"*

**CARRIED**

#### 5. BUSINESS ARISING FROM MINUTES

There was no new business arising from the Minutes of October 14, 2021 SEAC meeting.

#### 6. SPECIAL EDUCATION REPORT

Nikki Train, Special Education Student Achievement Leader, provided an update on the Math Pilot that will prepare students for destreamed math. As part of this pilot, LRTS are participating in professional development using hands on math opportunities. Also, LRTs are participating in IPRC professional development this evening. Nikki shared that the Geneva Centre for Autism is providing the opportunity for 75 staff to participate in professional learning. On the Nov 19<sup>th</sup> PD day, Secondary staff will participate in a variety of full day professional development, including sessions led by our central Special Education staff. Elementary staff will participate in professional development led by administrators at their schools and central Special Education staff will support where requested. Educational Assistants in elementary schools will have the opportunity to collaborate on developing student plans, create visuals and individual student support strategies.

Superintendent Michael St. John shared that the Special Education team continues to work with LRTs and SERTs to support students remotely. The Ministry guide to remote learning for students provided an outline of effective practices for all stakeholders. Remote teachers will be provided professional learning opportunities to support remote teaching. Superintendent St. John highlighted the presentation to administrators by the central Special Education team on Cultivating Caring Conditions and Building a Culture of Inclusion through the In-School Team.

**7. TRUSTEE REPORT**

Trustee Alex Bradnam provided a summary of the October Board meeting which included a video presentation on students being welcomed into grade 9. He noted that students shared the importance this connection had in helping them feel supported and prepared for their transition to secondary school. Trustee Shannon Mitchell shared that there was an update from the Equity, Inclusion and Anti-Racism Community Advisory Committee and that the Equity Team shared the DSBN Days of Significance calendar, the DSBN Equity Action Plan and the plan for School Culture Surveys. She also noted that the Board learned of the process of opening the policy for allowing the administration of rescue medication in emergency situations in schools. She shared that the Student Trustee Senate has been busy supporting the menstrual equity initiative, learning about opportunities to support student mental health and well-being, advocating for the importance of student voice regarding sexual violence and harassment, and learning more about brave spaces and de-streaming.

**8. ASSOCIATION AND BOARD INFORMATION****Community Living Welland Pelham**

No report.

**Niagara FASD Coalition**

No report.

**Learning Disabilities Association of Niagara Region**

No report.

**Niagara Support Services**

No report.

**Pathstone Mental Health**

No report.

**Niagara Children's Centre**

No report.

**OPC Representative: Elementary**

There is a PIC Conference Chair Event on November 17. Area meeting sessions focused on Knowing Each Learner, In School Team, Math and Literacy. LRTs participating in Math professional development. School directed professional development on November 19. Integration continues successfully. Progress and alternative report cards home November 18 and interviews being scheduled. Schools are having Remembrance Day ceremonies. Intermediate volleyball has begun and Dreambox has been approved.

## SEAC MINUTES

THURSDAY, NOVEMBER 11, 2021



### **OPC Representative: Secondary**

Schools are engaging in transition planning and holding Grade 8 visits and virtual open houses. Midterm reports going home. Staff participating in professional development November 19.

### **9. CORRESPONDENCE**

Correspondence was received from the Trillium Lakelands District School Board in support of Bill 172, the Education Statute Law Amendment Act Fetal Alcohol Spectrum Disorder (FASD). The DSBN SEAC Committee wrote a letter of support on June 2, 2021.

### **10. QUESTIONS AND ANSWERS**

There were no questions received.

### **11. ADJOURNMENT**

**Moved by Samantha Sendzik-Sinclair**

**Seconded by Shannon Mitchell**

***"That this meeting of the SEAC Committee be now adjourned."***

**CARRIED**

The meeting adjourned at 6:16 pm.

## AUDIT COMMITTEE MINUTES

MONDAY, NOVEMBER 15, 2021

Public Session: 5:30 p.m. (Virtual Meeting)

### ATTENDANCE

#### COMMITTEE MEMBERS

Yusuf Essop (Committee Chair, external), Lons Kushner (external), Kate Baggott (Trustee), Sue Barnett (Board Chair), Alex Bradnam (Board Vice-Chair, alternate for Jonathan Fast, Trustee)

#### DSBN ADMINISTRATION

Stacy Veld (Superintendent of Business Services and Treasurer),  
Nicky Westlake (Controller of Finance)

#### EXTERNAL AUDITORS

Saman Al-Rawee (KPMG), David Marks (KPMG)

#### REGIONAL INTERNAL AUDIT TEAM

Andrea Eltherington (RIAT Manager), John Forte (RIAT Auditor)

#### RECORDING SECRETARY

Terri Cook

### A. CALL TO ORDER AND WELCOME

Chair Yusuf Essop called the meeting to order at 5:30 p.m. Superintendent Stacy Veld introduced newly appointed Regional Internal Audit Manager Andrea Eltherington and thanked John Forte, Regional Internal Auditor for his work with the DSBN and wished him well in his future endeavours.

### B. APPROVAL OF THE AGENDA

Moved by Kate Baggott  
Seconded by Sue Barnett

“That the agenda be approved as presented.”

**CARRIED**

### C. DECLARATIONS OF CONFLICT OF INTEREST

There were no conflicts of interest declared.

## AUDIT COMMITTEE PUBLIC SESSION

Monday, November 15, 2021

### D. REVISIONS TO THE REGIONAL INTERNAL AUDIT MANDATE

Regional Internal Audit Manager Andrea Eltherington stated that every time there is change in the Regional Internal Audit Manager, the Director of Education, or the Audit Committee Chair, re-signing the internal audit mandate is required. Revisions included the Mandate now be called a Charter and only minor changes to clarification of terms.

Moved by Lons Kushner

Seconded by Kate Baggott

“That the Revisions to the Regional Internal Audit Mandate Report be accepted”.

**CARRIED**

### E. INFORMATION TECHNOLOGY SECURITY CONTROL TERMS OF REFERENCE

Regional Internal Audit Manager Andrea Eltherington stated that based on the approved audit plan, the Information Technology Security Control Review will be separated into two parts. The first part will be the Organizational Structure Review and the second part will be the General Controls Review.

Moved by Sue Barnett

Seconded by Lons Kushner

“That the Information Technology Security Control Terms of Reference Report be received”.

**CARRIED**

### F. ANNUAL REPORT TO THE MINISTRY OF EDUCATION

Superintendent Stacy Veld stated that Ontario Regulation 361/10 requires the Audit Committee to provide an annual report to the Ministry of Education confirming the internal audits performed during each fiscal year. The Privacy audit was completed, and four audits: Back-up, Disaster and Recovery; Repairs and Maintenance; Attendance Support; and Records Management from 2020-21 will continue with follow-up reviews in 2021-22. Superintendent Veld reviewed the report and confirmed, for the Ministry’s information, that no enrolment audits are scheduled.

Moved by Lons Kushner

Seconded by Kate Baggott

“That the 2020-21 Annual Report of the Audit Committee be approved for submission to the Ministry of Education.”

**CARRIED**

## AUDIT COMMITTEE PUBLIC SESSION

Monday, November 15, 2021

### ADJOURNMENT

Moved by Sue Barnett

Seconded by Lons Kushner

“That the Audit Committee meeting be adjourned.”

**CARRIED**

The meeting adjourned at 5:42 p.m.

Next meeting – June 6, 2022  
Location – virtual TEAMS meeting

TUESDAY, NOVEMBER 16, 2021

## STUDENT TRUSTEE SENATE MINUTES

### ATTENDANCE

#### Student Trustees

Tiya Patel, Stamford Collegiate Secondary  
Salony Sharma - Westlane Secondary School  
Kya Steinbach-Parker, Greater Fort Erie Secondary School

#### School Representatives

A.N. Myer - Nathan Sirianni	Laura Secord – Sydney Robbs
A.N. Myer - Finesse Warriner	Port Colborne – Emma Laur
Beamsville - Samantha Gaka	Port Colborne – Samuel Tonnies
DSBN Academy - Sandra Lee	St. Catharines Collegiate - Tallon Cooper
DSBN Academy - Kashish Modi	St. Catharines Collegiate - Alihan Wahid
E.L. Crossley - Kayla McCall	Sir Winston Churchill – Owen Hildebrand
Eastdale - Jerusha Kumar	Sir Winston Churchill - Dheiksha Jayasankar
Eastdale - Jordan Kumar	Stamford - Mishaal Malik
Eden - Alexa Wijnands	Stamford - Jacob O'Connor
Governor Simcoe - Manara Abdelgadir	Thorold - Grace Sargeant
Governor Simcoe – Jillian Archer	Welland Centennial - Donghwui Kim
Greater Fort Erie - Juliann Marcel	Welland Centennial – Zoe Ventnor
Grimsby - Sean Hamad	Westlane - Aidan Bilon
Grimsby - Georgia Rogers	Westlane – Sonam Dhillon

#### Administrative Advisors

Leanne Smith - Superintendent of Curriculum and Student Achievement  
Robin Lakeit - Student Achievement Leader, Student Success  
Kim Carruthers - Principal, A.N. Myer Secondary School  
Susan Santesso - Teacher Consultant, Student Success

#### Trustees

Trustee Nancy Beamer

#### Guests

Jenna Learn – Youth Engagement Specialist, Niagara Regional Health  
Megan Ardiel - Public Health Nurse, Niagara Regional Health



# STUDENT TRUSTEE SENATE MINUTES

## TUESDAY, NOVEMBER 16, 2021



### Regrets

Trustee Dave Schaubel; Duaa Abbasi (Thorold); Natalie Anderson (E.L. Crossley); Amanda Greensides (Beamsville); Ayla Jamal (Laura Secord); Ella Kucman (Greater Fort Erie); Adrienne Rosete (Eden)

### Recording Secretary

Nichola Lee - Administrative Assistant to the Superintendent

## A. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

Salony began the meeting with an Acknowledgement of Traditional Territory of the Haudenosaunee and Anishinaabe peoples.

## B. APPROVAL OF THE AGENDA

Stamford motioned for the agenda to be approved. Port Colborne seconded the motion. **CARRIED**

## C. TRUSTEE UPDATE

Trustee Beamer reported that construction on the new West Niagara Secondary School is moving along. The school will host a virtual "Sneak Peek" event on the evening of December 1st.

The Program and Planning Committee are reviewing two important policies at the next committee meeting, G-09 - Anti-Sex Trafficking: Keeping Students Safe and G-40 Supporting Students with Prevalent Medical Health Conditions.

The fall sports season is finishing up and schools are looking forward to winter sports beginning in the next two weeks.

## D. STUDENT TRUSTEE UPDATE

The Student Trustees enjoyed the opportunity to attend the OSTA-AECO Fall General Meeting in-person to network with other Student Trustees from school boards across Ontario.

## E. NIAGARA REGION PUBLIC HEALTH – LIVE CHAT SERVICE

The Senators were introduced to Jenna Learn and Megan Ardiel from Niagara Region Public Health. They introduced the new Live Chat program developed for students. This confidential service allows secondary students reach public health school nurses for help on health-related topics. Posters will be displayed in schools showing the Live Chat link and QR code.

**ACTION:** Senators are asked to promote Live Chat at their school and ensure that there are posters in schools. A promo package provided by Niagara Region Public Health will be shared with Senators.

## STUDENT TRUSTEE SENATE MINUTES

### TUESDAY, NOVEMBER 16, 2021

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#### **F. BREAKOUT ROOMS**

The Senators participated in their sub-committee groups. After the breakout sessions they shared updates with the rest of the Senate:

Mental Health – the group is working on a Mental Health Club that aims to reduce the stigma surrounding mental health. They discussed posters, promotion, and activities to raise awareness.

Student Success – the current secondary learning schedule was discussed. Principal Kim Carruthers made a presentation on student success supports in secondary schools to the group.

Communications – the sub-committee discussed a rollout of the “senate introductions” project. A Google form will be sent out providing general contact information before the next Student Trustee Senate meeting on December 21<sup>st</sup>.

#### **G. COMMUNITY SERVICE HOURS**

Senators can record their participation in Student Trustee Senate towards their Community Involvement hours by sending the information to Ms. Santesso [susan.santesso@dsbn.org](mailto:susan.santesso@dsbn.org).

#### **H. MOTION TO ADJOURN**

Governor Simcoe motioned to adjourn; Stamford seconded the motion.

**CARRIED**

Meeting adjourned at 4:55pm

**TUESDAY, NOVEMBER 16, 2021**

Public Session – 5:30 pm virtual

## **POLICY COMMITTEE MINUTES**

### **ATTENDANCE**

#### **TRUSTEE COMMITTEE MEMBERS**

Alex Bradnam (Chair), Kate Baggott, Elizabeth Klassen, Shannon Mitchell, Doug Newton

#### **TRUSTEE GUESTS**

Sue Barnett, Nancy Beamer

#### **ADMINISTRATION**

Kelly Pisek (Superintendent of Education), Darren VanHooydonk (Superintendent of Education)

#### **GUESTS**

Stacy Veld (Superintendent of Business Services), Mike St. John (Superintendent of Special Education), Jennifer Feren (Board Lawyer)

#### **RECORDING SECRETARY**

Jennifer Reid

### **A. WELCOME**

Chair Alex Bradnam called the meeting of the Policy Committee to order at 5:30 p.m. He welcomed trustees, the administrative team, and guests.

### **B. APPROVAL OF THE AGENDA**

**Moved by Kate Baggott**

**Seconded by Doug Newton**

***“That the Agenda dated November 16, 2021 be approved as presented.”***

**CARRIED**

## C. BUSINESS ARISING FROM THE MINUTES

There was no business arising from the minutes.

## D. NEW BUSINESS

### 1. A-11: FLAG PROTOCOL

On behalf of Senior Manager of Communications, Kim Sweeney, Superintendent Kelly Pisek shared that valuable feedback was received on this policy and would like to defer policy A-11: Flag Protocol to the February 8<sup>th</sup> policy committee meeting to further consider as well as seek additional input from all stakeholders.

**Moved by Elizabeth Klassen**

**Seconded by Kate Baggott**

***“That Policy A-11: Flag Protocol be deferred to the February 8, 2022 Policy Committee meeting.”***

**CARRIED**

### 2. B-09: PRIVACY MANAGEMENT

Board Lawyer Jennifer Feren shared that revisions to this policy were in response to a privacy audit. This policy now includes the delegation of duties as required under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) as recommended in the audit. As well, information regarding Personal Health Information Protection Act was added and the Ontario School Board Privacy Standard is now linked within the policy as well as under references.

**Moved by Shannon Mitchell**

**Seconded by Doug Newton**

***“That Policy B-09: Privacy Management be approved as amended and adopted.”***

**CARRIED**

### 3. E-03: HEALTH AND SAFETY

Superintendent Stacy Veld stated that this policy is applicable to all DSBN employees and under the Ontario Occupational Health and Safety Act it is required to be reviewed and vetted through the DSBN Multi-Workplace Joint Health and Safety Committee (MWJHSC).

No feedback was received by the MWJHSC and no changes were made based on the feedback received through the DSBN website.

**Moved by Doug Newton**

**Seconded by Elizabeth Klassen**

***“That Policy E-03: Health and Safety be approved as received and adopted.”***

**CARRIED**

#### **4. E-15: WORKPLACE VIOLENCE AND HARASSMENT PREVENTION**

Superintendent Stacy Veld stated that this policy is applicable to all DSBN employees and follows legislative language. It is required that this policy be presented to the Multi-Workplace Joint Health and Safety Committee annually and was done so in September. No feedback was received by the MWJHSC and no changes were made based on the feedback received through the DSBN website. Superintendent Veld shared that all DSBN staff must participate in training modules pertaining to workplace violence and harassment prevention.

**Moved by Shannon Mitchell**

**Seconded by Elizabeth Klassen**

***“That Policy E-15: Workplace Violence and Harassment Prevention be approved as received and adopted.”***

**CARRIED**

#### **5. E-11: EQUITY AND INCLUSIVE EDUCATION**

Superintendent Kelly Pisek presented this revised policy. Revisions were made to include two additional areas of focus, gender identity and gender expression and abilities. This policy compliments the resources on the DSBN equity website and the equity action plan. Additional relevant policies were added and linked that support safe and inclusive schools. In addition, the policy section was changed from E: Human Resources to G: School Operations as it is more suitable under this section.

**Moved by Kate Baggott**

**Seconded by Shannon Mitchell**

***“That Policy E-11: Equity and Inclusive Education be approved as amended and adopted.”***

**CARRIED**

**6. G-09: ANTI-SEX TRAFFICKING – KEEPING STUDENTS SAFE**

Superintendent Mike St. John presented this new policy and shared that input from the DSBN legal department, the DSBN Human Rights Advisor, and the requirements outlined in Policy/Program Memorandum 166 were incorporated into this policy. Superintendent Mike St. John added that DSBN will continue to engage with community agencies and partners in the development of protocols and procedures that contribute to keeping our students safe.

**Moved by Kate Baggott**

**Seconded by Doug Newton**

***“That Policy G-09: Anti-Sex Trafficking – Keeping Students Safe be approved as received and adopted.”***

**CARRIED**

**7. G-40: SUPPORTING STUDENTS WITH PREVALENT MEDICAL HEALTH CONDITIONS**

Superintendent Mike St. John presented this policy and stated it was brought forward to review and revise before its’ review cycle date as it required revisions. Superintendent Mike St. John shared that feedback received was incorporated into this policy which allows trained DSBN staff to administer prescribed rescue medication in a life-threatening medical emergency, as outlined in the student’s individual plan of care. Superintendent Mike St. John clarified that this policy applies specifically to students and that DSBN staff requiring medical support would adhere to DSBN human resource protocols.

**Moved by Doug Newton**

**Seconded by Elizabeth Klassen**

***“That Policy G-40: Supporting Students with Prevalent Medical Health Conditions be approved as amended and adopted.”***

**CARRIED**

## POLICY COMMITTEE MINUTES

TUESDAY, NOVEMBER 16, 2021

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### E. FUTURE AGENDA ITEMS

#### 1. A-18: Environmental Sustainability

Superintendent Kelly Pisek shared that the Finance Committee referred policy A-18: Environmental Sustainability to the Policy Committee with the goal that it be reviewed before its' regular cycle date and added to the February 8<sup>th</sup> meeting.

### F. ADJOURNMENT

**Moved by Elizabeth Klassen**

**Seconded by Shannon Mitchell**

***"That the Policy Committee meeting be adjourned."***

**CARRIED**

The meeting adjourned at 6:07 p.m.

Next meeting: Tuesday February 8, 2022 @ 5:30 p.m.

## FINANCE COMMITTEE MINUTES

WEDNESDAY, NOVEMBER 17, 2021

Public Session: 5:30 p.m. (Virtual Meeting)

### ATTENDANCE

#### COMMITTEE MEMBERS

Kevin Maves (Trustee, Committee Chair), Sue Barnett (Board Chair),  
Lora Campbell (Trustee), Jonathan Fast (Trustee)

#### ADMINISTRATION

Warren Hoshizaki (Director), Stacy Veld (Superintendent of Business Services),  
Mary Anne Gage (Superintendent of Education), Nicky Westlake (Controller of Finance)

#### TRUSTEE GUEST

Alex Bradnam (Board Vice-Chair)

#### RECORDING SECRETARY

Terri Cook

### A. CALL TO ORDER

Chair Kevin Maves called the meeting to order at 5:30 p.m.

### B. APPROVAL OF THE AGENDA

Moved by Sue Barnett

Seconded by Lora Campbell

“That the agenda be approved as presented.”

**CARRIED**

### C. ENHANCED STUDENT ACCESS TO FREE MENSTRUAL PRODUCTS IN ONTARIO SCHOOLS

Superintendent of Business Services Stacy Veld stated that Trustees previously approved a budget increase to support the DSBN Menstrual Equity Initiative annually. The contract was awarded to Orkin Canada and was fully operational with dispensers and products in place in all schools at the start of January 2021.



## FINANCE COMMITTEE

Wednesday, November 17, 2021

The Ministry of Education recently announced a new initiative to support menstrual equity provincially and have accepted a donation from Shoppers Drug Mart to provide menstrual products and dispensers over three years. The three-year contract the DSBN has with Orkin Canada includes exclusivity with them for monthly service dispensers and the provision of product. We have instructed the Ministry to take DSBN's portion and have it reallocated to school boards where there is need.

**Moved by Sue Barnett**

**Seconded by Jonathan Fast**

"That the Enhanced Student Access to Free Menstrual Products in Ontario Schools report, be received."

**CARRIED**

### **D. ANNUAL REPORT ON DSBN INVESTMENTS**

Superintendent Veld presented the Annual Report on DSBN investments. The schedule lists all individual investments held at the end of the 2020-21 fiscal year. The investment portfolio is invested 100% in the Corporate Investment category and is generating an annual average investment return of 2.30%, which is an increase of 207% over the interest rate paid on daily cash balances. All investments were made in accordance with the DSBN's Investment Policy, and the objectives set out therein. The DSBN continues with a short-term investment strategy to maximize the interest income on DSBN's daily cash balances. During 2020-21, DSBN held an average of \$31.2M in short-term investments with an average rate of 0.91%, which is an increase of 21.33% over the interest rate earned on daily cash balances.

**Moved by Sue Barnett**

**Seconded by Jonathan Fast**

"That the Annual Report on DSBN Investments as at August 31, 2021, be received."

**CARRIED**

### **E. SHORT-TERM FINANCING OF MINISTRY FUNDED CAPITAL PROJECTS**

Superintendent Veld presented the Short-Term Financing of Ministry Funded Capital Projects. The Ministry of Education (MOE) has approved funding totalling \$16,349,605 under the 2021-22 School Condition Improvement funding program to support various capital improvements for DSBN schools.

Since the MOE only pays these capital grants to Boards twice per year based on actual spending, Boards must finance the project costs until the provincial grants are received. As a result, the MOE allows school boards to use short-term borrowing to interim finance these capital projects, and the MOE covers all related interest costs.

## FINANCE COMMITTEE

Wednesday, November 17, 2021

To borrow under this program, a borrowing resolution is required. With approval of the by-law, we may commence borrowing under this program immediately following the delivery of the approved Capital Projects Borrowing Resolution 2021-02 and an executed loan agreement to the Board's banking services provider.

**Moved by Lora Campbell**

**Seconded by Jonathan Fast**

"That Borrowing Resolution 2021-02 authorizing the Board to borrow up to \$16,349,605 for the short-term financing of Ministry funded capital projects, pursuant to the provisions of section 243(1) of the Education Act, be approved."

**CARRIED**

### F. SCHEDULE OF ACCUMULATED SURPLUS

Superintendent Veld presented the Schedule of Accumulated Surplus report. The completed financial statements for this fiscal year along with the external audit report were presented to the Audit Committee on November 15<sup>th</sup>, 2021. The report shows the status of the Board's accumulated surplus as at August 31, 2021 and identifies transfers to and from which have occurred during the 2020-21 fiscal year. The year-end resulted in an increase to accumulated surplus of \$4.7M leaving an ending balance of just over \$60M. The surplus was a result of operating budget savings primarily from the impact of COVID-19 in use of supplies, professional development, utilities, and staffing.

In the 2021-22 budget, \$4,498,749 of the General Operating accumulated surplus was used to fund expenditures with a projection of an ending balance of \$26.2M in General operating and \$34M in internally appropriated funds for the 2021-22 year. Accumulated surplus updates will be provided throughout the year through the Finance Committee.

**Moved by Sue Barnett**

**Seconded by Jonathan Fast**

"That the Schedule of Accumulated Surplus for the year ended August 31, 2021, be approved."

**CARRIED**

### G. ADJOURNMENT

**Moved by Lora Campbell**

**Seconded by Sue Barnett**

"That the Finance Committee meeting be adjourned."

## FINANCE COMMITTEE

Wednesday, November 17, 2021

### **CARRIED**

The meeting adjourned at 5:44 p.m.

Next meeting – January 19, 2021

Location – TBD

# DEC2021

SUN	MON	TUE	WED	THU	FRI	SAT
			01	02	03	04
05	06	07	08	09	10	11
		Organization Mtg 6 pm COW 6:30 pm Regular Mtg 7 pm	SAL 2 pm	SEAC 5:30 pm		
12	13	14	15	16	17	18
		Finance 5:30 pm				
19	20	21	22	23	24	25
	Student Trustee Senate 3:30 pm				Board Holiday	
26	27	28	29	30	31	
	Board Holiday	Board Holiday	Board Holiday	Board Holiday	Board Holiday	

# DECEMBER 2021

SUN	MON	TUE	WED	THU	FRI	SAT
Universal Human Rights Month			01 Hanukkah*(Nov 29-Dec6) World AIDS Day Rosa Parks Day	02 International Day of the Abolition of Slavery	03 International Day of Persons with Disabilities	04
05	06 National Day of Remembrance and Action on Violence Against Women	07	08 Bodhi Day (Buddah Enlightenment)	09	10 Human Rights Day	11
12	13 Aga Khan's Birthday	14	15	16 Posadas Navideñas (Dec 16-24)	17	18 International Migrants Day
19	20	21	22	23	24	25 Christmas Day
26 Boxing Day Kwanzaa (Dec. 26 – Jan. 1)	27	28	29	30	31	

NOTE: Days of Significance/Holy Days may vary a few days before or after the indicated date due to the observance of the lunar calendar for some cultures/faiths and time zones.

\* Denotes Days of Significance/Holy Days that begin in **the evening before** the indicated time.