



December 10, 2024

**Regular Board  
Meeting Package**

**VIRTUAL MEETING**

KEEWATIN-PATRICIA DISTRICT SCHOOL BOARD

**REGULAR BOARD MEETING #3**

|  |   |
|--|---|
| Tuesday, December 10, 2024<br>Time: 7:00 pm CT | <i>Dryden Board office- Hybrid</i><br><i>(Google Link for internal use only)</i><br><a href="https://meet.google.com/dru-kpto-kkg">https://meet.google.com/dru-kpto-kkg</a> |
| <b>AGENDA</b>                                  |   |

1. Call to Order Chair
2. Land Acknowledgement Chair
3. Roll Call Exec Asst
4. Approval of Agenda and Consent Agenda for December 10, 2024
5. Declaration of Conflict of Interest Chair
6. Consent Agenda Chair
  - 6.01 Business Arising from the Committee of the Whole (Oct 22/24, Nov 26/24)
    - A. Policy #305 – Announcements – Advertisements in Schools Δ
    - B. Policy #405 – Third-Party Speakers and External Presentation/Performances in Schools Δ
    - C. Policy #701 Police Record and Vulnerable Sector Checks Δ
    - D. Policy #705 Health & Safety Δ
    - E. 2024-2025 Board meeting schedule Δ
    - F. Trustee travel & expenses for PES January 2025
  - 6.02 Confirmation of Minutes: November 12/24, November 26/24 Δ
  - 6.03 Reports and Accompanying Motions
    - A. Education NIL
    - B. Executive Committee NIL
    - C. Human Resources NIL
    - D. Operations NIL
    - E. Committee Updates
      - i. Early Years Education Advisory Committee NIL
      - ii. Indigenous Education Advisory Committee NIL
      - iii. Ontario Public School Boards Association – Nov 29/30, 2024 Δ
      - iv. Parent Involvement Committee/School Councils - Dec 2, 2024 Δ
      - v. Special Education Advisory Committee NIL
      - vi. Supervised Alternative Learning NIL
7. Students Come First Presentation – NIL

8. Finance Committee Report - NIL
9. Audit Committee Report – NIL
10. Student Trustee Report/s - NIL
11. Presentations - NIL
  
12. Discussion Chair
13. Director of Education Update  $\Delta$  C. Radbourne
14. Correspondence Chair
15. New Business and Notices of Motion Chair
16. Observer Comments Chair
17. Next Meeting Date: January 14, 2025 – DBO ( Hybrid) Chair
18. Adjournment Chair

*$\Delta$  indicates an attachment included in the meeting package*

| Consent Agenda                          |               |  |                                 |              |
|---|---------------|--|---------------------------------|--------------|
| December 10, 2024 Regular Board meeting |               |  |                                 |              |
| Item #                                  | Agenda Item # | Title  | Recommendation ( if applicable) | Approved Y/N |
| 1                                       | 6.01A         | Policy #305 Announcements - Advertisements in Schools                              |                                 |              |
| 2                                       | 6.01B         | Policy #405 Third-Party Speakers and External Presentation/Performances in Schools |                                 |              |
| 3                                       | 6.01C         | Policy #701 Police Record and Vulnerable Sector Checks                             |                                 |              |
| 4                                       | 6.01D         | Policy #705 Health & Safety  |                                 |              |
| 5                                       | 6.01E         | 2024-2025 Board meeting schedule   |                                 |              |
| 6                                       | 6.01F         | Trustee travel & expenses for PES January 2025                                     |                                 |              |
| 7                                       | 6.02          | Confirmation of Minutes - November 12, 2024 & November 26, 2024                    |                                 |              |
| 8                                       | 6.03Eiii      | OPSBA meeting report - November 29/30, 2024  |                                 |              |
| 9                                       | 6.03Eiv       | Parent Involvement Committee meeting report - December 2, 2024                     |                                 |              |



Policy Section: **School Administration**

**300**

Policy Name: **Announcements/  
Advertisements in Schools**

**305**

## **Policy Statement**

It is the policy of the Keewatin-Patricia District School Board that announcements and advertisements may be permitted in school in accordance with the following guidelines. It is a site-based decision as to which announcements/advertisements will be allowed. Schools will base their decisions on the benefit of the announcement to students and the disruption to the school program.

## **Rationale**

Announcements/advertisements may be of benefit to students for a variety of reasons and so may be permitted by the Principal when the requests fulfill this mandate. Considering the frequency of requests that are made from organizations outside of the school for announcements/advertisements through or to students, it may be inappropriate for all requests to be approved.

## **Guidelines**

1. An announcement/advertisement that includes multiple schools requires the approval of the appropriate Superintendent of Education.
2. Announcements/advertisements, contests, and activities must be relevant to the Ministry, Board, or school's curriculum/ educational objectives as deemed by the Principal or Designate.
3. The process of distributing materials must not interfere with the regular school curriculum or timetable and not be commenced without the express consent of the Principal or Designate.

Cross Reference

Policy:  
405, Third Party Speakers and External  
Presentation/Performances in Schools

Procedure:

§16, Signing Authorities

Date Adopted: 06/03/2001

Dates Reviewed: 11/02/2003; 11/04/2006;  
12/05/2009; 13/11/2012

Date Revised: 09/02/2016; 10/03/2020

Review By: 2024



Policy Section: **School Administration**

**300**

Policy Name: **Announcements/  
Advertisements in Schools**

**305**

4. The Principal, or Designate, of each school may permit local community or service groups, and/or individuals to have their meeting dates and times, registration dates and times, canceled meeting times, and other pertinent information affecting students announced or posted.
5. All advertising from local community or service groups, or any other source whether in an announcement or poster, must be approved by the Principal, or Designate, in both form and content.
- 5.6. Groups and/or individuals may be permitted to address classes or groups of students upon the approval of the Principal or Designate. This will apply only when, in the opinion of the Principal or Designate, the presentation directly applies to school programs.
- 6.7. All announcements and advertisements must be reviewed and approved through an equity lens to ensure inclusivity and equal access for students.
- 7.8. No announcements or advertisements that are politically partisan in nature, or that promote a particular religion, foster or promote hatred, violence, prejudice, discrimination or bias against any groups or individuals are permitted.
- 8.9. No contest sponsored by commercial organizations, however worthy, will be permitted or conducted without the approval of the Principal or Designate. Principals must carefully select activities giving consideration to curricular merit.
- 9.10. Questionnaires external to KPDSB may not be circulated on any topic whatsoever unless approved by the Director of Education or Designate. When approval has been granted, notice to families will be given in writing.

Cross Reference

Policy:  
405, Third Party Speakers and External  
Presentation/Performances in Schools

Procedure:  
§16, Signing Authorities

Date Adopted: 06/03/2001  
Dates Reviewed: 11/02/2003; 11/04/2006;  
12/05/2009; 13/11/2012  
Date Revised: 09/02/2016; 10/03/2020  
Review By: 2024



Policy Section: **School Administration**

**300**

Policy Name: **Announcements/  
Advertisements in Schools**

**305**

~~40.11.~~ Principals and/or Supervisors shall remind staff, from time to time, to exercise reasonable care that neither their influence with the students nor their position on the staff, shall be used for personal advantage or to promote the commercial or partisan interests of any person, business, or institution.

~~41.12.~~ Any announcements or advertisements that pertain to mental health or wellness will be vetted through the KPDSB Mental Health Lead, or Designate, in consultation with the Principal, prior to being distributed to staff or students.

Cross Reference

Policy:  
405, Third Party Speakers and External  
Presentation/Performances in Schools

Procedure:  
§16, Signing Authorities

Date Adopted: 06/03/2001  
Dates Reviewed: 11/02/2003; 11/04/2006;  
12/05/2009; 13/11/2012  
Date Revised: 09/02/2016; 10/03/2020  
Review By: 2024



Policy Section: **School Administration**

**300**

Policy Name: **Announcements/  
Advertisements in Schools**

**305**





Policy Section: **Curriculum and Programming**

**400**

Policy Name: **Third Party Speakers and External Presentations/ Performances in Schools**

**405**

## **Policy Statement**

It is the policy of the Keewatin-Patricia District School Board (KPDSB) that schools provide detailed notice to caregivers at least 14 days in advance of any third-party speaker engagements or external presentations/performances. This notice will include any handout materials, giveaways, or literature that will be shared with students.

## **Rationale**

This policy aims to ensure that caregivers are well-informed about the content and relevance of third-party and external presentations/performances to their student's education. Benefits include:

- Enhanced transparency
- Strengthened trust
- Increased caregiver involvement
- Assurance of educational and curricular relevance

## **Guidelines**

- 1. Essential Education Programs: Superintendents and principals will determine which members of the community are essential to deliver effective and appropriate education programs based on local needs/priorities and/or board policies. These community members are not considered “guest speakers” or “third parties”.**



Policy Section: **Curriculum and Programming**

**400**

Policy Name: **Third Party Speakers and External Presentations/ Performances in Schools**

**405**

**1.2. Curriculum Alignment:** All third party speakers and external presentations/performances must have a direct connection to the Ontario curriculum or other identified school, board, or Ministry priority.

**2.3. Advance Notice:** Schools must provide detailed information to caregivers 14 calendar days ahead of any third-party speaker or presenter/performer's visit. The following items will be shared using existing system-supported communication tools:

- The date and time of the presentation
- The name(s) and background of the presenter(s) or performer(s) and the organization being represented
- The title and location of the presentation/performance or activity
- The topic or focus of the presentation/performance or activity
- How the presentation/performance or activity connects to the Ontario curriculum and/or the purpose of the activity

**3.4. Materials and Content Disclosure:** Any handouts, giveaways, or literature that will be distributed must be shared with caregivers beforehand.



Policy Section: **Personnel/Employee Matters**

**700**

Policy Name: **Criminal Background Police Record and Vulnerable Sector Checks for Employees, Volunteers, Service Providers, and Others**

**701**

### Policy Statement

In accordance with Regulation 521/01 Collection of Personal Information (as amended by Regulation 322/03) of the Safe Schools Education Act, it is the policy of the Keewatin-Patricia District School Board (KPDSB) that all prospective and current employees as well as, volunteers, and service providers, shall require a Police Record and others who have direct and regular contact with students undertake a Criminal Background Check (PRC). In addition, employees, service providers, volunteers, and others who normally have direct contact with students on a regular basis, shall require a Vulnerable Sector Check (VSC). ~~The required Criminal Background Check will consist of a vulnerable sector screening which will provide the information concerning the individual's police record including Criminal Code (Canada) convictions, pardoned sexual offences, records of convictions under the Controlled Drugs and Substances Act, Narcotic Control Act, and Food and Drugs Act and all outstanding warrants and charges for which a pardon has not been granted or for which a pardon has subsequently been revoked.~~

**Commented [1]:** Put the title of the Reg.

**Commented [2]:** Education Act

**Commented [3]:** No longer called a CBC it is Police Record Check and not all employees will need the Vulnerable Sector piece

~~The KPDSB will not hire into its employ or continue to employ persons who will have direct and regular contact with students who have police records and/or patterns of behaviour which place students or staff at risk.~~

~~The KPDSB will not allow school access to Service Providers or others who have direct and regular contact with students:~~

- ~~▪ Who have not provided a Criminal Background Check; or~~
- ~~▪ Who have provided a Criminal Background Check which has been adjusted and found to present an unacceptable risk to students and/or staff.~~

### Rationale

Cross Reference  
HR Protocol – 08  
Regulations 521/01 and 322/03  
Policies  
207, Trustee Code of Conduct  
306, Use of Volunteers  
706, Employee Code of Conduct  
712, Employee Hiring and Promotion Procedure  
706, Employee Code of Conduct

Date Adopted: 13/04/1999  
Dates Revised: 08/10/2002; 14/06/2005;  
13/05/2008; 10/05/2011; 14/004/2015;  
10/03/2020

Review By: 2024



Policy Section: **Personnel/Employee Matters**

**700**

Policy Name: **Criminal Background Police Record and Vulnerable Sector Checks for ~~Employees, Volunteers, Service Providers, and Others~~**

**701**

The KPDSB has the responsibility, under the Education Act, to provide a safe and secure learning and working environment for students and employees. The KPDSB is in a position of trust with regard to students and must strive to protect their intellectual, physical, mental, and emotional wellbeing. [The Board is also a steward of public trusts.](#)

[The requirement for Police Record Checks \(PRCs\) and Vulnerable Sector Checks \(VSCs\) will help the Board in attempting to ensure the safety and well-being of students and protect Board assets.](#)

Cross Reference  
HR Protocol – 08  
Regulations 521/01 and 322/03  
Policies  
207, Trustee Code of Conduct  
306, Use of Volunteers  
706, Employee Code of Conduct  
712, Employee Hiring and Promotion  
Procedure  
706, Employee Code of Conduct

Date Adopted: 13/04/1999  
Dates Revised: 08/10/2002; 14/06/2005;  
13/05/2008; 10/05/2011; 14/004/2015;  
10/03/2020

Review By: 2024



Policy Section: **Personnel/Employee Matters**

**700**

Policy Name: **Criminal Background Police Record and Vulnerable Sector Checks for Employees, Volunteers, Service Providers, and Others**

**701**

## Guidelines

### 4. General Employees

- a) All employees of the Keewatin-Patricia District School Board shall have a Police Record Check (PRC). All new employees will provide a PRC at their own expense. A nominal fee is charged for Criminal Background Checks and the fee is the responsibility of the candidate/service provider or other. Fees for volunteers will be paid for by the school. The PRC will consist of information on criminal offences of which the individual has been convicted under the Criminal Code (Canada), and for which a pardon has not been granted. The PRC will be prepared by a police force or service from national data on the Canadian Police Information Centre database within six (6) months of the day the Board requests the document.
- b) Requests are processed through the Canadian Police Information Centre (C.P.I.C.) and the appropriate Ontario Provincial Police (O.P.P.) detachment, local police force, or provincial consortium. Employees, service providers, volunteers and others who have direct and regular contact with students will be required to provide, an original Vulnerable Sector Check (VSC) prior to commencing employment or volunteer activities.
- c) All employees, including those on leave, shall be required to sign an online Offence Declaration no later than September 1 of each school year.
- e)d) Completed Criminal Background Checks PRCs shall are to be submitted directly to the Human Resources Department. Completed PRCs and VSCs shall be secured in the employee's personnel file in a confidential and secure location in the Human Resources department.
- e) Completed Criminal Background Checks will be secured in the employee's confidential personnel file by the Human Resources Manager or designated Human Resources staff.
- d)
- f) The procedures for all employees responsible for hiring employees and/or engaging volunteers, service providers, or others, will be outlined in the Human Resources Procedures Manual.
- e)

**Commented [4]:** Six months is our standard anything older needs to be redone and so it should be stated.

**Commented [5]:** We currently exempt those that are on leave but other Boards have this clause and I think we keep it. To ensure an employee is in good standing even while on a leave from our employ may help us adjudicate or figure out if they can return after their leave is up to assist in filling possible vacancies.



Policy Section: **Personnel/Employee Matters**

**700**

Policy Name: **Criminal Background Police Record and Vulnerable Sector Checks for Employees, Volunteers, Service Providers, and Others**

**701**

~~f)g) All documents shall be original or a true copy (as deemed acceptable by Human Resources staff).~~

Commented [6]: We accept copies

~~a)–~~

~~a) h) Emergency Provision:~~

~~Normally, a candidate shall not commence employment with the KPDSB until a current verification of their Criminal Background Police Record Check has been supplied. Only in an exceptional case will a person be permitted to commence employment with the KPDSB before the KPDSB has received the verification. In such a case, Upon hire, the candidate will be required to provide an Emergency Offence Declaration (EOD) which may, at the KPDSB's sole discretion, permit the candidate to commence employment prior to the submission of the Criminal Background Police Record Check. Before any such exception is made, a binding agreement shall be entered into between the employee(s), or any authorized representatives of the employee(s), and the KPDSB ensuring that the verification is provided without delay and in a timely manner as per instructions in the Human Resources hiring/onboarding procedure. This agreement will preserve the KPDSB's power to revoke the offer of employment, and dismiss the employee, should the Offence Declaration provided by the employee prove to be false or misleading in any respect.~~

## ~~2. Current Employees Service Providers~~

- ~~a) Effective September 1, 2004, all current employees are required to submit a standardized Offence Declaration Form on an annual basis.~~
- ~~b) Employees who fail to submit an Offence Declaration Form by the date prescribed by the KPDSB may be suspended without pay until the form is received.~~

~~All service providers who come into direct contact, on a regular basis, with or who have employees that come into direct contact on a regular basis with students shall comply with Board policy.~~

~~a) "Service Provider" as defined by Regulation 521/01, is an individual(s) who is not an employee of the KPDSB and who comes into direct contact with pupils on a regular basis at any school site of the KPDSB in the normal course of:~~

~~i) Providing goods or services under contract with the KPDSB;~~



Policy Section: **Personnel/Employee Matters**

**700**

Policy Name: ~~Criminal Background~~ **Police Record and Vulnerable Sector Checks for Employees, Volunteers, Service Providers, and Others**

**701**

ii) carrying out their employment functions as an employee of a person who provides goods or services under contract with the KPDSB; or

iii) Providing services to a person who provides goods or services under contract with the Board or at a school under the jurisdiction of the Minister.

b) All contracts and tenders will state that employees on-site during regular school hours require proof of current Criminal Background documentation.

### 3. New Hires ~~Volunteers~~

#### b) Condition of Employment:

~~As a condition of employment, all external candidates who are interviewed and subsequently offered a position with the KPDSB must provide the required Criminal Background Check before the day the individual commences employment with the KPDSB. The KPDSB shall then collect an Offence Declaration by September 1<sup>st</sup> of each year in which the individual is employed by the KPDSB after that day.~~

#### e) Emergency Provision:

~~Normally, a candidate shall not commence employment with the KPDSB until a current verification of their Criminal Background Check has been supplied. Only in an exceptional case will a person be permitted to commence employment with the KPDSB before the KPDSB has received the verification. In such a case, the candidate will be required to provide an Emergency Offence Declaration which may, at the KPDSB's sole discretion permit the candidate to commence employment prior to the submission of the Criminal Background Check. Before any such exception is made, a binding agreement shall be entered into between the employee(s), or any authorized representatives of the employee(s), and the KPDSB ensuring that the verification is provided without delay and in a timely manner. This agreement will preserve the KPDSB's power to revoke the offer of employment, and dismiss the employee, should the Offence Declaration provided by the employee prove to be false or misleading in any respect.~~

### 4. Volunteers



Policy Section: **Personnel/Employee Matters**

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Policy Name: **Criminal Background Police Record and Vulnerable Sector Checks for Employees, Volunteers, Service Providers, and Others**

**701**

- a) ~~Where a volunteer will be in direct and regular contact with students, a Criminal Background Check is required. All volunteers who come into direct contact on a regular basis with students shall comply with Board policy.~~
- b) It is the responsibility of the Principal to ensure that the volunteer provides the Criminal Background Police Record and/or Vulnerable Sector Check. Such documents will be retained at the school by the Principal.
- c) ~~Where a question arises with regard to the content of a Criminal Background Check the Principal should consult with the Human Resources Manager to initiate adjudication procedures.~~

**5. Service Providers**

~~a) "Service Provider" mean an individual(s) who is not an employee of the KPDSB and who comes into direct contact with pupils on a regular basis at a school site of the KPDSB in the normal course of:~~

~~i) iv) Providing goods or services under contract with the KPDSB, carrying out their employment functions as an employee of a person who provides goods or services under contract with KPDSB; or~~

~~ii) v) Providing services to a person who provides goods or services under contract with the Minister.~~

~~b) d) All contracts and tenders will state that employees on site during regular school hours require proof of current Criminal Background documentation.~~

**6. 5. Others**

a) All other groups that are not covered under the above-stated categories shall comply with this Policy. These groups include, but are not limited to, placement students from university or college programs, adult co-op students, adult in-school tutors, secondary school co-op students, nurses, and/or health care professionals, and employees of agencies located in schools (i.e., Day Cares, etc.).

Commented [7]: Do we have these or any other?

b) ~~Any 'other' who is found to be in non-compliance with the Criminal Background Check requirements of the KPDSB will be denied school access pending compliance.~~

**7. Adjudication**





Policy Section: **Personnel/Employee Matters**

**700**

Policy Name: **Criminal Background Police Record and Vulnerable Sector Checks for Employees, Volunteers, Service Providers, and Others**

**701**

~~Where there are areas of concern identified by a Criminal Background Police Record Check the Human Resources Manager, along with a Supervisory Officer (where necessary), will review the circumstances surrounding the criminal record, pending charges, or investigation, before a final decision is made with respect to suitability of employment or service provision.~~

Where there are areas of concern, the final decision concerning suitability for employment or volunteering shall be made by the Director of Education and/or designate(s). The Director of Education and/or designate(s) shall adjudicate the PRC.



Policy Section: **Personnel/Employee Matters**  
Policy Name: **Health and Safety**

**700**  
**705**

## Policy Statement

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

- Take every reasonable precaution to prevent personal injury and to provide and maintain a safe and healthy working environment for all of its employees and students;
- Comply with all applicable health and safety ~~legislation~~ ~~regulations~~, including the annual review of this policy;
- Institute and maintain, on an ongoing basis, training and education, as well as health and safety programs;
- Demonstrate the KPDSB's commitment to achieve the objective of the Occupational Health and Safety Act, ~~R.S.O., or successors~~;
- Eliminate or reduce injuries, accidents, illness, and near misses; and
- ~~Operate in compliance with the Occupational Health and Safety Act with specific regard to Section 25 Duties of Employers and Section 26 Additional Duties of Employers.~~

## Rationale

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

The KPDSB is committed to the health and safety of its employees and students. Protection of employees and students in the areas of health and safety of the working and learning environment is a major continuing objective.

Cross Reference  
Occupational Health and Safety Act  
HR Protocols (SharePoint)  
Policies  
321, Safe and Supportive Schools  
711, Workplace Violence  
715, Substance Use by Employees and Volunteers  
716, Use of Medical Cannabis  
Procedure  
321, Safe and Supportive Schools

Date Adopted: 13/06/2000  
Date Reviewed: 18/05/2004; 11/12/2007;  
10/02/2009; 12/01/2010; 10/05/2011;  
08/05/2012; 12/02/2013; 13/05/2014;  
12/05/2015; 13/10/2015; 13/06/2017;  
11/06/2019; 10/11/2020; 08/06/2021  
11/10/2022  
Dates Revised: 12/06/2018; 12/12/2023

Review: ANNUALLY



Policy Section: **Personnel/Employee Matters**

**700**

Policy Name: **Health and Safety**

**705**

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

Cross Reference  
Occupational Health and Safety Act  
HR Protocols (SharePoint)  
Policies  
321, Safe and Supportive Schools  
711, Workplace Violence  
715, Substance Use by Employees and Volunteers  
716, Use of Medical Cannabis  
Procedure  
321, Safe and Supportive Schools

Date Adopted: 13/06/2000  
Date Reviewed: 18/05/2004; 11/12/2007;  
10/02/2009; 12/01/2010; 10/05/2011;  
08/05/2012; 12/02/2013; 13/05/2014;  
12/05/2015; 13/10/2015; 13/06/2017;  
11/06/2019; 10/11/2020; 08/06/2021  
11/10/2022  
Dates Revised: 12/06/2018; 12/12/2023

Review: ANNUALLY



Policy Section: **Personnel/Employee Matters**

Policy Name: **Health and Safety**

**700**

**705**

## Guidelines

### 1. Duties of the Supervisor

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

- Works in the manner and with the protective devices, measures, and procedures, as required by the Act and its regulations;
- Uses or wears the equipment, protective devices, or clothing that the worker's employer requires to be used or worn;
- ~~Advises a worker is aware~~ of the existence of any potential or actual danger to the health and safety of the worker of which the supervisor is aware;
- Where so prescribed is provided with written instructions as to the measures and precautions to be taken for the protection of the worker; and
- Takes every precaution reasonable in the circumstances for the protection of the worker.

Commented [1]: Suggestion from Cindy Hayward

### 2. Duties of the Worker

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

#### a) Under the Act a worker shall:

- Work in compliance with the provisions of the Act and its regulations;
- Use or wear the equipment, protective devices, or clothing that the worker's employer requires to be used or worn;
- Report to their employer or supervisor the absence of, or defect, in any equipment or protective device of which the worker is aware and which may endanger themselves or another worker; and
- Report to their employer or supervisor any contravention violations of the Act or its regulations or the existence of any hazard of which they are aware.

#### b) No worker shall:

- Remove or make ineffective any protective device required by the regulations or by their employer, without providing an adequate temporary protective device



Policy Section: **Personnel/Employee Matters**

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Policy Name: **Health and Safety**

**705**

and when the need for removing or making ineffective the protective device has ceased, the protective device shall be replaced immediately;

- Use or operate any equipment, machine, device, ~~or thing~~, or work in a manner that may endanger themselves or another worker; or
- Engage in any prank, contest, feat of strength, unnecessary running, or rough and boisterous conduct.

3. A Central Safety Steering Committee comprised of all Bargaining Unit Presidents or designates, the Manager and Assistant Manager of Facilities Operations and Maintenance, a Principal representative, and a Human Resources Officer shall be established by the Human Resources Manager. The Committee will oversee safety matters on a system wide basis as per the terms of reference.

a) The site based Joint Occupational Health and Safety Committees shall operate in compliance with the Act and the applicable KPDSB Procedure(s).

4. Employees shall attend required Occupational Health and Safety Training programs.

5. This Policy is to be posted in all schools and offices on the Occupational Health and Safety board under the terms and conditions of the Act.



## Schedule for the Year 2024-2025

### Regular Board Meetings and Committee of the Whole Meetings

| Date               | Type of Meeting     | Meeting Location | Region        |
|--------------------|---------------------|------------------|---------------|
| November 12, 2024  | Regular - Inaugural | New Prospect PS  | Dryden        |
| November 26, 2024  | C of W              | Hybrid           | Dryden        |
| December 10, 2024  | Regular             | Hybrid           | Dryden        |
| January 14, 2025   | Regular             | Hybrid           | Dryden        |
| January 28, 2025   | C of W              | Hybrid           | Dryden        |
| February 11, 2025  | Regular             | Hybrid           | Dryden        |
| February 25, 2025  | C of W              | Hybrid           | Dryden        |
| March 4, 2024      | Regular             | Evergreen PS     | Kenora        |
| March 25, 2025     | C of W              | Hybrid           | Dryden        |
| April 08, 2025     | Regular             | King George PS   | Kenora        |
| April 22, 2025     | C of W              | Hybrid           | Dryden        |
| May 13, 2025       | Regular             | Valleyview PS    | Kenora        |
| May 27, 2025       | C of W              | Lillian Berg PS  | Vermilion Bay |
| June 10, 2025      | Regular             | Sioux North HS   | Sioux Lookout |
| June 24, 2025      | C of W              | Hybrid           | Dryden        |
| September 09, 2025 | Regular             | Red Lake         | Red Lake      |
| September 23, 2025 | C of W              | Hybrid           | Dryden        |
| October 14, 2025   | Regular             | Beaver Brae      | Kenora        |
| October 28, 2025   | C of W              | Hybrid           | Dryden        |

Deferred to COTW Nov 26/24

Final approval Board meeting Dec 10/24

KEEWATIN-PATRICIA DISTRICT SCHOOL BOARD

**REGULAR (INAUGURAL) BOARD MEETING #1**

The minutes of the Inaugural Regular Board Meeting of the Keewatin-Patricia District School Board Tuesday, November 12, 2024, In-person at New Prospect Public School, Dryden.

Call to Order                      The meeting was called to order at 7.01 pm.

Moment of Silence was observed for:  
Remembrance Day  
Senator Murray Sinclair  
Matthew Norlock

Land  
Acknowledgement

|           |   |   |   |
|-----------|---|---|---|
| Roll Call | Denise Baxter v<br>Roger Griffiths<br>Rory McMillan v<br>Judi Green | Steve Poling<br>Gerald Kleist<br>Trayvon Mckay<br><i>Indigenous Student<br/>Trustee</i> | Marilyn Duncalfe<br>Teika Newton<br>Regine Coloma v<br><i>Student Trustee</i> |
|-----------|---|---|---|

Absent with Regret              Norine Van Breda  
Dave Penney  
David Cornish

Absent without Regret        Nil

|           |   |                                       |   |
|-----------|---|---------------------------------------|---|
| Officials | C. Radbourne<br>R. Findlay v<br>J. Marion | S. Hawkins v<br>C. Moore<br>S. Bailey | P. Agawa v<br>D. Taylor<br><i>Executive Assistant</i> |
|-----------|---|---------------------------------------|---|

Also Present                      Media, Staff, and the Interested Public

Item 4 - Agenda  
**Motion #01-25**

Moved by: G. Kleist  
Seconded by: M. Duncalfe  
THAT the agenda for the Inaugural Board Meeting of November 12, 2024, be approved, as amended.  
- 13.02 C will be B.  
- 13.02 delete (xiii), (xiv), (xv) covered by previous motion in June 2024

Carried

Item 5 Conflict of  
Interest

None

Item 6  
6.01

**Motion #02-25**

Appointment of Scrutineers

Moved by: D. Baxter

Seconded by: J. Green

THAT the Superintendent of Education, Shannon Bailey, and the Superintendent of Education, Chantal Moore, be designated as Scrutineers, if required, in the selection process of the offices of the Chair and Vice-Chair for the Keewatin Patricia District School Board.

Item 7

Call for Nominations for Chair of the Board  
First Call: J. Green nominated Roger Griffiths  
Seconded by: G. Kleist

*No other nominations for Chair of the Board*

**Motion #03-25**

Moved by: S. Poling

Seconded by: D. Baxter

THAT the nominations for the position of Chair of the Board be closed.

Item 8

Chair of the Board Remarks

Roger Griffiths affirmed he would accept the position of Chair of the Board

Item 9

Nominations for Vice-Chair of the Board

First Call: M. Duncalfe nominated Judi Green

Seconded by: D. Baxter.

*No other nominations for Vice-Chair of the Board*

Carried

Carried



**Motion #04-25** Moved by: G. Kleist  
Seconded by: M. Duncalfe  
THAT the nominations for the position of the Vice Chair of the Board be closed.

Carried

Item 10 Vice-Chair of the Board Remarks  
Judi Green affirmed she would accept the position of Vice-Chair of the Board.

Carried

Item 12 Confirmation of Minutes  
**Motion #05-25** Moved by: J. Green  
Seconded by: S. Poling  
THAT the minutes of the Regular Board meeting of October 8, 2024, having been duly circulated, be confirmed.

Carried

Item 13 Presentation of Reports  
13.01 A  
**Motion #06-25** Moved by: J. Green  
Seconded by: G. Kleist  
THAT the Math Achievement and Action Plan be received.

Carried

13.01 B  
**Motion #07-25** Moved by: D. Baxter  
Seconded by: T. Newton  
THAT the 2024-2025 Board Student Achievement Plan be received.

Carried

13.02 C  
**Motion #08-25** Moved by: M. Duncalfe  
Seconded by: G. Kleist  
THAT the verbal report on the Trustee Appointments to Committees, for a one-year-term, be received.

Carried

**Motion #09-25**

Moved by: T. Newton  
Seconded by: J. Green  
THAT Dave Penney be appointed to the Executive Committee for the period November 13, 2024 to April 15, 2025, and that Marilyn Duncalfe be appointed to the Executive Committee for the period of April 29, 2025 to November 4, 2025.

Carried

**Motion #10-25**

Moved by: D. Baxter  
Seconded by: R. McMillan  
THAT Steve Poling be appointed to the Trustee Code of Conduct Committee, and that Dave Penney be appointed as the Alternate to the Trustee Code of Conduct Committee.

Carried

**Motion #11-25**

Moved by: T. Newton  
Seconded by: R. McMillan  
THAT David Cornish, Marilyn Duncalfe, and Gerald Kleist be appointed to the Audit and Finance Committees.

Carried

**Motion #12-25**

Moved by: T. Newton  
Seconded by: M. Duncalfe  
THAT Denise Baxter, Steve Poling and Rory McMillan be appointed to the Indigenous Education Advisory Committee (IEAC).

Carried

**Motion #13-25**

Moved by: S. Poling  
Seconded by: J. Green  
THAT Gerald Kleist, Teika Newton and Norine Van Breda be appointed to the Special Education Advisory Committee (SEAC), and that Denise Baxter be appointed as the Alternate to the Special Education Advisory Committee (SEAC).

Carried

**Motion #14-25**

Moved by: D. Baxter  
Seconded by: R. McMillan  
THAT Norine Van Breda and Marilyn Duncalfe be appointed to the Early Years Advisory Committee (EYAC).

Carried

**Motion #15-25**

Moved by: G. Kleist  
Seconded by: M. Duncalfe  
THAT Teika Newton and Judi Green be appointed to the Parent Involvement Committee (PIC).

Carried

**Motion #16-25**

Moved by: M. Duncalfe  
Seconded by: S. Poling  
THAT Judi Green be appointed to the Supervised Alternative Learning Committee (SAL), and that Roger Griffiths be appointed as the Alternate to the Supervised Alternative Learning Committee (SAL).

Carried

**Motion #17-25**

Moved by: G. Kleist  
Seconded by: M. Duncalfe  
THAT Dave Penny be appointed to the Transportation Policy Committee, and that Judi Green be appointed as the Alternate to the Transportation Policy Committee.

Carried

Business Arising from Committee of the Whole

13.03 A

**Motion #18-25**

Moved by: D. Baxter

Seconded by: T. Newton

THAT Policy #704 Non-Union Staff Terms and Conditions be received.

Carried

**Motion #19-25**

Moved by: R. McMillan

Seconded by: G. Kleist

THAT Policy #704 Non-Union Staff Terms and Conditions be rescinded.

Carried

13.03 B

**Motion #20-25**

Moved by: S. Poling

Seconded by: J. Green

THAT Policy #707 Retirement of Employees be rescinded.

Carried

13.04

Finance/Audit - Nil

13.05

Human Resources - Nil

13.06

Operations - Nil

Committee Updates

13.07 D

**Motion #21-25**

Moved By: R. McMillan

Seconded by: S. Poling

THAT the Indigenous Education Advisory Committee (IEAC) report of the October 2, 2024 meeting be received.

Carried

13.07 F

**Motion #22-25**

Moved by: D. Baxter  
Seconded by: M. Duncalfe  
THAT the Parent Involvement Committee (PIC) report of the October 21, 2024 meeting be received.

Carried

13.07 H

**Motion #23-25**

Moved by: G. Kleist  
Seconded by: M. Duncalfe  
THAT the Supervised Alternative Learning Committee (SAL) verbal report be received.

Carried

Item 14

**Motion #24-25**

Director of Education Report  
Moved by: J. Green  
Seconded by: D. Baxter  
THAT the Director of Education report be received.

Carried

Item 15

Correspondence - Nil

Item 16

16.01

**Motion #25-25**

New Business  
Moved by: J. Green  
Seconded by: S. Poling  
THAT the Lead by Example verbal report on cell phones be received.

Carried

Item 17

Item 18 Adjournment

**Motion #26-25**

Observer comments – Nil

Moved by: R. McMillan  
Seconded by: G. Kleist  
THAT the Inaugural Board Meeting of November 12, 2024 adjourn at 8:57 p.m.

KEEWATIN-PATRICIA DISTRICT SCHOOL BOARD  
REGULAR BOARD MEETING  
November 12, 2024

Carried

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair, R. Griffiths

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary, C. Radbourne



Conflict of Interest - NONE

Item 5

Item 6- Presentation of  
Reports - Finance

**Motion #28-25**

Moved by: J. Green

Seconded by: R. McMillan

THAT the report on the Audited Financial Statements for the year ended August 31, 2024, be received.

Non-binding (Student Trustee)

For 1 Opposed 0

Binding

For 10 Opposed 0

Carried

**Motion #29-25**

Moved by: D. Cornish

Seconded by: M. Duncalfe

THAT the Financial Statements for the year ended August 31, 2024, be approved.

Non-binding (Student Trustee)

For 1 Opposed 0

Binding

For 10 Opposed 0

Carried

Item 7

Adjournment

**Motion #30-25**

Moved by: D. Baxter

Seconded by: J. Green

THAT the Special Board meeting of November 26, 2024 adjourn at 8:16 pm.

Non-binding (Student Trustee)

For 1 Opposed 0

Binding

For 10 Opposed 0

Carried



KEEWATIN-PATRICIA DISTRICT SCHOOL BOARD  
REGULAR BOARD MEETING  
November 26, 2024

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Date            Chair - R. Griffiths

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Date            Secretary - C. Radbourne

# OPSBA Board of Directors Meeting

November 29 and 30, 2024

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The Ontario Public School Boards' Association (OPSBA) [Board of Directors](#) held a meeting in Toronto on November 29 and 30, 2024. On the evening of November 29, RTOERO's Jim Grieve, Chief Executive Officer, and Sylvia Link, Chief Administrative Officer, provided a presentation on the organization's not-for-profit Entente Group Health Plan. OPSBA will be following up with RTOERO to discuss opportunities for future partnership in support of our membership. More information will be provided on the outcome of these discussions at a future Board of Directors meeting.

Reports were received from OPSBA's President, Regional Chairs, Enrolment Representatives and the Chairs of the Indigenous Trustees' Council and Black Trustees' Caucus. Additional matters that were discussed in public session at the meeting are summarized below:

## ***Effective Relationships and Sustainable Resourcing***

OPSBA's [Core Education Funding submission](#) has been shared with the government. The Association has engaged in a variety of activities to build relationships and advocate on behalf of our members, including:

- The [AMO Healthy Democracy Forum](#)
- [Local Government Week](#)

A Political Climate Webinar with Enterprise Canada public affairs teams. Planning is underway for the next OPSBA Advocacy Day at Queen's Park, which is currently scheduled to take place on February 24, 2025, in conjunction with the February Board of Directors meeting. A growing number of political commentators are speculating that a provincial election could be called as early as this spring. OPSBA's strategy for the day will reflect that possibility.

## ***Student Success, Equity and Well-being***

This report provided informational updates on OPSBA's work related to anti-Black racism and oppression, poverty reduction, student safety when using online tools, social media litigation, trustee professional learning, curriculum review and potential advocacy opportunities. Additional information on the creation of an affinity space at PES for 2SLGBQIA+ trustees will be shared with trustees later via email. Feedback on the provincial [Accessibility for Ontarians with Disabilities Act, 2005](#) (AODA) review will be gathered through work groups and regional meetings.

### *Anti-Black Racism and Oppression*

Advocacy for expanding Black Graduation Coaches across all school boards continues, with a request for funding included in the OPSBA submission for Core Education Funding. The provincial expansion request focuses on prioritizing coaches with skills as well as connections to the local Black communities they serve. Next steps include reinforcing these requests directly to the Minister of Education Jill Dunlop, building on prior ministry discussions.

The Ontario Human Rights Commission (OHRC) continues to monitor anti-Black racism in public education and discussions with them continue. Following input from the Black Trustees' Caucus, OHRC teams conducted over 30 consultation sessions with Black community members, students, and educators across Ontario, including key education stakeholders. An official Action Plan launch is anticipated shortly, with a follow-up meeting planned with the Black Trustees' Caucus for continued collaboration. OHRC Chief Commissioner DeGuire will outline related details as a speaker at PES.

### *Accessibility for Ontarians with Disabilities Act (AODA)*

OPSBA is advancing its commitment to accessibility in public education by participating in the fourth legislative review of the AODA. This comprehensive review includes analyzing past reports, tracking implementation progress on previous recommendations, and engaging trustees and stakeholders in accessibility efforts. A forthcoming position paper will reinforce OPSBA's recommendations. Consultation through OPSBA workgroups and regional meetings will take place.

### *Student Safety and Online Tools in Schools*

OPSBA continues to be a member of the Bill 128 Implementation Task Force with a recent meeting held on October 7, 2024. This committee, comprised of a wide variety of stakeholders, is focused on the safety of students, including technology issues. A survey will soon be shared with OPSBA members regarding Artificial Intelligence considerations and implications to gather information that will guide upcoming work. OPSBA continues to also support the social media litigation. A letter was recently sent to all OPSBA member boards from the lead legal firm updating them on the status of the litigation.

### *Curriculum Review*

[OPSBA submitted a response](#) to the Ministry of Education's request for feedback on the [Growing Success](#) document, which guides assessment, reporting, and evaluation in Ontario. OPSBA's response emphasized the importance of inclusive environments through culturally responsive and diversity-respecting practices.

### *Establishment of an affinity space for 2SLGBTQIA+ Trustees*

Plans are progressing to establish a dedicated affinity space for 2SLGBTQIA+ members at PES. The primary goal of this space is to create a supportive environment where 2SLGBTQIA+ trustees can openly share insights, experiences, and concerns about the current educational landscape.

### **Local School Board Governance**

OPSBA continues to undertake the following activities that reinforce the promotion and advancement of high-quality, equitable, and inclusive learning environments in support of student success and well-being:

- Updating the [Good Governance Modules](#)
- Supporting the implementation of the new Director of Education Performance Appraisal process
- Refreshing [OPSBA's website](#) and [Members' Area](#)
- Reviewing and initiating the [OPSBA Awards](#) process for 2025 (Nominations expected to be open in early 2025)
- Supporting the implementation of [Bill 98, Better Schools and Student Outcomes Act](#)

### **Director of Education Performance Appraisal**

Working in collaboration with the Ontario Catholic School Trustees' Association, funding has been provided by the provincial government to create and deliver a comprehensive professional development program for school board trustees and directors, focused on enhancing governance, leadership and adherence to requirements set out in [Regulation 83/24, Director Performance Appraisal](#). Work on the following deliverables is in progress:

- Develop a briefing deck to support third party consultants who will be facilitating the 360-review process for Director of Education performance
- Establish a 360 Assessment Vendor List
- Create templates to support the performance appraisal process
- Update the OESC Module on Director of Education Performance Review
- Deliver professional learning at PES

### **Truth and Reconciliation**

An Indigenous Trustees' Council (ITC) meeting occurred on October 16, 2024, and the next meeting will take place at the Public Education Symposium (PES) in January 2025. The ITC continues to work on a research project with Wilfrid Laurier University graduate students that will support trustees in their advocacy for Indigenous Education, while building support and understanding of the role of Indigenous trustees. Work is ongoing with Mississaugas of the Credit First Nation to review OPSBA's Traditional Territorial Acknowledgement.

The Chiefs of Ontario will facilitate a [workshop on Jordan's Principle](#) at PES. Finally, OPSBA honoured the passing of the [Honourable Murray Sinclair](#) with posts on social media.

### *Indigenous Language Programs*

On October 16, the ITC met with the Director of the Ministry of Education's Indigenous Education Office. Concerns and challenges regarding Indigenous language programs along with the need for Indigenous language curriculum revision were raised and discussed. The ITC will maintain discussions to ensure advocacy in this area, and others, is strengthened and sustained. The ITC has also drafted a letter to Minister Dunlop in follow-up to the ITC's August Planning meeting, which highlights Indigenous languages as a key priority and area of concern.

### ***Upcoming Meetings and Events***

The 2025 Public Education Symposium (PES) will be a two-day event held on January 24 and 25 at the Sheraton Centre Hotel in Toronto. Regional Councils, the Indigenous Trustees' Council, and the Black Trustees' Caucus will meet in person at PES. [Registration is now open](#) and all trustees are encouraged to attend. OPSBA has also been working with the Ministry of Education on planning professional learning for trustees at PES that aligns with the ministry's training goals for trustees.

### *Additional Events*

- OPSBA Advocacy Day, Queen's Park, February 24
- 2025 Education Labour Relations and Human Resources Symposium, May 1 and 2, Sheraton Centre Hotel, Toronto
- Take Your MPP to School Week, May 20 to 23
- 2025 OPSBA Annual Meeting and Conference, June 12 to 14, Queen's Landing Hotel, Niagara-on-the-Lake

*For more information on any of the above reports, please contact OPSBA at [inquiry@opsba.org](mailto:inquiry@opsba.org) or your school board's OPSBA [Board of Director member](#). The next OPSBA Board of Directors meeting will take place on February 23, 2025, at the Sheraton Centre in Toronto.*

Respectfully,

Kathleen Woodcock  
President

Stephanie Donaldson  
Executive Director

## PIC Update for December 10, 2024 KPDSB COTW & Board Meeting

The Parent Involvement Committee met December 2, 2024 for its second meeting of the 2024-25 school year. Parent representatives from schools in Kenora, Dryden, Ignace, Red Lake, and Sioux Lookout joined the call with Trustees Green and Newton and Director of Education, Christy Radbourne. Robin Picard provided administrative support.

PIC members heard from Director Radbourne about the launch of the Safe Arrivals messaging service on December 2, as well as plans for upcoming Fireside Chats with the Director. The first of these events is scheduled for December 11 at Beaver Brae School in Kenora. The focus of the Director's Fireside Chats will be on attendance and engagement, and the math instructional changes that are being implemented this year.

The main discussion topic for PIC followed the Northwestern Ontario Health Unit update, given by Chelsea Socholotuk, who shared information about vaccines and vaccine clinics for flu, COVID-19 and travel vaccines; updates and new investments from governments to the Student Nutrition Program administered through the NWHU; and Compass survey results from last spring that show high rates of alcohol, drug, tobacco and nicotine product use among students in KPDSB schools.

For the Student Nutrition program, schools will be receiving an increase in existing funding as Ontario has recently signed on to the National School Food Program launched by the federal government. (See <https://globalnews.ca/news/10883316/ontario-national-school-food-program/> for more detail.) Annual funding through this national program follows the federal fiscal calendar, so funds received now must be spent by March 31, 2025, and a new funding allocation should be released at the start of the new fiscal year (on or after April 1, 2025). The program requires that parents and the community also need to be involved in providing support to these programs. The school applies annually for funding to support breakfast, lunch or snack programs and funding is allocated based on the school's estimate of the number of meals it expects to serve daily. Meals must meet specific nutritional guidelines that are laid out by the government.

The Compass survey results showed that in the 30-day period prior to the survey, 25% of Grade 9-12 students reported binge drinking and 35% reported drinking at all, a result that is concerning. PIC discussed that vaping and smoking is not permitted within 20m of schools, including sporting and recreation areas in use by school teams, and municipal bylaw enforcement officers can issue tickets for infractions of this law. PIC encouraged more community engagement on these matters.

Finally, PIC got a preview of the two draft options for the 2025-26 school year calendar.

Respectfully submitted by:  
Teika Newton  
Trustee