



Office of the Director

Jim McCuaig Education Centre
2135 Sills Street Thunder Bay ON P7E 5T2
Telephone (807) 625-5131 Fax (807) 622-0961

REGULAR BOARD MEETING NO. 2

Tuesday, December 20, 2011

Jim McCuaig Education Centre

Catherine Siemieniuk
Director of Education

Deborah Massaro
Chair

AGENDA

PUBLIC SESSION

7:30 P.M. – in the Board Room

	<u>Resource Person</u>	<u>Pages</u>
1. Call to Order		
2. Disclosure of Conflict of Interest		
3. Approval of the Agenda		
4. Resolve into Committee of the Whole – Closed Session		
5. COMMITTEE OF THE WHOLE – Closed Session – 7:00 p.m. (SEE ATTACHED AGENDA)		
6. Report of Committee of the Whole – Closed Session		
7. Delegations/Presentations		
8. Confirmation of Minutes		
8.1 Regular Board Meeting No. 13 - November 22, 2011	D. Massaro	1-7
8.2 Annual Board Meeting - December 6, 2011	D. Massaro	8-12
9. Business Arising from the Minutes		

Trustees (Chair and Vice-Chair) and presenters of reports will be available
for comment after the Board Meeting.

LAKEHEAD DISTRICT SCHOOL BOARD

		<u>Resource Person</u>	<u>Pages</u>
<u>MATTERS NOT REQUIRING A DECISION:</u>			
10.	Information Reports		
10.1	Ontario Public School Boards' Association (OPSBA) Report	R. Oikonen	Verbal
10.2	Student Trustee Report (015-12)	S. Philp	Handout
10.3	Success Advisory Committee Meeting Report	K. Wilson	Verbal
10.4	Mathematics K-12 (013-12)	S. Pharand	13-18
10.5	Special Education Advisory Committee Meeting Minutes - October 19, 2011	C. Kappel	19-23
10.6	Aboriginal Education Advisory Committee Meeting Minutes - September 16, 2011	S. Pharand	24-28
10.7	Audit Committee Meeting Minutes - September 26, 2011	K. Pozihun	29-31
10.8	Parent Involvement Committee Meeting Minutes - October 3, 2011	C. Siemieniuk	32-35
11.	First Reports		

MATTERS FOR DECISION:

12.	Postponed Reports		
13.	Recommendations from the Standing Committee		
14.	Ad Hoc and Special Committee Reports		
15.	New Reports		
15.1	Appointment of an External Member to the Audit Committee (008-12)	K. Pozihun	36
	<i>It is recommended that Lakehead District School Board appoint Ms. Deborah Watt as External Member to the Audit Committee to serve the term commencing January 1, 2012 and ending December 31, 2013.</i>		

Trustees (Chair and Vice-Chair) and presenters of reports will be available
for comment after the Board Meeting.

		<u>Resource Person</u>	<u>Pages</u>
15.2	Recommendation from the Special Education Advisory Committee (SEAC) (016-12)	C. Kappel	37-39
	<i>It is recommended that Lakehead District School Board support the correspondence from the Special Education Advisory Committee as outlined in Appendix B to Special Olympics Ontario.</i>		
15.3	Appointments to the 2011-12 Parent Involvement Committee (012-12)	C. Siemieniuk	40
	<i>It is recommended that Lakehead District School Board:</i>		
	<ol style="list-style-type: none"> 1. <i>Approve the appointment of Nicole Walter Rowan as Teacher representative and Robin Tabor-John as Alternate Teacher representative on the 2011-2012 Parent Involvement Committee for the term November 15, 2011 to November 14, 2012.</i> 2. <i>Approve the appointments of Mary Lahti, Gerry Leach, and Angela Meady as Community representatives on the 2011-2012 Parent Involvement Committee for the term November 15, 2011 to November 14, 2012.</i> 		
16.	New Business		
17.	Notices of Motion		
18.	Information and Inquiries		
19.	Adjournment		

Trustees (Chair and Vice-Chair) and presenters of reports will be available
for comment after the Board Meeting.



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REGULAR BOARD MEETING NO. 2

**Tuesday, December 20, 2011
Jim McCuaig Education Centre**

Catherine Siemieniuk
Director of Education

Deborah Massaro
Chair

AGENDA

**COMMITTEE OF THE WHOLE – Closed Session
7:00 P.M. – in the Sibley Room**

	<u>Resource Person</u>	<u>Pages</u>
5.1 Confirmation of Committee of the Whole - Closed Session Minutes		
5.1.1 Regular Board Meeting No. 13 - November 22, 2011	D. Massaro	1-2
5.2 Business Arising from the Minutes		
5.3 Consideration of Reports		
5.3.1 Personnel Matter	K. Pozihun	Verbal
5.4 Information and Inquiries		
5.5 Rise and Report Progress		

Trustees (Chair and Vice-Chair) and presenters of reports will be available
for comment after the Board Meeting.

LAKEHEAD DISTRICT SCHOOL BOARD

LAKEHEAD DISTRICT SCHOOL BOARD

MINUTES OF REGULAR BOARD MEETING NO. 13

Board Room
Jim McCuaig Education Centre

2011 NOV 22

TRUSTEES PRESENT:

Deborah Massaro (Chair)
Karen Wilson (Vice Chair)
Pat Johansen

Lori Lukinuk
Ron Oikonen
Jack Playford
Stephanie Philp (Student Trustee)

TRUSTEES ABSENT, WITH REGRET:

Marg Arnone
George Saarinen

SENIOR ADMINISTRATION:

Catherine Siemieniuk, Director of Education
Colleen Kappel, Superintendent of Education
Sherri-Lynne Pharand, Superintendent of Education
Kathy Pozihun, Superintendent of Business

FEDERATION/UNION REPRESENTATIVES:

Terry Hamilton, OSSTF – TBU
Dave Isherwood, Lakehead Principals/Vice Principals

PUBLIC SESSION:

1. **Approval of Agenda**

Moved by Trustee Oikonen

Seconded by Trustee Johansen

“THAT the Agenda for Regular Board Meeting No. 13, November 22, 2011 be approved.”

CARRIED

2. **Reading: By-Law No. 104 – 2012 Tax Levy**

Chair Massaro read By-Law No. 104 – 2012 Tax Levy.

3. Reading: By-Law No. 105 – Long-Term Financing Agreement

Chair Massaro read By-Law No. 105 – Long-Term Financing Agreement.

4. Resolve Into Committee of The Whole – Closed Session

Moved by Trustee Wilson

Seconded by Trustee Oikonen

“THAT we resolve into Committee of the Whole – Closed Session with Trustee Massaro in the Chair to consider the following:

- *Confirmation of Committee of the Whole – Closed Session Minutes*
 - *Regular Board Meeting No. 12*
 - *October 25, 2011*
- *Property Matter*
- *Personnel Matter*

and that this meeting shall not be open to the public pursuant to Section 207 (2) of the Education Act as amended.”

CARRIED

COMMITTEE OF THE WHOLE – CLOSED SESSION:

5. Committee of the Whole – Closed Session items were dealt with in their entirety.

Stephanie Philp, Student Trustee, joined the meeting.

PUBLIC SESSION:

6. Report of Committee of The Whole – Closed Session

Moved by Trustee Lukinuk

Seconded by Trustee Oikonen

“THAT the Report of the Regular Board – Committee of the Whole – Closed Session be adopted with the following recommendations therein:

‘THAT the Lakehead District School Board approve the Committee of the Whole – Closed Session Minutes of Regular Board Meeting No. 12, October 25, 2011.”

CARRIED

7. Trustee Character Award – Gerald Sas – Superior Collegiate and Vocational Institute

Trustee Playford, on behalf of the Board, presented Mr. Gerald Sas with the Trustee Character Award. Mr. Sas received his award for his outstanding dedication to the students and staff of Superior Collegiate and Vocational Institute.

8. Confirmation of Minutes

Moved by Trustee Wilson

Seconded by Trustee Johansen

"THAT Lakehead District School Board approve the Minutes of Regular Board Meeting No. 12, October 25, 2011."

CARRIED

MATTERS NOT REQUIRING A DECISION:

9. Ontario Public School Boards' Association (OPSBA) Report

Trustee Oikonen, Ontario Public School Boards' Association Director and voting delegate, informed the Board that the next OPSBA Board of Directors' meetings will take place on November 25 and 26, 2011.

10. Student Trustee Report (147-11)

Stephanie Philp, Student Trustee, provided a handout as her report. Items addressed included: Student Council Executive Conference (SCEC), Ontario Student Trustees' Association (OSTA-AECO), Leadership/Student Voice Education Conference, and fundraising. All Trustees' questions were addressed.

Stephanie Philp, Student Trustee, left the meeting.

11. Student Transportation Services of Thunder Bay (STSTB) Report

Chair Massaro, on behalf of Trustee Saarinen, the Trustee representative on the Student Transportation Services of Thunder Bay Committee, informed Trustees that the May 12, 2011 Student Transportation Services of Thunder Bay minutes are in the Trustees' lounge for perusal.

12. Learning Environment: Multi-Year Capital Plan (143-11)

Kathy Pozihun, Superintendent of Business, introduced Randy Haber, Manager of Maintenance and Capital, who provided information regarding the 2010-2011 Capital Plan and the 2011-2015 Long-Term Capital Plan. All Trustees' questions were addressed.

13. Assessment & Evaluation (149-11)

Sherri-Lynne Pharand, Superintendent of Education, introduced Jane Lower, Secondary Resource Teacher, and Nicole Walter Rowan, Coordinator, who presented the report. Initiatives highlighted included: policy review, Growing Success, assessment and evaluation, capacity building, and student learning. All Trustees' questions were addressed.

MATTERS FOR DECISION:

14. Recommendations from the Standing Committee (145-11)

3001 Governance Policy - Appendix A Ad Hoc Committee (132-11)

Moved by Trustee Wilson

Seconded by Trustee Johansen

“THAT Lakehead District School Board:

1. *Incorporate 3001 Governance Policy - Appendix A into an internal document.*
2. *Dissolve the 3001 Governance Policy - Appendix A Ad Hoc Committee.*
3. *Strike a Trustee Manual Review Ad Hoc Committee comprised of all Trustees.”*

Trustee Wilson requested the division of motions into numbers one and two and number three to be considered separately.

Main Motion Number One and Two

Moved by Trustee Wilson

Seconded by Trustee Johansen

“THAT Lakehead District School Board:

1. *Incorporate 3001 Governance Policy - Appendix A into an internal document.*
2. *Dissolve the 3001 Governance Policy - Appendix A Ad Hoc Committee.”*

CARRIED

Main Motion Number Three

Moved by Trustee Wilson

Seconded by Trustee Johansen

“THAT Lakehead District School Board:

3. *Strike a Trustee Manual Review Ad Hoc Committee comprised of all Trustees.”*

Amendment

Moved by Trustee Wilson

Seconded by Trustee Johansen

“Strike out the word ‘all’ and insert the word ‘three’ and add after Trustees ‘and that the committee member selection be determined after approval of the motion as amended.”

DEFEATED

Main Motion Number Three

Moved by Trustee Wilson

Seconded by Trustee Johansen

"THAT Lakehead District School Board:

3. *Strike a Trustee Manual Review Ad Hoc Committee comprised of all Trustees."*

CARRIED

15. Policy Development - 3001 Governance (131-11)

Moved by Trustee Wilson

Seconded by Trustee Oikonen

"THAT Lakehead District School Board approve Policy 3001 – Governance, Appendix A to Report No. 145-11."

CARRIED

16. Purchasing Policy 3030 Review (134-11)

Moved by Trustee Playford

Seconded by Trustee Johansen

"THAT Lakehead District School Board approve the amendments to 3030 Purchasing Policy, Appendix B to Report No. 145-11."

CARRIED

17. Administration Of Medication/Anaphylaxis Policy 6060 Review (133-11)

Moved by Trustee Wilson

Seconded by Trustee Johansen

"THAT Lakehead District School Board approve:

1. *The splitting of Administration of Medication/Anaphylaxis policy into two policies: Administration of Medication and Anaphylaxis;*
2. *The draft policies to be sent out for stakeholder input on March 7, 2012 with input to be received by April 25, 2012; and*
3. *The draft policies be presented at the Standing Committee Meeting of May 8, 2012."*

CARRIED

18. Revision to 2011-2012 Order of Policies for Review (144-11)

Moved by Trustee Lukinuk

Seconded by Trustee Oikonen

"THAT Lakehead District School Board approve the revised 2011-2012 Order of Policies for Review, Appendix A to Report No. 144-11."

CARRIED

19. Recommendation from the Audit Committee (141-11)

2010-2011 Audited Financial Statements (140-11)

Moved by Trustee Wilson

Seconded by Trustee Johansen

“THAT Lakehead District School Board approve the August 31, 2011 audited financial statements as outlined in Report No. 140-11, 2010-2011 Audited Financial Statements.”

CARRIED

20. Approval of Appointments to the Special Education Advisory Committee (SEAC) (142-11)

Moved by Trustee Playford

Seconded by Trustee Johansen

“THAT Lakehead District School Board approve the appointments of Mike Otway as member, and Heather Conrad as alternate member, representing VOICE For Hearing Impaired Children.”

CARRIED

21. By-Law No. 104 - 2012 Tax Levy (135-11)

Moved by Trustee Oikonen

Seconded by Trustee Wilson

“THAT Lakehead District School Board approve By-law No. 104 – 2012 Tax Levy (Appendix A) authorizing the 2012 tax levy at the prescribed rates set by Ontario Regulation 400/98 as amended, as outlined in Report No. 135-11.”

CARRIED

22. By-Law No. 105 – Long-Term Financing Agreement (136-11)

Moved by Trustee Playford

Seconded by Trustee Johansen

“THAT Lakehead District School Board approve By-law No. 105 (Appendix A) authorizing the long-term financing agreement with the Ontario Financing Authority for Best Start expenditures incurred up to August 31, 2010, as outlined in Report No. 136-11.”

CARRIED

23. Recommendation from the Aboriginal Education Advisory Committee (146-11)

Moved by Trustee Lukinuk

Seconded by Trustee Playford

“THAT Lakehead District School Board develop a policy for Voluntary Staff Self Identification.”

CARRIED

24. Appointment to the 2011 Parent Involvement Committee (148-11)

Moved by Trustee Johansen

Seconded by Trustee Wilson

"THAT Lakehead District School Board approve the appointment of Gail Iwanonkiw as School Council representative on the 2011-2012 Parent Involvement Committee for the term November 15, 2011 to November 14, 2012."

CARRIED

25. Information and Inquiries

25.1 Trustee Johansen informed the Board that she attended the Remembrance Day Services at the Waverly Park Cenotaph on November 11, 2011 and presented the wreath on behalf of the Board.

25.2 Chair Massaro informed the Board that she attended the Remembrance Day Services at Fort William Gardens on November 11, 2011 and presented the wreath on behalf of the Board.

25.3 Trustee Lukinuk informed the Board that Trustee Saarinen attended the First Nations Remembrance Day Services on November 11, 2011 and presented the wreath on behalf of the Board.

25.4 Trustee Lukinuk reported that she volunteered for the Salvation Army Kettle campaign on November 17, 2011. Trustee Johansen noted that she volunteered also.

25.5 Trustee Lukinuk requested a written response from the Coordinating Committee regarding correspondence received. Chair Massaro noted that this matter has been addressed.

26. Adjournment

Moved by Trustee Wilson

Seconded by Trustee Johansen

"THAT we do now adjourn at 9:24 p.m."

CARRIED

LAKEHEAD DISTRICT SCHOOL BOARD

MINUTES OF ANNUAL BOARD MEETING

Board Room
Jim McCuaig Education Centre

2011 DEC 6

TRUSTEES PRESENT:

Marg Arnone
Pat Johansen
Lori Lukinuk
Deborah Massaro

Ron Oikonen
Jack Playford
George Saarinen
Karen Wilson
Stephanie Philp (Student Trustee)

SENIOR ADMINISTRATION:

Catherine Siemieniuk, Director of Education
Colleen Kappel, Superintendent of Education
Ian MacRae, Superintendent of Education
Sherri-Lynne Pharand, Superintendent of Education
Kathy Pozihun, Superintendent of Business

FEDERATION/UNION REPRESENTATIVES:

Sue Doughty-Smith, OSSTF - Educational Assistants
Terry Hamilton, OSSTF – TBU

PUBLIC SESSION:

1. **Call to Order**

Catherine Siemieniuk, Director of Education, called the meeting to order and reviewed the procedures for the meeting.

2. **Introduction of Scrutineers**

Jim Gray, Manager of Audit Services, and Kathy Pozihun, Superintendent of Business, were introduced as the Scrutineers for elections.

3. **Election of Chair of the Board**

Catherine Siemieniuk, Director of Education, announced the pre-nomination of Trustee Massaro by Trustee Johansen for the Office of Chair of the Board. Trustee Massaro accepted the nomination. Further nominations were called for from the floor. Trustee Saarinen nominated Trustee Lukinuk. Trustee Lukinuk accepted the nomination.

The Scrutineers conducted the election for the Office of Chair of the Board.

Trustee Massaro was declared Chair of the Board. Trustee Massaro assumed the Chair.

Chair Massaro thanked the Board for the opportunity to serve a fifth term as Chair of the Board.

4. Election of Vice Chair of the Board

The Chair announced the pre-nomination of Trustee Wilson by Trustee Johansen for the Office of Vice Chair of the Board. Trustee Wilson accepted the nomination. Further nominations were called for from the floor. Trustee Arnone nominated Trustee Playford. Trustee Playford accepted the nomination. There were no further nominations.

Moved by Trustee Lukinuk

Seconded by Trustee Saarinen

“THAT nominations for the Office of Vice Chair of the Lakehead District School Board be closed.”

CARRIED

The Scrutineers conducted the election for the Office of Vice Chair of the Board.

Trustee Wilson was declared Vice Chair of the Board.

5. Election of a Member and Alternate of the Coordinating Committee

The Chair announced the pre-nominations of Trustee Arnone by Trustee Saarinen and Trustee Playford by Trustee Oikonen for the position of the Member of the Coordinating Committee. Trustee Arnone accepted the nomination. Trustee Playford declined the nomination. Further nominations were called for from the floor. There were no further nominations.

Moved by Trustee Arnone

Seconded by Trustee Johansen

“THAT nominations for a Member to the Coordinating Committee be closed.”

CARRIED

Trustee Arnone was acclaimed as Member of the Coordinating Committee.

The Chair announced the pre-nomination of Trustee Johansen by Trustee Wilson for the position of the Alternate Member of the Coordinating Committee. Trustee Johansen accepted the nomination. Further nominations were called for from the floor. There were no further nominations.

Moved by Trustee Saarinen

Seconded by Trustee Wilson

“THAT nominations for a Alternate Member to the Coordinating Committee be closed.”

CARRIED

Trustee Johansen was acclaimed as Alternate Member of the Coordinating Committee.

Motion to Destroy Ballots

Moved by Trustee Oikonen

Seconded by Trustee Johansen

"THAT the ballots for the elections at the Annual Meeting, December 6, 2011, be destroyed."

CARRIED

The recording secretary destroyed the ballots.

6. Aboriginal Education Advisory Committee Annual Report (004-12)

Sherri-Lynne Pharand, Co-Chair of the Aboriginal Education Advisory Committee, introduced Suzanne Tardif, alternate member of the Aboriginal Education Advisory Committee, who presented the annual report on behalf of Dolores Wawia, Co-Chair of the Aboriginal Education Advisory Committee. Questions from Trustees were addressed.

Moved by Trustee Johansen

Seconded by Trustee Arnone

"THAT Lakehead District School Board receive the Annual Report of the Aboriginal Education Advisory Committee."

CARRIED

7. Annual Report to the Lakehead District School Board on Public Library Activities for 2010 (003-12)

Brian Donnelly, Lakehead District School Board Appointee to the Thunder Bay Public Library Board, introduced Laura Prinselaar, Head of Youth and Children's Services at Thunder Bay Public Library, who presented the report.

Moved by Trustee Saarinen

Seconded by Trustee Johansen

"THAT Lakehead District School Board receive the Annual Report by the Lakehead District School Board Appointee to the Thunder Bay Public Library Board."

CARRIED

8. Special Education Advisory Committee (SEAC) Annual Report (005-12)

Lori Lukinuk, Vice Chair of the Special Education Advisory Committee, presented the annual report and committee work plan.

Moved by Trustee Johansen

Seconded by Trustee Saarinen

"THAT Lakehead District School Board receive the Annual Report of the Special Education Advisory Committee."

CARRIED

9. Parent Involvement Committee Annual Report (007-12)

Kelly Gallagher, Chair of the Parent Involvement Committee, presented the annual report. Questions from Trustees were addressed.

Moved by Trustee Arnone

Seconded by Trustee Oikonen

“THAT Lakehead District School Board receive the Annual Report of the Parent Involvement Committee.”

CARRIED

10. Audit Committee Annual Report (006-12)

Deborah Massaro, Chair of the Audit Committee, presented the annual report.

Moved by Trustee Wilson

Seconded by Trustee Arnone

“THAT Lakehead District School Board receive the Annual Report of the Audit Committee.”

CARRIED

11. Trustee Appointments to Board Committees – 2012 (002-12)

Moved by Trustee Oikonen

Seconded by Trustee Wilson

“THAT Lakehead District School Board:

1. *Revise the annual term of Ontario Public School Boards’ Association (OPSBA) Board of Directors and voting delegate to coincide with Trustees’ appointments on Board Committees annual term.*
2. *Approve the Trustee Appointments to Board Committees – 2012 as set out in Appendix A to Report No. 002-12.”*

CARRIED

12. Director’s Annual Report 2011 (001-12)

Catherine Siemieniuk, Director of Education, presented a summary of her report. The Director thanked Senior Administration and staff for their work over the past year. Questions from Trustees were addressed.

Moved by Trustee Wilson

Seconded by Trustee Oikonen

“THAT Lakehead District School Board receive the Director’s Annual Report 2011.”

CARRIED

13. Adjournment

Moved by Trustee Lukinuk

Seconded by Trustee Saarinen

"THAT we do now adjourn at 7:27 p.m."

CARRIED

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2011 DEC 20
Report No. 013-12

TO THE CHAIR AND MEMBERS OF
LAKEHEAD DISTRICT SCHOOL BOARD – Public Session

RE: MATHEMATICS K-12

1. Background

- 1.1 In September 2010, the Ministry of Education's Student Achievement Division brought together a Mathematics Teaching and Learning Working Group, to advise the Deputy Minister on ways to bring about:
- Greater depth and coherence within K-12 Mathematics;
 - Positive change in the field;
 - Better results for all students.
- 1.2 The work of the Mathematics Working Group has resulted in a new Ministry document *Paying Attention to K-12 Mathematics Education*. This document outlines *Seven Foundational Principles for Improvement in Mathematics, K-12*:
- Focus on Mathematics;
 - Coordinate and strengthen Mathematics leadership;
 - Build understanding of effective Mathematics instruction;
 - Support collaborative professional learning in Mathematics;
 - Design a responsive Mathematics learning environment;
 - Provide assessment and evaluation in Mathematics that supports student learning;
 - Facilitate access to Mathematics learning resources.

2. Situation

- 2.1 Report No. 013-11 outlined an overview of the following Ministry and Board funded projects that have continued into the 2011-2012 school year:
- Collaborative Inquiry Learning – Mathematics (CIL:M);
 - Small and Northern Board Grant: Elementary Math Resource Teacher;
 - Homework Help Initiative (HHI);
 - Professional Learning Groups (PLGs);
 - Secondary Math Coaching.
- 2.2 This report summarizes new Ministry funded initiatives and how Lakehead District School Board's work to implement the *Seven Foundational Principles* is supporting student and teacher learning in Mathematics.

3. Current Practice

- 3.1 The Kindergarten Resource Teacher will continue to share learning from the 2010-2011 Early Primary Collaborative Inquiry with Kindergarten to Grade 2 teachers. At-the-elbow coaching and school and system-based professional development will provide opportunities to share key learning from this Inquiry Project. Teachers will continue to work toward:
- Using problems that have both practical and mathematical meaning for children;
 - Providing multiple opportunities for children to solve a wide range of problems in a variety of ways;
 - Developing their questioning skills to elicit and support student thinking;
 - Providing opportunities for students to share their own strategies and discuss those used by peers to develop mathematical thinking.
- 3.2 In Grade 1 to 6 classrooms, student learning is supported through collaboration between classroom teachers and the Elementary Math Resource Teacher.
- 3.2.1 Co-planning and co-teaching, focused on each classroom teacher's students' needs, provide the opportunity to focus on further developing:
- Teachers' ability to analyze student solutions and questions to fully understand students' thinking;
 - Students' communication of their thinking, orally and in writing;
 - Learning communities that foster student-to-student and teacher-to-student questioning;
 - Students' use of a wide variety of problem solving strategies;
 - Student engagement, confidence and risk taking when problem solving;
 - Assessment practices that extend student learning;
 - Integration of technology.
- 3.2.2 System-wide awareness and capacity in Mathematics is being developed through:
- Sessions focused on developing teachers' specialized content knowledge and understanding of children's mathematical development (collaboration with Lakehead University);
 - Classroom-based professional development focused on observation of student learning;
 - Grades 3 and 6 professional development sessions;
 - Division and topic specific after school professional development sessions;
 - School administrators' participation in Mathematics professional development;
 - School-based professional development at staff meetings and teacher initiated lunch hour book clubs;
 - Support for schools hosting Math Nights for parents and students.

3.2.3 Three elementary schools are currently engaged in a Ministry funded pilot project, Junior Intervention in Mathematics. Their work is focused on:

- Teacher collaboration to identify and implement instructional strategies that support students currently working below the provincial standard;
- Fostering teacher collaboration across grades within schools;
- Building leadership capacity in Mathematics.

3.2.4 Consistency and alignment within the system and with provincial initiatives is achieved through the Elementary Math Resource Teachers:

- Collaboration with all system resource teachers including the Student Work Study Teacher and Secondary Math Coach;
- Regular contact with Small and Northern Board Math Facilitators across the province;
- Participation in Distributed Leadership Forum and the Assessment and Evaluation Project.

3.3 Homework Help Initiative (HHI) is an online tutoring program available at all English language publicly funded Boards in Ontario. This initiative provides a tool where students can ask Math questions in a secure, non-intimidating environment. The HHI is designed to increase student achievement in Grades 7 to 10 Mathematics.

3.3.1 Key Elements of Homework Help include:

- A live chat room by the Independent Learning Centre (ILC) where students in Grades 7 to 10 Mathematics obtain after school Math help;
- Chat rooms are open Sunday to Thursday, 5:30 – 9:30 PM;
- Other resources include scientific calculator, learning games, tutorials interactive, and a virtual locker that are always available to students;
- More information about the HHI can be found at www.lakeheadschoools.ca/homeworkhelp.

3.3.2 The Homework Help Initiative (HHI) has been extensively promoted using:

- Notice and description of program sent to all Grade 7 to 10 Math teachers and administration;
- Synrevoice message sent home to parents of Grade 7 to 10 students;
- Teacher registration package sent to teachers of all eligible classes;
- Central support for registration and promotion of the HHI available to all classroom teachers;
- Promotional material and classroom activities sent to all eligible classes (e.g. stickers, brochure, parents letter and scavenger hunt activity);
- Promotional visits to School Councils, Parent Involvement Committee, parents' nights and other school events;
- Collaboration with community stakeholders (e.g. Thunder Bay Boys and Girls Club and Thunder Bay Public Library).

- 3.4 Professional Learning Groups (PLGs) focus on identifying and aligning best practices within each family of schools. PLGs are supported by the Secondary Mathematics Coach.
- 3.4.1 Each PLG includes the Secondary Math Chair, Grade 9 and 10 Math Teachers and Grade 7 and 8 Math Leads from the respective Family of Schools.
- 3.4.2 PLGs have been active for six years and meet on a regular basis. These learning groups provide time for teachers to collaborate for the benefit of improved student learning. The focus of the learning is determined by student needs. The PLGs provide opportunities to increase:
- Communication between panels;
 - Development of common assessment tasks;
 - Understanding of student thinking in regards to the big ideas;
 - Implementation of strategies that address gaps in learning;
 - Targeted EQAO supports.
- 3.4.3 The PLGs use student work to inform the professional learning. The sessions may include discussion and work around:
- Instructional strategies;
 - Use of manipulatives;
 - SMART technology;
 - Assessment and evaluation;
 - Classroom environment.
- 3.4.4 PLGs have moved into the classroom to observe student learning. Many of the PLG groups have participated in cross-panel observation. These opportunities provide teachers with immediate feedback from the vantage point of the student desk.
- 3.5 The Secondary Coaching model for the 2011-12 school year has one system based Secondary Math Coach working in all four high schools. The overall focus is to:
- Increase student achievement in Grade 9 and 10 Applied Math courses;
 - Increase student achievement on the provincial EQAO Math assessment;
 - Align school-based and system-based instruction and share best practices between the four secondary schools;
 - Increase system wide collaboration K-12.
- 3.5.1 The content of the coaching sessions depends on student need and may involve a focus on the following:
- Differentiated instruction;
 - Effective use of technology;
 - Effective use of manipulatives;
 - Classroom environment;
 - Blended learning;

- Assessment;
- Big ideas in Mathematics.

3.5.2 The coaching is focused on:

- Co-planning, co-teaching and model lessons that highlight best practices and instructional strategies;
- Identifying and implementing instructional practices that improve student learning and achievement in Mathematics;
- Providing resources and links to authentic tasks;
- Supporting Westgate's SSSSI smart goal moving Grade 9 and 10 applied students though level 1 to level 2;
- Extending learning from the Assessment and Evaluation professional development project to Math teachers.

3.5.3 Building capacity allows for alignment in Mathematics, not only from K-12 at the system level, but provincially as well. To build coaching capacity, the coach:

- Attended the Student Work Study Teacher (SWST) Provincial Orientation Conference in September;
- Attended the Ontario Association of Mathematics Educators (OAME) Leadership Conference in October;
- Participates in training provided by Coaching for Math Gains, OAME and Lakehead Public Schools;
- Is supported by the Program Department through meetings with the Elementary Math Resource Teacher, Student Work Study Teacher, regular IT training sessions and Program Forum.
- Participates in the Assessment and Evaluation project.

4. Next Steps

- 4.1 The Elementary Math Resource Teacher will send monthly emails to all elementary teachers to support implementation of technology and system purchased resources.
- 4.2 Professional development sessions will continue to be planned based on student need, feedback from teachers and system need as indicated by EQAO data.
- 4.3 Learning from the Junior Intervention Project will continue to inform all work designed to support Mathematics teaching and learning in junior classrooms.
- 4.4 The Board has been invited by the Ministry to participate in the Middle Years Collaborative Inquiry Project. Funding from this project will expand PLGs to include at least one Grade 6 teacher from each family of schools.
- 4.5 Encouraging student and parent use of the HHI website, as well as expanding collaboration with community stakeholder, will be a major focus in second semester.
- 4.6 Student registrations to the HHI website will occur at all high schools again in second semester.

- 4.7 The focus of Secondary Coaching will continue to be informed by student need as identified through school, Board and EQAO data.

5. Conclusion

The Seven Foundational Principles for Improvement in Mathematics K-12 will continue to guide the work of Lakehead District School Board as we work toward improved learning in Mathematics for all students.

Respectfully submitted,

CORRINE RUSSELL-PRITOU
Elementary Math Resource Teacher

GINO RUSSO
Mathematics/E-Learning Resource Teacher

ANDREA LAMPO
Secondary Mathematics Coach

NICOLE WALTER-ROWAN
Program Coordinator

SHERRI-LYNNE PHARAND
Superintendent of Education

CATHERINE SIEMIENIUK
Director of Education

LAKEHEAD DISTRICT SCHOOL BOARD

SPECIAL EDUCATION ADVISORY COMMITTEE

Jim McCuaig Education Centre
Thunder Bay, Ontario

2011 OCT 19

MEMBERS PRESENT:

Lori Lukinuk (Vice Chair)
Theresa Graham-Horton
Martha Mawakeesic

Mike Otway
Laura Sylvestre
Colleen Valiquette

ABSENT WITH REGRET:

Marg Arnone
Heather Conrad
Miranda Myers
David Fulton

OTHERS PRESENT:

Colleen Kappel
Andrea Pugliese
Catherine Siemieniuk
Adrian Szamreta
Yola Figueroa

ABSENT:

Tammy Bobyk
Shelly Helget

1. **Call to Order**

Colleen Kappel, Superintendent of Education called the meeting to order at 6:00 p.m.

2. **Special Olympics Presentation** – Adrian Szamreta and Yola Figueroa

Colleen Kappel, Superintendent of Education, asked for consensus from members to permit a presentation by the Special Olympics prior to the Election of Chair agenda item. Members, by consensus, agreed to have the presentation proceed.

Adrian Szamreta, School Programs Developer, and Yola Figueroa, Legacy and Outreach Developer, Special Olympics Ontario, provided information on the Special Olympics School Programs currently being offered in 50 Boards across the province. Handouts about the programs were provided to members. Mr. Szamreta asked the Special Education Advisory Committee to support the

School Programs to run in schools at Lakehead District School Board. Members questions were addressed. It was decided to bring this item to the November 16, 2011 SEAC meeting for discussion.

3. Election of Interim Chair

Colleen Kappel, Superintendent of Education, explained the process for the election and introduced Andrea Pugliese, Special Education Officer as Scrutineer and her assistant, Eileen Haven, Executive Secretary. There were no pre-nominations for the position of Chair. Superintendent Kappel called for nominations from the floor. Theresa Graham Horton inquired if she could nominate Terry Skinner, alternate member from Children's Centre Thunder Bay. As Mr. Skinner is an alternate member, he could not be nominated. Superintendent Kappel called for nominations three times. There were no nominations received.

Motion to Close Nominations

Moved by Martha Mawakeesic

Seconded by Colleen Valiquette

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

CARRIED

As a Chair was not elected, Trustee Lori Lukinuk, Vice Chair of SEAC assumed the Chair for the meeting.

4. Approval of the Agenda

Colleen Kappel, Superintendent of Education, requested an addition to the agenda. "Making Connections Event" which was added as 11.3 under New Business. The agenda was approved with this addition.

Moved by Mike Otway

Seconded by Laura Sylvestre

"THAT the agenda for the October 19, 2011 SEAC meeting be approved."

CARRIED

5. Declarations of Conflict of Interest

Theresa Graham Horton indicated she may have a potential conflict of interest to agenda item 11.1 *Sponsorship of Children's Centre Foundation Event.*

6. Presentations

6.1 2011-2012 Operational Plan – Catherine Siemieniuk

Catherine Siemieniuk, Director of Education, provided information to SEAC members on the Lakehead District School Board 2011-2012 Operational Plan. A handout of the plan was provided to members. Members provided some suggestions to have the plan more visible to the public including adding to monitors in agency waiting rooms and placing it on the Board website. Highlights of the plan and members questions were addressed.

7. Approval of Minutes

There was one change noted to the minutes, item number one, Call To Order, the meeting was called to order at 6:00 p.m., not 7:00 p.m. as indicated. The minutes were approved with this change.

Moved by Theresa Graham Horton

Seconded by Martha Mawakeesic

“THAT the minutes of the September 21, 2011 SEAC meeting be approved.”

CARRIED

8. Business Arising From The Minutes

8.1 SEAC Newsletter Schedule 2011-2012

The 2011-2012 SEAC newsletter schedule was distributed to members to sign up and provide a submission on one of the available months.

8.2 SEAC Ad Hoc Committee To Review Special Education Pamphlets

Theresa Graham Horton, Children’s Centre Thunder Bay member agreed to participate in this Ad Hoc Committee with Andrea Pugliese, Special Education Officer, and Theresa Mayer, Special Education Resource Teacher.

8.3 SEAC Parent Involvement Committee Alternate Member

Members were asked to consider becoming the SEAC Alternate member on the PIC. A request will be emailed to all members and alternates who were absent from the meeting.

9. Correspondence

The correspondence folder was distributed to members. Vice Chair Lori Lukinuk brought to the attention of SEAC members the letter from Colleen Kappel, Superintendent of Education on behalf of SEAC, to Susan Blekkenhorst regarding her resignation as the Chair of SEAC.

10. Advocacy Tracking

The Advocacy Tracking form was distributed to members.
11. Equity and Inclusive Education

Colleen Kappel, Superintendent of Education, provided information on the status of the Equity and Inclusive Education Action Plan. A video from the *I Am Norm* website was shown to members.
12. Sponsorship of Children's Centre Foundation Event

Colleen Kappel, Superintendent of Education, provided information to members on sponsorship of a potential event that the Children's Centre Foundation is planning. They are hoping to bring in Michael Landsberg from TSN to speak on Mental Health and Depression. Members, by consensus, provided support for Superintendent Kappel to proceed with exploring participation in the event. Further information will be brought back to the November SEAC Meeting.
13. SEAC Representative on Success Advisory Committee (SAC)

The Success Advisory Committee (SAC) mandate and meeting schedule was provided to members. Colleen Valiquette, Community Living Thunder Bay member, indicated interest in the position. Members, by consensus, agreed to Ms. Valiquette representing SEAC at SAC.
14. Display Table At Making Connections Event

Colleen Kappel, Superintendent of Education, informed members that the Parent Involvement Committee and School Councils will be hosting a *Making Connections* event at Hammaraskjold High School on Monday, November 7, 2011. Displays will be set up from 6:00 p.m. to 7:00 p.m. for parents/guardians to peruse. Members were asked to volunteer at the SEAC display booth. It was agreed to send the request via email to members who were not present at the meeting.
15. Information and Inquiries

Vice Chair Lori Lukinuk provided information on the Ontario Physical Health Education Association (OPHEA) Conference that she attended the weekend of October 14-16, 2011.
16. SEAC Budget 2011-2012

The status of the 2011-2012 SEAC budget was provided to members.
17. Policy Review – Administration of Medication/Anaphylaxis Policy and Procedures

Andrea Pugliese, Special Education Officer, provided an overview of the current policy, procedures and appendices. Members did not provide any input to the existing policy.

18. Board Update

Vice Chair Lori Lukinuk provided information to SEAC on the following meetings and items addressed:

September 27, 2011 Regular Board Meeting

- Trustee Character Award to Sue Peever
- Ontario Public School Boards' Association (OPSBA) Report
- Student Trustee Report
- Secondary Program Report

October 11, 2011 Standing Committee Meeting

- Trustee Recognition Award to Jason Miller of Westgate CVI
- Summer Literacy Camp

19. Association Reports

- 19.1 Martha Mawakeesic, Alternate Member of Anishnawbe Mushkiki, informed members that they have a new Executive Director of their agency, Corrine Donio.
- 19.2 Mike Otway, Alternate VOICE member, provided information on two Lakehead Public Schools teachers who are participating in the AV Mentoring Program provided by VOICE.

20. Adjournment

Moved by Theresa Graham Horton

Seconded by Mike Otway

"THAT we do now adjourn at 8:00 p.m."

CARRIED



ABORIGINAL EDUCATION ADVISORY COMMITTEE MINUTES

DATE: Thursday, September 16, 2011 – Board Room, Education Centre

MEMBERS PRESENT: Kathy Beardy, Leisa Desmoulins, Serena Essex, Lori Lukinuk, Sylvia O'Meara, Sherri-Lynne Pharand, Sara Shonias, Dolores Wawia

ALTERNATES PRESENT: Audrey DeRoy, Pat Johansen, Suzanne Tardif

ABSENT WITH REGRET: Elliott Cromarty, Agnes Hardy, Lori Laforme, Jack Playford, Beverley White-Kokeza

RESOURCE: Dawn Aho, Ellen Chambers, Suzanne Eddy, Senator Robert McKay, Nicole Walter-Rowan

GUESTS: Cathi Siemieniuk, Robin Tabor-John, Nikki Marks, Shannon Jessiman

AGENDA ITEM	DISCUSSION	ACTION
1. Opening Exercises	<ul style="list-style-type: none"> Dolores Wawia called the meeting to order. Sherri-Lynne Pharand called upon Senator Robert McKay to conduct the opening. 	
2. Welcome and Introductions	<ul style="list-style-type: none"> Sherri welcomed everyone to the meeting and thanked Senator McKay for the beautiful opening. Introductions were made around the table. Regrets and substitutions were noted and the attendance sheet was circulated. 	
3.1 Approval of Agenda	<ul style="list-style-type: none"> Moved by Sara Shonias and seconded by Sylvia O'Meara, that the agenda for the September 16, 2011 meeting be approved as amended. Add Item 10.2 Education Day. Carried. 	
3.2 Approval of Minutes - June 16, 2011	<ul style="list-style-type: none"> Moved by Lisa Desmoulin and seconded by Lori Lukinuk, that the minutes of the June 16, 2011 meeting be approved with the following correction: Item 6.1 Work Plan Update: last point, first bullet: Native Language Festival – call it a Competition. Carried. 	
4. Correspondence File	<ul style="list-style-type: none"> Sherri read an e-mail from Carolyn Chukra expressing her thanks for working with the AEAC group as she embarks on a new journey. The group will send a gift to Carolyn on behalf of AEAC. Card to be signed by everyone at the November meeting. 	

AGENDA ITEM	DISCUSSION	ACTION
<p>5. Presentations:</p> <p>5.1 Strategic Plan Rollout</p>	<ul style="list-style-type: none"> Cathi Siemieniuk, Director, provided a handout to the group outlining the three pillars of the Plan—Learning Environment, Engagement and Communication. Legislation dictates that Trustees prepare a strategic plan and the Director must review annually. Focus groups were called together to provide input over a day and a half of meetings in the Spring. Our values continue to permeate throughout our system. The Board has prepared an Operational Plan which will be presented to Trustees at the September 27, 2011 Board Meeting. Questions were addressed from the group. 	
<p>5.2 Feedback from Summer Literacy Program</p>	<ul style="list-style-type: none"> Robin Tabor-John, Nikki Marks and Shannon Jessiman provided feedback to the group on the Summer Literacy Learning Program that was held at Sherbrooke School from July 4-22, 2011. Thirteen students from Sherbrooke and Agnew Grade 1, 2 and 3 classes participated. This program provided extended literacy skills to students In need of extra help. Funding was provided through a grant from the Ministry as well as being a research project. Star Testing was conducted on these students prior to entering the program, after completion of the program and the participating students will be tested again at the end of September at their respective schools. A brief slide show presentation was shown to the group depicting all of the different activities the students participated in over the three week period. Very positive feedback was given to the team from parent surveys of the children that attended. Shannon walked the group through a typical day of learning and provided a handout on the program. Questions were addressed from the group. Sherri thanked Robin, Nikki and Shannon for the great work they did this summer. A report will be brought to Trustees once all of the data has been collected. 	
<p>6.0 Business Arising from the Minutes</p> <p>6.1 Work Plan Update</p>	<ul style="list-style-type: none"> Sherri had the group review the Work Plan with the input incorporated from our June meeting feedback session. Further feedback was provided and will be incorporated into the plan and brought back to the 	

AGENDA ITEM	DISCUSSION	ACTION
	<p>November meeting.</p> <ul style="list-style-type: none"> - change Aboriginal curriculum to Indigenous curriculum - strategies for teachers – P.D. will focus on primary grades in elementary and a couple of subject areas in secondary - AEAC newsletter - change syllabus to syllabics - Aboriginal Parent/Guardian Advocacy Program – 3rd bullet add: FN Tuition Agreement Partners - Cultural Sensitivity – last bullet before Unions add: internal - Voluntary Staff Self ID – the following motion was put forth: <ul style="list-style-type: none"> • Moved by Serena Essex and seconded by Sylvia O'Meara: "That we move to recommend to Trustees that the Board develop a Policy for Voluntary Staff Self Identification." Carried. <ul style="list-style-type: none"> - Add "implementation" of welcome letters - Add invitation in School Council Newsletter - Connect with Parent Involvement Committee <ul style="list-style-type: none"> • Consensus was received from the group to go ahead with the Work Plan with the aforementioned suggestions. Bring final version back to November meeting. 	<p>Judy to send welcome letters with the minutes</p>
<p>6.2 Native Language/Native Studies Classes</p>	<ul style="list-style-type: none"> • Dawn Aho provided a handout of the Native Language/Native Studies classes presently being taught in our schools. Classes are running at Algonquin Public School, and Ecole Gron Morgan have added Grade 6 in addition to having Grade 7 and 8 classes in Native Language/Native Studies. 	
<p>7. New Business</p> <p>7.1 AEAC Representatives on PIC</p>	<ul style="list-style-type: none"> • A letter was received from the Parent Involvement Committee inviting two parent/guardian AEAC representatives (one member and one alternate) to serve on the Parent Involvement Committee for 2012. Consensus was received from the group to appoint Beverley White-Kokeza and Serena Essex as the member and alternate on the PIC Committee for 2012. 	
<p>7.2 Aboriginal</p>	<ul style="list-style-type: none"> • Due to the resignation of Carolyn Chukra from the role of the Aboriginal 	

AGENDA ITEM	DISCUSSION	ACTION
Community Liaison and Partnership Officer Role	Community Liaison and Partnership Officer, Sherri provided the group the opportunity to provide feedback on what key areas of the position they would like to see maintained. The following feedback was provided: - education and awareness of all cultures - continue momentum and move forward	
8. Information and Inquiries 8.1 New Grants	<ul style="list-style-type: none"> • Sherri advised that the Ministry has released new grants around Training. Feedback will be solicited from AEAC before the grants are submitted. 	
8.2 Parent Members on AEAC	<ul style="list-style-type: none"> • To keep membership at full capacity, there is a need for a parent representative and an alternate. The following suggestions were made to solicit applications: - consider an ad in the newspaper or Thunder Bay Source, as it is delivered to all homes - e-mail Aboriginal organizations - use of synervoice in the schools - personal invitation to someone you know who might be interested. - applications available on the AEAC website. - your network of support. 	
8.3 Education Day	<ul style="list-style-type: none"> • September 20, 2011 has been designated Education Day. This will be an all candidate's forum and will be held at Superior Collegiate High School from 6:30 p.m. – 9:00 p.m. One of the questions that will be addressed is the Support on FNMI Education. AEAC Members are welcome to attend. 	
8.4 CSBA Conference, Ottawa – July 7-8, 2011	<ul style="list-style-type: none"> • Pat Johansen thanked Sherri-Lynne and Denise Baxter for their presentation on Aboriginal Education at the CSBA conference in Ottawa and expressed how proud she was of the two of them. CSBA have asked us to have a blog on Aboriginal Education. 	
8.5 Dr. Brian Stevenson, L.U.	<ul style="list-style-type: none"> • Senator McKay advised the group that Dr. Brian Stevenson, President of Lakehead University, has asked to meet with him at the end of October. Senator McKay asked the group if there was anything they would like him to ask. The group wants him to know that we are the leading Board in Ontario in Aboriginal Education. 	

AGENDA ITEM	DISCUSSION	ACTION
8.6 Circle of Light Conference	<ul style="list-style-type: none"> Sherri advised the group that Denise Baxter, Heather Harris and herself would be doing three presentations at the Circle of Light conference in Toronto November 14-16, 2011. The presentations will be on UAEP, Partnerships as they relate Kindergarten and Plans for Transitions – Supports in Place. 	
9. Closing Exercises	<ul style="list-style-type: none"> Closing exercises were conducted by Senator McKay. 	
10. Next Meeting	<ul style="list-style-type: none"> Thursday, November 17, 2011, 9:30 a.m. – 12:00 p.m., Board Room, Education Centre. 	All
11. Adjournment	<ul style="list-style-type: none"> The meeting adjourned at 12:00 p.m. 	

LAKEHEAD DISTRICT SCHOOL BOARD

MINUTES OF AUDIT COMMITTEE MEETING

Board Room
Jim McCuaig Education Centre

Date: Sept., 26 2011
Time: 10:00 a.m.

PRESENT:

Members:

Deborah Massaro (Chair)
Karen Wilson (Vice Chair)
Pat Johansen
Sandra Leonetti
Deborah Watt

Permanent Resource:

Catherine Siemieniuk, Director of Education
Kathy Pozihun, Superintendent of Business
David Wright, Regional Internal Audit Manager
Terry Bortolin, Regional Internal Auditor

Trustees:

Lori Lukinuk

MEMBERS ABSENT, WITH REGRET:

Ron Oikonen

1. **Call To Order**

Kathy Pozihun, Superintendent of Business called the meeting to order.

2. **Declarations of Conflict of Interest**

There were no declarations of Conflict of Interest.

3. **Election of Chair**

Kathy Pozihun, Superintendent of Business, explained the process for the elections and introduced Catherine Siemieniuk, Director of Education, as scrutineer for the election, and Eileen Haven, Executive Secretary, as her assistant.

There were no pre-nominations received for the position of Chair. Kathy Pozihun called for nominations from the floor. Trustee Karen Wilson nominated Trustee Deborah Massaro. Trustee Massaro accepted the nomination. Superintendent

Pozihun called for nominations from the floor three times. There were no further nominations.

Motion to Close Nominations

Moved by Trustee Johansen

Seconded by Sandra Leonetti

"THAT nominations for the position of Chair of the Audit Committee for Fiscal Year 2011-2012 be closed."

CARRIED

Deborah Massaro was acclaimed as Chair of the Audit Committee and assumed the Chair.

4. Election of Vice Chair

There were no pre-nominations for the position of Vice Chair. Chair Deborah Massaro called for nominations from the floor. Trustee Pat Johansen nominated Trustee Karen Wilson for the position. Trustee Wilson accepted the nomination. Chair Massaro called for nominations three times. There were no further nominations.

Motion to Close Nominations

Moved by Deborah Watt

Seconded by Sandra Leonetti

"THAT nominations for the position of Vice Chair of the Audit Committee for Fiscal Year 2011-2012 be closed."

CARRIED

Trustee Karen Wilson was acclaimed as Vice Chair of the Audit Committee.

5. Introductions

Chair Deborah Massaro introduced Mr. Terry Bortolin, Regional Internal Auditor. Everyone introduced themselves.

6. Approval of the Agenda

Moved by Trustee Wilson

Seconded by Trustee Johansen

"THAT the Agenda for the September 26, 2011 Audit Committee Meeting be approved."

CARRIED

7. Resolve Into Committee of The Whole – Closed Session

Moved by Deborah Watt

Seconded by Trustee Johansen

“THAT we resolve into Committee of the Whole – Closed Session with Trustee Massaro in the Chair to consider the following:

- *Five Year Internal Audit Plan (110-11)*

and that this meeting shall not be open to the public pursuant to Section 207 (2) of the Education Act as amended.”

CARRIED

8. Committee Of The Whole – Closed Session

Committee of The Whole – Closed Session items were dealt with in their entirety.

9. Approval of Minutes

Moved by Sandra Leonetti

Seconded by Trustee Johansen

“THAT the Audit Committee approve the Minutes of the Audit Committee Meeting June 27, 2011.”

CARRIED

10. Adjournment

Moved by Wilson

Seconded by Deborah Watt

“THAT we do now adjourn at 10:55 a.m.”

CARRIED

LAKEHEAD DISTRICT SCHOOL BOARD

MINUTES OF PARENT INVOLVEMENT COMMITTEE

Board Room
Jim McCuaig Education Centre

2011 OCT 03

MEMBERS PRESENT:

Kelly Gallagher (Chair)
Pat Johansen
Gerry Leach
Laurel Moir

Miranda Myers
Sharlene Neill-Nugent
Sheila Stewart
Joanne Waddington

RESOURCE:

Catherine Siemieniuk, Director of Education

MEMBERS ABSENT, WITH REGRET:

Marg Arnone
Vishnu Kowlessar
George Saarinen
Beverley White-Kokeza

1. **Call to Order**

Chair Kelly Gallagher called the meeting to order and welcomed Miranda Myers who the Board recently appointed as the SEAC representative.

2. **Disclosure of Conflict of Interest**

There were no disclosures of conflict of interest.

3. **Approval of Agenda**

Moved by Sharlene Neill-Nugent

Seconded by Sheila Stewart

"THAT the Agenda for the October 3, 2011 Parent Involvement Committee meeting be approved with the addition of Item 6.1 People for Education Annual Conference."

CARRIED

4. **Confirmation of Minutes**

Kelly Gallagher noted that the healthy eating information referred to in Item 6 of the minutes will be distributed in the near future.

Moved by Sharlene Neill-Nugent

Seconded by Sheila Stewart

"THAT the Minutes of the September 12, 2011 Parent Involvement Committee meeting be approved."

CARRIED

5. Homework Help Initiative

Gino Russo, Homework Help Facilitator, presented information about this tutoring service that is provided by the Independent Learning Centre (ILC) in cooperation with the Ministry of Education. The service is available to all English district school boards in Ontario and provides one-on-one interaction for students with certified teachers. Gino noted that the focus this year is to get more students using the service and asked for members suggestions to better reach students. Suggestions included attaching an insert in Grade 7 and 8 students' agendas, sharing information at parent/teacher interviews, making presentations to School Councils, targeting the Grade 7 student population, and advertising through Synrevoice.

6. Constituent Input Policies & Procedures Schedule

The committee identified policies and procedures it would like to review and possibly provide input to, and they are listed as follows:

- 6070 Video Surveillance (input due November 30)
- 4021 Assessment & Evaluation (input due February 1)
- 3075 Trustee, School Council Member and Non-Trustee Board Committee Member Expenditure (input due March 28)
- 9020 Library Resource Centre (input due April 25)
- 1020 Equity & Inclusive Education (input due May 30)
- 8012 Fundraising in the Schools (input due May 30)
- 8073 Dress Code (input due May 30)
- NEW Alternative Schools (input due May 30)

Given the short timelines and that PIC will not be meeting before the November 30 due date, Policy 6070 Video Surveillance will be sent to School Council Chairs suggesting they may want to review the policy and provide input to it.

7. People for Education Annual Conference

Kelly Gallagher shared information about the People for Education Annual Conference that will be held in Toronto on November 5 and 6, 2011. By consensus, the committee approved funding for one person to attend. Kelly will inquire about a possible subsidy. Kathryn will canvas members for expressions of interest.

8. Fall Event Ad Hoc Committee Update

Kelly Gallagher reported that the committee met on September 26, reviewed feedback from last year's event, and began planning the Fall Event. Monday, November 7 is confirmed and the Hammar skjold Cafeteria has been booked. The theme for the event is "Making Connections" and the format will include an expo and presentations. Input to the event was provided.

9. 2011-2012 Work Plan

Director Siemieniuk presented the first draft of a work plan. Data will be collected and information will be shared at the next meeting when the committee's goals will be established.

10. Appointments to the Parent Involvement Committee

Director Siemieniuk reported on applications that were received for the parent and School Council representative positions. Guiding principles were that positions should be balanced with a blend of elementary and secondary parent/guardian representation and a broad representation from a variety of schools.

Moved by Joanne Waddington

Seconded by Gerry Leach

“THAT the Parent Involvement:

1. Recommend to the Lakehead District School Board that Kelly Gallagher and Laura Macgowan be appointed as parent representatives, and Nathalie Ferguson and Jacqui Wheatley as alternate parent representatives for the 2011-2012 Parent Involvement Committee effective November 15, 2011.
2. Recommend to the Lakehead District School Board that Vishnu Kowlessar, Mary Lahti, Susie Splett, and Sheila Stewart be appointed as School Council representatives, and Sharlene Neill-Nugent and Joanne Waddington as alternate School Council representatives for the 2011-2012 Parent Involvement Committee.”

CARRIED

Discussion took place as to how to advertise for the community representative positions. Up to three community members can be appointed. Suggestions included sending letters to community groups, seeking School Council community representatives, advertising in the local media, and posting the position on Twitter.

11. Aboriginal Education Advisory Committee (AEAC) Report

Due to the absence of the AEAC representative, this report was deferred to the next meeting.

12. Council of School Council Chairs (CSCC) Report

Sheila Stewart noted that this report is no longer required on the agenda.

13. Special Education Advisory Committee (SEAC) Report

Miranda Myers spoke about the recent SEAC meeting that included the SSL initiative, the Superior model website, the resignation letter received from Susan Blekkenhorst, monthly newsletter articles written by SEAC members, and SEAC’s feedback to policies.

14. Director’s Report

Catherine Siemieniuk, Director of Education, shared the 2011-2012 Operational Plan and highlighted the areas of Communication and Engagement. She suggested the Operational Plan be at a future agenda item for further comment. A presentation on the School Effectiveness Framework will also be scheduled on a future agenda.

Director Siemieniuk also spoke about the Election Forum held at Superior CVI on September 20. Those who attended felt the event was a success. Ways to promote future forums were discussed. Gerry Leach suggested offering childcare at future events such as these.

15. 2012 Budget Status

Director Siemieniuk reported there has been no change to the budget.

16. Next Meeting Date

The next two meetings will be held on the first Monday of the month:

Monday, November 7, 2011 at 5:30 p.m. at Hammarksjold High School (tentative)

Monday, December 5, 2011 at 6:30 p.m. in the Board Room

17. Adjournment

The meeting adjourned at 9:12 p.m.

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2011 DEC 20
Report No. 008-12

TO THE CHAIR AND MEMBERS OF
THE LAKEHEAD DISTRICT SCHOOL BOARD – Public Session

RE: APPOINTMENT OF AN EXTERNAL MEMBER TO THE AUDIT COMMITTEE

1. Background

- 1.1 On September 9, 2010, the Ministry of Education enacted Ontario Regulation 361/10 *Audit Committees*, in respect of Audit Committees established by district school boards in Ontario.
- 1.2 Lakehead District School Board has had an Audit Committee in place since 1993 comprised of three Trustees, and three external members.
- 1.3 With the implementation of the new Audit Committee legislation, Lakehead District School Board retained its Audit Committee with the exception of one external member, whose term expired coinciding with the effective date of the new legislative requirements to establish an Audit Committee.

2. Situation

- 2.1 Deborah Watt is an External Member on the Audit Committee and her term of appointment will expire on December 31, 2011.
- 2.2 Mr. David Wright, Regional Audit Manager, has confirmed that Ms. Watt's term could be extended to reflect a three year term coinciding with the start date of the new legislation.
- 2.3 Correspondence was sent from the Director of Education to Ms. Watt inquiring as to her interest in remaining on the Audit Committee to complete the three year term. Ms. Watt has indicated her interest in remaining on the Audit Committee to December 31, 2013.

RECOMMENDATION

It is recommended that Lakehead District School Board appoint Ms. Deborah Watt as External Member to the Audit Committee to serve the term commencing January 1, 2012 and ending December 31, 2013.

Respectfully submitted,

KATHY POZIHUN
Superintendent of Business

CATHERINE SIEMIENIUK
Director of Education

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2011 DEC 20
Report No. 016-12

TO THE CHAIR AND MEMBERS OF
THE LAKEHEAD DISTRICT SCHOOL BOARD – Public Session

RE: RECOMMENDATION FROM THE SPECIAL EDUCATION ADVISORY COMMITTEE
(SEAC)

1. Background

- 1.1 At the October 19, 2011 SEAC meeting, Special Olympics Ontario presented to the committee and requested support to operate school programs within the Lakehead District School Board.
- 1.2 At the November 16, 2011 SEAC meeting, SEAC adopted a resolution to support the Special Olympics request.

2. Situation

- 2.1 On November 21, 2011, a letter was sent to the Chair of The Board requesting support from the Board to send a letter to Special Olympics Ontario advising of SEAC's support (Appendix A).
- 2.2 At the December 14, 2011 Coordinating Committee, the request was discussed and has been referred to the Board for decision.
- 2.3 The letter to Special Olympics Ontario from the Special Education Advisory Committee was approved at the December 14, 2011 SEAC meeting and is attached as Appendix B.

RECOMMENDATION

It is recommended that Lakehead District School Board support the correspondence from the Special Education Advisory Committee as outlined in Appendix B to Special Olympics Ontario.

Respectfully submitted,

COLLEEN KAPPEL
Superintendent of Education

CATHERINE SIEMIENIUK
Director of Education



Lakehead District School Board
2135 Sills Street
Thunder Bay, ON
P7E 5T2
Voice: 807.625.5126
Fax: 807.623.7848

November 21, 2011

Deborah Massaro
Chair
Lakehead District School Board
2135 Sills Street
Thunder Bay, ON P7E 5T2

Dear Chair Massaro:

At the October 19, 2011 SEAC meeting, representatives from Special Olympics Ontario presented to the committee on the school programs available through their organization.

Special Olympics Ontario officials asked SEAC if they would provide their support for these programs to operate within Lakehead District School Board. Presently Special Olympics programs operate close to 50 school boards across Ontario. There is no cost to operate these programs in the schools and programs are run by volunteers who wish to participate.

Subsequently, at the November 16, 2011 SEAC meeting, the following resolution was adopted:

"THAT SEAC:

- 1. Support the Special Olympics request to provide programs in the schools of Lakehead District School Board; and*
- 2. Send correspondence to the Chair of the Board advising of SEAC's support."*

SEAC would like to send correspondence to Special Olympics Ontario to advise them of our support and ask that the Board approve this request.

Sincerely,

A handwritten signature in cursive script that reads "Lori A. Lukinuk".

Lori Lukinuk
Vice Chair, SEAC



Lakehead District School Board
2135 Sills Street
Thunder Bay, ON
P7E 5T2
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December 21, 2011

Adrian Szamreta
School Programs Developer
Special Olympics Ontario
18 Wynford Drive
Suite 300
Toronto, ON M3C 3S2

Dear Mr. Szamreta:

Thank you for your presentation at the October 19, 2011 Special Education Advisory Committee (SEAC) meeting.

At the November 16, 2011 SEAC meeting, your request for support of the Special Olympics school programs was discussed and SEAC adopted the following motion:

"THAT SEAC:

- 1. Support the Special Olympics request to provide programs in the schools of Lakehead District School Board; and*
- 2. Send correspondence to the Chair of the Board advising of SEAC's support."*

SEAC supports the Special Olympics programs operating in the schools of Lakehead District School Board and thank you for enhancing the programming of students with special needs within our school communities.

Sincerely,

A handwritten signature in dark ink, appearing to read "Colleen", written in a cursive style.

Colleen Kappel
Superintendent of Education

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2011 DEC 20
Report No. 012-12

TO THE CHAIR AND MEMBERS OF
LAKEHEAD DISTRICT SCHOOL BOARD – Public Session

RE: APPOINTMENTS TO THE 2011-12 PARENT INVOLVEMENT COMMITTEE

1. Background

- 1.1 On October 25, 2011, the Board approved the 2011-2012 appointments to the Parent Involvement Committee with the exception of vacant positions for one School Council representative, three Community representatives, and one Teacher representative.
- 1.2 On November 22, 2011, the Board approved the 2011-2012 appointment of the School Council representative.
- 1.3 An advertisement for Community representatives was advertised in the Source and on the website in October. Applications were due November 4, 2011.

2. Situation

- 2.1 Two teachers have volunteered to serve as Teacher representative. Nicole Walter Rowan will serve as the representative and Robin Tabor-John as the Alternate Teacher representative.
- 2.2 Four applications were received for the Community representative position. At the December 5 meeting, the Parent Involvement Committee developed selection criteria, reviewed the applications, and are recommending three people for appointment as Community representatives.

RECOMMENDATION:

It is recommended that Lakehead District School Board:

- 1. Approve the appointment of Nicole Walter Rowan as Teacher representative and Robin Tabor-John as Alternate Teacher representative on the 2011-2012 Parent Involvement Committee for the term November 15, 2011 to November 14, 2012.
- 2. Approve the appointments of Mary Lahti, Gerry Leach, and Angela Meady as Community representatives on the 2011-2012 Parent Involvement Committee for the term November 15, 2011 to November 14, 2012.

Respectfully submitted,

CATHERINE SIEMIENIUK
Director of Education