



**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. 3**

**Tuesday, January 24, 2012**

**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.	<b>COMMITTEE OF THE WHOLE – Closed Session – 6:30 p.m. (SEE ATTACHED AGENDA)</b>		
6.	Report of Committee of the Whole – Closed Session		
7.	Delegations/Presentations		
7.1	Trustee Recognition Award - Art and Culture Department - Westgate Collegiate and Vocational Institute	G. Saarinen	Verbal
7.2	Superior Collegiate and Vocational Institute - Video Broadcasting of Morning Announcements	I. MacRae	1-2
8.	Confirmation of Minutes		
8.1	Regular Board Meeting No. 2 - December 20, 2011	D. Massaro	3-7
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**

**MATTERS NOT REQUIRING A DECISION:**

- |      |  |               |         |
|------|--|---------------|---------|
| 10.  | Information Reports  |               |         |
| 10.1 | Ontario Public School Boards' Association (OPSBA) Report                 | R. Oikonen    | Verbal  |
| 10.2 | Student Trustee Report (024-12)  | S. Philp      | Handout |
| 10.3 | Report of the Audit Committee  | D. Massaro    | Verbal  |
| 10.4 | Kindergarten (021-12)  | S. Pharand    | 8-10    |
| 10.5 | Special Education Advisory Committee Meeting Minutes - December 14, 2011 | C. Kappel     | 11-15   |
| 10.6 | Parent Involvement Committee Meeting Minutes - December 5, 2011          | C. Siemieniuk | 16-19   |
| 11.  | First Reports  |               |         |

**MATTERS FOR DECISION:**

- |      |  |           |       |
|------|--|-----------|-------|
| 12.  | Postponed Reports  |           |       |
| 13.  | Recommendations from the Standing Committee (017-12)   | K. Wilson | 20-41 |
| 13.1 | Policy Review - 5010 Special Education Policy and Procedures (010-12)  |           |       |
|      | <i>It is recommended that Lakehead District School Board approve Special Education Policy 5010, Appendix A1 to Report No. 017-12.</i>            |           |       |
| 13.2 | Policy Review – 6022 Kingfisher Outdoor Education Policy and Procedures (011-12)   |           |       |
|      | <i>It is recommended that Lakehead District School Board approve Kingfisher Outdoor Education Policy 6022, Appendix B1 to Report No. 017-12.</i> |           |       |
| 13.3 | Policy Review - 6070 Video Surveillance Policy and Procedures (014-12)   |           |       |
|      | <i>It is recommended that Lakehead District School Board approve Policy 6070 Video Surveillance, Appendix C1 to Report No. 017-12.</i>           |           |       |

<p>Trustees (Chair and Vice-Chair) and presenters of reports will be available for comment after the Board Meeting.</p>
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		<u>Resource Person</u>	<u>Pages</u>
14.	Ad Hoc and Special Committee Reports		
15.	New Reports		
15.1	Establishment of 2012-2013 Budget Committee (022-12)	K. Pozihun	42-43
	<i>It is recommended that:</i>		
	<ol style="list-style-type: none"> <li>1. <i>Lakehead District School Board establish the 2012-2013 Budget Committee comprised of all Trustees; and</i></li> <li>2. <i>The 2012-2013 Budget Committee report to the Lakehead District School Board no later than the date provided by the Ministry of Education.</i></li> </ol>		
15.2	Recommendation from the Audit Committee (023-12)	D. Massaro	44-46
	Audit Committee Summarized Annual Report – August 31, 2011 (019-12)		
	<i>It is recommended that Lakehead District School Board:</i>		
	<ol style="list-style-type: none"> <li>1. <i>Approve the Audit Committee Summarized Annual Report as outlined in Appendix A to Report No. 019-12; and</i></li> <li>2. <i>Forward the report to the Ministry of Education.</i></li> </ol>		
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.

**LAKEHEAD DISTRICT SCHOOL BOARD**



**Office of the Director**

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**REGULAR BOARD MEETING NO. 3**

**Tuesday, January 24, 2012**

**Jim McCuaig Education Centre**

Catherine Siemieniuk  
Director of Education

Deborah Massaro  
Chair

**AGENDA**

**COMMITTEE OF THE WHOLE – Closed Session**

**6:30 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. 2 - December 20, 2011	D. Massaro	1
5.2 Business Arising from the Minutes		
5.3 Consideration of Reports		
5.3.1 Personnel Matter	I. MacRae	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 Public Schools

## CELEBRATING STUDENT ACHIEVEMENT

School: Superior CVI

Title of Initiative: Video Broadcasting of Morning Announcements

Components of Initiative	School's Details
1. Description of the nature of the initiative to improve student achievement	Incorporating the morning announcements with the grade 12 video class.
2. Rationale for selecting the initiative	Better medium for announcements A practical application for the grade 12 video class Provides other students opportunity for those interesting in a broadcast career.
3. Intended outcomes of the initiative related to improved student achievement	Provide student body with more ownership and involvement. Provide opportunity to develop responsibility due to the demand of the program. Greater interest in announcements by the whole school.
4. Description of the data used	Anecdotally, more students participating in the announcements, reports from staff and students that students are more interested in watching the announcement versus the standard announcement. Groups have started to develop there own video announcements to be broadcasted.
5. <b>Brief</b> description of the significant activities or strategies involved with the initiative	Assign specific students to one of the seven jobs: 2 students to be in front of the camera 1 floor director 1 camera person 1 light and props set up 1 video monitor 1 audio mixer

Components of Initiative	School's Details
6. <b>One or two</b> highlights of the above activities	The students in front of the camera speak to the whole school. The floor director learns to deal with difficulties and manage the team and meet strict timelines.
7. Description of any unexpected results or “moments of serendipity” related to the initiative	Provided a venue for : Student involvement and feedback for morning music. School sponsored events through the use of commercials.
8. Description of <b>one or two</b> interesting findings that would be useful or helpful to other schools	Students have really enjoyed and do pay attention to this type of announcement. Increase creativity as it provides another type of outlet for students to express themselves.
9. Identification of <b>one or two</b> noteworthy hurdles or stumbling-blocks	Must have committed staff and students every day. Getting students up to speed at the beginning of each semester. Having the equipment and system to deliver the announcements by video.
10. Next steps in pursuing the initiative	Assigning new staff and students to the project.
11. Lessons learned about the school's efforts to improve student achievement	Develops excellent attendance for those students involved. Genuine interest in the subject area and a sincere effort to produce a good product.

LAKEHEAD DISTRICT SCHOOL BOARD

**MINUTES OF REGULAR BOARD MEETING NO. 2**

Board Room  
Jim McCuaig Education Centre

2011 DEC 20

**TRUSTEES PRESENT:**

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

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

**SENIOR ADMINISTRATION:**

Catherine Siemieniuk, Director of Education  
Colleen Kappel, Superintendent of Education  
Ian MacRae, Superintendent of Education  
Kathy Pozihun, Superintendent of Business

**FEDERATION/UNION REPRESENTATIVES:**

Terry Hamilton, OSSTF – TBU  
Rodney McGee, CUPE  
Jay Henderson, Lakehead Principals/Vice Principals  
Anne Marie McMahon-Dupuis, Lakehead Principals/Vice Principals

**PUBLIC SESSION:**

1. **Approval of Agenda**

Moved by Trustee Saarinen

Seconded by Trustee Johansen

*“THAT the Agenda for Regular Board Meeting No. 2, December 20, 2011 be approved.”*

**CARRIED**

2. **Resolve Into Committee of The Whole – Closed Session**

Moved by Trustee Wilson

Seconded by Trustee Lukinuk

*“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. 13*
  - *November 22, 2011*

- *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:

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

PUBLIC SESSION:

4. Report of Committee of The Whole – Closed Session

Moved by Trustee Johansen

Seconded by Trustee Saarinen

*"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. 13, November 22, 2011.'"*

CARRIED

5. Confirmation of Minutes

Moved by Trustee Oikonen

Seconded by Trustee Arnone

*"THAT Lakehead District School Board approve the Minutes of Regular Board Meeting No. 13, November 22, 2011."*

CARRIED

6. Confirmation of Minutes

Moved by Trustee Wilson

Seconded by Trustee Saarinen

*"THAT Lakehead District School Board approve the Minutes of Annual Meeting, December 6, 2011."*

CARRIED

7. Business Arising from the Minutes

Regarding item 25.5, Trustee Lukinuk stated that she requested an interpretation of 8.3.5 in Lakehead District School Board's 2010 Procedural By-Law.



## MATTERS NOT REQUIRING A DECISION:

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

Trustee Oikonen, Ontario Public School Boards' Association Director and voting delegate, presented a verbal report highlighting the information addressed at the November 25 and 26, 2011 OPSBA Board of Directors' meetings. Items addressed included: labour relations, finance, legislative updates, Full Day Early Learning, and Children and Youth Mental Health. Trustee Oikonen noted that he provided Trustees with information, via email, regarding the Commission on the Reform of Ontario's Public Services "*Drummond Commission*" and Regulations on *Codes of Conduct* for School Board Members. The next OPSBA Board of Directors' meetings will be held on January 27 and 28, 2012.

### 9. Student Trustee Report (015-12)

Stephanie Philp, Student Trustee, provided a handout as her report. Items addressed included: Equity and Inclusion Working Committee, Ontario Student Trustees' Association (OSTA-AECO) skype meetings, United Way Thunder Bay fundraising, Student Senate, and the Leadership/Student Voice Conference.

### 10. Success Advisory Committee Report

Trustee Wilson, the Trustee representative on the Success Advisory Committee, presented this verbal report highlighting the December 1, 2011 meeting. Highlights included: Assessment and Evaluation Policy, Equity and Inclusion Working Committee, I am NORM campaign, and Children and Youth Mental Health. The next Success Advisory Committee meeting will be held on February 2, 2012.

### 11. Mathematics K-12 (013-12)

Ian MacRae, Superintendent of Education, introduced Andrea Lampo, Secondary Mathematics Coach, Corrine Russell-Pritoula, Elementary Mathematics resource teacher, Gino Russo, Mathematics/e-Learning resource teacher, and Nicole Walter-Rowan, Program Coordinator, who presented the report. Initiatives highlighted included: Math working groups, Professional Learning Groups (PLGs), assessment and evaluation, student and parent/guardian supports, coaching models, Homework Help Initiative (HHI), resources, and next steps. All Trustees' questions were addressed.

### 12. Special Education Advisory Committee Meeting Minutes – October 19, 2011

Colleen Kappel, Superintendent of Education, presented the October 19, 2011 minutes for information.

### 13. Aboriginal Education Advisory Committee Meeting Minutes – September 16, 2011

Catherine Siemieniuk, Director of Education, presented the September 16, 2011 minutes for information.

### 14. Audit Committee Meeting Minutes – September 26, 2011

Kathy Pozihun, Superintendent of Business, presented the September 26, 2011 minutes for information.

15. Parent Involvement Committee Meeting Minutes – October 3, 2011

Catherine Siemieniuk, Director of Education, presented the October 3, 2011 meeting minutes for information.

MATTERS FOR DECISION:

16. Appointment of an External Member to the Audit Committee (008-12)

Moved by Trustee Wilson

Seconded by Trustee Johansen

*“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.”*

CARRIED

17. Recommendation from the Special Education Advisory Committee (SEAC) (016-12)

Moved by Trustee Playford

Seconded by Trustee Arnone

*“THAT Lakehead District School Board support the correspondence from the Special Education Advisory Committee as outlined in Appendix B to Special Olympics Ontario.”*

CARRIED

18. Appointments to the 2011-12 Parent Involvement Committee (012-12)

Moved by Trustee Johansen

Seconded by Trustee Saarinen

*“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.”*

CARRIED

19. Information and Inquiries

19.1 Trustee Oikonen informed the Board that he attended Superior Collegiate and Vocational Institute's Gryphon Gala held on Saturday, December 10.

19.2 Trustee Oikonen informed the Board that he and Trustees Arnone, Johansen, Lukinuk, and Wilson toured Ogden Community Public School, Hyde Park Public School, and Kingsway Park Public School on Friday, December 16.

19.3 Trustee Arnone informed the Board that she attended Hammar skjold High School's Peter Pan performance on Thursday, December 8.

20. Adjournment

Moved by Trustee Saarinen

Seconded by Trustee Johansen

*"THAT we do now adjourn at 8:56 p.m."*

CARRIED

LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2012 JAN 24  
Report No. 021-12

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

RE: KINDERGARTEN

1. Background

- 1.1 Lakehead Public Schools is committed to the success of every student. This begins with a comprehensive Early Learning Program that addresses their social, emotional, cognitive, physical and language development.
- 1.2 In order to meet the needs of our early learners, we continue to provide a variety of research based initiatives that support our teachers and students.
- 1.3 In September 2010, the Early Learning Program report was presented to the Board. This program is currently referred to as Full Day Early Learning Kindergarten Program (FDELKP) and has been implemented in six of our schools. Lakehead Public Schools offers Full Time Senior Kindergarten in an additional five schools.
- 1.4 The Ministry of Education – Early Learning Division, intends to review the implementation and success of the FDELK Program and will make recommendations for future FDELK Programs.

2. Situation

- 2.1 Lakehead Public Schools is committed to offering high quality instruction in our Kindergarten programs. This is reflected in all components of Kindergarten including data collection, environment, staffing and other special initiatives.
- 2.2 Presently, we administer three formal assessments in Kindergarten.
  - All Junior Kindergarten (JK) and Senior Kindergarten (SK) students receive the Oral Language Assessment (OLA) twice a year.
  - The Developmental Reading Assessment (DRA) is administered twice a year to our SK English students and the Groupe Beauchemin+ is administered once to our SK French Immersion classes.
  - Sound Skill Screens are administered twice a year to our SK students with Speech and Language Pathologist support.

- 2.3 Lakehead Public Schools has been a leader in supporting best practices in Early Learning instruction.
- Changes to the elementary staffing model have resulted in a more stable process. Fewer teachers are moving out of schools or positions so expertise in early learning programming can be developed over a significant period of time.
  - Early Childhood Educators are a key component of the Early Learning Team. They bring their knowledge of early childhood development, observation, assessment and supporting the learning environment.
  - A Kindergarten Resource Teacher provides at the elbow coaching and guidance in the Full Day Early Learning Schools.
- 2.4 Lakehead Public Schools has many special initiatives to support students and teachers.
- Kindergarten to Grade 3 teachers continue to use teaching strategies developed through the Oral Language Research Project (OLA)
  - The Kindergarten – Grade 2 Inquiry Project will continue to look at instructional practice for young learners with a focus on oral language development and emergent curriculum. Teachers will use research based practices, build capacity in collaborative inquiry skills and build connections among early primary educators
  - The Home Oral Language Program continues to support and engage parents and students through weekly activities.
- 2.5 A Kindergarten network has been established for teachers and early childhood educators with the intent of building collaborative communities where best practices, resources and content knowledge are shared.
- 2.6 Kindergarten registration continues to be a significant priority for the entire organization. Activities include an Information Night, School Open Houses and a Welcome to Kindergarten event. To further support our new parents, we have produced a new and updated version of the Welcome to Kindergarten video. The video will be provided to parents with the registration package. A second video has also been produced to provide tips for parents to prepare their children for school in the Fall. This video will be sent to registered families in the Spring.
- 2.7 The Kindergarten Committee meets four times a year to review programming and make recommendations.

### 3. Next Steps

We will continue to support the implementation of Full Day Kindergarten in our remaining schools over the next three years.

4. Conclusion

Lifelong learning begins at a very young age and Lakehead Public Schools is committed to providing the best learning opportunities for all students as they begin their schooling in JK and as they progress through all grades.

Respectfully submitted,

KALI BERNST  
Kindergarten Resource Teacher

ROBIN TABOR-JOHN  
Elementary 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 DEC 14

**MEMBERS PRESENT:**

Theresa Graham-Horton (Chair)  
Miranda Myers (Vice Chair)  
Marg Arnone

Pat Johansen  
Sheila Marcinyshyn  
Carmen Michon

**ABSENT WITH REGRET:**

Tammy Bobyk  
Susan Ritch  
Laura Sylvestre

**ABSENT:**

Mike Otway  
Colleen Valiquette

**OTHERS PRESENT:**

Darryl Fawcett  
Colleen Kappel  
Andrea Pugliese

1. **Call to Order**

Colleen Kappel, Superintendent of Education, called the meeting to order at 6:05 p.m.

2. **Election of Chair**

Colleen Kappel, Superintendent of Education, explained the process for electing a Chair of SEAC and introduced the Scrutineers, Andrea Pugliese, Special Education Officer, and Eileen Haven, Executive Secretary, who would oversee an election, if necessary. As there were no pre-nominations for the position of Chair, Superintendent Colleen Kappel called for nominations from the floor. Trustee Marg Arnone nominated Theresa Graham-Horton for the position of Chair. Theresa Graham-Horton accepted the nomination. Superintendent Colleen Kappel called for nominations from the floor three times. There were no further nominations.

Motion to Close Nominations

Moved by Miranda Myers

Seconded by Trustee Marg Arnone

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

CARRIED

Theresa Graham-Horton was acclaimed as Chair of SEAC and assumed the Chair.

3. Election of Vice Chair

Chair Theresa Graham-Horton announced that there were no pre-nominations for the position of Vice Chair. Chair Theresa Graham-Horton called for nominations for the position of Vice Chair of SEAC. Trustee Marg Arnone nominated Miranda Myers for the position of Vice Chair. Miranda Myers accepted the nomination. Chair Theresa Graham-Horton called for additional nominations from the floor three times. There were no further nominations.

Motion to Close Nominations

Moved by Trustee Pat Johansen

Seconded by Trustee Marg Arnone

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

CARRIED

Miranda Myers was acclaimed as Vice Chair of SEAC.

4. Approval of the Agenda

Moved by Trustee Pat Johansen

Seconded by Sheila Marcinyshyn

*"THAT the agenda for the December 14, 2011 SEAC meeting be approved."*

CARRIED

5. Declarations of Conflict of Interest

There were no declarations of conflict of interest.

6. Presentations

6.1 Teacher Leadership Learning Program (TLLP) – Anxiety Project  
– Darryl Fawcett

Darryl Fawcett, Teacher at Whitefish Valley Public School, and lead on the TLLP – Anxiety Project, provided information and a SMART Board presentation on the Anxiety Project. Also shown were the Anxiety Project



Toolkits that will be distributed to all schools. Questions from members were addressed.

7. Approval of Minutes

Moved by Sheila Marcinyshyn

Seconded by Trustee Pat Johansen

*"THAT the minutes of the November 16, 2011 SEAC meeting be approved."*

CARRIED

8. Business Arising From The Minutes

8.1 Special Olympics Request

Colleen Kappel, Superintendent of Education, provided information to members on the status of the Special Olympics request. A draft letter to Special Olympics Ontario was presented to SEAC for their input. Members, by consensus, approved the letter to be sent once the Board approves the request.

8.2 Special Education Policy 5010 Review

Andrea Pugliese, Special Education Officer, reviewed the input provided by SEAC at the November 16, 2011 meeting. Minor changes were made. Policy input from Susan Blekkenhorst to the Special Education Policy was reviewed. The draft input will be forwarded to the Board.

Moved by Trustee Marg Arnone

Seconded by Trustee Pat Johansen

*"THAT SEAC approve the input to the Special Education Policy and Procedures 5010 and forward the input to the Board for consideration."*

CARRIED

9. Correspondence

Colleen Kappel, Superintendent of Education, reviewed the correspondence received. The correspondence folder was distributed to members for their perusal.

10. Advocacy Tracking

The advocacy tracking template was circulated for completion by members.

11. Equity and Inclusive Education

11.1 Equity and Inclusive Education Action Plan

Colleen Kappel, Superintendent of Education, reviewed the Equity and Inclusive Education Action Plan with members. Chair Theresa Graham-

Horton inquired if a presentation on the Anti-Homophobia training could come forward to SEAC at a future meeting.

11.2 Parent/Community Session with Dick O'Brien – May 8, 2012

Colleen Kappel, Superintendent of Education, provided information to members on guest speaker Dick O'Brien who will be presenting to the Youth Embracing Diversity in Education (YEDE) conference on May 7, 2012, and will also present to parents/community on May 8, 2012. Mr. O'Brien's website, *The Resilient Journey*, was reviewed. During discussion, members, by consensus, agreed to have Colleen Kappel, Superintendent of Education, complete and submit the Parent Involvement Committee Funding Opportunity request of \$750.00 on behalf of SEAC to co-sponsor Mr. O'Brien's parents/community event on May 8, 2012.

12. Information and Inquiries

12.1 Chair Theresa Graham-Horton, informed members that Children's Centre Thunder Bay (CCTB) has received funding to operate counseling support programs in all high schools. CCTB is presently working with Thunder Bay school boards to roll out the program.

13. 2011-2012 SEAC Budget

The status of the 2011-2012 SEAC budget was provided to members.

14. Policy Review

The next round of policies under review was provided to members.

15. Board Update

Trustee Marg Arnone, provided information to SEAC members on the following Board Meetings:

November 22, 2011 Regular Board Meeting

Items addressed at this meeting included:

- 2012 Tax Levy By-Law
- Long Term Financing Agreement By-Law
- Student Transportation of Thunder Bay Report
- Multi-Year Capital Plan Report
- Assessment & Evaluation Report
- Approval of Policies
- Appointments to the Special Education Advisory Committee
- Recommendation From The Aboriginal Education Advisory Committee
- Appointments to the Parent Involvement Committee

December 6, 2011 Annual Board Meeting

Items addressed at this meeting included:

- Election of Chair, Vice Chair and Coordinating Committee Member and Alternate
- Aboriginal Education Advisory Committee Annual Report
- Thunder Bay Public Library Annual Report
- Special Education Advisory Committee Annual Report
- Parent Involvement Committee Annual Report
- Audit Committee Annual Report
- Director's Annual Report
- Trustee Appointments to Board Committees

16. Adjournment

Moved by Trustee Pat Johansen

Seconded by Sheila Marcinyshyn

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

CARRIED

LAKEHEAD DISTRICT SCHOOL BOARD

**MINUTES OF PARENT INVOLVEMENT COMMITTEE**

Board Room  
Jim McCuaig Education Centre

2011 DEC 05

**MEMBERS PRESENT:**

Marg Arnone  
Serena Essex  
Nathalie Ferguson  
Kelly Gallagher  
Vishnu Kowlessar  
Laura Macgowan

Laurel Moir  
Miranda Myers  
Sharlene Neill-Nugent  
Susie Splett  
Sheila Stewart

**RESOURCE:**

Charles Bishop, Education Officer  
Catherine Siemieniuk, Director of Education

**GUESTS:**

Gerry Leach  
Lori Lukinuk  
Jenn Davis, School Council Chair, Crestview Public School

**MEMBERS ABSENT, WITH REGRET:**

Gail Iwanonkiw

1. **Call to Order**

Catherine Siemieniuk, Director of Education, called the meeting to order and welcomed those in attendance and everyone introduced themselves. Director Siemieniuk spoke briefly about the new PIC by-laws, provided an overview of the Board's website, and shared a Ministry of Education document about Parent Involvement Committees. More extensive orientation for new members will be provided at the January meeting after the remainder of the committee has been appointed.

2. **Election of Parent Involvement Committee Chair**

Director Siemieniuk called three times for nominations for the position of Chair of the Parent Involvement Committee. Laura Macgowan nominated Kelly Gallagher and Kelly accepted the nomination. By acclamation, Kelly Gallagher was declared Chair of the Parent Involvement Committee.

3. **Election of Parent Involvement Committee Vice Chair**

Director Siemieniuk called three times for nominations for the position of Vice Chair of the Parent Involvement Committee. Sheila Stewart nominated Vishnu Kowlessar and Vishnu Kowlessar nominated Sheila Stewart for the position. Vishnu Kowlessar declined the nomination. Sheila accepted the nomination and, by acclamation, was declared Vice Chair of the Parent Involvement Committee.

4. Disclosure of Conflict of Interest

There were no disclosures of conflict of interest.

5. Confirmation of Minutes – October 3, 2011

Sheila Stewart noted that, in reference to Item 6, the email to School Council Chairs about input to the Video Surveillance policy and procedures was also sent to Principals. Director Siemieniuk responded that it is common practice that any emails sent to School Councils are copied to Principals.

The minutes were confirmed by consensus.

6. Input to Policy & Procedures 6070 Video Surveillance

Director Siemieniuk reported that the deadline for input to the Video Surveillance policy and procedures has been extended to December 14, and she introduced Charles Bishop, Education Officer, who presented the policy and procedures. Members' questions were addressed and input was provided.

7. People for Education Annual Conference

Vishnu Kowlessar reported on his attendance at the People for Education Annual Conference that was held in Toronto on November 5 and 6, 2011. The conference theme was "Making Connections", the keynote speaker spoke about education in Finland, and workshops focused on mental health, early learning, and improving parent engagement. Vishnu reported that he observed that all PIC's were at different stages in their development and that the key to their success is communication to the broader group and to respective School Councils.

Sheila Stewart offered to provide members with the conference video links and Vishnu will send a copy of his notes to members.

8. Fall Event Feedback

Director Siemieniuk presented the feedback from the November 7 "Making Connections" event that was held at Hammarskjold High School. Kelly Gallagher noted that the feedback is used in planning future events and commented that bullying was identified as a future topic by a number of respondents.

Kelly also shared a draft communiqué that summarizes the event. Feedback will be included in the document and it will be sent to School Council Chairs and Principals via email. She invited suggestions for inclusion in the communiqué.

9. 2011-2012 Work Plan

Director Siemieniuk presented an outline of an action plan that is aligned to the committee purpose identified in the PIC by-laws. She suggested a committee be struck. Kelly Gallagher, Laura Macgowan, and Sheila Stewart volunteered to be part of the committee. A one-hour meeting will be scheduled before the Christmas break.

10. Appointments to the Parent Involvement Committee

Director Siemieniuk reported that two teachers have volunteered to serve as representatives on PIC. Nicole Walter Rowan and Robin Tabor-John (alternate) will be recommended as PIC's 2011-2012 teacher representatives at the next Regular Board meeting.

In reference to the community representative positions, Director Siemieniuk reported that four applications were received. In accordance with the PIC by-laws, up to three community representatives can be recommended for appointment. PIC members confirmed their desire to have three members for 2011-2012. Criteria was developed as follows:

- Not representative of the same community organization or association
- Fulfills a skill or area of need that is not represented on the current committee as determined by the committee
- Linked to school – family success

By consensus, PIC agreed that the Mary Lahti, Gerry Leach, and Angela Meady will be recommended as PIC's 2011-2012 community representatives at the next Regular Board meeting.

Sheila Stewart noted that two School Council Alternate representative positions remain vacant.

11. Education Success Workshop

Director Siemieniuk shared information about an advertised workshop to be held in Thunder Bay in February. The Director will continue to explore costs and additional information.

12. Aboriginal Education Advisory Committee (AEAC) Report

Serena Essex reported on the AEAC work plan, recent David Bouchard speaking engagements in partnership with the Friendship Centre, and the next meeting scheduled on December 15.

Serena noted correspondence received from Beverley White-Kokeza requesting a leave of absence until September 2012. She will ask at the next AEAC meeting if another person would be interested in serving on PIC and will report further at the next meeting.

13. Special Education Advisory Committee (SEAC) Report

Miranda Myers reported that she was absent from the last SEAC meeting and will provide a report at the next PIC meeting.

14. Director's Report

Catherine Siemieniuk, Director of Education, noted that the Operational Plan will be reviewed during orientation at the next meeting.

Director Siemieniuk also spoke about the Director's Annual Report, the PIC Annual Report, enrolment, capital projects, the Kindergarten video, Kindergarten registration

night at the Valhalla Inn on February 6, school climate surveys, and the David Bouchard event for parents.

The Director also shared that the annual School Year Calendar planning process will start soon and that the School Year Calendar Committee will be looking for a PIC volunteer to serve on the committee. Susie Splett volunteered to be the PIC representative on the School Year Calendar Committee.

The Director shared a thank you letter from Kids Help Phone for the donation from the Max Valiquette event. Also recently received were two DVD's of *The Capsule Family Gets Involved* videos. These videos have been shared with PIC at past meetings and will be shared with Principals at future Operations meetings. The link to the videos will be posted to the website. The videos were also suggested to be used at future PIC meetings when School Council Chairs are invited for the first portion of the meeting.

15. OSTA-AECO Ontario Student and Parent Survey Results

Director Siemieniuk shared the executive summary of the report. The link to the survey results will be emailed to PIC members. Sheila Stewart noted that Northwestern Ontario was not well represented in the survey.

16. 2012 Budget

Director Siemieniuk reported that \$10,812 was carried forward from 2011 for a tip sheet campaign including newspaper and radio ads, a pop-up poster promoting parent engagement, and a resource that will define the roles of PIC, AEAC and SEAC for parents.

Up to \$750 will be allocated to AEAC and SEAC for this year. Letters will be sent to AEAC and SEAC Chairs inviting the committees to submit an application for funding. Sheila Stewart asked if PIC should inquire if this would fit the Ministry's mandate for PIC's.

The remainder of the funds will be allocated through the action plan.

17. Other Business

Sheila Stewart inquired about school climate surveys. Director Siemieniuk will bring more information to the next meeting.

18. Next Meeting Date

The next meeting will be held Monday, January 16, 2012 at 6:30 p.m. in the Board Room.

The action plan ad hoc committee will also provide a list of suggested meeting dates for PIC's consideration at the next meeting.

19. Adjournment

The meeting adjourned at 8:57 p.m.

LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2012 JAN 24  
Report No. 017-12

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

RE: RECOMMENDATIONS FROM THE STANDING COMMITTEE

Background

The following reports were received at the Standing Committee Meeting of January 10, 2012 and have been referred to the Board for approval. The recommendations are as follows:

**POLICY REVIEW - 5010 SPECIAL EDUCATION POLICY AND PROCEDURES (010-12)**

It is recommended that Lakehead District School Board approve Special Education Policy 5010, Appendix A1 to Report No. 017-12.

**POLICY REVIEW - 6022 KINGFISHER OUTDOOR EDUCATION POLICY AND PROCEDURES (011-12)**

It is recommended that Lakehead District School Board approve Kingfisher Outdoor Education Policy 6022, Appendix B1 to Report No. 017-12.

**POLICY REVIEW - 6070 VIDEO SURVEILLANCE POLICY AND PROCEDURES (014-12)**

It is recommended that Lakehead District School Board approve Policy 6070 Video Surveillance, Appendix C1 to Report No. 017-12.

Respectfully submitted,

KAREN WILSON  
Chair  
Standing Committee



DRAFT – January 24, 2012

**SPECIAL EDUCATION POLICY****5010**1. Rationale

Lakehead District School Board believes in the ability of every student to learn and to benefit from learning. Lakehead District School Board believes that every student has the right to an instructional program appropriate to their individual needs, within the spectrum of services defined and described in the Special Education Plan.

2. Policy

It is the policy of Lakehead District School Board to provide education for all students with special needs as defined by the Ontario Education Act and Regulations.

3. Guiding Principles

- 3.1 Lakehead District School Board supports the following guiding principles for the education of students with special needs developed in consultation with parents/guardians, the Special Education Advisory Committee (SEAC) and other appropriate organizations.

There shall be **a focus on:**

- a) ~~A focus on~~ **The** whole child;
- b) ~~A focus on~~ **Equitable** and inclusive education;
- c) High expectations for all students;
- d) ~~An emphasis on~~ **Early** identification and intervention;
- e) A continuum of services;
- f) Partnerships with parents, teachers, professional staff and the community supported by ongoing communication;
- g) Support for teachers to develop the necessary skills and teaching strategies to teach all students; and
- h) A range of learning opportunities designed to meet the needs of each student.

- 3.2 Lakehead District School Board shall establish processes to ensure that **all** students needs are met by providing:

- a) A continuum of program options, **which are periodically reviewed by the Board.** ~~to meet the needs of all students; which are periodically reviewed by the Board;~~

# SPECIAL EDUCATION PROGRAM & SERVICES

**5000**

Appendix A1 to  
Report No. 017-12

DRAFT – January 24, 2012

## SPECIAL EDUCATION POLICY

**5010**

- b) Student/teacher ratios as required under the Ontario Education Act for the different exceptionalities;
- c) Fair access to specialized programs;
- d) Integration experiences within the school;
- e) ~~Ongoing and appropriate assessment to inform instruction and learning goals;~~
- e) Consistent Identification, Placement and Review Committee (IPRC) processes; and
- f) Assessment and evaluation procedures consistent with the Individual Education Plan (IEP) and Policy 4021, Assessment and Evaluation, and related procedures.

### 4. Fiscal Responsibility

Lakehead District School Board is committed to providing services for all students within the context of available Board resources and subject to budget review and approval.

### 5. Review

This policy shall be reviewed according to Policy Development and Review Policy 2010.

<u><b>Cross Reference</b></u>	<u><b>Date Approved</b></u>	<u><b>Legal Reference</b></u>
Lakehead District School Board Special Education Plan <b><i>Policy and Procedure 1021, Equity and Inclusive Education</i></b> Policy and Procedures 3040, Transportation <b><i>Policy and Procedures 4021, Assessment and Evaluation</i></b>	February 25, 2003  (Consolidation of 5010, 5020, 5021, 5040)  Reviewed by _____	Ontario Education Act

<p><b>SPECIAL EDUCATION PROGRAM &amp; SERVICES</b></p> <p>DRAFT – January 24, 2012</p> <p><b>SPECIAL EDUCATION PROCEDURES</b></p>	<p><b>5000</b></p> <p>Appendix A2 to Report No. 017-12</p> <p><b>5010</b></p>
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1. Policy

It is the policy of Lakehead District School Board to provide education for all students as defined by the Ontario Education Act and Regulations.

2. Special Education Plan

2.1 Specific information regarding programs and procedures for special education students are described in the Lakehead District School Board Special Education Plan available on the Board Web Site: [www.lakeheadschoools.ca](http://www.lakeheadschoools.ca) > “Special Ed Plan”. The Special Education Plan embodies the guidelines for special education at Lakehead District School Board.

2.2 As required under the Ontario Education Act, the Special Education Plan of Lakehead District School Board shall be reviewed annually in accordance with Ministry of Education guidelines and under the direction of the Superintendent of Education responsible for Special Education.

3. Board Responsibilities

Lakehead District School Board shall:

3.1 Ensure that parents/guardians of each student with special needs are consulted with regard to the assessment, identification, placement and review of each student. Students who have reached the age of 16 years shall also be invited to an IPRC. Through parental/guardian consultation, students below the age of 16 years may be invited.

3.2 Prepare, adopt and implement an Individual Education Plan (IEP) in accordance with current Ministry of Education regulations to define and create programs and services for students with special needs.

4. Definitions

**4.1 Students with Special Needs**

***For the purpose of this policy and procedures, “student with special needs” refers to a student who has been identified as exceptional through the Identification Placement and Review Committee process, a student with Individual Education Plans and any other student who requires special education services.***

<p><b>SPECIAL EDUCATION PROGRAM &amp; SERVICES</b></p> <p>DRAFT – January 24, 2012</p> <p><b>SPECIAL EDUCATION PROCEDURES</b></p>	<p><b>5000</b></p> <p>Appendix A2 to Report No. 017-12</p> <p><b>5010</b></p>
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4.2 Exceptional Students

Those whose behavioural, communication, intellectual, physical or multiple exceptionalities are such that the student meets the definition of Exceptional according to the current Ministry of Education definitions.

4.3 Special Education Program

An ongoing program accommodated or modified by the results of continuous assessment and evaluation. It includes a plan containing specific objectives and an outline of educational services and equipment that meet the needs of the ~~exceptional~~ student.

4.4 Support Personnel

Includes specialized teachers and **other** professionals as detailed in the Special Education Plan who will assist in identifying student needs, placement decisions, planning special education programs and the review process, as well as providing direct service to students, their teachers and their parents/guardians.

4.5 IEP

An Individual Education Plan for students which sets out the educational goals, expectations, the special education programs, services and assessment methods.

4.6 IPRC (Identification, Placement and Review Committee)

A process to identify students as exceptional and to determine suitable placement. The committee consists of a minimum of three voting members. One member must be of the following; a principal/designate employed by the Board, a Supervisory Officer/designate employed by the Board, or a Supervisory Officer employed by another Board and whose services are provided by a Minister of Education-approved agreement with another Board.

5. Programming for Students with Special Needs

5.1 Ministry of Education curriculum and policy documents provide the basis for programs for students with special needs.

5.2 Special Education Services including support personnel, resources, equipment, materials and appropriate programming, shall be provided within the financial resources of Lakehead District School Board.

# SPECIAL EDUCATION PROGRAM & SERVICES

**5000**

Appendix A2 to  
Report No. 017-12

DRAFT – January 24, 2012

## SPECIAL EDUCATION PROCEDURES

**5010**

6. Staff Development

Opportunities for Professional Development to support students with special needs shall be provided to elementary and secondary staff within the financial resources of the Board.

7. Transportation

Appropriate home-to-school transportation shall be provided for students with special needs who meet the criteria outlined in Policy 3040, Transportation, section 16.0 of the Special Education Plan, and Ministry of Education policy.

8. These procedures shall be reviewed in accordance with Policy Development and Review Policy 2010.

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
Lakehead District School Board Special Education Plan <b><i>Policy and Procedure 1021, Equity and Inclusive Education</i></b> Policy and Procedures 3040, Transportation <b><i>Policy and Procedures 4021, Assessment and Evaluation</i></b>	February 25, 2003  (Consolidation of 5010, 5020, 5021, 5040)  Reviewed by _____	Ontario Education Act

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February 25, 2003

# STUDENT SERVICES

DRAFT – January 24, 2012

6000

Appendix B1 to  
Report No. 017-12

## KINGFISHER OUTDOOR EDUCATION POLICY

6022

### 1. Rationale

Lakehead District School Board recognizes the importance of outdoor education experiences for its students. The Kingfisher Lake Outdoor Education Centre provides unique opportunities for students and teachers of Lakehead Public Schools to experience a variety of curriculum- related outdoor and environmental education activities.

### 2. Policy

It is the policy of Lakehead District School Board to support the participation of students and teachers in outdoor education and environmental programs at the Kingfisher Lake Outdoor Education Centre (the Centre) under the auspices of the Kingfisher staff.

### 3. Philosophy of Operation

- 3.1 The underlying purpose of the operation of the ~~Kingfisher Lake Outdoor Education~~ **the** Centre is to instill in the student an awareness and appreciation of the natural environment.
- 3.2 Programs at the Centre focus on natural science study, outdoor skills, and social learning experiences to support the Ontario Curriculum.
- 3.3 For all activities, the main resource is the natural environment. This necessitates the preservation of the environs of the Centre in as natural a state as possible. Therefore, the maintenance of the area is the cooperative responsibility of all.
- 3.4 Elementary students shall have the opportunity to participate in at least one Day Program in the primary level and one Residential Program between Grade 5 and Grade 8. Bookings for secondary students are filled as requested.
- 3.5 Every effort will be made to include **all** students ~~with exceptionalities~~ for participation in Kingfisher programs.
- 3.6 Participation in all Kingfisher programs is voluntary and subject to parental approval.
- 3.7 Lakehead District School Board supports the limited use of the Centre by community groups. The needs of the students of the Board as well as environmental considerations will determine the extent to which the Centre will be available to outside users.
- 3.8 Weekend and holiday use by school staff and students shall be covered by Policy and Procedures 6020, Extended Field Trip.

# STUDENT SERVICES

DRAFT – January 24, 2012

**6000**

Appendix B1 to  
Report No. 017-12

## KINGFISHER OUTDOOR EDUCATION POLICY

**6022**

3.9 Alcoholic beverages, smoking and pets are not permitted on-site.

3.10 Lakehead District School Board employs fully qualified personnel at the Centre.

### 4. Review

This policy shall be reviewed according to Policy Development and Review Policy 2010.

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
Policy and Procedures 6020, Extended Field Trip	November 1985	
Policy and Procedures 8011, Use of School Buildings, Facilities and Grounds	<u>Date Revised</u>  June 24, 2003  Reviewed by _____	

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June 24, 2003  
(Supersedes November 1985)

**DRAFT – January 24, 2012****KINGFISHER OUTDOOR EDUCATION  
PROCEDURES****6022****1. Policy**

It is the policy of Lakehead District School Board to support the participation of students and teachers in outdoor education and environmental programs at the Kingfisher Lake Outdoor Education Centre (the Centre) under the auspices of the Kingfisher staff.

**2. Definitions****2.1 Day Program**

A single day excursion to the Centre. Day Programs are available for Senior Kindergarten to Grade 12 classes.

**2.2 Residential Program**

Normally, a three-day/two-night visit to the Centre. Residential Programs are available for Grades 5-12 classes.

**2.3 Independent Day Program**

A day visit to the Centre is booked by the classroom teacher on an available day after regular bookings have been completed. The Independent Day Program is approved by Kingfisher staff but is not conducted or supervised by the staff. School staff is on-site and available for emergencies and supervision.

**2.4 External/Weekend Program**

A Day or a Residential Program offered by a school or community group at the Centre. Bookings are available on a limited basis and under clearly defined conditions.

**2.5 Supervisor**

An individual who has reached the age of 18 years and who has agreed to assist in the supervision of a group of students. At least one supervisor must be a teacher employed by Lakehead District School Board.

**3. Guidelines**

3.1 All Kingfisher programs shall have curricular relevance.

3.2 Programs shall be planned by the classroom teacher in consultation with Kingfisher staff.

3.3 Elementary students should have the opportunity to participate in at least one day program and one residential between Senior Kindergarten and Grade 8.



**DRAFT – January 24, 2012****KINGFISHER OUTDOOR EDUCATION  
PROCEDURES****6022**

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- 3.3.1 It is intended that every student should have the opportunity to participate in at least one day program between Senior Kindergarten and Grade 6.
- 3.3.2 It is intended that every student should have the opportunity to participate in at least one residential program between Grade 5 and Grade 8.
- 3.3.3 Every effort will be made to include **all** students ~~with exceptionalities~~ for participation in Kingfisher programs.  
  
The decision will be made by the Principal in consultation with the classroom teacher and parent/guardian. The school in partnership with the parent/guardian will be responsible for any additional supervision or care required for individual students.
- 3.3.4 The Principal, in consultation with the teacher and the parent/guardian, may exclude a pupil from participation in a particular trip.
- 3.4 Parents/guardians shall receive a program outline and consent form for the program prior to the visit.
- 3.5 Schools shall be responsible for any willful damages or losses to Kingfisher facilities and equipment caused by students during a Day or Residential Program.

**4. Bookings**

- 4.1 Kingfisher staff will determine on an annual basis the number of days allocated to each school for Day and Residential Programs.
- 4.2 The Principal, in consultation with the classroom teachers involved, will complete all booking request forms and return them to the Kingfisher Office by the required date.
- 4.3 Kingfisher staff will coordinate specific attendance dates for Day and Residential Programs based on the following criteria and conditions:
  - 4.3.1 Preferences of the school.
  - 4.3.2 Availability of days.
  - 4.3.3 Grade level and nature of requested activities.
  - 4.3.4 Winter Day programs are reserved for classes in Grades 5 to 12.
- 4.4 After the school year bookings have been completed, any available days may be booked by individual teachers with the approval of the Principal.

**DRAFT – January 24, 2012****KINGFISHER OUTDOOR EDUCATION  
PROCEDURES****6022****5. Responsibilities****5.1 Principals**

It is the responsibility of the Principal to:

- 5.1.1 Ensure that booking requests are completed and returned to the Kingfisher Office by the required date.
- 5.1.2 Ensure that each child has the opportunity to attend at least one Day Program and one Residential Program between Senior Kindergarten and Grade 8.
- 5.1.3 Ensure that secondary teachers are aware of the opportunity to book classes at the Centre.
- 5.1.4 Ensure that all students participating in canoeing have achieved the Small Craft Safety Award and that this information is entered on their student record.
- 5.1.5 Designate appropriately which classes will participate in Kingfisher programs during the school year.
- 5.1.6 Ensure that the program designed by the classroom teacher in consultation with the Kingfisher staff is relevant to the curriculum.
- 5.1.7 Ensure that all supervisors participating in a Residential Program have a current Police Record Check (PRC) with current declaration.
- 5.1.8 Ensure that all necessary arrangements have been made and that supervision is provided according to Section 6.
- 5.1.9 Ensure that transportation arrangements are made in accordance with Policy 3040, Transportation.
- 5.1.10 Ensure that one designated vehicle, with at least the minimal public liability insurance coverage stipulated in the Transportation Policy 3040, is on-site at all times during Residential Programs to be used in case of emergency.
- 5.1.11 Arranges for reimbursement to the Centre for any willful damages or losses to Kingfisher facilities and equipment, caused by the students during the program, as reported to the Principal by the Kingfisher staff.

**DRAFT – January 24, 2012****KINGFISHER OUTDOOR EDUCATION  
PROCEDURES****6022****5.2 Classroom Teacher**

It is the responsibility of the classroom teachers of those classes designated by the Principal to participate in Kingfisher programs to:

- 5.2.1 Meet with Kingfisher staff to plan a program which is relevant to the curriculum, and meets the needs and interests of the students.
- 5.2.2 Be familiar with the Kingfisher site prior to a Residential visit.
- 5.2.3 Inform parents/guardians of any special provisions required for the visit.
- 5.2.4 Inform the Principal and Kingfisher staff of any health, behaviour, or special needs of students.
- 5.2.5 Provide parents/guardians with an outline of the program to be conducted at Kingfisher.
- 5.2.6 Ensure that parent/guardian consent forms are completed in advance of the trip by parents/guardians of all students under 18 years of age.
- 5.2.7 Ensure that any medical conditions or behaviour problems which may limit or restrict a student's ability to participate fully in the program are reported to Kingfisher staff during the planning session.

**5.3 Students**

It is the responsibility of all students to abide by the school's and Kingfisher's Code of Conduct.

**5.4 Kingfisher Staff**

It is the responsibility of Kingfisher staff to:

- 5.4.1 Make arrangements for any special certification required for activities scheduled during the school day.
- 5.4.2 Determine the maximum class size for any Day or Residential Program.

**DRAFT – January 24, 2012****KINGFISHER OUTDOOR EDUCATION  
PROCEDURES****6022**

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6. Supervision

Supervisors will exhibit appropriate behaviour and require appropriate behaviour of their students in accordance with the school's and Kingfisher's Code of Conduct.

## 6.1 Day Programs

## 6.1.1 Elementary

There will be a minimum of one teacher and two other supervisors, excluding Kingfisher staff, to accompany each elementary class.

## 6.1.2 Secondary

There will be a minimum of one teacher to accompany each secondary school class.

## 6.1.3 The supervisor/student ratio is:

JK-Grade 3: 1:10

Grades 4-8: 1:15

Grades 9-12: 1:30

## 6.2 Residential Programs

## 6.2.1 Elementary

There will be a minimum of three supervisors, at least one of whom must be a teacher, on site at all times for elementary Residential Programs.

## 6.2.2 Secondary

There will be a minimum of two supervisors, at least one of whom must be a teacher, on-site at all times for secondary Residential Programs.

## 6.2.3 The supervisor/student ratio is:

Grades 5-8: 1:10

Grades 9-12: 1:15

## 6.2.4 Where male students are included it is required that at least one male supervisor accompany the group. Where female students are included it is required that at least one female supervisor accompany the group.

# STUDENT SERVICES

DRAFT – January 24, 2012

## KINGFISHER OUTDOOR EDUCATION PROCEDURES

**6000**

Appendix B2 to  
Report No. 017-12

**6022**

6.2.5 Kingfisher staff will be considered as supervisors during the school day.

6.2.6 There must be one teacher or supervisor on-site at all times with Red Cross Standard First Aid qualifications, St. John Ambulance Standard First Aid, or the equivalent.

### 7. Swimming

Swimming is not permitted for Day and Residential Programs at the Centre.

### 8. Canoe Activities

- 8.1 Canoeing is an optional activity. Students may be exempted from canoeing by parents, teachers, Principals, or Kingfisher staff.
- 8.2 Students may be introduced to canoe instruction in late Grade 5 (May or June). All students participating in canoeing must take the Small Craft Safety Course prior to arriving for their Kingfisher experience. In addition, students will receive safety and skills training on-site as outlined in Appendix A.
- 8.3 Students who do not participate in canoeing safety and skills are not permitted to participate in on-water canoeing activities.
- 8.4 During canoe instruction and activities, all participants must wear personal flotation devices, (PFDs) which are approved by Transport Canada.
- 8.5 To instruct canoeing at the Centre, instructors must have an Ontario Recreation Canoe Association Flatwater Instructor qualification or equivalent.
- 8.6 Ratios
  - 8.6.1 Elementary students shall have an instructor/student ratio of 1:16 with one additional supervisor for every 10 students.
  - 8.6.2 Secondary students shall have an instructor/student ratio of 1:16 with one additional supervisor for every 15 students.

### 9. Costs

- 9.1 The cost of all transportation will be assumed by the school.
- 9.2 A fee will be charged for participation in Kingfisher programs, established annually in accordance to Fees for Learning Materials and Activities Policy 8010.

**DRAFT – January 24, 2012****KINGFISHER OUTDOOR EDUCATION  
PROCEDURES****6022**

- 9.3 Supervision of students not participating in Kingfisher programs is the responsibility of the school.

10. Community Use

- 10.1 The Centre will be made available for community use at the discretion of the Kingfisher staff.

10.1.1 Any user group not under the auspices of Lakehead District School Board must meet the current insurance standards as outlined in Procedures 8011, Use of School Buildings, Facilities and Grounds.

10.1.2 All community bookings will be of a low environmental impact nature.

10.2 Instruction/Supervision

10.2.1 The user group will provide to Kingfisher staff a detailed written outline of activities planned at the Centre for the group.

10.2.2 The user group will be responsible for covering costs of instruction/supervision of their program.

10.2.3 It is the responsibility of Kingfisher staff to provide an on-site, pre-use orientation to first time user groups.

10.2.4 All outside user groups must follow the supervisor ratios of this Policy as a minimum requirement (Section 6).

10.2.5 User groups are responsible for their own emergency procedures and first aid coverage.

- 10.3 A fee will be charged for use of the *Centre*. This charge will be established on an annual basis.

10.4 Canoeing

10.4.1 All participants must wear approved Ministry of Transportation PFDs during all canoeing activities.

10.4.2 Canoeing instruction and activities with youth will meet the supervision and instruction ratios stated in 8.6.

# STUDENT SERVICES

DRAFT – January 24, 2012

## KINGFISHER OUTDOOR EDUCATION PROCEDURES

**6000**

Appendix B2 to  
Report No. 017-12

**6022**

### 11. Review

These procedures shall be reviewed in accordance with Policy Development and Review Policy 2010.

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
Policy and Procedures 3040, Transportation	November 1985	_____
Policy and Procedures 6020, Extended Field Trip	<u><b>Date Revised</b></u>	_____
Policy and Procedures 8010, Fees for Learning Materials and Activities	June 24, 2003	
Policy and Procedures 8011, Use of School Buildings, Facilities and Grounds	Reviewed by: _____	

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June 24, 2003  
(supersedes November 1985)

## **MATERIAL TO BE COVERED IN CLASS BEFORE CANOEING AT KINGFISHER**

1. Canoes and Paddles
  - parts of a canoe
  - parts of and different style of paddles
  - proper sizing of a paddle
2. Life jackets and PFD's
  - differences between the two
  - why they must be worn
  - how to properly fit and wear them
  - how to care for them
3. Safety Equipment
  - what is required
  - how and when they are used
4. Clothing and Other Incidentals
  - proper clothing
  - sunglasses and sunscreen
  - bring your medications
  - things to make your paddle more pleasant ie: binoculars, snacks, etc.
5. Where Are You Going?
  - plan your route
  - tell someone where you are going and when you intend to come back
6. Weather and Water Conditions
  - what situations can weather conditions create
  - where to get weather forecasting information
  - recognizing a weather change
  - what to do if the weather changes
  - air and water temperature
7. Risks of Canoeing
  - know your limits
  - hypothermia
  - drowning
  - being overdue
8. Benefits of Canoeing
  - physical fitness
  - being outside
  - being in the natural environment
  - having the opportunity to cooperatively work with others
  - a chance to plan an activity
  - a challenging activity that can be met and will boost confidence



# STUDENT SERVICES

DRAFT – JANUARY 24, 2012

**6000**

Appendix C1 to  
Report No. 017-12

## VIDEO SURVEILLANCE POLICY

**6070**

1. Rationale

Lakehead District School Board has the responsibility to ensure the safety and security of students, and the protection of Board property.

2. Policy

It is the policy of Lakehead District School Board to utilize video surveillance on school board property where it has been demonstrated that there is a need for surveillance, to ensure the safety of students and staff, as deterrent to negative behaviour (i.e., theft or vandalism), and to monitor unauthorized individuals on Board property.

3. Guiding Principles

- 3.1 Cameras will only be used when the Administration in each building has indicated that surveillance is necessary.
- 3.2 Cameras will only be used for intended purpose.
- 3.3 Schools will ensure that proper procedures are followed regarding disclosure, retention, disposal and security of video surveillance records.
- 3.4 Camera locations will be authorized by the Principal in conjunction with the Board Administration, and will be located only in those areas where it has been determined that surveillance is necessary.
- 3.5 The Board shall maintain control of, and responsibility for the video surveillance system at all times.
- ~~3.6 The Board will communicate to parents, staff and students as to the installation of the video surveillance prior to implementation.~~

4. Review

***This policy shall be reviewed according to Policy Development and Review Policy 2010.***

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
	February 22, 2005	

**DRAFT – JANUARY 24, 2012****VIDEO SURVEILLANCE PROCEDURES****6070****1. Policy**

It is the policy of Lakehead District School Board to utilize video surveillance on school board property where it has been demonstrated that there is a need for surveillance, to ensure the safety of students and staff, or as a deterrent to negative behaviour (i.e., theft or vandalism), and to monitor unauthorized individuals on Board property.

**2. Definitions**

For the purpose of this policy and corresponding procedures:

- 2.1 Personal information will be collected and disclosed in accordance with the Municipal Freedom of Information and Protection of Privacy Act and the Ontario Human Rights Code.
- 2.2 Video Surveillance System refers to a video, physical or other mechanical, electronic or digital surveillance system or device that enables continuous or periodic video recording, observing or monitoring of individuals in school buildings and on school premises.
- 2.3 Record means any information, however recorded, whether in printed form, on film, by electronic means or otherwise, and includes; a photograph, a film, a microfilm, a videotape, a machine-readable record and any record that is capable of being produced from a machine-readable record.

**3. Guiding Principles**

- 3.1 Cameras will only be used when the Administration in each building has indicated that surveillance is necessary.

- 3.1.1 In determining the need for surveillance, Administration may consider the following:

- a history of incidents
    - the physical circumstances of the school
    - whether surveillance would be effective in dealing with or preventing future incidents

- 3.2 Cameras will only be used for the intended purpose.

- 3.2.1 Video surveillance cameras will be used to monitor/record for the safety of staff and students.

- 3.2.2 Video surveillance cameras will be used as deterrent to destructive acts.

**DRAFT – JANUARY 24, 2012****VIDEO SURVEILLANCE PROCEDURES****6070**

- 3.2.3 Video surveillance records may be used as evidence in any disciplinary action brought against any student arising out of the students conduct and for the enforcement of school rules.
- 3.2.4 Video surveillance records may be used as evidence for any criminal act.
- 3.2.5 Video surveillance shall not be used to monitor employee performance.
- 3.3 Schools will ensure that proper procedures are followed regarding disclosure retention, disposal and security of video surveillance records.
- 3.3.1 Disclosure
- 3.3.1.1 Access and disclosure of video surveillance records will be in accordance with the Municipal Freedom of Information and Protection of Privacy Act.
- 3.3.2 Retention and Disposal
- 3.3.2.1 All video records or surveillance equipment not in use should be stored in a secured environment.
- 3.3.2.2 All information that has not been viewed for law enforcement, school or safety purposes shall not be kept for more than 30 days.
- 3.3.2.3 Any video records that have been used will be stored with the date, time, and area that was recorded.
- 3.3.2.4 When recorded information has been viewed for law enforcement, school or public safety purposes, the information must be retained and securely stored for a minimum of one year following the last date of use of the information, unless the Board determines earlier disposal is acceptable, and the individual to whom the information relates consents to earlier disposal.
- 3.3.2.5 The Principal/Vice Principal(s) will be responsible for ensuring proper retention and disposal of records. Records will be disposed of in a manner such that personal information cannot be reconstructed or retrieved.
- 3.3.3 Security
- 3.3.3.1 Monitors for 'real time' viewing of video surveillance information should be placed in an area out of view from the public.

**DRAFT – JANUARY 24, 2012**

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**VIDEO SURVEILLANCE PROCEDURES****6070**

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- 3.3.3.2 Monitors shall only be viewed by the principal / Vice Principal(s) or by the staff of the Board designated by the Principal / Vice Principal(s).
- 3.3.3.3 Video surveillance information shall only be viewed where an incident has been reported or observed, or to investigate a potential crime.
- 3.3.3.4 The Principal / Vice Principal(s) will be responsible for security of video surveillance information.
- 3.4 Camera locations will be authorized by the Principal in conjunction with the Board Administration.
- 3.4.1 Cameras will be installed in areas where there is a need for surveillance (i.e., hallways, cafeterias, entryways, outside areas, etc.).
- 3.4.2 Cameras will be installed in such a way that only the identified area can be monitored.
- 3.4.3 Video surveillance cameras will not monitor the insides of washrooms, change rooms, offices, staff rooms, or other areas where there is a higher expectation of privacy.
- 3.5 The Board shall maintain control of, and responsibility for the video surveillance system at all times.
- 3.5.1 Any agreements between the Board and service providers will state that records dealt with or created while delivering a video surveillance system are under the Board's control and are subject to the applicable legislation.
- 3.5.2 Employees who knowingly or deliberately breach this policy or relevant Acts may be subject to discipline.
- 3.5.3 If a service provider fails to abide by the policy or provision under the Act, it will be considered a breach of contract and dealt with accordingly.
- 3.6 The Board will communicate to parents, staff and students as to the installation of ~~the~~ ***permanent*** video surveillance prior to implementation.

# STUDENT SERVICES

DRAFT – JANUARY 24, 2012

**6000**

Appendix C2 to  
Report No. 017-12

## VIDEO SURVEILLANCE PROCEDURES

**6070**

### 3.7 Covert Surveillance

- 3.7.1 Signage will be placed prominently along the perimeter of the surveillance area indicating that video surveillance is in use. Any exception to this, such as specific investigation into criminal conduct, must be authorized by the appropriate Superintendent. It must be demonstrated that covert surveillance is necessary to the success of the investigation, and the need for such surveillance outweighs the privacy interest of the persons likely to be observed. Covert surveillance should only be used as a last resort. Covert surveillance should only occur for limited periods of time. Covert surveillance is not otherwise permitted.

### 4. Review

*These procedures will be reviewed in accordance with Policy Development and Review Policy 2010.*

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
	February 22, 2005	Guidelines for Using Video Surveillance Cameras in Schools (Information and Privacy Commissioner of Ontario).

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LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2012 JAN 24  
Report No. 022-12

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

RE: ESTABLISHMENT OF 2012-2013 BUDGET COMMITTEE

1. Background

In order to finance operations of the Board for the fiscal year 2012-2013, the Ministry of Education requires that the Board's annual budget be submitted to the Ministry on or before a date specified by the Ministry.

2. Situation

- 2.1 The Budget Committee is an Ad Hoc Committee comprised of all Trustees of the Board.
- 2.2 According to the Lakehead District School Board 2010 Procedural By-Law, section 5.5, *"The initial meeting of an Ad Hoc or Special Committee shall be called by the Secretary of the Board, within two weeks of the resolution appointing such committees."* Therefore, it will be necessary to schedule the first meeting of the 2012-2013 Budget Committee no later than Tuesday, February 7, 2012.
- 2.3 At the first meeting of the 2012-2013 Budget Committee, a Chair and Vice Chair will be elected.
- 2.4 The 2012-2013 Budget Committee shall report its recommendations to the Board no later than the date provided by the Ministry of Education.

## RECOMMENDATION

It is recommended that:

1. Lakehead District School Board establish the 2012-2013 Budget Committee comprised of all Trustees; and
2. The 2012-2013 Budget Committee report to the Lakehead District School Board no later than the date provided by the Ministry of Education.

Respectfully submitted,

KATHY POZIHUN  
Superintendent of Business

CATHERINE SIEMIENIUK  
Director of Education

LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2012 JAN 24  
Report No. 023-12

TO THE CHAIR AND MEMBERS OF  
THE LAKEHEAD DISTRICT SCHOOL BOARD

RE: RECOMMENDATION FROM THE AUDIT COMMITTEE

Background

A report was received and reviewed at the January 17, 2012 Audit Committee Meeting and has been referred to the Board for approval. A copy of the report is attached as Appendix A. The recommendation is as follows:

**AUDIT COMMITTEE SUMMARIZED ANNUAL REPORT – AUGUST 31, 2011 (019-12)**

It is recommended that Lakehead District School Board:

1. Approve the Audit Committee Summarized Annual Report as outlined in Appendix A to Report No. 019-12; and
2. Forward the report to the Ministry of Education.

Respectfully submitted,

DEBORAH MASSARO  
Chair  
Audit Committee



LAKEHEAD PUBLIC SCHOOLS

OFFICE OF THE DIRECTOR OF EDUCATION

2012 JAN 17  
Report No. 019-12

TO THE CHAIR AND MEMBERS OF  
THE AUDIT COMMITTEE

RE: AUDIT COMMITTEE SUMMARIZED ANNUAL REPORT – AUGUST 31, 2011

1. Background

According to Ontario Regulation 361/10, *Audit Committees*, all Boards in Ontario are required to submit a summarized Annual Report to the Ministry of Education for the previous fiscal year. This summarized annual report is in addition to the report that was presented to the Board at its Annual Meeting on December 6, 2011.

2. Situation

Appendix A is the summarized report containing the requirements outlined by the Ministry of Education.

RECOMMENDATION

It is recommended that Lakehead District School Board:

1. Approve the Audit Committee Summarized Annual Report as outlined in Appendix A to Report No. 019-12; and
2. Forward the report to the Ministry of Education.

Respectfully submitted,

DEBORAH MASSARO  
Chair, Audit Committee



**Audit Committee**

Jim McCuaig Education Centre  
2135 Sills Street Thunder Bay ON P7E 5T2  
Telephone (807) 625-5126 Fax (807) 623-7848

Annual Report To Lakehead District School Board and Forwarded  
To The Ministry of Education  
For the Year Ended August 31, 2011

Lakehead District School Board

Fiscal Year: 2010-2011

Re: Annual Audit Committee Report to the Ministry of Education as per Ontario Regulation  
361/10, Audit Committees.

During the 2010-2011 fiscal year, there have not been any internal audits started or completed. The internal auditors worked on the completion of the risk assessments. A preliminary risk assessment was presented to the Audit Committee in June 2011. The status of the risk assessment as of August 31, 2011 is near completion.

Based on the one year internal audit plan, enrolment audits will not be performed in the 2011-2012 fiscal year.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Deborah Massaro

\_\_\_\_\_  
Audit Committee Chair  
Title