



**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. 5**

**Tuesday, March 27, 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<br/>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 Canadian Red Cross<br>- Healthy Eating Makes the Grade                          | E. Beagle                  | Verbal       |
| 8. Confirmation of Minutes  |                            |              |
| 8.1 Regular Board Meeting No. 4<br>- February 28, 2012                              | D. Massaro                 | 1-5          |
| 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<br/>Person</u> | <u>Pages</u> |
|---|---|----------------------------|--------------|
| <b><u>MATTERS NOT REQUIRING A DECISION:</u></b> |   |                            |              |
| 10.   | Information Reports   |                            |              |
| 10.1  | Ontario Public School Boards' Association (OPSBA) Report                | D. Massaro                 | Verbal       |
| 10.2  | Student Trustee Report  | S. Philp                   | Handout      |
| 10.3  | Student Transportation Services of Thunder Bay Committee Meeting Report | G. Saarinen                | Verbal       |
| 10.4  | Board Leadership Development Strategy (043-12)                          | C. Kappel                  | 6-9          |
| 10.5  | Daily Physical Activity (037-12)  | S. Pharand                 | 10-11        |
| 10.6  | Interim Update - Secondary Program Report (044-12)                      | I. MacRae                  | 12-13        |
| 10.7  | Parent Involvement Committee Meeting Minutes - January 16, 2012         | C. Siemieniuk              | 14-17        |

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 Bus Transportation Final Contracts for 2011-2012 (040-12) K. Pozihun 18-19

*It is recommended that Lakehead District School Board approve the following transportation contracts in the amount of \$498,417 monthly for the 2011-2012 school year as outlined in Report No. 040-12.*

| <b><i>MONTHLY PAYMENT x 10 (\$)</i></b> |                         |
|---|-------------------------|
| <i>First Student</i>                    | <i>264,697</i>          |
| <i>Iron Range Bus Lines</i>             | <i>227,152</i>          |
| <i>Mintenko/Bertrand Bus Lines</i>      | <i>6,568</i>            |
| <b><i>TOTALS</i></b>                    | <b><i>\$498,417</i></b> |

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

|      |   | <u>Resource<br/>Person</u> | <u>Pages</u> |
|------|---|----------------------------|--------------|
| 15.2 | 9020 Library Resource Policy (042-12)   | S. Pharand                 | 20-21        |
|      | <i>It is recommended that Lakehead District School Board defer the review of the Library Resource Policy 9020 until the 2012-2013 school year, allowing input and feedback to be received on the new draft policy.</i>                      |                            |              |
| 15.3 | Appointment to the 2011-2012 Parent Involvement Committee (038-12)  | C. Siemieniuk              | 22           |
|      | <i>It is recommended that Lakehead District School Board approve the appointment of Rima Mounayer as Alternate Principal representative on the 2011-2012 Parent Involvement Committee for the term March 27, 2012 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.

**LAKEHEAD DISTRICT SCHOOL BOARD**



**Office of the Director**

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**REGULAR BOARD MEETING NO. 5**

**Tuesday, March 27, 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<br/>Person</u> | <u>Pages</u> |
|--|----------------------------|--------------|
| 5.1 Confirmation of Committee of the Whole<br>- Closed Session Minutes |                            |              |
| 5.1.1 Regular Board Meeting No. 4<br>- February 28, 2012               | D. Massaro                 | 1-2          |
| 5.2 Business Arising from the Minutes                                  |                            |              |
| 5.3 Consideration of Reports   |                            |              |
| 5.3.1 Property Matter (041-12)   | K. Pozihun                 | 3-8          |
| 5.3.2 Property Matter  | K. Pozihun                 | Verbal       |
| 5.3.3 Personnel Matter (039-12)  | K. Pozihun                 | 9-11         |
| 5.3.4 Personnel Matter   | S. Pharand                 | 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. 4**

Board Room  
Jim McCuaig Education Centre

2012 FEB 28

**TRUSTEES PRESENT:**

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

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

**TRUSTEE ABSENT, WITH REGRET:**

George Saarinen

**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  
Maureen Abbott, Lakehead Principals/Vice Principals  
Cathy Maki, Lakehead Principals/Vice Principals  
Jeff Upton, Lakehead Principals/Vice Principals

**PUBLIC SESSION:**

1. **Approval of Agenda**

Moved by Trustee Johansen

Seconded by Trustee Arnone

*“THAT the Agenda for Regular Board Meeting No. 4, February 28, 2012 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*
  - *January 24, 2012*
- *Legal 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 Wilson

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

*‘THAT Lakehead District School Board approve the Committee of the Whole – Closed Session Minutes of Regular Board Meeting No. 3, January 24, 2012.’”*

CARRIED

5. Confirmation of Minutes

Moved by Trustee Arnone

Seconded by Trustee Johansen

*“THAT Lakehead District School Board approve the Minutes of Regular Board Meeting No. 3, January 24, 2012.”*

CARRIED

MATTERS NOT REQUIRING A DECISION:

6. Ontario Public School Boards’ Association (OPSBA) Report

Trustee Massaro, alternate Ontario Public School Boards’ Association Director and voting delegate, presented a verbal report highlighting the information addressed at the February 24 and 25, 2012 OPSBA Board of Directors’ meetings. Items addressed included: 2013 OPSBA Annual General Meeting, fee structures, labour relations, finance, Children and Youth Mental Health, working groups, and copyrights. Information

will be left in the Trustees' Lounge for perusal. The next Board of Directors' meetings will take place on April 27 and 28, 2012.

7. Student Trustee Report

Stephanie Philp, Student Trustee, provided a handout as her report. Items addressed included: Ontario Public School Boards' Association Public Education Symposium (PES), Student Senate meeting, Student Trustee manual, and the 2012-2013 Student Trustee selection process.

8. Co-Curricular Activities (032-12)

Ian MacRae, Superintendent of Education, introduced David Pineau, Activities Director, who presented the report. Successes highlighted included: Superior Secondary School Athletic Association (SSSAA), media coverage, Ontario Physical and Health Education Association (OPHEA), coaching clinics, Elementary Schools Athletic Association (ESAA), community partnerships, and next steps. All Trustees' questions were addressed.

9. Safe and Caring School Communities (034-12)

Colleen Kappel, Superintendent of Education, introduced Charles Bishop, Education Officer, Lori Carson, Behaviour Intervention Resource Teacher, and Robin Cawlishaw, Human Resources Officer, who presented the report. Initiatives highlighted included: safe, inclusive, and equitable learning environments, effective schools, I am Norm, Mental Health Steering Committee, staff training, partnerships, conferences, surveys, and next steps. All Trustees' questions were addressed.

10. Interim Report - Special Education Program Review (035-12)

Colleen Kappel, Superintendent of Education, introduced Andrea Pugliese, Special Education Officer, who presented the report highlighting the status of the Special Education Review Committee and next steps. All Trustees' questions were addressed.

11. Special Education Advisory Committee Meeting Minutes – January 18, 2012

Colleen Kappel, Superintendent of Education, presented the January 18, 2012 minutes for information.

12. Website Update (036-12)

Kathy Pozihun, Superintendent of Business, introduced John Loovere, Trillium Coordinator, and Bruce Nugent, Communications Officer, who provided information regarding the revised Lakehead District School Board's website. All Trustees' questions were addressed.

MATTERS FOR DECISION:

13. Recommendations from the Standing Committee (033-12)

School Year Calendar 2012-2013 (026-12)

Moved by Trustee Wilson

Seconded by Trustee Arnone

*“THAT Lakehead District School Board:*

- 1. Approve the proposed 2012 - 2013 Elementary School Year Calendar, Thunder Bay Region, including the opening and closing dates and professional activity days, as described in Appendix A to Report No. 026-12, School Year Calendar 2012-2013.*
- 2. Approve the proposed 2012 - 2013 Secondary School Year Calendar, Thunder Bay Region, including the opening and closing dates, professional activity days and examination days, as described in Appendix B to Report No. 026-12, School Year Calendar 2012-2013.*
- 3. Approve the proposed 2012 - 2013 Elementary School Year Calendar, Armstrong Public School, including the opening and closing dates and professional activity days, as described in Appendix C to Report No. 026-12, School Year Calendar 2012-2013.*
- 4. Approve the proposed 2012 - 2013 Elementary School Year Calendar, Bernier Stokes Public School, including the opening and closing dates and professional activity days, as described in Appendix D to Report No. 026-12, School Year Calendar 2012-2013.”*

CARRIED

14. Recommendations from the Standing Committee (033-12)

Policy Review - 3090 Use of Board Logo (027-12)

Moved by Trustee Wilson

Seconded by Trustee Johansen

*“THAT Lakehead District School Board approve 3090 Use of Board Logo Policy, Appendix A1 to Report No. 033-12.”*

CARRIED



15. Recommendations from the Standing Committee (033-12)

Policy Review - 4021 Assessment and Evaluation (029-12)

Trustee Lukinuk suggested the following revisions to the 4021 Assessment and Evaluation Policy's Rationale: line two - strike the words "*policies and practices described in*" and insert the words "*resource document*" and line five - strike the word "*policy*" and insert the word "*document*". Trustees, by consensus, agreed to this request.

Moved by Trustee Wilson

Seconded by Trustee Arnone

*"THAT Lakehead District School Board approve 4021 Assessment and Evaluation Policy, Appendix B1 to Report No. 033-12."*

CARRIED

16. Recommendations from the Standing Committee (033-12)

Policy Review – 7070 Employee Assistance Program (028-12)

Moved by Trustee Wilson

Seconded by Trustee Playford

*"THAT Lakehead District School Board revoke Employee Assistance Program Policy 7070."*

CARRIED

17. Board Development Committee (031-12)

Moved by Trustee Playford

Seconded by Trustee Johansen

*"THAT Lakehead District School Board approve the process for the 2012 Board Evaluation."*

CARRIED

18. Adjournment

Moved by Trustee Wilson

Seconded by Trustee Playford

*"THAT we do now adjourn at 9:09 p.m."*

CARRIED

LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2012 MAR 27  
Report No. 043-12

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

RE: BOARD LEADERSHIP DEVELOPMENT STRATEGY

1. Background

- 1.1 Lakehead District School Board is committed to strengthening “the culture of inclusiveness by enhancing the levels of student, staff, family and community engagement”. (Strategic Plan 2011-2014)
- 1.2 Succession planning and talent development “is about encouraging all in the system to see themselves as part of the leadership strategy. The focus is on attracting and developing passionate and skilled leaders who can effectively support student achievement and well-being” (Ontario Ministry of Education, 2011).
- 1.3 The Ministry of Education continues to provide funding to support Boards in the development of a leadership strategy.

2. Situation

- 2.1 Surveys are administered on a yearly basis to determine the professional development needs of various employees groups within the Board.
- 2.2 The Leadership Committee meets regularly throughout the year to plan professional learning and training opportunities for teaching and non-teaching employees. The focus of the Leadership Committee is to respond to the learning needs of employees and develop leadership capacity in all employee groups.
- 2.3 In August 2010, Leadership@LPS replaced the former Future Leaders Program in order to better align the components of the Ontario Leadership Strategy. The Future Leaders Program provided an excellent foundation for the Board Leadership Development Strategy. Currently, Leadership@LPS aims to develop leadership in all employee groups. Three programs of Leadership@LPS include:
  - 2.3.1 Instructional Leaders: Employees who have an interest in instructional leadership.
  - 2.3.2 Leaders in Non-Teaching Fields: Employees who have an interest in leadership.
  - 2.3.3 Aspiring and Current Administrative Leaders: Employees who have an interest in administrative leadership.

The following chart outlines 2011-2012 membership in the Leadership@LPS program:

| <b>Category</b>                             | <b>2011-2012</b> |
|---|------------------|
| Instructional Leaders                       | 54               |
| Leaders in Non-Teaching Fields              | 21               |
| Aspiring and Current Administrative Leaders | 54               |
| Total                                       | 129              |

2.4 The Leadership Series was developed in 2009-2010 to respond to the diverse professional learning needs of leaders in all employee groups. The professional learning opportunities that have been provided over the last few years include:

- Safe Schools;
- Courageous Conversations;
- Information Technology (Media Literacy, Groupwise, Prezi);
- Hot Topics-OPC Legal Issues;
- Power of Four (Four Generations in the Workforce);
- Dispute Resolution;
- Conflict Management;
- Principal Performance Appraisal;
- Book Studies;
- Emotional Intelligence Training;
- Harassment Investigations; and
- Workers Safety Insurance Board.

Nine learning sessions have been provided this school year as follows:

| <b>Leadership Series<br/>2011-2012</b> |  |                            |
|--|--|----------------------------|
| <b>Date</b>                            | <b>Name</b>                              | <b>Number of Attendees</b> |
| October 5, 2011                        | Mentoring Kick Off                       | 23                         |
| October 18, 2011                       | School Climate Surveys                   | 27                         |
| October 21, 2011                       | Hot Topics – OPC Legal Issues            | 23                         |
| November 24, 2011                      | Mentoring Session                        | 23                         |
| November 30, 2011                      | Leadership Framework Information Session | 13                         |
| December 12, 2011                      | Harassment & Investigations Training     | 36                         |
| December 15, 2011                      | What Does It Look Like?                  | 16                         |
| February 21, 2012                      | Groupwise Beginner                       | 5                          |
| February 23, 2012                      | Prezi                                    | 30                         |
| February 28, 2012                      | Groupwise Advanced                       | 18                         |

- 2.5 A mentoring program is offered to all new administrative leaders who are in their first two years of administration. Newly appointed leaders are paired with mentors fostering a reciprocal relationship. A Mentoring for Newly Appointed School Leaders Guide which is based on the Ontario Leadership Framework is being developed with feedback from program participants. The document will outline the yearly training program, processes and timelines (i.e. professional learning opportunities, mentees paired with mentors, survey of mentee needs, etc.).
- 2.6 The Leadership Framework was developed last year and continues to be implemented this year. An information session was held outlining the Framework and a session for aspiring administrative leaders called “VP, What’s It All About” was held in December, 2011.
- 2.7 The Principal Performance Appraisal (PPA) guideline was released in 2008-2009 and is “designed to ensure that school leaders are well supported in their development through targeted, system-wide strategies that provide formal and informal opportunities for feedback and ongoing professional learning” (Ontario Ministry of Education, 2009). The PPA continues to be implemented this year. All administrators will be evaluated once every five years.
- 2.8 To promote innovation and leadership skills, administrators in the Leadership@LPS Program were invited to participate in research projects that support the School Improvement Plan. Seven projects were approved and are currently underway.
- 2.9 Tuition assistance and course subsidies are provided for members who have signed up for the Leadership@LPS program.
- 2.10 Financial support has been provided for secretaries to attend the 2012 Northern Ontario Education Leaders (NOEL) Frontline Conference “Let’s Thrive, Not Just Survive!” in April 2012.
- 2.11 Funding is also provided for one employee to attend the *Leadership Thunder Bay* Program which “takes participants from all walks of life on a voyage of discovery in which they build leadership skills while gaining a broader understanding of the critical issues facing our community” (Leadership Thunder Bay, [www.leadershiptb.com](http://www.leadershiptb.com), 2012).

3. Conclusion

Lakehead District School Board is committed to the success of every student. The Leadership Committee recognizes the importance of supporting student achievement and well-being by fostering high quality leadership in all employees and positive relationships throughout the system.

Respectfully submitted,

DAVID ISHERWOOD  
Leadership Committee Chair

JO-ANNE GIERTUGA  
Mentoring for Newly Appointed School Leaders Committee Chair

ANNE MARIE McMAHON-DUPUIS  
Leadership Framework Lead

COLLEEN KAPPEL  
Superintendent of Education

CATHERINE SIEMIENIUK  
Director of Education

LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2012 MAR 27  
Report No. 037-12

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

RE: DAILY PHYSICAL ACTIVITY

1. Background

- 1.1 On October 6, 2005, the Ministry of Education issued Policy/Program Memorandum (P/PM) 138 Daily Physical Activity in Elementary Schools, Grades 1– 8. By the end of the 2005-2006 school year, all elementary students were receiving at least twenty minutes of sustained moderate to vigorous physical activity each school day during instructional time.
- 1.2 Although P/PM 138 is only applicable to elementary students from Grades 1 to 8, school boards were asked to ensure that opportunities were provided for Kindergarten students to be physically active each day. The Ontario Physical and Health Education Association (OPHEA) Early Learning Resource assists Kindergarten teachers and early-learning teams with the implementation of the Full Day Early Learning Kindergarten Program, 2010-2011 (Draft Version), Health and Physical Activity learning area.
- 1.3 The Ministry provided Lakehead District School Board with \$65,152.27 in 2005-2006 to support professional development for teachers, equipment purchases and resources for school administrators and teachers.

2. Situation

- 2.1 Lakehead District School Board has continued to support the implementation of Daily Physical Activity in the following ways:
  - identified a Healthy Living teacher contact in each elementary school;
  - had open forum discussions with all elementary administrators about supporting the delivery and achievement of the daily physical activity requirement;
  - acquired resources, in addition to the resource guides provided by the Ministry, which have been distributed to all elementary teachers;
  - provided information about school-based, as well as classroom- based, daily physical activity programs designed to achieve the Ministry's requirement of twenty minutes of sustained physical activity;
  - provided input to OPHEA in the development of the new OPHEA Health & Physical Education Curriculum Resources: Grades 1-8. These resources complement the Ontario Curriculum, Revised Interim Health and Physical Education, Grades 1 to 8 (2010) which became mandatory in 2010;
  - collected information to inform planning and next steps for teacher support in the implementation of Daily Physical Activity.

2.2 Additionally, through the partnership with the Thunder Bay District Health Unit and Take Heart Schools, Lakehead District School Board has received resources and teacher training to support the delivery of the DPA requirement.

3. Next Steps

For the 2011-2012 school year, ongoing implementation of the DPA requirement will be supported as follows:

- provide school administrators and teachers with information about additional supports available through Ophea including training, multi-media support materials and other resources;
- consolidate training for teachers new to the Board;
- collect regular feedback from schools regarding issues or concerns related to the implementation of the DPA requirement.

4. Conclusion

Lakehead District School Board will continue to help support the development of healthy schools and communities that foster healthy active living for all students.

Respectfully submitted,

ROBIN TABOR-JOHN  
Elementary Program Coordinator

SHERRI-LYNNE PHARAND  
Superintendent of Education

CATHERINE SIEMIENIUK  
Director of Education

LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2012 MAR 27  
Report No. 044-12

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

RE: INTERIM UPDATE - SECONDARY PROGRAM REPORT

1. Background

- 1.1 Lakehead District School Board is committed to delivering programs that support the success of every student.
- 1.2 An initial Board report on secondary programs was presented on September 27, 2011. Report No. 116-11 outlined the guiding principles that are supported by Lakehead District School Board in the secondary program planning for all students. The report also indicated the need for short and long term recommendations to enhance program options and delivery.
- 1.3 This report identifies key 2012-2013 secondary programs that incorporate these short term recommendations.

2. Situation

- 2.1 Over the first semester of the 2011-2012 school year, secondary Principals, along with school and central staff, met to discuss and finalize our 2012-2013 secondary program calendars.
- 2.2 The guiding principles outlined in Report No. 116-11 were key to setting direction for these discussions. Additional information that was considered included:
  - long term enrolment projections;
  - organizational and statistical data pertinent to Lakehead District School Board's secondary programs;
  - current program delivery models, financial expenditures, Board and school improvement plans;
  - 2012-2013 applications for additional programs;
  - achievement and program selection data of students; and
  - any other information deemed relevant to enhance understanding of how programs and opportunities are delivered within Lakehead District School Board.



### 3. Outcomes

- 3.1 As a result of ongoing commitment from both school and system staff, school course calendars for 2012-2013 continue to respond to the changing needs, interests and abilities of our students.
- 3.2 Secondary program highlights for 2012-2013 include:
- expanding our eight existing Specialist High Skills Majors programs to eleven;
  - supporting flexible student programming by offering eight online learning opportunities at the senior level;
  - continuing to offer innovative reach-ahead, experiential, alternative and dual credit programs that support student success;
  - continuing our commitment to offer rigorous academic programming in Advanced Placement, French Immersion and the International Baccalaureate Programme; and
  - continuing to reflect student voice and populations in program choices.
- 3.3 In addition to these short term program decisions, operational structures and timelines were reviewed to ensure they continue to support program planning and delivery.

### 4. Next Steps

With the short term secondary program decisions finalized for the 2012-2013 school year, it is anticipated that the Board will receive a final report outlining the long term secondary program recommendations by December 2012.

### 5. Conclusion

Specialized, innovative and exciting programs will continue to be available for all Lakehead District School Board students for the 2012-2013 school year and beyond. The Secondary Program Report guiding principles will provide strategic direction to ensure that secondary programs continue to be of the highest quality and support our commitment to enhancing student learning and engagement.

Respectfully submitted,

PAUL TSEKOURAS  
Secondary Program Coordinator

IAN MACRAE  
Superintendent of Education

CATHERINE SIEMIENIUK  
Director of Education

LAKEHEAD DISTRICT SCHOOL BOARD

**MINUTES OF PARENT INVOLVEMENT COMMITTEE**

Board Room  
Jim McCuaig Education Centre

2012 JAN 16

**MEMBERS PRESENT:**

Marg Arnone  
Serena Essex  
Nathalie Ferguson  
Kelly Gallagher  
Gail Iwanonkiw  
Pat Johansen  
Mary Lahti  
Gerry Leach

Laura Macgowan  
Angela Meady  
Miranda Myers  
Sharlene Neill-Nugent  
Catherine Siemieniuk  
Susie Splett  
Sheila Stewart  
Jacqui Wheatley

**RESOURCE:**

Charles Bishop, Education Officer  
Bruce Nugent, Communications Officer  
Joy Petrick, Principal, Agnew H. Johnston Public School

**GUESTS:**

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

**MEMBERS ABSENT, WITH REGRET:**

Vishnu Kowlessar  
Laurel Moir  
Nicole Walter Rowan

1. **Call to Order**

Chair Kelly Gallagher called the meeting to order and welcomed those in attendance.

2. **Disclosure of Conflict of Interest**

There were no disclosures of conflict of interest.

3. **Approval of Agenda**

By consensus, the agenda was approved with the following additions:

- Item 7.2 – Kindergarten Registration and Video
- Item 5.4 – School Year Calendar

4. Confirmation of Minutes – December 5, 2011

Gerry Leach inquired about the timing of the appointments of Community representatives and noted that the positions were vacant from November 15 to December 21, 2011. Kelly Gallagher confirmed that this occurred because of the implementation of the new by-laws and the situation shouldn't happen in future years.

One correction was noted and Lori Lukinuk was added as a guest at the December 5, 2011 meeting.

The minutes were confirmed by consensus.

5. Education Success Workshop

Director Siemieniuk shared additional information about an advertised workshop to be held in Thunder Bay in February. She reported that the cost per registrant is \$850 and that no other Boards in the region have expressed an interest in attending. Based on the information provided, attendance at the workshop will not be pursued further.

6. School Climate Surveys

Charles Bishop, Education Officer, provided background information on pilots that ran in two schools two years ago. Initial findings showed that the process was cumbersome and the decision was made to move to an electronic format. Electronic surveys ran in schools from October to December 2011 and addressed equity and inclusive education, and bullying and intervention. Examples of the electronic surveys and results were shared. Concerns were expressed about inconsistent rollout to parents and input was provided to improve the process for future surveys.

The survey findings will be shared with School Councils and used for school improvement planning, and the Board will incorporate the findings into the Board Improvement Plan. Charles will be invited to a future meeting to share the survey findings.

7. 2011-2012 Funding Applications

Director Siemieniuk reported that applications for \$750 funding were received from both AEAC and SEAC. By consensus, both applications were approved. AEAC will use the funds for translation of selected website text from English to Ojibwe syllabics. SEAC will use the funds in partnership with the Equity & Inclusive Education Strategy to host a presentation for parents/guardians/community entitled *Raising Resilient Children* with speaker Dick O'Brien on May 8, 2012. PIC's support will be publicly acknowledged in both of these initiatives. Letters will be sent to AEAC and SEAC Chairs advising the committees of their successful applications. Reports will be requested from both committees when the funding has been spent.

8. School Year Calendar 2012-2013

Susie Splett reported that she attended a School Year Calendar meeting on December 19, 2011. All but one date on next year's calendar has been decided. Susie sought input from members as to whether the normally scheduled year-end PA Day should remain on June 28, 2013 or if it should be held in September 2012. Views on the topic were split. The next meeting of the School Year Calendar committee will be held January 19. Susie will report further at the next PIC meeting.

9. Business Arising from the Minutes

Sheila Stewart spoke to the following items from the minutes:

- Item 7 – People for Education Annual Conference – Information from the conference held in November 2011 will be distributed as soon as possible.
- Item 8 – Fall Event Feedback – Sheila inquired about the communiqué that was to be sent to School Council Chairs and Principals. Kelly responded that it will be sent out shortly.
- Item 10 – Appointments to PIC – Sheila inquired if the vacancies remain posted on the website and Director Siemieniuk responded that this is so.

10. Input to Policy & Procedures 4021 Assessment & Evaluation

Joy Petrick, policy review committee member, presented the draft policy and procedures. Questions were addressed and feedback was provided.

Kelly encouraged members to provide any additional feedback through the link on the Board website at <http://www.lakeheadschoools.ca/corporate/default.aspx?id=1263> or by email to Kathryn Hantjis. The deadline for input is February 1, 2012.

11. Communications Strategy Follow-up

Bruce Nugent, Communications Officer, presented information about the tip sheet campaign including plans for printing, distribution and advertising. The tip sheet will be distributed through The Source, and via Canada Post to Armstrong and Collins, and will be posted on the Board website. He invited other suggestions for distribution and suggestions were provided. Suggestions were also made for additions to the information on the tip sheet. PIC will be acknowledged in all publications.

The remaining \$2,000 has been allocated for a PIC display. At the next meeting, Bruce will provide samples based on members' suggestions.

12. Kindergarten Registration and Video

Bruce Nugent, Communications Officer, reported that Kindergarten registration week will be held from February 6 to 10, with an information night for interested parents at the Valhalla Inn on February 6 and school information nights on February 8. The new video was viewed by members. Plans for distribution of the video include posting it on YouTube. Additional suggestions were provided for video distribution.

A PIC booth will be set up for the information night on February 6. Kelly Gallagher will email members for expressions of interest to volunteer at the event. Miranda Myers put her name forward to volunteer.

13. 2011-2012 Work Plan

Director Siemieniuk reported that a committee of Kelly Gallagher, Sheila Stewart, and Laura Macgowan met in December and developed the draft work plan that was included in the package. Given the lateness of the hour, the Director requested this work plan be dealt with under Business Arising from the Minutes on the next PIC agenda.

Serena Essex inquired about PIC's tie in to the Family Connections program and the work that the program is doing around parent engagement. The Director suggested that a presentation on the Family Connections program could be made at a future PIC meeting.

A list of proposed meeting dates was provided and approved, by consensus. Items for future agendas will be discussed further at the next meeting.

14. Aboriginal Education Advisory Committee (AEAC) Report

Serena Essex reported on the Aboriginal Presence in Our Schools handbook that is currently being revised by AEAC. The next AEAC meeting will be held on January 20.

15. Special Education Advisory Committee (SEAC) Report

Miranda Myers reported that Theresa Graham-Horton was elected Chair at the December SEAC meeting and that Miranda is Vice Chair. The December meeting also included a presentation by teacher Darryl Fawcett, policy review, and planning for the Dick O'Brien event. The next SEAC meeting will be held on January 18.

16. Director's Report

Catherine Siemieniuk, Director of Education, spoke about next year's budget planning and staffing, Kindergarten registration, secondary and IB open houses, recent school visits to Five Mile and Hyde Park Public Schools, the PIC advertisement on the website, and the extension of PRO Grant surplus funds (to be spent by June 30, 2012).

Director Siemieniuk also noted that she attended the December AEAC meeting where Beverley White-Kokeza's leave of absence from PIC was reported. She shared that no other AEAC members volunteered and AEAC has no objection with Serena Essex continuing to serve as its representative in Beverley's absence.

17. 2012 Budget

Director Siemieniuk reported that the remainder of the budget will be allocated through the action plan.

18. Next Meeting Date

The next meeting will be held Monday, February 27, 2012 at 6:30 p.m. in the Board Room.

19. Adjournment

The meeting adjourned at 8:58 p.m.

LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2012 MAR 27  
Report No. 040-12

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

RE: BUS TRANSPORTATION FINAL CONTRACTS FOR 2011-2012

1. Background

- 1.1 Lakehead District School Board's transportation contracts were based on a formal procurement process and negotiated efforts with the coterminous board and service providers. References to changes in the 2011-2012 contract amounts refer back to the previous year.
- 1.2 The intent of this report is to provide information to the Board as to the final audited 2011-2012 contract amounts. According to Policy, the final audited transportation contract amounts, must be presented annually to the Board for ratification.

2. Contract Changes

- 2.1 With respect to the 2011-2012 contracts, Lakehead District School Board was able to secure a rate schedule freeze on the two thirds of non-tendered routing for fixed costs, salaries, and maintenance expenses.
- 2.2 Utilization of the MapNet computer program for automated route planning increased the daily distance by 190 km/day to a daily distance total of 12,768 km.
- 2.3 **Fuel** – The 2011-2012 transportation funding formula contains a *Fuel Escalator/De-Escalation Clause* to help provide additional funding stability despite market volatility of fuel prices. The Ministry of Education has pegged fuel funding price at \$0.957 per liter, plus or minus three percent. If fuel prices are above or below this spread in any month within the fiscal year, a funding adjustment will apply.
- 2.4 The application of the 2011-2012 rate schedule results in the following monthly contract amounts (less HST):

| MONTHLY PAYMENT x 10 (\$)   |           |
|-----------------------------|-----------|
| First Student               | 264,697   |
| Iron Range Bus Lines        | 227,152   |
| Mintenko/Bertrand Bus Lines | 6,568     |
| TOTALS                      | \$498,417 |

### 3. Contract Analysis

It is also important to note that service levels and safety standards have been maintained through initiatives such as:

- The First Rider Program;
- Installation of video cameras on school buses;
- Annual driver evaluations;
- Installation of reflective tape on the outside of all school buses;
- Installation of crossing arms on the front of all school buses;
- Requirement of five annual safety meetings for every driver; and
- CPR, First Aid Training, and safety retraining for all drivers.

### 4. Conclusion

- 4.1 The changes to this year's bus contract rates allows Lakehead Public Schools to continue to provide safe, high quality transportation services to students in Thunder Bay and surrounding region.
- 4.2 Audited route information, based on the 2011-2012 negotiated rate schedule and tendered amounts, has concluded. Contract totals are now final.

### RECOMMENDATION

It is recommended that Lakehead District School Board approve the following transportation contracts in the amount of \$498,417 monthly for the 2011-2012 school year as outlined in Report No. 040-12.

| MONTHLY PAYMENT x 10 (\$)   |           |
|-----------------------------|-----------|
| First Student               | 264,697   |
| Iron Range Bus Lines        | 227,152   |
| Mintenko/Bertrand Bus Lines | 6,568     |
| TOTALS                      | \$498,417 |

Respectfully submitted,

ROD BESSEL  
Manager of Custodial Services & Transportation

DAVE CARROLL  
Consortia Manager, Student Transportation Services of Thunder Bay

KATHY POZIHUN  
Superintendent of Business

CATHERINE SIEMIENIUK  
Director of Education

LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2012 MAR 27  
Report No. 042-12

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

RE: 9020 LIBRARY RESOURCE POLICY

1. Background

1.1 The Library Resource Policy 9020 was scheduled for review and was to be placed on the Board's website for constituent input on March 8, 2012.

1.2 The policy was originally developed in 1990, and was last reviewed in 1995.

2. Situation

2.1 The policy itself is outdated and no longer meets the needs of the school community.

2.2 The policy and procedures are very prescriptive, which was intended to support and meet the requirements of an educational program that has undergone rapid changes since.

2.3 A new policy and procedures is needed that is reflective of the current situation, and can be the foundation to manage these dynamic times.

2.4 A committee has been created to look at the purpose and function of libraries into the future which consists of Education Centre staff, a school administrator, a Program Co-ordinator and four Information Service Technicians to look at rewriting the policy and procedures.

3. Next Steps

3.1 Because the committee has an elementary school focus, a similar committee consisting of secondary school representatives needs to be established for input into the policy and procedures.

3.2 Once the policy and procedures have been developed, the draft policy will be placed on the website for constituent input, and presentations will be made to various Board committees to obtain their feedback.

4. Conclusion

4.1 Technology is rapidly modifying the nature and significance of information.

4.2 It is important that the policy is reflective of current times, but also is flexible enough to allow adaptation to what the future will present.



## RECOMMENDATION

It is recommended that Lakehead District School Board defer the review of the Library Resource Policy 9020 until the 2012-2013 school year, allowing input and feedback to be received on the new draft policy.

Respectfully submitted,

CHARLES BISHOP  
Education Officer

DAVE COVELLO  
Manager of Information Technology and Corporate Planning

SHERRI-LYNNE PHARAND  
Superintendent of Education

CATHERINE SIEMIENIUK  
Director of Education

LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2012 MAR 27  
Report No. 038-12

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

RE: APPOINTMENT TO THE 2011-2012 PARENT INVOLVEMENT COMMITTEE

1. Background

- 1.1 On October 25, 2011, the Board approved the majority of the 2011-2012 appointments to the Parent Involvement Committee. Vacant positions continued to be advertised.
- 1.2 On November 22, 2011, the Board approved the 2011-2012 appointment of the School Council representative.
- 1.3 On December 20, 2011, the Board approved the 2011-2012 appointments of Community and Teacher representatives.

2. Situation

- 2.1 PIC has continued to seek representation for vacant positions.
- 2.2 One application has been received for the Alternate Principal representative position.

RECOMMENDATION:

It is recommended that Lakehead District School Board approve the appointment of Rima Mounayer as Alternate Principal representative on the 2011-2012 Parent Involvement Committee for the term March 27, 2012 to November 14, 2012.

Respectfully submitted,

CATHERINE SIEMIENIUK  
Director of Education