



**Office of the Director**

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

**STANDING COMMITTEE**  
**Tuesday, October 9, 2012**  
**Jim McCuaig Education Centre**

Catherine Siemieniuk  
Director of Education

Karen Wilson  
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. Delegations/Presentations		
7. Confirmation of Minutes		
7.1 Standing Committee Meeting - September 11, 2012	K. Wilson	1-4
8. 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**

<b><u>MATTERS NOT REQUIRING A DECISION</u></b>		<b><u>Resource Person</u></b>	<b><u>Pages</u></b>
9.	Information Reports		
9.1	Audit Committee Report	D. Massaro	Verbal
9.2	Final Report - Special Education Program Review (103-12)	C. Kappel	5-9
9.3	Special Education Advisory Committee Meeting Minutes - June 20, 2012	C. Kappel	10-14
9.4	3074 Expense and Travel Reimbursement Procedures (104-12)	D. Wright	15-22
9.5	Summer Literacy/Numeracy Camp (107-12)	S. Pharand	23-25
9.6	Aboriginal Education Advisory Committee Meeting Minutes - June 22, 2012	S. Pharand	26-29
9.7	Parent Involvement Committee Meeting Minutes - September 10, 2012	C. Siemieniuk	30-32
9.8	2012-2013 Order of Policies for Review (101-12)	C. Siemieniuk	33-34
9.9	2012-2013 Director's Action Plan (106-12)	C. Siemieniuk	35-40
10.	First Reports		

**MATTERS FOR DECISION:**

- 11. Postponed Reports
- 12. Ad Hoc and Special Committee Reports

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

		<u>Resource Person</u>	<u>Pages</u>
13.	New Reports		
13.1	Appointments to the 2012-2013 Parent Involvement Committee (105-12)	C. Siemieniuk	41-43

*It is recommended that Lakehead District School Board:*

1. *Approve the following appointments to the 2012-2013 Parent Involvement Committee effective November 15, 2012 to November 14, 2013:*
  - *Serena Essex, Aboriginal Education Advisory Committee representative;*
  - *Gail Iwanonkiw, School Council alternate representative;*
  - *Gerry Leach, Community representative;*
  - *Heather McLean, Parent alternate representative;*
  - *Angela Meady, Community representative;*
  - *Rima Mounayer, Principal representative;*
  - *Miranda Myers, Special Education Advisory Committee representative;*
  - *Harbinder Singh Hayer, Parent alternate representative;*
  - *Varinder Singh Hayer, School Council alternate representative;*
  - *Robin Tabor-John, Teacher alternate representative;*
  - *Suzanne Tardif, Aboriginal Education Advisory Committee alternate representative;*
  - *Colleen Valiquette, Special Education Advisory Committee alternate representative;*
  - *Adam Vinet, School Council alternate representative;*
  - *Nicole Walter Rowan, Teacher representative; and*
  - *Beverley White-Kokeza, Aboriginal Education Advisory Committee alternate representative.*
2. *Approve the appointment of Nathalie Ferguson as School Council representative on the 2012-2013 and 2013-2014 Parent Involvement Committee effective November 15, 2012 to November 14, 2014.*
3. *Appoint Trustee \_\_\_\_\_ to serve as Trustee representative and Trustee \_\_\_\_\_ to serve as Trustee alternate representative on the 2012-2013 Parent Involvement Committee effective November 15, 2012 to November 14, 2013.*

<p>Trustees (Chair and Vice-Chair) and presenters of reports will be available for comment after the Board Meeting.</p>
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**LAKEHEAD DISTRICT SCHOOL BOARD**

Resource  
Person

Pages

- 14. New Business
- 15. Notices of Motion
- 16. Information and Inquiries
- 17. Adjournment

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

**LAKEHEAD DISTRICT SCHOOL BOARD**



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**STANDING COMMITTEE**  
**Tuesday, October 9, 2012**  
**Jim McCuaig Education Centre**

Catherine Siemieniuk  
Director of Education

Karen Wilson  
Chair

**AGENDA**

**COMMITTEE OF THE WHOLE – Closed Session**  
**6:30 P.M. – in the Sibley Room**

	<b><u>Resource Person</u></b>	<b><u>Pages</u></b>
5.1 Confirmation of Committee of the Whole - Closed Session Minutes		
5.1.1 Standing Committee Meeting - September 11, 2012	K. Wilson	1-2
5.2 Business Arising from the Minutes		
5.3 Consideration of Reports		
5.3.1 Negotiations	I. MacRae	Verbal
5.4 Information and Inquiries		
5.5 Rise and Ask Leave to Sit in Public Session		

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 STANDING COMMITTEE**

Board Room  
Jim McCuaig Education Centre

2012 SEP 11

**TRUSTEES PRESENT:**

Karen Wilson (Chair)  
Marg Arnone  
Pat Johansen  
Lori Lukinuk

Deborah Massaro  
Jack Playford  
George Saarinen  
Rheanna Kendrick (Student Trustee)

**TRUSTEE ABSENT, WITH REGRET:**

Ron Oikonen

**SENIOR ADMINISTRATION:**

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

**FEDERATION/UNION REPRESENTATIVES:**

Paul Caccamo, OSSTF – TBU  
Jeff Upton, OPC

**PUBLIC SESSION:**

1. **Approval of Agenda**

Moved by Trustee Saarinen

Seconded by Trustee Massaro

*“THAT the Agenda for Standing Committee Meeting, September 11, 2012, be approved.”*

**CARRIED**

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

Moved by Trustee Johansen

Seconded by Trustee Lukinuk

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

- *Confirmation of Committee of the Whole – Closed Session Minutes*
  - *June 12, 2012*
- *Negotiations*

*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. Introduction of Newly Appointed Superintendent

Newly appointed Superintendent of Business, David Wright was introduced to the Board by Catherine Siemieniuk, Director of Education. Chair Wilson welcomed Superintendent Wright.

5. Student Trustee Declaration

On behalf of the Board, Chair Wilson welcomed Student Trustee Rheanna Kendrick to her first meeting in her capacity as 2012-2013 Student Trustee. Student Trustee Kendrick recited and signed the Student Trustee Declaration.

6. Trustee Recognition Awards

Trustee Playford, on behalf of the Board, presented Austin Bour, Benjamin VanNieuwenhuizen, and Kristy VanNieuwenhuizen, with the Trustee Recognition Award. The Westgate Collegiate and Vocational Institute students were recognized for their participation in the ten day tour of France to recognize and celebrate the 95<sup>th</sup> Anniversary of Vimy Ridge.

7. Ontario Public School Boards' Association (OPSBA) Achievement Award

Trustee Johansen presented the OPSBA Achievement Award to Serena Essex, Aboriginal Education Advisory Committee Parent/Guardian Representative. Ms. Essex received the award for her outstanding, exemplary, and unique commitment to students and student achievement as an Aboriginal Education Advisory Committee Parent/Guardian representative.

8. Introduction of Newly Appointed Leaders

The newly appointed leaders were introduced to the Board by Superintendents Kappel, MacRae, and Pharand. New leaders for the 2012-2013 school year are:

- Kali Bernst, Vice Principal, Claude E. Garton Public School
- Eric Fredrickson, Vice Principal, McKellar Park Central Public School
- Jo-Anne Giertuga, Principal, Crestview Public School
- Heather Harris, Principal, Kakabeka Falls Public School
- Leslie Hynnes, Vice Principal, Agnew H. Johnston Public School
- David Isherwood, Principal, Sir Winston Churchill Collegiate and Vocational Institute
- Jane Lower, Vice Principal, Westgate Collegiate and Vocational Institute
- Christy Radbourne, Vice Principal, Algonquin Avenue Public School

9. Confirmation of Minutes

Moved by Trustee Johansen

Seconded by Trustee Arnone

*"THAT the Standing Committee approve the Minutes of the Standing Committee Meeting June 12, 2012."*

CARRIED

10. Student Work Study (098-12)

Sherri-Lynne Pharand, Superintendent of Education, introduced Melanie Mussellam, Student Work Study Teacher and Robin Tabor-John, Elementary Program Coordinator, who provided information regarding the Student Work Study (SWS) initiative and next steps. All Trustees' questions were addressed.

11. Aboriginal Education Advisory Committee Meeting Minutes – May 17, 2012

Sherri-Lynne Pharand, Superintendent of Education, presented the May 17, 2012 minutes for information.

MATTERS FOR DECISION:

12. Report on the Activities of the 2011-2012 Supervised Alternative Learning (SAL) Committee and Approval of Appointments to the 2012-2013 SAL Committee (097-12)

Moved by Trustee Saarinen

Seconded by Trustee Massaro

*"THAT Lakehead District School Board approve the appointments of Ric Windsor, Assistant Director of YES Employment Services, as a member and Kendra Perry, Service Delivery Manager of YES Employment Services, as alternate member, to the Supervised Alternative Learning (SAL) Committee for the 2012-2013 school year."*

CARRIED

13. 2012 to 2020 Policy Review Schedule (094-12)

Moved by Trustee Johansen

Seconded by Trustee Saarinen

*"THAT Lakehead District School Board approve the 2012 to 2020 Policy Review Schedule, Appendix A to Report No. 094-12."*

CARRIED

14. Policy Development – 4020 Alternative Schools (095-12)

Moved by Trustee Saarinen

Seconded by Trustee Arnone

*"THAT Lakehead District School Board approve 4020 Alternative Schools Policy."*

CARRIED



15. Information and Inquiries

- 15.1 Trustee Johansen requested information regarding the process for elementary staffing. Sherri-Lynne Pharand, Superintendent of Education, responded that the projected staffing and classroom sizes are reviewed in September.
- 15.2 Trustee Lukinuk requested information regarding external appointments to the Supervised Alternative Learning (SAL) Committee. Colleen Kappel, Superintendent of Education, responded that it has been the past practice of Lakehead District School Board to approve external appointments to the Supervised Alternative Learning (SAL) Committee annually.
- 15.3 Trustee Saarinen requested information regarding the purchase and longevity of classroom furniture. Catherine Siemieniuk, Director of Education, responded that if it is the wish of the Board, information will be provided to the Board. Trustees, by consensus, agreed to the request.
- 15.4 Trustee Johansen requested information regarding the secondary external transfer process. Ian MacRae, Superintendent of Education, responded that Lakehead District School Board's fair and consistent scheduling process is to ensure that our secondary students are confirmed and then external transfers are considered.
- 15.5 Trustee Lukinuk requested information regarding the 2012-2013 Parents Reaching Out (PRO) Grants for Regional/Provincial Projects. Catherine Siemieniuk, Director of Education, responded that if it is the wish of the Board, information will be provided to the Board. Trustees, by consensus, agreed to the request.
- 15.6 Trustee Lukinuk commented on the passing of Bill 115.
- 15.7 Trustee Saarinen recognized Trustee Lukinuk's efforts as Ontario Public School Boards' Association's (OPSBA) 1<sup>st</sup> Vice President and as OPSBA's Provincial spokesperson regarding negotiations.

16. Adjournment

Moved by Trustee Saarinen

Seconded by Trustee Lukinuk

*"THAT we do now adjourn at 8:52 p.m."*

CARRIED

LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2012 OCT 09  
Report No. 103-12

TO THE CHAIR AND MEMBERS OF THE  
STANDING COMMITTEE - Public Session

RE: FINAL REPORT - SPECIAL EDUCATION PROGRAM REVIEW

1. Background

- 1.1 Lakehead Public Schools is committed to the success of every student.
- 1.2 Between 25 and 30% of all students at Lakehead District School Board access some form of special education at some time during their school career. The goal of Lakehead District School Board is to offer the right program at the right time, to make sure each student receives the assistance required to reach his or her goals. (Lakehead Public Schools website)
- 1.3 The following guiding principles for the education of students with special needs. These guiding principles were developed in consultation with parents/guardians, the Special Education Advisory Committee (SEAC) and other appropriate organizations. There shall be a focus on:
  - the whole child;
  - equitable and inclusive education;
  - high expectations for all students;
  - early identification and intervention;
  - a continuum of services;
  - partnerships with parents/guardians, teachers, professional staff and the community supported by ongoing communication;
  - support for teachers to develop the necessary skills and teaching strategies to teach all students; and
  - a range of learning opportunities designed to meet the needs of each student.
- 1.4 To ensure that all students receive quality programming, the Special Education Department monitors, evaluates and adjusts programs as required. The Quality Assurance Guidelines and the Special Education Policy and Procedures 5010 were used to examine key processes, initiatives and investments that impact students and staff.
- 1.5 The Special Education Advisory Committee (SEAC) “may make recommendations to the Board in respect of any matter affecting the establishment, development and delivery of special education programs and services for exceptional pupils of the board” (Reg. 464/97, S 11(1)) and were consulted accordingly.

## 2. Situation

2.1 The Special Education Review Committee (SERC) was established to gather data, solicit input, review areas of special education as outlined in the Special Education Plan, and to offer recommendations for consideration regarding special education programs and services.

2.2 Members of the SERC include:

- Colleen Kappel, Superintendent of Education;
- Andrea Pugliese, Special Education Officer;
- Theresa Mayer, Special Education Resource Teacher;
- Linda Karlstedt, Secondary Principal;
- Angelina Tassone-Vogrig, Elementary Principal;
- John Clouthier, Elementary Principal; and
- Coral Charlton, Secondary Vice Principal.

2.3 Review Process

Under the direction of the Superintendent of Education, the SERC reviewed and analyzed information and data to:

- identify who our students are;
- align the Special Education Plan to the Board Improvement Plan and Strategic Plan;
- identify best practices in programs and services;
- identify any gaps between delivery of programs and services and stakeholder expectations;
- comment on the real or perceived validity of any gaps;
- address the Board's ability to close the identified gaps; and
- make recommendations regarding programs, facilities and delivery mechanisms.

2.4 The SERC held focus group sessions and administered a survey to gather information from various stakeholders. The following groups were consulted during the review:

- Special Education Advisory Committee;
- Aboriginal Education Advisory Committee;
- Parent Involvement Committee;
- Ontario Secondary School Teachers' Federation;
- Lakehead Elementary Teachers of Ontario;
- Ontario Secondary School Teachers' Federation-Educational Assistants;
- Special Education Class Placement Committees;
- Board Consulting Psychologist;
- Community Partners; and
- Parents/Guardians.

2.5 The SERC facilitated literature reviews examining best practices for inclusion and autism programs. The literature reviews were conducted by *The Centre of Excellence for Children and Adolescents with Special Needs at Lakehead University*.

- 2.6 This report provides final recommendations for the Special Education Program Review. Previous reports presented to the Board included an initial report (Report No.114-11) at the September 27, 2011 Regular Board Meeting and an interim report (Report No. 035-12) at the February 28, 2012 Regular Board Meeting.

3. Strengths

Through focus groups and survey results, various strengths were identified. These include:

3.1 Programming

- 3.1.1 Specialized, broad range of programming for all exceptionalities that allows for a variety of inclusion models.
- 3.1.2 Full continuum and range of individualized programs with pathways.
- 3.1.3 Team approach to meet the needs of each student.
- 3.1.4 Constant evaluation of programs to ensure the needs of students are being met.

3.2 Student Supports

- 3.2.1 Specialized equipment for students to access the curriculum.
- 3.2.2 Strong community partnerships.
- 3.2.3 Collaborative process for day care to JK transition.
- 3.2.4 Autism training and supports.
- 3.2.6 Dedicated professional staff.

3.3 System Processes

- 3.3.1 Student focused processes that highlight the belief that all students can learn.
- 3.3.2 Excellent professional development opportunities.
- 3.3.3 Committed Special Education Advisory Committee members who act as advocates to parents/guardians of students with special needs.

#### 4. Recommended Next Steps

The committee identified five areas for next steps that will guide the work of the Special Education Department: Program, Student Supports, System Processes, Mental Health and Communication. The Special Education Department will develop an action plan to respond to the recommendations and continue to monitor and adjust special education programs and services accordingly.

##### 4.1 Program

- 4.1.1. Review facility appropriateness and location for all special education classes to ensure space and program needs are met.
- 4.1.2 Develop curriculum and program resources that ensure consistency across the system (Life Skills courses, Cooperative Education / Vocational programs).

##### 4.2 Student Supports

- 4.2.1 Educate all staff regarding special education programs and services.
- 4.2.2 Develop protocols for sharing technology needs and concerns with Information Technology staff.

##### 4.3 System Processes

- 4.3.1 Ensure consistency in practice such as intake and discharge procedures, referral processes, and committee functions.
- 4.3.2 Review the Learning Assessment process to enhance access and increase efficiency.
- 4.3.3 Develop consistency in transition planning from elementary to secondary.
- 4.3.4 Liaise with Aboriginal Transition Committee to support students from northern communities with special education needs.

##### 4.4 Mental Health

With the assistance of the Mental Health Leader and the Mental Health Steering Committee, continue to support schools in promoting a safe and caring learning environment by creating a comprehensive Mental Health Strategy.

##### 4.5 Communication

Maintain and enhance strong lines of communication around special education supports and services for staff and parents.

5. Conclusion

Lakehead District School Board is committed to quality programs that meet the needs of all students and will continue to monitor special education programs and services to ensure student success and well-being.

Respectfully submitted,

ANDREA PUGLIESE  
Special Education Officer

COLLEEN KAPPEL  
Superintendent of Education

CATHERINE SIEMIENIUK  
Director of Education

LAKEHEAD DISTRICT SCHOOL BOARD  
**SPECIAL EDUCATION ADVISORY COMMITTEE**

Jim McCuaig Education Centre  
Thunder Bay, Ontario

2012 JUN 20

**MEMBERS PRESENT:**

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

Martha Mawakeesic  
Mike Otway  
Colleen Valiquette

**ABSENT WITH REGRET:**

Sheila Marcinyshyn  
Laura Sylvestre  
Susan Ritch

**OTHERS PRESENT:**

Colleen Kappel  
Andrea Pugliese  
Deanna Hannaford  
Debra Parks

1. **Call to Order**

Theresa Graham-Horton, Chair of SEAC, called the meeting to order at 6:00 p.m.

2. **Approval of the Agenda**

Moved by Colleen Valiquette

Seconded by Martha Mawakeesic

*"THAT the agenda for the June 20, 2012 SEAC meeting be approved."*

**CARRIED**

3. **Declarations of Conflict of Interest**

There were no declarations of conflict of interest.

4. **Presentations**

4.1 **Tragic Events Team** - D. Hannaford and D. Parks

Deanna Hannaford, Principal, Woodcrest Public School, and Debra Parks, Chief Social Worker, and members of the Tragic Events Team, provided members with information regarding the Tragic Events Team at

Lakehead Public Schools. A Power Point presentation was shown highlighting the process and work that the team does in the case of a tragic event. Handout materials about the team were distributed. Questions from members were addressed.

5. Approval of the Minutes

Moved by Trustee Pat Johansen

Seconded by Mike Otway

*"THAT the minutes of the May 16, 2012 SEAC meeting be approved."*

CARRIED

6. Business Arising From The Minutes

6.1 Agency/Organization Sharing

Theresa Graham-Horton, Chair of SEAC, reflected on this item from the May 16, 2012 SEAC meeting. She requested that members bring their agency/organization pamphlets to share with SEAC members at the September 19, 2012 SEAC meeting. A reminder will be provided to members prior to the meeting.

6.2 Equity and Inclusive Education Policy Review

Colleen Kappel, Superintendent of Education, provided information to SEAC members on the status of the Equity and Education Policy Review. Subject to approval by the Board, the policy review will be deferred to the 2012-2013 school year. In addition, a second policy, addressing Anti-Bullying and Anti-Homophobia, will be developed in 2012-2013.

7. Correspondence

Chair Theresa Graham-Horton, provided an overview of correspondence received. The correspondence folder was circulated for members' perusal.

8. Advocacy Tracking

The advocacy tracking template was circulated to members for completion.

9. Special Education Program Review

Andrea Pugliese, Special Education Officer, provided an update on the status of the Special Education Program Review. Information will be provided to SEAC at the September 2012 meeting for input.



10. Special Education Plan

Andrea Pugliese, Special Education Officer, highlighted the changes to the Special Education Plan during the 2011-2012 school year. Using a Ministry of Education provided checklist, the information will be sent to the Ministry prior to September 1, 2012. A report will be presented to the Board at the June 26, 2012 Regular Board Meeting.

11. SEAC Meeting Schedule 2012-2013

The 2012-2013 SEAC meeting schedule was presented. Members, by consensus, approved the dates presented. Meetings will be held at 6:00 p.m. on the third Wednesday of each month.

12. SEAC Newsletter Schedule 2012-2013

The SEAC newsletter schedule for 2012-2013 was circulated to members to choose a preferred month to submit a submission.

13. SEAC Presentation Schedule 2012-2013

Andrea Pugliese, Special Education Officer, provided the draft 2012-2013 SEAC presentation schedule. A living document, changes can occur throughout the school year dependent upon scheduling.

14. Dr. Gabor Maté Speaking Engagements 2013

Colleen Kappel, Superintendent of Education, provided information on the possibility of Dr. Gabor Maté coming to Thunder Bay in May 2013 for a speaking engagement. Organizers have requested input into the topic(s) that Dr. Maté could speak to. Members, by consensus, agreed that they would be interested in sponsoring Dr. Maté, and that the topics preferred would be:

- Peer Orientation: Why Children Are Stressed, Why Parents and Teachers Are Disempowered and How To Restore a Healthy Balance in Adult-Child Relationships; and
- The Biology of Loss: What Happens When Attachments Are Impaired and How To Foster Resilience.

15. PIC Funding Final Report

Colleen Kappel, Superintendent of Education, shared the PIC Funding Final Report with members.

16. PIC Representative and Alternate Representative

Members, by consensus, agreed to have Miranda Myers as the SEAC representative and Colleen Valiquette as the SEAC alternate representative on PIC.

17. Information/Inquiries & Association Reports

- 17.1 Miranda Myers, FASIN Representative and Vice Chair, provided information on the September 7, 2012 FASD Day with guest speaker Kim Barthel. The event will take place at the Italian Cultural Centre.

18. SEAC Budget 2011-2012

The remaining SEAC budget was provided to members. Discussion ensued on how to spend the remaining budget.

Moved by Mike Otway

Seconded by Martha Mawakeesic

*"THAT SEAC use the remaining budget to purchase books/resources for parents/guardians and teachers."*

CARRIED

19. Board Update

Trustee Marg Arnone provided information on the following Board meetings:

May 22, 2012 Regular Board Meeting

Items addressed at this meeting included:

- Introduction of New Student Trustee, Rheanna Kendrick, a student of Westgate CVI;
- Presentation on Tablet Devices @ Westgate CVI;
- Common European Framework of Reference;
- PA Days Devoted to Provincial Education Priorities;
- Aboriginal Education;
- Canadian Red Cross, Healthy Eating Makes the Grade;
- Adult Education Program;
- Health and Safety Semi- Annual Report;
- Student Success School Support Initiative; and
- Policy Review Approvals – Corporate Credit Card, Administration of Oral Medication, and Anaphylaxis and Medical Emergency Management.

June 12, 2012 Standing Committee Meeting

- School Boards' Co-Operative Inc. Award Presentation to Lakehead DSB;
- Ecole Gron Morgan Public School – School Travel Planning;
- Communications Update;
- Policy review approvals for Expense and Travel Reimbursement, Fundraising in the Schools, and Dress Code Policy;
- Policy development of the Alternative Schools Policy; and

- Postponing the review of the Equity and Inclusive Education Policy to 2012-2013 and the development of an Anti-Homophobia Policy in 2012-2013.

20. Adjournment

Moved by Colleen Valiquette

Seconded by Mike Otway

*“THAT we do now adjourn at 7:39 p.m.”*

CARRIED

LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2012 OCT 09  
Report No. 104-12

TO THE CHAIR AND MEMBERS OF  
THE STANDING COMMITTEE – Public Session

RE: 3074 EXPENSE AND TRAVEL REIMBURSEMENT PROCEDURES

1. Background

- 1.1 The Expense and Travel Reimbursement policy was approved at the June 26, 2012 Regular Board Meeting. At this meeting the Board also reviewed the accompanying procedures.
- 1.2 Changes that occurred to the policy and procedures were based on the *Broader Public Sector (BPS) Expenses Directive – Implementation Guide for Ontario School Boards*.

2. Situation

- 2.1 After attempting to implement and work within the procedures, it became clear that further clarification in certain areas were required. Further consultation with school administration, Jim McCuaig Education Centre staff, Victoria Park staff and Senior Administration has led to a revision of the procedures that were presented to the Board on June 26, 2012.
- 2.2 Clarifications were made to the procedures around meals, preparation and processing of claims, hospitality, and gifts. Attached as Appendix A are the revised procedures.

3. Conclusion

Lakehead District School Board is committed to fiscal responsibility. As such, the Broader Public Sector Expenses guidelines are reflected in the Expense and Travel Reimbursement policy and procedures.

Respectfully submitted,

KIRSTI ALAKSA  
Manager of Financial Services

DAVID WRIGHT  
Superintendent of Business

CATHERINE SIEMIENIUK  
Director of Education

**BUSINESS AND BOARD ADMINISTRATION****3000****EXPENSE AND TRAVEL REIMBURSEMENT  
PROCEDURES****3074**1. Policy

It is the policy of Lakehead District School Board to reimburse individuals for those expenses incurred in the conduct of approved Board business or in carrying out the responsibilities of an employee, a Board member, Student Trustee, School Council or non-trustee Board committee member.

2. Procedures2.1 Travel

- 2.1.1 ***Travel within the jurisdiction of the Board does not require completion of the travel approval form; however, does require supervisor knowledge and approval.***

All travel ***outside of the jurisdiction of the Board*** requires prior approval using the travel approval form according to the following:

Role	Level of Approval Required		
	Travel in Ontario	Travel in Canada and continental USA	International
Chair	Vice Chair	Vice Chair	Vice Chair
Vice Chair	Chair	Chair	Chair
Trustees	Vice Chair	Vice Chair	Chair
School Council Member	Director of Education or designate	Director of Education or designate	Director of Education or designate
Non-Trustee Board Committee Member	Superintendent	Superintendent	Superintendent
Director of Education	Chair	Chair	Chair
Superintendents	Director of Education	Director of Education	Director of Education
Employee	Supervisor/Principal	Supervisor/Principal & Superintendent	Director of Education
Consultant	Contract Manager	Superintendent	Director of Education

- 2.1.2 Other options for meetings and professional development are always considered before travel is approved (i.e. audio/video conferencing, webinars).

<b>BUSINESS AND BOARD ADMINISTRATION</b>	<b>3000</b>
<b>EXPENSE AND TRAVEL REIMBURSEMENT PROCEDURES</b>	<b>3074</b>

- 2.1.3 Employees, Trustees, Student Trustee, School Council members and non-Trustee members of Board committees shall make every effort to travel together in order to reduce the related expenses (ex. shared taxi, rental vehicle, mileage.)
- 2.1.4 If travel is to be funded by an outside agency (i.e. Ministry of Education or EQAO), travellers must adhere to their published reimbursement guidelines.
- 2.1.5 Staff and Trustees are encouraged to book flights, hotel and vehicle rentals with the Board's approved travel agent as part of their travel package.
- 2.1.6 Trustees are responsible to provide the Office of the Director with itineraries booked individually.
- 2.1.7 Student Trustee(s) shall work through the Office of the Director to secure travel and accommodation arrangements.
- 2.1.8 School Council members and non-Trustee Board committee members shall work through the Office of the Director or the office of the Superintendent of Education as appropriate, to secure travel and accommodation arrangements
- 2.1.9 The most economical and practical mode of transportation that is available should be used when travelling on Board business, or a comparable alternative. Discount advanced booking rates should be used, if available.
- 2.1.10 Airplane – Economy (coach) class is the standard option for ticket purchase. In some cases, Board employees may need to use chartered aircraft. This is to be pre-approved by the individual's Superintendent.
- 2.1.11 Train – Coach class economy fare is the standard option for ticket purchase.
- 2.1.12 Rental Vehicle – When renting a vehicle, a compact model or its equivalent is required. Any exceptions must be:
- documented and approved prior to the rental if possible; and
  - guided by the principle that the rental vehicle is the most economical and practical size, taking into account the business purpose, number of occupants and safety (including weather) considerations.
- To avoid higher gasoline charges the rental vehicle must be refuelled before its return.
- 2.1.13 Use of Personal Vehicles - Reimbursement for the use of personal vehicles on Board business will be in accordance with Policy No. 3070 "Allowance for Use of Personal Vehicles".

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PROCEDURES****3074**

2.1.14 Parking and Tolls – Reimbursement is provided for necessary and reasonable expenditures on parking, as well as, tolls for bridges, ferries and highways, when driving on Board business.

2.1.15 Shuttles/Taxis – Local public transportation including hotel/airport shuttles should be used wherever possible.

Taxis may be justified in cases where:

- group travel by taxi is more economical than the cost of having individuals travel separately by public transit or shuttle; or
- taking a taxi allows you to meet an unusually tight schedule for meetings

## 2.2 Accommodation

2.2.1 Travellers shall use the recommended conference standard accommodation.

2.2.2 The Board will not reimburse individuals for movies or the use of mini-bars.

2.2.3 Internet access in hotels will be considered an eligible expense for employees and Trustees only.

**2.2.4 Accommodations and meals when travelling the day before a meeting/conference and/or returning the day after a meeting/conference are generally not an eligible expense. Expenses may be eligible if flight times or other means of transportation on the same day of the meeting/conference are not conducive to meeting times, and/or at the discretion of the approver.**

## 2.3 Meals

2.3.1 Reimbursement for meal expenses is subject to the maximum rates set out in the chart below. These rates include taxes and gratuities (15% max).

Maximum Rate	Guidelines
Breakfast \$10	Travel commences before 6:00 a.m.
Lunch \$20	Travel commences before 11:30 a.m.
Dinner \$30	Arrival home after 7:00 p.m.

Claimants shall take advantage of meals included in registration. Original, itemized receipts for meals are required and reimbursement must not exceed the actual amount spent. The rates are not an allowance and they cannot be combined for one meal. If using a Board Purchasing Card or Corporate Credit Card, claimants will be responsible for reimbursing the Board for overages on meal maximum rates.

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PROCEDURES****3074**

- 2.3.2 The cost of alcoholic beverages will not be reimbursed by the Board as part of a travel or meal expense.
- 2.3.3 For ~~travel meeting~~ expenses that include meals **for more than the claimant**, the names of the **additional** individuals, ~~the individuals' titles~~ and the business purpose of the expense must be included to be reimbursed.
- 2.3.4 ***Meetings over meal times are discouraged.***

Meal rates ~~also~~ apply to all professional development events and staff meetings whether held on site or off site.

***For meeting expenses that include meals, the names of the individuals (or group) and the business purpose of the expense must be included to be reimbursed.***

A light **meal** lunch may be offered as part of a ~~full day~~ meeting where it facilitates the flow of the day and is unreasonable to expect individuals to obtain their own meals due to time constraints or location.

~~A meal may be offered where meetings commence after 5:00 p.m. and last a minimum of two hours.~~

~~A meal may be offered for meetings which occur during the normal course of the day and extend past 6:30 p.m.~~

~~A meal may not be offered where a meeting ends at a regular meal period.~~

~~Breakfast is not an eligible expense, however beverages are permissible.~~

~~Meetings over meal times are discouraged.~~

## 2.4 Preparation and Processing of Claims

- 2.4.1 The official expense report form must be used and all **original** ~~required~~ receipts must be attached. A travel approval form, **and a** copy of the itinerary, ~~and boarding pass~~ must accompany the claimant's expense report.
- 2.4.2 Original, itemized receipts are required for all items to be claimed.
- 2.4.3 In the event the claimant loses or cannot obtain a receipt, the claimant must first request a replacement receipt from the vendor. If a replacement receipt cannot be obtained, the claimant must complete the lost receipt form.



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- 2.4.4 If funding is obtained from more than one source, it is to be noted on the expense report.
- 2.4.5 Claims must be submitted to the Accounting Department, Jim McCuaig Education Centre, within fourteen days of the event.
- 2.4.6 Expense reports must be signed by the claimant and approved by the claimant's supervisor.
- 2.4.7 Trustee expense reports must be authorized by the Vice Chair of the Board. The Vice Chair's expense reports must be authorized by the Chair of the Board. All Trustee expense reports will be reviewed by the Superintendent of Business.
- 2.4.8 School Council members and non-Trustee Board committee member reports will be authorized by the Director of Education or Superintendent of Education, as appropriate.
- 2.4.9 An incomplete or inaccurate claim will be returned to the claimant for resubmission.
- 2.4.10 In order to provide a complete accounting for the cost of a trip or event, all prepaid expenses, including costs billed separately by the travel agent, prepaid registration and expenses paid by Corporate Credit Card/Purchasing Card must be included on the expense report. The total of these prepaid expenses must be deducted from the total cost of the trip or event in the appropriate section of the report.
- 2.5 Cash Advances
  - 2.5.1 Except as noted below, cash advances are not provided for the purpose of travel and meeting expenses. Trustees and employees who are expected to regularly incur travel and meeting expenses may be provided with a corporate credit card/purchasing card.
  - 2.5.2 A cash advance may be granted to the Student Trustee(s), upon the approval of the Director of Education or designate.
  - 2.5.3 Cash advances will not be provided to employees, School Council or non-Trustee Board committee members.
- 2.6 Hospitality

**BUSINESS AND BOARD ADMINISTRATION****3000****EXPENSE AND TRAVEL REIMBURSEMENT  
PROCEDURES****3074**

Hospitality is the provision of food, beverage, accommodation, transportation and other amenities at public expense to people who are not engaged in work for the Board or other Broader Public Service (BPS) organizations or Ontario government ministries, agencies and public entities. Functions only involving those people in the organizations listed above are not considered hospitality functions ~~and cannot be reimbursed.~~

- 2.6.1 Hospitality may be extended in an economical and consistent manner when it can facilitate Board business and it is considered desirable as a matter of courtesy or protocol.
- 2.6.2 Hospitality may include the consumption of alcohol at a meal or a reception with invitees as defined above, but only when there is an approved business case (see Business Plan for Provision of Hospitality or Alcohol Form)
- 2.6.3 Prior written approval is required for hospitality events where alcohol will be served.
- If the hospitality event is hosted by a Superintendent, the Superintendent must seek prior approval from the Director of Education
  - If the hospitality event is hosted by the Director of Education, the Director of Education must seek prior approval from the Chair of the Board

2.7 Gifts – Employees/Trustees

Gift cards/certificates cannot be given to Board employees for any reason. Board funds may not be used to purchase gifts (i.e. flowers, cards, mugs, plaques) for Board employees or their immediate family due to births, ~~deaths~~ adoption, ~~illness~~, ~~retirements~~, marriage, birthdays or other life events. These are considered personal and are not reimbursable.

There may be exceptional circumstances however, when the Director will approve Board funds for recognition of a staff member.

There may be circumstances that warrant recognition of employees, such as receiving awards for outstanding achievements, appearing as a guest speaker for an after hours event or long-term service with the Board or other exceptional circumstances that have been approved by the Superintendent or Director. In these circumstances, Board, school generated or School Council funds may be used to purchase token gifts of appreciation.

2.8 Gifts – Non-Employees

Appropriate token gifts of appreciation may be offered in exchange for gifts of service or expertise to people who are not engaged in work for the Board. Cash and Alcohol (including gift cards **for alcohol**) must not be given as a gift.

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2.9 Consultants & Other Contractors

2.9.1 Consultants and other contractors will not be reimbursed for any hospitality, incidental or food expenses, including:

- Meals, snacks and beverages
- Gratuities
- Laundry or dry cleaning
- Valet services
- Dependent care
- Home management
- Personal telephone calls

2.9.2 Consultants and other contractors may be reimbursed for travel and accommodation only if these provisions are included in the contract.

2.10 Other Eligible Expenses

Other eligible expenses incurred in carrying out the business of the Board are approved as part of the annual budget process. These items may include: equipment, supplies, meeting expenses, etc.

3. Review

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

<u>Cross Reference</u>	<u>Date Received</u>	<u>Legal Reference</u>
_____	October 23, 2007	_____
_____	<u>Date Revised</u>	_____
	December 15, 2009	
	June 26, 2012	

LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2012 OCT 09  
Report No. 107-12

TO THE CHAIR AND MEMBERS OF  
THE STANDING COMMITTEE – Public Session

RE: SUMMER LITERACY/NUMERACY CAMP

1. Background

- 1.1 Funded and supported by the Ministry of Education Student Achievement Division, the Summer Learning Program is a research based initiative designed to support primary students with the goal of maintaining or increasing their academic achievement levels.
- 1.2 Alexander, Entwistle and Olson (2007) looked at the long lasting consequences of the summer learning gap. They found that “the high SES (socioeconomic)-low SES achievement gap at Grade 9 mainly traces to differential summer learning over the elementary years.”
- 1.3 Addressing achievement gaps is a Provincial Ministry initiative and aligns with Lakehead District School Board’s Board Improvement Plan and School Improvement Plans.
- 1.4 For three weeks in July of 2011, Lakehead District School Board sponsored summer reading programs for students in Grades 1 to 3 at Sherbrooke and Agnew H. Johnston Public Schools.
- 1.5 In October of 2011, an information report was received by the Board on the Summer Literacy Learning Program hosted at Sherbrooke Public School.

2. Situation

In the spring of 2012, Lakehead District School Board was once again invited to participate in the Summer Learning Program and was also given the opportunity to participate in two additional pilot projects: The Summer Literacy Learning program for First Nation, Metis and Inuit (FNMI) students and the Summer Numeracy Learning Pilot Project.

3. Organization

3.1 Spring and Summer 2012

In May and June of 2012, the following steps were taken in preparation for summer learning programs:

- three school sites were selected to offer the programs;

- principals of selected schools provided information packages and registration forms to parents in their communities;
- all students from Grades 1 to 3 were tested to provide a baseline level of achievement;
- surveys were sent to all parents in these communities;
- eight teachers were hired to assist in the development and implementation of the Summer Literacy, Numeracy and FNMI programs;
- four food preparation personnel were hired to plan, cook and serve healthy breakfasts, lunches and snacks daily to students at each of the three school sites;
- 85 students from seven elementary schools registered for the summer programs;
- camps were held from 8:30 a.m. to 2:30 p.m. daily, between July 9 and 27, 2012;
- community contacts were established to support the program throughout the summer; and,
- literacy and numeracy resources were purchased to supplement those available at the selected school sites.

### 3.2 Fall 2012

In September and October of 2012, the following steps were taken to assess student learning:

- parent surveys were gathered and sent to researchers;
- summer learning teachers, currently employed as Board occasional teachers, administered required post-tests on students in all Grades 1 to 3 classes; and,
- data (gender, report card marks, etc.) was collected and submitted to the researchers.

## 4. Student Results

- 4.1 Attendance records show high levels of participation. Ninety-two percent of students registered were present until the final day of the three week program.
- 4.2 Students achieved very good results. Ninety-two percent of students exceeded the Developmental Reading Assessment (DRA) scores they achieved at the end of the school year.
- 4.3 Pre and post assessments in mathematics were developed by teachers in collaboration with researchers from Lakehead University. Results indicated that students developed:
  - increased computational fluency,
  - more sophisticated strategies,
  - increased perseverance; and
  - increased oral and written communication.
- 4.4 Research will be conducted by Janice Aurini from the University of Waterloo and Scott Davies from McMaster University. They will use parent surveys and student literacy and numeracy tests from the beginning and the end of the program to assess student reading and mathematics gains.

5. Next Steps

In an effort to build on and enhance successes already realized, the following program components will be further explored:

- ongoing links to the Lakehead University Achievement Program; and
- best practices to support program operations in the summer time.

6. Conclusion

Lakehead District School Board will continue to seek out and provide innovative opportunities to address the academic needs of all students currently working toward the provincial standard in both literacy and numeracy. Through programs that offer support to students outside of the regular school day, Lakehead District School Board will continue to close achievement gaps.

Respectfully submitted,

ROBIN TABOR-JOHN  
Elementary Program Coordinator

SHERRI-LYNNE PHARAND  
Superintendent of Education

CATHERINE SIEMIENIUK  
Director of Education



## ABORIGINAL EDUCATION ADVISORY COMMITTEE MINUTES

**DATE:** Friday, June 22, 2012 – Board Room, Education Centre

**MEMBERS PRESENT:** Elliott Cromarty, Leisa Desmoulins, Serena Essex, Pauline Fontaine, Lori Lukinuk, Sylvia O'Meara, Sherri-Lynne Pharand, Suzanne Tardif, Dolores Wawia

**ALTERNATES PRESENT:** Jane Lower

**ABSENT WITH REGRET:** Kathy Beardy, Agnes Hardy, Lori Laforme, Jack Playford, George Saarinen, Sara Shonias, Nicole Walter-Rowan, Beverley White-Kokeza

**RESOURCE:** Ellen Chambers, Suzanne Eddy, Amy Farrell, Senator Robert McKay, Robin Tabor-John,

**GUESTS:** Pat Johansen, Darren Lentz, Susan Lieske, Cathi Siemieniuk

AGENDA ITEM	DISCUSSION	ACTION
1. Opening Exercises	<ul style="list-style-type: none"> <li>Sherri called the meeting to order and called upon Senator McKay to conduct the opening.</li> </ul>	
2. Welcome and Introductions	<ul style="list-style-type: none"> <li>Sherri welcomed everyone to the meeting and thanked Senator McKay for the opening.</li> <li>Regrets and substitutions were noted and the attendance sheet was circulated.</li> </ul>	
3.1 Approval of Agenda - June 22, 2012	<ul style="list-style-type: none"> <li>Moved by Pauline Fontaine and seconded by Leisa Desmoulin, that the agenda for the June 22, 2012 meeting be approved. Carried.</li> </ul>	
3.2 Approval of Minutes - May 17, 2012	<ul style="list-style-type: none"> <li>Moved by Sylvia O'Meara and seconded by Trustee Lukinuk, that the minutes of the May 17, 2012 meeting be approved. Carried.</li> </ul>	
4. Correspondence File	<ul style="list-style-type: none"> <li>Correspondence file was circulated.</li> </ul>	
5. Presentations:		
5.1 Algonquin School Aboriginal Day	<ul style="list-style-type: none"> <li>Darren Lentz, Vice-Principal and Grade 7 teacher at Algonquin Public School, provided a power point presentation on the activities the school</li> </ul>	

AGENDA ITEM	DISCUSSION	ACTION
	<p>participated in on their Aboriginal Day and shared the work they have been doing this school year in Aboriginal education.</p> <ul style="list-style-type: none"> <li>• Community, culture, language and land are the most important teachings in the Aboriginal culture and Darren uses these in his curriculum.</li> <li>• Currently working on a resource book for basket weaving.</li> <li>• Partnerships have been made with Old Fort William Historical Park and Lakehead University to name a few.</li> <li>• It was suggested that Darren do his presentation to Diversity Thunder Bay and the Indian Friendship Centre.</li> <li>• Questions from the group were addressed.</li> <li>• Sherri thanked Darren for sharing his talents with students and the AEAC Committee.</li> </ul>	
5.2 Books for Life	<ul style="list-style-type: none"> <li>• Susan Lieske, Grade 1 teacher at Hyde Park School, provided a power point presentation on the Books of Life project she did with her class this school year. The project entailed creating a book of their lives representing who they are, what they value and where they are from with links to an Aboriginal perspective.</li> <li>• Susan used the Aboriginal tool kit in doing lesson planning.</li> <li>• Partnered with a teacher in Kanata, ON.</li> <li>• Approximately 7 schools are doing the Book of Life project with their students.</li> <li>• Sherri thanked Susan for sharing her talents with her students and for the very informative presentation.</li> </ul>	
6. Business Arising from the Minutes:  6.1 2012-2013 Meeting Schedule	<ul style="list-style-type: none"> <li>• The proposed meeting schedule for the 2012-2013 school year was reviewed for conflicts. Due to Aboriginal week being held the week of June 17-21, 2013, the proposed meeting date of Friday, June 21 was rescheduled to Thursday, June 13, 2013.</li> <li>• Moved by Sylvia O'Meara and seconded by Suzanne Tardif that the 2012-2013 meeting schedule be approved as amended. Carried.</li> </ul>	
7. New Business:  7.2 AEAC Representatives on PIC	<ul style="list-style-type: none"> <li>• An invitation was received from PIC to nominate two parent AEAC representatives (one member and one alternate) to serve on the Parent Involvement Committee for 2012-2013. The positions will be effective</li> </ul>	



AGENDA ITEM	DISCUSSION	ACTION
	<p>November 15, 2012 to November 14, 2013 and the committee meets a minimum of four times per year. Members asked to have the item brought back to the September 20, 2012 meeting.</p> <ul style="list-style-type: none"> <li>• Sherri thanked Serena and Suzanne for their attendance at the PIC meetings this past school year.</li> </ul>	
<p>8. Ongoing Business:</p> <p>8.1 Aboriginal Transitions Update</p>	<ul style="list-style-type: none"> <li>• Amy advised that the Transitions Committee met on June 7, 2012 and the student entrance form is now finalized to be piloted in our secondary schools and the two northern communities of Nibinamik and Neskantaga. Questions from the group were addressed. It was suggested that once the form is final, it could be used in NAN's information package for students coming from northern communities to attend high school.</li> <li>• Sherri informed the group that the Tutors in a Cultural Environment in all four high schools was approved by the Budget Committee and will be going for formal approval on June 26, 2012.</li> <li>• Lori informed the group that she attended a launch for Transitions and received a memory stick with a tremendous amount of information and videos. Lori will give to Amy for use. It was suggested to look into sharing the videos on you-tube.</li> </ul>	
<p>8.2 Advocacy Update</p>	<ul style="list-style-type: none"> <li>• The last Advocacy meeting was held on June 11, 2012. Amy is waiting for the Police Record Checks to come back.</li> <li>• Training will be slated for September and will be comprised of three orientation sessions. It is proposed to have current advocates attend and provide any additional training they may have received.</li> <li>• List of Advocates will be sent out to Principals as well as pamphlets on the program.</li> <li>• Ellen Chambers will bring a request to the Diversity Committee to have Advocates attend Anti Homophobia training.</li> </ul>	
<p>9. Information and Inquiries</p> <p>9.1 NAD Week</p>	<ul style="list-style-type: none"> <li>• Amy informed the group that National Aboriginal Week celebrations went very well. A lot of positive feedback was received.</li> <li>• Fort William Historical Park did two sessions in our schools – one at Five Mile and one at Crestview.</li> <li>• Amy did pony bead animals with the students and in turn, the students</li> </ul>	

AGENDA ITEM	DISCUSSION	ACTION
	<p>would write a short story about the beaded animal they made.</p> <ul style="list-style-type: none"> <li>The dates for National Aboriginal Week next year will be June 17-21, 2013.</li> </ul>	
9.2 OPSBA Award	<ul style="list-style-type: none"> <li>Sherri informed the group that Serena Essex will be receiving the Ontario Public School Boards' Association (OPSBA) Certificate of Appreciation and Sylvia O'Meara will be receiving the OPSBA Award of Excellence at the June 26, 2012 Board meeting to recognize their dedication and volunteer time that these two ladies have put into advocating for Aboriginal education.</li> <li>Sherri also informed the group that Trustee Lukinuk has been re-elected First Vice-President of OPSBA.</li> </ul>	
9.3 Work Plan	<ul style="list-style-type: none"> <li>Sherri thanked the group for their work this past year and advised that many of the objectives of the Work Plan have been achieved due to AEAC's commitment to Aboriginal education.</li> <li>Reflections from the past year were shared with the group.</li> </ul>	
9.4 Metis First Nations Week	<ul style="list-style-type: none"> <li>Senator McKay advised the group the Metis First Nations week will be held the weekend of August 24, 2012 in Sault Ste. Marie and if anyone is passing through at the time, to drop in.</li> </ul>	
10. Closing Exercises	<ul style="list-style-type: none"> <li>Closing exercises were conducted by Senator McKay.</li> </ul>	
11. Next Meeting	<ul style="list-style-type: none"> <li>Thursday, September 20, 2012, 9:30 a.m. – 12:00 p.m., Board Room, Education Centre.</li> </ul>	All
12. Adjournment	<ul style="list-style-type: none"> <li>The meeting adjourned at 12:00 p.m.</li> </ul>	

LAKEHEAD DISTRICT SCHOOL BOARD

**MINUTES OF PARENT INVOLVEMENT COMMITTEE**

Board Room  
Jim McCuaig Education Centre

2012 SEP 10

**MEMBERS PRESENT:**

Kelly Gallagher (Chair)  
Marg Arnone  
Serena Essex  
Nathalie Ferguson  
Gail Iwanonkiw  
Pat Johansen  
Gerry Leach  
Laurel Moir

Rima Mounayer  
Miranda Myers  
Sharlene Neill-Nugent  
Catherine Siemieniuk  
Susie Splett  
Sheila Stewart  
Nicole Walter Rowan  
Jacqui Wheatley

**RESOURCE:**

Bruce Nugent, Communications Officer

**GUESTS:**

Jenn Davis, School Council Chair, Crestview Public School  
Rheanna Kendrick, Student Trustee  
Lori Lukinuk, Trustee

**MEMBERS ABSENT, WITH REGRET:**

Vishnu Kowlessar  
Mary Lahti

Laura Macgowan  
Angela Meady

1. **Call to Order**

Chair Kelly Gallagher called the meeting to order, welcomed those in attendance, and introduced the 2012-2013 Student Trustee, Rheanna Kendrick.

2. **Disclosure of Conflict of Interest**

There were no disclosures of conflict of interest.

3. **Approval of Agenda**

By consensus, the agenda was approved.

4. **Director's Report**

Catherine Siemieniuk, Director of Education, spoke about school start-up, building enhancements, the hiring of a Mental Health Lead, the Celebrating Student Achievement advertising campaign, negotiations, PRO Grant approvals for nine elementary and two secondary schools, a parent engagement video developed through the Equity and Inclusive Education Strategy, the 2012-2013 Operational Plan, the June communications

survey, and budget. Questions pertaining to the Operational Plan were addressed and suggestions were noted.

The parent engagement video referred to above is entitled “Community Involvement to Promote Equity and Inclusiveness in Our Schools” and is available on the Ontario Education Services Corporation (OESC) website at <http://oesc-cseo.org/English/EquityInclusivity.html>.

5. Confirmation of Minutes – May 14, 2012

Regarding Item #4 Director’s Report, Gerry Leach had noted at the June 18 meeting that a response by Director Siemieniuk wasn’t included with his inquiry about parent invitations to school events. Since the Director wasn’t present to clarify her response, confirmation of these minutes was deferred to this meeting. Director Siemieniuk clarified her response and stated that schools are public buildings but have limited access, and teachers may invite parents into the school for events as appropriate.

The minutes were confirmed by consensus.

6. Confirmation of Minutes – June 18, 2012

The minutes were confirmed by consensus.

7. SEAC Funding Report

Kelly Gallagher referred to the report included in the package. Miranda Myers reported that SEAC hosted speaker Dick O’Brien who spoke about raising resilient children on May 7, 2012. The presentation was well attended feedback has been very positive overall. No questions arose.

The AEAC funding report will be included on the next agenda.

Consideration of the \$750 funding to AEAC and SEAC will be revisited next term.

8. Correspondence from the Minister of Education

Kelly Gallagher shared highlighted areas of the letter received from the Minister of Education on July 4 including information about resources developed by the Ontario Public Supervisory Officials’ Association and the Ministry of Education, PRO Grants, the Accepting Schools Act, Mental Health initiatives, and the 34 Credit Cap. Discussion followed and opinions were shared.

9. Making A Difference: A Practical Handbook for Parent Involvement Committee Members

Kelly Gallagher reported that the handbook that was released in late August. It is available on the Ministry of Education website at <http://www.edu.gov.on.ca/eng/teachers/HandbookPIC.pdf>. Paper copies were made available to those who were interested.

10. PIC By-Law Review Ad Hoc Committee Report

Gail Iwanonkiw, Chair of the PIC By-Law Review Ad Hoc Committee, presented the draft PIC By-laws for approval. Changes were noted to items 4.6, 8.1, 8.2, and 8.3.

Gerry Leach sought clarification on the last bullet in item 4.2 and stated that he felt the bullet should be deleted. Following discussion, an informal vote was held and it was approved that the bullet remain in the PIC By-Laws.

By consensus, the PIC By-Laws were approved.

11. School Council Orientation Ad Hoc Committee Report

Rima Mounayer, Chair of the School Council Orientation Ad Hoc Committee, reported that plans are underway for an event to be held on Monday, October 22 with the theme of “Stengthening Our School Community”. The event will include a keynote and carousel sessions. An expo is also being considered. A Principal and two School Council members from each school will be invited to attend. Input was provided for the ad hoc committee’s consideration. Another meeting of the ad hoc committee will be scheduled to finalize details.

12. Communications Ad Hoc Committee Update

Sheila Stewart, Chair of the Communications Ad Hoc Committee, reported that the committee will meet again soon to establish some communication processes for PIC. Sheila shared a sample webpage from another Board that provides a monthly newsletter for subscribers.

13. Aboriginal Education Advisory Committee (AEAC) Report

Serena Essex reported that the next AEAC meeting will be held on September 20. Serena also thanked Director Siemieniuk for speaking at an FASD event held on September 9.

14. Special Education Advisory Committee (SEAC) Report

Miranda Myers reported that the next SEAC meeting will be held on September 19.

15. Next Meeting Dates

Kelly Gallagher will email members seeking expressions of interest to serve on a PIC Member Selection Sub-Committee to review applications that are due on September 28. The sub-committee will meet on Monday, October 1 at 4:30 p.m. before the PIC meeting.

The next PIC meeting will be held Monday, October 1 at 6:30 p.m.

All PIC members will be invited to the School Council Orientation Event on Monday, October 22.

16. Adjournment

The meeting adjourned at 8:20 p.m.

LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2012 OCT 09  
Report No. 101-12

TO THE CHAIR AND MEMBERS OF  
THE STANDING COMMITTEE

RE: 2012-2013 ORDER OF POLICIES FOR REVIEW

1. Background

1.1 On September 25, 2012, the Board approved the Policy Review Schedule 2012 to 2020.

1.2 Section 4.4.1 of the Policy Development and Review Policy 2010 states "A specified review date will be established for all policies."

2. Situation

The 2012-2013 order of policies for review, as developed by Director's Council, is attached.

Respectfully submitted,

CATHERINE SIEMIENIUK  
Director of Education

ORDER OF POLICIES FOR DEVELOPMENT AND REVIEW September 2012 to June 2013					
Draft Policy to Constituents	Policy Input Due Date	Standing Committee Meeting	Policy #	Name of Policy	Superintendent
		September 11	4020	Alternative Schools	C. Kappel
December 5	January 30	February 12	9020	Library Resource Centre	S. Pharand
February 6	March 27	April 9	7020 7030	Employment Equity Harrassment & Human Rights	I. MacRae I. MacRae
March 20	May 1	May 14	NEW 1020 3096	Anti-Homophobia Equity & Inclusive Education Information/Communication Technology Use	C. Kappel C. Kappel D. Wright
April 17	May 29	June 11	NEW 8062	Voluntary Aboriginal Staff Self-Identification Voluntary Aboriginal Student Self-Identification	S. Pharand S. Pharand

LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2012 OCT 09  
Report No. 106-12

TO THE CHAIR AND MEMBERS OF  
THE STANDING COMMITTEE – Public Session

RE: 2012-2013 DIRECTOR'S ACTION PLAN

1. Background

- 1.1 Following the presentation of the 2012-13 Operational Plan at the Regular Board Meeting held June 26, 2012, the Director's annual Action Plan was developed.
- 1.2 This document articulates the commitment of the Director of Education to system leadership actions.

2. Situation

The 2012-13 Director's Action Plan is herewith presented.

Respectfully submitted,

CATHERINE SIEMIENIUK  
Director of Education





## 2012-2013 ACTION PLAN

**Catherine Siemieniuk**  
Director of Education

### 1. **Setting Direction: STRATEGIC LEADERSHIP**

**GOAL:** *To provide strong, visionary leadership in implementing the strategic direction of the Board.*

#### **KEY STRATEGIES:**

- 1.1 Work with the Board and internal and external stakeholders to ensure that the focus for action is on student achievement and well being.
- 1.2 Ensure the alignment of system resources to successfully implement the 2012-2013 Operational Plan.
- 1.3 Work with senior staff to translate the mission, vision and values of the organization into actions that promote and sustain school improvement.
- 1.4 Seek opportunities to outreach to the community and to articulate and demonstrate the vision, mission, and values of Lakehead District School Board.
- 1.5 Engage with Trustees in the ongoing review of the strategic goals of the organization.
- 1.6 Engage in professional development at the local, regional and provincial level that focuses on the characteristics of high performing school systems in Ontario and the successful practices enacted by system-level leaders, with the intent to improve conditions for excellence.

## **2. Leading the Instructional Program: STUDENT ACHIEVEMENT**

**GOAL:** *To provide direction and support to ensure that our organization retains a primary focus on student success.*

### **KEY STRATEGIES:**

- 2.1 Develop a culture committed to excellence for all students by maintaining a consistent and continuous Board-wide focus on student achievement.
- 2.2 Provide leadership in creating and maintaining optimal learning environments by ensuring that all students learn in safe, secure and healthy learning environments that celebrate diversity and ensure that all students' rights are respected.
- 2.3 Ensure all schools develop School Improvement Plans that set targets for improved student achievement, are aligned with Board Improvement Plans, and support the achievement targets set by the Ministry of Education.
- 2.4 Ensure that plans to improve student achievement are driven by data, supported by research, can be articulated by all staff and are shared with parents, guardians and community.
- 2.5 Support the work of school and system instructional leaders and engage in courageous conversations about student achievement.
- 2.6 Ensure that the implementation of provincial initiatives compliment and enhance current system and community resources.

### **3. Developing the Organization: LEADERSHIP DEVELOPMENT AND CAPACITY BUILDING**

**GOAL:** *To provide leadership within the Board that focuses on the present and ensures sustainability for the future.*

#### **KEY STRATEGIES:**

- 3.1 Provide information and advice to the Board in its decision-making.
- 3.2 Ensure that reports provide high quality information upon which to make decisions.
- 3.3 Provide personal leadership and visibility in articulating the direction of the Board through staff meetings, Director's Council, Operational Plan updates, Advisory Committees, School Councils, school visits, public presentations, and individual contacts.
- 3.4 Ensure that the leadership development model focuses on supporting current and future leaders to develop the skills, knowledge and attitudes needed to be successful in their roles.
- 3.5 Foster positive, professional relationships between Lakehead Public Schools and other regional and provincial educational systems.
- 3.6 Invest in people and in the future of the organization by maintaining a clear focus on leadership development and professional learning for all staff.

#### **4. Building Relationships and Developing People: COMMUNICATION**

**GOAL:** *To strengthen confidence in Lakehead Public Schools as a quality educational organization through open communication, relationship building, and inclusive processes.*

#### **KEY STRATEGIES:**

- 4.1 Ensure timely and regular information regarding Board direction and decisions to all employee groups in the system.
- 4.2 Maintain high visibility and use effective communication strategies to inform and to maintain a positive profile within the organization and the community.
- 4.3 Demonstrate openness and accessibility to Trustees, staff, and the public.
- 4.4 Continue to provide leadership and support to the Special Education Advisory Committee, Parent Involvement Committee, Audit Committee and Aboriginal Education Advisory Committee.
- 4.5 Communicate a positive image of Lakehead Public Schools in the broader public.
- 4.6 Acknowledge and celebrate the achievements and contributions of the employees of Lakehead Public Schools.
- 4.7 Maintain and strengthen effective communication with parents, families and community partners.
- 4.8 Seek feedback from internal and external stakeholders, including students, that will inform and enhance practice.

## 5. **Securing Accountability: MANAGEMENT**

**GOAL:** *To provide direction and model effective leadership in the management of Lakehead Public Schools.*

### **KEY STRATEGIES:**

- 5.1 Support and monitor the performance of all Supervisory Officers.
- 5.2 Ensure that all staff and all management processes within Lakehead Public Schools recognize that we are a service based organization that serves the needs of our student, parent and community clients.
- 5.3 As Secretary to the Board, demonstrate compliance with Ministry of Education direction and legislation.
- 5.4 Ensure that a fair and transparent budget process is responsive to the needs of the organization and meets all legislated requirements.
- 5.5 Apply appropriate performance management practices and quality assurance processes.
- 5.6 Develop and present a transparent account of Board and school performance to a range of audiences.
- 5.7 Review performance appraisal processes to ensure accountability to the organization and the public.

LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2012 OCT 09  
Report No. 105-12

TO THE CHAIR AND MEMBERS OF  
THE STANDING COMMITTEE – Public Session

RE: APPOINTMENTS TO THE 2012-2013 PARENT INVOLVEMENT COMMITTEE

1. Background

- 1.1 In September 2010, the Ministry of Education adopted Ontario Regulation 330/10 School Councils and Parent Involvement Committees requiring school boards to establish a Parent Involvement Committee that adheres to the requirements outlined in legislation.
- 1.2 The legislation outlined processes and timelines. The Parent Involvement Committee established working By-Laws that satisfied the legislation. The current By-Laws were revised in August and adopted by Parent Involvement Committee on September 10, 2012.

2. Situation

- 2.1 Parent Involvement Committee appointments must be approved by the Board.
- 2.2 Parent Voting Members

The parent voting members include: (one or two year terms)

- four (4) School Council representatives;
- two (2) parent representatives;
- one (1) parent from the Special Education Advisory Committee;
- one (1) parent from the Aboriginal Education Advisory Committee; and
- alternate representatives that are appointed for one year only.

2.2.1 Parent members can be employees of Lakehead District School Board.

2.2.2 Currently serving a two-year term from November 15, 2011 to November 14, 2013 are:

- Kelly Gallagher, Parent representative;
- Vishnu Kowlessar, School Council representative;
- Laura Macgowan, Parent representative;
- Susie Splett, School Council representative; and
- Sheila Stewart, School Council representative.

2.2.3 Expressions of interest were sought for one School Council representative and four alternates, and two alternate parent

representatives. Positions were advertised through school newsletters and on the Board website. Applications were due September 28, 2012.

### 2.3 Community Voting Members

Up to three (3) community representatives that are voting members can be appointed to the committee. Community representatives can not be employees or members of Lakehead District School Board. An advertisement for community representatives was advertised in the Source and on the Board website. Applications were due September 28, 2012.

### 2.4 Non-Voting Members

The non-voting members include: (one year terms)

- Director of Education;
- one (1) Trustee;
- one (1) Principal;
- one (1) Teacher; and
- alternate representatives.

### 2.5 The Parent Involvement Committee will continue to seek members for the remaining vacancies.

## 3. Conclusion

A recommendation to approve the Parent Involvement Committee appointments for 2012-2013 is included in this report.

## RECOMMENDATION:

It is recommended that Lakehead District School Board:

### 1. Approve the following appointments to the 2012-2013 Parent Involvement Committee effective November 15, 2012 to November 14, 2013:

- Serena Essex, Aboriginal Education Advisory Committee representative;
- Gail Iwanonkiw, School Council alternate representative;
- Gerry Leach, Community representative;
- Heather McLean, Parent alternate representative;
- Angela Meady, Community representative;
- Rima Mounayer, Principal representative;
- Miranda Myers, Special Education Advisory Committee representative;
- Harbinder Singh Hayer, Parent alternate representative;
- Varinder Singh Hayer, School Council alternate representative;
- Robin Tabor-John, Teacher alternate representative;
- Suzanne Tardif, Aboriginal Education Advisory Committee alternate representative;
- Colleen Valiquette, Special Education Advisory Committee alternate representative;
- Adam Vinet, School Council alternate representative;
- Nicole Walter Rowan, Teacher representative; and
- Beverley White-Kokeza, Aboriginal Education Advisory Committee alternate representative.

2. Approve the appointment of Nathalie Ferguson as School Council representative on the 2012-2013 and 2013-2014 Parent Involvement Committee effective November 15, 2012 to November 14, 2014.
3. Appoint Trustee \_\_\_\_\_ to serve as Trustee representative and Trustee \_\_\_\_\_ to serve as Trustee alternate representative on the 2012-2013 Parent Involvement Committee effective November 15, 2012 to November 14, 2013.

Respectfully submitted,

CATHERINE SIEMIENIUK  
Director of Education