



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, November 13, 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. COMMITTEE OF THE WHOLE – Closed Session – 5:45 p.m. (SEE ATTACHED AGENDA) | | |
| 6. Delegations/Presentations | | |
| 7. Confirmation of Minutes | | |
| 7.1 Standing Committee Meeting - October 9, 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

| | | <u>Resource Person</u> | <u>Pages</u> |
|--|---|----------------------------|--------------|
| <u>MATTERS NOT REQUIRING A DECISION</u> | | | |
| 9. | Information Reports | | |
| 9.1 | Success Advisory Committee Meeting Report | K. Wilson | Verbal |
| 9.2 | Trustee Manual Review Ad Hoc Committee (114-12) | J. Playford | 5 |
| 9.3 | Student Transportation Services of Thunder Bay (STSTB) Committee Meeting Report | G. Saarinen | Verbal |
| 9.4 | Managing Information for Student Achievement (MISA) (117-12) | C. Kappel | 6-9 |
| 9.5 | Legal Representation for 2011-2012 (113-12) | C. Siemieniuk | 10-13 |
| 10. | First Reports | | |

MATTERS FOR DECISION:

11. Postponed Reports
12. Ad Hoc and Special Committee Reports
13. New Reports
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.



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STANDING COMMITTEE
Tuesday, November 13, 2012
Jim McCuaig Education Centre

Catherine Siemieniuk
Director of Education

Karen Wilson
Chair

AGENDA

COMMITTEE OF THE WHOLE – Closed Session
5:45 P.M. – in the Sibley Room

| | <u>Resource Person</u> | <u>Pages</u> |
|--|-----------------------------------|---------------------|
| 5.1 Confirmation of Committee of the Whole - Closed Session Minutes | | |
| 5.1.1 Standing Committee Meeting - October 9, 2012 | K. Wilson | 1-2 |
| 5.2 Business Arising from the Minutes | | |
| 5.3 Consideration of Reports | | |
| 5.3.1 Personnel Matter | S. Pharand | Verbal |
| 5.3.2 Negotiations | I. MacRae | Verbal |
| 5.3.3 Legal Matter | C. Siemieniuk | 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 OCT 09

TRUSTEES PRESENT:

Karen Wilson (Chair)
Marg Arnone
Pat Johansen
Lori Lukinuk

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

SENIOR ADMINISTRATION:

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

FEDERATION/UNION REPRESENTATIVES:

Rod McGee, CUPE

PUBLIC SESSION:

1. **Approval of Agenda**

Moved by Trustee Saarinen

Seconded by Trustee Lukinuk

"THAT the Agenda for Standing Committee Meeting, October 9, 2012, be approved."

CARRIED

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

Moved by Trustee Johansen

Seconded by Trustee Oikonen

"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*
 - *September 11, 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. Confirmation of Minutes

Moved by Trustee Johansen

Seconded by Trustee Arnone

“THAT the Standing Committee approve the Minutes of the Standing Committee Meeting, September 11, 2012.”

CARRIED

5. Business Arising from the Minutes

5.1 Regarding item 15.5, Trustee Lukinuk requested an update pertaining to the 2012-2013 Parents Reaching Out (PRO) Grants. Catherine Siemieniuk, Director of Education, and Ian MacRae, Superintendent of Education, noted that the Adult Education Centre received a 2012-2013 Parents Reaching Out (PRO) Regional Grant for a quarterly newsletter that will focus on student achievement.

5.2 Regarding item 15.3, Chair Wilson requested an update pertaining to the purchase and longevity of classroom furniture. David Wright, Superintendent of Business, noted that a tendering process is followed which addresses cost effectiveness and longevity of classroom furniture purchases.

6. Audit Committee Report

Chair Massaro presented this verbal report highlighting the October 1, 2012 Audit Committee meeting. All Trustees' questions were addressed.

7. Final Report – Special Education Program Review (103-12)

Colleen Kappel, Superintendent of Education, introduced Andrea Pugliese, Special Education Officer, and Debbie Sims, retired secondary teacher, who presented an overview of the Special Education program review and next steps. All Trustees' questions were address.

8. Special Education Advisory Committee Meeting Minutes – June 20, 2012

Colleen Kappel, Superintendent of Education, presented the June 20, 2012 minutes for information. All Trustees' questions were addressed.

9. 3074 Expense and Travel Reimbursement Procedures (104-12)

David Wright, Superintendent of Business, introduced Kirsti Alaksa, Manager of Financial Services, who presented revisions to the 3074 Expense and Travel Reimbursement Procedures. All Trustees' questions were addressed.

10. Summer Literacy/Numeracy Camp (106-12)

Sherri-Lynne Pharand, Superintendent of Education, introduced Robin Tabor-John, Elementary Program Coordinator. Ms. Tabor-John introduced Nikki Marks, Elementary Resource Teacher, and Meghan Jewel and Jasmine Sgambollari, Summer Literacy/Numeracy teachers, who presented an overview of the Summer Literacy/Numeracy camp and next steps. All Trustees' questions were addressed.

11. Aboriginal Education Advisory Committee Meeting Minutes – June 22, 2012

Sherri-Lynne Pharand, Superintendent of Education, presented the June 22, 2012 minutes for information.

12. Parent Involvement Committee Meeting Minutes – September 10, 2012

Catherine Siemieniuk, Director of Education, presented the September 10, 2012 meeting minutes for information.

13. 2012-2013 Order of Policies for Review (101-12)

Catherine Siemieniuk, Director of Education, presented the report. All Trustees' questions were addressed.

14. 2012-2013 Director's Action Plan (106-12)

Catherine Siemieniuk, Director of Education, presented the report. All Trustees' questions were addressed.

MATTERS FOR DECISION:

15. Appointments to the 2012-2013 Parent Involvement Committee (105-12)

Moved by Trustee Lukinuk

Seconded by Trustee Saarinen

"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 Arnone to serve as Trustee representative and Trustee Johansen to serve as Trustee alternate representative on the 2012-2013 Parent Involvement Committee effective November 15, 2012 to November 14, 2013."*

CARRIED

16. Information and Inquiries

- 16.1 Trustee Saarinen shared information pertaining to Avenue II Community Program Services (Thunder Bay) Inc.
- 16.2 Trustee Lukinuk congratulated Trustee Saarinen for his appointment as Vice Chair of the Ontario Public School Boards' Association's (OPSBA) Policy Development Work Team Committee.
- 16.3 Trustee Wilson inquired if Lakehead District School Board will send representatives to the Coalition for Children and Youth Mental Health Summit on October 25 and 26. Catherine Siemieniuk, Director of Education, responded that Superintendent Kappel, the Mental Health Leader, the Chief Social Worker, and the Student Support Leadership Initiative Lead will attend the summit. Trustee Lukinuk inquired if Lakehead District School Board is aware that funding may be provided by Ontario Public School Boards' Association (OPSBA) for a parent or student's registration fee. Catherine Siemieniuk, Director of Education, responded that this information is under consideration. Trustee Lukinuk noted that she will attend the summit in her role as Ontario Public School Boards' Association's (OPSBA) First Vice President.

17. Adjournment

Moved by Trustee Lukinuk

Seconded by Trustee Saarinen

"THAT we do now adjourn at 9:25 p.m."

CARRIED

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2012 NOV 13
Report No. 114-12

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

RE: TRUSTEE MANUAL REVIEW AD HOC COMMITTEE

1. Background

- 1.1 On November 22, 2011, the Board established a Trustee Manual Review Ad Hoc Committee comprised of all Trustees to incorporate the 3001 Governance Policy (Appendix A) into an existing document. The Director of Education and the Executive Secretary were the staff resources to the committee. The first meeting was held on December 5, 2011. At that meeting, Trustee Playford was appointed Chair of the Trustee Manual Review Ad Hoc Committee.
- 1.2 The Trustee Manual Review Ad Hoc Committee directed the Board Development Committee to conduct a review of the Trustee Reference Manual, incorporate 3001 Governance Policy into the manual, and provide recommended changes to the Trustee Manual Review Ad Hoc Committee no later than June 1, 2012. The Board Development Committee completed its review of the Trustee Reference Manual and reported back to the Trustee Manual Review Ad Hoc Committee on May 22, 2012.
- 1.3 On June 12, 2012, at the Standing Committee Meeting, an information report was presented reporting that the Trustee Manual Review Ad Hoc Committee planned to continue to meet and review the Trustee Manual reporting back to the Board no later than November 13, 2012.

2. Conclusion

The Trustee Manual Review Ad Hoc Committee has completed its work on the Trustee Manual.

Respectfully submitted,

JACK PLAYFORD
Chair
Trustee Manual Review Ad Hoc Committee

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2012 NOV 13
Report No. 117-12

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

RE: MANAGING INFORMATION FOR STUDENT ACHIEVEMENT (MISA)

1. Background

- 1.1 The Ministry of Education created the Managing Information for Student Achievement (MISA) initiative under the Information Management Branch in 2005.
- 1.2 MISA is organized into seven regional Professional Network Centres (PNC's) across the province, including the Thunder Bay Region PNC.
- 1.3 The Executive Lead for the Thunder Bay Region PNC is seconded from Lakehead District School Board. The Executive Lead is Colleen Kappel.
- 1.4 Each Board identified a MISA Lead to represent their interest in the regional PNC, and implement the MISA initiative through Local Capacity Building (LCB) activities. The MISA Lead is Paul Tsekouras.

2. Situation

- 2.1 The Thunder Bay Region MISA Professional Network Centre activities aim to build a culture of evidence-informed decision making at the classroom, school, and system level supporting student achievement where:
 - resources and expertise are shared in a spirit of collaboration and innovation;
 - administrators, teachers and staff use data to inform planning, implementation and evaluation;
 - strong links with the research community are established to assist the effective use of data; and
 - data is analyzed and interpreted to inform instruction and support student learning.

2.2 MISA Local Capacity Building activities are designed to support the following MISA priorities:

- build capacity by continuing work on high priority projects;
- create more effective integration and collaboration with system leaders in activities related to board improvement planning, monitoring, assessment and evaluation; and
- promote prioritized availability and usability of information for end-users having regard to privacy protection.

3. Key 2012-2013 MISA PNC Activities Impacting Lakehead District School Board:

3.1 Activity One

- 3.1.1 Each PNC Board was invited to submit learning community proposals focused on the topic of Assessment Practices, Intervention Strategies, Mental Health Strategies and Student Engagement, with a particular focus on aboriginal education and students at risk. Proposals were approved by MISA Leads October 5, 2012.
- 3.1.2 Each successful research team will be assigned research support in order to maximize the effectiveness of the project. Most research support will be provided by Lakehead University; however, Boards may network with other research organizations.
- 3.1.3 A research symposium was hosted by the PNC on November 1 and 2, 2012 for all Learning Community Project teams. Dr. Steven Katz provided a session on effective learning community practices and a team from the Literacy and Numeracy Secretariat, Research, Evaluation and Data-Management Team (Judi Kokis, David Cameron & Hana Saab) worked with teams on the following topics: collaborative learning and action research, creating a method of evaluating project effect, and developing a process to work with school teams.

3.2 Activity Two

- 3.2.1 Professional learning in the use of Cognos data reports will continue. A survey will be developed by the MISA Leaders in collaboration with a researcher and administered to examine the following:
- What data is used to make informed decisions to improve student learning?
 - Who accesses this data in the Board (i.e. program staff, administrators, teachers, etc.)?
 - What are the specific Board/school strategies that respond to the analysis of the data?

3.3 Activity Three

3.3.1 Privacy Information Management (PIM) Capacity Building

PIM remains an important consideration for all Boards as staff use data and evidence to make informed decisions about student achievement and programs. As a follow up to the PIM training session provided in March 2012, the PNC website will be developed further to share the PIM resources produced and provide a space for collaboration of MISA Leads and PIM Champions.

3.3.2 Promoting Board/School Participation in PNC Activities

MISA PNC will support attendance of MISA Leads and Board representatives at PNC sponsored activities (travel costs, release time and resource development). Meetings will provide opportunities for knowledge dissemination and sharing of LCB initiatives.

4. Key 2012-13 MISA LCB activities impacting Lakehead District School Board

4.1 Activity One

School student success teams will receive support to gather, track and analyze the impact of their early intervention strategies on maximizing credit accumulation. School teams will be provided with opportunities to share best practices and data across our system to inform new practice and next steps.

4.2 Activity Two

The MISA Leader in collaboration with central staff and school literacy leads will measure the impact of the 2011-2012 Grade 9 Ontario Secondary School Literacy Test (OSSLT) pre-test as an indicator for success on the 2013 OSSLT and 2012-2013 Board Improvement Plan SMART goals. Adjustments may be made to OSSLT interventions and supports based on findings.

4.3 Activity Three

A Board privacy protocol will be developed by June 2013 to support consistent measures that safeguard privacy. The privacy protocol will be written in consultation with our Privacy Information Management (PIM) Champion, information management personnel, school and other central staff. The protocol will be shared with Board administrators, regional MISA Leads and posted on the MISA PNC website.

5. Conclusion

The Lakehead District School Board is committed to the success of every student. Through the MISA Professional Network Centre and Local Capacity Building priorities and activities, MISA will continue to positively impact the learning and achievement of every student by facilitating professional learning, building research and evaluation capacity, and promoting knowledge mobilization.

Respectfully submitted,

PAUL TSEKOURAS
MISA Board Lead

COLLEEN KAPPEL
Superintendent of Education

CATHERINE SIEMIENIUK
Director of Education

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2012 NOV 13
Report No. 113-12

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

RE: LEGAL REPRESENTATION FOR 2011-2012

1. Background

The Board's Legal Representation Policy and Procedures #3020 (herewith attached) are designed to assist in the resolution of complex and technical legal matters. This report does not include legal expenses incurred which are to be recovered in the future.

2. Situation

The 2011-2012 legal costs paid from the Director's Legal/Audit account are as follows:

| | | |
|-----|--|--------------|
| 2.1 | <u>Cheadles</u> Expenses for personnel and general matters | \$198,421.42 |
| 2.2 | <u>Carrell & Partners</u> Expenses for property matters | 5,722.71 |
| 2.3 | <u>Borden Ladner Gervais</u> Expenses for Good Places to Learn loan matters | 2,106.55 |
| 2.4 | <u>Hicks Morley</u> Expenses for personnel matters | 16,192.75 |
| 2.5 | <u>Keel Cottrelle</u> Expenses for personnel matters | 28,218.61 |
| 2.6 | <u>Third Party Costs</u> Expenses for third party matters | 27,128.14 |
| 2.7 | <u>TOTAL</u> | \$277,790.18 |

3. Conclusion

Total legal expenses vary annually as indicated in the chart below.

| Year | Total Legal Expenses |
|-----------|----------------------|
| 2011-2012 | \$ 277,790.18 |
| 2010-2011 | 389,611.72 |
| 2009-2010 | 263,803.83 |
| 2008-2009 | 121,867.77 |
| 2007-2008 | 83,985.18 |
| 2006-2007 | 98,874.37 |
| 2005-2006 | 159,291.82 |
| 2004-2005 | 242,365.23 |

Respectfully submitted,

CATHERINE SIEMIENIUK
Director of Education

BUSINESS AND BOARD ADMINISTRATION**3000**

LEGAL REPRESENTATION POLICY**3020**

1. Rationale

There are occasions when legal advice is necessary to assist in resolving very complex and technical problems.

2. The Policy

It is the policy of Lakehead District School Board that all matters requiring professional legal assistance must be approved by the Director of Education or designate, before referral is sought.

3. Guidelines

3.1 That any solicitor or firm of solicitors so engaged will be recompensed on a fee-for-service basis.

3.2 For specific details concerning this policy, refer to Procedures 3020. Any questions related thereto may be directed to the Superintendent responsible.

4. Review

This policy shall be reviewed in accordance with Policy Development and Review Policy 2010.

Cross Reference

Date Approved**February, 1979****Date Revised****June 22, 2010**

Legal Reference

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BUSINESS AND BOARD ADMINISTRATION**3000**

LEGAL REPRESENTATION PROCEDURES**3020**

1. The Policy

It is the policy of Lakehead District School Board that all matters requiring professional legal assistance must be approved by the Director of Education or designate, before referral is sought.

2. Implementation Procedures

- 2.1 If legal representation is deemed necessary, by an employee they should contact their Superintendent, or, if s/he is not available, the Director or any other Superintendent.
- 2.2 Briefly outline the matter to the Superintendent.
- 2.3 The Superintendent will decide if the matter requires legal representation. If the matter does not require legal representation, the Superintendent will provide the necessary information to allow the matter to be resolved.
- 2.4 If the matter is deemed to require legal representation, the Superintendent, in consultation with the Director, will engage a solicitor to contact the employee directly and continue until the matter is resolved. All engagements must be confirmed in writing (this does not preclude a verbal engagement, but any verbal engagement must be followed by a written confirmation).
- 2.5 A copy of each referral will be forwarded to the Director, who will keep a record of each legal engagement. Such a record will include: the date of engagement, authorizing official, brief description of the matter, the date of completion, and the cost.
- 2.6 The Director files a report annually on the year's activities with respect to use of legal firms.

3. Review

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

| <u>Cross Reference</u> | <u>Date Approved</u> | <u>Legal Reference</u> |
|------------------------|-----------------------|------------------------|
| _____ | February, 1979 | _____ |
| _____ | <u>Date Revised</u> | _____ |
| | June 22, 2010 | |