



**Office of the Director**

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

**REGULAR BOARD MEETING NO. 2**

**Tuesday, December 17, 2013  
Jim McCuaig Education Centre**

Catherine Siemieniuk  
Director of Education

Deborah Massaro  
Chair

**AGENDA**

**PUBLIC SESSION  
7:30 P.M. – in the Board Room**

	<u>Resource Person</u>	<u>Pages</u>
1. Call to Order		
2. Disclosure of Conflict of Interest		
3. Approval of the Agenda		
4. Resolve into Committee of the Whole – Closed Session		
5. <b>COMMITTEE OF THE WHOLE – Closed Session – 6:30 p.m. (SEE ATTACHED AGENDA)</b>		
6. Report of Committee of the Whole – Closed Session		
7. Delegations/Presentations		
8. Confirmation of Minutes		
8.1 Regular Board Meeting No. 14 - November 26, 2013	D. Massaro	1-5
8.2 Annual Board Meeting - December 3, 2013	D. Massaro	6-9
9. Business Arising from the Minutes		

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

**LAKEHEAD DISTRICT SCHOOL BOARD**

		<u>Resource Person</u>	<u>Pages</u>
<b><u>MATTERS NOT REQUIRING A DECISION:</u></b>			
10.	Information Reports		
10.1	Ontario Public School Boards' Association (OPSBA) Report	G. Saarinen	Verbal
10.2	Student Trustee Report	L. Turner	Handout
10.3	Accessibility for Ontarians with Disabilities Act (AODA) Update (015-14)	I. MacRae	10-11 +Handout
10.4	Expanding Opportunities for Excellence 7-12 (012-14)	S. Pharand	12-14
10.5	Aboriginal Education Advisory Committee Meeting Minutes - September 20, 2013	S. Pharand	15-18
10.6	Safe and Caring School Communities (010-14)	C. Kappel	19-27
10.7	Special Education Advisory Committee Meeting Minutes - September 18, 2013	C. Kappel	28-32
10.8	Special Education Advisory Committee Meeting Minutes - October 16, 2013	C. Kappel	33-35
11.	First Reports		

**MATTERS FOR DECISION:**

12.	Postponed Reports		
13.	Recommendations from the Standing Committee		
14.	Ad Hoc and Special Committee Reports		
15.	New Reports		
15.1	Policy Review – 7020 Equitable Employment (114-14)	I. MacRae	36-42

*It is recommended that Lakehead District School Board approve:*

- 1. the draft revised Policy 7020 Equitable Employment, be sent out for constituent input by January 6, 2014 with input to be received by January 29, 2014; and*
- 2. the draft policy be presented for consideration at the Standing Committee meeting in February 2014.*

<p>Trustees (Chair and Vice-Chair) and presenters of reports will be available for comment after the Board Meeting.</p>
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		<u>Resource Person</u>	<u>Pages</u>
15.2	Appointment to the Aboriginal Education Advisory Committee (013-14)	S. Pharand	43-44
	<i>It is recommended that Lakehead District School Board approve the appointment of Katrina Fiddler as the student representative on the Aboriginal Education Advisory Committee.</i>		
15.3	Appointment of External Members to the Audit Committee (011-14)	D. Wright	45-46
	<i>It is recommended that Lakehead District School Board appoint:</i>		
	<ol style="list-style-type: none"> <li>1. <i>Ms. Sandra Leonetti as an External Member to the Audit Committee to serve the term commencing January 1, 2014 and ending December 31, 2015; and</i></li> <li>2. <i>Mr. Jeff Heney as External Member to the Audit Committee to serve the term commencing January 1, 2014 and ending December 31, 2016.</i></li> </ol>		
16.	New Business		
17.	Notices of Motion		
18.	Information and Inquiries		
19.	Adjournment		

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

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**REGULAR BOARD MEETING NO. 2**

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Catherine Siemieniuk  
Director of Education

Deborah Massaro  
Chair

**AGENDA**

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

	<u>Resource Person</u>	<u>Pages</u>
5.1 Confirmation of Committee of the Whole - Closed Session Minutes		
5.1.1 Regular Board Meeting No. 13 - October 22, 2013	D. Massaro	1
5.2 Business Arising from the Minutes		
5.3 Consideration of Reports		
5.3.1 Property Matter	D. Wright	Verbal
5.3.2 Personnel Matter	C. Siemieniuk	Verbal
5.4 Information and Inquiries		
5.5 Rise and Report Progress		

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

**LAKEHEAD DISTRICT SCHOOL BOARD**

LAKEHEAD DISTRICT SCHOOL BOARD

**MINUTES OF REGULAR BOARD MEETING NO. 14**

Board Room  
Jim McCuaig Education Centre

2013 NOV 26

**TRUSTEES PRESENT:**

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

Ron Oikonen  
Jack Playford  
George Saarinen  
Logan Turner (Student Trustee)

**TRUSTEE ABSENT, WITH REGRET:**

Marg Arnone

**SENIOR ADMINISTRATION:**

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

**FEDERATION/UNION REPRESENTATIVES:**

Patricia Gibbs, OSSTF - SSP  
Kirsti Alaksa, Managers

**PUBLIC SESSION:**

1. **Approval of Agenda**

Moved by Trustee Saarinen

Seconded by Trustee Johansen

*"THAT the Agenda for Regular Board Meeting No. 14, November 26, 2013 be approved."*

**CARRIED**

2. **Reading: By-Law No. 107 – Long-Term Financing Agreement**

Chair Massaro read By-Law No. 107 – Long-Term Financing Agreement.

3. **Armstrong Public School – Our School is Welcoming and a Safe Place for our Students**

Colleen Kappel, Superintendent of Education, introduced John Clouthier, Principal of Armstrong Public School, who provided information regarding *Our School is Welcoming and a Safe Place for our Students* via video conference. All Trustees' questions were addressed.

4. Confirmation of Minutes

Moved by Trustee Johansen

Seconded by Trustee Wilson

*"THAT Lakehead District School Board approve the Minutes of Regular Board Meeting No. 13, October 22, 2013."*

CARRIED

5. Business Arising from the Minutes

5.1 Regarding item 14, Chair Massaro requested information pertaining to Fetal Alcohol Spectrum Disorders (FASD). Colleen Kappel, Superintendent of Education, noted that she contacted the Fetal Alcohol Spectrum Disorder Ontario Network of Expertise (FASD ONE) requesting information. At this time there are no conclusive statistics regarding FASD in our region.

5.2 Regarding item 16.3, Chair Massaro requested information pertaining to item 7.3, 8.3, and 11.1.5 in the 3040 Transportation Procedures. David Wright, Superintendent of Business, responded that in item 7.3 the term "EpiPen" will be revised to reflect "Epinephrine autoinjector", item 8.3 Superintendent Wright provided clarification regarding the length of school bus routes, and in item 11.1.5 the term "Board" will be revised to reflect "Senior Administration".

MATTERS NOT REQUIRING A DECISION:

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

Trustee Saarinen, Ontario Public School Boards' Association Director and voting delegate, informed the Board that the next Board of Directors meetings will take place on November 29 and 30. OPSBA has respectfully requested that school boards provide a copy of their input to the School Board Efficiencies and Modernization Consultation at the Board of Directors meeting on November 29. The Public Education Symposium will be held January 30 to February 1.

7. Student Trustee Report

Logan Turner, Student Trustee, provided a handout as his report. Items addressed included: Northwestern Ontario Secondary Schools Student's Association (NWOSSA), Ontario Student Trustees' Association (OSTA-AECO) conference, Ontario Federation of School Athletic Associations (OFSAA) Boys AA Volleyball Championships, Lakehead Public Schools' *Safe Schools App*, and the April 2014 WE Stand Up event. All Trustees' questions were addressed.

Trustee Lukinuk left the meeting.

8. Audit Committee Meeting Report

Trustee Massaro, Chair of the Audit Committee, presented this verbal report highlighting the November 18 meeting. Highlights included: self-assessment, transfers and contingency funds, financial variance statement, and the summarized annual report. All Trustees' questions were addressed.

9. Audit Committee Annual Report – August 31, 2013 (109-13)

Trustee Massaro, Chair of the Audit Committee, presented this report. All Trustees' questions were addressed.

Trustee Saarinen left the meeting.

10. Environment: Multi-Year Capital Plan (113-13)

David Wright, Superintendent of Business, introduced Rod Bessel, Manager of Property Services and Transportation, who provided information regarding the 2012-2013 Capital Plan and the 2013-2017 Long-Term Capital Plan. All Trustees' questions were addressed.

11. Parent Involvement Committee Meeting Minutes – September 30, 2013

Catherine Siemieniuk, Director of Education, presented the September 30, 2013 meeting minutes for information.

MATTERS FOR DECISION:

12. Recommendations from the Standing Committee (117-13)

Approval of Appointment to the Special Education Advisory Committee (SEAC) (105-13)

Moved by Trustee Wilson

Seconded by Trustee Johansen

*“THAT Lakehead District School Board approve the appointment of Maureen Cameron as member to the Special Education Advisory Committee representing Community Living Thunder Bay for the term ending November 30, 2014.”*

CARRIED

13. Recommendations from the Standing Committee (117-13)

Policy Review – 6010 Emergency Evacuation and School Closure (103-13)

Moved by Trustee Wilson

Seconded by Trustee Oikonen

*“THAT Lakehead District School Board approve:*

1. *The splitting of Emergency Evacuation and School Closure Policy 6010 into two policies: Emergency Evacuation and School Closure, and Threat Response; and*
2. *The postponement of the review process until direction from the Ministry is received.”*

CARRIED

14. By-Law No. 107 - 2014 Tax Levy (112-13)

Moved by Trustee Playford

Seconded by Trustee Oikonen

*"THAT Lakehead District School Board approve By-law No. 107 – 2014 Tax Levy (Appendix A) authorizing the 2014 tax levy at the prescribed rates set by Ontario Regulation 400/98 as amended, as outlined in Report No. 112-13."*

CARRIED

15. Approval of Appointment to the Special Education Advisory Committee (SEAC) (119-13)

Moved by Trustee Johansen

Seconded by Trustee Wilson

*"THAT Lakehead District School Board approve the appointment of Jane Cuttress as alternate member to the Special Education Advisory Committee representing Children's Centre Thunder Bay for the term ending November 30, 2014."*

CARRIED

16. Recommendations from the Audit Committee (114-13)

Audit Committee Summarized Annual Report - August 31, 2013 (110-13)

Moved by Trustee Wilson

Seconded by Trustee Johansen

*"THAT Lakehead District School Board:*

- 1. Approve the Audit committee Summarized Annual Report as outlined in Appendix A to Report No. 110-13; and*
- 2. Forward the report to the Ministry of Education."*

CARRIED

17. Recommendations from the Audit Committee (114-13)

2012-2013 Audited Financial Statements (111-13)

Moved by Trustee Playford

Seconded by Trustee Oikonen

*"THAT Lakehead District School Board approve the August 31, 2013 audited financial statements as outlined in Report No. 111-13, 2012-2013 Audited Financial Statements."*

CARRIED

18. School Board Efficiencies and Modernization Consultation (118-13)

Moved by Trustee Johansen

Seconded by Trustee Wilson

*"THAT Lakehead District School Board approve and submit its consolidated feedback to the Ministry of Education's Office of the Assistant Deputy Minister."*

CARRIED



19. Information and Inquiries

- 19.1 Trustee Wilson reported that she and Trustee Johansen attended the launch of Lakehead Public Schools *Safe Schools App* at Sir Winston Churchill Collegiate and Vocational Institute held on November 18.
- 19.2 Trustee Johansen reported that she, Trustees, Catherine Siemieniuk, Director of Education, and Colleen Kappel, Superintendent of Education, attended tours of Gorham and Ware Community Public School and Five Mile Public School held on November 14.
- 19.3 Trustee Playford congratulated Sir Winston Churchill Collegiate and Vocational Institute for hosting the Ontario Federation of School Athletic Associations (OFSAA) Boys AA Volleyball Championships and noted that the Girls AA Volleyball Championships will be hosted by Westgate Collegiate and Vocational Institute from March 3 to 5.

20. Adjournment

Moved by Trustee Wilson

Seconded by Trustee Johansen

*“THAT we do now adjourn at 9:28 p.m.”*

CARRIED

LAKEHEAD DISTRICT SCHOOL BOARD

**MINUTES OF ANNUAL BOARD MEETING**

Board Room  
Jim McCuaig Education Centre

2013 DEC 03

**TRUSTEES PRESENT:**

Marg Arnone  
Pat Johansen  
Deborah Massaro  
Lori Lukinuk

Ron Oikonen  
Jack Playford  
George Saarinen  
Karen Wilson  
Logan Turner (Student Trustee)

**SENIOR ADMINISTRATION:**

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

**FEDERATION/UNION REPRESENTATIVES:**

Paul Caccamo, OSSTF – TBU  
Todd Miller, Lakehead OPC  
Dave Covello, Managers

**PUBLIC SESSION:**

1. **Call to Order**

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

2. **Introduction of Scrutineers**

David Wright, Superintendent of Business, and Sherri-Lynne Pharand, Superintendent of Education, were introduced as the Scrutineers for elections.

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

Catherine Siemieniuk, Director of Education, announced the pre-nomination of Trustee Massaro by Trustee Johansen for the Office of Chair of the Board. Trustee Massaro accepted the nomination. Further nominations were called for from the floor. There were no further nominations.

Moved by Trustee Oikonen

Seconded by Trustee Arnone

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

**CARRIED**

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

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

4. Election of Vice Chair of the Board

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

Moved by Trustee Saarinen

Seconded by Trustee Johansen

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

CARRIED

Trustee Wilson was acclaimed Vice Chair of the Board.

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

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

Moved by Trustee Wilson

Seconded by Trustee Oikonen

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

CARRIED

Trustee Arnone was acclaimed as Member of the Coordinating Committee.

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

Moved by Trustee Arnone

Seconded by Trustee Playford

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

CARRIED

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

6. Aboriginal Education Advisory Committee Annual Report (004-14)

Suzanne Tardif, Parent/Guardian member on the Aboriginal Education Advisory Committee, presented the annual report on behalf of Dolores Wawia, Co-Chair of the Aboriginal Education Advisory Committee. Trustees' questions were addressed.

Moved by Trustee Arnone

Seconded by Trustee Wilson

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

CARRIED

7. Special Education Advisory Committee Annual Report (002-14)

Theresa Graham, alternate Community representative, presented the annual report and work plan on behalf of Laura Sylvestre, Chair of the Special Education Advisory Committee. Trustees' questions were addressed.

Moved by Trustee Johansen

Seconded by Trustee Saarinen

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

CARRIED

8. Parent Involvement Committee Annual Report (003-14)

Kelly Gallagher, 2012-2013 Chair of the Parent Involvement Committee, presented the annual report. Trustees' questions were addressed.

Moved by Trustee Arnone

Seconded by Trustee Wilson

*"THAT Lakehead District School Board receive the Annual Report of the Parent Involvement Committee."*

CARRIED

9. Annual Report to the Lakehead District School Board on Public Library Activities for 2013 (006-14)

Brian Donnelly, Lakehead District School Board Appointee to the Thunder Bay Public Library Board, introduced Angela Meady, Head of Youth and Children's Services at Thunder Bay Public Library, who presented the annual report. Trustees' questions were addressed.

Moved by Trustee Saarinen

Seconded by Trustee Johansen

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

CARRIED

10. Trustee Appointments to Board Committees – 2014 (005-14)

Moved by Trustee Saarinen

Seconded by Trustee Wilson

*“THAT Lakehead District School Board approve the Trustee Appointments to Board Committees – 2014, as set out in Appendix A to Report No. 005-14.”*

CARRIED

11. Director’s Annual Report 2012-2013 (001-14)

Catherine Siemieniuk, Director of Education, presented a summary of her report. The Director thanked Heather Houston, Desktop and Graphics Technician, Bruce Nugent, Communications Officer, Kathryn Hantjis, Executive Assistant, Darlene Mayo, Executive Secretary, and Senior Administration for their work regarding the annual report. Trustees’ questions were addressed.

Moved by Trustee Playford

Seconded by Trustee Arnone

*“THAT Lakehead District School Board receive the Director’s Annual Report 2012-2013.”*

CARRIED

12. Adjournment

Moved by Trustee Saarinen

Seconded by Trustee Oikonen

*“THAT we do now adjourn at 7:28 p.m.”*

CARRIED

LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2013 DEC 17  
Report No. 015-14

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

RE: ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT (AODA) UPDATE

1. Background

- 1.1 The Accessibility for Ontarians with Disabilities Act, 2005 (AODA) came into effect on June 13, 2005. The purpose of the Act is to ensure accessibility for Ontarians with disabilities in relation to goods, services, facilities accommodation, employment, buildings structures and premises. The Board is required to meet all standards by January 1, 2025.
- 1.2 The Lakehead District School Board is committed to providing services to students, parents/guardians, the public and Lakehead Board staff that are free of barriers and biases. In accordance with Lakehead District School Board's philosophy and this legislation, the Board approved Accessibility Standards Policy 3100 on December 15, 2009 and revised March 26, 2013.

2. Situation

- 2.1 Board staff and the Accessibility Advisory Committee have worked together in preparing the Multi-Year Accessibility Plan which details:
  - measures that the Board has already taken;
  - ongoing measures that the Board is currently working on; and
  - new initiatives, priorities and requirements for the Board to identify, remove and prevent barriers for people with disabilities.
- 2.2 The Board will post the Multi-Year Accessibility Plan on the Board's website and the AODA Compliance Report, Integrated Accessibility Standard, will be submitted to the Ministry prior to December 31, 2013.

3. Conclusion

The Lakehead District School Board will continue to monitor and adhere to the Multi – Year Accessibility Plan ensuring that the Board is in conformity with the Accessibility for Ontarians with Disabilities Act.

Respectfully submitted,

ROBIN CAWLISHAW  
Human Resources Officer

WAYNE BAHLIEDA  
Manager of Human Resources

IAN MACRAE  
Interim Superintendent of Education

CATHERINE SIEMIENIUK  
Director of Education

LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2013 DEC 17  
Report No. 012-14

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

RE: EXPANDING OPPORTUNITIES FOR EXCELLENCE 7-12

1. Background

- 1.1 Lakehead District School Board's Strategic Plan outlines its commitment to the success of every student. To support student success, the Board offers a variety of high quality programs that support the varying interests, abilities and learning needs of all students.
- 1.2 To ensure the highest quality of program delivery for students, the Board and schools routinely monitor, evaluate and adjust programs. Policy 4010 outlines that, "Lakehead District School Board shall implement a consistent process for regular review, revision and improvement of school programs."
- 1.3 A set of guiding principles were developed to review secondary programs within Lakehead Public Schools. These guiding principles were presented to the Board in Report No. 116-11, Secondary Program Report, on September 27, 2011.
- 1.4 A final report on Special Education Program Review, Report No. 103-12, was presented to the Board on October 9, 2012 and 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.
- 1.5 A final report on Secondary Programs was presented to the Board on April 9, 2013. Report No. 040-13, Secondary Program Review, identified the following four areas for next steps: program, student supports, system processes and communication. The report also emphasized the need to monitor secondary programs, delivery models and enrolment projections to ensure student success and well-being for all students.

2. Situation

- 2.1 Based on our current school and system offerings, as well as an analysis of prior program reviews, the guiding principles from Report No. 116-11, Secondary Program Report, will be used to support a renewal of Grade 7-12 programs within Lakehead Public Schools. These guiding principles include:
  - All students are supported and inspired to succeed in a culture of high expectations for learning.



- All students have equitable and inclusive access to a diverse range of secondary programs that will support their transition into secondary school, apprenticeship, college, university, the world of work, or re-entry into secondary school or another alternative program to support completing their Ontario Secondary School Diploma.
  - All schools maintain a consistent fundamental core program to meet the individual interests, learning preferences and needs of all students. The core program will continue to be supplemented at each school with access to system programs, community partnerships, as well as reach-ahead, experiential and online study opportunities to enhance specialized learning and student engagement.
  - All schools embrace opportunities to develop character in all students and continue to promote safe and healthy school environments, positive relationships, higher academic achievement, diversity awareness and responsible citizenship.
  - All schools follow established procedures to identify the level of development, learning abilities and needs of every student, and to ensure that programs continue to facilitate and support student success.
  - All schools maintain ongoing communication with students, parents and guardians to support student voice, student engagement and parent/guardian involvement.
- 2.2 The recommendations on Secondary Programs and Special Education from Reports 103-12, Special Education Program Review – Final Report and 040-13, Secondary Program Review, will also be considered and used to set direction to enhance Grade 7-12 programming.
- 2.3 The Ministry of Education's report, *Great to Excellent* that defines the core priorities of student and society well-being; character education, citizenship, communication, critical thinking and problem solving, collaboration, and creativity and imagination, will also inform the program recommendations.

### 3. Next Steps

- 3.1 Using the above guiding principles and recommendations to set direction, an Expanding Opportunities for Excellence 7-12 committee will further investigate and propose both short and long term program recommendations to enhance future Grade 7-12 program offerings. The committee will be comprised of:
- Supervisory Officer;
  - Two Secondary Principals (Co-Chairs);
  - Student Success Leader;
  - Manager of Information Technology and Corporate Planning;
  - Education Officer;
  - Two Elementary Principals;

- Elementary Vice-Principal;
- Elementary and Secondary Classroom Teachers;
- Secondary Student Services Teacher;
- Secondary Technology Teacher;
- Executive Secretary; and
- Additional staff will also provide guidance and resource support to the committee, as required.

3.2 The Expanding Opportunities for Excellence 7-12 committee will also gather data and solicit input from a variety of stakeholder groups, including other jurisdictions, in addition to parents, community and staff.

#### 4. Timelines

It is anticipated that the Board will receive a report from the Expanding Opportunities for Excellence 7-12 committee by June 2014.

#### 5. Conclusion

Grade 7-12 programs have evolved over time to meet the changing needs, interests and abilities of our students. The above guiding principles and prior recommendations will provide strategic direction to the Expanding Opportunities for Excellence 7-12 committee and ensure that our Grade 7-12 programs continue to be of the highest quality and support our commitment to enhance student learning and engagement.

Respectfully submitted,

PAUL TSEKOURAS  
Student Success Leader

MICHELLE PROBIZANSKI  
Secondary Principal, Expanding Opportunities  
for Excellence 7-12 Committee Co-Chair

DAVID ISHERWOOD  
Secondary Principal, Expanding Opportunities  
for Excellence 7-12 Committee Co-Chair

SHERRI-LYNNE PHARAND  
Superintendent of Education

CATHERINE SIEMIENIUK  
Director of Education



## ABORIGINAL EDUCATION ADVISORY COMMITTEE MINUTES

**DATE:** Friday, September 20, 2013 – Board Room, Education Centre

**MEMBERS PRESENT:** Marg Arnone, Kathy Beardy, Elliott Cromarty, Serena Essex, Pauline Fontaine, Sylvia O'Meara, Sherri-Lynne Pharand, Dolores Wawia

**ALTERNATES PRESENT:** Lori Lukinuk

**ABSENT WITH REGRET:** Isabelle Mercier, Ron Oikonen, Cathi Siemieniuk, Suzanne Tardif, Margaret Vincent, Nicole Walter-Rowan, Beverley White-Kokeza

**RESOURCE:** Ellen Chambers, Amy Farrell-Morneau, JoJo Guillet, Senator Robert McKay, Jennifer Rissanen

**GUESTS:** Lawrence Baxter, Robin Haliuk, Pat Johansen, Nikki Marks, Donnalee Morettin, Gino Russo, Paul Tsekouras

AGENDA ITEM	DISCUSSION	ACTION
1. Opening Exercises	<ul style="list-style-type: none"> <li>Dolores Wawia called the meeting to order. Sherri-Lynne Pharand 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 first meeting of the 2013-2014 school year and thanked Senator McKay for the opening. Introductions were made around the table.</li> <li>Regrets and substitutions were noted and the attendance sheet was circulated.</li> </ul>	
3.1 Approval of Agenda - September 20, 2013	<ul style="list-style-type: none"> <li>Moved by Pauline Fontaine and seconded by Sylvia O'Meara that the agenda for the September 20, 2013 AEAC meeting be approved. Carried.</li> </ul>	
3.2 Approval of Minutes - May 16, 2013	<ul style="list-style-type: none"> <li>Moved by Sylvia O'Meara and seconded by Elliott Cromarty that the minutes of the May 13, 2013 AEAC meeting be approved. Carried.</li> </ul>	
3.3 Approval of Minutes - June 13, 2013	<ul style="list-style-type: none"> <li>Moved by Pauline Fontaine and seconded by Dolores Wawia that the minutes of the June 13, 2013 AEAC meeting be approved. Carried.</li> </ul>	
4. Correspondence File	<ul style="list-style-type: none"> <li>Correspondence file was circulated.</li> </ul>	

AGENDA ITEM	DISCUSSION	ACTION
<p>5. Presentations:</p> <p>5.1 Summer Programs</p>	<ul style="list-style-type: none"> <li>• Nikki Marks provided a brief presentation on the summer programs that took place from July 2 to July 19, 2013 at Algonquin, Sherbrooke, Ogden and Claude Garton Public Schools. These programs were supported through a grant from the Ministry to help students who experience learning loss over the summer.</li> <li>• There were 20 students per campus and 15 teachers were hired for the classes.</li> <li>• Pauline Fontaine was the Principal who oversaw these programs.</li> <li>• Seven food preparation individuals were also hired to prepare breakfast, lunch and snacks for the students.</li> <li>• Pre and post Star testing is conducted on each student participating in the summer program.</li> <li>• Lakehead University and the Board partner to build tuition credits for students who attend the summer programs. Students that attend from Grades 1-3 for the 3 year period, earn tuition credits towards L.U and these are deposited into a bank account for the student when they attend University.</li> <li>• The group provided the following feedback to Nikki for future summer programs.</li> <li>• Share assessment and strategies with parents.</li> <li>• Stagger camps so that students may attend more than one camp.</li> <li>• Transportation is an issue.</li> <li>• Possibility of extending this opportunity to First Nation families moving in to the City – work through Kathy Beardy and NAN.</li> <li>• Inform parents that there are First Nation Metis Inuit (FNMI) role models participating in the summer camps.</li> <li>• Hold parent Literacy &amp; Numeracy evenings.</li> <li>• Sherri thanked Nikki for her presentation on behalf of the Committee.</li> </ul>	
<p>5.2 Operational Plan</p>	<ul style="list-style-type: none"> <li>• In Cathi Siemieniuk's absence, Sherri provided a brief overview of the 2013-2014 Operational Plan highlighting key actions of the plan. Questions from the group were addressed.</li> </ul>	
<p>5.3 Native Studies/Native Language Courses</p>	<ul style="list-style-type: none"> <li>• Jenn Rissanen provided an update on the Native Studies/Native Language courses being offered in our secondary schools. Currently, there are 200 students taking Native Studies and there are 6 classes of Native Language being offered.</li> </ul>	

AGENDA ITEM	DISCUSSION	ACTION
5.4 First Nation Metis Inuit School Support Initiative	<ul style="list-style-type: none"> <li>Paul Tsekouras, Student Success Coordinator, provided a power point presentation on the FNMI School Support Initiative that was introduced in 2008-2009.</li> <li>This initiative targets supports to low performing schools in the Province, the focus being on Grade 9-10 students in compulsory applied courses. Our Board focus is on Math.</li> <li>Hammarskjold and Westgate participants received training in Toronto on September 13, 2013 in this area.</li> <li>Paul will come back to a future AEAC meeting with an update on the progress of this initiative.</li> <li>Questions from the group were addressed.</li> </ul>	
5.5 Information Technology (IT) Plan Update	<ul style="list-style-type: none"> <li>Gino Russo, Mathematics/E-Learning Resource Teacher, provided a power point presentation on the IT Plan.</li> <li>There has been a \$2.8 million dollar infusion into technology for the Board.</li> <li>Bring Your Own Device (BYOD) is being piloted at Kingsway and Westgate this year. The group asked to have it built into the plan how students are feeling that don't have their own device – what emotional impact it is having on them.</li> <li>Questions from the group were addressed.</li> <li>Sherri thanked Gino for his presentation on behalf of the group.</li> </ul>	
6. Business Arising from the Minutes:		
6.1 Work Plan	<ul style="list-style-type: none"> <li>Defer to November 21, 2013 meeting.</li> </ul>	
6.2 AEAC Representative on Parent Involvement Committee (PIC) for 2013-2014	<ul style="list-style-type: none"> <li>A letter was received from the Parent Involvement Committee inviting two parent representatives from AEAC (one member and one alternate) to serve on the Parent Involvement Committee for 2013-2014.</li> <li>Moved by Pauline Fontaine and seconded by Sylvia O'Meara that Serena Essex be appointed as the designate member on PIC and Donnalee Morettin as the alternate member on PIC for 2013-2014. Carried.</li> </ul>	
7. New Business:		
7.1 Building the Next	<ul style="list-style-type: none"> <li>Liz Sandals, Minister of Education, will be leading the Provincial</li> </ul>	

AGENDA ITEM	DISCUSSION	ACTION
Phase in Ontario Education	Consultations: Building the Next Phase in Ontario Education “Great to Excellent. The Thunder Bay Regional Consultation will be held on Wednesday, October 16, 2013 at the Valhalla Inn. Sherri extended an invitation for a member of AEAC to attend. Serena Essex and Kathy Beardy volunteered to attend the meeting.	
8. Ongoing Business:  8.1 Fall Harvest	<ul style="list-style-type: none"> <li>Amy Farrell-Morneau updated the group on the Fall Harvest being held September 24-26, 2013 at Fort William Historical Park. Thirty-two classes have been signed up to attend – 770 students. There will be a variety of activities – moccasin making, fish nets, bannock, etc. Everyone welcome to attend.</li> </ul>	
8.2 Visits to First Nations Communities	<ul style="list-style-type: none"> <li>Amy and JoJo are working on setting up visits to remote First Nations communities.</li> </ul>	
8.3 Staff Self I.D. Policy	<ul style="list-style-type: none"> <li>The Staff Self I.D. Policy was approved by the Board in June. We are currently in the process of rolling the policy out. There is the potential for on-line declaration.</li> <li>Sherri thanked the group for their input into developing the policy and advised that we are the first Board in the Province to develop such a policy.</li> <li>Sherri also thanked Amy for all of her research into this policy.</li> </ul>	
8.4 Student Self I.D. Update	<ul style="list-style-type: none"> <li>Sherri informed the group that one in every five students have voluntarily self identified.</li> </ul>	
9. Information and Inquiries	<ul style="list-style-type: none"> <li>Senator McKay informed the group that the Apprenticeship Symposium that was to be held in October has now been rescheduled for February of 2014.</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, November 21, 2013 – 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 PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2013 DEC 17  
Report No. 010-14

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

RE: SAFE AND CARING SCHOOL COMMUNITIES

1. Background

- 1.1 As outlined in the Strategic Plan, Lakehead District School Board is committed to enhancing mental, physical and social well-being through a safe, inclusive and equitable learning environment.
- 1.2 On June 5, 2012, Bill 13, the Accepting Schools Act, was adopted. The Act requires all Boards to implement bullying prevention and intervention strategies.
- 1.3 Policy/Program Memorandum No. 144, "Bullying Prevention and Intervention" requires schools to administer school climate surveys every two years.

2. Situation

- 2.1 Creating a safe and caring school community is multi-faceted and encompasses Threat Response, Character Education, Bullying Prevention and Intervention, Equity and Inclusive Education, Mental Health, and Healthy Schools.
- 2.2 The Threat Response Committee has been renamed the Safe Schools Committee and will continue to meet regularly throughout the year to:
  - 1) improve threat response communication and actions at all board facilities;
  - 2) work with schools to implement bullying prevention and intervention plans;
  - 3) promote and support the creation of safe and caring learning environments; and
  - 4) network with community partners on safe schools initiatives.

Members of the Safe Schools Committee are:

Colleen Kappel, Superintendent of Education;  
Christy Radbourne, Elementary Principal;  
Jeff Upton, Secondary Vice-Principal;  
Lori Carson, Special Education Officer;  
Eric Fredrickson, Education Officer;  
Rod Bessel, Manager of Property Services and Transportation;  
Bruce Nugent, Communications Officer;  
Heather Houston, Desktop and Graphics Technician;  
Rick Molloy, Health and Safety Officer;  
Bruce Sauder, Supervisor of Administrative Services; and  
Mary-Beth Minthorn-Biggs, Mental Health Lead.

- 2.3 Principals administered “Tell Them from Me” student engagement surveys in April/May 2013. Participation in the survey was voluntary; however, all schools with sufficient numbers of students to maintain anonymity administered the survey.
- 2.4 School Administrators, in collaboration with School Councils, staff and students developed Bullying Prevention and Intervention Plans in response to the results of the school surveys.

3. Next Steps

- 3.1 Schools will administer Tell Them From Me Parent Surveys commencing February 2014. The survey results will help further inform Bullying Prevention and Intervention Plans.
- 3.2 Schools will continue to implement the goals outlined in their Bullying Prevention and Intervention Plans.
- 3.3 Lakehead Public Schools’ draft Bullying Prevention and Intervention Plan (Appendix A) will be shared with community stakeholders for input.
- 3.4 The Safe Schools Committee continues to improve threat response in schools and Board facilities. Improvement in intercom broadcasting in and outside schools is a priority and work in this area will continue. In addition, remote entry access will be piloted in five schools.
- 3.5 At the November 26, 2013 Regular Board Meeting, the Board approved splitting the Emergency Evacuation and School Closure Policy 6010 into two policies: Emergency Evacuation and School Closure, and Threat Response. The Safe Schools Committee will participate in the development of the Threat Response Policy once further information is received from the Ministry of Education.
- 3.6 Violence Threat Risk Assessment (VTRA) training will continue in June 2014 and the Safe Schools Committee will develop a VTRA Board protocol in collaboration with community partners by January 2015.
- 3.7 In collaboration with Crime Stoppers, the Safe Schools Committee will continue to monitor progress and work to improve bullying reporting processes.



4. Conclusion

The Safe Schools Committee will continue to support schools to promote a safe, inclusive and accepting learning environment that fosters student health and well-being.

Respectfully submitted,

MARY-BETH MINTHORN-BIGGS  
Mental Health Lead

ERIC FREDRICKSON  
Education Officer

ROD BESSEL  
Manager of Property Services and Transportation

COLLEEN KAPPEL  
Superintendent of Education

CATHERINE SIEMIENIUK  
Director of Education



## Bullying Prevention and Intervention Plan

### SECTIONS

1. – Purpose
2. – Education Awareness and Outreach
3. – Evaluation of Evidence
4. – Policy and Procedures
5. – Prevention
6. – Intervention and Support Strategies

### 1. PURPOSE

The Lakehead District School Board (the “Board”) recognizes the importance of ensuring a safe, inclusive and accepting school environment, and that the most effective means to address bullying is through a comprehensive school-wide approach that engages all stakeholders in these efforts.

The purpose of the *Bullying Prevention and Intervention Plan* is to develop, in consultation with students, principals, teachers and other staff, parents/guardians, volunteers, school councils and the public, a long-term school-wide approach regarding bullying prevention and intervention to be implemented by all schools of the Board. The plan will be reviewed at least every two years while seeking input from stakeholders.

Lakehead Public Schools recognizes that a key factor in the development of a successful bullying prevention and intervention plan is the consistent use of research-approved best practices. Lakehead Public Schools shall also strive to consider local needs (geographical, cultural, and demographics), and the availability of supports when developing and reviewing this plan.

This Bullying Prevention and Intervention Plan is based upon the Ministry of Education’s Model Bullying Prevention and Intervention Plan (the “Model Plan”)<sup>1</sup> released January 29, 2013, and the requirements set out in this Plan have been taken directly from the Model Plan.

As required by the Model Plan, when revising its plan, Lakehead Public Schools will: review school climate surveys to identify concerns; identify best-practices of evidence-informed programs currently used at the system-level; consider what other evidence-based practices may help address concerns; and identify key collaborators with staff in respect of its bullying initiatives, and others who could be included as possible collaborators.

As required under subsection 303.3(3) of the *Education Act*<sup>2</sup>, each school is required to implement the Board’s Bullying Prevention and Intervention Plan, and to comply with the Board’s policies and procedures regarding Bullying Prevention and Intervention.

<sup>1</sup> Ministry of Education, “Working Draft: Safe and Accepting Schools Model Bullying Prevention & Intervention Plan” January 2013, Queen’s Printer for Ontario, 2013, available online at: <http://www.edu.gov.on.ca/eng/document/curricul/BullyingPreventPlan.pdf>

<sup>2</sup> *Education Act* (Ontario), R.S.O. 1990, c. E.2., as amended.

Based on information gathered in the Lakehead Public Schools' K-12 Improvement Planning Assessment Tool, Lakehead Public Schools Safe Schools Team has identified a number of strategies which schools are encouraged to implement in their bullying prevention and intervention initiatives:

1. *Promote Lakehead Public Schools' Character Education values (acceptance, respect, responsibility, empathy and integrity) and weave these values into curriculum.*
2. *Foster a strength-based approach.*
3. *Use restorative practices and circles to foster engagement and student voice.*
4. *Partner with schools in the Family of Schools to build positive peer relationships and successful transitions to high school.*
5. *Provide opportunities for all learners to see their lives reflected in the curriculum and learning activities in the school.*
6. *Use Second Step as a social skills development program in the primary grades.*
7. *Communicate bullying reporting process to students, staff and parents.*
8. *Administer school climate surveys once every two years to monitor progress and modify bullying prevention and intervention plan accordingly.*

## 2. EDUCATION, AWARENESS AND OUTREACH

Lakehead Public Schools will endeavour to increase education, awareness, and outreach, which will help to engage all members of the school community to support Lakehead Public Schools efforts to deal with inappropriate student behaviour, including bullying.

Communications with the school community will include the following Ministry of Education definition of bullying as defined in section 1 of the *Education Act*:

***Bullying*** - means aggressive and typically repeated behaviour by a pupil where,

(a) the behaviour is intended by the pupil to have the effect of, or the pupil ought to know that the behaviour would be likely to have the effect of,

(i) causing harm, fear or distress to another individual, including physical, psychological, social or academic harm, harm to the individual's reputation or harm to the individual's property, or

(ii) creating a negative environment at a school for another individual, and

(b) the behaviour occurs in a context where there is a real or perceived power imbalance between the pupil and the individual based on factors such as size, strength, age, intelligence, peer group power, economic status, social status, religion, ethnic origin, sexual orientation, family circumstances, gender, gender identity, gender expression, race, disability or the receipt of special education ("intimidation")

For the purposes of the definition of "bullying" above, behaviour includes the use of any physical, verbal, electronic, written or other means.

### ***Cyber-bullying***

For the purposes of the definition of "bullying" above, bullying includes bullying by electronic means

(commonly known as cyber-bullying), including,

- a) creating a web page or a blog in which the creator assumes the identity of another person;
- b) impersonating another person as the author of content or messages posted on the internet; and
- c) communicating material electronically to more than one individual or posting material on a website that may be accessed by one or more individuals.

Lakehead Public Schools should strive to:

- “Identify different types of bullying, including cyber-bullying.
- Understand the myths and realities of bullying behaviour.
- Identify bullying and differentiate bullying from conflict, aggression and teasing.
- Understand power and peer dynamics.
- Identify how biases, prejudice and hate can lead to bullying.
- Identify different manifestations and underlying factors of bullying, such as body image, racism, sexism, homophobia, disability, etc.”<sup>3</sup>

In addition, each school should take the following steps:

- “Understand a whole school approach and the essential importance of a positive school climate for student achievement and well-being.
- Develop awareness and understanding of the factors that contribute to a safe, inclusive, caring and accepting school climate.
- Identify ways to make students aware of how they can help prevent and address bullying.
- Identify strategies to engage parents in conversations about bullying prevention and how to promote a positive school climate.
- Reach out to parents and the broader school community. Consider the following:
  - Reflect on relationships and interactions and focus on promoting healthy relationships using a variety of strategies.
  - Become knowledgeable about community partners and resources available in the community.
- Communicate and share with the school community, policies and procedures including school board/school Code of Conduct, equity and inclusive education policy and guidelines for religious accommodations, procedures to address incidents of discrimination, progressive discipline approach, and bullying prevention and intervention plans and strategies.”<sup>4</sup>

<sup>3</sup> *Supra* note 1, p. 2.

<sup>4</sup> *Supra* note 1, pgs. 2-3.

### 3. EVALUATION OF EVIDENCE

#### Pre-evaluation Strategy

Each school will base its bullying interventions, strategies, practices and programs on evidence. Each school will take the following steps to assess their anti-bullying initiatives and strategies:

- “Identify the main issues of concern in a particular school raised by students, school staff, parents, as well as identify issues in the physical environment.
- Conduct a needs assessment, e.g., what are the current processes for reporting, response, support and follow up on issues.
- Develop a pre- and post-evaluation strategy. These should be informed by the results of school climate surveys, and other relevant information which may include suspension and expulsion data, the board violent incident report, and reviews of programs and strategies. Steps in an evaluation strategy would include:
  - Creating a baseline and identifying areas of concern
  - Measuring success
  - Making changes where necessary
  - Creating an action plan to address areas of concern.
- Identify children and youth involved in bullying (including the bully, the person being bullied, and those who may have witnessed or been affected by the bullying). Consider a risk assessment approach in order to do this.
- Identify learning and training opportunities that are needed.
- Review and update plan as a result of gathering new information and share with the school community.”<sup>5</sup>

#### Post-evaluation Strategy

The school will reassess the results of the subsequent climate surveys to verify the efficacy of the anti-bullying initiatives implemented. The “post-evaluation phase gathers evidence to test the efficacy of the prevention, responses, interventions or supports provided in order for changes to be made where necessary.”<sup>6</sup>

### 4. POLICY AND PROCEDURES

Each school will:

- “Actively communicate policies, procedures and guidelines to the school community.
- Review policies, procedures and guidelines and include the school community in this process in order to build upon and sustain a positive school climate.

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<sup>5</sup> *Supra* note 1, p. 3.

<sup>6</sup> *Ibid.*

- Review guidelines and procedures or develop new ones to address discrimination and harassment as they may apply to students, staff, parents and community members.
- Outline roles/responsibilities of the school community, including students, staff, parents, and community members.
- Ensure goals address areas of challenge, as identified in school climate surveys and other relevant data.”<sup>7</sup>

## 5. PREVENTION

Fostering a positive learning environment will help to reduce possible bullying, harassment, and discrimination incidents. Schools will take the following steps set, in order to strengthen prevention measures:

- “Describe the roles and responsibilities of Safe School Team (which will be communicated with the school community);
- Identify bullying prevention and intervention programs or activities that are evidence-informed and that address the needs identified by the board or a school. These should be addressed at the following levels:
  - individual student level
  - classroom level
  - school level
  - board level
  - parent/community level.
- Identify relationship building and community building programs that are present in the school, classroom and in the larger community.
- Identify and support:
  - Activities that promote a positive school climate.
  - Training strategies for school staff.
  - Awareness raising strategies for students, e.g., social emotional learning, empathy, developing self-regulation skills.
  - Awareness raising strategies to engage community partners and parents in early and ongoing dialogue.
  - Ways to make linkages to curriculum resources and day to day learning.
  - Caring adults and student leaders within the school and school community.
- Provide opportunities for regular check-ins with students at risk of engaging in bullying, and those who have witnessed or been affected by bullying.
- Provide opportunities for teachers to develop effective classroom management strategies, incorporating progressive discipline.
- Establish and maintain respectful and caring classrooms, e.g., model equitable and inclusive behaviour and language.
- Align supervision plans to address where and when bullying happens, as identified through climate surveys.”<sup>8</sup>

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<sup>7</sup> *Supra* note 1, pgs. 3-4.

## 6. INTERVENTION AND SUPPORT STRATEGIES

Interventions and supports should be evidence-informed, timely and take a whole school approach.

When implementing interventions and supports, schools should endeavour to:

- “Use “teachable moments” within a progressive discipline approach to address inappropriate behaviour. Consider mitigating factors like the student’s age, the circumstances of the behaviour, and the student’s history before determining the most appropriate way to respond to each situation. Consider a range of options to address the behaviour and help the student learn from his or her choices.
- Have in place processes and strategies to identify, and respond to bullying when it happens.
- Follow up after bullying incident(s) with students, parents, teachers and other school staff, where appropriate.
- Identify strategies for supporting students who engage in bullying, who have been bullied, and others who may have witnessed or been affected by bullying while respecting privacy. These strategies could include school based resources and/or referrals to community agencies, e.g., mental health services or public health.
- Communicate to the school community the progressive discipline approach to address inappropriate behaviour and the procedures that are in place to support students who have been harmed or who have engaged in serious behaviour incidents.”<sup>9</sup>[SEE Safe Schools – System Expectations Policy and Procedures 8070, Bullying Prevention and Intervention Policy and Procedures 8071].

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<sup>8</sup> *Supra* note 1, p. 4.

<sup>9</sup> *Supra* note 1, pgs. 4-5.

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

Jim McCuaig Education Centre  
Thunder Bay, Ontario

2013 SEP 18

**MEMBERS PRESENT:**

Laura Sylvestre (Chair)  
Theresa Graham (Vice Chair)  
Marg Arnone (Trustee)

David Fulton  
Pat Johansen (Trustee)  
Mike Otway

**ABSENT WITH REGRET:**

Jennifer Bean-Anderson  
Sheila Marcinyshyn  
Jennifer Turcotte

**OTHERS PRESENT:**

Colleen Kappel  
Lori Carson

1. **Call to Order**

Laura Sylvestre, Chair of SEAC, called the meeting to order at 6:00 p.m.

2. **Approval of the Agenda**

Moved by Theresa Graham

Seconded by Mike Otway

*"THAT the agenda for the September 18, 2013 SEAC meeting be approved."*

**CARRIED**

3. **Declarations of Conflict of Interest**

There were no declarations of conflict of interest.

4. **Presentations**

4.1 **Introduction of Lori Carson, Special Education Officer**

Colleen Kappel, Superintendent of Education, welcomed and introduced Lori Carson, Special Education Officer.

4.2 **2013-2014 Operational Plan**

Catherine Siemieniuk, Director of Education, presented the 2013-2014 Operational Plan for Lakehead District School Board. The plan addresses the key operational priorities:



- Student Success
  - Learning;
  - Environment; and
  - Engagement.

Questions from members were addressed.

5. Approval of Minutes

Moved by Theresa Graham

Seconded by David Fulton

*“THAT the minutes of the June 12, 2013 SEAC meeting be approved.”*

CARRIED

6. Business Arising From The Minutes

6.1 Success Advisory Committee Alternate Representative

Laura Sylvestre, Chair of SEAC, indicated that she is the SEAC representative on the Success Advisory Committee. An alternate member has been requested. An email will be sent to absent members to determine their interest.

6.2 2013-2014 SEAC Presentation Schedule

The draft SEAC presentation schedule for 2013-2014 was reviewed and input requested from members. It was noted that changes can be made throughout the year.

6.3 2013-2014 SEAC Newsletter Schedule

The 2013-2014 SEAC Newsletter Schedule was circulated to members.

6.4 SEAC Recruitment

As agreed to at the June 12, 2013 SEAC meeting, an advertisement through the Lakehead Social Planning Council fax and email broadcast was sent on Monday, September 16, 2013 to recruit SEAC members.

6.5 Parent Involvement Committee Representative and Alternate Representative

Laura Sylvestre, Chair of SEAC, indicated that a SEAC representative and alternate representative are required. Laura Sylvestre indicated her interest as the representative, members, by consensus, agreed to nominate Laura. An email will be sent to absent members to determine their interest as the alternate representative.

7. Correspondence

The correspondence folder was circulated to members.

8. 2012-2013 Advocacy Tracking Results

The 2012-2013 advocacy tracking results were shared with members for their perusal. The document will be useful in the advocacy training of SEAC members that will take place in October 2013.

9. SEAC Advocacy Memo 2013

The 2013 SEAC Advocacy Memo was shared with members. Jennifer Bean-Anderson, Canadian Diabetes Association member, and Jennifer Turcotte, Northwest Community Care Access Centre member, have provided approval to include their names and contact information on the memo. Ms. Haven will follow up with absent members to determine their interest in remaining as an Advocate.

10. Ontario College of Teachers Additional Qualification Course Guidelines

Colleen Kappel, Superintendent of Education, provided information to members on the Ontario College of Teachers (OCT), draft Additional Qualification course guidelines that the college is requesting feedback on. Input is due by October 15, 2013. Members were requested to review the documents and provide any feedback via email to Ms. Haven by Friday, October 4, 2013. Any feedback received will be compiled and sent to members for their approval prior to submitting to the OCT.

11. 2013-2014 SEAC Workplan

Laura Sylvestre, Chair of SEAC, requested input from members on SMART Goals for 2013-2014. By consensus, members agreed to the following SMART Goals:

1. Complete Advocacy Training
2. SEAC Speaker Event
3. Safe Talk Training for SEAC members
4. Policy Input to minimum of three policies
5. Increase membership
6. Engaging the Community and increasing the awareness of SEAC

12. Information/Inquiries & Association Reports

12.1 David Fulton, representing FASIN, provided information on the September 9, 2013 International Fetal Alcohol Spectrum Disorder (FASD) Awareness Day. Information was also shared on two workshops on FASD that were held on September 12 & 13, 2013.

12.2 Laura Sylvestre, representing Autism Ontario – Thunder Bay & District, provided information to members on the Autism awareness event *Walk With Me* which will take place at 11:00 a.m. on October 5, 2013 at Boulevard Lake.

13. SEAC Budget

The status of the 2012-2013 and 2013-2014 SEAC budgets were provided to members.

14. 3040 Transportation Policy Review

Colleen Kappel, Superintendent of Education, informed members that 3040 Transportation Policy is under review with input to be received by September 25, 2013. Members reviewed the policy. During discussion, members, by consensus, agreed to submit the following input:

*“To include a provision of minimum walking distances on a case by case basis for students where special circumstances may exist.”*

Members requested additional time to review the documents and to provide input to Ms. Haven via email by Monday, September 23, 2013.

During discussion, Trustee Arnone inquired if there was a school safety zone by-law that prohibited larger trucks from entering school zones during the day. Mike Otway, VOICE member, indicated he will contact the City of Thunder Bay By-Law office regarding the inquiry.

15. Board Update

Trustee Marg Arnone provided an update on the June 25, 2013 Regular Board meeting. Items addressed at this meeting included:

- Ontario Public School Boards' Association (OPSBA) Achievement Awards to Laura Sylvestre, Chair of SEAC, and Carlos Santander Maturana;
- Celebrating Student Achievement: Valley Central Public School, Improving Student Engagement Through Technology;
- Student Trustee Final Report – Rheanna Kendrick;
- Audit Committee Meeting Report;
- Annual Review of the Plan to Deliver Special Education Programs and Services 2012-2013;
- 2013-2014 Order of Policies for Review;
- Approval of policies: 8062 Voluntary Aboriginal Student Self-Identification, and 8065 Voluntary Aboriginal Staff Self-Identification;
- 2013-2021 Policy Review Schedule;
- Approval of the 2013-2014 Operating and Capital Budget; and
- Approval of Appointments to the Supervised Alternative Learning (SAL) Committee for 2013-2014.

An update was also provided on the September 8, 2013 Standing Committee Meeting. Items addressed at this meeting included:

- Declaration of the 2013-2014 Student Trustee, Logan Turner;
- Celebrating Student Achievement – Sir Winston Churchill CVI *Come as You Are*;
- Introduction of Newly Appointed Leaders;

- Report on the Activities of the Supervised Alternative Learning (SAL) Committee; and
- 2013-2014 Operational Plan.

16. Adjournment

Moved by Mike Otway

Seconded by Trustee Marg Arnone

*“THAT we do now adjourn at 7:23 p.m.”*

CARRIED

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

Jim McCuaig Education Centre  
Thunder Bay, Ontario

2013 OCT 16

**MEMBERS PRESENT:**

Laura Sylvestre (Chair)  
Theresa Graham (Vice Chair)  
Jennifer Bean-Anderson  
David Fulton

Pat Johansen (Trustee)  
Mike Otway  
Jennifer Turcotte

**ABSENT WITH REGRET:**

Marg Arnone (Trustee)  
Sheila Marcinyshyn

**OTHERS PRESENT:**

Colleen Kappel  
Lori Carson  
Theresa Mayer  
Judy Kay

1. **Call to Order**

Laura Sylvestre, Chair of SEAC, called the meeting to order at 6:00 p.m.

2. **Approval of the Agenda**

Moved by Theresa Graham

Seconded by David Fulton

*"THAT the agenda for the October 16, 2013 SEAC meeting be approved."*

**CARRIED**

3. **Declarations of Conflict of Interest**

There were no declarations of conflict of interest.

4. **Presentations**

4.1 **SEAC Advocacy Training Plan**

Laura Sylvestre, Chair of SEAC, Lori Carson, Special Education Officer, Colleen Kappel, Superintendent of Education, and Theresa Mayer, Special Education Resource Teacher, provided an overview of the SEAC

Advocacy Training Plan to members. A Powerpoint was presented and a handout provided. Members broke into groups and participated in role playing with three different scenarios. Members shared how they participated in the scenarios.

5. Approve of the Minutes

Moved by Mike Otway

Seconded by Theresa Graham

*“THAT the minutes of the September 18, 2013 SEAC meeting be approved.”*

CARRIED

6. Business Arising From the Minutes

Mike Otway provided information that he obtained from the By-Law Department of the City of Thunder Bay in regards to large vehicles in school zones during the day. There presently isn't such a by-law in place, and most likely never would be.

7. Correspondence

The correspondence folder was circulated to members.

8. Advocacy Tracking

The advocacy tracking template was circulated to members.

9. Ministry of Education Consultation Session

Lori Carson, Special Education Officer, provided information to members on a Ministry of Education Consultation session for the Thunder Bay Region on the “Development of a Provincial Framework to Support Programs that are not based on the Provincial Curriculum” that will take place on November 8, 2013. Representatives from the Special Education Department and Laura Sylvestre, Chair of SEAC, will attend the session.

10. IEP Provincial Trends Reptot 2012

Lori Carson, Special Education Officer, and Colleen Kappel, Superintendent of Education, provided a handout and an overview of the IEP provincial trends report 2012.

11. Information/Inquiries and Association Reports

11.1 Theresa Graham, Vice Chair of SEAC, and Children's Centre Thunder Bay member, provided information to members on a new Day Treatment class that has begun at St. Vincent School.

11.2 Trustee Pat Johansen, provided information to members on Child Abuse Prevention Day, today, October 16, 2013. Individuals were encouraged to wear purple in support of the day.

- 11.3 Laura Sylvestre, Chair of SEAC, and Autism Ontario Thunder Bay and District member, provided information to members on a webinar: “Finding Your Way Through the Healthcare Maze: lessons from research on health services and ASD” which will take place on November 5, 2013. Members were encouraged to participate in this free of charge event.

12. SEAC Budget 2013-2014

The status of the 2013-2014 SEAC budget was provided to members.

13. Policy Review

Members were reminded the deadline to provide input to the Emergency Evacuation and School Closure Policy 6010 is October 30, 2013.

14. Board Update

Trustee Pat Johansen provided information on the following items:

- *Beating the Odds for Kids and Families* a Parent Involvement Committee sponsored event that will take place on Monday, October 21, 2013. Members were encouraged to attend;
- Information pertaining to the October 8, 2013 Standing Committee Meeting which included the approval of the revised Transportation policy; and
- Information regarding Eco Superior.

15. Adjournment

Moved by David Fulton

Seconded by Mike Otway

*“THAT we do now adjourn at 7:08 p.m.”*

CARRIED

LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2013 DEC 17  
Report No. 014-14

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

RE: POLICY REVIEW – 7020 EQUITABLE EMPLOYMENT

1. Background

- 1.1 At the June 28, 2011 Regular Board Meeting, the Policy Review Schedule 2011-2016 was approved by the Board. Employment Equity Policy 7020 was scheduled for review during the 2013-2014 school year.
- 1.2 Administration determined the need for a new policy as the existing policy does not meet the needs of our diverse population.

2. Situation

- 2.1 The new Equitable Employment Policy 7020 was created and is attached as Appendix A. The existing Employment Equity Policy 7020 is attached as Appendix B.
- 2.2 The new policy will be sent out for constituent input on January 6, 2014. Input is due by January 29, 2014.

RECOMMENDATION

It is recommended that Lakehead District School Board approve:

- 1. the draft revised Policy 7020 Equitable Employment, be sent out for constituent input by January 6, 2014 with input to be received by January 29, 2014; and
- 2. the draft policy be presented for consideration at the Standing Committee meeting in February 2014.

Respectfully submitted,

ROBIN CAWLISHAW  
Human Resources Officer

TRISH GLENA  
Coordinator of Organizational Development

IAN MACRAE  
Interim Superintendent of Education

CATHERINE SIEMIENIUIK  
Director of Education



**DRAFT – FEBRUARY 11, 2014****EQUITABLE EMPLOYMENT POLICY****7020**

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**1. Rationale**

Lakehead District School Board is committed to providing the human resources necessary to support the Board's mission, vision and values as well as supporting the professional growth and development of all its employees to ensure the full utilization of its human resources.

**2. Policy**

It is the policy of the Lakehead District School Board to develop, implement and maintain equitable employment strategies in order to eliminate barriers to full and equitable participation in employment and ensure a workforce that reflects, understands, and responds to our diverse population.

**3. Definitions**

- 3.1 Equity - a condition or state of fair, inclusive, and respectful treatment of all people. Equity does not mean treating people the same without regard for individual differences.
- 3.2 Barriers - policies, procedures or practices that prevent equality of access and outcome. They can be both systemic and individual.
- 3.3 Equitable Employment – the removal of systemic barriers to equity of access and outcome in all aspects of employment.
- 3.4 Systemic Discrimination – policies, practices, procedures, systems or methods of operation which have a negative impact on an identifiable group whether or not that impact was intended, and which cannot be justified by job-relatedness or business necessity.
- 3.5 Discrimination - an act of making distinctions among social groups based on characteristics such as race, ethnicity, nationality, language, faith, gender, ability, sexual orientation or gender identity that leads to inequitable treatment of members of the targeted groups.
- 3.6 Designated groups – persons from groups who may typically face discrimination or other barriers to equitable opportunities. Designated groups can include but may not be limited to: ancestry, creed, culture, ethnicity, gender, gender identity, language, physical and intellectual ability, race, religion, sex, sexual orientation, and socio-economic status.

**4. Guidelines**

- 4.1 Practices with respect to employment shall be conducted in accordance with the Ontario Human Rights Code, the Labour Relations Act, the Accessibility for Ontarians with Disabilities Act, Ministry of Education policies and guidelines, and other pertinent statutes, regulations, and contractual requirements that may be applicable.

# PERSONNEL AND EMPLOYEE RELATIONS

DRAFT – FEBRUARY 11, 2014

## EQUITABLE EMPLOYMENT POLICY

**7000**

Appendix A to  
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**7020**

- 4.2 Recruitment, selection, and promotional practices will be transparent, fair, consistent, equitable, and bias free.
- 4.3 Systemic barriers to equitable recruitment, selection, hiring, training and development, performance assessment, and promotion shall be identified and eliminated.
- 4.4 The Lakehead District School Board will hire and promote the most appropriate applicants for available positions. All candidates will be assessed and selected based on their qualifications, knowledge, skills, ability, and experience.
- 4.5 There shall be an ongoing commitment to the development and communication of the principles of equitable employment throughout the Board.
- 4.6 The potential of all staff shall be recognized, developed, actively encouraged, utilized, and monitored in order to progress towards a more diversified representation of the community we serve.
- 4.7 Designated groups shall be the focus of employment and promotion strategies, but not to the exclusion of other groups.
- 4.8 It is not the intention of this policy to limit the Board's ability to implement bona-fide occupational requirements.

# PERSONNEL AND EMPLOYEE RELATIONS

DRAFT – FEBRUARY 11, 2014

## EQUITABLE EMPLOYMENT POLICY

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5. Review

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

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
Equity and Inclusive Education 1020	March 19, 1991	_____
Harassment and Human Rights 7030		
Accessibility Standards for Customer Service 3100		
Teacher Performance Appraisal 7011		
Staff Training/Professional Development 7060		
Accommodation in the Workplace 7090		
Voluntary Aboriginal Staff Self- Identification 8065		
_____	<u>Date Revised</u>	_____
	Reviewed by _____	

wp60\pol/\_\_\_\_\_

Date

**DRAFT – FEBRUARY 11, 2014**

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**EMPLOYMENT EQUITY POLICY****7020**

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**1. Rationale**

~~Lakehead District School Board has a commitment:~~

- ~~• to demonstrate its dedication to the growth and development of all its employees;~~
- ~~• to ensure the full utilization of all human resources;~~
- ~~• to assist students, staff and the community to prepare for the future and the changing nature of the workplace; and~~
- ~~• to provide a wide spectrum of appropriate role models for staff and students.~~

~~As well as providing opportunities, encouragement and support, the Board expects all employees to develop and grow personally and professionally.~~

**2. Policy**

~~It is the policy of Lakehead District School Board to develop and implement a program of employment equity for its female employees in order to diversify their occupational distribution within the system and to eliminate barriers to their full and equal participation in employment.~~

**3. Definitions**

- ~~3.1 — EMPLOYMENT EQUITY is a set of planned strategies designed to identify and eliminate the present and the residual effects of discrimination and to open equitably the competition for employment opportunities.~~
- ~~3.2 — EQUAL EMPLOYMENT OPPORTUNITY is a term used to describe the neutralizing of discriminatory practices as well as the result.~~
- ~~3.3 — SYSTEMIC DISCRIMINATION is a policy, practice, procedure, system or method of operation which has a negative impact on an identifiable group whether or not that impact was intended, and which cannot be justified by job-relatedness or business necessity.~~

**4. Guidelines**

- ~~4.1 — Employment procedures and practices shall be conducted in accordance with the provisions of the Charter of Rights and Freedoms, the Ontario Human Rights Code, the Labour Relations Act, Ministry of Education policies and guidelines, and other pertinent statutes that may be applicable.~~
- ~~4.2 — All employees with positions of additional responsibility will share in the responsibility of actively promoting employment equity for women.~~

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**EMPLOYMENT EQUITY POLICY****7020**

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- ~~4.3 — The potential of all female staff shall be recognized, developed, actively encouraged, utilized and monitored in order to progress towards a more diversified representation of women in all occupational categories.~~
- ~~4.4 — In order to achieve employment equity for women, the Board will develop, implement and maintain an Employment Equity Action Plan. This plan will contain the following components:~~
- ~~4.4.1 — Needs Assessment~~
- ~~4.4.1.1 A data analysis of the Board's current work force to determine the percentages of women employees in each category.~~
- ~~4.4.1.2 A review of Board policies and procedures relating to the management of human resources to eliminate systemic discrimination against women and to ensure equal employment opportunities for women.~~
- ~~4.4.2 — Monitoring and Evaluation~~
- ~~The plan will be reviewed regularly to ensure that the program is proceeding as scheduled and that goals and timetables continue to be appropriate. Evaluation will take place annually in order to provide information for the September Board Report. When necessary, changes to the plan will be made.~~
- ~~4.4.3 — Resources~~
- ~~The Superintendent of Staff Services will be responsible for the assignment of financial and human resources to implement and maintain the Employment Equity program.~~
- ~~4.5 — It is the intent of the Employment Equity Action Plan to include women in the competitive process, not to exclude any group. Both the Canadian Charter of Rights and Freedoms and the Ontario Human Rights Code recognize and permit special programs that alleviate the conditions of disadvantaged individuals or groups.~~

# PERSONNEL AND EMPLOYEE RELATIONS

DRAFT – FEBRUARY 11, 2014

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Appendix B to  
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## EMPLOYMENT EQUITY POLICY

**7020**

5. Review

~~The Superintendent of Staff Services will review the Employment Equity Policy in three years to ascertain if any amendments are necessary.~~

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
_____	March 19, 1991	_____
_____	<u>Date Revised</u>	_____
	<u>Reviewed by:</u> 1994	

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LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2013 DEC 17  
Report No. 013-14

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

RE: APPOINTMENT TO THE ABORIGINAL EDUCATION ADVISORY COMMITTEE

1. Background

- 1.1 According to Lakehead District School Board Procedure 8061 Sec. 4.4, selection of the members of the Aboriginal Education Advisory Committee “will be managed by the Director or designate with responsibilities for the Aboriginal Education Advisory Committee and will be approved by the Board.”
- 1.2 In accordance with the Aboriginal Education Advisory Committee Procedures 8061, the Committee shall be composed of the following:
  - Six (6) parents/guardians who are of Aboriginal ancestry, are public school supporters and have children enrolled in the Lakehead District School Board;
  - Three (3) members appointed by the Board with preference given to candidates who:
    - (i) are of Aboriginal ancestry and have demonstrated interest in the education of Aboriginal Students.
    - (ii) are members of agencies or groups that provide services to Aboriginal people;
  - A youth of Aboriginal ancestry presently enrolled in a secondary school program;
  - A Trustee of the Board;
  - The Director of Education or designate; and
  - A Principal or Vice Principal.

2. Situation

Recruitment of committee members is necessary to keep the membership at full capacity.

## RECOMMENDATION

It is recommended that Lakehead District School Board approve the appointment of Katrina Fiddler as the student representative on the Aboriginal Education Advisory Committee.

Respectfully submitted,

SHERRI-LYNNE PHARAND  
Superintendent of Education

CATHERINE SIEMIENIUK  
Director of Education



LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2013 DEC 17  
Report No. 011-14

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

RE: APPOINTMENT OF EXTERNAL MEMBERS TO THE AUDIT COMMITTEE

1. Background

According to Ontario Regulation 361/10 *Audit Committees*, the Lakehead District School Board Audit Committee is comprised of three Trustees and two External Members.

2. Situation

- 2.1 The term for External Members Deborah Watt and Sandra Leonetti will expire on December 31, 2013.
- 2.2 Ms. Sandra Leonetti expressed interest in remaining as an External Member of the Audit Committee for a two year term ending on December 31, 2015. According to section 7(4) of the Audit Committee Regulation, a member of the audit committee may be reappointed.
- 2.3 In October, 2013 an advertisement for External Members of the Audit Committee was placed in The Chronicle Journal and on the Board's website.
- 2.4 Interviews took place on December 4, 2013. The Selection Committee was comprised of: Trustee Pat Johansen, Vice Chair of the Audit Committee, Catherine Siemieniuk, Director of Education, and David Wright, Superintendent of Business.
- 2.5 The Committee selected Mr. Jeff Heney as the candidate to be recommended for appointment. Mr. Heney is Chartered Accountant with MNP LLP, and has an extensive accounting background.

## RECOMMENDATION

It is recommended that Lakehead District School Board appoint:

1. Ms. Sandra Leonetti as an External Member to the Audit Committee to serve the term commencing January 1, 2014 and ending December 31, 2015; and
2. Mr. Jeff Heney as External Member to the Audit Committee to serve the term commencing January 1, 2014 and ending December 31, 2016.

Respectfully submitted,

DAVID WRIGHT  
Superintendent of Business

CATHERINE SIEMIENIUK  
Director of Education