



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, January 14, 2014
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 – 7:00 p.m. (SEE ATTACHED AGENDA)		
6. Delegations/Presentations		
7. Confirmation of Minutes		
7.1 Standing Committee Meeting - November 12, 2013	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

MATTERS NOT REQUIRING A DECISION

9.	Information Reports		
9.1	Health and Safety Program - Semi-Annual Report (007-14)	I. MacRae	5-7
9.2	Special Education Advisory Committee Meeting Minutes - November 20, 2013	C. Kappel	8-12

10. First Reports

MATTERS FOR DECISION:

11.	Postponed Reports		
12.	Ad Hoc and Special Committee Reports		
13.	New Reports		
13.1	Policy Review - 3071 Advertising (016-14)	D. Wright	13-17
	<i>It is recommended that Lakehead District School Board approve 3071 Advertising Policy, Appendix A to Report No. 016-14.</i>		
13.2	Policy Review - 8091 Use of Volunteers in Schools (017-14)	C. Kappel	18-26
	<i>It is recommended that Lakehead District School Board approve 8091 Use of Volunteers in Schools Policy as amended, Appendix A to Report No. 017-14.</i>		
14.	New Business		
15.	Notices of Motion		
16.	Information and Inquiries		
17.	Adjournment		

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



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STANDING COMMITTEE
Tuesday, January 14, 2014
Jim McCuaig Education Centre

Catherine Siemieniuk
Director of Education

Karen Wilson
Chair

AGENDA

COMMITTEE OF THE WHOLE – Closed Session
7:00 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 - November 12, 2013	K. Wilson	1
5.2 Business Arising from the Minutes		
5.3 Consideration of Reports		
5.3.1 Legal Matter	D. Wright	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

2013 NOV 12

TRUSTEES PRESENT:

Karen Wilson (Chair)
Marg Arnone
Pat Johansen
Lori Lukinuk

Deborah Massaro
Ron Oikonen
Jack Playford
George Saarinen
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
Rod Bessel, Managers

PUBLIC SESSION:

1. **Approval of Agenda**

Moved by Trustee Massaro

Seconded by Trustee Arnone

“THAT the Agenda for Standing Committee Meeting, November 12, 2013 be approved.”

CARRIED

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

Moved by Trustee Saarinen

Seconded by Trustee Johansen

“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 10, 2013*
- *Legal Matter*

and that this meeting shall not be open to the public pursuant to Section 207 (2) of the Education Act as amended.”

CARRIED

COMMITTEE OF THE WHOLE – CLOSED SESSION:

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

PUBLIC SESSION:

4. Confirmation of Minutes

Moved by Trustee Oikonen

Seconded by Trustee Massaro

“THAT the Standing Committee approve the Minutes of the Standing Committee Meeting, October 8, 2013.”

CARRIED

5. Cafeteria Operation Update (104-13)

David Wright, Superintendent of Business, introduced Rod Bessel, Manager of Property Services and Transportation, who presented the report. Highlights included: staffing, community partnerships, standardized menu, and healthy food choices. All Trustees' questions were addressed.

6. Early Learning Program (116-13)

Sherri-Lynne Pharand, Superintendent of Education, introduced Diana Madunic, Kindergarten Resource Teacher, and Donica LeBlanc, Supervising Principal – Early Learning Lead, who presented information regarding the Early Learning program. All Trustees' questions were addressed.

7. Legal Representation for 2012-2013 (115-13)

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

MATTERS FOR DECISION:

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

Moved by Trustee Arnone

Seconded by Trustee Johansen

Point of Information

Trustee Lukinuk requested information pertaining to the Special Education Advisory Committee appointment. Chair Wilson responded that the recommendation states that the Special Education Advisory Committee appointment will end November 30, 2014.

“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

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

Moved by Trustee Saarinen

Seconded by Trustee Johansen

“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

10. Information and Inquiries

- 10.1 Trustee Playford requested information regarding the October 31 enrolment numbers and inquired if the Board is close to the projected Full Time Equivalent (FTE) enrolment. Catherine Siemieniuk, Director of Education, responded that if it is the wish of the Board, information will be provided to Trustees. David Wright, Superintendent of Business, noted that the October 31 actual enrolment figures will be available shortly and the Board's projected FTE enrolment is on track.
- 10.2 Trustee Johansen informed the Board that she attended the Remembrance Day Services at the Waverly Park Cenotaph on November 11 and presented the wreath on behalf of the Board.
- 10.3 Trustee Saarinen noted that Trustees received a hard copy of the make-up of transportation consortias across the region.
- 10.4 Trustee Saarinen informed the Board that he attended the First Nations Remembrance Day Services on November 11 and presented the wreath on behalf of the Board.

- 10.5 Student Trustee Turner informed the Board that the WE Stand Up Student Committee was presented with the 2013 Mayor's Community Safety & Crime Prevention Award for Outstanding Community Project on November 4.
- 10.6 Trustee Massaro informed the Board that she attended the Remembrance Day Services at Fort William Gardens on November 11 and presented the wreath on behalf of the Board.
- 10.7 Trustee Lukinuk requested information regarding the October 23 Student Transportation Services Thunder Bay Governance Committee meeting pertaining to the length of school bus routes. Trustee Saarinen, Trustee representative on the Student Transportation Services Thunder Bay Governance Committee, responded that there was no response to his inquiry at the October 23 meeting.
- 10.8 Trustee Playford informed the Board that he attended the Superior Collegiate and Vocational Institute Achievement Awards night held on November 6.
- 10.9 Trustee Wilson informed the Board that she attended the Westgate Collegiate and Vocational institute Achievement Awards night held on November 6.

11. Adjournment

Moved by Trustee Saarinen

Seconded by Trustee Arnone

"THAT we do now adjourn at 8:49 p.m."

CARRIED

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2014 JAN 14
Report No. 007-14

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

RE: HEALTH AND SAFETY PROGRAM – SEMI-ANNUAL REPORT

1. Background

This semi-annual report is made to inform the Board of the current status of the Board's Health and Safety program and significant related activities. The Occupational Health and Safety Act require Directors and Officers of corporations to take all reasonable care to ensure that the corporation complies with the Act and its regulations. This report will include the accident statistics for all employee groups during the 2012-2013 year and a brief update to ensure compliance with the various acts and regulations.

2. Situation

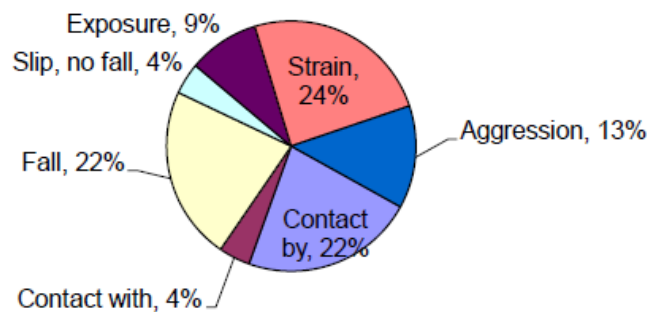
2.1 Accident Statistics

2.1.1 During the first semi-annual report of the year, a review of the previous year's accident activities is made to the Board. During this time, employees recorded a total of 129 work related incidents. This was down from the 136 reported the previous year. The number of incidents requiring first aid was 84, as opposed to 88 from the previous year. The number of incidents requiring medical care was 27 which is an increase from last year's rate of 23 and the number of lost time incidents was 18, down from 25 the previous year. The reportable injuries had a decrease of 5%. Reportable injuries are the medical aid and lost time injuries.

2.1.2 The injury frequency reflects the total medical aid and lost time claim frequency of our Board compared to the educational peer group across the province, and is based on claims per 100 staff. Lakehead District School Board's frequency rate is 4.07 compared with other Boards in Ontario with a frequency rating of 4.05. In 2011-2012, our frequency rate was 4.41 and the peer group frequency was at 3.8.

- 2.2 The chart below indicates the breakdown of medical aid and lost time injuries. Strains, falls and contact by, make up the top three injuries.

Combined Injury Type Percent 2012 2013



- 2.3 To continue to decrease our injury rate, the focus is on awareness of hazards and increasing the educational component for staff. Strain injuries continue to be one of the main causes of injuries. Providing proper equipment for the task is one part, but providing education and information to staff on material handling and lifting, ergonomics, providing ergonomic assessments of work spaces, being aware of surroundings as they work, are just some of the overall strategies being used to help employees.

2.4 Equipment Testing

To ensure compliance with the Occupational Health and Safety Act, the Health and Safety Officer coordinates and funds the annual testing and certification of 40 overhead cranes, hoists and floor jacks as well as three aerial lift platforms. Nine mechanical lifts and related equipment used in special needs and multi needs classrooms are also inspected on an annual basis. Inspection of stage and drama room rigging and lighting in each secondary school has been completed, as well as minor repairs. Chemical fume hoods in the science areas have also been tested for proper operation. Repairs are funded by the department where the equipment is located.

2.5 Inspections

To ensure compliance with the Occupational Health and Safety Act, the Ministry of Labour conducts routine inspections of workplaces in Ontario. This past school year, the Ministry of Labour attended one secondary school for a routine inspection of the science areas and technical shops. No orders were issued.

2.6 Hazardous Waste Disposal

The management of hazardous waste remains under the control of Health and Safety. During the past year, Lakehead District School Board has shipped 717 litres of solvents and science lab products as well as 1,242 Kg of science lab chemicals. Alternative hazardous waste management strategies have been instituted as a result of increasing regulations and the drive for greener products as well as curriculum changes.

3. Conclusion

Lakehead District School Board continues to promote a safe working and learning environment for all staff and students. A continuing commitment to education, training, and health and safety promotion will ensure that our organization remains compliant and will reduce costs. This commitment to safety will also make our schools and facilities the best place for students and staff to work and learn.

Respectfully submitted,

RICK MOLLOY
Health and Safety Officer

IAN MACRAE
Interim Superintendent of Education

CATHERINE SIEMIENIUK
Director of Education

LAKEHEAD DISTRICT SCHOOL BOARD
SPECIAL EDUCATION ADVISORY COMMITTEE

Jim McCuaig Education Centre
Thunder Bay, Ontario

2013 NOV 20

MEMBERS PRESENT:

Laura Sylvestre (Chair)	Judy Kay
Theresa Graham (Vice Chair)	Martha Mawakeesic
Marg Arnone (Trustee)	Mike Otway
Pat Johansen (Trustee)	Jennifer Turcotte

ABSENT WITH REGRET:

Jennifer Bean-Anderson

OTHERS PRESENT:

Colleen Kappel
Lori Carson
Maureen Cameron
Trustee Lori Lukinuk

1. **Call to Order**

Laura Sylvestre, Chair of SEAC, called the meeting to order at 6:02 p.m.

2. **Approval of the Agenda**

Moved by Theresa Graham

Seconded by Martha Mawakeesic

"THAT the agenda for the November 20, 2013 SEAC meeting be approved."

CARRIED

3. **Declarations of Conflict of Interest**

There were no declarations of conflict of interest.

4. **Presentations**

EQAO Results – L. Carson, P. Tsekouras, N. Walter-Rowan

Lori Carson, Special Education Officer, and Paul Tsekouras and Nicole Walter-Rowan, Program Coordinators, presented the 2013 EQAO Assessment results to the committee. The following results were shared:

- Elementary – Grade 3 and 6 assessments;
- Secondary – Grade 9 Mathematics assessment and Grade 10 Ontario Secondary School Literacy Test;
- Special Education results for all Elementary and Secondary assessments; and
- Self-Identification results for all Elementary and Secondary assessments.

Questions from members were addressed.

5. Approve of the Minutes

Moved by Theresa Graham

Seconded by Jennifer Turcotte

“THAT the minutes of the October 16, 2013 SEAC meeting be approved.”

CARRIED

6. Business Arising From the Minutes

6.1 Ministry of Education Consultation Session

Laura Sylvestre, Chair of SEAC, provided information on the Ministry of Education Consultation Session which took place on Friday, November 8, 2013. This regional session asked attendees to define a child. Colleen Kappel, Superintendent of Education, will determine what the intent of the Ministry is with the information that was collected at the session. Questions were addressed.

6.2 PIC Event – Beating the Odds for Kids and Families

Colleen Kappel, Superintendent of Education, provided information to members on the event that took place on October 21, 2013 with guest speaker Leslie Andrews.

7. Correspondence

The correspondence folder was circulated to members.

8. Advocacy Tracking

The advocacy tracking template was circulated to members.

9. SEAC Annual Report

Laura Sylvestre, Chair of SEAC presented the highlights of the report and requested input from members. There was no additional input provided.

Moved by Mike Otway

Seconded by Martha Mawakeesic

“THAT SEAC approve the Special Education Advisory (SEAC) Annual Report for presentation at the Annual Meeting of the Lakehead District School Board on December 3, 2013.”

CARRIED

10. 2013-2014 SEAC Newsletter Schedule

Laura Sylvestre, Chair of SEAC, circulated the 2013-2014 Newsletter schedule for members to select a date that is still available.

11. SEAC Kid's Page – The Chronicle Journal – March 10, 2014

Colleen Kappel, Superintendent of Education, provided information to members on the date of the SEAC Kid's Page for this year. In previous years an Ad Hoc Committee has been struck to create the draft page to bring back to SEAC for approval. Superintendent Kappel requested volunteers for the Ad Hoc Committee.

12. Alternate Member Representatives to Parent Involvement Committee and Success Advisory Committee

Laura Sylvestre, Chair of SEAC, informed members that alternates are still required to represent SEAC at the Parent Involvement Committee and Success Advisory Committee. Members were asked to consider submitting their name for these positions.

13. Information/Inquiries and Association Reports

13.1 Mike Otway, VOICE Representative, informed members that VOICE has additional Nevada fundraising monies available and would like to donate iPads for the teachers of the deaf. Colleen Kappel, Superintendent of Education will look into the process for donations.

13.2 Trustee Lori Lukinuk informed members that the Parent Involvement Committee, at their November 18, 2013 meeting, approved funding for parent engagement in the amount of \$750.00 to the Special Education Advisory Committee and the Aboriginal Education Advisory Committee.

13.3 Theresa Graham, Children's Centre Thunder Bay Representative, informed members that Diane Walker is the successful candidate for the position of Executive Director of CCTB, replacing Tom Walters when he retires on December 31, 2013.

13.4 Laura Sylvestre, Autism Ontario – Thunder Bay and District Representative, informed members that the annual *Parade of Lights* will take place on Saturday, December 7, 2013.

14. SEAC Budget 2013-2014

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

15. Policy Review

15.1 Use of Volunteers in Schools Policy 8091

Colleen Kappel, Superintendent of Education, advised that the policy is presently under review and asked SEAC members if they were interested in providing feedback. Superintendent Kappel noted that there will be structural changes to the policy and procedures and that the term *Criminal Background Checks* will be changed to *Police Records Check*.

15.2 Community/Education Partnerships Policy 8090

Colleen Kappel, Superintendent of Education, advised that the policy is presently under review and asked SEAC members if they were interested in providing feedback. Judy Kay, FASIN Representative, provided feedback to the last bullet in 4.3, to provide wording that reflects students differing abilities.

Members, by consensus, agreed to request an extension to the policy timelines and provide feedback after the SEAC meeting on December 11, 2013. Members were requested to provide additional feedback to Ms. Haven by email who will then compile the feedback for consideration at the December 11, 2013 SEAC meeting.

16. Board Update

Trustee Pat Johansen provided information on the October 22, 2013 Regular Board Meeting. Items addressed at this meeting included:

- Appointment of Judy Kay, as FASIN Representative to SEAC;
- Approval of the Transportation policy 3040;
- Approval of the Trustee Code of Conduct;
- Approval of Appointments to the Parent Involvement Committee;
- Student Work Study Report;
- Audit Committee Report; and
- 2013-2014 Director's Action Plan.

Trustee Marg Arnone provided information on the November 12, 2013 Standing Committee Meeting. Items addressed at this meeting included:

- Cafeteria Operation Update;
- Early Learning Program;
- Legal Representation for 2012-2013;

- Approval of Appointment to SEAC; and
- Splitting the Emergency Evacuation and School Closure Policy 6010 into two policies: Emergency Evacuation and School Closure and Threat Response.

Questions from members were addressed.

17. Adjournment

Moved by Jennifer Turcotte

Seconded by Trustee Marg Arnone

“THAT we do now adjourn at 7:22 p.m.”

CARRIED

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2014 JAN 14
Report No. 016-14

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

RE: POLICY REVIEW – 3071 ADVERTISING

1. Background

- 1.1 On October 23, 2007, the Advertising Policy 3071 was approved.
- 1.2 At the June 25, 2013 Regular Board Meeting, the Advertising Policy 3071 was approved for review during the 2013-2014 school year as part of the policy development and review cycle.
- 1.3 On November 6, 2013, the draft policy and procedures were posted on the Board website and distributed to constituent groups for review and comment with input to be received by December 11, 2013.

2. Situation

- 2.1 There was no input received to the policy or procedures.
- 2.2 Administration has concluded its review of the existing policy and procedures and there are no changes to the policy.
- 2.3 The policy is attached as Appendix A and the procedures as Appendix B.

RECOMMENDATION

It is recommended that Lakehead District School Board approve 3071 Advertising Policy, Appendix A to Report No. 016-14.

Respectfully submitted,

BRUCE NUGENT
Communications Officer

DAVID WRIGHT
Superintendent of Business

CATHERINE SIEMIENIUK
Director of Education

BUSINESS AND BOARD ADMINISTRATION**3000****JANUARY 14, 2014 - DRAFT****ADVERTISING POLICY****3071**1. Rationale

Advertising expenditures are incurred to communicate specific matters of interest to students and their families, to create an awareness of educational programs and activities of interest to the community and to post for public tenders, requests for proposal and job competitions.

2. Policy

It is the policy of Lakehead District School Board to permit advertising as outlined in the guidelines and procedures.

3. Guidelines

- 3.1 Due diligence shall be exercised in determining the advertising medium that maximizes cost efficiency.
- 3.2 Appropriate approvals support the nature and extent of an advertising campaign.
- 3.3 Advertising campaigns are targeted to specific groups that have a demonstrable need for information.
- 3.4 Advertising must present objective, factual and explanatory information based on verifiable facts in an unbiased, fair and equitable manner.
- 3.5 Advertising campaigns must be in compliance with any applicable laws and regulations.
- 3.6 Advertising expenditures must be made in accordance with Board purchasing policies.
- 3.7 Examples of suitable uses for advertising include:
 - school registration;
 - program offerings;
 - extracurricular activities;
 - public consultations;
 - employment opportunities;
 - requests for tenders/proposals; and/or
 - school board accountability to the public.

BUSINESS AND BOARD ADMINISTRATION**3000****JANUARY 14, 2014 - DRAFT****ADVERTISING POLICY****3071**

3.8 Examples of inappropriate uses of advertising include:

- recruiting students from other school boards or schools;
- providing unverifiable or inaccurate information or comparisons;
- using paid advertising with parents, teachers or students, for the sole purpose of lobbying the government or other education partners; and/or
- using advertising that is not targeted to appropriate groups, for example, through widespread phone calls.

4. 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>
_____	October 23, 2007	_____
_____	<u>Date Revised</u>	_____

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BUSINESS AND BOARD ADMINISTRATION**3000**

January 14, 2014 - DRAFT

ADVERTISING PROCEDURES**3071**1. Policy

It is the policy of Lakehead District School Board to permit advertising as outlined in the guidelines and procedures.

2. Procedures

2.1 Lakehead District School Board employs a Communications Officer. All proposed advertising of an educational nature must be submitted to the Communications Officer for approval of:

2.1.1 The objectives of the project.

2.1.2 The nature and content of the proposed advertisement.

2.1.3 Selection of the appropriate media.

2.2 The Communications Officer will initiate or oversee the advertising campaign to ensure that:

2.2.1 The appropriate public are addressed with valid information.

2.2.2 The selected media provides the best value and is appropriate for the audience.

2.2.3 The outcomes are monitored and evaluated.

2.3 Other forms of public advertising (job competitions, public tenders) must be approved by the appropriate department manager.

2.4 Advertising expenditures must be competitively priced in accordance with the 3030 Purchasing Policy and Procedures.

2.5 Proposals for advertisements must be approved by one of the following:

2.5.1 the Communications Officer;

2.5.2 ~~Senior Administration~~ **the Supervisor of Purchasing; or**

2.5.3 ~~the Supervisor of Purchasing; or~~ **Senior Administration.**

2.5.4 ~~the Director of Education.~~

BUSINESS AND BOARD ADMINISTRATION**3000**

January 14, 2014 - DRAFT

ADVERTISING PROCEDURES**3071**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>
_____	October 23, 2007	_____
_____	<u>Date Revised</u>	_____

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LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2014 JAN 14
Report No. 017-14

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

RE: POLICY REVIEW – 8091 USE OF VOLUNTEERS IN SCHOOLS

1. Background

- 1.1 On January 26, 2010, the Use of Volunteers in Schools Policy 8091 was revised.
- 1.2 At the June 25, 2013 Regular Board Meeting, the Use of Volunteers in Schools Policy 8091 was approved for review during the 2013-2014 school year as part of the policy development and review cycle.
- 1.3 On November 6, 2013, the draft policy and procedures were posted on the Board website and distributed to constituent groups for review and comment with input to be received by December 11, 2013.

2. Situation

- 2.1 The draft policy was presented to the Parent Involvement Committee and their input was incorporated into the new policy and procedures.
- 2.2 The revised policy is attached as Appendix A and the procedures as Appendix B.
- 2.3 Upon final approval, the policy will be distributed according to Board procedures.

RECOMMENDATION

It is recommended that Lakehead District School Board approve 8091 Use of Volunteers in Schools Policy as amended, Appendix A to Report No. 017-14.

Respectfully submitted,

COLLEEN KAPPEL
Superintendent of Education

CATHERINE SIEMIENIUK
Director of Education

BUSINESS AND BOARD ADMINISTRATION**8000**

January 14, 2014 - DRAFT

USE OF VOLUNTEERS IN SCHOOLS POLICY**8091**1. Rationale

- 1.1** In order to sustain a variety of activities, both curricular and extra-curricular, within our schools, it is important to encourage the participation of volunteers in Board schools in performing tasks under the direction and supervision of staff, while helping to ensure the safety and security of students, staff and volunteers.
- 1.2** *In order to ensure the safety and security of students, staff, and volunteers, volunteer participation under the direction and supervision of Board staff will be effectively arranged.*
- 1.3** *Cooperation with recognized community organizations involved in recruiting, screening, and placing volunteers will be arranged.*

2. Policy

- 2.1** Lakehead District School Board supports and values the involvement of parent/guardian and community volunteers in its schools. A cooperative team approach for the management of volunteers in schools is supported.

3. Guidelines

3.1-2.2 The purpose of inviting volunteers to assist students in our schools is to:

- a) encourage participation in order to enhance school-based activities and academic learning; and
- b) increase communication and positive relationships amongst the school, parents/guardians and the community.

3.2-2.3 In exceptional circumstances, in accordance with the established procedures of the Board, a volunteer may assist in the operation of an extra-curricular activity when a teacher advisor is not available to oversee or supervise the activity.

3.3-2.4 Cooperation with other volunteer bureau and agencies is encouraged in recruiting, placing, training, and ~~the recognition~~ **recognizing** of volunteers.

3.4-2.5 Lakehead District School Board shall, for the safety of students and the integrity of programs, ensure that there are procedures for screening, orientation, training, supervision, recognition, and program evaluation for the volunteer program in effect.

BUSINESS AND BOARD ADMINISTRATION**8000**

January 14, 2014 - DRAFT

USE OF VOLUNTEERS IN SCHOOLS POLICY**8091**

All volunteers who come into direct contact on a regular basis with students shall obtain a ~~Criminal Background~~ **Police Record** Check in accordance with Policy and Procedures 7010, ~~Criminal Background~~ **Police Record** Checks.

~~3.5-2.6~~ Lakehead District School Board shall ensure that school volunteers will be covered by the Board's liability insurance while they are performing their assigned tasks.

3. ~~Definition~~

3.1 ~~A parent/guardian volunteer in a school is a parent/guardian who currently has a child enrolled in and attending that school, or is a member of the community who continues as a volunteer in a school without interruption after the child has left the school.~~

3.2 ~~A community volunteer is any member of the community who does not have a child enrolled in the school and who agrees to undertake, without pay, a designated task which supports a classroom, a school or a system-wide program.~~

~~When not specifically stated, the word volunteer refers to both a parent/guardian and community volunteers.~~

~~Cooperative Education students are not defined as volunteers.~~

4. Review

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

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
_____	November 21, 2000	_____
_____	<u>Date Revised</u>	_____
	January 26, 2010	

BUSINESS AND BOARD ADMINISTRATION**8000**

January 14, 2014 - DRAFT

**USE OF VOLUNTEERS IN SCHOOLS
PROCEDURES****8091****1. Rationale**

~~It is the policy of Lakehead District School Board to support parent/guardian and community volunteer participation in our schools.~~

- 1.1 *In order to sustain a variety of activities, both curricular and extra-curricular, within our schools, it is important to encourage the participation of volunteers in Board schools in performing tasks under the direction and supervision of staff, while helping to ensure the safety and security of students, staff and volunteers.***
- 1.2 *In order to ensure the safety and security of students, staff, and volunteers, volunteer participation under the direction and supervision of Board staff will be effectively arranged.***
- 1.3 *Cooperation with recognized community organizations involved in recruiting, screening, and placing volunteers will be arranged.***

2. Policy

Lakehead District School Board supports and values the involvement of parent/guardian and community volunteers in its schools. A cooperative team approach for the management of volunteers in schools is supported.

2. Objective

- ~~2.1 To effectively arrange volunteer participation under the direction and supervision of Board staff in order to ensure the safety and security of students, staff and volunteers.~~
- ~~2.2 To work in cooperation with recognized community organizations involved in recruiting, screening and placing volunteers.~~
- ~~2.3 The two documents, Volunteer Manual and Volunteer Practices – Supervisors Manual, will be used as the template to screen and monitor all volunteers in our schools.~~

3. Definitions

- 3.1 A Parent/Guardian Volunteer in a school is a parent/guardian who currently has a child enrolled in and attending that school or is a member of the community who continues as a volunteer in a school without interruption, after the child has left school.**
- 3.2 A Community Volunteer is a member of the community who does not have a child enrolled in the school, and who agrees to undertake, without pay, a designated task that supports a classroom, school or Board-sponsored activity.**

BUSINESS AND BOARD ADMINISTRATION**8000**

January 14, 2014 - DRAFT

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When not specifically stated, the word volunteer refers to both parent/guardian and community volunteers.

Co-op students are not defined as volunteers.

- 3.3 Management of Volunteers includes procedures for screening, orienting/training, supervising, evaluating, and recognizing volunteers.
- 3.4 Supervision is the overseeing of an activity for regulation or direction. The Ontario Physical and Health Association (OPHEA) has produced Physical Education Safety Guidelines to assist school boards in formulating site-specific safety guidelines for physical education, intramural sports programs and inter-school athletics at the elementary and secondary levels. The guidelines designate three categories of supervision:
- constant visual supervision;
 - on-site supervision; and
 - in-the-area supervision.
- 3.5 Constant Visual Supervision means that a teacher or volunteer is physically present, watching the activity in question. Only one activity requiring constant visual supervision may take place while other activities are going on.
- 3.6 On-Site Supervision entails teacher or volunteer presence, but not necessarily constantly viewing one specific activity.
- 3.7 In-the-Area Supervision means that the teacher or volunteer could be in the area while another activity is taking place nearby.

4. Responsibility

Implementation of this policy, at the school level, is the responsibility of the school Principal.

5. **Screening and Risk Management**

- 5.1 ***Recognizing that the welfare of students is, at all times, of paramount importance, all Board employees are required to exercise their full responsibility for the care, welfare, and supervision of pupils. In this regard, all volunteers must be assessed as to their suitability for placement within a school or program setting.***

The Volunteer Manual and Volunteer Practices – Supervisors Manual, will be used as a template to screen and monitor all volunteers in schools.

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- 5.2** *The process of screening for volunteers begins at the very moment a person applies or is recruited to the time he/she terminates this commitment. The degree of screening is dependent upon the volunteer activity, the extent of interaction with and responsibility for students, and the degree of direct supervision of the volunteer. Levels of risk are outlined below:*

LEVEL OF RISK**Low Risk**

- *in classroom, under direct supervision of staff; and/or*
- *in open common areas (hallways, library, gym) with intermittent observation.*

Medium Risk

- *in isolated area working with group of students.*

High Risk

- *in isolated area working with one or two students coaching or other group activities off-site.*

5.6. Use of Volunteers in Schools Procedures**5.6.1 Scope and interrelationship of this Procedures with other Board Policies and Procedures**

~~5.1.1~~ This procedure is intended to address the use of non-salaried staff in all capacities in any school-related activity and includes both parent/guardian and community volunteers.

~~5.1.2~~ **6.1.1** Parent/guardian, and community volunteer, **and non-salaried staff** participation is encouraged but remains optional.

~~5.1.3~~ **6.1.2** All volunteers who come into direct contact on a regular basis with students shall obtain a ~~Criminal Background~~ **Police Record** Check in accordance with Policy and Procedures 7010, ~~Criminal Background~~ **Police Record** Checks.

~~5.1.4~~ **6.1.3** Within a school, volunteers are assigned at the discretion of the school Principal and in accordance with the restrictions and requirements outlined in this and other Board Policies and Procedures.

~~5.1.5~~ **6.1.4** All provisions of Board Policies and Procedures and of negotiated collective agreements supersede any statements regarding the use of volunteers unless specifically noted herein.

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**USE OF VOLUNTEERS IN SCHOOLS
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- 56.2.1** Volunteers serving in any capacity are to be assigned appropriately in order to augment and supplement staff supervising school activities or programs.
- 56.2.2** Where school staff are not available to supervise an activity, a volunteer may be assigned that task, assuming that all of the procedures for screening, orienting/training have been adhered to by the Principal.
- 56.2.3** Volunteers enhance and support student and school activities at the request of and under the supervision of Board staff and the Principal in particular.
- 56.2.4** Volunteers cannot assume any responsibility for the diagnosis of learning strengths or difficulties, the assignment of learning experiences, or the evaluation of pupil progress.

56.3 Responsibility for Volunteers

- 56.3.1** Subject to the Policies of the Board and barring direction or intervention by the Director of Education or designate to the contrary, the Principal of a school in which a volunteer is serving will be responsible for determining that any activity to which the volunteer is assigned is a school-sponsored activity.
- 56.3.2** Volunteers shall maintain confidentiality in accordance with Freedom of Information and Protection of Privacy Act and adhere to the code of conduct normally expected of employees regarding all student and school issues.

56.4 School Sponsored Activities: refer to current Volunteer Practices – Supervisors Manual

It is the responsibility of the Principal to ensure that:

- prior to any assignments, all volunteers have been screened in keeping with Board policies for parent/guardian and community volunteers;
- references have been requested and verified;
- all volunteers are given an orientation to the school as appropriate; to relevant school and Board Policies and Procedures, and to the role, responsibilities and expectations for volunteers;
- all aspects of volunteer management are being carried out once the volunteer is placed; and
- appropriate in-service for Board staff who have supervisory responsibilities for volunteers is provided to ensure the effective management of all.

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For any school-sponsored activity that is undertaken by a volunteer, the Board's liability insurance regarding negligence will apply. Volunteers should be aware that the Board's insurance does not include a loss of income provision should the volunteer sustain an injury that prevents him/her from resuming his/her normal employment.

7. Screening and Risk Management

- ~~7.1 Recognizing that the welfare of students is, at all times, of paramount importance, all Board employees are required to exercise their full responsibility for the care, welfare, and supervision of pupils. In this regard, all volunteers must be assessed as to their suitability for placement within a school or program setting.~~

~~The Volunteer Practices – Supervisors Manual will be used as a template for the screening and risk management of volunteers by supervisors.~~

- ~~7.2 The process of screening for volunteers begins at the very moment a person applies or is recruited to the time he/she terminates this commitment. The degree of screening is dependent upon the volunteer activity, the extent of interaction with and responsibility for students, and the degree of direct supervision of the volunteer. Levels of risk are outlined below:~~

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Medium Risk

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High Risk

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**USE OF VOLUNTEERS IN SCHOOLS
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These procedures shall be reviewed in accordance with Policy Development and Review Policy 2010.

<u>Cross Reference</u>	<u>Date Received</u>	<u>Legal Reference</u>
_____	November 21, 2000	_____
_____	<u>Date Revised</u>	_____
	January 26, 2010	

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