



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, February 11, 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 – 6:00 p.m. (SEE ATTACHED AGENDA)		
6. Delegations/Presentations		
7. Confirmation of Minutes		
7.1 Standing Committee Meeting - January 14, 2014	K. Wilson	1-3
8. Business Arising from the Minutes		

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

LAKEHEAD DISTRICT SCHOOL BOARD

		<u>Resource Person</u>	<u>Pages</u>
<u>MATTERS NOT REQUIRING A DECISION</u>			
9.	Information Reports		
9.1	Co-curricular Activities (030-14)	I. MacRae	4-6
9.2	The Arts (029-14)	S. Pharand	7-8
9.3	Aboriginal Education Advisory Committee Meeting Minutes - November 21, 2013	S. Pharand	9-12
9.4	Special Education Advisory Committee Meeting Minutes - December 11, 2013	C. Kappel	13-16

10. First Reports

MATTERS FOR DECISION:

- | | | | |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-------|
| 11. | Postponed Reports | | |
| 12. | Ad Hoc and Special Committee Reports | | |
| 13. | New Reports | | |
| 13.1 | Policy Review – 7020 Equitable Employment (028-14) | I. MacRae | 17-20 |
| | <i>It is recommended that Lakehead District School Board approve 7020 Equitable Employment Policy, Appendix A to Report No. 028-14, as amended.</i> | | |
| 13.2 | Policy Review – 3060 Leasing of Space (033-14) | D. Wright | 21-27 |
| | <i>It is recommended that Lakehead District School Board approve 3060 Leasing of Space Policy, Appendix A to Report No. 033-14, as amended.</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, February 11, 2014
Jim McCuaig Education Centre

Catherine Siemieniuk
Director of Education

Karen Wilson
Chair

AGENDA

COMMITTEE OF THE WHOLE – Closed Session
6:00 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 - January 14, 2014	K. Wilson	1-2
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	I. MacRae	Verbal
5.3.3 Personnel Matter	I. MacRae	Verbal
5.4 Information and Inquiries		
5.5 Rise and Ask Leave to Sit in Public Session		

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

LAKEHEAD DISTRICT SCHOOL BOARD

LAKEHEAD DISTRICT SCHOOL BOARD

MINUTES OF STANDING COMMITTEE

Board Room
Jim McCuaig Education Centre

2014 JAN 14

TRUSTEES PRESENT:

Karen Wilson (Chair)
Marg Arnone
Lori Lukinuk

Deborah Massaro
Jack Playford
George Saarinen
Logan Turner (Student Trustee)

TRUSTEES ABSENT, WITH REGRET:

Pat Johansen
Ron Oikonen

SENIOR ADMINISTRATION:

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

FEDERATION/UNION REPRESENTATIVES:

Daniel Denommé, Managers

PUBLIC SESSION:

1. **Approval of Agenda**

Moved by Trustee Saarinen

Seconded by Trustee Arnone

"THAT the Agenda for Standing Committee Meeting, January 14, 2014 be approved."

CARRIED

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

Moved by Trustee Lukinuk

Seconded by Trustee Playford

"THAT we resolve into Committee of the Whole – Closed Session with Trustee Massaro in the Chair to consider the following:

- *Confirmation of Committee of the Whole – Closed Session Minutes*
 - *November 12, 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 Saarinen

Seconded by Trustee Massaro

“THAT the Standing Committee approve the Minutes of the Standing Committee Meeting, November 12, 2013.”

CARRIED

5. Business Arising from the Minutes

5.1 Regarding item 10.7, Trustee Lukinuk inquired if further information pertaining to the length of student walking distances has been received. Trustee Saarinen responded that nothing has transpired. Trustee Lukinuk noted that she will consider bringing a notice of motion forward.

5.2 Regarding item 10.1, Chair Wilson noted that Trustees received information via email regarding the October 31 enrolment numbers and that additional information will be provided.

6. Health and Safety Program - Semi-Annual Report (007-14)

Ian MacRae, Interim Superintendent of Education, introduced Rick Molloy, Health and Safety Officer, who presented the report. Highlights included: accident statistics, equipment testing, and inspections. All Trustees' questions were addressed.

7. Special Education Advisory Committee Meeting Minutes – November 20, 2013

Catherine Siemieniuk, Director of Education, presented the November 20, 2013 minutes for information.

MATTERS FOR DECISION:

8. Policy Review – 3071 Advertising (016-14)

Moved by Trustee Playford

Seconded by Trustee Massaro

“THAT Lakehead District School Board approve 3071 Advertising Policy, Appendix A to Report No. 016-14.”

CARRIED

9. Policy Review – 8091 Use of Volunteers in Schools (017-14)

Moved by Trustee Saarinen

Seconded by Trustee Arnone

“THAT Lakehead District School Board approve 8091 Use of Volunteers in Schools Policy as amended, Appendix A to Report No. 017-14.”

CARRIED

10. Information and Inquiries

- 10.1 Trustee Arnone reported that she and Trustee Lukinuk will participate in the Healthy School Food Environments Pillar Working Group on January 17 at the Thunder Bay District Health Unit.
- 10.2 Trustee Lukinuk requested information regarding delays pertaining to the solar panels at Westgate Collegiate and Vocational Institute and inquired if there are additional costs to the Board. David Wright, Superintendent of Business, responded that Lakehead District School Board is working with Honeywell and awaiting the final connection to the main hydro grid. Superintendent Wright noted that there are no additional costs however the Board has not received any return on its investment at this time.
- 10.3 Trustee Saarinen requested information regarding the number of staff employed by Lakehead District School Board. Catherine Siemieniuk, Director of Education, responded that if it is the wish of the Board, information will be provided to Trustees.
- 10.4 Student Trustee Turner inquired if light switches in student washrooms could be replaced with motion detection or keyed light switches. David Wright, Superintendent of Business, responded that school administration may submit a work order to the maintenance department requesting the replacement of the current light switches.
- 10.5 Student Trustee Turner requested information regarding recycling in schools. David Wright, Superintendent of Business, responded that the Chief Custodian is responsible for recycling in schools.
- 10.6 Trustee Lukinuk inquired when the *ATMs in Schools* report will come to the Board. Catherine Siemieniuk, Director of Education, responded that the *ATMs in Schools* report will come to the Board in the future.

11. Adjournment

Moved by Trustee Saarinen

Seconded by Trustee Playford

“THAT we do now adjourn at 8:13 p.m.”

CARRIED

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2014 FEB 11
Report No. 030-14

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

RE: CO-CURRICULAR ACTIVITIES

1. Background

- 1.1 The Superior Secondary Schools Athletic Association (SSSAA) has been administering high school sporting opportunities on behalf of the Lakehead District School Board for approximately 60 years.
- 1.2 SSSAA administers school sports based on direction from its executive committee and the SSSAA constitution along with input from school boards. The SSSAA executive committee is made up of one representative from each of the member schools in Thunder Bay (four Lakehead District School Board schools, two Thunder Bay Catholic District School Board schools, ESC de La Verendrye and Dennis Franklin Cromarty).
- 1.3 Lakehead Elementary Athletics (LEA) has been administering elementary sporting opportunities on behalf of the Lakehead District School Board for approximately 40 years.
- 1.4 The LEA convenors' committee is made up of eight volunteer teacher-coaches responsible for providing direction related to elementary school sports.
- 1.5 This past year, OFSAA released a study from the University of Ottawa which showed that school sports are an important contributor to Ontario's education system. The study concluded that student athletes scored higher in specific developmental areas than those students who do not participate in athletics. Numerous academic studies have shown the cognitive benefits of co-curricular participation along with the various physical, social and mental health benefits of these programs. Co-curricular programs, which support the curricular program, are vital to student engagement and have proven to have a huge impact on test scores and graduation rates.

2. Situation

- 2.1 SSSAA provides approximately 5,000 sporting opportunities to students in the City of Thunder Bay. This equates to 1,000 sports competitions throughout the course of the school year (an average of more than five activities per day).

- 2.2 An estimated 5,000 hours of volunteer time are required to provide a complete high school sports program (not including administrative duties) for a school. This equates to 200 full days of volunteer time for one school and 40,000 hours and 1,700 days for the entire city.
- 2.3 The LEA calendar of activities has doubled in size over the past ten years. There are more teams and students involved at the junior (Grades 4 to 6) and intermediate (Grades 7 to 8) levels than ever before. Junior students now have access to eight different activity options throughout the course of the school year.
- 2.4 Thunder Bay is host to three provincial Ontario Federation of School Athletic Associations (OFSAA) championships this school year (boys' and girls' volleyball and girls' soccer) and has hosted more OFSAA championships in the past 11 years (13 championships) than in the previous 50 years (seven championships).
- 2.5 Several activities for students with special needs have been added to both the SSSAA and LEA calendars in the past five years. Events in track and field, three-pitch and bowling have helped make opportunities available to all students with special needs.
- 2.6 Quality music, art and drama opportunities continue to be the cornerstone of our schools' co-curricular arts programs at both the elementary and secondary levels. Each school offers a variety of school productions which appeal to a large student population and place these schools in a very positive light in our community.

3. Conclusion

- 3.1 Lakehead District School Board, through its partner associations SSSAA and LEA, continues to offer high quality co-curricular opportunities for its students. In order to maintain programming, human and financial resources must continue to be in place. The human resources include a strong focus on teacher candidates with the necessary interest, passion and skill sets to support co-curricular programs at the school level. The financial resources include continued support of existing programs along with additional resources for improvements in secondary school facilities, elementary athletic equipment, coaching education and school arts programs.
- 3.2 Expanded co-curricular programming and a thorough assessment of current school programs must take place with the focus of engaging students (starting in elementary school) who are not currently accessing opportunities outside of the classroom.
- 3.3 The Activities Director role must continue to look at opportunities beyond the traditional co-curricular program to support a larger student population. Specific areas include any programs targeting creating a positive learning environment, student engagement, or the effects of exercise on cognition and overall mental health.

- 3.4 School activities remain an effective tool to engage students, teaching them important life lessons in teamwork, self-discipline, resilience, fair play and work ethic. School activities create an optimal learning environment by fostering the physical and emotional development of our students. Lakehead District School Board will continue to look for a multi-dimensional approach to reaching each and every student.

Respectfully Submitted,

DAVID PINEAU
Activities Director

IAN MACRAE
Interim Superintendent of Education

CATHERINE SIEMIENIUK
Director of Education

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2014 FEB 11
Report No. 029-14

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

RE: THE ARTS

1. Background

- 1.1 As identified in the Strategic Plan, Lakehead District School Board seeks high levels of personal and academic excellence for every student. The Arts provide a “natural vehicle through which students can explore and express themselves and through which they can discover and interpret the world around them”.
- 1.2 Lakehead District School Board continues to provide high quality programs and professional learning in all curriculum areas to enhance student outcomes and support teacher learning.

2. Situation

- 2.1 This school year, a focus on supporting both teacher and student learning in music, Kindergarten through Grade 8, is being achieved through creative partnerships with:
 - Thunder Bay Symphony Orchestra (TBSO);
 - Learning Through the Arts; and
 - Secondary music teachers and the Ontario Music Educators’ Association.
- 2.2 Lakehead District School Board’s collaboration with the Royal Conservatory of Music’s program, Learning Through the Arts (LTTA) continues to enhance both student and teacher learning in all areas of the Arts – Dance, Drama, Music and Visual Arts.

3. Program Overview

- 3.1 Working with the Thunder Bay Symphony Orchestra provides a number of unique learning experiences for both teachers and students, including:
 - Grade 3 Symphony Sing-Along;
 - TBSO in the schools;
 - Carnegie Hall Link Up Program; and
 - Grade 5 Musicians in the Classroom.

- 3.2 Itinerant music teachers provide music instruction in Kindergarten to Grade 8 classrooms across our system. Through a unique pilot program, designed jointly by Lakehead District School Board and the Royal Conservatory LTTA Regional Manager, specialized professional learning is being provided for itinerant music teachers to further enhance student learning.
- 3.3 Lakehead District School Board has talented instrumental music teachers in both the elementary and secondary panels. The knowledge and experience of secondary instrumental music teachers continues to support the developing vocal and instrumental music programs offered in elementary schools.
- 3.4 By partnering with secondary music teachers and their professional association, the Ontario Music Educators' Association, Lakehead District School Board continues to work toward providing professional learning experiences for Grades 7 and 8 instrumental music teachers.
- 3.5 Relationships within each family of schools provide opportunities, such as plays and school based music performances, for elementary students to be exposed to the broad range of experiences available in the Arts at a secondary level.
- 3.6 Across the four secondary schools, a breadth of programming in the Arts is available to students in Lakehead District School Board including visual arts, drama, dance and band, strings, guitar and vocal music.

4. Conclusion

Lakehead District School Board continues to provide unique opportunities for students to develop the multitude of skills they require to be successful throughout their education and in their adult lives.

Respectfully submitted,

NICOLE WALTER ROWAN
Program Coordinator

SHERRI-LYNNE PHARAND
Superintendent of Education

CATHERINE SIEMIENIUK
Director of Education



ABORIGINAL EDUCATION ADVISORY COMMITTEE MINUTES

DATE: Thursday, November 21, 2013 – Board Room, Education Centre

MEMBERS PRESENT: Marg Arnone, Lawrence Baxter, Kathy Beardy, Elliott Cromarty, Katrina Fiddler, Pauline Fontaine, Sylvia O'Meara, Sherri-Lynne Pharand, Dolores Wawia, Beverley White-Kokeza

ALTERNATES PRESENT: Sharon Kanutski, Lori Lukinuk

ABSENT WITH REGRET: Ellen Chambers, Serena Essex, Steve Lalonde, Ron Oikonen, Suzanne Tardif

RESOURCE: Coral Charlton, Amy Farrell-Morneau, JoJo Guillet, Senator Robert McKay, Isabelle Mercier, Jennifer Rissanen, Cathi Siemieniuk, Nicole Walter-Rowan

GUESTS: Pat Johansen, Karen Wilson

	AGENDA ITEM	DISCUSSION	ACTION
1.	Opening Exercises	<ul style="list-style-type: none"> Dolores Wawia called the meeting to order. Sherri-Lynne Pharand called upon Elder Isabelle Mercier to conduct the opening. 	
2.	Welcome and Introductions	<ul style="list-style-type: none"> Sherri welcomed everyone to the meeting and thanked Elder Isabelle Mercier for the opening. Introductions were made around the table. Regrets and substitutions were noted and the attendance sheet was circulated. 	
3.1	Approval of Agenda - November 21, 2013	<ul style="list-style-type: none"> Moved by Pauline Fontaine and seconded by Sylvia O'Meara that the agenda for the November 21, 2013 AEAC meeting be approved. Carried. 	
3.2	Approval of Minutes - September 20, 2013	<ul style="list-style-type: none"> Moved by Pauline Fontaine and seconded by Elliott Cromarty that the minutes of the September 20, 2013 AEAC meeting be approved. Carried. 	
4.	Correspondence	<ul style="list-style-type: none"> Correspondence file was circulated. 	

5.	Presentations:		
5.1	Early Learning	<ul style="list-style-type: none"> Donica LeBlanc, Supervising Principal of Early Learning, provided a power point presentation on Early Learning. Since the implementation of full day Kindergarten, results are showing that students are writing more, thinking differently, their vocabulary is changing and their well being is improving. Classrooms are of a more calming nature. For more information on Early Learning, please click on link below. http://www.edu.gov.on.ca/eng/literacynumeracy/inspire/research/CBS_InquiryBased.pdf Questions from the group were addressed. Sherri thanked Donica for sharing what Lakehead District School Board is doing for early learners and for all of the work Donica is doing on this initiative. 	
6.	Business Arising From the Minutes:		
6.1	FNMI Framework	<ul style="list-style-type: none"> JoJo gave a brief overview of the FNMI framework. 	
6.2	AEAC Work Plan	<ul style="list-style-type: none"> Amy and JoJo had the group divide into 3 sections and align the FNMI Framework with the Work Plan. The work plan will be brought forward to the December meeting to finish aligning the FNMI Framework to the work plan. 	
6.3	Welcome Booklet	<ul style="list-style-type: none"> Defer to December 19, 2013 Meeting. 	
7.	New Business:		
7.1	AEAC Annual Report	<ul style="list-style-type: none"> Sherri asked for a volunteer to present the AEAC Annual Report at the December 3, 2013 Annual Meeting. Consensus was received from the group to ask Serena Essex or Suzanne Tardif to present the report. The group was asked to provide any further feedback to the annual report by Monday, November 25, 2013. 	
7.2	Student Achievement Data	<ul style="list-style-type: none"> Defer to December 19, 2013 Meeting. 	
8.	Information Report		
8.1	New Updates	<ul style="list-style-type: none"> Sherri provided a brief update on an item that was recently in the news regarding a Hallowe'en costume that was worn during the school day by a staff member. 	

9.	Ongoing Business:		
9.1	Cultural Sensitivity Training	<ul style="list-style-type: none"> • Amy advised that the training is almost complete. There will be a session on December 20 for those that were unable to attend previous sessions. Training is to be completed by January 2014. • Amy has received extremely positive feedback on the training. 	
9.2	New Teacher Induction Program (NTIP)	<ul style="list-style-type: none"> • JoJo advised that she will be working with new teachers on November 25 regarding: <ul style="list-style-type: none"> • awareness of Ministry and system goals; • support FNMI Student Success; • include FNMI content in the delivery of programs; • build a system where all voices are heard and honoured. 	
9.3	English Language Learners	<ul style="list-style-type: none"> • On December 3 and 4, there will be training with the Ministry to support educators in the classroom. The goal is to give classroom teachers strategies to support English Language Learners and English as a Second Language students. See attached document entitled Canadian Born English Language Learners. • The following link has the new curriculum document for Grade 2-5 Social Studies. • http://www.edu.gov.on.ca/eng/curriculum/elementary/ 	
9.4	Native Studies/native Language	<ul style="list-style-type: none"> • JoJo reported that they continue to work with the Native Studies/Native Language teachers to incorporate First Nation Metis Inuit content into courses and explore strategies to engage and support all learners. (See attached article: Two Eyed Seeing) 	
9.5	FNMI Collaborative Inquiry	<ul style="list-style-type: none"> • JoJo provided a brief update on this initiative focusing on small groups of students to support their learning. Elder Felicia Waboose has been working with the teachers. (See attached article on Collaborative Teacher Inquiry). 	
9.6	Northern Communities Travel	<ul style="list-style-type: none"> • Amy provided an updated on travel to Northern Communities. A visit is planned for Fort hope on December 6, 2013. Amy is currently making arrangements for a visit to Marten Falls late January/early February of 2014. 	
9.7	National Aboriginal Day (NAD) 2014	<ul style="list-style-type: none"> • National Aboriginal Day will be held Saturday, June 21, 2014 at Fort William Historical Park. A variety of activities will be held Friday, June 20, 2014. Sherri advised the group that Amy was elected Chair of NAD. 	
9.8	Elder's Council	<ul style="list-style-type: none"> • Amy will be holding a meeting with the Elder's Council on December 9, 2013 providing an update on the work AEAC has been doing and next steps for the Council. 	
9.9	Information and Inquiries	<ul style="list-style-type: none"> • Sherri advised the group that the Parent Involvement Committee (PIC) has agreed to allow AEAC to carry forward the \$750.00 allocation from 2012-2013 to the 2013-2014 school year. 	

10.	Closing Exercises	<ul style="list-style-type: none"> Closing exercises were conducted by Senator McKay. 	
11.	Next Meeting	<ul style="list-style-type: none"> Thursday, December 19, 2013 – 9:30 a.m. - 12:00 p.m., Board Room, Education Centre. 	
12.	Adjournment	<ul style="list-style-type: none"> The meeting adjourned at 12:00 p.m. 	

LAKEHEAD DISTRICT SCHOOL BOARD
SPECIAL EDUCATION ADVISORY COMMITTEE

Jim McCuaig Education Centre
Thunder Bay, Ontario

2013 DEC 11

MEMBERS PRESENT:

Laura Sylvestre (Chair)
Jennifer Bean-Anderson
Pat Johansen (Trustee)

Judy Kay
Mike Otway
Jennifer Turcotte

ABSENT WITH REGRETS:

Marg Arnone (Trustee)

ABSENT:

Maureen Cameron
Theresa Graham
Sheila Marcinyshyn

OTHERS PRESENT:

Colleen Kappel
Trustee Lori Lukinuk
Student Trustee Logan Turner
Lori Carson

1. **Call to Order**

Colleen Kappel, Superintendent of Education, called the meeting to order at 6:07 p.m.

2. **Election of Chair**

Colleen Kappel, Superintendent of Education, explained the process for electing a Chair of SEAC and introduced the Scrutineers, Lori Carson, Special Education Officer, and Eileen Haven, Executive Secretary, who would oversee an election, if necessary.

There were no pre-nominations for the position of Chair. Superintendent Colleen Kappel called for nominations from the floor. Trustee Pat Johansen nominated Laura Sylvestre for the position of Chair. Laura Sylvestre accepted the nomination. Superintendent Colleen Kappel called for nominations from the floor three times. There were no further nominations.

Motion to Close Nominations

Moved by Jennifer Turcotte

Seconded by Mike Otway

“THAT nominations for the position of Chair be closed.”

CARRIED

Laura Sylvestre assumed the Chair.

3. Election of Vice Chair

Laura Sylvestre, Chair of SEAC, announced that there were no pre-nominations for Vice Chair of SEAC. Laura Sylvestre called for nominations from the floor three times. Mike Otway nominated Theresa Graham for the position of Vice Chair. There were no further nominations.

Motion to Close Nominations

Moved by Trustee Pat Johansen

Seconded by Jennifer Turcotte

“THAT nominations for the position of Vice Chair be closed.”

CARRIED

As Theresa Graham was not in attendance at the meeting, Ms. Graham would be contacted and informed of the nomination.

4. Approval of the Agenda

Judy Kay requested an addition to the agenda, 10.3 – Correspondence From Trillium Lakelands DSB.

Moved by Jennifer Turcotte

Seconded by Mike Otway

“THAT the agenda for the December 11, 2013 SEAC meeting be approved as amended.”

CARRIED

5. Declarations of Conflict of Interest

There were no declarations of conflict of interest.

6. Presentations

6.1 Safe Schools App – E. Fredrickson and B. Nugent

Eric Fredrickson, Education Officer, and Bruce Nugent, Communications Officer, spoke to SEAC about the Safe Schools App. The Safe Schools App is an iPad, iPhone and iPod App. The App has also been made available on the Lakehead Public Schools website for those who do not

own an Apple product. A demonstration took place and App cards were handed out to all members. Questions from members were addressed.

7. Approve of the Minutes

Moved by Trustee Pat Johansen

Seconded by Mike Otway

"THAT the minutes of the November 20, 2013 SEAC meeting be approved."

CARRIED

8. Business Arising From the Minutes

8.1 SEAC Annual Report

As Theresa Graham was absent, the report on the SEAC Annual report was deferred to the January 15, 2014 meeting.

8.2 Input to Use of Volunteers in the Schools Policy 8091

There was no input to the Volunteers in the Schools Policy by SEAC.

8.3 Input to Community/Education Partnerships Policy 8090

A handout of SEAC input from the November 20, 2013 meeting was provided to members. There was no additional input to the policy. Members, by consensus, agreed to provide the input to the policy.

9. Correspondence

Laura Sylvestre, Chair of SEAC, provided an overview of the correspondence contained in the correspondence folder. The folder was distributed for members' perusal.

10. Advocacy Tracking

The advocacy tracking template was circulated for member completion.

11. SEAC Speaker Event

Colleen Kappel, Superintendent of Education, requested suggestions from members on a guest speaker event. Superintendent Kappel suggested Dr. Michael Unger, who will be in the City of Thunder Bay January 27-29, 2014 do a parent/guardian presentation on Resiliency. It was suggested to hold the event on Monday, January 27, 2014. Members, by consensus, agreed to pursue Dr. Michael Unger as a guest speaker.

12. Mental Health Visual

Colleen Kappel, Superintendent of Education, shared the Mental Health Visual with members and requested input to the visual.

13. Trillium Lakelands DSB Correspondence

Judy Kay, FASIN member, suggested that SEAC may wish to submit a letter to the Minister of Education in support of the Trillium Lakelands DSB correspondence that was in the folder at the November 20, 2013 SEAC meeting. The correspondence addressed the inequitable funding formula for Special Education. Colleen Kappel, Superintendent of Education, informed members that another letter had been received on her desk today, which she was unable to bring to SEAC as she had not yet reviewed the letter. It was suggested to defer discussion and decision until both letters could be presented to members. Members, by consensus, agreed to defer the item to the January 15, 2014 SEAC meeting. In the meantime, a copy of the additional letter will be forwarded to members via email.

14. Status of SEAC Budget 2013-2014

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

15. Board Update

Trustee Pat Johansen provided information to members on the following Board Meeting:

November 26, 2013 Regular Board Meeting

Reports/items addressed at this meeting included:

- Armstrong Public School – Celebrating Student Achievement – Our School is Welcoming and a Safe Place For Our Students;
- Audit Committee Report;
- Audit Committee Annual Report;
- Environment: Multi-Year Capital Plan Report;
- Appointment to SEAC;
- 6010 Emergency Evacuation and School Closure Policy;
- Tax Levy By-Law;
- Recommendations From The Audit Committee; and
- School Board Efficiencies and Modernization Consultation.

16. Adjournment

Colleen Kappel, Superintendent of Education, wished everyone a happy holiday.

Moved by Mike Otway

Seconded by Jennifer Turcotte

“THAT we do now adjourn at 6:57 p.m.”

CARRIED

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2014 FEB 11
Report No. 028-14

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

RE: POLICY REVIEW – 7020 EQUITABLE EMPLOYMENT

1. Background

- 1.1 At the June 25, 2013 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 On January 10, 2014, the draft revised Policy 7020 Equitable Employment was posted on the Board website and distributed to constituent groups for review and comment with input to be received by January 29, 2014.

2. Situation

- 2.1 There was no input received to the policy.
- 2.2 Administration has concluded its review of the draft revised policy. No changes have been made.
- 2.3 The new policy is attached as Appendix A.
- 2.4 Upon final approval, the policy will be distributed according to Board procedures.

RECOMMENDATION

It is recommended that Lakehead District School Board approve 7020 Equitable Employment Policy, Appendix A to Report No. 028-14, as amended.

Respectfully submitted,

ROBIN CAWLISHAW
Human Resources Officer

TRISH GLENA
Coordinator of Organizational Development

IAN MACRAE
Interim Superintendent of Education

CATHERINE SIEMIENIUIK
Director of Education

PERSONNEL AND EMPLOYEE RELATIONS	7000
DRAFT – FEBRUARY 11, 2014	
EQUITABLE EMPLOYMENT POLICY	7020

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.*

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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.*
- 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.*

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2014 FEB 11
Report No. 033-14

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

RE: POLICY REVIEW – 3060 LEASING OF SPACE

1. Background

- 1.1 On April 28, 2009, Leasing of Space Policy 3060 was revised.
- 1.2 At the June 25, 2013 Regular Board Meeting, the Leasing of Space Policy 3060 was approved for review during the 2013-2014 school year as part of the policy development and review cycle.
- 1.3 On December 11, 2013, the policy was posted on the Board website and distributed to constituent groups for review and comment with input to be received by January 29, 2014.

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 determined a need to create corresponding procedures.
- 2.3 The draft policy is attached as Appendix A and the draft procedures as Appendix B.

RECOMMENDATION

It is recommended that Lakehead District School Board approve 3060 Leasing of Space Policy, Appendix A to Report No. 033-14, as amended.

Respectfully submitted,

DAVE COVELLO
Manager of Information Technology and Corporate Planning

DAVID WRIGHT
Superintendent of Business

CATHERINE SIEMIENIUK
Director of Education

BUSINESS AND BOARD ADMINISTRATION**3000****DRAFT – February 11, 2014****LEASING OF SPACE POLICY****3060**1. Rationale

Lakehead District School Board occasionally has unused space in one or more facilities and periodically community organizations request to lease space from the Board. The Board recognizes that locating certain community organizations in school facilities may create mutually beneficial relationships. Providing leased space can strengthen the role of schools in communities, provide a place for programs and facilitate the coordination of, and improve access to, services for students and the wider community. Occasionally, Lakehead District School Board has unused space. Community organizations, periodically, request to lease space from the Board.

2. The Policy

It is the policy of Lakehead District School Board to provide available space within its jurisdiction to community organizations through leasing arrangements *in order to share facilities to the benefit of the Board, students and the community, and to optimize the use of public assets owned by the Board.*

3. Definitions

In the document:

"available space" means unoccupied areas within Board-owned buildings and grounds that are not required to meet the needs of the Board.

"costs" may include heat, light, power, water, custodial, maintenance, depreciation, appropriate taxes, grounds expenses, and any other items related to operation of a building.

"lease" is defined as an arrangement providing dedicated use of space.

4. Guidelines

4.1 The Principal, in consultation with the Zone Superintendent, will determine available space.

4.2 Authority to lease space will be the responsibility of the Superintendent of Business, in consultation with the Principal.

4.3 The Superintendent of Business will review each lease annually with the Principal.

4.4 Terms of leases will be arranged by the Superintendent of Business with prospective tenants.

BUSINESS AND BOARD ADMINISTRATION**3000****DRAFT – February 11, 2014****LEASING OF SPACE POLICY****3060**

- ~~4.5 — The Superintendent of Business may refer requests to lease to the Board for approval.~~
- ~~4.6 — The lease cost for non-profit organizations will be determined after consideration of the area and nature of space required, and costs to the Board.~~
- ~~4.7 — The lease cost of profit-oriented organizations will be in accordance with current rates in the community.~~
- ~~4.8 — Clauses contained in normal landlord/tenant leases will be included in Board leases, without limiting the scope of Board leases: e.g., insurance, alterations, sub-leasing, non-payment of rent, damage to premises, parking, escape clauses, etc.~~
- ~~4.9 — Right of access to some schools may be limited by special circumstances: e.g., security, programmes, physical plant, etc.~~
- ~~4.10 — Board owned equipment is not available for use by tenants.~~
- ~~4.11 — Smoking is not permitted within leased premises.~~
- ~~4.12 — Alcoholic beverages are not permitted within leased premises.~~
- ~~4.13 — Revenue from leases will be credited to general Board funds.~~
- ~~4.14 — Payments in services or kind will be equated to the appropriate cash value by the Superintendent of Business.~~

3. Guidelines

- 3.1 Available space in open and operating schools is identified annually as outlined in Facility Partnership Policy and Procedures 9015.**
- 3.2 Authority to lease space will be the responsibility of the Superintendent of Business, in consultation with the Principal/Building Manager.**
- 3.3 Terms of leases will be arranged by the Superintendent of Business with prospective tenants.**
- 3.4 Clauses contained in normal landlord / tenant leases will be included in Board leases, without limiting the scope of Board leases: e.g. insurance, alterations, sub-leasing, non-payment of rent, damage to premises, parking, escape clauses, etc.**

BUSINESS AND BOARD ADMINISTRATION**3000****DRAFT – February 11, 2014****LEASING OF SPACE POLICY****3060**

- 3.5** *The lease cost for non-profit organizations will be determined after consideration of the area and nature of space required, and costs to the Board.*
- 3.6** *The lease cost of profit-oriented organizations will be in accordance with current rates in the community.*
- 3.7** *Payments in services or kind will be equated to the appropriate cash value by the Superintendent of Business.*
- 3.8** *Revenue from leases will be credited to general Board funds.*

4.5. Review

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

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
<i>Facility Partnership Policy 9015</i>	<u>October 5, 1982</u>	_____
<i>Use of School Buildings, Facilities and Ground Policy 8011</i>	<u>Date Revised</u> <u>April 28, 2009</u>	
<i>Safe Schools – System Expectations Policy 8070</i>		
	Reviewed by: _____	_____

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BUSINESS AND BOARD ADMINISTRATION**3000****DRAFT – February 11, 2014****LEASING OF SPACE PROCEDURES****3060****1. Policy**

It is the policy of Lakehead District School Board to provide available space within its jurisdiction to community organizations through leasing arrangements in order to share facilities to the benefit of the Board, students and the community, and to optimize the use of public assets owned by the Board.

2. Definitions**2.1 Available Space**

Available space means unoccupied areas within Board owned buildings and grounds that are not required to meet the needs of the Board.

2.2 Costs

Costs may include heat, light, power, water, custodial, maintenance, depreciation, appropriate taxes, ground expenses, and any other items related to the operation of a building.

2.3 Lease

Lease is an arrangement providing dedicated use of space for a defined cost.

3. Available Space

3.1 *Available space will be determined as outlined in Facility Partnership Procedures 9015(3) and will be identified through the Capital Planning process and updates to the Capital Plan as required. Consideration will be given, but not limited to:*

- school needs;*
- enrolment projections;*
- Board accommodation strategies;*
- zoning and site restrictions;*
- condition of the school; and*
- configuration of the school.*

3.2 *A review of available space or potentially available space may be initiated by the Superintendent of Business if a request to lease space is made by a community organization.*

BUSINESS AND BOARD ADMINISTRATION**3000****DRAFT – February 11, 2014****LEASING OF SPACE PROCEDURES****3060****4. Lease Costs**

- 4.1** *The lease cost for non-profit organizations will be determined after consideration of the area and nature of space required, and costs to the Board.*
- 4.2** *The lease cost of profit oriented organizations will be in accordance with current rates in the community.*
- 4.3** *The lease cost will be calculated on a per square foot basis.*
- 4.4** *For the duration of the lease, the annual Consumer Price Index (all-items) will be applied to the base lease cost.*
- 4.5** *Costs for renovations to the space may be added to the terms of the lease.*
- 4.6** *Payments in services or kind will be equated to the appropriate cash value by the Superintendent of Business.*

5. Terms of the Lease

- 5.1** *Terms of the lease will be arranged by the Superintendent of Business with prospective tenants.*
- 5.2** *Clauses contained in normal landlord/tenant leases will be included, but are not limited to the following:*
- *term and possession;*
 - *assignment and sub-leasing;*
 - *use and Government requirements;*
 - *repair and maintenance;*
 - *alterations and additions;*
 - *insurance and liability;*
 - *damage to the premises;*
 - *acts of default and landlord remedies;*
 - *termination upon notice and at end of term; and*
 - *payment of rent.*

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5.3 *Clauses requesting compliance with the Board's existing policies and procedures will be included but are not limited to the following:*

- *rules and regulations;*
- *Safe Schools Code of Conduct;*
- *custodial and maintenance services provided (Collective Agreement).*

6. **Administration of Leases**

6.1 *Overall administration and supervision of leases is to be the responsibility of the Superintendent of Business.*

6.2 *Authority to lease space will be the responsibility of the Superintendent of Business, in consultation with the Principal/Building Manager.*

6.3 *Renovations, including access to space will be determined and executed or overseen by the Board's Property Services Department in consultation with the organization.*

6.4 *Issues concerning the tenancy should initially be directed to the Principal/Building Manager, then to Board staff responsible for leases or facilities, and then the Superintendent of Business.*

7. **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>
Facility Partnership Policy 9015	_____	_____
Use of School Buildings, Facilities and Ground Policy 8011	<u>Date Revised</u> Reviewed by: _____	_____
Safe Schools – System Expectations Policy 8070		