



Office of the Director

Jim McCuaig Education Centre
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Telephone (807) 625-5131 Fax (807) 622-0961

REGULAR BOARD MEETING NO. 4

**Tuesday, February 25, 2014
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. Delegations/Presentations		
4.1 EcoSuperior Environmental Programs	J. Hansen	Verbal
5. Confirmation of Minutes		
5.1 Regular Board Meeting No. 3 - January 28, 2014	D. Massaro	1-6
6. Business Arising from the Minutes		

MATTERS NOT REQUIRING A DECISION:

7. Information Reports		
7.1 Ontario Public School Boards' Association (OPSBA) Report	G. Saarinen	Verbal
7.2 Student Trustee Report	L. Turner	Handout
7.3 Student Transportation Services of Thunder Bay Governance Committee Meeting Report - February 11, 2014	G. Saarinen	Verbal

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>
7.4	Automatic Teller Machines in Secondary Schools (035-14)	D. Wright	7
7.5	Aboriginal Education Advisory Committee Meeting Minutes - December 19, 2013	S. Pharand	8-10
7.6	2014 Municipal Elections - Trustee Determination and Distribution (039-14)	C. Siemieniuk	11-13

8. First Reports

MATTERS FOR DECISION:

9. Postponed Reports

10. Recommendations from the Standing Committee (037-14) K. Wilson 14-19

10.1 Policy Review - 3060 Leasing of Space (033-14)

It is recommended that Lakehead District School Board approve 3060 Leasing of Space Policy, Appendix A to Report No. 037-14.

10.2 Policy Review - 7020 Equitable Employment (028-14)

It is recommended that Lakehead District School Board approve 7020 Equitable Employment Policy, Appendix B to Report No. 037-14.

11. Ad Hoc and Special Committee Reports

12. New Reports

12.1 School Year Calendar 2014-2015 (036-14) C. Kappel 20-23

It is recommended that Lakehead District School Board:

- 1. Approve the proposed 2014-2015 Elementary School Year Calendar, including the opening and closing dates and professional activity days, as described in Appendix A of Report No. 036-14.*
- 2. Approve the proposed 2014-2015 Secondary School Year Calendar, including the opening and closing dates, professional activity days and examination days, as described in Appendix B of Report No. 036-14.*

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>
12.2	Approval of Appointments to the Supervised Alternative Learning (SAL) Committee 2013-2014 (038-14)	C. Kappel	24-25
	<i>It is recommended that Lakehead District School Board approve the appointments of Kendra Perry, external member, and Wendy Koehler, external alternate member, to the Supervised Alternative Learning (SAL) Committee for the remainder of the 2013-2014 school year.</i>		
13.	New Business		
14.	Notices of Motion		
14.1	Transportation (032-14)	C. Siemieniuk	26
	<i>Whereas, Transportation Policy 3040, states “Lakehead District School Board supports an active and healthy life style, and encourages active transportation.”; and</i>		
	<i>Whereas, The Education Act States, “Every board shall, promote student achievement and well-being.”; and</i>		
	<i>Whereas, Lakehead District School Board has a short minimum walking distance for secondary students compared to many other boards in the province of Ontario; now, therefore, be it</i>		
	<i>Resolved, That Lakehead District School Board Administration be instructed to consult with the Thunder Bay District Health Unit and Student Transportation Services of Thunder Bay to review all walking distances outlined in Policy 3040 to ascertain the feasibility of increasing walking distances; and</i>		
	<i>Resolved, That Lakehead District School Board Administration report back to the Board an update and possible recommendations no later than the May Regular Board meeting.</i>		
15.	Information and Inquiries		
16.	Adjournment		

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

LAKEHEAD DISTRICT SCHOOL BOARD

MINUTES OF REGULAR BOARD MEETING NO. 3

Board Room
Jim McCuaig Education Centre

2014 JAN 28
7:30 p.m.

TRUSTEES PRESENT:

Deborah Massaro (Chair)
Karen Wilson (Vice Chair)
Marg Arnone
Pat Johansen

Lori Lukinuk
Ron Oikonen - via teleconference
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
David Wright, Superintendent of Business

FEDERATION/UNION REPRESENTATIVES:

Patricia Gibbs, OSSTF – SSP
Rod Bessel, Managers

PUBLIC SESSION:

1. **Approval of Agenda**

Moved by Trustee Johansen

Seconded by Trustee Arnone

“THAT the Agenda for Regular Board Meeting No. 3, January 28, 2014 be approved with the following change:

Closed Session

5.3.2 Personnel Matter (026-14) ‘C. Siemieniuk’ be replaced with ‘D. Massaro’.”

CARRIED

2. Resolve into Committee of the Whole – Closed Session

Moved by Trustee Saarinen

Seconded by Trustee Wilson

“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*
 - *Regular Board Meeting No. 2*
 - *December 17, 2013*
- *Negotiations Update*
- *Personnel Matter (026-14)*

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. Report of Committee of the Whole – Closed Session

Moved by Trustee Johansen

Seconded by Trustee Amone

“THAT the Report of the Regular Board – Committee of the Whole – Closed Session be adopted with the following recommendations therein:

‘THAT Lakehead District School Board approve the Committee of the Whole – Closed Session Minutes of Regular Board Meeting No. 2, December 17, 2013.’

‘THAT Lakehead District School Board accept, with regret, the resignation of Catherine Siemieniuk, Director of Education, effective August 31, 2014 and wish her well in her retirement.’”

CARRIED

Chair Massaro wished Director Siemieniuk the best in her retirement.

5. Audit Committee Presentation

Chair Massaro, on behalf of the Board, presented Ms. Deborah Watt with a glass etching. Ms. Watt was recognized for her years of service as an external member on the Audit Committee.

6. Confirmation of Minutes

Moved by Trustee Playford

Seconded by Trustee Wilson

The minutes will be corrected to reflect the following:

TRUSTEE ABSENT, WITH REGRET:

Lori Lukinuk

“THAT Lakehead District School Board approve the Minutes of Regular Board Meeting No. 2, December 17, 2013.”

CARRIED

MATTERS NOT REQUIRING A DECISION:

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

Trustee Saarinen, Ontario Public School Boards' Association Director and voting delegate, informed the Board that the OPSBA Public Education Symposium will take place from January 30 to February 1.

8. Student Trustee Report

Logan Turner, Student Trustee, provided a handout as his report. Items addressed included: WE Stand Up 2014, *Random Act of Kindness*, and secondary examinations. All Trustees' questions were addressed.

9. Success Advisory Committee Meeting Report

Trustee Wilson, the Trustee representative on the Success Advisory Committee, presented this verbal report highlighting the October 10 and January 9, meetings. Highlights included: policy input, early learning, *Tell Them From Me* – parent survey, mental health strategy, staff portal, bed bug practice, and the Safe School App. The next Success Advisory Committee meeting will be held on March 6.

10. Audit Committee Meeting Report

Chair Massaro, Chair of the Audit Committee, presented this verbal report highlighting the January 20 meeting. Highlights included: enrolment, finance, fundraising, and Special Education.

11. Board Leadership Development Strategy (020-14)

Colleen Kappel, Superintendent of Education, introduced Jo-Anne Giertuga, Mentoring for Newly Appointed School Leaders Committee Chair, and Donica LeBlanc, Supervising Principal, who provided information regarding leadership activities. All Trustees' questions were addressed.

12. Information Technology Plan – Update (027-14)

David Wright, Superintendent of Business, introduced Andrew Keene, Information Technology Chair, Gino Russo, IT Resource Teacher, and Corrine Russell-Pritoula, Resource Teacher, who provided information regarding the implementation of technology enhancements at Lakehead District School Board. All Trustees' questions were addressed.

13. Parent Involvement Committee Meeting Minutes – November 18, 2013

Catherine Siemieniuk, Director of Education, presented the November 18, 2013 meeting minutes for information.

MATTERS FOR DECISION:

14. Recommendations from the Standing Committee (022-14)

Policy Review – 3071 Advertising (016-14)

Moved by Trustee Wilson

Seconded by Trustee Playford

“THAT Lakehead District School Board approve 3071 Advertising Policy, Appendix A to Report No. 022-14.”

CARRIED

15. Recommendations from the Standing Committee (022-14)

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

Moved by Trustee Wilson

Seconded by Trustee Arnone

“THAT Lakehead District School Board approve 8091 Use of Volunteers in Schools Policy, Appendix B to Report No. 022-14.”

CARRIED

16. Establishment of 2014-2015 Budget Committee (019-14)

Moved by Trustee Saarinen

Seconded by Trustee Johansen

Main Motion

“THAT:

1. *Lakehead District School Board establish the 2014-2015 Budget Committee comprised of all Trustees; and*
2. *The 2014-2015 Budget Committee report its recommendation to the Lakehead District School Board no later than the date provided by the Ministry of Education.”*

Amendment

Moved by Trustee Lukinuk

Seconded by Trustee Playford

"Item 2 - insert the words between the words Board and no 'and Lakehead District School Board provide the report to the Ministry of Education'."

CARRIED

Amended Main Motion

Moved by Trustee Saarinen

Seconded by Trustee Johansen

"THAT:

- 1. Lakehead District School Board establish the 2014-2015 Budget Committee comprised of all Trustees; and*
- 2. The 2014-2015 Budget Committee report its recommendation to the Lakehead District School Board and Lakehead District School Board report to the Ministry of Education no later than the date provided by the Ministry of Education."*

CARRIED AS AMENDED

17. Endorsement of the Charter of Commitment on First Nation, Métis and Inuit Education (022-14)

Moved by Trustee Saarinen

Seconded by Trustee Arnone

"THAT Lakehead District School Board endorse the Charter of Commitment on First Nation, Métis and Inuit Education."

CARRIED

18. Notice of Motion

Trustee Lukinuk submitted and read the following Notice of Motion.

"Whereas, Transportation Policy 3040, states "Lakehead District School Board supports an active and healthy life style, and encourages active transportation."; and

Whereas, The Education Act states, "Every board shall, promote student achievement and well-being."; and

Whereas, Lakehead District School Board has a short minimum walking distance for secondary students compared to many other boards in the province of Ontario; now, therefore, be it

Resolved, That Lakehead District School Board Administration be instructed to consult with the Thunder Bay District Health Unit and Student Transportation Services of Thunder Bay to review all walking distances outlined in Policy 3040 to ascertain the feasibility of increasing walking distances; and

Resolved, That Lakehead District School Board Administration report back to the Board an update and possible recommendations no later than the May Regular Board meeting."

In accordance with Section 7.1.18.2 of the Procedural By-Law, the notice of motion *"shall be considered at the next Regular meeting of the Board."*

19. Information and Inquiries

19.1 Trustee Saarinen reported that he attended Hammarskjold High School's production of "Honk! Jr." held on January 16.

19.2 Trustee Saarinen requested information regarding a recent Ontario Catholic School Trustees' Association promotional video. Catherine Siemieniuk, Director of Education, responded that the original version of the Ontario Catholic School Trustees' Association's *"Faith in Our Future"* promotional video is no longer available. Director Siemieniuk noted that she will provide Trustees with correspondence received.

19.3 Trustee Wilson requested information pertaining to heating costs and Trustee Lukinuk requested information regarding snow removal. Trustees, by consensus, agreed to the requests.

20. Adjournment

Moved by Trustee Oikonen

Seconded by Trustee Saarinen

"THAT we do now adjourn at 9:07 p.m."

CARRIED

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2014 FEB 25
Report No. 035-14

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

RE: AUTOMATIC TELLER MACHINES IN SECONDARY SCHOOLS

1. Background

- 1.1 Through the Student Trustee, secondary school students expressed an interest in having access to automatic teller machines (ATMs) in secondary schools.
- 1.2 Trustees requested further information on the merits of having ATMs in secondary schools.
- 1.3 After ascertaining the reasons behind the request for ATMs, Senior Administration consulted with other school boards in the region, with Ontario School Boards' Insurance Exchange (OSBIE), and weighed the pros and cons of making cash accessible within schools.

2. Situation

- 2.1 ATMs are available in a few secondary schools in the region, but the installation has not been consistently embraced by school boards.
- 2.2 Although potentially convenient at times, increased availability of cash to students increases the risk of theft or extortion among students, subjects students to service charges and transaction fees, and, exposes the school and the Board to increased liability.

3. Conclusion

Senior Administration is not recommending the installation of ATMs in secondary schools, but does acknowledge that students are looking for options to be able to pay for goods and services offered in the school setting. Options such as debit machines in offices and cafeterias, school cash cards, and online payments continue to be explored.

Respectfully submitted,

DAVID WRIGHT
Superintendent of Business

CATHERINE SIEMIENIUK
Director of Education



ABORIGINAL EDUCATION ADVISORY COMMITTEE MINUTES

DATE: Thursday, December 19, 2013 – Board Room, Education Centre

MEMBERS PRESENT: Lawrence Baxter, Elliott Cromarty, Katrina Fiddler, Pauline Fontaine, Pat Johansen, Sylvia O'Meara, Sherri-Lynne Pharand, Suzanne Tardif, Dolores Wawia, Beverley White-Kokeza

ALTERNATES PRESENT: Robin Haliuk, Sharon Kanutski, George Saarinen, Fay Zoccole

ABSENT WITH REGRET: Kathy Beardy, Ellen Chambers, Serena Essex, Steve Lalonde, Ron Oikonen

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

GUESTS: Marg Arnone, Lori Lukinuk, Jack Playford, Logan Turner, Karen Wilson

AGENDA ITEM	DISCUSSION	ACTION
1. Opening Ceremonies	<ul style="list-style-type: none"> Sherri-Lynne Pharand called the meeting to order and 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. Sherri welcomed Trustee Pat Johansen as the Trustee representative on the committee and Trustee George Saarinen as the alternate. Also welcomed to the meeting was student Trustee Logan Turner and Katrina Fiddler, the student representative on the committee from Hammaraskjold High School. Sherri thanked Trustees Arnone and Lukinuk for their representation on the Committee. Regrets and substitutions were noted and the attendance sheet was circulated. 	
3. Selection of Co-Chair	<ul style="list-style-type: none"> A prenomination to nominate Dolores Wawia as Co-Chair was received from Beverley White-Kokeza. Dolores accepted the nomination. Sherri-Lynne Pharand called for further nominations from the floor. Moved by Pauline Fontaine and seconded by Beverley White-Kokeza that nominations be closed. Carried. Sherri welcomed Dolores back as Co- 	

AGENDA ITEM	DISCUSSION	ACTION
	Chair. Dolores thanked everyone for their support.	
4.1 Approval of Agenda - December 19, 2013	<ul style="list-style-type: none"> Moved by Pauline Fontaine and seconded by Beverley White-Kokeza that the agenda for the December 19, 2013 AEAC meeting be approved. Carried. 	
4.2 Approval of Minutes - November 21, 2013	<ul style="list-style-type: none"> Moved by Pat Johansen and seconded by Suzanne Tardif that the minutes of the November 21, 2013 AEAC meeting be approved. Carried. 	
5. Correspondence	<ul style="list-style-type: none"> Correspondence file was circulated. 	
6. Business Arising From the Minutes:		
6.1 Group Photo	<ul style="list-style-type: none"> Heather Houston took a photo of the AEAC Committee to use in brochures when visiting remote northern communities. 	
6.2 Native Language Survey	<ul style="list-style-type: none"> Native Language is currently offered at Ecole Gron Morgan, Armstrong and Algonquin Public Elementary Schools. Sherri advised the group that a survey will go out in the new year to schools in the south side of the city to see if there is any interest. 	
6.3 Work Plan	<ul style="list-style-type: none"> The committee worked in groups to finalize the alignment of the FNMI Policy Framework to the work plan. Amy and JoJo to update. 	
6.4 Welcome Booklet	<ul style="list-style-type: none"> Amy provided a handout of the draft welcome book and gave a brief overview of the contents. When completed, this book will be given to students from remote northern communities to let them know what to expect when they come to attend high school in Thunder Bay. The group provided input to Amy. Any further input can be e-mailed to Amy. 	

7. New Business:		
7.1 Student Achievement Board Report & Achievement Data	<ul style="list-style-type: none"> Defer to February 7, 2014 meeting. 	
7.2 Parent Involvement Committee Funding	<ul style="list-style-type: none"> Once again, the Parent Involvement Committee has allocated \$750.00 to AEAC to support, encourage and enhance parent engagement at the Board level. Consensus was received from the group to come up with suggestions to connect First Nations students with their families. 	Bring forward to February 7, 2014 meeting.
8. Ongoing Business:		
8.1 Updates:		
8.1.1 Fort Hope Visit	<ul style="list-style-type: none"> Amy is in the process of arranging a visit to Fort Hope to meet with their Director, Band Manager, parents and students. The purpose of the visit will be to provide information about our secondary high schools for those students that will be coming to Thunder Bay and address any concerns they may have. 	
8.1.2 Elder's Council	<ul style="list-style-type: none"> Defer to February 7, 2014 meeting. 	
9. Closing Ceremonies	<ul style="list-style-type: none"> Closing exercises were conducted by Senator McKay. 	
10. Next Meeting	Friday, February 7, 2014 9:30 a.m. – 12:00 p.m. – Board Room, Education Centre	
11 . Adjournment	<ul style="list-style-type: none"> The meeting adjourned at 12:00 p.m. 	

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2014 FEB 25
Report No. 039-14

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

RE: 2014 MUNICIPAL ELECTIONS - TRUSTEE DETERMINATION AND DISTRIBUTION

1. Background

- 1.1 On December 15, 2009 the *Student Achievement and School Board Governance Act, 2009*, came in to effect. The Education Act now sets the number of elected members of a District School Board at the number determined for purposes of the 2006 Municipal Election.
- 1.2 The Board continues to be responsible for Trustee Determination and Distribution calculations. Using population data received from the Municipal Property Assessment Corporation (MPAC), School Boards follow the determination and distribution rules contained in *Ontario Regulation 412/00 of the Education Act* to calculate the geographic distribution of the Trustees.
- 1.3 School Boards are required to adopt a resolution stating that they have considered designating specified municipalities or unorganized areas as low population areas. This allows greater representation to an area that would be accorded by a strict representation-by-population approach. There is, however, no requirement that Boards designate low population areas.

2. Situation

- 2.1 In 2010, eight (8) Trustees were elected at large to represent all electors within the School Board jurisdiction.
- 2.2 Recent amendments to Ontario Regulation 412/00 provide for the opportunity to increase the number of Trustees by one member. The dispersal factor was modified to reflect the changed demographic and geographical size of the Board in 2009.
- 2.3 The Board has the option to declare a low population area. If the Board declares a low population area, city representation could be reduced by one (1) Trustee in order to have the low population area represented.
- 2.4 Boards also have been given the authority to voluntarily reduce the total number of Trustees (no fewer than five Trustees) by Board resolution.
- 2.5 Boards with more than one municipality must adopt a resolution either declaring one or more areas as a low population area or declaring that no such designation will be made.

3. Next Steps

Appendix A details the key dates as currently outlined in Ontario Regulation 412/00. Administration will ensure that these timelines are met to comply with Ministry regulations.

Respectfully submitted,

BRUCE SAUDER
Administrative Services Supervisor

CATHERINE SIEMIENIUK
Director of Education

**Key dates in 2014
For
Trustee Elections**

Activity	Deadline
Beginning of nomination and campaign period	January 2
MPAC data (PEG Reports) sent to Boards	February 15
Boards may pass resolutions determining the number of their Trustees and must pass resolutions determining their Trustee distribution.	March 31
D and D reports sent to the Minister, school board election clerks and secretaries of other school boards in the Board's jurisdiction	April 3
Appeals by municipality re: Trustee distribution	April 22
Notices of appeal sent by secretary of the board (i.e. the Director of Education) to the Ontario Municipal Board (OMB)	April 25
Deadline for OMB decision re: appeal of Trustee distribution calculations	June 10
Nomination Day: last day for declaration of candidacy, and withdrawal of candidacy	September 12, 2:00 p.m.
Compliance Audit Committee established	October 1
Voting Day	October 27
Trustees' Term of Office begins	December 1
Campaign period ends	December 31
Financial filing deadline for candidates	March 27, 2015

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2014 FEB 25
Report No. 037-14

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

RE: RECOMMENDATIONS FROM THE STANDING COMMITTEE

Background

The following reports were received at the Standing Committee Meeting of February 11, 2014 and have been referred to the Board for approval. The recommendations are as follows:

POLICY REVIEW – 3060 LEASING OF SPACE (033-14)

It is recommended that Lakehead District School Board approve 3060 Leasing of Space Policy, Appendix A to Report No. 037-14.

POLICY REVIEW – 7020 EQUITABLE EMPLOYMENT (028-14)

It is recommended that Lakehead District School Board approve 7020 Equitable Employment Policy, Appendix B to Report No. 037-14.

Respectfully submitted,

KAREN WILSON
Chair
Standing Committee

DRAFT – FEBRUARY 25, 2014

3060

LEASING OF SPACE POLICY

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.

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. 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.
- 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.

BUSINESS AND BOARD ADMINISTRATION

DRAFT – FEBRUARY 25, 2014

3000

Appendix A to
Report No. 037-14

3060

LEASING OF SPACE POLICY

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. 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>
Facility Partnership Policy 9015	<u>October 5, 1982</u>	
Use of School Buildings, Facilities and Ground Policy 8011	<u>Date Revised</u> April 28, 2009	
Safe Schools – System Expectations Policy 8070		

G:\POL\

DRAFT – FEBRUARY 25, 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.

DRAFT – FEBRUARY 25, 2014**EQUITABLE EMPLOYMENT POLICY****7020**

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.

PERSONNEL AND EMPLOYEE RELATIONS

DRAFT – FEBRUARY 25, 2014

EQUITABLE EMPLOYMENT POLICY

7000

Appendix B to
Report No. 037-14

7020

5. 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>
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

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2014 FEB 25
Report No. 036-14

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

RE: SCHOOL YEAR CALENDAR 2014-2015

1. Background

- 1.1 Ministry of Education Regulation 304 requires that District School Boards submit a school year calendar for 2014-2015 to the Ministry of Education by May 1, 2014. However, if a school year calendar is considered “modified” (that is, it consists of days outside of September 1, 2014 – June 30, 2015, or if Christmas Break or March Break differs from those proposed by the Ministry) the request for approval of a modified calendar must be made by March 1, 2014.
- 1.2 Regulation 304 indicates that the school year shall consist of a minimum of 194 school days, of which at least two days must be designated as Professional Activity (PA) days. In addition, up to four extra days may be designated by the Board as Professional Activity days.
- 1.3 Professional Activity days for elementary schools are referred to in the collective agreement. Two days are to be designated for the purpose of assessment and completion of report cards, one day each, prior to the first and second report card dates.
- 1.4 Secondary Professional Activity days are traditionally allocated equally at the end of each semester to facilitate administrative processes and used during each semester for professional activities.
- 1.5 Regulation 304 allows up to ten exam days for secondary schools. Five (5) exam days are traditionally allocated in each semester.
- 1.6 Armstrong Public School followed the same calendar as Lakehead District School Board elementary schools in the 2013-2014 school year and will continue this for the 2014-2015 school year. Bernier-Stokes Public School in Collins, Ontario will once again follow the same calendar as local elementary schools.

2. Situation

- 2.1 The School Year Calendar Committee comprised of the following individuals provided input and direction into the consultation process:

Ellen Chambers	LETO
Paul Caccamo	OSSTF Teachers
Pat Gibbs	OSSTF Student Support Persons'
Todd Miller	OPC (Elementary)
Derek DiBlasio	OPC (Secondary)

John Clouthier, Sr.	Armstrong Public School
Hellmi Paavola	Bernier-Stokes Public School
Jennifer DeFranceschi	Parent Involvement Committee
Pat Johansen	Trustee
Logan Turner	Student Trustee
Eric Fredrickson	Education Officer – Chair

- 2.2 Proposed calendars were shared between coterminous boards resulting in alignment at both the secondary level, and alignment of five of the six PA days for the 2014-2015 school year at the elementary level. The first system PA day (elementary and secondary) will be held on November 21, 2014, with a second system PA day on April 24, 2014.
- 2.3 Calendars for Armstrong Public School and Bernier Stokes Public School were developed as they were in prior years, with consultation and support from their communities and the Lakehead District School Board.
- 2.4 The calendars submitted by Lakehead District School Board will be standard calendars based on the proposed School Year Calendar template from the Ministry of Education, and are to be submitted by May 1, 2014.
- 2.5 Proposed school year calendars for the 2014-2015 school year are attached.
 - Elementary School Year Calendar - Appendix A.
 - Secondary School Year Calendar - Appendix B.

RECOMMENDATIONS

It is recommended that Lakehead District School Board:

1. Approve the proposed 2014-2015 Elementary School Year Calendar, including the opening and closing dates and professional activity days, as described in Appendix A of Report No. 036-14.
2. Approve the proposed 2014-2015 Secondary School Year Calendar, including the opening and closing dates, professional activity days and examination days, as described in Appendix B of Report No. 036-14.

Respectfully submitted,

ERIC FREDRICKSON
Education Officer

COLLEEN KAPPEL
Superintendent of Education

CATHERINE SIEMIENIUK
Director of Education

ELEMENTARY

2014-2015

DRAFT

SEPTEMBER 2014

SUN	MON	TUES	WED	THUR	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER 2014

SUN	MON	TUES	WED	THUR	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER 2014

SUN	MON	TUES	WED	THUR	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

DECEMBER 2014

SUN	MON	TUES	WED	THUR	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JANUARY 2015

SUN	MON	TUES	WED	THUR	FRI	SAT
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY 2015

SUN	MON	TUES	WED	THUR	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

MARCH 2015

SUN	MON	TUES	WED	THUR	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL 2015

SUN	MON	TUES	WED	THUR	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY 2015

SUN	MON	TUES	WED	THUR	FRI	SAT
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE 2015

SUN	MON	TUES	WED	THUR	FRI	SAT
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

First Day of School for Students
Wednesday, September 3, 2014

Final Day of School for Students
Friday, June 26, 2015

Holidays

- Students Do Not Attend School -
Labour Day - Monday, September 1, 2014
Thanksgiving - Monday, October 13, 2014
Winter Break - December 22, 2014 - January 5, 2015
Family Day - Monday, February 16, 2015
Spring Break - March 16 - March 20, 2015
Good Friday - Friday, April 3, 2015
Easter Monday - Monday, April 6, 2015
Victoria Day - Monday May 18, 2015

PA Days & Report Card Days

- Students Do Not Attend School -
Tuesday, September 2, 2014
Friday, October 10, 2014
Friday, November 21, 2014
Friday, January 23, 2015
Friday, April 24, 2015
Friday, June 12, 2015

SECONDARY

2014-2015

DRAFT

SEPTEMBER 2014

SUN	MON	TUES	WED	THUR	FRI	SAT
	1	2	3	4	5	6
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER 2014

SUN	MON	TUES	WED	THUR	FRI	SAT
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NOVEMBER 2014

SUN	MON	TUES	WED	THUR	FRI	SAT
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DECEMBER 2014

SUN	MON	TUES	WED	THUR	FRI	SAT
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JANUARY 2015

SUN	MON	TUES	WED	THUR	FRI	SAT
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18	19	20	21	22	23	24
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FEBRUARY 2015

SUN	MON	TUES	WED	THUR	FRI	SAT
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MARCH 2015

SUN	MON	TUES	WED	THUR	FRI	SAT
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29	30	31				

APRIL 2015

SUN	MON	TUES	WED	THUR	FRI	SAT
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		


MAY 2015


SUN	MON	TUES	WED	THUR	FRI	SAT
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE 2015

SUN	MON	TUES	WED	THUR	FRI	SAT
	1	2	3	4	5	6
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

 **First Day of School for Students**
Wednesday, September 3, 2014

 **First Day of Semester II**
Monday, February 2, 2015

 **Final Day of School for Students**
Thursday, June 25, 2015

Holidays

- *Students Do Not Attend School -*
Labour Day - Monday, September 1, 2014
Thanksgiving - Monday, October 13, 2014
Winter Break - December 22, 2014 - January 5, 2015
Family Day - Monday, February 16, 2015
Spring Break - March 16 - March 20, 2015
Good Friday - Friday, April 3, 2015
Easter Monday - Monday, April 6, 2015
Victoria Day - Monday May 18, 2015

PA Days & Report Card Days

- *Students Do Not Attend School -*
Tuesday, September 2, 2014
Friday, November 21, 2014
Thursday, January 29, 2015
Friday, January 30, 2015
Friday, April 24, 2015
Friday, June 26, 2015

Examination Days

January 22, 23, 26, 27, and 28, 2015
June 19, 22, 23, 24, and 25, 2015

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2014 FEB 25
Report No. 038-14

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

RE: APPROVAL OF APPOINTMENTS TO THE SUPERVISED ALTERNATIVE LEARNING (SAL) COMMITTEE 2013-2014

1. Background

- 1.1 In accordance with the Education Act of Ontario Regulation 374/10, the Board shall establish a Supervised Alternative Learning (SAL) Committee.
 - 1.1.1 The SAL Committee shall be composed of no fewer than three persons to be appointed by the Board.
 - 1.1.2 The members of the SAL Committee shall include: a Trustee of the Board; a Supervisory Officer; and at least one person who is not an employee of the Board.
 - 1.1.3 Trustee appointments to the SAL Committee are approved at the Annual meeting in December.
- 1.2 The role of the SAL Committee is to accept and consider applications from parents/guardians of compulsory secondary school age children, who are at least fourteen (14) years of age, and who wish to be excused from either full-time or part-time attendance at school. Where such applications are approved, the SAL Committee, in consultation with a representative(s) from the student's home school, the Attendance Counsellors, and the student's parent/guardian, determines an alternative learning program directed towards the student's needs and interests.
- 1.3 At the June 25, 2013 and September 24, 2013 Regular Board Meetings, appointments were approved to the SAL Committee for 2013-2014.

2. Situation

YES Employment Services has submitted the following names for appointment to the SAL Committee for the remainder of the 2013-2014 school year:

- Kendra Perry, Service Delivery Manager, as external member; previously Kendra was appointed as the external alternate member; and
- Wendy Koehler, Executive Assistant, as the external alternate member.

RECOMMENDATION

It is recommended that Lakehead District School Board approve the appointments of Kendra Perry, external member, and Wendy Koehler, external alternate member, to the Supervised Alternative Learning (SAL) Committee for the remainder of the 2013-2014 school year.

Respectfully submitted,

COLLEEN KAPPEL
Superintendent of Education

CATHERINE SIEMIENIUK
Director of Education

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2014 FEB 25
Report No. 032-14

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

RE: NOTICE OF MOTION – TRANSPORTATION

1. Background

At the Regular Board Meeting on January 28, 2014, the following Notice of Motion was brought forth by Trustee Lukinuk:

Whereas, Transportation Policy 3040, states “Lakehead District School Board supports an active and healthy life style, and encourages active transportation.”; and

Whereas, The Education Act States, “Every board shall, promote student achievement and well-being.”; and

Whereas, Lakehead District School Board has a short minimum walking distance for secondary students compared to many other boards in the province of Ontario; now, therefore, be it

Resolved, That Lakehead District School Board Administration be instructed to consult with the Thunder Bay District Health Unit and Student Transportation Services of Thunder Bay to review all walking distances outlined in Policy 3040 to ascertain the feasibility of increasing walking distances; and

Resolved, That Lakehead District School Board Administration report back to the Board an update and possible recommendations no later than the May Regular Board meeting.

2. Situation

This motion will be considered at the Regular Board Meeting on February 25, 2014.

Respectfully submitted,

CATHERINE SIEMIENIUK
Director of Education