



Office of the Director

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

REGULAR BOARD MEETING NO. 6

**Tuesday, March 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. Resolve into Committee of the Whole – Closed Session		
5. COMMITTEE OF THE WHOLE – Closed Session – 7:00 p.m. (SEE ATTACHED AGENDA)		
6. Report of Committee of the Whole – Closed Session		
7. Delegations/Presentations		
8. Confirmation of Minutes		
8.1 Regular Board Meeting No. 4 - February 25, 2014	D. Massaro	1-6
8.2 Board Meeting No. 5 (Special) - March 5, 2014	D. Massaro	7-8
9. Business Arising from the Minutes		

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

LAKEHEAD DISTRICT SCHOOL BOARD

		<u>Resource Person</u>	<u>Pages</u>
<u>MATTERS NOT REQUIRING A DECISION:</u>			
10.	Information Reports		
10.1	Ontario Public School Boards' Association (OPSBA) Report	G. Saarinen	Verbal
10.2	Student Trustee Report	L. Turner	Handout
10.3	Procedural By-Law Ad Hoc Committee (040-14)	D. Massaro	9
10.4	Bus Transportation Final Costs for 2013-2014 (041-14)	D. Wright	10-11
10.5	Student Achievement - Mid Year Update (044-14)	S. Pharand	12-18
10.6	Special Education Advisory Committee Meeting Minutes - January 15, 2014	C. Kappel	19-23
10.7	Parent Involvement Committee Meeting Minutes - January 20, 2014	C. Siemieniuk	24-26

11. First Reports

MATTERS FOR DECISION:

12. Postponed Reports
13. Recommendations from the Standing Committee
14. Ad Hoc and Special Committee Reports
15. New Reports
- 15.1 2014 Municipal Election - Trustee Determination and Distribution (043-14) C. Siemieniuk 27-30
- It is recommended that for the 2014 Municipal Election, Lakehead District School Board:*
1. *Declare that a low population area not be designated.*
 2. *Select option _____ of Report No. 043-14, Considerations for the 2014 Municipal Election.*
- 15.2 Policy Review - 7060 Staff Training (045-14) S. Pharand 31
- It is recommended that Lakehead District School Board defer the review of the Staff Training Policy until the Fall of 2014 in order to gather additional feedback.*

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

		<u>Resource Person</u>	<u>Pages</u>
15.3	Multi-Year Strategic Plan (042-14)	C. Siemieniuk	32-33

It is recommended that Lakehead District School Board direct the Director of Education to review the 2011-2014 Strategic Plan with the current Board, Senior Administration, employee groups, and advisory groups with consideration to extend the Plan to include the 2014-2015 school year.

- 16. New Business
- 17. Notices of Motion
- 18. Information and Inquiries
- 19. Adjournment

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

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REGULAR BOARD MEETING NO. 6

Tuesday, March 25, 2014

Jim McCuaig Education Centre

Catherine Siemieniuk
Director of Education

Deborah Massaro
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 Regular Board Meeting No. 3 - January 28, 2014	D. Massaro	1-2
5.1.2 Board Meeting No. 5 (Special) - March 5, 2014	D. Massaro	3
5.2 Business Arising from the Minutes		
5.3 Consideration of Reports		
5.4 Information and Inquiries		
5.5 Rise and Report Progress		

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

LAKEHEAD DISTRICT SCHOOL BOARD

LAKEHEAD DISTRICT SCHOOL BOARD

MINUTES OF REGULAR BOARD MEETING NO. 4

Board Room
Jim McCuaig Education Centre

2014 FEB 25
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, Superintendent of Education
Sherri-Lynne Pharand, Superintendent of Education
David Wright, Superintendent of Business

FEDERATION/UNION REPRESENTATIVES:

Heather Harris, Lakehead Principals/Vice Principals
Michelle Probizanski, Lakehead Principals/Vice Principals
Kirsti Alaksa, Managers

PUBLIC SESSION:

1. **Approval of Agenda**

Moved by Trustee Saarinen

Seconded by Trustee Johansen

Trustee Lukinuk requested that item 14.1 *Notice of Motion – Transportation (032-14)* be addressed following item 6 *Business Arising from the Minutes*.

Trustees, by consensus, agreed to the request.

“THAT the Agenda for Regular Board Meeting No. 4, February 25, 2014 be approved, as amended.”

CARRIED

2. **EcoSuperior Environmental Programs**

Jennifer Hansen, EcoSuperior Youth and Community Outreach Coordinator, and Ellen Mortfield, EcoSuperior Executive Director, presented information regarding environmental youth programs. All Trustees' questions were addressed.

3. Confirmation of Minutes

Moved by Trustee Wilson

Seconded by Trustee Saarinen

“THAT Lakehead District School Board approve the Minutes of Regular Board Meeting No. 3, January 28, 2014.”

CARRIED

4. Business Arising from the Minutes

Regarding item 19.3, Chair Massaro requested information pertaining to heating and snow removal costs. David Wright, Superintendent of Business, responded that Lakehead District School Board is approximately 10% over the 2013-2014 maintenance budget for heating and snow removal.

5. Notice of Motion – Transportation (032-14)

Moved by Trustee Lukinuk

Seconded by Trustee Playford

“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.”

Primary Amendment

Moved by Trustee Wilson

Seconded by Trustee Arnone

“In the last paragraph, strike the words ‘an update and possible recommendations no later than the May’ and insert the words ‘at the June’.”

CARRIED

Secondary Amendment

As per Section 3.4 of the 3095 Student Trustee Policy *“The Student Trustee is not entitled to move a motion, but is entitled to suggest a motion on any matter at a meeting of the Board or of one of its committees on which the Student Trustee sits, and if no member of the Board or committee, as the case may be, moves the suggested motion, the record shall show the suggested motion”.*

Logan Turner, Student Trustee, suggested the following secondary amendment that Trustee Lukinuk moved on his behalf.

Moved by Trustee Lukinuk

Seconded by Trustee Arnone

“Following the last paragraph, insert the words “And to consult with students of Lakehead District School Board and other stakeholders as required.”

CARRIED

Amended Main Motion

Moved by Trustee Lukinuk

Seconded by Trustee Playford

“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 at the June Regular Board meeting.

And to consult with students of Lakehead District School Board and other stakeholders as required.”

CARRIED

Trustee Lukinuk left the meeting.

MATTERS NOT REQUIRING A DECISION:

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

Trustee Saarinen, Ontario Public School Boards' Association Director and voting delegate, informed the Board that the next meetings will take place February 28 and 29.

7. Student Trustee Report

Logan Turner, Student Trustee, provided a handout as his report. Items addressed included: WE Stand Up 2014, Student Senate meeting, Sochi 2014 Winter Olympics, Hammarskjold High School and Westgate Collegiate and Vocational Institute's semi-formal dances, *Safe Talk* training, 2014-2015 Student Trustee process, and Superior Collegiate and Vocational Institute's *Boutique* initiative. All Trustees' questions were addressed.

8. Student Transportation Services of Thunder Bay Governance Committee Meeting Report

Trustee Saarinen, the Trustee representative on the Student Transportation Services of Thunder Bay Governance Committee, presented a verbal report highlighting the February 11 meeting. Highlights included: an operational summary, busing schedules, and an effectiveness and efficiency update. Information regarding the Student Transportation Services of Thunder Bay Governance Committee meeting is available in the Trustee Lounge for perusal. The next meeting will be held on June 3.

9. Automatic Teller Machines in Secondary Schools (035-14)

David Wright, Superintendent of Business, presented the report. All Trustees' questions were addressed.

10. Aboriginal Education Advisory Committee Meeting Minutes - December 19, 2013

Sherri-Lynne Pharand, Superintendent of Education, presented the December 19, 2013 minutes for information.

11. 2014 Municipal Elections - Trustee Determination and Distribution (039-14)

Catherine Siemieniuk, Director of Education, introduced Bruce Sauder, Administrative Services Supervisor, who presented the report. All Trustees' questions were addressed.

MATTERS FOR DECISION:

12. Recommendations from the Standing Committee (037-14)

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

Moved by Trustee Wilson

Seconded by Trustee Playford

"THAT Lakehead District School Board approve 3060 Leasing of Space Policy, Appendix A to Report No. 033-14."

CARRIED

13. Recommendations from the Standing Committee (037-14)

Policy Review - 7020 Equitable Employment (028-14)

Moved by Trustee Wilson

Seconded by Trustee Arnone

"THAT Lakehead District School Board approve 7020 Equitable Employment Policy, Appendix A to Report No. 028-14."

CARRIED

14. School Year Calendar 2014-2015 (036-14)

Moved by Trustee Wilson

Seconded by Trustee Johansen

"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."*

CARRIED

15. Approval of Appointments to the Supervised Alternative Learning (SAL) Committee 2013-2014 (038-14)

Moved by Trustee Playford

Seconded by Trustee Saarinen

"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."

CARRIED

16. Information and Inquiries

- 16.1 Trustee Saarinen reported that registration is now available for the Canadian School Boards Association (CSBA) and Ontario Public School Boards' Association (OPSBA) Annual General Meeting. Trustee Saarinen reported that he has put his name forward for the position of OPSBA's Northern Regional Vice-President.
- 16.2 Trustee Johansen reported that she will represent Lakehead District School Board at the 2014 Annual Air Cadet Selection Board interviews on March 2.

17. Adjournment

Moved by Trustee Saarinen

Seconded by Trustee Arnone

"THAT we do now adjourn at 9:02 p.m."

CARRIED

LAKEHEAD DISTRICT SCHOOL BOARD

MINUTES OF BOARD MEETING NO. 5 (SPECIAL)

Sibley Room
Jim McCuaig Education Centre

2014 MAR 5
5:00 p.m.

TRUSTEES PRESENT:

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

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

TRUSTEE ABSENT, WITH REGRET:

Lori Lukinuk

SENIOR ADMINISTRATION:

Catherine Siemieniuk, Director of Education

PUBLIC SESSION:

1. **Approval of Agenda**

Moved by Trustee Arnone

Seconded by Trustee Johansen

“THAT the Agenda for Board Meeting No. 5 (Special), March 5, 2014 be approved.”

CARRIED

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

Moved by Trustee Wilson

Seconded by Trustee Saarinen

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

- Personnel 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. Adjournment

Moved by Trustee Wilson

Seconded by Trustee Arnone

“THAT we do now adjourn at 5:37 p.m.”

CARRIED

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2014 MAR 25
Report No. 040-14

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

RE: PROCEDURAL BY-LAW AD HOC COMMITTEE

1. Background

- 1.1 On September 24, the Board established a Procedural By-Law Ad Hoc Committee comprised of Trustees Johansen, Massaro, Playford, Wilson, and Trustee Arnone as Alternate. The Director of Education and the Executive Secretary were also appointed to the committee. At its first meeting, Trustee Wilson was appointed Chair of the Procedural By-Law Ad Hoc Committee.
- 1.2 The Procedural By-Law Ad Hoc Committee was directed to review the 2010 Procedural By-Law and report its progress to the Board no later than March 31, 2014.

2. Situation

The Procedural By-Law Ad Hoc Committee is in the process of reviewing the Procedural By-Law. The review must be completed by October 28, 2014.

3. Conclusion

The Procedural By-Law Ad Hoc Committee will continue to meet and review the Procedural By-Law. A report, with recommendations, will be brought to the Board before the end of the term.

Respectfully submitted,

KAREN WILSON
Chair
Procedural By-Law Ad Hoc Committee

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2014 MAR 25
Report No. 041-14

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

RE: BUS TRANSPORTATION FINAL COSTS FOR 2013-2014

1. Background

- 1.1 Transportation contracts for Lakehead District School Board were based on a formal procurement process and negotiated efforts with the coterminous board and our service providers. References to changes in the 2013-2014 contract amounts refer back to the previous year.
- 1.2 According to Policy 3040 Transportation, the final audited transportation contract amounts must be presented annually to the Board.

2. Contract Changes

- 2.1 With respect to the 2013-2014 contracts, Lakehead District School Board has secured fully tendered routing for busing services through Student Transportation Services of Thunder Bay (STSTB).
- 2.2 Utilization of the MapNet computer program for automated route planning accurately measures the length of all routes adjusted annually for student address changes. This year there was an increase in the daily distance by 81 km/day bringing the daily distance total to 2,673 km.
- 2.3 The 2013-2014 transportation funding formula contains a *Fuel Escalator/De-Escalation Clause* to help provide additional funding stability despite market volatility of fuel prices. The Ministry of Education has pegged fuel funding price at \$0.957 per liter, plus or minus three percent. If fuel prices are above or below this spread in any month within the fiscal year, a funding adjustment will apply.
- 2.4 2013-2014 fully tendered and audited routing resulted in the following monthly contract amounts (not including HST):

MONTHLY PAYMENT	
First Student	\$343,025
Iron Range Bus Lines	\$147,990
TOTALS	\$491,015

3. Contract Analysis

It is also important to note that service levels and safety standards have been maintained through initiatives such as:

- the First Rider Program;
- video cameras on school buses;
- annual driver evaluations;
- reflective tape on the outside of all school buses;
- crossing arms on the front of all school buses;
- requirement of five annual safety meetings for every driver; and
- CPR, First Aid, and safety retraining for all drivers.

4. Conclusion

The changes to this year's bus transportation contract rates allow Lakehead District School Board to continue to provide safe, high quality transportation services to students in Thunder Bay and the surrounding region.

Respectfully submitted,

ROD BESSEL
Manager of Property Services & Transportation

DAVE CARROLL
Consortia Manager, Student Transportation Services of Thunder Bay

DAVID WRIGHT
Superintendent of Business

CATHERINE SIEMIENIUK
Director of Education

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2014 MAR 25
Report No. 044-14

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

RE: STUDENT ACHIEVEMENT - MID YEAR UPDATE

1. Background

Lakehead District School Board is committed to the success of every student. As such, comprehensive Strategic and Operational Plans were developed to reflect the Board's commitment to student achievement. During the current school year, there continues to be a strategic focus on literacy and numeracy. System-wide Professional Learning Communities (PLC's) occur regularly in all elementary and secondary schools and focus on goals identified in School Improvement Plans.

2. Situation

2.1 Assessment data, aligned with Board goals, allows administration and teachers to implement and support the Board Improvement Plan. This baseline information assists with identifying student strengths and areas requiring assistance early in the year. It assists teachers, schools and the system to plan, implement and monitor instructional strategies to support student learning.

2.2 The following mid-year data is outlined in this report:

- The February 7 interim report card marks in reading, writing and mathematics for Primary, Junior and Intermediate students with emphasis on reading comprehension; and
- the final report card marks in Grade 9 and 10 applied and academic mathematics credits and the credit accumulation rate for the end of semester one.

3. Literacy and Mathematics K-12

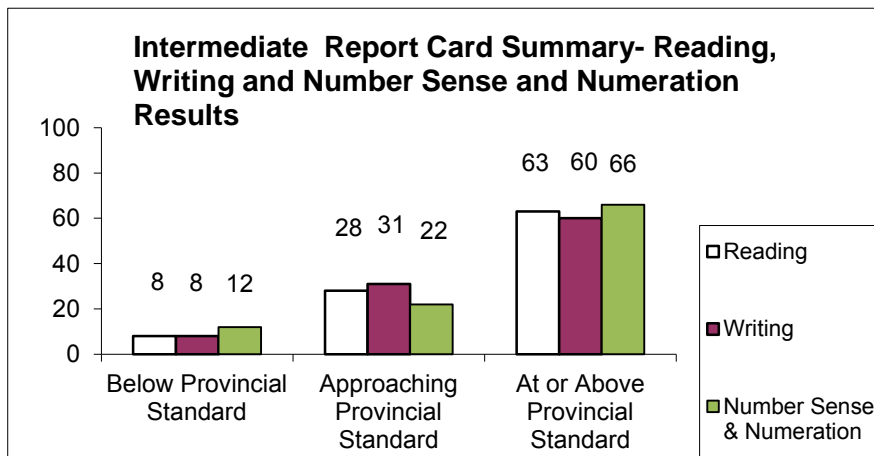
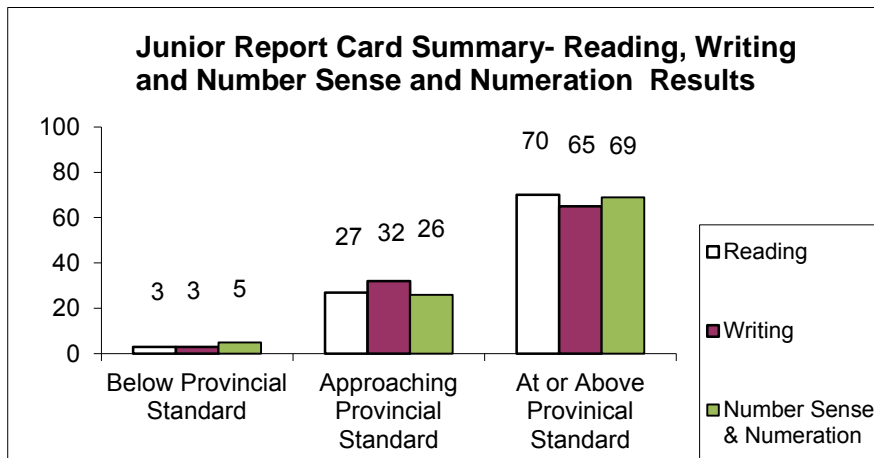
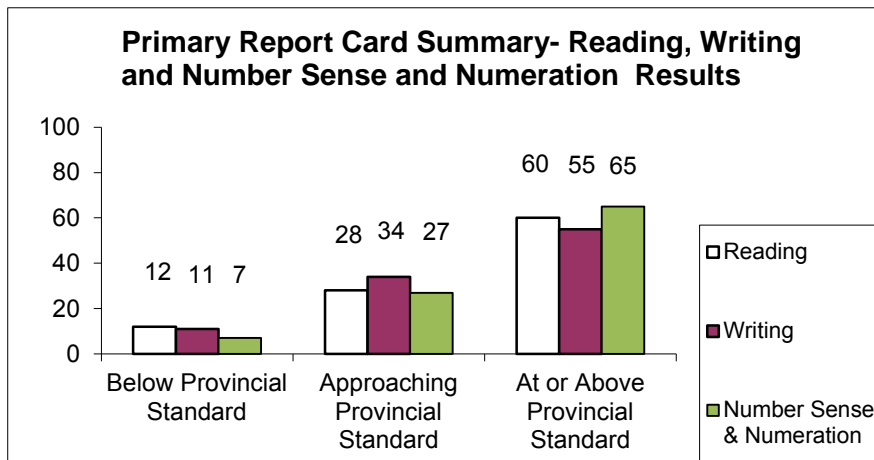
The 2013-2014 Lakehead District School Board Improvement Plan for Student Achievement (BIPSA) aligns with the following Ministry of Education key priorities:

- high levels of student achievement;
- reduced gaps in student achievement; and
- increased confidence in public education.

4. Interim Report Card Data

4.1 The interim report card is given to students after the fall progress report. It is used to report on student achievement and is based on assessment information obtained by classroom teachers through a variety of means which may include formal and informal observations, discussions, portfolios and conferences.

4.2 Summary and Analysis – Interim Report Card Data – Reading, Writing and Mathematics February 2014



Interim report card marks in reading, writing and mathematics indicate that more than 60% of all Primary, Junior and Intermediate students are achieving at or above the provincial standard in reading, 55% in writing and 65% in mathematics. With three months remaining in the school year, this information will drive instructional decisions for the remainder of the school year.

4.3 Next Steps

4.3.1 System based supports in literacy and numeracy will continue to focus on:

- further developing effective assessment strategies to inform teaching and learning; and
- expanding Administrators' instructional leadership in both literacy and numeracy.

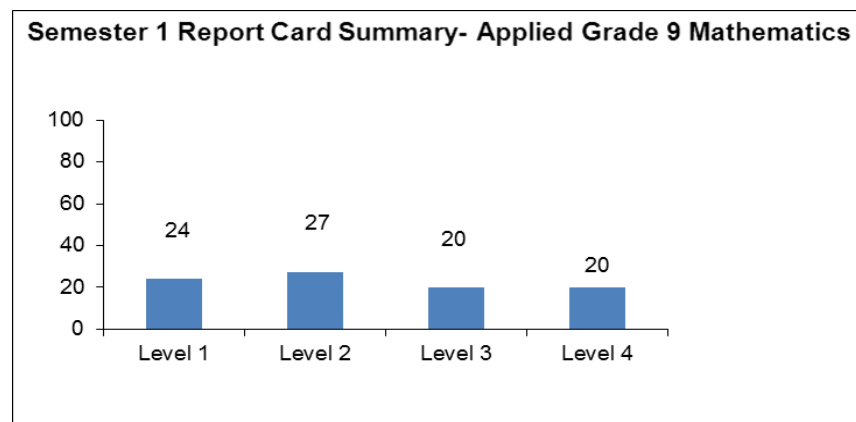
4.3.2 Good Readers Club is an example of an early intervention strategy designed to ensure the needs of all students are identified, addressed and monitored early on. Through such strategies, in combination with effective use of assistive technology, differentiated instruction and a tiered approach to intervention, we continue to impact and support student learning at all grade levels.

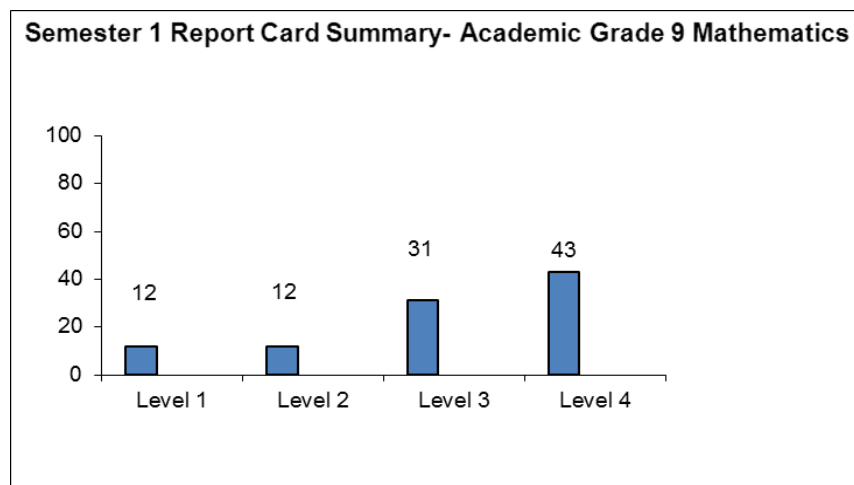
4.3.3 Lakehead District School Board continues to act as a lead board for the Learning for All - K-12 Resource Document Project. In providing ongoing training and support, and through facilitator PLCs, the Special Education team promotes enhanced understanding and implementation of the principles of universal design for learning (UDL), differentiated instruction (DI), and the use of a tiered approach to address the learning needs of all students.

4.3.4 Dedicated resources and training for staff and students on the use of assistive technology as a key differentiated instructional strategy continue to be a priority supported by student need. Based on recommendations from the most recent Special Education Audit, additional training and staff support is dedicated to increasing staff capacity to write and implement effective Individual Education Plans (IEPs), Student Support Plans (SSP) and Transition Plans (TP).

5. Secondary Mathematics

5.1 Summary and Analysis - Grade 9 Applied and Academic Mathematics





5.2 Applied and academic pass rates reflect previous performance.

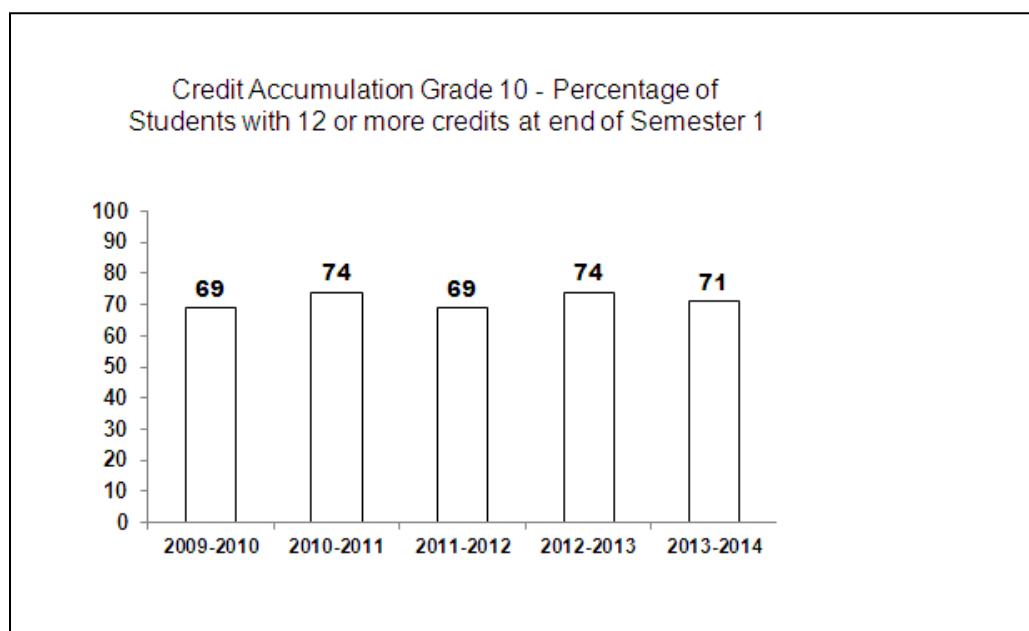
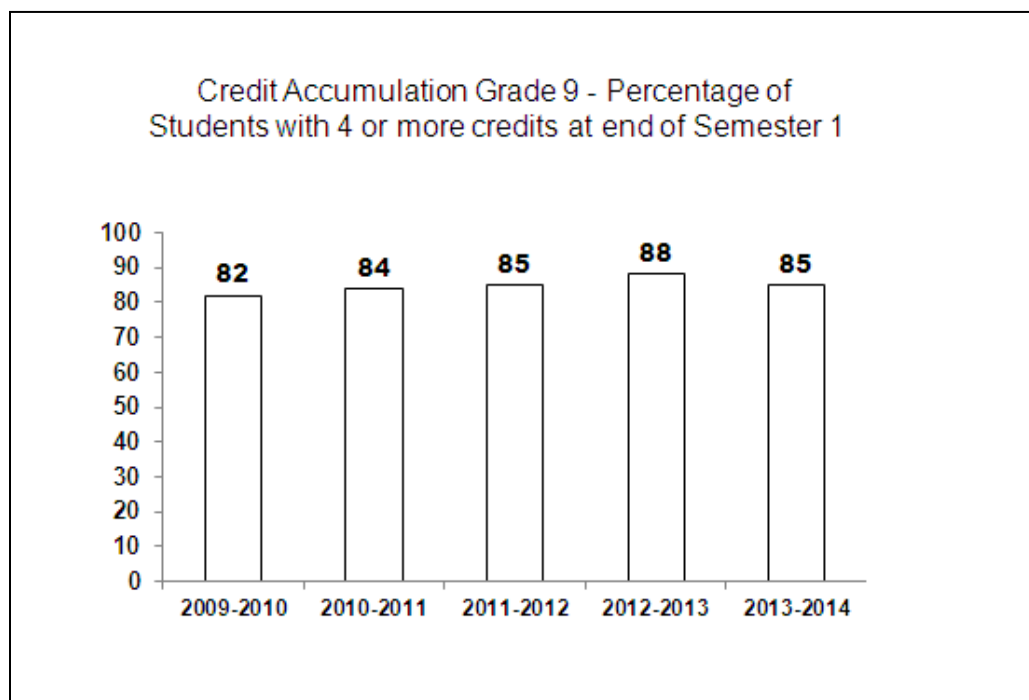
5.3 Next Steps

The following steps are in addition to those outlined in Student Achievement Report No. 099-13:

- Secondary Department Chairs and the Secondary Mathematics Coach will continue to support training and guidance for Grade 9 mathematics teachers, with a specific focus on all Grade 9 students taking applied mathematics for the rest of this school year. There continues to be central support in planning and implementing the professional learning focus beyond coaching. This support includes building capacity on the use of the Ontario Education Resource Bank (OERB) and Homework Help Initiative.
- Professional Learning Groups (PLGs) will continue to meet in families of schools (Grade 7-10), in an effort to focus research-based instructional practice strategies in mathematics that will improve student achievement as well as support student transition into secondary school.
- The Expanding Opportunities for Excellence 7-12 Committee will continue to investigate and propose both short and long term program recommendations to ensure that our grade 7-12 programs continue to be of the highest quality and support our commitment to enhance student learning and engagement.

6. Secondary Credit Accumulation Data

Credit accumulation is a leading indicator of student achievement towards graduation.



6.1 Summary and Analysis - Credit Accumulation

Credit accumulation reflects similar performance to overall 5 year trends.

6.2 Next Steps

The following steps are in addition to those outlined in Student Achievement Report No. 099-13:

- Student Success teams and Student Services staff will continue to identify and offer programming to students in an effort to recover a lost credit.
- Student Services staff will continue to work with families of schools, students, and parents/guardians in an effort to ensure proper course selection at the appropriate level.
- School and department PLCs will continue to focus on student work and improving student achievement through research-based best instructional practices such as differentiated instruction. Subject-specific system PLCs will continue to support best instructional practices and student learning across schools.
- School leaders will continue to utilize the School Effectiveness Framework to support student learning and achievement.
- Online pathway planning tools will be enhanced to allow students and parents more information about post-secondary planning and destinations to support graduation.
- Credit recovery and summer learning opportunities will be enhanced to provide senior students additional credit earning opportunities this summer.

7. Conclusion

Improving student achievement continues to be the focus at Lakehead District School Board. Through professional learning, at-the-elbow-coaching, data analysis, Ministry support, enhanced learning opportunities and research based best practices, Lakehead District School Board will continue to take a proactive approach to support the learning of all students.

Respectfully submitted,

LORI CARSON
Special Education Officer

NICOLE WALTER ROWAN
Program Coordinator

PAUL TSEKOURAS
Student Success Leader

DONICA LEBLANC
Supervising Principal of Early Learning

SHERRI-LYNNE PHARAND
Superintendent of Education

IAN MACRAE
Superintendent of Education

COLLEEN KAPPEL
Superintendent of Education

CATHERINE SIEMIENIUK
Director of Education

LAKEHEAD DISTRICT SCHOOL BOARD
SPECIAL EDUCATION ADVISORY COMMITTEE

Jim McCuaig Education Centre
Thunder Bay, Ontario

2014 JAN 15

MEMBERS PRESENT:

Laura Sylvestre (Chair)	Maureen Cunningham
Theresa Graham (Vice Chair)	Pat Johansen (Trustee)
Marg Arnone (Trustee)	Sheila Marcinyshyn

ABSENT WITH REGRET:

Jennifer Bean-Anderson
David Fulton
Judy Kay
Jennifer Turcotte

ABSENT:

Mike Otway

OTHERS PRESENT:

Sherri-Lynne Pharand
Lori Carson
Kim Hoogsteen
Trustee Lori Lukinuk
Kim Pineau

1. **Call to Order**

Laura Sylvestre, Chair of SEAC, called the meeting to order at 6:05 p.m. indicating that quorum was not present. Chair Sylvestre indicated the presentation would proceed without quorum.

2. **Introductions**

Laura Sylvestre, Chair of SEAC, welcomed everyone to the meeting and everyone introduced themselves.

3. **Presentations**

3.1 **iPads and Assistive Technology-** K. Hoogsteen & K. Pineau

Kim Pineau, ABA/ASD Resource Teacher, and Kim Hoogsteen, SSP Assistive Technology specialist, provided information on Ms. Hoogsteen's new role training staff on Assistive Technology and an overview of

various App's presently being used by the Special Education Department staff to assist students with learning. Questions from members were addressed.

4. Quorum

Quorum was achieved during the presentation.

5. Disclosure of Conflict of Interest

There were no declarations of conflict of interest.

6. Approval of the Agenda

Moved by Trustee Pat Johansen

Seconded by Sheila Marcinyshyn

"THAT the agenda for the January 15, 2014 SEAC meeting be approved."

CARRIED

7. Approval of Minutes

"THAT the minutes of the December 11, 2013 SEAC meeting be approved."

CARRIED

8. Business Arising From The Minutes

8.1 Presentation of SEAC Annual Report

Theresa Graham, Vice Chair of SEAC, provided an overview of the presentation of the SEAC Annual Report to the Board at the December 3, 2013 Annual Meeting.

8.2 Trillium Lakelands Correspondence

Laura Sylvestre, Chair of SEAC, requested that this agenda item be deferred to the next meeting as Judy Kay, FASIN Representative, and Colleen Kappel, Superintendent of Education, were absent from the meeting. Further information on special education funding will be sought from David Wright, Superintendent of Business, prior to the next meeting to aid in the discussion. Members, by consensus, agreed to defer this item to the February 19, 2014 SEAC Meeting.

8.3 SEAC Guest Speaker Event

Due to logistics regarding Dr. Ungar presenting to parents/guardians on January 27, 2014, members, by consensus, agreed to explore other speakers for this event. Members were requested to send potential speaker names to Ms. Haven via email. Further information will be brought to the February 19, 2014 SEAC Meeting.

9. Correspondence

The correspondence folder was circulated to members for their perusal.

10. Advocacy Tracking

The advocacy tracking template was circulated for member completion.

11. School Council Networking Event – January 20, 2014

Laura Sylvestre, Chair of SEAC, provided information to members on the School Council Networking event that will take place at Westgate CVI on Monday, January 20, 2014 beginning at 6:45 p.m. All members were invited to attend.

12. Kindergarten Registration Evening – February 3, 2014

Sherri-Lynne Pharand, Superintendent of Education, provided information on the Kindergarten Registration Evening on February 3, 2014 at the Valhalla Inn Ballroom. Members were requested to volunteer at the SEAC presentation table. Laura Sylvestre, Chair of SEAC, indicated she will be present. An email to recruit additional volunteers will be sent to members who were absent.

13. Success Advisory Committee Report

Laura Sylvestre, Chair of SEAC, and SEAC member on the Success Advisory Committee, reported on the items addressed at the January 9, 2014 meeting. Items included:

- feedback on the Mental Health Visual;
- a demonstration on the Staff Portal;
- an overview of the draft Bed Bugs Practice; and
- a demonstration of the Safe Schools App.

Member questions were addressed.

14. Information/Inquiries and Association Reports

- 14.1 Sheila Marcinyshyn, Anishnawbe Mushkiki representative, informed members of Winter Fest which will take place on February 22, 2014 at Fort William Historical Park. Information on the event and the registration form will be emailed to all members.
- 14.2 Theresa Graham, Children's Centre Thunder Bay representative, informed members that Diane Walker is the new Executive Director of Children's Centre Thunder Bay.
- 14.3 Sherri-Lynne Pharand, Superintendent of Education, provided information to members on Thoughtstream, a survey requesting feedback from stakeholders on the 7-12 program. The brief 10-15 minute survey is

available on the Board's website. Members were encouraged to participate by completing the survey.

- 14.4 Laura Sylvestre, Autism Ontario Representative, provided information on consultation with the Ministry of Education and Autism Ontario. The response can be viewed on the Autism Ontario website:

www.autismontario.com

15. Status of SEAC Budget 2013-2014

Laura Sylvestre, Chair of SEAC, provided the status of the 2013-2014 SEAC budget to members.

16. Policy Review

Laura Sylvestre, Chair of SEAC, informed members that two policies are currently up for review:

- Employment Equity; and
- Leasing of Space.

Members were requested to review the information on the Board's website and provide input to Ms. Haven via email prior to January 29, 2014.

17. Board Update

Trustee Marg Arnone provided an update on the following Board meetings:

December 17, 2013 Regular Board Meeting

Items addressed at this meeting included:

- Accessibility for Ontarians with Disabilities Act (AODA) Update;
- Safe and Caring School Communities;
- Policy Review – 7020 Equitable Employment;
- Appointment to Aboriginal Education Advisory Committee; and
- Appointments of External Members to the Audit Committee.

January 14, 2014 Standing Committee Meeting

Items addressed at this meeting included:

- Health and Safety Semi-Annual Report; and
- Policy Review – Advertising and Use of Volunteers in Schools policies.

Sheila Marcinyshyn, Anishnawbe Mushkiki member, suggested that a presentation by Calvin MacKenzie, Data Use Coordinator at Communities Together For Children, be provided at a future SEAC meeting. Sheila will follow up with Mr. MacKenzie and advise prior to the next meeting if he would be available to present.

18. Adjournment

Moved by Sheila Marcinyshyn

Seconded by Trustee Pat Johansen

"THAT we do now adjourn at 7:08 p.m."

CARRIED

LAKEHEAD DISTRICT SCHOOL BOARD

MINUTES OF PARENT INVOLVEMENT COMMITTEE

Room 118
Westgate CVI

2014 JAN 20
5:30 p.m.

MEMBERS PRESENT:

Susie Splett (Chair)
Jennifer Davis
Nathalie Ferguson
Kelly Gallagher
Pat Johansen
Gerry Leach
Lori Lukinuk
Rima Mounayer

Laura Prodanyk
Jesse Roberts
Harbinder Singh Hayer
Varinder Singh Hayer
Laura Sylvestre
Catherine Siemieniuk
Nicole Walter Rowan

RESOURCE:

Kathryn Hantjis, Executive Assistant
Donica LeBlanc, Supervising Principal – Early Learning Lead

GUESTS:

Marg Arnone, Trustee

MEMBERS ABSENT, WITH REGRET:

Serena Essex

1. **Call to Order**

In the absence of an elected Chair, Nathalie Ferguson, Vice Chair, called the meeting to order and welcomed those in attendance. Everyone introduced themselves.

2. **Disclosure of Conflict of Interest**

There were no disclosures of conflict of interest.

3. **Election of Parent Involvement Committee Chair**

Nathalie Ferguson called for nominations for the position of Chair of the Parent Involvement Committee. Gerry Leach nominated Susie Splett and Harbinder Singh Hayer seconded the nomination. Susie Splett accepted the nomination and was acclaimed Chair of the Parent Involvement Committee for 2013-2014.

Susie Splett chaired the remainder of the meeting.

4. **Director's Report**

Catherine Siemieniuk, Director of Education, spoke about anticipated attendance at this evening's School Council Networking Event, planning that is underway for the 2014-2015 school year, input to Policy 7020 Equitable Employment due on January 29,

Kindergarten registration night on February 3, the annual PIC Symposium on April 25 and 26 in Toronto, nominations for the Premier's Awards for Accepting Schools due February 21, ETFO plans for a celebration of Early Learning in June, the October 2014 Municipal Election, and secondary open houses in February.

Kathryn Hantjis will:

- survey members seeking PIC volunteers to attend the Kindergarten Registration Night at the Valhalla Inn on February 3,
- survey members seeking two interested parents to attend the annual PIC Symposium in Toronto in April, and
- provide the link to information about the Premier's Awards for Accepting Schools to School Council Chairs.

Director Siemieniuk reported that the current PIC budget available is \$7,859.26. Total costs for the Beating the Odds event held in October 2013 were \$3,001.23.

5. Confirmation of Minutes – November 18, 2013

The minutes were confirmed by consensus.

6. Kids Help Phone Correspondence

Chair Susie Splett shared correspondence received from Kids Help Phone thanking PIC for its \$76 donation from a silver collection received at the Beating the Odds event held in October 2013.

7. PIC Representatives on Board Committees

Director Siemieniuk reported that Kathryn Hantjis surveyed members for volunteers to serve on the Success Advisory Committee and received no response. Laura Sylvestre, who serves as SEAC representative on the Success Advisory Committee will also serve as the PIC representative for 2014.

8. 2013-2014 Work Plan

Director Siemieniuk reviewed the work plan and invited further input. The plan will be revisited over the course of this term.

Director Siemieniuk spoke about the Regional PRO grant funding to be used to improve communications. A consultant has been hired to develop a social media strategy and members will receive more information about a February parent focus group.

The Communications ad hoc committee was also discussed. Kathryn Hantjis will seek new members to serve on this committee since some of its members left at the end of the previous term. Director Siemieniuk will contact former PIC member, Sheila Stewart, to inquire if she would be willing to continue on this committee.

9. Aboriginal Education Advisory Committee (AEAC) Report

Due to the absence of Serena Essex, AEAC representative, this report was deferred to the next meeting. Nicole Walter Rowan reported that she was at the December 19, 2013 AEAC meeting and AEAC members were pleased with the continued PIC funding. She also mentioned there are a number of new representatives on AEAC.

10. Special Education Advisory Committee (SEAC) Report

Laura Sylvestre, SEAC representative, reported that she was re-elected as Chair and Theresa Graham Horton as Vice Chair at the December 18, 2013 meeting. At the December meeting, the safe schools app was introduced and input to the draft mental health strategy visual was sought.

Laura also reported that SEAC met again on January 15 and discussion included information about Kindergarten Registration Night, demonstrations of iPad apps, and planning for a speaker event. Lori Lukinuk suggested a combined AEAC/PIC/SEAC event with speaker Dr. Bruce Ferguson.

11. Other Business

11.1 Lori Lukinuk spoke about a recent Globe & Mail article about the Ontario Catholic School Trustees' Association's advertisement featuring Marc Kielburger, among others.

11.2 Gerry Leach referred to a recent article in the Chronicle Journal about a Rotary partnership with St. James Public School and noted he would like more information about the partnership, if possible.

12. Next Meeting

The next meeting will be held on Monday, March 3 at 6:30 p.m.

15. Adjournment

The meeting adjourned at 6:30 p.m.

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2014 MAR 25
Report No. 043-14

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

RE: 2014 MUNICIPAL ELECTION – TRUSTEE DETERMINATION AND DISTRIBUTION

1. Background

- 1.1 In December 2009, the Government of Ontario adopted Bill 177. Bill 177 subsection 8 (5) amended section 58.1 of the Education Act states: “...*the number of members of a District School Board, not including members appointed under subsection 188 (5), shall be the number of members determined for the board for the purposes of the regular election in 2006*”
- 1.2 Lakehead District School 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. Electoral data is reflected in the attached Appendices.

2. Situation

- 2.1 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 change in demographic and geographical size of the Board in 2009.
- 2.2 Boards have the authority to voluntarily reduce the total number of Trustees (no fewer than five Trustees) by Board resolution.
- 2.3 School Boards are required to adopt a resolution stating that they have considered designating specified municipalities or unorganized areas as low population areas. There is, however, no requirement that Boards designate low population areas.
- 2.4 Ontario Regulation 412/00 of the Education Act dictates that Boards having 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. Conclusion

Lakehead District School Board must consider the number of Trustees to be elected and consider whether to declare a low population area. This must be determined by Board resolution and submitted to the Ministry of Education by April 3, 2014.

4. Options

Lakehead District School Board has the following options to consider for the 2014 election prior to finalizing Trustee Determination and Distribution:

4.1 maintain the number of Trustees at eight (8); or

4.2 increase the number of Trustees to nine (9).

RECOMMENDATION

It is recommended that for the 2014 Municipal Election, Lakehead District School Board:

1. Declare that a low population area not be designated.
2. Select option _____ of Report No. 043-14, Considerations for the 2014 Municipal Election.

Respectfully submitted,

BRUCE SAUDER
Administrative Services Supervisor

CATHERINE SIEMIENIUK
Director of Education

2014 Trustee Determination
Electoral Quotient for Eight (8) Trustees

Name of Municipality	Electoral Group Population	Electoral Quotient
Thunder Bay	65,732	6.68
Oliver-Paipoonge	4,491	0.46
Prov. of Ontario (Lakehead Locality)	3,173	0.32
Shuniah	1,997	0.20
Neebing	1,633	0.17
Conmee	596	0.06
O'Connor	549	0.06
Gillies	386	0.04
Prov. of Ontario (Armstrong)	144	0.015
Prov. of Ontario (Collins)	11	0.001
Prov. of Ontario (Auden)	2	0.000
Prov. of Ontario (Ferland)	37	0.004
Total	78,751	8.00

2014 Trustee Determination
Electoral Quotient for Nine (9) Trustees

Name of Municipality	Electoral Group Population	Electoral Quotient
Thunder Bay	65,732	7.51
Oliver-Paipoonge	4,491	0.51
Prov. of Ontario (Lakehead Locality)	3,173	0.36
Shuniah	1,997	0.23
Neebing	1,633	0.19
Conmee	596	0.07
O'Connor	549	0.06
Gillies	386	0.04
Prov. of Ontario (Armstrong)	144	0.016
Prov. of Ontario (Collins)	11	0.001
Prov. of Ontario (Auden)	2	0.000
Prov. of Ontario (Ferland)	37	0.004
Total	78,751	9.00

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2014 MAR 25
Report No. 045-14

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

RE: POLICY REVIEW – 7060 STAFF TRAINING

1. Background

- 1.1 The Staff Training Policy was scheduled for review and was to be placed on the Board's website for constituent input on March 26, 2014.
- 1.2 The policy was originally developed in 1994.

2. Situation

The policy itself is outdated and no longer meets the needs of the Board.

RECOMMENDATION

It is recommended that Lakehead District School Board defer the review of the Staff Training Policy until the Fall of 2014 in order to gather additional feedback.

Respectfully submitted,

DONICA LEBLANC
Supervising Principal of Early Learning

SHERRI-LYNNE PHARAND
Superintendent of Education

CATHERINE SIEMIENIUK
Director of Education

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2014 MAR 25
Report No. 042-14

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

RE: MULTI-YEAR STRATEGIC PLAN

1. Background

- 1.1 The Education Act, Section 169.1, outlines the Board's responsibility for student achievement and effective stewardship of resources.
- 1.2 In June 2011, the Board approved the 2011-2014 Strategic Plan. This plan was developed following focus groups that included elementary and secondary students, employees, parents, and community stakeholders and partners. In addition, a cross sectional group of staff and community representatives met to provide input to the plan.
- 1.3 As outlined in Section 169.1(g), an annual review of the plan has been conducted with the Board's Director of Education.

2. Situation

- 2.1 Revisions to the plan were approved by the Board in January 2013.
- 2.2 The Multi-Year Strategic Plan has been shared annually with the Aboriginal Education Advisory Committee, Parent Involvement Committee, and Special Education Advisory Committee.
- 2.3 The Multi-Year Strategic Plan, as approved by the Board, was to guide the work for the three years 2011-2012 to 2013-2014.

3. Conclusion

- 3.1 The retirement of the current Director of Education is effective August 31, 2014. To ensure continuity and to afford the new Director of Education the opportunity to lead, with the Board, in the establishment of a renewed strategic direction, consideration should be given to extending the current Strategic Plan to the 2014-2015 school year.
- 3.2 Input to the current plan will be sought from the current Board as well as all advisory groups.
- 3.3 A recommendation will be brought forward to the May 2014 Regular Board meeting for consideration.

RECOMMENDATION

It is recommended that Lakehead District School Board direct the Director of Education to review the 2011-2014 Strategic Plan with the current Board, Senior Administration, employee groups, and advisory groups with consideration to extend the Plan to include the 2014-2015 school year.

Respectfully submitted,

CATHERINE SIEMIENIUK
Director of Education