



Office of the Director

Jim McCuaig Education Centre
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STANDING COMMITTEE
Tuesday, May 13, 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. Delegations/Presentations		
4.1 Introduction of the 2014-2015 Student Trustee	D. Massaro	Verbal
4.2 Ogden Community Public School - <i>Project Hope</i>	S. Pharand	1-2
5. Confirmation of Minutes		
5.1 Standing Committee Meeting - April 8, 2014	K. Wilson	3-6
6. Business Arising from the Minutes		

MATTERS NOT REQUIRING A DECISION

7. Information Reports		
7.1 Operational Plan 2013-2014 - Facilities Update (060-14)	D. Wright	7-12
7.2 Healthy Schools Update (056-14)	C. Kappel	13-16

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>
7.3	Special Education Advisory Committee Meeting Minutes - March 19, 2014	C. Kappel	17-20
7.4	Parent Involvement Committee Meeting Minutes - March 3, 2014	C. Siemieniuk	21-24
8.	First Reports		

MATTERS FOR DECISION:

9.	Postponed Reports		
9.1	Policy Review - 3095 Student Trustee (059-14)	C. Siemieniuk	25-29
	<i>It is recommended that Lakehead District School Board approve 3095 Student Trustee Policy, Appendix A to Report No. 059-14, as amended.</i>		
10.	Ad Hoc and Special Committee Reports		
11.	New Reports		
11.1	Approval of Standing Committee and Regular Board Meeting Schedule 2014-2015 (051-14)	D. Massaro	30-31
	<i>It is recommended that Lakehead District School Board approve the revised Standing Committee and Regular Board Meeting Schedule 2014-2015, as set out in Appendix A to Report No. 051-14.</i>		
11.2	Policy Review - 3093 Information Security (057-14)	D. Wright	32-40
	<i>It is recommended that Lakehead District School Board approve 3093 Electronic Information Security Policy, Appendix A to Report No. 057-14, as amended.</i>		
11.3	2014 to 2022 Policy Review Schedule (055-14)	C. Siemieniuk	41-43
	<i>It is recommended that Lakehead District School Board approve the 2014 to 2022 Policy Review Schedule, Appendix A to Report No. 055-14.</i>		

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

LAKEHEAD DISTRICT SCHOOL BOARD

Resource
Person

Pages

12. New Business
13. Notices of Motion
14. Information and Inquiries
15. Adjournment

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

LAKEHEAD DISTRICT SCHOOL BOARD



Lakehead Public Schools

CELEBRATING STUDENT ACHIEVEMENT

School: Ogden Community Public School

Title of Initiative: Project Hope

Components of Initiative	School's Details
1. Description of the nature of the initiative to improve student achievement	Project Hope has been implemented to create and expand an effective school climate which engages staff, students, parents and school community and develops in students four core value statements "I Can, I Trust, I Hope and I am Valued"
2. Rationale for selecting the initiative	Project Hope was selected to embody Ogden's 4 Core Value Statements "I Can, I Trust, I Hope and I am Valued" with explicit activities designed to create and augment an effective school climate.
3. Intended outcomes of the initiative related to improved student achievement	Project Hope was selected to develop a sense of academic press and high expectations to improve parent and student engagement with our community; sustain student well-being and positive behavior in a safe and healthy learning environment; recognize parents and students as welcome, engaged and valued partners in student learning; and to develop student efficacy and autonomy to improve student engagement and learning.
4. Description of the data used	Data used includes: student and parent participation and engagement; Tell Them From Me Student survey data; EQAO data; student and parent attendance at school events; anecdotal evidence from teachers on student engagement and learning and parent support.
5. Brief description of the significant activities or strategies involved with the initiative	Four Core Values Visible and Present in School and at all events: <ul style="list-style-type: none"> • Literacy Night • Community Activity Nights • Math Night • Family Fridays - Bridging the Gap • TLLP – "Becoming a Trauma Sensitive School" • Parent Survey • Celebrating Taking Initiative through Community Heroes and Community Partnerships
6. One or two highlights of the above activities	<ul style="list-style-type: none"> • Four Core values are visible in school and celebrated • Over 30 families regularly attended Community Activity Nights throughout the winter.

	<ul style="list-style-type: none"> • 100 people participated in Math Night where students presented their math work to parents. • Increased sense of calm and well-being; decreased behavior referrals and time out of classroom from the TLLP • Increased community involvement and engagement with parents, students, staff and community partners
7. Description of any unexpected results or “moments of serendipity” related to the initiative	<ul style="list-style-type: none"> • Record numbers on math night and watching children engaged with adults discussing the “new math” • Custodial Staff remarking on the TLLP physical environment changes as “It is just beautiful and makes work much easier” • Overwhelming positive support of Community Activity Night and parents thanking staff for supporting the initiative on their own time • One suspension all year • Consistent visitor remarks “It is so calm here...I just feel good when I come here” • New vibrant relationships formed with new Community Partners and extension of existing ones to support student learning opportunities!
8. Description of one or two interesting findings that would be useful or helpful to other schools	<p>Parent input at beginning of year was critical to assess what we were doing well and where we needed to improve. It truly takes a network of committed partners in which student voice, parent voice and community voice are present to support an effective school climate and improve student learning opportunities.</p>
9. Identification of one or two noteworthy hurdles or stumbling-blocks	<p>The physical environment changes took a lot of “elbow grease”.</p> <p>Defining Ogden’s School Culture/Climate and explicitly identifying the practices which helped to form it was important and then working to expand on those practices takes ongoing commitment.</p>
10. Next steps in pursuing the initiative	<p>Next Steps include:</p> <ul style="list-style-type: none"> • A follow-up Parent Survey in order to assess how we are doing and our steps forward • tracking our math performance through EQAO to determine if we were effective in improving student learning in math • Expansion of TLLP efforts to all classrooms • Implementing TD Evergreen Grant to improve our playground
11. Lessons learned about the school’s efforts to improve student achievement	<p>Engaging student, parent and community voice are critical to creating an effective school climate which supports student learning and achievement.</p> <p>Reflection, assessment and feedback are key components changing, shaping and re-forming school culture/climate.</p>

LAKEHEAD DISTRICT SCHOOL BOARD

MINUTES OF STANDING COMMITTEE

Board Room
Jim McCuaig Education Centre

2014 APR 08
7:30 p.m.

TRUSTEES PRESENT:

Karen Wilson (Chair)
Marg Arnone
Pat Johansen
Lori Lukinuk

Ron Oikonen
George Saarinen
Logan Turner (Student Trustee)

TRUSTEES ABSENT, WITH REGRET:

Deborah Massaro
Jack Playford

SENIOR ADMINISTRATION:

Catherine Siemieniuk, Director of Education
Colleen Kappel, Superintendent of Education
Ian MacRae, Superintendent of Education
David Wright, Superintendent of Business

FEDERATION/UNION REPRESENTATIVES:

Wayne Bahliesa, Managers

PUBLIC SESSION:

1. **Approval of Agenda**

Moved by Trustee Johansen

Seconded by Trustee Oikonen

"THAT the Agenda for Standing Committee Meeting, April 8, 2014 be approved."

CARRIED

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

Moved by Trustee Lukinuk

Seconded by Trustee Arnone

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

- *Confirmation of Committee of the Whole - Closed Session Minutes*
 - *February 11, 2014*
- *Personnel Matter*
- *Negotiations*

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. Crestview Public School - Supporting Character Education - "KIDS Leading KIDS"

Colleen Kappel, Superintendent of Education, introduced Jo-Anne Giertuga, Principal of Crestview Public School, Lana Deacon, teacher, and Samantha and Jessica, students, who provided information regarding *Supporting Character Education - "KIDS Leading KIDS"*. All Trustees' questions were addressed.

5. Confirmation of Minutes

Moved by Trustee Johansen

Seconded by Trustee Arnone

"THAT the Standing Committee approve the Minutes of the Standing Committee Meeting, February 11, 2014."

CARRIED

6. Mental Health Strategy - Update (048-14)

Colleen Kappel, Superintendent of Education, introduced Mary-Beth Minthorn-Biggs, Mental Health Lead, who presented Mental Health strategies and next steps. All Trustees' questions were addressed.

7. Honoraria for Board Members - Update (049-14)

David Wright, Superintendent of Business, provided information regarding an amendment to Ontario Regulation 357/06 "Honoraria for Board Members". All Trustees' questions were addressed.

8. 2014 Municipal Election - Alternative Voting Methods for Municipal Elections (047-14)

Catherine Siemieniuk, Director of Education, introduced Bruce Sauder, Administrative Services Supervisor, who presented information regarding alternative voting methods. All Trustees' questions were addressed.

9. Special Education Advisory Committee Meeting Minutes - February 19, 2014

Colleen Kappel, Superintendent of Education, presented the February 19, 2014 minutes for information.

10. Aboriginal Education Advisory Committee Meeting Minutes - February 7, 2014

Sherri-Lynne Pharand, Superintendent of Education, presented the February 7, 2014 minutes for information.

MATTERS FOR DECISION:

11. Policy Review - 8090 Community/Education Partnerships (018-14)

Moved by Trustee Oikonen

Seconded by Trustee Johansen

"THAT Lakehead District School Board approve 8090 Community/Education Partnerships, as amended, Appendix A to Report No. 018-14."

CARRIED

12. Extend Meeting Time

Moved by Trustee Arnone

Seconded by Trustee Lukinuk

"THAT this meeting be extended to 10:30 p.m."

CARRIED

13. Policy Review - 3095 Student Trustee (046-14)

Moved by Trustee Arnone

Seconded by Trustee Oikonen

"THAT Lakehead District School Board defer 3095 Student Trustee Policy to the May Standing Committee meeting."

CARRIED

14. Information and Inquiries

14.1 Student Trustee Turner requested information regarding the use of additional wireless networks in secondary schools. David Wright, Superintendent of Business, responded that there is a corporate partnership with Shaw and TBayTel for WiFi access in secondary schools and it will be extended to elementary schools in the near future.

14.2 Student Trustee Turner requested information regarding the technology strategy and the removal of the older computers at Westgate Collegiate and Vocational Institute. David Wright, Superintendent of Business, responded that he is pleased that the technology rollout has commenced. He noted that the removal of the older computers was unintended and they have been replaced in the library at Westgate CVI.

14.3 Trustee Lukinuk noted that Ministry of Education announced that there will be an investment of \$150 million over the next three years in technology and learning tools and inquired how the funds will be allocated. Catherine Siemieniuk, Director of Education, responded that details have not been received from the Ministry.

14.4 Trustee Wilson requested information regarding staff training pertaining to behaviour intervention. Colleen Kappel, Superintendent of Education, responded that the Special Education Department provides various staff supports and training throughout the school year.

15. Adjournment

Moved by Trustee Arnone

Seconded by Trustee Lukinuk

"THAT we do now adjourn at 9:58 p.m."

CARRIED

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2014 MAY 13
Report No. 060-14

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

RE: OPERATIONAL PLAN 2013-2014 - FACILITIES UPDATE

1. Background

- 1.1 At the September 10, 2013 Standing Committee Meeting, the 2013-2014 Operational Plan was presented to Lakehead District School Board.
- 1.2 The Operational Plan is developed each year to reflect the priorities of the organization.
- 1.3 The 2013-2014 Operational Plan continues to build on the following three areas of Student Success: Learning, Environment, and Engagement.
- 1.4 In order to monitor the progress and effectiveness of the Operational Plan, Senior Administration developed SMART (Specific, Measurable, Attainable, Realistic, Timely) goals.
- 1.5 Three of the SMART goals were directly related to facilities. They include:
 - Develop a capital development plan for schools with a focus on academic achievement.
 - Ensure that 80% of the buildings achieve a three or better on the Spring Quality Maintenance Inspection (QMI); and
 - Reduce greenhouse gas emissions by 130 tonnes from the previous year.
- 1.6 In order to effectively manage the three SMART goals, the Learning Environment Facility Committee was established. The Committee is comprised of:
 - Eric Fredrickson, Education Officer, Co-Chair;
 - Christy Radbourne, Elementary Principal, Co-Chair;
 - Rod Bessel, Manager of Property Services and Transportation;
 - Mark Hakala, Capital Project Coordinator;
 - David Dunn, Maintenance Supervisor; and
 - Gary Wiggins, Plant Supervisor.

2. Situation

2.1 Develop a capital development plan for schools with a focus on academic achievement.

2.1.1 The Learning Environment Facility Committee, with guidance from Senior Administration, has established the 2013-2018 capital project priorities. This list was developed with input from Building and Energy Consultants, the Information Technology Committee, Accessibility Committee, the Plant Department and annual school visits. It also incorporates projects required to satisfy legislated requirements, (i.e., Occupational Health and Safety Act, Ministry of Labour, Ontario Fire Marshall, Ontarians with Disabilities Act).

2.1.2 At the November 26, 2013 Regular Board Meeting, Report No. 113-13 Environment: Multi-Year Capital Plan was presented to the Board. Appendix A provides a listing of capital projects currently underway.

2.1.3 The committee will now begin to develop recommendations for the 2015-2019 Multi-Year Capital Plan to be presented to Senior Administration for input and direction.

2.2 Ensure that 80% of the buildings achieve three or better on the Spring Quality Maintenance Inspection (QMI)

2.2.1 The purpose of the Quality Maintenance Inspection (QMI) is to conduct regular reviews of each facility to compare conditions and housekeeping levels to a standard rubric. The process recognizes the quality of work done and any areas in need of attention. QMIs are conducted twice per year at each building (see Appendix B).

2.2.2 The initial Fall QMI was completed at every school in October and November 2013. Plant Supervisors developed and communicated strategies for each facility to ensure the desired level of custodial care is obtained and to provide direction and support for the Spring QMI's.

2.2.3 The Spring QMIs were conducted with a refocus on fire safety pertaining specifically to housekeeping needs and more detailed record keeping of monthly and annual life safety system testing. Required improvements were identified and explained at several schools and an overall system focus on these areas in the Spring QMI inspections has been beneficial.

2.2.4 The Spring QMI results:

Rating	Number of Schools
Four	1
Three	23
Two	5

This indicates that 82.8% of the buildings achieved a three or higher score, and no facility scored less than two.

2.2.5 The Learning Environment Facility Committee and Plant Department continue to evaluate the Spring QMIs to establish opportunities and strategies to improve the level of custodial care.

2.3 Reduce greenhouse gas emissions by 130 tonnes from the previous year.

Under the *Green Energy Act*, Ontario Regulation 397/11, Energy Conservation and Demand Management Plans, defines the requirements for all Broader Public Sector (BPS) organizations to:

2.3.1 Report on annual energy use and greenhouse gas (GHG) emissions in designated buildings/facilities for the previous year and ensure they are posted on the Board web page. Information is to be updated annually by July of the following year.

2.3.2 Develop and implement five year energy conservation and demand management plans (CDM) The Plan will:

- a. identify Board goals and objectives for conserving and otherwise reducing energy consumption and managing the demand for energy: and
- b. list proposed measures in the CDM, their cost and savings estimates for the measures and the estimated length of time the measures will be in place.

2.3.3 Final CDM is being drafted and will be posted on the Board web page by July 1.

2.3.4 Projects approved in the 2013-2014 capital budget to reduce utilities and lower the Board's greenhouse gas generation include: roof upgrades at Westgate CVI and Hammarskjold High School, new boilers at Algonquin, C.D. Howe and Hyde Park Public Schools.

2.3.5 System wide recycling initiatives have been enhanced to assist schools with their environmental initiatives. In addition to battery recycling that was introduced during the 2011-2012 school year, recycling of plastic pencils and markers has been implemented for this school year.

2.3.6 The Committee has and will continue to work with our energy consultant and community partners (Earth Care, Green Schools, Eco-Superior, etc.) to research ways to assist in the implementation and continued support of this initiative.

3. Conclusion

Lakehead District School Board will continue to focus on efforts to implement the strategies related to the 2013-2014 Operational Plan.

Respectfully submitted,

ERIC FREDRICKSON
Education Officer

CHRISTY RADBOURNE
Elementary Principal

ROD BESSEL
Manager of Property Services and Transportation

DAVID WRIGHT
Superintendent of Business

CATHERINE SIEMIENIUK
Director of Education

Lakehead District School Board 2013/2014 Capital Budget

#	Location	Project	Brief Description	Cost
1	Various	Accessibility	Hammarkjold	100,000
2	Various	Safety & security	Safety and Security Committee	100,000
3	Gron	Electrical & life safety systems	Fire Alarm Panel/sensors	80,000
4	Edgewater Park	Electrical & life safety systems	Fire Alarm Panel/sensors	30,000
5	Nor'wester View	Electrical & life safety systems	Fire Alarm Panel/sensors	30,000
6	Westgate	Electrical & life safety systems	Secondary Panel Board	100,000
7	Hammarkjold	Electrical & life safety systems	Electrical study	15,000
8	Hammarkjold	Roof coverings	Phase 3-Gym Roof	240,000
9	Westgate	Roof coverings	Replacement of portion of roof	500,000
10	Westgate	Ceiling Replacement	Removal of Asbestos and installation of new ceilings	220,000
11	St James	Roof coverings	Replacement of portion of shingled roof	125,000
12	Algonquin	Heating & ventilation retrofit	Boiler & Unit ventilator replacement	400,000
13	CD Howe	Heating & ventilation retrofit	Boiler replacement & gym furnace	250,000
14	Hyde Park	Heating & ventilation retrofit	Boiler replacement	300,000
15	Hammarkjold	Heating & ventilation retrofit	Unit Ventilators & compressors	300,000
16	Gron Morgan	Heating & ventilation retrofit	Unit Ventilators/AHU	200,000
17	Westgate (Stage 2)	Tech Area Ventilation	New dust collector in Design Technology	95,000
18	Westgate (Stage 3)	Tech Area Ventilation	New dust collector in Wood Technology	175,000
19	Westgate	Dance Room Ventilation	Ventilation upgrade	20,000
20	Edgewater Park	Heating & ventilation retrofit	Controls upgrade	20,000
21	Kingsway Park	Grounds & drainage	Foundation improvements	175,000
22	CD Howe	Front Entrance upgrade	Replace pavers with new concrete	30,000
23	Sherbrooke	Front Entrance upgrade	Replace pavers with new concrete	30,000
24	Gron Morgan	Lockers	Replacement of 75 lockers	15,000
25	Various	Misc program needs	Program & accommodation needs	50,000
26	Hammarkjold	Auxillary Gym retrofit	New gym floor and painting	15,000
27	Westmount	Gym flooring	New gym floor	75,000
28	Hammarkjold	Library flooring	Removal of carpet & new floor	25,000
29	TBD	Street smart beautification	Façade & landscape improvements	75,000
30	TBD	Street smart beautification	Façade & landscape improvements	75,000
31	Westgate	Gym Acoustics	Installation of acoustical tiles in gym	115,000
32	Churchill	Music Room Ventilation	New ventilation & make-up air system	100,000
33	Churchill	Washroom Upgrades	Renovation to main floor washrooms	120,000
	TOTAL			4,200,000

Quality Maintenance Inspection – Summary Score Card

	1. Needs Improvement	2. Satisfactory	3. Good	4. Excellent
Rating/ Area	<ul style="list-style-type: none"> most areas meet minimum level of cleanliness <input type="checkbox"/>	<ul style="list-style-type: none"> minimum level of cleanliness <input type="checkbox"/>	<ul style="list-style-type: none"> exceeds minimum level of cleanliness <input type="checkbox"/>	<ul style="list-style-type: none"> superior level of cleanliness demonstrated <input type="checkbox"/>
Floor Care	<ul style="list-style-type: none"> unauthorized carpets present/ missing tiles dust accumulation of more than one week corners with dust, built up, cobwebs traffic patterns evident <input type="checkbox"/>	<ul style="list-style-type: none"> evidence of regular cleaning less than one week's dust accumulation seal & Shine still evident no accumulation of debris, grime, spills, stains <input type="checkbox"/>	<ul style="list-style-type: none"> floors sealed and shiny <input type="checkbox"/>	<ul style="list-style-type: none"> no areas of missing tiles or threaded carpets floors and coves sealed and shiny <input type="checkbox"/>
Furniture/ Fixtures	<ul style="list-style-type: none"> unauthorized furniture presents/ graffiti on desks toilet bowls dirty inside, outside or around base urinals discoloured and /or gum on them <input type="checkbox"/>	<ul style="list-style-type: none"> evidence of regular cleaning polish and presentable washrooms clean and disinfected <input type="checkbox"/>	<ul style="list-style-type: none"> surplus furniture neatly stored evidence of daily furniture cleaning <input type="checkbox"/>	<ul style="list-style-type: none"> furniture clean with no graffiti toilet bowls clean inside, outside and around base urinals free of discolored and / or debris on them <input type="checkbox"/>
Ceilings/ Lights	<ul style="list-style-type: none"> air grilles/light fixtures with dust accumulation or not working corners with dust, was built up, cobwebs <input type="checkbox"/>	<ul style="list-style-type: none"> evidence of regular cleaning most air grilles clean no missing ceiling tiles <input type="checkbox"/>	<ul style="list-style-type: none"> air grilles clean and no evidence of air distribution dust stains on ceiling <input type="checkbox"/>	<ul style="list-style-type: none"> no burnt bulbs light fixtures clean no stained/broken ceiling tiles no missing ceiling tiles <input type="checkbox"/>
Walls/ Windows	<ul style="list-style-type: none"> glass with finger prints or marks window sills dirty curtains not hung or maintained properly (glides, ropes, hooks) stains and graffiti on walls and locker walls around garbage containers dirty <input type="checkbox"/>	<ul style="list-style-type: none"> evidence of regular cleaning glass with no marks or streaks drapes clean, hanging and working properly <input type="checkbox"/>	<ul style="list-style-type: none"> window sills clean no high dust or graffiti on lockers <input type="checkbox"/>	<ul style="list-style-type: none"> no high dust on window frames no evidence of wall patches <input type="checkbox"/>
Others	<ul style="list-style-type: none"> waste baskets dirty/odorous fountains with dirt, spots, gum in them cluttered rooms, storage rooms, mechanical rooms dirty air filters no unit ventilator/maintenance air fans noisy log book not up to date classroom clutter evident <input type="checkbox"/>	<ul style="list-style-type: none"> waste baskets clean, garbage bags empty and clean mirrors with no marks or streaks air filter maintenance evident washroom partition hardware all functional log book up-to-date classroom clutter does not impede room cleaning <input type="checkbox"/>	<ul style="list-style-type: none"> areas are clean, dust free, uncluttered classrooms are neat and tidy with teaching materials neatly s <input type="checkbox"/>	<ul style="list-style-type: none"> storage rooms and mechanical rooms clean and organized air filter changes current, unit ventilator maintenance documented, fans run quiet washroom partition hardware all functional, graffiti free <input type="checkbox"/>
Minor Maintenance	<ul style="list-style-type: none"> some minor maintenance completed, large backlog of Work Orders <input type="checkbox"/>	<ul style="list-style-type: none"> minor maintenance completed <input type="checkbox"/>	<ul style="list-style-type: none"> exceeds minimum level of maintenance <input type="checkbox"/>	<ul style="list-style-type: none"> superior level of maintenance demonstrated minor maintenance reducing Work Orders <input type="checkbox"/>
Progressive Cleaning	<ul style="list-style-type: none"> no evident or planned <input type="checkbox"/>	<ul style="list-style-type: none"> scheduled <input type="checkbox"/>	<ul style="list-style-type: none"> is evident <input type="checkbox"/>	<ul style="list-style-type: none"> is minimized need for summer effort <input type="checkbox"/>

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2014 MAY 13
Report No. 056-14

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

RE: HEALTHY SCHOOLS UPDATE

1. Background

- 1.1 As outlined in the Multi-Year Strategic Plan, Lakehead District School Board is committed to enhancing mental, physical and social well-being through a safe, inclusive, and equitable environment.
- 1.2 Lakehead District School Board continues to implement 6050 Food and Beverage Policy and Procedures, which were approved by the Board on April 26, 2011.
- 1.3 *Open Minds, Healthy Minds* is the Government of Ontario's comprehensive strategy to address mental health and addictions for all Ontarians. The first three years of the strategy are focused on children and youth.
- 1.4 The Environmental Education Committee meets regularly throughout the year to promote environmental education, as well as healthy and active school environments.
- 1.5 In Healthy Schools: Foundations for a Healthy School (<http://www.edu.gov.on.ca/eng/healthyschools/foundations.html>), the Ministry of Education, stipulates that generally, "a healthy school has:
 1. quality instruction and programs;
 2. a healthy physical environment;
 3. a supportive social environment; and
 4. community partnerships."

Within this broad foundation, a variety of health-related topics need to be considered, including:

- healthy eating;
- physical activity;
- bullying prevention;
- personal safety and injury prevention;
- substance use, addictions, and related behaviours;
- healthy growth and development; and
- mental health.

2. Situation

2.1 Mental Health and Well-Being

2.1.1 The second phase of Lakehead District School Board's Mental Health Strategy has been developed and will focus on four main areas that support positive, resilient, and healthy learners:

- resilience;
- safety;
- health; and
- wellness.

2.1.2 In addition to many other goals outlined in the Mental Health Strategy, Lakehead Public Schools students in Grades 4, 5, 6 and 7 were invited to participate in a unique learning opportunity. The Circle of Wellness, a program provided by the Children's Centre Foundation Thunder Bay, was expanded to involve students from 15 schools who learn about and interpret children's mental health through song, drama, visual art or creative movement. In addition, the students developed coping skills as well as gained knowledge about where to seek help.

2.2 Healthy Eating

2.2.1 The Ministry of Education "Serve It Up!" resource, which meets the School Food and Beverage Policy Nutrition Standards, was developed for secondary school teachers who have the responsibility for instructional programs that include food preparation. This resource has been shared with elementary and secondary schools as well as school cafeteria staff.

2.2.2 Lakehead Public Schools, in partnership with Roots to Harvest, was one of 44 boards that received a Healthy Eating in Secondary Schools Grant for a project titled "Garden to Fork". This project is currently underway and is aimed at providing students access to healthy, fresh food that has been grown, prepared, and cooked by students in a variety of programs and courses. A partnership with Confederation College will provide unique learning opportunities and skilled trades-based skills for students. Providing a means for ownership through student voice and hands-on contributions to the foods served in the school cafeterias will result in both an increase in cafeteria usage and healthier menu choices being made.

2.2.3 Lakehead Public Schools received \$11,980 from the Greenbelt Fund to participate in a local food challenge. Funding provides an opportunity to partner with Roots to Harvest to develop a renewed cafeteria menu with local produce. New menu items will be developed with assistance from a local chef. Proposed new menu items will then be taste test proven by students at a series of test events, for inclusion in a new menu for September 2014.

2.3 Environmental Education Initiatives

2.3.1 The Environmental Education Committee continues to meet throughout the year to promote environmental education, as well as healthy and active living. The Environmental Education Committee provided information sessions and professional learning for all school environmental representatives. One session focused on community partners (Lakehead Region Conservation Authority, EcoSuperior, Kingfisher Outdoor Education Centre, Ontario Parks, Thunder Bay District Health Unit, and the City of Thunder Bay), the EcoSchools initiative, and available resources. The representatives support the Green Team/Environmental Education Committees in the schools.

2.3.2 The Committee has also organized “Park the Car” week June 2-6, 2014 in collaboration with the Thunder Bay District Health Unit. “Park the Car” week will encourage students and staff to engage in active living by walking or biking to their school or workplace.

2.4 Pan Am/Parapan Am Activities

The Government of Ontario, in partnership with the Toronto 2015 Pan Am/Parapan Am Games Organizing Committee, has developed resources to bring the spirit of the Games to children and youth across Ontario through a program “Pan Am/Parapan Am Kids (PPAKids). Each elementary school will receive an Activity Day Kit and funding of \$200.00 to be used towards the purchase of equipment to assist in running a Pan Am/Parapan Am Activity Day. Activity Day Kits will introduce a multi-cultural component by including sports from several Pan Am countries that are less well-known in Canada. Activity Days will take place before the end of the 2014-2015 school year.

2.5 Partnerships

Partnerships with the Thunder Bay District Health Unit continue with a variety of school programs that promote healthy eating, physical activity, alcohol and substance misuse prevention, injury prevention, body image, sun safety and tobacco use prevention.

3. Next Steps

Lakehead Public Schools will continue:

- discussions with Children’s Centre Thunder Bay with the goal of expanding the Circle of Wellness program to all schools;
- collaborating with the Thunder Bay District Health Unit and other community organizations to ensure that all school staff members are familiar with the Healthy Schools Programs and resources; and
- exploring opportunities to develop healthy and active living opportunities for students and staff.

4. Conclusion

Lakehead District School Board, through the Mental Health Steering Committee and the Environmental Education Committee continue to collaborate and align initiatives and programs to develop a comprehensive strategy for healthy schools that promotes high-quality instruction and programs, a healthy physical environment, a supportive social environment, and community partnerships.

Respectfully submitted,

ROD BESSEL
Manager of Property Services and Transportation

ERIC FREDRICKSON
Education Officer

COLLEEN KAPPEL
Superintendent of Education

CATHERINE SIEMIENIUK
Director of Education

LAKEHEAD DISTRICT SCHOOL BOARD
SPECIAL EDUCATION ADVISORY COMMITTEE

Superior CVI, 333 N High Street
Thunder Bay, Ontario

2014 MAR 19

MEMBERS PRESENT:

Laura Sylvestre (Chair)
Theresa Graham (Vice Chair)
Jennifer Bean-Anderson
Maureen Cameron

Pat Johansen (Trustee)
Sheila Marcinyshyn
Mike Otway

ABSENT WITH REGRET:

Marg Arnone (Trustee)
Judy Kay

OTHERS PRESENT:

Colleen Kappel
Lori Carson
Michelle Probizanski

ABSENT:

Jennifer Turcotte

1. **Call to Order**

Laura Sylvestre, Chair of SEAC, called the meeting to order at 6:01 p.m.

2. **Approval of the Agenda**

Moved by Mike Otway

Seconded by Trustee Pat Johansen

"THAT the agenda for the March 19, 2014 SEAC meeting be approved."

CARRIED

3. **Declarations of Conflict of Interest**

There were no declarations of conflict of interest.

4. Approval of the Minutes

Moved by Mike Otway

Seconded by Trustee Pat Johansen

"THAT the minutes of the February 19, 2014 SEAC meeting be approved."

CARRIED

5. Business Arising From the Minutes

5.1 Safe Talk Training – April 16, 2014

Theresa Graham, Vice Chair of SEAC, informed members that the Safe Talk Training will take place on April 16, 2014 at the Victoria Park Training Centre, 125 South Lillie Street (directly across the field from the Board Office). The evening will begin at 5:30 p.m. a light dinner will be available at 5:00 p.m. for attendees. Alternate members are also invited to attend. Colleen Kappel, Superintendent of Education, has provided the information to the Parent Involvement Committee. Theresa will send information to Ms. Haven who will send out to members, alternates, and invited participants. The session can accommodate up to 30 members.

5.2 2014-2015 SEAC Budget Submission

Laura Sylvestre, Chair of SEAC, provided an overview of the draft 2014-2015 SEAC budget submission that will be presented at the April 1, 2014 Budget Committee Meeting by the Chair and Vice Chair of SEAC. There were no changes made to the submission.

Moved by Theresa Graham

Seconded by Maureen Cameron

"THAT SEAC approve the Budget Deputation for presentation to the Budget Committee on April 1, 2014."

CARRIED

5.3 SMART Goal – Engaging the Community

Engaging the Community, a SMART Goal on the 2013-2014 SEAC Work Plan, was discussed. Members, by consensus, agreed to hold a SEAC Orientation Evening in September. An Ad Hoc Planning Committee will be established to plan out the event and information will be shared with SEAC via email. It was hoped to schedule the event in early September 2014.

6. Presentation – Expanding Opportunities for Excellence 7-12 - M. Probizanski

Michelle Probizanski, Co-Chair on the Expanding Opportunities for Excellence 7-12 Committee, provided an overview of the mandate of the committee and the work that they have been doing. Ms. Probizanski requested feedback from members on the following questions:

1. What programs are necessary in Grades 7-12?
2. What is necessary to meet academic and engagement needs of students in Grades 7-12?

Members provided feedback to the questions.

7. Correspondence

The correspondence folder was circulated to members for their perusal.

8. Advocacy Tracking

The Advocacy Tracking template was circulated to members for completion.

9. Restorative Practices Research Project

Colleen Kappel, Superintendent of Education, provided information on a Restorative Practices Research Project the Board is participating in and has received grant funding for.

10. Information/Inquiries & Association Reports

10.1 Theresa Graham, Vice Chair, and Children's Centre Thunder Bay member, provided information on upcoming parent education training sessions taking place at CCTB. Information was sent via email to each member.

10.2 Laura Sylvestre, Chair of SEAC, provided information on a Thunder Bay Family Network presentation that will take place on March 31, 2014. Information will be forwarded to members via email.

10.3 Special Student Record, clarification is required so it is not confused with Special Education.

11. Status of 2013-2014 Budget

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

12. Information Security Policy 3093

There was no input provided to the Information Security Policy 3093.

13. Board Update

Trustee Pat Johansen provided information on the February 25, 2014 Regular Board Meeting.

The following reports were addressed at this meeting:

- Appointments to various committees;
- Automated Teller Machines in Secondary Schools;
- 2014 Municipal Elections – Trustee Determination and Distribution; and
- 2014-2015 School Year Calendar.

Trustee Johansen also advised members that nominations are being accepted for the OPSBA Achievement Awards 2014.

14. Adjournment

Moved by Mike Otway

Seconded by Maureen Cameron

“THAT we do now adjourn at 6:55 p.m.”

CARRIED

LAKEHEAD DISTRICT SCHOOL BOARD

MINUTES OF PARENT INVOLVEMENT COMMITTEE

Board Room
Jim McCuaig Education Centre

2014 MAR 03
6:30 p.m.

MEMBERS PRESENT:

Susie Splett (Chair)
Jennifer Davis
Nathalie Ferguson
Kelly Gallagher
Dave Isherwood
Pat Johansen
Gerry Leach

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

RESOURCE:

Kathryn Hantjis, Executive Assistant
Colleen Kappel, Superintendent of Education
Donica LeBlanc, Supervising Principal – Early Learning Lead
Mary-Beth Minthorn-Biggs, Mental Health Lead
Bruce Nugent, Communications Officer
David Wright, Superintendent of Business

GUESTS:

Logan Turner, Student Trustee

MEMBERS ABSENT, WITH REGRET:

Serena Essex
Rima Mounayer
Laura Sylvestre

1. **Call to Order and Welcome**

Chair Susie Splett called the meeting to order and welcomed those in attendance.

2. **Disclosure of Conflict of Interest**

There were no disclosures of conflict of interest.

3. **Approval of the Agenda**

By consensus, the agenda was approved with the following to be received after Item 5.
Confirmation of Minutes:

- Item 8.1 2014-2015 Budget Development,
- Item 8.2 Mental Health Capacity Building Plan, and
- Item 8.4 Special Education Advisory Committee Report.

4. Director's Report

Catherine Siemieniuk, Director of Education, spoke about planning that is underway for the 2014-2015 school year, a PIC event ad hoc committee meeting to be held directly following this evening's meeting, cancellation of the June 2 PIC meeting, input to Policy 3095 Student Trustee due on March 26, nominations for the OPSBA Achievement Award, the Director's retirement announcement, and a recent media interview about the Fraser Institute report.

Director Siemieniuk reported that the current PIC budget available is \$7,405.87.

Kathryn Hantjis will provide information about the OPSBA Achievement Award to PIC members via email.

5. Confirmation of Minutes – January 20, 2014

The minutes were confirmed by consensus.

6. 2014-2015 Budget Development

David Wright, Superintendent of Business, presented information about the budget process. Member's questions were addressed.

Chair Susie Splett noted receipt of an invitation from the Chair of the Budget Committee to attend the budget deputation evening on April 1. Susie will email members for input to the deputation.

7. Mental Health Capacity Building Plan

Colleen Kappel, Superintendent of Education, and Mary-Beth Minthorn-Biggs, Mental Health Lead, shared the mental health visual and spoke about plans for this year. Superintendent Kappel will provide interesting mental health links to Kathryn Hantjis to send to PIC members in a follow-up email.

Superintendent Kappel sought suggestions from PIC members of ways to engage parents to complete upcoming Tell Them From Me surveys. The communication process used for *Your Voice Counts* was suggested if it was found to work well for the recent Your Voice Counts surveys.

8. Special Education Advisory Committee (SEAC) Report

Due to the absence of Laura Sylvestre, SEAC representative, Superintendent Kappel provided the SEAC report and spoke about a Strengths-Based Parenting @ Home and School event being held on March 19. She also reported that SEAC is coordinating Safetalk training for April 16 for up to 30 people. Extra spaces may be available if all spaces aren't spoken for by SEAC members.

9. School Council Networking Event Follow-up

Nathalie Ferguson, Chair of the School Council Networking Event Ad Hoc Committee, reported that there was a good turnout at the January 20 event, the carousel format was well received, and feedback was positive overall.

10. Kindergarten Registration Night Follow-up

Director Siemieniuk reported that the Kindergarten registration night at the Valhalla Inn was well attended and she thanked Dave Isherwood and his son Alex for staffing the booth. She expressed concern about difficulty in getting PIC volunteers to attend annually, and suggested that members should consider if they want a table next year or if they should look to recruit School Council representatives as volunteers.

Lori Lukinuk commented that the timing of PIC appointments could pose a problem in recruiting PIC volunteers. Laura Prodanyk suggested sending an email to members in December noting the date of the event.

11. Communications Ad Hoc Committee

Director Siemieniuk reported that a meeting of the Communications Ad Hoc Committee is scheduled for March 18. Former PIC member Sheila Stewart has been asked and has agreed to be part of the ad hoc committee. Information about the work of the committee will be reported at the next meeting.

12. 5th Annual PIC Symposium

Chair Susie Splett reported that Gerry Leach and Varinder Singh Hayer will attend the PIC Symposium on April 25 and 26 in Toronto. They will provide a report about the symposium at the next meeting.

13. Social Media Strategy Focus Group

Bruce Nugent, Communications Officer, spoke about the work currently underway in this area. Following a public tender process, the Centre of Excellence for Public Sector Marketing was hired to develop a social media strategy. Focus groups have been held, follow-up meetings are taking place this week, and a final report will be available in April.

14. Correspondence

Susie Splett shared information about a Westmount School Council event being held on March 5. The poster will be emailed to PIC members tomorrow.

15. Aboriginal Education Advisory Committee (AEAC) Report

Due to the absence of Serena Essex, AEAC representative, this report was deferred to the next meeting.

16. Other Business

16.1 Bruce Nugent, Communications Officer, provided an update on plans for WE Stand Up being held on April 24.

16.2 Jennifer Davis inquired about the Full-time Junior Kindergarten program and requested feedback from others as to their views.

16.3 Lori Lukinuk spoke about a recent motion approved by the Board to work with Thunder Bay District Health Unit and Student Transportation Services of Thunder Bay to review student walk distances to school. Jesse Roberts noted that she

has access to interesting statistical research at the Thunder Bay Public Library, if needed.

- 16.4 Laura Prodanyk reported that she attended the Social Media and Cyber Bullying session hosted by Children's Centre Thunder Bay on February 20. Laura suggested this may be a valuable presentation for School Councils. A copy of her handout will be emailed to PIC members.

17. Next Meeting

The next meeting will be held on Monday, May 5 at 6:30 p.m.

18. Adjournment

The meeting adjourned at 8:25 p.m.

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2014 MAY 13
Report No. 059-14

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

RE: POLICY REVIEW - 3095 STUDENT TRUSTEE

1. Background

- 1.1 On March 27, 2007, the 3095 Student Trustee Policy was revised.
- 1.2 At the June 25, 2013 Regular Board Meeting, the 3095 Student Trustee Policy was approved for review during the 2013-2014 school year as part of the policy development and review cycle.
- 1.3 On February 12, 2014, the draft policy was posted on the Board website and distributed to constituent groups for review and comment with input to be received by March 26, 2014. Feedback and housekeeping items were received from the Office of the Director and the current Student Trustee.

2. Situation

- 2.1 At the April 22, 2014 Regular Board Meeting, the 3095 Student Trustee Policy was deferred to the May 13, 2014 Standing Committee for further review.
- 2.2 Upon final approval, the policy will be distributed according to Board procedures.

RECOMMENDATION

It is recommended that Lakehead District School Board approve 3095 Student Trustee Policy, Appendix A to Report No. 059-14, as amended.

Respectfully submitted,

CATHERINE SIEMIENIUK
Director of Education

May 13, 2014 - DRAFT

STUDENT TRUSTEE POLICY**3095**

1. Rationale

Ontario Regulation 7/07 S. 2 (1) states:

"The Board shall develop and implement a policy providing for matters relating to Student Trustees and to the payment of honoraria for Student Trustees."

2. Policy

It is the policy of Lakehead District School Board that, in accordance with Ontario Regulation 7/07 S.3, the Board shall have one Student Trustee.

3. Guidelines

- 3.1 The Chair of the Board will assign a Trustee Mentor who will provide Board-based orientation and meet regularly with the Student Trustee.
- 3.2 The Student Trustee shall attend public sessions of Regular meetings of the Board and ***may attend meetings of*** its committees. A Student Trustee is not entitled to be present at a meeting that is closed to the public in accordance with the Education Act under section 207 S.(2) (b) as amended.
 - b) the disclosure of intimate, personal or financial information in respect of a member of the board or committee, an employee or prospective employee of the board or a pupil or his or her parent or guardian.
- 3.3 The Student Trustee shall act in concert with other elected Trustees to examine and discuss issues leading to a vote at public meetings of the Board, unless the Student Trustee has a conflict of interest. A Student Trustee is entitled to require that a matter before the Board or one of its committees on which the Student Trustee sits be put to a recorded vote, and in that case there shall be:
 - a) a recorded non-binding vote that includes the Student Trustee's vote; and
 - b) a recorded binding vote that does not include the Student Trustee's vote.
- 3.4 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.
- 3.5 The Student Trustee shall follow Trustee protocols when dealing with complaints, questions or suggestions regarding a school or service.

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STUDENT TRUSTEE POLICY**3095**

- 3.6 The Student Trustee shall be provided with support services afforded Trustees.
- 3.7 The Student Trustee shall be afforded expenses by Board practice.
- 3.8 The Board shall pay an honorarium as per Student Trustee Ontario Regulation 7/07 S.2 (1).
- 3.9 *The Student Trustee will have access to training opportunities that are offered to Trustees.***
- 3.10 *The Student Trustee is entitled to attend one out-of-town conference and may apply to attend an additional conference. If the Student Trustee is under the age of 18, a parent or Trustee must agree to attend as a supervisor.***

4. Qualifications

A Student Trustee is qualified if they are,

- (a) a Canadian citizen;
- (b) a resident within the area of jurisdiction of the Board;
- (c) currently in or entering the senior division in a Lakehead District School Board school;
and
- (d) a full-time student
or
an exceptional pupil in a special education program from whom the board has reduced the length of the instructional program on each school day under subsection 3(3) of Regulation 298 of the Revised Regulation of Ontario, 1990 (Operation of Schools – General) made under the Act, so long as the pupil would be a full-time pupil if the program had not been reduced.

5. Selection Process

- 5.1 The Office of the Director shall coordinate the interview process to select a Student Trustee.
- 5.2 Students' Councils from each secondary school shall invite applications for a Student Trustee.
- 5.3 In consultation with the staff advisor, a Students' Council shall conduct the process for election of its nominee, and submit its nomination to the Office of the Director.
- 5.4 The interview committee shall consist of:

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STUDENT TRUSTEE POLICY**3095**

- i) the Presidents of secondary school Students' Councils, or a Students' Council designate; and
- ii) the outgoing Student Trustee, if he or she is not seeking another term.

5.5 The selection process for the Student Trustee shall be completed by April 30 each year.

6. Responsibilities

- 6.1 The Student Trustee shall act in accordance with the Procedural By-Law of the Board.
- 6.2 The Student Trustee shall act on behalf of the Board only ~~where~~ **when** authority has been specifically delegated by **the Chair of** the Board.
- 6.3 The Student Trustee shall endeavour to obtain a broad view for students' input to be presented to the Board.
- 6.4 The incumbent Student Trustee will work with the incoming Student Trustee, who will be encouraged to attend ~~at least two~~ Board meetings as an observer prior to their term.

7. Term

The term of office will be August 1 of the year in which the Student Trustee is elected and ends on July 31 of the following year.

8. Disqualification

- 8.1 The Student Trustee shall be disqualified if he/she:
 - i) is absent from three (3) consecutive Regular Board meetings, in accordance with the Education Act under section 228 (1) (b); and/or
 - b) absents himself or herself without being authorized by resolution entered in the minutes, from three consecutive regular meetings of the board;
 - ii) ceases to hold the qualifications required to act as Student Trustee as described in Section 4 of this Policy.
- 8.2 A person who ceases to be qualified to act as a Student Trustee shall resign from the position.

BUSINESS AND BOARD ADMINISTRATION

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3000

Appendix A to
Report No. 059 -14

STUDENT TRUSTEE POLICY

3095

9. Filling of Vacancies

If the Board determines that a vacancy shall be filled, it shall be filled using the selection process outlined in this policy.

10. 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>
3001 Governance Policy	November 4, 1998	Ont. Reg. 7/07 S.2 (1)
<i>3074 Expense and Travel Reimbursement Policy and Procedures.</i>	<u>Date Revised</u> April 22, 2003 March 27, 2007 Reviewed by _____	<i>Ont. Reg. 7/07 S.5 (1)</i>

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2014 MAY 13
Report No. 051-14

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

RE: APPROVAL OF STANDING COMMITTEE AND REGULAR BOARD MEETING
SCHEDULE 2014-2015

1. Background

- 1.1 Section 4.1.1 of the 2010 Procedural By-Law requires that Regular meetings of the Board shall be held on the fourth Tuesday of every month except July and August.
- 1.2 Section 4.1.2 of the 2010 Procedural By-Law requires that Standing Committee shall meet on the second Tuesday of every month excluding July and August.
- 1.3 To avoid revisions to the Standing Committee and Regular Board Meeting Schedule on a recurring basis throughout the year, the Board attempts to recommend all revisions at the outset of each new school year.

2. Situation

- 2.1 The date for the Standing Committee Meeting of December 9, 2014 will be canceled due to the Christmas Break.
- 2.2 The date for the December Regular Board Meeting will be held on December 16, 2014 due to the Christmas Break.

RECOMMENDATION

It is recommended that Lakehead District School Board approve the revised Standing Committee and Regular Board Meeting Schedule 2014-2015, as set out in Appendix A to Report No. 051-14.

Respectfully submitted,

DEBORAH MASSARO
Chair



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Public
Schools

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Appendix A to Report No. 051-14

STANDING COMMITTEE & BOARD MEETING SCHEDULE

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
				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

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
					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						

JUNE 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				

Standing Committee

Tuesday, September 9, 2014
Tuesday, October 14, 2014
Tuesday, November 11, 2014
Tuesday, January 13, 2015
Tuesday, February 10, 2015
Tuesday, March 10, 2015
Tuesday, April 14, 2015
Tuesday, May 12, 2015
Tuesday, June 9, 2015

Regular Board

Tuesday, September 23, 2014
Tuesday, October 28, 2014
Tuesday, November 25, 2014
Tuesday, December 16, 2014
Tuesday, January 27, 2015
Tuesday, February 24, 2015
Tuesday, March 26, 2015
Tuesday, April 28, 2015
Tuesday, May 26, 2015
Tuesday, June 23, 2015

Annual Meeting

Tuesday, December 2, 2014

First Day of School for Students

Wednesday, September 3, 2014

Final Day of School for Students

Friday, June 26, 2015

Holidays

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2014 MAY 13
Report No. 057-14

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

RE: POLICY REVIEW – 3093 INFORMATION SECURITY

1. Background

- 1.1 On January 27, 2009, Information Security Policy 3093 was revised.
- 1.2 At the June 25, 2013 Regular Board Meeting, the Information Security Policy was approved for review during the 2013-2014 school year as part of the policy development and review cycle.
- 1.3 On March 26, 2014, the policy was posted on the Board website and distributed to constituent groups for review and comment with input to be received by April 30, 2014.

2. Situation

- 2.1 There was no input received to the policy or procedures.
- 2.2 Administration has reviewed the existing policy and procedures and is recommending the name of the policy be changed to Electronic Information Security.
- 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 3093 Electronic Information Security Policy, Appendix A to Report No. 057-14, 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
May 13, 2014 - DRAFT	
ELECTRONIC INFORMATION SECURITY POLICY	3093

1. Rationale

A considerable amount of sensitive and confidential information resides on computers and other electronic devices attached to the Lakehead **District School** Board's computer networks. This information represents many person years of input and a significant investment by the Board. Like other sizable board assets such as buildings and equipment, this information must be secured and protected. In some cases there are laws, such as the Federal Copyright **Act**, and **Federal** Trade-marks Acts, and the Provincial **Municipal** Freedom of Information and Protection of Privacy Act, **Personal Health Information Act**, and Education Acts, which clarify the Board's responsibilities in this regard.

2. The Policy

The Board will take measures to protect information residing on networked computers, **mobile devices and other storage media**. Measures will be commensurate with the value and sensitivity of the information. Measures will strike a balance between the need to secure information and the need to run the organization efficiently. In general, the cost of protecting information against a threat will be less than the cost of recovering should we be affected by security threats.

3. Guidelines

- 3.1 All staff will be aware of the need for security of information systems and networks and what they can do to enhance security.
- 3.2 All staff are responsible for the security of information systems and networks.
- 3.3 All staff will act in a timely and co-operative manner to prevent, detect and respond to security incidents.
- 3.4 All staff will respect the legitimate interests of others.
- 3.5 Risk assessments will be conducted for all new systems.
- 3.6 All staff will incorporate security as an essential element of their work with information systems and networks.
- 3.7 Lakehead District School Board will adopt a comprehensive approach to security management.

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- 3.8 The Board will frequently review and reassess the security of information systems and networks, and make appropriate modifications to security policies, practices, measures and procedure.

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>
<i>Information/Communication Technology Use Policy 3096</i>	January 21, 1997	<i>Education Act</i>
	<u>Date Revised</u> January 27, 2009	<i>Copyright Act</i> <i>Trade-marks Act</i> <i>Municipal Freedom of Information and Protection of Privacy Act</i> <i>Personal Health Information Act</i>

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ELECTRONIC INFORMATION SECURITY PROCEDURES	3093

1. The Policy

The Board will take measures to protect information residing on networked computers, **mobile devices and other storage media**. Measures will be commensurate with the value and sensitivity and confidentiality of the information. Measures will strike a balance between the need to secure information and the need to run the organization efficiently. In general, the cost of protecting information against a threat will be less than the cost of recovering should we be affected by security threats.

2. Procedures

2.1 Security Structure

Computer Services is responsible for developing implementing, maintaining, coordinating, and monitoring a security program consistent with Policy 3093, ~~the Board's Information Security Policy~~. These responsibilities include, but are not limited to:

- 2.1.1 developing, approving and issuing technical standards and guidelines on computer network security;
- 2.1.2 providing advice and guidance on the planning, acquisition, installation, and use of security related systems;
- 2.1.3 conducting periodic risk assessments and providing advice on threat and risk assessments as required;
- 2.1.4 evaluating security aspects of products and systems;
- 2.1.5 providing specialized training on security;
- 2.1.6 providing assistance with investigations related to security issues; and/or
- 2.1.7 performing regular backups using authorized tools.

2.2 Superintendents, Principals, and Managers/Supervisors are accountable for safeguarding information and physical assets under their control. All employees are responsible for the protection of these assets from unauthorized use, modification, disclosure, or destruction (whether accidental or intentional), and for maintaining the integrity of these assets and their availability to others as required in the performance of their duties. These responsibilities include, but are not limited to:

- 2.2.1 protecting personal and group account passwords;

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ELECTRONIC INFORMATION SECURITY PROCEDURES	3093

- 2.2.2 ~~using authorized workstation access tools such as Netware;~~
accessing Board resources only through authorized systems and processes;
- 2.2.3 ensuring staff log off computers and networks after use;
- 2.2.4 taking reasonable precautions (i.e., security cables, storing equipment in locked rooms, etc.) to secure physical assets;
- 2.2.5 adhering to acceptable use policies;
- 2.2.6 refraining from accessing the Internet or any other network through unauthorized connections; ~~and/or~~
- 2.2.7 reporting any unauthorized use of Lakehead **District School** Board information or physical assets; **and**
- 2.2.8 using secure encryption methods to protect data from unauthorized access.**

3. Classification and Risk Management of Information and Physical Assets

- 3.1 ~~Information and physical assets will be classified and safeguarded as to their~~ **its** value, sensitivity, integrity, availability and accountability requirements. ~~The following categories of information are currently in use:~~ **The chart below will assist in determining the level of sensitivity of certain types of information. The examples are not meant to be all-inclusive, but rather to provide a sample of data that would fall in that particular category.**

Level of Sensitivity	Ways to Protect the Information	Examples of Information
Low Sensitivity	<ul style="list-style-type: none"> No need to protect the information. The information is publicly available 	<ul style="list-style-type: none"> Corporate or school websites Minutes of Board General information about enrolment (e.g. numbers of students)
Medium Sensitivity	<ul style="list-style-type: none"> Share information on a need to know basis Limit the number of 	<ul style="list-style-type: none"> E-mail messages that do not contain any personal or

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<i>Level of Sensitivity</i>	<i>Ways to Protect the Information</i>	<i>Examples of Information</i>
	<i>copies of the information</i> <ul style="list-style-type: none"> • <i>Password protect the data where possible</i> • <i>Destroy the information in a secure manner when no longer required</i> 	<i>confidential business information</i> <ul style="list-style-type: none"> • <i>Student collaborative work on projects</i> • <i>Agendas and minutes of meeting</i>
<i>High Sensitivity</i>	<ul style="list-style-type: none"> • <i>Password protection</i> • <i>Data encryption</i> • <i>Non-disclosure</i> • <i>Securely erase data when no longer required</i> 	<ul style="list-style-type: none"> • <i>Student data (e.g. personal, medical, family, achievement, demographic information, etc.)</i> • <i>Staff data (e.g. personal, medical, absence, payroll, performance reviews, demographic information, etc.)</i> • <i>Confidential financial or other corporate data</i> • <i>In-camera Board meeting minutes</i> • <i>E-mail messages containing personal or confidential information</i>

~~3.1.1—special student records (special education and disciplinary actions);~~

~~3.1.2—general student records (including marks, attendance, and reports on specific students);~~

~~3.1.3—board budget;~~

~~3.1.4—non-budgetary financial information;~~

~~3.1.5—staff performance reviews;~~

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~~3.1.6 pay and benefits;~~

~~3.1.7 employment equity and workers compensation;~~

~~3.1.8 management information (unofficial management correspondence, notes and e-mail);~~

~~3.1.9 human resources information;~~

~~3.1.10 physical planning information;~~

~~3.1.11 corporate data (for example Exec Council and Board/Committee minutes, memoranda to trustees, co-operative ventures information, staff relations and staffing data); and~~

~~3.1.12 program evaluation/board wide test results.~~

3.2 Access to **assets that contain** sensitive information and assets is restricted to those whose duties require such access. **Assets include: servers, workstations, storage media, etc.**

~~3.3 Schools and central administrative departments must conduct internal reviews of their compliance with this procedure and of the effectiveness and efficiency of its implementation at least once every five years. The Computer Services Department will monitor compliance.~~

4. Personnel Security

4.1 The Human Resources Department will ensure that Superintendents, Principals and Managers/Supervisors conduct the appropriate background reference check on any individual who is appointed to a position in the Lakehead District School Board in which there is access to sensitive information.

4.2 The Human Resources Department is responsible for notifying the Computer Services Department of any employee resignations/terminations. The Computer Services Department is responsible for removing the employee's computer access privileges.

5. Access to the Internet and Lakehead District School Board Networks

5.1 The Computer Services Department will establish and maintain a network firewall to protect the Board network from external unauthorized access, and control internal access to Internet information and facilities.

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5.2 Unauthorized, private Internet connections from any Lakehead District School Board networked workstation (including school/department, local and wide area networks) are prohibited. ~~No link should be established between any networked Lakehead District School Board workstation or server and any non-Lakehead District School Board network or computer unless authorized by Computer Services.~~

5.3 The Lakehead District School Board expressly prohibits staff or students from accessing or disseminating any material that is pornographic, racist, or promotes violence.

6. Security Awareness and Training

Superintendents, Principals and Managers/Supervisors are responsible for ensuring that all staff and students are provided with a computer network security awareness program suitable for their needs.

7. Contingency Planning

Computer Services is responsible for the ~~development~~ **maintenance** of a plan of action to recover information in the central computing environment and the Lakehead **District School** Board Wide Area Network in the event of a ~~major~~ security incident **resulting in a loss of data**. Schools and departments are responsible for the development and implementation of a plan of action to recover information within their jurisdiction.

8. Security Breaches and Violations

8.1 All staff are responsible for monitoring and enforcing compliance with this procedure within the scope of their duties and responsibilities. Violations or suspected violations of these responsibilities must be reported immediately to the appropriate Superintendent, Principal or Manager/Supervisor who will investigate and, where warranted, take appropriate administrative or disciplinary action.

8.2 Persons found to be in violation of this procedure may be subject to immediate disciplinary action up to and including termination of employment.

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9. Review

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

<u>Cross Reference</u>	<u>Date Received</u>	<u>Legal Reference</u>
<i>Information/Communication Technology Use Policy 3096</i>	January 27, 2009	<i>Education Act</i>
	<u>Date Revised</u>	<i>Copyright Act</i>
		<i>Trade-marks Act</i>
		<i>Municipal Freedom of Information and Protection of Privacy Act</i>
		<i>Personal Health Information Act</i>

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LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2014 MAY 13
Report No. 055-14

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

RE: 2014 to 2022 POLICY REVIEW SCHEDULE

1. Background

- 1.1 Section 5.1 *Identification of Policies Requiring Development and/or Review* of Policy 2010 Policy Development and Review identifies that “Senior Administration prepares an annual plan of action that outlines the process for managing policies for development and for review.”
- 1.2 Section 5.4 states “The Standing Committee considers policies annually for development or review.”
- 1.3 Section 4.1 *Policy Review* of Procedures 2010 Policy Development and Review states “A specified review date will be established for all policies.”
- 1.4 Section 4.2 states “The Standing Committee shall annually review the status of current policies.”

2. Situation

- 2.1 Section 5.5 *Identification of Policies Requiring Development and/or Review* of Policy 2010 Policy Development and Review states “The Standing Committee will recommend all Policies to be reviewed or developed to the Board for approval.”
- 2.2 The 2014 to 2022 review schedule (Appendix A) is attached for the Standing Committee’s consideration.

RECOMMENDATION:

It is recommended that Lakehead District School Board approve the 2014 to 2022 Policy Review Schedule, Appendix A to Report No. 055-14.

Respectfully submitted,

CATHERINE SIEMIENIUK
Director of Education

ANNUAL POLICY DEVELOPMENT AND REVIEW PLAN September 2014 to June 2022			
Year	Policy #	Title	Superintendent
1 2014-2015	3094	Electronic Meetings	Director
	8070	Safe Schools – System Expectations	C. Kappel
	NEW 7090	Concussions Accommodation in the Workplace	I. MacRae
	1011 4040 7060	Access to System Programs French Immersion Staff Training	S. Pharand
	NEW 3070 6010 9010	Privacy and Information Management Allowance for Use of Personal Vehicle Emergency Evacuation and School Closure School Accommodation	D. Wright
2 2015-2016	6021 8013 8040	Day Field Trip Visitation in the Schools Trespass to Schools	C. Kappel
	7011 7040	Teacher Performance Appraisal Violence in the Workplace	I. MacRae
	4030 4035	Territorial Student Program – Transportation & Services Board and Lodging – Payment	S. Pharand
	3061 3072 3091 8050	Reclamation of Properties Advocacy Security Naming and Opening of New or Consolidated Schools	D. Wright
	3005 3020 8015	Ontario Student Record Legal Representation Display of Flags	Director
3 2016-2017	8071	Bullying Prevention and Intervention	C. Kappel
	7010 7080 8014	Police Record Checks Health & Safety Advertising in the Schools	I. MacRae
	4005	English Language Learners	S. Pharand
	3010 9015	Fees Facility Partnership	D. Wright

Year	Policy #	Title	Superintendent
4 2017-2018	2010	Policy Development and Review	Director
	4045 6040	Environmental Reporting of Children in Need of Protection	C. Kappel
	4022 4023	Prior Learning Assessment & Recognition Prior Learning Assessment & Recognition for Mature Students	I. MacRae
	8080	School Council	
	3080	Research	S. Pharand
	3026 8011	Budget Variance Use of School Buildings, Facilities and Grounds	D. Wright
5 2018-2019	3001 8061	Governance Aboriginal Education Advisory Committee	Director
	5010 6050	Special Education Food and Beverage	C. Kappel
	6070	Video Surveillance	I. MacRae
	4010	Program Implementation	S. Pharand
	3030 8010 9030	Purchasing Fees for Learning Materials and Activities Playground Structures	D. Wright
	3090	Use of Board Logo	Director
6 2019-2020	6061 6062	Administration of Oral Medication Anaphylaxis and Medical Emergency Management	C. Kappel
	6020 8073	Extended Field Trip Dress Code	I. MacRae
	4021	Assessment & Evaluation	S. Pharand
	3073 3074 6022	Corporate Credit Card Expense & Travel Reimbursement Kingfisher Outdoor Education	D. Wright
	1020 3100 4020 8072	Equity & Inclusive Education Accessibility Standards For Customer Service Alternative Schools Sexual Orientation & Gender Identity	C. Kappel
	7030	Harassment and Human Rights	I. MacRae
7 2020-2021	8062 8065 9020	Voluntary Aboriginal Student Self-Identification Voluntary Aboriginal Staff Self-Identification Library Resource Centre	S. Pharand
	8012	Fundraising in the Schools	D. Wright
	3095	Student Trustee	Director
	8091	Use of Volunteers in Schools	C. Kappel
	7020 8090	Equitable Employment Community/Education Partnerships	I. MacRae
	3040 3060 3071 3093 3096	Transportation Leasing of Space Advertising Information Security Information/Communication Technology Use	D. Wright
8 2021-2022			