



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. 9

Tuesday, May 27, 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 – 6:30 p.m. (SEE ATTACHED AGENDA)		
6.	Report of Committee of the Whole – Closed Session		
7.	Delegations/Presentations		
7.1	Sir Winston Churchill Collegiate and Vocational Institute - SWC Robotics	I. MacRae	1-2
8.	Confirmation of Minutes		
8.1	Board Meeting No. 7 (Special) - April 22, 2014	D. Massaro	3-4
8.2	Regular Board Meeting No. 8 - April 22, 2014	D. Massaro	5-8
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	School Gardens (062-14)	S. Pharand	9-10 + handout
10.4	Student Success (061-14)	S. Pharand/ I. MacRae	11-14
10.5	Communications Update (069-14)	C. Siemieniuk	15-18
11.	First Reports		

MATTERS FOR DECISION:

12.	Postponed Reports		
13.	Recommendations from the Standing Committee (063-14)	K. Wilson	19-28
13.1	Approval of Standing Committee and Regular Board Meeting Schedule 2014-2015 (051-14)		
	<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>		
13.2	Policy Review - 3093 Information Security (057-14)		
	<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>		
13.3	Policy Review - 3095 Student Trustee (059-14)		
	<i>It is recommended that Lakehead District School Board approve 3095 Student Trustee Policy, Appendix A to Report No. 059-14, as amended.</i>		

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>
13.4	2014 to 2022 Policy Review Schedule (055-14)		
	<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>		
14.	Ad Hoc and Special Committee Reports		
15.	New Reports		
15.1	8091 Volunteers in the Schools Policy (064-14)	C. Kappel	29
	<i>It is recommended that Lakehead District School Board approve the change of the header from Business and Board Administration to School-Community Relations on 8091 Volunteers in the Schools policy and procedures.</i>		
15.2	Multi-Year Strategic Plan (066-14)	C. Siemieniuk	30-31
	<i>It is recommended that Lakehead District School Board extend the 2012-2014 Strategic Plan to include the 2014-2015 school year.</i>		
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. 9

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AGENDA

COMMITTEE OF THE WHOLE – Closed Session

6:30 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 Board Meeting No. 7 (Special) - April 22, 2014	D. Massaro	1
5.1.2 Regular Board Meeting No. 8 - April 22, 2014	D. Massaro	2-3
5.2 Business Arising from the Minutes		
5.3 Consideration of Reports		
5.3.1 Property Matter (065-14)	D. Wright	4-5
5.3.2 Negotiations Update	I. MacRae	Verbal
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 Public Schools

CELEBRATING STUDENT ACHIEVEMENT

School: Sir Winston Churchill Collegiate and Vocational Institute

Title of Initiative: SWC Robotics

Components of Initiative	School's Details
1. Description of the nature of the initiative to improve student achievement	Sir Winston Churchill's SWC Robotics Team provides students with the opportunity to participate in a complex design challenge that involves a wide range of skills. The team utilizes computer programming, design and manufacturing, entrepreneurship as well as the communication skills necessary to engage community partners and sponsors.
2. Rationale for selecting the initiative	Although the team is just in its second year they have achieved some impressive goals. They have developed a business plan, sought out community partners for both financial support and mentorship, and they have competed successfully against some of the top Robotics teams in the country.
3. Intended outcomes of the initiative related to improved student achievement	Robotics provides an ideal opportunity for students to apply a wide range of cross disciplinary skills. Students must collaborate on all aspects of the design and build. They have strict timelines but the design itself is a product of creativity and innovation, as much as it is a reflection of hands-on technical skill. This is authentic, real-world problem solving in action.
4. Description of the data used	The data would really be a calculation of the hours put into the design and build process, and the costs associated with the competition itself, which are in excess of \$16,000.
5. Brief description of the significant activities or strategies involved with the initiative	The design process really is from the ground up. While the students were able to build on their experience from last year's competition, the programming and build is a constant process of testing and trial and error.
6. One or two highlights of the above activities	The competition itself has a huge focus on community building. Teams are recognized for sharing their resources and expertise. While they are competing they are also collaborating and sharing ideas. At the local level, the opportunity to partner with engineers and local businesses really fosters student confidence and provides invaluable opportunities to network and showcase their skills.

7. Description of any unexpected results or “moments of serendipity” related to the initiative	After being delayed considerably by a parts delivery issue, the team finally tested the robot’s catapult three days prior to the competition. It worked! The team was able to finish their design using odds and ends (string, duct tape, and pvc). Unfortunately, three days into the competition, the robot died on the field, for no apparent reason. Still, the team came very close to a spot in the championship.
8. Description of one or two interesting findings that would be useful or helpful to other schools	There is interest within the community to see Robotics grow within the schools. There are school districts in the United States where the popularity of Robotics has eclipsed that of varsity sports. It is an inclusive activity that promotes high level thinking and problem solving and, while it is competitive, it is incredibly collaborative.
9. Identification of one or two noteworthy hurdles or stumbling-blocks	The team has been incredibly entrepreneurial but there are significant costs related to materials, equipment and technology. The team competes against clubs with budgets in excess of \$50, 000. One of the teams was sponsored by NASA. The team is also facing the graduation of some of its key members. As a result, junior members will need to be brought along quickly to take over the club. Travel costs are also a challenge.
10. Next steps in pursuing the initiative	Involving the younger students in the competition itself will enhance the sustainability of a competitive club. Involving our grade 7/8 students will also help the club build and maintain a critical mass of students. The team is participating in a “Celebration of Learning and Play event for Kindergarten students in June. They are also holding a community yard sale to raise funds for next year’s competition,
11. Lessons learned about the school’s efforts to improve student achievement	Co-curricular activities need to be varied and able to engage a wide range of students. The curriculum recognizes the importance of authentic problem solving, and the use 21 st century technology. Developing these skills will develop academically strong students who are well prepared to transition into post-secondary education and/or industry.

LAKEHEAD DISTRICT SCHOOL BOARD

MINUTES OF BOARD MEETING NO. 7 (SPECIAL)

Sibley Room
Jim McCuaig Education Centre

2014 APR 22
5:30 p.m.

TRUSTEES PRESENT:

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

Lori Lukinuk
Ron Oikonen – via teleconference
Jack Playford

TRUSTEES ABSENT, WITH REGRET:

George Saarinen
Logan Turner (Student Trustee)

SENIOR ADMINISTRATION:

Catherine Siemieniuk, Director of Education

PUBLIC SESSION:

1. **Approval of Agenda**

Moved by Trustee Johansen

Seconded by Trustee Arnone

“THAT the Agenda for Board Meeting No. 7 (Special), April 22, 2014 be approved.”

CARRIED

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

Moved by Trustee Oikonen

Seconded by Trustee Wilson

“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 Playford

Seconded by Trustee Johansen

“THAT we do now adjourn at 6:25 p.m.”

CARRIED

LAKEHEAD DISTRICT SCHOOL BOARD

MINUTES OF REGULAR BOARD MEETING NO. 8

Board Room
Jim McCuaig Education Centre

2014 APR 22
7:30 p.m.

TRUSTEES PRESENT:

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

Lori Lukinuk
Ron Oikonen
Jack Playford
Logan Turner (Student Trustee)

TRUSTEE ABSENT, WITH REGRET:

George Saarinen

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:

Daniel Denommé, Managers

PUBLIC SESSION:

1. **Approval of Agenda**

Moved by Trustee Wilson

Seconded by Trustee Oikonen

"THAT the Agenda for Regular Board Meeting No. 8, April 22, 2014 be approved."

CARRIED

2. **Reading: By-Law No. 108 - 2014 Municipal Election - Alternative Voting Methods**

Chair Massaro read By-Law No. 108 - 2014 Municipal Election – Alternative Voting Methods.

3. 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 Massaro in the Chair to consider the following:

- *Confirmation of Committee of the Whole – Closed Session Minutes*
 - *Regular Board Meeting No. 6*
 - *March 25, 2014*
- *Negotiations*
- *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:

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

PUBLIC SESSION:

5. Report of Committee of the Whole – Closed Session

Moved by Trustee Oikonen

Seconded by Trustee Johansen

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

‘THAT Lakehead District School Board approve the Committee of the Whole – Closed Session Minutes of Regular Board Meeting No. 6, March 25, 2014.’”

CARRIED

6. Agnew H. Johnston Public School - Agnew’s Student Well Being Strategy

Sherry-Lynne Pharand, Superintendent of Education, introduced Maureen Abbott, Principal and Leslie Hynnes, Vice Principal of Agnew H. Johnston Public School, who presented information regarding *Agnew’s Student Well Being Strategy*. All Trustees’ questions were addressed.

7. Confirmation of Minutes

Moved by Trustee Wilson

Seconded by Trustee Johansen

“THAT Lakehead District School Board approve the Minutes of Regular Board Meeting No. 6, March 25, 2014.”

CARRIED

MATTERS NOT REQUIRING A DECISION:

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

Trustee Playford, alternate Ontario Public School Boards' Association delegate, informed the Board that the next meetings will take place May 2 and 3.

9. Student Trustee Report

Logan Turner, Student Trustee, provided a handout as his report. Items addressed included: 2014-2015 Student Trustee interviews, WE Stand Up 2014, and secondary school activities.

10. Literacy and Numeracy K-12 (054-14)

Sherri-Lynne Pharand, Superintendent of Education, introduced Andrea Lampo, Secondary Mathematics Coach, Dana Sawiak, Elementary Mathematics Resource Teacher, Paul Tsekouras, Secondary Program Coordinator, and Nicole Walter Rowan, Program Coordinator, who presented the report. All Trustees' questions were addressed.

11. Aboriginal Education (053-14)

Sherri-Lynne Pharand, Superintendent of Education, introduced Lynnit-Jo Guillet, Aboriginal Education Resource Teacher, Amy Farrell, Aboriginal Community Liaison Officer, and Nicole Walter Rowan, Program Coordinator, who presented the report. All Trustees' questions were addressed.

MATTERS FOR DECISION:

12. Recommendations from the Standing Committee (050-14)

Policy Review - 3095 Student Trustee (046-14)

Moved by Trustee Wilson

Seconded by Trustee Arnone

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

CARRIED

13. Recommendations from the Standing Committee (050-14)

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

Moved by Trustee Wilson

Seconded by Trustee Johansen

"THAT Lakehead District School Board approve 8090 Community/Education Partnerships Appendix B to Report No. 050-14."

CARRIED

14. By-Law No. 108 - 2014 Municipal Election - Alternative Voting Methods (052-14)

Moved by Trustee Oikonen

Seconded by Trustee Playford

"THAT Lakehead District School Board adopt By-Law No. 108, Alternative Voting Methods for Municipal Elections, authorizing the use of an alternative voting method for the election of Trustees for the Province of Ontario Localities - Auden, Armstrong, Collins, Ferland, and Lakehead (areas without municipal organization) as outlined in Appendix A of Report No. 052-14."

CARRIED

15. Information and Inquiries

15.1 Trustee Oikonen reported that he and Trustees Arnone, Johansen, Lukinuk, and Wilson, attended *Safe Talk* training on April 16.

15.2 Student Trustee Turner requested information regarding French Immersion course selections at Hammarskjold High School. Sherri-Lynne Pharand, Superintendent of Education, responded that a review has taken place in regards to the 10 core and elective credits required for graduation.

15.3 Trustee Arnone reported that she participated in United Way Thunder Bay's allocation of monies raised by secondary schools for youth programs throughout the city.

15.4 Trustee Lukinuk noted that Ontario Public School Boards' Association has sent information to Trustees regarding *Forward Planning and Priority-Setting for 2014-2015* and encourage Trustees to submit their input.

16. Adjournment

Moved by Trustee Lukinuk

Seconded by Trustee Arnone

"THAT we do now adjourn at 9:09 p.m."

CARRIED

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2014 MAY 27
Report No. 062-14

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

RE: SCHOOL GARDENS

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 School gardens encompass many of the goals of the environmental education and the Ontario EcoSchool program.
- 1.3 On March 27, 2012, the Canadian Red Cross – Healthy Eating Makes the Grade delegation made a presentation to the Board as a first steps towards implementing school gardens in Lakehead District School Board schools. Trustees directed Administration to develop a protocol for those schools wishing to develop a garden.
- 1.4 A committee was established to develop consistent protocols and a School Gardens handbook for schools and Parent Involvement committees to utilize when considering a school garden.

2. Situation

- 2.1 The School Gardens committee met regularly throughout the 2012–2013 school year, and included school administrators, teachers, parents and plant personnel.
- 2.2 Throughout the course of 2012-2013, the School Gardens committee, in conjunction with community members and through consultation of multiple resources, developed a Lakehead Public Schools *School Gardens Resource Guide*.

The resource guide provides resources, tips and procedures for developing a school garden from the planning through decommissioning stage.
- 2.3 In addition to the Guide, School Garden resource kits have been established in the IMC for school use.

3. Next Steps

One hard copy of the resource guide will be provided to each elementary and secondary school and the guide will be available in electronic form on the Board's website.

4. Conclusion

Lakehead District School Board recognizes the value of school gardens to school communities.

Respectfully Submitted,

CHRISTY RADBOURNE
Principal

SHERRI-LYNNE PHARAND
Superintendent of Education

CATHERINE SIEMIENIUK
Director of Education

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2014 MAY 27
Report No. 061-14

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

RE: STUDENT SUCCESS

1. Background

- 1.1 Lakehead District School Board offers a variety of high quality programs that support student success for all students in the intermediate and senior divisions.
- 1.2 The key elements for student success are guided by the four pillars of the Provincial Student Success strategy. These include supporting:
 - Literacy;
 - Numeracy;
 - Community, Culture and Caring; and
 - Pathways.
- 1.3 Pathway programs provide students with experiential learning opportunities that support student engagement and achievement. These opportunities provide students with the ability to change and revise their goals, and explore future career destinations.
- 1.4 Building and sustaining pathway programs successfully is a shared school and Board responsibility.

2. Situation

- 2.1 School based Student Services personnel are responsible for guiding secondary students in course selections that ensure successful transition to post-secondary destinations. To support student pathway planning in Grades 7 through 12, an upgrade to the Board's current career planning software was implemented this year to encourage student planning by providing the knowledge and information they need to help them define their goals and shape their future. The Ministry has also requested that Boards provide an online portfolio collection tool for students in Grades K through 6 by September 2014.
- 2.2 Partnerships and outreach opportunities continue to be developed at the system level. Cooperative Education programs are a vehicle to engage students by connecting curriculum to real-world workplace and post-secondary destinations. Specialized system programs include Ontario Youth Apprenticeship Programs (OYAP) for placements in any of Ontario's 160+ skilled trades, Army and Navy Reserve Coop, as well as the Board's Aviation program.

- 2.3 Specialist High Skills Major (SHSM) programs were expanded in 2013-2014. SHSM programs allow students the opportunity to earn a red seal on their diploma indicating the completion of a concentrated, sector-specific course of study. The 2013-2014 SHSM program choices include: Arts and Culture, Health and Wellness, Manufacturing (Churchill), Manufacturing (Superior), Environment, Transportation, Mining, Justice, Community and Emergency Services, Construction, Sports and Recreation and Aviation. Currently, there are 142 students enrolled and working toward a SHSM designation on their diploma.
- 2.4 Dual credit opportunities under the School College Work Initiative (SCWI) provide students the opportunity to earn a secondary school and college credit, concurrently, while attending Confederation College. Dual credit courses include Manufacturing Link, Transportation Link, and Aviation Link. Currently, there are 54 students participating in SCWI team taught dual credits.
- 2.4.1 *College Now* is a unique college-delivered dual credit program offered at Confederation College to high school students from both the Lakehead District School Board and the Thunder Bay Catholic District School Board. This dual credit program supports secondary school students in completing their high school credits while considering their post-secondary education and transition to college. Currently, there are 163 students enrolled in *College Now* and *College Link*.
- 2.4.2 An enhancement to current dual credit programming is also being implemented for this summer with the Board's current dual credit partners. The Summer Centre for Learning and Student Success (C.L.A.S.S) is a program for students who need to complete outstanding work in their unsuccessful course this year (credit recovery) or who would benefit from a choice of three college-delivered dual credit courses to support graduation and make more informed decisions about college pathways. Lakehead District School Board has access to 28 dual credit seats as part of our first Summer C.L.A.S.S. this July.
- 2.5 *Success Certified*, a free certification and training day, provided 191 students across the region this year the opportunity to receive a number of certifications and awareness training at no cost to them. These certifications and training included Emergency First Aid/CPR, Fall Arrest, Chainsaw Safety, Safe Food Handling, Smart Serve, Salon Assistant, Infectious Disease Prevention and Service Excellence. *Success Certified* happened this year on May 7 and 8 with 102 Lakehead District School Board students participating.
- 2.6 Efforts in our system to collect student voice this year was provincially recognized by the Ministry of Education. Through the Students as Researchers (StAR) project, a team of students from one of our secondary schools compiled a manual that documented student voice and their transition to secondary school which resulted with an invitation to attend the Ministry of Education's first Students As Researchers Conference in April.
- 2.7 This year, 120 secondary students across the Lakehead District School Board participated in ten e-Learning classes.

- 2.8 In addition to online courses, many Lakehead District School Board teachers use classroom websites to engage their students and enable communication beyond the school through blended learning environments. Since September 2013, over 3800 students have logged into the Board's classroom website server to engage with class material online. This represents approximately 42% of the Board's K-12 student population, and is a 120% increase of student participation from last year.
- 2.9 The Homework Help Initiative (HHI) is an online support designed to increase student achievement in Grades 7-10 Mathematics. This program supports students through a free, secure, online chat room hosted by the Independent Learning Centre (ILC) where students in Grades 7-10 Mathematics obtain after school math help. The online chat room provides students with math support at home. This initiative provides families a tool where students can ask math questions in a secure, non-intimidating environment. As of March 31, 2014, 1892 students have accessed the site this year.

3. Next Steps

- 3.1 For September 2014, SHSM offerings have been expanded in the Lakehead District School Board to include Business at Sir Winston Churchill C.V.I. The delivery of this additional SHSM will be supported through our partnership with the Martin Aboriginal Education Initiative (MAEI) and their Aboriginal Youth Entrepreneurship Program (AYEP).
- 3.2 Community partnerships that support student pathways will continue to be developed and sustained. Opportunities for students to earn dual credits and to participate in 'reach ahead' experiences through the School College Work Initiative with Confederation College will continue to be available to Lakehead District School Board students next year. Central staff and schools will closely monitor the success and expansion of SCWI , *College Now* and Summer C.L.A.S.S dual credit programs.
- 3.3 Relevant data and other evidence will continue to be used to monitor the success of all SHSM and dual credit programs to inform next steps.
- 3.4 Projects that seek out student voice to inform school and system improvement will continue to be encouraged and supported.
- 3.5 A total of ten e-Learning courses will be offered in 2014-2015. Courses available through e-Learning for next year include Grade 10 Career Studies, Grade 10 Civics & Citizenship, Grade 12 World History, Challenge and Change in Society, Financial Accounting Principles, Grade 12 English, Writers Craft and Mathematics for College Technology.
- 3.6 The Homework Help Initiative support will be available to all Lakehead District School Board students taking Math courses during their summer holidays.

- 3.7 The Program Department will continue to provide training in engaging students through classroom websites and digital resources, including the online 7-12 pathway planning tool and supporting the implementation of the online K-6 portfolio.

4. Conclusion

Lakehead District School Board will continue to provide high quality programs and opportunities for all students in the intermediate and senior divisions to ensure student success. Pathways will continue to be supported and developed at both the school and system level to contribute to student success and to help reach every student.

Respectfully submitted,

GERALD CORNIES
Ontario Youth Apprenticeship Programs
Coordinator/Student Success Resource Teacher

GINO RUSSO
e-Learning Contact/Mathematics Resource Teacher

PAUL TSEKOURAS
Student Success Leader

SHERRI-LYNNE PHARAND
Superintendent of Education

IAN MACRAE
Superintendent of Education

CATHERINE SIEMIENIUK
Director of Education

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2014 MAY 27
Report No. 069-14

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

RE: COMMUNICATIONS UPDATE

1. Background

- 1.1 Lakehead District School Board is committed to establishing and maintaining effective communications with target audiences and community stakeholders in accordance with the 2011-2014 Multi-year Strategic Plan.
- 1.2 Lakehead District School Board has demonstrated its commitment and dedication to open and clear communication through the position of the Communications Officer and through ongoing communications processes.
- 1.3 Effective communication provides a venue for two-way communication through a number of proven communication vehicles including:
 - media relations;
 - website;
 - social media;
 - advertising/marketing campaigns;
 - publications and documents; and
 - video productions.
- 1.4 The goals of effective communication include:
 - promote Lakehead Public Schools as an educational leader in the district and in Ontario;
 - increase the profile of our students, staff, and schools;
 - encourage and support parent and community involvement/engagement within the Lakehead Public Schools system;
 - promote effective communications with our internal and external audiences; and
 - advocate for and support the ideals of public education.
- 1.5 Communications have played key roles in a number of organizational defining initiatives including:
 - student recruitment and retention efforts;
 - lakehead Public Schools brand development;
 - parental engagement efforts;
 - school review and accommodation;
 - mission, Vision and Values development; and
 - character education.

- 1.6 Ongoing and innovative communications efforts support the mission, vision, values, and strategic direction of Lakehead District School Board.

2. Situation

- 2.1 At the January 22, 2013 Regular Board Meeting, the Board approved the revised 2011-2014 Multi-year Strategic Plan.
- 2.2 Following the revision of the Multi-year Strategic Plan, Communication was incorporated into the Engagement pillar.
- 2.3 In order to realize the Communications related Objectives within the Engagement Pillar, the following two goals were developed:

2.3.1 Communication with students, parents, staff, and community will be strengthened through enhanced communication methods and practices.

This goal has been addressed through the following actions:

- In past years, a number of surveys were conducted to determine where parents and other stakeholders access Board and school related information. Those surveys have helped to guide the current direction of communications.

A survey was conducted at the annual Kindergarten Information Night in February. Attendees were asked how they were informed of the event in a survey. School to community communications was listed as the most popular form of communication followed by traditional media and social media. The gap between traditional media and social media continues to narrow. Respondents continue to use traditional methods such as newspaper, radio and television in addition to social media.

- The Parent Involvement Committee Communications Ad-Hoc Committee continues to support and promote communications with parents and guardians. The PIC Corner is a regular feature of the weekly This Week at Lakehead Public Schools.
- Students were provided with a new tool to combat bullying in their schools and in the community with the introduction of the Lakehead Public Schools Safe Schools App. The App was developed by a Sir Winston Churchill Collegiate and Vocational Institute Student and was launched during Bullying Awareness and Prevention Week in November. The Safe Schools App provides a direct link to report a bullying incident that has been witnessed through Thunder Bay District Crime Stoppers. Thunder Bay Police Services works with schools upon receiving a bullying tip through the Safe Schools App and Thunder Bay District Crime Stoppers.

- In addition to witnessing a bullying incident, students can also report:
 - Vandalism
 - Drugs and Alcohol issues
 - Other issues impacting school safety

An update of the App with more information for students is currently in progress.

- The development of a comprehensive social media strategy began in December of this school year. Following prescribed tendering protocols, the Centre for Excellence for Public Sector Marketing (CEPSM) was hired to work with the Communications Officer to develop the strategy. Through a number of meetings with staff, stakeholder interviews with Trustees, parents and staff, reviews of existing social media platforms and training with staff, the strategy has been completed. The detailed Lakehead Public Schools Strategic Social Media Engagement Plan provides 28 recommendations for the strategic use of social media. A work plan has been created to address the recommendations contained in the report. Progress will be reported to the Board as the process continues. This project was undertaken in conjunction with the Parent Involvement Committee's Regional Pro Grant to enhance communications.
- Student voice was once again front and centre at the WE Stand Up Student Conference on April 24. Approximately 1,400 students from 45 secondary and elementary schools from the city and region converged on the Thunder Bay Community Auditorium to be engaged, empowered and encouraged to make positive change in their schools and in their community. Headline speakers Craig Kielburger and Chris Tse from Free the Children, along with a number of local speakers and performers, electrified the audience with their inspirational messages on topics such as bullying, racism, social injustice, and world hunger.

A strong and vibrant student planning committee ensured that the event was exciting and successful. The planning committee also ensured that WE Stand Up had a positive impact on the community through the adoption of Shelter House Thunder Bay. Leading up to the event, the students cooked a meal at and conducted a food drive for Shelter House. Students attending WE Stand Up were also encouraged to bring a non-perishable food item to the Auditorium on April 24.

2.3.2 A communication plan that focuses on student and staff achievements will be reviewed, revised and implemented by June 2013.

The goal has been addressed through the following actions:

- The third and final installment of the Celebrate Every Achievement Campaign ran in the Fall of 2013. The campaign celebrated student achievement and highlighted the contributions of all Lakehead Public Schools staff to student success. Celebrate Every Achievement consisted of newspaper ads, bus shelter ads, website ads on

www.lakeheadschoools.ca and TbNewswatch, and a poster series for all schools and Board facilities. The campaign will continue as a component of the social media strategy.

- The achievements of our students, staff and schools are numerous and diverse. Numerous methods including news releases, media advisories, and the internal newsletter “This Week at Lakehead Public Schools” are used to tell the stories of our success to our immediate and broader stakeholders. Since September 2013, 93 media opportunities in the form of news releases and media advisories have been issued. Significant media coverage resulted. This does not include media initiated inquiries.
- The Director’s Annual Report is completed and posted on the website each year following the December Annual or Inaugural Board Meeting. A smaller version of the Director’s Annual Report, the Community Report, was also completed in time for the annual Kindergarten Registration period. The report is suitable for distribution at schools and special event and reflects the goals and objectives of the Multi-year Strategic Plan.

3. Next Steps

3.1 Completion of the Social Media Strategy

The strategic use of social media will have a profound impact on how Lakehead Public Schools communicates with its numerous stakeholders. As the recommendations contained in the Lakehead Public School Board Strategic Social Media Engagement Plan are numerous and broad, the process will carry on throughout the next year and will include opportunities for new learning at every level of the organization.

3.2 Continued Assessment and Evaluation of Communications

The nature and practice of communications continues to evolve. As such, the communications efforts of Lakehead Public Schools must be assessed and evaluated at regular intervals.

4. Conclusion

Lakehead Public Schools is committed to strengthening communications practices to effectively communicate to the varied and diverse target audiences.

The Communications Officer will continue to work with staff and advisory groups to enhance communications at all levels.

Respectfully Submitted,

BRUCE NUGENT
Communications Officer

CATHERINE SIEMIENIUK
Director of Education

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2014 MAY 27
Report No. 063-14

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

RE: RECOMMENDATIONS FROM THE STANDING COMMITTEE

Background

The following reports were received at the Standing Committee Meeting of May 13, 2014 and have been referred to the Board for approval. The recommendations are as follows:

**APPROVAL OF STANDING COMMITTEE AND REGULAR BOARD MEETING SCHEDULE
2014-2015 (051-14)**

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.

POLICY REVIEW – 3093 INFORMATION SECURITY (057-14)

It is recommended that Lakehead District School Board approve 3093 Electronic Information Security Policy, Appendix A to Report No. 057-14, as amended.

POLICY REVIEW – 3095 STUDENT TRUSTEE (059-14)

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

2014 to 2022 POLICY REVIEW SCHEDULE (055-14)

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,

KAREN WILSON
Chair
Standing Committee

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
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
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26	27	28	29	30	31	

NOVEMBER 2014

SUN	MON	TUES	WED	THUR	FRI	SAT
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30						

DECEMBER 2014

SUN	MON	TUES	WED	THUR	FRI	SAT
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
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28	29	30	31			

JANUARY 2015

SUN	MON	TUES	WED	THUR	FRI	SAT
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4	5	6	7	8	9	10
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FEBRUARY 2015

SUN	MON	TUES	WED	THUR	FRI	SAT
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MARCH 2015

SUN	MON	TUES	WED	THUR	FRI	SAT
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APRIL 2015

SUN	MON	TUES	WED	THUR	FRI	SAT
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
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26	27	28	29	30		

MAY 2015

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

JUNE 2015

SUN	MON	TUES	WED	THUR	FRI	SAT
	1	2	3	4	5	6
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

DRAFT – May 27, 2014

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, Federal Trade-marks Acts, 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.
- 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.

BUSINESS AND BOARD ADMINISTRATION

DRAFT – May 27, 2014

3000

Appendix A to
Report No. 057-14

ELECTRONIC INFORMATION SECURITY POLICY

3093

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

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DRAFT – May 27, 2014**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.

DRAFT – May 27, 2014**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:

DRAFT – May 27, 2014**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 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 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

DRAFT – May 27, 2014

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)
3074 Expense and Travel Reimbursement Policy and Procedures.	<u>Date Revised</u> April 22, 2003 March 27, 2007	Ont. Reg. 7/07 S.5 (1)

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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
	8071	Bullying Prevention and Intervention	C. Kappel
3 2016-2017	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 8080	Prior Learning Assessment & Recognition Prior Learning Assessment & Recognition for Mature Students School Council	I. MacRae
	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
6 2019-2020	3090	Use of Board Logo	Director
	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
7 2020-2021	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
	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
8 2021-2022	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

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2014 MAY 27
Report No. 064-14

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

RE: 8091 VOLUNTEERS IN THE SCHOOLS POLICY

1. Background

The revised Volunteers in the Schools Policy 8091 was approved by the Board at the January 28, 2014 Regular Board Meeting.

2. Situation

2.1 It was noticed, after the revised policy was approved, that the heading for the policy was listed as *Business and Board Administration* and should have been listed as *School-Community Relations*.

2.2 According to the Board's 2010 Procedural By-Law, section 9.18 "*Any motion, when once decided by the Board at a Regular or Special meeting, shall not be reconsidered for four (4) months.*"

3. Conclusion

As four months have now lapsed since the revised policy was approved, this housekeeping item can now be addressed.

RECOMMENDATION

It is recommended that Lakehead District School Board approve the change of the header from Business and Board Administration to School-Community Relations on 8091 Volunteers in the Schools policy and procedures.

Respectfully submitted,

COLLEEN KAPPEL
Superintendent of Education

CATHERINE SIEMIENIUK
Director of Education

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2014 MAY 27
Report No. 066-14

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), annual reviews of the plan were conducted with the Board's Director of Education. Revisions to the plan were approved by the Board in January 2013.
- 1.4 The Multi-Year Strategic Plan has been shared annually with the Aboriginal Education Advisory Committee, Parent Involvement Committee, and Special Education Advisory Committee.
- 1.5 The Multi-Year Strategic Plan, as approved by the Board, was to guide the work for the three years 2011-2012 to 2013-2014.

2. Situation

- 2.1 The retirement of the current Director of Education is effective August 31, 2014.
- 2.2 On March 25, 2014, the Board directed the Director of Education to review the 2012-2014 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.
- 2.3 Input to the current Plan was sought from the Board as well as Senior Administration, employee groups, and advisory groups. Those who were consulted felt the current Plan remains relevant and concurred with keeping the Plan for one more year.

RECOMMENDATION

It is recommended that Lakehead District School Board extend the 2012-2014 Strategic Plan to include the 2014-2015 school year.

Respectfully submitted,

CATHERINE SIEMIENIUK
Director of Education