



Office of the Director

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

STANDING COMMITTEE
Tuesday, October 14, 2014
Jim McCuaig Education Centre

Ian MacRae
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		
5. Confirmation of Minutes		
5.1 Standing Committee Meeting - September 9, 2014	K. Wilson	1-3
6. 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

MATTERS NOT REQUIRING A DECISION:

7. Information Reports

7.1	Audit Committee Report	D. Massaro	Verbal
7.2	Draft - Revisions to the 2010 Procedural By-Law (088-14)	K. Wilson	4-12
7.3	Special Education Advisory Committee Meeting Minutes - June 18, 2014	C. Kappel	13-17
7.4	Student Achievement (103-14)	S. Pharand	18-21
7.5	Alternative School (106-14)	S. Pharand	22-23
7.6	Aboriginal Education Advisory Committee Meeting Minutes - June 6, 2014	S. Pharand	24-26
7.7	2014-2015 Operational Plan (097-14)	I. MacRae	27 +Appended
7.8	Parent Involvement Committee Meeting Minutes - September 15, 2014	I. MacRae	28-32

8. First Reports

MATTERS FOR DECISION:

9. Postponed Reports

10. Ad Hoc and Special Committee Reports

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

		Resource Person	Pages
11.	New Reports		
11.1	Appointments to the 2014-2015 Parent Involvement Committee (102-14)	I. MacRae	33-35

It is recommended that Lakehead District School Board:

1. *Approve the following appointments to the 2014-2015 Parent Involvement Committee effective November 15, 2014 to November 14, 2015:*
 - *Samantha Conway, School Council alternate representative;*
 - *Hillary Freeburn, Parent alternate member;*
 - *Julie Hall, School Council alternate representative;*
 - *David Isherwood, Principal representative;*
 - *Brandy Kirchen, Parent alternate member;*
 - *Donica LeBlanc, Principal alternate representative;*
 - *Michael Otway, Special Education Advisory Committee alternate representative;*
 - *Laura Prodanyk, Community representative;*
 - *Jesse Roberts, Community representative;*
 - *Laura Sylvestre, Special Education Advisory Committee representative;*
 - *Suzanne Tardif, Aboriginal Education Advisory Committee representative;*
 - *Nicole Walter Rowan, Teacher representative; and*
 - *Beverley White-Kokeza, Aboriginal Education Advisory Committee alternate representative.*
2. *Approve the following appointments to the 2014-2015 and 2015-2016 Parent Involvement Committee effective November 15, 2014 to November 14, 2016:*
 - *Jennifer DeFranceschi, Parent member; and*
 - *Danica Gernat, School Council representative.*

11.2	Policy Review - 3070 Allowance for Use of Personal Vehicle (101-14)	D. Wright	36-42
------	---	-----------	-------

It is recommended that Lakehead District School Board approve 3070 Allowance for Use of Personal Vehicle Policy as amended, Appendix A to Report No. 101-14.

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

LAKEHEAD DISTRICT SCHOOL BOARD

	<u>Resource Person</u>	<u>Pages</u>
11.3 Policy Review - 7060 Staff Training (105-14)	S. Pharand	43-48

It is recommended that Lakehead District School Board approve 7060 Staff Training, Appendix A to Report No. 105-14.

- 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 DISTRICT SCHOOL BOARD

MINUTES OF STANDING COMMITTEE

Board Room
Jim McCuaig Education Centre

2014 SEP 09
7:30 p.m.

TRUSTEES PRESENT:

Karen Wilson (Chair)
Marg Arnone
Pat Johansen
Lori Lukinuk

Deborah Massaro
Ron Oikonen
Jack Playford
Hannah Smith (Student Trustee)

TRUSTEE ABSENT, WITH REGRET:

George Saarinen

SENIOR ADMINISTRATION:

Ian MacRae, Director of Education
Colleen Kappel, Superintendent of Education
Sherri-Lynne Pharand, Superintendent of Education
David Wright, Superintendent of Business

FEDERATION/UNION REPRESENTATIVES:

Paul Caccamo, OSSTF - TBU
Patricia Gibbs, OSSTF - SSP
Wayne Bahlleda, Managers

PUBLIC SESSION:

1. **Approval of Agenda**

Moved by Trustee Massaro

Seconded by Trustee Johansen

"THAT the Agenda for Standing Committee Meeting, September 9, 2014 be approved."

CARRIED

2. **Student Trustee Declaration**

On behalf of the Board, Chair Wilson welcomed Student Trustee Hannah Smith to her first meeting in her capacity as 2014-2015 Student Trustee. Student Trustee Smith recited and signed the Student Trustee Declaration.

3. **Thunder Bay District Health Unit - Safe Cycling in Schools**

Stasia Starr, RN, BScN, Thunder Bay District Health Unit, presented information regarding safe cycling. All Trustees' questions were addressed.

4. Introduction of Newly Appointed Leaders

The newly appointed leaders were introduced to the Board by Superintendents Kappel and Pharand.

5. Confirmation of Minutes

Moved by Trustee Lukinuk

Seconded by Trustee Playford

"THAT the Standing Committee approve the Minutes of the Standing Committee Meeting, June 10, 2014."

CARRIED

6. Business Arising from the Minutes

Regarding item 12, Trustee Lukinuk requested an update regarding the Alternative Schools Review Committee. Ian MacRae, Director of Education, responded that information will come to the Board at a later time.

7. Report on the Activities of the 2013-2014 Supervised Alternative Learning (SAL) Committee (089-14)

Colleen Kappel, Superintendent of Education, introduced Jeff Upton, Education Officer, who provided information pertaining to the 2013-2014 Supervised Alternative Learning (SAL) program. All Trustees' questions were addressed.

8. Special Education Advisory Committee Meeting Minutes - May 21, 2014

Colleen Kappel, Superintendent of Education, presented the May 21, 2014 minutes for information. All Trustees' questions were addressed.

9. 3074 Expense and Travel Reimbursement Procedures (091-14)

David Wright, Superintendent of Business, presented revisions to the 3074 Expense and Travel Reimbursement Procedures. Trustees' suggested revisions will be considered for inclusion.

10. Compliance Audit Committee (093-14)

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

MATTERS FOR DECISION:

11. 2014 Municipal Election - Honoraria for Board Members 2014 - 2018

Moved by Trustee Massaro

Seconded by Trustee Oikonen

"THAT Lakehead District School Board:

1. *Approve the maximum level of honoraria for the new term of office, December 1, 2014 to November 30, 2018, for Trustees of Lakehead District School Board.*

2. *Approve the maximum additional amounts, for the new term of office, December 1, 2014 to November 30, 2018, for the Chair and Vice Chair of Lakehead District School Board.*
3. *Approve a maximum of \$50 for attending each meeting of a committee of the Board that is required to be established by an Act or a regulation made under an Act for the new term of office, December 1, 2014 to November 30, 2018."*

CARRIED

12. Information and Inquiries

- 12.1 Trustee Arnone noted that Thunder Bay District and Labour Council will host All Candidates Forums providing Thunder Bay citizens the opportunity to meet and engage the 2014 Municipal Candidates.
- 12.2 Trustee Lukinuk requested an update regarding the solar panels at Westgate Collegiate and Vocational Institute. Ian MacRae, Director of Education, responded that information will come to the Board at a later time.
- 12.3 Chair Massaro reported that she and Colleen Kappel, Superintendent of Education, attended the Annual International Fetal Alcohol Spectrum Disorder (FASD) Day held on September 9 at Marina Park.
- 12.4 Chair Massaro reported that Chris Alexander, Federal Minister of Citizenship and Immigration, visited a Civics class at Superior Collegiate and Vocational Institute on September 8.

13. Adjournment

Moved by Trustee Arnone

Seconded by Trustee Lukinuk

"THAT we do now adjourn at 8:43 p.m."

CARRIED

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2014 OCT 14
Report No. 088-14

TO THE MEMBERS OF THE
STANDING COMMITTEE - Public Session

RE: DRAFT - REVISIONS TO THE 2010 PROCEDURAL BY-LAW

1. Background

- 1.1 On September 24, 2013, the Board established a Procedural By-Law Ad Hoc Committee comprised of Trustees Johansen, Massaro, Playford, and Wilson, and Trustee Arnone as alternate. The Director of Education and the Executive Secretary were also appointed to the committee. At its first meeting, Trustee Wilson was appointed Chair of the Procedural By-Law Ad Hoc Committee.
- 1.2 The Procedural By-Law Ad Hoc Committee was directed to review the 2010 Procedural By-Law and report its progress no later than March 31, 2014. On March 24, 2014 at the Regular Board Meeting, an information report was presented to the Board reporting that the Procedural By-Law Ad Hoc Committee planned to continue to meet and review the Procedural By-Law.

2. Situation

- 2.1 As identified in section 1.4, Amendments to By-Law, *"This By-Law may be amended by a 3/4 vote of the Trustees of the Board at any Regular meeting of the Board, provided that notice of intention to introduce any such amendment, and the specific amendment to be introduced have been given in writing at the previous Regular meeting of the Board, and are referred to in the agenda."*
- 2.2 The Procedural By-Law Ad Hoc Committee determined that revisions to the 2010 Procedural By-Law are required and such revisions are described in Appendix A of Report No. 088-14. The Procedural By-Law Ad Hoc Committee recommends that the 2014 Procedural By-Law be posted to Lakehead District School Board's website.

3. Conclusion

Presented for Trustees' input are the proposed changes to the 2010 Procedural By-Law. The Procedural By-Law Ad Hoc Committee will meet to discuss any additional input received from Trustees prior to submitting the recommended changes for approval at the October 28, 2014 Regular Board Meeting.

Respectfully submitted,

KAREN WILSON
Chair
Procedural By-Law Ad Hoc Committee

Lakehead District School Board

20104 Procedural By-Law

By-Law No.???

- November 2?, 20104

~~A By-law governing the procedures to be used by
Trustees and staff while conducting the business
meetings of the Board and **Standing** Committee.~~

2010 PROCEDURAL BY LAW		SECTION 1	2014 PROCEDURAL BY LAW
1.1	This By-law shall come into force on the date of the final passing thereof. Upon this Procedural By-Law coming into force, the 2006 Procedural By-Law passed November 21, 2006 as amended by the Board is repealed provided that such repeal shall not affect the previous operation of such Procedural By-Law so repealed or affect the validity of any act done or right, privilege, obligation or liability acquired or incurred under the validity of any contract or agreement made pursuant to any such Procedural By-Law prior to its repeal.	Force of this By-law	1.1 This By-law shall come into force on the date of the final passing thereof. Upon this Procedural By-Law coming into force, the 2010 Procedural By-Law passed November 23, 2010 as amended by the Board is repealed provided that such repeal shall not affect the previous operation of such Procedural By-Law so repealed or affect the validity of any act done or right, privilege, obligation or liability acquired or incurred under the validity of any contract or agreement made pursuant to any such Procedural By-Law prior to its repeal.
1.4	This By-law may be amended at any Regular meeting of the Board by a 3/4 vote of the Trustees of the Board, provided that notice of intention to introduce any such amendment, and the specific amendment to be introduced have been given in writing at the previous Regular meeting of the Board, and are referred to in the agenda.	Amendments to By-law	1.4 This By-law may be amended at any Regular meeting of the Board by a 2/3 vote of the Trustees present , provided that notice of intention to introduce any such amendment, and the specific amendment to be introduced have been given in writing at the previous Regular meeting of the Board, and are referred to in the agenda.
1.5	The suspension of a rule regulating the conduct of business meetings of the Board shall normally be invoked in case of emergency. In such case, the suspension shall be allowed with a 3/4 vote of the Trustees present.	Waiving of Rules of Order	1.5 The suspension of a rule regulating the conduct of business meetings of the Board shall normally be invoked in case of emergency. In such case, the suspension shall be allowed with a 2/3 vote of the Trustees present.

	2010 PROCEDURAL BY LAW	SECTION 1	2014 PROCEDURAL BY LAW
1.6	Every By-law shall be introduced by a motion for leave specifying the title of the proposed By-law, or by a report of a committee, which motion shall be decided without debate. Every proposed By-law shall be read once before it is committed and engrossed, and signed by the Chair or the Vice Chair, and the Secretary. The Secretary shall endorse upon every By-law the dates of the reading thereof.	Introducing By-Laws	1.6 Every By-law shall be introduced by a motion for leave specifying the title of the proposed By-law, or by a report of a committee, which motion shall be decided without debate. Every proposed By-law shall be read once before it is committed and engrossed, and signed by the Chair or the Vice Chair, and the Secretary. The Secretary shall endorse upon every By-law the dates of the reading thereof.

	<i>DEFINITIONS – 2010</i>	SECTION 2	<i>DEFINITIONS - 2014</i>
2.14	“OPSBA” means Ontario Public School Boards' Association. The Lakehead District School Board shall be a member;	Definitions	<i>“OPSBA” means Ontario Public School Boards' Association. Refer to 7.1.14.2</i>
2.20	“Student Trustee” means Student Trustee as referred to in Section 55 of the Education Act. A Student Trustee’s role will be consistent with the current Ontario Regulation and Section 55 of the Education Act;	Definitions	2.19 “Student Trustee” means Student Trustee as referred to in the Section 55 of the Education Act. A Student Trustee’s role will be consistent with current Ontario Regulation and Section 55 of the Education Act;

INAUGURAL AND ANNUAL MEETINGS - 2010		SECTION 3	INAUGURAL AND ANNUAL MEETINGS - 2014
	<p>3.3.5.5 Process for Drawing Lots</p> <p>Ballots shall be prepared; one stating the name of the position to be filled; the others blank. The total ballots will be the total number of nominees with an equality of votes. New ballots will be prepared for each round. The first person to draw a ballot returns the ballot to the scrutineer, who, after noting it, returns it for the next person to draw. After each round, those nominees who drew blank ballots are removed from the process. The draw continues until only one of the nominees draws the ballot stating the designated position.</p>	Inaugural and Annual Meeting Procedures	<p>3.3.5.5 Process for Drawing Lots</p> <p>Ballots shall be prepared; one stating the name of the position to be filled; the other(s) blank. The total ballots will be the total number of nominees with an equality of votes. New ballots will be prepared for each round. The first person to draw a ballot returns the ballot to the scrutineer, who, after noting it, returns it for the next person to draw. After each round, those nominees who drew blank ballots are removed from the process. The draw continues until only one of the nominees draws the ballot stating the designated position.</p>

MEETINGS OF THE BOARD - 2010		SECTION 4	MEETINGS OF THE BOARD - 2014
		<i>Electronic Secret Ballot Voting</i>	<i>4.13.1 When the question is called the Trustee(s) attending electronically shall cast their secret ballot vote by contacting the scrutineer via telephone.</i>
4.22	4.22.1 Regular meetings of the Board shall be conducted in accordance with the Board's Procedures and Rules of Order.	Conduct of Meetings	4.22.1 Regular meetings of the Board shall be conducted in accordance with the Board's General Procedures (section 6) and Rules of Order (section 9).

GENERAL PROCEDURES - 2010		SECTION 6	GENERAL PROCEDURES - 2014
6.1	This section refers to procedures for Standing Committee and Board meetings.		6.1 This section refers to procedures for the Board and Standing Committee and Board meetings.
6.2	All meetings of the Board or its committees shall be open to the public, except matters considered in a Committee of the Whole - Closed Session (Section 207 (2) of the Education Act).	Closed Session Matters	6.2 All meetings of the Board or its committees and Standing Committee shall be open to the public, except matters considered in a Committee of the Whole - Closed Session (Section 207 (2) of the Education Act).
6.4	6.4.1 The Secretary shall make available to any member of the public who requests it copies of any Public Session agenda with supporting reports and information of any public meeting of the Board or Standing Committee. The Secretary may charge an appropriate copying fee when a hard copy is requested.	Public Access to Agendas and Reports	6.4.1 The Secretary shall make available to any member of the public who requests it copies of any Public Session agenda with supporting reports and information of any public meeting of the Board or Standing Committee. The Secretary may charge an appropriate copying fee when a hard copy is requested.

ORDER OF BUSINESS - 2010		SECTION 7	ORDER OF BUSINESS - 2014
	7.1 The order of business for Board and Standing Committee meetings shall be as follows:	Order of Business	7.1 The order of business for the Board and Standing Committee meetings shall be as follows:
	7.1.8.2 Items raised shall respect confidentiality of individuals and other matters to be dealt with in Committee of the Whole - Closed Session and shall not be subject to debate. Trustees should notify the Chair prior to the meeting of the nature of items to be raised under this section.	Closed Session Information and Inquiries	7.1.8.2 Items raised shall respect confidentiality of individuals and other matters to be dealt with in Committee of the Whole - Closed Session and shall not be subject to debate. pursuant to Section 207(2) of the Education Act. Trustees should notify the Chair prior to the meeting of the nature of items to be raised under this section.
		Closed Session Information and Inquiries	7.1.8.3 The Director of Education may provide pertinent or timely information as per Section 207(2) of the Education Act. Trustees may ask questions of clarification and there shall be no debate.
	7.1.14.1 Information Reports Staff or Trustee, including the Student Trustee, information reports not requiring decision are presented under this agenda item. Questions of clarification will be allowed by the Chair. Written responses to questions asked by Trustees at previous meetings are also included hereunder. Trustees who chair or are members of committees may provide verbal or written updates under this agenda item.	Information Reports	7.1.14.1 Information Reports Staff or Trustees, including the Student Trustee, providing information reports not requiring a decision are presented under this agenda item. Questions of clarification will be allowed by the Chair. A written report responding ses to questions asked by Trustees at previous meetings are is also included hereunder. Trustees who chair or are members of committees may provide verbal or written updates under this agenda item.
	7.1.14.2 OPSBA Report The OPSBA delegate or the member of the Board of Directors of OPSBA will provide a report.	OPSBA Report	7.1.14.2 Ontario Public School Boards' Association (OPSBA) Report The OPSBA Director delegate or the member of the Board of Directors of OPSBA will may provide a report.

ORDER OF BUSINESS - 2010		SECTION 7	ORDER OF BUSINESS - 2014
7.1.14.3	The Student Trustee shall provide written reports in accordance with the Lakehead District School Board Student Trustee Handbook.	Student Trustee Report	7.1.14.3 The Student Trustee shall provide written reports at Board meetings only in accordance with the Lakehead District School Board Student Trustee Handbook.
	7.1.19.2 Items raised shall respect confidentiality of individuals and other matters to be dealt with in Committee of the Whole - Closed Session and shall not be subject to debate. Trustees should notify the Chair prior to the meeting of the nature of items to be raised under this section.	Information and Inquiries	7.1.19.2 Items raised shall respect confidentiality of individuals and other matters pursuant to Section 207(2) of the Education Act to be dealt with in Committee of the Whole - Closed Session and shall not be subject to debate. Trustees should notify the Chair prior to the meeting of the nature of items to be raised under this section.
		Information and Inquiries	7.1.19.3 The Director of Education may provide pertinent or timely information that respects confidentiality of individuals and other matters pursuant to Section 207(2) of the Education Act. Trustees may ask questions of clarification and there shall be no debate.

ROLES - 2010		SECTION 8	ROLES – 2014
	8.3.13.1.4 Presentations shall not appear on the same agenda as an item to be discussed by Trustees at the same meeting.	Role of the Coordinating Committee	8.3.13.1.4 Presentations shall not appear on the same agenda as an similar item to be discussed by Trustees at the same meeting.
	8.3.13.1.5 Requests for delegations by Board employees shall require Board approval.	Delegations to the Board	8.3.13.1.5 Requests for delegations by Board employees shall require Coordinating Committee Board approval.
	8.3.13.3 (b) require that the delegations appoint one spokesperson to present a ten-minute executive summary of all of the delegation material. A representative from each delegation shall sit at the delegation table. Trustees may ask questions of any of the delegates based on the executive summary or the previously provided written presentation material.	Delegations to the Board	8.3.13.3 (b) require that the delegations appoint one spokesperson to present a ten-minute executive summary of all of the delegation material. A representative from each delegation shall sit at the delegation table. Trustees may ask questions of clarification any of the delegates based on the executive summary or the previously provided written presentation material.
	RULES OF ORDER		RULES OF ORDER
	9.16.1 a member need not vote if excused by a resolution of the Board; and	Voting Requirements	9.16.1 a member need not vote if excused by a resolution of the Board; and

LAKEHEAD DISTRICT SCHOOL BOARD
SPECIAL EDUCATION ADVISORY COMMITTEE

Jim McCuaig Education Centre
Thunder Bay, Ontario

2014 JUN 18

MEMBERS PRESENT:

Laura Sylvestre (Chair)
Theresa Graham (Vice Chair)
Marg Arnone (Trustee)

Pat Johansen (Trustee)
Judy Kay
Mike Otway

ABSENT WITH REGRET:

Jennifer Bean-Anderson
Maureen Cameron
Sheila Marcinyshyn

OTHERS PRESENT:

Colleen Kappel
Lori Carson
Logan Turner (Student Trustee)

1. **Call to Order**

Laura Sylvestre, Chair of SEAC, called the meeting to order at 6:01 p.m. and introduced Logan Turner, Student Trustee.

2. **Approval of the Agenda**

Moved by Trustee Pat Johansen

Seconded by Judy Kay

"THAT the agenda for the June 18, 2014 SEAC meeting be approved."

CARRIED

3. **Declarations of Conflict of Interest**

There were no declarations of conflict of interest.

4. **Presentations**

4.1 **Fetal Alcohol Spectrum Disorder (FASD)**

Judy Kay, FASIN Representative, presented a Power Point regarding Fetal Alcohol Spectrum Disorder. A handout was also provided on the Transitions North program at Keewatin-Patricia District School Board.

Questions from members were addressed. A copy of the Power Point presentation will be sent to all members via email.

4.2 Special Education Plan Updates

Lori Carson, Special Education Officer, provided information to members on the Special Education Plan updates for 2013-2014. An overview of staff development that occurred throughout the year was also provided to members. Questions from members were addressed.

5. Approve of the Minutes

Moved by Trustee Pat Johansen

Seconded by Theresa Graham

"THAT the minutes of the May 21, 2014 SEAC meeting be approved."

CARRIED

5. Business Arising From the Minutes

5.1 Correspondence Regarding Speech Language Services

Colleen Kappel, Superintendent of Education, informed members that the correspondence on speech and language services was approved at the Standing Committee meeting on June 10, 2014 and will be brought forward for Board approval at the June 24, 2014 Regular Board Meeting.

5.2 SEAC Orientation Evening – Engaging the Community

Laura Sylvestre, Chair of SEAC, provided a handout of the minutes from the Ad Hoc Committee that met to plan the event. The event will take place after a shortened SEAC meeting on September 17, 2014. The event will take place at Sir Winston Churchill CVI.

5.3 SEAC Posters and Bookmarks

Laura Sylvestre, Chair of SEAC, provided information to members that SEAC has received approval for the remaining 2013-2014 budget to be carried forward to 2014-2015 in order to update the posters and bookmarks.

6. Correspondence

The correspondence folder was circulated to members for their perusal.

7. Advocacy Tracking

The advocacy tracking template was circulated for completion by members.

8. Special Education Audit Results

Colleen Kappel, Superintendent of Education, informed members that a Special Education Audit occurred in June 2013 on Special Education processes for IPRC's and IEP's. An action plan was developed and training has taken place with staff to ensure that requirements are met.

9. 2013-2014 SEAC Work Plan – Final

The final copy of the Work Plan was reviewed.

10. 2014-2015 SEAC Work Plan – Draft

The 2104-2015 SEAC Work Plan was discussed. Items were suggested for the Work Plan which include:

- Completion of Advocacy Binders;
- Feedback to three to four policies: Privacy and Information Management, Safe Schools, Staffing Training and Emergency Evacuation and School Closure;
- Host a Guest Speaker Event;
- Update Posters and Bookmarks;
- Increase SEAC membership;
- Complete Orientation Evening; and
- Complete the Mental Health Awareness Presentation.

The draft Work Plan will be reviewed at the September 17, 2014 SEAC meeting.

11. 2014-2015 SEAC Meeting Schedule

The meeting schedule was reviewed. It was agreed to hold dates as presented and choose December 10, 2014 and March 25, 2015 for the December and March meetings.

12. 2014-2015 SEAC Presentation Schedule

A draft 2014-2015 presentation schedule was provided to members. Additional discussion ensued to decide on presentations for meetings where there wasn't a pre-determined presentation. Lori Carson, Special Education Officer, will follow up with the Crown Ward Education Team to determine their interest in presenting to SEAC on Children in Care. Additional presentations were also scheduled. The presentation schedule will be brought back for further discussion at the September 17, 2014 SEAC meeting.

13. 2014-2015 SEAC Newsletter Schedule

The 2014-2015 SEAC newsletter schedule was distributed to members to sign up for a month to submit a newsletter article.

14. Information/Inquiries & Association Reports

- 14.1 Theresa Graham, Children's Centre Thunder Bay representative, provided information on Clara's Ride – a speaking event at the Community Auditorium on Thursday, June 19, 2014. Information was also provided on Clara's Big Ride event at Superior CVI on Saturday, May 21, 2014 which includes a breakfast at 8:00 a.m. Information regarding both events will be emailed to all members.
- 14.2 Judy Kay, FASIN representative, provided information on FASD Awareness Day at Marina Park on September 9, 2014. Information was also provided on FASD training that will take place on September 15, 2014 with Alan Mountford. An email with information will be sent to all members.
- 14.3 Members were reminded that National Aboriginal Day will take place on Saturday, June 21, 2014. There will also be celebration events that take place on Friday, June 20, 2014.

15. Status of SEAC Budget 2013-2014

Laura Sylvestre, Chair of SEAC, informed members that SEAC has received permission to carry forward the remaining 2013-2014 budget to 2014-2015 in order to update the SEAC posters and bookmarks.

Laura Sylvestre, Chair of SEAC, asked members if they would like to approve a motion to donate to The Lakehead Learning Foundation in recognition of the Director's retirement.

Moved by Trustee Pat Johansen

Seconded by Judy Kay

"THAT the Special Education Advisory Committee approve a donation of \$50.00 to The Lakehead Learning Foundation in recognition of the Director of Education, Catherine Siemieniuk's retirement."

CARRIED

16. Board Update

Trustee Marg Arnone provided information on the following Board Meetings:

May 27, 2014 Regular Board Meeting

The following reports were reviewed at this meeting:

- Sir Winston Churchill CVI Robotics;
- School Gardens;
- Student Success;
- Communications Update;

- Approval of the Standing Committee and Regular Board Meeting Schedule 2014-2015;
- Approval of Reviewed Policies: 3093 Information Security and 3095 Student Trustee;
- 2014-2022 Policy Review Schedule; and
- Multi-Year Strategic Plan.

June 10, 2014 Standing Committee Meeting

The following reports were reviewed at this meeting:

- Woodcrest Public School – Ecological Education – Community/School Garden;
- Health and Safety Semi-Annual Report;
- French as a Second Language;
- Alternative Schools Review Committee Report; and
- SEAC Request for Approval of Correspondence.

17. Thank You

- 17.1 Lori Carson, Special Education Officer, thanked Mike Otway, VOICE representative and VOICE for the donation of technology equipment to the Hearing Resource Teachers.
- 17.2 Colleen Kappel, Superintendent of Education, thanked SEAC members for their commitment to the committee during the 2013-2014 school year.

18. Adjournment

Moved by Mike Otway

Seconded by Trustee Marg Arnone

“THAT we do now adjourn at 7:30 p.m.”

CARRIED

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2014 OCT 14
Report No. 103-14

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

RE: STUDENT ACHIEVEMENT

1. Background

- 1.1 Lakehead District School Board's Strategic Plan places student achievement and well-being at the center of our ongoing pursuit of excellence and our commitment to every student.
- 1.2 The Education Quality and Accountability Office (EQAO) assesses students' skills in reading, writing and mathematics at key points in their education.
- 1.3 EQAO is one measure of student achievement and these results are considered in conjunction with school-based information in order to plan for continuous improvement.

2. Situation

This report summarizes student achievement on the Primary Assessment, Junior Assessment, Grade 9 Mathematics Assessment, and the Ontario Secondary School Literacy Test (OSSLT).

3. Primary & Junior Results – Summary and Analysis

- 3.1 This assessment is based on the overall and specific expectations in the Ontario Language and Mathematics curricula up to the end of Grades 3 and 6. The assessment is scored at four levels of achievement. The provincial standard is a target which establishes performance at level three or higher as a goal for all students.
- 3.2 The assessments are scored by groups of trained teachers at a central site over the summer. Results are published in the fall of the following school year.
- 3.3 A long term focus to committing resources and supports to ensure improved learning and teaching in primary and junior literacy, resulted in Grade 6 students meeting and exceeding the target of 75% of students to achieve or exceed the provincial standard in reading and writing:
 - 77% in reading; a 3% increase over last year, compared to a 2% provincial increase; and
 - 75% in writing; a 5% increase over last year, compared to a 2% provincial increase.

- 3.4 Board and provincial results declined by 3% in Grade 6 mathematics. It is expected that the same long term focus and commitment to mathematics will yield similar improvements to those realized in literacy.
- 3.5 By the end of Grade 6, students' self-reported attitudes toward reading, writing and mathematics are positive. Most students selected the two positive indicators to describe their feelings toward reading, writing and mathematics:
- 98% in reading;
 - 92% in writing; and
 - 80% in mathematics.
- 3.6 Students with special needs continued to make gains from their 2012-2013 performance at both the primary and junior levels.
- 3.7 At the primary level, Board performance for students with special needs exceeds provincial results in both reading and mathematics:
- 7% in reading; and
 - 1% in mathematics.
- 3.8 At the junior level, Board performance for students with special needs outperforms the province in both reading and writing:
- 3% in reading; and
 - 4% in writing.

4. Grade 9 Mathematics Results – Summary & Analysis

- 4.1 The Grade 9 Assessment of Mathematics is based on overall and specific expectations in the Grades 1-9 mathematics curricula and is administered to Grade 9 applied and academic classes across the province twice each year, in January for semester one Grade 9 mathematics classes and in June for semester two.
- 4.2 The Grade 9 Assessment of Mathematics is not the same assessment for students in applied and academic classes, although some components are similar. Students in locally developed compulsory courses in mathematics are not required to participate in the assessment.
- 4.3 Board academic mathematics performance improved 3%, while provincial results improved 1% from the 2012-2013 school year.
- 4.4 Provincial applied mathematics results improved 3% from the 2012-2013 school year, while Board results improved 5%.
- 4.5 Board performance for students with special needs on the applied mathematics assessment mirrors provincial trends.

5. Ontario Secondary School Literacy Test – Summary & Analysis

- 5.1 All students who entered secondary school after September 1, 1999 have had to successfully complete the Ontario Secondary School Literacy Test (OSSLT) or complete the Ontario Secondary School Literacy Course (OSSLC) in order to earn an Ontario Secondary School Diploma (OSSD).
- 5.2 The purpose of the OSSLT is to determine whether a student has the literacy (reading and writing) skills required to meet the standard for understanding reading selections and communicating in a variety of writing forms expected by the Ontario Curriculum across all subjects up to the end of Grade 9. Students are first eligible to write the test in their Grade 10 year (or second year of secondary school enrollment).
- 5.3 Board performance for first-time eligible OSSLT writers declined by 2% from the 2012-2013 school year with provincial results improving 1%.
- 5.4 Board success rates for fully participating first-time eligible students with an Individual Education Plan (IEP) and an Identification Placement Review Committee (IPRC) who received accommodations, increased 6% from the 2012-2013 school year, with provincial results remaining unchanged. Variations in these results over time are statistically typical and expected as a result of small sample sizes.

6. K-12 Next Steps

- 6.1 Data collection and analysis will continue to inform the decision making process for all aspects of improvement planning at Lakehead District School Board.
- 6.2 All schools will continue to be focused on closing the gap for students not currently achieving at grade level.
- 6.3 Professional development will be focused on improving student achievement through professional learning communities.
- 6.4 The School Effectiveness Framework will assist schools in monitoring progress on their School Improvement Plans to highlight the use of promising practices that are impacting student achievement and to inform next steps.
- 6.5 Access to assistive technology and devices will continue to support the needs of all learners at all grade levels. Literacy and numeracy interventions and differentiated instruction will continue in all schools to support individual student learning needs and inform next steps.

7. Conclusion

Improving student learning and closing gaps in achievement will continue to be the focus at Lakehead District School Board. Through professional learning communities, data analysis, at-the-elbow coaching, Ministry support and research-based instructional strategies, Lakehead District School Board will continue to support the learning of all students.

Respectfully submitted,

DONICA LEBLANC
Supervising Principal

NICOLE WALTER ROWAN
Program Coordinator

PAUL TSEKOURAS
Student Success Lead

LORI CARSON
Special Education Officer

SHERRI-LYNNE PHARAND
Superintendent of Education

COLLEEN KAPPEL
Superintendent of Education

IAN MACRAE
Director of Education

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2014 OCT 14
Report No. 106-14

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

RE: ALTERNATIVE SCHOOL

1. Background

- 1.1 On September 30, 2013, the Board received a proposal from the Northern Lights Education Initiative requesting that the Board establish a Waldorf-inspired public school.
- 1.2 A committee was established in accordance with Policy and Procedures 4020 and on June 10, 2014, a report (075-14) from the Alternative Schools Review committee was presented to the Lakehead District School Board.
- 1.3 Following the report at the June 10 Standing Committee, under new business, the following motion was introduced: "It is recommended that Lakehead District School Board request Senior Administration to meet with the Northern Lights Education Initiative to determine areas of the Waldorf-inspired school program and learning outcomes that may enhance program delivery." The motion was approved at the June 24, 2014 Board meeting.

2. Situation

- 2.1 On June 27, 2014, the Superintendent responsible for program met with representatives from the Northern Lights Education Initiative. The philosophy of the program and the curriculum outline were discussed. Waldorf is a philosophy of child development, "that the human being is ultimately a spiritual being, who incarnates out of the spiritual world and who returns there after death, and who is in an endless process of evolution and self-development". (p. 4 *Waldorf Education: Schooling the Head, Hands, and Heart*) Waldorf is also an alternative way of approaching the curriculum where the task of the school is to, "accept the children with reverence, educate them with love, send them forth in freedom". (p.5 *Waldorf Education: Schooling the Head, Hands, and Heart*).
- 2.2 On October 3, 2014, the Superintendent responsible for program, the Education Officer, the Supervising Principal of Early Learning and an Elementary Resource Teacher met with a representative of the Northern Lights Education Initiative in order to develop a better understanding of the Waldorf philosophy and approach. This is necessary in order to ultimately "determine areas of the Waldorf-inspired school program and learning outcomes that may enhance program delivery." (LDSB, June 10)

3. Next Steps

In order to continue to develop a better understanding, staff will:

- visit Trille Des Bois, a Waldorf-Inspired School in Ottawa, operated by the Le Conseil des écoles publiques de l'Est de l'Ontario (CEPEO);
- visit the Toronto Waldorf School, a private school in Thornhill, Ontario;
- visit a few of the child cares in Thunder Bay that follow a Waldorf philosophy; and
- following the visits, arrange a follow up meeting with representatives from the Northern Lights Education Initiative in order to determine possible next steps in integrating program and learning outcomes.

4. Conclusion

Waldorf is a philosophy and approach that will need considerable understanding by staff and time to determine a process of how to integrate it within the context of the Ontario curriculum.

Respectfully submitted.

LESLIE HYNNES
Education Officer

SHERRI-LYNNE PHARAND
Superintendent of Education

IAN MACRAE
Director of Education



DATE: Friday, June 6, 2014, Board Room, Education Centre

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

ALTERNATES PRESENT: Robin Haliuk, Fay Zoccole

ABSENT WITH REGRET: Kathy Beardy, Ron Oikonen, George Saarinen, Cathi Siemieniuk

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

GUESTS: Donica LeBlanc, Melanie Mussellam

	AGENDA ITEM	DISCUSSION	ACTION
1.	Opening Ceremonies	<ul style="list-style-type: none">Sherri-Lynne Pharand called the meeting to order and called upon Elder Isabelle Mercier to conduct the opening.	
2.	Welcome and Introductions	<ul style="list-style-type: none">Sherri welcomed everyone to the meeting and thanked Elder Mercier for the opening. Regrets and substitutions were noted and the attendance sheet was circulated	
3.1	Approval of Agenda – June 6, 2014	<ul style="list-style-type: none">Moved by Pauline Fontaine and seconded by Sylvia O'Meara that the agenda for the June 6, 2014 meeting be approved. Carried.	
3.2	Approval of Minutes – May 15, 2014	<ul style="list-style-type: none">Moved by Beverley White-Kokeza and seconded by Suzanne Tardif that the minutes of the May 15, 2014 AEAC meeting be approved. Carried.	

4.	Correspondence	<ul style="list-style-type: none"> Correspondence file was circulated. 	
5.	Presentations:		
5.1	Parent Engagement Project	<ul style="list-style-type: none"> Donica LeBlanc, Supervising Principal , Early Learning Lead, provided a power point presentation on the Parent Engagement project. The objective of the project is to support families in engaging in their child's learning. The project was piloted at Ogden, St. James and Sherbrooke Elementary schools. Donica to e-mail a list of resources to Lawrence Baxter. Sherri thanked Donica for her presentation and the work she has done to engage families. 	
5.2	Integrating our Work	<ul style="list-style-type: none"> Nicole Walter-Rowan, JoJo Guillet and Melanie Mussellam gave an update on the work that has been carried out in our schools in Aboriginal Education this past year and into the next school year. Melanie described her role as the Student Work Study Teacher (SWST). The group provided feedback to Melanie. 	
6.	Business Arising from the Minutes		
6.1	AEAC Representatives on PIC	<ul style="list-style-type: none"> Suzanne Tardif agreed to be the AEAC representative on the Parent Involvement Committee (PIC) and Beverley White-Kokeza agreed to be the alternate member. 	
7.	New Business		
7.1	NL/NS Course Projections for September	<ul style="list-style-type: none"> Sherri provided an update on the Native Studies/Native Language courses being offered September 2014 in our secondary schools. Delivery of these programs is based on student enrolment. 	
8.	Information Reports	<ul style="list-style-type: none"> Sherri advised the group that Senator McKay was chosen to receive the Ontario Public School Boards' Association (OPSBA) Achievement Award and Award of Excellence. Senator McKay will receive his awards at the June 24, 2014 Regular Board meeting at 7:30 p.m. Everyone welcome to attend. 	
9.	Ongoing Business		
9.1	Updates:		
	Elder Visits	<ul style="list-style-type: none"> Elders have been visiting the schools sharing their knowledge of the traditional ways of life. i.e. hunting, trapping, beading, etc. 	
	National Aboriginal Day	<ul style="list-style-type: none"> National Aboriginal Day – Education Day will be held on June 20, 	

		2014 at Fort William Historical Park from 10:00 a.m. – 2:00 p.m. Students will be enjoying a host of activities. On June 21, everyone is welcome to attend the festivities at Fort William Historical Park from 12:00 p.m. – 10:00 p.m. There will be a pow-wow and feast as well as free transportation from the Labour Centre to FWHP.	
	Paul Martin Initiative	<ul style="list-style-type: none"> This is a business program for Aboriginal students starting in Grade 11 where two credits can be earned over two semesters. The Board is currently seeking business partners. 	
	Community Coalition Untied for the Protection of Children and our Youth (CCUPCY)	<ul style="list-style-type: none"> Paint the Town event taking place Saturday, June 7, 2014 at the Boys and Girls Club. 	
	Aboriginal Awards	<ul style="list-style-type: none"> As mentioned previously, these awards have been moved from the Spring to the Fall. Due to concerns expressed, they will be held in the Spring in 2015. 	
	Walleye Publication	<ul style="list-style-type: none"> Information on National Aboriginal Day is featured in the Wall Eye publication. For those interested, the link to the publication is as follows: http://www.thewalleye.ca/category/current-issue/ 	
9.	Information and Inquiries	<ul style="list-style-type: none"> On behalf of AEAC, Sherri presented a gift to Dolores in recognition of her retirement from Lakehead University. 	
10.	Closing Ceremonies	<ul style="list-style-type: none"> Closing ceremonies were conducted by Senator McKay. 	
11.	Next Meeting	<ul style="list-style-type: none"> September 18, 2014, 9:30 a.m. - 12:00 p.m. – Board Room, Education Centre 	
12.	Adjournment	<ul style="list-style-type: none"> Meeting adjourned at 12:00 p.m. 	

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2014 OCT 14
Report No. 097-14

TO THE CHAIR AND MEMBERS OF
STANDING COMMITTEE – Public Session

RE: 2014-2015 OPERATIONAL PLAN

1. Background

On an annual basis, Senior Administration develops an Operational Plan that reflects the strategic direction set by the Board.

2. Situation

Senior Administration met with key staff to review and renew the current Operational Plan. The Operational Plan 2014-2015 supports the areas of major emphasis in the Board's Strategic Plan and is aligned to the Board Improvement Plan for Student Achievement.

3. Conclusion

The Operational Plan is a living public document that will be widely shared and communicated with internal and external stakeholders. Staff will ensure that school and department plans are aligned to the actions outlined. Regular information reports will be brought forward to the Board throughout the school year.

Respectfully submitted,

IAN MacRAE
Director of Education

LAKEHEAD DISTRICT SCHOOL BOARD

MINUTES OF PARENT INVOLVEMENT COMMITTEE

Board Room
Jim McCuaig Education Centre

2014 SEP 15
6:30 p.m.

MEMBERS PRESENT:

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

Ian MacRae
Rima Mounayer
Laura Prodanyk
Jesse Roberts
Laura Sylvestre
Nicole Walter Rowan

RESOURCE:

Kathryn Hantjis, Executive Assistant
Bruce Nugent, Communications Officer

GUESTS:

Danica Gernat, School Council Chair, Valley Central Public School
Karen Wilson, Trustee

MEMBERS ABSENT, WITH REGRET:

Serena Essex
Lori Lukinuk
Harbinder Singh Hayer
Varinder Singh Hayer

1. **Call to Order and Welcome**

Chair Susie Splett called the meeting to order and welcomed those in attendance.
Members and guests introduced themselves.

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 correspondence items to be added following Item 7.4:

- Item 7.5 Minister of Education;
- Item 7.6 Council of Ontario Directors of Education – Relationships – What Parents Can Do to Help Their Children Develop Healthy Relationships – Documents and Webkey; and
- Item 7.7 Effective Parenting Presentation

4. Director's Report

Ian MacRae, Director of Education, spoke about the start-up of a new school year, enrolment, staffing changes, and forthcoming information about the 2014-2015 Operational Plan. He also noted that there is currently \$7,711 in the PIC budget.

5. Confirmation of Minutes – May 5, 2014

Gerry Leach noted a correction and the first point in Item 8.1 Block Party – LETO Funding Request was changed to read “Gerry Leach inquired if PIC members would be invited to the Block Party.”

The amended minutes were confirmed by consensus.

6. LETO – Celebration of Learning Through Play

Chair Susie Splett shared the thank you letter from LETO acknowledging PIC's support. Susie noted that a follow-up report has been requested from the organizers. Pat Johansen and Laura Prodanyk reported that they attended the event and spoke about its success.

7. SEAC Funding Report

Chair Susie Splett referred to the report included in the package. Laura Sylvestre reported that PIC funds were used to host Dr. Edward Rawana who spoke to parents/guardians, educators, and the community about Strengths-Based Parenting at Home and School on March 19 at Superior CVI. Laura noted the evening was well attended and well received.

8. Thank You Note from Catherine Siemieniuk

Chair Susie Splett reported that Kelly Gallagher presented a gift on behalf of PIC at the Director's Farewell held on June 23 at the Valhalla Inn.

9. Ontario Public School Boards' Association (OPSBA) – Hosting a School Board Trustee All Candidates Meeting

Chair Susie Splett shared information from OPSBA that provides tips on how to host an all candidates meeting and sample posters promoting the role of Trustee and encouraging participation in the upcoming election.

Susie noted that Thunder Bay & District Labour Council in partnership with OSSTF and OECTA is hosting an all candidates event for School Board Trustee Candidates at the Moose Hall on October 1. Instead of coordinating a PIC all candidates meeting, members agreed that information encouraging voters to attend the Labour Council event should be shared with Principals and School Councils and via Facebook and Twitter. Kathryn Hantjis will follow up.

10. Correspondence from Minister of Education

Chair Susie Splett reported that a letter was received from the Minister of Education on September 10. Kathryn Hantjis will provide a copy of the letter to members via email.

11. Effective Parenting Presentation Through Restorative Practice

Laura Prodanyk shared a poster she had received at the Thunder Bay District Health Unit advertising an Effective Parenting presentation being held at Hammarskjold High School on October 2. Laura will provide Kathryn Hantjis with information to email to PIC members and Bruce Nugent will post information on Facebook.

12. PIC Selection Committee

Chair Susie Splett reported that new members are currently being sought and the deadline for applications is September 26. A selection committee will be established to review applications and will recommend appointments at the next PIC meeting. Kelly Gallagher volunteered to serve on the committee. Kathryn Hantjis will email PIC members to consider serving on the PIC selection committee.

13. Social Media Strategy

Bruce Nugent, Communications Officer, shared enhancements that have been made over the past few months including a Lakehead Public Schools presence on Facebook, the use of Slideshare, and significant upgrades to Synrevoice. Website upgrades are planned in the near future.

Gerry Leach inquired as to how PIC can use social media to engage parents. Bruce responded that the Board can use social media channels on PIC's behalf to assist in engaging parents.

14. Communications Ad Hoc Committee Report

Chair Susie Splett reported this committee will reconvene in the next term and new members will be sought at that time. Moving forward, this committee may wish to look at developing PIC branding.

15. School Council Kick-Off

Chair Susie Splett reported that the planning committee met in May and plans are underway for an event on October 20 at the Airline Hotel. Included on the evening's agenda will be a Message from the Director and information from Bruce Nugent about the Social Media Strategy. Other suggestions included handouts for School Council Chairs, PRO Grant timelines, information about the PPM 158 Concussion policy, and follow-up to Bring Your Own Device (BYOD). Consensus was to have a technology focus with presentations about Social Media Strategy and BYOD. Kathryn will schedule a planning committee meeting as soon as possible.

Nicole Walter Rowan spoke about another possible speaker that was discussed at the May planning committee meeting. Plans are underway to bring Barbara Coloroso to Thunder Bay to speak to teachers during the day and parents in the evening. Possible dates are October 21 and 22 or November 4 and 5. Nicole is currently seeking sponsorships and inquired if PIC would be interested in being a sponsor.

Moved by Kelly Gallagher

Seconded by Nathalie Ferguson

"THAT the Parent Involvement Committee commit up to \$1,000 from the Parent Involvement Committee budget to sponsor an evening parent event with Barbara Coloroso."

CARRIED

16. People for Education 's 18th Annual Conference

Chair Susie Splett shared information about the People for Education conference to be held in Toronto on November 8. Members supported a representative being funded to attend. Kathryn Hantjis will survey committee members seeking expressions of interest.

17. Aboriginal Education Advisory Committee (AEAC) Report

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

18. Special Education Advisory Committee (SEAC) Report

Laura Sylvestre, SEAC representative reported that SEAC will hold its next meeting on September 17. Following the meeting an orientation session will be held at 7:00 p.m. at Sir Winston Churchill CVI that is open to parents and professionals.

19. Other Business

19.1 Gerry Leach shared the Principal's Message that was published in Superior CVI's Student Handbook and requested it be included in the minutes:

Welcome to another exciting and inspiring year at Superior CVI. Superior CVI is not just a school, it is a community. Being part of the community means that each individual has a significant part to play in making it a vibrant and inclusive one. I ask each and every one of you to reflect on what you want to accomplish this year. Focus on all aspects of your school life: academics, sports, clubs and activities; make the school what you want it to be. Your years in school are the time in your life to explore and learn about yourself and others. This is the time to discover your dream, so that you know where you are headed after Superior CVI. It is through active participation and the setting of goals for the future which will maximize your potential and your years at Superior CVI. Have a great and successful year, build your dream and be part of the legacy of Superior CVI. Welcome to the family and REMEMBER WE ARE SUPERIOR. Ms. Probizanski, Principal

19.2 Pat Johansen, Trustee Representative, reported on the Standing Committee meeting held on September 9.

19.3 Susie Splett noted that copies of the Council of Ontario Directors of Education (CODE) What Parents Can Do to Help Their Children Develop Healthy Relationships documents and webkey were available for interested members.

19.4 Jennifer Davis expressed her concerns about recent class changes and members responded by sharing their opinions.

20. Next Meeting

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

21. Adjournment

The meeting adjourned at 8:15 p.m.

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2014 OCT 14
Report No. 102-14

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

RE: APPOINTMENTS TO THE 2014-2015 PARENT INVOLVEMENT COMMITTEE

1. Background

- 1.1 In September 2010, the Ministry of Education adopted Ontario Regulation 330/10 School Councils and Parent Involvement Committees requiring school boards to establish a Parent Involvement Committee that adheres to the requirements outlined in legislation.
- 1.2 The legislation outlined processes and timelines. The Parent Involvement Committee established working By-Laws that satisfied the legislation. The current By-Laws were adopted by the Parent Involvement Committee on September 9, 2013.

2. Situation

- 2.1 Parent Involvement Committee appointments must be approved by the Board.
- 2.2 Parent Voting Members

The parent voting members include: (one or two year terms)

- four (4) School Council representatives;
- two (2) parent members;
- one (1) parent member appointed from the Special Education Advisory Committee;
- one (1) parent member appointed from the Aboriginal Education Advisory Committee; and
- alternate representatives that are appointed for one year only.

2.2.1 Parent members can be employees of Lakehead District School Board.

2.2.2 Currently Jennifer Davis, Varinder Singh Hayer, and Susie Splett, School Council representatives, and Harbinder Singh Hayer, Parent member, are serving two-year terms from November 15, 2013 to November 14, 2015.

2.3 Community Voting Members

Up to three (3) community representatives that are voting members can be appointed to the committee. Community representatives can not be employees or members of Lakehead District School Board.

2.4 Voting member positions were advertised through school newsletters, Twitter, and on the Board website and Facebook. Applications were due September 26, 2014.

2.5 Non-Voting Members

The non-voting members include: (one year terms)

- Director of Education;
- one (1) Trustee;
- one (1) Principal;
- one (1) Teacher; and
- alternate representatives.

2.5.1 The Trustee and Trustee Alternate representative will be appointed by the Board after its Inaugural Meeting on December 2.

2.6 The Parent Involvement Committee will continue to seek members for remaining vacancies.

3. Conclusion

A recommendation to approve the Parent Involvement Committee appointments for 2014-2015 is included in this report.

RECOMMENDATION:

It is recommended that Lakehead District School Board:

1. Approve the following appointments to the 2014-2015 Parent Involvement Committee effective November 15, 2014 to November 14, 2015:

- Samantha Conway, School Council alternate representative;
- Hillary Freeburn, Parent alternate member;
- Julie Hall, School Council alternate representative;
- David Isherwood, Principal representative;
- Brandy Kirchen, Parent alternate member;
- Donica LeBlanc, Principal alternate representative;
- Michael Otway, Special Education Advisory Committee alternate representative;
- Laura Prodanyk, Community representative;
- Jesse Roberts, Community representative;
- Laura Sylvestre, Special Education Advisory Committee representative;
- Suzanne Tardif, Aboriginal Education Advisory Committee representative;
- Nicole Walter Rowan, Teacher representative; and
- Beverley White-Kokeza, Aboriginal Education Advisory Committee alternate representative.

2. Approve the following appointments to the 2014-2015 and 2015-2016 Parent Involvement Committee effective November 15, 2014 to November 14, 2016:

- Jennifer DeFranceschi, Parent member; and
- Danica Gernat, School Council representative.

Respectfully submitted,

IAN MacRAE
Director of Education

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2014 OCT 14
Report No. 101-14

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

RE: POLICY REVIEW - 3070 ALLOWANCE FOR USE OF PERSONAL VEHICLE

1. Background

- 1.1 On June 23, 2009 the Allowance for Use of Personal Vehicle Policy 3070 was revised.
- 1.2 The Use of Personal Vehicle Policy 3070 was included in the policy development and review cycle for review during the 2014-2015 school year.
- 1.3 On September 3, 2014, the draft policy and procedures were posted on the Board website and distributed to constituent groups for review and comment with input to be received by October 1, 2014.

2. Situation

- 2.1 There was minimal input received to the policy and procedures.
- 2.2 The revised policy is attached as Appendix A and the procedures as Appendix B.
- 2.3 Upon final approval, the policy will be distributed according to Board procedures.

RECOMMENDATION

It is recommended that Lakehead District School Board approve 3070 Allowance for Use of Personal Vehicle Policy as amended, Appendix A to Report No. 101-14.

Respectfully submitted,

DAVID WRIGHT
Superintendent of Business

IAN MacRAE
Director of Education

BUSINESS AND BOARD ADMINISTRATION	3000
OCTOBER 14, 2014 - DRAFT	
ALLOWANCE FOR USE OF PERSONAL VEHICLE POLICY	3070

1. Rationale

- 1.1 Lakehead District School Board maintains a limited number of special purpose vehicles for the conduct of Board business (i.e., maintenance and courier activities).
- 1.2 Some employees are required to use personal vehicles in the conduct of designated Board business on a scheduled or non-scheduled basis.

2. Policy

- 2.1 Board-owned vehicles are intended solely for official use and utilization for personal reasons is prohibited.
- 2.2 It is the policy of Lakehead District School Board to compensate employees for use of personal vehicles on designated Board business ~~within the jurisdiction of the Board.~~

3. Definitions

- 3.1 regular work place - refers to a location(s) to which an employee is assigned on a daily basis.
- 3.2 designated Board business - refers to the following:
 - supervisory personnel meeting role expectations;
 - assignments away from the regular work place on a non-scheduled basis and are more particularly described under Procedures to this Policy; or
 - assignments between locations where the regular work place is two or more locations on a scheduled daily basis, and the daily distance between locations exceeds 1 (one) kilometre.

4. Guidelines

- 4.1 Board-owned vehicles are not to be used for travel to and from an employee's home without the specific prior written authorization of the department Superintendent.
- 4.2 When not in use, Board-owned vehicles are to be parked within a secure compound whenever possible. Ignition keys shall not be stored within the vehicle when not in use.
- 4.3 Employee assignments are the responsibility of supervisory personnel, including principals, and accordingly, authorization for use of private vehicles in carrying out the assignment may only be given by the same supervisory personnel.
- 4.4 Payments made under this policy will be charged to budgets for which the authorizing supervisory official is accountable.

BUSINESS AND BOARD ADMINISTRATION	3000
OCTOBER 14, 2014 - DRAFT	
ALLOWANCE FOR USE OF PERSONAL VEHICLE POLICY	3070

- 4.5 Compensation for use of personal vehicle will be based upon submission of evidence of distance travelled as provided in procedures.
- 4.6 Employees, eligible under Sections 3.2.1 and 3.2.2., who start an assignment from home without visiting their regular work place, will claim for the shorter distance of:
- home to first call; or
 - regular work place to first call.
- The same applies when returning from last call.
- 4.7 All distances will be measured by the more direct route.
- ~~4.8 The base compensation will be the rate in effect on September 1, 2008.~~
- ~~4.9~~ **4.8** The Mileage rates will be established every two years, effective from September 1, 2010, based on review of vehicle costs **as well as the rates paid by similar organizations in the region**, prepared three months prior to the date of change of rates.
- ~~4.10~~ **4.9** Applicable clauses contained within collective agreements supersede relevant clauses of this policy.
- ~~4.11~~ **4.10** Each employee claiming compensation for use of personal vehicle must carry public liability coverage in an amount at least equal to the amount prescribed in procedures.
- ~~4.12~~ **4.11** Distance travelled by personal vehicle outside of the Board's boundaries will be compensated at 80% of the rate payable otherwise.
- ~~4.13~~ **4.12** Employees using personal vehicles in lieu of other modes of transportation for travel outside of the Board's boundaries will be compensated at the lesser of the cost of the alternative mode customarily used, or the compensation as determined under Section ~~4.12~~ **11**.
- ~~4.14~~ **4.13** Employees eligible under Section 3.2.3 will claim only for distance travelled in excess of 1 (one) kilometre daily between location and provided also that the total daily distance travelled including the distance between workplaces, exceeds by 1 (one) kilometre the distance from starting point to the furthest location and return.
- 4.14 It is understood that the allowance takes into consideration fuel, parking, and meter fees as well as all operational, maintenance and insurance costs associated with the use of the personal vehicle.**

BUSINESS AND BOARD ADMINISTRATION**3000****OCTOBER 14, 2014 - DRAFT****ALLOWANCE FOR USE OF PERSONAL VEHICLE
POLICY****3070**

- 4.15 Penalties for traffic or parking violations will not be reimbursed.
- 4.16 The Board will recognize an employee's right to claim for income tax purposes, deductions of amounts spent in the year for travelling, provided the employee meets all the requirements of the Income Tax Act, as it pertains to this matter. Employees adopting this situation must file a record of distances travelled with the Board Office on a quarterly basis.

5. Review

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

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
<hr/>	<u>June 18, 1996</u>	<hr/>
<hr/>	<u>Date Revised</u>	<hr/>
	June 23, 2009	

G:\POL\3070_allow_use_pers_veh_pol.doc

BUSINESS AND BOARD ADMINISTRATION	3000
OCTOBER 14, 2014	
ALLOWANCE FOR USE OF PERSONAL VEHICLE PROCEDURES	3070

1. The Policy

It is the policy of Lakehead District School Board to compensate ~~staff for costs incurred in using~~ **employees for use of** personal vehicles on designated Board business.

2. Implementation Procedures

2.1 Claims will be submitted on recognized claim forms as prescribed by the Business Department.

2.2 Electronic claim forms may be obtained from the Board's ~~website~~ **staff portal**. **A sample form is included as Appendix A.**

2.3 All claims must indicate starting point, destination(s), and distances between locations. **A chart of distances between Board facilities is included as Appendix B.**

2.4 The current mileage rates in effect will be noted on the mileage claim forms.

~~2.42.5~~ No claims will be paid without an employee's direct supervisor's signature of approval and a correct account number.

~~2.52.6~~ Any employee claiming for reimbursement must carry public liability insurance coverage in an amount not less than \$1,000,000.

~~2.62.7~~ Claims must be submitted regularly (at least quarterly) throughout the Board's fiscal year (September 1 to August 31), and in all cases ~~as at August 31~~ **the last claim form of the year must be received by the Business Department by September 15th to ensure the expense is charged to the appropriate fiscal year.**

3. Review

These procedures shall be reviewed in accordance with Policy Development and Review Policy 2010.

<u>Cross Reference</u>	<u>Date Received</u>	<u>Legal Reference</u>
_____	June 18, 1996	_____
_____	<u>Date Revised</u>	_____
	June 23, 2009	



Employee Name:				Employee ID # _____		Employee Group # _____		Vehicle Allowance Claim Submit mileage claims by last Friday of each month to be paid on the 2nd pay day of the following month. Final claim for the year must be submitted by September 15.					
Location:				Date Submitted: 10/9/2014									
Date (MM/DD/YYYY)	Odometer Out In		Km	Destination From To		Round Trip	Date (MM/DD/YYYY)	Odometer Out In		Km	Destination From To		Round Trip
			0							0			
			0							0			
			0							0			
			0							0			
			0							0			
			0							0			
			0							0			
			0							0			
			0							0			
			0							0			
			0							0			
			0							0			
			0							0			
			0							0			
			0							0			
			0							0			
			0							0			
			0							0			
			0							0			
Sub Total 1			0					Sub Total 2			0		
								Sub Total 1			0		
								Total			0		
ASN # _____				0 km @ \$0.44				_____ \$0.00					
				Total Claim								\$0.00	

Use of personal vehicles for travel on designated Board business is reimbursed at \$0.44/km for the first 5,000km and \$0.38/km thereafter.

I hereby certify the following:

- 1) The kilometers travelled as reported above were in connection with Board business.
- 2) That I am insured for the use of my motor vehicle under a standard automobile policy for third party liability and including passenger hazard to a limit of not less than \$1,000,000.
- 3) My insurance Agent is aware of the fact that I am presently using my vehicle on Board business. I agree to maintain this minimum coverage at all times while using my vehicle on Board business.

Direct Supervisor

LAKEHEAD DISTRICT SCHOOL BOARD

MILEAGE CHART

	AGNEW	ALGONQUIN	CD HOWE	CHURCHILL	CLAUDE GARTON	CRESTVIEW	EDGEWATER	FIVE MILE	GORHAM WARE	GRON MORGAN	HAMMARSKJOLD	HILLCREST	HYDE PARK	KAKABEKA	KINGSWAY	MAINTENANCE SHOP	MCKELLAR PARK	MCKENZIE	NORWESTERVIEW	OGDEN	ST JAMES	SHERBROOKE	SUPERIOR	VALLEY CENTRAL	VANCE	WESTGATE	WESTMOUNT	WHITEFISH	WOODCREST	ED CENTRE
AGNEW		8.8	9.5	0.1	13.7	19.1	1.6	14.7	27.5	7.1	7.3	7.9	3.2	31.1	3.3	6.8	3.4	33.1	12.0	5.2	8.9	1.2	9.7	21.6	10.7	2.4	1.5	37.7	5.7	1.8
ALGONQUIN	8.8		1.4	6.8	7.6	19.5	7.8	7.4	19.4	0.9	0.8	2.0	7.8	30.9	7.9	5.9	6.4	25.8	19.2	6.9	3.5	6.2	2.7	27.2	3.9	10.9	8.6	45.4	3.9	7.1
CD HOWE	9.5	1.4		8.1	6.3	20.0	9.4	6.3	18.2	1.9	0.9	1.3	9.3	31.7	9.5	7.2	7.9	25.5	19.8	7.6	2.8	7.9	1.5	29.8	2.8	11.5	9.3	46.1	4.7	8.6
CHURCHILL	0.1	6.8	8.1		12.7	19.7	1.1	13.3	25.3	6.8	7.4	8.0	3.0	27.0	3.2	6.7	3.5	32.8	12.0	4.6	8.8	1.1	9.6	21.9	10.3	2.4	1.4	38.3	9.9	1.8
CLAUDE GARTON	13.7	7.6	6.3	12.7		25.4	14.5	11.8	24.2	7.8	7.6	6.2	13.5	37.0	13.5	8.4	10.6	19.3	25.1	10.3	3.9	12.1	5.6	35.0	3.8	16.8	17.2	51.3	10.1	12.8
CRESTVIEW	19.1	19.5	20.0	19.7	25.4		18.5	19.6	26.4	18.6	19.2	19.8	20.7	11.5	20.8	22.1	21.0	49.9	24.6	21.5	21.0	18.5	21.7	17.5	22.0	18.6	19.0	28.0	18.3	19.6
EDGEWATER	1.6	7.8	9.4	1.1	14.5	18.5		14.9	26.8	9.3	8.6	10.9	3.0	26.1	3.0	7.8	3.5	35.3	11.1	3.0	10.0	2.0	10.7	21.1	12.7	1.3	1.4	37.1	11.3	2.0
FIVE MILE	14.7	7.4	6.3	13.3	11.8	19.6	14.9		12.1	7.2	6.0	7.0	17.0	31.2	17.2	12.2	13.1	30.6	23.3	13.5	8.3	12.8	7.3	28.5	7.5	15.1	15.4	45.5	5.8	16.1
GORHAM WARE	27.5	19.4	18.2	25.3	24.2	26.4	26.8	12.1		19.2	18.0	19.0	28.9	40.4	29.1	24.2	25.1	43.0	35.3	25.5	20.2	24.7	19.2	40.6	20.6	27.0	27.4	55.2	17.8	27.9
GRON MORGAN	7.1	0.9	1.9	6.8	7.8	18.6	9.3	7.2	19.2		1.8	1.8	7.7	30.0	8.1	4.5	6.4	26.7	18.1	5.8	3.6	6.0	3.0	28.1	4.0	9.8	7.8	44.4	4.4	7.0
HAMMARSKJOLD	7.3	0.8	0.9	7.4	7.6	19.2	8.6	6.0	18.0	1.8		1.6	12.5	9.8	10.0	6.7	7.4	26.1	18.9	7.7	3.4	6.7	2.3	28.8	3.8	9.8	8.3	45.1	3.7	7.8
HILLCREST	7.9	2.0	1.3	8.0	6.2	19.8	10.9	7.0	19.0	1.8	1.6		9.6	31.3	9.8	5.0	6.4	25.3	19.5	6.3	1.8	7.4	1.5	29.4	2.7	11.1	9.0	45.7	5.3	8.3
HYDE PARK	3.2	7.8	9.3	3.0	13.5	20.7	3.0	17.0	28.9	7.7	12.5	9.6		28.8	0.2	7.5	2.9	34.5	11.5	3.8	9.8	4.1	10.6	21.5	12.6	1.8	1.6	39.1	13.3	1.3
KAKABEKA	31.1	30.9	31.7	27.0	37.0	11.5	26.1	31.2	40.4	30.0	9.8	31.3	28.8		28.8	32.2	29.7	58.9	29.0	30.1	32.9	28.6	32.7	17.7	34.0	26.7	27.1	19.4	29.9	27.7
KINGSWAY	3.3	7.9	9.5	3.2	13.5	20.8	3.0	17.2	29.1	8.1	10.0	9.8	0.2	28.8		7.4	3.0	37.6	11.7	4.1	9.8	4.1	10.8	21.7	12.3	2.1	1.8	39.3	13.6	1.6
MAINTENANCE SHOP	6.8	5.9	6.9	6.7	8.4	22.1	7.8	12.2	24.2	4.5	6.7	5.0	7.5	32.2	7.4		4.8	33.5	18.4	3.7	4.9	6.3	6.0	28.3	7.9	10.2	7.5	43.6	9.0	6.7
MCKELLAR PARK	3.4	6.4	7.9	3.5	10.6	21.0	3.5	13.1	25.1	6.4	7.4	6.4	2.9	29.7	3.0	4.8		29.4	14.2	1.2	7.1	3.8	7.9	24.2	9.7	4.5	3.0	40.1	9.5	2.8
MCKENZIE	33.1	25.8	25.5	32.8	19.3	49.9	35.3	30.6	43.0	26.7	26.1	25.3	34.5	58.9	37.6	33.5	29.4		43.9	29.0	22.7	32.2	25.5	53.8	23.2	35.5	35.9	70.1	28.8	36.5
NORWESTERVIEW	12.0	19.2	19.8	12.0	25.1	24.6	11.1	23.3	35.3	18.1	18.9	19.5	11.5	29.0	11.7	18.4	14.2	43.9		15.5	20.7	13.1	20.9	11.2	22.7	10.1	11.6	33.8	19.8	12.3
OGDEN	5.2	6.9	7.6	4.6	10.3	21.5	3.0	13.5	25.5	5.8	7.7	6.3	3.8	30.1	4.1	3.7	1.2	29.0	15.5		6.8	4.4	7.7	25.6	9.0	6.0	4.4	41.6	9.9	3.6
ST JAMES	8.9	3.5	2.8	8.8	3.9	21.0	10.0	8.3	20.2	3.6	3.4	1.8	9.8	32.9	9.8	4.9	7.1	22.7	20.7	6.8		8.5	1.7	31.1	2.5	12.3	9.8	46.9	6.6	9.1
SHERBROOKE	1.2	6.2	7.9	1.1	12.1	18.5	2.0	12.8	24.7	6.0	6.7	7.4	4.1	28.6	4.1	6.3	3.8	32.2	13.1	4.4	8.5		9.2	22.8	9.6	3.8	2.4	39.2	9.1	2.7
SUPERIOR	9.7	2.7	1.5	9.6	5.6	21.7	10.7	7.3	19.2	3.0	2.3	1.5	10.6	32.7	10.8	6.0	7.9	25.5	20.9	7.7	1.7	9.2		30.9	1.4	12.9	10.5	45.0	5.3	9.9
VALLEY CENTRAL	21.6	27.2	29.8	21.9	35.0	17.5	21.1	28.5	40.6	28.1	28.8	29.4	21.5	17.7	21.7	28.3	24.2	53.8	11.2	25.6	31.1	22.8	30.9		31.5	19.6	21.6	22.4	27.4	21.9
VANCE	10.7	3.9	2.8	10.3	3.8	22.0	12.7	7.5	20.6	4.0	3.8	2.7	12.6	34.0	12.3	7.9	9.7	23.2	22.7	9.0	2.5	9.6	1.4	31.5		13.1	11.5	47.7	6.5	11.9
WESTGATE	2.4	10.9	11.5	2.4	16.8	18.6	1.3	15.1	27.0	9.8	9.8	11.1	1.8	26.7	2.1	10.2	4.5	35.5	10.1	6.0	12.3	3.8	12.9	19.6	13.1		1.5	37.4	11.4	2.4
WESTMOUNT	1.5	8.6	9.3	1.4	17.2	19.0	1.4	15.4	27.4	7.8	8.3	9.0	1.6	27.1	1.8	7.5	3.0	35.9	11.6	4.4	9.8	2.4	10.5	21.6	11.5	1.5		37.6	11.8	0.9
WHITEFISH	37.7	45.4	46.1	38.3	51.3	28.0	37.1	45.5	55.2	44.4	45.1	45.7	39.1	19.4	39.3	43.6	40.1	70.1	33.8	41.6	46.9	39.2	45.0	22.4	47.7	37.4	37.6		29.9	38.1
WOODCREST	5.7	3.9	4.7	9.9	10.1	18.3	11.3	5.8	17.8	4.4	3.7	5.3	13.3	29.9	13.6	9.0	9.5	28.8	19.8	9.9	6.6	9.1	5.3	27.4	6.5	11.4	11.8	29.9		12.4
ED CENTRE	1.8	7.1	8.6	1.8	12.8	19.6	2.0	16.1	27.9	7.0	7.8	8.3	1.3	27.7	1.6	6.7	2.8	36.5	12.3	3.6	9.1	2.7	9.9	21.9	11.9	2.4	0.9	38.1	12.4	

*note these distances represent a one-way trip

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2014 OCT 14
Report No. 105-14

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

RE: POLICY REVIEW - 7060 STAFF TRAINING

1. Background

- 1.1 On June 8, 1994, the Staff Training Policy 7060 was approved.
- 1.2 At the June 25, 2013 Regular Board Meeting, the Staff Training Policy 7060 was approved for review during the 2013-2014 school year as part of the policy development and review cycle.
- 1.3 On March 25, 2014 the Staff Training Policy 7060 was deferred to the fall of 2014.
- 1.4 On September 8, 2014, the draft policy and procedures were posted on the Board website and distributed to constituent groups for review and comment with input to be received by October 1, 2014.

2. Situation

- 2.1 Recommendations for grammatical changes were received through input.
- 2.2 Administration has concluded its review of the existing policy and procedures and there are changes to the policy.
- 2.3 The revised policy is attached as Appendix A and the procedures as Appendix B.
- 2.4 Upon final approval, the policy will be distributed according to Board procedures.

RECOMMENDATION

It is recommended that Lakehead District School Board approve 7060 Staff Training, Appendix A to Report No. 105-14.

Respectfully submitted,

DONICA LEBLANC
Supervising Principal

SHERRI-LYNNE PHARAND
Superintendent of Education

IAN MACRAE
Director of Education

PERSONNEL AND EMPLOYEE RELATIONS

OCTOBER 14, 2014 - DRAFT

7000

Appendix A to
Report No. 105-
14

STAFF TRAINING AND PROFESSIONAL DEVELOPMENT POLICY

7060

1. Rationale

People are important in any organization. In education, the professional competency of staff has special significance because ***it is*** our ***responsibility in establishing*** charge is the optimum development ***learning of*** for our students. Only by being lifelong learners ***ourselves***, can we be models for learning for our students.

Staff training ***and professional development*** programs will be successful when the needs of the system, the school and the individual are met. Consequently, the responsibility for staff training ***and professional development*** must be shared by the organization, the federations, ***the*** unions and by the individual.

2. The Policy

Lakehead District School Board expects and supports effective staff training for all Board personnel ***and professional development for all Board personnel.***

3. Definition

~~Staff Training - is a series of learning activities intended to increase a person's effectiveness by developing knowledge, skills, strategies and values in order to address organization and individual goals.~~

4.3. Guidelines

~~4.13.1~~ The ultimate reason for staff training ***and professional development*** is the improvement of ***student achievement and for student and staff well being.*** learning for the students in our system.

~~4.23.2~~ Providing training for staff ***training or professional development*** will be through the use of our own resource persons, whenever possible. Training our own trainers will be a priority.

~~4.3~~ All personnel of Lakehead District School Board will prepare an individual learning plan. This long-range plan of learning activities will consider organizational goals and will be reviewed every two years.

~~4.43.3~~ The preferred location for providing staff training ***and professional development*** will be at the school and system levels. (in-house)

~~4.53.4~~ All groups responsible for staff training ***or professional development*** will develop practices, long-range plans, and criteria for the evaluation of staff training programs, and

PERSONNEL AND EMPLOYEE RELATIONS

OCTOBER 14, 2014 - DRAFT

7000

Appendix A to
Report No. 105-
14

STAFF TRAINING AND PROFESSIONAL DEVELOPMENT POLICY

7060

will provide for the equitable distribution of resources. (In most cases, this is described in the collective agreement.)

4.63.5 Responsibility for providing time and funds for staff training *or professional development* is a shared obligation of the organization, federations, unions and the individual.

3.6 The Board reserves the right to require professional development and training for its employees.

4.73.7 The Board reserves the right to restrict staff from attending Board-funded staff training activities *or professional development* outside the country when a government travel advisory is in effect.

5.4. 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>
_____	1994 06 08	_____
_____	<u>Date Revised</u>	_____
	Reviewed by: _____	

G:\POL\7060_staff_train_pd_pol.doc

PERSONNEL AND EMPLOYEE RELATIONS

OCTOBER 14, 2014 - DRAFT

STAFF TRAINING AND PROFESSIONAL DEVELOPMENT PROCEDURES

7000

Appendix B to
Report No. 105-
14

7060

1. Policy

It is the policy of Lakehead District School Board to encourage and support effective professional development activities for all Board ***expects and supports effective staff training personnel and professional development for all Board personnel.***

2. Definitions

2.1 Professional Development ~~is an ongoing process intended to increase a person's effectiveness by developing (e.g. modifying, extending, updating, replacing) knowledge, skills, strategies and values in order to address organization and individual goals.~~ ***Staff training is a series of learning activities intended to increase a person's effectiveness by developing knowledge, skills, strategies and values in order to address organization and individual goals.***

2.2 Educational Leave ~~is a professional development experience where the learning activities normally take place during the school year and over an extended period of time.~~ ***Professional development provides appropriate opportunities for staff to engage in learning that is:***

- ***collaborative;***
- ***constructive;***
- ***cyclical;***
- ***sustained; and***
- ***job-embedded.***

Effective professional development is most likely to result in a permanent change in knowledge, skills, strategies and values.

2.3 The definition of Inservice ~~is for definition purpose and is not part of the Professional Development Policy.~~

Inservice ~~refers to programs and activities specifically relating to Ministry of Education, other externally mandated programs, and Board initiatives. Selected personnel are expected to attend specifically identified programs and activities.~~

3. Procedures

3.1 Individuals or groups responsible for the ***planning*** ~~disbursement~~ of professional development ***and the allocation of*** funds must adhere to the practices developed for its ~~members~~ ***the identified group.***

3.1.1 These practices will address the following ***as applicable: Board priorities, Ministry guidelines,*** long range plans, application procedures, reporting

PERSONNEL AND EMPLOYEE RELATIONS

OCTOBER 14, 2014 - DRAFT

STAFF TRAINING AND PROFESSIONAL DEVELOPMENT PROCEDURES

7000

Appendix B to
Report No. 105-
14

7060

methods, Board guidelines for travel expenses, delegate numbers, retirement and equitable ~~distribution of funds~~ **participation**.

3.1.2 The approved practices must be consistent with Board practices **priorities**. Should the ~~Board~~ practices be in conflict with the collective agreement, the collective agreement will take precedence.

3.1.3 The appropriate ~~Supervisory Officer~~ **Superintendent** must approve all practices.

3.2 All personnel of Lakehead District School Board requesting professional development funding must use the approved application form.

3.3 Individual or group professional development activities shall reflect Ministry of Education, Board, **school** and/or approved individual professional development plans.

3.4 Final authorization for the disbursement of professional development funds is the responsibility of the designated ~~Supervisory Officer~~ **Superintendent**.

3.5 **Out of Town Professional Development**

i) **Prior to travel, the participant must submit a travel approval form to his/her supervisor for approval.**

ii) Upon completion of the professional development experience, all personnel must submit an Authorization and Expense Report form and an Activity Report form to the appropriate ~~Supervisory Officer~~ **Superintendent**.

~~3.6~~ iii) Individuals who have submitted their resignation or intent to retire from the Board will not normally be eligible for funding assistance.

iv) ~~Trustees will be informed in advance of individuals who have applied to attend professional development activities outside Canada.~~ **Travel approval will be in accordance with 3074 Expense and Travel Reimbursement Procedures.**

~~3.7~~ Professional development funds will normally be allocated using the following ratio: 60% of the total budget between January and August, 40% of the total budget between September and December.

~~3.86~~ All professional development activities will be monitored by the designated ~~Supervisory Officer~~ **Superintendent**.

~~3.107~~ A data bank of resource personnel will be developed and retained centrally. **A professional development calendar will be developed and maintained centrally.**

4. A **Reports on training and professional development** programs and activities will be presented annually in the Spring to the Board by the appropriate ~~Supervisory Officer~~ **Superintendent**.

PERSONNEL AND EMPLOYEE RELATIONS

OCTOBER 14, 2014 - DRAFT

STAFF TRAINING AND PROFESSIONAL DEVELOPMENT PROCEDURES

7000

Appendix B to
Report No. 105-
14

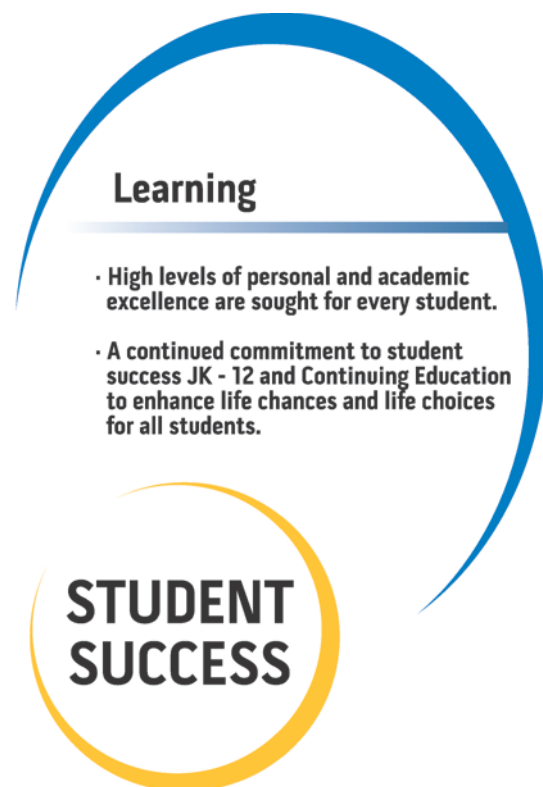
7060

5. Review

These procedures 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>3074 Expense and Travel Reimbursement Procedures</i> _____	March 25, 1992 <u>Date Revised</u> Reviewed by: _____	 _____ _____

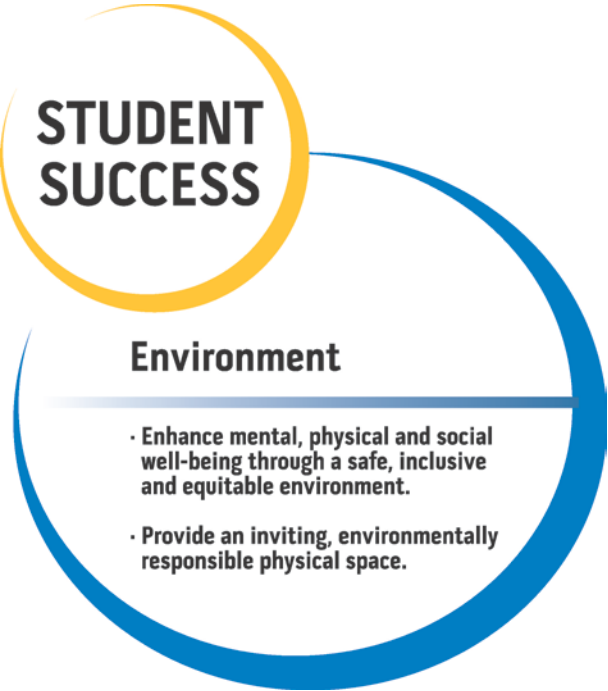
G:\POL\7060_staff_train_pd_proc.doc



2014 – 2015 Operational Plan

Goals	Key Actions	Responsibility	Indicators of Success
<p>Schools will analyze data to set goals that focus on improving student achievement in writing, reading, or mathematics.</p> <p>Writing:</p> <ul style="list-style-type: none"> develop students' ability to communicate their thinking both orally and in writing <p>Reading:</p> <ul style="list-style-type: none"> develop students' reading skills and ability to communicate their thinking both orally and in writing <p>Mathematics:</p> <ul style="list-style-type: none"> develop students' flexible computational skills and strategies develop students' ability to solve mathematical problems and communicate their thinking orally and in writing 	<ul style="list-style-type: none"> Engage staff and parent communities in implementing a school improvement plan that sets goals and targets to monitor progress. Communicate and implement strategies for instruction and assessment that support all students in meeting the goals <ul style="list-style-type: none"> Instruction and assessment will recognize and support students' strengths needs and prior learning. (4.5) Instruction and assessment expectations will be commonly developed. (1.1) Educators will provide meaningful feedback that will enhance student learning. (1.2) Students will be actively involved in their own learning process. (1.3) Assessment tasks will reflect curriculum expectations and be used to inform the teaching/learning process. (1.4) Develop and implement processes that promote collaborative teaching and learning in literacy and mathematics. (2.1) <ul style="list-style-type: none"> Staff and schools will be engaged in professional dialogue to monitor and communicate students' progress in meeting goals. Engage parents in their children's mathematics education. Deliver culturally appropriate programs and intervention strategies for all students. <ul style="list-style-type: none"> a variety of diverse programs to meet the needs of all learners. (5.1) 	<p>School Leaders Parents</p> <p>School Leaders Program Department Teachers Educational Support Staff</p> <p>School Leaders Program Department Teachers Educational Support Staff</p> <p>School Leaders Program Department Teachers Tutors Educational Support Staff</p>	<p>Improvement in:</p> <ul style="list-style-type: none"> Board selected common assessment tools administered in the fall and spring annually credit accumulation lesson completion rates graduation rates EQAO results over time <ul style="list-style-type: none"> tracking within each grade level assessment tracking groups of students across all grade level assessments

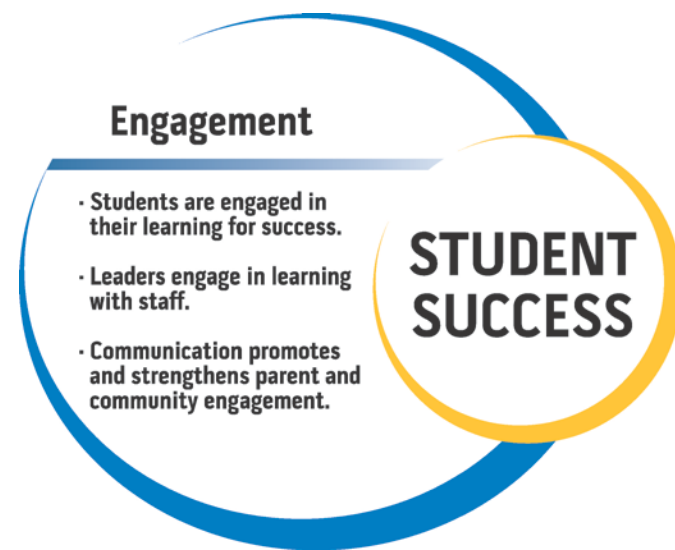
Goals	Key Actions	Responsibility	Indicators of Success
<p>Graduation Rates:</p> <ul style="list-style-type: none">increase the graduation rates and the antecedents to graduation <p>Continuing Education</p> <ul style="list-style-type: none">increase the number of continuing education graduatesincrease lesson completion rates	<ul style="list-style-type: none">Continue to implement strategies to improve graduation rates, including monitoring Grade 9, 10, 11, 12 credit accumulation, attainment of volunteer hours, re-engagement and summer programs.Implement programs and services to support students at risk of not graduating.	<p>Senior Administration Program Department Secondary School Leaders Teachers Educational Support Staff</p> <p>School Leaders Teachers Tutors Educational Support Staff</p>	
<p>Enhanced curriculum programming will be provided through the use of technology.</p> <p>Elementary and secondary teachers will increase their integration and use of technology in daily instruction.</p>	<ul style="list-style-type: none">Engage learners through the use of technology to enhance learning.Develop the skills of the IT representative at each school and enable the representative to engage their colleagues in use of technology in the classroom.Implement and train an IT accountability framework for use of IT in the classroom.Expand use of e-books and e-textbooks (Grade 9 Mathematics, Grade 11 Accounting).Expand the bring your own device (BYOD) implementation that supports student use of technology in the classroom.Communicate through Newsletter/Survey.Offer Additional Qualifications in Computers in the Classroom.	<p>School Leaders Teachers Educational Support Staff</p> <p>Program Department IT Representatives</p> <p>Senior Administration</p> <p>School Leaders Teachers ISTs Library Technicians</p> <p>School Leaders Teachers</p> <p>IT Committee</p> <p>Senior Administration</p>	<p>Teaching & Learning incorporates 21st century learning, global perspectives, learning skills, resources and technology.</p> <p>Digital tool use modeled in classrooms.</p> <p>Students have access to and use technologies to support and document their learning.</p> <p>Survey results indicate increased use of technology in classroom from fall to spring.</p> <p>Practice developed for wireless technology use in classrooms.</p> <p>Increased use of shared drive; lesson plans posted on shared drive/portal.</p>



Goals	Key Actions	Responsibility	Indicators of Success
School environments are safe and equitable, and support student well being.	<p>Deliver intervention strategies and culturally appropriate programs to ensure that all students meet the targets in literacy, numeracy, and on the student success indicators.</p> <p>Extend the engagement of all learners and their families to support a safe and equitable learning environment through ongoing communication.</p> <p>Administer student school climate surveys and revise bullying prevention plan accordingly.</p> <ul style="list-style-type: none"> Help students feel safe and welcome at school by implementing programs and providing student, parent and staff training that promotes positive relationships. <p>Ensure students and their families see themselves represented in the curriculum and the school environment.</p> <p>Include a variety of community and stakeholder groups in cultural and/or experiential learning.</p>	<p>Aboriginal Resource Teacher School Leaders Facilitators Teachers Educational Support Staff</p> <p>School Leaders Facilitators Teachers Educational Support Staff</p> <p>School Leaders School Councils Education Officer Mental Health Lead</p> <p>All School Staff</p> <p>School Leaders Aboriginal Resource Teacher Aboriginal Community Liaison Officer</p>	<p>Student learning profiles are current and support student learning.</p> <p>School climate survey data is used to identify areas for improvement and celebration.</p> <p>Learning environments are reflective of the student population.</p> <p>Staff are aware of external agencies involved in assisting students and can facilitate appropriate access to those services.</p> <p>All staff demonstrate responsibility for the success of every student.</p>

Goals	Key Actions	Responsibility	Indicators of Success
School environments are safe and equitable, and support student well being. (Cont'd)	<p>Finalize the Board's Mental Health Strategy:</p> <ul style="list-style-type: none"> provide awareness, literacy and expertise training to appropriate staff members enhance partnerships that will assist schools, students and families with children's and youth's mental health. <p>Enhance communication regarding equity and inclusion.</p>	<p>Mental Health Lead Mental Health Steering Committee</p> <p>Equity & Inclusive Education Working Group</p>	Students, parents, and staff know how to access mental health support in the school and community.
Lakehead District School Board will further reduce its carbon footprint.	<p>Reduce greenhouse gas emissions by 150 tonnes from previous year.</p> <p>Continue to review and implement practices and procedures to assist schools in attaining reductions in carbon footprint.</p> <p>Expand and continue a long-term energy management plan identifying strategies and long-term financial/capital investment.</p> <p>Continue to encourage and support Green Teams at every site to participate in site specific environmental activities.</p>	<p>Property Services School Leaders</p> <p>Property Services School Leaders</p> <p>Property Services School Leaders</p> <p>Property Services School Leaders</p>	<p>Reduction in emissions measured through energy consumption and Green Energy Act reporting.</p> <p>Practices and procedures continue to evolve.</p> <p>Incorporate energy management into five year Capital Plan.</p> <p>Active Green Teams at every site.</p>
<p>80% of buildings will achieve a 3 or better on the Spring Quality Maintenance Inspection. (QMI)</p> <p>A minimum of 10% of buildings will achieve a 4 on the Spring QMI.</p> <p>No facility will scores less than a 2 on the Spring QMI.</p>	<p>Build awareness of QMI process with all staff.</p> <p>Communicate individual QMI results to all schools (administration and custodial) and School Superintendent and develop strategies for improvement.</p> <p>Communicate school QMI results to all staff with the action plan to increase QMI results.</p> <p>Work with school custodial staff to focus on areas for improvement.</p>	<p>Property Services</p> <p>Property Services</p> <p>School Leaders</p> <p>Property Services School Leaders</p>	<p>Communication to staff.</p> <p>Results to schools.</p> <p>Results communicated to staff.</p>
Lakehead District School Board will develop a capital plan for schools focusing on academic achievement by November 2014 (e.g. renovations for program needs, building/facility structure for improved student success).	<p>Gather input, record and present school needs based on input from:</p> <ul style="list-style-type: none"> school community Maintenance and Plant building consultants external authorities. <p>Develop a plan to establish the order in which school needs (capital improvement) will occur.</p>	<p>Property Services Director's Council School Leaders</p> <p>Property Services Director's Council School Leaders</p>	<p>Partnership with various Board committees and resources ensuring structural improvements align with student success, information technology, safety, accessibility, and energy.</p> <p>Plan developed, communicated and implemented.</p>

Goals	Key Actions	Responsibility	Indicators of Success
Infrastructure needs(wireless technology, bandwidth, hardware , etc.) are in place to support the vision for 21 st Century Learning, specifically: <ul style="list-style-type: none">- allowing for flexible, anywhere learning- supporting innovation and creativity among staff and students- ensuring equitable access for all students- increasing communication with parents and community groups	Implement year three of the IT Plan which includes: <ul style="list-style-type: none">• renewal of computer hardware• renewal of network hardware• increased bandwidth• tablet rollout• staff training Conduct staff and student Information Technology survey.	IT Committee IT Department Senior Administration	IT newsletter Expand the use of wireless technology Implement some cloud based services Implement a disaster recovery plan Updated inventory of all of hardware
The renewal of library space will continue in elementary and secondary schools.	Continue implementation of library resource centres.	Library Committee Senior Administration	Library renewal/repurpose is completed.



Goals	Key Actions	Responsibility	Indicators of Success
Under the guidance of school leaders, all schools will create and implement a School Improvement Plan goal that ensures students have input and consultation into their learning through formal and informal feedback processes.	<p>Ensure students clearly understand the expectations for any learning task.</p> <p>Continue to use student work to guide teaching practice.</p> <p>Continue to share strategies to enhance student achievement with the entire school community through newsletters, parent/teacher conferences and other information sessions.</p>	<p>Students</p> <p>School Leaders</p> <p>School Staff</p> <p>School Council</p>	<p>Improved student achievement.</p> <p>Student data will be shared with school staff members.</p>
Students will provide input to school and system committee work.	Continue to involve students to share student voice at both the school and system level.	<p>School Leaders</p> <p>Other Central Staff</p> <p>Policy Development/ Review Leads</p> <p>Student Trustee</p>	<p>Student input is received as part of the planning process.</p> <p>Student involvement with Committees will be tracked.</p>
Opportunities are organized for parents/guardians and community members to increase their awareness on relevant and current topics in education.	<p>Continue to host school events that support parent engagement including curriculum nights, PRO Grant activities, and School Council events.</p> <p>Coordinate information sessions with input from parent and community stakeholders.</p>	<p>Senior Administration</p> <p>Parent Involvement Committee</p> <p>School Leaders</p> <p>School Staff</p> <p>School Councils</p>	<p>Parents feel more welcomed and involved in the school.</p> <p>Parents and other stakeholders will have input and attend information events.</p>

Goals	Key Actions	Responsibility	Indicators of Success
Communication with students, parents, staff, and community will be strengthened and broadened through enhanced communication methods and practices.	<p>Develop a social media strategy to strengthen communications with the various target audiences.</p> <p>Review and revise current website in accordance to recommendations by social media consultant.</p> <p>Encourage and support reciprocal communication between home and school.</p> <p>Enhance communication by strengthening relationships with community partners.</p> <p>Formalize communication practices for schools and system regarding the use of technologies such as Synrevoice, portal, websites, social media, blogs (while still maintaining privacy rights of students and staff).</p> <p>Support schools to identify target audiences for enhanced, differentiated communication.</p> <p>Enhance the student voice in our communication with the community.</p> <p>Promote specialized programs to target audiences with the most appropriate communications methods.</p>	<p>Communications Officer Information Technology</p> <p>Communications Officer Information Technology</p> <p>Schools School Councils Parent Involvement Committee</p> <p>Communications Officer Information Technology Committee Director's Council</p> <p>Communications Officer Program Staff Senior Administration</p>	<p>Lakehead Public Schools has a significant presence on numerous social media platforms.</p> <p>Lakehead Public Schools website is built solidly on key audience needs, current visitor behavior, 2014 trends and the general requirements for responsive design</p> <p>Communication is enhanced with parents and School Councils.</p> <p>Increase in people using the webpage.</p> <p>Increase in the number of parents attending events.</p> <p>Parents receive timely and enhanced information about events, programs, and services that support student achievement and well being.</p> <p>All students and staff are ambassadors for Lakehead Public Schools.</p> <p>Students are able to access specialized program information electronically and through social media.</p>
A communication plan that focuses on student and staff achievements will be reviewed, revised, and implemented by June 2015.	<p>Develop an ongoing and comprehensive communication plan that promotes and celebrates the commitment to our vision, mission, and values, and enhances communication with our public.</p> <p>Continue to work with stakeholder and staff groups to promote student, staff, and system achievements.</p>	<p>Communications Officer Director's Council</p>	<p>Students, staff, and community demonstrate a commitment to the Board's vision, mission, and values.</p> <p>A report that outlines our goals and achievements is submitted to the Ministry of Education, communicated with stakeholders, and posted to the website.</p> <p>Students, staff, school, and district achievements are recognized through media releases, school and Board events and meetings, and through internal newsletters and e-communications.</p>

Goals	Key Actions	Responsibility	Indicators of Success
Lakehead District School Board Administration will implement an electronic document management system.	<p>Departmental Electronic Document Management</p> <ul style="list-style-type: none">Analyze current paper based systems and electronic records of specific targeted departments to determine most appropriate strategy for creating an electronic document management system.Transition the selected department's records to electronic file repository using Arenburg records management system as the basis of file categorization.Analyze and create standard classifications of file security and permissions access levels, in accordance with industry best practices. (e.g. Senior Management vs. all staff) <p>Human Resources, Payroll, Accounting</p> <ul style="list-style-type: none">Provide an electronic solution to route documents from the author to other staff for input and approval.	Administrative Services with collaboration from departments	Greater efficiency in business practices and document management.

October 7, 2014