



Office of the Director

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

REGULAR BOARD MEETING NO. 4

**Tuesday, March 24, 2015
Jim McCuaig Education Centre**

Ian MacRae
Director of Education

Jack Playford
Chair

AGENDA

**PUBLIC SESSION
7:30 P.M. – in the Board Room**

	<u>Resource Person</u>	<u>Pages</u>
1. Call to Order		
2. Disclosure of Conflict of Interest		
3. Approval of the Agenda		
4. Resolve into Committee of the Whole – Closed Session		
5. COMMITTEE OF THE WHOLE – Closed Session – 6:30 p.m. (SEE ATTACHED AGENDA)		
6. Report of Committee of the Whole – Closed Session		
7. Delegations/Presentations		
8. Confirmation of Minutes		
8.1 Regular Board Meeting No. 3 - February 24, 2015	J. Playford	1-3
9. Business Arising from the Minutes		
<u>MATTERS NOT REQUIRING A DECISION:</u>		
10. Information Reports		
10.1 Ontario Public School Boards' Association (OPSBA) Report	G. Saarinen	Verbal

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

LAKEHEAD DISTRICT SCHOOL BOARD

		<u>Resource Person</u>	<u>Pages</u>
10.2	Student Trustee Report	H. Smith	Handout
10.3	Bus Transportation Final Costs for 2014-2015 (032-15)	D. Wright	4-5
10.4	Mental Health Update (031-15)	C. Kappel	6-11
11.	First Reports		

MATTERS FOR DECISION:

12.	Postponed Reports		
13.	Recommendations from the Standing Committee (034-15)	J. Playford	12
13.1	Special Education Advisory Committee (SEAC) Request for Approval of Correspondence (029-15)		
	<i>It is recommended that Lakehead District School Board approve the request from the Special Education Advisory Committee (SEAC) to send correspondence of support to the Minister of Education, and the President of the Ontario Public School Boards' Association as outlined in Report No. 029-15.</i>		
13.2	Approval of Appointment to the Special Education Advisory Committee (SEAC) (030-15)		
	<i>It is recommended that Lakehead District School Board approve the appointment of Kelly Hicks as member to the Special Education Advisory Committee representing Thunder Bay Indian Friendship Centre for the term ending November 30, 2018.</i>		

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

LAKEHEAD DISTRICT SCHOOL BOARD

13.3 Policy 1020, Equity and Inclusive Education: Distribution of Faith-Based Literature (028-15)

It is recommended that Lakehead District School Board:

1. *Apply the use of Policy Development and Review Policy, section six which reads as follows:*

“Notwithstanding the provisions of this policy, where circumstances arise which, in the opinion of the Board, require immediate action in the best interest of the overall management of the school system, the Board may, with the support of the majority of Trustees, alter the details of the policy.”

2. *Approve the Faith and Creed Accommodation Guideline, Appendix A to 1020 Equity and Inclusive Education Policy and Procedures, Appendix A to Report No. 028-15.*

14. Ad Hoc and Special Committee Reports

15. New Reports

16. New Business

17. Notices of Motion

18. Information and Inquiries

19. Adjournment

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



Office of the Director

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

REGULAR BOARD MEETING NO. 4

Tuesday, March 24, 2015

Jim McCuaig Education Centre

Ian MacRae
Director of Education

Jack Playford
Chair

AGENDA

COMMITTEE OF THE WHOLE – Closed Session

6:30 P.M. – in the Sibley Room

	<u>Resource Person</u>	<u>Pages</u>
5.1 Confirmation of Committee of the Whole - Closed Session Minutes		
5.1.1 Regular Board Meeting No. 3 - February 24, 2015	J. Playford	1-2
5.2 Business Arising from the Minutes		
5.3 Consideration of Reports		
5.3.1 Negotiations Update	I. MacRae	Verbal
5.4 Information and Inquiries		
5.5 Rise and Report Progress		

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

LAKEHEAD DISTRICT SCHOOL BOARD

LAKEHEAD DISTRICT SCHOOL BOARD

MINUTES OF REGULAR BOARD MEETING NO. 3

Board Room
Jim McCuaig Education Centre

2015 FEB 24
7:30 p.m.

TRUSTEES PRESENT:

Jack Playford (Chair)
George Saarinen (Vice Chair)
Marg Arnone
Ellen Chambers

Deborah Massaro
Ron Oikonen – via teleconference
Trudy Tuchenhausen – via teleconference
Karen Wilson
Hannah Smith (Student Trustee)

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:

Glenn Cunningham, Lakehead Principals/Vice Principals
Donica LeBlanc, Lakehead Principals/Vice Principals
Kirsti Alaksa, Managers

PUBLIC SESSION:

1. **Approval of Agenda**

Moved by Trustee Wilson

Seconded by Trustee Arnone

“THAT the Agenda for Regular Board Meeting No. 3, February 24, 2015 be approved.”

CARRIED

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

Moved by Trustee Chambers

Seconded by Trustee Arnone

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

- *Confirmation of Committee of the Whole – Closed Session Minutes*
 - *Regular Board Meeting No. 10*
 - *June 24, 2014*
- *Negotiations Update*

- *Personnel Matter*

and that this meeting shall not be open to the public pursuant to Section 207 (2) of the Education Act as amended."

CARRIED

COMMITTEE OF THE WHOLE – CLOSED SESSION:

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

PUBLIC SESSION:

- 4. Report of Committee of the Whole – Closed Session

Moved by Trustee Chambers

Seconded by Trustee Arnone

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

'THAT Lakehead District School Board approve the Committee of the Whole – Closed Session Minutes of Regular Board Meeting No. 10, June 24, 2014.'"

CARRIED

- 5. Confirmation of Minutes

Moved by Trustee Arnone

Seconded by Trustee Wilson

"THAT Lakehead District School Board approve the Minutes of Regular Board Meeting No. 2, January 27, 2015."

CARRIED

MATTERS NOT REQUIRING A DECISION:

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

Trustee Saarinen, Ontario Public School Boards' Association Director and voting delegate, presented a verbal report highlighting the information addressed at the February 20 and 21 Board of Directors' meetings. The next Board of Directors' meetings will take place on April 24 and 25. Information will be left in the Trustees' Lounge for perusal.

- 7. Student Trustee Report

Hannah Smith, Student Trustee, provided a handout as her report. Items addressed included: Student Senate meeting, Northwestern Ontario Secondary Schools Student's Association's (NWOSSSA) meeting, networking, and Youth 4 Music. All Trustees' questions were addressed.

8. The Arts (027-15)

Sherri-Lynne Pharand, Superintendent of Education, introduced Nicole Walter Rowan, Program Coordinator, who presented the report. All Trustees' questions were addressed.

9. Aboriginal Education Advisory Committee Meeting Minutes - December 18, 2014

Sherri-Lynne Pharand, Superintendent of Education, presented the December 18, 2014 minutes for information.

MATTERS FOR DECISION:

10. Recommendation from the Standing Committee (026-15)

School Year Calendar 2015-2016 (024-15)

Moved by Trustee Saarinen

Seconded by Trustee Chambers

"THAT Lakehead District School Board:

1. *Approve the proposed 2015-2016 Elementary School Year Calendar, including the opening and closing dates and professional activity days, as described in Appendix A of Report No. 024-15.*
2. *Approve the proposed 2015-2016 Secondary School Year Calendar, including the opening and closing dates, professional activity days and examination days, as described in Appendix B of Report No. 024-15."*

CARRIED

11. By-Law No. 111 - Long-Term Financing Agreement (025-15)

Moved by Trustee Wilson

Seconded by Trustee Arnone

"THAT Lakehead District School Board approve By-law No. 111 (Appendix A) authorizing the long-term financing agreement with the Ontario Financing Authority for the Bernier Stokes School soil remediation project, as outlined in Report No. 025-15."

CARRIED

12. Information and Inquiries

- 12.1 Chair Playford reported that Donald Sutherland, a former staff member, passed away.

13. Adjournment

Moved by Trustee Tuchenhausen

Seconded by Trustee Oikonen

"THAT we do now adjourn at 8:17 p.m."

CARRIED

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2015 MAR 24
Report No. 032-15

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

RE: BUS TRANSPORTATION FINAL COSTS FOR 2014-2015

1. Background

School bus transportation contracts for Lakehead District School Board were based on a formal procurement process and negotiated efforts with the coterminous board and our service providers. References to changes in the 2014-2015 contract amounts refer back to the previous year.

2. Situation

- 2.1 With respect to the 2014-2015 contracts, Lakehead District School Board has secured fully tendered routing for busing services through Student Transportation Services of Thunder Bay (STSTB).
- 2.2 Utilization of the MapNet computer program for automated route planning accurately measures the length of all routes adjusted annually for student address changes. This year there was an increase in the daily distance by 4 km/day bringing the daily distance total to 12,758 km.
- 2.3 The 2014-2015 transportation funding formula contains a *Fuel Escalator/De-Escalation Clause* to help provide additional funding stability despite market volatility of fuel prices. The Ministry of Education has pegged fuel funding price at \$0.957 per liter, plus or minus three percent. If fuel prices are above or below this spread in any month within the fiscal year, a funding adjustment will apply.
- 2.4 2014-2015 fully tendered and audited routing resulted in the following monthly contract amounts (not including HST):

MONTHLY PAYMENT	
First Student	\$352,178
Iron Range Bus Lines	\$149,546
TOTALS	\$501,724

3. Conclusion

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

Respectfully submitted,

ROD BESSEL

Manager of Property Services & Transportation

DAVE CARROLL

Consortia Manager, Student Transportation Services of Thunder Bay

DAVID WRIGHT

Superintendent of Business

IAN MACRAE

Director of Education

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2015 MAR 24
Report No. 031-15

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

RE: MENTAL HEALTH UPDATE

1. Background

- 1.1 *Open Minds, Healthy Minds* is the Government of Ontario's comprehensive strategy to address mental health and addictions for all Ontarians. The first three years of the strategy are focused on children and youth.
- 1.2 Lakehead District School Board established a Mental Health Steering Committee in November 2011. Current members of the committee are:

David Tranter, Mental Health Leader (Chair);
Colleen Kappel, Superintendent of Education;
Lori Carson, Special Education Officer;
Debra Parks, Social Worker;
Vicki Shannon, Elementary Principal;
Leslie Hynnes, Education Officer;
Jeff Upton, Education Officer; and
Darryl Fawcett, Elementary Teacher.
- 1.3 Lakehead District School Board continued to receive funding from the Ministry of Education to maintain a Mental Health Leader for 2014-2015. Dr. David Tranter began his placement as the Mental Health Leader in September 2014.
- 1.4 As outlined in the Multi-Year Strategic Plan, Lakehead District School Board is committed to enhancing mental, physical and social well-being through a safe, inclusive and equitable environment.
- 1.5 The Ontario Government's Mental Health Strategy priorities for education are:
 - 1.5.1 Fast Access to High Quality Services
 - build capacity in the community-based sector;
 - reduce wait times;
 - meet community needs; and
 - link education, child and youth mental health, youth justice, health care and community.

1.5.2 Identify and Intervene Early

- provide tools and support to those in contact with children and youth so they can identify mental health issues sooner; and
- provide resources for effective responses to mental health issues; and build mental health literacy and local leadership.

1.5.3 Close Critical Service Gaps

Increase availability of culturally appropriate services and serve more children and youth:

- in Aboriginal, remote and underserved communities;
- with complex mental health needs; and
- at the key transition point from secondary to post-secondary education.

2. Situation

2.1 Mental Health Strategy

The Mental Health Steering Committee has met monthly to review the current Mental Health Strategy. The Strategy will be revised for 2015-2016 to make it more succinct, clarify priorities, and to better align with new Ministry of Education initiatives such as the inclusion of well-being in the Achieving Excellence (April, 2014) document. Mental health programs that currently run in our schools are being reviewed to ensure that they are being properly implemented, are evidenced-based, and represent best practices in their area.

2.2 Mental Health Awareness and Promotion

The Mental Health Leader is providing ongoing mental health presentations and training to staff, parents/guardians and student groups. Topics covered to date have included: Teaching Well-being in the Classroom, Resilience and the Growth Mindset, Overcoming Anxiety, Teaching the Teen Brain, Depression, Suicide Prevention, Self-Regulation and Executive Function, Parenting, and Developing Healthy Relationships.

2.3 School Social Workers/Attendance Counsellors

Each of the three School Social Worker/Attendance Counsellor positions now includes the Attendance Counsellor role. Two are dedicated to secondary schools and one to all elementary schools. The combination of the two roles is requiring an adjustment for the School Social Workers/Attendance Counsellors as they seek to find the best balance between their responsibilities. The Mental Health Leader meets regularly with each of the School Social Workers/Attendance Counsellors to provide support and supervision.

2.4 Central Attendance Team

Monthly meetings are held with the School Social Workers/Attendance Counsellors, Mental Health Leader and Superintendent of Education to review all students with attendance concerns. The team discusses strategies and develops plans to improve attendance for each student. These meetings have led to a

number of actions including meetings with staff from Fort William First Nation, Ontario Works, and Dilico.

2.5 Mental Health Nurses

The North West Community Care Access Centre (NWCCAC) recently received funding to add a second half-time Mental Health and Addictions Nurse (MHAN) position for the Board bringing the complement to 1.5 MHANs. The other MHAN works closely with the School Social Workers/Attendance Counsellors to coordinate services to students. The Mental Health Leader meets monthly with the MHANs and the NWCCAC Program Manager to discuss the activities of the MHANs.

2.6 School Counselling Intervention Program (SCIP)

The program, administered by Children's Centre Thunder Bay, has expanded to include elementary schools. The SCIP counsellors and the School Social Workers/Attendance Counsellors work together to ensure good coordination of counselling services and ongoing communication regarding students at risk. Recently, the potential for expansion of the SCIP program has been discussed.

2.7 School Climate Survey

The "Tell Them From Me Survey" will be replaced by an internally developed survey by the Mental Health Leader in consultation with Principals and staff throughout the Board and with the assistance of graduate students from Lakehead University. The new survey will be called the SHARE survey (Safety, Health, Achievement, Relationships & Environment). The advantage of the SHARE survey is that it will be of minimal cost and can be adapted and improved over time to ensure that it is of value to schools in developing and evaluating school improvement plans. The survey will be administered in spring 2015.

2.8 Staff Wellness

Given that the promotion of mental health and well-being among students starts with the mental health and well-being of staff, enhanced efforts to support staff have been initiated by the Mental Health Leader. This has ranged from giving a talk to administrators entitled "The Depleted Administrator and How Not To Be One!" to directly supporting staff following critical incidents in schools.

2.9 System-Wide Mental Health Programs

Since all mental health programs are currently being reviewed, no new system-wide programs have started for the 2014-2015 school year. However a range of programs have continued from the previous school years and some have been enhanced to ensure comprehensive coverage throughout all schools. For example, the Circle of Wellness program that combines art and mental health activities for Grade 5 students is running in all classes including at Armstrong Public School. See Appendix A for a list of current programs in schools.

2.10 Relax and Restore Rooms

Last year the Board partnered with the Children's Centre Foundation to establish a Relax and Restore Room for students at Superior CVI. Students' fund-raising efforts are matched by the Foundation and the Bell Let's Talk campaign so that each school is eligible for up to \$5,000 in funding. This year each of the other three secondary schools are fundraising to establish Relax and Restore rooms of their own.

2.11 Violence Threat and Risk Assessment in Schools

Many staff throughout the Board have received Level I and Level II training in Violence, Threat and Risk Assessment (VTRA) from the Canadian Centre for Threat Assessment and Trauma Response. A community-wide, inter-agency VTRA protocol is currently being developed to improve communication and speed upon response time should a threat to schools be identified.

2.12 Crown Ward Education Championship Team (CWECT)

The Mental Health Leader is working as part of the community CWECT Team to improve educational outcomes for youth in care. The Board has recently applied for (and will receive) special funding from the Ministry of Children and Youth Services to develop an inter-agency protocol to identify, track and support youth in care at school.

2.13 System Alignment and Collaboration

In keeping with the revision of the Mental Health Strategy and review of mental health programs, a greater effort has been made to better align the goals of mental health and well-being with other portfolios such as Special Education, Equity and Inclusive Education, Safe Schools, Student Success, Healthy Schools and Aboriginal Education. The Mental Health Leader is working closely with leads in each of these areas.

2.14 Community Linkages

The Mental Health Leader sits on a variety of community committees to represent the Board and to better coordinate services that mental health agencies provide to our schools. Such committees include: Youth Suicide Prevention Task Force, Healthy Kids Thunder Bay Task Force, Drug Education Table and others.

3. Key Actions

3.1 The Mental Health Strategy is being reviewed and revised for 2015-2016.

3.2 The roles of the School Social Workers/Attendance Counsellors are being carefully monitored to ensure success.

3.3 System-wide mental health program are being reviewed to ensure that they are being properly implemented, are evidenced-based, and represent best practices in their area.

- 3.4 Mental health promotion and awareness training is being delivered on a weekly basis throughout the schools to staff, parents/guardians and student groups.

4. Next Steps

- 4.1 A revised Mental Health Strategy will be developed for the 2015-2016 school year.
- 4.2 The Mental Health Leader is developing a well-being policy discussion paper that examines how the Board might fully address well-being in schools.
- 4.3 The SHARE School Climate Survey will be administered in the spring of this year.
- 4.4 Ongoing training in a variety of mental health and well-being topics will continue to be provided to staff, parents/guardians and student groups.
- 4.5 An updated environmental scan of mental health and well-being activities in all schools will be completed by the end of the school year.
- 4.6 Following the review of system-wide mental health programs, some revision to program offerings made be undertaken to ensure that the best possible programs are implemented.
- 4.7 Direct support to Principals and Vice Principals will be given by the Mental Health Leader toward their efforts to improve the mental health and well-being of their students and staff.
- 4.8 A draft of the Violence Threat Risk Assessment Protocol will be completed by the end of the school year for review and consultation. It is anticipated that the protocol will be in place by December 2015.
- 4.9 A draft of the Crown Ward Education Protocol will be completed by August 2015 for official adoption and implementation in the fall of 2015.
- 4.10 The Mental Health Leader will continue to foster existing community partnerships and look for opportunities to develop new and meaningful partnerships.

5. Conclusion

Lakehead District School Board's Mental Health Strategy goals will guide actions in promoting and supporting the well-being of all students and staff.

Respectfully submitted,

DAVID TRANTER
Mental Health Leader

COLLEEN KAPPEL
Superintendent of Education

IAN MACRAE
Director of Education

Current Mental Health and Well-Being Programs and Initiatives 2014/2015:

Level	Initiative/Program	2014/2015
Intervention (Few)	Applied Suicide Intervention Skills Training (ASIST)	Several VPs received training
	Walk-In Clinics	Hammaraskjold High School, Algonquin, Westgate CVI, Kingsway Park, Churchill CVI, McKellar Park, Superior CVI, SAM/MISOL
	School Social Workers/Attendance Counsellors	Three – linked to all schools
	Consulting Psychologist	One
	Mental Health Nurse	1.5 – linked to all schools
	Mental Health Leader	Consults to all schools
Prevention (Some)	Teacher-led well-being activities	Throughout the board
	Meditation in the Classroom	A network of interested teachers is being established to put together a plan.
	Restorative Practices Training	All schools received training and plans to for further support are underway
	Anti-bullying plan	Each school has plan
	SafeTALK training to all staff	85% of custodial, SSP, and secretarial/admin staff
	Straight Talk training	Most VPs and Ps
	Second Step	Existing JKs
	Youth Champions Project	Students from Hammaraskjold and Westgate CVI
	Trauma-Sensitive Schools Project	Several Schools (Ogden is making a video on the changes that they have made and its impact)
Promotion (All)	Circle of Wellness in all Grade 5	Will be offered in all schools
	Roots of Empathy	Will be offered in 11 Schools
	Health Unit Mental Health Promotion	In high schools by public health nurses
Foundation	Relax and Restore Rooms	Superior CVI and Churchill CVI have rooms—will also be in Hammaraskjold High School and Westgate CVI
	Gender Neutral Washrooms	In all secondary schools and some elementary schools
	Mental Health Steering Committee	Meets monthly
	Leading Mentally Healthy Minds document	Overview shared with elementary and secondary administrators
	Supporting Minds document	Discussed with elementary and secondary administrators
	Board website	A new section on Mental health and well-being will be included in the new website
	Superior Model Website	Complete and is being regularly updated
	Suicide Prevention and Postvention Plan	Will be completed by the end of the school year
	School Climate Survey	To be completed this year
	Violence, Threat and Risk Assessment Training	Level I and Level II completed by many staff. Threat Assessment Protocol to be completed this year.
	Tragic Events Team	In place
	Central Attendance Team	Meets monthly
	System Review of Mental Health and well-being Strategy	Ongoing with Strategy due in May

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2015 MAR 24
Report No. 034-15

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

RE: RECOMMENDATIONS FROM THE STANDING COMMITTEE

Background

The following reports were received at the Standing Committee Meeting of March 10, 2015 and have been referred to the Board for approval. The recommendations are as follows:

SPECIAL EDUCATION ADVISORY COMMITTEE (SEAC) REQUEST FOR APPROVAL OF CORRESPONDENCE (029-15)

It is recommended that Lakehead District School Board approve the request from the Special Education Advisory Committee (SEAC) to send correspondence of support to the Minister of Education, and the President of the Ontario Public School Boards' Association as outlined in Report No. 029-15.

APPROVAL OF APPOINTMENT TO THE SPECIAL EDUCATION ADVISORY COMMITTEE (SEAC) (030-15)

It is recommended that Lakehead District School Board approve the appointment of Kelly Hicks as member to the Special Education Advisory Committee representing Thunder Bay Indian Friendship Centre for the term ending November 30, 2018.

POLICY 1020, EQUITY AND INCLUSIVE EDUCATION: DISTRIBUTION OF FAITH-BASED LITERATURE (028-15)

It is recommended that Lakehead District School Board:

1. *Apply the use of Policy Development and Review Policy, section six which reads as follows:*

Notwithstanding the provisions of this policy, where circumstances arise which, in the opinion of the Board, require immediate action in the best interest of the overall management of the school system, the Board may, with the support of the majority of Trustees, alter the details of the policy.
2. *Approve the Faith and Creed Accommodation Guideline, Appendix A to 1020 Equity and Inclusive Education Policy and Procedures, Appendix A to Report No. 028-15.*

Respectfully submitted,

JACK PLAYFORD
Chair