



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. 11

**Tuesday, October 27, 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		
7.1 Trustee Character Award	R. Oikonen	Verbal
- Special Education Program - Westgate Collegiate and Vocational Institute		
- Shannon McQuilter-Viau		
- Tara Shewchuk		
- Sylvia Tsekouras		
- David Workman		
8. Confirmation of Minutes		
8.1 Regular Board Meeting No. 9	J. Playford	1-4
- September 22, 2015		

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>
8.2	Board Meeting No. 10 (Special) - October 6, 2015	J. Playford	5-6

9. Business Arising from the Minutes

MATTERS NOT REQUIRING A DECISION:

10.	Information Reports		
10.1	Ontario Public School Boards' Association (OPSBA) Report	G. Saarinen	Verbal
10.2	Student Trustee Report	H. Smith	Handout
10.3	Audit Committee Report	J. Playford	Verbal
10.4	2015-2016 Operational Plan (078-15)	I. MacRae	7-15

11. First Reports

MATTERS FOR DECISION:

12.	Postponed Reports		
13.	Recommendations from the Standing Committee (090-15)	G. Saarinen	16-23
13.1	Policy Review – 9010 Pupil Accommodation Review (080-15)		
	<i>It is recommended that Lakehead District School Board approve 9010 Pupil Accommodation Review Policy, Appendix A to Report No. 080-15.</i>		
13.2	Policy Review – 9015 Facility Partnership (081-15)		
	<i>It is recommended that Lakehead District School Board approve 9015 Facility Partnership, Appendix A to Report No. 081-15.</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 Appointments to the Aboriginal Education Advisory Committee (085-15)

It is recommended that Lakehead District School Board approve the following appointments to the Aboriginal Education Advisory Committee:

- *Helaina Kwandibens (Superior Collegiate and Vocational Institute) – Student Representative;*
- *Gilchrist Ooshag (Sir Winston Churchill Collegiate and Vocational Institute) – Alternate Student Representative;*
- *Elyse Big George (Westgate Collegiate and Vocational Institute); and – Alternate Student Representative.*

13.4 Appointments to the 2015-2016 Parent Involvement Committee (083-15)

It is recommended that Lakehead District School Board:

1. *Approve the following appointments to the 2015-2016 Parent Involvement Committee effective November 15, 2015 to November 14, 2016:*
 - *Samantha Conway, School Council alternate representative;*
 - *Jennifer DeFranceschi, Parent alternate member;*
 - *Katie Hughdie, School Council representative;*
 - *David Isherwood, Principal representative;*
 - *Donica LeBlanc, Principal alternate representative;*
 - *Michael Otway, Special Education Advisory Committee alternate representative;*
 - *Jason Pilot, Teacher alternate member;*
 - *Laura Prodanyk, Community representative;*
 - *Jesse Roberts, Community representative;*
 - *Laura Sylvestre, Special Education Advisory Committee representative;*
 - *Nicole Walter-Rowan, Teacher representative; and*
 - *Amanda Wilson, Parent member.*
2. *Approve the following appointments to the 2015-2016 and 2016-2017 Parent Involvement Committee effective November 15, 2015 to November 14, 2017:*
 - *Nicole Carlson, Parent representative; and*
 - *Jennifer Davis, School Council representative.*

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

		<u>Resource Person</u>	<u>Pages</u>
14.	Ad Hoc and Special Committee Reports		
14.1	Recommendation from the Audit Committee (086-15)	J. Playford	24-25
	External Auditor Appointment (082-15)		
	<i>It is recommended that Lakehead District School Board appoint the firm of BDO Canada LLP as auditors for the five year period ending August 31, 2020.</i>		
15.	New Reports		
15.1	Approval of Appointment to the Special Education Advisory Committee (SEAC) (092-15)	C. Kappel	26
	<i>It is recommended that Lakehead District School Board approve the appointment of Kelly Matyasovszky as member to the Special Education Advisory Committee representing VIEWS for the Visually Impaired for the term ending November 30, 2018.</i>		
15.2	Short-Term Borrowing Resolution (093-15)	D. Wright	27-29
	<i>It is recommended that Lakehead District School Board approve the Short-Term Borrowing Resolution for the 2015-2016 school year as outlined in Report No. 093-15, Short-Term Borrowing Resolution.</i>		
15.3	Appointment to the 2015-2016 Parent Involvement Committee (088-15)	I. MacRae	30
	<i>It is recommended that Lakehead District School Board approve the appointment of Harbinder Singh Hayer as Alternate Parent representative on the 2015-2016 Parent Involvement Committee for the term November 15, 2015 to November 14, 2016.</i>		
16.	New Business		
17.	Notices of Motion		
18.	Information and Inquiries		
19.	Adjournment		

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



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REGULAR BOARD MEETING NO. 11

**Tuesday, October 27, 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. 9 - September 22, 2015	J. Playford	1
5.1.2 Board Meeting No. 10 (Special) - October 6, 2015	J. Playford	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. 9

Board Room
Jim McCuaig Education Centre

2015 SEP 22
7:30 p.m.

TRUSTEES PRESENT:

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

Deborah Massaro
Ron Oikonen
Trudy Tuchenhausen
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:

Eric Fredrickson, Lakehead Principals/Vice Principals
Vicki Shannon, Lakehead Principals/Vice Principals
Kirsti Alaksa, Managers

PUBLIC SESSION:

1. **Approval of Agenda**

Moved by Trustee Arnone

Seconded by Trustee Chambers

"THAT the Agenda for Regular Board Meeting No. 9, September 22, 2015 be approved."

CARRIED

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

Moved by Trustee Tuchenhausen

Seconded by Trustee Oikonen

"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. 8*
 - *June 23, 2015*

- *Negotiations Update*

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 Arnone

Seconded by Trustee Oikonen

"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. 8, June 23, 2015.'"

CARRIED

5. Trustee Award of Recognition – Donna Flaszka – Hammarskjöld High School

Trustee Massaro, on behalf of the Board, presented Ms. Flaszka with the Trustee Award of Recognition. Ms. Flaszka received her award for her commitment to the Ontario Cooperative Education Association (OCEA) as a Board of Directors member.

6. Confirmation of Minutes

Moved by Trustee Massaro

Seconded by Trustee Chambers

"THAT Lakehead District School Board approve the Minutes of Regular Board Meeting No. 8, June 23, 2015."

CARRIED

MATTERS NOT REQUIRING A DECISION:

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

Trustee Saarinen, Ontario Public School Boards' Association Director and voting delegate, informed the Board that Trustee Tuchenhangen, alternate Ontario Public School Boards' Association Director and voting delegate, will attend the September 25 to 26 Board of Directors meetings.

8. Student Trustee September Report (077-15)

Hannah Smith, Student Trustee, presented the report highlighting her objectives and goals for the 2015-2016 school year.

9. Parent Involvement Committee Meeting Minutes – June 15, 2015

Ian MacRae, Director of Education, presented the June 15, 2015 minutes for information.

MATTERS FOR DECISION:

10. Recommendations from the Standing Committee (076-15)

Postponement from the Standing Committee - Policy Review - 3094 Electronic Meetings (053-15) (072-15)

Moved by Trustee Saarinen

Seconded by Trustee Wilson

“THAT Lakehead District School Board approve 3094 Electronic Meetings, Appendix A to Report No. 072-15.”

CARRIED

11. Recommendations from the Standing Committee (076-15)

Policy Review – 8070 Safe Schools System Expectations (075-15)

Moved by Trustee Saarinen

Seconded by Trustee Chambers

“THAT Lakehead District School Board approve 8070 Safe Schools System Expectations Policy, Appendix A to Report No. 075-15.”

CARRIED

12. Information and Inquiries

12.1 Trustee Arnone reported that the Parent Involvement Committee and the Special Education Advisory Committee will host a combined event on November 9, 2015.

12.2 Trustee Saarinen reported that he was re-elected as Chair of the Ontario Public School Boards' Association's Joint Policy Development and Education Program Work Team.

12.3 Trustee Saarinen congratulated Trustee Chambers on her recent marriage.

12.4 Chair Playford reported that he and Trustees Arnone, Massaro, Oikonen, and Saarinen attended the United Way Thunder Bay 2015 Campaign Breakfast on September 16, 2015.

12.5 Chair Playford reported that he attended Armstrong Public Schools' Annual Community BBQ on September 10, 2015.

13. Adjournment

Moved by Trustee Saarinen

Seconded by Trustee Arnone

"THAT we do now adjourn at 7:58 p.m."

CARRIED

LAKEHEAD DISTRICT SCHOOL BOARD

MINUTES OF BOARD MEETING NO. 10 (SPECIAL)

Board Room
Jim McCuaig Education Centre

2015 OCT 06
5:00 p.m.

TRUSTEES PRESENT:

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

Deborah Massaro
Ron Oikonen
Trudy Tuchenhausen
Karen Wilson

TRUSTEE ABSENT, WITH REGRET:

Hannah Smith (Student Trustee)

SENIOR ADMINISTRATION:

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

PUBLIC SESSION:

1. **Approval of Agenda**

Moved by Trustee Saarinen

Seconded by Trustee Massaro

"THAT the Agenda for Board Meeting, No. 10 (Special), October 6, 2015 be approved."

CARRIED

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

Moved by Trustee Wilson

Seconded by Trustee Chambers

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

- *Negotiations (084-15)*
- *Negotiations Update*

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 Arnone

Seconded by Trustee Saarinen

“THAT the Memorandum of Settlement, as negotiated between the Lakehead District School Board and the Ontario Secondary School Teachers’ Federation, Teachers’ Bargaining Unit, District 6A, effective September 1, 2014 to August 31, 2017, be ratified by the Board, and that the Officers of the Board be authorized to sign the Agreement on behalf of the Board and affix the corporate seal thereto.”

CARRIED

5. Adjournment

Moved by Trustee Wilson

Seconded by Trustee Chambers

“THAT we do now adjourn at 5:45 p.m.”

CARRIED

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2015 OCT 27
Report No. 078-15

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

RE: 2015-2016 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 2015-2016 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. The 2015-2016 Operational Plan is attached as Appendix A.

Respectfully submitted,

IAN MACRAE
Director of Education



Lakehead
Public
Schools

2015-2018

STRATEGIC PLAN

Student Achievement & Well-Being

Learning | Engagement | Environment

OPERATIONAL PLAN

OBJECTIVES | 2015



2015-2018 STRATEGIC PLAN

OUR MISSION

Lakehead Public Schools is committed to the success of every student.

OUR VISION

Your Children Our Students The Future

OUR VALUES

**Integrity
Acceptance
Responsibility
Empathy
Respect**

Trustees
2014 - 2018

Chair
Jack Playford

Vice Chair
George Saarinen

Marg Arnone

Ellen Chambers

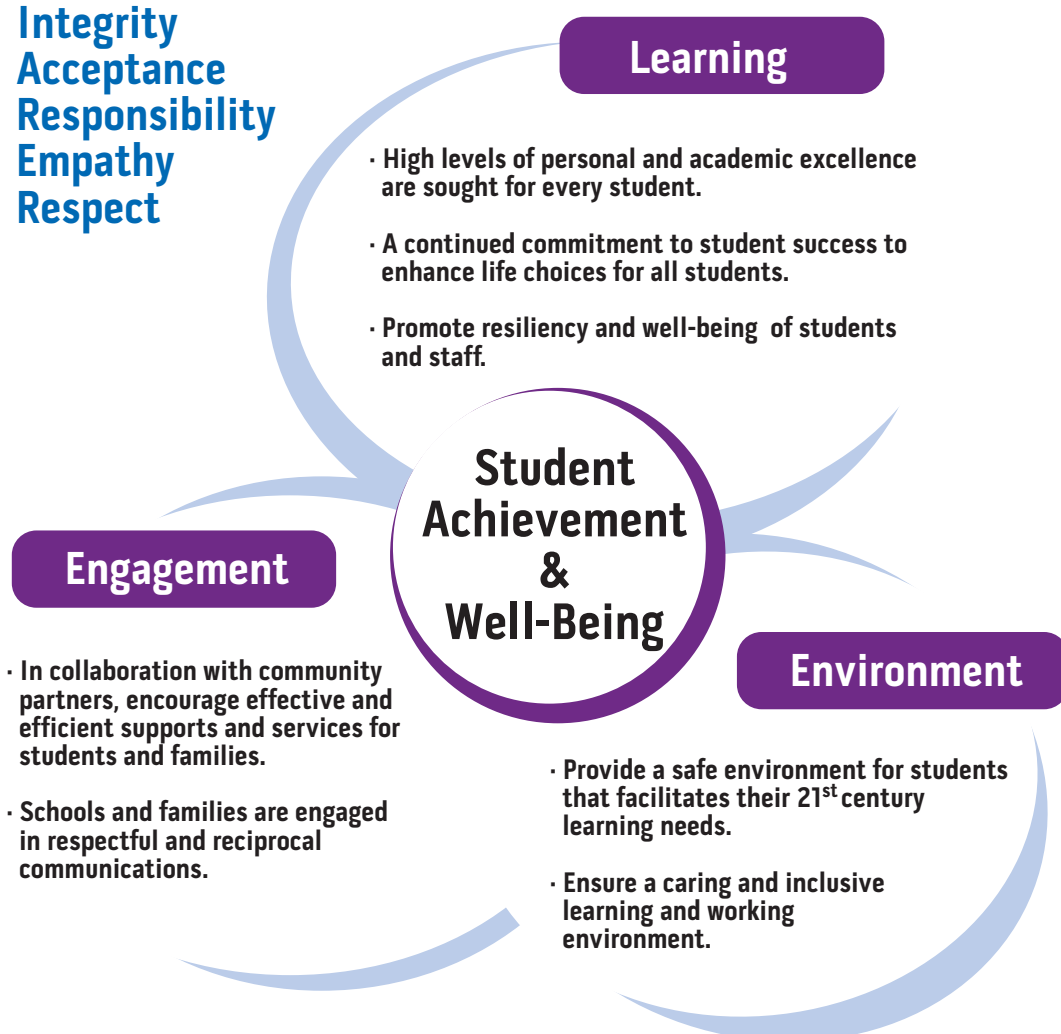
Deborah Massaro

Ron Oikonen

Trudy Tuchenhagen

Karen Wilson

Student Trustee
Hannah Smith



Building an equitable and inclusive community together.

Learning

- High levels of personal and academic excellence are sought for every student.
- A continued commitment to student success to enhance life choices for all students.
- Promote resiliency and well-being of students and staff.

Student Achievement & Well-Being

Learning

1

Increase the graduation rate and reduce achievement gaps for students at all grade levels by:

- Providing pathways and programs that support the learning needs and interests of all students.
- Supporting literacy and mathematics attainment at provincial standard.
- Monitoring credit accumulation, supporting the attainment of volunteer hours, creating programs to re-engage school leavers and providing summer programs.
- Implementing programs and services to support students at risk of not graduating.
- Implementing programs and services to meet the needs of FNMI learners as well as learners with special education needs.

2

Develop students' competence in strategies that will ensure their success both today and in the future by:

- Teaching and supporting students to develop good work habits, creativity, collaboration, communication, and critical thinking using tools that will support their participation in a 21st century world.

3

Develop students' reading and writing skills to enable comprehension and the ability to express their thinking both orally and in writing by:

- Using strategies that are successful in teaching students to read.
- Providing early years programs that support students' foundation in reading, writing, and oral communication.
- Intervening early when students are not reaching reading and writing goals.
- Working together with parents to support literacy development at home.
- Supporting students at all grade levels to be able to comprehend and use language to think about ideas, form opinions, and support their thinking both orally and in writing.
- Giving students meaningful feedback about their progress and helping them to develop goals.



Lakehead
Public
Schools

OPERATIONAL PLAN

Learning

4

Develop student mathematics computation skills and their ability to solve problems by:

- Engaging staff in collaborative learning and teaching in order to support students' thinking and their learning needs in mathematics.
- Working with teachers to develop an understanding of the connections between and among math concepts from Kindergarten through Grade 12.
- Ensuring early years programs that encourage students to be inquisitive about mathematical concepts and ideas and develop a strong foundation for math learning.
- Challenging and supporting students to understand mathematical ideas and explain their thinking in mathematical terms.
- Connecting mathematics to the world around students so they understand the application of math in the world around them.
- Intervening early and as frequently as necessary to ensure students develop understanding.
- Giving students meaningful feedback about their progress and helping them to develop goals.

5

Support the development of a positive attitude towards learning and a student's belief in his/herself by:

- Ensuring a school and classroom culture where each student can confidently say, "I am valued, I am trusted, I belong."
- Teaching students a sense of responsibility for self (i.e., getting homework done, attending class), for others (i.e., supporting bullying awareness, treating staff and students with respect, respect for other cultures) and for community (i.e., volunteering, participating in civic responsibilities, developing a global understanding).

6

Strengthening awareness of the connections between mental health, well-being, and achievement by:

- Developing a shared framework and commitment to student well-being.
- Establishing a school mental health champion in each school.

7

Increasing the understanding, acceptance, and engagement of students whose well-being may be at risk by:

- Strengthening pathways to care and establish a school-based mental health team pilot.
- Running and evaluating special projects in selected schools.
- Working with students, staff, and parents to understand positive mental health and well-being strategies

8

Increasing school-based initiatives to identify and address the mental health and well-being needs of students by:

- Supporting and tracking school-based mental health and well-being initiatives.
- Undertaking an Aboriginal engagement project in selected schools.
- Completing protocols (Joint Protocol for Suicide Assessment and Violence and Risk Assessment that support safety and pathways to care.

9

Providing mental health and well-being literacy training to students, staff, and community members with a focus on brain development by:

- Providing system-wide mental health literacy to all staff (i.e., anxiety, depression, self-harm, suicide)
- Developing and delivering monthly staff well-being sessions.
- Strengthening parent outreach and support through PIC, School Councils, monthly newsletter, Twitter, and website.

Measures of Success

- Student report card marks and anecdotal comments
- Improve results on provincial measures
- Increased graduation rates
- Increased attendance
- Reduced suspensions
- Positive student surveys
- Positive parent surveys
- Feedback from school mental health champion
- Positive staff surveys
- Improvements in pathways to care

Student Achievement & Well-Being

Engagement

- In collaboration with community partners, encourage effective and efficient supports and services for students and families.
- Schools and families are engaged in respectful and reciprocal communications.

1

Strengthen and broaden communication with students, staff, and community members through enhanced communications methods and practices by:

- Continuing to refine and further develop the ongoing social media strategy.
- Continuing to develop the website to ensure that it meets the needs of stakeholders and is consistent with technological trends.
- Encouraging reciprocal communication between home and school.
- Enhancing communication through the strengthening of community relationships.
- Formalizing communication practices with schools and system regarding the use of technology.
- Supporting schools to identify target audiences for communication.
- Enhancing student voice in our communication with the community.
- Promoting specialized programs to target audiences using the appropriate communication methods.

2

Support a communication plan that focuses on student and staff achievement by:

- Developing an ongoing and comprehensive communication plan that promotes and celebrates the commitment to the vision, mission, and values, and enhances communication with our stakeholders.
- Continuing to work with stakeholder and staff groups to promote student, staff, and system achievements.

Engagement



Lakehead
Public
Schools

OPERATIONAL PLAN

Engagement

3

Expanding and strengthening community partnerships and pathways to care by:

- Providing input to the Coordinated Service Planning Committee to create a more coordinated system of service delivery in Thunder Bay.
- Working with community partners, parents, and students to enhance transitions for students with special education needs, especially students who are transitioning to school, to high school, and to the community.

4

Engaging parents as key partners in mental health and well-being initiatives by:

- Strengthening parent outreach and support through Parent Involvement Committee, School Councils, monthly newsletter, Twitter, and website.

Measures of Success

- Increased number of engaged followers on social media platforms
- Increased number of visitors to website
- Increased communications opportunities
- Increased student involvement in board-wide initiatives
- Increased awareness of Lakehead Public Schools programs
- Positive student feedback
- Positive parent feedback
- Completion of the Special Needs Strategy Coordinated System Plan

Student Achievement & Well-Being

Environment

- Provide a safe environment for students that facilitates their 21st century learning needs.
- Ensure a caring and inclusive learning and working environment.

Environment

1

Lakehead Public Schools will further reduce its carbon footprint by:

- Reducing greenhouse gas emissions.
- Continuing to promote and support Green Teams and environmental activities in schools.
- Continuing with a long-term energy management strategy that guides capital investments in schools.

2

Provide safe, clean learning and working environments for students and staff by:

- Communicating the results of quality maintenance inspections (QMI) to all schools.
- Working with custodians and administrators to focus on areas for improvement.

3

Develop a capital plan for schools, focusing on supporting academic achievement by:

- Gathering input on needs from school stakeholders, and prioritizing work based on student success.

4

Developing a deeper understanding of equity and inclusive education practices at the school and classroom level by:

- Providing opportunities for staff to share their learning gained through the Culturally Relevant and Responsive Pedagogy Project.
- Continuing to respond to equity and inclusive education questions through the Equity and Inclusive Education Working Group.
- Administering the SHARE survey to students and developing school-based actions for continuous improvement.

Measures of Success

- Reduction in greenhouse gas emissions measured through year over year energy consumption
- Further incorporation of energy management projects into the capital plan
- Active Green Teams at every site
- 80% of buildings scoring three or better on the spring QMI
- No facilities scoring less than 2 on the spring QMI
- Partnership with various Board committees and resources ensuring structural improvements align with student success, information technology, safety, accessibility, and energy
- Positive SHARE survey results



Lakehead
Public
Schools

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2015 OCT 27
Report No. 090-15

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 October 13, 2015 and have been referred to the Board for approval. The recommendations are as follows:

POLICY REVIEW – 9010 PUPIL ACCOMMODATION REVIEW (080-15)

It is recommended that Lakehead District School Board approve 9010 Pupil Accommodation Review Policy, Appendix A to Report No. 080-15.

POLICY REVIEW – 9015 FACILITY PARTNERSHIP (081-15)

It is recommended that Lakehead District School Board approve 9015 Facility Partnership, Appendix A to Report No. 081-15.

APPOINTMENTS TO THE ABORIGINAL EDUCATION ADVISORY COMMITTEE (085-15)

It is recommended that Lakehead District School Board approve the following appointments to the Aboriginal Education Advisory Committee:

- Helaina Kwandibens (Superior Collegiate and Vocational Institute)
– Student Representative;
- Gilchrist Ooshag (Sir Winston Churchill Collegiate and Vocational Institute)
– Alternate Student Representative; and
- Elyse Big George (Westgate Collegiate and Vocational Institute)
– Alternate Student Representative.

APPOINTMENTS TO THE 2015-2016 PARENT INVOLVEMENT COMMITTEE (083-15)

It is recommended that Lakehead District School Board:

1. Approve the following appointments to the 2015-2016 Parent Involvement Committee effective November 15, 2015 to November 14, 2016:
 - Samantha Conway, School Council alternate representative;
 - Jennifer DeFranceschi, Parent alternate member;
 - Katie Hughdie, School Council representative;
 - David Isherwood, Principal representative;
 - Donica LeBlanc, Principal alternate representative;
 - Michael Otway, Special Education Advisory Committee alternate representative;

- Jason Pilot, Teacher alternate member;
 - Laura Prodanyk, Community representative;
 - Jesse Roberts, Community representative;
 - Laura Sylvestre, Special Education Advisory Committee representative;
 - Nicole Walter-Rowan, Teacher representative; and
 - Amanda Wilson, Parent member.
2. Approve the following appointments to the 2015-2016 and 2016-2017 Parent Involvement Committee effective November 15, 2015 to November 14, 2017:
- Nicole Carlson, Parent representative; and
 - Jennifer Davis, School Council representative.

Respectfully submitted,

GEORGE SAARINEN
Chair
Standing Committee

FACILITIES AND EQUIPMENT	9000
October 27, 2015 - DRAFT	
PUPIL ACCOMMODATION REVIEW POLICY	9010

1. Rationale

Lakehead District School Board is committed to the success and well-being of every student. It is responsible for managing facilities in an effective manner that ensures the financial viability and sustainability of the school board. In order to respond to changing demographics and program needs, it is necessary to monitor and evaluate the viability of all schools on a regular basis and to review in detail schools whose viability may be in question.

2. Policy

It is the policy of Lakehead District School Board to study schools where opportunities exist to deliver learning to our students in a more effective and efficient manner.

3. Long-Term Capital and Accommodation Planning

The Board will establish a pupil accommodation review only after undertaking the necessary assessment of long-term capital and accommodation planning options for the school(s). This long-term planning is informed by relevant information obtained from local municipal governments, First Nations, and other community partners, and takes into consideration long-term enrolment projections and planning opportunities for the effective use of excess space in the school(s).

4. Initial Staff Report

4.1 Prior to establishing a pupil accommodation review, an initial staff report will be presented to the Board identifying a school or group of schools in which accommodation issues have been identified. The initial staff report will contain one or more options to address the accommodation issue(s). Each option must include a supporting rationale and timelines for implementation. If more than one option is presented, a recommended option will be identified.

4.2 A School Information Profile (SIP) will be completed by board staff for each of the schools under review and be presented to the Board with the initial staff report. SIPs will focus on the following considerations:

- value to the student; and
- value to the Board.

5. Establishment of the Pupil Accommodation Review and Accommodation Review Committee

5.1 After reviewing the initial staff report, the Board may choose to undertake a pupil accommodation review to address the accommodation issues in the school(s) under review.

5.2 The Board will direct the formation of an Accommodation Review Committee (ARC) for a group of schools or for a single school. The ARC will include membership from the

FACILITIES AND EQUIPMENT	9000
October 27, 2015 - DRAFT	
PUPIL ACCOMMODATION REVIEW POLICY	9010

school community and supporting board staff. ***A Trustee will be an ad hoc member who will monitor the process.***

- 5.3 All stakeholders of the school(s) under review will be informed within five (5) business days of the Board's decision to form an ARC and will be invited to provide feedback on the recommended option(s) presented in the initial staff report. The decision will be posted on the Board's website.

6. Role of the ARC

The ARC acts as the official conduit for information shared between the Board and the school community. The ARC shall review, provide feedback, and may seek clarification on the initial staff report. The ARC may provide other accommodation options than those in the initial staff report, and must provide supporting rationale for any such option. ARC members are not required to vote or achieve consensus regarding the information provided to the Board.

7. Timelines

- 7.1 Beginning with the Board's decision to conduct a pupil accommodation review of a school or schools, there must be no fewer than thirty (30) business days before the first of two public meetings is held.
- 7.2 Stakeholders, including single- and upper-tier local municipalities, First Nations, and community partners that expressed an interest prior to the pupil accommodation review, must be notified within five (5) days of the Board's decision to conduct a pupil accommodation review.
- 7.3 There must be no fewer than forty (40) business days between the first and final public meetings.
- 7.4 The final staff report must be posted on the Board website no fewer than ten (10) business days after the final public meeting.
- 7.5 From the posting of the final staff report there must be no fewer than ten (10) business days before public delegations.
- 7.6 There must be no fewer than ten (10) business days between public delegations and the final decision of the Board.
- 7.7 School holidays such as summer vacation, winter break and spring break must not be considered "business days".

FACILITIES AND EQUIPMENT	9000
October 27, 2015 - DRAFT	
PUPIL ACCOMMODATION REVIEW POLICY	9010

8. Modified Pupil Accommodation Review

- 8.1 The Board may choose to undertake a modified pupil accommodation review based on two or more of the following factors:
- distance to the nearest available accommodation is fewer than 15 km for elementary schools or 20 km for secondary schools;
 - the utilization rate of the facility is less than or equal to 65%;
 - number of students enrolled at the school is fewer than or equal to 100 students for elementary schools or 300 students for secondary schools;
 - when the Board is planning the relocation (in any school year or over a number of years) of a program, in which the enrolment constitutes more than or equal to 50% of the school's enrolment (this calculation is based on the enrolment at the time of the relocation, or the first phase of a relocation carried over a number of school years).
- 8.2 The initial staff report will contain a rationale for exempting the school(s) from the standard pupil accommodation review process. Even when the criteria for modified pupil accommodation review are met, the Board may choose to follow the standard pupil accommodation review process.

9. Timelines of Modified Pupil Accommodation Review

- 9.1 Beginning with the Board's decision to conduct a modified pupil accommodation review of a school or schools, there must be no fewer than thirty (30) business days before one single public meeting is held.
- 9.2 Stakeholders, including single- and upper-tier local municipalities, First Nations, and community partners that expressed an interest prior to the pupil accommodation review, must be notified within five (5) days of the Board's decision to conduct a modified pupil accommodation review.
- 9.3 The final staff report must be posted on the Board website no fewer than ten (10) business days after the single public meeting.
- 9.4 From the posting of the final staff report there must be no fewer than ten (10) business days before public delegations.
- 9.5 There must be no fewer than ten (10) business days between public delegations and the final decision of the Board.
- 9.6 School holidays such as summer vacation, winter break and spring break must not be considered "business days".

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10. Application of Pupil Accommodation Review Guidelines

The Board is not obligated to undertake a pupil accommodation review in the following circumstances:

- where a replacement school is to be built by the Board on the existing site, or built or acquired within the existing school attendance boundary;
- where a replacement school is to be built by the school board on the existing site, or built or acquired within the existing school attendance boundary and the school community must be temporarily relocated to ensure the safety of students and staff during reconstruction;
- when a lease for a school is terminated;
- when a school board is planning the relocation (in any school year or over a number of school years) of grades and programs, in which the enrolment constitutes less than 50% of the school's enrolment (this calculation is based on enrolment at the time of relocation, or the first phase of a relocation carried over a number of school years);
- when a school board is repairing or renovating a school, and the school community must be temporarily relocated to ensure the safety of students and staff during the renovations;
- where a facility has been serving as a holding school for a school community whose permanent school is over-capacity and/or is under construction;
- where there are no students enrolled at the school at any time throughout the school year.

11. Appeal Process

An individual or group may seek a review of the Board's accommodation process in accordance with the Ministry of Education's document entitled "Administrative Review of the Accommodation Review Process" posted on the Board website and available at the Jim McCuaig Education Centre.

12. Transition Planning

Following the decision to consolidate or close a school, a Transition Committee will be formed to address the transition for students and staff. The transition of students will be carried out in consultation with parents/guardians and staff.

13. Extenuating Circumstances

Notwithstanding the provisions of this policy and the accompanying procedures, where circumstances arise which, in the opinion of the Board, require 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 and Procedures.

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PUPIL ACCOMMODATION REVIEW POLICY	9010

14. 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>
9015 Facility Partnership Policy	November 24, 1993	_____
	<u>Date Revised</u>	_____
	April 27, 2004	
	June 26, 2007	
	April 27, 2010	

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FACILITY PARTNERSHIP POLICY	9015

1. Rationale

Lakehead District School Board's primary responsibility is to support the achievement, well-being and safety of our students. The Board recognizes that cooperative and collaborative relationships between school boards and community organizations are part of the foundation of a strong, vibrant and sustainable publicly-funded education system. Offering space in schools to partners can strengthen the role of schools in communities, provide a place for programs and facilitate the coordination of, and improve access to, services for students, and the wider community.

2. Policy

It is the policy of Lakehead District School Board to share information and work with community partners to the benefit of the Board, students and the community, and to optimize the use of public assets owned by the Board. The Board will seek opportunities to share facilities with community partners when building new schools and undertaking significant renovations, and when considering the use of unoccupied space in schools. The Board will commit to making decisions regarding facility partnerships in a way that is transparent, well-informed, well-coordinated, sustainable and supportive of student achievement, well-being and safety.

3. Applicability

- 3.1 Where unused space is declared surplus the Board will follow the circulation process outlined in Ontario Regulation 444/98.
- 3.2 Where the unused space in open and operating schools is not surplus, but is available for partnership, or where the partnership opportunity involves new construction, the information will be provided to potential partners through the notification process outlined in the Facility Partnership Procedures.

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>
3060 Leasing of Space Policy Use of School Buildings, 8011 Facilities and Ground Policy 8070 Safe Schools – System Expectations Policy 9010 Pupil Accommodation Review Policy	September 28, 2010 <u>Date Revised</u>	

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LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2015 OCT 27
Report No. 086-15

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

RE: RECOMMENDATION FROM THE AUDIT COMMITTEE

Background

The following report was approved at the September 28, 2015 Audit Committee Meeting and has been referred to the Board for approval.

A copy of the External Auditor Appointment (082-15) report is attached as Appendix A.

The recommendation is as follows:

EXTERNAL AUDITOR APPOINTMENT (082-15)

It is recommended that Lakehead District School Board appoint the firm of BDO Canada LLP as auditors for the five year period ending August 31, 2020.

Respectfully submitted,

DEBORAH MASSARO
Chair
Audit Committee

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2015 SEP 28
Report No.082-15

TO THE CHAIR AND MEMBERS OF THE
AUDIT COMMITTEE

RE: EXTERNAL AUDITOR APPOINTMENT

1. Background

Section 253 of the Education Act requires School Boards to appoint auditors for a term not exceeding five years.

2. Situation

2.1 In July 2015 Administration initiated a formal tender process for audit services.

2.2 On September 9th 2015, as a result of the tender process, BDO Canada LLP was awarded as auditor for the five year period ending August 31, 2020.

2.3 Under the terms of reference of the proposal, **BDO Canada LLP** is eligible for reappointment for two 1 year renewal options at the discretion of the Board.

RECOMMENDATION

It is recommended that Lakehead District School Board appoint the firm of **BDO Canada LLP** as auditors for the five year period ending August 31, 2020.

Respectfully submitted,

DAVID WRIGHT
Superintendent of Business

IAN MACRAE
Director of Education

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2015 OCT 27
Report No. 092-15

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

RE: APPROVAL OF APPOINTMENT TO THE SPECIAL EDUCATION ADVISORY
COMMITTEE (SEAC)

1. Background

- 1.1 According to Reg. 464/97 of the Education Act, the Board must establish a Special Education Advisory Committee.
- 1.2 At the Inaugural Board Meeting on December 2, 2014, Lakehead District School Board approved nine local associations/organizations for membership and six alternates to the Special Education Advisory Committee for the next four year term.

2. Situation

VIEWS for the Visually Impaired has submitted a nomination for Kelly Matyasovszky to be a member of the Special Education Advisory Committee.

RECOMMENDATION

It is recommended that Lakehead District School Board approve the appointment of Kelly Matyasovszky as member to the Special Education Advisory Committee representing VIEWS for the Visually Impaired for the term ending November 30, 2018.

Respectfully submitted,

COLLEEN KAPPEL
Superintendent of Education

IAN MACRAE
Director of Education

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2015 OCT 27
Report No. 093-15

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

RE: SHORT-TERM BORROWING RESOLUTION

1. Background

To approve the Board's borrowing resolution for the 2015-2016 school year (Appendix A).

2. Situation

Each year the Board must ensure a line of credit, or access to funds, to meet current obligations until such time as provincial grants and local tax levies are received.

RECOMMENDATION

It is recommended that Lakehead District School Board approve the Short-Term Borrowing Resolution for the 2015-2016 school year as outlined in Report No. 093-15, Short-Term Borrowing Resolution.

Respectfully submitted,

DAVID WRIGHT
Superintendent of Business

IAN MACRAE
Director of Education

RESOLUTION OF LAKEHEAD DISTRICT SCHOOL BOARD

BORROWING RESOLUTION

WHEREAS Lakehead District School Board in the Province of Ontario (herein called "the Board") deems it necessary to borrow from time to time the sums that the Board considers necessary to meet the current expenditures of the Board until the current revenue has been received.

AND WHEREAS the Board deems it necessary to meet debt charges payable in any fiscal year until cash has been received.

AND WHEREAS the amount authorized to be borrowed by this resolution together with the total of any similar borrowings that have not been repaid and any accrued interest on those borrowings, shall not exceed the unreceived balance of the estimated current revenues of the Board.

BE IT THEREFORE RESOLVED THAT:

1. For the purposes aforesaid the Board be authorized to borrow an amount not to exceed the sum of ten million dollars at one time or sixty-five million dollars cumulatively by way of a promissory note of the Board payable not later than the 31st day of August 2016 and bearing interest at the Bank Prime Rate or less;
2. The Treasurer, together with the Chair or Vice Chair of the Board, be hereby authorized and empowered for and on behalf of the Board to sign such promissory notes as may be necessary and to affix thereto the Board's corporate seal;
3. The Treasurer of the Board is hereby authorized and directed to apply in payment of all or any sums borrowed as aforesaid, together with interest thereon, all or any of the current revenues (as hereinbefore defined) of the Board collected or received by the Board and all or any other monies which may lawfully be applied for such purpose;
4. The Treasurer of the Board is hereby authorized and directed to furnish to the Bank or other Financial Institutions, at the time any amount is borrowed under this resolution, a statement showing the amount of the estimated revenues of the current year not yet collected, or, where the estimates for the current year have not been adopted, a statement showing the estimated revenues of the Board as set forth in the estimates adopted for the next preceding year and the amount of the revenues of the current year already collected, and also showing the total of any amounts borrowed under Section 243 of The Education Act in the current year that have not been repaid; and

5. The Bank or other Financial Institutions shall not be bound to establish the necessity of the borrowing authorized by this resolution or their application for the purposes aforesaid and may rely on a certified copy of this resolution as proof that the borrowing is validly authorized and on any statement furnished by the Treasurer under paragraph 4 of this resolution as proof of the facts stated therein.

We hereby certify that the foregoing is a true and accurate copy of a resolution of the above-mentioned Board duly passed at a meeting thereof, duly convened and held at Thunder Bay, Ontario on the 27th day of October, 2015, and that the said resolution is in full force and effect, unamended.

As witness, the Corporate Seal of the Board this 27th day of October, 2015.

Chair

Treasurer

Seal

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2015 OCT 27
Report No. 088-15

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

RE: APPOINTMENT TO THE 2015-2016 PARENT INVOLVEMENT COMMITTEE

1. Background

Vacant positions continued to be advertised for the 2015-2016 Parent Involvement Committee.

2. Situation

2.1 Through the Board website, PIC has continued to seek representation for vacant positions.

2.2 One application has been received for the Alternate Parent representative position.

RECOMMENDATION

It is recommended that Lakehead District School Board approve the appointment of Harbinder Singh Hayer as Alternate Parent representative on the 2015-2016 Parent Involvement Committee for the term November 15, 2015 to November 14, 2016.

Respectfully submitted,

IAN MACRAE
Director of Education