



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. 5
Tuesday, January 26, 2016
Jim McCuaig Education Centre

Ian MacRae
Director of Education

Deborah Massaro
Chair

AGENDA

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

	<u>Resource Person</u>	<u>Pages</u>
1. Call to Order		
2. Disclosure of Conflict of Interest		
3. Approval of the Agenda		
4. Resolve into Committee of the Whole – Closed Session		
5. COMMITTEE OF THE WHOLE – Closed Session – 6:15 p.m. (SEE ATTACHED AGENDA)		
6. Report of Committee of the Whole – Closed Session		
7. Delegations/Presentations		
7.1 St. James Public School - <i>Caring Community Connections</i>	C. Kappel	1-3
8. Confirmation of Minutes		
8.1 Regular Board Meeting No. 2 - December 15, 2015	D. Massaro	4-7
8.2 Board Meeting No. 3 (Special) - January 19, 2016	D. Massaro	8-9
9. Business Arising from the Minutes		

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

LAKEHEAD DISTRICT SCHOOL BOARD

Resource
Person Pages

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 Meeting Report - January 18, 2016 | D. Massaro | Verbal |
| 10.4 | Early Learning (017-16) | S. Pharand | 10-12 |
| 10.5 | Parent Involvement Committee Meeting Minutes - November 16, 2015 | I. MacRae | 13-15 |
| 11. | First Reports | | |

MATTERS FOR DECISION:

- | | | | |
|------|--|------------|-------|
| 12. | Postponed Reports | | |
| 13. | Recommendations from the Standing Committee (018-16) | | |
| 13.1 | Policy Review – 3061 Reclamation of Properties (012-16) | D. Massaro | 16-19 |
| | <i>It is recommended that Lakehead District School Board approve 3061 Reclamation of Properties Policy, Appendix A to Report No. 012-16.</i> | | |
| 13.2 | Policy Review – 3091 Security (011-16) | | |
| | <i>It is recommended that Lakehead District School Board approve 3091 Security Policy, Appendix A to Report No. 011-16.</i> | | |

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

LAKEHEAD DISTRICT SCHOOL BOARD

	<u>Resource Person</u>	<u>Pages</u>
14. Ad Hoc and Special Committee Reports		
14.1 Establishment of 2016-2017 Budget Committee (020-16)	D. Wright	20-21
<i>It is recommended that:</i>		
<ol style="list-style-type: none"> 1. <i>Lakehead District School Board establish the 2016-2017 Budget Committee comprised of all Trustees; and</i> 2. <i>The 2016-2017 Budget Committee report its recommendation to the Lakehead District School Board no later than the date provided by the Ministry of Education.</i> 		
15. New Reports		
15.1 Appointment to the 2015-2016 Parent Involvement Committee (022-16)	I. MacRae	22
<i>It is recommended that Lakehead District School Board approve the appointment of Jerry DeVries as School Council representative to the 2015-2016 and 2016-2017 Parent Involvement Committee effective January 26, 2016 to November 14, 2017.</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. 5
Tuesday, January 26, 2016
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AGENDA

COMMITTEE OF THE WHOLE – Closed Session
6:15 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. 2 - December 15, 2015	D. Massaro	1-2
5.1.2 Board Meeting No. 3 (Special) - January 19, 2016	D. Massaro	3-4
5.2 Business Arising from the Minutes		
5.3 Consideration of Reports		
5.3.1 Negotiations (023-16)	S. Pharand	5
5.3.2 Negotiations (024-16)	D. Wright	6
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



CELEBRATING STUDENT ACHIEVEMENT

School: St. James Public School

Title of Initiative: Caring Community Connections

Components of Initiative	School's Details
<p>1. Description of the nature of the initiative to improve student achievement</p>	<p>St James works closely with its community partners. We currently have:</p> <ul style="list-style-type: none"> • Biwaaseaa program – after school program and in school cultural programming. They also provide fruit and sandwiches for snack/lunch. • Salvation Army – runs breakfast club daily. • St Paul's United – clothing exchange program, which runs once a month • United Churches Milk program. Students have free milk daily. • St. George's Anglican Church – A snack bucket is available to students with cereal bars, fruit cups, etc. • PA Rotary – we are in the 3rd year of a 3-year agreement with support for the area of leadership, literacy, fitness and community engagement.
<p>2. Rationale for selecting the initiative</p>	<p>Schools are not fully equipped to meet students' basic needs of food and clothing. However, with the support of our community partners, we are meeting these needs and teachers are able to focus on setting students up for success academically.</p> <p>The Rotary Partnership has created another level of support for our students and families.</p>
<p>3. Intended outcomes of the initiative related to improved student achievement</p>	<p>Healthier children can learn. Students have food available to them throughout the day. Their basic needs have been met and this helps them to be ready for learning. Through the rotary program we have been able to provide many experiences for our students, which they would otherwise not have. These experiences will help them to be better prepared for learning as it provides them with background knowledge (schema).</p> <p>As well, a broader sense of the community/world will open doors for our students and help them to look beyond their neighbourhood, to see themselves as belonging in their community and our city.</p>

Components of Initiative	School's Details
4. Description of the data used	St James has a transient population identified through Trillium and transfers. For the past 2+ years we have had approximately 50 per cent of our population move in and out of our school.
5. Brief description of the significant activities or strategies involved with the initiative	<p>With our community partners we have been supported with resources, both financially based as well as people resources.</p> <p>We have received:</p> <ul style="list-style-type: none"> • sports jerseys for our students • skates and helmets so that each class can take their students skating • class set of snowshoes. <p>As well we have people resources such as:</p> <ul style="list-style-type: none"> • volunteer readers • musical singalongs (4x per year) • music lessons for each class • junior sports skills for both boys and girls once a week • snowshoe workshop.
6. One or two highlights of the above activities	<p>A highlight is the caring relationships that have been nurtured with our students through the Rotary Club and volunteer community readers.</p> <p>Another highlight is the spin-off of support. For example, as a result of our partnership with the Rotary Club, we were sponsored for the program Blessings in a Backpack.</p>
7. Description of any unexpected results or “moments of serendipity” related to the initiative	<p>We have been the beneficiaries of the spin-off of support. For example, we received a donation to support families who come to us in crisis, as well as Blessings in a Backpack donation via the partnership with the Rotary Club.</p> <p>As well, what started out as a school sponsored clothing exchange, became supported by our past principal and has now been taken on by St Paul's United Church.</p> <p>The volunteers who come to read have encouraged the growth of more volunteers for reading, as well as for our sports skills development.</p> <p>The more open we are to these supports and build partnerships, the more opportunities we receive.</p>

Components of Initiative	School's Details
8. Description of one or two interesting findings that would be useful or helpful to other schools	When you are open to them, then opportunities will happen and it is all about relationships. We have created a strong net of support for our students and families by bridging all of these partnerships within our community.
9. Identification of one or two noteworthy hurdles or stumbling-blocks	<ul style="list-style-type: none"> • The implementation dip – making sure communication between all partners involved with regular check-ins. • Nurturing relationships and being patient while they develop. Make sure all parties are on board, working as a team.
10. Next steps in pursuing the initiative	Continue with our current partnerships and develop other partnerships, for example with the Indian Friendship Centre.
11. Lessons learned about the school's efforts to improve student achievement	This project has reinforced the idea that it takes a community to raise a child. Our school community has provided the resources for us to support our students to reach their potential, and to see themselves as an active part of our school community as well as beyond their neighbourhood.

LAKEHEAD DISTRICT SCHOOL BOARD

MINUTES OF REGULAR BOARD MEETING NO. 2

Board Room
Jim McCuaig Education Centre

2015 DEC 15
7:30 p.m.

TRUSTEES PRESENT:

Deborah Massaro (Chair)
George Saarinen (Vice Chair)
Marg Arnone
Ellen Chambers

Ron Oikonen
Jack Playford
Trudy Tuchenhagen
Karen Wilson

TRUSTEE ABSENT, WITH REGRET:

Hannah Smith (Student Trustee)

SENIOR ADMINISTRATION:

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

FEDERATION/UNION REPRESENTATIVES:

Anne Marie McMahon-Dupuis, Lakehead Principals/Vice Principals
Angelina Tassone-Vogrig, Lakehead Principals/Vice Principals
Wayne Bahlleda, Managers

PUBLIC SESSION:

1. Approval of Agenda

Moved by Trustee Arnone

Seconded by Trustee Tuchenhagen

“THAT the Agenda for Regular Board Meeting No. 2, December 15, 2015 be approved.”

CARRIED

2. Resolve into Committee of the Whole – Closed Session

Moved by Trustee Wilson

Seconded by Trustee Saarinen

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

- *Confirmation of Committee of the Whole – Closed Session Minutes*
 - *Regular Board Meeting No. 12*
 - *November 24, 2015*
- *Personnel Matter*

- *Negotiations (010-16)*
- *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 Wilson

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. 12, November 24, 2015.’”

“THAT the Report of Regular Board Meeting No. 12, November 24, 2015 – Committee of the Whole – Closed Session be adopted with the recommendation contained in Report No. 108-15.”

CARRIED

5. Kingsway Park Public School – Fostering Growth Mindset, Calm Classrooms, and Strengths through a Writing Continuum

Colleen Kappel, Superintendent of Education, introduced Darren Lentz, principal of Kingsway Park Public School, Eilidh Childs, Grade 8 teacher, and Linda Sheplawy-Woodcock, Grade 4/5 teacher, who presented information regarding *Fostering Growth Mindset, Calm Classrooms, and Strengths through a Writing Continuum*. All trustees’ questions were addressed.

6. Confirmation of Minutes

Moved by Trustee Oikonen

Seconded by Trustee Saarinen

“THAT Lakehead District School Board approve the Minutes of Regular Board Meeting No. 12, November 24, 2015.”

CARRIED

7. Confirmation of Minutes

Moved by Trustee Wilson

Seconded by Trustee Arnone

“THAT Lakehead District School Board approve the Minutes of Annual Meeting, December 1, 2015.”

CARRIED

MATTERS NOT REQUIRING A DECISION:

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

Trustee Saarinen, Ontario Public School Boards' Association Director and voting delegate, reported that the next Board of Directors meetings will take place on January 30, 2016.

9. Student Trustee Report

Due to the absence of Student Trustee Smith, Chair Massaro presented the report.

10. Aboriginal Education (008-16)

Sherri-Lynne Pharand, Superintendent of Education, introduced Anika Guthrie, Aboriginal Education Resource Teacher, and Nicole Walter Rowan, Program Coordinator, who presented the report. All trustees' questions were addressed.

11. Accessibility for Ontarians with Disabilities Act (AODA) Update (007-16)

David Wright, Superintendent of Business, introduced Robin Cawlishaw, Human Resources Officer, who presented the report. All trustees' questions were addressed.

12. Information and Inquiries

12.1 Trustee Arnone reported that she and Trustees Saarinen and Tuchenhagen attended a classroom tour of Hyde Park Public School regarding "*calming classrooms*" on December 9.

12.2 Trustee Chambers reported that she and Chair Massaro attended the Hammarskjold High School's production of *ELF The Musical Jr.* on December 10.

12.3 Trustee Playford reported that he attended Superior Collegiate and Vocational Institute's *The Gryphon Gala 7* on December 5.

12.4 Chair Massaro reported that she attended Westgate Collegiate and Vocational Institute's *Cabaret 2015 – An Enchanted Evening* on November 28.

12.5 Chair Massaro wished everyone a safe and wonderful holiday season.

13. Adjournment

Moved by Trustee Chambers

Seconded by Trustee Saarinen

"THAT we do now adjourn at 8:34 p.m."

CARRIED

LAKEHEAD DISTRICT SCHOOL BOARD

MINUTES OF BOARD MEETING NO. 3 (SPECIAL)

Board Room
Jim McCuaig Education Centre

2016 JAN 19
9:00 a.m.

TRUSTEES PRESENT:

Deborah Massaro (Chair)
George Saarinen (Vice Chair)
Marg Arnone
Ellen Chambers

Ron Oikonen – via teleconference
Trudy Tuchenhagen – via teleconference
Karen Wilson

TRUSTEES ABSENT, WITH REGRET:

Jack Playford
Hannah Smith (Student Trustee)

SENIOR ADMINISTRATION:

Sherry-Lynne Pharand, Acting Director of Education
Colleen Kappel, Superintendent of Education
David Wright, Superintendent of Business

PUBLIC SESSION:

1. Approval of Agenda

Moved by Trustee Chambers

Seconded by Trustee Arnone

“THAT the Agenda for Board Meeting, No. 3 (Special), January 19, 2016 be approved.”

CARRIED

2. Resolve into Committee of the Whole – Closed Session

Moved by Trustee Wilson

Seconded by Trustee Saarinen

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

- Property Matters

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

CARRIED

COMMITTEE OF THE WHOLE – CLOSED SESSION:

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

PUBLIC SESSION:

4. Adjournment

Moved by Trustee Oikonen

Seconded by Trustee Chambers

“THAT we do now adjourn at 3:02 p.m.”

CARRIED

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2016 JAN 26
Report No. 017-16

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

RE: EARLY LEARNING

1. Background

- 1.1 The Lakehead District School Board in its Strategic and Operational Plans identifies the commitment to high levels of personal and academic excellence for every student as well as a continued commitment to student success by providing early years programs that support students' foundation in reading, writing and oral communication.
- 1.2 The Lakehead District School Board understands the clear link between early learning and school success. As a result, the Board began the implementation of Full-Time Senior Kindergarten in 2002.
- 1.3 The Ministry of Education began the implementation of the Full Day Early Learning Kindergarten Program (FDKELP) in September 2010. The FDKELP Program was put into place in the final nine schools in September 2014.
- 1.4 The Lakehead District School Board encourages effective and efficient supports and services for students and families by enhancing communication through the strengthening of community relationships.

2. Situation

- 2.1 In order to support strategic planning; program quality and evaluation; and Communication, the Ministry of Education has continued to fund a half-time Early Years Position for the 2015-2016 School Year.
- 2.2 An Early Learning Leadership Committee that consists of seven K - Grade 2 educators and two administrators, continues to support the work of the Early Learning Lead and bring the voice of the classroom to system planning.
- 2.3 Training for school teams, include the Principal, Early Childhood Educators, and Teachers of Kindergarten, K/1 with a vision to include Grade 1, and Grade 1-2 classes and is focused on mathematics skills and problem solving. Child care employees have the option to the join training as well.
- 2.4 Continuing to ensure a consistent understanding and implementation of the Full Day Early Learning Kindergarten Program and use of technology across the system is a key priority.
- 2.5 A commitment to expand and strengthen community partnerships by working with community partners to enhance transitions for students into elementary

school has resulted in a collective community effort to create a Transition to School Handbook.

- 2.6 Most of Lakehead District School Board schools have child care services. Thirteen of the 25 elementary schools have fulltime child care services while 19 of the 25 provide before and/or after child care services. Sherbrooke School and Algonquin Avenue School provide Best Start Programs as well.

3. Next Steps

- 3.1 Facilitating the transition through the Early Years is important; therefore it is the goal to continue to work with K to 2 educators to create an understanding of inquiry learning and its alignment with literacy and numeracy.
- 3.2 Lakehead District School Board staff continue to work at developing a common understanding of a Full Time Early Learning Kindergarten Program in French Immersion. This continues to be a need across the Province as students must gain a foundation in the French language while at the same time facilitating children's natural curiosity through inquiry.
- 3.3 Building a collaborative culture between the child care centre staff, Best Start Hub staff and school staff is a new and important concept in order to build seamlessness in the day for young children and realize the vision for FDKELP. In October of 2015, administrators and child care supervisors met as a team to review and update the Lakehead Public Schools and Child Care Operators Handbook to align with the new Child Care and Early Years Act (CCEYA) which has replaced the Day Nurseries Act (DNA).
- 3.4 Training for the 2015-2016 school year consists of:
- Professional Collaborative Inquiry in Mathematics K-2;
 - Roll out of the newest version of the Lakehead Public Schools and Child Care Operator Handbook; and
 - All About Me career pathways program rollout K-1.

4. Conclusion

Lakehead District School Board believes in students having the best start possible in their lives. Student success is achieved through a community of people working together and we are fortunate to have many community partners. This support combined with opportunities for students to engage in inquiry, while building a strong foundation in literacy and numeracy are the basis for future academic success.

Respectfully Submitted,

DONICA LEBLANC
Supervising Principal – Early Learning Lead

SHERRI-LYNNE PHARAND
Superintendent of Education

IAN MACRAE
Director of Education

LAKEHEAD DISTRICT SCHOOL BOARD

MINUTES OF PARENT INVOLVEMENT COMMITTEE

Board Room
Jim McCuaig Education Centre

2015 NOV 16
6:30 p.m.

MEMBERS PRESENT:

Marg Arnone
Nicole Carlson
Jennifer Davis
Jennifer DeFranceschi
Katie Hughdie
Ian MacRae
Laura Prodanyk

Jesse Roberts
Harbinder Singh Hayer
Amanda Wilson

RESOURCE:

Judy Hill, Executive Assistant
Bruce Nugent, Communications Officer

MEMBERS ABSENT, WITH REGRET:

Dave Isherwood
Laura Sylvestre
Nicole Walter-Rowan

GUESTS:

Bruce Sauder, Administrative Services Supervisor

1. **Call to Order, Welcome and Introductions**

Ian MacRae, Director of Education, called the meeting to order and welcomed those in attendance. Members introduced themselves.

2. **Disclosure of Conflict of Interest**

There were no disclosures of conflict of interest.

3. **Election of Parent Involvement Committee Chair**

A prenomination was received from Laura Prodanyk to nominate Laura Sylvestre as Chair of the Parent Involvement Committee. Ian MacRae, Director of Education, called for further nominations. As no other nominations were forthcoming, Laura Sylvestre was acclaimed as Chair of the Parent Involvement Committee. Moved by Jesse Roberts and seconded by Laura Prodanyk that nominations for the position of Chair of the Parent Involvement Committee be closed. Carried.

4. Election of Parent Involvement Committee Vice Chair

Ian MacRae, Director of Education, called for nominations for Vice Chair of the Parent Involvement Committee. Harbinder Singh Hayer nominated Jennifer Davis. Director MacRae called for further nominations. As no further nominations were forthcoming, Jennifer accepted the nomination. Moved by Jesse Roberts and seconded by Laura Prodanyk that nominations for the position of Vice Chair of the Parent Involvement Committee be closed. Carried. Jennifer then chaired the meeting on behalf of Laura Sylvestre.

5. Director's Report

Ian MacRae, Director of Education, provided a brief report on the labour situation. Director MacRae advised that there are currently two policies out for input: 3061 Reclamation of Properties and 3091 Security. The deadline for input is December 9. Director MacRae reported that there is a current balance of \$6,657.79 in the Parent Involvement Committee budget. Expenses incurred included costs for the combined Special Education Advisory Committee/Parent Involvement Committee (SEAC/PIC) event held on November 9 and expenses for a PIC members' attendance at the People for Education conference held in Toronto on November 7, 2015.

6. Confirmation of Minutes

The minutes were confirmed by consensus.

7. Feedback from Parent Involvement Committee/Special Education Advisory Committee Event of November 9, 2015

Bruce Nugent, Communications Officer, provided a brief overview of the event that was well attended. Bruce shared results of the survey that was sent to all attendees. Trustee Arnone inquired about the ratio of parents to staff. Bruce will report back at the next meeting.

8. People for Education's 19th Annual Making Connections Conference

Laura Prodanyk provided a power point presentation of her attendance at the conference. Judy will email the presentation to members with the minutes. Laura provided resources from the conference; books, a multi media toolkit for First Nations, Metis and Inuit Families and Schools and a Safe at School tool kit on Bullying Prevention and Equity and Inclusive Education. These resources are available in the Director's Office for perusal.

9. 3061 Reclamation of Properties and 3091 Security Policies

Bruce Sauder, Administrative Services Supervisor, presented the policies for feedback. Further feedback can be provided to the Director's Office to Darlene Mayo: dmayo@lakeheadschoools.ca until December 9, 2015.

10. Parent Involvement Committee Representatives on Board Committees

Ian MacRae, Director of Education, spoke about the need for Parent Involvement Committee representatives on two committees.

Nicole Carlson volunteered to serve on the School Year Calendar Committee.
Jennifer Davis volunteered to continue serving on the Success Advisory Committee.

11. 2015-2016 Meeting Schedule

Ian MacRae, Director of Education, referred to the proposed meeting schedule included in the package. The schedule was approved by consensus.

12. Aboriginal Education Advisory Committee (AEAC) and Special Education Advisory Committee (SEAC) Funding for 2015-2016

The Parent Involvement Committee agreed to fund AEAC and SEAC \$750.00 each for the purpose of parent engagement. The amount will be reviewed again next term. Letters will be sent to AEAC and SEAC Chairs advising of this decision and requesting a final report by the end of August 2016.

13. Strategic/Operational Plan

Ian MacRae, Director of Education, referred to this document included in the package. Members were asked to review the document which will be addressed at the January 18, 2016 meeting.

14. Aboriginal Education Advisory Committee Report

This item was deferred to the January 18, 2016 meeting.

15. Next Meeting Date

The next meeting will be held on Monday, January 18, 2016.

16. Adjournment

The meeting adjourned at 7:35 p.m

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2016 JAN 26
Report No. 018-16

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 January 12, 2016 and have been referred to the Board for approval. The recommendations are as follows:

POLICY REVIEW – 3061 RECLAMATION OF PROPERTIES (012-16)

It is recommended that Lakehead District School Board approve 3061 Reclamation of Properties Policy, Appendix A to Report No. 012-16.

POLICY REVIEW – 3091 SECURITY (011-16)

It is recommended that Lakehead District School Board approve 3091 Security Policy, Appendix A to Report No. 011-16.

Respectfully submitted,

DEBORAH MASSARO
Chair

BUSINESS AND BOARD ADMINISTRATION

3000

January 26, 2016 - DRAFT

RECLAMATION OF PROPERTIES POLICY

3061

1. Rationale

To provide a framework for the future use of Lakehead District School Board surplus real properties.

2. Policy

Lakehead District School Board shall determine the future use of surplus real properties to obtain the maximum benefit to the board and local community.

3. Guidelines

3.1 The board shall dispose of surplus real properties within the parameters of the Ministry of Education guidelines, as set out in Ontario Regulation Disposition of Surplus Real Property 146/04 as amended or revised/replaced.

3.2 Reg. 146/04 provides that surplus real property, in all instances, must be offered to the other local school boards and a list of preferred agencies as part of the disposition process.

3.3 Other options for the disposition of surplus real properties may include public sale, lease and demolition.

3.4 The board shall utilize the most appropriate method, usually by sale, to dispose of surplus real properties in order to give due consideration to the unique nature of the specific property.

4. Review

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

<p>Cross Reference</p> <p>_____</p> <p>_____</p>	<p>Date Approved</p> <p>June 27, 2006</p> <p>Date Revised</p>	<p>Legal Reference</p> <p>_____</p> <p>_____</p>
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BUSINESS AND BOARD ADMINISTRATION**3000**

DRAFT – January 26, 2016

SECURITY POLICY**3091**1. Rationale

Lakehead District School Board operates numerous buildings containing equipment, furniture and supplies of significant value. In order to protect these buildings and contents a comprehensive security policy and set of procedures is necessary.

2. The Policy

It is the policy of Lakehead District School Board that all property, buildings and contents be protected and made secure from theft, break-in, disappearance, fire and vandalism.

3. Guidelines

- 3.1 The security for each school building and the contents therein is the responsibility of the principal.
- 3.2 The security for each building and contents therein, without a principal, is the responsibility of the superintendent of business or designate.
- 3.3 All buildings will be keyed under a grand master key system with each building having a master key system. Key control will be maintained at all times.
- 3.4 Intrusion alarms will be installed in appropriate areas of each building to reduce the opportunity for break-in, theft and vandalism. Security provider shall automatically notify the police in the event of an intrusion.
- 3.5 Each building shall have one or more areas designated for storage of valuable moveable equipment which shall come within the surveillance of intrusion alarms.
- 3.6 Each building shall maintain a perpetual inventory of all moveable items with an individual or "set" value, as defined in procedures.
- 3.7 A system for controlling the loan of moveable items to community, staff and students will be maintained.
- 3.8 All moveable equipment shall be identified by the use of the assigned school code number in accordance with police-recommended procedures.
- 3.9 Money shall be secured nightly in a vault or suitable safe, or deposited daily in a bank account.
- 3.10 Filing cabinets containing personal/confidential information (including OSR cards) shall be locked when not supervised.

BUSINESS AND BOARD ADMINISTRATION

3000

DRAFT – January 26, 2016

SECURITY POLICY

3091

- 3.11 3.11.1 Building specifications shall provide for design and construction to meet appropriate security standards.
- 3.11.2 Current buildings will be upgraded to meet the standards of this policy.
- 3.12 Robberies, break-ins, fires, and major acts of vandalism shall be reported to the police, fire department (as necessary), and the office of the superintendent of business using the prescribed format.
- 3.13 Persons apprehended as a result of a robbery, break-in, arson or vandalism will be requested, through the Attorney-General, to reimburse the board for the losses.
- 3.14 Unauthorized persons on premises will be handled in accordance with the board's 8020 Access to School-Board Premises Policy.
- 3.15 The board is not responsible for the loss of, or damage to, personal property of staff and students.
- 3.16 The unexplained disappearance of equipment or other contents in schools will be the responsibility of the school to replace from school budgets.
- 3.17 The board shall maintain a central contingency fund for significant equipment losses due to break and enter, where such losses are not covered by insurance.
- 3.18 All board buildings shall contain the warning that the building is protected by intrusion alarms and all equipment is identified by the police.

4. Review

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

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
8020 Access to School-Board Premises Policy	February 20, 1990	Education Act Sect. 149 (8) Sect. 235 (i) (j) Sect. 236 (j) Regulation 262
_____	<u>Date Revised</u>	_____
	January 27, 2009	

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2016 JAN 26
Report No. 020-16

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

RE: ESTABLISHMENT OF 2016-2017 BUDGET COMMITTEE

1. Background

In order to finance operations of the Board and to ensure effective stewardship of board resources for the fiscal year 2016-2017, the Ministry of Education requires that the board's annual budget be submitted to the Ministry on or before a date specified by the Ministry, expected to be June 30, 2016.

2. Situation

- 2.1 The Budget Committee is an Ad Hoc Committee comprised of all Trustees of the Board.
- 2.2 According to the Lakehead District School Board 2014 Procedural By-Law, section 5.5, "*The initial meeting of an Ad Hoc or Special Committee shall be called by the Secretary of the Board, within two weeks of the resolution appointing such committees.*" Therefore, it will be necessary to schedule the first meeting of the 2016-2017 Budget Committee no later than Tuesday, February 9, 2016.
- 2.3 At the first meeting of the 2016-2017 Budget Committee, a Chair and Vice Chair will be elected.
- 2.4 The 2016-2017 Budget Committee shall report its recommendation to the Board no later than the date provided by the Ministry of Education.

RECOMMENDATION

It is recommended that:

1. Lakehead District School Board establish the 2016-2017 Budget Committee comprised of all Trustees; and
2. The 2016-2017 Budget Committee report its recommendation to the Lakehead District School Board no later than the date provided by the Ministry of Education.

Respectfully submitted,

DAVID WRIGHT
Superintendent of Business

IAN MACRAE
Director of Education

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2016 JAN 26
Report No. 022-16

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 school council representative position.

RECOMMENDATION

It is recommended that Lakehead District School Board approve the appointment of Jerry DeVries as School Council representative to the 2015-2016 and 2016-2017 Parent Involvement Committee effective January 26, 2016 to November 14, 2017.

Respectfully submitted,

IAN MACRAE
Director of Education