



Office of the Director

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

STANDING COMMITTEE
Tuesday, November 8, 2016
Jim McCuaig Education Centre

Ian MacRae
Director of Education

George Saarinen
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. Delegations/Presentations		
7. Confirmation of Minutes		
7.1 Standing Committee Meeting - October 11, 2016	G. Saarinen	1-3
8. Business Arising from the Minutes		
<u>MATTERS NOT REQUIRING A DECISION</u>		
9. Information Reports		
9.1 Lakehead Public Schools International (107-16)	S. Pharand	4-6
9.2 Legal Representation for 2015-2016 (094 -16)	I. MacRae	7-10

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>
9.3	Special Education Advisory Committee Meeting Minutes – September 21, 2016	C. Kappel	11-15
10.	First Reports		
<u>MATTERS FOR DECISION:</u>			
11.	Postponed Reports		
12.	Ad Hoc and Special Committee Reports		
13.	New Reports		
13.1	Policy Review – 3010 Fees (095-16)	D. Wright	16-18
	<i>It is recommended that Lakehead District School Board revoke 3010 Policy and Procedures (Appendix A) as outlined in Report No. 095-16.</i>		
13.2	Policy Review – 8015 – Display of Flags Policy (106-16)	I. MacRae	19-24
	<i>It is recommended that Lakehead District School Board approve 8015 – Display of Flags Policy, Appendix A to Report No. 106-16.</i>		
14.	New Business		
15.	Notices of Motion		
16.	Information and Inquiries		
17.	Adjournment		

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



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STANDING COMMITTEE
Tuesday, November 8, 2016
Jim McCuaig Education Centre

Ian MacRae
Director of Education

George Saarinen
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 Standing Committee Meeting - September 13, 2016	G. Saarinen	1-2
5.2 Business Arising from the Minutes		
5.3 Consideration of Reports		
5.3.1 Legal Matter	I. MacRae	Verbal
5.3.2 Property Matter	I. MacRae	Verbal
5.4 Information and Inquiries		
5.5 Rise and Ask Leave to Sit in Public Session		

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

LAKEHEAD DISTRICT SCHOOL BOARD

LAKEHEAD DISTRICT SCHOOL BOARD

MINUTES OF STANDING COMMITTEE

Board Room
Jim McCuaig Education Centre

2016 OCT 11
7:30 p.m.

TRUSTEES PRESENT:

George Saarinen (Chair)
Marg Arnone
Ellen Chambers
Ron Oikonen

Jack Playford
Trudy Tuchenhagen
Robyn Sulkko (Student Trustee)

TRUSTEES ABSENT, WITH REGRET:

Deborah Massaro
Karen Wilson

SENIOR ADMINISTRATION:

Ian MacRae, Director of Education
Colleen Kappel, Superintendent of Education
Sherrilynne Pharand, Superintendent of Education
David Wright, Superintendent of Business

FEDERATION/UNION REPRESENTATIVES:

Kirsti Alaksa, Manager of Financial Services

PUBLIC SESSION:

1. **Approval of Agenda**

Moved by Trustee Chambers

Seconded by Trustee Oikonen

"THAT the Agenda for Standing Committee Meeting, October 11, 2016 be approved."

CARRIED

2. **Confirmation of Minutes**

Moved by Trustee Tuchenhagen

Seconded by Trustee Arnone

"THAT the Standing Committee approve the Minutes of the Standing Committee Meeting, September 13, 2016."

CARRIED

3. Student Transportation Services of Thunder Bay (STSTB) Report

Trustee Oikonen, alternate trustee representative on the Student Transportation Services of Thunder Bay Committee, provided a verbal report highlighting information addressed at the October 3 committee meeting. Information will be left in the trustee lounge for perusal.

4. Audit Committee Report

David Wright, Superintendent of Business, presented a verbal report that provided information addressed at the September 26, 2016 meeting.

5. Special Education Advisory Committee Meeting Minutes – June 15, 2016

Colleen Kappel, Superintendent of Education, presented the June 15, 2016 minutes for information.

6. Parent Involvement Committee Meeting Minutes – September 12, 2016

Ian MacRae, Director of Education, presented the September 12, 2016 minutes for information.

MATTERS FOR DECISION:

7. Appointments to the 2016-2017 Parent Involvement Committee (087-16)

Moved by Trustee Playford

Seconded by Trustee Chambers

“THAT Lakehead District School Board:

1. *Approve the following appointments to the 2016-2017 Parent Involvement Committee effective November 15, 2016 to November 14, 2017:*

- *Serena Essex, Aboriginal Education Advisory Committee alternate representative;*
- *Julie Gayoski-Luke, teacher alternate member;*
- *David Isherwood, principal representative;*
- *Sharon Kanutski, Aboriginal Education Advisory Committee representative;*
- *Donica LeBlanc, principal alternate representative;*
- *Michael Otway, Special Education Advisory Committee alternate representative;*
- *Laura Prodanyk, community representative;*
- *Laura Sylvestre, Special Education Advisory Committee representative;*
and
- *Nicole Walter-Rowan, teacher representative.*

2. *Approve the following appointments to the 2016-2017 and 2017-2018 Parent Involvement Committee effective November 15, 2016 to November 14, 2018:*

- *Katie Hughdie, School Council representative; and*
- *Laura Walker, parent member*

CARRIED

8. Information and Inquiries

- 8.1 Bruce Nugent, Communications Officer, provided information regarding the Parent Involvement Committee Fall Event taking place on Monday, October 17, 2016 at 5:30 p.m. to 8:30 p.m. at the Victoria Inn.
- 8.2 Trustee Tuchenhagen announced that Lori Lukinuk was the successful recipient of the 2016 OPSBA Bernardine Yackman Memorial Award. The award will be presented to Ms. Lukinuk at the 2016 OPSBA Northern Regional Meeting and Program on Friday, October 14, 2016.
- 8.3 Trustee Arnone reported that she attended Westgate Collegiate and Vocational Institute's and Roots to Harvest's partnership launch of the 'Get Fresh Café'. Ontario has invested \$45,000 to support the Get Fresh Café project.
- 8.4 Trustee Oikonen reported that Chair Massaro, Trustee Arnone, Trustee Tuchenhagen, Trustee Oikonen, Student Trustee Sulkko, Director MacRae and Superintendent Pharand attended the International Baccalaureate Graduation Ceremony 2016 on October 8, 2016 at the Italian Hall.

9. Adjournment

Moved by Trustee Tuchenhagen

Seconded by Trustee Arnone

"THAT we do now adjourn at 7:52 p.m."

CARRIED

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2016 NOV 8
Report No. 107-16

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

RE: LAKEHEAD PUBLIC SCHOOLS INTERNATIONAL

1. Background

- 1.1 Lakehead District School Board is committed to enriching the learning experience of all students with access to exceptional, specialized and innovative programs.
- 1.2 Lakehead District School Board is dedicated to building relationships with community partners and post-secondary institutions to better our education system and community.
- 1.3 Lakehead Public Schools International (LPSI) was established as a corporation following approval by the Lakehead District School Board in June 2015. It has an arms-length governance structure that guides the international student program.
- 1.4 A full-time international student coordinator was hired to support LPSI and is responsible for student coordination and registration, development of marketing materials and education agent liaison and recruitment. A part-time relationship manager was hired by partner Canada Homestay Network (CHN) to act as custodian and run local homestay program for international students.

2. Situation

- 2.1 Lakehead Public Schools International has continued ongoing promotion within schools and the community with Canada Homestay Network Relationship Manager, Marci Lindsey and relationship building with agents by International Student Coordinator, My-Tien Nguyen.
- 2.2 In April 2016, the Education Retreat: International Education Workshop was held with Lakehead University, Confederation College and several Northwestern Ontario school boards following the NOEL meeting. The retreat included a presentation by the Supervisor of International Programs, Edmonton Public School Board, Anne Calverley.
- 2.3 The first meeting with the full board of directors for LPSI, including community members and a trustee representative, took place in April 2016.
- 2.4 Lakehead Public Schools International attended the Canadian Association of Public Schools – International (CAPS-I) Annual General Meeting in Ottawa as well as the ICEF North America: Toronto conference in May 2016.

- 2.5 A familiarization (FAM) tour in Thunder Bay was hosted in partnership with Lakehead University, Confederation College and the city in May 2016 which brought international education agents from around the world to showcase the City of Thunder Bay and all of the institutions.
- 2.6 Lakehead Public Schools International was awarded a grant from the Ministry of Education which funded several training programs in May 2016 including an English Language Learners (ELL) and newcomer teacher training by Jackie Bradley Brown.
- 2.7 The official commencement of LPSI in September 2016 welcomed seven international visa students that came through the program – two elementary and five secondary.
- 2.8 A staff person at each secondary school was chosen to be the international ambassador and act as the main representative to assist and support international students.
- 2.9 In September 2016, an ESL tutor program was established with Lakehead University Faculty of Education program students.
- 2.10 Lakehead Public School's International proposal for a wraparound service for students living in Thunder Bay without their families was chosen as a Community Action Project (CAP) for the 2016-2017 Leadership Thunder Bay class in September 2016.
- 2.11 Lakehead Public Schools International hosted the first International student luncheon where all secondary international students (visa, immigrant and refugee status) were invited to Sir Winston Churchill Collegiate & Vocational Institute for lunch, networking and activities.

3. Next Steps

- 3.1 Lakehead Public Schools International will be traveling to East Asia again in November to continue to promote and market LPSI and establish working relationships with education agents, schools and families in East Asia and broaden connections within the student market.
- 3.2 Marketing materials including brochures, photos, student testimonials and online presence will continue to be updated to reflect student, program and school board updates and changes.
- 3.3 Lakehead Public Schools International will continue to seek partnerships with local and international representatives who will provide support in recruitment of students.
- 3.4 Lakehead Public Schools International will continue to work closely with CHN to promote the homestay program within the community in order to engage appropriate homestay families who will provide housing and care for the international students.
- 3.5 Relationships with current and new partners will see ongoing exploration for joint marketing, supports for students and program opportunities to establish Thunder Bay as an 'education destination'.

- 3.6 Funding and program opportunities will continue to be researched to provide additional opportunities for staff to learn more about developing a strong international program and support system for current and future international students.
- 3.7 The success of the international student luncheon will continue to see future events being organized with the possibility of expanding similar events for elementary international students as well as for students that come from northern communities.

4. Conclusion

Through the international student program, Lakehead District School Board will share the excellence of our schools with the world, create global connections and expand career pathways for all students.

Respectfully submitted,

MY-TIEN NGUYEN
International Student Coordinator

DONICA LEBLANC
Supervising Principal, LPSI

BRUCE NUGENT
Board of Directors, LPSI

SHERRI-LYNNE PHARAND
Superintendent of Education

IAN MACRAE
Director of Education

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2016 NOV 8
Report No. 094-16

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

RE: LEGAL REPRESENTATION FOR 2015-2016

1. Background

The Board's Legal Representation Policy and Procedures #3020 (herewith attached) are designed to assist in the resolution of complex and technical legal matters. This report does not include legal expenses incurred which are to be recovered in the future.

2. Situation

The 2015-2016 legal costs paid from the Director's Legal/Audit account are as follows:

Description	Cost
Cheadles Expenses for personnel and general matters	\$177,448.76
Carrell & Partners Expenses for general matters	204.32
Third Party Costs Expenses for third party matters	1,021.36
Keel Cottrelle Expenses for general matters	1,115.59
TOTAL	\$179,790.03

3. Conclusion

Total legal expenses vary annually as indicated in the chart below.

Year	Total Legal Expenses
2015-2016	179,790.03
2014-2015	227,001.86
2013-2014	176,583.40
2012-2013	215,943.06
2011-2012	277,790.18
2010-2011	389,611.72
2009-2010	263,803.83
2008-2009	121,867.77
2007-2008	83,985.18
2006-2007	98,874.37

Respectfully submitted,

IAN MACRAE
Director of Education

LEGAL REPRESENTATION POLICY

1. Rationale

There are occasions when legal advice is necessary to assist in resolving very complex and technical problems.

2. The Policy

It is the policy of Lakehead District School Board that all matters requiring professional legal assistance must be approved by the Director of Education or designate, before referral is sought.

3. Guidelines

3.1 That any solicitor or firm of solicitors so engaged will be recompensed on a fee-for-service basis.

3.2 For specific details concerning this policy, refer to Procedures 3020. Any questions related thereto may be directed to the Superintendent responsible.

4. Review

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

<p><u>Cross Reference</u></p> <p>_____</p> <p>_____</p>	<p><u>Date Approved</u></p> <p>February, 1979</p> <p><u>Date Revised</u></p> <p>June 22, 2010</p>	<p><u>Legal Reference</u></p> <p>_____</p> <p>_____</p>
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BUSINESS AND BOARD ADMINISTRATION**3000**

LEGAL REPRESENTATION PROCEDURES**3020**

1. The Policy

It is the policy of Lakehead District School Board that all matters requiring professional legal assistance must be approved by the Director of Education or designate, before referral is sought.

2. Implementation Procedures

- 2.1 If legal representation is deemed necessary, by an employee they should contact their Superintendent, or, if s/he is not available, the Director or any other Superintendent.
- 2.2 Briefly outline the matter to the Superintendent.
- 2.3 The Superintendent will decide if the matter requires legal representation. If the matter does not require legal representation, the Superintendent will provide the necessary information to allow the matter to be resolved.
- 2.4 If the matter is deemed to require legal representation, the Superintendent, in consultation with the Director, will engage a solicitor to contact the employee directly and continue until the matter is resolved. All engagements must be confirmed in writing (this does not preclude a verbal engagement, but any verbal engagement must be followed by a written confirmation).
- 2.5 A copy of each referral will be forwarded to the Director, who will keep a record of each legal engagement. Such a record will include: the date of engagement, authorizing official, brief description of the matter, the date of completion, and the cost.
- 2.6 The Director files a report annually on the year's activities with respect to use of legal firms.

3. Review

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

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
_____	February, 1979	_____
_____	<u>Date Revised</u>	_____
	June 22, 2010	

LAKEHEAD DISTRICT SCHOOL BOARD

SPECIAL EDUCATION ADVISORY COMMITTEE

Jim McCuaig Education Centre
Thunder Bay, Ontario

2016 SEP 21

MEMBERS PRESENT:

Laura Sylvestre (Chair)
Judy Kay (Vice Chair)
Trustee Marg Arnone
David Fulton
Ron Gernat
Angela Hill

Wilma Kleynendorst
Sheila Marcinyshyn
Kelly Matyasovszky
Liz Tod
Trustee Trudy Tuchenhagen

OTHERS PRESENT:

Colleen Kappel
Lori Carson

ABSENT WITH REGRET:

Theresa Graham
Cory Koski
Mike Otway

1. **Call to Order**

Laura Sylvestre, Chair of SEAC, called the meeting to order.

2. **Approval of the Agenda**

Moved by Kelly Matyasovszky

Seconded by Trustee Trudy Tuchenhagen

“THAT the agenda for the September 21, 2016 SEAC meeting be approved.”

CARRIED

3. **Declarations of Conflict of Interest**

There were no declarations of conflict of interest.

4. Presentations

4.1 Introduction of the Special Education Team – Lori Carson

Lori Carson, Special Education Officer, introduced members of the system Special Education Team to SEAC members:

- Kristyna Mayer – Deaf and Hard of Hearing Itinerant Teacher (elementary);
- David Farrish – Learning Supports Professional, SSP Support;
- Kim Pineau – Learning Behaviour and ABA Supports Teacher;
- Theresa Mayer – Special Education Resource Teacher;
- Ruth Ann Fay – Learning Supports Teacher;
- Kim Hoogsteen – SSP Assistive Technology;
- Josie Paju – FM Technician, Hearing Resource Unit; and
- Erin Perozak – Hearing Resource Teacher (Hammarskjold) and Hearing itinerant teacher for secondary schools.

Each member of the special education team shared details of their role with SEAC members. Questions were addressed.

5. Confirmation of Minutes

Moved by Kelly Matyasovszky

Seconded by Sheila Marcinyshyn

“THAT the minutes of the June 15, 2016 SEAC Meeting be approved.”

CARRIED

6. Business Arising From the Minutes

6.1 2016-2017 SEAC Newsletter Schedule

The 2016-2017 SEAC Newsletter Schedule was circulated to members.

6.2 2016-2017 SEAC Presentation Schedule

The 2016-2017 SEAC Presentation Schedule was reviewed by members.

6.3 2016-2017 SEAC Meetings Traveling Locations

Special Education sites were discussed for SEAC meeting locations. Colleen Kappel, Superintendent of Education, and Lori Carson, Special Education Officer, will meet to discuss and bring back possible site locations for upcoming SEAC meetings.

6.4 2016-2017 SEAC Work Plan

The 2016-2017 SEAC Work Plan was reviewed and discussed.

6.4 Special Education Plan – IPRC’s

Colleen Kappel, Superintendent of Education, provided information on the number of IPRC’s over the last five years. Questions from members were addressed.

7. Correspondence

The correspondence folder was circulated to members.

8. Advocacy Tracking

8.1 SEAC Advocacy Tracking Results 2015-2016

The 2015-2016 SEAC Advocacy Tracking results were reviewed by members.

8.2 SEAC Advocacy Memo 2016-2017

The draft 2016-2017 SEAC Advocacy Memo was distributed. Members were asked to advise if they were interested in having their name and contact information on the memo prior to it being distributed.

8.3 Review of SEAC Advocacy Binder

Laura Sylvestre, Chair of SEAC, provided a brief overview of the SEAC Advocacy Binder. Discussion took place regarding the IEP and IPRC pamphlets. Members who require additional pamphlets were asked to contact Ms. Haven.

9. SEAC Kid’s Page

Lori Carson, Special Education Officer, informed members that SEAC is scheduled to provide a Kid’s Page in the December 26, 2016 edition of The Chronicle Journal. A previous Kid’s Page was shared with members. Lori Carson, Laura Sylvestre, Ron Gernat and Trudy Tuchenhagen volunteered to be on an Ad Hoc Committee to develop the Kid’s Page submission. It was agreed to hold meetings prior to SEAC meetings.

10. PIC Report – September 12, 2016 Meeting

Laura Sylvestre, Chair of SEAC, shared information on items addressed at the September 12, 2016 PIC meeting. Items addressed included: School Cash Online, PRO Grants, Director’s Update, and the October 17, 2016 Event for School Councils. The next PIC meeting will take place on October 3, 2016.

11. Information/Inquiries and Association Reports

11.1 Kelly Matyasovszky, Views representative, shared information on a Sports and Activity Open House at George Jeffrey’s Children’s Centre

scheduled for September 28, 2016 at 5:00 p.m. A poster will be sent to all SEAC members.

11.2 Wilma Kleynendorst, Dilico representative, shared information on the launch of a Children's Mental Health Middle Years Resources website. The event will take place at 11:30 a.m., October 4, 2016 at Mary J.L. Black Library. Information will be distributed to all SEAC members.

11.3 Judy Kay, FASIN representative, shared information that David Fulton, FASIN co-founder, will be leaving Thunder Bay and that this would be his last SEAC meeting. Laura Sylvestre, Chair of SEAC, acknowledged David's 10 year contribution to SEAC.

12. SEAC Budget

Laura Sylvestre, Chair of SEAC, provided the status of the budget.

13. Board Update

Trustee Marg Arnone provided information on the following meetings:

June 28, 2016 Regular Board Meeting

Items addressed at this meeting included:

- OPSBA Achievement Awards to: Lyndi Stajkowski and Laura Shannon;
- Trustee Character Awards to: Laura Shannon, Emma Haliuk;
- Trustee Recognition Award to Superior CVI Gryphons Cheerleading Team;
- Audit Committee Report;
- Annual Review of the Plan to Deliver Special Education Programs and Services: 2015-2016;
- Approval of Appointments to the Supervised Alternative Learning (SAL) Committee 2015-2016;
- Approval of revised French Immersion Policy; and
- Approval of the 2016-2017 Budget.

September 13, 2016 Standing Committee Meeting

Items addressed at this meeting included:

- Introduction of Newly Appointed Leaders: Corey Dagenais, Derek DiBlasio and Andrew Founds;
- Two delegations regarding School Renewal; and
- Report on the Activities of the Supervised Alternative Learning Committee;

Liz Tod, Options Northwest Representative inquired if there was further information on the Transition Teams. Colleen Kappel, Superintendent of Education advised that once a decision is made on October 4, 2016 by Trustees of the Board the Transition Team(s) will be struck. This will be an agenda item at the October 19, 2016 SEAC Meeting.

14. Adjournment

Moved by Sheila Marcinyshyn

Seconded by Liz Tod

"THAT we do now adjourn at 7:10 p.m."

CARRIED

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2016 NOV 08
Report No. 095-16

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

RE: POLICY REVIEW – 3010 FEES

1. Background

- 1.1 It is the policy of Lakehead District School Board that policies will be developed/reviewed in accordance with Policy Development and Review Policy 2010.
- 1.2 At the May 24, 2016 Regular Board Meeting, 3010 Fees Policy was approved for review on the 2016-2017 policy schedule.
- 1.3 On September 21, 2016 the policy and procedures were posted on the Board website and distributed to constituent groups for review and comment with input to be received by October 26, 2016. There was no input received.

2. Situation

- 2.1 Upon review of the policy and procedures, Administration determined that necessary information is contained in 3074 Expense and Travel Reimbursement policy and procedures.
- 2.2 To avoid unnecessary confusion, Administration recommends that 3010 Fees policy and procedures be revoked.

RECOMMENDATION

It is recommended that Lakehead District School Board revoke 3010 Policy and Procedures (Appendix A) as outlined in Report No. 095-16.

Respectfully submitted,

KIRSTI ALAKSA
Manager of Financial Services

DAVID WRIGHT
Superintendent of Business

IAN MACRAE
Director of Education

BUSINESS AND BOARD ADMINISTRATION

3000

FEEES POLICY

3010

1. Rationale

In order for Lakehead District School Board to keep up to date with the many changes occurring in the education field, services of individuals are required to conduct or assist with workshops, seminars, meetings, school and system activities.

2. The Policy

It is the policy of Lakehead District School Board to provide remuneration or an honorarium for professional services rendered.

3. Guidelines

3.1 The purpose of this policy is to obtain the best possible resource persons to assist all the employees of the Lakehead Board in order that they may be better prepared to achieve the goals of the Board.

3.2 Where an individual has agreed to perform a service for a prescribed fee, the Board will pay the said fee.

3.3 Where no fee has been prescribed, the Superintendent responsible for the department or function will authorize an honorarium appropriate to the services rendered by individual(s).

3.4 Considerations for financial implications should include confirmation that budgeted funds are available and that the fee is fair for the services rendered.

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>
=====	September, 1975	=====
=====	<u>Date Revised</u>	=====
	June 23, 2009	

BUSINESS AND BOARD ADMINISTRATION

3000

FEE PROCEDURES

3010

1. The Policy

It is the policy of Lakehead District School Board to provide remuneration or an honorarium for professional services rendered.

2. Implementation Procedures

2.1 It is the responsibility of the person involved with arranging for the invitation of a resource person to consider:

2.1.1 financial implications

2.1.2 confirm budgeted funds are available

2.1.3 ensure there is no conflict of interest

2.1.4 communicate the details in writing to the Superintendent responsible for that department for approval.

2.2 The Superintendent responsible for that particular budget must use discretionary power in approving the amount of honorarium appropriate for the services rendered by the individual(s).

2.3 It is the responsibility of the Superintendent to ensure that the procedures for obtaining funds are followed.

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
=====	September, 1975	=====
=====	<u>Date Revised</u>	=====
	June 23, 2009	

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2016 NOV 08
Report No. 106-16

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

RE: POLICY REVIEW – 8015 – DISPLAY OF FLAGS POLICY

1. Background

- 1.1 It is the policy of Lakehead District School Board that policies will be developed/reviewed in accordance with Policy Development and Review Policy 2010.
- 1.2 At the May 24, 2016 Regular Board Meeting, 8015 Display of Flags Policy was approved for review on the 2016-2017 policy schedule.
- 1.3 On September 21, 2016, the draft policy and procedures were posted on the Board website and distributed to constituent groups for review and comment with input to be received by October 26, 2016. There was no input received.

2. Situation

- 2.1 Administration has concluded its review of the existing policy and there are no changes to the policy.
- 2.2 The policy is attached as Appendix A and the procedures as Appendix B.
- 2.3 Upon final approval, the policy will be distributed according to Board procedures.

RECOMMENDATION

It is recommended that Lakehead District School Board approve 8015 – Display of Flags Policy, Appendix A to Report No. 106-16.

Respectfully submitted,

IAN MACRAE
Director of Education

SCHOOL-COMMUNITY RELATIONS**8000****DRAFT – November 8, 2016****DISPLAY OF FLAGS POLICY****8015**1. Rationale

- 1.1 Canadian individuals and organizations may fly or display Canada's National Flag as long as the Flag is treated with dignity and respect, and flown or displayed properly.
- 1.2 Ontario schools are required to display, in the school, the National Flag of Canada and the Provincial Flag of Ontario.
- 1.3 The study of flags, their history, meaning and use, is a relevant component of social and environmental curricula.
- 1.4 It is traditionally recognized as proper to fly flags at half-mast as a sign of mourning.

2. The Policy

It is the policy of Lakehead District School Board to display flags with dignity, respect and generally established etiquette.

3. Guidelines

- 3.1 All operating Lakehead District School Board schools and administrative buildings shall display, on an external flagpole, the National Flag of Canada.
- 3.2 All Lakehead District School Board schools shall display, inside the school, both the National Flag of Canada and the Provincial Flag of Ontario, as required by Ontario Regulation 298, s. 5(2).
- 3.3 Lakehead District School Board facilities may display, in addition to the National Flag and Provincial Flag, local municipal flags or special purpose flags.
- 3.4 Flags of political parties or religious groups, or flags espousing political or religious causes, may not be displayed on Lakehead District School Board property.
- 3.5 The National Flag of Canada shall be flown at half-mast as a sign of mourning.
- 3.6 The specific details for these guidelines are outlined in the Display of Flags Procedures #8015.

SCHOOL-COMMUNITY RELATIONS**8000**

DRAFT – November 8, 2016

DISPLAY OF FLAGS POLICY**8015**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>
_____	1993 09 23	_____
_____	<u>Date Revised</u>	_____
_____	April 27, 2010	_____

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SCHOOL-COMMUNITY RELATIONS**8000**

DRAFT – November 8, 2016

DISPLAY OF FLAGS PROCEDURES**8015**1. Policy

It is the policy of Lakehead District School Board to display flags with dignity, respect and generally established etiquette.

2. Implementation Procedures2.1 National and Provincial Flags

2.1.1 The National Flag shall be displayed on an exterior flagpole during normal hours of each school or working day. The flag may be flown by night as well as by day¹.

2.1.2 New buildings shall be equipped with an exterior flagpole at the time of construction. Any existing buildings not so equipped shall be provided with an exterior flagpole.

2.1.3 The National Flag of Canada and Provincial Flag of Ontario shall be displayed in a prominent place inside each school.

2.1.4 Principals and building managers are responsible for monitoring the condition of, requesting the replacement of, and disposing of flags.

"When a flag becomes tattered and is no longer in a suitable condition for use, it should be destroyed in a dignified way."²

2.1.5 The National Flag must receive prominence at all times when displayed with other flags.

2.2 Other Flags

2.2.1 At the discretion of a Principal, a school may also display, on the flagpole or inside the school, the flag of the local municipality or other special purpose flag provided:

2.2.1.1 the flag meets acceptable community standards.

2.2.1.2 the flag is not directly connected with any political or religious group, or cause.

¹From *Ceremonial and Canadian Symbols Promotion, 'Rules for Flying the Flag', Department of Canadian Heritage*

²From *Ceremonial and Canadian Symbols Promotion, 'Disposal of Flags', Department of Canadian Heritage*

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2.3.1.1 Exterior flags throughout the system shall be lowered to half-mast on the death of:

- the Sovereign or a member of the Royal Family related in the first degree to the Sovereign (husband or wife, son or daughter, father, mother, brother or sister).
- the Governor-General or a former Governor-General.
- the Prime Minister of Canada or a former Prime Minister.
- the Lieutenant-Governor of Ontario or a former Lieutenant-Governor.
- the Premier of Ontario or a former Premier.
- the Member of the Federal or Provincial Electoral Riding.
- the Chairman or a member of the Board.

2.3.1.2 Exterior Flags throughout the system shall be lowered to half-mast on April 28, the National Day of Mourning.

2.3.1.3 The Director of Education may order the lowering of flags to half-mast throughout the system or at an individual location, in addition to the foregoing, on the death of any person held in special regard in the system.

2.3.1.4 Flags shall be lowered to half-mast at all locations on direction received from the Ministry of Education.

2.3.2 Administrative Buildings

2.3.2.1 Exterior flags at system administrative buildings shall be lowered to half-mast on the death of a present employee in the system.

2.3.3 Individual Schools

2.3.3.1 Exterior flags at individual schools shall be lowered to half-mast on the death of:

- a present staff member
- a present student.

2.3.3.2 Principals may lower exterior flags to halfmast on the death of any non-employee such as volunteers and community resource persons who are held in special regard in the school or community.

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2.3.3.3 Exterior flags shall be lowered briefly at 11:00 a.m. on Remembrance Day in memory of the war dead.

3. Half-masting Protocol

3.1 The position of the Flag when flying at half-mast will depend on its size, the length of the flagstaff, and its location; but as a general rule, the centre of the flag should be exactly halfway down the staff. When hoisted to or lowered from half-mast position, a flag should first be raised to the masthead.

3.2 For the purpose of half-masting, death shall be taken to include the day of death, and up to and including the day of the funeral.

4. Review

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

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
<hr/> <hr/>	<p>1993 09 23</p> <p><u>Date Revised</u></p> <p>April 27, 2010</p>	<hr/> <hr/>

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