



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. 3
Tuesday, February 28, 2017
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 – 6:30 p.m. (SEE ATTACHED AGENDA) | | |
| 6. Report of Committee of the Whole – Closed Session | | |
| 7. Delegations/Presentations | | |
| 7.1 The Children’s Aid Society of the District of Thunder Bay | B. Bain/ W. MacArthur | Verbal |
| 8. Confirmation of Minutes | | |
| 8.1 Regular Board Meeting No. 2 - January 24, 2017 | D. Massaro | 1-4 |
| 9. Business Arising from the Minutes | | |

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

Resource
Person Pages

MATTERS NOT REQUIRING A DECISION:

- | | | | |
|------|---|-------------|---------|
| 10. | Information Reports | | |
| 10.1 | Ontario Public School Boards' Association (OPSBA) Report | E. Chambers | Verbal |
| 10.2 | Student Trustee Report | R. Sulkko | Handout |
| 10.3 | Student Transportation Services of Thunder Bay Committee (STSTB) Report | G. Saarinen | Verbal |
| 10.4 | Literacy Kindergarten – Grade 12 Report (021-17) | S. Pharand | 5-8 |
| 10.5 | Aboriginal Education Advisory Committee Meeting Minutes – December 15, 2016 | S. Pharand | 9-14 |
| 10.6 | Special Education Advisory Committee Meeting Minutes – January 18, 2017 | C. Kappel | 15-18 |
| 11. | First Reports | | |

MATTERS FOR DECISION:

- | | | | |
|------|--|-------------|-------|
| 12. | Postponed Reports | | |
| 13. | Recommendations from the Standing Committee (022-17) | G. Saarinen | 19-31 |
| 13.1 | School Year Calendar 2017-2018 (018-17) | | |

It is recommended that Lakehead District School Board:

- 1. Approve the proposed 2017-2018 Elementary School Year Calendar, including the opening and closing dates and professional activity days, as described in Appendix A of Report No. 018-17.*
- 2. Approve the proposed 2017-2018 Secondary School Year Calendar, including the opening and closing dates, professional activity days and examination days, as described in Appendix B of Report No. 018-17.*

- | | | | |
|------|--|--|--|
| 13.2 | Policy Review – 6070 Video Surveillance (019-17) | | |
|------|--|--|--|

It is recommended that Lakehead District School Board approve 6070 Video Surveillance Policy, Appendix A to Report No. 019-17.

| |
|--|
| 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 | | |
| 15. New Reports | | |
| 15.1 Appointments to the 2016-2017 Parent Involvement Committee (020-17) | I. MacRae | 32 |
| <i>It is recommended that Lakehead District School Board:</i> | | |
| <ol style="list-style-type: none"> 1. <i>Approve the following appointments to the 2016-2017 Parent Involvement Committee effective November 15, 2016 to November 14, 2017:</i> <ul style="list-style-type: none"> • <i>Robert Eady, parent alternate member; and</i> • <i>Krista Power, school council alternate member.</i> 2. <i>Approve the appointment of Melissa Hrabok as school council representative to the 2016-2017 and 2017-2018 Parent Involvement Committees effective November 15, 2016 to November 14, 2018.</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. 3
Tuesday, February, 28, 2017
Jim McCuaig Education Centre

Ian MacRae
Director of Education

Deborah Massaro
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 Board Meeting No. 12 (Special) - June 23, 2016 | D. Massaro | 1 |
| 5.1.2 Regular Board Meeting No. 15 - September 27, 2016 | D. Massaro | 2 |
| 5.1.3 Regular Board Meeting No. 2 - January 24, 2017 | D. Massaro | 3 |
| 5.2 Business Arising from the Minutes | | |
| 5.3 Consideration of Reports | | |
| 5.3.1 Personnel Matter | I. MacRae | Verbal |
| 5.3.2 Legal Matter | S. Pharand | 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. 2

Board Room
Jim McCuaig Education Centre

2017 JAN 24
7:30 p.m.

TRUSTEES PRESENT:

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

Ron Oikonen – via teleconference
Jack Playford
Trudy Tuchenhagen – via teleconference
Karen Wilson
Robyn Sulkko (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:

Derek DiBlasio - Lakehead Principals/Vice Principals
Nick Sacevich – Lakehead Principals/Vice Principals
Patricia Gibbs, OSSTF - SSP
Rod Bessel, Managers
Nancy Nix, ETFO - Elementary Occasional Teachers

PUBLIC SESSION:

1. Approval of Agenda

Moved by Trustee Wilson

Seconded by Trustee Arnone

“THAT the Agenda for Regular Board Meeting No. 2, January 24, 2017 be approved.”

CARRIED

2. Resolve into Committee of the Whole – Closed Session

Moved by Trustee Tuchenhagen

Seconded by Trustee Playford

“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. 18*
 - *November 22, 2016*
- *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. Report of Committee of the Whole – Closed Session

Moved by Trustee Saarinen

Seconded by Trustee Tuchenhagen

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

‘THAT Lakehead District School Board approve the Committee of the Whole – Closed Session Minutes of Regular Board Meeting No. 18, November 22, 2016.’”

CARRIED

5. Confirmation of Minutes

5.1 Moved by Trustee Wilson

Seconded by Trustee Arnone

“THAT Lakehead District School Board approve the Minutes of Regular Board Meeting No. 18, November 22, 2016.”

CARRIED

5.2 Moved by Trustee Oikonen

Seconded by Trustee Chambers

“THAT Lakehead District School Board approve the Minutes of Annual Board Meeting, December 6, 2016.”

CARRIED

MATTERS NOT REQUIRING A DECISION:

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

Trustee Chambers, Ontario Public School Boards' Association Director and voting delegate, informed the Board that Trustee Arnone, Student Trustee Sulkko, Trustee Playford and herself had attended the OPSBA Public Education Symposium (PES) on January 19-21 in Toronto.

7. Student Trustee Report

Robyn Sulkko, Student Trustee, provided a handout as her report. Items addressed included: her attendance at the Ministry of Education – Student Well-Being session in November, attending the Regional Multicultural Youth Council (RMYC) – Student Working Group meeting with Chair Massaro in December, hosting a very successful Elementary School Senate meeting in December, and visiting all of the secondary schools' Student Council meetings in December to promote their involvement in Secondary School Senate meetings. Student Trustee Sulkko also reported on her attendance last week at the Ontario Public School Boards' Association (OPSBA) – Public Education Symposium (PES) in Toronto.

8. Success Advisory Meeting Report

Vice Chair Saarinen reported that the Success Advisory meeting on January 12 was very informative with presentations from the Academy of Learning 7-8 programs, the international students program, and the new Kindergarten report cards.

9. Audit Committee Report

Trustee Massaro, Chair of the Audit Committee, presented this verbal report highlighting the January 16 meeting.

10. Early Learning Report (013-17)

Sherri-Lynne Pharand, Superintendent of Education, introduced Donica LeBlanc, Supervising Principal – Early Learning Lead, who presented the report. All trustees' questions were addressed.

11. Academy of Learning Programs 7-8 (017-17)

Sherri-Lynne Pharand, Superintendent of Education, introduced Jane Lower, Student Success Lead, A.J. Keene, Principal, Westmount Public School, Darren Lentz, Principal, Kingsway Park Public School, and Angelina Tassone-Vogrig, Principal, Five Mile Public School, who presented the report. All trustees' questions were addressed.

MATTERS FOR DECISION:

12. Establishment of 2017-2018 Budget Committee (011-17)

Moved by Trustee Wilson

Seconded by Trustee Playford

“THAT:

1. *Lakehead District School Board establish the 2017-2018 Budget Committee comprised of all trustees; and*
2. *The 2017-2018 Budget Committee report its recommendation to the Lakehead District School Board no later than the date provided by the Ministry of Education.”*

CARRIED

13. Special Education Advisory Committee (SEAC) Request for Approval of Correspondence (010-17)

Moved by Trustee Arnone

Seconded by Trustee Chambers

“THAT Lakehead District School Board approve the request from the Special Education Advisory Committee (SEAC) to send correspondence of support to the Chair of the Near North District School Board SEAC as outlined in Report No. 010-17.”

CARRIED

14. Information and Inquiries

14.1 Director MacRae reported that Chair Massaro, Superintendent Kappel, Communications Officer Nugent, and he attended the Lakehead Adult Education Centre today where Ontario’s Education Minister, Mitzie Hunter, made the announcement regarding the partnership between Roots to Harvest and the Lakehead Adult Education Centre. The Roots to Harvest community garden is relocating to the Victoria Park green space.

14.2 Trustee Arnone reported that she attended the first Kingsway/Hyde Transition Team meeting on January 16 at Kingsway Park Public School. The meeting was well attended. The next meeting is scheduled for February 13, 2017.

15. Adjournment

Moved by Trustee Oikonen

Seconded by Trustee Arnone

“THAT we do now adjourn at 9:03 p.m.”

CARRIED

LAKEHEAD PUBLIC SCHOOLS

OFFICE OF THE DIRECTOR OF EDUCATION

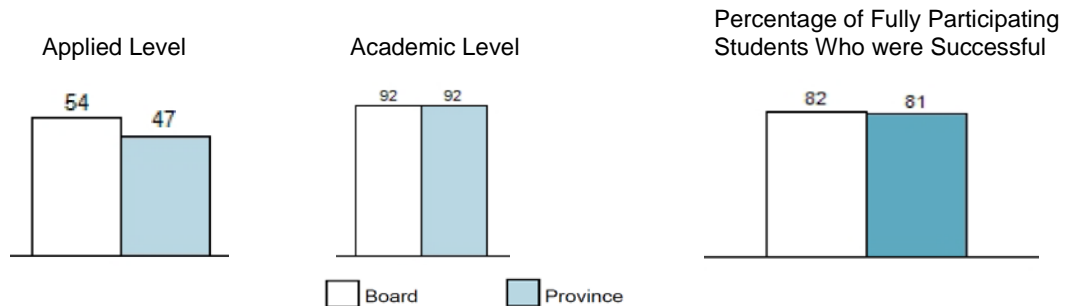
2017 FEB 28
Report No. 021-17

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

RE: LITERACY KINDERGARTEN – GRADE 12

1. Background

- 1.1 Lakehead District School Board is committed to ensuring the success of every student. A comprehensive Kindergarten – Grade 12 literacy plan, focused on improved student achievement, reflects this commitment.
- 1.2 The literacy plan is grounded in the three pillars of the Lakehead School Board’s Strategic Plan, specifically in learning by supporting students at all grade levels to be able to comprehend and use language to think about ideas, forming opinions and supporting their thinking both orally and in writing.
- 1.3 EQAO data is showing that Lakehead District School Board is at or approaching provincial scores on Grades 3 and 6 reading and writing assessments.
- 1.4 Board success rates for the 2016 Ontario Secondary School Literacy Test (OSSLT) increased by 4%. Results for fully participating first time eligible students increased to 82% which is 1% higher than the province. Students in applied English courses outperformed the province by 7%.



2. Situation

The following Ministry and Board funded projects support the learning for the 2016-2017 school year with a focus on literacy:

- Board Funded
 - Elementary Resource Teacher
 - Secondary Literacy Lead in each secondary school
- Joint Board and Ministry Funded
 - School-based Improvement Planning
 - Kindergarten to Grade 8
 - Grade 7-10 Literacy
 - French Resource Teacher (K-12)
- Ministry Funded
 - Early Years Lead
 - Student Success Lead
 - Secondary Resource Teacher
 - e-Learning Contact

3. Current Practice

3.1 Collaboration among classroom teachers, administrators and program staff continues to support student learning through a focus on:

- analyzing student work to determine student needs and responding to those needs with effective literacy instruction using various strategies;
- developing a common understanding of the components of an effective literacy program;
- exploring ways to engage and support reluctant and struggling readers and writers; and
- using a collaborative approach in cross panel teams to identify student literacy needs and determine effective instructional approaches to improve student learning.

3.2 Technology is used to support learning by:

- providing a variety of digital tools to develop, document and respond to student thinking;
- providing WinBooks for every Grade 9 academic English class;
- enhancing anytime/anywhere learning;
- increasing the use of technology like D2L, Reminder 101, Seesaw, and classroom websites to increase parent engagement in their child's learning; and
- providing a platform to pilot a secondary online assessment of reading.

3.3 K-12 student and staff supports for literacy include:

- Grades 6-10 Professional Learning Groups that are supported through the Gap Closing for Literacy Grades 7-12 Grant;
- Benchmark Assessment System (BAS) (reading assessment tool);
- Sandra Herbst, consultant, facilitating three workshops for teachers Grades 6-12;
- Reading For The Love of It Conference;
- Levelled Literacy Intervention (LLI) resource;
- New Teacher Induction Program (NTIP);
- Literacy Place pilot project with five schools;
- OSSLT preparation work;
- Office of Aboriginal Education Funding;
- Ontario Focused Intervention Program (OFIP); and
- Tutors in the Classroom.

4. Next Steps

- Continue to offer elementary and secondary professional development with student needs informing all decisions;
- Expand the use of the BAS for reading assessment purposes;
- Expand use of the LLI kits for early intervention within the classroom;
- Examine outcomes of pilot projects and make decisions about expansions based on impact and funding;
- Embed effective use of technology into professional learning related to literacy; and
- Continue to focus on positive transitions from elementary to secondary.

5. Conclusion

Improving student achievement and well-being continues to be the focus of all of our programs and training at Lakehead District School Board. Through instruction that responds to current student thinking and early intervention, Lakehead District School Board will continue to support the development of high levels of literacy for all students.

Respectfully submitted,

INGA ANDERSON FOSTER
Elementary Resource Teacher

JANE LOWER
Student Success Lead

DONICA LEBLANC
Supervising Principal - Early Learning Lead

SHERRI-LYNNE PHARAND
Superintendent of Education

IAN MACRAE
Director of Education



ABORIGINAL EDUCATION ADVISORY COMMITTEE MINUTES

DATE: Thursday, December 15, 2016, Board Room, Education Centre

MEMBERS PRESENT: Sherri-Lynne Pharand, Dolores Wawia, Trustee Chambers. Pauline Fontaine, Cathy Ferrazzo, Elyse Big George, Elliott Cromarty, Dr. Amy Farrell-Morneau, Anika Guthrie, Elder Isabelle Mercier, Brittany Collins - Education Assistant at FWFN, Jane Lower, Serena Essex, Sharon Kanutski, Oean Meekis, Gerry Martin, Robin Haliuk, Neil Workman, Lawrence Baxter, Suzanne Tardif, Trustee Arnone

ABSENT WITH REGRET: Trustee Saarinen, Donnalee Morettin, Chris Ooshag, Kathy Beardy, Beverley White-Kokeza, Nicole Walter Rowan

ABSENT: Mike Judge

GUESTS: **Wendy Doran, Human Resources Officer; Colleen Kappel, Superintendent of Education; Bruce Nugent, Communications Officer; Michelle Crow, Aboriginal Liaison Officer, Skills Ontario**

| | AGENDA ITEM | DISCUSSION | ACTION |
|----|---------------------------|--|---------------|
| 1. | Opening Ceremonies | Sherri-Lynne Pharand called the meeting to order and asked Elder Martin to conduct the opening at 9:35 a.m. | Gerry Martin |
| 2. | Welcome and Introductions | <p>Sherri-Lynne thanked Elder Martin for the opening.</p> <p>Sherri-Lynne welcomed everyone, including our guests: Wendy Doran, Human Resources Officer; Colleen Kappel, Superintendent of Education; Bruce Nugent, Communications Officer; Michelle Crow, Aboriginal Liaison Officer, Skills Ontario. She also welcomed Donica LeBlanc, Supervising Principal – Early Learning Lead as a new Resource person from the Program Department. Introductions were made.</p> <p>Sherri-Lynne congratulated Trustee Chambers and welcomed her back as the Trustee Representative (as per the Board’s Annual Meeting on December 6). Trustee Saarinen and Trustee Arnone will be the</p> | |

| | AGENDA ITEM | DISCUSSION | ACTION |
|----|--|---|--|
| | | <p>Alternates for 2017.</p> <p>Regrets and substitutions were noted and the attendance sheet was circulated.</p> <p>Election of Co-Chair: Dolores Wawia accepted the pre-nomination by Pauline Fontaine. Sherri-Lynne called for any other nominations.</p> <p>Moved by Robin Haliuk and Sharon Kanutski that the nominations for Co-Chair are closed.</p> <p>Dolores was declared elected as Co-chair for 2017. Dolores thanked the group for their support.</p> | |
| 3. | Agenda / Minutes | | |
| | 3.1 Approval of Agenda – Dec. 15, 2016 | <p>Moved by Pauline Fontaine and seconded by Robin Haliuk that the agenda for the Dec. 15th meeting be approved as written.</p> <p>Carried.</p> | |
| | 3.2 Approval of Minutes – Nov. 17, 2016 | <p>Moved by Suzanne Tardif and seconded by Pauline Fontaine that the minutes for the Nov. 17, 2016 AEAC meeting be approved as amended.</p> <p>Carried.</p> | |
| 4. | Correspondence | The correspondence file was circulated. | |
| 5. | Presentations | | |
| | 5.1 HERE Campaign | <p>Colleen Kappel and Bruce Nugent gave a presentation on the HERE Campaign.</p> <p>It was noted that LDSB's rate of chronic absenteeism (students who are absent for 10+ days per year) at the elementary level was 24.3%</p> <p>Reasons for chronic absenteeism in the Board and the region are: participation in sports; medical; poverty (looking after siblings) etc.</p> | <p>Colleen Kappel Bruce Nugent</p> |

| | AGENDA ITEM | DISCUSSION | ACTION |
|--|--|---|---|
| | | <p>In an effort to lower the rate of chronic absenteeism, LDSB is piloting a Safe Arrival project in 3 schools where parents call in if their children will be absent. Parents cannot opt out of this – the school will track down children/parents if they do not show up as they are concerned about their welfare. This has been quite successful and the Board is looking to roll this out further within our system.</p> <p>LDSB is also involved in a research project to dig deeper into data we see exactly why children are absent.</p> <p>The aim of the HERE Campaign, which will be used in all 8 Boards in our region, is to build awareness around the attendance issues in our region and to provide communication tools to help improve attendance in our schools.</p> <p>There is a Safe Arrival app available for mobile phone. Information regarding how to download this app will be sent to AEAC members and will be included with the minutes.</p> <p>In future meetings, AEAC will discuss what is it, as a committee, that we can do as a coordinated effort in order to better support our children.</p> <p>All questions were answered.</p> | <p>Brenda to send app out to this group!!</p> |
| | <p>5.2 Michelle Crow, Aboriginal Liaison Officer, Skills Ontario</p> | <p>Michelle Crow shared a presentation entitled “The First Step in Addressing Ontario’s Skills Shortage”.</p> <p><u>Mission of Skills Ontario:</u> To champion and stimulate the development of world class technological employability skills in Ontario youth.</p> <p><u>Mandate of Skills Ontario:</u> To promote careers in skilled trades and technologies as viable, first choice career options to young people in Ontario.</p> <p>Michelle explained that Skills Ontario works with Grade 7 – 12 students, doing in school presentations; skills Ontario competition and qualifying competitions (Canada’s largest skilled trades competition); cardboard boat races; video challenges; skills work summer camps: skilled</p> | <p>Michelle Crow</p> |

| | AGENDA ITEM | DISCUSSION | ACTION |
|--|---------------------------|--|--|
| | | <p>trade/tech camps for students entering grades 7-9; Career Awareness Workshops for Aboriginal Youth; Mentoring Events; Trades & Tech Days & Aboriginal Student Conferences; etc.</p> <p>Ontario Liaison Officers make 1,500+ school visits, delivering 2,000+ presentations to 125,000+ students each year.</p> <p>All questions were answered.</p> | |
| | 5.3 LDSB Hiring Practices | <p>Wendy Doran, LDSB Human Resource Officer gave a broad overview of hiring practices for secondary and adult education teachers.</p> <p>She noted that when hiring, LDSB must adhere to the Ontario College of Teachers (OCT) guidelines, the Ministry of Education and the collective agreements.</p> <p>She explained the challenges associated with hiring Native Language Teachers i.e. the position may not be full time and supply teaching in these positions is very sporadic. For these reasons, the number of applications during recruitment is very low. Written and verbal tests are given during the interview and input is received from an elder when setting up the interviews as well as having their verbal ability tested. In the past elders Elmer Baxter and Felicia Waboose have helped with the interview process. LDSB values the quality of the programs offered.</p> <p>All questions were answered.</p> <p>At the November AEAC meeting, there were many questions regarding David Thompson's departure from his Aboriginal Language teaching position with LDSB. After consultation with the Board's lawyer, Sherri-Lynne read the media release which was prepared as a rebuttal to the erroneous comments presented by David Thompson.</p> | Wendy Doran – secondary and adult education hiring practices |

| | AGENDA ITEM | DISCUSSION | ACTION |
|----|-----------------------------------|---|---|
| 6. | Business Arising from the Minutes | | |
| | 6.1 Transition Teams | <p>There will be two transition teams stuck:</p> <ol style="list-style-type: none"> 1. <i>Hyde Park and Kingsway</i> (Chaired by Colleen Kappel with Marg Arnone as the trustee) A representative from AEAC is needed to sit on this team. Sherri-Lynne Pharand explained what is involved in this position. The first Transition Meeting will be Jan. 16 at Kingsway from 6:00 p.m. – 7:30 p.m. (now until June). No one volunteered at this time. 2. <i>Churchill and Westgate</i> (Chaired by Sherri-Lynne Pharand with George Saarinen as the trustee) A representative from AEAC is needed to sit on this team. No one volunteered at this time. | <p>Sherri-Lynne Pharand</p> <p>As no one volunteered, Sherri-Lynne and Brenda will be calling the members individually.</p> |
| | 6.2 Work Plan – summary | Due to time constraints, this matter has been deferred to the February meeting. | Dr. Amy Farrell-Morneau |
| | 6.3 Cultural Awareness Video | <p>There will be a different approach to the Cultural Awareness training this year. Amy will produce a video for the 4th round of training for all staff. It will reflect the Truth and Reconciliation Commission.</p> <p>More information on the training video will be forthcoming at the February meeting.</p> | Dr. Amy Farrell-Morneau |
| 7. | New Business | | |
| | 7.1 PIC Funding | <p>Letter from Ian MacRae – allocating funds</p> <ul style="list-style-type: none"> - Due to time constraints, this matter has been deferred to the February meeting. | Sherri-Lynne Pharand |
| 8. | Updates | Due to time constraints, the updates have been deferred to the February meeting. | |

| | AGENDA ITEM | DISCUSSION | ACTION |
|-----|---------------------------|---|---------------|
| 9. | Information and Inquiries | | |
| | 9.1 | Kindergarten Information Session at Valhalla Inn February 6 at 7:00 p.m. - As there was no volunteer from the committee, Brenda Barradell offered to attend with Amy Farrell-Morneau. | |
| 10. | Closing Ceremonies | Elder Mercier closed the meeting with a prayer. | |
| 11. | Next Meeting: | Thursday, February 16, 2017 | |
| 12. | Adjournment: | The meeting adjourned at 12:20 p.m. | |

LAKEHEAD DISTRICT SCHOOL BOARD

SPECIAL EDUCATION ADVISORY COMMITTEE

Jim McCuaig Education Centre
Thunder Bay, Ontario

2017 JAN 18

MEMBERS PRESENT:

| | |
|---------------------------------|-----------------------|
| Laura Sylvestre (Chair) | Martha Mawakeesic |
| Kelly Matyasovszky (Vice Chair) | Mike Otway |
| Angela Hill | Trustee Jack Playford |
| Judy Kay | Liz Tod |
| Wilma Kleynendorst | Trustee Karen Wilson |
| Cory Koski | |

OTHERS PRESENT:

Colleen Kappel
Lori Carson
Jane Lower

ABSENT WITH REGRET:

Theresa Graham
Sheila Marcinyshyn

ABSENT:

Ron Gernat

1. **Call to Order**

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

2. **Approval of the Agenda**

Laura Sylvestre, Chair of SEAC, requested the addition of item number 9.3 Regional Feedback Session, that Colleen Kappel, Superintendent of Education would speak to. The agenda was approved with this addition.

Moved by Judy Kay

Seconded by Martha Mawakeesic

“THAT the amended agenda for the January 18, 2017 SEAC meeting be approved.”

CARRIED

3. Declarations of Conflict of Interest

There were no declarations of conflict of interest.

4. Presentations

EQAO Results – Lori Carson, Jane Lower

Lori Carson, Special Education Officer, and Jane Lower, Student Success Lead, shared the EQAO results at Lakehead District School Board for the 2016-2017 school year. A PowerPoint presentation highlighted the results of the Grades 3 and 6 testing and the results of the secondary Ontario Secondary School Literacy Test and the Grade 9 Math assessment. Questions from members were addressed.

5. Confirmation of Minutes

Moved by Judy Kay

Seconded by Mike Otway

“THAT the minutes of the December 14, 2016 SEAC Meeting be approved.”

CARRIED

6. Business Arising From the Minutes

6.1 SEAC Guest Speaker Event – March 22, 2017

Colleen Kappel, Superintendent of Education, indicated that she had a telephone conversation with Donna Miller Fry and she has agreed to present for 30 minutes on Special Education and Technology. After Ms. Miller Fry’s presentation there will be four breakout sessions: two for 30 minutes and then additional two for 30 minutes. Lori Carson, Special Education Officer, informed members that a list of topics will be emailed to SEAC members and members are to list their top four priorities for the breakout sessions prior to the February SEAC meeting.

Laura Sylvestre, Chair of SEAC, shared information on venues. Information was provided to members on three venues: Hammarskjold High School and two hotels. Members, by consensus, agreed to hold the event at Hammarskjold High School.

6.2 Near North DSB Correspondence

Colleen Kappel, Superintendent of Education, informed members that the report approving the correspondence will be addressed at the January 24, 2017 Regular Board meeting. Lori Carson, Special Education Officer, informed everyone that Shelly Durance from The Northwest Catholic DSB had her membership renewed on the Minister’s Advisory Council on Special Education (MACSE), so there is a rep from the North on the committee.

6.3 Kindergarten Registration Evening – February 6, 2017

Laura Sylvestre, Chair of SEAC, invited anyone interested in attending the event to participate. The evening begins at 7 p.m. If members wish to provide pamphlets/brochures on their organization, they are welcome to bring them to the board office by Friday, February 3, 2017. Brochures will be placed at the SEAC table for parents/guardians. Angela Hill, Children's Centre Thunder Bay representative advised that they will also have a booth at the event.

7. Correspondence

The correspondence folder was circulated to members.

8. Advocacy Tracking

The advocacy tracking template was circulated to members for completion.

9. Visit to Westgate CVI Special Needs/Multi Needs Classroom on Feb 15/17

Colleen Kappel, Superintendent of Education, informed everyone that the February 15, 2017 SEAC meeting will take place at Westgate CVI and the committee will tour the Special Needs/Multi Needs classroom.

10. 2016-2017 SEAC Work Plan – Review Record of Progress

The status of the 2016-2017 SEAC Work Plan was discussed. Updates were noted. A SEAC representative is still required for the Kingsway Park/Hyde Park Transition Committee. Meeting dates will be sent to Cory Koski for his review.

11. Regional Feedback Session

Colleen Kappel, Superintendent of Education, shared information on an invitation from the Ministry of Education requesting a SEAC member to attend a regional feedback session for the provincial framework for Alternative Programs and Courses K-12. The session will take place on March 8, 2017 @ 10:00 a.m. to 3 p.m. The invitation will be sent to members via email.

12. Policy Review

There was no input provided to the three policies currently up for review: 4005 English Language Learners, 6070 Video Surveillance, and 7010 Police Record Checks. Superintendent Kappel suggested that the Bullying Prevention and Intervention Policy may be a policy that SEAC members would be interested in commenting on.

13. Information/Inquiries and Association Reports

13.1 Martha Mawakeesic, Anishnawbe Mushkiki alternate representative informed members of a Mini Health Fair that will take place at Victoriaville on Tuesday, January 24, 2017 from 10 a.m. to 2 p.m.

13.2 Wilma Kleynendorst, Dilico representative, shared information on a Children's Mental Health Conference that they will be hosting on March 28-30, 2017. Information will be shared with members via email.

14. SEAC Budget

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

15. Board Update

Trustee Jack Playford provided information on the following meeting:

January 10, 2017 Standing Committee Meeting

Items addressed at this meeting included:

- Presentation of three Trustee Character Awards;
- Minutes from SEAC and AEAC;
- Information Technology Update report; and
- Health and Safety Update report.

Cory Koski inquired about who was eligible for the Trustee Character Awards. Trustee Karen Wilson shared the information. Information about the award will be sent to all SEAC members.

16. Adjournment

Moved by Mike Otway

Seconded by Liz Tod

"THAT we do now adjourn at 6:55 p.m."

CARRIED

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2017 FEB 28
Report No. 022-17

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

RE: RECOMMENDATION FROM THE STANDING COMMITTEE

Background

The following reports were received at the Standing Committee Meeting of February 14, 2017 and have been referred to the Board for approval. The recommendations are as follows:

SCHOOL YEAR CALENDAR 2017-2018 (018-17)

It is recommended that Lakehead District School Board:

1. *Approve the proposed 2017-2018 Elementary School Year Calendar, including the opening and closing dates and professional activity days, as described in Appendix A of Report No. 018-17.*
2. *Approve the proposed 2017-2018 Secondary School Year Calendar, including the opening and closing dates, professional activity days and examination days, as described in Appendix B of Report No. 018-17.*

POLICY REVIEW – 6070 VIDEO SURVEILLANCE (019-17)

It is recommended that Lakehead District School Board approve 6070 Video Surveillance Policy, Appendix A to Report No. 019-17.

Respectfully submitted,

GEORGE SAARINEN
Chair
Standing Committee



Lakehead
Public
Schools

Elementary

Your Children Our Students The Future

2017-2018

Appendix A to Report No. 022-17
Appendix A to Report No. 018-17

SEPTEMBER 2017

| SUN | MON | TUES | WED | THUR | FRI | SAT |
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JANUARY 2018

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MAY 2018

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OCTOBER 2017

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FEBRUARY 2018

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JUNE 2018

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NOVEMBER 2017

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MARCH 2018

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DECEMBER 2017

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APRIL 2018

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Holidays

Labour Day: September 4, 2017
Thanksgiving Day: October 9, 2017
Family Day: February 19, 2018
Good Friday: March 30, 2018
Easter Monday: April 2, 2018
Victoria Day: May 21, 2018

Winter Break

December 25 - 29, 2017
January 1 - 5, 2018

Spring Break

March 12 - 16, 2018

Professional Activity Day (PA Day)

Tuesday, September 5, 2017
Friday, September 29, 2017
Friday, November 17, 2017
Friday, January 26, 2018
Friday, March 2, 2018
Friday, May 4, 2018
Friday, June 15, 2018

First Day of School for Students

Wednesday, September 6, 2017

Final Day of School for Students

Friday, June 29, 2018



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Website www.lakeheadschoos.ca



Lakehead
Public
Schools

Secondary

Your Children Our Students The Future

2017-2018

Appendix A to Report No. 022-17

Appendix B to Report No. 018-17

SEPTEMBER 2017

| SUN | MON | TUES | WED | THUR | FRI | SAT |
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JANUARY 2018

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MAY 2018

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OCTOBER 2017

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FEBRUARY 2018

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JUNE 2018

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NOVEMBER 2017

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MARCH 2018

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DECEMBER 2017

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APRIL 2018

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Holidays

Labour Day: September 4, 2017
Thanksgiving Day: October 9, 2017
Family Day: February 19, 2018
Good Friday: March 30, 2018
Easter Monday: April 2, 2018
Victoria Day: May 21, 2018



Winter Break

December 25 - 29, 2017
January 1 - 5, 2018



Spring Break

March 12 - 16, 2018



Professional Activity Day (PA Day)

Tuesday, September 5, 2017
Friday, September 29, 2017
Friday, November 17, 2017
Thursday, February 1, 2018
Friday, February 2, 2018
Friday, March 2, 2018
Friday, June 29, 2018



Examinations

January 25, 26, 29, 30, 31, 2018
June 22, 25, 26, 27, 28, 2018



First Day of School for Students

Wednesday, September 6, 2017



First Day of Semester II

Monday, February 5, 2018



Final Day of School for Students

Thursday, June 28, 2018



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STUDENT SERVICES

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DRAFT – February 28, 2017

VIDEO SURVEILLANCE POLICY

6070

1. Rationale

Lakehead District School Board is responsible for the safety and security of students, staff, visitors and the protection of Board property.

2. Policy

It is the policy of Lakehead District School Board to utilize video surveillance on school board property to ensure the safety of students and staff, as a deterrent to negative behaviour (i.e., theft or vandalism), and to monitor unauthorized individuals on board property.

3. Guiding Principles

- 3.1 The promotion of a safe and secure learning environment is in the best interest of students, staff and the general public.
- 3.2 The utilization of video surveillance systems is as a complement, not to replace other means to create a safe and secure learning environment.
- 3.3 Cameras will not monitor areas where students and staff have an expectation of privacy, such as change rooms and washrooms.
- 3.4 Cameras will only be used for intended purposes.
- 3.5 The Board shall maintain control of and responsibility for the video surveillance system at all times.

| | |
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| STUDENT SERVICES DRAFT – February 28, 2017 VIDEO SURVEILLANCE POLICY | 6000 6070 |
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4. Review

This policy shall be reviewed according to Policy Development and Review Policy 2010.

| <u>Cross Reference</u> | <u>Date Approved</u> | <u>Legal Reference</u> |
|--|--|--|
| Transportation Policy and Procedure 3040 | February 22, 2005 <u>Date Revised</u> January 21, 2012 | Education Act Safe Schools Act Guideline for Video Surveillance and Cameras in Schools Ontario Information and Privacy Commissioner |

STUDENT SERVICES

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DRAFT – February 28, 2017

VIDEO SURVEILLANCE PROCEDURES

6070

1. Policy

It is the policy of Lakehead District School Board to utilize video surveillance on school board property, to ensure the safety of students and staff, as a deterrent to negative behaviour (i.e., theft or vandalism), and to monitor unauthorized individuals on Board property.

2. Definitions

For the purpose of this policy and corresponding procedures:

2.1 Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) means the legislation that governs access to and the privacy of Board records containing personal information.

2.2 Personal Information is recorded information about an identifiable individual collected and disclosed in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

2.3 Reception Equipment refers to the equipment or device used to retrieve, whether wired or wirelessly, or record the personal information collected through a video surveillance system, including a camera or video monitor or any other video, audio, physical, or other mechanical, electronic or digital device.

2.4 Retention Period is the period of time during which a specific record or record series must be kept before records in that series may be disposed of.

2.5 Retention Schedule is a list of all the record classifications and their corresponding retention periods. The schedule also identifies which records are deemed vital, which are archival, and who is the responsible department or official record holder.

2.6 Video Surveillance Systems is a video, physical or other mechanical, electronic or digital surveillance system or device that enables continuous or periodic video recording, observing or monitoring of individuals in school buildings and on school property. (In schools this would usually include analog video, digital and closed-circuit camera systems.)

STUDENT SERVICES

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DRAFT – February 28, 2017

VIDEO SURVEILLANCE PROCEDURES

6070

3. Guiding Principles

- 3.1 This procedure applies to all Lakehead District School Board staff who collect, use, retain, and disclose personal information related to students and Board employees, and to operations and procedures in all facilities within the Lakehead District School Board.
- 3.2 This procedure applies to the operation of any video system installed on any Board site for the purpose of surveillance.
- 3.3 The video taping of school events such as graduation, theatrical productions or other similar events by the parents/guardians and families of students is considered acceptable and is not addressed by this procedure.
- 3.4 Authorized videotaping for educational, instructional and/or research purposes are considered acceptable and are not addressed by this procedure.
- 3.5 The Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) governs the collection of personal information, including the images captured on a video surveillance system.
- 3.6 The following personnel are authorized to implement video surveillance systems in the discharge of their duties:
 - 3.6.1 principals/vice principals (or a person designated by the principal);
 - 3.6.2 superintendents; and
 - 3.6.3 director of education.
- 3.7 Notice signs shall be installed at all properties with video surveillance systems, in accordance with the notification requirements of the MFIPPA. Signs will be prominently displayed so the public has reasonable and adequate warning that surveillance is or may be in operation before entering the area.
- 3.8 The closed circuit television (CCTV) system within Board facilities may operate continuously. All recorded images are the property of the Board.

STUDENT SERVICES

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DRAFT – February 28, 2017

VIDEO SURVEILLANCE PROCEDURES

6070

3.9 Cameras will only be used when administration has indicated that surveillance is necessary.

3.9.1 In determining the need for surveillance, administration may consider the following:

- a history of incidents;
- the physical circumstances of the school; and
- whether surveillance would be effective in dealing with or preventing future incidents.

3.10 Cameras will only be used for the following intended purposes:

3.10.1 video surveillance cameras will be used to monitor/record for the safety of students, staff and visitors;

3.10.2 video surveillance cameras will be used as a deterrent to destructive acts;

3.10.3 video surveillance records may be used as evidence in any disciplinary action brought against any student arising out of the students conduct and for the enforcement of school rules;

3.10.4 video surveillance records may be used as evidence for any criminal act; and

3.10.5 video surveillance shall not be used to monitor employee performance.

3.11 Schools will ensure that proper procedures are followed regarding disclosure retention, disposal and security of video surveillance records.

4. Planning Criteria For Video Surveillance Systems

Any agreements between Lakehead District School Board and service providers must indicate all video surveillance programs are under the Board's custody and control and are subject to these policies and procedures.

5. Design, Installation and Operation of Video Surveillance Equipment

5.1 The equipment will be installed in such a way that it only monitors those spaces that have been identified as requiring video surveillance. Cameras should not be directed to look through the windows of adjacent properties.

5.2 Equipment will not monitor the inside of areas where students, staff and the public have a higher expectation of privacy, such as in change rooms or washrooms.

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DRAFT – February 28, 2017

VIDEO SURVEILLANCE PROCEDURES

6070

- 5.3 Reception equipment should be kept in a strictly controlled access area. Only controlling personnel, or those authorized in writing, should have access to the controlled access area and reception equipment.
- 5.4 Video monitors should not be in the position that enables public viewing of the images displayed.
- 5.5 Video recorded material shall be stored in a controlled access location outside of public view. Only designated personnel will have access to this location and to video recorded material.

6. Confidentiality

- 6.1 Access to the personal information collected under a video surveillance system on a given site is only afforded to Board authorized employees and contracted service providers with specific duties pertaining to the supervision, operation and maintenance of the system and for the proper, secure storage and destruction of video recordings regardless of the software medium used to store images.
- 6.2 Any agreements between the Board and service providers shall state that the records dealt with or created while delivering a video surveillance program are under the Board's control and are subject to the MFIPPA.

7. Formal Access Request Process

- 7.1 All requests for video records should be directed to the appropriate superintendent for processing.
- 7.2 A person requesting access to a record should make a request in writing and submit it to the appropriate superintendent. The individual requesting the information must:
 - 7.2.1 provide sufficient detail, such as the approximate time and date, the location, if known, of the incident, to enable an experienced employee of Lakehead District School Board, upon reasonable effort, to identify the record; and
 - 7.2.2 at the time of making the request, pay the prescribed fees as provided for under the MFIPPA.

The Board may levy additional fees to prepare and redact, as per the MFIPPA, any information that is outside of the scope of the request.

STUDENT SERVICES

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DRAFT – February 28, 2017

VIDEO SURVEILLANCE PROCEDURES

6070

8. Access: Law Enforcement

8.1 If access to a video surveillance record is required for the purpose of a law enforcement investigation, the requesting police officer shall make a request in writing to the appropriate superintendent or designate. The superintendent or designate will provide the recording for the specified date and time of the incident. A copy of the request will be kept by Lakehead District School Board according to the records retention schedule.

8.2 The superintendent or designate, will record the following information:

8.2.1 the date and time of the original, recorded incident including the designated name/number of the applicable camera and DVR. (For example: Westgate CVI, main hallway, camera 1);

8.2.2. the time and date the record was copied and provided to the requesting police officer; and

8.2.3 the name and title of the individual who made the copy for the requesting police officer.

9. Viewing Images

When recorded images from the cameras must be viewed by law enforcement or for investigative reasons, this must only be completed by an individual(s) authorized by Lakehead District School Board in a private, controlled area that is not accessible to other staff and/or visitors.

10. Retention, Secure Storage, Access To, and Disposal of Video Records:

10.1 Video recorded material on a portable device, that is encrypted, which may contain elements of proof shall be stored in a locked, secure location to ensure integrity of information, and to be available should law enforcement request them. Access to recorded material shall be limited to the principal/vice principal (or person designated by the principal), or a superintendent.

10.2 Access to the digital video recorder (DVR) should be limited to the principal/vice principal (or person designated by the principal) and/or a superintendent.

STUDENT SERVICES

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DRAFT – February 28, 2017

VIDEO SURVEILLANCE PROCEDURES

6070

- 10.3 A portable device on which video recorded material is stored (including a computer drive, CD ROM, USB drive, or any other device used to store video recorded material) must be labeled and securely stored and, in accordance with the record retention schedule, be securely disposed of in such a way that the personal information cannot be reconstructed or retrieved.
- 10.4 If video recorded material on a portable device is required as part of an ongoing school investigation, it shall be retained for a least one year and in accordance with the records retention schedule.
- 10.5 Whenever video recorded material is used as part of an investigation or disciplinary action involving a student, the student and his/her parent/guardian shall be permitted to view the recorded material in question with school personnel. However, the confidentiality of others must be protected.
- 10.6 Principals shall respond to any inadvertent disclosures of personal information. Any breach of this policy shall be reported to the appropriate superintendent.

11. Training:

- 11.1 All staff who have access to video surveillance will receive training in accordance with the roles and responsibilities under this policy.
- 11.2 All staff at sites which have video surveillance will receive training on video surveillance, the Board's obligations, their responsibilities under the MFIPPA, and how and if they may access video footage.

12. Covert Surveillance

Notice signs shall be installed at all properties with video surveillance systems, in accordance with the notification requirements of the MFIPPA. Signs will be prominently displayed so the public has reasonable and adequate warning that surveillance is or may be in operation before entering the area. Any exception to this, such as specific investigation into criminal conduct, must be authorized by the appropriate superintendent. It must be demonstrated that covert surveillance is necessary to the success of the investigation, and the need for such surveillance outweighs the privacy interest of the persons likely to be observed. Covert surveillance should only be used as a last resort. Covert surveillance should only occur for limited periods of time. Covert surveillance is not otherwise permitted.

STUDENT SERVICES

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DRAFT – February 28, 2017

VIDEO SURVEILLANCE PROCEDURES

6070

13. Review

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

| <u>Cross Reference</u> | <u>Date Approved</u> | <u>Legal Reference</u> |
|------------------------|----------------------|--|
| | February 22, 2005 | Education Act |
| | <u>Date Revised</u> | Safe Schools Act |
| | January 24, 2012 | Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) |
| | | Personal Health Information Protection Act (PHIPA) |
| | | Ontario Student Records |
| | | Guideline for Video Surveillance and Cameras in Schools (Ontario Information and Privacy Commissioner) |
| | | Privacy and Information Management (PIM) Toolkit |

References

Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. F.31
(FIPPA)

Guidelines for Using Video Surveillance Cameras in Schools – Information and Privacy
Commissioner of Ontario, July 2009

Halton Catholic District School Board Policy and Procedures Video Surveillance

Keele Cottrell LLP, Memorandum to Directors of Education re: School Board Video Surveillance
Systems, April 2015

Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56
(MFIPPA)

Ontario Education Act, R.S.O. 1990, c. E.2

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2017 FEB 28
Report No. 020-17

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

RE: APPOINTMENTS TO THE 2016-2017 PARENT INVOLVEMENT COMMITTEE

1. Background

Vacant positions continued to be advertised for the 2016-2017 Parent Involvement Committee.

2. Situation

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

2.2 Applications have been received for school council representatives and parent members.

RECOMMENDATION

It is recommended 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:
 - Robert Eady, parent alternate member; and
 - Krista Power, school council alternate member.
2. Approve the appointment of Melissa Hrabok as school council representative to the 2016-2017 and 2017-2018 Parent Involvement Committees effective November 15, 2016 to November 14, 2018.

Respectfully submitted,

IAN MACRAE
Director of Education