



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, October 10, 2017**  
**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. <b>COMMITTEE OF THE WHOLE - Closed Session – 7:15 p.m. (SEE ATTACHED AGENDA)</b>		
6. Delegations/Presentations		
7. Approval of Minutes		
7.1 Standing Committee Meeting - September 12, 2017	G. Saarinen	1-3
8. Business Arising from the Minutes		
<b><u>MATTERS NOT REQUIRING A DECISION</u></b>		
9. Information Reports		
9.1 Success Advisory Committee Meeting Report - October 5, 2017	G. Saarinen	Verbal
9.2 Communications Update (066-17)	B. Nugent	4-10
9.3 Student Achievement (065-17)	S. Pharand	11-13

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

- |     |   |           |       |
|-----|---|-----------|-------|
| 9.4 | Special Education Advisory Committee Meeting Minutes<br>- June 14, 2017 | C. Kappel | 14-18 |
| 9.5 | Parent Involvement Committee Meeting Minutes<br>- September 11, 2017    | I. MacRae | 19-21 |

10. First Reports

**MATTERS FOR DECISION:**

11. Postponed Reports

12. Ad Hoc and Special Committee Reports

13. New Reports

- |      |  |           |    |
|------|--|-----------|----|
| 13.1 | Procedural By-Laws Ad Hoc Committee (059-17) | I. MacRae | 22 |
|------|--|-----------|----|

*It is recommended that:*

1. Trustees \_\_\_\_\_,  
\_\_\_\_\_, \_\_\_\_\_,  
and \_\_\_\_\_, and  
\_\_\_\_\_ as alternate, be  
appointed to the Procedural By-Laws Ad Hoc  
Committee.
2. The Procedural By-Laws Ad Hoc Committee  
report its progress to the Board no later than  
March 31, 2018.

- |      |                               |            |       |
|------|-------------------------------|------------|-------|
| 13.2 | Transition Committee (064-17) | S. Pharand | 23-25 |
|------|-------------------------------|------------|-------|

*It is recommended that Lakehead District School Board:*

1. Approve the establishment of the Transition  
Committee for:  
  
Edgewater Park / Agnew H. Johnston Public  
Schools.
2. Appoint Trustee \_\_\_\_\_ to  
The Edgewater Park / Agnew H. Johnston  
Public Schools Transition Committee.

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

	<u>Resource Person</u>	<u>Pages</u>
13.3 Appointments to the 2017-2018 Parent Involvement Committee (063-17)	I. MacRae	26-28

*It is recommended that Lakehead District School Board:*

1. *Approve the following appointments to the 2017-2018 Parent Involvement Committee effective November 15, 2017 to November 14, 2018:*
  - *Serena Essex, Aboriginal Education Advisory Committee representative;*
  - *Sharon Kanutski, Aboriginal Education Advisory Committee alternate representative;*
  - *Laura Sylvestre, Special Education Advisory Committee representative;*
  - *Michael Otway, Special Education Advisory Committee alternate representative;*
  - *Robert Eady, alternate parent member;*
  - *Susan Marion, alternate parent member;*
  - *Ruth Vannieuwenhuizen, alternate school council representative;*
  - *David Isherwood, principal representative;*
  - *Donica LeBlanc, alternate principal representative;*
  - *Laura Prodanyk, community representative;*
  - *Robin Cawlishaw, community representative;*
  - *Nicole Walter-Rowan, teacher representative;*
  - and*
  - *Kathleen Andrews, alternate teacher representative.*
  
2. *Approve the following appointments to the 2017-2018 and 2018-2019 Parent Involvement Committee effective November 15, 2017 to November 14, 2019:*
  - *Nicole Carlson, parent member;*
  - *Jennifer Davis, school council representative;*
  - *Lisa Hipwell-Mineau, school council representative; and*
  - *Krista Power, school council representative.*

<p>Trustees (Chair and Vice-Chair) and presenters of reports will be available for comment after the Board Meeting.</p>
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Resource  
Person

Pages

- 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.

**LAKEHEAD DISTRICT SCHOOL BOARD**



**Office of the Director**

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**STANDING COMMITTEE**  
**Tuesday, October 10, 2017**  
**Jim McCuaig Education Centre**

Ian MacRae  
Director of Education

George Saarinen  
Chair

**AGENDA**

**COMMITTEE OF THE WHOLE – Closed Session**  
**7:15 P.M. – in the Sibley Room**

	<u>Resource Person</u>	<u>Pages</u>
5.1 Approval of Committee of the Whole - Closed Session Minutes		
5.1.1 Standing Committee Meeting - June 13, 2017	G. Saarinen	1-2
5.2 Business Arising from the Minutes		
5.3 Consideration of Reports		
5.3.1 Legal Matter	I. MacRae	Verbal
5.4 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

2017 SEP 12  
7:30 p.m.

**TRUSTEES PRESENT:**

George Saarinen (Chair)  
Marg Arnone  
Ellen Chambers  
Deborah Massaro

Ron Oikonen  
Trudy Tuchenhagen  
Lahama Naeem (Student Trustee)

**TRUSTEES ABSENT, WITH REGRET:**

Jack Playford  
Karen Wilson

**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:**

Jim Desaulniers, Manager of Property  
Nancy Nix, ETFO - Elementary Occasional Teachers

**PUBLIC SESSION:**

1. Approval of Agenda

Moved by Trustee Massaro

Seconded by Trustee Oikonen

*"THAT the Agenda for Standing Committee Meeting, September 12, 2017 be approved."*

**CARRIED**

PUBLIC SESSION:

2. Student Trustee Declaration

On behalf of the Board, Chair Saarinen welcomed Student Trustee Lahama Naeem to her first meeting in her capacity as the 2017-2018 Student Trustee. Student Trustee Naeem recited and signed the Student Trustee Declaration.

3. Introduction of Newly Appointed Leaders

Superintendent Wright, Superintendent Kappel and Superintendent Pharand introduced the newly appointed leaders to the Board.

4. Trustee Recognition Award – Emily Cross, Hammarskjold High School

Trustee Arnone, on behalf of the Board, presented Emily Cross with the Trustee Recognition Award. Emily was recognized for her participation in the United States Science and Engineering Festival and the US Department of Defense as one of 23 keynote speakers at the X-Stem in Washington, DC this past April.

5. Confirmation of Minutes

Moved by Trustee Tuchenhagen

Seconded by Trustee Chambers

*“THAT the Standing Committee approve the Minutes of the Standing Committee Meeting, June 13, 2017.”*

CARRIED

6. Report on the Activities of the 2016-2017 Supervised Alternative Learning (SAL) Committee (055-17)

Colleen Kappel, Superintendent of Education, presented the report on behalf of Jeff Upton, Education Officer. Superintendent Kappel provided information pertaining to the 2016-2017 Supervised Alternative Learning (SAL) program. All trustees' questions were addressed.

MATTERS FOR DECISION:

7. Information and Inquiries

7.1 Director MacRae reported that during the summer months, an Aboriginal Initiatives report was prepared by Superintendent Pharand and submitted to the Ministry of Education for approval.

7.2 Director MacRae reported that a Special Education Initiatives report was prepared by Superintendent Kappel and submitted to the Ministry of Education for approval.

7.3 Director MacRae reported that the Roots to Harvest garden was an amazing undertaking for the Board and commended Superintendent Wright and Communications Officer Nugent for their participation in the success of the project.

- 7.4 Director MacRae thanked Nancy Nix, ETFO –Elementary Occasional Teachers president for being the most dedicated attendee at our Board meetings.
- 7.5 Trustee Chambers reported that she and Trustee Saarinen had attended the Canadian School Boards Association (CSBA) Congress 2017 and the National Trustee Gathering on Aboriginal Education in early July. Trustee Chambers found the conferences’ information to be mind turning and a valuable experience. Trustee Saarinen added that the Government of British Colombia are currently updating their educational curriculum.

8. Adjournment

Moved by Trustee Arnone

Seconded by Trustee Oikonen

*“THAT we do now adjourn at 8:00 p.m.”*

CARRIED



LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2017 OCT 10  
Report No. 066-17

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

RE: COMMUNICATIONS UPDATE

1. Background

- 1.1 Lakehead District School Board is committed to establishing and maintaining effective communications with target audiences and community stakeholders in accordance with Lakehead Public Schools mission, vision, values, and the 2015-2018 Multi-Year Strategic Plan.
- 1.2 Lakehead District School Board has demonstrated its commitment and dedication to open and clear communication through the position of the communications officer.
- 1.3 The goals of Lakehead Public Schools communication efforts include:
  - encourage and support parent and community involvement/engagement within the Lakehead Public Schools system;
  - promote effective communications with our internal and external audiences;
  - increase the profile of our students, staff, and schools;
  - promote Lakehead Public Schools as an educational leader in the district and in Ontario; and
  - advocate for and support the ideals of public education.
- 1.4 Effective communication with our valued stakeholders is facilitated through a number of proven communication methods including:
  - media relations;
  - website;
  - social media;
  - advertising/marketing campaigns;
  - publications and documents; and
  - video productions.

2. Situation

- 2.1 At the June 13, 2017 Regular Board Meeting, the Board received the revised 2015-2018 Multi-Year Strategic Plan. Student Achievement and Well-Being is supported through the pillars of Learning, Engagement and Environment.

- 2.2 Communications continues to be an integral component of the Engagement pillar.
- 2.3 In order to realize the communications related objectives within the Engagement pillar, the following two goals were developed:

2.3.1 Goal 1

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

- enhancing the student voice in our communication with the community;
- continuing to refine and further develop the ongoing social media strategy to meet the needs of our stakeholders;
- continuing to develop the website to ensure that it meets the needs of stakeholders and is consistent with technological trends;
- encouraging reciprocal communication between home and school;
- enhancing communication through the strengthening of community relationships;
- formalizing communication practices with schools and system regarding the use of technology;
- supporting schools to identify target audiences for communication; and
- promoting specialized programs to target audiences using the appropriate communication methods.

- 2.4 Goal 1 is supported through the following initiatives:

2.4.1 Media Relations

The local media continue to be significant partners in communicating the achievements of our students, staff and schools. The media receive the information from Lakehead Public Schools communications via news release, media advisories, newsletters and social media posts. During the 2016-2017 school year, over 150 media opportunities were provided to the local media in the form of news releases and media advisories. This is the greatest number ever provided by Lakehead Public Schools staff. Significant media coverage has resulted and coverage does not include media initiated inquiries.

All media releases and media advisories are also utilized as content for all social media channels, website and newsletters.

#### 2.4.2 Social Media

Social media use to communicate with our varied stakeholders is continuing to grow. Recent upgrades to the new Blackberry DTEK Android cellphones has provided easier and more efficient means to quickly post information on various social media platforms as they are happening.

Lakehead Public Schools utilizes a number of social media platforms, mainly Twitter and Facebook to post information, photos, video and to interact/engage with stakeholders. Other platforms like Slideshare and YouTube are also used to varying extents. The Lakehead Public Schools Twitter account has close to 3,500 followers and the Facebook platform has approximately 2,500 followers.

Readily available analytics provide the means to track the effectiveness of Tweets and Facebook posts. Opportunities for increased views and impressions are available through boosted posts and advertising on the platforms. Both are inexpensive and extremely powerful methods of communication.

All schools have replaced their traditional static school website with a “splash” page that directs the visitor to the school Facebook page. Many schools are also successfully using Twitter to get their school stories to their stakeholders.

A social media audit conducted during the marketing plan process clearly illustrates that Lakehead Public Schools dominates the education social media landscape in the Thunder Bay Region.

#### 2.4.3 Website

The Lakehead Public Schools website, [www.lakeheadschoools.ca](http://www.lakeheadschoools.ca), continues to be the foundation of our digital communication efforts. The current platform allows for easy to change text and graphics and can be easily revised or updated remotely making it an invaluable communication tool during emergency events like weather related school closures or bus cancellations. All Twittter tweets and videos posted to Youtube are automatically posted on the website. The look and feel of the website changes daily as new dynamic content becomes available.

### 2.5 Goal 2

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

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

2.6 Goal 2 is supported through the following initiatives:

2.6.1 Long Term Marketing/Communications Strategy

Over the past year, Lakehead Public Schools has been working with the Centre of Excellence for Public Sector Marketing (CEPSM) a Long Term Marketing/Communications Strategy for Lakehead Public Schools.

Key steps in the process included:

- in-person stakeholder interviews;
- parent survey research (n=211);
- on-line presence and positioning analysis;
- secondary research and competitive analysis;
- multi-stakeholder strategic planning sessions; and
- brand framework development focus groups.

The finalized plan includes:

- internal and external goals with desired outcomes;
- a revised Lakehead Public Schools brand framework which includes a new vision and a brand promise to students and parents/guardians and a revised mission and values;
- positioning statements with supporting key messages; and
- numerous individual strategic recommendations to increase the Lakehead Public Schools Brand awareness among staff and community stakeholders.

Superintendents and the communications officer have been attending school staff meetings to share the new Lakehead Public Schools brand framework. Supporting documents have been provided to staff including the brand framework, positioning statements/key messages and documents for parents/guardians regarding school and Board communication channels.

An extensive Integrated Marketing Campaign (IMC), or advertising campaign, is currently being developed and will be initiated in the months leading up to kindergarten, secondary registration and secondary school option sheet registration.

2.6.2 Kindergarten Registration

Each year, Kindergarten Registration Week occurs during the first week of February. To promote the week, a significant advertising and communications plan is initiated each year.

Various communications methods are used to promote kindergarten at Lakehead Public Schools including:

- social media – organic and paid posts;
- radio advertising;
- television advertising;
- print advertising; and
- school newsletters.

A survey is conducted to evaluate the effectiveness of the various communication methods employed during the campaign.

### 2.6.3 Attendance Campaign

In partnership with the eight local and regional Boards, Lakehead Public Schools coordinated a multimedia campaign with the purpose of improving student attendance by reinforcing the importance of going to school every day. “The Here” campaign is specifically targeted to students in elementary and secondary school with the secondary target audience to include school staff, parents/guardians and the broader community.

The HERE campaign is supported by the development of the HERE website - heretoolkit.com. School boards and school staff are to log into the site and access the following resources to support their efforts to address attendance issues within their Boards and schools:

- print ad templates;
- digital ad templates;
- social media ad templates;
- posters;
- video;
- radio ad template;
- toolkit newsletter template; and
- presentation template.

Phase 2 of the HERE campaign will occur this Fall following the completion of a new video. The video will incorporate footage of students and staff in schools of each participating school board. A relaunch of the campaign will occur on completion of the video.

### 2.6.4 Director’s Annual Report

The process for developing the content and the design for this year’s Director’s Annual Report has begun. The report is completed each year for the December Annual or Inaugural Board Meeting. The document is a “report card” of the progress of the Operational Plan objectives under the pillars of Learning, Engagement and Environment that directly support Student Achievement and Well-Being. The document is posted in its entirety on the Board website as per Ministry of Education requirements.

### 2.6.5 Lakehead Public Schools Foundation and Lakehead Public Schools International Foundation

The communications officer holds a director position with both the Lakehead Public Schools Foundation and the Lakehead Public Schools International Foundation.

The Lakehead Public Schools Foundation raises funds to be used to benefit Lakehead Public Schools student bursaries, the Grade 8 Award of Excellence and the School Assistance Fund. The primary source of funding for the Lakehead Public Schools Foundation continues to be the annual golf tournament which was held this year on August 22.

The Lakehead Public Schools International Foundation is a new foundation with the mandate of supporting and providing guidance to Lakehead Public Schools International. Progress to date includes the completion of Foundation by-laws and a work plan.

## 3. Next Steps

### 3.1 Continued Introduction of Marketing Campaign

The Marketing campaign will continue to be rolled out internally and externally. The new brand framework will continue to be incorporated in all aspects of communications. A significant evaluation process will follow the Marketing Campaign (IMC).

### 3.2 Increased use of Social Media

The focus on social media will continue for Lakehead Public Schools communications. The strategic use of analytics will be further employed to ensure that there is adequate return on investment.

School based social media efforts will continue to be integrated into the overall Lakehead Public Schools Social Media Strategy.

### 3.3 Anti-Racism Campaign

The communications officer will work with the Aboriginal Education Advisory Committee (AEAC) to develop and implement an anti-racism campaign within all schools over the course of the 2017-2018 school year.

### 3.4 Continued Assessment and Evaluation of Communications

The nature and practice of communications continues to evolve. As such, the communications efforts of Lakehead Public Schools will be assessed and evaluated at regular intervals.

4. Conclusion

Lakehead Public Schools is committed to strengthening communications practices to effectively communicate to the target audiences.

The communications officer will continue to work with staff and advisory groups to enhance communications at all levels.

Respectfully submitted,

BRUCE NUGENT  
Communications Officer

IAN MACRAE  
Director of Education

LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2017 OCT 10  
Report No. 065-17

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

RE: STUDENT ACHIEVEMENT

1. Background

- 1.1 Lakehead District School Board's Strategic Plan places student achievement and well-being at the center of our ongoing pursuit of excellence and our commitment to every student.
- 1.2 The Education Quality and Accountability Office (EQAO) assesses students' skills in reading, writing and mathematics at key points in their education.
- 1.3 EQAO is one measure of student achievement and these results are considered in conjunction with school-based information in order to plan for continuous improvement.

2. Situation

This report summarizes student achievement on the Primary Assessment, Junior Assessment, Grade 9 Mathematics Assessment, and the Ontario Secondary School Literacy Test (OSSLT).

3. Primary & Junior Results – Summary and Analysis

- 3.1 This assessment is based on the overall and specific expectations in the Ontario Language and Mathematics curricula up to the end of Grades 3 and 6. The assessment is scored at four levels of achievement. The provincial standard is a target which establishes performance at level three or higher as a goal for all students.
- 3.2 The assessments are scored by groups of trained teachers at a central site over the summer. Results are published in the fall of the following school year.
- 3.3 A long term focus to committing resources and supports to ensure improved learning and teaching in primary and junior literacy, resulted in Grades 3 and 6 students continuing to approach the target of 75% of students to achieve or exceed the provincial standard in reading and writing:
  - 68% in Grade 3 reading and 64% in Grade 3 writing; and
  - 71% in Grade 6 reading and 71% in Grade 6 writing.



3.4 Board results in Grade 3 mathematics parallels provincial results with a one percent decline from last year. Grade 6 mathematics results remained static at the provincial level while Board results show a slight increase of three percent. It is expected that a long term, provincially supported focus and commitment to mathematics will result in ongoing improvement over time.

4. Grade 9 Mathematics Results – Summary & Analysis

4.1 The Grade 9 Assessment of Mathematics is based on overall and specific expectations in the Grades 1-9 mathematics curricula and is administered to Grade 9 applied and academic classes across the province twice each year, in January for semester one Grade 9 mathematics classes and in June for semester two.

4.2 The Grade 9 Assessment of Mathematics is not the same assessment for students in applied and academic classes, although some components are similar. Students in locally developed compulsory courses in mathematics are not required to participate in the assessment.

4.3 Board academic mathematics performance is similar to provincial results. Eighty-one percent of students achieved at Level 3 and 4 which is the Board's five year average.

4.4 Board applied mathematics indicates that 38% of students achieved Level 3 or Level 4 which is two percent higher than the previous year.

5. Ontario Secondary School Literacy Test – Summary & Analysis

5.1 All students who entered secondary school after September 1, 1999 have had to successfully complete the Ontario Secondary School Literacy Test (OSSLT) or complete the Ontario Secondary School Literacy Course (OSSLC) in order to earn an Ontario Secondary School Diploma (OSSD).

5.2 The purpose of the OSSLT is to determine whether a student has the literacy (reading and writing) skills required to meet the standard for understanding reading selections and communicating in a variety of writing forms expected by the Ontario Curriculum across all subjects up to the end of Grade 9. Students are first eligible to write the test in their Grade 10 year (or second year of secondary school enrollment).

5.3 Board performance for first-time eligible OSSLT writers was 80% which is the Board's five year average.

6. K-12 Next Steps

6.1 All schools, system wide, have a focus on improving mathematics learning and teaching for all students and on closing the gap for students not currently achieving at grade level.

- 6.2 Professional development will continue to be focused on improving student achievement through a variety of structures:
- targeting the specific needs in each division and transition;
  - developing more refined and systematic processes for early identification of gaps in math learning and teaching;
  - capitalizing on expertise within our system; and
  - engaging in a comprehensive investigation, jointly with EQAO staff and external experts, to identify more specific, local needs in mathematics over time.
- 6.3 Access to assistive technology and devices will continue to support the needs of all learners at all grade levels. Literacy and numeracy interventions and differentiated instruction will continue in all schools to support individual student learning needs and inform next steps.

7. Conclusion

Improving student learning and closing gaps in achievement will continue to be the focus at Lakehead District School Board. Through targeted professional learning, data analysis, at-the-elbow coaching, Ministry support and research-based instructional strategies, Lakehead District School Board will continue to support the learning of all students.

Respectfully submitted,

NICOLE WALTER ROWAN  
Program Coordinator

JANE LOWER  
Student Success Lead/MISA Board Lead

LORI CARSON  
Special Education Officer

DONICA LEBLANC  
Supervising Principal – Early Learning Lead

SHERRI-LYNNE PHARAND  
Superintendent of Education

COLLEEN KAPPEL  
Superintendent of Education

IAN MACRAE  
Director of Education

LAKEHEAD DISTRICT SCHOOL BOARD

**SPECIAL EDUCATION ADVISORY COMMITTEE**

Jim McCuaig Education Centre  
Thunder Bay, Ontario

2017 JUNE 14

**MEMBERS PRESENT:**

Laura Sylvestre (Chair)  
Kelly Matyasovszky (Vice Chair)  
Jennifer Bean  
Ron Gernat

Angela Hill  
Cory Koski  
Trustee Marg Arnone

**OTHERS PRESENT:**

Colleen Kappel (teleconference)  
Lori Carson  
Leslie Hynnes, Presenter  
Todd Miller, Presenter

Melisa McKenzie, Autism Ontario  
Krista Gradner, Autism Ontario  
Lori Perozak-Broenne, Autism Ontario

**ABSENT WITH REGRET:**

Judy Kay  
Wilma Kleynendorst  
Mike Otway

Liz Tod  
Trustee Trudy Tuchenhagen  
Theresa Graham

1. **Call to Order**

Laura Sylvestre, Chair of SEAC, called the meeting to order at 6:00 p.m.  
Jennifer Bean was welcomed followed by a roundtable introduction.

2. **Approval of the Agenda**

Laura Sylvestre, Chair of SEAC, noted items 4.2 and 4.3 will be presented in reverse order.

Moved by Ron Gernat

Seconded by Trustee Marg Arnone

*"THAT the agenda for the June 14, 2017 SEAC meeting be approved."*

**CARRIED**

3. **Declarations of Conflict of Interest**

There were no declarations of conflict of interest.

#### 4. Presentations

##### 4.1. Autism Ontario

Melissa McKenzie, Krista Gradner and Lori Perozak-Broennie, Autism Ontario, shared an overview of the Summer Transition Program. Key highlights included the following:

- the program is held four days per week over a three-week period;
- the program is free of charge for participants;
- registration is open on a first come basis for 20 participants;
- an overview of the August 2017 calendar, including daily schedules;
- highlights of specific activities offer through the program; and
- registration deadline is July 15, 2017.

Discussion ensued. It was noted it would be helpful to know if the transition program is effective for a child transitioning to a regular school. It was further suggested that data to support positive outcomes would be beneficial to gain support for the program.

Melissa, Krista and Lori were thanked for their presentation.

##### 4.2. Special Education Plan

Lori Carson, Special Education Officer provided an overview of the changes to the Special Education Plan. Updates were made to sections 1, 5, 9, 12, 13, 14, 17 and 20.

Lori Carson also noted approximately 30 SSPs have completed the Leadership Program. SSPs will take over management of the program and its planning for next year.

##### 4.3. Equity Update

Leslie Hynnes, Education Officer and Todd Miller, Principal provided an update on the Equity and Inclusion Committee including background, composition, what they do, and support offered to the Board, schools, staff and students.

A YEDE (Youth Encountering Diversity in Education) Conference for students from the region was held on April 21, and was well received by those in attendance. Options to hold future YEDE conferences will be discussed at the next Equity and Inclusion Committee.

Colleen Kappel, Superintendent of Education thanked Leslie and Todd for their hard work and dedication, and continued focus on students first.

5. Approval of the Minutes

Moved by Trustee Marg Arnone

Seconded by Angela Hill

*“THAT the minutes of the May 17, 2017 SEAC meeting be approved.”*

CARRIED

6. Business Arising From the Minutes

There was no business arising from the May 17, 2017 minutes.

7. Correspondence

The correspondence folder was distributed for members' perusal.

8. Advocacy Tracking

The advocacy tracking template was circulated for member completion.

9. New Business

9.1. 2017-2018 SEAC Draft Meeting Dates

The draft meeting schedule was reviewed. For dates in question, December 13, 2017 and March 21, 2018 were selected.

9.2. 2017-2018 SEAC Draft Presentation Schedule

The draft presentation schedule was reviewed. Suggestion was to hold one meeting at Kingsway. Further discussion will take place at the September SEAC meeting.

9.3. 2017-2018 SEAC Newsletter Schedule

The draft newsletter schedule was shared. The schedule will be reviewed in September.

9.4. 2016-2017 SEAC Work Plan - Final

The 2016-2017 SEAC Work Plan was reviewed.

9.5. 2017-2018 SEAC Work Plan - Draft

Laura Sylvestre, Chair of SEAC, asked members to provide input into the 2017-2018 SEAC Work Plan. Suggestions were noted. Cory Koski will send Colleen Kappel contact information for the individual at Confederation College who can assist with creating videos.

9.6. Input to Minister's Advisory Council on Special Needs (MACSE)

Members were provided with a copy of the input on Minister's Advisory Council on Special Education which was submitted to the Ministry.

9.7. PIC Final Funding Report

A copy of the PIC Final Funding report was shared with members.

9.8. Educational Accessibility Standard Engagement Survey

Members collectively agreed to, and completed the Educational Accessibility Standard Engagement Survey.

9.9. Equity and Inclusion Committee

Cory Koski suggested a member of SEAC could sit on the Equity and Inclusion Committee. Discussion ensued and it was agreed that Lori Carson is already involved with the committee and that further representation is not required. Information members feel should be addressed at the Equity and Inclusion Committee can be forwarded to Lori Carson or Colleen Kappel.

Lori Carson will provide regular updates twice per year from the Equity and Inclusion Committee, and committee minutes will be included in the correspondence folder.

10. Policies Currently Under Review

There are currently no policies under review.

11. Information/Inquiries & Association Reports

No items reported.

12. Status of SEAC Budget

The status of the 2016-2017 SEAC budget was provided to members.

13. Board Update

Trustee Marg Arnone provided highlights on the following meetings:

- May 23, 2017 Regular Board Meeting
  - Items addressed included:
    - English Language Learners
    - Student Achievement Mid-Year Update
    - Aboriginal Education
    - Recommendations from the Standing Committee

- June 13, 2017 Standing Committee Meeting  
Items addressed included:
  - Health and Safety Semi-Annual Report
  - Operational Plan for 2017-2018
  - French as a Second Language
  - Establishment of a Capital Planning Committee
  - Review of Policies

14. Adjournment

Moved by Ron Gernat

Seconded by Angela Hill

*“THAT we do now adjourn at 8:37 p.m.”*

CARRIED

LAKEHEAD DISTRICT SCHOOL BOARD

**MINUTES OF PARENT INVOLVEMENT COMMITTEE**

Board Room  
Jim McCuaig Education Centre

2017 SEPT 11  
6:30 p.m.

**MEMBERS PRESENT:**

Jennifer Davis  
Melissa Hrabok  
Dave Isherwood  
Sharon Kanutski  
Ian MacRae

Laura Prodanyk  
Laura Sylvestre  
Trudy Tuchenhagen  
Laura Walker  
Nicole Walter-Rowan

**RESOURCE:**

Judy Hill, Executive Assistant  
Bruce Nugent, Communications Officer

**MEMBERS ABSENT, WITH REGRET:**

Nicole Carlson  
Jerry DeVries  
Katie Hughdie

**GUESTS:**

Lisa Heipwell-Mineau, Valley Central School Council

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

Laura Sylvestre, Chair of the Parent Involvement Committee, called the meeting to order and introductions were made around the table.

2. **Disclosure of Conflict of Interest**

There were no disclosures of conflict of interest.

3. **Approval of the Agenda**

The agenda was approved by consensus.



4. Director's Report

Director MacRae highlighted reports to the Board since the last meeting. These included reports on Health & Safety, Aboriginal Education, French as a Second Language and the passing of the 2017-2018 budget. Director MacRae spoke of the Marketing Plan, a new initiative going forward in our schools. He introduced Bruce Nugent, Communications Officer, who provided a brief overview of the plan. A full presentation will be shared at the October 2 PIC meeting. The plan will be shared with all staff over the next while.

Director MacRae noted that there is a current balance of \$7,800 in the PIC budget.

5. Confirmation of Minutes – May 1, 2017

The minutes were confirmed by consensus.

6. PIC Event Sub-Committee

Bruce Nugent, Communications Officer, provided an update on reforming the Council of School Council Chairs (CSCC). The sub-committee will meet in the next month with a target date of January 2018 to have the first meeting of the CSCC.

7. PIC Work Plan

Chair Sylvestre asked the group to review the work plan and bring any ideas/suggestions to the next meeting.

8. SEAC Funding Report

Chair Sylvestre referred to the report included in the package. Funds were used to host guest speaker Donna Fry, Provincial Lead for Leading Technology Enabled Learning and Teaching from the Ministry of Education to do a presentation on Digital Tools to Support Learning held at Hammarskjold High School on March 22, 2017. Remaining funds will be used to prepare videos related to IEP, IPRC, assistive technology and coordinated service planning.

9. AEAC Funding Report

Chair Sylvestre referred to the report included in the package and Sharon Kanutski, AEAC representative, advised that funds were used to offset the cost of producing videos of students sharing their goals and experiences while attending high school in Thunder Bay.

10. People for Education's 21<sup>st</sup> Annual Making Connections Conference

Laura Sylvestre, Chair, shared information about the People for Education's 21<sup>st</sup> Annual Conference to be held in Toronto on November 11, 2017. Funding is available for one member to attend. Judy Hill will survey committee members seeking expressions of interest.

11. Aboriginal Education Advisory Committee Report

Sharon Kanutski, AEAC representative, provided an update on the topics discussed at the last AEAC meeting. These included summer camps held in July, presentation from NAN on the number of students attending our secondary schools from northern communities, upcoming racism media campaign, Treaty Week November 5-11, 2017, and they are looking into getting community and special group flags to use at gatherings or functions. Sharon also reported that Ashley Nurmela is the new Aboriginal Liaison Officer.

12. Special Education Advisory Committee Report

Chair Sylvestre reported on the following topics from their last meeting: presentation from Autism Ontario on the transition to school program, special education update, equity update, advocacy tracking and meeting dates for next year.

13. PIC By-Laws

Laura Sylvestre, Chair of the PIC By-Laws Review Ad Hoc Committee, presented the proposed change as was noted in the document. By consensus, the change was approved as highlighted.

14. Other Business

Chair Sylvestre reminded members that if their term on PIC ends this year, they need to reapply if interested. Applications are due in the Director's Office, Friday, September 22, 2017.

A couple of the parent members inquired about tutoring help for math, in particular for Grades 7 and 8. Nicole informed the parents about the link on the website and Homework Help and advised that their teachers will be able to sign students up. Nicole also advised that we are in the process of having on-line tutoring available again and will confirm if it will be available for core and immersion students as well.

15. Next Meeting

The next meeting will be held on Monday, October 2, 2017 in the Library at Hammarskjold High School.

16. Adjournment

The meeting adjourned at 7:30 p.m.

LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2017 OCT 10  
Report No. 059-17

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

RE: PROCEDURAL BY-LAWS AD HOC COMMITTEE

1. Background

- 1.1 Revisions to the Procedural By-Laws were completed and enacted on November 25, 2014.
- 1.2 Some areas of the Procedural By-Laws have been identified for further review.
- 1.3 Section 5 of the 2014 Procedural By-Laws state “*The Board or Standing Committee may establish a committee which shall be designated an Ad Hoc Committee to consider a specific matter.*”

2. Situation

- 2.1 A Procedural By-Laws Ad Hoc Committee should be established to conduct a review.
- 2.2 The Procedural By-Laws Ad Hoc Committee will review the 2014 Procedural By-Laws and recommend changes to the Board.
- 2.3 The Procedural By-Laws Ad Hoc Committee will consist of four trustees, one alternate, the director of education, and the executive secretary - office of the director.

RECOMMENDATIONS

It is recommended that:

- 1. Trustees \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_, and \_\_\_\_\_ as alternate, be appointed to the Procedural By-Laws Ad Hoc Committee.
- 2. The Procedural By-Laws Ad Hoc Committee report its progress to the Board no later than March 31, 2018.

Respectfully submitted,

IAN MACRAE  
Director of Education

LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2017 OCT 10  
Report No. 064-17

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

RE: TRANSITION COMMITTEE

1. Background

1.1 Lakehead District School Board is committed to the success and well-being of every student. The Board is currently engaged in a school renewal process that will result in the closure and consolidation of several elementary and secondary schools. It is incumbent upon administration and trustees to ensure a smooth transition for students and staff throughout the school renewal process.

1.2 According to 9010 Pupil Accommodation Review Policy, following the decision to consolidate or close a school, a Transition Committee will be formed to address the transition for students and staff. The transition of students will be carried out in consultation with parents/guardians and staff.

2. Situation

Public input received during the accommodation review highlighted stakeholder concerns about the transition process, and the need to ensure a smooth and effective transition for students, families and staff into their new school communities. The accommodation review committees (ARCs) also highlighted transition planning as one of the themes that resonated most with stakeholders. As a result, significant attention will be given to the transition process.

3. Transition Committee

3.1 The Transition Committee is responsible to organize an action plan designed to facilitate a smooth transition for students, families and staff.

3.2 9010 Pupil Accommodation Review Procedures states that the Transition Committee will include:

- superintendent of education;
- from each of the affected school(s):
- principal;
- one staff member, appointed by the principal;
- at least one school council member;
- an equal number of parent/guardian representatives reflecting the profile of the school(s) involved;
- one student in the case of a secondary school; and
- one trustee appointed by the Board.

3.3 The superintendent of education will chair the Transition Committee.

- 3.4 Based on recommendations provided by the Accommodation Review Committees (ARCs), the Transition Committee will also include:
- one member of the Aboriginal Education Advisory Committee; and
  - one member of the Special Education Advisory Committee.
- 3.5 Resource and support will be provided to the Transition Committee by:
- capital planning officer;
  - communications officer; and
  - other board staff as appropriate.
- 3.6 The chair of the Transition Committee will be responsible to ensure the impacted communities are informed of the transition process. An information report on the activities of the Transition Committee will be presented to the Board no later than June 30 of the school year in which the school(s) will be closed.
- 3.7 The Transition Committee will plan events for students and their families, including school visits, parent/guardian information nights, and joint student activities. The Transition Committee may also identify site issues, provide input regarding relocation of resources and renovations/construction, monitor the transfer of students into their new learning environment, and plan for the merger of School Councils and/or student councils.

#### 4. Assets Management Plan

An assets management plan, including an inventory, asset relocation, security, and alternative use or disposal of the facilities will be developed. Any disposal or alternate use will be consistent with Ministry of Education regulations. The assets management plan will include, but is not limited to:

- office equipment;
- library/classroom resources;
- Information Technology (IT);
- furniture;
- memorabilia;
- transportation;
- budget/scholarships;
- student records;
- packing/moving resources and equipment;
- sports equipment;
- special education equipment; and
- buildings and property.

## RECOMMENDATION

It is recommended that Lakehead District School Board:

1. Approve the establishment of the Transition Committee for:  
Edgewater Park / Agnew H. Johnston Public Schools.
2. Appoint Trustee \_\_\_\_\_ to the Edgewater Park / Agnew H. Johnston Public Schools Transition Committee.

Respectfully submitted,

HEATHER HARRIS  
Capital Planning Officer

DAVE COVELLO  
Manager of Information Technology and Corporate Planning

COLLEEN KAPPEL  
Superintendent of Education

SHERRI-LYNNE PHARAND  
Superintendent of Education

DAVID WRIGHT  
Superintendent of Business

IAN MACRAE  
Director of Education

LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2017 OCT 10  
Report No. 063-17

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

RE: APPOINTMENTS TO THE 2017-2018 PARENT INVOLVEMENT COMMITTEE

1. Background

- 1.1 In September 2010, the Ministry of Education adopted Ontario Regulation 330/10 School Councils and Parent Involvement Committees requiring school boards to establish a Parent Involvement Committee that adheres to the requirements outlined in legislation.
- 1.2 The legislation outlined processes and timelines. The Parent Involvement Committee established working By-Laws that satisfied the legislation. The current By-Laws were adopted by the Parent Involvement Committee on September 11, 2017.

2. Situation

- 2.1 Parent Involvement Committee appointments must be approved by the Board.
- 2.2 Parent Voting Members

The parent voting members include: (one or two year terms)

- four (4) School Council representatives;
- two (2) parent members;
- one (1) parent member appointed from the Special Education Advisory Committee;
- one (1) parent member appointed from the Aboriginal Education Advisory Committee; and
- alternate representatives that are appointed for one year only.

2.2.1 Parent members can be employees of Lakehead District School Board.

2.2.2 Currently Laura Walker, parent member, and Melissa Hrabok, school council representative, are serving two year terms from November 15, 2016 to November 14, 2018.

2.3 Community Voting Members

Up to three (3) community representatives that are voting members can be appointed to the committee. Community representatives cannot be employees or members of Lakehead District School Board.

2.4 Voting member positions were advertised through school newsletters, Twitter, and on the Board website and Facebook. Applications were due September 22, 2017.

2.5 Non-Voting Members

The non-voting members include: (one year terms)

- Director of Education;
- one (1) trustee;
- one (1) principal;
- one (1) teacher; and
- alternate representatives.

2.5.1 The trustee and trustee alternate representative will be appointed by the Board after its Inaugural Meeting on December 5.

2.6 The Parent Involvement Committee will continue to seek members for remaining vacancies.

### 3. Conclusion

A recommendation to approve the Parent Involvement Committee appointments for 2017-2018 is included in this report.

#### RECOMMENDATION:

It is recommended that Lakehead District School Board:

1. Approve the following appointments to the 2017-2018 Parent Involvement Committee effective November 15, 2017 to November 14, 2018:
  - Serena Essex, Aboriginal Education Advisory Committee representative;
  - Sharon Kanutski, Aboriginal Education Advisory Committee alternate representative;
  - Laura Sylvestre, Special Education Advisory Committee representative;
  - Michael Otway, Special Education Advisory Committee alternate representative;
  - Robert Eady, alternate parent member;
  - Susan Marion, alternate parent member;
  - Ruth Vannieuwenhuizen, alternate school council representative;
  - David Isherwood, principal representative;
  - Donica LeBlanc, alternate principal representative;
  - Laura Prodanyk, community representative;
  - Robin Cawlishaw, community representative;
  - Nicole Walter-Rowan, teacher representative; and
  - Kathleen Andrews, alternate teacher representative.



2. Approve the following appointments to the 2017-2018 and 2018-2019 Parent Involvement Committee effective November 15, 2017 to November 14, 2019:

- Nicole Carlson, parent member;
- Jennifer Davis, school council representative;
- Lisa Hipwell-Mineau, school council representative; and
- Krista Power, school council representative.

Respectfully submitted,

IAN MACRAE  
Director of Education