



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, January 8, 2019
Jim McCuaig Education Centre

Ian MacRae
Director of Education

George Saarinen
Chair

AGENDA

PUBLIC SESSION
7:30 p.m. – in the Board Room

| | <u>Resource Person</u> | <u>Pages</u> |
|--|------------------------|--------------|
| 1. Call to Order | | |
| 2. Disclosure of Conflict of Interest | | |
| 3. Approval of the Agenda | | |
| 4. Resolve into Committee of the Whole – Closed Session | | |
| 5. COMMITTEE OF THE WHOLE - Closed Session – 6:30 p.m. (SEE ATTACHED AGENDA) | | |
| 6. Delegations/Presentations | | |
| 6.1 Trustee Character Award - Kaitlyn Oleksuk and Nicole Wyman, Valley Central Public School | T. Tuchenhagen | Verbal |
| 7. Approval of Minutes | | |
| 7.1 Standing Committee Meeting - November 13, 2018 | M. Arnone | 1-4 |
| 8. Business Arising from the Minutes | | |

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

MATTERS NOT REQUIRING A DECISION:

| | | | |
|-----|--|------------|-------|
| 9. | Information Reports | | |
| 9.1 | The Arts (009-19) | S. Pharand | 5-6 |
| 9.2 | Health and Safety Program - Semi-Annual Report (012-19) | D. Wright | 7-12 |
| 9.3 | Special Education Advisory Committee Meeting Minutes – November 21, 2018 | C. Kappel | 13-16 |
| 10. | First Reports | | |

MATTERS FOR DECISION:

| | | | |
|------|--|-----------|----|
| 11. | Postponed Reports | | |
| 12. | Ad Hoc and Special Committee Reports | | |
| 13. | New Reports | | |
| 13.1 | Appointment to the Thunder Bay Public Library Board (013-19) | I. MacRae | 17 |

It is recommended that Lakehead District School Board appoint Trustee Trudy Tuchenhagen as its representative on the Thunder Bay Public Library Board for a four-year term ending November 30, 2022.

- 14. New Business
- 15. Notices of Motion
- 16. Information and Inquiries
- 17. Adjournment

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



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STANDING COMMITTEE
Tuesday, January 8, 2019
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Ian MacRae
Director of Education

George Saarinen
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AGENDA

COMMITTEE OF THE WHOLE – Closed Session
6:30 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 - November 13, 2018 | M. Arnone | 1-2 |
| 5.2 Business Arising from the Minutes | | |
| 5.3 Consideration of Reports | | |
| 5.3.1 Property Matters | I. MacRae/ D. Wright | 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

2018 NOV 13
7:30 p.m.

TRUSTEES PRESENT:

Marg Arnone (Chair)
Ellen Chambers
Deborah Massaro
Ron Oikonen

Jack Playford
George Saarinen (via teleconference)
Trudy Tuchenhagen
Karen Wilson
Jaimi Plater (Student Trustee)

SENIOR ADMINISTRATION:

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

FEDERATION/UNION REPRESENTATIVES:

Heather Harris - Lakehead Principals/Vice Principals
David Covello – Manager

PUBLIC SESSION:

1. Approval of Agenda

Moved by Trustee Massaro

Seconded by Trustee Chambers

“THAT the Agenda for Standing Committee Meeting, November 13, 2018 be approved.”

CARRIED

2. Resolve into Committee of the Whole – Closed Session

Moved by Trustee Tuchenhagen

Seconded by Trustee Oikonen

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

- *Confirmation of Committee of the Whole – Closed Session Minutes*
 - *October 9, 2018*
- *Legal Matter*
- *Property Matter*
- *Legal Matter*

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. Confirmation of Minutes

Moved by Trustee Saarinen

Seconded by Trustee Tuchenhagen

“THAT the Standing Committee approve the Minutes of the Standing Committee Meeting, October 9, 2018.”

CARRIED

MATTERS NOT FOR DECISION:

5. Legal Representation for 2017-2018 (082-18)

Ian MacRae, Director of Education, presented the report.

6. Aboriginal Education Advisory Committee Meeting Minutes – September 20, 2018

Sherri-Lynne Pharand, Superintendent of Education, presented the September 20, 2018 minutes for information.

MATTERS FOR DECISION:

7. Policy Review – 6040 Reporting of Children in Need of Protection (093-18)

Moved by Trustee Chambers

Seconded by Trustee Massaro

“THAT Lakehead District School Board approve 6040 Reporting of Children in Need of Protection Policy, Appendix A to Report No. 093-18.”

CARRIED

8. Policy Review – 8061 Aboriginal Education Advisory Committee (091-18)

Moved by Trustee Playford

Seconded by Trustee Oikonen

“THAT Lakehead District School Board approve 8061 Aboriginal Education Advisory Committee, Appendix A to Report No. 091-18.”

CARRIED

9. Policy Review – 8070 Safe Schools – System Expectations – Update (092-18)

Moved by Trustee Tuchenhagen

Seconded by Trustee Massaro

“THAT Lakehead District School Board approve 8070 Safe Schools – System Expectations Policy, as updated, Appendix A to Report No. 092-18.”

CARRIED

10. Naming of the New Elementary School (066-18)

Moved by Trustee Playford

Seconded by Trustee Chambers

Ellen Chambers, Trustee, requested a recorded vote.

“THAT Lakehead District School Board approve the name of the new elementary school as École Maple Grove Public School.”

| <u>Trustee</u> | <u>In Favour</u> | <u>Opposed</u> |
|----------------|------------------|----------------|
| Arnone | | X |
| Chambers | X | |
| Oikonen | | X |
| Playford | X | |
| Saarinen | X | |
| Tuchenhagen | X | |
| Wilson | | X |
| Massaro | | X |

DEFEATED

11. Information and Inquiries

- 11.1 Trustee Oikonen reported that he attended and laid a Remembrance Day wreath at the Waverley Park Cenotaph on November 11, 2018.
- 11.2 Director MacRae reported that he attended the Waverly Park Cenotaph Remembrance Day ceremony alongside Trustee Oikonen and the Fort William Gardens Remembrance Day ceremony with Trustee Chambers.
- 11.3 Trustee Saarinen reported that he, Trustee Arnone and Trustee Chambers, attended the CBC Massey Lectures - All Our Relations Finding the Path Forward with Tanya Talaga on October 16, 2018 at the Thunder Bay Community Auditorium.
- 11.4 Director MacRae reported that he and Trustee Tuchenhagen attended Superior Collegiate and Vocational Institute's Student Recognition Evening on November 8, 2018. He reported that 411 students were recognized at this event.
- 11.5 Vice Chair Arnone reported that she attended the Nishnawbe Aski Nation (NAN) Open House, as the Board's Aboriginal Education Advisory Committee (AEAC) trustee representative, on October 25, 2018. The Open House was held to introduce the newly elected leaders of NAN.

12. Adjournment

Moved by Trustee Chambers

Seconded by Trustee Oikonen

"THAT we do now adjourn at 9:40 p.m."

CARRIED

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2019 JAN 08
Report No. 009-19

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

RE: THE ARTS

1. Background

- 1.1 As identified in the Strategic Plan, Lakehead District School Board seeks high levels of personal and academic excellence for every student. “Education in the arts is essential to students’ intellectual, social, physical and emotional growth, and well-being. Experiences in the arts: dance, drama, music and visual arts, play a valuable role in helping students to achieve their potential as learners and to participate fully in their community and in society as a whole.” (Ontario Arts Curriculum 1-8).
- 1.2 Lakehead District School Board continues to provide high quality programs and professional learning in the arts to enhance student outcomes and support teacher learning.

2. Situation

- 2.1 Lakehead District School Board’s ongoing partnerships with the Royal Conservatory of Music, the Thunder Bay Symphony Orchestra (TBSO), as well as numerous community partners, continue to provide innovative learning for students and teachers in all areas of the arts: dance, drama, music and visual arts.
- 2.2 A breadth of programming in the arts continues to be offered across all three of Lakehead District School Board’s secondary schools.

3. Program Overview

- 3.1 In Kindergarten to Grade 8 classrooms across the 24 elementary schools, there are 47 teachers with teaching assignments that include vocal and/or instrumental music. During this school year, these teachers will be engaged in professional learning supported by partnerships with:
 - Royal Conservatory of Music;
 - Thunder Bay Symphony Orchestra; and
 - secondary music teachers.
- 3.2 Elementary classroom teachers will continue to be supported to integrate drama, dance and visual arts across the curriculum.

- 3.3 Along with public performances, relationships within each family of schools continue to provide opportunities for elementary students to be exposed to the broad range of experiences available in the arts at a secondary level.
- 3.4 Elementary students transitioning to secondary schools have a variety of opportunities available to them. Band, strings, guitar, vocal music, drama and dance, and visual arts are offered across the three schools.
- 3.5 A full complement of arts programming in each secondary school will enable students to better customize their secondary school education and improve their prospects for success in school and in life.

4. Conclusion

“The arts curriculum should be enjoyable for students and should be designed to encourage them to take a lifelong interest in the arts.” (Ontario Arts Curriculum 1-8).
Lakehead District School Board continues to provide unique opportunities for students to enhance their lives through a range of experiences in the arts.

Respectfully submitted,

FRED VAN ELBURG
Program Coordinator

SHERRI-LYNNE PHARAND
Superintendent of Education

IAN MACRAE
Director of Education

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2019 JAN 08
Report No. 012-19

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

RE: HEALTH AND SAFETY PROGRAM – SEMI-ANNUAL REPORT

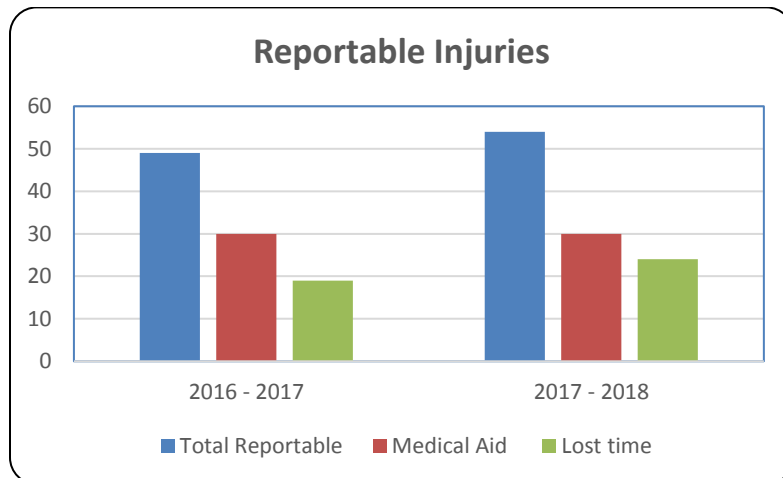
1. Background

This semi-annual report is to inform trustees of the current status of Lakehead District School Board’s Health and Safety program and significant related activities. The Occupational Health and Safety Act requires directors and officers of corporations to take all reasonable care to ensure that the corporation complies with the Act and its regulations.

2. Situation

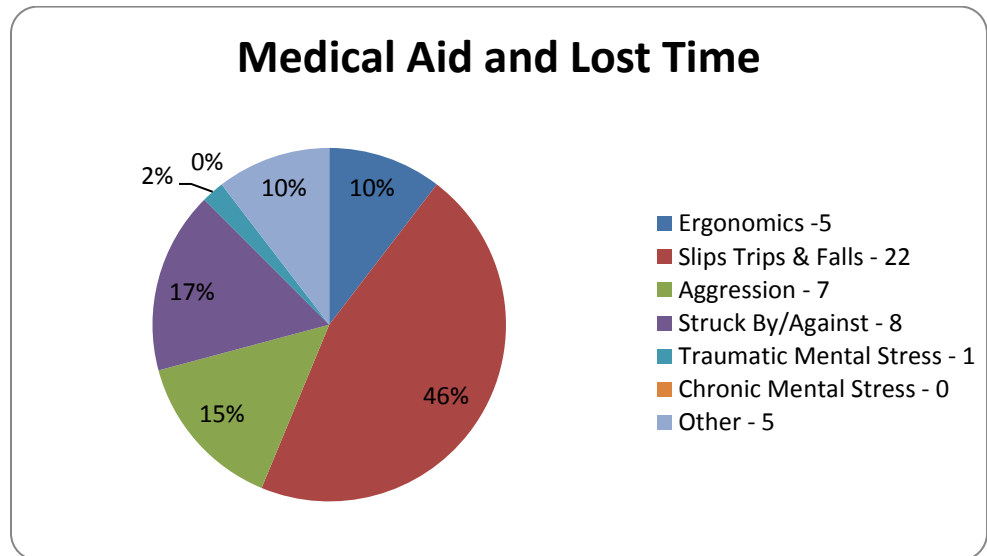
2.1 Accident Statistics

2.1.1 Over the 2017-2018 school year, employees recorded a total of 54 reportable injuries. Reportable injuries are defined as incidents that required medical aid or resulted in lost time. This was up from 49 reported the previous year. The number of incidents requiring medical care was 30, which is the same as last year. The number of lost time incidents was 24, up from 19 the previous year.



Lakehead District School Board saw an increase in the total number of lost time claims in 2017-2018. Slips, trips and falls, struck by/against and other were the highest lost time categories of types of injury. It is important to note that both ergonomics and aggression related injuries are not in the top three causes.

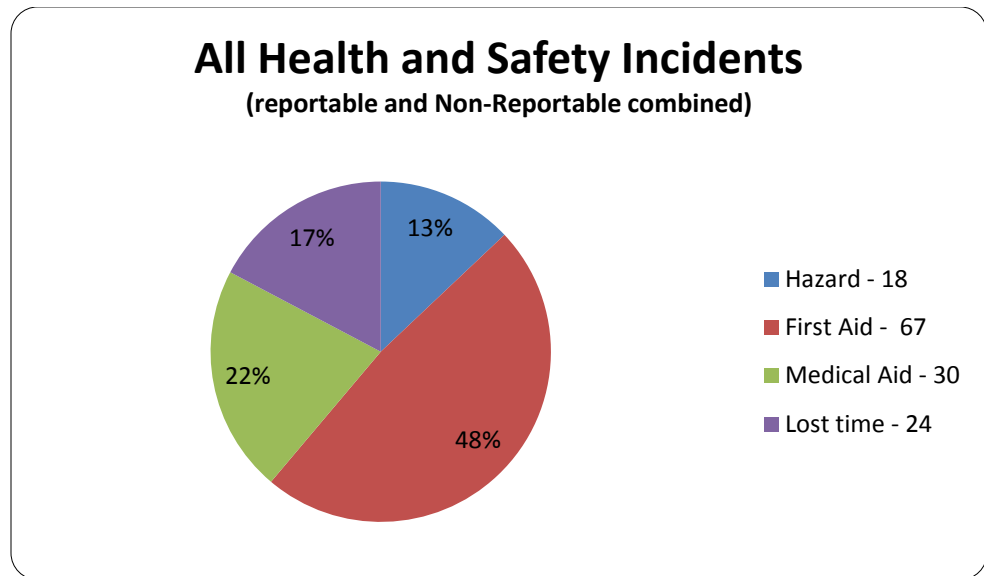
2.1.2 The graph below displays the cause of the injury, the total incidents per category and percent distribution of reportable injuries.



2.1.3 The total reportable injury frequency reflects the combined medical aid and lost time claim frequency compared to the educational peer group across the province, and is based on claims per 100 staff. Lakehead District School Board's frequency rate is 5.02 compared with other boards in Ontario with a frequency rating of 4.13.

2.1.4 The total number of non-reportable incidents for the 2017-2018 school year was 85. Non-reportable injuries are defined as first aids and near misses (hazards). The number of incidents requiring first aid was 67 as opposed to 68 from the previous year. There were also 18 near miss (hazard) incidents reported in this period.

2.1.5 The graph below displays the cause of the injury, the total incidents per category and percent distribution of all health and safety incidents. (includes all reportable and non-reportable injuries)



3. Health and Safety Initiatives

To decrease our injury rate, the focus has been on employee training, equipment testing, environmental testing and wellness.

3.1 Employee Training

The Health and Safety department continues to provide a number of important training sessions throughout the year. The cost for training, including supply staff coverage, is covered by the Health and Safety department budget.

Classroom Based Learning

3.1.1 First Aid Training

Standard First Aid, CPR/AED training certificates are only valid for three years at which time re-certification is required. First Aid courses were held and 64 employees completed training in the 2017-2018 school year. The sessions were two day and one day re-certification courses. Each school is well staffed with individuals certified in First Aid.

3.1.2 Joint Health and Safety Committee Certification Training

Each site is required to have a Joint Health and Safety Committee comprised of management and worker members as per the Occupational Health and Safety Act (OHSA). At least one management and one worker member must be certified. To become certified, staff must complete a four day course divided into two parts covering a variety of topics. This past year, five staff successfully completed the certification course.

3.1.3 Aerial Lift Training

An aerial lift course was offered to both new and experienced staff with the purpose of training operators on all aspects of the safe operation of Telescopic & Articulating Booms, On-slab/ Rough Terrain Scissor Lifts and Aerial Work Platforms.

For this past year, 29 staff successfully completed the certification course.

Online Training

Since the fall of 2015, the Board has been using an online training platform. For the period of September 1, 2017 to August 31, 2018, there were 12,145 online course completions.

3.1.4 New Hire On-line Training

All new Lakehead District School Board employees receive the following mandatory training as part of the onboarding process:

- Workplace Violence and Harassment;
- Workplace Hazardous Material Information System (WHMIS 2015) training;
- Occupational Health and Safety Awareness training;
- Accessibility for Ontarians with Disabilities Act;
- Concussion Awareness;
- Student Concussion Management Policy;
- Ryan's Law; and
- Sabrina's Law.

Annually, all staff also complete training on Ryan's Law and Sabrina's Law.

3.2 Equipment Testing

To ensure compliance with the Occupational Health and Safety Act, the health and safety officer coordinates the annual testing and certification of the following:

- forty four overhead cranes, hoists and floor jacks as well as three aerial lift platforms;
- nine mechanical lifts and related equipment used in special needs/multi needs classrooms;
- stage and drama room rigging and lighting in each secondary school;
- chemical fume hoods in the science areas; and
- dust collection and spark detection system's located in all technology classes.

3.3 Environmental Testing

Radon gas testing was conducted at all Lakehead District School Board owned buildings. The testing was completed to the standards outlined in the Health Canada document "Guide for Radon Measurements in Public Buildings (Schools, Hospital, Care Facilities and Detention Centres)", Health Canada, and published January 2016.

The results had four schools with levels above the published standards. The sites with exceedances are currently being remediated using a licensed radon remediation specialist.

3.4 Wellness

On September 28, 2018, a Health and Wellness Fair was held for all Lakehead Public Schools staff as part of the scheduled professional development day. Vendors focused on the health and well-being of staff at work and in their personal lives. There were over 20 exhibitors with topics that included cancer screening, hearing assessments, ergonomics, financial health and stroke awareness.

The event saw 1,300 staff members attend over the day.

4. Conclusion

Lakehead District School Board continues to promote a safe working and learning environment for all staff and students. A continuing commitment to education, training and health and safety promotion will ensure that Lakehead District School Board remains compliant with all acts and regulations and, in turn, reduce operating costs. This commitment to safety will also make our schools and facilities the best place for students and staff to work and learn.

Respectfully submitted,

KYLE ULVANG
Health and Safety Officer

HELEN VALNYCKI
Manager of Human Resources and Payroll

DAVID WRIGHT

IAN MACRAE
Director of Education

LAKEHEAD DISTRICT SCHOOL BOARD

SPECIAL EDUCATION ADVISORY COMMITTEE

Kingsway Park School
Thunder Bay, Ontario

2018 NOV 21

MEMBERS PRESENT:

Kelly Matyasovszky (Vice Chair)
Angela Hill
Mike Otway
Miranda Myers

Jennifer Bean
Cory Koski
Trustee George Saarinen

OTHERS PRESENT:

Colleen Kappel

ABSENT REGRETS:

Laura Sylvestre (Chair)
Danielle Miller
Trustee Marg Arnone

Liz Tod
Wilma Kleynendorst

GUESTS:

Darren Lentz
Lori Badanai

Kathy Shyiak
Carys Sabaz

1. **Call to Order**

Kelly Matyasovszky, Vice Chair of SEAC, called the meeting to order at 6:00 p.m.

2. **Approval of the Agenda**

Item 9.5 Transition Committee and 10.2 PIC Funding were added to the agenda.

Moved by Trustee George Saarinen

Seconded by Cory Koski

“THAT the agenda for the November 21, 2018 SEAC meeting be approved as amended.”

CARRIED

3. **Declarations of Conflict of Interest**

There were no declarations of conflict of interest.

4. Presentations

4.1. Kingsway Park School – Academy and Social Skills Presentation and Tour

Darren Lentz, Principal, introduced Lori Badanai, Vice Principal, Carys Sabaz, Facilitator and Kathy Shyiak, SSP. A shared a presentation on Life and Social Skills including:

- an outline of the initiative;
- program overview;
- benefits to the program; and
- challenges with maintaining the program.

Following the presentation members were given a tour of the academy. Member's questions were addressed.

Darren Lentz and his team were thanked for their commitment to students, as well as their presentation.

4.2. Operational Plan

Colleen Kappel, Superintendent of Education shared the 2018-2019 Operational Plan for Lakehead District School Board highlighting key items including:

- Increase the understanding, acceptance, and engagement of students whose well-being may be at risk;
- Mental health and well-being literacy training for students, staff and community members with a focus on brain development;
- Expanding and strengthening community partnerships and pathways; and
- Engaging parents as key partners in mental health and well-being initiatives.

5. Approval of the Minutes

Moved by Mike Otway

Seconded by Angela Hill

"THAT the minutes of the October 17, 2018 SEAC meeting be approved as amended."

CARRIED

6. Business Arising From the Minutes

There was no business arising from the October 17, 2018 minutes.

7. Correspondence

The correspondence folder was circulate for members' perusal. Colleen Kappel, Superintendent of Education made note of the letter from Upper Grand District School Board that was sent to the Minster of Education regarding support of Bill 44.

8. Advocacy Tracking

The advocacy tracking template was circulate for member completion.

9. New Business

9.1. 2017-2018 SEAC Annual Report

Colleen Kappel, Superintendent of Education presented the report.

Moved by Mike Otway

Seconded by Angela Hill

“THAT SEAC approve the Special Education Advisory Committee (SEAC) Annual Report for presentation at the Inaugural Meeting of the Lakehead District School Board on December 4, 2018.”

CARRIED

9.2. SEAC Nominations 2018-2022

Colleen Kappel, Superintendent of Education, provided an update on the nominations for the next term. Nine agencies and three community members have submitted nominations to SEAC for the 2018-2022 term of office. A report will be submitted to the Board at the December 4, 2018 Inaugural Meeting requesting all eligible applications be approved as members of SEAC. Ms. Kappel also shared a note from Laura Sylvestre, who will be stepping down from SEAC. Members by consensus agreed to purchase a gift for Ms. Sylvestre to thank her for her time on SEAC.

9.3. Parent Involvement Committee (PIC) Report

Mike Otway noted he was unable to attend the meeting and unable to share a report.

9.4. SEAC Representative on Parent Advisory Committee (PIC)

The Parent Advisory Committee is requesting a new representative from SEAC to sit on the committee to replace Laura Sylvestre. Mike Otway will represent SEAC as the regular representative and Miranda Myers will assume the role as alternate representative.

9.5. Transition Committee

Cory Koski provided highlights from the Agnew / Edgewater Transition Committee meeting including changes in construction plays and expected delays. The Transition Committee will meet every 2 months until the transition date until such time when transition ramp up begins.

10. Information/Inquiries & Association Reports

10.1. SEAC Orientation – December 12, 2018

Colleen Kappel, Superintendent of Education noted all newly appointed members will be invited to attend an orientation and social at 6:00 pm on December 12 and the regular SEAC meeting will begin at 6:30 pm.

10.2. Parent Involvement Committee (PIC) Funding

Members were advised that the Parent Involvement Committee approved the allocation of \$1500.00 to SEAC for 2018-2019. Members were asked to consider ideas to utilize the funds. Suggestions can be forwarded to Robin Orr and shared at the next meeting.

11. Board Update

Trustee George Saarinen provided highlights on the following meeting:

- October 23 Regular Board Meeting
 - Trustee Recognition Award – Ashley Nurmela;
 - Ontario Public School Board's Association Report;
 - Success Advisory Committee Report;
 - Student Transportation Services of Thunder Bay Committee Report;
 - Adult and Continuing Education Report;
 - Appointments to the 2018-2019 Parent Involvement Committee;
 - Revisions to the 2014 Procedural by-Law and Notice to Enact; and
 - Short-Term Borrowing resolution.

- November 13 Standing Committee Meeting
 - Legal Representation Report;
 - Policy 6040 Reporting of Children in Need of Protection;
 - Policy 8061 Aboriginal Education Advisory Committee;
 - Policy 8070 Safe Schools – System Expectations; and
 - Naming of the New School Report.

12. Adjournment

Moved by Mike Otway

Seconded by Miranda Myers

“THAT we do now adjourn at 7:06 p.m.”

CARRIED

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2019 JAN 08
Report No. 013-19

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

RE: APPOINTMENT TO THE THUNDER BAY PUBLIC LIBRARY BOARD

1. Background

1.1 In October 2018, an advertisement was placed via email to principals and vice principals and on the Board's website, inviting applications for a four-year term on the Thunder Bay Public Library Board. Lakehead District School Board can appoint one representative to serve on the Library Board.

1.2 The deadline for applications was November 26, 2018.

2. Situation

Correspondence will be sent to the Thunder Bay Public Library advising of the Lakehead District School Board appointee to its board. A copy of the letter will be sent to the City of Thunder Bay for the city clerk's information.

RECOMMENDATION

It is recommended that Lakehead District School Board appoint Trustee Trudy Tuchenhagen as its representative on the Thunder Bay Public Library Board for a four-year term ending November 30, 2022.

Respectfully submitted,

IAN MACRAE
Director of Education