



Office of the Director

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

PARENT INVOLVEMENT COMMITTEE

Monday, March 4, 2019

Jim McCuaig Education Centre

Ian MacRae
Director of Education

Jennifer Davis
Vice-Chair

AGENDA

6:30 P.M. – in the Boardroom

	<u>Resource Person</u>	<u>Pages</u>
1. Call to Order, Welcome and Introductions		
2. Disclosure of Conflict of Interest		
3. Approval of the Agenda		
4. Director's Report	I. MacRae	Verbal
5. Confirmation of Minutes – January 21, 2019	I. MacRae	1-3
6. Business Arising from the Minutes		
6.1 Election of Parent Involvement Committee Chair	I. MacRae	
6.2 Kindergarten Information Evening Follow-Up	B. Nugent	Verbal
7. New Business		
7.1 2019-2020 Budget Process	D. Wright	Verbal
7.2 Policy 5010 Special Education	M. Rutter	4-8
7.3 PIC Budget Deputation	I. MacRae	9-10
7.4 OPSBA 2019 Awards Program	I. MacRae	11-12
7.5 PIC By-Law Review Ad Hoc Committee Meeting	I. MacRae	Verbal
7.6 Aboriginal Education Advisory Committee Report	S. Kanutski	Verbal
7.7 Special Education Advisory Committee Report	M. Otway	Verbal
8. Other Business		
9. Next Meeting Date: Monday, May 6, 2019		
10. Adjournment		

LAKEHEAD DISTRICT SCHOOL BOARD

MINUTES OF PARENT INVOLVEMENT COMMITTEE

Board Room
Jim McCuaig Education Centre

2019 JAN 21
6:30 p.m.

MEMBERS PRESENT:

Robin Cawlishaw
Jennifer Davis
Sue Doughty-Smith
Robert Eady
Serena Essex
Chitra Jacob
Shannon Jessiman-MacArthur
Ian MacRae
Michael Otway

Krista Power
Laura Prodanyk
Fred Van Elburg
Ruth Vannieuwenhuizen

RESOURCE:

Judy Hill, Executive Assistant
Bruce Nugent, Communications Officer

MEMBERS ABSENT, WITH REGRET:

Sharon Kanutski
Shaun Peirce
Laura Walker

GUESTS:

Colleen Kappel, Superintendent of Education
Renee Monsma, Mental Health Lead

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

Director MacRae called the meeting to order and welcomed everyone. Introductions were made around the table.

2. **Disclosure of Conflict of Interest**

There were no disclosures of conflict of interest.

3. Election of Parent Involvement Committee Chair

Director MacRae called for nominations for chair of the Parent Involvement Committee. As no nominations were forthcoming, this item was deferred to the next meeting.

4. Mental Health Presentation

Colleen Kappel, Superintendent of Education, introduced Renee Monsma, Mental Health Lead, who provided a power point presentation on the Well Being Strategy and an update on mental health. Three new social workers were hired in September in partnership with Children's Centre Thunder Bay. This year's focus will be on trauma informed schools and there will be ongoing trauma training for staff. The first Mental Health & Well Being newsletter, "Mindmatters", was shared with staff and has been well received. Questions from the group were addressed.

5. Director's Report

Director MacRae highlighted recent reports to the Board that included Lakehead Public Schools International, Director's Annual Report and The Arts. Director MacRae reported that Ellen Chambers was elected Chair of the Board and George Saarinen, Vice Chair at the Inaugural meeting on December 4, 2018. Director MacRae provided information on the Kingsway Elementary Public School roof issue with regards to snow load and the evacuation of Westgate CVI on January 10, 2019.

6. Confirmation of Minutes – November 19, 2018

The minutes were confirmed by consensus.

7. Student Absence Reporting

Bruce Nugent, Communications Officer, advised that the Student Absence Reporting App has been moved to a more prominent location on the Board website.

8. 2019-2020 School Year Calendar

Vice Chair Davis, PIC representative on the School Year Calendar committee, asked the group for feedback on having back to back elementary PA days at semester turnaround to coincide with secondary PA days. By consensus, the group did not support this. Jenn will share this feedback with the committee.

9. Kindergarten Information Evening

Bruce Nugent, Communications Officer, reported that Kindergarten Registration Week will be held from February 4 to 8, 2019, with an information night for interested parents at the Valhalla Inn on Monday, February 4, 2019 and school information nights on February 6, 2019.

10. PIC Representatives at Kindergarten Information Evening

Bruce Nugent, Communications Officer, asked for volunteers for the Kindergarten Information Evening. Serena Essex put her name forward to volunteer. Anyone else wishing to volunteer was asked to email Judy.

11. Aboriginal Education Advisory Committee Report

Serena Essex reported that at the December 13, 2018 AEAC meeting, there was a presentation of the Sacred Circle Blanket to Sherri-Lynne Pharand, Superintendent of Education and co-chair of AEAC, for her remarkable work and efforts on behalf of First Nations, Métis and Inuit students.

12. Special Education Advisory Committee Report

Michael Otway reported on the following topics from the January 16, 2019 SEAC meeting:

- presentation by Ruth Ann Fay on the Lexia and Empower programs;
- SEAC video update;
- parent/community engagement sessions;
- advocacy tracking;
- 2018-2019 SEAC work plan;
- Kindergarten registration;
- review of Special Education Policy; and
- trustee update.

13. Other Business

Krista Power commended Westgate administration on the way they handled the evacuation of the school on January 10, 2019 due to a suspected gas leak.

14. Next Meeting

The next meeting will be held on Monday, March 4, 2019 at 6:30 p.m.

15. Adjournment

The meeting adjourned at 8:10 p.m.

SPECIAL EDUCATION PROGRAM & SERVICES	5000
DRAFT – April 9, 2019	
SPECIAL EDUCATION POLICY	5010

1. Rationale

Lakehead District School Board believes in the ability of every student to learn and to benefit from learning. Lakehead District School Board believes that every student has the right to an instructional program appropriate to their individual needs, within the spectrum of services defined and described in the Special Education Plan.

2. Policy

It is the policy of Lakehead District School Board to provide education for all students with special needs as defined by the Ontario Education Act and Regulations.

3. Guiding Principles

3.1 Lakehead District School Board supports the following guiding principles for the education of students with special needs developed in consultation with parents/guardians, the Special Education Advisory Committee (SEAC) and other appropriate organizations.

There shall be a focus on:

- a) The whole child;
- b) Equitable and inclusive education;
- c) High expectations for all students;
- d) Early identification and intervention;
- e) A continuum of services;
- f) Partnerships with parents, teachers, professional staff and the community supported by ongoing communication;
- g) Support for teachers to develop the necessary skills and teaching strategies to teach all students; and
- h) A range of learning opportunities designed to meet the needs of each student.

3.2 Lakehead District School Board shall establish processes to ensure that all students needs are met by providing:

- a) A continuum of program options, which are periodically reviewed by the Board.
- b) Student/teacher ratios as required under the Ontario Education Act for the different exceptionalities;

SPECIAL EDUCATION PROGRAM & SERVICES	5000
DRAFT – April 9, 2019	
SPECIAL EDUCATION POLICY	5010

- c) Fair access to specialized programs;
- d) Integration experiences within the school;
- e) Consistent Identification, Placement and Review Committee (IPRC) processes; and
- f) Assessment and evaluation procedures consistent with the Individual Education Plan (IEP) and Policy 4021, Assessment and Evaluation, and related procedures.

4. Fiscal Responsibility

Lakehead District School Board is committed to providing services for all students within the context of available Board resources and subject to budget review and approval.

5. 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>
Lakehead District School Board Special Education Plan Policy and Procedure 1021, Equity and Inclusive Education Policy and Procedures 3040, Transportation Policy and Procedures 4021, Assessment and Evaluation	February 25, 2003 (Consolidation of 5010, 5020, 5021, 5040) <u>Date Revised</u> January 24, 2012	Ontario Education Act

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SPECIAL EDUCATION PROGRAM & SERVICES	5000
DRAFT – April 9, 2019	
SPECIAL EDUCATION PROCEDURES	5010

1. Policy

It is the policy of Lakehead District School Board to provide education for all students as defined by the Ontario Education Act and Regulations.

2. Special Education Plan

2.1 Specific information regarding programs and procedures for special education students are described in the Lakehead District School Board Special Education Plan available on the Board Web Site: www.lakeheadschoools.ca > “Special Ed Plan”. The Special Education Plan embodies the guidelines for special education at Lakehead District School Board.

2.2 As required under the Ontario Education Act, the Special Education Plan of Lakehead District School Board shall be reviewed annually in accordance with Ministry of Education guidelines and under the direction of the Superintendent of Education responsible for Special Education.

3. Board Responsibilities

Lakehead District School Board shall:

3.1 Ensure that parents/guardians of each student with special needs are consulted with regard to the assessment, identification, placement and review of each student. Students who have reached the age of 16 years shall also be invited to an Identification, Placement and Review Committee (IPRC). Through parental/guardian consultation, students below the age of 16 years may be invited.

3.2 Prepare, adopt and implement an Individual Education Plan (IEP) in accordance with current Ministry of Education regulations to define and create programs and services for students with special needs.

4. Definitions

4.1 Students with Special Needs

For the purpose of this policy and procedures, “student with special needs” refers to a student who has been identified as exceptional through the Identification Placement and Review Committee process, a student with Individual Education Plans and any other student who requires special education services.

SPECIAL EDUCATION PROGRAM & SERVICES	5000
DRAFT – April 9, 2019	
SPECIAL EDUCATION PROCEDURES	5010

4.2 Exceptional Students

Those whose behavioural, communication, intellectual, physical or multiple exceptionalities are such that the student meets the definition of Exceptional according to the current Ministry of Education definitions.

4.3 Special Education Program

An ongoing program accommodated or modified by the results of continuous assessment and evaluation. It includes a plan containing specific objectives and an outline of educational services and equipment that meet the needs of the student.

4.4 Support Personnel

Includes specialized teachers and other professionals as detailed in the Special Education Plan who will assist in identifying student needs, placement decisions, planning special education programs and the review process, as well as providing direct service to students, their teachers and their parents/guardians.

4.5 IEP

An Individual Education Plan for students which sets out the educational goals, expectations, the special education programs, services and assessment methods.

4.6 IPRC (Identification, Placement and Review Committee)

A process to identify students as exceptional and to determine suitable placement. The committee consists of a minimum of three voting members. One member must be of the following; a principal/designate employed by the Board, a Supervisory Officer/designate employed by the Board, or a Supervisory Officer employed by another Board and whose services are provided by a Minister of Education-approved agreement with another Board.

5. Programming for Students with Special Needs

5.1 Ministry of Education curriculum and policy documents provide the basis for programs for students with special needs.

5.2 Special Education Services including support personnel, resources, equipment, materials and appropriate programming, shall be provided within the financial resources of Lakehead District School Board.

SPECIAL EDUCATION PROGRAM & SERVICES**5000**

DRAFT – April 9, 2019

SPECIAL EDUCATION PROCEDURES**5010**

6. Staff Development

Opportunities for Professional Development to support students with special needs shall be provided to elementary and secondary staff within the financial resources of the Board.

7. Transportation

Appropriate home-to-school transportation shall be provided for students with special needs who meet the criteria outlined in Policy 3040, Transportation, section 16.0 of the Special Education Plan, and Ministry of Education policy.

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

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
Lakehead District School Board Special Education Plan Policy and Procedure 1021, Equity and Inclusive Education Policy and Procedures 3040, Transportation Policy and Procedures 4021, Assessment and Evaluation	February 25, 2003 (Consolidation of 5010, 5020, 5021, 5040) <u>Date Revised</u> January 24, 2012	Ontario Education Act

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March 23, 2018

George Saarinen, Chair
Budget Committee
Lakehead District School Board
2135 Sills Street
THUNDER BAY, ON P7E 5T2

Dear Chair Saarinen:

The Parent Involvement Committee (PIC) welcomes the opportunity to once again provide input into the school board budget process. Over the years as volunteers, we have witnessed the passion many of the Lakehead Public Schools staff and teachers have for the well-being of our children. Parents at PIC would like to mention that it is a privilege to volunteer beside our Board staff and teachers and the pride we have for our school board. We know our parent voice is important to the Board and appreciate the continued support.

PIC is an advisory group that supports student achievement and well-being by encouraging parents to be involved in their child's learning. Following Ontario's Parent Engagement Policy, PIC encourages and supports parent involvement by offering a range of opportunities for parent learning, networking and involvement. We also know that families come with different backgrounds and needs. PIC works with the Special Education Advisory Committee and the Aboriginal Education Advisory Committee by supporting their committee initiatives to involve parents.

We all know parent involvement is vital to a child's learning. Parent communication and engagement is still the main goal for PIC. This will be facilitated by working on a continued awareness campaign of PIC and school councils by offering training/lecture opportunities, with a focus on the importance of parent engagement. On March 20, 2018, we will be holding our first Council of School Council Chairs meeting that came about as the result of a session attended by parents and principals from several schools to find a way to improve parent involvement. We know that a parent to parent or person to person style is the most effective way to keep parents engaged.

Your Children Our Students The Future
www.lakeheadschoools.ca

PIC also supports an inclusive learning environment and supports the plans of the mental health team led by Mental Health Lead, Dr. David Tranter, and Superintendent of Education, Colleen Kappel. Mental health, well-being and inclusion are top issues for families. With cutbacks, parents understand that Lakehead Public Schools needs to be creative to make sure all student needs are met and PIC believes quality of schools begins with a student's well-being and that leads to academic achievement. For these reasons, PIC supports a budget that continues to support student's mental health, well-being and parent engagement.

The PIC top priorities are:

1. Effective parent/guardian communication and effective communication tools.
2. Support of student mental health and well-being by supporting school wellness champions and continued staff lectures, as laid out by the Lakehead Public Schools Mental Health Team.
3. Continuation of the attendance campaign and support for meetings of Council of School Council Chairs.

Thank you for your passion, time and consideration.

Laura Sylvestre, Chair
Parent involvement Committee

Jenn Davis, Vice-Chair
Parent Involvement Committee

BACKGROUND

OPSBA Achievement Award

The OPSBA Achievement Award was created to recognize the outstanding contributions of non-teaching staff, parents, volunteers and community partners involved in education in the member boards. This award provides an opportunity to raise awareness and promote the importance of celebrating excellence and the necessity of recognizing the work of all members of the education community.

Recipients of the Achievement Award may be considered for the provincial OPSBA Award of Excellence.

Criteria

Outstanding, exemplary and/or unique contributions to the overall well-being of the school(s) or community(s) through in-school, board-wide, extra-curricular and/or volunteer work contributions.

Who can be nominated?



- Non-teaching staff
- Volunteers
- Parents
- Community Partners

Submission

Please include a 1-2 page biography of how your nominee meets the criteria for this award along with the attached nomination form to:

Michelle Tavares
Office of the Director
Jim McCuaig Education Centre
2135 Sills Street
Thunder Bay, ON P7E 5T2
Michelle_Tavares@lakeheadschoools.ca

Fax: 622-0961

No later than 4:30 p.m. Thursday, March 28, 2019.

OPSBA 2019 Awards Program

N O M I N A T I O N

Name of Award

OPSBA Achievement Award

Name of Candidate

Position/Title

Address

Telephone

Email

Nominated by

Title of Nominator

Address

Telephone

Email

Please include a 1-2 page biography of how your nominee meets the criteria for this award to:

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Jim McCuaig Education Centre
2135 Sills Street
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Fax: 622-0961

No later than 4:30 p.m. Thursday, March 28, 2019.