



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. 7**  
**Tuesday, April 23, 2019**  
**Jim McCuaig Education Centre**

Ian MacRae  
Director of Education

Ellen Chambers  
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 – 6:30 p.m. (SEE ATTACHED AGENDA)</b>		
6. Report of Committee of the Whole – Closed Session		
7. Delegations/Presentations		
7.1 Trustee Character Award - Anna and Elsa Heinimaki, Kingsway Park Public School	S. Doughty-Smith	Verbal
7.2 Vance Chapman Public School - <i>Rest and Relaxation Room (R &amp; R Room)</i>	C. Kappel	1-3

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>
8.	Approval of Minutes		
8.1	Regular Board Meeting No. 4 - March 26, 2019	E. Chambers	4-9
8.2	Board Meeting No. 5 (Special) - April 1, 2019	E. Chambers	10-11
8.3	Board Meeting No. 6 (Special) - April 16, 2019	E. Chambers	12-13
9.	Business Arising from the Minutes		

**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	J. Plater	Handout
10.3	Special Education Programs and Services Update (042-19)	C. Kappel	14-16
10.4	Lakehead University Achievement Program (038-19)	S. Pharand	17-19
10.5	Special Education Advisory Committee Meeting - December 12, 2018	C. Kappel	20-24
10.6	Special Education Advisory Committee Meeting - January 16, 2019	C. Kappel	25-28
10.7	Special Education Advisory Committee Meeting - February 20, 2019	C. Kappel	29-33
11.	First Reports		

**MATTERS FOR DECISION:**

12.	Postponed Reports		
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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. Recommendations from the Standing Committee (039-19)	G. Saarinen	34-38
13.1 Policy Review – 3001 Governance (035-19)		
<i>It is recommended that Lakehead District School Board approve 3001 Governance Policy, Appendix A to Report No. 035-19.</i>		
13.2 Policy Review – 5010 Special Education (036-19)		
<i>It is recommended that Lakehead District School Board approve 5010 Special Education Policy, Appendix A to Report No. 036-19.</i>		
13.3 Policy Review – 6065 Prevalent Medical Conditions (037-19)		
<i>It is recommended that Lakehead District School Board approve 6065 Prevalent Medical Conditions Policy, Appendix A to Report No. 037-19.</i>		
14. Ad Hoc and Special Committee Reports		
15. New Reports		
15.1 Approval of Appointment to the Supervised Alternative Learning (SAL) Committee 2018-2019 (041-19)	C. Kappel	39-40
<i>It is recommended that Lakehead District School Board approve the appointment of James Laughton, Program Supervisor, Youth Employment Services (YES), to the Supervised Alternative Learning (SAL) Committee for the 2018-2019 school year.</i>		
16. New Business		

Trustees (Chair and Vice-Chair) and presenters of reports will be available for comment after the Board Meeting.
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	<u>Resource Person</u>	<u>Pages</u>
17. Notices of Motion		
17.1 Letter to Lisa Thompson, Minister of Education (040-19)	I. MacRae	41
<i>“THAT the Chair send a letter to Lisa Thompson, Minister of Education, that Lakehead Public Schools believes that raising class sizes will hurt kids and have a dramatic effect on students and staff.”</i>		
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. 7**  
**Tuesday, April 23, 2019**  
**Jim McCuaig Education Centre**

Ian MacRae  
Director of Education

Ellen Chambers  
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 Approval of Committee of the Whole - Closed Session Minutes		
5.1 Regular Board Meeting No. 4 - March 26, 2019	E. Chambers	1-2
5.2 Board Meeting No. 5 (Special) - April 1, 2019	E. Chambers	3
5.3 Board Meeting No. 6 (Special) - April 16, 2019	E. Chambers	4
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 Report Progress		

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



## Celebrating Student Achievement

School: Vance Chapman Public School

Title of Initiative: Rest and Relaxation Room (R & R Room)

Components of Initiative	School's Details
1. Description of the nature of the initiative to improve student achievement	Developing and promoting a space for students to visit for a set time to utilize resources when they are in need of a break from their classroom environment. In the R & R room environment, staff and resources will assist them to return to their classroom and learning in a calm mindset. It also allows the other students to continue their learning uninterrupted.
2. Rationale for selecting the initiative	The data of the needs of our school-based population (JK-Grade 8) showed clearly that learning spaces were being disrupted regularly. We were attempting and not being effective at teaching coping strategies in the hallways or in the moment.
3. Intended outcomes of the initiative related to improved student achievement	Our intended outcomes were to: <ul style="list-style-type: none"> <li>• lessen the disruptions in learning time (classrooms and hallways);</li> <li>• give a space to provide dignity for our students when they need the time;</li> <li>• teach coping strategies;</li> <li>• reduce Character Class referrals; and</li> <li>• provide a supervised quiet work space for students who need fewer distractions to complete their tasks.</li> </ul>
4. Description of the data used	The data we collected: <ul style="list-style-type: none"> <li>• visits to Character Class tracked;</li> <li>• communication books/tracking of classroom behavior;</li> <li>• standing agenda item at staff meetings to collect informal data and suggestions;</li> <li>• suspensions tracked;</li> <li>• social work referrals;</li> <li>• report card data of the students that regularly attend the R &amp; R room; and</li> <li>• attendance of students that attend the R &amp; R room.</li> </ul>

<p>5. <b>Brief</b> description of the significant activities or strategies involved with the initiative</p>	<p><b>Lunch Bunch</b> – a group of Grades 2 and 3 students who have significantly impulsive and inappropriate behaviours eat lunch in the R &amp; R room under the supervision of an SSP who uses the opportunity to teach about mindfulness, table manners and respect.</p> <p><b>Self-regulation:</b></p> <ul style="list-style-type: none"> <li>• students are regularly instructed on self-regulation strategies as they talk through issues with the Special Education Facilitator; and</li> <li>• students are coached through calming strategies and the appropriate use of materials and space.</li> </ul>
<p>6. <b>One or two</b> highlights of the above activities</p>	<p><b>Lunch Bunch</b> – the group has expanded over the last two years and we are working now to generalize their new skills to the regular classroom environment so that we can begin the process with a new group of students.</p> <p><b>Self-regulation</b> – two students, who used to come into the R &amp; R room in a very dysregulated state, now use the materials and activities well. We see them smile and greet us when they come into the room.</p>
<p>7. Description of any unexpected results or “moments of serendipity” related to the initiative</p>	<p>The initial creation of a designated room caused an IMMEDIATE sense of relief in the building for not only the visiting students but also the entire population.</p> <p>We were able to identify students, that we previously may not have considered, that needed a space to decompress. We did not realize how many issues we prevented from students that did not appear on our radar yet. It has assisted with decreasing intermediate angst.</p>
<p>8. Description of <b>one or two</b> interesting findings that would be useful or helpful to other schools</p>	<p>With a set plan and commitment of staff (re: focus of budget funds), the work is WORTH it and will benefit all members of the school community.</p> <p>The room must be open and available at all times in order to be effective.</p>
<p>9. Identification of <b>one or two</b> noteworthy hurdles or stumbling-blocks</p>	<ul style="list-style-type: none"> <li>• infrastructure - to have team and school planning meetings in regard to student needs (SSP’s, teachers, facilitator);</li> <li>• staff in the room is a key component as it is essential that the room be open at all times and that adequate supervision be provided; and</li> <li>• creativity is key, as funds are needed to make this work. The use of SEA equipment, staff committing to cut back in other areas (eg. photo copying budget) and accessing community resources.</li> </ul>

<p>10. Next steps in pursuing the initiative</p>	<p>We are at a point now where we have students knowing when to access the room and get ahead of some disruptive behavior. For some students, we feel we are managing and not always changing behavior. We continue to attempt to engage with families and outside agencies for those wrap around services and support.</p>
<p>11. Lessons learned about the school's efforts to improve student achievement</p>	<p>When we work together as a team, with a common goal, we see positive outcomes for all students.</p> <p>We did not set out realizing how big the ripple effects of benefits would be for the entire school population.</p>



LAKEHEAD DISTRICT SCHOOL BOARD

**MINUTES OF REGULAR BOARD MEETING NO. 4**

Board Room  
Jim McCuaig Education Centre

2019 MAR 26  
7:00 p.m.

**TRUSTEES PRESENT:**

Ellen Chambers (Chair)  
George Saarinen (Vice Chair)  
Marg Arnone  
Sue Doughty-Smith

Ryan Sitch  
Trudy Tuchenhagen  
Jaimi Plater (Student Trustee)

**TRUSTEES ABSENT, WITH REGRETS:**

Deborah Massaro  
Ron Oikonen

**SENIOR ADMINISTRATION:**

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

**FEDERATION/UNION REPRESENTATIVES:**

Kirsti Alaksa – Manager  
Mike Judge – LETO  
Kali Bernst – Lakehead Principals/Vice Principals  
Lana Deacon – Lakehead Principals/Vice Principals

**PUBLIC SESSION:**

1. **Approval of Agenda**

Moved by Trustee Sitch

Seconded by Trustee Tuchenhagen

*“THAT the Agenda for Regular Board Meeting No. 4, March 26, 2019 be approved.”*

**CARRIED**

2. Resolve into Committee of the Whole – Closed Session

Moved by Trustee Arnone

Seconded by Trustee Saarinen

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

- *Confirmation of Committee of the Whole – Closed Session Minutes*
  - *Regular Board Meeting No. 3*
  - *February 26, 2019*
- *Finance 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 Arnone

Seconded by Trustee Saarinen

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

*‘THAT Lakehead District School Board approve the Committee of the Whole – Closed Session Minutes of Regular Board Meeting No. 3, February 26, 2019.’”*

CARRIED

5. Thunder Bay + Area Food Strategy – School Foods Inventory Project

Karen Kerk, Food Strategy Coordinator, and Dr. Barb Parker, Department of Sociology, Lakehead University, presented information regarding the *School Foods Inventory Project* to the trustees. All trustees’ questions were addressed.

6. McKellar Park Central Public School – Minecraft – Engaging Learners through Technology

Sherri-Lynne Pharand, Superintendent of Education, introduced Jo-Anne Giertuga, Principal, McKellar Park Central Public School, and Kris Sandberg, Grade 5/6 Teacher and Inspire Facilitator, who presented information regarding *Minecraft – Engaging Learners through Technology*. All trustees’ questions were addressed.

7. Whitefish Valley Public School – School Wide Science Fair

Colleen Kappel, Superintendent of Education, introduced Glenn Cunningham, Principal, Whitefish Valley Public School, who presented information regarding *School Wide Science Fair*. All trustees' questions were addressed.

8. Approval of Minutes

Moved by Trustee Doughty-Smith

Seconded by Trustee Sitch

*“THAT Lakehead District School Board approve the Minutes of Regular Board Meeting No. 3, February 26, 2019.”*

CARRIED

MATTERS NOT REQUIRING A DECISION:

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

Trustee Chambers, Ontario Public School Boards' Association Director and voting delegate, informed the Board that Trustee Tuchenhagen will be attending the OPSBA Directors Meeting in Toronto in May 2019.

10. Student Trustee Report

Jaimi Plater, Student Trustee, provided a handout as her report. Items addressed included: her attendance at the Black History Month Dinner and Gala, Secondary Schools' School Council meetings, Equity and Inclusive Committee meeting, Success Advisory Committee meeting, Diversity Thunder Bay – 13<sup>th</sup> Annual Celebration Breakfast, Secondary Student Senate meeting and hosting the Youth Empowerment in Activism/Volunteerism (YEA) Conference.

11. Semi-Annual Student Achievement Update (029-19)

Sherri-Lynne Pharand, Superintendent of Education, introduced Fred Van Elburg, Program Coordinator, and Jane Lower, Student Success Lead, who presented the report. All trustees' questions were addressed.

12. Bus Transportation Final Costs for 2018-2019 (031-19)

David Wright introduced Craig Murphy, Consortium Manager, Student Transportation Services of Thunder Bay, and Bruce Sauder, Administrative Services Supervisor, who presented the report. All trustees' questions were addressed.

13. Parent Involvement Committee Meeting Minutes – January 21, 2019

Ian MacRae, Director of Education, presented the January 21, 2019 meeting minutes for information. All trustees' questions were addressed.

MATTERS FOR DECISION:

14. School Year Calendar 2019-2020 (030-19)

Moved by Trustee Arnone

Seconded by Trustee Saarinen

*“THAT Lakehead District School Board:*

1. *Approve the proposed 2019-2020 Elementary School Year Calendar, including the opening and closing dates and Professional Activity days, as described in Appendix A of Report No. 030-19.*
2. *Approve the proposed 2019-2020 Secondary School Year Calendar, including the opening and closing dates, Professional Activity days and examination days, as described in Appendix B of Report No. 030-19.”*

CARRIED

15. Notice of Motion

Trustee Doughty-Smith presented Chair Chambers with the following Notice of Motion:

Moved by Trustee Doughty-Smith

Seconded by Trustee Sitch

*“THAT the Chair send a letter to Lisa Thompson, Minister of Education, that Lakehead Public Schools believes that raising class sizes will hurt kids and have a dramatic effect on students and staff.”*

CARRIED

16. Notice of Motion – Land Acknowledgement (028-19)

Moved by Trustee Sitch

Seconded by Trustee Tuchenhagen

*“THAT Lakehead District School Board approve the reading of the Land Acknowledgment at approved Board meetings:*

*Lakehead District School Board is located on the traditional territory of the Ojibwe people of Fort William First Nation. We acknowledge all of the First Nations, Métis and Inuit who reside in this territory and across our Nation; we are committed to moving forward in the spirit of reconciliation and respect for all Canadians.”*

Primary Amendment

Moved by Trustee Sitch

Seconded by Trustee Arnone

*“After Fort William First Nation, insert the words ‘signatory to the Robinson Superior Treaty of 1850’.”*

CARRIED

## Amended Main Motion

Moved by Trustee Sitch

Seconded by Trustee Arnone

*“THAT Lakehead District School Board approve the reading of the Land Acknowledgment at approved Board meetings:*

*Lakehead District School Board is located on the traditional territory of the Ojibwe people of Fort William First Nation, signatory to the Robinson Superior Treaty of 1850. We acknowledge all of the First Nations, Métis and Inuit who reside in this territory and across our Nation; we are committed to moving forward in the spirit of reconciliation and respect for all Canadians.”*

CARRIED

## 17. Information and Inquiries

- 17.1 Trustee Saarinen inquired when the public meeting for Director’s Action Plan discussion would be. Director MacRae responded that the request would be brought forward at the next Coordinating Committee Meeting.
- 17.2 Trustee Sitch reported that he and Trustees Chambers, Arnone, Tuchenhagen and Student Trustee Plater attended the Black History Month Dinner and Gala at the Italian Cultural Centre on March 2, 2019. He also attended Diversity Thunder Bay’s 13<sup>th</sup> Annual Celebration Breakfast at the Victoria Inn on March 21, 2019 with Trustees Arnone, Chambers, and Student Trustee Plater. Trustee Sitch attended the Ontario Autism Town Hall hosted by Thunder Bay-Atikokan MPP Judith Monteith-Farrell at the West Thunder Community Centre on March 9, 2019.
- 17.3 Trustee Arnone reported that she attended the Diversity Thunder Bay’s 13<sup>th</sup> Annual Celebration Breakfast at the Victoria Inn on March 21, 2019 with keynote speaker Tanya Talaga, author, *Seven Fallen Feathers: Racism, Death, and Hard Truths in a Northern City*.
- 17.4 Trustee Saarinen reported that he attended the United Way Volunteer Appreciation Campaign Celebration & Awards at the Victoria Inn on February 13, 2019. He accepted Lakehead District School Board’s awards for their employee groups.
- 17.5 Director MacRae attended the coterminous Board’s Professional Development day at St. Ignatius High School with presenter Charlene Bearhead and the OSSTF Professional Development Session at St. Martin School’s on March 1, 2019.
- 17.6 Chair Chambers reported that she attended the Black History Month Dinner and Gala at the Italian Cultural Centre on March 2, 2019 and Diversity Thunder Bay’s 13<sup>th</sup> Annual Celebration Breakfast at the Victoria Inn on March 21, 2019. She attended Westmount Public School’s Global Citizenship Academy serving lunch at Shelter House Thunder Bay on March 22, 2019.

18. Adjournment

Moved by Trustee Saarinen

Seconded by Trustee Arnone

*"THAT we do now adjourn at 8:30 p.m."*

CARRIED

LAKEHEAD DISTRICT SCHOOL BOARD

**MINUTES OF BOARD MEETING NO. 5 (SPECIAL)**

Board Room  
Jim McCuaig Education Centre

2019 APR 01  
12:30 p.m.

**TRUSTEES PRESENT:**

Ellen Chambers (Chair)  
George Saarinen (Vice Chair) (via  
teleconference)  
Marg Arnone  
Sue Doughty-Smith

Deborah Massaro (via teleconference)  
Ryan Sitch  
Trudy Tuchenhagen

**TRUSTEES ABSENT, WITH REGRETS:**

Ron Oikonen  
Jaimi Plater (Student Trustee)

**SENIOR ADMINISTRATION:**

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

**PUBLIC SESSION:**

1. **Approval of Agenda**

Moved by Trustee Tuchenhagen

Seconded by Trustee Arnone

*"THAT the Agenda for Board Meeting, No. 5 (Special), April 1, 2019 be approved."*

**CARRIED**

2. **Resolve into Committee of the Whole – Closed Session**

Moved by Trustee Sitch

Seconded by Trustee Doughty-Smith

*"THAT we resolve into Committee of the Whole – Closed Session with Trustee Chambers in the Chair to consider the following:*

- *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**

3. Committee of the Whole – Closed Session

Committee of the Whole – Closed Session items were dealt with in their entirety.

4. Adjournment

Moved by Trustee Tuchenhagen

Seconded by Trustee Sitch

*“THAT we do now adjourn at 1:20 p.m.”*

CARRIED



LAKEHEAD DISTRICT SCHOOL BOARD

**MINUTES OF BOARD MEETING NO. 6 (SPECIAL)**

Board Room  
Jim McCuaig Education Centre

2019 APR 16  
6:00 p.m.

**TRUSTEES PRESENT:**

Ellen Chambers (Chair)  
George Saarinen (Vice Chair)  
Marg Arnone  
Sue Doughty-Smith

Deborah Massaro  
Ron Oikonen  
Ryan Sitch  
Trudy Tuchenhagen

**TRUSTEES ABSENT, WITH REGRETS:**

Jaimi Plater (Student Trustee)

**SENIOR ADMINISTRATION:**

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

**ADMINISTRATION:**

Derek DiBlasio, Principal, Hammarskjold High School

**PUBLIC SESSION:**

1. Approval of Agenda

Moved by Trustee Oikonen Seconded by Trustee Tuchenhagen

*"THAT the Agenda for Board Meeting, No. 6 (Special), April 16, 2019 be approved."*

CARRIED

2. Resolve into Committee of the Whole – Closed Session

Moved by Trustee Massaro Seconded by Trustee Saarinen

*"THAT we resolve into Committee of the Whole – Closed Session with Trustee Chambers in the Chair to consider the following:*

- *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

3. Committee of the Whole – Closed Session

Committee of the Whole – Closed Session items were dealt with in their entirety.

4. Adjournment

Moved by Trustee Tuchenhausen

Seconded by Trustee Sitch

*“THAT we do now adjourn at 7:45 p.m.”*

CARRIED

LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2019 APR 23  
Report No. 042-19

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

RE: SPECIAL EDUCATION PROGRAMS AND SERVICES UPDATE

1. Background

- 1.1 Lakehead District School Board is committed to “providing pathways and programs that support the learning needs and interests of all students”.
- 1.2 The Board believes in the ability of students to learn and to benefit from learning, and 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 (5010 Special Education Policy).
- 1.3 The Board supports several assistive technology devices and programs that enhance student learning and achievement.
- 1.4 The Special Education Plan highlights programs and services provided for students.

2. Situation

- 2.1 The Board offers a broad range and continuum of programs and services to support students with special needs including:
  - early intervention;
  - educational and other assessments;
  - specialized health support services;
  - speech/language services;
  - specialized placements;
  - Hearing Resource Unit;
  - itinerant programs for Hearing Resource and Blind and Low Vision;
  - Care and/or Treatment Custody and Correctional programs;
  - special needs classes;
  - multi-needs classes; and
  - pre-work placement classes.

## 2.2 School-based special education support personnel include:

- administrators;
- facilitators;
- classroom teachers;
- student support professionals;
- Central Learning Supports teachers;
- Central Learning Supports student support professionals;
- social workers; and
- attendance counsellors.

## 2.3 Assistive Technology and Equipment

Students are provided with a range of technological devices and software to support a variety of individual needs (e.g. iPads, communication software and laptops). Some students require the supports of specialized equipment (e.g. mobility bikes and walkers); needs are assessed in collaboration with community partners.

## 2.4 Training Initiatives for 2018/2019

### Administrator

- A number of school administrators have invited members of the special education team to provide staff training on a social thinking program called Zones of Regulation.
- In the fall of 2018, administrators engaged in trauma training and the special education team provides ongoing assistance and coaching to support trauma informed work in our schools.
- In 2019, several administrators will have completed the Special Education for Administrators training.

### Teacher

- Lexia is an online reading program purchased for use in our schools. Special education facilitators received training in 2018; ongoing training is available to all interested teachers;
- The special education team worked collaboratively with the technology team to offer joint Inspire and Special Education Leadership Sessions.
- Special education teachers attend a range of specialized training conferences each year.
- Each fall, the special education team provides training sessions for teacher candidates at the Lakehead University Faculty of Education.
- Central staff received training on Healthy Relationships Plus, and are providing and supporting delivery of the program with intermediate students in a number of schools.
- In February 2019, representatives from Apple provided special education staff with iPad training and met with the Special Education Advisory Committee to explore options for a parent/community engagement session.

## Student Support Professional (SSP)

- Each year the special education department meets with SSP union representatives to develop a training plan based on the needs and wishes of SSP's.
- Behaviour management systems training as well as medication training is mandatory each year.
- In 2018-2019, training priorities included staff wellness, autism, First Aid, SafeTALK and use of technology.

### 3. New Initiatives and Actions

- pediatric clinic;
- northern supports initiative;
- professional learning with Apple;
- Empower, Lexia and READ and Write; and
- care and/or treatment Custody and Corrections Programs.

### 4. Next Steps

- 4.1 The special education department continues to look for opportunities to strengthen communication with parents/guardians.
- 4.2 Given the success of the Empower and Lexia, every effort will be made to train additional staff members and extend the program to additional schools.
- 4.3 The special education team will continue to partner with the program department to explore collaborative training opportunities.
- 4.4 In May 2019, Apple will provide phase two training to special education staff, and partner with the Special Education Advisory Committee to host a parent/ community engagement session.

### 5. Conclusion

Lakehead District School Board is committed to providing quality programming for students with special needs, ongoing targeted professional training for staff and effective communication with parents.

Respectfully submitted,

LORI CARSON  
Special Education Officer

COLLEEN KAPPEL  
Superintendent of Education

IAN MACRAE  
Director of Education

LAKEHEAD DISTRICT SCHOOL BOARD  
OFFICE OF THE DIRECTOR OF EDUCATION

2019 APRIL 23  
Report No. 038-19

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

RE: LAKEHEAD UNIVERSITY ACHIEVEMENT PROGRAM

1. Background

- 1.1 In 2012, Lakehead District School Board (LDSB) signed a Memorandum of Understanding with Lakehead University (LU) to participate in the LU Achievement Program. The Achievement Program supports access to post-secondary education by providing an opportunity to potential future students who experience socioeconomic barriers to obtaining post-secondary education.
- 1.2 The Achievement Program is directed by a Guidance Committee composed of staff and faculty from Lakehead University, with representation from members of the participating school boards, other community agencies and participants' parents/guardians. The program has a full-time coordinator staffed by LU.
- 1.3 Students from Lakehead District School Board and other regional school boards earn financial support from LU from Grades 4-12 through participation in academic and recreational programming at their school, the community, and on campus at Lakehead University.
- 1.4 Students who complete all of the program requirements each year from Grades 4-12 can earn a maximum of their first year of tuition at Lakehead University, for an undergraduate degree of their choice. These financial supports can also be used for other educational related expenses if a student earns funding from other avenues (bursaries, etc.).

2. Situation

- 2.1 Lakehead Public School students have been enrolled in the program since 2011, as we were part of the original pilot project. We currently have 54 active participants in the program and each year are permitted to enroll up to 20 new students in Grade 4. (Depending on fundraising each year, as identified by LU.)
- 2.2 We currently enroll students from Ogden Community Public School, Sherbrooke Public School, Algonquin Avenue Public School and McKellar Park Central Public School, as they serve some of our neediest students. Students in the program have moved on to all three Lakehead District School Board secondary schools.

- 2.3 This year, our students have participated in several events, including a Family Games Night at Ogden Community Public School for participants in Grades 4-7 and a Thunderwolves Game Night at the fieldhouse for students in Grades 8-11. At both events, LU Achievement Program staff were on hand to support the students and answer questions about life at university, including financial assistance, course selection and activities.
- 2.4 Grades 10 and 11 students attended a special day with the LU Native Access Program to explore various undergraduate and career pathways. It was set up in a speed networking style, where they had 15 minutes with a department/faculty for four rounds. Students from all three LDSB secondary schools attended the event.
- 2.5 The Student Speaker Series is a fall/winter event that provides hands-on programming and lunch to all LU Achievement Program participants. Hands on activities and/or special guest speakers come to the school to eat and speak with students about a range of topics. Participation by LDSB students this year was excellent.

### 3. Next Steps

- 3.1 The Achievement Program will host its annual Day on Campus in May of 2019. All elementary and secondary students will go to LU for a day of programming with Athletics and ActiveU, Faculty of Engineering, School of Nursing, Outdoor Recreation, Parks & Tourism, Chemistry Department and the Aboriginal Mentorship Program.
- 3.2 LU has entered all participants into *Colleague*, which is the University's software for tracking future, and current students. They are working with various departments to move to the next phase with *myinfo* so students can log on to input engagement activities, see upcoming events, complete forms, etc.
- 3.3 To grow interest and support for the program, the coordinator will be invited to speak to LDSB principal meetings, Council of School Council Chairs, Parent Involvement Committee, Aboriginal Education Advisory Committee (AEAC) and school council meetings of our target schools.
- 3.4 The program coordinator and principal of the program will work closely with school guidance counsellors and student success leads to support our participating secondary students achieve the goal of attending Lakehead University.

4. Conclusion

Lakehead District School Board has been a supporter of the Lakehead University Achievement Program since its inception. Our partnership helps LDSB provide a pathway to LU for our students who experience socio-economic barriers to obtaining post-secondary education. The program's activities and events provide skill development and networking that are of great benefit to our students, regardless of their eventual pathway beyond secondary school. We will continue to support the program through recruitment, event organization and student success planning.

Respectfully submitted,

AJ KEENE  
Early Years and Program Principal

SHERRI-LYNNE PHARAND  
Superintendent of Education

IAN MACRAE  
Director of Education



LAKEHEAD DISTRICT SCHOOL BOARD

**SPECIAL EDUCATION ADVISORY COMMITTEE**

Jim McCuaig Education Centre  
Thunder Bay, Ontario

2018 DEC 12

**MEMBERS PRESENT:**

Danielle Miller  
Ruth Vannieuwenhuizen  
Therese Zaroski  
Miranda Myers  
Wilma Kleynendorst  
Jennifer Bean  
Ashley Etienne  
Kelly Matyasovszky  
Mike Otway

Cory Koski  
Debby Dick  
Liz Tod  
Carey Murphy  
Suzanne Posthumus  
Amy Massalin  
Trustee George Saarinen  
Trustee Sue Doughty-Smith

**OTHERS PRESENT:**

Colleen Kappel

**ABSENT REGRETS:**

Angela Hill

Wilma Kleynendorst

1. **Call to Order**

Colleen Kappel, Superintendent of Education, called the meeting to order at 6:30 p.m.

2. **Welcome and Introductions**

Colleen Kappel, Superintendent of Education welcomed everyone to the meeting.

3. **Elections**

3.1. **Election of Chair**

Colleen Kappel, Superintendent of Education explained the process for electing a Chair and Vice Chair of SEAC. Ms. Kappel noted there were no pre-nominated for the position of Chair of SEAC. Cory Koski nominated Kelly Matyasovszky; Ms. Matyasovszky declined the nomination. Trustee George Saarinen nominated Liz Tod; Ms. Tod accepted the nomination. Superintendent Colleen Kappel called for nominations from the floor three times. There were no further nominations.

**Motion to Close Nominations for Election of Chair**

Moved by Cory Koski

Seconded by Trustee George Saarinen

*“THAT nominations for the position of Chair be closed.”*

CARRIED

Liz Tod was acclaimed as Chair of SEAC and assumed the Chair for the remainder of the meeting.

3.2. Election of Vice Chair

Liz Tod, Chair of SEAC, announced there were no pre-nominations. Cory Koski nominated Kelly Matyasovszky; Ms. Matyasovszky accepted the nomination. Liz Tod called for nominations from the floor three times. There were no further nominations.

Motion to Close Nominations for Election of Vice Chair

Moved by Cory Koski

Seconded by Daniel Miller

*“THAT nominations for the position of Vice Chair be closed.”*

CARRIED

Kelly Matyasovszky was acclaimed as Vice Chair of SEAC.

4. Role of SEAC

Colleen Kappel, Superintendent of Education provided a brief overview of the role of SEAC including attendance, voting and meeting etiquette.

5. Approval of the Agenda

Moved by Mike Otway

Seconded by Suzanne Posthumus

*“THAT the agenda for the December 12, 2018 SEAC meeting be approved.”*

CARRIED

6. Declarations of Conflict of Interest

There were no declarations of conflict of interest.

7. Presentations

There were no presentations.

8. Approval of the Minutes

Moved by Cory Koski

Seconded by Trustee George Saarinen

*“THAT the minutes of the November 21, 2018 SEAC meeting be approved.”*

CARRIED

9. Business Arising From the Minutes

Trustee George Saarinen acknowledged Kingsway Park Public School for its great work. Colleen Kappel noted she shared with, and thanked staff during the November 21, 2018 tour of Kingsway Park Public School for considering feedback from SEAC and incorporating suggestions into the special needs area of the school during the renovation.

10. Correspondence

The correspondence folder was circulated for members' perusal. Members requesting copies of communication materials can initial the specific document and Robin Orr will send a copy to individuals identified.

11. Advocacy Tracking

11.1. Advocacy Tracking Sheet

The advocacy tracking template was circulated for member completion. Members were reminded that only general information is included on the tracking sheet and that individuals should not be identified.

11.2. Advocacy Binder

All members were provided with a 2018-2022 Advocacy Binder. Colleen Kappel referred to the Advocacy Memo and asked members to contact Robin Orr if changes are required to their contact information. Additionally, members who do not wish to let their name stand on the advocacy memo can Robin Orr. Liz Tod gave a brief overview of each section of the binder.

12. New Business

12.1. Director's Annual Report

Colleen Kappel, Superintendent of Education shared the Director's Annual Report 2017-2018 highlighting areas including:

- Inspire Program;
- Lexia and Power Up;
- You Belong Here;
- Here Campaign; and
- Equity and Inclusion programs.

Members' questions were addressed. Ms. Kappel suggested having Renee Monsma, Mental Health Lead, present on this initiative as an option for SEAC's consideration.

12.2. SEAC Member Binder

All members present were provided with a 2018-2022 SEAC binder. Kelly Matyasovszky provided a general overview of each section.

### 12.3. Video Update

Colleen Kappel, Superintendent of Education shared an update on the status of the SEAC video. Ms. Kappel provided background information on the SEAC video project for new members. To date a student has been identified and consent given by her parents. The student and her parents have met with the video team to begin the process. The video will outline the student, her exceptionality, and challenges and successes in her journey. A draft video will be shared with SEAC at a future meeting.

### 13. Information/Inquiries & Association Reports

Colleen Kappel, Superintendent of Business noted she attended a session on sleep, and suggested this may be an option for a parent engagement session. Members were asked to notify Ms. Kappel if they are interested in exploring this option further.

Colleen Kappel announced her retirement effective July 2019. With mixed emotions, members congratulated Ms. Kappel and wished her well.

### 14. Board Update

Trustee George Saarinen provided highlights on the following meeting:

- November 27 Regular Board Meeting
  - Trustee Character Award – Steve Gerow;
  - Kingsway Park Public School Celebrating Student Achievement Presentation;
  - Ontario Public School Boards' Association Report;
  - Student Trustee Report;
  - Audit Committee Report
  - Lakehead Public Schools International Report;
  - SEAC and AEAC Reports
  - approval of policies: 6040 Reporting of Children in Need of Protection, 8061 Aboriginal Education Advisory Committee and 8070 Safe Schools – System Expectations;
  - approval of By-Law No. 117 – 2019 Tax Levy;
  - appointments to AEAC; and
  - approval of the 2018 Procedural By-Law and Notice to Enact.
- December 4 Inaugural Board Meeting
  - Notation of Municipal Clerk's Certificates of Election or Acclamation;
  - Declarations and Oaths of Allegiance;
  - Election of Board Chair and Vice Chair;
  - Election of a member and alternate of the Coordinating Committee;
  - Thunder Bay Public Library Board Annual Report;
  - Annual Reports from AEAC, PIC and SEAC;
  - Appointments to SEAC for the 2018-2022 term;
  - Trustee appointments to Board Committees; and
  - The Director's Annual Report 2017-2018.

15. Adjournment

Moved by Mike Otway

Seconded by Cory Koski

*"THAT we do now adjourn at 7:25 p.m."*

CARRIED

LAKEHEAD DISTRICT SCHOOL BOARD

**SPECIAL EDUCATION ADVISORY COMMITTEE**

Jim McCuaig Education Centre  
Thunder Bay, Ontario

2019 JAN 16

**MEMBERS PRESENT:**

Liz Tod (Chair)  
Ruth Vannieuwenhuizen (A)  
Therese Zaroski  
Miranda Myers  
Wilma Kleynendorst  
Ashley Etienne (A)

Mike Otway  
Carey Murphy (A)  
Suzanne Posthumus  
Angela Hill  
Trustee George Saarinen  
Trustee Sue Doughty-Smith

**OTHERS PRESENT:**

Colleen Kappel

Lori Carson

**ABSENT REGRETS:**

Kelly Matyasovszky (Vice Chair)  
Wilma Kleynendorst  
Danielle Miller  
Jennifer Bean

Cory Koski  
Debby Dick (A)

**GUEST**

Mahejabeen Ebrahim

1. **Call to Order**

Liz Tod, Chair of SEAC, called the meeting to order at 6:03 p.m.

2. **Approval of the Agenda**

Moved by Trustee George Saarinen

Seconded by Suzanne Posthumus

*“THAT the agenda for the January 16, 2019 SEAC meeting be approved.”*

**CARRIED**

3. **Declarations of Conflict of Interest**

There were no declarations of conflict of interest.

4. **Presentations**

4.1 **Lexia and Empower**

Ruth Ann Fay, Learning Support Resource Teacher shared a presentation on Lexia and Core 5 Reading and Power Up Literacy and how it supports students with language based learning disabilities. Highlights of the presentation included:

- Overview of how the programs work and which students access each program;
- Lessons offered;
- Best practices;
- Learning strategies; and
- Student results.
- 

Discussion ensued and questions were addressed. Ms. Fay was thanked for her time and fulsome presentation.

5. Approval of the Minutes

Moved by Suzanne Posthumus

Seconded by Mike Otway

*“THAT the minutes of the December 12, 2018 SEAC meeting be approved.”*

CARRIED

6. Business Arising From the Minutes

6.1. Video Update

Colleen Kappel, Superintendent of Education noted the selected student and the parents of the student have been involved in videotaping to date. Staff and friends will also be included in the video as well. The video will be shared at a future meeting before being shared system wide.

6.2. Parent / Community Engagement Session “Apple” and “Sleep” Presentations

Colleen Kappel, Superintendent of Education noted representatives from Apple expressed interest in presenting to SEAC. Many students who attend Lakehead Public School use Apple products and this may be a good presentation for a parent / community engagement session that members would consider. Ms. Kappel also noted members may consider a presentation on Sleep as this is an important topic for educations, students and families. Members agreed both would be appropriate presentations. Ms. Kappel and Ms. Carson will follow up with presenters and share information at a future meeting.

6.3. Advocacy Training Session

Liz Tod, Chair of SEAC asked and members confirmed they would benefit from an Advocacy Training Session. Members were asked to send Robin Orr specific areas of interest and training will be developed to meet the needs of attendees.

7. Correspondence

The correspondence folder was circulated for members’ perusal. Members were reminded to initial documents they would like a copy of and Robin Orr will email documents identified.

8. Advocacy Tracking

The advocacy tracking template was circulated for member completion. Members noted they have seen a decline in advocacy requests and asked for clarification as to how advocates are contacted and if connections are made through personal relationships or if information is available for all advocated, and if advocacy contact information is being shared adequately. Colleen Kappel noted information is shared with all schools and posted on the website. The lack of contact with members may be due to the number of agencies in the community who offer advocacy services. Discussion ensued. Ideas for sharing information included presentation at a Parent Involvement Committee meeting, include with IPRC, send home a list of advocates with students and share information with partners.

It was suggested to simplify advocacy sheets, and focus on what is an advocate, how can an advocate assist and how to contact an advocate.

Advocacy Tracking will be brought to the next SEAC meeting for further discussion.

9. New Business

9.1. 2018-2019 SEAC Work Plan – Review Record of Progress

The 2018-2019 SEAC Work Plan was distributed to members in their meeting package. Liz Tod, Chair of SEAC provided a brief overview of each goal. Goal 4 was identified as an area connected to Advocacy Tracking and how SEAC information is shared with community partners.

9.2. Kindergarten Registration

Liz Tod, Chair of SEAC advised members that Kindergarten Registration will take place on February 4, 2019 at the Valhalla. Colleen Kappel, Lori Carson, Suzanne Posthumus, and Trustee George Saarinen will attend to represent SEAC. Mike Otway will also attend if scheduling permits.

10. Policies Currently Under Review

Colleen Kappel, Superintendent of Education noted that Policy 5010 Special Education will be released for constituent feedback on February 13, 2019 with feedback due by March 27, 2019. Ms. Kappel suggested members may want to establish a sub-committee to review the policy. Members interested in being on the sub-committee can contact Robin Orr.

11. Information/Inquiries & Association Reports

Trustee George Saarinen noted the budget process has begun. As part of the process SEAC will be invited to present at the deputation evening and should consider recommendations and priorities to bring forward. Members who have recommendations can forward them to Robin Orr.



12. Status of SEAC Budget

Liz Tod reported the current SEAC budget is \$7,321.83 consisting of:

- \$2,624.77 carry forward from 2017-2018;
- \$2,000.00 Board allocation for 2018-2019; and
- \$1,500.00 allocated from PIC for 2018-2019.

Carry forward funds have been allocated to preparation of the SEAC video. Funding will also cover the costs of presenters who present at SEAC meetings and / or to parent / community engagement sessions.

13. Board Update

Trustee Sue Doughty-Smith provided highlights on the following meeting:

- January 8 Standing Committee Meeting
  - Trustee Character Award to Kaitlyn Oleksuk and Nicole Wyman, Valley Central Public School;
  - The Arts Report;
  - Health and Safety Program Semi-Annual Report; and
  - Appointment to the Thunder Bay Public Library Report.

14. Adjournment

Moved by Mike Otway

Seconded by Miranda Myers

*“THAT we do now adjourn at 7:45 p.m.”*

CARRIED

LAKEHEAD DISTRICT SCHOOL BOARD

**SPECIAL EDUCATION ADVISORY COMMITTEE**

Jim McCuaig Education Centre  
Thunder Bay, Ontario

2019 FEB 20

**MEMBERS PRESENT:**

Liz Tod (Chair)  
Miranda Myers  
Wilma Kleynendorst  
Mike Otway  
Carey Murphy (A)  
Suzanne Posthumus  
Amy Massalin (A)

Trustee Trudy Tuchenhagen (A)  
Trustee Sue Doughty-Smith  
Kelly Matyasovszky (Vice Chair)  
Wilma Kleynendorst  
Danielle Miller  
Cory Koski  
Debby Dick (A)

**OTHERS PRESENT:**

Colleen Kappel

Lori Carson

**ABSENT REGRETS:**

Jennifer Bean  
Ashley Etienne (A)  
Ruth Vannieuwenhuizen (A)

Therese Zaroski  
Angela Hill  
Trustee George Saarinen

**GUEST**

Mahejabeen Ebrahim

1. **Call to Order**

Liz Tod, Chair of SEAC, called the meeting to order at 6:02 p.m.

2. **Approval of the Agenda**

Item 6.2 will be addressed following Item 4.1.

Moved by Mike Otway

Seconded by Wilma Kleynendorst

*“THAT the agenda for the February 20, 2019 SEAC meeting be approved.”*

**CARRIED**

3. **Declarations of Conflict of Interest**

There were no declarations of conflict of interest.

#### 4. Presentations

##### 4.1 George Jeffrey Children's Centre, School Based Rehab Services Process

Nicole Deschamps, Manager Client Services from George Jeffrey Children's Centre shared a presentation on the process for school based rehab services. Highlights of the presentation included:

- Services provided by George Jeffrey Children's Centre (GJCC) includes a wide range of therapy and support services to children and youth;
- GJCC mandate;
- areas of services for publicly funded schools;
- transfer of School Based Rehabilitation Services includes occupational therapy, physiotherapy, and speech therapy for public schools from LHIN to GJCC);
- no impact to referral process or waitlists;
- Ontario governments commitment to providing children and youth with services;
- Ministry key messages; and
- what has changed/remained the same with the transition to GJCC.

Discussion ensued and questions were addressed. Ms. Deschamps was thanked for her time and presentation.

##### 4.2 2019-2020 Budget Presentation

Kirsti Alaksa, Manager of Financial Services and Angelica Meija, Lakehead University student presented information on the 2019-2020 budget process. Ms. Alaksa addressed the 2019-2020 guiding principles and the Special Education Budget.

Colleen Kappel, Superintendent of Education addressed questions regarding SSP staffing and related funding, referrals and waitlists.

Discussion ensued and questions from members were addressed.

Ms. Alaksa and Ms. Meija were thanked for their presentation.

##### 4.3 Special Education Policy 5010

Colleen Kappel, Superintendent of Education reminded members that the Special Education Policy 5010 was shared at the last meeting and is available on the Board website for review and input. Liz Tod and Kelly Matyasovszky reviewed the policy and identified suggested changes for feedback. Changes will be shared with members and additional feedback can be sent to Robin Orr. Ms. Kappel noted the policy has also been shared with the Human Rights and Equity Advisory for further review and feedback.

5. Approval of the Minutes

Moved by Mike Otway

Seconded by Trustee Trudy Tuchenhagen

*“THAT the minutes of the January 16, 2019 SEAC meeting be approved.”*

CARRIED

6. Business Arising From the Minutes

6.1. Kindergarten Registration Evening

Lori Carson, Special Education Officer noted Colleen Kappel, Suzanne Posthumus and herself attended the Kindergarten Registration evening on February 4, 2019. The evening had a great turnout with lots of parents and children, and we were able to address many questions.

6.2. Apple Presentation

Colleen Kappel, Superintendent of Education introduced Don MacNamee and Kevin Goodridge, representative from Apple who were in attendance to dialog with SEAC members and obtain feedback regarding products and services that members would like further information on, and that could be used at a parent / community engagement session. Mr. Goodridge noted some of the products and accessibility features offered including visual, audio, kinetics, as well as coding and creativity tools.

Lori Carson noted Mr. MacNamee and Kevin Goodridge will be meeting with the Special Education team tomorrow to discuss system needs to support students.

Liz Tod noted I-Pads in schools are often used for breaks instead of an instructional tool to assist students. Parents are not always aware of what I-Pads and other Apple products offer and cannot advocate for the use of technology to support students if they are unaware of functionality.

Mike Otway shared an example and noted that an I-Phone which has adapt to a person’s speaking pattern makes it possible for the individual to have text messaging conversations with friends. The I-Phone makes communication much easier.

Areas of interest identified included for an engagement evening included:

- how can Apple products be fully utilized to support students;
- how can parents use I-Phones;
- how Apple products assist students to achieve greater success;
- how to transfer student learning from school to home environment if parents/guardians don’t know how to use program/technology/accessibility; and
- hands on demonstration.

Mr. Goodridge noted there is not a specific training program for parents; however, some training/professional development information can be

found by visiting apple.ca or by searching the UK website. Individuals with an Apple ID can login can to the Apple store for further resource material. He further noted that educational applications are available through the app store.

Liz Tod thanked Mr. Goodridge and Mr. MacNamee for their time, and noted members who have additional suggestions can forward the information to Lori Carson.

### 6.3. Parent / Community Engagement Session Presenters

Colleen Kappel, Superintendent of Education updated members that representatives from Apple, and Sharon Pyke, Sleep presenter have both agreed to present at a parent / community engagement event. It was suggested it may not be possible to arrange both presenters in one evening and that two engagement events could be scheduled between April and May 2019. Members agreed with the idea; Colleen Kappel to move forward with organizing a parent / community engagement event(s) for April / May 2019.

### 6.4 Advocacy – Tracking, Content of Information and Distribution to Community Partners et al (Work Plan – Goal 4)

Colleen Kappel, Superintendent of Education updated members that additional time is needed to thoroughly review the process for tracking advocacy information. Once the review is completed, this item will be brought back to a future SEAC meeting.

## 7. Correspondence

The correspondence folder was circulated for members' perusal.

## 8. Advocacy Tracking

The advocacy tracking template was circulated for member completion.

## 9. New Business

### 9.1. 2019-2020 Budget Deputation

Liz Tod, Chair of SEAC noted a copy of 2018-2019 Budget Deputation was included in the meeting package as reference, and requested members' input on revisions for the 2019-2020 Budget Deputation submission. Members identified the following items for inclusion:

- Board professional development for teachers and SSPs with focus on early identification;
- Planning time for teachers and SSPs to create tools and learn about the programs they are using with students;
- Increase in behavioural services across the board; additional staff who can go into the schools (in general for autism); and
- Use PA day for staff training.

Other areas discussed and addressed were:

- Students have long wait times for clinical assessments and psycho-educational assessments;
- Advocacy Messaging out to school staff – misinformation, how we think, what information we are sharing (i.e. assessments, funding to support assessments, allocation of supports).
- Lack of expertise in Thunder Bay; some parents have to travel to Sick Kids);

Members who would like to offer further suggestions to include in the 2019-2020 Budget Deputation can email Robin Orr.

10. Board Update

There was no update provided.

11. Information/Inquires & Association Reports

Mike Otway reported on the January 21, 2019 Parent Involvement Committee (PIC) meeting noting highlights of the meeting. Mr. Otway will share information regarding upcoming SEAC Parent / Community Engagement Session(s) with PIC. Additionally, he suggested we could share the SEAC video with PIC when finalized.

Liz Tod asked if the Board staff receive special education training during PA days. Lori Carson noted training is determined based on ministry requirements, Board priorities and in consultation with unions and federations. Members who have suggestions for PA training can email Lori Carson.

12. Adjournment

Moved by Mike Otway

Seconded by Suzanne Posthumus

*“THAT we do now adjourn at 8:07 p.m.”*

CARRIED

LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2019 APR 23  
Report No. 039-19

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

RE: RECOMMENDATIONS FROM THE STANDING COMMITTEE

Background

The following reports were received at the Standing Committee Meeting of April 9, 2019 and have been referred to the Board for approval. The recommendations are as follows:

**POLICY REVIEW – 3001 GOVERNANCE (035-19)**

*It is recommended that Lakehead District School Board approve 3001 Governance Policy, Appendix A to Report No. 035-19.*

**POLICY REVIEW – 5010 SPECIAL EDUCATION (036-19)**

*It is recommended that Lakehead District School Board approve 5010 Special Education Policy, Appendix A to Report No. 036-19.*

**POLICY REVIEW – 6065 PREVALENT MEDICAL CONDITIONS (037-19)**

*It is recommended that Lakehead District School Board approve 6065 Prevalent Medical Conditions Policy, Appendix A to Report No. 037-19.*

Respectfully submitted,

GEORGE SAARINEN  
Chair  
Standing Committee

**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:

- the whole child;
- equitable and inclusive education;
- high expectations for all students;
- early identification of students needs and intervention;
- a continuum of support services and resources;
- partnerships with parents, teachers, professional staff and the community supported by ongoing communication;
- support for teachers and support staff to develop the necessary skills and teaching strategies to teach all students; and
- learning opportunities designed to meet the needs of each student.



**SPECIAL EDUCATION PROGRAM & SERVICES****5000**

DRAFT – April 9, 2019

**SPECIAL EDUCATION POLICY****5010**

3.2 Lakehead District School Board shall provide:

- program options, which are annually reviewed by the Board;
- student/teacher ratios as required under the Ontario Education Act for the different exceptionalities;
- fair access to specialized programs;
- inclusion experiences within the school as much as possible;
- consistent Identification, Placement and Review Committee (IPRC) processes; and
- assessment and evaluation procedures consistent with the Individual Education Plan (IEP) and 4021 Assessment and Evaluation Policy, and related procedures.

3.3 This policy is applied subject to current Ministry of Education directives.

4. Review

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

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
Lakehead District School Board Special Education Plan	February 25, 2003	Ontario Education Act
1020 Equity and Inclusive Education Policy and Procedures	(Consolidation of 5010, 5020, 5021, 5040)	
3040 Transportation Policy and Procedures	<u>Date Revised</u>	
4021 Assessment and Evaluation Policy and Procedures	January 24, 2012	
2010 Policy Development and Review Policy and Procedures		

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<b>STUDENT SERVICES</b>	<b>6000</b>
<b>PREVALENT MEDICAL CONDITIONS POLICY</b>	<b>6065</b>

1. Rationale

- 1.1 In compliance with Sabrina's Law, Ryan's Law and all other relevant legislation, the Lakehead District School Board recognizes the seriousness of prevalent medical conditions.
- 1.2 It is the policy of Lakehead District School Board to establish and maintain policies and procedures that ensure the safety of students with prevalent medical conditions, while supporting these students as they access school in a safe, accepting and healthy way. The safety of students with prevalent medical conditions is a shared responsibility of the Board, school, family, health care provider and community partners.

2. Policy

It is the policy of Lakehead District School Board that staff members are aware of prevalent medical conditions, minimize the risks of an occurrence of a medical exacerbation/reaction and respond accordingly to emergency situations as laid out in the medical management plans.

3. Guidelines

- 3.1 All procedures related to prevalent medical conditions for students must be administered in a manner that respects, to the degree possible in the circumstances, the student's privacy, dignity and cultural sensitivity.
- 3.2 Each school principal shall ensure that there is a mechanism to identify students with prevalent medical conditions. Each school shall be responsible for developing a Medical Management Plan/Emergency Action Plan for managing the prevalent medical conditions of all students. This plan shall be developed in conjunction with parents/guardians/caregivers and health professionals upon registration or upon a new diagnosis and should be reviewed yearly.
- 3.3 Each school principal shall empower students to reach their full potential for self-management of their medical condition(s) according to their Medical Management Plan.
- 3.4 In preventing the potential for an exacerbation or life-threatening allergic reaction, the principal shall identify strategies to reduce the risk of exposure to allergens or known triggers in classrooms and common school areas.
- 3.5 In responding to emergency situations, staff and third party employees are acting according to the principle of "in loco parentis" and not as health professionals. These individuals who provide supports to students in an emergency situation shall have full coverage under the Board's liability policies.

<b>STUDENT SERVICES</b>	<b>6000</b>
<b>PREVALENT MEDICAL CONDITIONS POLICY</b>	<b>6065</b>

3.6 On an annual basis, the principal will arrange regular training in dealing with prevalent medical conditions for all employees and others who are in direct and regular contact with identified students.

4. Review

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

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
Ministry of Education Policy & Program Memorandum No. 161, Supporting Children and Students with Prevalent Medical Conditions	June 27, 2017	Bill 3 Sabrina's Law, 2005 – An act to protect anaphylactic pupils
6061 Administration of Oral Medication Policy and Procedures		Bill 20 Ryan's Law, 2015 – Ensuring Asthma Friendly Schools
Ministry of Education Policy & Program Memorandum No. 81, Provision of Health Support Services in School Settings, July, 1984	<u>Date Revised</u>	

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LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2019 APRIL 23  
Report No. 041-19

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

RE: APPROVAL OF APPOINTMENT TO THE SUPERVISED ALTERNATIVE LEARNING (SAL) COMMITTEE 2018-2019

1. Background

- 1.1 In accordance with the Education Act of Ontario Regulation 374/10, the Board shall establish a Supervised Alternative Learning (SAL) Committee.
- 1.1.1 The SAL Committee shall be composed of no fewer than three persons to be appointed by the Board.
- 1.1.2 The members of the SAL Committee shall include: a trustee of the Board; a supervisory officer; and at least one person who is not an employee of the Board.
- 1.1.3 Trustee appointments to the SAL Committee are approved at the Annual Meeting in December.
- 1.2 During the 2018-2019 school year, members of the committee included:
- Marg Arnone, Trustee;
  - Sue Doughty-Smith; Trustee (Alternate);
  - Colleen Kappel, Superintendent of Education;
  - Jeff Upton, Education Officer (Alternate);
  - Rob Barrett, Executive Director, Youth Employment Services (YES) (Alternate); and
  - Wendy Koehler, Executive Assistant, Youth Employment Services (YES) (Alternate).

2. Situation

The role of the SAL Committee is to accept and consider applications from parents/guardians of compulsory secondary school age children, who are at least 14 years of age, and who wish to be excused from either full-time or part-time attendance at school. Where such applications are approved, the SAL Committee, in consultation with a representative(s) from the student's home school, and the student's parent/guardian, determines an alternative learning program directed towards the student's needs and interests.

RECOMMENDATION

It is recommended that Lakehead District School Board approve the appointment of James Laughton, Program Supervisor, Youth Employment Services (YES), to the Supervised Alternative Learning (SAL) Committee for the 2018-2019 school year.

Respectfully submitted,

COLLEEN KAPPEL  
Superintendent of Education

IAN MACRAE  
Director of Education

LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2019 APR 23  
Report No. 040-19

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

RE: NOTICE OF MOTION – LETTER TO LISA THOMPSON, MINISTER OF EDUCATION

1. Background

At the Regular Board Meeting on February 26, 2019, the following Notice of Motion was brought forth by Trustee Doughty-Smith:

*“THAT the Chair send a letter to Lisa Thompson, Minister of Education, that Lakehead Public Schools believes that raising class sizes will hurt kids and have a dramatic effect on students and staff.”*

2. Situation

This motion will be considered at the Regular Board Meeting on April 23, 2019.

Respectfully submitted,

IAN MACRAE  
Director of Education