



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, May 14, 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. <b>COMMITTEE OF THE WHOLE - Closed Session – 7:15 p.m. (SEE ATTACHED AGENDA)</b>		
6. Delegations/Presentations		
6.1 Introduction of the 2019-2020 Student Trustee	E. Chambers	Verbal
6.2 Trustee Character Award - Iris Maxwell, Vision Itinerant Teacher, Lakehead Public School	D. Massaro	Verbal
6.3 St. James Public School - <i>It Takes a Village</i>	C. Kappel	1-5
7. Approval of Minutes		
7.1 Standing Committee Meeting - April 9, 2019	G. Saarinen	6-8
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	Student Success – Technology Education (046-19)	S. Pharand	9-12
9.2	Aboriginal Education Advisory Committee Meeting Minutes – February 7, 2019	S. Pharand	13-16
9.3	Parent Involvement Committee Meeting Minutes - March 4, 2019	I. MacRae	17-19
10.	First Reports		

**MATTERS FOR DECISION:**

11.	Postponed Reports		
12.	Ad Hoc and Special Committee Reports		
13.	New Reports		
13.1	Naming of the New Elementary School (045-19)	S. Pharand	20-26
	<i>It is recommended that Lakehead District School Board approve the name of the new elementary school as École Northern Lights Public School.</i>		
13.2	Approval of Board Meeting Schedule (032-19)	E. Chambers	27-28
	<i>It is recommended that Lakehead District School Board approve the revised Standing Committee and Regular Board Meeting Schedule 2019-2020, as set out in Appendix A to Report No. 032-19.</i>		
13.3	Policy Review – 3030 Purchasing (043-19)	D. Wright	29
	<i>It is recommended that Lakehead District School Board defer the review of Purchasing Policy 3030 from the 2018-2019 school year to the 2020-2021, after the centralized procurement process has been designed.</i>		

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>
13.4	Policy Review – 8010 Fees for Learning Materials And Activities (049-19)	D. Wright	30-40
	<i>It is recommended that Lakehead District School Board approve 8010 Fees for Learning Materials and Activities Policy, Appendix A to Report No. 049-19.</i>		
13.5	2019-2027 Policy Review Schedule (048-19)	I. MacRae	41-43
	<i>It is recommended that Lakehead District School Board approve the 2019 to 2027 Policy Review Schedule, Appendix A to Report No. 048-19.</i>		
13.6	Appointments to the Aboriginal Education Advisory Committee (044-19)	S. Pharand	44-45
	<i>It is recommended that Lakehead District School Board approve the following appointments to the Aboriginal Education Advisory Committee:</i>		
	<ul style="list-style-type: none"> <li>• <i>Leanna Marshall, Indigenous Counsellor, Confederation College, Community Member;</i></li> <li>• <i>Lindsay Gravelle-Catlin, Parent Member;</i></li> <li>• <i>Ardelle Sagutcheway, Parent Member; and</i></li> <li>• <i>Elder Isabelle Mercier, Alternate Community Elder.</i></li> </ul>		
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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**COMMITTEE OF THE WHOLE – Closed Session**  
**7:15 p.m. – in the Sibley Room**

	<u>Resource Person</u>	<u>Pages</u>
5.1 Approval of Committee of the Whole - Closed Session Minutes		
5.1.1 Standing Committee Meeting - April 9, 2019	G. Saarinen	1-2
5.2 Business Arising from the Minutes		
5.3 Consideration of Reports		
5.3.1 Legal Matter	I. MacRae	Verbal
5.4 Information and Inquiries		
5.5 Rise and Ask Leave to Sit in Public Session		

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

**LAKEHEAD DISTRICT SCHOOL BOARD**



**Celebrating Student Achievement**

School: **St. James Public School**

Title of Initiative: **It Takes a Village**

<b>Components of Initiative</b>	<b>School's Details</b>
<p>1. Description of the nature of the initiative to improve student achievement</p>	<p>Over the last several months, students, staff, parents and community members at St. James Public School have been working on supporting our students' well-being, their ability to deal with challenges/adversity and their academic success.</p> <p>We have been doing this all through a collective effort towards building student's self-confidence, promoting and nurturing healthy relationships, and improving the school environment.</p>
<p>2. Rationale for selecting the initiative</p>	<p>We are all familiar with the ancient African proverb that says, "It takes a village to raise a child." More importantly, at St. James Public School, we know that it takes a village to educate, nurture and support our students.</p> <p>Our St. James village consists of staff, parents/guardians and countless community partners including outside agencies/service providers, police officers, churches, seniors homes, post-secondary schools and more.</p> <p>Being a part of a "village" gives us all an opportunity to help create and structure a network of support for our St. James Public School children. Together we all play a valuable role and without the support of each other, our students would ultimately not be as successful.</p> <p>Before children even enter school, they have so many "teachers" in their lives, and while at St. James Public School, we want our students to learn from as many "teachers" as they can. As we know, school is not just about education anymore; it is about home/school/community efforts. As such, we invite and collaborate with so many individuals and organizations to come into our school and work with our students and us.</p> <p>When children have positive healthy relationships with caring adults and where they feel safe,</p>

	<p>appreciated and respected; then real achievement and learning can take place.</p> <p>Research shows that how a student feels about their learning environment and their opportunity for success are crucial factors in student achievement. As a result, we are looking at improving the school environment and, in doing so, improving student achievement.</p>
3. Intended outcomes of the initiative related to improved student achievement	<p>We know that all children, whether they are labelled “at-risk” or not, need mentors, role models and caring adults in their lives. Through our <i>It Takes A Village</i> initiative, we hoped to provide students with nurturing, caring, and positive relationships with staff, other adults and their peers. In doing so, we anticipated that students would be more successful, feel more confident and appreciated and have a stronger sense of belonging.</p>
4. Description of the data used	<p>The data that we used came from the School Climate Survey and anecdotal comments from staff, students, parents/guardians and community members. We will also look for improvements in report card marks and other classroom assessment data.</p>
5. <b>Brief</b> description of the significant activities or strategies involved with the initiative	<p>As mentioned earlier, as part of our <i>It Takes A Village</i> focus at St. James Public School, the entire community has been involved in various events and tasks. Below is a brief description of some of these exciting activities:</p> <ul style="list-style-type: none"> <li>• Boys &amp; Girls Club Partnerships;</li> <li>• working with Port Arthur Rotary Club;</li> <li>• breakfast program through Salvation Army;</li> <li>• cultural programming and snack/lunch program with Biwaase’aa;</li> <li>• active Student Council ;</li> <li>• volunteer lead Art Club;</li> <li>• Lakehead University Outdoor Recreation Winter Carnival;</li> <li>• character focus on announcements through our Words of Wisdom each day;</li> <li>• supervision schedule that speaks to community involvement and ownership;</li> <li>• various community events such as School Council/Family Movie Night, Valentine’s Day Sweets, Show &amp; Tell, Holiday Feast/Celebration; and</li> <li>• some of the specific activities around the school in which every class/student participated included Zones of Regulation, monthly Thank You tickets draws, consistent language around expectations BE SAFE, BE RESPONSIBLE, BE RESPECTFUL, Respect Campaign, and much more.</li> </ul>

<p>6. <b>One or two</b> highlights of the above activities</p>	<p><b>VALENTINE’S SWEETS, TREATS, SHOW &amp; TELL</b></p> <p>Historically we have struggled to engage parents to participate and attend parent teacher interviews. Recognizing that for many of our families the structure of traditional parent teacher interviews can be intimidating, we opted for a less formal evening. Parents/guardians and family members were invited to come to the school for some hot chocolate and a Valentine’s treat. Games and activities were set up around the school with various prizes. Each student was asked to select a piece of work they were most proud off. As families mingled with staff and each other, they also had an opportunity to hear their child’s “show &amp; tell” about their work.</p> <p><b>LITERACY/NUMERACY VOLUNTEERS/STUDENT LEADERSHIP CONFERENCES</b></p> <p>St. James Public School is so fortunate to have a flourishing partnership with the Port Arthur Rotary Club.</p> <p>One area of focus is getting Rotary members into the school. These volunteers come into the school weekly and work with individuals and small groups of students on various literacy/numeracy activities. In addition to giving our students an opportunity to make a connection with another caring adult, our students get additional opportunities to reinforce and practice skills that can support their academic success.</p> <p>University students that make up the Rotaracts planned and coordinated three leadership conferences for our students in Grades 4 to 8. During the conferences, students were placed in mixed grade groups and worked with Rotaracts on developing greater self-awareness, self-confidence and further develop their leadership potential.</p> <p><b>BIWAASE’AA/THE SALVATION ARMY</b></p> <p>Many of our students and families struggle with poverty, and, through the generous support of these community partners, we are able to provide free breakfast, lunch and snacks. Keeping students fed and meeting their nutritional needs is an important part of setting them up for success.</p>
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<p>7. Description of any unexpected results or “moments of serendipity” related to the initiative</p>	<p>Through our literacy/numeracy volunteers, we have been able to provide some early detection and support to some students that were “at-risk”, disengaged, self-confidence issues, etc.</p> <p>Many junior and intermediate students have become natural role models for their peers, facilitating discussion groups in primary classrooms, modelling positive relationships and behaviour around the school.</p> <p>Staff have noted improvements in playground behaviour and student interactions.</p> <p>Staff and students have noted that they have been able to build stronger relationships, which stretch beyond their divisions.</p> <p>Parents have noted and commented on significant changes in the school environment and improvements in their children’s perceptions and feelings about school.</p>
<p>8. Description of <b>one or two</b> interesting findings that would be useful or helpful to other schools</p>	<p>Having a supportive administrator is very important.</p> <p>The entire staff needs to be invested in, feel ownership in and throughout the process.</p> <p>Incredibly rewarding experience for everyone specifically because every contribution (either in the form of discussions, activities or products) was valued and recognized.</p>
<p>9. Identification of <b>one or two</b> noteworthy hurdles or stumbling-blocks</p>	<p>Time/scheduling - both in terms of continuing to meet with staff/community partners, as well as finding ways to work together, aligning their strengths with our student needs.</p> <p>Home/school communication continues to be an area of focus as we try to overcome various barriers.</p>
<p>10. Next steps in pursuing the initiative</p>	<p>Continue to have administrative support and encouragement specifically through newsletters, memos, and resources.</p> <p>Continuing to identify and work with community partners who could provide more focused supports to families/caregivers.</p> <p>Next year, begin this initiative earlier on in the school year and establish a committee of individuals to take the lead in the planning process.</p>



<p>11. Lessons learned about the school's efforts to improve student achievement</p>	<p>Having an initiative that involves our entire St. James Village and which has created a culture filled with the language of trust, respect and responsibility, has made significant changes at our school such as:</p> <ul style="list-style-type: none"><li>• improvements in student self-confidence and behaviour;</li><li>• building more positive relationship within the school;</li><li>• developing a stronger sense of community and citizenship; and</li><li>• improvements in student achievement.</li></ul>
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LAKEHEAD DISTRICT SCHOOL BOARD

**MINUTES OF STANDING COMMITTEE**

Board Room  
Jim McCuaig Education Centre

2019 APR 09  
7:00 p.m.

**TRUSTEES PRESENT:**

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

Deborah Massaro (via teleconference)  
Ron Oikonen  
Ryan Sitch  
Trudy Tuchenhagen  
Jaimi Plater (Student Trustee)

**SENIOR ADMINISTRATION:**

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

**FEDERATION/UNION REPRESENTATIVES:**

Jim Desaulniers – Manager  
Nancy Nix - ETFO - Elementary Occasional Teachers

**PUBLIC SESSION:**

1. Approval of Agenda

Moved by Trustee Chambers

Seconded by Trustee Arnone

*“THAT the Agenda for Standing Committee Meeting, April 9, 2019 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 Saarinen in the chair to consider the following:*

- *Confirmation of Committee of the Whole – Closed Session Minutes*
  - *January 8, 2019*
- *Finance 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. École Gron Morgan Public School – A Living and Breathing School Improvement Plan

Sherry-Lynne Pharand, Superintendent of Education, introduced Erin Aylward, Principal, and Mark Moorhouse, Vice Principal, École Gron Morgan Public School, who presented the report. All trustees' questions were addressed.

5. Confirmation of Minutes

Moved by Trustee Arnone

Seconded by Trustee Sitch

*“THAT the Standing Committee approve the Minutes of the Standing Committee Meeting, February 12, 2019.”*

CARRIED

MATTERS NOT FOR DECISION:

6. New Teacher Induction Program – NTIP (033-19)

Sherry-Lynne Pharand, Superintendent of Education, introduced Fred Van Elburg, Program Coordinator, who presented the report. All trustees' questions were addressed.

MATTERS FOR DECISION:

7. Policy Review – 3001 Governance (035-19)

Moved by Trustee Oikonen

Seconded by Trustee Doughty-Smith

*“THAT Lakehead District School Board approve 3001 Governance Policy, Appendix A to Report No. 035-19.”*

CARRIED

8. Policy Review – 5010 Special Education (036-19)

Moved by Trustee Tuchenhagen

Seconded by Trustee Doughty-Smith

*“THAT Lakehead District School Board approve 5010 Special Education Policy, Appendix A to Report No. 036-19.”*

CARRIED

9. Policy Review – 6065 Prevalent Medical Conditions (037-19)

Moved by Trustee Sitch

Seconded by Trustee Doughty-Smith

*“THAT Lakehead District School Board approve the 6065 Prevalent Medical Conditions Policy, Appendix A to Report No. 037-19.”*

CARRIED

10. Information and Inquiries

10.1 Trustee Chambers reported that she, Director MacRae and Student Trustee Plater met with The Ontario Student Trustees’ Association’s (OSTA-AECO) Sean McCloskey, Vice-President of the Public Board Council, and Danielle Beaudoin, Northern Representative, on April 1, 2019.

10.2 Trustee Chambers reported that she and Trustee Sitch attended the Stand Up & Speak Up Racism and Mental Health Awareness Walk on March 27, 2019 at Confederation College. One of the organizers of the walk is Ashley Nurmela, Indigenous Community Liaison Officer, Lakehead Public Schools.

10.3 Trustee Saarinen inquired about the presentation of the Naming of the New School Report. Director MacRae responded that the report would be presented in the near future.

11. Adjournment

Moved by Trustee Tuchenhagen

Seconded by Trustee Oikonen

*“THAT we do now adjourn at 8:08 p.m.”*

CARRIED

LAKEHEAD PUBLIC SCHOOLS

OFFICE OF THE DIRECTOR OF EDUCATION

2019 MAY 14  
Report No. 046-19

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

RE: STUDENT SUCCESS - TECHNOLOGY EDUCATION

1. Background

- 1.1 As outlined in the Strategic Plan, Lakehead District School Board offers a variety of high quality programs that reflect a continued commitment to student success to enhance life choices for all students.
- 1.2 The key elements for student success are guided by the four pillars of the Provincial Student Success strategy. These include supporting:
  - literacy;
  - numeracy;
  - community, culture and caring; and
  - ensuring equitable access to Pathways.
- 1.3 Pathway programs provide students with experiential learning opportunities that support student engagement and achievement. Experiential learning opportunities provide students with the ability to change and revise their goals, and explore future career destinations.
- 1.4 Building and sustaining successful intermediate and senior division pathway programs is a shared school and Board responsibility.

2. Situation

- 2.1 To promote success in school and life, it is essential to provide opportunities and support for all students to plan their individual pathways through school and for each student to make a successful transition to a post-secondary destination, whether that is to community living, the workplace, apprenticeship training, college or university.
- 2.2 Lakehead District School Board provides a variety of programs for students interested in experiential learning opportunities. Partnerships and outreach opportunities increase opportunities for experiential learning so that students are able to participate in rich experiences, reflect on those experiences to derive meaning and then apply their learning to various aspects of their lives.

- 2.3 Cooperative Education, Ontario Youth Apprenticeship Program (OYAP), Specialist High Skills Majors (SHSM), Dual Credit, Reach Ahead programs, Learning Academies, Youth Fusion and Summer Learning programs provide students opportunity to acquire knowledge and skills needed to make informed education and career/life choices.
- 2.4 Ontario Youth Apprenticeship Program (OYAP) allows a coop student to begin learning a skilled trade while completing the requirements for a secondary school diploma. Approximately 110 Lakehead District School Board students are signed OYAP participants while completing their coop placements.
- 2.5 SHSM programs provide students with an opportunity to earn a Seal of Distinction on their Ontario Secondary School Diploma (OSSD) indicating the completion of a concentrated, sector-specific course of study. During the 2018-2019 school year, 233 students enrolled in and were working toward a SHSM Seal of Distinction on their diploma. The 2018-2019 SHSM program choices include:
- arts and culture;
  - business;
  - health and wellness;
  - manufacturing (two);
  - transportation;
  - justice, community safety, and emergency services;
  - construction;
  - hospitality and tourism; and
  - aviation and aerospace.
- 2.6 Dual credit opportunities under the School College Work Initiative (SCWI) continue to provide students the opportunity to earn a secondary school and college credit, concurrently, while attending their respective secondary school and Confederation College. Team taught dual credit courses include Manufacturing, Transportation, Aviation and Justice. During the 2018-2019 school year, 80 students participated in SCWI team taught dual credits.
- 2.6.1 *College Now* is a unique college-delivered dual credit program offered at Confederation College to secondary school students from both the Lakehead District School Board and the Thunder Bay Catholic District School Board. This dual credit program supports secondary school students in completing their secondary school credits while considering their post-secondary education and transition to college.
- 2.6.2 The Summer Centre for Learning and Student Success (C.L.A.S.S.) will continue to be offered as a program for students who need to complete curriculum expectations of a course they were unsuccessful with during the school year (credit recovery). In addition, senior students also benefit from a choice of college-delivered dual credit courses to support graduation and provide them with the skills to make more informed decisions about college pathways.

- 2.7 The Lakehead District School Board *Focus on Youth* (FOY) program is a partnership between the Ministry of Education, Roots to Harvest and the Lakehead Adult Education Centre and is a program for students who need support with employability skills. Twelve students participate each summer in a paid cooperative education program through the FOY program. In addition, *Ready 4 Success* summer camp will continue to be offered to connect secondary students to community partners, explore future pathways for education and careers, strengthen employability skills, and earn community service hours.
- 2.8 *Success Certified* is an annual program where students achieve employability certifications to assist them in their career and education pursuits by facilitating industry recognized certifications. Full day certifications and training include: Salon Assistant, Chain Saw Safety, Standard First Aid and CPR, Smart Serve, Working at Heights and Service Excellence. In addition, a number of half day certifications were offered to students. *Success Certified* took place in the spring of 2018-2019 with 135 Lakehead District School Board students participating.
- 2.9 A partnership with Youth Fusion connects students in five Lakehead District Schools to community partners and project-based learning designed to engage students in learning within and outside the classroom.
- 2.10 Secondary school staff now have full access to the assessment and evaluation tool, *Edsby*, which aligns with the Growing Success policy and enhances communication between educators, students and parents/guardians.
- 2.11 E-learning continues to be offered in all Lakehead District School Board Secondary Schools. In the 2018-2019 academic year, seven e-learning courses were offered to secondary students and an increased number of teachers provided blended learning to engage students and enable learning and communication beyond the school day.
- 2.12 *Mathify* is an online program to support students in Grades 7-10 mathematics. This program assists students through a free, secure, online chat room where students in Grades 7-10 mathematics obtain after school mathematics help. The online chat room provides students with mathematics support at home. This initiative provides families a tool where students can ask mathematics questions in a secure, non-intimidating environment.

### 3. Next Steps

- 3.1 The Board will be focused on expanding the number of students participating in Specialist High Skills Majors (SHSM) Programs.
- 3.2 Program is committed to providing support for educators as they enhance experiential learning opportunities for students. Program will continue to offer professional development opportunities for educators to ensure understanding of post-secondary programs, skilled trade and apprenticeship pathways, and labour market needs.
- 3.3 Community partnerships that support student pathways will continue to be developed and sustained. Opportunities for students to earn dual credits and to participate in experiences through the School College Work Initiative, Focus on Youth program and “reach ahead” summer programs will continue to be available to Lakehead District School Board students.

- 3.4 Relevant data and feedback from students, parents/guardians, educators and industry partners will continue to be used to monitor the success of SHSM, OYAP, Dual Credit programs and experiential learning programs to inform next steps.
- 3.5 Land-based experiential projects will be expanded to include a summer program which will incorporate a cultural component as well as exposure to science, technology, engineering and mathematics.
- 3.6 The program department will continue to provide training to enhance student achievement through the use of technology to:
- expand how, when, and where learning takes place;
  - authentically engage our students; and
  - provide students with the skills to excel in a digital age.

Increased access to technology, combined with focused training, will support staff and students as they leverage technology to support school improvement plans.

#### 4. Conclusion

Lakehead District School Board continues to provide high quality programs and opportunities for all students to ensure student success and support graduation. Pathways will continue to be supported and developed at both the school and system level to contribute to student success and to help reach every student.

Respectfully submitted,

ROGER DRCAR  
Ontario Youth Apprenticeship Programs  
Coordinator/Student Success Resource Teacher

GINO RUSSO  
e-Learning Contact/Information Technology Resource Teacher

JANE LOWER  
Student Success Leader

SHERRI-LYNNE PHARAND  
Superintendent of Education

IAN MACRAE  
Director of Education





**ABORIGINAL EDUCATION ADVISORY COMMITTEE MINUTES**

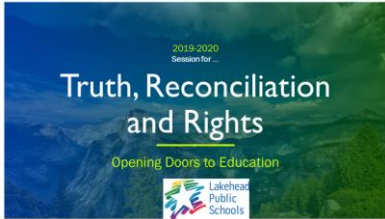
**DATE:** Thursday, February 7, 2019, Board Room, Education Centre

**MEMBERS PRESENT:** Sharon Kanutski, Sherri-Lynne Pharand, Dolores Wawia, Skylene Metatawabin, Ashley Nurmela, Board Chair Ellen Chambers, Lawrence Baxter, Noel Jones, Cheryl King-Zewiec, Elliott Cromarty, Maggie Rutter, Jane Lower, Fred Van Elburg, Kathy Beardy, Dinah Jung, Mahejabeen Ebrahim, Jasmine Sgambelluri, Anika Guthrie, Trustee Ryan Sitch; Pauline Fontaine, Elder Gerry Martin, Serena Essex

**ABSENT WITH REGRET:** Chris Larocque, Elder Isabelle Mercier, Mike Judge, Jasmin Sgambelluri, Donna Flaszka, Brandon Moonias, Trustee Marg Arnone, Brittany Collins

**GUESTS:** Jo Jo Guillet, Ministry of Education; Lisa Korteweg, LU; Colleen Kappel, Superintendent of Education

	<b>AGENDA ITEM</b>	<b>DISCUSSION</b>	<b>ACTION</b>
1.	Opening Ceremonies	Sherri-Lynne Pharand called the meeting to order at 9:30 a.m. and asked Elder Gerry Martin to conduct the opening.	
2.	Welcome and Introductions	2.1 Sherri-Lynne Pharand thanked Elder Martin for the opening.  She welcomed everyone, including our guests and introductions were made. Regrets and substitutions were noted and the attendance sheet was circulated.	
3.	Agenda / Minutes		
	3.1 Approval of Agenda – Feb. 7, 2019	Moved by Pauline Fontaine and seconded by Sharon Kanutski that the agenda for the Feb. 7 <sup>th</sup> , 2019 AEAC meeting be approved.  <b>Carried.</b>	
	3.2 Approval of Minutes – Dec. 13, 2018	Moved by Pauline Fontaine and seconded by Kathy Beardy that the minutes for the Dec. 13 <sup>th</sup> , 2018 AEAC meeting be approved.  <b>Carried.</b>	

	<b>AGENDA ITEM</b>	<b>DISCUSSION</b>	<b>ACTION</b>
4.	Correspondence	The correspondence file was circulated	
5.	Presentations		
	5.1 Global Competency Project	<p>Lisa Korteweg and Colleen Kappel gave a presentation on the Global Competencies from Indigenous Perspectives Project – a CODE Project funded by MoE (OPSOA).</p> <p>The PowerPoint presentation will be distributed with the minutes.</p> <p>AEAC members were asked for input and many shared ideas and suggestions.</p> <p>All questions were answered.</p>	<p>Colleen Kappel Lisa Korteweg</p>
6.	Business Arising from Minutes		
	6.1 Staff Cultural Training	<p>Ashley Nurmela and Mahejabeen Ebrahim (Human Rights and Equity Advisor) have designed a training outline from an equity perspective. They shared their presentation for AEAC's approval.</p> <p>The presentation began with a video entitled: For Angela. The PowerPoint presentation will be distributed with the minutes. AEAC approved the presentation for staff cultural training.</p> 	<p>Ashley Nurmela Mahejabeen Ebrahim</p>
	6.2 Work Plan	<p>Ashley Nurmela incorporated all changes that were discussed and the final revision was distributed for approval. AEAC members were asked to review this final draft and its approval will be voted on at the next meeting.</p>	<p>Ashley Nurmela</p>

	<b>AGENDA ITEM</b>	<b>DISCUSSION</b>	<b>ACTION</b>
	6.3 Recruiting of AEAC Members	<p>Recruiting is ongoing for Parent and Agency members of AEAC. On November 5<sup>th</sup>, the Board approved the AEAC policy change, increasing the Agency members to five (5) plus one voting elder. The Parent component is six (6).</p> <p>Several ideas were suggested on how to outreach. Ashley spoke to many parents at the Kindergarten Registration Night and will continue to follow up with the new strategies. It was noted that applications are available on the website for those interested.</p>	Ashley Nurmela
7.	New Business		
	<p>7.1 Research by Heather Harris</p> <p>7.2 Selena Baxter</p> <p>7.3 Sponsorship Request</p>	<p>Deferred to next meeting.</p> <p>Our student representative, Selena Baxter has tendered her resignation from AEAC, citing workload in her final year as the reason. AEAC totally understands her need to put her studies first and the committee wishes her well in her studies. Brandon Moonias will take over as the Student representative.</p> <p>We received a request for Sponsorship of National Indigenous Peoples Day, in the amount of \$750.</p> <p>The committee agreed that this was a worthwhile event and that AEAC should continue to provide financial support.</p>	Sherri-Lynne Pharand
8.	Updates		
		<p>8.1 Elder Visits to Schools</p> <p>8.2 Kindergarten Registration</p> <p>8.3 AYARA Nominations</p> <p>8.4 National Indigenous Peoples Day</p> <p>8.5 Self Identification</p> <p>8.6 Stand Up and Speak Up</p> <p>8.7 Coming Together to Talk</p> <p>Due to time constraints, Ashley Nurmela was unable to give a verbal update. However, members received a handout. She will review these updates and address any questions at the next meeting.</p>	Ashley Nurmela

	<b>AGENDA ITEM</b>	<b>DISCUSSION</b>	<b>ACTION</b>
9.	Information and Inquiries	<p>Board Chair Ellen Chambers spoke briefly about an upcoming event originally called 'Coming Together to Talk'. It has been re-named: "Coming Together to Talk With Youth – A Community Conversation With Hope".</p> <p><i>The Communication and Education Committee of Diversity Thunder Bay in partnership with Lakehead University, the City of Thunder Bay and others are inviting secondary school students to view 'Coming Together to Talk', a film by produced by Michelle Desrosier of Thunderstone Pictures film, co-directed by Ardelle Sagutcheway, Casha Adams, and Savanna Boucher. 'Coming Together to Talk' is an Indigenous youth film production that explores the realities of Indigenous youth in Thunder Bay and possibilities for positive change.</i></p> <p>Information will be sent to AEAC members in which Chair Chambers will request input before it is sent to the schools.</p>	<p>Board Chair Ellen Chambers</p> <p>Brenda to send information to AEAC members.</p>
10.	Closing	Gerry Martin closed the meeting with a prayer.	
11.	Next Meeting	Thursday, March 21, 2019	
12.	Adjournment	The meeting adjourned at 12:15 pm	

LAKEHEAD DISTRICT SCHOOL BOARD

**MINUTES OF PARENT INVOLVEMENT COMMITTEE**

Board Room  
Jim McCuaig Education Centre

2019 MAR 4  
6:30 p.m.

**MEMBERS PRESENT:**

Robin Cawlishaw  
Sue Doughty-Smith  
Shannon Jessiman-MacArthur  
Ian MacRae  
Michael Otway

Laura Prodanyk  
Fred Van Elburg  
Ruth Vannieuwenhuizen  
Laura Walker

**RESOURCE:**

Judy Hill, Executive Assistant  
Bruce Nugent, Communications Officer

**MEMBERS ABSENT, WITH REGRET:**

Jennifer Davis  
Robert Eady  
Chitra Jacob  
Sharon Kanutski  
Shaun Peirce  
Krista Power

**GUESTS:**

Maggie Rutter, Education Officer  
David Wright

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

Director MacRae called the meeting to order and welcomed everyone.

2. **Disclosure of Conflict of Interest**

There were no disclosures of conflict of interest.

3. Approval of the Agenda

The agenda was approved by consensus.

4. Director's Report

Director MacRae highlighted recent reports to the Board that included Early Learning, Information Technology, Learning Academies, Safe Schools and a number of policy reviews. Director MacRae apprised the group of the recent lockdowns that have occurred at Hammarskjold High School. Questions from the group were addressed.

5. Confirmation of Minutes – January 21, 2019

The minutes were confirmed by consensus.

6. Election of Parent Involvement Committee Chair

Due to a number of absences, this item was deferred to the next meeting.

7. Kindergarten Information Evening Follow-Up

Bruce Nugent, Communications Officer, provided an update on the Kindergarten Information Evening held on February 4, 2019 at the Valhalla Inn that was well attended. School Open Houses were held on February 6, 2019.

8. 2019-2020 Budget Process

David Wright provided information on the 2019-2020 budget. A handout was provided outlining the Guiding Principles and the budget process. All questions were addressed.

9. Policy 5010 Special Education

Maggie Rutter, Education Officer, presented the policy for feedback. Input is due to the Director's Office by March 27, 2019 to Michelle Tavares, [michelle\\_tavares@lakeheadschoools.ca](mailto:michelle_tavares@lakeheadschoools.ca)

10. PIC Budget Deputation

Members were asked for feedback into this year's PIC Budget Deputation. Feedback can be emailed to Judy [jhill@lakeheadschoools.ca](mailto:jhill@lakeheadschoools.ca) by March 18, 2019. Jennifer Davis, Vice-Chair, will present PIC's budget deputation at the 2019-2020 Budget Input Session on Tuesday, April 2, 2019.

11. OPSBA 2019 Awards Program

Individuals may nominate non-teaching staff, volunteers, parents and community partners for their contribution to the overall well-being of the school(s) or community(s). This information has been shared with school council chairs as well. Completed nomination forms are due to Michelle Tavares in the Office of the Director [Michelle\\_Tavares@lakeheadschoools.ca](mailto:Michelle_Tavares@lakeheadschoools.ca) no later than Thursday, March 28, 2019.

12. PIC By-Law Review Ad Hoc Committee

A review of PIC By-Laws is required prior to September 15, 2019. Director MacRae asked for volunteers to sit on an ad hoc committee to review the current By-Laws. Laura Walker, Parent Member and Robin Cawlishaw, Community Member, volunteered to be on the committee. A meeting will be held prior to the end of June.

13. Aboriginal Education Advisory Committee Report

This report was deferred to the May 6, 2019 meeting.

14. Special Education Advisory Committee Report

Michael Otway, SEAC representative, reported on the following topics from the February 14, 2019 SEAC meeting:

- presentations from George Jeffrey Children's Centre, Apple, 2019-2020 Budget;
- Spec. Ed. Budget; and
- input into Policy 5010 Special Education.

15. Next Meeting

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

16. Adjournment

The meeting adjourned at 7:30 p.m.

LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2019 MAY 14  
Report No. 045-19

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

RE: NAMING OF THE NEW ELEMENTARY SCHOOL

1. Background

- 1.1 The Board approved the formation of a New School Naming Ad Hoc Committee at the Regular Board Meeting held November 28, 2017.
- 1.2 The process to name a new or consolidated school is governed by the 8050 Naming and Opening of New or Consolidated Schools Policy.
- 1.3 The 8050 Naming and Opening of New or Consolidated Schools Policy was originally approved on June 7, 1988 and was last revised on April 24, 2018. The current revised version did not consist of significant changes from the previous version, which was approved on November 3, 1992.
- 1.4 Since 8050 Naming and Opening of New or Consolidated Schools Policy was written, three schools have been named and opened.
  - 1.4.1 Nor'wester View Public School was named in 1996 under provision 3.3.2 "The district which the school serves."
  - 1.4.2 Woodcrest Public School was named in 2007 under provision 3.3.1 "The street on which it is located."
  - 1.4.3 Superior Collegiate and Vocational Institute was named in 2008 under provision 3.3.2 "The district which the school serves."



- 1.5 As per 8050 Naming and Opening of New or Consolidated Schools Procedures, the ad hoc committee consisted of the following members:

Sherry-Lynne Pharand – Superintendent (Chair);  
Jack Playford – Trustee;  
Ellen Chambers – Trustee;  
Vicki Shannon – Principal, Edgewater Park Public School;  
Maureen Abbott – Principal, Agnew H. Johnston Public School;  
Brooke Robinson – Teacher, Edgewater Park Public School;  
Marnie Wolowich – Teacher, Agnew H. Johnston Public School;  
Jason Freeburn – Parent, Edgewater Park Public School;  
Ed Holmes – Parent, Agnew H. Johnston Public School;  
Alexandra Setala – Student, Edgewater Park Public School; and  
Hannah McClelland – Student, Agnew H. Johnston Public School.

## 2. Situation

- 2.1 On January 29, 2018, the ad hoc committee met to discuss a process for naming the new school. Information from the process followed by the committees for naming Superior Collegiate and Vocational Institute and Woodcrest Public School was considered.
- 2.2 By consensus, the ad hoc committee decided to open the first part of the process to the community at large in order to generate excitement and engagement in the process.
- 2.3 An electronic survey was created for name submissions. The survey was distributed throughout the system, and was posted on Facebook and Twitter. A copy of the survey is attached as Appendix A.
- 2.4 In addition, students, staff and parents/guardians from Edgewater Park Public School and Agnew H. Johnston Public School were invited to submit their submissions electronically or by paper copy. In total, 240 name suggestions were received.
- 2.5 The ad hoc committee met on March 20, April 16 and May 7, 2018 to consider which names would be distributed to members of the new school community for voting. By consensus, the committee chose three names to be included in the survey. An infographic was created to provide information to the school communities about why the names had been chosen. The infographic is attached as Appendix B.

- 2.6 An electronic survey was created and was distributed to families at Edgewater Park Public School and Agnew H. Johnston Public School. Students at both schools were provided with paper ballots. In total, 906 votes were received. Results of the survey are summarized in the table below.

**SURVEY RESULTS – NAMING OF NEW SCHOOL**

<b><u>NAME</u></b>	<b><u>Number of votes</u></b>
École Elsie MacGill Public School	157
École Maple Grove Public School	257
École Northern Lights Public School	492

- 2.7 It was brought to the attention of the committee following the vote that a private school founded in 2017 used the name Northern Lights School. By consensus, the committee decided to use the second-most popular name choice. The committee felt this would respect the engagement of the community and the process as a whole.
- 2.8 A legal opinion was sought which concludes that, the actions taken by the Ad Hoc Naming Committee, the meaning attributed to “the district which the school serves” and past practice accords with the purpose of the 8050 Policy and Procedure which is to ensure both community involvement and commitment as well as a fair and reasonable process.
- 2.9 On November 13, 2018 the committee brought a report to Standing Committee recommending that Lakehead District School Board approve the name of the new elementary school as École Maple Grove Public School. The Standing Committee did not vote in favour of the motion, and sent the report back to the Ad Hoc Naming Committee for further consideration.
- 2.10 The Ad Hoc Naming Committee met on November 19, 2018 to consider the report. The process was reviewed, including the result of the Standing Committee vote. By consensus, it was decided that the committee would recommend that Lakehead District School Board approve the name of the new elementary school as École Northern Lights Public School. The committee felt this would honour the process, as well as the engagement of and input received from the school community.
- 2.11 A legal opinion was sought which concludes that the Board can legally choose to name the school École Northern Lights Public School.

RECOMMENDATION

It is recommended that Lakehead District School Board approve the name of the new elementary school as École Northern Lights Public School.

Respectfully submitted,

MAUREEN ABBOTT  
Principal, Agnew H. Johnston Public School

VICKI SHANNON  
Principal, Edgewater Public School

SHERRI-LYNNE PHARAND  
Superintendent of Education

IAN MACRAE  
Director of Education



Lakehead  
Public  
Schools

Committed to the success of every student

**Name our new elementary school!**

In September 2019, a new elementary school on the site of Sir Winston Churchill CVI will open its doors to students from Agnew H. Johnston Public School and Edgewater Park Public School. A School Naming Committee has been struck, consisting of students, staff and community members from both schools, as well as the area Superintendent and Trustee representatives. The committee is excited to involve the entire community in the first part of the naming process, and will welcome school name suggestions until February 28, 2018. Once the window for submissions has closed, the committee will review the suggestions and choose several options to be considered by the students, staff, and families of the new elementary school who will vote on the options. The preferred option will then be submitted by the naming committee to Trustees so they can decide on the name of the new school.

In order to be considered by the committee, potential school names must align with Lakehead District School Board Policy 8050. According to this policy, the name for a school will be chosen from:

- the street on which it is located
- the district which the school serves
- an historical name that once applied to the area
- the name of a person recognized as having made a significant contribution to the community, and/or to Canadian or international society.

The new school naming committee is looking forward to hearing your suggestions! Thank you for your participation.

\* 1. Suggest a name for the new school

2. Why should the school community consider this name?

# NAME OUR NEW SCHOOL

Edgewater Park Agnew H. Johnston



## It is time for the school community to vote!

Thank you to everyone who submitted suggestions for the name of our new school!

The New School Naming Committee, which includes student, staff and parent representatives from both schools, has narrowed the suggestions down to 3 and it is time for members of the school community to vote for their favourites.



Below you will find some information about the significance of each name and link to the online vote. Thank you for your participation!



### Option 1: École Maple Grove Public School



- the maple leaf is a widely-recognized symbol of Canada, and has come to symbolize unity, tolerance, and peace
- maple trees grow naturally in this region
- the maple tree is a common symbol of strength and endurance
- Indigenous peoples continue to harvest sap from maple trees on traditional lands in this region
- a grove is a group of trees planted close together

## Option 2: École Elsie MacGill Public School

- **Elsie MacGill** (1905-1980) is celebrated for her courage, dedication, passion, and leadership
- she was the world's first female aeronautical engineer and professional aircraft designer
- she was a leader in the fight for women's rights and a strong advocate for women in engineering
- Elsie was the chief aeronautical engineer at Canadian Car and Foundry (Can Car - now Bombardier) in Fort William (Thunder Bay)
- At Can Car she designed, built and tested the Maple Leaf II Trainer, recognized as the first aircraft designed and produced by a woman.
- She was in charge of building a fleet of Hawker Hurricane fighter planes during World War II
- Elsie was awarded the Order of Canada in 1971



## Option 3: École Northern Lights Public School



- the **northern lights** are only visible in the northern skies, and can be seen in Thunder Bay
- known for unique colours and patterns
- no two northern lights will ever look the same
- also called *aurora borealis* after the Roman goddess of the dawn and the Greek word for "north wind"
- there are a number of Indigenous teachings about the northern lights

**Please use this link to vote for your preferred school name!**

Copy and paste this link: <https://www.surveymonkey.com/r/JZPHWS9>

\*Please note that students and staff will be voting at school with paper ballots. The online vote is just for families. \*\*One vote per family please!

LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2019 MAY 14  
Report No. 032-19

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

RE: APPROVAL OF STANDING COMMITTEE AND REGULAR BOARD MEETING  
SCHEDULE 2019-2020

1. Background

- 1.1 Section 4.1.1 of the 2018 Procedural By-Law requires that regular meetings of the Board shall be held on the fourth Tuesday of every month excluding July and August.
- 1.2 Section 4.1.2 of the 2018 Procedural By-Law requires that Standing Committee shall meet on the second Tuesday of every month excluding July and August.
- 1.3 To avoid revisions to the Standing Committee and Regular Board meeting schedule on a recurring basis throughout the year, the Board attempts to recommend all revisions at the outset of each new school year.

2. Situation

- 2.1 The date for the Standing Committee meeting of December 10, 2019 will be cancelled due to the winter break.
- 2.2 The date for the December Regular Board meeting will be held on December 17, 2019 due to the winter break.

RECOMMENDATION

It is recommended that Lakehead District School Board approve the revised Standing Committee and Regular Board Meeting Schedule 2019-2020, as set out in Appendix A to Report No. 032-19.

Respectfully submitted,

ELLEN CHAMBERS  
Chair

# 2019-2020 STANDING COMMITTEE & REGULAR BOARD

Committed to the success of every student

## SEPTEMBER 2019

SUN	MON	TUES	WED	THUR	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## OCTOBER 2019

SUN	MON	TUES	WED	THUR	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## NOVEMBER 2019

SUN	MON	TUES	WED	THUR	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## DECEMBER 2019

SUN	MON	TUES	WED	THUR	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## JANUARY 2020

SUN	MON	TUES	WED	THUR	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## FEBRUARY 2020

SUN	MON	TUES	WED	THUR	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

## MARCH 2020

SUN	MON	TUES	WED	THUR	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## APRIL 2020

SUN	MON	TUES	WED	THUR	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

## MAY 2020

SUN	MON	TUES	WED	THUR	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24 31	25	26	27	28	29	30

## JUNE 2020

SUN	MON	TUES	WED	THUR	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

 **First Day of School for Students**  
Wednesday, September 4, 2019

 **Holidays**


 **Standing Committee Meetings**

Tuesday, September 10, 2019  
Tuesday, October 8, 2019  
Tuesday, November 12, 2019  
Tuesday, January 14, 2020  
Tuesday, February 11, 2020  
Tuesday, March 10, 2020  
Tuesday, April 14, 2020  
Tuesday, May 12, 2020  
Tuesday, June 12, 2020

 **Regular Board Meetings**

Tuesday, September 24, 2019  
Tuesday, October 23, 2019  
Tuesday, November 26, 2019  
Tuesday, December 17, 2019  
Tuesday, January 28, 2020  
Tuesday, February 25, 2020  
Tuesday, March 25, 2020  
Tuesday, April 28, 2020  
Tuesday, May 26, 2020  
Tuesday, June 23, 2020

 **Annual (Inaugural) Meeting**  
Tuesday, December 3, 2019

 **Final Day of School for Students**  
Friday, June 26, 2020



LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2019 MAY 14  
Report No. 043-19

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

RE: POLICY REVIEW – 3030 PURCHASING

1. Background

- 1.1 On November 22, 2011, a revised 3030 Purchasing Policy was approved.
- 1.2 At the June 12, 2018 Regular Board Meeting, 3030 Purchasing Policy was approved for review during the 2018-2019 school year as part of the policy development and review cycle.
- 1.3 On March 20, 2019, the draft policy and procedures were posted on the Board's website and distributed to constituent groups for review and comment with input to be received by April 24, 2019.

2. Situation

- 2.1 On March 25, 2019, the Ministry of Education provided some details about centralizing Ontario Public Service and broader public sector purchasing and supply chain procurement process.
- 2.2 The government will be engaging key stakeholders to obtain input into the design of the centralized procurement process.
- 2.3 Once developed, requirements of the Ministry's centralized procurement process will influence Lakehead District School Board's 3030 Purchasing Policy.

RECOMMENDATION

It is recommended that Lakehead District School Board defer the review of 3030 Purchasing Policy from the 2018-2019 school year to the 2020-2021 school year, after the centralized procurement process has been designed.

Respectfully submitted,

DAVID WRIGHT

IAN MACRAE  
Director of Education

LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2019 MAY 14  
Report No. 049-19

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

RE: POLICY REVIEW – 8010 FEES FOR LEARNING MATERIALS AND ACTIVITIES

1. Background

- 1.1 On September 27, 2011, 8010 Fees for Learning Materials and Activities Policy was approved.
- 1.2 At the May 22, 2018 Regular Board Meeting, the 8010 Fees for Learning Materials and Activities Policy was approved for review during the 2018-2019 school year as part of the policy development and review cycle.
- 1.3 On March 20, 2019, the draft policy and procedures were posted on the Board website and distributed to constituent groups for review and comment with input to be received by April 24, 2019.

2. Situation

- 2.1 The policy and procedures were shared with school administrators who provided input.
- 2.2 There was no external constituent input received.
- 2.3 The policy is attached as Appendix A and the procedures as Appendix B.
- 2.4 Upon final approval, the policy will be distributed according to Board procedures.

RECOMMENDATION

It is recommended that Lakehead District School Board approve 8010 Fees for Learning Materials and Activities Policy, Appendix A to Report No. 049-19.

Respectfully submitted,

DAVID WRIGHT

IAN MACRAE  
Director of Education









<p><b>SCHOOL-COMMUNITY RELATIONS</b></p> <p><b>DRAFT – May 14, 2019</b></p> <p><b>FEES FOR LEARNING MATERIALS AND ACTIVITIES PROCEDURES</b></p>	<p><b>8000</b></p> <p><b>8010</b></p>
---	---------------------------------------

3.2 The following list provides examples of activities, programs or materials that may be considered for fee charges:

- optional programming such as Hockey Canada Skills Academy program;
- extracurricular trips, events or activities that are extensions to the curriculum and not required for graduation (e.g. dances, school clubs, theme days, athletics, drama, student council activities);
- extended student trips or excursions that are not necessary to meet the learning expectations of a particular grade or course (e.g. trips abroad);
- optional art or music supplies or higher quality woodworking, design or technology materials that students choose to use for course completion, as long as the required materials are available at no cost;
- student activity fees;
- co-curricular activities, special events, program enhancements or field trips (e.g. for costs of participation, rental of equipment or travel), if alternative programming and assignments are offered to students who choose not to participate; or
- student agendas and/or yearbooks.

3.3 The following list provides examples of activities, programs or materials that are **ineligible** for fee charges:

- a registration or administration fee for students enrolled in any regular day school program;
- a textbook fee or deposit;
- learning materials that are required for completion of the curriculum such as workbooks, ~~calendars~~, musical instruments, science supplies, lab material kits and safety goggles;
- fees charged for the creation of discretionary accounts by teachers or departments;
- mandatory flat fees for any course leading to graduation other than optional programming;
- a fee for a guest speaker, visiting teacher, or in-class field trip or presentation where the material being presented is a mandatory element of the subject or course;





<b>SCHOOL-COMMUNITY RELATIONS</b>	<b>8000</b>
<b>DRAFT – May 14, 2019</b>	
<b>FEES FOR LEARNING MATERIALS AND ACTIVITIES PROCEDURES</b>	<b>8010</b>

~~are collected for those activities, the staff member collecting those fees will be informed that payment was received for that student(s) at the office. Every effort will be made to accommodate the activity request, where possible.~~

~~5.3~~ **5.2** The process to account for the fees collected and the expenditures allocated should be prepared in the following manner.

~~5.3.1~~ **5.2.1** One central bank account, hereafter referred to as the School Fundraising Bank Account, shall be established for internal school fundraising (including Fees for Learning Materials and Activities). All transactions (receipts and disbursements) shall be made through this School Fundraising Bank Account.

~~5.3.2~~ **5.2.2** The principal plus two other staff members shall be authorized to sign cheques drawn on the School Fundraising Bank Account. Two signatures shall be required, one being the principal or vice principal.

~~5.3.3~~ **5.2.3** All schools must use the common software provided by the Board to create and maintain the school fee deposits, cheques, records and reports. The current program in use is the Schoolcash.NET system, licensed from Kev Software Inc.

~~5.3.4~~ **5.2.4** A standard chart of accounts will be supplied by the Finance Department. Schools may add and delete categories, but may not add or delete the designated “umbrella categories.”

~~5.3.5~~ **5.2.5** A separate umbrella category will exist for Student Activities and Resources (including Fees for Learning Materials & Activities).

~~5.3.6~~ **5.2.6** Receipts and disbursements must be processed in a timely manner.

~~5.3.7~~ **5.2.7** Cheques are to be produced electronically using the features provided in the system.

~~5.3.8~~ **5.2.8** Financial reports should be made available to the school community on request.



**Fees for Learning Materials and Activities Applications****Fee Reduction for Three or More Children Attending Schools of  
Lakehead District School Board**

Three or more children in our family attend schools in the Lakehead District School Board.

~~(Please complete a separate application for each school your children attend, and submit the application to each school.)~~

Parent/Guardian Name(s): \_\_\_\_\_

Name of Student(s): \_\_\_\_\_ Grade

School Student Attends: \_\_\_\_\_

Name of Student(s): \_\_\_\_\_ Grade

School Student Attends: \_\_\_\_\_

Name of Student(s): \_\_\_\_\_ Grade

School Student Attends: \_\_\_\_\_

Name of Student(s): \_\_\_\_\_ Grade

School Student Attends: \_\_\_\_\_

Name of Student(s): \_\_\_\_\_ Grade

School Student Attends: \_\_\_\_\_

Name of Student(s): \_\_\_\_\_ Grade

School Student Attends: \_\_\_\_\_

Name of Student(s): \_\_\_\_\_ Grade

School Student Attends: \_\_\_\_\_



## Fees for Learning Materials and Activities Applications

### Financial Hardship

Present circumstances prevent our family from being able to pay fees for learning materials and activities.

Name of School: \_\_\_\_\_

(please complete a separate application for each school your children attend)

Parent/Guardian Name: \_\_\_\_\_

Name of Student(s): \_\_\_\_\_ Grade

\_\_\_\_\_ Grade

\_\_\_\_\_ Grade

\_\_\_\_\_ Grade

Please inform the Principal of any activities in which your children may be interested in participating below, or at a later date:

\_\_\_\_\_  
\_\_\_\_\_

~~This information will be managed in a discrete manner. Should circumstances in your situation change, please inform the Principal, and this document will be shredded.~~

LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2019 MAY 14  
Report No. 048-19

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

RE: 2019 to 2027 POLICY REVIEW SCHEDULE

1. Background

- 1.1 Section 5.1 *Identification of Policies Requiring Development and/or Review of Policy 2010 Policy Development and Review* identifies that “Senior Administration prepares an annual plan of action that outlines the process for managing policies for development and for review.”
- 1.2 Section 5.4 states “The Standing Committee considers policies annually for development or review.”
- 1.3 Section 4.1 *Policy Review of Procedures 2010 Policy Development and Review* states “A specified review date will be established for all policies.”
- 1.4 Section 4.2 states “The Standing Committee shall annually review the status of current policies.”

2. Situation

- 2.1 Section 5.5 *Identification of Policies Requiring Development and/or Review of Policy 2010 Policy Development and Review* states “The Standing Committee will recommend all Policies to be reviewed or developed to the Board for approval.”
- 2.2 The 2019 to 2027 review schedule (Appendix A) is attached for the Standing Committee’s consideration.

RECOMMENDATION

It is recommended that Lakehead District School Board approve the 2019 to 2027 Policy Review Schedule, Appendix A to Report No. 048-19.

Respectfully submitted,

IAN MACRAE  
Director of Education

<b>ANNUAL POLICY DEVELOPMENT AND REVIEW PLAN</b>			
<b>September 2019 to June 2027</b>			
<b>Year</b>	<b>Policy #</b>	<b>Title</b>	<b>Superintendent</b>
<b>1</b> <b>2019-2020</b>	3090	Use of Board Logo	I. MacRae
	8073	Dress Code	
	6050	Food and Beverage	TBA
	6061	Administration of Oral Medication	
	6062	Anaphylaxis and Medical Emergency Management	
	4021	Assessment & Evaluation	S. Pharand
	3030	Purchasing	D. Wright
3073	Corporate Credit Card		
3074	Expense & Travel Reimbursement		
6022	Kingfisher Outdoor Education		
<b>2</b> <b>2020-2021</b>	1020	Equity & Inclusive Education	TBA
	3100	Accessibility Standards For Customer Service	
	4020	Alternative Schools	
	8072	Sexual Orientation & Gender Identity	
	3080	Research	S. Pharand
	7030	Harassment and Human Rights	D. Wright
<b>3</b> <b>2021-2022</b>	3095	Student Trustee	I. MacRae
	8091	Use of Volunteers in Schools	TBA
	4010	Program Implementation	S. Pharand
	3040	Transportation	D. Wright
	3060	Leasing of Space	
	3071	Advertising	
	3093	Information Security	
	3096	Information/Communication Technology Use	
7020	Equitable Employment		
8090	Community/Education Partnerships		
<b>4</b> <b>2022-2023</b>	3094	Electronic Meetings	Director
	8070	Safe Schools – System Expectations	TBA
	1011	Access to System Programs	S. Pharand
	7060	Staff Training	
	8062	Voluntary Aboriginal Student Self-Identification	
	8065	Voluntary Aboriginal Staff Self-Identification	
	9020	Library Resource Centre	
	3092	Privacy and Information Management	D. Wright
	3070	Allowance for Use of Personal Vehicle	
	6010	Emergency Evacuation and School Closure	
8074	Concussions		
7090	Accommodation in the Workplace		
9010	School Accommodation		
9015	Facility Partnership		
<b>5</b> <b>2023-2024</b>	3072	Advocacy	Director
	6020	Extended Field Trip	TBA
	6021	Day Field Trip	
	8020	Access to Schools/Board Premises	
	4040	French Immersion	S. Pharand
	3026	Budget Variance	D. Wright
	3061	Reclamation of Properties	
	3091	Security	
7011	Teacher Performance Appraisal		
7040	Violence in the Workplace		
9030	Playground Structures		

<b>ANNUAL POLICY DEVELOPMENT AND REVIEW PLAN</b>			
<b>September 2019 to June 2027</b>			
<b>Year</b>	<b>Policy #</b>	<b>Title</b>	<b>Superintendent</b>
<b>6</b> <b>2024-2025</b>	3005	Ontario Student Record	Director
	3020	Legal Representation	
	8015	Display of Flags	
	8071	Bullying Prevention and Intervention Prevalent Medical Conditions	TBA
	4005	English Language Learners	S. Pharand
	3010	Fees	D. Wright TBA/ D. Wright
	6070	Video Surveillance	
7010	Police Record Checks		
7080	Health & Safety		
8014	Advertising in the Schools		
<b>7</b> <b>2025-2026</b>	2010	Policy Development and Review	Director
	8080	School Council	
	4045	Environmental	TBA
	4022	Prior Learning Assessment & Recognition	S. Pharand
	4023	Prior Learning Assessment & Recognition for Mature Students	
	8011	Use of School Buildings, Facilities and Grounds	D. Wright
8012	Fundraising in the Schools		
8050	Naming and Opening of New or Consolidated School		
<b>8</b> <b>2026-2027</b>	3001	Governance	Director
	6040	Reporting of Children in Need of Protection	TBA
	5010	Special Education	
	4030	Territorial Student Program – Transportation & Services	S. Pharand
	4035	Board and Lodging – Payment	
	8061	Aboriginal Education Advisory Committee	
8010	Fees for Learning Materials and Activities		

May 14, 2019

LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2019 MAY 14  
Report No. 044-19

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

RE: APPOINTMENTS TO THE ABORIGINAL EDUCATION ADVISORY COMMITTEE

1. Background

1.1 According to Lakehead District School Board 8061 Aboriginal Education Advisory Committee Procedures section 4.4, selection of the members of the Aboriginal Education Advisory Committee “will be managed by the director or designate with responsibilities for the Aboriginal Education Advisory Committee and will be approved by the Board.”

1.2 In accordance with the 8061 Aboriginal Education Advisory Committee Procedures which was revised in November 13, 2018, the Committee shall be composed of the following:

- six parents/guardians who are of Aboriginal ancestry, are public school supporters and have children enrolled in the Lakehead District School Board;
- five community members appointed by the Board with preference given to candidates who:
  - (i) are of Aboriginal ancestry and have demonstrated interest in the education of Aboriginal students; and
  - (ii) are members of agencies or groups that provide services to Aboriginal people;
- a youth of Aboriginal ancestry presently enrolled in a secondary school program;
- a trustee of the Board;
- the director of education or designate;
- a community Elder; and
- a principal or vice principal.

2. Situation

Recruitment of committee members is ongoing to bring the membership to a full complement. Three applications have been received: two parent memberships and one community membership. We also have an alternate community Elder.



## RECOMMENDATION

It is recommended that Lakehead District School Board approve the following appointments to the Aboriginal Education Advisory Committee:

- Leanna Marshall, Indigenous Counsellor, Confederation College, Community Member;
- Lindsay Gravelle-Catlin, Parent Member;
- Ardelle Sagutcheway, Parent Member; and
- Elder Isabelle Mercier, Alternate Community Elder.

Respectfully submitted,

SHERRI-LYNNE PHARAND  
Superintendent of Education

IAN MACRAE  
Director of Education