



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, November 9, 2021
Jim McCuaig Education Centre
Virtual via Microsoft Teams

I. MacRae
Director of Education

T. Tuchenhausen
Chair

AGENDA

PUBLIC SESSION
7:30 p.m. – via Microsoft Teams

	<u>Resource Person</u>	<u>Pages</u>
1. Call to Order		
2. Disclosure of Conflict of Interest		
3. Approval of the Agenda		
4. Resolve into Committee of the Whole – Closed Session		
5. COMMITTEE OF THE WHOLE - Closed Session – 6:05 p.m. (SEE ATTACHED AGENDA)		
6. Land Acknowledgement		
7. Delegations/Presentations		
7.1 Introduction of 2021-2022 Indigenous Student Trustee	T. Tuchenhausen	Verbal
8. Approval of Minutes		
8.1 Standing Committee Meeting - October 12, 2021	T. Tuchenhausen	1-3
9. Business Arising from the Minutes		
<u>MATTERS NOT REQUIRING A DECISION:</u>		
10. Information Reports		
10.1 Legal Representation for 2020-2021 (068-21)	I. MacRae	4-7

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>
10.2	COVID-19 General Update	I. MacRae	Verbal
11.	First Reports		
<u>MATTERS FOR DECISION:</u>			
12.	Postponed Reports		
13.	Ad Hoc and Special Committee Reports		
14.	New Reports		
14.1	Policy Review – 3071 Advertising Policy and Procedures (076-21)	K. Alaksa	8-12
	<i>It is recommended that Lakehead District School Board approve 3071 Advertising Policy, Appendix A to Report No. 076-21.</i>		
14.2	Policy Review – 3040 Transportation Policy and Procedures (077-21)	K. Alaksa	13-24
	<i>It is recommended that Lakehead District School Board approve 3040 Transportation Policy, Appendix A to Report No. 077-21.</i>		
14.3	Procedural By-Law Ad Hoc Committee (078-21)	I. MacRae	25
	<i>It is recommended that:</i>		
	1. Trustees _____, _____, _____, and _____, and _____ as alternate, be appointed to the Procedural By-Law Ad Hoc Committee.		
	2. The Procedural By-Law Ad Hoc Committee report its progress to the Board no later than March 31, 2022.		
15.	New Business		
16.	Notices of Motion		
17.	Information and Inquiries		
18.	Adjournment		

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



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STANDING COMMITTEE
Tuesday, November 9, 2021
Virtual via Microsoft Teams

I. MacRae
Director of Education

T. Tuchenhagen
Chair

AGENDA

COMMITTEE OF THE WHOLE – Closed Session
6:05 p.m. – via Microsoft Teams

	<u>Resource Person</u>	<u>Pages</u>
5.1 Approval of Committee of the Whole - Closed Session Minutes		
5.1.1 Standing Committee Meeting - October 12, 2021	T. Tuchenhagen	1-2
5.2 Business Arising from the Minutes		
5.3 Consideration of Reports		
5.3.1 Personnel Matters	E. Chambers/ T. Tuchenhagen	Verbal
5.3.2 Legal Matters	I. MacRae	Verbal
5.3.3 Personnel Matters	M. Probizanski	Verbal
5.4 Information and Inquiries		
5.5 Rise and Ask Leave to Sit in Public Session		

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

LAKEHEAD DISTRICT SCHOOL BOARD

LAKEHEAD DISTRICT SCHOOL BOARD

MINUTES OF STANDING COMMITTEE

Virtual
Via Microsoft Teams

2021 OCT 12
7:30 p.m.

TRUSTEES PRESENT:

Ellen Chambers (Chair)
Trudy Tuchenhausen (Vice Chair)
Marg Arnone
Sue Doughty-Smith
Deborah Massaro

Ron Oikonen
George Saarinen
Ryan Sitch
Scottie Wemigwans
Mehar Mago (Student Trustee)

SENIOR ADMINISTRATION:

Ian MacRae, Director of Education
Michelle Probizanski, Superintendent of Education
AJ Keene, Superintendent of Education
Kirsti Alaksa, Superintendent of Business

FEDERATION/UNION REPRESENTATIVES:

Angela Lee Wiwcharyk, Managers

PUBLIC SESSION:

1. **Approval of Agenda**

Moved by Trustee Saarinen

Seconded by Trustee Arnone

"THAT the Agenda for Standing Committee Meeting, October 12, 2021, be approved."

CARRIED

2. Resolve into Committee of the Whole – Closed Session

Moved by Trustee Wemigwans

Seconded by Trustee Sitch

“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*
 - *September 14, 2021;*
- *Legal Matters; and*
- *Personnel 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.

Trustee Chambers gave her regrets for the remainder of the meeting.

PUBLIC SESSION:

4. Confirmation of Minutes

Moved by Trustee Saarinen

Seconded by Trustee Oikonen

“THAT the Standing Committee approve the Minutes of the Standing Committee Meeting, September 14, 2021.”

CARRIED

MATTERS NOT FOR DECISION:

5. COVID-19 General Update

Ian MacRae, Director of Education, introduced AJ Keene, Superintendent of Education, who provided a verbal update on current COVID-19 related matters affecting Lakehead District School Board. All trustees' questions were addressed.

6. Aboriginal Education Advisory Committee Meeting Minutes – June 10, 2021

AJ Keene, Superintendent of Education, presented the June 10, 2021 minutes for information.

7. Parent Involvement Committee Meeting Minutes – September 13, 2021

Ian MacRae, Director of Education, presented the September 13, 2021 minutes for information.

MATTERS FOR DECISION:

8. Appointments to the Parent Involvement Committee (064-21)

Moved by Trustee Saarinen

Seconded by Trustee Sith

“THAT Lakehead District School Board:

1. Approve the following appointments to the 2021-2022 Parent Involvement Committee effective November 15, 2021 to November 14, 2022:

- Carla Mulholland, alternate parent member;*
- Kristy Boucher, Aboriginal Education Advisory Committee representative;*
- Michael Otway, Special Education Advisory Committee representative;*
- Shannon Jessiman-MacArthur, principal representative;*
- Eric Fredrickson, alternate principal representative;*
- Robin Cawlishaw, community representative;*
- Laura Prodanyk, community representative;*
- Fred Van Elburg, teacher representative; and*
- Connor Pratt, alternate teacher representative.*

2. Approve the appointment of Chitra Jacob, parent member, to the 2021-2022 and 2022-2023 Parent Involvement Committee effective November 15, 2021 to November 14, 2023.

CARRIED

9. Information and Inquiries

Ian MacRae, Director of Education, informed trustees that he and Stephanie Rea, Communications Officer, would be attending an event on October 13, 2021, to receive a donation to Algonquin Avenue Public School for school supplies from the local Staples store and the Thunder Bay Kiwanis Club.

10. Adjournment

Moved by Trustee Saarinen

Seconded by Trustee Arnone

“THAT we do now adjourn at 7:40 p.m.”

CARRIED

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2021 NOV 09
Report No. 068-21

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

RE: LEGAL REPRESENTATION FOR 2020-2021

1. Background

Lakehead District School Board's 3020 Legal Representation Policy and Procedures, (herewith attached, Appendix A), are designed to assist in the resolution of complex and technical legal matters. This report does not include legal expenses incurred which are to be recovered in the future.

2. Situation

The 2020-2021 legal costs paid from the director's legal/audit account are as follows:

Description	Cost
Cheadles	\$203,145.38
Buset & Partners	2,798.72
O'Neill Associates	127.70
Borden Ladner Gervais	6,303.27
Shibley Righton	8,691.25
MacLeod Law Firm	2,552.47
Ericksons LLP	465.73
Carrel & Partners	255.40
Guide Group Inc.	20,549.26
Third Party Costs	13,107.13
TOTAL	\$257,996.31

3. Conclusion

Total legal expenses vary annually as indicated in the chart below.

Year	Total Legal Expenses
2020-2021	\$257,996.31
2019-2020	368,133.31
2018-2019	443,209.31
2017-2018	271,417.08
2016-2017	306,835.90
2015-2016	179,790.03
2014-2015	227,001.86
2013-2014	176,583.40
2012-2013	215,943.06

Respectfully submitted,

IAN MACRAE
Director of Education

BUSINESS AND BOARD ADMINISTRATION	3000
LEGAL REPRESENTATION POLICY	3020

1. Rationale

There are occasions when legal advice is necessary to assist in resolving very complex and technical problems.

2. The Policy

It is the policy of Lakehead District School Board that all matters requiring professional legal assistance must be approved by the director of education or designate, before referral is sought.

3. Guidelines

3.1 That any solicitor or firm of solicitors so engaged will be recompensed on a fee-for-service basis.

3.2 For specific details concerning this policy, refer to 3020 Legal Representation Procedures. Any questions related thereto may be directed to the superintendent responsible.

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>
_____	February, 1979	_____
_____	<u>Date Revised</u>	_____
	June 22, 2010 May 23, 2017	

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BUSINESS AND BOARD ADMINISTRATION	3000
LEGAL REPRESENTATION PROCEDURES	3020

1. The Policy

It is the policy of Lakehead District School Board that all matters requiring professional legal assistance must be approved by the director of education or designate, before referral is sought.

2. Implementation Procedures

- 2.1 If legal representation is deemed necessary, by an employee, they should contact their superintendent or, if their superintendent is not available, the director or any other superintendent.
- 2.2 Briefly outline the matter to the superintendent.
- 2.3 The superintendent will decide if the matter requires legal representation. If the matter does not require legal representation, the superintendent will provide the necessary information to allow the matter to be resolved.
- 2.4 If the matter is deemed to require legal representation, the superintendent, in consultation with the director, will engage a solicitor to contact the employee directly and continue until the matter is resolved. All engagements must be confirmed in writing (this does not preclude a verbal engagement, but any verbal engagement must be followed by a written confirmation).
- 2.5 A copy of each referral will be forwarded to the director, who will keep a record of each legal engagement. Such a record will include: the date of engagement, authorizing official, brief description of the matter, the date of completion, and the cost.
- 2.6 The director files a report annually on the year's activities with respect to use of legal firms.

3. Review

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

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
_____	February, 1979	_____
_____	<u>Date Revised</u> June 22, 2010 May 23, 2017	_____

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2021 NOV 09
Report No. 076-21

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

RE: POLICY REVIEW – 3071 ADVERTISING POLICY AND PROCEDURES

1. Background

- 1.1 On January 28, 2014, revised 3071 Advertising Policy was approved.
- 1.2 At the May 25, 2021 Regular Board Meeting, the 3071 Advertising Policy and Procedures were approved for review during the 2021-2022 school year as part of the policy development and review cycle.
- 1.3 On September 15, 2021, 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 October 20, 2021.

2. Situation

- 2.1 The policy is attached as Appendix A and the procedures as Appendix B.
- 2.2 Upon final approval, the policy and procedures will be distributed according to Board procedures.

RECOMMENDATION

It is recommended that Lakehead District School Board approve 3071 Advertising Policy, Appendix A to Report No. 076-21.

Respectfully submitted,

KIRSTI ALAKSA
Superintendent of Business

IAN MACRAE
Director of Education

BUSINESS AND BOARD ADMINISTRATION	3000
<i>DRAFT – November 9, 2021</i>	
ADVERTISING POLICY	3071

1. Rationale

Advertising expenditures are incurred to communicate specific matters of interest to students and their families, to create an awareness of educational programs and activities of interest to the community, and to post for public tenders, requests for proposal, and job competitions.

2. Policy

It is the policy of Lakehead District School Board to permit advertising as outlined in the guidelines and procedures.

3. Guidelines

- 3.1 Due diligence shall be exercised in determining the advertising medium that maximizes cost efficiency.
- 3.2 Appropriate approvals support the nature and extent of an advertising campaign.
- 3.3 Advertising campaigns are targeted to specific groups that have a demonstrable need for information.
- 3.4 Advertising must present objective, factual and explanatory information based on verifiable facts in an unbiased, fair, and equitable manner.
- 3.5 Advertising campaigns must be in compliance with any applicable laws and regulations.
- 3.6 Advertising expenditures must be made in accordance with Board purchasing policies.
- 3.7 Examples of suitable uses for advertising include:
 - school registration;
 - program offerings;
 - extracurricular activities;
 - public consultations;
 - employment opportunities;
 - requests for tenders/proposals; and/or
 - school board accountability to the public.

BUSINESS AND BOARD ADMINISTRATION**3000***DRAFT – November 9, 2021***ADVERTISING POLICY****3071**

3.8 Examples of inappropriate uses of advertising include:

- recruiting students from other school boards or schools;
- providing unverifiable or inaccurate information or comparisons;
- using paid advertising with parents, teachers or students, for the sole purpose of lobbying the government or other education partners; and/or
- using advertising that is not targeted to appropriate groups, for example, through widespread phone calls.

4. Review

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

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
	October 23, 2007	
	<u>Date Revised</u>	
	January 28, 2014 November 9, 2021	

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BUSINESS AND BOARD ADMINISTRATION**3000***DRAFT – November 9, 2021***ADVERTISING PROCEDURES****3071**1. Policy

It is the policy of Lakehead District School Board to permit advertising as outlined in the guidelines and procedures.

2. Procedures

2.1 Lakehead District School Board employs a communications officer. All proposed advertising of an educational nature must be submitted to the communications officer for approval of:

- the objectives of the project;
- the nature and content of the proposed advertisement; and
- selection of the appropriate media.

2.2 The communications officer will initiate or oversee the advertising campaign to ensure that:

- the appropriate public are addressed with valid information;
- the selected media provides the best value and is appropriate for the audience; and
- the outcomes are monitored and evaluated.

2.3 Other forms of public advertising (job competitions, public tenders) must be approved by the appropriate department manager.

2.4 Advertising expenditures must be competitively priced in accordance with the 3030 Purchasing Policy and Procedures.

2.5 Proposals for advertisements must be approved by one of the following:

- the communications officer;
- the supervisor of **Purchasing finance services**; or
- senior administration.

BUSINESS AND BOARD ADMINISTRATION**3000***DRAFT – November 9, 2021***ADVERTISING PROCEDURES****3071**3. Review

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

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
	October 23, 2007	
	<u>Date Revised</u>	
	January 28, 2014 November 9, 2021	

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LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2021 NOV 09
Report No. 077-21

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

RE: POLICY REVIEW – 3040 TRANSPORTATION POLICY AND PROCEDURES

1. Background

- 1.1 On October 22, 2013, the revised 3040 Transportation Policy and Procedures were approved.
- 1.2 At the May 25, 2021 Regular Board Meeting, the 3040 Transportation Policy and Procedures were approved for review during the 2021-2022 school year as part of the policy development and review cycle.
- 1.3 On September 15, 2021, 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 October 20, 2021.

2. Situation

- 2.1 The policy is attached as Appendix A and the procedures as Appendix B.
- 2.2 Upon final approval, the policy and procedures will be distributed according to Board procedures.

RECOMMENDATION

It is recommended that Lakehead District School Board approve 3040 Transportation Policy, Appendix A to Report 077-21.

Respectfully submitted,

KIRSTI ALAKSA
Superintendent of Business

IAN MACRAE
Director of Education

BUSINESS AND BOARD ADMINISTRATION 3000	3000
<i>DRAFT – November 9, 2021</i>	
TRANSPORTATION POLICY	3040

1. Rationale

The Education Act allows a board to provide transportation for ~~pupils~~ **students** under certain conditions. Lakehead District School Board (**LDSB**) supports an active and healthy life style, and encourages active transportation; however, due to the diversity of the urban and rural area and the diversity of programs offered from Junior Kindergarten to Grade 12, a comprehensive transportation policy and set of procedures is necessary.

2. The Policy

It is the policy of ~~Lakehead District School Board~~ **LDSB** that ~~pupils~~ **students** may be transported for education reasons at the Board's expense between home and zoned school, and on other occasions, according to the guidelines in section 4.

3. Definitions

- 3.1 Eligible Student will be a resident in the District of ~~Lakehead District School Board~~ **LDSB** who is registered in, and attending, a school operated by, or under, the jurisdiction of ~~Lakehead District School Board~~ **LDSB**.
- 3.2 Consortia ~~um~~ will mean Student Transportation Services of Thunder Bay, an administrative consortium to deliver efficiency and cost-effective student transportation service for the Board.

4. Guidelines

- 4.1 Pursuant to the Education Act, R.S.O. 1990, ~~Lakehead District School Board~~ **LDSB** may provide transportation to its students.
- 4.2 Lakehead District School Board will provide transportation, without charge, to students whenever such transportation is warranted, in accordance with the guidelines outlined in this policy and related procedures.
- 4.3 Lakehead District School Board considers transportation a privilege and not a right. Conduct detrimental to the safe operation of the bus or to other students riding on the bus will not be allowed.

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<i>DRAFT – November 9, 2021</i>	
TRANSPORTATION POLICY	3040

- 4.4 Transportation will be organized and delivered by the Student Transportation Services of Thunder Bay Consortium on behalf of its three member school boards: Lakehead District School Board, Thunder Bay Catholic District School Board, and Conseil scolaire de district catholique des Aurores boréales.
- 4.5 All routes and designated stops will be established by the consortium on the basis of safety, time, efficiency, loading, and economy.
- 4.6 Transportation may be provided for students residing in our area to and from provincial schools operated by the Ministry of Education, any Ontario hospital, or a Mental Health Centre established under the Child and Family Services Act, R.S.O. 1990. Transportation will be provided in accordance with regulations of the Ministry of Education.
- 4.7 Where a student qualifies for board, lodging, and transportation under the Education Act, R.S.O. 1990, the Board may, in lieu of daily transportation, reimburse the parent/guardian an amount established under the guidelines of the Board.
- 4.8 Video cameras may be installed on school bus routes. Use of video cameras on buses to monitor student behavior will be with the approval of administration.
- 4.9 Public transit system will be utilized where economical and time efficient. Public transit will be a consideration for students at the secondary and/or senior elementary school levels for home to school transportation.
- 4.10 Transportation Contracts
- 4.10.1 School bus operators are licensed under the Public Vehicles' Act R.S.O. 1990 and the Ontario Highway Traffic Act. The regulations made under these Acts impose certain duties and responsibilities on the operator or a driver employed by the operator regarding control and safety in the operation of school buses.
- 4.10.2 The Board shall contract with transportation companies for the transportation of students, following tendering or negotiations.
- 4.10.3 Contracts will be presented to the Board for ratification.

BUSINESS AND BOARD ADMINISTRATION 3000

3000***DRAFT – November 9, 2021***

TRANSPORTATION POLICY

3040

4.11 Employee and Private Individual Use of Private Cars

- 4.11.1 Employees and private individuals are permitted to use their vehicles or rented vehicles with the appropriate license, provided principals or the employee's supervisor, authorize in writing, authorized use of the vehicles for:
- the transportation of small groups of students for curricular or co-curricular activities; or
 - the performance of the conditions of employment.

Any such vehicles used must have adequate public liability insurance coverage. It is the responsibility of the employee and private individual to notify the Board in writing of any change in their public liability insurance coverage. Refer to section 9 in the procedures for details.

Employees using their personal vehicle on Board business must adhere to 3070 Personal Use of Vehicles Policy and Procedures.

- 4.11.2 Students owning or operating vehicles are permitted to transport small groups of students for curricular or co-curricular activities as authorized, in writing, by the principal. The driver must file proof of having adequate liability insurance coverage and meet other requirements as set out in the procedures.

5. Minimum Walking Distances

- 5.1 Transportation will be provided for students who live beyond the distance from their **zoned** school ~~they attend~~ as shown in the following:

<u>Grade</u>	<u>Distance</u>
JK/SK	0.4 km
1 – 3	0.8 km
4 – 8	1.6 km
9 – 12	1.6 km

- 5.2 Students will be required to walk to and from regular school bus stops.
- 5.3 Secondary school students attending Board programs outside their zone school areas and who, during the school year, change to a program available in their zone school, will no longer be eligible for transport to the out of zone school.

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

[illegible]

BUSINESS AND BOARD ADMINISTRATION**3000***DRAFT – November 9, 2021***TRANSPORTATION PROCEDURES****3040**1. The Policy

It is the policy of Lakehead District School Board (**LDSB**) that ~~pupils~~ **students** may be transported for education reasons at the Board's expense between home and zoned school, and on other occasions, according to the guidelines in section 4 of the policy.

2. Definitions

2.1 The procedures will define the action required to implement policy statements.

2.2 References to 'STSTB' shall mean Student Transportation Services of Thunder Bay, an administrative consortium to deliver efficiency and cost effective student transportation service for the Board.

2.3 References to "Bus Operator" shall mean owner of the bus company.

2.4 References to "Driver" shall mean the driver of the school bus.

2.5 Eligibility defined in policy under, Definitions, item 3.1.

3. Services – Daily Home to School

3.1 Accessibility is considered in contracting transportation services in accordance with 3100 Accessibility Procedures, Section 7.

3.12 STSTB ~~in conjunction with school bus operators~~ shall design routes to accommodate the majority of students in a given area, taking into consideration road conditions, proper turnarounds, timing and efficiency of routes, safety of ~~pupils~~ **students** involved, and economy.

3.23 Bus stops ~~locations, including~~ transfer points and any changes ~~to routes~~ must be authorized by STSTB.

3.34 Students ~~pick up address may be different from their drop off transportation address and either or both~~ may be ~~different~~ picked up or dropped off at locations other than their home address provided that:

- a) the locations are within the school zone boundaries;
- b) the schedule is static; and**
- c) request is received by ~~Lakehead District School Board~~ **LDSB** from the parent(s)/guardian(s) and ~~if~~ approved by the consortium.

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TRANSPORTATION PROCEDURES	3040

- 3.45** Under specific circumstances as approved by the director of education or designate, out of zone transportation to and from alternate home address may be provided, within existing scheduled routes, to and from the student's designated zone school.
- 3.56** Distances will be calculated as the distance by public pathway and public road from home to the closest school entrance of the school using the shortest route.
- 3.67** Seating accommodation and maximum loading factors for each bus servicing a school will be determined by:
- dividing the total inches of seating by 13 inches allowing three students per bench for Junior Kindergarten to Grade 6;
 - dividing the total inches of seating by 15 inches allowing two students per bench for Grades 7 to 12; and
 - immediate arrangements shall be made to eliminate overcrowding or standees on school buses.
- 3.78** Where practical and feasible, vehicles will be utilized to their fullest extent by servicing more than one route, and more than one district school board.
- 3.89** STSTB shall follow the summary of procedures, rules and regulations relating to school bus transportation as described in **STSTB STS-GEN-023 Transportation Policy/STS-GEN-023fr Politique en matière de transport, 'School Bus Transportation Instructions'**, prepared by **Cconsortiaum** members.
- 3.910** No student will be discharged from a bus at a transfer point other than a designated transfer point. ***Students will only be discharged at a transfer point if there is Board supervision such as on school property or, otherwise, remain on their original bus until the transfer bus arrives.*** If, for any reason, the transfer bus does not arrive within a reasonable time, students must remain on the original bus until ~~it reaches its destination~~ ***alternative arrangements can be made.***
- 3.1011** Whenever possible no student will ride more than two buses while travelling to and from school. Routes will be designed, where possible, to limit the time riding on a bus to one hour ***each way. For students who reside in rural areas or attend programs at schools outside their home school catchment area (ie. French Immersion, IB), ride times may exceed one hour.***
- 3.1112** Routes will be designed to make every effort to arrive at schools as near to school opening times as possible, ***no earlier than 15 minutes before the bell at elementary schools,*** and to arrive at the bus stop nearest home as soon after school closing time as possible.

BUSINESS AND BOARD ADMINISTRATION**3000***DRAFT – November 9, 2021***TRANSPORTATION PROCEDURES****3040**4. Special Consideration4.1 Courtesy Transportation

As a courtesy, transportation may be provided to students ***who are ineligible for transportation*** where there is room on a bus, ***the student is zoned for the school, and the student is expected to be able to get to and from an existing stop safely.*** Students may be transported, although they normally would not be eligible for transportation, provided that, when eligible students require transportation, those ineligible students living closest to the school will be the first to relinquish their occupancy.

4.2 Out of Zone Transportation

Students who choose to attend a school outside of their school area must assume responsibility for their transportation to the chosen school.

4.3 Hazards

The Board will provide **special** transportation to students, ***whose transportation address falls below the eligibility distance*** when ~~the Consortium~~ identified hazards ***that warrant, to overcome overcoming*** traffic or other forms of hazards. ~~contrary to the stated distances in section 3.6.1.~~

4.4 Special Transportation

The Board may provide transportation for students who cannot access regular modes of transportation. Transportation will be provided, at the discretion of the director of education or designate, for injuries/medical conditions where the lack of access to school transportation presents a hardship for the parent/guardian.

4.5 Students with Special Needs

4.5.1 Students enrolled in self-contained programs, or identified as exceptional students, will be transported to designated schools in accordance with policy concerning distance between home and school. When possible, these students will be transported on regular routes.

4.5.2 If circumstances, which in the opinion of the principal and/or other agencies, indicate that a student's interests would best be served by a transfer to another school (and this is approved by the director of education or designate), the student's transportation to the new school will be provided at the expense of the Board.

BUSINESS AND BOARD ADMINISTRATION**3000***DRAFT – November 9, 2021***TRANSPORTATION PROCEDURES****3040**

4.5.3 STSTB shall follow the summary of procedures relating to special needs students as described in ~~'Special Needs Transportation Service Delivery Model'~~ **STSTB STS-SPE-001 Specialized Transportation Manual** prepared by ~~C~~consortium members.

4.6 Other Considerations

On an as need basis, as approved by the director of education or designate, transportation may be provided to students where the lack of access to school transportation presents ~~an~~ **undue** hardship for the parent/guardian.

5. Use of Video Cameras on School Buses

The use of video cameras on buses will be as per STSTB **STS-GEN-024 Transportation Procedures 4.0**.

6. Discipline on School Buses

6.1 Breaches of conduct detrimental to the safe operation of the school bus to other students riding the bus will not be tolerated.

6.2 Every ~~pupil~~ **student** is responsible to the principal of the school that s/he attends for her/his conduct on the school board premises or while travelling on a school bus that is under contract to that board.

6.3 Reference of Conduct and Discipline on Buses is in the **STSTB Consortium 'School Bus Transportation—Instructions' 'Transportation Services Overview'** booklet.

7. Transportation Contracts

7.1 Transportation contracts with independent bus operators will be on the basis of tendered submissions.

7.2 STSTB is mandated to administer member boards' transportation contracts.

7.3 Bus operator shall ensure that each driver has required safety training as described in contract documents. Such training shall include, but not limited to; current Emergency First Aid, Adult and Child CPR, **and** Epinephrine autoinjector training.

8. Route Reviews

8.1 The consortia shall conduct reviews of routes to ensure the maintenance of an efficient, safe, and cost-effective transportation system.

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- 8.2 Routes may be designed as to facilitate the use of central pickup and drop-off locations to encourage efficiency and economies in the system.
- 8.3 Routes shall be established to minimize the amount of travelling time on the school bus. Pickups before 7:00 a.m. and drop-offs after 5:00 p.m. will be kept to a minimum, depending on the length of the route.
- 8.4 Routes will be designed to accommodate the concepts of double and triple routing and route sharing with all member boards of the consortia, where feasible and cost efficient.

9. Employee and Private Individual Use of Private Cars:

- 9.1 Policy Item 4.11, Employee and Private Individual Use of Private Cars shall have adequate public liability insurance coverage (minimum coverage shall be \$2,000,000).
- 9.2 Policy Item 4.11.2, Requirements for student use of cars
- ensure that the student has adequate public liability insurance (minimum coverage should be \$2,000,000);
 - be satisfied that the driver is a reliable, responsible person;
 - advise students that they are under the jurisdiction of the school and that rules and regulations of the school apply while on school event trips;
 - advise students that they are to go directly to the event and return within a given time authorized by the principal, or his designate;
 - obtain written approval from the owner that the driver has permission to transport other students in the vehicle;
 - give written authorization to the student granting permission to drive the vehicle for a school event; and
 - be satisfied that the number of students transported shall not exceed the loading capacity of the vehicle and that all passengers are properly seat-belted.

10. Disposal of School Bus Business

- 10.1 An operator may dispose of their school bus business or change the ownership of the firm in whole or in part as per conditions contained in the signed contract.

10.2 Notification of Relationship

Upon request of the superintendent of business, and, in any event annually, all bus operators shall file a declaration as to his relationship, if any, to the controlling common share ownership of any other bus operator or a statement that he/she is unrelated to any other bus operator verified by affidavit or statutory declaration.

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11. Board and Lodging

- 11.1 Eligibility for board and lodging assistance will be for students who reside more than 64 kilometers (40 miles) from home to school and are not resident students of another board.
- 11.1.1 When a student travelling on a regular daily route provides proof that the long distance of the regular route is detrimental to his/her progress in school.
- 11.1.2 When a student travelling on a regular daily route wishes to participate in a regular recognized extra-curricular program.
- 11.1.3 When a non-resident ~~pupil~~ **student** attends ~~Lakehead Board schools~~ **LDSB** and resides in a district where there is no other board jurisdiction.
- 11.1.4 Board and lodging applications shall be submitted to the school but are subject to the approval of Board administration.
- 11.1.5 Assistance payments shall not exceed the maximum amount approved by the senior administration.

12. Instructions

The Board ~~STSTB Consortium~~ booklet "~~School Bus Transportation Instructions~~" **'Transportation Services Guide'** will be provided as a reference guide.

Emergency procedures for transportation and school closures are referred to in ~~6010 Policy and Procedures~~ **Emergency Evacuation and School Closure 6010 Policy and Procedures.**

13. Communications and or Complaints

- 13.1 Responsibility for providing information pertaining to this policy and its regulations to operators and/or bus drivers shall rest with the consortia office.
- 13.2 Responsibility for providing information pertaining to this policy and its regulations to parents/guardians and students shall rest with principals.
- 13.3 Parent/guardian and/or student inquiries should be directed to the principal for response.
- 13.4 If the principal requires assistance, his/her inquiries should be directed to the Consortia office, except in the case of disciplinary matters.
- 13.5 Board trustees shall direct inquiries or complaints to the director of education or designate.

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2021 NOV 09
Report No. 078-21

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

RE: PROCEDURAL BY-LAW AD HOC COMMITTEE

1. Background

- 1.1 Revisions to the Procedural By-Law were completed and enacted on November 27, 2018.
- 1.2 Section 1 of the 2018 Procedural By-Law states *“By June 30th of the fourth year of a Board’s term, an Ad Hoc Committee shall be struck to review the Procedural By-Law and shall report to the Board before the end of the Board’s term.”*
- 1.3 Section 5 of the 2018 Procedural By-Law states *“The Board or Standing Committee may establish a committee which shall be designated an Ad Hoc Committee to consider a specific matter.”*

2. Situation

- 2.1 A Procedural By-Law Ad Hoc Committee should be established to conduct a review.
- 2.2 The Procedural By-Law Ad Hoc Committee will review the 2018 Procedural By-Law and recommend changes to the Board.
- 2.3 The Procedural By-Law Ad Hoc Committee will consist of four trustees, one alternate, the director of education, and the executive secretary - office of the director.

RECOMMENDATIONS

It is recommended that:

- 1. Trustees _____, _____, _____, and _____, and _____ as alternate, be appointed to the Procedural By-Law Ad Hoc Committee.
- 2. The Procedural By-Law Ad Hoc Committee report its progress to the Board no later than March 31, 2022.

Respectfully submitted,

IAN MACRAE
Director of Education