



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, September 11, 2012**  
**Jim McCuaig Education Centre**

Catherine Siemieniuk  
Director of Education

Karen Wilson  
Chair

**AGENDA**

**PUBLIC SESSION**  
**7:30 P.M. – in the Board Room**

		<u>Resource Person</u>	<u>Pages</u>
1.	Call to Order		
2.	Disclosure of Conflict of Interest		
3.	Approval of the Agenda		
4.	Resolve into Committee of the Whole – Closed Session		
5.	<b>COMMITTEE OF THE WHOLE – Closed Session - 6:30 p.m. (SEE ATTACHED AGENDA)</b>		
6.	Delegations/Presentations		
6.1	Introduction of Newly Appointed Superintendent	C. Siemieniuk	Verbal
6.2	Declaration of 2012-2013 Student Trustee	R. Kendrick	Verbal
6.3	Trustee Recognition Award – Westgate Collegiate and Vocational Institute - Austin Bour - Benjamin Van Nieuwenhuizen - Kristy Van Nieuwenhuizen	J. Playford	Verbal
6.4	Ontario Public School Boards' Association (OPSBA) - Certificate of Appreciation - Serena Essex	P. Johansen	Verbal

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>
6.5	Introduction of Newly Appointed Leaders	Superintendents	Verbal
	- Kali Bernst - Eric Fredrickson - Jo-Anne Giertuga - Heather Harris - Leslie Hynnes - David Isherwood - Jane Lower - Christy Radbourne		
7.	Confirmation of Minutes		
7.1	Standing Committee Meeting - June 12, 2012	K. Wilson	1-5
8.	Business Arising from the Minutes		

**MATTERS NOT REQUIRING A DECISION**

9.	Information Reports		
9.1	Student Work Study (098-12)	S. Pharand	6-8
9.2	Aboriginal Education Advisory Committee Meeting Minutes - May 17, 2012	S. Pharand	9-12
10.	First Reports		

**MATTERS FOR DECISION:**

11.	Postponed Reports		
12.	Ad Hoc and Special Committee Reports		
13.	New Reports		
13.1	Report on the Activities of the 2011-2012 Supervised Alternative Learning (SAL) Committee and Approval of Appointments to the 2012-2013 SAL Committee (097-12)	C. Kappel	13-14

*It is recommended that Lakehead District School Board approve the appointments of Ric Windsor, Assistant Director of YES Employment Services, as a member and Kendra Perry, Service Delivery Manager of YES Employment Services, as alternate member, to the Supervised Alternative Learning (SAL) Committee for the 2012-2013 school year.*

Trustees (Chair and Vice-Chair) and presenters of reports will be available for comment after the Board Meeting.
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		<u>Resource Person</u>	<u>Pages</u>
13.2	2012 to 2020 Policy Review Schedule (094-12)	C. Siemieniuk	15-17
	<i>It is recommended that Lakehead District School Board approve the 2012 to 2020 Policy Review Schedule, Appendix A to Report No. 094-12.</i>		
13.3	Policy Development – 4020 Alternative Schools (095-12)	C. Kappel	18-27
	<i>It is recommended that Lakehead District School Board approve 4020 Alternative Schools Policy.</i>		
14.	New Business		
15.	Notices of Motion		
16.	Information and Inquiries		
17.	Adjournment		

Trustees (Chair and Vice-Chair) and presenters of reports will be available for comment after the Board Meeting.
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**STANDING COMMITTEE**  
**Tuesday, September 11, 2012**  
**Jim McCuaig Education Centre**

Catherine Siemieniuk  
Director of Education

Karen Wilson  
Chair

**AGENDA**

**COMMITTEE OF THE WHOLE – Closed Session**  
**6:30 P.M. – in the Sibley Room**

	<u>Resource Person</u>	<u>Pages</u>
5.1 Confirmation of Committee of the Whole - Closed Session Minutes		
5.1.1 Standing Committee Meeting - June 12, 2012	K. Wilson	1-2
5.2 Business Arising from the Minutes		
5.3 Consideration of Reports		
5.3.1 Negotiations	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**

LAKEHEAD DISTRICT SCHOOL BOARD

**MINUTES OF STANDING COMMITTEE**

Board Room  
Jim McCuaig Education Centre

2012 JUN 12

**TRUSTEES PRESENT:**

Karen Wilson (Chair)	Ron Oikonen
Marg Arnone	Jack Playford
Pat Johansen	George Saarinen
Deborah Massaro - teleconference	

**TRUSTEES ABSENT, WITH REGRET:**

Lori Lukinuk  
Stephanie Philp (Student Trustee)

**SENIOR ADMINISTRATION:**

Catherine Siemieniuk, Director of Education  
Colleen Kappel, Superintendent of Education  
Ian MacRae, Superintendent of Education  
Sherri-Lynne Pharand, Superintendent of Education  
Kathy Pozihun, Superintendent of Business

**FEDERATION/UNION REPRESENTATIVES:**

Terry Hamilton, OSSTF – TBU

**PUBLIC SESSION:**

1. Approval of Agenda

Moved by Trustee Johansen

Seconded by Trustee Arnone

*“THAT the Agenda for Standing Committee Meeting, May 8, 2012, be approved.”*

**CARRIED**

2. Resolve into Committee of the Whole – Closed Session

Moved by Trustee Saarinen

Seconded by Trustee Johansen

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

- *Confirmation of Committee of the Whole – Closed Session Minutes*
  - *May 8, 2012*

- *Negotiations*
- *Legal Matter*
- *Personnel Matter (085-12)*

*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 Massaro left the Closed Session meeting.

PUBLIC SESSION:

4. School Boards’ Co-Operative Award Presentation

Ian MacRae, Superintendent of Education, introduced Robbin Lavoie, Senior Health and Safety Specialist, who presented Rick Molloy, Health and Safety Officer, with the School Boards’ Co-Operative Award. Mr. Molloy accepted the award on behalf of the Board.

5. Celebrating Student Achievement – École Gron Morgan Public School

Sherri-Lynne Pharand, Superintendent of Education, introduced Denise Baxter, Principal of École Gron Morgan Public School. Ms. Baxter introduced Ashley Priem, EcoSuperior Co-Facilitator, Stasia Starr, Public Health Nurse, Darren McCormick, School Council Chair, and Jo-Anne Giertuga, Vice Principal of École Gron Morgan Public School, who presented information regarding *School Travel Planning*. All Trustees’ questions were addressed.

6. Confirmation of Minutes

Moved by Trustee Arnone

Seconded by Trustee Oikonen

*“THAT the Standing Committee approve the Minutes of the Standing Committee Meeting May 22, 2012.”*

CARRIED

7. Trustee Manual Review Ad Hoc Committee (062-12)

Jack Playford, Chair of the Trustee Manual Review Ad Hoc Committee, presented the report.

8. Special Education Advisory Committee Meeting Minutes – April 18, 2012

Colleen Kappel, Superintendent of Education, presented the April 18, 2012 minutes for information.

9. Aboriginal Education Advisory Committee Meeting Minutes – March 22, 2012

Sherry-Lynne Pharand, Superintendent of Education, presented the March 22, 2012 minutes for information. All Trustees' questions were addressed.

10. Communications Update (087-12)

Catherine Siemieniuk, Director of Education, introduced Bruce Nugent, Communications Officer, who presented the report. Highlights included: effective communications, staff and student successes, parental engagement, websites and social media, practices, video productions, advertising/marketing, and next steps. All Trustees' questions were addressed.

11. Parent Involvement Committee Meeting Minutes – March 5, 2012

Catherine Siemieniuk, Director of Education, presented the March 5, 2012 meeting minutes for information.

MATTERS FOR DECISION:

12. Approval of Standing Committee and Regular Board Meeting Schedule 2012-2013 (084-12)

Moved by Trustee Playford

Seconded by Trustee Saarinen

*“THAT Lakehead District School Board approve the revised Standing Committee and Regular Board Meeting Schedule 2012-2013, as set out in Appendix A to Report No. 084-12.”*

CARRIED

13. Policy Review – 3074 Expense and Travel Reimbursement (081-12)

Moved by Trustee Oikonen

Seconded by Trustee Playford

*“THAT Lakehead District School Board:*

1. *Approve 3074 Expense and Travel Reimbursement Policy, Appendix A to Report No. 081-12, as amended.*
2. *Revoke 3075 Trustee, School Council Member and Non-Trustee Board Committee Member Expenditure Policy, Appendix C to Report No. 081-12.”*

CARRIED

Trustee Saarinen left the meeting.

14. Policy Review – 8012 Fundraising in the Schools (080-12)

Moved by Trustee Playford

Seconded by Trustee Johansen

*“THAT Lakehead District School Board approve 8012 Fundraising in the Schools Policy, Appendix A to Report No. 080-12, as amended.”*

CARRIED

15. Policy Review – 1020 Equity and Inclusive Education (079-12)

Moved by Trustee Arnone

Seconded by Trustee Johansen

*“THAT Lakehead District School Board:*

1. *Postpone the review of the Equity and Inclusive Education Policy until the 2012-2013 school year.*

2. *Direct Senior Administration to develop an Anti-Homophobia Policy.”*

CARRIED

16. Policy Development – 4020 Alternative Schools (078-12)

Moved by Trustee Playford

Seconded by Trustee Oikonen

*“THAT Lakehead District School Board postpone the approval of the Alternative Schools Policy 4020, to the September 2012 Standing Committee Meeting.”*

CARRIED

17. Policy Review – 8073 Dress Code Policy (086-12)

Moved by Trustee Johansen

Seconded by Trustee Playford

*“THAT Lakehead District School Board approve Policy 8073 Dress Code, Appendix A to Report No. 086-12.”*

CARRIED

18. Information and Inquiries

18.1 Trustee Oikonen requested information regarding the process for School Councils to determine dress codes for their schools. Trustees, by consensus, agreed to the request.

18.2 Trustee Johansen reported that Trustees attended the Ontario Public School Boards' Association's Annual General Meeting and Program held June 7 to 9. Trustee Oikonen thanked all staff that volunteered their time and noted that \$3,500.00 was raised for the City of Thunder Bay's Disaster Relief Committee.

18.3 Trustee Wilson inquired if Trustees have attended any Secondary Graduation/Commencement exercises. Trustee Johansen reported that she attended the Hammarskjold High School Commencement on Thursday, June 7,

at the Thunder Bay Community Auditorium. Trustee Johansen noted that Trustee Lukinuk attended the Westgate Collegiate & Vocational Institute Commencement on Wednesday, June 6, at the Thunder Bay Community Auditorium.

18.4 Trustee Arnone reported that Trustees will participate in an Anti-Bullying/Anti-Homophobia Training session on Wednesday, June 13.

18.5 Trustee Arnone reported that she will attend the Lakehead Adult Education Centre Graduation on Thursday, June 14 at the Da Vinci Centre.

18.6 Trustee Arnone reported that she will attend Woodcrest Public School's presentation of "*The Lady Pirates of Captain Bree*" on Thursday, June 14.

18.7 Trustee Playford reported that Trustees attended the celebration to honour retiring employees and employees with 25 years of service on Monday, June 4.

19. Adjournment

Moved by Trustee Oikonen

Seconded by Trustee Arnone

*"THAT we do now adjourn at 9:41 p.m."*

CARRIED

LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2012 SEPT 11  
Report No. 098-12

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

RE: STUDENT WORK STUDY

1. Background

- 1.1 In January 2011, Lakehead District School Board schools partnered with the Literacy and Numeracy Secretariat in the hiring of a Student Work Study teacher who established partnerships with teachers in five elementary schools. This initiative had a specific focus on increasing student achievement in literacy and numeracy.
- 1.2 The Student Work Study initiative (SWS) is a provincial study funded and supported by the Literacy and Numeracy Secretariat (LNS). The study is structured around a collaborative relationship between an experienced practitioner (SWS teacher) and a hosting classroom teacher.
- 1.3 The purpose of the study is to understand the learning needs of students currently working through Level 2 and the type of feedback students require to improve their work and other types of tasks and prompts that result in moving their work towards provincial standard.
- 1.4 The goals of the SWS initiative are to learn more about the:
  - characteristics of students' work at Level 2 moving to Level 3;
  - kinds of feedback to students that results in improved work and engagement; and
  - classroom conditions that support the development of student learning.

2. Situation

- 2.1 In September 2011, partnerships between the Student Work Study teacher and classroom teachers were established in six elementary schools: Westmount, Claude E. Garton, Kingsway Park, Hyde Park, Vance Chapman and Woodcrest Public Schools.
- 2.2 Co-teaching partnerships were established with teachers in each school from Kindergarten to Grade 6 with a specific focus on increasing student achievement in literacy and numeracy.

- 2.3 The Student Work Study teacher, classroom teacher and principal observed students and initially selected small groups who produced work at Level 2 to be involved in the study.

In collaboration with the classroom teacher, the SWS teacher's responsibilities included:

- sharing observations about how students approached their work;
- describing student work samples;
- determining student learning needs and strategies to improve work;
- providing feedback and coaching to students; and
- determining next steps for teacher instruction.

To further support student achievement and promote implementation of best instructional practices in literacy and numeracy, the SWS teacher has:

- participated in school based meetings;
- participated on the Leading Student Achievement Committee;
- delivered EQAO teacher preparation sessions;
- participated in Program Department planning;
- participated in Ministry training sessions; and
- participated in Teacher Numeracy Content Knowledge sessions at Lakehead University.

### 3. Next Steps

The Literacy and Numeracy Secretariat has continued funding to support the SWS initiative for the 2012-2013 school year.

- 3.1 A review of last year's findings will support this year's focus.
- 3.2 Board and system level data will assist in determining participating schools.
- 3.3 To further support and develop the numeracy focus, the SWS teacher will collaborate with Small and Northern Board initiatives as well as with the Mathematics Resource teacher on other mathematics initiatives.
- 3.4 The Literacy Numeracy Secretariat will provide SWS training for the Secondary Math Coach.

4. Conclusion

Through continued focus on student work, learning needs, intervention and research based instructional strategies, the Student Work Study (SWS) initiative will continue to support student achievement and sharing of best practices in our system.

Respectfully submitted,

MELANIE MUSSELLAM  
Student Work Study Teacher

ROBIN TABOR-JOHN  
Elementary Program Coordinator

SHERRI-LYNNE PHARAND  
Superintendent of Education

CATHERINE SIEMIENIUK  
Director of Education



**ABORIGINAL EDUCATION ADVISORY COMMITTEE MINUTES**

- DATE:** Thursday, May 17, 2012 – Board Room, Education Centre
- MEMBERS PRESENT:** Kathy Beardy, Elliott Cromarty, Leisa Desmoulins, Serena Essex, Pauline Fontaine, Sylvia O’Meara, Sherri-Lynne Pharand, Sara Shonias, Suzanne Tardif, Dolores Wawia
- ALTERNATES PRESENT:** Jonathan Campeau, Jane Lower, Jack Playford
- ABSENT WITH REGRET:** Ellen Chambers, Lori Laforme, Lori Lukinuk, Senator Robert McKay, George Saarinen, Robin Tabor-John, Beverley White-Kokeza
- RESOURCE:** Suzanne Eddy, Amy Farrell, Agnes Hardy, Nicole Walter-Rowan
- GUESTS:** Dawn Aho, Crystall Nielsen, Pat Johansen

AGENDA ITEM	DISCUSSION	ACTION
1. Opening Exercises	<ul style="list-style-type: none"> <li>Dolores Wawia called the meeting to order and Sherri-Lynne Pharand called upon Agnes Hardy to conduct the opening.</li> </ul>	Agnes Hardy
2. Welcome and Introductions	<ul style="list-style-type: none"> <li>Sherri welcomed everyone to the meeting and thanked Agnes Hardy for the opening.</li> <li>Regrets and substitutions were noted and the attendance sheet was circulated.</li> </ul>	
3.1 Approval of Agenda - May 17, 2012	<ul style="list-style-type: none"> <li>Moved by Pauline Fontaine and seconded by Leisa Desmoulin, that the agenda for the May 17, 2012 meeting be approved. Carried.</li> </ul>	
3.2 Approval of Minutes - March 22, 2012	<ul style="list-style-type: none"> <li>Moved by Sylvia O’Meara and seconded by Pauline Fontaine, that the minutes of the March 22, 2012 meeting be approved. Carried.</li> </ul>	
4. Correspondence File	<ul style="list-style-type: none"> <li>Correspondence file was circulated.</li> </ul>	
5. Presentations: 5.1 Learning Through the Arts (LTTA)	<ul style="list-style-type: none"> <li>Crystal Neilsen, Manager of Learning Through the Arts (LTTA) and Amy Farrell provided the group with a power point presentation on the work</li> </ul>	

AGENDA ITEM	DISCUSSION	ACTION
	<p>done with students. Fourteen out of 23 schools participated in the program. Workshops have been held on loom beading, peyote stitch beading and the making of hammocks. It is planned to introduce Elders into the program for the 2012-2013 school year to work with classroom teachers and artists. The program involves Grades 1 to 6 students and some Grade 7 and Grade 8 students. Draft lesson plans were circulated that will be used as placemats at the Ontario Public School Boards' Association Annual General Meeting being held in Thunder Bay June 8 to 10, 2012. Sherri thanked Crystal and Amy for their very informative presentation.</p>	
5.2 Professional Development	<ul style="list-style-type: none"> <li>• Dawn Aho, Aboriginal Resource Teacher, provided a power point presentation on the PD she has given to teachers this past school year. Dawn explained that she uses the medicine wheel when she plans P.D. for teachers. P.D. was carried out with Kindergarten teachers and their ECE partners, Grade 1 teachers, Secondary History teachers and Social Science Chairs. Between three and four full days were devoted to the training with each group. Training was based on the OFNMI Policy Framework document. Next year, PD will be given to Grades 2, 3 and 6 teachers and secondary subject areas, yet to be identified. Sherri and Dolores thanked Dawn for her presentation and the work she does with teachers.</li> </ul>	
6. New Business:  6.1 2012-2013 Meeting Schedule	<ul style="list-style-type: none"> <li>• The proposed meeting schedule for the 2012-2013 school year will be brought to the June meeting.</li> </ul>	
6.2 Aboriginal Education	<ul style="list-style-type: none"> <li>• Nicole Walter-Rowan informed the group of the initiatives that have gone on during this past school year in Aboriginal Education. Nicole gave a brief overview of the work that Dawn has done over and above her P.D. sessions with teachers. Special Assignment Teachers (SAT) will continue in our Secondary schools for the coming school year. Native Language/Native Studies will also continue to be offered in our Secondary schools.</li> </ul>	
7. Information Reports:  7.1 Summer Literacy	<ul style="list-style-type: none"> <li>• Robin Tabor-John, Elementary Coordinator, advised the group that the Summer Literacy program is being offered again this summer at Sherbrooke, Ogden, Agnew, C.D. Howe and Algonquin Public Schools.</li> </ul>	

AGENDA ITEM	DISCUSSION	ACTION
	<p>Students who attended the session last summer, gained approximately two months of literacy skills over the summer than those students who did not attend. There will also be a Summer Numeracy and a Summer Literacy for FNMI students. There will be no fewer than 15 students in a class and preference will be given to students who are experiencing achievement gaps. The programs will run from July 9 to July 27, 2012, 8:30 a.m. – 2:30 p.m. There will be a recreational component, breakfast and lunch and the Board will partner with Lakehead University. There will be an emphasis on connecting with parents so that they are able to support students at home with literacy. Notices were sent to schools during the first week of May. Questions from the group were addressed.</p>	
<p>8. Ongoing Business:</p> <p>8.1 Aboriginal Transitions Update</p>	<ul style="list-style-type: none"> <li>• Amy Farrell provided a brief update. Meeting was held on May 16, 2012, where parents/guardians helped to revise the student information form. Kathy Beardy asked that NAN receive an invite to the next Transitions Committee meeting. Feedback was provided to Amy on ways to share information with students in Northern Communities and who to engage in the process.</li> </ul>	
<p>8.2 Advocacy Update</p>	<ul style="list-style-type: none"> <li>• Amy advised that all nine applicants should be approved. The next training session will be May 28, 2012. A former advocate will provide training on conflict resolution. Amy will be meeting with Principals to provide information on Advocates and posters will be sent to schools advising those in need of an advocate to contact Amy.</li> </ul>	
<p>8.3 Guidebook Update</p>	<ul style="list-style-type: none"> <li>• The book is currently being updated and it is hoped a draft will be available for the June 22, 2012 meeting. Some ideas for the cover shared by the group were: <ul style="list-style-type: none"> <li>- 7 Grandfather Teachings</li> <li>- Representative of FNMI People</li> <li>- Sleeping Giant</li> <li>- Have students design</li> <li>- Animals on border</li> <li>- Ask Secondary art teachers if they have any drawings</li> </ul> </li> </ul>	
<p>9. Information and Inquiries</p> <p>9.1 AYARAE</p>	<ul style="list-style-type: none"> <li>• Amy advised the group that there will be 50 winners being recognized at</li> </ul>	

AGENDA ITEM	DISCUSSION	ACTION
	the Aboriginal Youth Awards Recognition and Achievement Evening being held on May 17, 2012 at the Victoria Inn. Twenty-one of the recipients are from Lakehead Public Schools. Dolores will represent AEAC.	
9.2 Audit	<ul style="list-style-type: none"> <li>• Sherri updated the group on the general audit of Aboriginal Education that was conducted by the Auditor General of Ontario from May 7-11, 2012. Sherri thanked Dolores and Suzanne for attending the meeting to share the work of AEAC. The Auditor said we are leaders in Aboriginal Education in the Province. Sherri thanked AEAC for their work on the Committee that has made this happen. Suzanne Tardif shared her thoughts with the group.</li> </ul>	
9.3 Russian Visit	<ul style="list-style-type: none"> <li>• Trustee Johansen thanked Dawn Aho and Amy Farrell for chauffeuring the delegation to the schools and sights of Thunder Bay.</li> </ul>	
9.4 Suzanne Tardif	<ul style="list-style-type: none"> <li>• Suzanne advised the group that she has been appointed to the position of Native Access Program Coordinator at Lakehead University. In this role, Suzanne will help individuals of Native descent to prepare to apply for University. Mature students are eligible – two years out of school.</li> </ul>	
10. Closing Exercises	<ul style="list-style-type: none"> <li>• Closing exercises were conducted by Dolores Wawia.</li> </ul>	
11. Next Meeting	<ul style="list-style-type: none"> <li>• Friday, June 22, 2012, 9:30 a.m. – 12:00 p.m., Board Room, Education Centre.</li> </ul>	All
12. Adjournment	<ul style="list-style-type: none"> <li>• The meeting adjourned at 12:00 p.m.</li> </ul>	

LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2012 SEP 11  
Report No. 097-12

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

RE: REPORT ON THE ACTIVITIES OF THE 2011-2012 SUPERVISED ALTERNATIVE LEARNING (SAL) COMMITTEE AND APPROVAL OF APPOINTMENTS TO THE 2012-2013 SAL COMMITTEE

1. Background

- 1.1 In accordance with the Education Act of Ontario Regulation 374/10, the Board shall establish a Supervised Alternative Learning (SAL) Committee.
  - 1.1.1 The SAL Committee shall be composed of no fewer than three persons to be appointed by the Board.
  - 1.1.2 The members of the SAL Committee shall include: a Trustee of the Board; a Supervisory Officer; and at least one person who is not an employee of the Board.
- 1.2 During the 2011-2012 school year, members appointed to the committee included: Trustee Jack Playford and alternate Trustee Marg Arnone; Colleen Kappel, Superintendent of Education, and alternate Charles Bishop, Education Officer; and Ric Windsor, Assistant Director of Youth Employment Services, and alternate Kendra Perry, Service Delivery Manager of Youth Employment Services.
- 1.3 The role of the SAL Committee is to accept and consider applications from parents/guardians of compulsory secondary school age children, who are at least fourteen (14) years of age, and who wish to be excused from either full-time or part-time attendance at school. Where such applications are approved, the SAL Committee, in consultation with a representative(s) from the student's home school, the Attendance Counsellors, and the student's parent/guardian, determines an alternative learning program directed towards the student's needs and interests.

2. Situation

- 2.1 Due to the change in legislation, SAL committee meetings were increased from seven to ten meetings during the 2011-2012 school year. Eighty four applications were considered, seventy eight were approved, three were withdrawn, two were declined and one application was deferred.
- 2.2 Eight applications were received for fourteen year old students, including five females and three males. This is an increase of fifty percent from last year. Nineteen applications were received for fifteen year old students, including

twelve females and seven males. The remaining applications received were for sixteen and seventeen year old students.

2.3 The types of SAL programs approved for students are indicated in the chart below:

	EMPLOY INDEP	HOME STUDY	PART TIME SCHOOL	VOLUNTEER	**OTHER	RETURN TO SCHOOL	TOTAL
2011/12 Initial Placement	25	17	12	3	18	2	77
2010/11 Initial Placement	26	1	20	12	6	N/A	65
2009/10 Initial Placement	3	6	18		6	7	40
2008/09 Initial Placement	13	21	12	10	13		69
2007/08 Initial Placement	1		14		1		16

\*\* "OTHER" category may include community-based programs such as counselling and private educational programs.

### 3. Conclusion

The Board's Supervised Alternative Learning Committee will continue to monitor and seek to understand students' needs for alternative learning experiences and counseling, while ensuring that students are placed in a program which will afford them success during this transitional period. Student connection to his/her home school is vital during enrolment in the SAL program.

### RECOMMENDATION

It is recommended that Lakehead District School Board approve the appointments of Ric Windsor, Assistant Director of YES Employment Services, as a member and Kendra Perry, Service Delivery Manager of YES Employment Services, as alternate member, to the Supervised Alternative Learning (SAL) Committee for the 2012-2013 school year.

Respectfully submitted,

GLEND A CARLETON  
Attendance Counsellor South Side Schools

MARIANNE BERNER  
Attendance Counsellor North Side Schools

COLLEEN KAPPEL  
Superintendent of Education

CATHERINE SIEMIENIUK  
Director of Education

LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2012 SEP 11  
Report No. 094-12

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

RE: 2012 to 2020 POLICY REVIEW SCHEDULE

1. Background

- 1.1 Section 5.1 *Identification of Policies Requiring Development and/or Review of Policy Development and Review Policy 2010* 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 Policy Development and Review Procedures 2010* 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 Development and Review Policy 2010* states “The Standing Committee will recommend all Policies to be reviewed or developed to the Board for approval.”
- 2.2 The 2011 to 2020 review schedule (Appendix A) is attached for the Standing Committee’s consideration.

RECOMMENDATION:

It is recommended that Lakehead District School Board approve the 2012 to 2020 Policy Review Schedule, Appendix A to Report No. 094-12.

Respectfully submitted,

CATHERINE SIEMIENIUK  
Director of Education

<b>ANNUAL POLICY DEVELOPMENT AND REVIEW PLAN September 2012 to June 2020</b>			
<b>Year</b>	<b>Policy #</b>	<b>Title</b>	<b>Superintendent</b>
<b>1 2012-13</b>	NEW 1020 4020	Anti-Homophobia Equity & Inclusive Education Alternative Schools Policy	C. Kappel
	7020 7030	Employment Equity Harassment and Human Rights	I. MacRae
	NEW 8062 9020	Voluntary Aboriginal Staff Self-Identification Voluntary Aboriginal Student Self-Identification Library Resource Centre	S. Pharand
	3096	Information/Communication Technology Use	D. Wright
	3095	Student Trustee	C. Siemieniuk
<b>2 2013-14</b>	7010 7011 8090	Police Record Checks Teacher Performance Appraisal Community/Education Partnerships	I. MacRae
	4040 7060	French Immersion Staff Training/Professional Development	S. Pharand
	3040 3061 3071 3072 6010	Transportation Reclamation of Properties Advertising Advocacy Emergency Evacuation and School Closure	D. Wright
	3005 3094	Ontario Student Record Electronic Meetings	C. Siemieniuk
	6021	Day Field Trip	C. Kappel
	7090 1011	Accommodation in the Workplace Access to System Programs	I. MacRae S. Pharand
<b>3 2014-15</b>	3070 3093 3091 8050	Allowance for Use of Personal Vehicle Information Security Security Naming and Opening of New or Consolidated Schools	D. Wright
	3020	Legal Representation	C. Siemieniuk
	8013 8040 8091	Visitation in the Schools Trespass to Schools Use of Volunteers in Schools	C. Kappel
	7040	Violence in the Workplace	I. MacRae
	4030	Territorial Student Program – Transportation & Services	S. Pharand
	4035	Board and Lodging – Payment	
	3010 3060 9010	Fees Leasing of Space School Accommodation	D. Wright
<b>4 2015-16</b>			

<b>Year</b>	<b>Policy #</b>	<b>Title</b>	<b>Superintendent</b>	
<b>5 2016-17</b>	8015	Display of Flags	C. Siemieniuk	
	3100 8070 8071	Accessibility Standards For Customer Service Safe Schools – System Expectations Bullying Prevention and Intervention	C. Kappel	
	7080 8014	Health & Safety Advertising in the Schools	I. MacRae	
	3080 4005	Research English Language Learners	S. Pharand	
	3026 9015	Budget Variance Facility Partnership	D. Wright	
	<b>6 2017-18</b>	2010 8061	Policy Development and Review Policy Aboriginal Education Advisory Committee	C. Siemieniuk
4045 6040		Environmental Reporting of Children in Need of Protection	C. Kappel	
4022 4023 8080		Prior Learning Assessment & Recognition Prior Learning Assessment & Recognition for Mature Students School Council	I. MacRae	
4010		Program Implementation	S. Pharand	
8011 9030		Use of School Buildings, Facilities and Grounds Playground Structures	D. Wright	
<b>7 2018-19</b>		3001	Governance	C. Siemieniuk
	5010 6050 6061 6062	Special Education Food and Beverage Administration of Oral Medication Anaphylaxis and Medical Emergency Management	C. Kappel	
	6020 6070	Extended Field Trip Video Surveillance	I. MacRae	
	3030 6022 8010	Purchasing Kingfisher Outdoor Education Fees for Learning Materials and Activities	D. Wright	
	<b>8 2019-20</b>	3090	Use of Board Logo	C. Siemieniuk
		8073	Dress Code	I. MacRae
4021		Assessment & Evaluation	S. Pharand	
3073 3074 8012		Corporate Credit Card Expense & Travel Reimbursement Fundraising in the Schools	D. Wright	

LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2012 SEP 11  
Report No. 095-12

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

RE: POLICY DEVELOPMENT – 4020 ALTERNATIVE SCHOOLS

1. Background

- 1.1 It is the policy of Lakehead District School Board that policy will be developed/reviewed in accordance with Policy Development and Review Policy 2010.
- 1.2 At the June 28, 2011 Regular Board Meeting, the Alternative Schools policy was approved for development on the 2011-2012 policy schedule.
- 1.3 On April 18, 2012, the new 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 May 30, 2012.
- 1.4 At the June 26, 2012 Regular Board Meeting, the Board approved the postponement of the policy to the September 11, 2012 Standing Committee Meeting to receive additional input. Additional input was received from the Success Advisory Committee.

2. Situation

- 2.1 An Alternative Schools Policy Committee was established to review the policy and constituent input. The committee was comprised of the following representatives:
  - Colleen Kappel, Superintendent of Education;
  - Charles Bishop, Secondary Vice Principal;
  - Val Bodak, Elementary Principal; and
  - Robin Tabor-John, Elementary Program Coordinator.
- 2.2 The revised policy is attached as Appendix A and the procedures as Appendix B.
- 2.3 Constituent input is attached as Appendix C.
- 2.4 Upon final approval, the policy will be distributed according to Board procedures.

RECOMMENDATION

It is recommended that Lakehead District School Board approve 4020 Alternative Schools Policy.

Respectfully submitted,

COLLEEN KAPPEL  
Superintendent of Education

CATHERINE SIEMIENIUK  
Director of Education

**CURRICULUM AND INSTRUCTION****4000***DRAFT – SEPTEMBER 11, 2012***ALTERNATIVE SCHOOLS POLICY****4020**1. Rationale

Lakehead District School Board is committed to offering specialized system programs that allow for a variety of pathways and choices for students. Lakehead District School Board recognizes and values the unique contributions of students, parents/guardians and staff, and encourages parent/guardian and community involvement.

~~Constituents may request the establishment of an alternative school. This policy will guide the Lakehead District School Board's process for receiving requests for the establishment of a new alternative school.~~

2. Policy

It is the policy of Lakehead District School Board that all requests for the establishment of an alternative school will be guided by the Alternative Schools Policy and Procedures 4020. Lakehead District School Board programs shall comply with the Education Act and regulations, and Ministry of Education guidelines, as well as all Lakehead District School Board policies and practices.

3. Guidelines

~~3.1 Community requests for alternative schools will be submitted to the Superintendent responsible for Alternative Education.~~

~~3.2 As necessary, an Alternative Schools Review Committee will review and make recommendations regarding the establishment of new alternative schools.~~

~~3.3 At the request of the Board, the ASRC will conduct a feasibility study.~~

3.4 1The location of all alternative schools will be at the discretion of Lakehead District School Board.

3.5 2 Alternative schools will be supervised by an existing Lakehead District School Board administrator and housed as part of an existing school.

3.6 3 Alternative schools must follow all collective agreement obligations.

3.7 4 All education programs must meet Lakehead District School Board's student achievement and accountability expectations.

3.8 5 The program delivery and learning outcomes of the Alternative school must be significantly different than program and learning outcomes that are currently available.

**CURRICULUM AND INSTRUCTION**

**4000**

*DRAFT – SEPTEMBER 11, 2012*

**ALTERNATIVE SCHOOLS POLICY**

**4020**

4. Review

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

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
Alternative Schools Procedures _____	_____	_____
<u>Reference</u>	<u>Date Revised</u>	_____
Toronto DSB Alternative Schools Policy	Reviewed by: _____	

**CURRICULUM AND INSTRUCTION****4000***DRAFT – SEPTEMBER 11, 2012***ALTERNATIVE SCHOOLS PROCEDURES****4020**1. Objective

To provide guidelines for the administration and establishment of alternative schools.

2. Definitions

## 2.1 Alternative School

Alternative schools offer specialized programs that are unique in pedagogy and have staff involvement and strong parental/guardian and/or student involvement; environments vary and provide an educational experience suited to individual learning styles/preferences and/or needs.

## 2.2 Alternative Schools Review Committee (ASRC)

Lakehead District School Board may establish an Alternative Schools Review Committee comprised of:

- Superintendent of Education;
- Superintendent of Business or designate;
- **two administrators** (one elementary and **one** secondary) administrator
- ~~and one central program staff;~~ **and member.**
- **facilities staff.**

The ASRC will evaluate Alternative Schools proposals and make recommendations to the Board.

2.3 ***New Alternative School Committee***

***The Superintendent of Education may establish a New Alternative School Committee to facilitate the establishment of a new Alternative School. The Committee will include:***

- ***Superintendent of Education;***
- ***Principal;***
- ***program Staff;***
- ***School Council Representative; and***
- ***member from the Proposal Group.***

3. Policy

***It is the policy of Lakehead District School Board that all requests for the establishment of alternative schools will be guided by the Alternative Schools Policy and Procedures 4020.*** Lakehead District School Board programs shall comply with the Education Act and

**CURRICULUM AND INSTRUCTION****4000***DRAFT – SEPTEMBER 11, 2012***ALTERNATIVE SCHOOLS PROCEDURES****4020**

regulations, and Ministry of Education guidelines, as well as all Lakehead District School Board policies and practices. ~~It is the policy of Lakehead District School Board that all requests for the establishment of alternative schools will be guided by the Alternative Schools Policy and Procedures 4020.~~

#### 4. Process for Proposed New Alternative Schools

4.1 **Community requests for Alternative Schools will be initiated by** constituents interested in exploring the possibility of starting a new alternative school ~~submitting~~ **submitting** will ~~submit~~ a formal “Letter of Intent” to the Superintendent responsible for Alternative Education or designate by May 30 prior to submitting a proposal on September 30. The Letter of Intent will include:

- primary contact name, address and phone number;
- list of the individuals ~~intending to~~ **submitting** a proposal;
- brief overview of the philosophy, mission and values of the proposed school; and
- benefits to students.

4.2 ~~Constituents will submit~~ **Following the “Letter of Intent”**, a completed proposal **must be submitted** to the Superintendent responsible for Alternative Education or designate by September 30.

The proposal must include:

- school objectives;
- educational philosophy, mission and values;
- proposed curriculum and program;
- parent/**constituent expectations** engagement model;
- resources and required budget; and
- a list of students who wish to formally register for the new school including names, addresses, telephone numbers, email addresses, and current schools, if any.

**All inquiries regarding the proposal process are to be directed to the Superintendent responsible for Alternative Education or designate.**

4.3 Upon receipt of the completed proposal, the Superintendent responsible for Alternative Education or designate may convene an Alternative Schools Review Committee (ASRC) including:

- Superintendent of Education;
- Superintendent of Business or designate;
- two administrators (one elementary and one secondary);
- program staff; and

**CURRICULUM AND INSTRUCTION****4000***DRAFT – SEPTEMBER 11, 2012***ALTERNATIVE SCHOOLS PROCEDURES****4020**

- facilities staff.

The ASRC will discuss ~~issues pertinent to~~ the viability of the proposal and identify any additional information required.

The Superintendent of Education responsible for Alternative Education or designate will chair the Alternative Schools Review Committee summarizing the results of the viability of the new alternative school proposal. These results may include:

- a request to have additional issues addressed;
- a recommendation **to the Board** to proceed with a feasibility study; and/or
- a reason(s) why the proposal is not deemed ~~feasible~~ **viable**.

The Superintendent of Education responsible for Alternative Education or designate will deliver the ASRC's report to the Director of Education.

- 4.4 The Board may request that the ASRC convene a feasibility study which shall include an in depth analysis of:

- enrolment projections;
- program;
- facility needs
- personnel; ~~and~~
- financial impact; **and**
- sustainability.

At each stage of the **feasibility** process the request may be:

- approved;
- referred back for further information; and/or
- formally rejected.

- ~~4.5 The Superintendent responsible for Alternative Education will deliver the ASRC's Feasibility Report to the Board.~~

5. Successful Proposals

Following Board approval:

- 5.1 The new school becomes the responsibility of a Superintendent of Education. The Superintendent of Education will convene a New Alternative School Committee to facilitate the establishment of the new school.

**CURRICULUM AND INSTRUCTION****4000***DRAFT – SEPTEMBER 11, 2012***ALTERNATIVE SCHOOLS PROCEDURES****4020**

- 5.2 An updated list of students who wish to formally register for the new school including names, addresses, telephone numbers, email addresses and current schools, if any, will be submitted monthly until the end of June of the school year preceding the start-up school year for the new alternative school.

**6. Enrolment**

- ~~6.1 Alternative Schools will accept students from across the City of Thunder Bay in accordance with Lakehead District School Board Policies, Procedures and Practices.~~
- ~~6.2 Alternative Schools will as part of their registration packages, include copies of their mission and values statement (s), educational philosophy, and community expectations. This information will be available on school websites, school profiles and other appropriate venues.~~
- ~~6.3 Alternative Schools will hold information sessions prior to student enrolment.~~

**7-6. Reporting Requirements**

- ~~7-6.1~~ Each year, the Superintendent responsible for the Alternative School will deliver a report to the Director of Education. This report will include the following:
- enrolment projections;
  - program; **and**
  - ~~facility needs;~~
  - ~~personnel;~~ and
  - financial impact.
- ~~7-6.2~~ ~~No fewer than~~ **At least** once every five years ~~each~~ **the Principal of the** Alternative School will invite their school community to a meeting ~~where they will~~ **to** review, revise and/or reaffirm their school's philosophy, mission and values statement.
- ~~7-6.3~~ An up-to-date copy of each Alternative School's philosophy and mission and values statement will reside within the Office of the Superintendent of Education responsible for Alternative Education or designate.



To the Standing Committee on Policy for Alternative School Proposals:

In response to the call for constituent input regarding the proposed policy and procedures for alternative school proposals, The Northern Lights Education Initiative appreciates the opportunity to provide feedback.

In general, we support these documents with the following suggestions:

- 4.2: regarding the requirements for the proposed curriculum, program, and parent engagement, resources and budget, we suggest that more information regarding the level of detail required in these areas be included.
- 5.1: we suggest that a new Alternative School Committee shall consist of at least two members of the organization making the proposal.

We would also suggest that teachers assigned to the alternative school have qualifications relevant to the philosophy and program; which might supersede seniority and/or other current practices that determine teacher assignment.

Thank you for your consideration of our input to these important policy and procedure drafts.

Sincerely,

Northern Lights Education Initiative

Erin Cameron  
Marilyn Cushman  
Mirella Stroink  
Michelle Uvanile