



Office of the Director

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

REGULAR BOARD MEETING NO. 11

**Tuesday, September 25, 2012
Jim McCuaig Education Centre**

Catherine Siemieniuk
Director of Education

Deborah Massaro
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.	COMMITTEE OF THE WHOLE – Closed Session – 6:30 p.m. (SEE ATTACHED AGENDA)		
6.	Report of Committee of the Whole – Closed Session		
7.	Delegations/Presentations		
7.1	Trustee Recognition Award - Mathew Lesnick - Superior Collegiate and Vocational Institute	G. Saarinen	Verbal
8.	Confirmation of Minutes		
8.1	Regular Board Meeting No. 9 - June 26, 2012	D. Massaro	1-7
8.2	Board Meeting No. 10 (Special) - August 23, 2012	D. Massaro	8-9
9.	Business Arising from the Minutes		

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

<u>MATTERS NOT REQUIRING A DECISION:</u>		<u>Resource Person</u>	<u>Pages</u>
10.	Information Reports		
10.1	Ontario Public School Boards' Association (OPSBA) Report	R. Oikonen	Verbal
10.2	Student Trustee - September Report (099-12)	R. Kendrick	10-11
10.3	Student Achievement (102-12)	S. Pharand	12-27
10.4	Parent Involvement Committee Meeting Minutes - May 14, 2012	C. Siemieniuk	28-31
10.5	Parent Involvement Committee Meeting Minutes - June 18, 2012	C. Siemieniuk	32-34
11.	First Reports		

MATTERS FOR DECISION:

12.	Postponed Reports		
13.	Recommendations from the Standing Committee (100-12)		
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)	K. Wilson	35-40
	<i>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.</i>		
13.2	2012 to 2020 Policy Review Schedule (094-12)		
	<i>It is recommended that Lakehead District School Board approve the 2012 to 2020 Policy Review Schedule.</i>		
13.3	Policy Development – 4020 Alternative Schools (095-12)		
	<i>It is recommended that Lakehead District School Board approve 4020 Alternative Schools Policy, Appendix A to Report No. 100-12.</i>		
14.	Ad Hoc and Special Committee Reports		

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

Resource
Person

Pages

- 15. New Reports
- 16. New Business
- 17. Notices of Motion
- 18. Information and Inquiries
- 19. Adjournment

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

LAKEHEAD DISTRICT SCHOOL BOARD



Lakehead
Public
Schools

Office of the Director

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REGULAR BOARD MEETING NO. 11
Tuesday, September 25, 2012
Jim McCuaig Education Centre

Catherine Siemieniuk
Director of Education

Deborah Massaro
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 Regular Board Meeting No. 9 - June 26, 2012	D. Massaro	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 Report Progress		

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 REGULAR BOARD MEETING NO. 9

Board Room
Jim McCuaig Education Centre

2012 JUN 26

TRUSTEES PRESENT:

Deborah Massaro (Chair)
Karen Wilson (Vice Chair)
Marg Arnone
Pat Johansen

Lori Lukinuk
Ron Oikonen
Jack Playford
George Saarinen
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:

Vicki Shannon, Lakehead Principals/Vice Principals

PUBLIC SESSION:

1. Approval of Agenda

Moved by Trustee Saarinen

Seconded by Trustee Arnone

"THAT the Agenda for Regular Board Meeting No. 9, June 26, 2012 be approved."

CARRIED

2. Resolve into Committee of the Whole – Closed Session

Moved by Trustee Johansen

Seconded by Trustee Lukinuk

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

- *Confirmation of Committee of the Whole – Closed Session Minutes*
 - *Regular Board Meeting No. 8*
 - *May 22, 2012*
- *Recommendation from the Audit Committee (083-12)*

- Recommendation from the Standing Committee (091-12)
- Negotiations
- Personnel 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. Report of Committee of the Whole – Closed Session

Moved by Trustee Johansen

Seconded by Trustee Arnone

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

‘THAT Lakehead District School Board approve the Committee of the Whole – Closed Session Minutes of Regular Board Meeting No. 8, May 22, 2012.’

‘THAT Lakehead District School Board approve Year Two of the Five Year Internal Audit Plan with the addition of Facility Requirement Forecasting/Capital Planning as outlined in Appendix A of Report No. 074-12, Internal Audit Plan.’

‘THAT Lakehead District School Board accept, with regret, the resignation of Katherine Pozihun, Superintendent of Business and Treasurer of the Board, effective August 17, 2012 and wish her well in her new position with Lakehead University.’”

“THAT the Report of Regular Board Meeting No. 11, September 27, 2011 – Committee of the Whole – Closed Session be adopted with the recommendations contained in Report No. 111-11.”

“THAT the Memorandum of Settlement, as negotiated between the Lakehead District School Board and the Lakehead Elementary Teachers’ Federation of Ontario, effective March 28, 2012 be ratified by the Board.”

CARRIED

5. Trustee Award of Recognition – Christopher Rudnicki – Hammarskjold High School

Trustee Oikonen, on behalf of the Board, presented Christopher Rudnicki with the Trustee Award of Recognition. Christopher was recognized for his Ontario Skills Competition Gold Medal in Computer Aided Manufacturing.

6. Trustee Award of Recognition – Lilyanna McKay – SAM/MISOL Program – Superior Collegiate and Vocational Institute

Trustee Wilson informed the Board that Lilyanna McKay was unable to attend tonight's meeting. Trustee Wilson, on behalf of the Board, presented the Trustee Award of Recognition to Cathy Ferrazzo, Vice Principal of Superior Collegiate and Vocational Institute. Ms. Ferrazzo noted that she and Superintendent Kappel will present Lilyanna with her Trustee Award of Recognition at a later date.

7. Ontario Public School Boards' Association (OPSBA) Certificate of Appreciation and Award of Excellence

Trustee Arnone presented OPSBA's Certificate of Appreciation and Award of Excellence to Sylvia Coral O'Meara, Aboriginal Education Advisory Committee Parent/Volunteer Member. Ms. O'Meara received the awards for her outstanding commitment and involvement with Aboriginal Education Advisory Committee, her long standing support of Aboriginal initiatives, and her volunteer work at Lakehead Public Schools.

8. Ontario Public School Boards' Association (OPSBA) Certificate of Appreciation

Serena Essex, Aboriginal Education Advisory Committee Parent/Guardian Representative, was unable to attend tonight's meeting. Ms. Essex will be presented with her OPSBA Certificate of Appreciation at a later date.

9. Confirmation of Minutes

Moved by Trustee Saarinen

Seconded by Trustee Arnone

"THAT Lakehead District School Board approve the Minutes of Regular Board Meeting No. 8, May 22, 2012."

CARRIED

MATTERS NOT REQUIRING A DECISION:

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

Trustee Oikonen, Ontario Public School Boards' Association Director and voting delegate, presented a verbal report highlighting the Ontario Public School Boards' Association's Annual General Meeting and Program which was held June 7 to 9.

Appointments were as follows:

Catherine Fife	President (Waterloo Region DSB)
Lori Lukinuk	First Vice President (Lakehead DSB)
Michael Barrett	Second Vice President (Durham DSB)
George Saarinen	Policy Work Team (Lakehead DSB)
Marg Arnone (Alternate)	Policy Work Team (Lakehead DSB)
Pat Johansen (Alternate)	Education Work Team (Lakehead DSB)

The next OPSBA Board of Directors' meetings will take place on September 21 and 22.

11. Student Trustee Report (093-12)

Stephanie Philp, Student Trustee, presented her final report to Trustees. Items addressed included: a year in review, highlights, regrets, and suggestions for the future. All Trustees' questions were addressed. Chair Massaro acknowledged Stephanie's work over the past two years and presented her with a gift of appreciation.

Stephanie Philp, Student Trustee, left the meeting.

12. Success Advisory Committee Meeting Report

Trustee Wilson, the Trustee representative on the Success Advisory Committee, presented this verbal report highlighting the June 7 meeting. Highlights included: Alternative Schools Policy, library commons, and wireless protocol. The next Success Advisory Committee meeting will be held on October 4.

13. Audit Committee Report

Trustee Wilson, Vice Chair of the Audit Committee, presented a verbal report highlighting the May 28 meeting.

14. 2012 Board Development Committee - Final Report (061-12)

Trustee Playford, Chair of the Board Development Committee, presented the report.

15. Annual Review of the Plan to Deliver Special Education Programs and Services: 2011-2012 (092-12)

Colleen Kappel, Superintendent of Education, introduced Andrea Pugliese, Special Education Officer, who presented the report highlighting updates and amendments to the Special Education Plan. All Trustees' questions were addressed.

16. Special Education Advisory Committee Meeting Minutes – May 16, 2012

Colleen Kappel, Superintendent of Education, presented the May 16 Special Education Advisory Committee meeting minutes for information.

17. 2012-2013 Operational Plan (089-12)

Catherine Siemieniuk, Director Education, introduced Superintendents Kappel, MacRae, Pharand, and Pozihun, who presented the 2012-2013 Operational Plan.

MATTERS FOR DECISION:

18. Recommendations from the Standing Committee (090-12)

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

Moved by Trustee Wilson

Seconded by Trustee Arnone

“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

19. Recommendations from the Standing Committee (090-12)

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

Moved by Trustee Wilson

Seconded by Trustee Saarinen

“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

20. Recommendations from the Standing Committee (090-12)

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

Moved by Trustee Wilson

Seconded by Trustee Playford

“THAT Lakehead District School Board:

1. *Approve 3074 Expense and Travel Reimbursement Policy, Appendix A1 to Report No. 090-12.*
2. *Revoke 3075 Trustee, School Council Member and Non-Trustee Board Committee Member Expenditure Policy.”*

CARRIED

- 25.3 Trustee Lukinuk requested information regarding school board amalgamations and restructuring. Catherine Siemieniuk, Director of Education, reported that she and Kathy Pozihun, Superintendent of Business, attended a meeting with the Ministry of Education regarding amalgamation and restructuring timelines. The timelines are as follows: pre-consultations with the school boards' Senior Administration during July, a proposed template will be provided to Trustees, staff, parents/guardians, and the community for review and input from September to December, and a recommended amalgamation and restructuring strategy will be in place January and implementation will take effect September 2013.
- 25.4 Trustee Arnone reported that she and Trustees Johansen, Lukinuk, and Saarinen attended the Thunder Pride Anti-Homophobia Awareness Breakfast held on June 11.
- 25.5 Trustee Arnone reported that she attended Woodcrest Public School's presentation of "*The Lady Pirates of Captain Bree*" on June 14. Trustee Johansen reported that she attended the presentation on June 13 and congratulated students and staff on the successful production.
- 25.6 Trustee Arnone reported that she attended the Lakehead Adult Education Centre Graduation on June 14 at the Da Vinci Centre.
- 25.7 Trustee Johansen reported that Trustees participated in an Anti-Bullying/Anti-Homophobia Training session on June 13. Trustee Johansen thanked Charles Bishop, Education Officer, and Robin Cawlishaw, Human Resources Officer, for an informative session.
- 25.8 Trustee Johansen reported that she and Trustees Massaro, Oikonen, and Playford participated in the Confederation College Scholarship Golf Tournament sponsored by The Lakehead Learning Foundation on June 21.
- 25.9 Trustee Lukinuk reported that June 21 was National Aboriginal Day (NAD).
- 25.10 Trustee Saarinen commended Unions and Federations for raising \$28,000.00 for the City of Thunder Bay's Disaster Relief fund.
- 25.11 Chair Massaro wished everyone a wonderful summer.

26. Adjournment

Moved by Trustee Saarinen

Seconded by Trustee Arnone

"THAT we do now adjourn at 9:04 p.m."

CARRIED

LAKEHEAD DISTRICT SCHOOL BOARD

MINUTES OF BOARD MEETING NO. 10 (SPECIAL)

Board Room
Jim McCuaig Education Centre

2012 AUG 23

TRUSTEES PRESENT:

Deborah Massaro (Chair)
Karen Wilson (Vice Chair)
Pat Johansen
Lori Lukinuk

Ron Oikonen
Jack Playford
George Saarinen – via teleconference

TRUSTEES ABSENT, WITH REGRET:

Marg Arnone
Rheanna Kendrick (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
David Wright, Superintendent of Business

FEDERATION/UNION REPRESENTATIVES:

Paul Caccamo, OSSTF – TBU
Jeff Upton, OPC

PUBLIC SESSION:

1. **Approval of Agenda**

Moved by Trustee Saarinen

Seconded by Trustee Oikonen

“THAT the Agenda for Board Meeting No. 10 (Special), August 23, 2012 be approved.”

CARRIED

2. **Correspondence (096-12)**

Moved by Trustee Wilson

Seconded by Trustee Johansen

“THAT Lakehead District School Board send a letter to the Honourable Laurel Broten, Minister of Education, regarding the correspondence received on August 10, 2012.”

CARRIED

3. Adjournment

Moved by Trustee Johansen

Seconded by Trustee Playford

“THAT we do now adjourn at 5:36 p.m.”

CARRIED

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2012 SEP 25
Report No. 099-12

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

RE: STUDENT TRUSTEE – SEPTEMBER REPORT

1. Introduction

I am excited to represent all the students within Lakehead Public Schools as Student Trustee for the 2012-2013 school year. With the beginning of this new month comes a new, and bound to be eventful, school year.

2. Objectives

- 2.1 Throughout my term as Student Trustee, I hope to make myself a recognizable figure in schools across Lakehead Public Schools. I will make it a goal of mine to visit as many schools and school functions as possible. I hope through fulfilling this goal, I become an approachable resource for students, thus better contributing to my role as Student Trustee.
- 2.2 I will promote the importance of involvement to students in our schools and community. By being a present and relatable advocate for school and community involvement, I hope to encourage students to participate in additional activities.
- 2.3 I hope to revise the structure of Student Senate so that there can be more student participation. To make Student Senate a more prominent venture, I plan to reach out to Student Councils, Northwestern Ontario Secondary School Students' Association (NWOSSSA), and further develop the involvement of elementary schools.
- 2.4 I have recently been contacted by with the Ontario Student Trustees' Association (OSTA-AECO) and I would like to check into attending one of their conferences.
- 2.5 In addition, I hope to stay involved with Student Trustees across the Province keeping the *Student Voice* of Lakehead Public Schools students heard.

3. Conclusion

I am very excited for the year ahead and for all the learning experiences I will encounter through my role as Student Trustee. I am dedicated to the duties that are required to achieve a successful year.

Respectfully submitted,

RHEANNA KENDRICK
Student Trustee

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2012 SEP 25
Report No. 102-12

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

RE: STUDENT ACHIEVEMENT

1. Background

- 1.1 The Education Quality and Accountability Office (EQAO) assesses students' skills in reading, writing and mathematics at key points in their education:
- at the end of Grade 3, to assess what they learned throughout the primary division (Grades 1 to 3);
 - at the end of Grade 6, to assess what they learned throughout the junior division (Grades 4 to 6);
 - at the end of both Applied and Academic mathematics courses in Grade 9; and,
 - at the end of March for all Grade 10 students working toward an Ontario Secondary School Diploma.
- 1.2 Analysis of these assessments is one step that administrators and teachers take in the process of reflecting on their professional practice and identifying strategies to improve student achievement. EQAO is only one measure of student achievement and these results are considered in conjunction with school-based information.

2. Situation

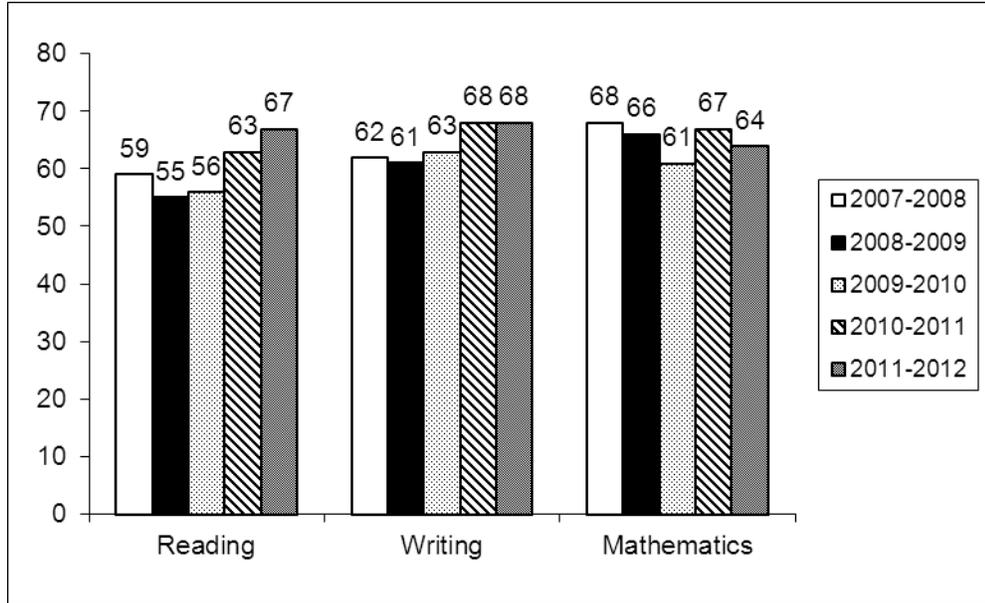
This report summarizes student achievement on these provincial assessments.

3. EQAO Assessment of Reading, Writing, and Mathematics, Grades 3 & 6

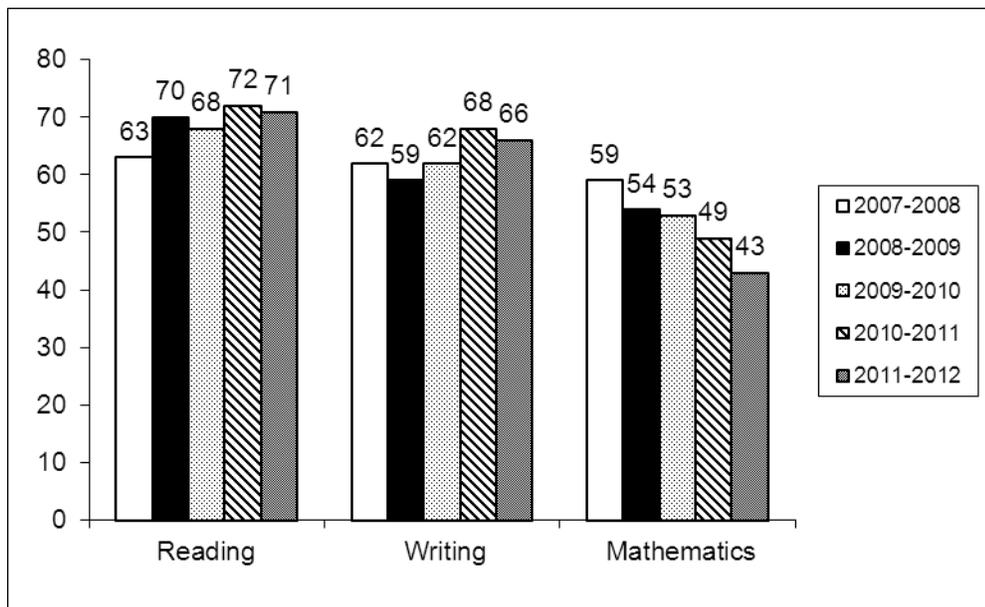
- 3.1 In May of each year, the Education Quality and Accountability Office (EQAO) supervises province-wide administration of this assessment in all publicly funded schools.
- 3.2 This assessment is based on the overall and specific expectations in the language and mathematics curricula up to the grade being assessed. The assessment is scored at four levels of achievement. The provincial standard is a target which establishes performance at level 3 or higher as a goal for all students.
- 3.3 The assessments are scored by groups of trained teachers at a central site over the summer. Results are published in the fall of the following school year.

3.4 The following graphs depict the percentage of students that met or exceeded the provincial standard of level 3.

Grade 3 Assessment Results: Five Year Trend



Grade 6 Assessment Results: Five Year Trend



3.5 Summary and Analysis – EQAO Results Grade 3 and 6

Overall assessment results for students in Grade 3 indicate consistent patterns over time:

- 8% increase in reading
- 6% increase in writing.

Gains in these areas can be attributed to focused attention on:

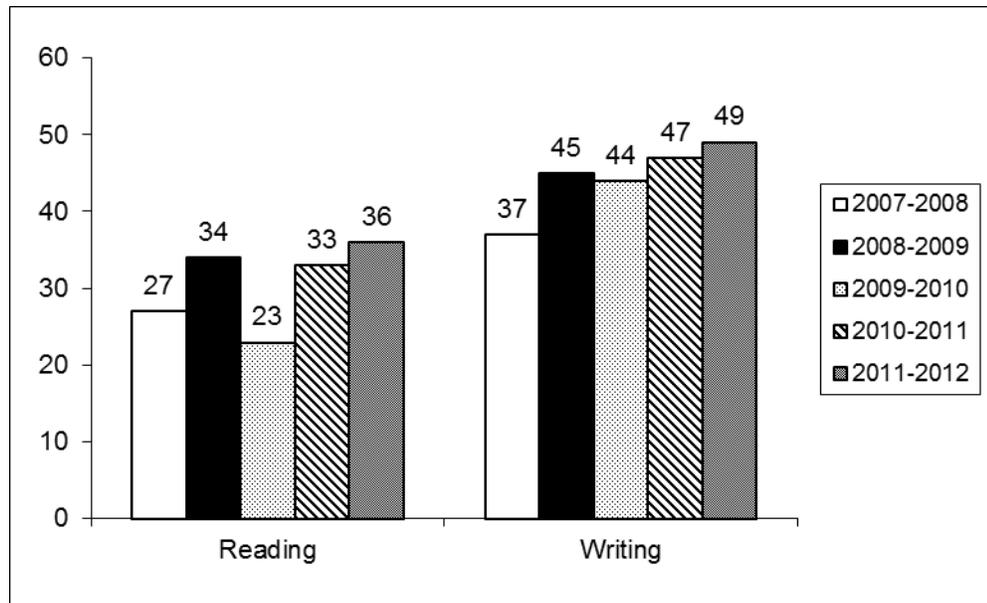
- reading strategies,
- assessment for learning,
- targeted interventions; and,
- additional supports.

Over time, this continued focus has also contributed to consistent patterns in Grade 6 reading and writing.

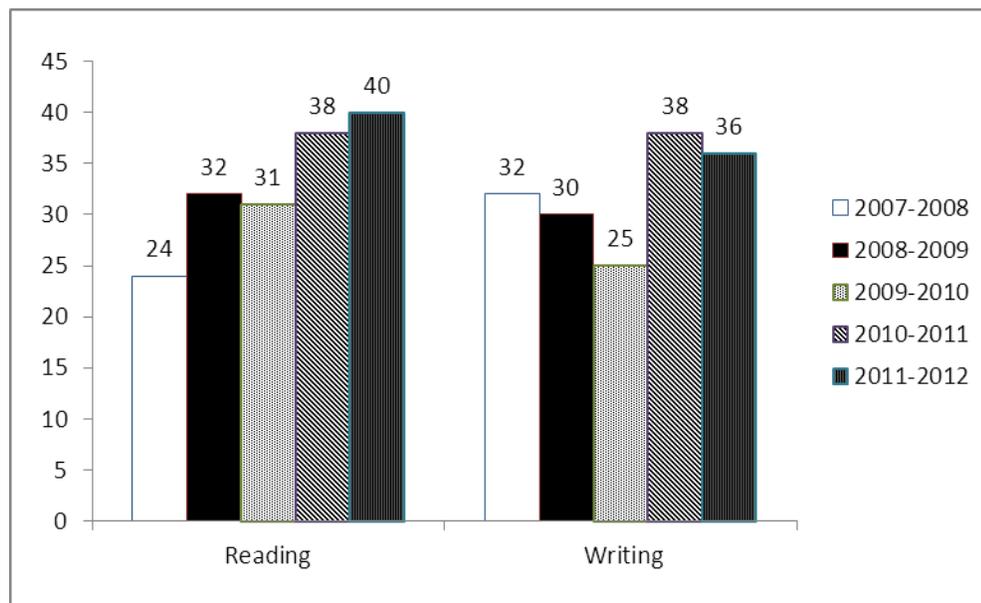
4. EQAO Results for Students with Special Needs

- 4.1 The following graphs depict the percentage of students with special needs scoring at levels 3 and above on the primary and junior provincial assessments of reading, writing and mathematics.

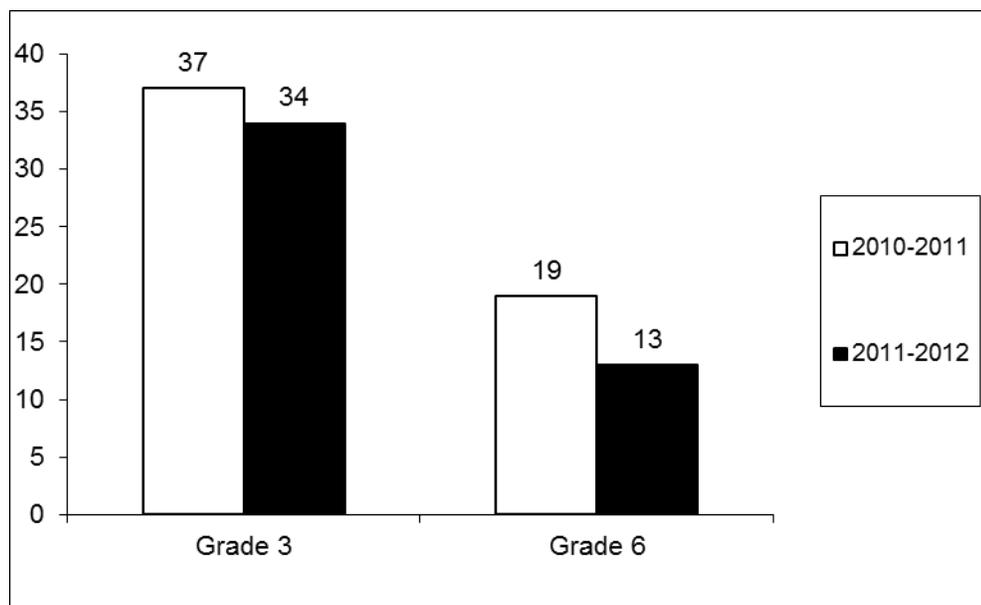
Grade 3 Reading and Writing Results: Students with Special Needs, Five Year Trend



Grade 6 Reading and Writing Results: Students with Special Needs, Five Year Trend



Grade 3 and 6 Mathematics Results: Students with Special Needs, Two Year Trend

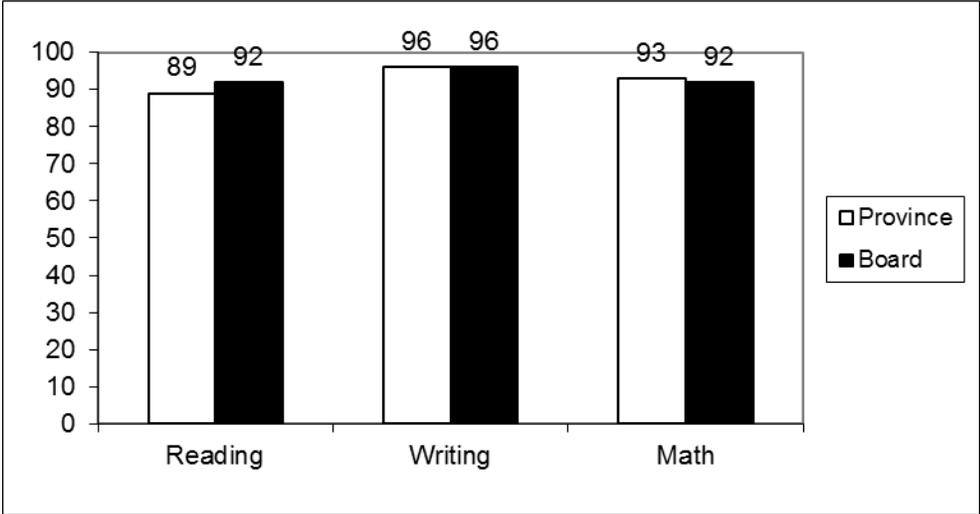


4.2 Summary and Analysis – Students with Special Needs

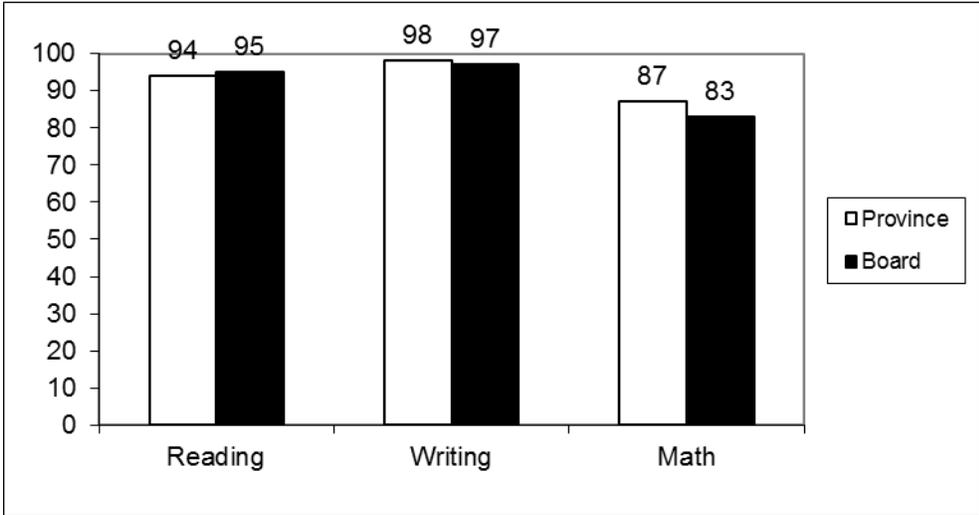
By reviewing the data, we find that the performance of our students on the EQAO has improved in literacy over a five year trend. There is, however, a wide variance from year to year which is to be expected when considering the small sample sizes. Significant gains were made on the 2010-2011 assessment for students with special needs and we have continued that trend for 2011-2012.

With a focus on interventions such as assistive technology and professional learning communities, many students have achieved or are approaching the provincial standard. This year we will focus on interventions and improving learning in mathematics for students with special needs.

Grade 3 Reading, Writing and Mathematics Results: Students Performing at Levels 2, 3 and 4



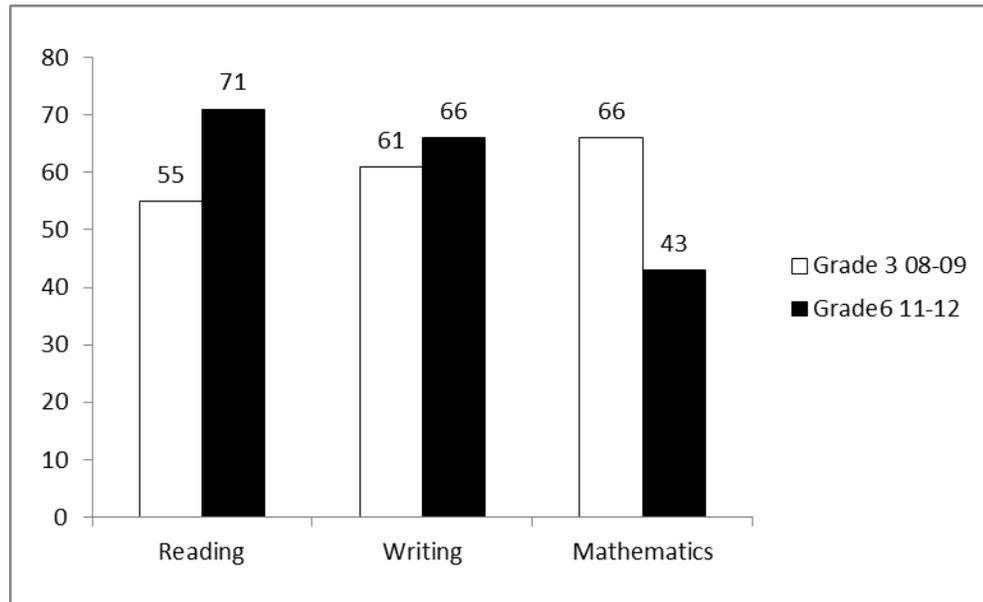
Grade 6 Reading, Writing and Mathematics Results: Students Performing at Levels 2, 3 & 4



4.3 Summary Analysis of Reading, Writing and Mathematics Data for Students Performing at Level 2, 3 and 4

Provincial and Board results that include achievement at levels 2, 3 and 4, indicate that Lakehead District School Board either exceeds or is approaching provincial results.

Board Cohort Comparison: Grade 3 (2007-2008) to Grade 6 (2011-2012)



4.4 Summary Analysis of Cohort Comparison Data

Lakehead District School Board's Grade 6 students have improved by 16% in reading and 5% in writing when compared with their performance in Grade 3. Strategies for this improvement have included:

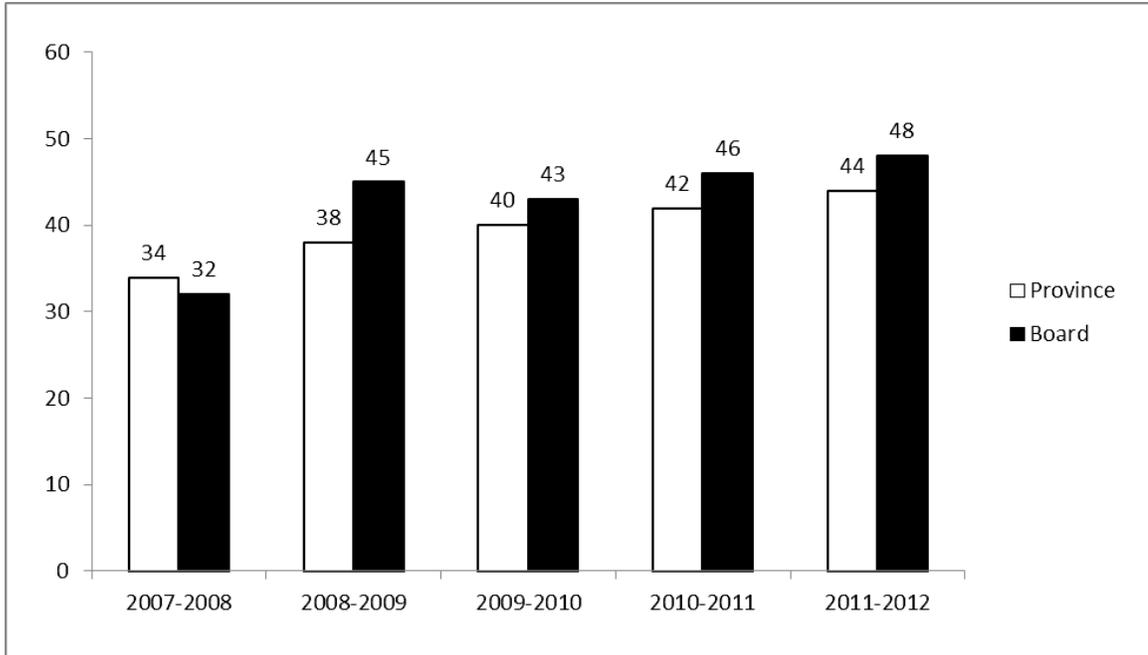
- literacy coaching with specific focus on critical thinking and written responses to reading;
- training for Grades 3 and 6 teachers to support the Primary and Junior EQAO assessment;
- focused Board and School Improvement Planning; and,
- targeting junior reading comprehension and written reading responses.

5. The Grade 9 Assessment of Mathematics Results

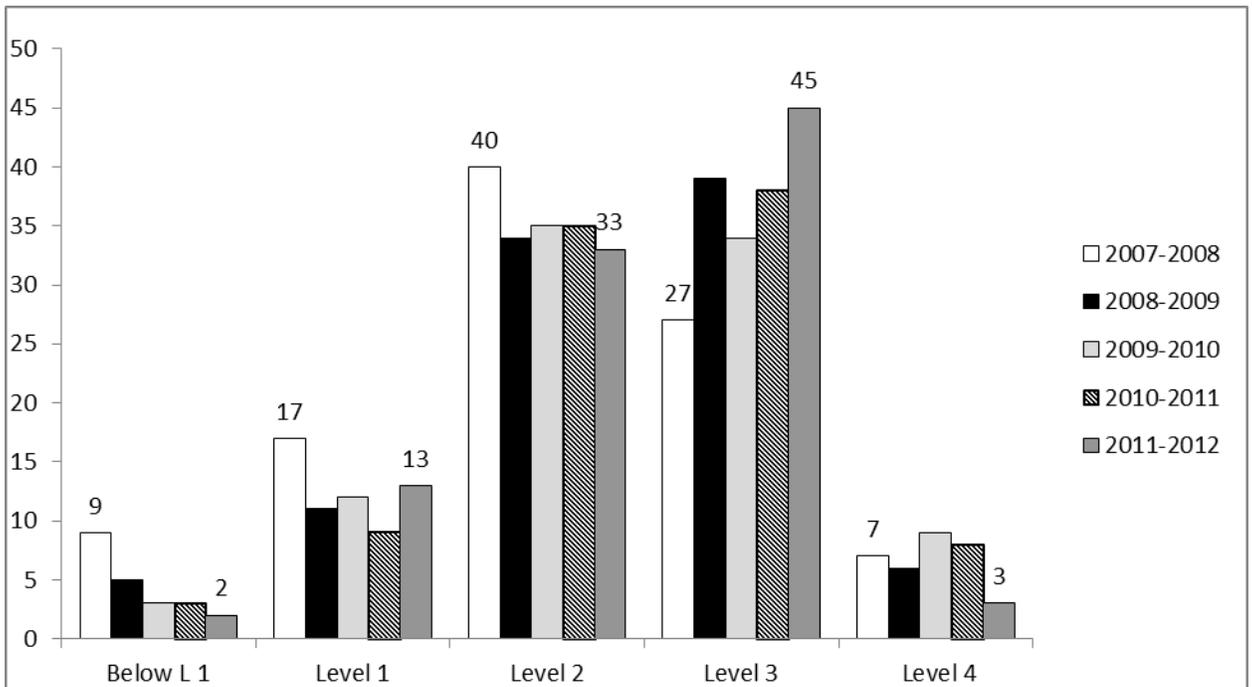
- 5.1 The Grade 9 Assessment of Mathematics is based on overall and specific expectations in the Grades 1-9 mathematics curricula and is administered to Grade 9 Applied and Academic classes across the province twice each year, in January for semester one Grade 9 mathematics classes and in June for semester two.
- 5.2 The assessment is administered by mathematics teachers in the classroom. Selected work from both administration dates is marked by the classroom teacher and used as part of the participating students' summative assessment.
- 5.3 Student work from both administration dates is marked by trained teachers during the summer and results are released in the fall of the same year.
- 5.4 The Grade 9 Assessment of Mathematics is not the same assessment for students in Applied and Academic classes, although some components are similar. Students in Locally Developed Compulsory Courses in mathematics are not required to participate in the assessment.
- 5.5 Implementation of revised mathematics curricula in Grade 9 began in September 2005. The 2011-2012 assessment is based on this revised curriculum.

6. The Grade 9 Assessment of Mathematics Results

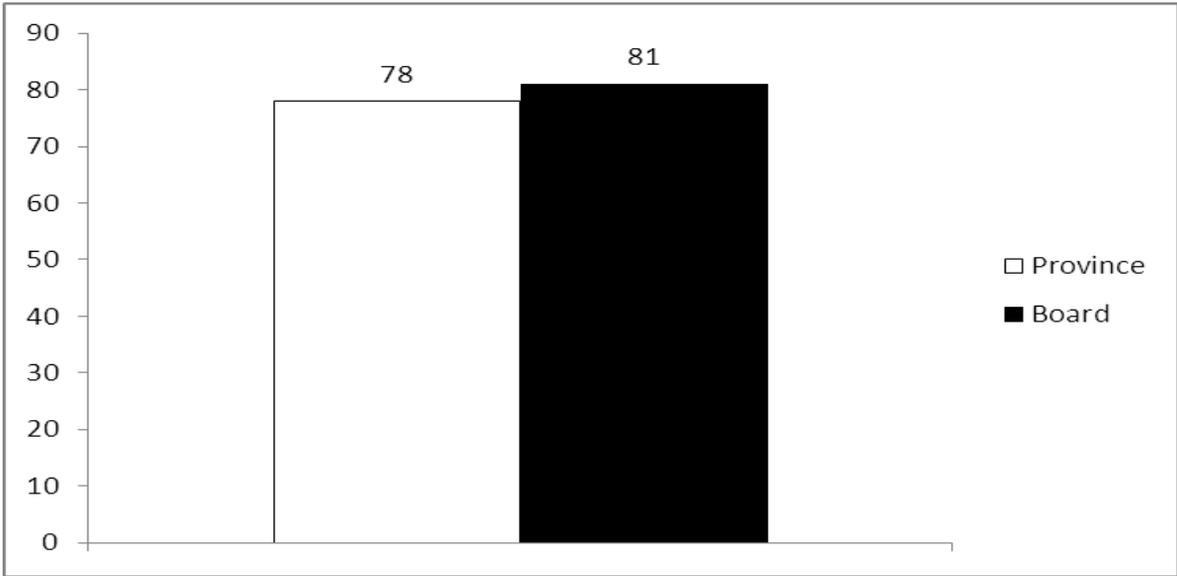
Applied Mathematics: Percentage of Students at or Above Level 3 Over Time



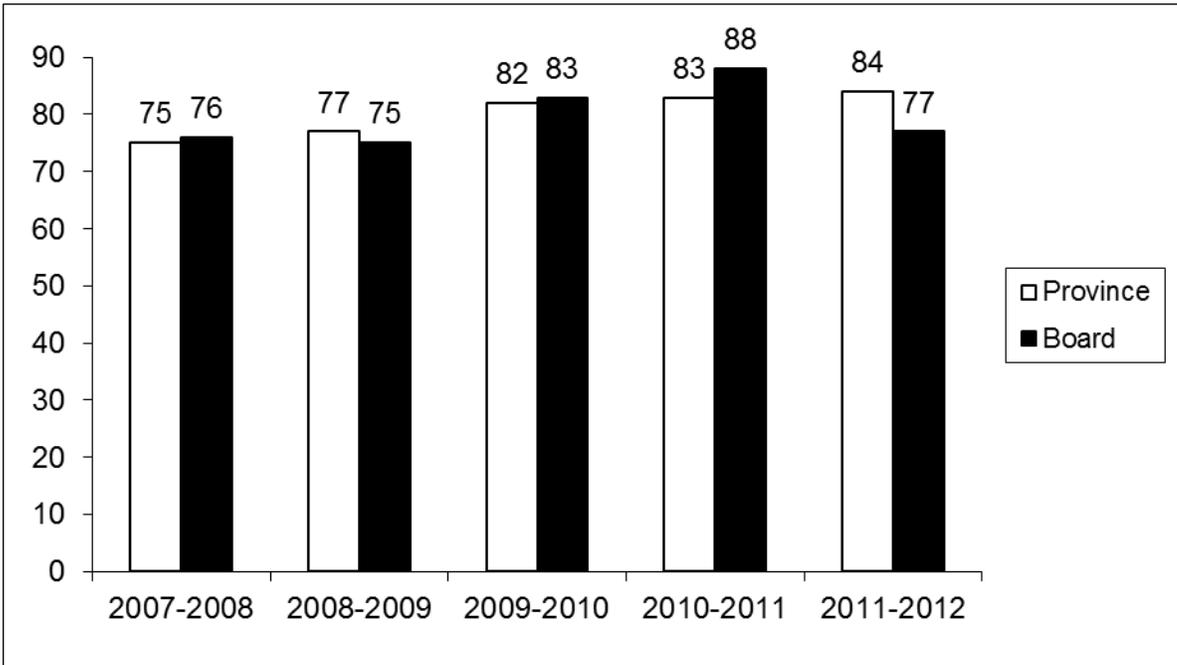
Board: Performance of Applied Students Over Time



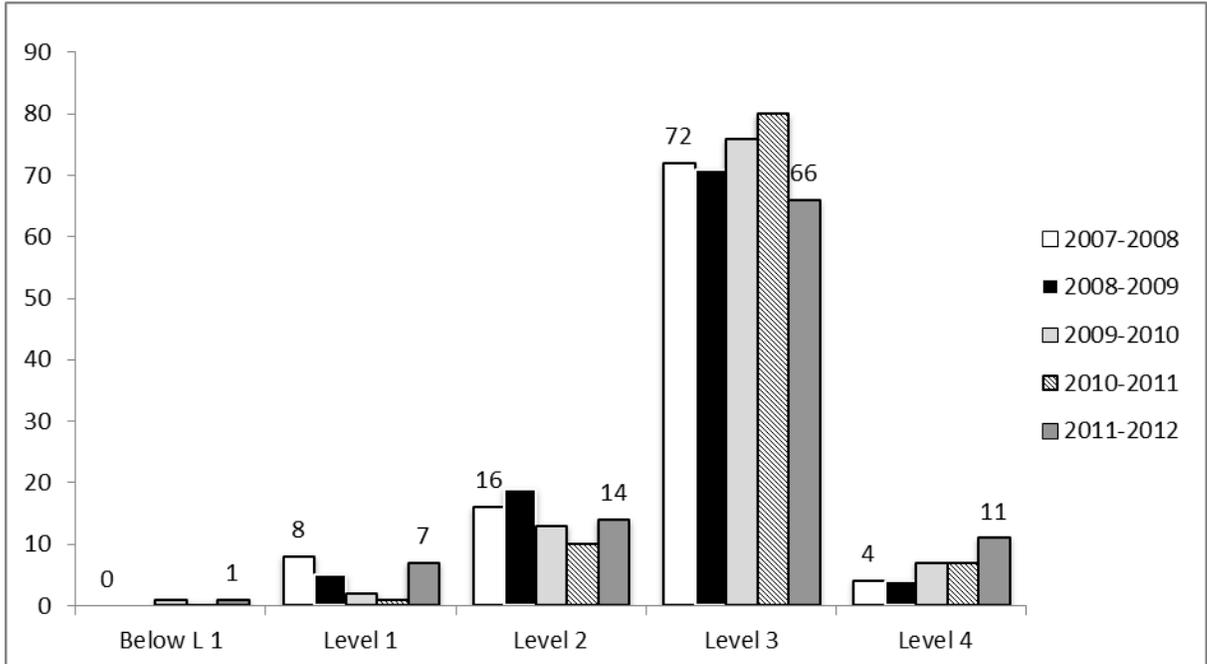
Applied Mathematics: Percentage of all Students Performing at Levels 2, 3 and 4 (2011-2012)



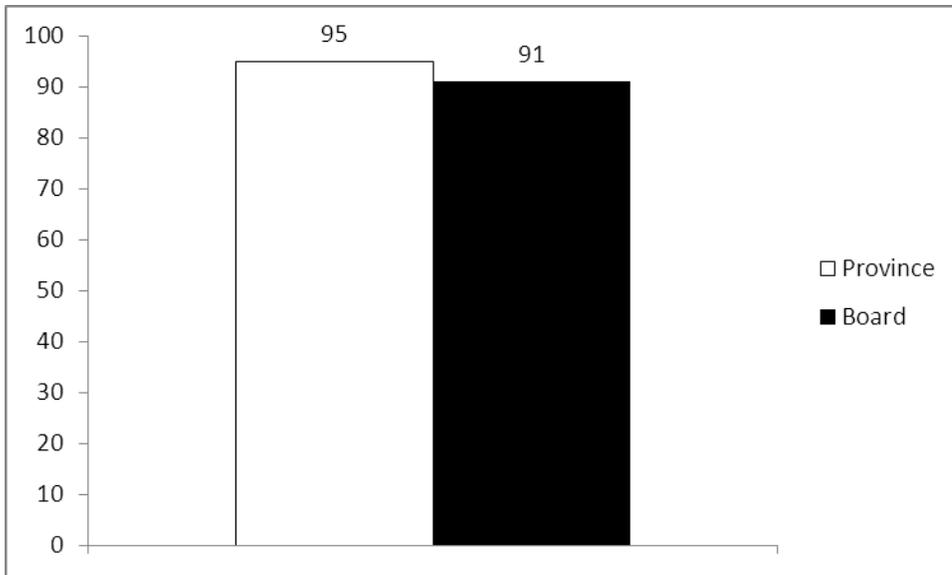
Academic Mathematics: Percentage of Students at or Above Level 3 Over Time



Board: Performance of Academic Students Over Time



Academic Mathematics: Percentage of all Students Performing at Levels 2, 3 and 4 (2011-2012)



6.1 Summary and Analysis – Grade 9 Assessment of Mathematics

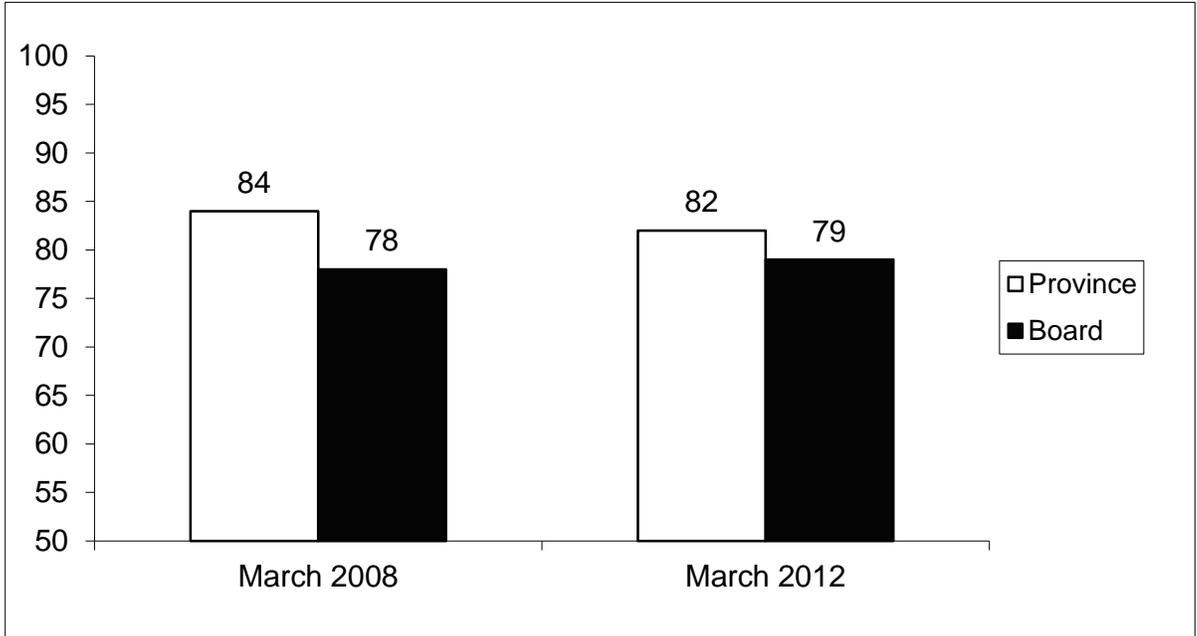
- 6.1.1 Provincially, results on this EQAO assessment have never been higher for either Applied or Academic students on this assessment. Lakehead District School Board's Applied level students outperformed the Province on the 2011-12 assessment. Board Applied level students have outperformed the Province four out of the last five years. Board Academic students have outperformed the Province three out of the last five years. Board Applied and Academic combined level 2, 3 and 4 performance for the 2011-2012 assessments either slightly exceed or are approaching provincial results.

7. The Ontario Secondary School Literacy Test (OSSLT)

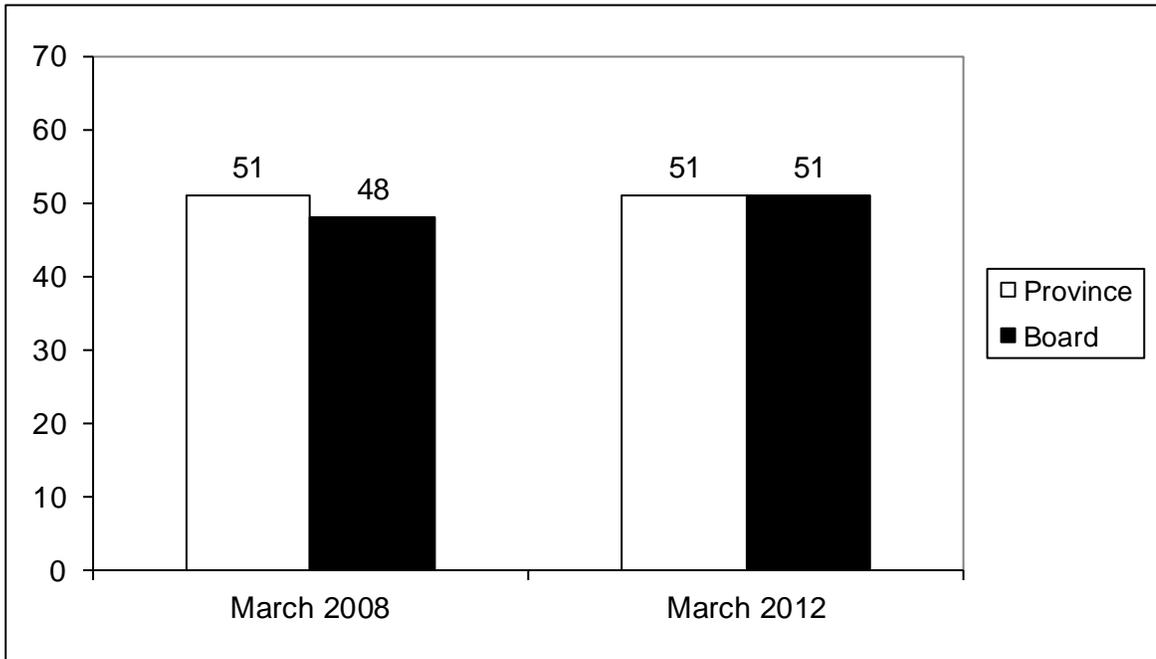
- 7.1 All students working towards an Ontario Secondary School Diploma (OSSD) must successfully complete the OSSLT. The purpose of the OSSLT is to determine whether a student has the literacy (reading and writing) skills required to meet the standard for understanding reading selections and communicating in a variety of writing forms expected by the Ontario Curriculum across all subjects up to the end of Grade 9. Students are first eligible to write the test in their Grade 10 year (or second year of secondary school enrollment).
- 7.2. Students may have their participation in the test deferred or may be declared exempt. Exempted students would usually be working towards an Ontario Secondary School Certificate or Certificate of Accomplishment.
- 7.3 Unlike other EQAO assessments, no level is assigned if students are successful. EQAO notifies schools of students who are not successful in early June.
- 7.4 The results of the March 2012 OSSLT are reported separately for first time eligible students and for previously eligible students as in previous years.
- 7.5 Students may rewrite the OSSLT as many times as possible in order to fulfill the literacy criterion for graduation. Students who have been eligible to write on two previous occasions, and who have not been successful on one occasion, are eligible to take the Ontario Literacy Course (OLC). Successful completion of this course is considered equivalent to the successful completion of the OSSLT.

The Ontario Secondary School Literacy Test Results

Success Rates for Fully Participating First Time Eligible Students (March 2008 –March 2012)



Success Rates for Fully Participating First Time Eligible Students with Special Needs receiving Accommodations (March 2008-March 2012)



7.6 Summary and Analysis of the OSSLT

- 7.6.1 Efforts to ensure that all students have the opportunity to succeed are meeting with success. Board performance on the OSSLT has increased 1% over the past five years, while provincial performance has declined by 2%.
- 7.6.2 Board success rates for fully participating first-time eligible students with an Individual Education Plan (IEP) who received accommodations continue to mirror provincial trends. Variations in these results over time are statistically typical and expected as a result of small sample sizes.
- 7.6.3 All secondary schools deliver dedicated and consistent programs to support student success. These initiatives include dedicated School Literacy Leads and School Literacy Teams in each school, specific test preparation and remedial activities, including the use of assistive technologies for struggling students and a continued emphasis on cross-curricular literacy strategies.

8. Next Steps

8.1 Elementary

- 8.1.1 System based supports will continue in the form of:
 - Literacy resource teachers;
 - Mathematics Resource Teacher (Small and Northern Board Grant);
 - Student Work Study Teacher (SWST Grant);
 - Tutors in the Classroom/OFIP Tutoring (Ministry Grant); and,
 - Elementary Mathematics Project (MISA Grant)

These supports will focus on:

- implementing effective teaching strategies for students working through Level 2;
 - aligning successful literacy strategies with Mathematics instruction;
 - embedding technology in effective daily instruction;
 - assisting principals in planning and implementing Professional Learning Communities (PLCs); and,
 - planning and facilitating system level professional development.
- 8.1.2 Lakehead District School Board will continue to implement the Oral Language Assessment (OLA) and strategies to support the development of early literacy skills with a specific focus on at-risk students.
 - 8.1.3 The Early Primary Collaborative Inquiry Project included Grades JK to 2 in some schools. The focus is applying research-based, developmentally appropriate instructional practices focusing on developmentally appropriate student driven instruction.
 - 8.1.4 Through School Improvement Plans, the needs of all students will be addressed and monitored. Good Readers Club, assistive technology,

literacy interventions and differentiated instruction will continue to ensure success at all Grade levels.

- 8.1.5 Mathematics will have an increased focus on:
- Mathematics coaching targeting Grades 5 and 6;
 - Support at the Grade 7 level targeting identified areas of need;
 - Increased teacher participation in Collaborative Inquiry in Mathematics (CIL:M) with a focus on Grades 4 to 6;
 - Mathematics Resource Teacher providing support to Grades 1 to 6 teachers; and,
 - Increased numeracy focus by the Student Work Study Teacher (SWST).
- 8.1.6 In partnership with the Ontario Principals Council and the Literacy Numeracy Secretariat, principals will continue to receive support through Leadership Learning Teams. Principals and School Improvement Teams will participate in Distributed Leadership Forums to meet the goals outlined in their School Improvement Plans.
- 8.1.7 The School Effectiveness Framework will assist schools in assessing their progression on their SMART goals to highlight the use of best practice and provide next steps.

8.2 Secondary

- 8.2.1 Literacy teams at the secondary level will continue to receive support to plan cross-curricular initiatives in their schools by:
- embedding cross-curricular literacy practices and work with central support;
 - identifying targeted interventions for students at risk;
 - incorporating system wide use of data and common test preparation materials;
 - continuing to provide support from literacy research, strategies and resources for teachers of applied, locally developed compulsory courses (LDCC) and the Grade 12 literacy course (OLC);
 - identifying a dedicated Literacy Lead in each school with time allocated to support cross-curricular literacy skills and OSSLT preparation; and,
 - supporting Literacy Lead participation in Program Advisory Council (PAC) to provide input into the direction of system level literacy professional development.
- 8.2.2 Data gathered last spring on OSSLT readiness will be collected and analyzed centrally, and with the help of school Literacy Leads, result in targeted and specific remedial plans for students identified 'at-risk' of being unsuccessful on the March 2013 OSSLT.
- 8.2.3 Professional Learning Communities (PLC's) in all secondary schools will continue to focus on student achievement and student engagement

through improving instruction and assessment. PLC's will continue to be supported by central Program staff and monitored by school administration teams.

8.2.4 The Secondary Mathematics Coach will continue to support secondary school improvement plans by working "at-the elbow" with Grade 9 mathematics teachers in all of our secondary schools.

8.2.5 Support to maintain Professional Learning Groups (PLG's) in Mathematics (Grades 7-10) will continue to be a program priority. Incorporation of test examples within regular classroom instruction will continue to aide in test preparation and sharing of best practices in Mathematics. For the 2012-13 school year, Grade 7-10 PLG's will also be created to support literacy instruction at the intermediate level.

8.3 K – 12

8.3.1 Data collection and analysis will continue to inform the decision making process for all aspects of improvement planning at Lakehead District School Board. All schools will continue to implement SMART goals that are completely defined and reflective of the School Effectiveness Framework (SEF). Professional Learning Communities will be happening in both elementary and secondary schools this year. Staff in all schools will be involved in Professional Learning Communities that focus on improving instructional practice.

8.3.2 All schools will be focused on closing the gap for students not achieving at grade level.

8.3.3 Professional Activity days will be focused on student achievement through Professional Learning Communities.

8.3.4 Interactive-White Board technology will be used in Mathematics classrooms to engage students and support differentiated instruction K to 12.

8.3.5 The Homework Help Initiative and Blended Learning Projects will continue to provide an opportunity for intermediate students to interact with online Mathematics tutorial support and the Ontario Educational Resource Bank (OERB) to improve student engagement and achievement.

8.3.6 The School Effectiveness Framework will assist schools in monitoring progress on their SMART goals to highlight the use of best practice and provide next steps.

8.3.7 The use of and access to assistive technology and devices will continue to support the needs of all learners at all grade levels. Literacy and numeracy interventions and differentiated instruction will continue in all schools to support individual student learning needs and inform next steps.

9. Conclusion

Improving student learning and achievement will continue to be the focus at Lakehead District School Board. Through data analysis, professional learning communities, at-the-elbow coaching, Ministry support and research based best practice; Lakehead District School Board will continue to support the learning of all students.

Respectfully submitted,

ROBIN TABOR-JOHN
Elementary Program Coordinator

PAUL TSEKOURAS
Secondary Program Coordinator

NICOLE WALTER-ROWAN
Program Coordinator

ANDREA PUGLIESE
Special Education Officer

SHERRI-LYNNE PHARAND
Superintendent of Education

IAN MACRAE
Superintendent of Education

COLLEEN KAPPEL
Superintendent of Education

CATHERINE SIEMIENIUK
Director of Education

LAKEHEAD DISTRICT SCHOOL BOARD

MINUTES OF PARENT INVOLVEMENT COMMITTEE

Board Room
Jim McCuaig Education Centre

2012 MAY 14

MEMBERS PRESENT:

Kelly Gallagher (Chair)
Nathalie Ferguson
Gail Iwanonkiw
Pat Johansen
Vishnu Kowlessar
Mary Lahti
Gerry Leach

Rima Mounayer
Sharlene Neill-Nugent
Catherine Siemieniuk
Susie Splett
Sheila Stewart
Nicole Walter Rowan
Jacqui Wheatley

RESOURCE:

Bruce Nugent, Communications Officer

GUESTS:

Jenn Davis, School Council Chair, Crestview Public School

MEMBERS ABSENT, WITH REGRET:

Marg Arnone
Serena Essex
Laura Macgowan

Angela Meady
Laurel Moir
Miranda Myers

1. **Call to Order**

Chair Kelly Gallagher called the meeting to order and welcomed those in attendance.

2. **Disclosure of Conflict of Interest**

There were no disclosures of conflict of interest.

3. **Approval of Agenda**

By consensus, the agenda was approved.

4. **Director's Report**

Catherine Siemieniuk, Director of Education, spoke about 2012-13 budget, potential school board amalgamations, development of the Operational Plan, website improvements, the Director's blog, a communications survey, and school and system events including Seussical, Measuring for the Art show, Grade 8 Awards of Excellence, and Creative Movement Jamboree.

Director Siemieniuk noted one of the website improvements is a button on the home page to subscribe to This Week at Lakehead Public Schools, a weekly newsletter published by Bruce Nugent, Communications Officer. This website improvement will be

communicated to School Council Chairs recommending they share it with their school communities.

Gerry Leach inquired about getting information out to parents prior to an event as often he finds out about a school event after it has been held.

The Director also shared the status of the PIC budget noting there is \$4264.39 available. Approximately \$1,100 of this is committed to the PIC Display.

5. Confirmation of Minutes – January 16, 2012

Regarding Item #4 Director's Report, Sheila Stewart inquired if there was a deadline for the healthy schools recognition program. Director Siemieniuk responded that the deadline has passed.

The minutes were confirmed by consensus.

6. PIC Display

Bruce Nugent, Communications Officer, spoke about the tip sheet that was distributed through the Source and advertised on radio and on TBNewswatch, and he thanked the committee for its support and funding. Kelly Gallagher asked if website activity can be monitored to determine if there is an increase due to TBNewswatch advertising. Bruce responded that he plans to monitor an August campaign.

Bruce presented the final draft of the PIC display. Gail Iwanonkiw suggested lowering the logo slightly. The display will be ordered on May 15.

7. PIC Spring Event Feedback

Sharlene Neill-Nugent thanked Nicole Walter Rowan for her facilitation of the groups at the PIC Spring Event and reported that overall the event was well received. Sharlene noted trends in the feedback including requests for more table time and more success stories/ideas, and suggestions for future events such as communication.

PIC members' suggestions included not offering a meal and starting later with a dessert, having a facilitator at each table, and offering online videos (other ways to deliver the message).

Director Siemieniuk inquired how PIC would like the group discussion information to be used. Kelly Gallagher noted this information will be dealt with in agenda item 8.2 Communications Ad Hoc Committee Report.

8. Budget Deputation

Kelly Gallagher reported that she presented to the Budget Committee on April 17 encouraging the Board to continue to look for other ways to get information out to parents.

9. PRO Grants

Kelly Gallagher shared the correspondence received from the Inclusive Education Branch of the Ministry of Education and noted the memo has been sent to School Council Chairs. The deadline to apply for a PRO Grant is June 8.

Consideration of a regional grant submission is included in the next agenda item.

10. Third Annual PIC Symposium

Mary Lahti and Vishnu Kowlessar reported on their recent attendance at the PIC Symposium in Toronto. The focus of the symposium was “Inspire, Engage, Connect”. Symposium participants were provided with a USB key and Mary offered it to any members who are interested. Mary also shared the many handouts she brought back from the symposium.

Mary noted that some attendees were suggesting Northwestern Ontario should hold their own symposium twice a year. Discussion took place about the concept. Kelly will email other PICs in the region and determine if there is an interest in applying for a regional grant to hold a regional symposium.

11. Communication Ad Hoc Committee Report

Sheila Stewart, Chair of the Communications Ad Hoc Committee, reviewed the three areas of focus identified in a document that was developed by the committee. Discussion followed and ideas were generated and included developing communication guidelines, establishing processes to communicate between PIC and School Councils, and considering other communication options (Twitter, Facebook, LinkedIn, etc.)

The next meeting of the Communications Ad Hoc committee will be held in late August or early September. The information from the PIC Spring Event discussion groups was determined to be useful to both the Communications Ad Hoc Committee and to School Councils, and it will be reviewed at the next meeting. Bruce Nugent and members of the PIC Spring Event Ad Hoc Committee will be invited to attend.

12. PIC By-Law Review

Via email, Kelly Gallagher will seek volunteers to serve on an ad hoc committee to review the PIC By-Laws. Kelly also noted that members who can't attend a by-law review meeting are welcome to submit suggestions.

13. 2012-2013 PIC Appointments

Director Siemieniuk shared that the process for appointing 2012-2013 PIC members will begin in June. Positions will be advertised in school newsletters and on the website.

14. Aboriginal Education Advisory Committee (AEAC) Report

Due to the absence of an AEAC representative, this report was deferred to the next meeting.

15. Special Education Advisory Committee (SEAC) Report

Due to the absence of the SEAC representative, this report was deferred to the next meeting.

16. Evaluation

Sheila Stewart noted that completed feedback forms can be submitted to the PIC Chair.

17. Other Business

17.1 Vishnu Kowlessar spoke about a letter that was sent to the Board from Sir Winston Churchill Collegiate & Vocational Institute's School Council about the Food and Beverage Policy. He will provide a copy via email for PIC members.

17.2 Susie Splett inquired as to who to speak to if there was a concern about communication at the school level with parents. Director Siemieniuk recommended a parent should communicate any concerns the Principal first and then to the Superintendent of Education responsible for the school if the parent has further concerns.

17.3 Sheila Stewart inquired as to who attended the SEAC Focus Group in March.

17.4 Kelly Gallagher indicated the need for a volunteer to attend a Parent Consultation session for Full Day Kindergarten to be held on March 16. Interested members can contact Kelly directly.

18. Next Meeting Date

The next meeting will be held Monday, June 18, 2012.

19. Adjournment

The meeting adjourned at 8:16 p.m.

LAKEHEAD DISTRICT SCHOOL BOARD

MINUTES OF PARENT INVOLVEMENT COMMITTEE

Board Room
Jim McCuaig Education Centre

2012 JUN 18

MEMBERS PRESENT:

Kelly Gallagher (Chair)
Marg Arnone
Serena Essex
Nathalie Ferguson
Gail Iwanonkiw
Pat Johansen
Vishnu Kowlessar
Gerry Leach

Ian MacRae
Laura Macgowan
Angela Meady
Miranda Myers
Sharlene Neill-Nugent
Sheila Stewart
Nicole Walter Rowan
Jacqui Wheatley

RESOURCE:

Bruce Nugent, Communications Officer

GUESTS:

Jenn Davis, School Council Chair, Crestview Public School
Lori Lukinuk, Trustee

MEMBERS ABSENT, WITH REGRET:

Mary Lahti
Laurel Moir

Susie Splett

1. **Call to Order**

Chair Kelly Gallagher called the meeting to order and welcomed those in attendance.

2. **Disclosure of Conflict of Interest**

There were no disclosures of conflict of interest.

3. **Approval of Agenda**

By consensus, the agenda was approved.

4. **Director's Report**

On behalf of the Director of Education, Superintendent Ian MacRae spoke about budget constraints, potential school board amalgamations, school year end wrap-up and new year planning, and retirements. Superintendent MacRae also informed members that Superintendent Kathy Pozihun has resigned from her position and has been appointed Vice President of Finance at Lakehead University, and that a search for her replacement will take place.

5. Confirmation of Minutes – May 14, 2012

Regarding Item #4 Director's Report, Gerry Leach noted that responses by Bruce Nugent, Nicole Walter-Rowan and Director Siemieniuk were not included with his inquiry about parent invitations to school events. Nicole Walter-Rowan spoke about instances in elementary classrooms when parents are invited to take part in classroom activities and other instances when there isn't a formal invite. She noted that only parents of students in her classroom would be invited. Bruce Nugent responded that the media event referred to at the May 14 meeting was a student event, not a parent event.

Since the Director wasn't present to clarify her response, confirmation of the minutes was deferred to the next meeting.

6. Regional PRO Grants

Kelly Gallagher reported that she had contacted other PICs in the region and determined that although there was interest in holding a regional event, there wasn't enough time to apply for a regional grant this year.

Jenn Davis, Chair of Crestview School Council, inquired if PRO grant applications change much from year to year. Kelly responded that they are fairly consistent. Members agreed that it is strategic for School Councils to start thinking about its PRO grant application early in the school year. Sheila Stewart noted that the School Council checklist may be part of the School Council Orientation in October, and it includes timelines for applying for a PRO grant.

7. 34 Credit Cap

Kelly Gallagher reported that she attended a Ministry of Education consultation session in Toronto on June 6 as a parent representative. Kelly shared some of the feedback that she heard at the session about the 34 credit cap. Discussion followed and opinions were shared.

8. PIC By-Law Review

Kelly Gallagher reported four members have volunteered to serve on the committee. She will email members to set up a meeting and will copy all PIC members in the email welcoming their submissions of proposed by-law changes.

9. School Council Orientation

Kathryn Hantjis will send an email seeking volunteers to serve on an ad hoc committee to plan the fall kick-off. The intent is that the ad hoc committee will meet the week before and will share event plans at the next PIC meeting.

10. Aboriginal Education Advisory Committee (AEAC) Report

Serena Essex reported that the May 17 AEAC meeting included reports from Dawn Aho and Nicole Walter Rowan on work that has been done this year. She also noted that nine (9) new parent advocates completed their training last week. Serena and Sylvia O'Meara were nominated for and are 2012 recipients of the Ontario Public School Boards' Association (OPSBA) Achievement Award.

11. Special Education Advisory Committee (SEAC) Report

Miranda Myers shared that the May 16 SEAC meeting included reports about the Raising Resilient Children event held on May 7, three days of FASD training held in April, an IEP audit. SEAC also provided input to the Equity and Inclusive Education policy. Miranda also noted that SEAC has been requested to share some of their resources with the Ministry of Education.

Sheila Stewart inquired about the follow-up to the SEAC Focus Group that was held in March. Miranda responded that this would be a topic at SEAC's next meeting on June 20.

12. Other Business

Kelly Gallagher reported that there is \$4225.57 remaining in the budget and \$1237.35 of this is allocated to pay for the PIC display, which was set up for members to see at this meeting. The remainder of funds will be carried forward to the next budget year.

13. Next Meeting Date

The next meeting will be held Monday, September 10, 2012.

13. Adjournment

The meeting adjourned at 7:20 p.m.

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2012 SEP 25
Report No. 100-12

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

RE: RECOMMENDATIONS FROM THE STANDING COMMITTEE

Background

The following reports were received at the Standing Committee Meeting of September 11, 2012 and have been referred to the Board for approval. The recommendations are as follows:

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)

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.

2012 to 2020 POLICY REVIEW SCHEDULE (094-12)

It is recommended that Lakehead District School Board approve the 2012 to 2020 Policy Review Schedule.

POLICY DEVELOPMENT – 4020 ALTERNATIVE SCHOOLS (095-12)

It is recommended that Lakehead District School Board approve 4020 Alternative Schools Policy, Appendix A to Report 100-12.

Respectfully submitted,

KAREN WILSON
Chair
Standing Committee

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.

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 The location of all alternative schools will be at the discretion of Lakehead District School Board.
- 3.2 Alternative schools will be supervised by an existing Lakehead District School Board administrator and housed as part of an existing school.
- 3.3 Alternative schools must follow all collective agreement obligations.
- 3.4 All education programs must meet Lakehead District School Board’s student achievement and accountability expectations.
- 3.5 The program delivery and learning outcomes of the Alternative school must be significantly different than program and learning outcomes that are currently available.

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: _____	

1. Objective

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

2. Definitions

2.1 Alternative School

Alternative schools are **recognized schools with unique MIDENT numbers that** 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 Program

A system program established to respond to unique student needs. Students must meet the criteria outlined for the program and participate in an intake or application process.

2.23 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) program staff; and
- facilities staff.

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

2.34 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 regulations, and Ministry of Education guidelines, as well as all Lakehead District School Board policies and practices.

4. Process for Proposed New Alternative Schools

4.1 Community requests for Alternative Schools will be initiated by constituents submitting 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 submitting a proposal;
- brief overview of the philosophy, mission and values of the proposed school; and
- benefits to students.

4.2 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;
- 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

- facilities staff.

The ASRC will discuss 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 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;
- 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.

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.
- 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.

CURRICULUM AND INSTRUCTION

DRAFT – SEPTEMBER 25, 2012

ALTERNATIVE SCHOOLS PROCEDURES

4000

Appendix B to
Report No. 100-
12

4020

6. Reporting Requirements

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*
- financial impact.
-

6.2 At least once every five years the Principal of the Alternative School will invite their school community to a meeting to review, revise and/or reaffirm their school's philosophy, mission and values statement.

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.

7. Review

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

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