



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. 15**

**Tuesday, November 27, 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. Reading: By-Law No. 106 - 2013 Tax Levy		
5. Resolve into Committee of the Whole – Closed Session		
6. <b>COMMITTEE OF THE WHOLE – Closed Session – 6:00 p.m. (SEE ATTACHED AGENDA)</b>		
7. Report of Committee of the Whole – Closed Session		
8. Delegations/Presentations		
9. Confirmation of Minutes		
9.1 Regular Board Meeting No. 12 - October 23, 2012	D. Massaro	1-5
9.2 Board Meeting No. 13 (Special) - November 6, 2012	D. Massaro	6-7
9.3 Board Meeting No. 14 (Special) - November 21, 2012	D. Massaro	8-9
10. Business Arising from the Minutes		

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>
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**MATTERS NOT REQUIRING A DECISION:**

11.	Information Reports		
11.1	Ontario Public School Boards' Association (OPSBA) Report	R. Oikonen	Verbal
11.2	Student Trustee Report	R. Kendrick	Handout
11.3	Audit Committee Meeting Report - November 19, 2012	D. Massaro	Verbal
11.4	Audit Committee Annual Report - August 31, 2012 (118-12)	D. Massaro	10-12
11.5	Learning Environment: Multi-Year Capital Plan (120-12)	D. Wright	13-24
11.6	Aboriginal Education Advisory Committee Meeting Minutes - September 20, 2012	S. Pharand	25-27
11.7	Parent Involvement Committee Meeting Minutes - October 1, 2012	C. Siemieniuk	28-30

12. First Reports

**MATTERS FOR DECISION:**

13.	Postponed Reports		
14.	Recommendations from the Standing Committee		
15.	Ad Hoc and Special Committee Reports		
16.	New Reports		
16.1	By-Law No. 106 - 2013 Tax Levy (121-12)	D. Wright	31-32

*It is recommended that Lakehead District School Board approve By-law No. 106 – 2013 Tax Levy (Appendix A) authorizing the 2013 tax levy at the prescribed rates set by Ontario Regulation 400/98 as amended, as outlined in Report No. 121-12.*

<p>Trustees (Chair and Vice-Chair) and presenters of reports will be available for comment after the Board Meeting.</p>
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	<u>Resource Person</u>	<u>Pages</u>
16.2 Recommendations from the Audit Committee (126-12)	D. Massaro	33-37
<p>Audit Committee Summarized Annual Report – August 31, 2012 (119-12)</p> <p><i>It is recommended that Lakehead District School Board:</i></p> <ol style="list-style-type: none"> <li>1. <i>Approve the Audit Committee Summarized Annual Report as outlined in Appendix A to Report No. 119-12; and</i></li> <li>2. <i>Forward the report to the Ministry of Education.</i></li> </ol> <p>2011-2012 Audited Financial Statements (125-12)</p> <p><i>It is recommended that Lakehead District School Board approve the August 31, 2012 audited financial statements as outlined in Report No.125-12, 2011-2012 Audited Financial Statements.</i></p>		
17. New Business		
18. Notice of Motion		
18.1 Amend Procedural By-Law of Lakehead District School Board (116-12)	C. Siemieniuk	38
<p><i>Where a motion of the Board requires a secret ballot, Trustees participating in the meeting electronically may cast a ballot by contacting the Director by telephone and having the Director acting as said Trustees' agent.</i></p>		
19. Information and Inquiries		
20. Adjournment		

<p>Trustees (Chair and Vice-Chair) and presenters of reports will be available for comment after the Board Meeting.</p>
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**REGULAR BOARD MEETING NO. 15**  
**Tuesday, November 27, 2012**  
**Jim McCuaig Education Centre**

Catherine Siemieniuk  
Director of Education

Deborah Massaro  
Chair

**AGENDA**

**COMMITTEE OF THE WHOLE – Closed Session**  
**6:00 P.M. – in the Sibley Room**

	<u>Resource Person</u>	<u>Pages</u>
6.1 Confirmation of Committee of the Whole - Closed Session Minutes		
6.1.1 Regular Board Meeting No. 12 - October 23, 2012	D. Massaro	1-2
6.1.2 Board Meeting No. 13 (Special) - November 6, 2012	D. Massaro	3
6.1.3 Board Meeting No. 14 (Special) - November 21, 2012	D. Massaro	4
6.2 Business Arising from the Minutes		
6.3 Consideration of Reports		
6.3.1 Personnel Matter	S. Pharand	Verbal
6.3.2 Negotiations	I. MacRae	Verbal
6.4 Information and Inquiries		
6.5 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

**MINUTES OF REGULAR BOARD MEETING NO. 12**

Board Room  
Jim McCuaig Education Centre

2012 OCT 23

**TRUSTEES PRESENT:**

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

Lori Lukinuk  
Ron Oikonen  
Jack Playford  
George Saarinen  
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  
Jo-Anne Giertuga, Lakehead Principals/Vice Principals

**PUBLIC SESSION:**

1. Approval of Agenda

Moved by Trustee Saarinen

Seconded by Trustee Johansen

*“THAT the Agenda for Regular Board Meeting No. 12, October 23, 2012 be approved.”*

**CARRIED**

2. Resolve Into Committee of the Whole – Closed Session

Moved by Trustee Wilson

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. 11*
  - *September 25, 2012*
- *Property Matter (109-12)*
- *Property Matter*

- *Negotiations*

*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 Saarinen

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

*'THAT Lakehead District School Board approve the Committee of the Whole – Closed Session Minutes of Regular Board Meeting No. 11, September 25, 2012.'*

CARRIED

5. Trustee Award of Recognition – Jeanie Gaudette - Crestview Public School

Trustee Arnone, on behalf of the Board, presented Jeanie Gaudette with the Trustee Award of Recognition. Ms. Gaudette was recognized for Crestview Public School's receipt of the Ontario EcoSchools Gold Award.

Ms. Gaudette thanked the Board for her award.

6. Confirmation of Minutes

Moved by Trustee Wilson

Seconded by Trustee Saarinen

*"THAT Lakehead District School Board approve the Minutes of Regular Board Meeting No. 11, September 25, 2012."*

CARRIED

7. Business Arising from the Minutes

7.1 Regarding item number 11, Chair Massaro requested information regarding the number of Special Education students who participated in EQAO testing provincially. Colleen Kappel, Superintendent of Education, responded that there were 20,482 Grade 3 students and 25,364 Grade 6 students who participated in EQAO testing across the province.

7.2 Regarding item number 11, Trustee Lukinuk inquired if a report will come to the Board regarding our Aboriginal students who participated in EQAO testing.

Catherine Siemieniuk, Director of Education, responded that information will come to the Board at the later time.

MATTERS NOT REQUIRING A DECISION:

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

Trustee Oikonen, Ontario Public School Boards' Association Director and voting delegate, informed the Board that Trustees attended Ontario Public School Boards' Association's (OPSBA) Northern Regional Meeting and Program held on October 19 and 20. Items address included: negotiations, accessibility, amalgamations, and the *Bring and Brag Carousel*. Trustee Oikonen thanked Robin Tabor-John, Elementary Program Coordinator, Nicole Walter Rowan, Program Coordinator, and Heather Houston, Desktop and Graphics Technician, for providing a pamphlet regarding Lakehead District School Board's Tutors in the Classroom and Summer Literacy/Numeracy Camp for OPSBA's *Bring and Brag Carousel*.

9. Student Trustee Report

Rheanna Kendrick, Student Trustee, provided a handout as her report. Items addressed included: Northwestern Ontario Secondary School Students' Association's (NWOSSSA) Student Forums and Annual Student Council Executive Conference (SCEC), Student Senate meetings, Ontario Student Trustees' Association (OSTA-AECO) Northwestern Ontario meetings, and Thunder Bay's Christmas Cheer Fund.

10. Success Advisory Committee Meeting Report

Trustee Wilson, the Trustee representative on the Success Advisory Committee, will present her report at the November 13 Standing Committee Meeting.

11. Mental Health Strategy (112-12)

Colleen Kappel, Superintendent of Education, introduced Lori Carson, Student Support Leadership Initiative Lead and Chair of the Mental Health Steering Committee, and Mary-Beth Minthorn-Biggs, Mental Health Leader, who presented Mental Health strategies and next steps. All Trustees' questions were addressed.

MATTERS FOR DECISION:

12. Recommendations from the Standing Committee (110-12)

Appointments to the 2012-2013 Parent Involvement Committee (105-12)

Moved by Trustee Wilson

Seconded by Trustee Arnone

*"THAT Lakehead District School Board:*

1. *Approve the following appointments to the 2012-2013 Parent Involvement Committee effective November 15, 2012 to November 14, 2013:*

- *Serena Essex, Aboriginal Education Advisory Committee representative;*
- *Gail Iwanonkiw, School Council alternate representative;*
- *Gerry Leach, Community representative;*

- Heather McLean, Parent alternate representative;
- Angela Meady, Community representative;
- Rima Mounayer, Principal representative;
- Miranda Myers, Special Education Advisory Committee representative;
- Harbinder Singh Hayer, Parent alternate representative;
- Varinder Singh Hayer, School Council alternate representative;
- Robin Tabor-John, Teacher alternate representative;
- Suzanne Tardif, Aboriginal Education Advisory Committee alternate representative;
- Colleen Valiquette, Special Education Advisory Committee alternate representative;
- Adam Vinet, School Council alternate representative;
- Nicole Walter Rowan, Teacher representative; and
- Beverley White-Kokeza, Aboriginal Education Advisory Committee alternate representative.

2. *Approve the appointment of Nathalie Ferguson as School Council representative on the 2012-2013 and 2013-2014 Parent Involvement Committee effective November 15, 2012 to November 14, 2014.*
3. *Appoint Trustee Arnone to serve as Trustee representative and Trustee Johansen to serve as Trustee alternate representative on the 2012-2013 Parent Involvement Committee effective November 15, 2012 to November 14, 2013."*

CARRIED

13. Appointment of an External Member to the Audit Committee (108-12)

Moved by Trustee Wilson

Seconded by Trustee Saarinen

*"THAT Lakehead District School Board appoint Ms. Sandra Leonetti as External Member to the Audit Committee to serve the term commencing January 1, 2013 and ending December 31, 2013."*

CARRIED

14. Short-Term Borrowing Resolution (111-12)

Moved by Trustee Playford

Seconded by Trustee Oikonen

*"THAT Lakehead District School Board approve the Short-Term Borrowing Resolution for the 2012-2013 school year as outlined in Report No. 111-12, Short-Term Borrowing Resolution."*

CARRIED

15. Appointments to the Aboriginal Education Advisory Committee (115-12)

Moved by Trustee Saarinen

Seconded by Trustee Playford

*“THAT Lakehead District School Board approve the following appointments to the Aboriginal Education Advisory Committee:*

- *Tiffany Gordon;*
- *Margaret Vincent; and*
- *Lyndsay Willoughby.”*

CARRIED

16. Notice of Motion

Chair Massaro read the following Notice of Motion submitted by Trustee Playford.

*“Where a motion of the Board requires a secret ballot, Trustees participating in the meeting electronically may cast a ballot by contacting the Director by telephone and having the Director acting as said Trustees’ agent.”*

In accordance with Section 7.1.18.2 of the Procedural By-Law, the notice of motion *“shall be considered at the next Regular meeting of the Board.”*

17. Information and Inquiries

17.1 Chair Massaro noted that November 20 is National Child Day.

17.2 Trustee Saarinen inquired if Lakehead District School Board is considering applying for a Greenbelt Fund Grant. Catherine Siemieniuk, Director of Education, responded that information will come to the Board at a later date.

17.3 Trustee Playford noted that the Heart and Stroke Foundation’s *Free Hands only CPR Training* will be held on October 27 at Hammarskjold High School.

17.4 Trustee Lukinuk requested information regarding the process for the Notice of Motion. Chair Massaro responded that the Notice of Motion will be considered at the November 27 Regular Board Meeting.

17.5 Trustee Johansen noted that Trustees attended a Strategic Planning session on October 15 and 16.

17.6 Trustee Arnone noted that Trustees attended the Parent Involvement Committee’s School Council Orientation held on October 22.

18. Adjournment

Moved by Trustee Saarinen

Seconded by Trustee Oikonen

*“THAT we do now adjourn at 9:03 p.m.”*

CARRIED

LAKEHEAD DISTRICT SCHOOL BOARD

**MINUTES OF BOARD MEETING NO. 13 (SPECIAL)**

Board Room  
Jim McCuaig Education Centre

2012 NOV 06

**TRUSTEES PRESENT:**

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

Lori Lukinuk  
Ron Oikonen  
Jack Playford  
George Saarinen

**TRUSTEE ABSENT, WITH REGRET:**

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

**PUBLIC SESSION:**

1. Approval of Agenda

Moved by Trustee Wilson

Seconded by Trustee Johansen

*“THAT the Agenda for Board Meeting No. 13 (Special), November 6, 2012 be approved.”*

**CARRIED**

2. Resolve Into Committee of the Whole – Closed Session

Moved by Trustee Saarinen

Seconded by Trustee Lukinuk

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

- *Negotiations*

*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. Adjournment

Moved by Trustee Wilson

Seconded by Trustee Saarinen

*“THAT we do now adjourn at 7:10 p.m.”*

CARRIED

LAKEHEAD DISTRICT SCHOOL BOARD

**MINUTES OF BOARD MEETING NO. 14 (SPECIAL)**

Board Room  
Jim McCuaig Education Centre

2012 NOV 21

**TRUSTEES PRESENT:**

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

Lori Lukinuk  
Ron Oikonen  
Jack Playford  
George Saarinen – via teleconference

**TRUSTEE ABSENT, WITH REGRET:**

Rheanna Kendrick (Student Trustee)

**SENIOR ADMINISTRATION:**

Catherine Siemieniuk, Director of Education  
Colleen Kappel, Superintendent of Education  
Ian MacRae, Superintendent of Education  
David Wright, Superintendent of Business

**PUBLIC SESSION:**

1. Approval of Agenda

Moved by Trustee Johansen

Seconded by Trustee Oikonen

*“THAT the Agenda for Board Meeting No. 14 (Special), November 21, 2012 be approved.”*

**CARRIED**

2. Resolve Into Committee of the Whole – Closed Session

Moved by Trustee Saarinen

Seconded by Trustee Lukinuk

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

*- Negotiations*

*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. Adjournment

Moved by Trustee Saarinen

Seconded by Trustee Wilson

*“THAT we do now adjourn at 12:47 p.m.”*

CARRIED

LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2012 NOV 27  
Report No. 118-12

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

RE: AUDIT COMMITTEE ANNUAL REPORT – AUGUST 31, 2012

1. Background

On September 9, 2010, the Ministry of Education enacted Ontario Regulation 361/10 *Audit Committees*, in respect of Audit Committees established by District School Boards in Ontario.

2. Membership of the Audit Committee

Regulation 361/10 Section 3.(1) *Audit Committees* dictates the composition of an Audit Committee which is three Board members and two external members. Members satisfied the eligibility requirements in accordance with Ontario Regulation 361/10. Audit Committee members for 2011-2012 were:

- Deborah Massaro, Trustee Member, Chair;
- Karen Wilson, Trustee Member, Vice Chair;
- Pat Johansen, Trustee Member (Sep – Dec 2011);
- Ron Oikonen, Trustee Alternate Member (Sep – Dec 2011);
- George Saarinen, Trustee Member (Jan-Aug 2012)
- Sandra Leonetti, External Member; and
- Deborah Watt, External Member.

3. Meetings of the Audit Committee

3.1 During fiscal year 2011-2012 the Lakehead District School Board Audit Committee held a total of four meetings:

- September 26, 2011;
- November 21, 2011;
- January 17, 2012; and
- May 28, 2012.

3.2 Members attendance at all meetings held during 2011-2012 was as follows:

Audit Committee Member	Sep 26	Nov 21	Jan 17	May 28
D. Massaro	✓	✓	✓	Regrets
K. Wilson	✓	✓	✓	✓
P. Johansen	✓	✓	n/a	n/a
R. Oikonen	Regrets	✓	n/a	n/a
G. Saarinen	n/a	n/a	✓	✓
S. Leonetti	✓	✓	✓	✓
D. Watt	✓	✓	✓	✓

3.3 In addition to Audit Committee members, regular attendees at Audit Committee meetings were:

- Catherine Siemieniuk, Director of Education;
- Kathy Pozihun, Superintendent of Business;
- David Wright, Regional Internal Audit Manager;
- Kirsti Alaksa, Manager of Financial Services;
- Terry Bortolin, Regional Internal Auditor;
- Doug Vanderwey, Partner, Grant Thornton; and
- Cara Carlson, Manager, Grant Thornton.

3.4 The following matters were addressed at the Audit Committee Meetings:

3.4.1 September 26, 2011

- Election of Chair and Vice Chair for fiscal year 2011-2012; and
- Five Year Internal Audit Plan, presented by David Wright, Regional Internal Audit Manager.

3.4.2 November 21, 2011

- 2010-2011 Budget Transfers and Contingency Funds;
- 2010-2011 Financial Statement Variance;
- Audit Committee Annual Report 2011; and
- 2010-2011 Audited Financial Statements and Communication of Audit Results – presented by Doug Vanderwey, Partner, and Cara Carlson, Manager, Grant Thornton.

3.4.3 January 17, 2012

- October 31, 2011 Enrolment Status Report;
- Interim Financial Information – December 31, 2011; and
- Audit Committee Summarized Annual Report – August 31, 2011.

#### 3.4.4 May 28, 2012

- Interim Financial Information – April 30, 2012;
- Internal Audit Plan;
- Treasury Audit 2011-2012;
- Initial Communication on Audit Planning; and
- 2012-2013 Audit Committee Meeting Schedule.

#### 4. Internal Auditors

- 4.1 The Internal Auditors performed the Treasury Audit since the last annual report of the Audit Committee.
- 4.2 During 2011-2012 the Payroll and Compensation Benefits Audit and the Procurement and Accounts Payable, Purchasing Cards and Expense Reports Audit were also performed. Reports of these two audits are not yet finalized.
- 4.3 The Facility Requirement Forecasting/Capital Planning Audit, which was planned for 2011-2012 was not undertaken and moved to year two of the Internal Audit Plan.

#### 5. Lakehead District School Board Internal Audit Plan

Year two of the Lakehead District School Board Internal Audit Plan for the 2012-2013 year was approved by the Audit Committee at the May 28, 2012 meeting and forwarded to the Board for approval. Lakehead District School Board approved year two of the Internal Audit Plan at the June 26, 2012 Regular Board Meeting.

#### 6. Conclusion

The Audit Committee of Lakehead District School Board will continue to follow legislated requirements that pertain to Audit Committees across the province.

Respectfully submitted,

DEBORAH MASSARO  
Chair  
Audit Committee

LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2012 NOV 27  
Report No. 120-12

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

RE: LEARNING ENVIRONMENT: MULTI-YEAR CAPITAL PLAN

1. Background

- 1.1 At the June 26, 2012 Regular Board Meeting, the 2012-2013 Operational Plan was presented to the Board. One of the general objectives under the Learning Environment is to “Provide an inviting, environmentally responsible physical space”.
- 1.2 The Learning Environment Facility Committee was established to coordinate the effective delivery of this priority as it relates to facilities. This committee is comprised of the following members:
  - Charles Bishop, Education Officer, Co-Chair;
  - Christy Radbourne, Elementary Vice Principal, Co-Chair;
  - Randy Haber, Manager of Maintenance and Capital;
  - Rod Bessel, Manager of Custodial and Transportation;
  - Dave Dunn, Maintenance Supervisor; and
  - Gary Wiggins, Plant Supervisor.
- 1.3 The committee’s mandate is to focus on the following goals:
  - reduce the carbon footprint by a further 3%;
  - ensure that 75% of the buildings achieve a three (3), and a minimum of 10% achieve a four (4) on the Spring 2013 Quality Maintenance Inspection; and
  - develop a capital development plan for schools with a focus on academic achievement.
- 1.4 The committee reports to and receives guidance from Director’s Council and the Success Advisory Committee. Input is regularly sought from schools and School Councils.
- 1.5 A major component of system success is the development of the Multi-Year Capital Plan. The capital plan is to include the development of a plan for safety and security, street smart beautification for schools, and a development plan for schools with a focus on academic achievement.
- 1.6 The committee, with guidance from Director’s Council, has established the 2012-2013 capital project priorities. This list was developed with input from:
  - building and energy consultants;
  - Information Technology Committee;

- Accessibility Committee;
- Plant Department; and
- annual school visits.

It also incorporates projects required to satisfy legislated requirements of the Occupational Health and Safety Act, Ministry of Labour, Ontario Fire Marshall, and the Ontarians with Disabilities Act.

1.7 In order to effectively manage the implementation of the Multi-Year Capital Plan, the work has been broken down into the following five categories:

- program renewal;
- inviting schools;
- accessibility;
- energy management; and
- school renewal.

1.8 It is the intent of this report to provide an update on the 2011-2012 capital budget and to submit the 2012-2016 Multi-Year Capital Plan.

## 2. Summary of 2011-2012 Capital Plan

The following summary highlights the major capital plan accomplishments of the 2011-2012 budget year.

### 2.1 Program Renewal

#### 2.1.1 Information Technology Enhancements

2.1.1 Installation of an additional 72 Smart Boards and 35 LCD projectors throughout the system as defined by the Information Technology Committee.

2.1.2 Secure wireless network access is now available at all secondary schools and seven elementary schools.

#### 2.1.2 Renovations/Additions

##### 2.1.2.1 Woodcrest Public School

- construction of an additional Kindergarten room to accommodate the Full Day Kindergarten Program; and
- construction of an additional three classrooms due to the growth of enrolment in the Woodcrest Public School area.

##### 2.1.2.2 Hyde Park Public School

- construction of an addition, and renovations to create three new Kindergarten rooms and a new multi-purpose room to accommodate the Full Day Kindergarten Program.

### 2.1.2.3 Agnew H. Johnston Public School

- construction of a new classroom and renovations to an existing classroom to accommodate the Full Day Kindergarten Program; and
- installation of a new gym divider.

## 2.2 Inviting Schools

To ensure schools are inviting, the following school beautification initiatives were completed:

2.2.1 Exterior front entrance and façade improvements at Sir Winston Churchill CVI.

2.2.2 Site paving and drainage improvements at Kakabeka Falls District Public School.

2.2.3 Interior painting at Agnew H Johnston Public School, Hammarskjold High School, and Westgate CVI.

## 2.3 Accessibility

To improve the accessibility of our buildings and meet the obligations of the Ontarians with Disabilities Act, the following initiatives were completed:

2.3.1 A new side entrance ramp and entrance improvements at Hammarskjold High School.

2.3.2 Accessibility enhancements such as accessible washrooms and door hardware were incorporated as part of the addition and renovation improvements to Woodcrest, Hyde Park, and Agnew H. Johnston Public Schools.

## 2.4 Energy Management

To further reduce our energy consumption the following projects were completed:

2.4.1 Heating and ventilation upgrades to Five Mile, Claude Garton, and Vance Chapman Public Schools and Hammarskjold High School.

2.4.2 Installation of piping in the crawl space at Nor'wester View Public School.

2.4.3 New lighting at Kingsway Park Public School.

## 2.5 School Renewal

To ensure the safety and long term integrity of our buildings the following projects were completed:

2.5.1 Electrical distribution upgrade at C. D. Howe Public School.

- 2.5.2 Backflow assessments and renovations to Sir Winston Churchill CVI, Algonquin Avenue, Agnew H. Johnston, Edgewater Park, Sherbrooke and Nor'wester View Public Schools.
- 2.5.3 Safety and security enhancements at various schools with a focus on communication.
- 2.5.4 Roof replacements at Hammarskjold High School, Gorham and Ware Community, Agnew H. Johnston, Five Mile, and Nor'wester View Public Schools and Victoria Park
- 2.5.4 New workshop/storage building at Kingfisher Lake Outdoor Education Centre.
- 2.5.6 Stairwell renovations to Sir Winston Churchill CVI.

### 3. Lakehead District School Board Long-Term Capital Plan, 2012-2016

The following represents the capital enhancements that will be made to ensure Lakehead District School Board students continue to have access to facilities that will meet the changing requirements of the curriculum.

#### 3.1 Program Renewal

- 3.1.1 New cyclone dust collector in woodworking area at Westgate CVI.
- 3.1.2 Installation of new gym dividers at Hammarskjold High School, Sir Winston Churchill CVI, and Westgate CVI.

#### 3.2 Inviting Schools

- 3.2.1 Exterior front entrance and façade improvements at Ogden Community and Vance Chapman Public Schools.
- 3.2.1 Front entrance concrete upgrades to Ecole Gron Morgan and Agnew H. Johnston Public Schools.
- 3.2.3 Interior painting at Hammarskjold High School and Westgate CVI.

#### 3.3 Accessibility

- 3.3.1 Front entrance ramp improvements at Ecole Gron Morgan Public School.
- 3.3.2 Various accessibility enhancements to buildings as part of the Full Day Kindergarten Program capital improvements (i.e door hardware, washrooms, ramps).

### 3.4 Energy Management

3.4.1 New transformer at Westgate CVI.

3.4.2 Heating and ventilation upgrades at Hammarskjold High School.

3.4.3 Boiler replacements at Westmount, McKellar Park Central and Kingsway Park Public Schools.

3.4.4 Crawl space ventilation at Nor'wester View Public School.

### 3.5 School Renewal

3.5.1 Backflow assessments and renovations to Claude E. Garton, Vance Chapman, C.D.Howe, St. James, and Ecole Gron Morgan Public Schools, Victoria Park, and Jim McCuaig Education Centre.

3.5.2 Safety and security enhancements at various schools.

3.5.3 New water treatment system at Bernier Stokes Public School.

3.5.4 Roof replacements at Hammarskjold High School, Crestview Public School, Five Mile Public School and Victoria Park.

3.5.5 Partial floor replacements at St James and Nor'wester View Public Schools.

3.5.6 Site paving and drainage improvements at Claude E. Garton Public School.

3.5.7 Partial ceiling replacements at Vance Chapman Public School and Hammarskjold High School.

3.5.8 Exterior renovations to the Day Centre at Kingfisher Lake Outdoor Education Centre.

3.5.9 Locker replacement at Sir Winston Churchill CVI and Ecole Gron Morgan Public School.

## 4. Full Day Kindergarten Program

Renovations will be completed at various schools to accommodate the Full Day Kindergarten Program for September 2013. These projects will be funded by Ministry of Education capital grants. A report will be brought to the Board when more detailed information is available.

## 5. 2012-2013 Funding

The 2012-2013 capital projects will be funded by the following capital grants:

- Ministry of Education School Renewal Grant;
- Ministry of Education School Condition Grant; and
- Ministry of Education Full Day Kindergarten Grant.

6. 2012-2016 Long-Term Capital Plan

6.1 Appendix A details the capital projects required over the next five years to support the Board's Long Term Capital Plan.

6.2 The capital projects listed in Appendix A reflect input received from school communities and stakeholders from ongoing discussions.

7. Conclusion

7.1 Quality of program delivery to all students remains first and foremost in all decisions and directions of the Learning Environment Facility Committee.

7.2 Lakehead District School Board will continue to focus on the strategies as outlined in the 2012-2013 Operational Plan.

Respectfully submitted,

RANDY HABER  
Manager of Maintenance and Capital

DAVID WRIGHT  
Superintendent of Business

CATHERINE SIEMIENIUK  
Director of Education

## Lakehead District School Board 2012/2013 Capital Budget

#	Location	Project	Brief Description	Cost
1	Various	Backflow prevention phase 4	Claude Garton, Vance Chapman, CD Howe, St James, Gron Morgan, Vic Park, Education Centre	70,000
2	Gron Morgan	Accessibility	Gron Morgan ramp & entrance improvements, drainage	75,000
3	Various	Safety & security	Safety and Security Committee	100,000
4	Various	Electrical & life safety systems	Misc electrical upgrade & life safety items	60,000
5	Westgate	Electrical Upgrade	New transformer	400,000
6	Bernier Stokes	Water Treatment	New water treatment system	20,000
7	Hammaraskjold	Roof coverings	Replacement of portion of roof	500,000
8	Five Mile	Roof coverings	Replacement of portion of roof	140,000
9	Victoria Park	Roof coverings	Roof replacement	100,000
10	Crestview	Roof coverings	Roof replacement	100,000
11	Hammaraskjold	Heating & ventilation retrofit	Air handling units & distribution Phase 2	150,000
12	Westmount	Heating & ventilation retrofit	Boiler replacement	300,000
13	Mckellar Park	Heating & ventilation retrofit	Boiler replacement	300,000
14	Kingsway Park	Heating & ventilation retrofit	Boiler replacement	300,000
15	Westgate	Tech area ventilation	Cyclone replacement in wood working room	75,000
16	Nor'wester View	Crawl space	Insulation of piping	20,000
17	Claude Garton	Grounds & drainage-play area	Paving and drainage improvements	60,000
18	Gron Morgan	Front entrance upgrade	Replace pavers with new concrete	30,000
19	Agnew H Johnston	Front entrance upgrade	Replace pavers with new concrete	30,000
20	St James	Flooring	Replacement of hallway and classrooms flooring on 2nd Floor	80,000
21	Nor'wester View	Flooring	Replacement of hallway and gym flooring	35,000
22	Vance Chapman	Ceiling replacement	Main and 2nd floor hallway ceiling replacement	25,000
23	Hammaraskjold	Ceiling replacement	9 classrooms/boys washroom	20,000
24	Hammaraskjold	Gymnasium	Gym divider	35,000
25	Churchill	Gymnasium	Gym divider	35,000
26	Westgate	Gymnasium	Gym divider	35,000
27	Kingfisher	Day centre exterior	Exterior treatment of day centre	30,000
28	Churchill	Lockers	Replacement of 186 lockers	30,000
29	Gron Morgan	Lockers	Replacement of 170 lockers	30,000
30	Various	Misc program needs	Program & accommodation needs	50,000
31	Vance Chapman	Street smart beautification	Façade & landscape improvements	70,000
32	Ogden	Street smart beautification	Façade & landscape improvements	80,000
	<b>TOTAL</b>			<b>\$ 3,385,000</b>

## Lakehead District School Board 2012/2016 5 Year Capital Projects

	Location	Project	Brief Description	Year	Cost	Total
<b>Program Needs</b> Projects to support and enhance the learning environment	Westgate CVI	Technical shop upgrade	New cyclone dust collector	2012	75,000.00	
	Hammarskjold High School	Gymnasium upgrade	New gym divider wall	2012	35,000.00	
	Sir Winston Churchill CVI	Gymnasium upgrade	New gym divider wall	2012	35,000.00	
	Westgate CVI	Gymnasium upgrade	New gym divider wall	2012	35,000.00	
	Various	Misc. accommodations	Program requirements TBD	2012	50,000.00	
						\$230,000.00
	Various	Misc program needs	Various	2013	400,000.00	
	Various Locations	Misc. accommodations	Program requirements TBD	2013	50,000.00	
						\$450,000.00
	Various	Misc program needs	Various	2014	400,000.00	
	Various Locations	Misc. accommodations	Program requirements TBD	2014	50,000.00	
						\$450,000.00
	Various	Misc program needs	Various	2015	400,000.00	
	Various Locations	Misc. accommodations	Program requirements TBD	2015	50,000.00	
						\$450,000.00
	Various	Misc program needs	Various	2016	200,000.00	
	Churchill CVI	New gymnasium floor & bleachers	Facility upgrades & improvements	2016	250,000.00	
	Various Locations	Misc. accommodations	Program requirements TBD	2016	50,000.00	
						\$500,000.00
	<b>Category Total</b> \$2,080,000					
	Location	Project	Brief Description	Year	Cost	Total
<b>Inviting Schools</b> Strategic initiative to enhance physical appearance of: - Building exteriors - Street frontage/landscapes - Grounds/paving/concrete	Ogden Community	Street Smart Beautification	Façade & landscape improvements	2012	80,000.00	
	Vance Chapman	Street Smart Beautification	Façade Improvements	2012	70,000.00	
	Ecole Gron Morgan	Street Smart Beautification	Front entrance concrete upgrades	2012	30,000.00	
	Agnew H Johnston	Street Smart Beautification	Front entrance concrete upgrades	2012	30,000.00	
						210,000.00
	Various	Street Smart Beautification	Façade & landscape improvements	2013	150,000.00	
						\$150,000.00
	Various	Street Smart Beautification	Façade & landscape improvements	2014	150,000.00	
						\$150,000.00
	Various	Street Smart Beautification	Façade & landscape improvements	2015	150,000.00	
						\$150,000.00
	Various	Street Smart Beautification	Façade & landscape improvements	2016	150,000.00	
						\$150,000.00
<b>Category Total</b> 810,000.00						
<b>Mtce Projects</b> Not included in Capital Plan	Hammarskjold/Westgate	Interior painting	Three schools per year (\$250,000/year)	2012	250,000.00	
	TBD	Interior painting	Three schools per year (\$250,000/year)	2013	250,000.00	

### Lakehead District School Board 2012/2016 5 Year Capital Projects

	Location	Project	Brief Description	Year	Cost	Total
<b>Energy Management</b> Conservation of non-renewable energy: - Lighting, Controls, Ventilation, & Balancing, Heating/Boilers, Water, Bldg Envelope, Other	Kingsway Park	Heating & ventilation retrofit	Boiler replacement	2012	300,000.00	
	McKellar Park	Heating & ventilation retrofit	Boiler replacement	2012	300,000.00	
	Westmount	Heating & ventilation retrofit	Boiler replacement	2012	300,000.00	
	Hammarskjold	Heating & ventilation retrofit	Air handling units & heat distribution	2012	150,000.00	
	Nor'wester View	Crawl space	Insulation of piping	2012	20,000.00	
						1,070,000.00
	CD Howe	Heating & ventilation retrofit	Boiler replacement, gym furnace	2013	400,000.00	
	Algonquin	Heating & ventilation retrofit	Boiler replacement/new room ventilators	2013	400,000.00	
						\$800,000.00
	Various	Energy projects	Various energy projects	2014	150,000.00	
	Gron Morgan	Heating & ventilation retrofit	Air handling unit	2014	120,000.00	
	Claude Garton	Heating & ventilation retrofit	Boiler replacement	2014	300,000.00	
	Various	Heating & ventilation retrofit	Boiler replacement, distribution	2014	300,000.00	
						870,000.00
	Various	Energy projects	Various energy projects	2015	150,000.00	
	Gorham & Ware	Heating & ventilation retrofit	Boiler replacement	2015	300,000.00	
	Various	Heating & ventilation retrofit	Boiler replacement, distribution	2015	300,000.00	
						750,000.00
	Various	Energy projects	Various energy projects	2016	150,000.00	
	Various	Heating & ventilation retrofit	Boiler replacement, distribution (2)	2016	600,000.00	
					750,000.00	
<b>Category Total</b> \$4,240,000						
	Location	Project	Brief Description	Year	Cost	Total
<b>Electrical</b> - Life safety/Emergency systems - Transformers - General communication systems - Audiometric improvements - Switch gear, electrical distribution	Westgate CVI	Electrical systems	New transformer	2012	400,000.00	
	Various	Electrical systems	Misc electrical upgrade & life safety items	2012	60,000.00	
						460,000.00
	Various	Electrical systems	Misc electrical upgrade & life safety items	2013	130,000.00	
	Hammarskjold	Electrical systems	Study	2013	20,000.00	
						\$150,000.00
	Various	Electrical systems	Misc electrical upgrade & life safety items	2014	130,000.00	
	Westgate	Electrical systems	Study	2014	20,000.00	
						\$150,000.00
	Various	Electrical systems	Misc electrical upgrade & life safety items	2015	150,000.00	
	Churchill	Electrical systems	Study	2015	20,000.00	
						\$170,000.00
	Various	Electrical systems	Misc electrical upgrade & life safety items	2016	150,000.00	
						\$150,000.00
<b>Category Total</b> \$1,080,000						

**Lakehead District School Board  
2012/2016 5 Year Capital Projects**

Appendix A to Report No. 120-12

	Location	Project	Brief Description	Year	Cost	Total
<b>Site Work</b> - Site drainage improvements - Parking lot paving & curbing - Play area paving & walkways - Fencing, signage	Claude E Garton	Paving and drainage	Play space paving replacement/drainage	2012	60,000.00	
						\$60,000.00
	Various	Site work	Misc projects	2013	200,000.00	
						\$200,000.00
	Various	Site work	Misc projects	2014	200,000.00	
						\$200,000.00
	Various	Site work	Misc projects	2015	200,000.00	
					\$200,000.00	
Various	Site work	Misc projects	2016	200,000.00		
					\$200,000.00	
<b>Category Total</b> \$860,000						\$860,000.00
	Location	Project	Brief Description	Year	Cost	Total
<b>Building</b> - Roof systems, HVAC penetrations - Structural repairs - Building envelope - Interior finishes - Plumbing	Various	Backflow prevention	Phase IV	2012	70,000.00	
	Various	Safety & security	Lockdown, communication, etc.	2012	100,000.00	
	Bernier Stokes	Plumbing Upgrade	New water treatment system	2012	20,000.00	
	Hammar skjold	Roof coverings	Replacement of portion of roof	2012	500,000.00	
	Crestview	Roof coverings	Replacement of portion of roof	2012	100,000.00	
	Five Mile	Roof coverings	Replacement of portion of roof	2012	140,000.00	
	Victoria Park	Roof coverings	Replacement of roof (Stage 2)	2012	100,000.00	
	St James	Flooring	New flooring 2nd floor	2012	80,000.00	
	Norweter View	Flooring	New flooring hallway and gymnasium	2012	35,000.00	
	Vance Chapman	Ceiling	Main hall ceiling replacement	2012	25,000.00	
	Hammar skjold	Ceiling	10 rooms ceiling replacement	2012	20,000.00	
	Kingfisher	Day Centre exterior	Re-finish	2012	30,000.00	
	Sir Winston Churchill	Lockers	Replacement of 186 lockers	2012	30,000.00	
	Ecole Gron Morgan	Lockers	Replacement of 170 lockers		30,000.00	
						1,280,000.00
	Sherbrooke	Flooring	Carpet removal and tile replacement	2013	30,000.00	
	Various	Security	Lockdown, blinds, cameras, etc.	2013	100,000.00	
	Various	Roof coverings	Upgrade existing roof	2013	250,000.00	
	Various	Misc Building	Misc projects	2013	75,000.00	
						\$455,000.00
	Various	Roof coverings	Upgrade existing roof.	2014	250,000.00	
	Various	Security	Lockdown, blinds, cameras, etc.	2014	100,000.00	
	Various	Misc building	Misc projects	2014	75,000.00	
						425,000.00
	Various	Roof coverings	Upgrade existing roof.	2015	250,000.00	
	Various	Security	Lockdown, blinds, cameras, etc.	2015	100,000.00	
	Various	Misc building	Misc projects	2015	50,000.00	
						\$400,000.00
Various	Roof coverings	Upgrade existing roof.	2016	300,000.00		
Various	Security	Lockdown, blinds, cameras, etc.	2016	100,000.00		
Various	Misc building	Misc projects	2016	75,000.00		
<b>Category Total</b> 3,035,000.00						\$475,000.00



**Lakehead District School Board  
2011/2015 Year Capital Projects**

Category	Category Costs per Year				
	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017
<b>Program Needs</b>					
Projects to support and enhance the learning environment					
<b>Total</b>	230,000.00	450,000.00	450,000.00	450,000.00	500,000.00
<b>Street Smart Beautification</b>					
Initiative to enhance School appearance: - Building Exteriors, Street Frontage, landscapes, etc					
<b>Total</b>	210,000.00	150,000.00	150,000.00	150,000.00	150,000.00
<b>Energy Management</b>					
Conservation of non-renewable energy: - Lighting, Controls, Heating/Boilers, Water, Ventilation & Balancing, Building Envelope, etc					
<b>Total</b>	1,070,000.00	800,000.00	870,000.00	750,000.00	750,000.00
<b>Electrical</b>					
- Life safety/Emergency systems, communication systems, audiometric systems, switch gear, etc					
<b>Total</b>	460,000.00	150,000.00	150,000.00	170,000.00	150,000.00
<b>Site Work</b>					
- Site drainage, Parking lot paving & curbing, Play area paving & walkways, Fencing, signage, etc					
<b>Total</b>	60,000.00	200,000.00	200,000.00	200,000.00	200,000.00
<b>Building</b>					
- Roof systems, penetrations, HVAC, - Structural repairs & Building envelope - Window replacements & Interior finishes					
<b>Total</b>	1,280,000.00	455,000.00	425,000.00	400,000.00	475,000.00
<b>Accessibility</b>					
- Ramps, lifts, signage, door hardware - Washroom conversion					
<b>Total</b>	75,000.00	100,000.00	100,000.00	100,000.00	100,000.00
<b>TOTAL</b>	<b>\$3,385,000.00</b>	<b>\$2,305,000.00</b>	<b>\$2,345,000.00</b>	<b>\$2,220,000.00</b>	<b>\$2,325,000.00</b>



**ABORIGINAL EDUCATION ADVISORY COMMITTEE MINUTES**

**DATE:** Thursday, September 20, 2012 – Board Room, Education Centre

**MEMBERS PRESENT:** Kathy Beardy, Elliott Cromarty, Serena Essex, Pauline Fontaine, Sylvia O’Meara, Sherri-Lynne Pharand, Suzanne Tardif, Dolores Wawia, Beverley White-Kokeza

**ALTERNATES PRESENT:** Jack Playford, George Saarinen

**ABSENT WITH REGRET:** Ellen Chambers, Agnes Hardy, Lori Lukinuk, Nicole Walter-Rowan

**RESOURCE:** Suzanne Eddy, Amy Farrell-Morneau, JoJo Guillet, Senator Robert McKay, Robin Tabor-John

**GUESTS:** Jasmine Sgambelluri, Cathi Siemieniuk

AGENDA ITEM	DISCUSSION	ACTION
1. Opening Exercises	<ul style="list-style-type: none"> <li>• Sherri called the meeting to order and called upon Senator McKay to conduct the opening.</li> </ul>	
2. Welcome and Introductions	<ul style="list-style-type: none"> <li>• Sherri welcomed everyone to the meeting and thanked Senator McKay for the opening. JoJo Guillet was introduced as the new Aboriginal Education Resource teacher.</li> <li>• Regrets and substitutions were noted and the attendance sheet was circulated.</li> </ul>	
3.1 Approval of Agenda - September 20, 2012	<ul style="list-style-type: none"> <li>• Moved by Pauline Fontaine and seconded by Beverley White-Kokeza, that the agenda for the September 20, 2012 meeting be approved. Carried.</li> </ul>	
3.2 Approval of Minutes - June 22, 2012	<ul style="list-style-type: none"> <li>• Moved by Sylvia O’Meara and seconded by Pauline Fontaine, that the minutes of the June 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 Feedback from	<ul style="list-style-type: none"> <li>• Robin Tabor-John, Elementary Coordinator and Jasmine Sgambelluri,</li> </ul>	

AGENDA ITEM	DISCUSSION	ACTION
Summer Literacy Program	<p>teacher, provided the group an overview of the Summer Literacy Program held at Sherbrooke, Ogden and Ecole Gron Morgan Public Schools from July 9 – 27, 2012.</p> <ul style="list-style-type: none"> <li>• Two years ago, this program was started with 15 students enrolled. This year saw 85 students participate in the program.</li> <li>• Two additional pilot projects were offered this summer—the Summer Literacy Learning program for First Nation, Metis and Inuit students and the Summer Numeracy Learning project.</li> <li>• Jasmine gave a brief overview of the FNMI program she was involved with at Ogden School and shared some of the activities carried out with the students.</li> <li>• Jasmine noted that student reading levels increased, attendance was good, and family involvement – parents went on field trips, prepared snacks for the students.</li> <li>• Questions from the group were addressed.</li> <li>• Dolores thanked Jasmine for her work with these students.</li> </ul>	
5.2 Operational Plan	<ul style="list-style-type: none"> <li>• Cathi Siemieniuk, Director of Education, gave a brief overview of the Board's Operational Plan.</li> <li>• Sherri-Lynne Pharand addressed her portfolio.</li> <li>• The Board has hired a Mental Health Lead, Mary-Beth Minthorn-Biggs.</li> <li>• Cathi asked members to share any suggestions they may have regarding the Operational Plan by e-mailing her directly or through Sherri-Lynne.</li> <li>• Questions from the group were addressed.</li> </ul>	
<p>6. Business Arising from the Minutes:</p> <p>6.1 Memorandum of Understanding</p>	<ul style="list-style-type: none"> <li>• Sherri brought the Memorandum of Understanding between Lakehead District School Board and Lakehead University, confirming commitment of both parties to collaborate and co-partner in the establishment of the achievement program, to share with the group.</li> </ul>	
<p>7. New Business:</p> <p>7.1 AEAC Representatives on PIC</p>	<ul style="list-style-type: none"> <li>• Serena Essex offered to continue as the AEAC representative on the Parent Involvement Committee and Suzanne Tardif and Beverley White-Kokeza volunteered to be alternates.</li> </ul>	

AGENDA ITEM	DISCUSSION	ACTION
7.2 Smudging Poster	<ul style="list-style-type: none"> <li>• Amy Farrell-Morneau presented a poster on Smudging in Schools that she and Dawn Aho had generated for comments from the Committee.</li> <li>• The Committee was in agreement with the content of the poster and offered suggestions.</li> </ul>	
8. Ongoing Business:  8.1 Fall Harvest	<ul style="list-style-type: none"> <li>• Amy Farrell-Morneau provided a handout that was sent out to schools and the community re the Fall Harvest being held Tuesday, September 25, 2012 for Secondary students and Wednesday, September 26, 2012 and Thursday, September 27, 2012 for Elementary students. All three days run from 10:00 a.m. – 2:00 p.m. at Fort William Historical Park.</li> </ul>	
8.2 Tutors	<ul style="list-style-type: none"> <li>• The pilot project held over the 2011-2012 school year was very successful and we now have Tutors in each of our high schools. A meeting will be held in October with the Tutors to see how the program is progressing and suggestions they may have.</li> <li>• Native Studies and Native Language courses have increased dramatically.</li> </ul>	
8.3 Handbook	<ul style="list-style-type: none"> <li>• The handbook is currently under revision. Amy shared some revisions for the group to review for their input. Any further revisions can be e-mailed to Amy.</li> </ul>	
9. Information and Inquiries  9.1 Grants	<ul style="list-style-type: none"> <li>• Defer to next meeting.</li> </ul>	
9.2 PIC Update	<ul style="list-style-type: none"> <li>• Serena Essex provided an update from the PIC Committee.</li> <li>• This will be a standing item on the agenda.</li> </ul>	
10. Closing Exercises	<ul style="list-style-type: none"> <li>• Closing exercises were conducted by Senator McKay.</li> </ul>	
11. Next Meeting	<ul style="list-style-type: none"> <li>• Friday, November 16, 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 DISTRICT SCHOOL BOARD

**MINUTES OF PARENT INVOLVEMENT COMMITTEE**

Board Room  
Jim McCuaig Education Centre

2012 OCT 01

**MEMBERS PRESENT:**

Sheila Stewart (Chair)  
Serena Essex  
Gail Iwanonkiw  
Pat Johansen  
Vishnu Kowlessar  
Gerry Leach

Rima Mounayer  
Miranda Myers  
Sharlene Neill-Nugent  
Catherine Siemieniuk  
Nicole Walter Rowan

**RESOURCE:**

Bruce Nugent, Communications Officer

**GUESTS:**

Jenn Davis, School Council Chair, Crestview Public School  
Jodi Hayes, School Council Member, Crestview Public School  
Rheanna Kendrick, Student Trustee

**MEMBERS ABSENT, WITH REGRET:**

Kelly Gallagher (Chair)  
Marg Arnone  
Mary Lahti

Laura Macgowan  
Angela Meady  
Susie Splett

1. **Call to Order**

Chair Sheila Stewart 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 her attendance at AEAC and SEAC meetings in the past month to present the Operational Plan, the Director's Action Plan that will be presented to Standing Committee on October 9, the Regional PRO Grant that has been awarded to Adult Education, and the Student Achievement report that was presented to the Board last week.

Director Siemieniuk noted that Barb Kucherka, Manager of Adult Education, has requested to attend a future PIC to speak about the \$20,390 Regional PRO Grant and plans to develop a parent-driven quarterly newsletter.

Director Siemieniuk also suggested the Student Achievement report be a future agenda item.

5. Confirmation of Minutes – September 10, 2012

The minutes were confirmed by consensus.

6. Business Arising from the Minutes

Sheila Stewart inquired if anyone has viewed the video link that was included in Item 4 of the September 10 minutes. Gerry Leach reported that he watched the video and he provided positive comments about the video.

Regarding Item 9, Sheila Stewart asked members to follow-up with Kathryn Hantjis if interested in obtaining a copy of *Making A Difference: A Practical Handbook for Parent Involvement Committee Members*.

7. AEAC Funding Report

Sheila Stewart referred to the report included in the package. No questions arose.

8. School Council Orientation Ad Hoc Committee Report

Rima Mounayer, Chair of the School Council Orientation Ad Hoc Committee, provided an update from the September 24 ad hoc committee meeting. Plans for October 22 have been finalized and information will be emailed to School Council Chairs and Principals tomorrow. Media will be invited following dinner.

Gerry Leach mentioned that it would be interesting to receive follow-up information on implementation of the Food & Beverage Policy that was presented at the November 2011 Making Connections event. This may be a future agenda item.

9. Communications Ad Hoc Committee Update

Sheila Stewart, Chair of the Communications Ad Hoc Committee, reported that regular submissions will be provided to Bruce Nugent for inclusion in *This Week at Lakehead Public Schools*. She welcomed suggestions from members. Ideas generated included having a section with "Frequently Asked Questions". Communicating PIC information through school newsletters was also suggested.

The next meeting of the Communications Ad Hoc Committee will be scheduled in 2013.

10. Appointments to the 2012-2013 Parent Involvement Committee

Director Siemieniuk reported that the selection ad hoc committee met prior to this evening's meeting and the committee recommends the following appointments:

Nathalie Ferguson, School Council Representative (2 years)  
Gail Iwanonkiw, School Council Alternate Representative (1 year)  
Gerry Leach, Community Representative (1 year)

Angela Meady, Community Representative (1 year)  
Harbinder Singh Hayer, Parent Alternate Representative (1 year)  
Varinder Singh Hayer, School Council or Parent Alternate Representative (1 year)  
Adam Vinet, School Council Alternate Representative (1 year)

Director Siemieniuk will follow-up with Varinder Singh Hayer to determine if he will serve as School Council or Parent Alternate Representative and a Valley Central Public School parent to confirm his intent to apply for a School Council representative position.

Appointments will be recommended at the October 9 Standing Committee meeting for confirmation by the Board on October 23.

11. Aboriginal Education Advisory Committee (AEAC) Report

Serena Essex reported that the September 20 AEAC meeting included presentation of the Operational Plan and the Summer Literacy/Numeracy report, and development of the AEAC work plan. AEAC also requested that Serena request PIC members to share the welcome letter where possible. The welcome letter includes Ojicree on the reverse side of the document. AEAC meets again on November 16.

12. Special Education Advisory Committee (SEAC) Report

Miranda Myers reported that the Director presented the Operational Plan at the September 19 SEAC meeting. Other reports included advocacy tracking and training, and plans for a spring presentation. Miranda also shared that resources have been purchased that deal with topics such as the transition from high school to college and these resources are available to loan through SEAC.

13. Budget

Director Siemieniuk reported that \$4226.72 was carried forward from last year's budget and this year's budget hasn't been loaded into the account as yet. Plans for how to spend the budget will be made when the next PIC term begins.

14. Next Meeting Dates

The next PIC meeting will be held Monday, November 19 at 6:30 p.m.

At the first meeting of the next term, the PIC will set its meeting dates for the remainder of the term.

An orientation session for new members will be held for a half hour before the November 19 meeting.

15. Adjournment

The meeting adjourned at 7:30 p.m.

LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2012 NOV 27  
Report No. 121-12

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

RE: BY-LAW NO. 106 - 2013 TAX LEVY

1. Background

- 1.1 Section 257.7(1) of the Education Act requires that the english language public district school boards levy education taxes for all Boards in those areas without municipal organization, within our present jurisdiction.
- 1.2 Section 257.7 (11) of the Education Act states that the Ministry of Revenue will pay to the school boards the amount levied annually in respect to education taxes, in accordance to predetermined instalment dates.

2. Situation

Ontario Regulation 400/98 and subsequent amendments to this regulation prescribes the tax rates for education purposes under subsection 257.12(1) of the Education Act

RECOMMENDATION

It is recommended that Lakehead District School Board approve By-law No. 106 – 2013 Tax Levy (Appendix A) authorizing the 2013 tax levy at the prescribed rates set by Ontario Regulation 400/98 as amended, as outlined in Report No. 121-12.

Respectfully submitted,

BRUCE SAUDER  
Administrative Services Supervisor

DAVID WRIGHT  
Superintendent of Business

CATHERINE SIEMIENIUK  
Director of Education

**LAKEHEAD DISTRICT SCHOOL BOARD**

**BY-LAW NO. 106**

A by-law to provide for a 2013 tax levy.

WHEREAS subsection 257.7(1) of the Education Act (the "Act") requires the Board to levy the tax rates prescribed under section 257.12 of the Act;

AND WHEREAS Ontario Regulation 400/98 and subsequent amendments to this regulation prescribes the tax rates under subsection 257.12(1) of the Act;

NOW THEREFORE Lakehead District School Board of Thunder Bay, Ontario enacts the following:

The rates set out in Ontario Regulation 400/98 and subsequent amendments to this regulation for 2013 are hereby levied in localities within the area of jurisdiction of the Board on the property indicated in section 257.7 of the Act.

This by-law shall come into force and take effect upon the final passing hereof.

READ, ENACTED, AND MADE AS OF THE 27th day of November, 2012.

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Deborah Massaro  
Chair

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Catherine Siemieniuk  
Secretary

LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2012 NOV 27  
Report No. 126-12

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

RE: RECOMMENDATIONS FROM THE AUDIT COMMITTEE

Background

Reports were received and reviewed at the November 19, 2012 Audit Committee Meeting and have been referred to the Board for approval.

A copy of the Audit Committee Summarized Annual Report – August 31, 2012 (119-12) is attached as Appendix A.

A copy of the 2011-2012 Audited Financial Statements Report (125-12) is attached as Appendix B.

The recommendations are as follows:

**AUDIT COMMITTEE SUMMARIZED ANNUAL REPORT – AUGUST 31, 2012 (119-12)**

It is recommended that Lakehead District School Board:

1. Approve the Audit Committee Summarized Annual Report as outlined in Appendix A to Report No. 119-12; and
2. Forward the report to the Ministry of Education.

**2011-2012 AUDITED FINANCIAL STATEMENTS (125-12)**

It is recommended that Lakehead District School Board approve the August 31, 2012 audited financial statements as outlined in Report No.125-12, 2011-2012 Audited Financial Statements.

Respectfully submitted,

DEBORAH MASSARO  
Chair  
Audit Committee

LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2012 NOV 19  
Report No. 119-12

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

RE: AUDIT COMMITTEE SUMMARIZED ANNUAL REPORT – AUGUST 31, 2012

1. Background

According to Ontario Regulation 361/10, *Audit Committees*, all Boards in Ontario are required to submit a summarized Annual Report to the Ministry of Education for the previous fiscal year.

2. Situation

Appendix A is the summarized report containing the requirements outlined by the Ministry of Education.

RECOMMENDATION

It is recommended that Lakehead District School Board:

1. Approve the Audit Committee Summarized Annual Report as outlined in Appendix A to Report No. 119-12; and
2. Forward the report to the Ministry of Education.

Respectfully submitted,

DEBORAH MASSARO  
Chair, Audit Committee



**Audit Committee**

Jim McCuaig Education Centre  
2135 Sills Street Thunder Bay ON P7E 5T2  
Telephone (807) 625-5126 Fax (807) 623-7848

Annual Report To Lakehead District School Board and Forwarded  
To The Ministry of Education  
For the Year Ended August 31, 2012

Lakehead District School Board

Fiscal Year: 2011-2012

Re: Annual Audit Committee Report to the Ministry of Education as per Ontario Regulation  
361/10, Audit Committees.

During the 2011-2012 fiscal year, the following internal audits have been started but were not  
completed by August 31, 2012:

- Payroll and Compensation Benefits Audit; and
- Procurement and Accounts Payable, Purchasing Cards and Expense Reports Audit.

In addition to those listed above, the following audits were completed in the 2011-2012 fiscal year:

- Treasury Audit

Based on year two of the Internal Audit Plan, enrolment audits will not be performed in the 2012-  
2013 fiscal year.

_____	_____	<u>Audit Committee Chair</u>
Date	Deborah Massaro	Title

LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2012 NOV 19  
Report No. 125-12

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

RE: 2011-2012 AUDITED FINANCIAL STATEMENTS

1. Background

Administration has concluded the preparation of the financial statements for the 2011-2012 fiscal period ending August 31, 2012. These statements have been subjected to audit by the Board's appointed external auditors, who have reported on the results of the audit.

2. Situation

Lakehead District School Board is in compliance with all of the provincial requirements with respect to funding regulations and restrictions.

3. Results for the fiscal period

3.1 Normal variations in cash flow during the year will influence the year-end balances of assets and liabilities. As at August 31, 2012, funds owing to the Board by various parties are considered collectible, and all liabilities of the Board are appropriately reflected.

3.2 As is the normal case, operational results during the year vary from many of the budgeted estimates prepared and approved by the Board on June 28, 2011. Many of the underlying circumstances leading to these variances are related to enrolment differences, capital projects, additional new revenues or unforeseen expenditure circumstances.

3.3 During 2011-2012, Administration analyzed potential budget variances as reported in Report No. 020-12, Interim Financial Information – December 31, 2011, and Report No. 076-12, Interim Financial Information – April 30, 2012. There were no changes to the 2011-2012 revised budget allocations recommended at that time.

3.4 The financial statements for the 2011-2012 fiscal year indicate:

- i) A balance of \$5,915,835 that is un-appropriated and available for compliance. This amount was formerly known as working capital;
- ii) A balance of \$6,537,377 that is internally appropriated and available for compliance. This balance is derived from various reserves that have been set aside for specific purposes; and

- ii) A balance of \$(16,714,067) that is externally appropriated and unavailable for compliance. The balance consists of the following:
- Value of employer future liabilities;
  - Vacation liability;
  - School generated funds; and
  - Revenues recognized for land.

RECOMMENDATION

It is recommended that Lakehead District School Board approve the August 31, 2012 audited financial statements as outlined in Report No.125-12, 2011-2012 Audited Financial Statements.

Respectfully submitted,

KIRSTI ALAKSA  
Manager of Financial Services

DAVID WRIGHT  
Superintendent of Business

CATHERINE SIEMIENIUK  
Director of Education

LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2012 NOV 27  
Report No. 116-12

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

RE: NOTICE OF MOTION – AMEND PROCEDURAL BY-LAW OF LAKEHEAD DISTRICT  
SCHOOL BOARD

1. Background

At Regular Board Meeting No. 12 on October 23, 2012, the following Notice of Motion was brought forth by Trustee Playford:

*“Where a motion of the Board requires a secret ballot, Trustees participating in the meeting electronically may cast a ballot by contacting the Director by telephone and having the Director acting as said Trustees’ agent.”*

2. Situation

This motion will be considered at the Regular Board Meeting on November 27, 2012.

Respectfully submitted,

CATHERINE SIEMIENIUK  
Director of Education