



**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. 13**

**Tuesday, October 22, 2013  
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. <b>COMMITTEE OF THE WHOLE – Closed Session – 7:00 p.m. (SEE ATTACHED AGENDA)</b>		
6. Report of Committee of the Whole – Closed Session		
7. Delegations/Presentations		
8. Confirmation of Minutes		
8.1 Regular Board Meeting No. 12 - September 24, 2013	D. Massaro	1-6
9. 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**

<b><u>MATTERS NOT REQUIRING A DECISION:</u></b>		<u>Resource Person</u>	<u>Pages</u>
10.	Information Reports		
10.1	Ontario Public School Boards' Association (OPSBA) Report	G. Saarinen	Verbal
10.2	Student Trustee Report	L. Turner	Handout
10.3	Student Work Study (098-13)	S. Pharand	7-9
10.4	Audit Committee Report	D. Massaro	Verbal
10.5	2013-2014 Director's Action Plan (102-13)	C. Siemieniuk	10-15
11.	First Reports		

**MATTERS FOR DECISION:**

12.	Postponed Reports		
13.	Recommendations from the Standing Committee (100-13)	K. Wilson	16-31
13.1	Policy Review – 3040 Transportation (096-13)		
	<i>It is recommended that Lakehead District School Board approve 3040 Transportation Policy, Appendix A to Report No. 100-13.</i>		
13.2	Trustee Code of Conduct (093-13)		
	<i>It is recommended that Lakehead District School Board approve the Trustee Code of Conduct, Appendix B to Report No. 100-13.</i>		
14.	Ad Hoc and Special Committee Reports		
15.	New Reports		
15.1	Short-Term Borrowing Resolution (097-13)	D. Wright	32-34
	<i>It is recommended that Lakehead District School Board approve the Short-Term Borrowing Resolution for the 2013-2014 school year as outlined in Report No. 097-13, Short-Term Borrowing Resolution.</i>		

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

	<u>Resource Person</u>	<u>Pages</u>
15.2 Approval of Appointment to the Special Education Advisory Committee (SEAC) (101-13)	C. Kappel	35
<i>It is recommended that Lakehead District School Board approve the appointment of Judy Kay as member to the Special Education Advisory Committee representing Fetal Alcohol Support and Information Network for the term ending November 30, 2014.</i>		

15.3 Appointments to the 2013-2014 Parent Involvement Committee (094-13)	C. Siemieniuk	36-38
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*It is recommended that Lakehead District School Board:*

1. *Approve the following appointments to the 2013-2014 Parent Involvement Committee effective November 15, 2013 to November 14, 2014:*
  - *Jennifer DeFranceschi, Parent alternate member;*
  - *Serena Essex, Aboriginal Education Advisory Committee representative;*
  - *Kelly Gallagher, Parent member;*
  - *David Isherwood, Principal alternate representative;*
  - *Gerry Leach, Parent alternate member;*
  - *Donnalee Morettin, Aboriginal Education Advisory Committee alternate representative;*
  - *Rima Mounayer, Principal representative;*
  - *Jesse Roberts, Community representative;*
  - *Laura Sylvestre, Special Education Advisory Committee representative;*
  - *Paul Tsekouras, Teacher alternate representative; and*
  - *Nicole Walter Rowan, Teacher representative.*
  
2. *Approve the following appointments to the 2013-2014 and 2014-2015 Parent Involvement Committee effective November 15, 2013 to November 14, 2015:*
  - *Jennifer Davis, School Council representative;*
  - *Harbinder Singh Hayer, Parent member;*
  - *Varinder Singh Hayer, School Council representative; and*
  - *Susie Splett, School Council representative.*
  
3. *Appoint Trustee \_\_\_\_\_ to serve as Trustee representative and Trustee \_\_\_\_\_ to serve as Trustee alternate representative on the 2013-2014 Parent Involvement Committee effective November 15, 2013 to November 14, 2014.*

Trustees (Chair and Vice-Chair) and presenters of reports will be available for comment after the Board Meeting.
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	<u>Resource Person</u>	<u>Pages</u>
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**



**Office of the Director**

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**REGULAR BOARD MEETING NO. 13**

**Tuesday, October 22, 2013  
Jim McCuaig Education Centre**

Catherine Siemieniuk  
Director of Education

Deborah Massaro  
Chair

**AGENDA**

**COMMITTEE OF THE WHOLE – Closed Session  
7:00 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. 12 - September 24, 2013	D. Massaro	1-3
5.2 Business Arising from the Minutes		
5.3 Consideration of Reports		
5.3.1 Negotiations Update	I. MacRae	Verbal
5.3.2 Audit Committee Report	D. Massaro	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. 12**

Board Room  
Jim McCuaig Education Centre

2013 SEP 24

**TRUSTEES PRESENT:**

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

Lori Lukinuk  
Ron Oikonen  
Jack Playford  
George Saarinen  
Logan Turner (Student Trustee)

**SENIOR ADMINISTRATION:**

Catherine Siemieniuk, Director of Education  
Colleen Kappel, Superintendent of Education  
Ian MacRae, Interim Superintendent of Education  
Sherri-Lynne Pharand, Superintendent of Education  
David Wright, Superintendent of Business

**FEDERATION/UNION REPRESENTATIVES:**

Patricia Gibbs, OSSTF – SSP  
Daniel Demmoné, Lakehead Managers

**PUBLIC SESSION:**

1. **Approval of Agenda**

Moved by Trustee Johansen

Seconded by Trustee Arnone

*“THAT the Agenda for Regular Board Meeting No. 12, September 24, 2013 be approved.”*

**CARRIED**

2. **Resolve Into Committee of the Whole – Closed Session**

Moved by Trustee Wilson

Seconded by Trustee Saarinen

*“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. 10*
    - *June 25, 2013*
- *Confirmation of Committee of the Whole – Closed Session Minutes*
  - *Board Meeting No. 11 (Special)*
    - *August 27, 2013*

- *Negotiations*
- *Legal Matter*

*and that this meeting shall not be open to the public pursuant to Section 207 (2) of the Education Act as amended.”*

CARRIED

COMMITTEE OF THE WHOLE – CLOSED SESSION:

3. Committee of the Whole – Closed Session items were dealt with in their entirety.

PUBLIC SESSION:

4. Report of Committee of the Whole – Closed Session

Moved by Trustee Oikonen

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. 10, June 25, 2013.’*

*‘THAT Lakehead District School Board approve the Committee of the Whole – Closed Session Minutes of Board Meeting No. 11 (Special), August 27, 2013.’*

*‘THAT*

1. *The locally bargained and agreed upon items between the Lakehead District School Board and the Canadian Office and Professional Employees be ratified by the Board, and that the Officers of the Board be authorized to sign the Memorandum of Settlement (MOS) on behalf of the Board.*
2. *The locally bargained and agreed upon items between the Lakehead District School Board and the Elementary Teachers’ Federation of Ontario - Lakehead Elementary Teachers be ratified by the Board, and that the Officers of the Board be authorized to sign the Memorandum of Settlement (MOS) on behalf of the Board.*
3. *The locally bargained and agreed upon items between the Lakehead District School Board and the Elementary Teachers’ Federation of Ontario - Lakehead Elementary Occasional Teachers be ratified by the Board, and that the Officers of the Board be authorized to sign the Memorandum of Settlement (MOS) on behalf of the Board.*
4. *The locally bargained and agreed upon items between the Lakehead District School Board and the Ontario Secondary School Teachers’ Federation - Teachers’ Bargaining Unit, District 6A be ratified by the Board, and that the Officers of the Board be authorized to sign the Memorandum of Settlement (MOS) on behalf of the Board.*

5. *The locally bargained and agreed upon items between the Lakehead District School Board and the Ontario Secondary School Teachers' Federation - Continuing Education Teachers be ratified by the Board, and that the Officers of the Board be authorized to sign the Memorandum of Settlement (MOS) on behalf of the Board.*
6. *The locally bargained and agreed upon items between the Lakehead District School Board and the Ontario Secondary School Teachers' Federation - Occasional Teachers be ratified by the Board, and that the Officers of the Board be authorized to sign the Memorandum of Settlement (MOS) on behalf of the Board.*
7. *The locally bargained and agreed upon items between the Lakehead District School Board and the Ontario Secondary School Teachers' Federation - Early Childhood Educators be ratified by the Board, and that the Officers of the Board be authorized to sign the Memorandum of Settlement (MOS) on behalf of the Board.*
8. *The locally bargained and agreed upon items between the Lakehead District School Board and the Ontario Secondary School Teachers' Federation - Student Support Professionals be ratified by the Board, and that the Officers of the Board be authorized to sign the Memorandum of Settlement (MOS) on behalf of the Board.”*

CARRIED

5. Confirmation of Minutes

Moved by Trustee Wilson

Seconded by Trustee Johansen

*“THAT Lakehead District School Board approve the Minutes of Regular Board Meeting No. 10, June 25, 2013.”*

CARRIED

6. Confirmation of Minutes

Moved by Trustee Arnone

Seconded by Trustee Saarinen

*“THAT Lakehead District School Board approve the Minutes of Regular Board Meeting No. 11 (Special), August 27, 2013.”*

CARRIED

7. Business Arising from the Minutes

Regarding item 9, Trustee Saarinen noted that the next Ontario Public School Boards' Association Board of Directors meetings will take place on September 27 and 28.

MATTERS NOT REQUIRING A DECISION:

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

Trustee Saarinen, Ontario Public School Boards' Association Director and voting delegate, informed the Board that the next OPSBA Board of Directors meetings will take place on September 27 and 28. Trustees were reminded that Trustee Playford, alternate Ontario Public School Boards' Association Director and voting delegate, will attend the September 27 and 28 meetings.

9. Student Trustee Report (090-13)

Logan Turner, Student Trustee, presented his initial report to the Board. Items addressed included his objectives and goals for the 2013-2014 school year.

10. Adult & Continuing Education (063-13)

Ian MacRae, Interim Superintendent of Education, introduced Daniel Denommé, Manager of Lakehead Adult Education Centre, who presented an overview of the Adult & Continuing Education program and next steps. All Trustees' questions were addressed.

11. Summer Literacy/Numeracy Camp (091-13)

Sherri-Lynne Pharand, Superintendent of Education, introduced Robin Tabor-John, former Elementary Program Coordinator and Nikki Marks, former Elementary Resource Teacher. Ms. Tabor-John introduced Ashley Sandberg, Jasmine Sgambelluri, and Whitney McDonald, Summer Literacy/Numeracy teachers, who presented an overview of the Summer Literacy/Numeracy camp and next steps. All Trustees' questions were addressed.

12. Special Education Advisory Committee Meeting Minutes – May 15, 2013

Catherine Siemieniuk, Director of Education, presented the May 15, 2013 meeting minutes for information. All Trustees' questions were addressed.

13. Parent Involvement Committee Meeting Minutes – June 3, 2013

Catherine Siemieniuk, Director of Education, presented the June 3, 2013 meeting minutes for information.

MATTERS FOR DECISION:

14. Recommendations from the Standing Committee (087-13)

Policy Review – 3096 Information/Communication Technology Use (085-13)

Moved by Trustee Wilson

Seconded by Trustee Arnone

*“THAT Lakehead District School Board approve 3096 Information/Communication Technology Use Policy Appendix A to Report No. 085-13.”*

CARRIED

15. Appointments to the Aboriginal Education Advisory Committee (089-13)

Moved by Trustee Saarinen

Seconded by Trustee Playford

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

- *Lawrence Baxter, parent member;*
- *Steve Lalonde, parent member;*
- *Robin Haliuk, alternate parent member;*
- *Sharon Kanutski, alternate parent member;*
- *Donnalee Morettin, alternate parent member; and*
- *Fay Zoccole, Nokiiwin Tribal Council, alternate community agency.”*

CARRIED

16. Approval of Appointment to the Supervised Alternative Learning (SAL) Committee 2013-2014 (086-13)

Moved by Trustee Playford

Seconded by Trustee Wilson

*“THAT Lakehead District School Board approve the appointment of Sharon Kovacic, Executive Assistant, as member to the Supervised Alternative Learning (SAL) Committee for the 2013-2014 school year.”*

CARRIED

17. Procedural By-Law Ad Hoc Committee (081-13)

Moved by Trustee Oikonen

Seconded by Trustee Saarinen

*“THAT:*

1. *Trustees Johansen, Massaro, Playford, and Wilson and Arnone as alternate, be appointed to the Procedural By-Law Ad Hoc Committee.*
2. *The Procedural By-Law Ad Hoc Committee report its progress to the Board no later than March 31, 2014.”*

CARRIED

18. Information and Inquiries

18.1 Trustee Johansen requested information regarding elementary staffing at Crestview Public School. Sherri-Lynne Pharand, Superintendent of Education, responded that the Ministry of Education’s staffing and classroom size requirements have been reviewed and updated for all elementary schools.

18.2 Trustee Johansen reported that an article was published in The Chronicle Journal - *Letters to the Editor* pertaining to Education Quality and Accountability Office (EQAO) test results.

18.3 Trustee Saarinen noted that Ontario Public School Boards' Association's Northern Regional Meeting and Program will take place on October 18 and 19 at the Valhalla Inn.

19. Adjournment

Moved by Trustee Saarinen

Seconded by Trustee Lukinuk

*"THAT we do now adjourn at 9:08 p.m."*

CARRIED

LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2013 OCT 22  
Report No. 098-13

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

RE: STUDENT WORK STUDY

1. Background

- 1.1 Lakehead District School Board, through the strategic plan, is committed to student success JK – 12 to enhance life chances and life choices for all students.
- 1.2 The goals of the Ministry funded Student Work Study (SWS) initiative are to learn more about the:
  - characteristics of students' work at Level 2 moving to Level 3;
  - feedback to students that result in improved work and engagement; and
  - classroom conditions that support the development of student learning.
- 1.3 During the 2012-2013 school year, Lakehead District School Board had one fully Ministry funded SWS teacher working in elementary literacy and math and one SWS teacher working in secondary math partially funded by the Ministry.

2. Situation

- 2.1 In September 2012, partnerships between the Student Work Study teachers and classroom teachers were established in five elementary schools and two secondary schools: Algonquin, École Gron Morgan, Westmount, Vance Chapman and Woodcrest Public Elementary Schools and Sir Winston Churchill and Westgate Collegiate and Vocational Institutes.
- 2.2 At the elementary level, co-teaching partnerships were established with teachers in each school from Grades 1 to 5 with a specific focus on increasing student achievement in literacy and math.
- 2.3 At the secondary level, co-teaching partnerships were established with teachers in each school in both applied and academic Grade 9 and Grade 10 math classes.
- 2.4 Students were selected to be involved in the study based on initial observations, consultation with the classroom teacher and school administration and academic performance that was, at that time, just below the provincial standard.

2.5 In collaboration with classroom teachers, the SWS teachers' findings indicated a need for teacher and student learning related to:

- purposeful and productive classroom talk;
- social and physical environments that enhance engagement and learning;
- increased student confidence, independence and motivation; and,
- focused strategy development.

2.6 To further support student achievement and promote implementation of best instructional practices in literacy and math, the SWS teachers have participated in:

- school based meetings;
- Leading Student Achievement Committee (elementary) and Program Advisory Council (secondary);
- system level professional development;
- Program Department planning;
- Board improvement planning; and,
- Ministry training sessions.

### 3. Next Steps

The Literacy and Numeracy Secretariat has continued funding to support the SWS initiative for the 2013-2014 school year and extended their support to include an additional SWS teacher with a focus on the needs of students who have self-identified as First Nation, Métis and Inuit.

3.1 Lakehead District School Board has continued to support a secondary SWS teacher focused on mathematics.

3.2 A review of last year's findings have informed this year's focus.

3.3 Board and system level data has assisted in determining participating schools.

3.4 To further support and develop a focus on improved student learning in mathematics, Kindergarten through Grade 12, the SWS teachers will increase their collaboration throughout the year with:

- school based administration;
- Board, regional and provincial SWS teachers; and
- all Program Department resource teachers and coordinators.

4. Conclusion

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

Respectfully submitted,

ANDREA LAMPO  
Student Work Study Teacher

NICOLE WALTER ROWAN  
Program Coordinator

MELANIE MUSSELLAM  
Student Work Study Teacher

SHERRI-LYNNE PHARAND  
Superintendent of Education

CATHERINE SIEMIENIUK  
Director of Education

LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2013 OCT 22  
Report No. 102-13

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

RE: 2013-2014 DIRECTOR'S ACTION PLAN

1. Background

1.1 Following the presentation of the 2013-14 Operational Plan at the Standing Committee meeting held September 10, 2013, the Director's annual Action Plan was developed.

1.2 This document articulates the commitment of the Director of Education to system leadership actions.

2. Situation

The 2013-14 Director's Action Plan is herewith presented.

Respectfully submitted,

CATHERINE SIEMIENIUK  
Director of Education



# 2013-2014 ACTION PLAN

**Catherine Siemieniuk**  
Director of Education

## 1. **Setting Direction: STRATEGIC LEADERSHIP**

**GOAL:** *To provide strong, visionary leadership in implementing the strategic direction of the Board.*

### **KEY STRATEGIES:**

- 1.1 Work with the Board and internal and external stakeholders to ensure that the focus for action is on student achievement and well being.
- 1.2 Work with senior staff to translate the mission, vision, and values of the organization into actions that promote and sustain school improvement.
- 1.3 Ensure the alignment of system resources to successfully implement the 2013-2014 Operational Plan.
- 1.4 Seek opportunities to outreach to the community and to articulate and demonstrate the mission, vision, and values of Lakehead District School Board.
- 1.5 Focus actions on the District Effectiveness Framework, with an intent to improve for excellence.
- 1.6 Work with the Board to create a dynamic structure that engages students, staff, and stakeholders in reviewing and renewing our system Strategic Plan beginning in 2014.

**2. Leading the Instructional Program: STUDENT ACHIEVEMENT AND WELL BEING**

**GOAL:** *To provide direction and support to ensure that our organization retains a primary focus on student success, JK to Adult Learner.*

**KEY STRATEGIES:**

- 2.1 Develop a culture committed to excellence for all students by maintaining a consistent and continuous Board-wide focus on student achievement and well being.
- 2.2 Ensure all schools develop School Improvement Plans that set targets for improved student achievement, are aligned with Board Improvement Plans, and support the achievement targets set by the Ministry of Education.
- 2.3 Work with staff to define well being and to ensure that all action plans support student well being and enhance the learning environment.
- 2.4 Provide leadership in creating and maintaining optimal learning environments by ensuring that all students learn in safe, secure and healthy learning environments that celebrate diversity and ensure that all students' rights are respected.
- 2.5 Support the work of school and system instructional leaders and engage in courageous conversations about student achievement.
- 2.6 Ensure that the implementation of all provincial initiatives compliment and enhance current system and community resources.

**3. Developing the Organization: LEADERSHIP DEVELOPMENT AND CAPACITY BUILDING**

**GOAL:** *To provide leadership within the Board that focuses on the present and ensures sustainability for the future.*

**KEY STRATEGIES:**

- 3.1 Provide information and advice to the Board in its decision-making.
- 3.2 Ensure that reports are linked to the Strategic Plan and provide high quality information upon which to make decisions.
- 3.3 Provide personal leadership and visibility in articulating the direction of the Board through Senior Administration, staff meetings, Operational Plan updates, Advisory Committees, School Councils, school visits, public presentations, and individual contacts.
- 3.4 Ensure that the leadership development model focuses on supporting current and future leaders to develop the skills, needed to be successful in their roles.
- 3.5 Foster positive, professional relationships between Lakehead Public Schools and other regional and provincial educational systems.
- 3.6 Invest in people and in the future of the organization by maintaining a clear focus on leadership development and professional learning for all staff.

**4. Building Relationships and Developing People:  
COMMUNICATION**

**GOAL:** *To strengthen confidence in Lakehead Public Schools as a quality educational organization through open communication, relationship building, and inclusive processes.*

**KEY STRATEGIES:**

- 4.1 Ensure timely and regular information regarding Board direction and decisions are shared with all employee groups in the system. Develop implementation plans as needed.
- 4.2 Maintain high visibility and use effective communication strategies to inform and to maintain a positive profile within the organization and the community.
- 4.3 Demonstrate openness and accessibility to Trustees, staff, and the public.
- 4.4 Communicate a positive image of Lakehead Public Schools in the broader public.
- 4.5 Acknowledge and celebrate the achievements and contributions of the employees of Lakehead Public Schools.
- 4.6 Enhance effective communication with parents, families and community partners.
- 4.7 Seek feedback from internal and external stakeholders, including students, that will inform and enhance practice.

## 5. **Securing Accountability: MANAGEMENT**

**GOAL:** *To provide direction and model effective leadership in the management of Lakehead Public Schools.*

### **KEY STRATEGIES:**

- 5.1 Support and monitor the performance of all senior staff.
- 5.2 Ensure that all staff and all management processes within Lakehead Public Schools recognize that we are a service based organization that serves the needs of our student, parent and community clients.
- 5.3 As Secretary to the Board, demonstrate compliance with Ministry of Education direction and legislation.
- 5.4 Ensure that a fair and transparent budget process supports the strategic direction while being responsive to the needs of the organization and meeting all legislated requirements.
- 5.5 Apply appropriate performance management practices and quality assurance processes in the management of the organization.
- 5.6 Develop and present a transparent account of Board and school performance to a range of audiences.
- 5.7 Review the Director's performance appraisal process to ensure accountability to the organization and the public.

LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2013 OCT 22  
Report No. 100-13

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 October 8, 2013 and have been referred to the Board for approval. The recommendations are as follows:

**POLICY REVIEW – 3040 TRANSPORTATION (096-13)**

It is recommended that Lakehead District School Board approve 3040 Transportation Policy, Appendix A to Report No. 100-13.

**TRUSTEE CODE OF CONDUCT (093-13)**

It is recommended that Lakehead District School Board approve the Trustee Code of Conduct, Appendix B to Report No. 100-13.

Respectfully submitted,

KAREN WILSON  
Chair  
Standing Committee

**BUSINESS AND BOARD ADMINISTRATION****3000***DRAFT – October 22, 2013***TRANSPORTATION POLICY****3040**1. Rationale

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

2. The Policy

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

3. Definitions

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

4. Guidelines

- 4.1 Pursuant to the Education Act, R.S.O. 1990, Lakehead District School Board may provide transportation to its students.
- 4.2 Lakehead District School Board will provide transportation, without charge, to students whenever such transportation is warranted in accordance with the guidelines outlined in this policy and related procedures.
- 4.3 The Board considers transportation is a privilege and not a right. Conduct detrimental to the safe operation of the bus or to other students riding on the bus will not be allowed.
- 4.4 Transportation will be organized and delivered by the Student Transportation Services of Thunder Bay Consortium on behalf of its three (3) member school boards: Lakehead District School Board, Thunder Bay Catholic District School Board, and Conseil scolaire de district catholique des Aurores boréales.
- 4.5 All routes and designated stops will be established by the Consortium on the basis of safety, time, efficiency, loading, and economy.

<b>BUSINESS AND BOARD ADMINISTRATION</b>	<b>3000</b>
<i>DRAFT – October 22, 2013</i>	
<b>TRANSPORTATION POLICY</b>	<b>3040</b>

- 4.6 Transportation may be provided for students residing in our area to and from provincial schools operated by the Ministry of Education, any Ontario hospital, or a Mental Health Centre established under the Child and Family Services Act, R.S.O. 1990. Transportation will be provided in accordance with regulations of the Ministry of Education.
- 4.7 Where a student qualifies for board, lodging, and transportation under the Education Act, R.S.O. 1990, the Board may, in lieu of daily transportation, reimburse the parent/guardian an amount established under the guidelines of the Board.
- 4.8 Video cameras may be installed on school bus routes. Use of video cameras on buses to monitor student behavior will be with the approval of administration.
- 4.9 Public transit system will be utilized where economical and time efficient. Public transit will be a consideration for students at the secondary and/or senior elementary school levels for home to school transportation.
- 4.10 Transportation Contracts
- 4.10.1 School bus operators are licensed under the Public Vehicles' Act R.S.O. 1990 and the Ontario Highway Traffic Act. The regulations made under these Acts impose certain duties and responsibilities on the operator or a driver employed by the operator regarding control and safety in the operation of school buses.
- 4.10.2 The Board shall contract with transportation companies for the transportation of students, following tendering or negotiations.
- 4.10.3 Contracts will be presented to the Board for ratification.
- 4.11. Employee and Private Individual Use of Private Cars
- 4.11.1 Employees and private individuals are permitted to use their vehicles or rented vehicles with the appropriate license, provided Principals or the employee's supervisor, authorize in writing, authorize use of the vehicles for:
- a) the transportation of small groups of students for curricular or co-curricular activities; or
  - b) the performance of the conditions of employment.

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

**BUSINESS AND BOARD ADMINISTRATION****3000***DRAFT – October 22, 2013***TRANSPORTATION POLICY****3040**

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

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

**5. Minimum Walking Distances**

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

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

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

**BUSINESS AND BOARD ADMINISTRATION****3000***DRAFT – October 22, 2013***TRANSPORTATION POLICY****3040**6. Review

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

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
School Bus Transportation Instructions Book	<u>March 19, 1991</u>	Education Act. Reg. 262 Section 24(5)
Student Transportation Services of Thunder Bay (STSTB) Procedures		Child and Family Services Act R.S.O. 1990
Special Needs Transportation Service Delivery Model		Ontario Public Vehicles' Act R.S.O. 1990
6010 Emergency Evacuation and School Closure Policy/Procedures		Ontario Highway Traffic Act R.S.O. 1990
3070 Personal Use of Vehicles Policy/Procedures		
	<u>Date Revised</u>	
	April 28, 2009	

**APPENDIX B TO REPORT NO. 100-13**

September 23, 2013

**LAKEHEAD DISTRICT SCHOOL BOARD**

**Our Mission**

Lakehead Public Schools is committed to the success of every student

**Our Vision**

Your Children Our Students The Future

**Our Values**

Integrity, Acceptance, Responsibility, Empathy, and Respect

**TRUSTEE CODE OF CONDUCT**

Lakehead District School Board Trustees recognize that they are community leaders who realize the future welfare of the community depends largely upon the quality of education provided in public schools to meet the needs of every learner.

Lakehead District School Board Trustees recognize that they should deliberate in many voices and govern in one. Trustees will demonstrate leadership and accountability and will merit the trust of the public and of Board staff. Trustees recognize the importance of modeling the Board values of Integrity, Acceptance, Empathy, Respect, and Responsibility.

**Code of Ethics**

- Trustees shall ensure that students are considered first as the basis for all decision-making.
- Trustees shall accept that authority rests with the Board of Trustees and that a Trustee has no individual authority outside the Board of Trustees and will abide by the majority decision of the Board of Trustees.
- Trustees shall express contrary points of view respectfully and honestly.
- Trustees shall not make disparaging remarks about other Board Trustees, Administration, or employees.
- Trustees shall maintain confidentiality of privileged information discussed in closed session as outlined in the Education Act.
- Trustees shall make decisions in a manner which is open, transparent, accessible, and equitable.
- Trustees shall approach all Board issues with an open mind and be prepared to make decisions based on what is best for the organization as a whole.
- Trustees shall conduct Board business in accordance with its policies and procedures.
- Trustees shall ensure that their election to public office is not used for personal gain and shall adhere to conflict of interest legislation and guidelines.

**APPENDIX B TO REPORT NO. 100-13****Governance Principles**

- The Board of Trustees exists to govern in the best interest of its students.
- The Board of Trustees represents and is accountable to students, parents, and the community.
- The Board of Trustees is responsible for the implementation of the Strategic Plan through its policies and procedures.
- The Board of Trustees has one employee directly responsible to it; the Director of Education.
- The Board of Trustees holds the Director of Education accountable for the implementation of Board policies and procedures.
- The Board of Trustees requires information in an accurate and timely manner.

**CODE OF CONDUCT****PREAMBLE**

A Trustee position is an elected position which carries with it the understanding that the electorate will decide at election time its support for the effectiveness of a Trustee. At the same time, it is important to recognize the public trust and responsibility the collective body carries and that this trust and responsibility is honoured through determining and enforcing norms of acceptable behaviour.

**PURPOSE**

1. A code of conduct policy contributes to confidence in public education and respect for the integrity of Trustees in the community. It deals with acceptable and respectful behaviours.
2. Trustees' first responsibility is to our students, the parents and guardians in our school system, our employees and the communities we serve.

**APPLICATION**

3. This Code of Conduct and the Enforcement Procedures apply to all Trustees of the Lakehead District School Board, including the Chair of the Board.

**APPENDIX B TO REPORT NO. 100-13****Principle 1: Integrity and Dignity of Office**

4. Trustees of the Board shall discharge their duties loyally, faithfully, impartially, and in a manner that will inspire public confidence in the abilities and integrity of the Board.
5. Trustees of the Board shall recognize that the expenditure of school board funds is a public trust and endeavour to see that the funds are expended efficiently, in the best interests of the students.

**Principle 2: Avoidance of Personal Advantage and Conflict of Interest**

6. A Trustee shall not accept a gift from any person or entity that has dealings with the Board if a reasonable person might conclude that the gift could influence the Trustee when performing his or her duties to the Board. However, this does not, for example, preclude a Trustee from accepting a free ticket or admission to a charitable event or professional development event.
7. A Trustee shall not use his or her office to advance the Trustee's interests or the interests of any family member or person or organization with whom or with which the Trustee is related or associated.
8. A Trustee shall not use his or her office to obtain employment with the Board for the Trustee or a family member.

**Principle 3: Compliance with Legislation**

9. A Trustee of the Board shall discharge their duties in accordance with the Education Act and any relevant regulations, legislation, directives, or guidelines thereunder.
10. A Trustee of the Board shall uphold the letter and spirit of this Code of Conduct.
11. A Trustee shall respect and understand the roles and duties of the individual Trustees, Board of Trustees, the Director of Education, and the Chair of the Board.

**Principle 4: Civil Behaviour**

12. A Trustee shall not engage in conduct during meetings of the Board or committees of the Board, and at all other times that would discredit or compromise the integrity of the Board.
13. A Trustee of the Board shall not advance allegations of misconduct and/or a breach of this Code of Conduct that are trivial, frivolous, vexatious, made in bad faith, or vindictive in nature against another Trustee of the Board.
14. A Trustee shall at all times act with decorum and shall be respectful of other Trustees of the Board, staff, students, and the public.

**APPENDIX B TO REPORT NO. 100-13**

**Principle 5: Respect for Confidentiality**

15. A Trustee shall keep confidential any information disclosed or discussed at a meeting of the Board or committee of the Board, or part of a meeting of the Board or committee of the Board, that was closed to the public, and keep confidential the substance of deliberations of a meeting closed to the public, unless required to divulge such information by law or authorized by the Board to do so.
16. A Trustee shall not use confidential information for either personal gain nor to the detriment of the Board.
17. Trustees shall not divulge confidential information, including personal information about an identifiable individual or information subject to solicitor-client privilege.

**Principle 6: Upholding Decisions**

18. A Trustee of the Board shall accept that authority rests with the Board, and that a Trustee has no individual authority other than that delegated by the Board.
19. A Trustee shall uphold the implementation of any Board resolution after it is passed by the Board.
20. A Trustee may respectfully state his or her position on a resolution, provided it does not in any way undermine the implementation of the resolution.
21. Each Trustee shall comply with Board policies, procedures, By-Laws, and Rules of Order.
22. The Chair of the Board is the spokesperson to the public on behalf of the Board, unless otherwise determined by the Board. No other Trustee shall speak on behalf of the Board unless expressly authorized by the Chair of the Board or Board to do so. When a Trustee expresses their opinion(s) in public, they must make it clear that they are not speaking on behalf of the Board.

**APPENDIX B TO REPORT NO. 100-13****ENFORCEMENT OF CODE OF CONDUCT***Identifying a Breach of the Code*

23. A Trustee who has reasonable grounds to believe that a Trustee of the Board has breached the Board's Code of Conduct may bring the alleged breach to the attention of the Board. This is done through the Chair of the Board.
24. Any allegation of a breach of the Code of Conduct must be brought to the attention of the Chair of the Board no later than six (6) weeks after the breach comes to the knowledge of the Trustee reporting the breach. Notwithstanding the foregoing, in no circumstance shall an inquiry into a breach of the Code of Conduct be undertaken after the expiration of six (6) months from the time the contravention is alleged to have occurred.
25. Any allegation of a breach of the Code of Conduct shall be investigated following the *Informal* or *Formal* Complaint Procedures.
26. It is expected that whenever possible, allegations of a breach of the Code of Conduct by a Trustee shall be investigated following the Informal Complaint Procedure. It is recognized that from time to time a contravention of the Code of Conduct may occur that is trivial, or committed through inadvertence, or an error of judgment made in good faith. In the spirit of collegiality and the best interests of the Board, the first purpose of alerting a Trustee to a breach of the Code of Conduct is to assist the Trustee in understanding their obligations under the Code of Conduct. Only serious and/or reoccurring breaches of the Code of Conduct by a Trustee should be investigated following the *Formal Complaint Procedure*.

*Chair/Presiding Officer*

27. The Code of Conduct applies equally to the Chair of the Board. In the case of an allegation of a breach of the Code of Conduct by the Chair, wherever a process requires action by the Chair, it shall be modified to read the Vice-Chair of the Board.
28. The Board will appoint a Code of Conduct committee consisting of three (3) Trustees to conduct the formal inquiry process.
29. Nothing in this Code of Conduct prevents the Chair or Presiding Officer of any meeting of the Board or committee of the Board from exercising their power pursuant to s. 207(3) of the *Education Act* to *expel or exclude from any meeting any person who has been guilty of improper conduct at the meeting*. For greater certainty, this may be done at the sole discretion of the Chair or Presiding Officer, as the case may be, and without the necessity of a complaint or conducting an inquiry before an expulsion or exclusion from a meeting. The rationale for this provision is that a Chair or Presiding Officer must have the ability to control a meeting. Any Trustee who does not abide by a reasonable expulsion or exclusion from a meeting is deemed to have breached this Code of Conduct.

**APPENDIX B TO REPORT NO. 100-13*****Informal Complaint Procedure***

30. The Chair of the Board, on their own initiative, or at the request of a Trustee of the Board, without the necessity of providing a formal written complaint, who alleges a breach of the Code of Conduct has occurred, may meet informally with a Trustee of the Board who is alleged to have breached the Code of Conduct, to discuss the breach. The purpose of the meeting is to bring the allegation of the breach to the attention of the Trustee and to discuss remedial measures to correct the offending behaviour. The Informal Complaint Procedure is conducted in private.
31. The remedial measures may include, for example, a warning, an apology, and/or the requirement of the Trustee to engage in the successful completion of professional development training such as that offered by the Ontario Education Services Corporation *Professional Development Program for School Board Trustees*. If the Chair of the Board and the Trustee alleged to have breached this Code of Conduct cannot agree on a remedy, then a formal complaint may be brought against the Trustee alleged to have breached this Code of Conduct and that complaint will be dealt with in accordance with the Formal Complaint Procedure below.

***Formal Complaint Procedure***

32. A Trustee who has reasonable grounds to believe that another Trustee of the Board has breached the Board's Code of Conduct may bring the breach to the attention of the Board by first providing to the Chair of the Board, a written, signed complaint setting out the following:
- (i) the name of the Trustee who is alleged to have breached the Code;
  - (ii) the alleged breach or breaches of the Code;
  - (iii) information as to when the breach came to the Trustee's attention;
  - (iv) the grounds for the belief by the Trustee that a breach of the Code of Conduct has occurred; and
  - (v) the names and contact information of any witnesses to the breach or any other persons who have relevant information regarding the alleged breach.
- Except as provided below, if a written complaint is filed with the Chair of the Board then a formal inquiry shall be undertaken, unless the complainant subsequently withdraws the complaint or agrees that the complaint may be dealt with in accordance with the *Informal Complaint Procedure*.
33. In an election year for Trustees, a code of conduct complaint respecting a Trustee who is seeking re-election shall not be brought during the period commencing two months prior to election day and ending after the first Board meeting after the new term of office of the Board commences. If the Trustee accused of a breach of the Code is not re-elected, no inquiry into the alleged breach of the Code of Conduct by that Trustee shall be undertaken. The limitation period for bringing a complaint shall be extended as necessary.

**APPENDIX B TO REPORT NO. 100-13**

34. The Chair of the Board shall provide to all Trustees of the Board a confidential copy of the complaint within ten (10) business days of receiving it. The complaint, any response to the complaint and the investigation of the complaint shall be confidential until it is before the Board of Trustees for a decision as to whether or not the Trustee has breached this Code of Conduct.
35. The Chair shall convene the Code of Conduct Committee as appointed by the Board. (reference item 28)

***Refusal to Conduct Formal Inquiry***

36. If the Code of Conduct Committee is of the opinion that the breach is out of time, trivial, frivolous, vexatious, not made in good faith, or that there are no grounds or insufficient grounds for an inquiry, an inquiry shall not be conducted and a confidential report stating the reasons for not doing so shall be provided to all Trustees of the Board.

***Steps of Formal Inquiry***

37. The *Statutory Powers Procedure Act* does not apply to anything done regarding the Enforcement of this Code of Conduct. No formal trial-type hearing will be conducted.
38. Procedural fairness and the rules of natural justice shall govern the formal inquiry. The formal inquiry will be conducted in private.
39. The formal inquiry may involve both written and oral statements by any witnesses, the Trustee bringing the complaint and the Trustee who is alleged to have breached the Code of Conduct.
40. The Trustee who is alleged to have breached the Code of Conduct shall have an opportunity to respond to the allegations both in a private meeting with the Code of Conduct Committee undertaking the formal inquiry and in writing.
41. Once the formal inquiry is complete, the Code of Conduct Committee shall provide a confidential draft copy of their report containing the findings of fact to the Trustee who is alleged to have breached the Code of Conduct and the Trustee who brought the complaint for their written comment to the Code of Conduct Committee. The purpose of providing the draft report to the parties is to ensure no errors of fact are contained in it. These two Trustees shall have ten (10) business days, or such reasonable period of time as deemed appropriate by the Code of Conduct Committee, from the receipt of the draft report to provide a written response.
42. If the Trustee who is alleged to have breached the Code of Conduct refuses to participate in the formal inquiry, the formal inquiry will continue in their absence.

**APPENDIX B TO REPORT NO. 100-13**

43. The final report shall outline the finding of facts, but not contain a recommendation or opinion as to whether the Code of Conduct has been breached. This will be determined by the Board of Trustees as a whole.
44. If the Board of Trustees determine that there has been no breach of the Code of Conduct or that a contravention occurred, although the Trustee took all reasonable measures to prevent it, or that a contravention occurred that was trivial, or committed through inadvertence, or an error of judgment made in good faith, the Code of Conduct Committee shall so state in the final report, and shall recommend that no sanction be imposed.

***Suspension of Formal Inquiry***

45. If the Code of Conduct Committee, when conducting the formal inquiry, discover that the subject-matter of the formal inquiry is being investigated by police, that a charge has been laid, or is being dealt with in accordance with a procedure established under another Act, the formal inquiry shall be suspended until the police investigation, charge or matter under another Act has been finally disposed of. This shall be reported to the rest of the Board of Trustees.

***Decision***

46. The final report shall be delivered to the Board of Trustees, and a decision by the Board of Trustees as to whether or not the Code of Conduct has been breached and the sanction, if any, for the breach shall be made as soon as practical after receipt of the final report by the Board.
47. Trustees shall consider only the findings in the final report when voting on the decision and sanction. No Trustee shall undertake their own investigation of the matter.
48. If the Board of Trustees determines that there has been no breach of the Code of Conduct or that a contravention occurred, although the Trustee took all reasonable measures to prevent it, or that a contravention occurred that was trivial, or committed through inadvertence, or an error of judgment made in good faith, no sanction shall be imposed.
49. The determination of a breach of the Code of Conduct and the imposition of a sanction with respect to a complaint investigated in accordance with the Formal Complaint Procedure must be done by resolution of the Board at a meeting of the Board, and the vote on the resolution shall be open to the public. The resolutions shall be recorded in the minutes of the meeting. The reasons for the decision shall be recorded in the minutes of the meeting. Both resolutions shall be decided by a vote of at least 2/3 of the Trustees of the Board present and eligible to vote.

**APPENDIX B TO REPORT NO. 100-13**

50. Despite s. 207 (1) of the *Education Act*, the part of the meeting of the Board during which a breach or alleged breach of the Board's Code of Conduct is considered may be closed to the public when the breach or alleged breach involves any of the matters described in clauses 207(2) (a) to (e) being:
- (a) the security of the property of the board;
  - (b) the disclosure of intimate, personal or financial information in respect of a member of the board or committee, an employee or prospective employee of the board or a pupil or his or her parent or guardian;
  - (c) the acquisition or disposal of a school site;
  - (d) decisions in respect of negotiations with employees of the board; or
  - (e) litigation affecting the board.
51. The Trustee who is alleged to have breached the Code of Conduct shall not vote on a resolution to determine whether or not there is a breach or the imposition of a sanction. The Trustee who brought the complaint to the attention of the Board may vote on those resolutions.
52. The Trustee who is alleged to have breached the Code of Conduct may be present during the deliberations regarding the above but shall not participate in the deliberations, and shall not be required to answer any questions at that meeting.
53. The Trustee who is alleged to have breached the Code of Conduct shall not in any way, after the final report is completed, influence the vote on the decision of breach or sanction, except as permitted below after these decisions have been made.

***Sanctions***

54. If the Board determines that the Trustee has breached the Board's Code of Conduct, the Board may impose one or more of the following sanctions:
- (a) Censure of the Trustee.
  - (b) Barring the Trustee from attending all or part of a meeting of the Board or a meeting of a committee of the Board.
  - (c) Barring the member from sitting on one or more committees of the Board, for the period of time specified by the Board.

**APPENDIX B TO REPORT NO. 100-13**

55. The Board shall not impose a sanction which is more onerous than the above but may impose one that is less onerous such as a warning or a requirement that the Trustee successfully complete specified professional development courses at the expense of the Board. The Board has no power to declare the Trustee's seat vacant.
56. A Trustee who is barred from attending all or part of a meeting of the Board or a meeting of a committee of the Board is not entitled to receive any materials that relate to that meeting or that part of the meeting and that are not available to members of the public.
57. The imposition of a sanction barring a Trustee from attending all or part of a meeting of the Board shall be deemed to be authorization for the Trustee to be absent from the meeting and therefore, not in violation of the *Education Act* regarding absences from meetings.

***Reconsideration***

58. If the Board determines that a Trustee has breached the Board's Code of Conduct the Board shall:
  - (a) give the Trustee written notice of the determination, the reasons for the decision and any sanction imposed by the Board;
  - (b) the notice shall inform the Trustee that he or she may make written submissions to the Board in respect of the determination or sanction by the date specified in the notice that is at least fourteen (14) business days after the notice is received by the Trustee; and
  - (c) consider any submissions made by the Trustee and shall confirm or revoke the determination or sanction within fourteen (14) business days after the submissions are received.
59. If the Board revokes a determination, any sanction imposed by the Board is revoked.
60. If the Board confirms a determination, the Board shall, within the fourteen (14) business days above, confirm, vary or revoke the sanction.
61. If a sanction is varied or revoked, the variation or revocation shall be deemed to be effective as of the date the original determination was made.
62. The Board decisions to confirm or revoke a determination or confirm, vary or revoke a sanction shall be done by resolution at a meeting of the Board and the vote on the resolution shall be open to the public. Both resolutions shall be decided by a vote of at least 2/3 of the Trustees present eligible to vote. The resolutions shall be recorded in the minutes of the meeting together with the reasons for confirming or revoking a determination. The Board shall provide to the Trustee alleged to have breached the Code of Conduct written notice of the decision to confirm or revoke the determination together

**APPENDIX B TO REPORT NO. 100-13**

with reasons for the decision and written notice of any decision to confirm, vary or revoke a sanction. The Trustee alleged to have breached the Code of Conduct shall not vote on those resolutions. The Trustee who brought the complaint may vote.

63. The Trustee who is alleged to have breached the Code of Conduct may be present during the deliberations regarding the above but may not participate in the deliberations and shall not be required to answer any questions at that meeting.
64. If appropriate, the original sanction may be stayed pending the reconsideration by the Board of the determination or sanction.

LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2013 OCT 22  
Report No. 097-13

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

RE: SHORT-TERM BORROWING RESOLUTION

1. Background

To approve the Board's borrowing resolution for the 2013-2014 school year (Appendix A).

2. Situation

Each year the Board must ensure a line of credit, or access to funds, to meet current obligations until such time as provincial grants and local tax levies are received.

RECOMMENDATION

It is recommended that Lakehead District School Board approve the Short-Term Borrowing Resolution for the 2013-2014 school year as outlined in Report No. 097-13, Short-Term Borrowing Resolution.

Respectfully submitted,

DAVID WRIGHT  
Superintendent of Business

CATHERINE SIEMIENIUK  
Director of Education

RESOLUTION OF LAKEHEAD DISTRICT SCHOOL BOARD

**BORROWING RESOLUTION**

WHEREAS Lakehead District School Board in the Province of Ontario (herein called "the Board") deems it necessary to borrow from time to time the sums that the Board considers necessary to meet the current expenditures of the Board until the current revenue has been received.

AND WHEREAS the Board deems it necessary to meet debt charges payable in any fiscal year until cash has been received.

AND WHEREAS the amount authorized to be borrowed by this resolution together with the total of any similar borrowings that have not been repaid and any accrued interest on those borrowings, shall not exceed the unreceived balance of the estimated current revenues of the Board.

BE IT THEREFORE RESOLVED THAT:

1. For the purposes aforesaid the Board be authorized to borrow an amount not to exceed the sum of ten million dollars at one time or sixty-five million dollars cumulatively by way of a promissory note of the Board payable not later than the 31st day of August 2014 and bearing interest at the Bank Prime Rate or less;
2. The Treasurer, together with the Chair or Vice Chair of the Board, be hereby authorized and empowered for and on behalf of the Board to sign such promissory notes as may be necessary and to affix thereto the Board's corporate seal;
3. The Treasurer of the Board is hereby authorized and directed to apply in payment of all or any sums borrowed as aforesaid, together with interest thereon, all or any of the current revenues (as hereinbefore defined) of the Board collected or received by the Board and all or any other monies which may lawfully be applied for such purpose;
4. The Treasurer of the Board is hereby authorized and directed to furnish to the Bank or other Financial Institutions, at the time any amount is borrowed under this resolution, a statement showing the amount of the estimated revenues of the current year not yet collected, or, where the estimates for the current year have not been adopted, a statement showing the estimated revenues of the Board as set forth in the estimates adopted for the next preceding year and the amount of the revenues of the current year already collected, and also showing the total of any amounts borrowed under Section 243 of The Education Act in the current year that have not been repaid; and

5. The Bank or other Financial Institutions shall not be bound to establish the necessity of the borrowing authorized by this resolution or their application for the purposes aforesaid and may rely on a certified copy of this resolution as proof that the borrowing is validly authorized and on any statement furnished by the Treasurer under paragraph 4 of this resolution as proof of the facts stated therein.

We hereby certify that the foregoing is a true and accurate copy of a resolution of the above-mentioned Board duly passed at a meeting thereof, duly convened and held at Thunder Bay, Ontario on the 22<sup>nd</sup> day of October, 2013, and that the said resolution is in full force and effect, unamended.

As witness, the Corporate Seal of the Board this 22<sup>nd</sup> day of October, 2013.

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Chair

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Treasurer

Seal

LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2013 OCT 22  
Report No. 101-13

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

RE: APPROVAL OF APPOINTMENT TO THE SPECIAL EDUCATION ADVISORY  
COMMITTEE (SEAC)

1. Background

- 1.1 According to Reg. 464/97 of the Education Act, the Board must establish a Special Education Advisory Committee.
- 1.2 At the Inaugural Board Meeting on December 7, 2010, Lakehead District School Board approved 10 local associations/organizations for membership and eight alternates to the Special Education Advisory Committee for the next four year term.
- 1.3 Since December 2010, local association membership has been reduced at the SEAC table due to resignations.

2. Situation

- 2.1 Miranda Myers, representative of the Fetal Alcohol Support and Information Network (FASIN) resigned from SEAC in June 2013.
- 2.2 Fetal Alcohol Spectrum Information Network has submitted a nomination for Judy Kay to be appointed as a representative to the Special Education Advisory Committee.

RECOMMENDATION

It is recommended that Lakehead District School Board approve the appointment of Judy Kay as member to the Special Education Advisory Committee representing Fetal Alcohol Support and Information Network for the term ending November 30, 2014.

Respectfully submitted,

COLLEEN KAPPEL  
Superintendent of Education

CATHERINE SIEMIENIUK  
Director of Education

LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2013 OCT 22  
Report No. 094-13

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

RE: APPOINTMENTS TO THE 2013-2014 PARENT INVOLVEMENT COMMITTEE

1. Background

- 1.1 In September 2010, the Ministry of Education adopted Ontario Regulation 330/10 School Councils and Parent Involvement Committees requiring school boards to establish a Parent Involvement Committee that adheres to the requirements outlined in legislation.
- 1.2 The legislation outlined processes and timelines. The Parent Involvement Committee established working By-Laws that satisfied the legislation. The current By-Laws were revised in August and adopted by Parent Involvement Committee on September 9, 2013.

2. Situation

2.1 Parent Involvement Committee appointments must be approved by the Board.

2.2 Parent Voting Members

The parent voting members include: (one or two year terms)

- four (4) School Council representatives;
- two (2) parent members;
- one (1) parent member appointed from the Special Education Advisory Committee;
- one (1) parent member appointed from the Aboriginal Education Advisory Committee; and
- alternate representatives that are appointed for one year only.

2.2.1 Parent members can be employees of Lakehead District School Board.

2.2.2 Currently Nathalie Ferguson, School Council representative, is serving a two-year term from November 15, 2012 to November 14, 2014.

2.3 Community Voting Members

Up to three (3) community representatives that are voting members can be appointed to the committee. Community representatives can not be employees or members of Lakehead District School Board.

2.4 Voting member positions were advertised in The Source, through school newsletters, and on the Board website. Applications were due September 27, 2013.

2.5 Non-Voting Members

The non-voting members include: (one year terms)

- Director of Education;
- one (1) Trustee;
- one (1) Principal;
- one (1) Teacher; and
- alternate representatives.

2.6 The Parent Involvement Committee will continue to seek members for remaining vacancies.

3. Conclusion

A recommendation to approve the Parent Involvement Committee appointments for 2013-2014 is included in this report.

RECOMMENDATION:

It is recommended that Lakehead District School Board:

1. Approve the following appointments to the 2013-2014 Parent Involvement Committee effective November 15, 2013 to November 14, 2014:

- Jennifer DeFranceschi, Parent alternate member;
- Serena Essex, Aboriginal Education Advisory Committee representative;
- Kelly Gallagher, Parent member;
- David Isherwood, Principal alternate representative;
- Gerry Leach, Parent alternate member;
- Donnalee Morettin, Aboriginal Education Advisory Committee alternate representative;
- Rima Mounayer, Principal representative;
- Jesse Roberts, Community representative;
- Laura Sylvestre, Special Education Advisory Committee representative;
- Paul Tsekouras, Teacher alternate representative; and
- Nicole Walter Rowan, Teacher representative.

2. Approve the following appointments to the 2013-2014 and 2014-2015 Parent Involvement Committee effective November 15, 2013 to November 14, 2015:

- Jennifer Davis, School Council representative;
- Harbinder Singh Hayer, Parent member;
- Varinder Singh Hayer, School Council representative; and
- Susie Splett, School Council representative.

3. Appoint Trustee \_\_\_\_\_ to serve as Trustee representative and Trustee \_\_\_\_\_ to serve as Trustee alternate representative on the 2013-2014 Parent Involvement Committee effective November 15, 2013 to November 14, 2014.

Respectfully submitted,

CATHERINE SIEMIENIUK  
Director of Education