



**Office of the Director**

Jim McCuaig Education Centre  
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**REGULAR BOARD MEETING NO. 14**

**Tuesday, November 26, 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. Reading: By-Law No. 107 - 2014 Tax Levy		
5. Delegations/Presentations		
5.1 Armstrong Public School - <i>Our School is Welcoming and a Safe Place           for Our Students</i>	C. Kappel	1-2
6. Confirmation of Minutes		
6.1 Regular Board Meeting No. 13 - October 22, 2013	D. Massaro	3-8
7. 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>
8.	Information Reports		
8.1	Ontario Public School Boards' Association (OPSBA) Report	G. Saarinen	Verbal
8.2	Student Trustee Report	L. Turner	Handout
8.3	Audit Committee Meeting Report - November 18, 2013	D. Massaro	Verbal
8.4	Audit Committee Annual Report - August 31, 2013 (109-13)	D. Massaro	9-11
8.5	Environment: Multi-Year Capital Plan (113-13)	D. Wright	12-23
8.6	Parent Involvement Committee Meeting Minutes - September 30, 2013	C. Siemieniuk	24-27
9.	First Reports		

**MATTERS FOR DECISION:**

10.	Postponed Reports		
11.	Recommendations from the Standing Committee (117-13)		
11.1	Approval of Appointment to the Special Education Advisory Committee (SEAC) (105-13)	K. Wilson	28

*It is recommended that Lakehead District School Board approve the appointment of Maureen Cameron as member to the Special Education Advisory Committee representing Community Living Thunder Bay for the term ending November 30, 2014.*

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>
11.2 Policy Review – 6010 Emergency Evacuation and School Closure (103-13)	K. Wilson	28
<i>It is recommended that Lakehead District School Board approve:</i>		
<ol style="list-style-type: none"> <li>1. <i>The splitting of Emergency Evacuation and School Closure Policy 6010 into two policies: Emergency Evacuation and School Closure and Threat Response; and</i></li> <li>2. <i>The postponement of the review process until direction from the Ministry is received.</i></li> </ol>		
12. Ad Hoc and Special Committee Reports		
13. New Reports		
13.1 By-Law No. 107 - 2014 Tax Levy (112-13)	D. Wright	29-30
<i>It is recommended that Lakehead District School Board approve By-law No. 107 – 2014 Tax Levy (Appendix A) authorizing the 2014 tax levy at the prescribed rates set by Ontario Regulation 400/98 as amended, as outlined in Report No. 112-13.</i>		
13.2 Approval of Appointment to the Special Education Advisory Committee (SEAC) (119-13)	C. Kappel	31-32
<i>It is recommended that Lakehead District School Board approve the appointment of Jane Cuttress as alternate member to the Special Education Advisory Committee representing Children’s Centre Thunder Bay for the term ending November 30, 2014.</i>		
13.3 Recommendations from the Audit Committee (114-13)	D. Massaro	33-36
Audit Committee Summarized Annual Report – August 31, 2013 (110-13)		
<i>It is recommended that Lakehead District School Board:</i>		
<ol style="list-style-type: none"> <li>1. <i>Approve the Audit Committee Summarized Annual Report as outlined in Appendix A to Report No. 110-13 as amended; and</i></li> <li>2. <i>Forward the report to the Ministry of Education.</i></li> </ol>		

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>
13.4	2012-2013 Audited Financial Statements (111-13)	D. Massaro	33-36
	<i>It is recommended that Lakehead District School Board approve the August 31, 2013 audited financial statements as outlined in Report No.111-13, 2012-2013 Audited Financial Statements.</i>		
13.5	School Board Efficiencies and Modernization Consultation (118-13)	D. Massaro	37-38
	<i>It is recommended that Lakehead District School Board approve and submit its consolidated feedback to the Ministry of Education's Office of the Assistant Deputy Minister.</i>		
14.	New Business		
15.	Notices of Motion		
16.	Information and Inquiries		
17.	Adjournment		

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

School: Armstrong Public School

Title of Initiative: Our School is Welcoming and a Safe Place for Our Students

Components of Initiative	School's Details
1. Description of the nature of the initiative to improve student achievement	Make the school a more welcoming place for our students and their families.
2. Rationale for selecting the initiative	We have attendance issues which have a huge impact on academic achievement.
3. Intended outcomes of the initiative related to improved student achievement	If we can reduce the number of absences then student achievement will improve.
4. Description of the data used	<ul style="list-style-type: none"> <li>- Attendance</li> <li>- EQAO</li> <li>- DRA/Benchmark</li> <li>- Behaviour Incident Reports</li> </ul>
5. <b>Brief</b> description of the significant activities or strategies involved with the initiative	<ul style="list-style-type: none"> <li>- Extra bus transportation, food, and attendance prizes for special events (Book Fair, Christmas Concert, Science Fair, Feasts, Ice Fishing Derby, etc.)</li> <li>- Restorative Practices</li> <li>- Strength walls</li> <li>- Breakfast Club/Lunch</li> <li>- Dilico support</li> <li>- Extra-curricular programs</li> <li>- NOSP is running Second Step with Primary Teachers</li> </ul>
6. <b>One or two</b> highlights of the above activities	<ul style="list-style-type: none"> <li>- We run sports at noon hour and after school clubs such as cooking, gardening, volleyball, skiing, snowshoeing, etc.</li> <li>- We held a feast on October 10<sup>th</sup> – turkey with all the trimmings and pickerel (from Gull Bay). We provided a bus to Gull Bay to pick up Gull Bay parents, so they could visit the school and talk to their children's teachers.</li> </ul>

Components of Initiative	School's Details
7. Description of any unexpected results or "moments of serendipity" related to the initiative	<ul style="list-style-type: none"> <li>- Many parents/guardians came from Gull Bay for the feast and visited with their children's teachers. All support our school and see the progress made by their children. We provide transportation and food for the parents/guardians.</li> <li>- Any after school event attracts many students. They love to stay and work on projects.</li> </ul>
8. Description of <b>one or two</b> interesting findings that would be useful or helpful to other schools	When we have a Book Fair with Parent/Teacher interviews with a "drop in the see your teacher" approach we get a pretty good turnout (especially with food and transportation provided).
9. Identification of <b>one or two</b> noteworthy hurdles or stumbling-blocks	When the economy picks up in the area and the need to be educated is evident; then more importance will be placed on regular school attendance and the value of an education.
10. Next steps in pursuing the initiative	<p>Continued implementation of restorative practices and strength walls. Continue to hold special events (bus, food) to attract parents/guardians especially for Parent/Teacher interviews. Provide a bus for Gull Bay for February Parent/Teacher interviews.</p> <p>Continue to develop quality instructional practice.</p>
11. Lessons learned about the school's efforts to improve student achievement	The more parental involvement we have the better their children's attendance will be. Parents/guardians really appreciate what we do. They just need more exposure. They will attend events in larger numbers when food and transportation is provided.

LAKEHEAD DISTRICT SCHOOL BOARD

**MINUTES OF REGULAR BOARD MEETING NO. 13**

Board Room  
Jim McCuaig Education Centre

2013 OCT 22

**TRUSTEES PRESENT:**

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

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

**TRUSTEE ABSENT, WITH REGRET:**

Marg Arnone

**SENIOR ADMINISTRATION:**

Catherine Siemieniuk, Director of Education  
Colleen Kappel, Superintendent of Education  
Sherrilynne Pharand, Superintendent of Education  
David Wright, Superintendent of Business

**FEDERATION/UNION REPRESENTATIVES:**

Patricia Gibbs, OSSTF - SSP  
Wayne Bahlleda, Managers

**PUBLIC SESSION:**

1. **Approval of Agenda**

Moved by Trustee Johansen

Seconded by Trustee Oikonen

*"THAT the Agenda for Regular Board Meeting No. 13, October 22, 2013 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. 12*
    - *September 24, 2013*
- *Negotiations Update*

- *Audit Committee Report*

*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 Lukinuk

Seconded by Trustee Oikonen

*“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. 12, September 24, 2013.’”*

CARRIED

- 5. Confirmation of Minutes

Moved by Trustee Saarinen

Seconded by Trustee Wilson

*“THAT Lakehead District School Board approve the Minutes of Regular Board Meeting No. 12, September 24, 2013.”*

CARRIED

MATTERS NOT REQUIRING A DECISION:

- 6. Ontario Public School Boards’ Association (OPSBA) Report

Trustee Saarinen, Ontario Public School Boards’ Association Director and voting delegate, reported that the OPSBA Northern Regional Meeting and Program was held on October 18 and 19 at the Valhalla Inn. Trustee Playford, alternate Ontario Public School Boards’ Association Director and voting delegate, presented a verbal report highlighting the information addressed at the September 27 and 28 OPSBA Board of Directors meetings. The next Board of Directors meetings will take place November 29 and 30. Information will be left in the Trustees’ Lounge for perusal.

- 7. Student Trustee Report

Logan Turner, Student Trustee, provided a handout as his report. Items addressed included: ATMs, United Way High School Challenge, International Baccalaureate (IB) Graduation, Northwestern Ontario Secondary Schools Student’s Association (NWOSSA), Ontario Government’s Youth Jobs Strategy, and the Provincial Consultations: Building the Next Phase in Ontario Education – “Great to Excellent.” All Trustees’ questions were addressed.

8. Student Work Study (098-13)

Sherri-Lynne Pharand, Superintendent of Education, introduced Andrea Lampo and Melanie Mussellam, Student Work Study Teachers, and Nicole Walter Rowan, Program Coordinator, who provided information regarding the Student Work Study (SWS) initiative and next steps. All Trustees' questions were addressed.

9. Audit Committee Report

Chair Massaro presented this verbal report highlighting the October 7, 2013 Audit Committee meeting.

10. 2013-2014 Director's Action Plan (102-13)

Catherine Siemieniuk, Director of Education, presented the report. All Trustees' questions were addressed.

MATTERS FOR DECISION:

11. Recommendations from the Standing Committee (100-13)

Policy Review – 3040 Transportation (096-13)

Moved by Trustee Wilson

Seconded by Trustee Saarinen

*“THAT Lakehead District School Board approve 3040 Transportation Policy, Appendix A to Report No. 100-13.”*

CARRIED

12. Recommendations from the Standing Committee (100-13)

Trustee Code of Conduct (093-13)

Moved by Trustee Wilson

Seconded by Trustee Oikonen

*“THAT Lakehead District School Board approve the Trustee Code of Conduct, Appendix B to Report No. 100-13.”*

CARRIED

13. Short-Term Borrowing Resolution (097-13)

Moved by Trustee Saarinen

Seconded by Trustee Johansen

*“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.”*

CARRIED

14. Approval of Appointment to the Special Education Advisory Committee (SEAC) (101-13)

Moved by Trustee Lukinuk

Seconded by Trustee Saarinen

*“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.”*

CARRIED

15. Appointments to the 2013-2014 Parent Involvement Committee (094-13)

Trustees Arnone and Lukinuk put their names forward to serve as a Trustee representative on the Parent Involvement Committee.

Superintendent Pharand, Scrutineer, and David Wright, Assistant, conducted the election for the Trustee representative on the Parent Involvement Committee between Trustee Arnone and Trustee Lukinuk.

Trustee Lukinuk was declared Trustee representative on the Parent Involvement Committee.

Trustee Saarinen nominated Trustee Johansen for the alternate Trustee representative on the Parent Involvement Committee. Trustee Johansen accepted the nomination. Trustee Johansen nominated Trustee Arnone for the alternate Trustee representative on the Parent Involvement Committee.

The Scrutineer and her Assistant conducted the election for the alternate member of the Parent Involvement Committee between Trustee Arnone and Trustee Johansen.

Trustee Johansen was declared alternate Trustee representative of the Parent Involvement Committee.

Motion to Destroy the Ballots

Moved by Trustee Wilson

Seconded by Trustee Saarinen

*“THAT the ballots for the Parent Involvement Committee elections be destroyed.”*

CARRIED

Moved by Trustee Saarinen

Seconded by Trustee Playford

*“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;*
  - *Nicole Walter Rowan, Teacher representative; and*
  - *Laura Prodanyk, Community 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 Lukinuk to serve as Trustee representative and Trustee Johansen to serve as Trustee alternate representative on the 2013-2014 Parent Involvement Committee effective November 15, 2013 to November 14, 2014.”*

CARRIED

16. Information and Inquiries

- 16.1 Trustee Johansen reported that she attended the Parent Involvement Committee's *Beating the Odds for Kids and Families* presentation held on October 21 at the Valhalla Inn.
- 16.2 Trustee Johansen reported that Trustees attended the Ontario Public School Boards' Association's Northern Regional Meeting and Program held on October 18 and 19. She congratulated Superior Collegiate and Vocational Institute's Jazz Band, conducted by Shaun Naroski, for providing the lively entertainment. Trustee Saarinen noted that Lakehead District School Board provided information regarding *Engaging Parents in the Transition to Kindergarten* during the Bring and Brag session.
- 16.3 Trustee Lukinuk requested clarification regarding item 7.3, 8.3, and 11.1.5 in the 3040 Transportation Procedures: regarding item 7.3 for the term "EpiPen" the actual term is Epinephrine autoinjector. Regarding item 8.3 what is the actual number of routes pertaining to the word "minimum"? Regarding item 11.1.5 does approved by the "Board" refer to the Board and if so where is the reference in the Policy? David Wright, Superintendent of Business, will address the inquiries at the next Regular Board Meeting.
- 16.4 Chair Massaro reported that she and Trustees Arnone and Johansen attended the International Baccalaureate (IB) Programme's Graduation Ceremony held on October 12.
- 16.5 Chair Massaro reported that she and Catherine Siemieniuk, Director of Education, along with other dignitaries, attended the launch of Waste Reduction Week at Agnew H. Johnston Public School on October 21.

- 16.6 Chair Massaro reported that she and Catherine Siemieniuk, Director of Education, attended the Provincial Consultations: Building the Next Phase in Ontario Education – “Great to Excellent” held on October 16.
- 16.7 Chair Massaro reported that Nor’wester View Public School will be honoured at the Dr. Bette M. Stephenson Recognition of Achievement Ceremony on November 6 in Toronto.
- 16.8 Chair Massaro reported that Catherine Siemieniuk, Director of Education, will attend the Standing Committee on Public Accounts meeting pertaining to the 2012 Annual Report of the Office of the Auditor General of Ontario on November 6 in Toronto.
- 16.9 Trustee Lukinuk reported that she attended the Poverty Reduction Strategy session.

17. Adjournment

Moved by Trustee Saarinen

Seconded by Trustee Wilson

*“THAT we do now adjourn at 9:02 p.m.”*

CARRIED

LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2013 NOV 26  
Report No. 109-13

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

RE: AUDIT COMMITTEE ANNUAL REPORT – AUGUST 31, 2013

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 2012-2013 were:

- Deborah Massaro, Trustee Member, Chair;
- Karen Wilson, Trustee Member, Vice Chair;
- Pat Johansen, Trustee Member (Dec 2012-Aug 2013);
- George Saarinen, Trustee Member (Sep 2012-Nov 2012)
- Sandra Leonetti, External Member; and
- Deborah Watt, External Member.

3. Meetings of the Audit Committee

3.1 During fiscal year 2012-2013 the Lakehead District School Board Audit Committee held a total of four meetings:

- October 1, 2012;
- November 19, 2012;
- January 21, 2013; and
- June 10, 2013.

3.2 Members attendance at all meetings held during 2012-2013 was as follows:

Audit Committee Member	Oct 01	Nov 19	Jan 21	June 10
D. Massaro	✓	✓	✓	✓
K. Wilson	✓	✓	✓	✓
P. Johansen	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;
- David Wright, Superintendent of Business;
- Terry Bortolin, Regional Internal Audit Manager;
- Kirsti Alaksa, Manager of Financial Services;
- Jory Caruso, 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 October 1, 2012

- Election of Chair and Vice Chair for fiscal year 2012-2013;
- Follow Up to Internal Audit Recommendations of Treasury Audit;
- Update on Internal Audit Function;
- Audit Committee Self-Assessment; and
- Evaluation of Regional Internal Audit Team Performance.

3.4.2 November 19, 2012

- Audit Committee Self-Assessment Results;
- 2011-2012 Budget Transfers and Contingency Funds;
- 2011-2012 Financial Statement Variance;
- Audit Committee Summarized Annual Report – August 31, 2012;
- Audit Committee Annual Report 2012; and
- 2011-2012 Audited Financial Statements and Communication of Audit Results – presented by Doug Vanderwey, Partner, and Cara Carlson, Manager, Grant Thornton.

### 3.4.3 January 21, 2013

- October 31, 2012 Enrolment Status Report;
- Interim Financial Information – December 31, 2012; and
- Internal auditor Report.

### 3.4.4 June 10, 2013

- Interim Financial Information – April 30, 2013;
- Facility Requirement Forecasting/Capital Planning Audit 2012-2013;
- Procurement and Accounts Payable, Purchasing Cards and Expense Reports Audit 2011-2012;
- Internal Auditor Report;
- Code of Conduct – Audit Committee;
- Initial Communication on Audit Planning; and
- 2013-2014 Audit Committee Meeting Schedule.

## 4. Internal Auditors

4.1 The Internal Auditors reported on the Facility Requirement Forecasting/Capital Planning Audit and the Procurement and Accounts Payable, Purchasing Cards and Expense Reports Audit since the last annual report of the Audit Committee.

4.2 During 2012-2013 the Budget Planning Development and Control Audit and the Special Education Audit were also performed.

## 5. Lakehead District School Board Internal Audit Plan

Year three of the Lakehead District School Board Internal Audit Plan for the 2013-2014 year was approved by the Audit Committee at the June 10, 2013 meeting and forwarded to the Board for approval. Lakehead District School Board approved year three of the Internal Audit Plan at the June 25, 2013 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

2013 NOV 26  
Report No. 113-13

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

RE: ENVIRONMENT: MULTI-YEAR CAPITAL PLAN

1. Background

- 1.1 At the January 22, 2013 Regular Board Meeting, Lakehead District School Board approved the revised Multi-Year Strategic Plan to reflect an updated focus on Environment.
- 1.2 On an annual basis, the Operational Plan is presented to the Board. One of the general objectives of the Operational Plan is to “Provide an inviting, environmentally responsible physical space”.
- 1.3 The Environment Facility Committee was established to coordinate the effective delivery of this priority as it relates to facilities. The 2013-2014 committee is comprised of the following members:
  - Eric Fredrickson, Education Officer, Co-Chair;
  - Christy Radbourne, Elementary Principal, Co-Chair;
  - Rod Bessel, Manager of Property Services and Transportation;
  - Mark Hakala, Capital Project Coordinator;
  - Dave Dunn, Maintenance Supervisor; and
  - Gary Wiggins, Plant Supervisor.
- 1.4 The committee’s mandate is to focus on the following items, which correspond with goals laid out in the Operational Plan:
  - reduce the carbon footprint by a further 130 tonnes from previous year;
  - ensure that 80% 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.
- 1.5 The committee reports to and receives guidance from Director’s Council and the Success Advisory Committee. Input is sought and received from schools.
- 1.6 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.

1.7 Director's Council has established the 2013-2014 capital project priorities. This list was developed with input from:

- Environment Facility Committee;
- Information Technology Committee;
- Accessibility Committee;
- building and energy consultants;
- Property Services 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.

1.8 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.

1.9 It is the intent of this report to provide an update on completed 2012-2013 capital projects and to submit the 2013-2017 Multi-Year Capital Plan.

## 2. Summary of 2012-2013 Capital Plan

The following summary highlights the major capital plan accomplishments of the 2012-2013 fiscal year.

### 2.1 Program Renewal

2.1.1 New dust collector in the Introduction to Technology area at Westgate CVI.

2.1.2 Installation of new gym dividers at Hammarskjold High School, Sir Winston Churchill CVI, and Westgate CVI.

### 2.2 Renovations/Additions

#### 2.2.1 École Gron Morgan Public School

- construction of an additional Kindergarten room to accommodate the Full Day Kindergarten Program;
- renovation of existing five Kindergarten classrooms including classroom washrooms; and
- renovation of courtyard for Kindergarten use.

- 2.2.2 Edgewater Park Public School
  - renovation to existing Kindergarten room and main gymnasium storage rooms.
- 2.3 Inviting Schools
  - 2.3.1 Exterior front entrance and façade improvements at Agnew H Johnston, Ogden Community, Vance Chapman and École Gron Morgan Public Schools.
  - 2.3.2 Interior painting at Hammarskjold High School, and Westgate CVI.
- 2.4 Accessibility
  - 2.4.1 New main exterior entrance ramp and a new interior ramp at École Gron Morgan Public School.
  - 2.4.2 Accessibility enhancements including accessible washrooms and door hardware were incorporated as part of the renovation improvements to École Gron Morgan Public School.
- 2.5 Energy Management
  - 2.5.1 Heating and ventilation upgrades to McKellar Park, Kingsway Park, Westmount and École Gron Morgan Public Schools and Hammarskjold High School.
  - 2.5.2 Increased roof insulation as part of roof upgrades at Hammarskjold High School and Victoria Park.
  - 2.5.3 Additional crawl space pipe insulation at Nor'wester View Public School.
  - 2.5.4 Westgate CVI solar panel system (final authorizations have not been received).
- 2.6 School Renewal
  - 2.6.1 Backflow assessments and renovations to École Gron Morgan, Vance Chapman, St. James, Claude Garton, C.D. Howe Public Schools, Victoria Park and Jim McCuaig Education Centre.
  - 2.6.2 Well water treatment system upgrades at Bernier-Stokes, Kakabeka Falls, Crestview, Gorham and Ware, Five Mile and McKenzie Public schools and Kingfisher Education Centre.
  - 2.6.3 Roof replacements at Hammarskjold High School, Crestview, and Five Mile Public Schools and Victoria Park.
  - 2.6.4 Exterior façade improvements to the main building at Kingfisher Lake Outdoor Education Centre.
  - 2.6.5 New main electrical transformer at Westgate CVI.

- 2.6.6 New flooring upgrade at Nor'wester View Public School main hallways and gymnasium, and second floor hallway and classroom at St. James Public School.
- 2.6.7 New partial suspended ceiling upgrades at Vance Chapman Public School hallways and in nine classrooms at Hammarskjold High School.
- 2.6.8 Partial locker replacement at Sir Winston Churchill CVI and École Gron Morgan Public School.
- 2.6.9 Soil remediation and redundant building demolitions at Bernier-Stokes Public School.

### 3. Lakehead District School Board Long-Term Capital Plan, 2013-2017

The following represents the capital enhancements in the 2013-2014 school year of the Long-Term Capital Plan. These projects will 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 dust collectors in woodworking and design technology areas at Westgate CVI.
- 3.1.2 New ventilation system in music room at Sir Winston Churchill CVI.
- 3.1.3 New ventilation system in dance room at Westgate CVI.
- 3.1.4 New flooring in auxiliary sports room at Hammarskjold High School.
- 3.1.5 Gym floor replacement at Westmount Public School.

#### 3.2 Inviting Schools

- 3.2.1 Exterior front entrance and façade improvements at two schools.
- 3.2.2 Front entrance concrete upgrades to C.D. Howe and Sherbrooke Public Schools.

#### 3.3 Accessibility

- 3.3.1 Various accessibility enhancements to washrooms and doors at Hammarskjold High School.

### 3.4 Energy Management

3.4.1 Boiler replacements at Algonquin, C.D. Howe and Hyde Park Public Schools.

3.4.2 Heating and ventilation upgrades at École Gron Morgan, and Edgewater Park Public Schools and Hammarskjold High School.

3.4.3 Improved roof insulation upgrade at Hammarskjold High School and Westgate CVI.

### 3.5 School Renewal

3.5.1 Safety and security enhancements at various schools.

3.5.2 Electrical and Life Safety system upgrades at École Gron Morgan, Edgewater Park, Nor'wester View Public Schools, Westgate CVI and Hammarskjold High School.

3.5.3 Roof replacements at Hammarskjold High School, Westgate CVI. and St. James Public School.

3.5.4 Ceiling replacements at Westgate CVI.

3.5.5 Grounds and drainage improvements at Kingsway Park Public School.

3.5.6 Locker replacement at École Gron Morgan Public School.

3.5.7 Main floor washroom upgrades at Sir Winston Churchill CVI.

3.5.8 Sound acoustic improvements in main gymnasium at Westgate CVI.

3.5.9 New flooring in library at Hammarskjold High School.

## 4. Full Day Kindergarten Program

Renovations will be completed at various schools to accommodate the Full Day Kindergarten Program for September 2014. Work also includes the upgrade project at Claude E. Garton Public School announced last year. These projects will be funded by Ministry of Education capital grants.

## 5. 2013-2014 Funding

The 2013-2014 capital projects will be funded by the following capital grants:

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

## 6. 2013-2017 Long-Term Capital Plan

6.1 Appendix A details a snap shot of 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. Jim McCuaig Education Centre

Most of the heating and ventilations systems within the Jim McCuaig Education Centre are original to the building. An engineering study will be obtained to make recommendations that address any building or mechanical system needs or improvements. Once the study has been completed, a report will be presented to the Board.

8. Conclusion

8.1 Quality of program delivery to all students remains first and foremost in all decisions when completing the Capital Plan.

8.2 Lakehead District School Board will continue to focus on the strategies as outlined in the 2013-2014 Operational Plan.

Respectfully submitted,

ROD BESSEL  
Manager of Property Services and Transportation

DAVID WRIGHT  
Superintendent of Business

CATHERINE SIEMIENIUK  
Director of Education

## Lakehead District School Board 2013/2014 Capital Budget

#	Location	Project	Brief Description	Cost
1	Various	Accessibility	Hammarskjold	100,000
2	Various	Safety & security	Safety and Security Committee	100,000
3	Gron	Electrical & life safety systems	Fire Alarm Panel/sensors	80,000
4	Edgewater Park	Electrical & life safety systems	Fire Alarm Panel/sensors	30,000
5	Nor'wester View	Electrical & life safety systems	Fire Alarm Panel/sensors	30,000
6	Westgate	Electrical & life safety systems	Secondary Panel Board	100,000
7	Hammarskjold	Electrical & life safety systems	Electrical study	15,000
8	Hammarskjold	Roof coverings	Phase 3-Gym Roof	240,000
9	Westgate	Roof coverings	Replacement of portion of roof	500,000
10	Westgate	Ceiling Replacement	Removal of Asbestos and installation of new ceilings	220,000
11	St James	Roof coverings	Replacement of portion of shingled roof	125,000
12	Algonquin	Heating & ventilation retrofit	Boiler & Unit ventilator replacement	400,000
13	CD Howe	Heating & ventilation retrofit	Boiler replacement & gym furnace	250,000
14	Hyde Park	Heating & ventilation retrofit	Boiler replacement	300,000
15	Hammarskjold	Heating & ventilation retrofit	Unit Ventilators & compressors	300,000
16	Gron Morgan	Heating & ventilation retrofit	Unit Ventilators/AHU	200,000
17	Westgate (Stage 2)	Tech Area Ventilation	New dust collector in Design Technology	95,000
18	Westgate (Stage 3)	Tech Area Ventilation	New dust collector in Wood Technology	175,000
19	Westgate	Dance Room Ventilation	Ventilation upgrade	20,000
20	Edgewater Park	Heating & ventilation retrofit	Controls upgrade	20,000
21	Kingsway Park	Grounds & drainage	Foundation improvements	175,000
22	CD Howe	Front Entrance upgrade	Replace pavers with new concrete	30,000
23	Sherbrooke	Front Entrance upgrade	Replace pavers with new concrete	30,000
24	Gron Morgan	Lockers	Replacement of 75 lockers	15,000
25	Various	Misc program needs	Program & accommodation needs	50,000
26	Hammarskjold	Auxillary Gym retrofit	New gym floor and painting	15,000
27	Westmount	Gym flooring	New gym floor	75,000
28	Hammarskjold	Library flooring	Removal of carpet & new floor	25,000
29	TBD	Street smart beautification	Façade & landscape improvements	75,000
30	TBD	Street smart beautification	Façade & landscape improvements	75,000
31	Westgate	Gym Acoustics	Installation of acoustical tiles in gym	115,000
32	Churchill	Music Room Ventilation	New ventilation & make-up air system	100,000
33	Churchill	Washroom Upgrades	Renovation to main floor washrooms	120,000
	<b>TOTAL</b>			<b>4,200,000</b>

## Lakehead District School Board 2013/2017 Year Capital Projects

Category	Category Costs per Year				
	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018
<b>Program Needs</b>					
Projects to support and enhance the learning environment					
<b>Total</b>	530,000.00	600,000.00	650,000.00	650,000.00	700,000.00
<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>	1,470,000.00	1,100,000.00	1,200,000.00	1,300,000.00	1,400,000.00
<b>Electrical</b>					
- Life safety/Emergency systems, communication systems, audiometric systems, switch gear, etc					
<b>Total</b>	255,000.00	220,000.00	240,000.00	260,000.00	260,000.00
<b>Site Work</b>					
- Site drainage, Parking lot paving & curbing, Play area paving & walkways, Fencing, signage, etc					
<b>Total</b>	175,000.00	200,000.00	220,000.00	230,000.00	240,000.00
<b>Building</b>					
- Roof systems, penetrations, HVAC, - Structural repairs & Building envelope - Window replacements & Interior finishes					
<b>Total</b>	1,460,000.00	1,100,000.00	1,200,000.00	1,300,000.00	1,400,000.00
<b>Accessibility</b>					
- Ramps, lifts, signage, door hardware - Washroom conversion					
<b>Total</b>	100,000.00	150,000.00	150,000.00	150,000.00	150,000.00
<b>TOTAL</b>	<b>\$4,200,000.00</b>	<b>\$3,520,000.00</b>	<b>\$3,810,000.00</b>	<b>\$4,040,000.00</b>	<b>\$4,300,000.00</b>

### Lakehead District School Board 2013/2017 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 dust collectors	2013	270,000.00	
	Churchill CVI	Music Room Upgrade	Heating and ventilation improvements	2013	100,000.00	
	Hammarskjold	Sports Room Upgrade	Flooring improvements	2013	15,000.00	
	Westgate CVI	Dance Room Upgrade	Heating and ventilation improvements	2013	20,000.00	
	Westmount	Gym floor Upgrade	Gym floor replacement	2013	75000	
	Various	Misc. accommodations	Program requirements TBD	2013	50,000.00	
						\$530,000.00
	Various	Misc program needs	Various	2014	550,000.00	
	Various Locations	Misc. accommodations	Program requirements TBD	2014	50,000.00	
						\$600,000.00
	Various	Misc program needs	Various	2015	550,000.00	
	Various Locations	Misc. accommodations	Program requirements TBD	2015	100,000.00	
						\$650,000.00
	Various	Misc program needs	Various	2016	550,000.00	
	Various Locations	Misc. accommodations	Program requirements TBD	2016	100,000.00	
						\$650,000.00
	Various	Misc program needs	Various	2017	350,000.00	
	Churchill CVI	New gymnasium floor & bleachers	Facility upgrades & improvements	2017	250,000.00	
	Various Locations	Misc. accommodations	Program requirements TBD	2017	100,000.00	
						\$700,000.00
<b>Category Total</b> \$3,130,000						
	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	TBD	Street Smart Beautification	Façade & landscape improvements	2013	75,000.00	
	TBD	Street Smart Beautification	Façade & landscape improvements	2013	75,000.00	
	CD Howe	Street Smart Beautification	Front entrance concrete upgrades	2013	30,000.00	
	Sherbrooke	Street Smart Beautification	Front entrance concrete upgrades	2013	30,000.00	
						210,000.00
	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	TBD	Interior painting	Three schools per year (\$250,000/year)	2013	250,000.00	
	TBD	Interior painting	Three schools per year (\$250,000/year)	2014	250,000.00	

### Lakehead District School Board 2013/2017 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	Algonquin	Heating & ventilation retrofit	Boiler replacement	2013	400,000.00	
	CD Howe	Heating & ventilation retrofit	Boiler replacement	2013	250,000.00	
	Hyde Park	Heating & ventilation retrofit	Boiler replacement	2013	300,000.00	
	Hammarskjold	Heating & ventilation retrofit	Air handling units & compressor	2013	300,000.00	
	Ecole Gron Morgan	Heating & ventilation retrofit	Unit ventilator upgrades	2013	200,000.00	
	Edgewater Park	Heating & ventilation retrofit	Control system upgrade	2013	20,000.00	
						1,470,000.00
	Claude Garton	Heating & ventilation retrofit	Boiler replacement	2014	500,000.00	
	Ecole Gron Morgan	Heating & ventilation retrofit	Air handling units	2014	600,000.00	
						\$1,100,000.00
	Various	Energy projects	Various energy projects	2015	250,000.00	
	Gorham & Ware	Heating & ventilation retrofit	Boiler replacement	2015	150,000.00	
	Vance Chapman	Heating & ventilation retrofit	Air Handling Units	2015	250,000.00	
	Various	Heating & ventilation retrofit	Boiler replacement, distribution	2015	550,000.00	
						1,200,000.00
	Various	Energy projects	Various energy projects	2016	750,000.00	
	Various	Heating & ventilation retrofit	Boiler replacement, distribution	2016	550,000.00	
						1,300,000.00
	Various	Energy projects	Various energy projects	2017	800,000.00	
Various	Heating & ventilation retrofit	Boiler replacement, distribution (2)	2017	600,000.00		
					1,400,000.00	
<b>Category Total</b>						
\$6,470,000						
	Location	Project	Brief Description	Year	Cost	Total
<b>Electrical</b> - Life safety/Emergency systems - Transformers - General communication systems - Audiometric improvements - Switch gear, electrical distribution	Various	Electrical systems	Misc electrical upgrade & life safety items	2013	255,000.00	
						255,000.00
	Various	Electrical systems	Misc electrical upgrade & life safety items	2014	200,000.00	
	Westgate	Electrical systems	Study	2014	20,000.00	
						\$220,000.00
	Various	Electrical systems	Misc electrical upgrade & life safety items	2015	220,000.00	
	Churchill	Electrical systems	Study	2015	20,000.00	
						\$240,000.00
	Various	Electrical systems	Misc electrical upgrade & life safety items	2016	240,000.00	
	TBD	Electrical systems	Study	2016	20,000.00	
					\$260,000.00	
Various	Electrical systems	Misc electrical upgrade & life safety items	2017	260,000.00		
					\$260,000.00	
<b>Category Total</b>						
\$1,235,000						

## Lakehead District School Board 2013/2017 5 Year Capital Projects

	Location	Project	Brief Description	Year	Cost	Total
<b>Site Work</b> - Site drainage improvements - Parking lot paving & curbing - Play area paving & walkways - Fencing, signage	Kingsway Park	Grounds & Drainage	Foundation Drainage Improvements	2013	175,000.00	
						\$175,000.00
	Various	Site work	Misc projects	2014	200,000.00	
						\$200,000.00
	Various	Site work	Misc projects	2015	220,000.00	
						\$220,000.00
	Various	Site work	Misc projects	2016	230,000.00	
					\$230,000.00	
Various	Site work	Misc projects	2017	240,000.00		
					\$240,000.00	
<b>Category Total</b> \$1,065,000						
	Location	Project	Brief Description	Year	Cost	Total
<b>Building</b> - Roof systems, HVAC penetrations - Structural repairs - Building envelope - Interior finishes - Plumbing	TBD	Safety and Security enhancements		2013	100,000.00	
	Westgate	Ceiling Upgrade	Replace portion of finished ceilings	2013	220,000.00	
	Churchill	Washroom Upgrades	Main floor washroom upgrades	2013	120,000.00	
	Hammarskjold	Roof coverings	Replacement of portion of roof (Phase 3)	2013	240,000.00	
	Westgate	Roof coverings	Replacement of portion of roof	2013	500,000.00	
	St. James	Roof coverings	Replacement of portion of roof	2013	125,000.00	
	Westgate	Gym Improvements	Improvements to sound acoustics	2013	115,000.00	
	Ecole Gron Morgan	Lockers	Replacement of 75 lockers	2013	15,000.00	
	Hammarskjold	Library flooring	Library flooring replacement	2013	25,000.00	
						1,460,000.00
	Sherbrooke	Flooring	Carpet removal and tile replacement	2014	50,000.00	
	Various	Security	Lockdown, blinds, cameras, etc.	2014	150,000.00	
	Various	Roof coverings	Upgrade existing roof	2014	500,000.00	
	Various	Misc Building	Misc projects	2014	400,000.00	
						\$1,100,000.00
	Various	Roof coverings	Upgrade existing roof.	2015	500,000.00	
	Various	Security	Lockdown, blinds, cameras, etc.	2015	150,000.00	
	Various	Misc building	Misc projects	2015	550,000.00	
						1,200,000.00
	Various	Roof coverings	Upgrade existing roof	2016	500,000.00	
	Various	Security	Lockdown, blinds, cameras, etc.	2016	150,000.00	
	Various	Misc building	Misc projects	2016	650,000.00	
						\$1,300,000.00
Various	Roof coverings	Upgrade existing roof.	2017	500,000.00		
Various	Security	Lockdown, blinds, cameras, etc.	2017	150,000.00		
Various	Misc building	Misc projects	2017	750,000.00		
<b>Category Total</b> 6,460,000.00						\$1,400,000.00



LAKEHEAD DISTRICT SCHOOL BOARD

**MINUTES OF PARENT INVOLVEMENT COMMITTEE**

Board Room  
Jim McCuaig Education Centre

2013 SEPT 30

**MEMBERS PRESENT:**

Sheila Stewart (Chair)  
Serena Essex  
Dave Isherwood  
Gail Iwanonkiw  
Pat Johansen

Vishnu Kowlessar  
Gerry Leach  
Catherine Siemieniuk  
Nicole Walter Rowan

**RESOURCE:**

Kathryn Hantjjs, Executive Assistant  
Bruce Nugent, Communications Officer  
Sherri-Lynne Pharand, Superintendent of Education

**GUESTS:**

Jennifer Davis, School Council Chair, Crestview Public School  
Danica Gernat, School Council Chair, Valley Central Public School  
Lori Lukinuk, Trustee  
Logan Turner, Student Trustee

**MEMBERS ABSENT, WITH REGRET:**

Marg Arnone  
Nathalie Ferguson  
Kelly Gallagher  
Laura Macgowan  
Angela Meady  
Rima Mounayer  
Susie Splett

1. **Call to Order**

Director Siemieniuk noted that, in the absence of the Chair and Vice Chair, Sheila Stewart was asked to chair this meeting.

Chair Sheila Stewart called the meeting to order and welcomed everyone. Members and guests introduced themselves.

2. **Disclosure of Conflict of Interest**

There were no disclosures of conflict of interest.

3. **Approval of the Agenda**

By consensus, the agenda was approved with the following change:

- Item 8.1 Student Achievement will be received directly following the Director's Report.

#### 4. Director's Report

Catherine Siemieniuk, Director of Education, spoke about the strategic planning process and presented the 2013-2014 Operational Plan. Questions were addressed and suggested changes noted.

Director Siemieniuk noted that Tell Them From Me parent climate surveys will be conducted this school year and requested input from members as to timing and modes of communicating that surveys are underway. Suggestions included providing information in newsletters, on the website, by Synrevoice, posters, email, paid advertising, and on School Council agendas. The Director noted that Mary-Beth Minthorn-Biggs will have a display table at the October 21 "Beating the Odds" PIC event.

Director Siemieniuk also spoke about the regional Parent Engagement Project and noted that Donica LeBlanc, Supervising Principal – Early Learning Lead, will report further at a future meeting.

She also reported that the AEAC \$750 funding for 2012-2013 wasn't spent by budget year-end due to exceptional circumstances. Members approved, by consensus, that AEAC can carry forward the funding for spending in 2013-2014.

Director Siemieniuk reported that the current PIC budget available is \$6048.75.

#### 5. Student Achievement

Sherri-Lynne Pharand, Superintendent of Education, highlighted the six key components of the School Effectiveness Framework, focusing on the Home, School and Community Partnerships component. She also shared information about the provincial Student Achievement Division's research-into-practices series documents entitled "*Bringing Marginalized Parents and Caregivers into Their Children's Schools*" and "*Supporting Families as Collaborators in Children's Literacy Development*", and the Literacy & Numeracy Secretariat's Capacity Building Series document about parent engagement. Questions were addressed.

Suggestions included having a second session on this information at a future PIC meeting with the new membership, holding a separate session and including School Council Chairs from 6:00 to 6:30 p.m. on the evening of a PIC meeting, communicating to School Councils through their Principals at School Council meetings, and providing links to information in PIC Corner.

#### 6. Confirmation of Minutes – September 9, 2013

The minutes were confirmed by consensus.

#### 7. Fall Event Ad Hoc Committee

On behalf of Nathalie Ferguson, Chair of the Fall Event Ad Hoc Committee, Chair Sheila Stewart reported that posters have been distributed for *Beating the Odds* at Victoria Inn on Monday, October 21 at 6:30 p.m. Information has also been shared in PIC corner and on the website.

8. Regional PRO Grant

Sheila Stewart reported that she, Kelly Gallagher, Director Siemieniuk, and Bruce Nugent met last week to discuss the regional PRO grant and to look at finding ways to align plans for spending with the Board's social media strategy that is planned for this year. A request for proposal (RFP) will be submitted to the Purchasing Department for publication by October 11. Director Siemieniuk will seek interested members to serve on an ad hoc committee after the RFP is out. The Director also noted that the allocation of funds has yet to be received from the Ministry of Education and it is difficult to proceed until this information is known.

9. Appointments to the 2013-2014 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:

- Jennifer Davis, School Council Representative (2 years);
- Jennifer DeFranceschi, Parent Alternate Member (1 year);
- Kelly Gallagher, Parent Member (1 year);
- Gerry Leach, Parent Alternate Member (1 year);
- Harbinder Singh Hayer, Parent Member (2years);
- Varinder Singh Hayer, School Council Representative (2 years); and
- Susie Splett, School Council Representative (2 years).

Director Siemieniuk will follow-up with Varinder Singh Hayer to confirm eligibility as a School Council representative.

Vacancies remain for alternate School Council and Community representative positions. If members have names to suggest, they are encouraged to contact the Director.

Appointments will be recommended at the October 8 Standing Committee meeting for confirmation by the Board on October 22.

Director Siemieniuk thanked members for serving on the PIC selection ad hoc committee.

10. Aboriginal Education Advisory Committee (AEAC) Report

Serena Essex, AEAC representative, reported that AEAC met on September 20, the Fall Harvest held last week was very successful, and that AEAC will meet again in November.

11. Special Education Advisory Committee (SEAC) Report

Director Siemieniuk reported that Laura Sylvestre will be recommended to the Board as the SEAC representative on PIC for 2013-2014. The Director noted that she had attended the September 18 SEAC meeting to present the Operational Plan, and the agenda also included advocacy planning for the school year.

12. Other Business

12.1 Sheila Stewart shared information about the People for Education conference to be held in Toronto on November 2. Members supported a representative (or

two) attend. Kathryn Hantjis will survey current committee members seeking expressions of interest.

12. 2 Gerry Leach spoke about a media interview he heard about hockey diminishing in secondary schools and inquired about the status in our schools. Dave Isherwood, Principal at Sir Winston Churchill CVI, responded to the inquiry.

12. 3 Sheila Stewart extended a thank you to outgoing members for their commitment to PIC and welcomed incoming members. Gail Iwanonkiw thanked Sheila Stewart for her many years of involvement and wished her well.

13. Next Meeting

The next meeting will be held on Monday, November 18 at 6:30 p.m. in the Board Room.

14. Adjournment

The meeting adjourned at 8:28 p.m.

LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2013 NOV 26  
Report No. 117-13

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 November 12, 2013 and have been referred to the Board for approval. The recommendations are as follows:

**APPROVAL OF APPOINTMENT TO THE SPECIAL EDUCATION ADVISORY COMMITTEE (SEAC) (105-13)**

It is recommended that Lakehead District School Board approve the appointment of Maureen Cameron as member to the Special Education Advisory Committee representing Community Living Thunder Bay for the term ending November 30, 2014.

**POLICY REVIEW – 6010 EMERGENCY EVACUATION AND SCHOOL CLOSURE (103-13)**

It is recommended that Lakehead District School Board approve:

1. The splitting of Emergency Evacuation and School Closure Policy 6010 into two policies: Emergency Evacuation and School Closure, and Threat Response; and
2. The postponement of the review process until direction from the Ministry is received.

Respectfully submitted,

KAREN WILSON  
Chair  
Standing Committee

LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2013 NOV 26  
Report No. 112-13

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

RE: BY-LAW NO. 107 - 2014 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. 107 – 2014 Tax Levy (Appendix A) authorizing the 2014 tax levy at the prescribed rates set by Ontario Regulation 400/98 as amended, as outlined in Report No. 112-13.

Respectfully submitted,

BRUCE SAUDER  
Administrative Services Supervisor

DAVID WRIGHT  
Superintendent of Business

CATHERINE SIEMIENIUK  
Director of Education

**LAKEHEAD DISTRICT SCHOOL BOARD**

**BY-LAW NO. 107**

A by-law to provide for a 2014 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 2014 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 26th day of November, 2013.

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Deborah Massaro  
Chair

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Catherine Siemieniuk  
Secretary

-LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2013 NOV 26  
Report No. 119-13

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. In 2013, SEAC has actively been recruiting new members and alternate members.

2. Situation

- 2.1 Terry Skinner, Alternate Member, Children's Centre Thunder Bay resigned as alternate member in September 2013.
- 2.2 Children's Centre Thunder Bay has submitted a nomination for Jane Cuttress to be appointed as alternate representative to the Special Education Advisory Committee.

RECOMMENDATION

It is recommended that Lakehead District School Board approve the appointment of Jane Cuttress as alternate member to the Special Education Advisory Committee representing Children's Centre Thunder Bay 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 NOV 26  
Report No. 114-13

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 18, 2013 Audit Committee Meeting and have been referred to the Board for approval.

A copy of the amended Audit Committee Summarized Annual Report – August 31, 2013 is attached as Appendix A. The Audit Committee amended the resolution to remove the Special Education Audit from the summarized annual report as the Special Education Audit report has not yet been reviewed by the Audit Committee.

A copy of the 2012-2013 Audited Financial Statements Report (111-13) is attached as Appendix B. A change was made to 3.4 (i) of the original report. A balance of approximately \$6.9 mil is un-appropriated and available for compliance, (changed from \$7.1 mil). Grant Thornton, the external auditors, will also make the change to the Audited Financial Statements on page 21.

The recommendations are as follows:

**AUDIT COMMITTEE SUMMARIZED ANNUAL REPORT – AUGUST 31, 2013 (110-13)**

It is recommended that Lakehead District School Board:

1. Approve the Audit Committee Summarized Annual Report as outlined in Appendix A to Report No. 110-13 as amended; and
2. Forward the report to the Ministry of Education.

**2012-2013 AUDITED FINANCIAL STATEMENTS (111-13)**

It is recommended that Lakehead District School Board approve the August 31, 2013 audited financial statements as outlined in Report No.111-13, 2012-2013 Audited Financial Statements.

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, 2013

Lakehead District School Board

Fiscal Year: 2012-2013

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

During the 2012-2013 fiscal year, the following internal audits were completed by August 31, 2013:

- Budget Planning, Development and Control Audit; and
- Facility Requirement Forecasting/Capital Planning Audit.

Based on year three of the Internal Audit Plan, enrolment audits will not be performed in the 2013-2014 fiscal year.

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

LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2013 NOV 18  
Report No. 111-13

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

RE: 2012-2013 AUDITED FINANCIAL STATEMENTS

1. Background

Administration has concluded the preparation of the financial statements for the 2012-2013 fiscal period ending August 31, 2013. These statements have been subjected to audit by the Board's appointed external auditors, who will be reporting on the results of the audit.

2. Situation

Lakehead District School Board remains 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 influence the year-end balances of assets and liabilities. As at August 31, 2013, funds owing to the Board by various parties are considered mostly collectible, with a small allowance having been made for older receivables. 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 26, 2012. 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 the 2012-2013 fiscal year, Administration analyzed potential budget variances as reported in Report No. 015-13, Interim Financial Information – December 31, 2012, and Report No. 061-13, Interim Financial Information – April 30, 2013. There were no changes to the 2012-2013 revised budget allocations recommended after the presentation of these reports.

3.4 The financial statements for the 2012-2013 fiscal year indicate:

- i) A balance of approximately \$7.1mil that is un-appropriated and available for compliance. This amount was formerly known as working capital;
- ii) A balance of \$6.78 mil 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 -\$15.33 mil 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, 2013 audited financial statements as outlined in Report No.111-13, 2012-2013 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

2013 NOV 26  
Report No. 118-13

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

RE: SCHOOL BOARD EFFICIENCIES AND MODERNIZATION CONSULTATION

1. Background

- 1.1 On October 25, 2013, correspondence was received from Gabriel Sékaly, Assistant Deputy Minister, Ministry of Education, regarding School Board Efficiencies and Modernization Consultation.
- 1.2 Assistant Deputy Minister Sékaly encouraged Boards to comment on the consultation guide provided no later than the end of November 2013.
- 1.3 Trustees have met informally to provide feedback on the School Board Efficiencies and Modernization Consultation stakeholder document.

2. Situation

The consolidated feedback is presented as a handout for the Board's consideration.

RECOMMENDATION

It is recommended that Lakehead District School Board approve and submit its consolidated feedback to the Ministry of Education's Office of the Assistant Deputy Minister.

Respectfully submitted,

DEBORAH MASSARO  
Chair of the Board



**Deborah Massaro**  
Chair  
dmassaro@lakeheadschoools.ca

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November 26, 2013

Joshua Paul  
Director of the Education Finance Branch  
[joshua.paul@ontario.ca](mailto:joshua.paul@ontario.ca)  
Ministry of Education  
22<sup>nd</sup> Floor, Mowat Block  
900 Bay Street  
Toronto, On M7A 1L2

Dear Mr. Paul:

On November 26, 2013, Trustees of the Lakehead District School Board approved the following resolution:

*“THAT Lakehead District School Board approve and submit its consolidated feedback to the Ministry of Education’s Office of the Assistant Deputy Minister.”*

Please see the attached letter and thank you for taking the time to consider our concerns.

Sincerely,

Deborah Massaro  
Chair of the Board

cc Gabriel F. Sékaly, Assistant Deputy Minister  
George Zegarac, Deputy Minister  
Trustees, Lakehead District School Board