



**Office of the Director**

Jim McCuaig Education Centre  
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**ANNUAL BOARD MEETING**

**Tuesday, December 3, 2013  
Jim McCuaig Education Centre  
6:00 p.m. – in the Board Room**

Catherine Siemieniuk  
Director of Education

**AGENDA**

- |     |  |                            |       |
|-----|--|----------------------------|-------|
| 1.  | Call to Order  |                            |       |
| 2.  | Election of Chair of the Board   | Director                   |       |
| 3.  | Election of Vice Chair of the Board  | Chair                      |       |
| 4.  | Election of a Member and Alternate of the Coordinating Committee                                   | Chair                      |       |
| 5.  | Aboriginal Education Advisory Committee Annual Report (004-14)                                     | S. Tardif/<br>S. Pharand   | 1-5   |
| 6.  | Special Education Advisory Committee Annual Report (002-14)  | L. Sylvestre               | 6-20  |
| 7.  | Parent Involvement Committee Annual Report (003-14)  | K. Gallagher               | 21-24 |
| 8.  | Annual Report to the Lakehead District School Board on Public Library Activities for 2013 (006-14) | B. Donnelly                | 25-28 |
| 9.  | Trustee Appointments to Board Committees – 2014 (005-14)   | C. Siemieniuk              | 29-30 |
| 10. | Director's Annual Report 2012-2013 (001-14)<br>- Brochure available at the meeting                 | C. Siemieniuk<br>+ Handout | 31    |
| 11. | Adjournment  |                            |       |

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

LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2013 DEC 03  
Report No. 004-14

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

RE: ABORIGINAL EDUCATION ADVISORY COMMITTEE ANNUAL REPORT

1. Background

- 1.1 On June 22, 2004, the Aboriginal Education Advisory Committee Policy 8061 was approved by Lakehead District School Board authorizing the establishment of a committee to make recommendations to the Board on matters relating to the education of Aboriginal students.
- 1.2 The Aboriginal Education Advisory Committee (AEAC) has been active since November 2004. The Co-Chairs for this past year have been Dolores Wawia and Sherri-Lynne Pharand.
- 1.3 The Aboriginal Education Advisory Committee held seven meetings this year.
- 1.4 The Aboriginal Education Advisory Committee is required to report to the Board on its activities. Minutes of meetings are included on Board agendas.

2. Situation

- 2.1 The Aboriginal Education Advisory Committee is comprised of a group of individuals from diverse backgrounds.
- 2.2 The cultural spirit of this unique committee is reflected in the integration of Aboriginal protocols such as opening and closing ceremonies by an Aboriginal Elder and a Métis Senator.
- 2.3 The 2013-2014 meeting schedule was approved at the May 16, 2013 meeting.

2.4 The Aboriginal Education Advisory Committee is presently comprised of:

<b>NAME</b>	<b>AFFILIATION</b>
<b>MEMBERS:</b>	
ARNONE, Marg	Trustee
BAXTER, Lawrence	Parent/Guardian
BEARDY, Kathy	Community/Agency
CROMARTY, Elliott	Community/Agency
ESSEX, Serena	Parent/Guardian
FIDDLER, Katrina	Student
FONTAINE, Pauline	Elementary Principal
LALONDE, Steve	Parent/Guardian
O'MEARA, Sylvia	Parent/Guardian
PHARAND, Sherri-Lynne	Superintendent – Director Designate
TARDIF, Suzanne	Parent/Guardian
WAWIA, Dolores	Co-Chair
WHITE-KOKEZA, Beverley	Parent/Guardian
<b>ALTERNATES:</b>	
DEROY, Audrey	Community/Agency
HALIUK, Robin	Parent/Guardian
KANUTSKI, Sharon	Parent/Guardian
LUKINUK, Lori	Trustee
MORETTIN, Donnalee	Parent/Guardian
OIKONEN, Ron	Trustee
ZOCCOLE, Fay	Community/Agency
<b>RESOURCE:</b>	
CHAMBERS Ellen	Elementary
CHARLTON, Coral	Secondary Vice Principal
FARRELL-MORNEAU, Amy	Aboriginal Community Liaison Officer
GUILLET, JoJo	Aboriginal Education Resource Teacher
HILL, Judy	Executive Secretary
MCKAY, Robert	Senator
MERCIER, Isabelle	Elder
RISSANEN, Jenn	Secondary Resource
WALTER-ROWAN, Nicole	Program Co-ordinator

2.5 In 2013, five new appointments to the committee were approved by the Lakehead District School Board.

A Chair is elected annually at the December meeting.

- 2.6 The following presentations have been shared at the regular meetings for committee feedback:

<b>Topic</b>	<b>Presenter(s)</b>
Grade 7 Project – Birch Bark Canoes	Lisa Korteweg
Strategic Plan	Cathi Siemieniuk
Mental Health Initiative Presentation	Mary-Beth Minthorn-Biggs
Westgate Presentation – Books With No Bounds	Linda Karlstedt, Riley Lucas, Jodie Cataldo, Nancy Coulter, Margarita Wilson
2013-2014 Budget Presentation	Kirsti Alaksa
Superior Model Presentation	Lori Carson
Algonquin Presentation	Christy Radbourne/Lauren Ozerkevich
Restorative Practices Presentation	Charles Bishop
Summer Programs	Robin Tabor-John, Nikki Marks
IT Policy Input	Dave Covello
NS/NL Workshop	JoJo Guillet/Jennifer Rissanen
Water Walk Grant	JoJo Guillet/Jennifer Rissanen
Summer Programs Update	Nikki Marks
Operational Plan	Sherri-Lynne Pharand
NS/NL Courses	Jennifer Rissanen
FNMI SSI (Student Support Initiative)	Paul Tsekouras
IT Plan Update	Gino Russo

- 2.7 The Aboriginal Education Advisory Committee provided input to the Board's 2013-2014 Budget.
- 2.8 Lakehead District School Board confirmed financial support to the Aboriginal Education Advisory Committee by providing a working budget for the committee. Ongoing support for many Aboriginal Education priorities was also confirmed by the Lakehead District School Board such as the continuation of the Aboriginal Community Liaison Officer and the Aboriginal Education Resource Teacher positions. Funding was also provided to support the Native Language and Native Studies courses, staff professional development and cultural sensitivity training for all staff.
- 2.9 Native Language and Native Studies courses continue to be offered at all four secondary schools, Armstrong and Ecole Gron Morgan Public Schools, along with an evening Native Language course being offered through the Lakehead Adult Education Centre. As well, the Native Language pilot program is continuing at Algonquin Avenue and Ecole Gron Morgan Public Schools for the 2013-2014 school year. The pilot was expanded to include Grade 6 students at Ecole Gron Morgan Public School.

- 2.10 The Advisory Committee has been instrumental in directing and supporting initiatives in Aboriginal Education such as the continued delivery of the Tutor in a Cultural Learning Environment pilot from spring 2012 which has now been expanded to all programs in all four high schools, the continuation of the Aboriginal Parent/Guardian Advocacy Program, community partnerships, cultural awareness through professional development, cultural programming, Aboriginal role models, cultural sensitivity training, welcoming school environments and increasing Aboriginal presence in our schools.

The priorities identified are aligned with the Committee's three year 2012- 2015 work plan.

- 2.11 The position of the Aboriginal Community Liaison Officer supports the implementation of Board initiatives and activities in Aboriginal education. This role primarily focuses on nurturing relationships and creating partnerships with community/First Nations and the Board/schools (K-12) that support Aboriginal student success. Other activities include cultural awareness, connections to Elders/cultural resource people, Learning Through The Arts' Elder-in Residence Program initiative which is still in the piloting phase, Aboriginal Role Model Initiative, Aboriginal Transitions Committee and Aboriginal Parent/Guardian Volunteer Advocacy Program.
- 2.12 The Aboriginal Transitions Committee has created a pilot form intended for secondary administrators and Student Services staff to determine some of the needs and educational background of Aboriginal students from remote communities transitioning into the secondary system in order to promote greater academic success for those students. A part of this form on "Student Voice" will be included in an updated version of our Welcome Kits.
- 2.13 The ongoing community relationships and success for students comes through working alongside community committees including the Community Coalition United for the Protection of Children and Youth (CCUPCY) who work toward annual events such as Fall Harvest and Spirit of Winter, the National Aboriginal Day committee who worked toward the nationally celebrated event on June 21, 2013 and the Northwestern Ontario Aboriginal Youth Achievement and Recognition Awards Committee who worked toward the same-named event held mid-May to celebrate our youth and community.
- 2.14 With a revised title now reading "Aboriginal Presence in Our Schools: A Cultural Resource for Staff", this resource document has undergone updating and additions in many areas including the Métis and Inuit cultures. With this in mind, a call was sent out to secondary schools for a new cover for the newly revised resource which was well received. Submissions for the cover had two requirements: that the cover contain the image of the Sleeping Giant and that it be representative of the Aboriginal culture (First Nations, Métis, and Inuit). A Grade 10 student from Superior C.V. I., Christa Campbell's vibrant and symbolic artwork was AEAC's choice as the winning submission. A celebration of all student artwork submissions was held in March at Lakehead University's Agora.

2.15 The Aboriginal Education Resource teacher position(s) provide support at elementary and secondary schools through literacy coaching for elementary teachers, support for secondary Native Studies, Native Language teachers and Aboriginal Success Facilitator teachers. The resource teachers have also been instrumental in the development and delivery of Board and school-wide professional development. This professional development has been foundational in building capacity to incorporate Indigenous knowledge into the Ontario curriculum, and to meet the needs of First Nation, Métis and Inuit students. The resource teachers are also involved with cultural sensitivity training, New Teacher Induction training, supporting Early Literacy Development, advice for administrators and teachers, as well as development of culturally responsive resources that reflect the population of our community.

2.16 Provincial/Board Involvement

2.16.1 The approved minutes of each Aboriginal Education Advisory Committee meeting are included as an information item for Trustees in Board agendas.

2.16.2 The elementary, secondary and program staff resource individuals regularly attend meetings to provide information and receive input from the committee on various initiatives.

2.16.3 The Aboriginal Education Advisory Committee website is maintained and its use is encouraged.

3. Conclusion

The Aboriginal Education Advisory Committee members are to be commended for the time and commitment they have given to the activities of the Committee. The Committee will continue to act in an advisory role to fulfill its mandate as outlined in Procedures 8061. The Committee extends its thanks to Lakehead District School Board for its support of the committee and Aboriginal Education.

Miigwetch.

Respectfully submitted,

DOLORES WAWIA  
Co-Chair  
Aboriginal Education Advisory Committee

SHERRI-LYNNE PHARAND  
Co-Chair, Aboriginal Education Advisory Committee  
Superintendent of Education

CATHERINE SIEMIENIUK  
Director of Education

LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2013 DEC 03  
Report No. 002-14

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

RE: SPECIAL EDUCATION ADVISORY COMMITTEE (SEAC) ANNUAL REPORT

1. Background

- 1.1 On January 18, 1983, in accordance with Regulation 464/97 of the Education Act, Lakehead District School Board established the Special Education Advisory Committee to make recommendations to the Board relating to matters affecting the establishment and development of special education programs and services in respect to exceptional students of the Board.
- 1.2 To qualify as a representative, a person must be:
  - A Canadian citizen;
  - The full age of eighteen years;
  - A resident within the jurisdiction of the Board; and
  - A public school elector.
- 1.3 A SEAC Member cannot be an employee of the Board.
- 1.4 The term of office for representatives of associations or organizations coincides with the term of the Board.
- 1.5 SEAC is required to report annually to the Board on its activities.

2. Situation

- 2.1 As the term of office for representatives of associations or organizations coincides with the term of the Board, an advertisement was placed in The Chronicle Journal and The Source for SEAC representatives for the term of Office December 2010 to November 2014. Agencies/Organizations nominated members and alternate members to SEAC.
- 2.2 The current Special Education Advisory Committee has been active since December 2010. Annually a Chair and Vice Chair are elected. The current Chair is Laura Sylvestre and the current Vice Chair is Theresa Graham. The Superintendent responsible for Special Education, Colleen Kappel, acts as secretary and advisor to the Committee.
- 2.3 The Special Education Advisory Committee is presently comprised of ten members (one representative from each of eight associations) and two Trustees. SEAC members are:

<b>Name</b>	<b>Association/Organization</b>
1. Sheila Marcinyshyn Martha Mawakeesic (alternate)	Anishnawbe Mushkiki
2. Laura Sylvestre	Autism Ontario - Thunder Bay & District Chapter
3. Jennifer Bean-Anderson	Canadian Diabetes Association – Northwestern Ontario
4. Theresa Graham Jane Cuttress (alternate)	Children's Centre of Thunder Bay
5. Maureen Cameron	Community Living Thunder Bay
6. Judy Kay David Fulton (alternate)	Fetal Alcohol Support Information Network
7. Jennifer Turcotte	North West Community Care Access Centre
8. Mike Otway Heather Conrad (alternate)	VOICE for Hearing Impaired Children
9. Marg Arnone Ron Oikonen (Alternate)	Trustee
10. Pat Johansen Jack Playford (Alternate)	Trustee

2.4 According to legislation, SEAC meetings occur monthly from September to June during the school year. There are no meetings scheduled during July and August.

2.5 The following presentations were made at the regular meetings September 2012- June 2013

<b>Topic</b>	<b>Presenter(s)</b>
2012-2013 Operational Plan	C. Siemieniuk
Mental Health Initiative	L. Carson & M.B. Minthorn-Biggs
Restorative Practices	C. Bishop
Behaviour Management Systems Training	A. Pugliese
Individual Education Plans	A. Pugliese
Strategic Plan Update	C. Siemieniuk
2013-2014 Budget Presentation	D. Wright
Effective Parenting Through Restorative Practices	B. Schenk
Transition Planning	A. Pugliese
Information Technology Policy 3096	D. Covello

## 2.6 Professional Development

SEAC members were again encouraged to participate in workshops and events specifically geared to SEAC members and their roles. Time was also set aside on each agenda to allow members to inform the rest of the group about any workshops/events that their respective associations may be hosting and to promote interest in workshops/events coming up in the community.

The following are some of the workshops/events attended by SEAC members:

- Autism Awareness Walk @ Boulevard Lake October 13, 2012;
- Autism Awareness Event on October 20, 2012;

- FASIN Survey for Parents/Guardians;
- Parent Involvement Committee Event October 22, 2012;
- Autism Ontario *Parade of Lights*, December 1, 2012;
- Anishnawbe Mushkiki Comedy Show, December 22, 2013;
- Young Adult Support Brainstorming Session, @ Communities Together For Children on February 12, 2013;
- Anishnawbe Mushkiki *Winter Fest*, February 23, 2013;
- World Autism Awareness Day, April 2, 2013;
- Children's Centre 25<sup>th</sup> Anniversary and Juli Alvarado Session, April 18 & 19, 2013;
- Dr. Gabor Maté – *The Biology of Loss: What Happens When Attachments Are Impaired and How To Foster Resilience*, May 9, 2013;
- Anishnawbe Mushkiki - *Healthy Brains For Children*, June 4, 2013; and
- Anishnawbe Mushkiki – Father Engagement Workshop, June 13, 2013 & Father's Day Picnic, June 14, 2013.

## 2.7 SEAC Participation and Input

SEAC members were engaged in the process of providing information at the following events:

- Parent Involvement Committee Evening Event on October 22, 2012;
- Kindergarten Registration Evening on February 4, 2013; and
- Effective Parenting Through Restorative Practices Event on April 16, 2013.

## 2.8 Work Plan

Each school year, a SEAC Work Plan is developed outlining objectives, key actions, timelines, and intended results. Attached, as Appendix A, is the 2012-2013 SEAC Work Plan.

The current 2013-2014 SEAC Work Plan is also attached as Appendix B.

## 2.9 Advocacy

- 2.9.1 An Advocacy Memo was distributed to parents/guardians of students with Special Needs in October 2012. Included with the memo is the document, *Advocacy Information for Families*, which is attached as Appendix C.
- 2.9.2 An Advocacy Tracking template was developed for use by SEAC members.
- 2.9.3 SEAC members have acted as advocates to assist students and their families within our schools.
- 2.9.4 At each SEAC meeting, members record their advocacy over the course of the month. From September 2012 to June 2013, six members provided advocacy on 22 occasions to parents/guardians either by phone, in person, in group participation, or via email.
- 2.9.5 A goal of SEAC in the 2012-2013 Work Plan was to develop an Advocacy Training Plan for SEAC members to receive orientation and training to

better assist as advocates to parents/guardians of students with special needs. The training plan was finalized in May 2013 and a review of the training plan along with role playing scenarios took place at the October 16, 2013 SEAC meeting. Next steps include creating an Advocacy Training Binder/Manual to assist members in their role as advocates.

## 2.10 Provincial and Board Involvement

2.10.1 Common issues regarding Special Education funding are shared with the Board of Trustees, Minister's office, OPSBA, OPSOA, and the provincial SEAC's.

2.10.2 To communicate the role of SEAC to the schools and our community, the following actions were taken:

2.10.2.1 Articles from SEAC members' associations were forwarded to the schools for their monthly newsletters. A copy is also forwarded to Bruce Nugent, Communications Officer and placed in *Lakehead This Week*.

2.10.2.2 The SEAC website was maintained and its use encouraged. The SEAC website is available at the following web link:  
<http://www.lakeheadschoools.ca/speced/seac>

2.10.2.3 SEAC provided a submission to The Chronicle Journal Kid's Page on October 29, 2012.

2.10.2.4 SEAC submitted an advertisement in the Winter Key and the Lakehead Social Planning Council 211 database through a broadcast email and fax to recruit additional members. As a result, two new member agencies were recruited.

2.10.3 Information sharing amongst SEAC representatives and their organizations was ongoing in order to keep updated on the activities and workshops of children with special needs within our community. New this year, a sharing table was initiated where members provided resources from their respective organizations. The sharing table is available at each SEAC meeting.

2.10.4 SEAC members were informed of the opportunity to present a delegation to the Board regarding the Budget. Laura Sylvestre and Theresa Graham represented SEAC at the Budget Committee deputation meeting on April 30, 2013.

2.10.5 SEAC members participated on committees when required. Laura Sylvestre represents SEAC on the Parent Involvement Committee and the Success Advisory Committee.

## 2.11 Partnerships

As a result of a Parent Involvement Committee (PIC) Funding opportunity, SEAC partnered with the Equity & Inclusive Education Strategy to present Mr. Bruce

Schenk's presentation *Effective Parenting Through Restorative Practices* for parents/guardians, staff and community partners on April 16, 2013 at Superior CVI. There were 100 people in attendance at the event. Based on feedback, the presentation was well received by all who attended. As a result of the partnership and the PIC funding grant, admission was free to the event with a non-perishable food donation to Shelter House Thunder Bay or a coin donation to The Lakehead Learning Foundation.

### 2.12 SEAC Input

On a regular basis, at SEAC meetings, input is requested of members on various topics. During the 2012-2013 school year, input was requested and provided by SEAC on the following:

- Special Education Review – Final Recommendations;
- Special Education Pamphlets;
- Harassment and Human Rights Policy;
- Equity and Inclusive Education Policy; and
- Sexual Orientation and Gender Identity Policy.

### 3. SEAC Vision Statement

The following SEAC Vision Statement is posted on the SEAC website:

*'SEAC members have identified the following as the most valued goal for their children's schooling:*

*To nurture the individual child's unique potential;  
To allow full development of each child's innate personal integrity;  
Love of learning, and creativity.'*

### 4. Areas of focus that SEAC will continue to promote and review are:

- Accessibility Plan;
- Attitudinal Barriers;
- Communication with community and system;
- Equity and Inclusive Education;
- Professional development of facilitators, educational assistants, teachers, SEAC members and other staff dealing with children with special needs;
- Safe Schools;
- Advocacy;
- Support of "Fair Start";
- Implementation activities related to programs and services supporting the learning of students with special needs;

- Decisions of the current government as it affects children with special needs and all children in the province;
- Community workshops and activities geared toward Special Education parents/guardians, caregivers, teachers and students;
- SEAC link through Special Education on Lakehead Public Schools website;
- SEAC Work Plan;
- Goals and mandate of SEAC within Lakehead Public Schools; and
- Provide input to current policies under review.

5. Conclusion

SEAC supports the direction that Lakehead District School Board is taking in promoting parental/guardian partnerships and involvement.

SEAC acknowledges Lakehead District School Board for putting students first. The promotion of student success by meeting the unique needs of all learners ensures that each individual can achieve success.

SEAC members are to be commended for the time and commitment they have given to the activities of the Committee.

Respectfully submitted,

THERESA GRAHAM  
Vice Chair  
Special Education Advisory Committee

LAURA SYLVESTRE  
Chair  
Special Education Advisory Committee

## SEAC 2012-2013 Work Plan

Appendix A to Report No. 002-14

SMART GOAL	Strategies	Timeline	Responsibility	Indicators of Success	Record of Progress
Revise IPRC, IEP and Special Education Pamphlets	Schedule Ad Hoc Committee Meeting(s) to review pamphlets		Special Education Resource Teacher  SEAC Members  Special Education Officer	<ul style="list-style-type: none"> <li>New pamphlets will be available in the schools</li> </ul>	<ul style="list-style-type: none"> <li>Draft pamphlets @ Feb 20 SEAC meeting</li> <li>Final pamphlets to Mar 20 SEAC meeting</li> <li>Pamphlets will be printed and distribution will begin September 2013.</li> </ul>

SMART GOAL	Strategies	Timeline	Responsibility	Indicators of Success	Record of Progress
Improve Knowledge and Awareness of Advocacy for SEAC Members	<ul style="list-style-type: none"> <li>Training at SEAC meetings</li> <li>Develop checklist</li> </ul>	Jan 2013	SEAC Members  Chair of SEAC  Superintendent  Special Education Officer	<ul style="list-style-type: none"> <li>Completed checklist</li> <li>Develop training manual</li> </ul>	<ul style="list-style-type: none"> <li>Draft information to SEAC in January.</li> <li>Checklist reviewed in January.</li> <li>The training plan was addressed at May 15 SEAC meeting.</li> <li>Training will take place in October 2013.</li> </ul>

**SEAC 2012-2013 Work Plan**

SMART GOAL	Strategies	Timeline	Responsibility	Indicators of Success	Record of Progress
Sponsorship of Speaking Event	PIC Funding Received	April 16 2013	SEAC Members  Superintendent  Executive Secretary	Event is well received and attended.	<ul style="list-style-type: none"> <li>• PIC funding has been obtained.</li> <li>• Speaker and venue are confirmed.</li> <li>• Event was successful. Feedback presented to May 15, 2013 SEAC Meeting</li> <li>• Final report to June 12, 2013 SEAC meeting.</li> </ul>

**SEAC 2012-2013 Work Plan**

SMART GOAL	Strategies	Timeline	Responsibility	Indicators of Success	Record of Progress
<p>SEAC will maintain, with the potential to increase their involvement in policy feedback each year</p>	<ul style="list-style-type: none"> <li>• SEAC will select a minimum of two policies to address:</li> <li>• Equity &amp; Inclusive Education</li> <li>• Harassment &amp; Human Rights</li> </ul>	<p>Annually</p>	<p>SEAC Members  Superintendent of Education</p>	<ul style="list-style-type: none"> <li>• Minimum of two policies are reviewed. Feedback is provided for the identified policies</li> </ul>	<ul style="list-style-type: none"> <li>• Harassment &amp; Human Rights Policy to Feb meeting.</li> <li>• Equity and Inclusive Education and Sexual Orientation and Gender Identity Policies to April 2013 SEAC meeting. Input was provided to Equity and Inclusive Education Policy.</li> <li>• Information Technology Policy to June 12, 2013 Meeting.</li> </ul>



**SEAC 2013-2014 Work Plan**

SMART GOAL	Strategies	Timeline	Responsibility	Indicators of Success	Record of Progress
<b>Complete Advocacy Training</b>	Enhance SEAC members roles as Advocates	Oct 2013	Special Education Officer	SEAC members feel confident in advocating for students and parents/guardians	<ul style="list-style-type: none"> <li>• Training and role playing took place at October 16, 2013 SEAC meeting.</li> </ul>

SMART GOAL	Strategies	Timeline	Responsibility	Indicators of Success	Record of Progress
<b>Host a Speaking Event for parents &amp; guardians and community</b>	Determine a speaker and timeframe	Complete by June 2013	SEAC Members Special Education Officer Superintendent of Education Executive Secretary	Event is well attended and well received	<ul style="list-style-type: none"> <li>•</li> </ul>

**SEAC 2013-2014 Work Plan**

SMART GOAL	Strategies	Timeline	Responsibility	Indicators of Success	Record of Progress
<b>Safe Talk Training for SEAC Members</b>	Provide education for SEAC members on suicide and how to assist	April 2013	SEAC Members  Vice Chair	Members are trained	
<b>Policy Input to a minimum of 3 policies</b>	Choose three policies that SEAC members are interested in providing feedback to	June 2013	SEAC Members	Policy input is provided	<ul style="list-style-type: none"> <li>• Input to 3040 Transportation Policy on September 18, 2013</li> </ul>

**SEAC 2013-2014 Work Plan**

SMART GOAL	Strategies	Timeline	Responsibility	Indicators of Success	Record of Progress
<b>Increase SEAC Membership</b>	<p>Send out broadcast email and fax through LSPC</p> <p>Information on Board website</p> <p>Information in school newsletters</p>	June 2013	<p>SEAC Members</p> <p>Superintendent of Education</p> <p>Executive Secretary</p>		<ul style="list-style-type: none"> <li>Broadcast email and fax was sent on September 16, 2013.</li> </ul>
SMART GOAL	Strategies	Timeline	Responsibility	Indicators of Success	Record of Progress
<b>Engaging community and increasing the awareness of SEAC</b>					

# Special Education Advocacy - Families

Lakehead Public Schools

Your Children Our Students The Future

www.lakeheadschoos.ca



## What is Advocacy?

In essence, advocacy is speaking up for yourself, or acting on behalf of another person. Advocates do not tell people what they should or should not do. Rather, they provide information so that families can make their own choices and decisions and speak up for themselves. Sometimes they may refer clients to other agencies who provide advice.

## Advocacy can help families by:

- helping them to clarify their own views and wishes
- helping them to express their views and wishes in a way that ensures they are understood by others
- providing them with all the options so they can make decisions and take their own action
- helping them to get independent advice
- enabling them to negotiate and resolve conflicts

## Special Education Advisory Committee



Your Children Our Students The Future



Integrity Acceptance Responsibility

Empathy Respect

## Advocacy Can Be Helpful and Useful

Advocacy is useful in situations in which people feel unable to speak up for themselves because:

- they feel they do not have enough time, energy or information
- they do not know their rights
- they feel no-one will listen to them anyway, or that it will not make any difference
- they do not understand the jargon or language being used
- they feel intimidated by people in authority and do not want to make a fuss

## Natural Supports

Natural supports consist of the family and community relationships that families and individuals have in their day to day life. Some examples of natural supports might be grandparents, aunts and uncles, family friends, neighbours or co-workers. Families are encouraged to access their natural support system to act as advocates as they navigate the special education system.

## Regulation 181/98

This regulation states that a person who is attending a special education meeting has the right to have a representative present that can speak on behalf of him or her or otherwise support them.

Continued on reverse



# Special Education Advocacy

## Families

### Confidentiality

Families can feel confident that SEAC advocates will treat them with respect and dignity. All personal information will be treated as confidential.

### Models of Advocacy

**Models of advocacy vary in the way that the advocacy is provided, and whether the advocate is a paid worker or a volunteer.**

### Collective Advocacy

SEAC is a collective advocacy group that advises the Board of Education on matters relating to Special Education. This is where a group of service users campaign on their own behalf, or on behalf of others, to resolve an issue that affects them collectively. Collective advocacy is a useful way of representing service users' opinions to a statutory body (for example) in order to resolve a local issue and bring about change.

### Current SEAC Member Agencies

Anishnawbe Mushkiki  
Autism Ontario  
Canadian Diabetes Association -  
Northwestern Ontario  
Children's Centre Thunder Bay  
Fetal Alcohol Support Information  
Network  
North West Community Care Access  
Centre  
VOICE for Hearing Impaired Children

Individual SEAC members have volunteered their services to act as Advocates to parents/guardians of students with special needs.

### Self-advocacy

Students are encouraged, where possible, to feel comfortable with and understand their individual learning needs in order to communicate those needs to school staff and ensure that their needs are met. Parents can encourage students to learn about their disability, to understand their own personal learning needs, and to practice speaking up for himself or herself at school. Parents can help students to learn to be assertive while maintaining a respectful attitude.

### Parent Advocacy

When students are not ready or are unable to communicate their own needs, for a variety of reasons, parents act on behalf of their children to ensure that their learning needs are being addressed by the school. Parents are encouraged to be active in their child's education, communicating with the school about the day to day challenges and successes that their child encounters. When all parties involved in a student's education have knowledge and understanding of a child's strengths and needs, the best possible educational experience can be achieved. Parents are a valuable source of education for teachers as parents have "expert information" about their child.

### More Information

[www.lakeheadschoools.ca](http://www.lakeheadschoools.ca)

(807) 625-5126

### Professional Advocacy

Involves a paid worker with specific knowledge of systems and services who supports a number of clients. SEAC does not provide professional advocacy services.

LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2013 DEC 03  
Report No. 003-14

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

RE: PARENT INVOLVEMENT COMMITTEE ANNUAL REPORT

1. Background

- 1.1 On December 1, 2005, the Ministry of Education released the Ontario Parent Involvement Policy which outlined the need for the establishment of Board level Parent Involvement Committees (PICs). Lakehead District School Board established its first Parent Involvement Committee in June 2006.
- 1.2 In September 2010, the Ministry of Education adopted Ontario Regulation 330/10 School Councils and Parent Involvement Committees requiring each school board to establish a Parent Involvement Committee that adheres to the requirements outlined in legislation.
- 1.3 The Parent Involvement Committee operates under the By-Laws that were established in 2011 and are reviewed annually.
- 1.4 Sec. 50. (1) of Regulation 330/10 requires that *“A parent involvement committee of a board shall annually submit a written summary of the committee’s activities to the Chair of the Board and to the Board’s Director of Education.”*

## 2. Situation

- 2.1 The 2012-2013 Parent Involvement Committee was comprised of the following members:

Member's Name	Group Represented
Serena Essex Suzanne Tardif Beverley White-Kokeza	Aboriginal Education Advisory Committee (AEAC) Alternate AEAC Representative Alternate AEAC Representative
Gerry Leach Angela Meady	Community Representative Community Representative
Nathalie Ferguson Vishnu Kowlessar Susie Splett Sheila Stewart Gail Iwanonkiw Varinder Singh Hayer Adam Vinet	School Council Representative School Council Representative School Council Representative School Council Representative Alternate School Council Representative Alternate School Council Representative Alternate School Council Representative
Kelly Gallagher Laura Macgowan Heather McLean Harbinder Singh Hayer	Parent Member Parent Member Alternate Parent Member Alternate Parent Member
Miranda Myers Colleen Valiquette	Special Education Advisory Committee (SEAC) Alternate SEAC Representative
Rima Mounayer Dave Isherwood	Principal Representative Alternate Principal Representative
Nicole Walter Rowan Robin Tabor-John	Teacher Representative Alternate Teacher Representative
Marg Arnone Pat Johansen	Trustee Representative Alternate Trustee Representative
Catherine Siemieniuk	Director of Education
Kathryn Hantjis	Executive Assistant

- 2.2 Seven meetings were held this year. The Chair and Vice Chair were elected in November 2012. In addition to PIC meetings, two events and six policy input sessions were held.
- 2.3 On April 8, the *Social Media Show Lowdown* panel was hosted at Superior CVI. Two School Council members and the Principal of each school were invited. The evening included a panel focusing on social media as a tool for communication and learning, and tips for parents to keep their children safe. This event was well received. It was open to all parents/guardians, educators, interested community and the general public.
- 2.4 On October 21, PIC hosted motivational speaker Lesley Andrew who presented on the topic "*Beating the Odds*" at the Victoria Inn. The evening included informative displays on the Tell Them From Me surveys that parents will be involved with this year and information about the Thunder Bay chapter of the Learning Disabilities Association of Ontario. Lesley's entertaining and inspiring message was enjoyed by all who attended.
- 2.5 Policy input sessions were held prior to PIC meetings on January 14, February 25, May 7, June 3, September 9, and September 30. These sessions provided

an opportunity for School Council Chairs and Parent Involvement Committee members to receive information and give input to the following Policies:

- 1020 Equity & Inclusive Education
- 3040 Transportation
- 3096 Information/Communication Technology Use
- 6010 Emergency Evacuation
- 8072 Sexual Orientation & Gender Identity; and
- 9020 Library Resource Centre.

2.6 Regular meetings included opportunities to receive information and to give feedback on topics, such as:

- school climate surveys, for both parents and students;
- requirements for high school volunteer hours;
- presentation by attendance counselors about “getting our children to school”;
- Operational Plan;
- 2013-14 Budget;
- Regional PRO grant application;
- Student achievement;
- Kindergarten registration night;
- Mental health strategy;
- advice on system supports for parent engagement; and
- the Director’s Report (an item on all agendas).

2.7 The Parent Involvement Committee provided input to the Board’s 2013-14 Budget on April 30.

2.8 Funding was provided to AEAC and SEAC to support activities for parents. SEAC hosted Bruce Schenk to speak about “*Effective Parenting Through Restorative Practice*” to parents/guardians, educators, mental health professionals, interested community members and the general public on April 16. AEAC funding has been carried forward to 2013-2014 as the committee’s project wasn’t complete by budget year end.

2.9 In support of the Parent Involvement Committee’s 2012-2013 Work Plan, PIC established a communications ad hoc committee to focus on the enhancement of communication strategies and exchange of information with parents and School Councils.

In addition to supporting information for school newsletters and School Council Chairs, updates were made to the PIC section of the Lakehead Public Schools website. A School Council tab with resources was added, as well as further additions of resources for families to support their children (e.g. literacy, numeracy, digital citizenship, mental health, healthy eating).

The committee also created the “PIC Corner” as a new feature in the weekly newsletter “This Week at Lakehead Public Schools”, to provide information and updates for all parents and schools. All parents and community members can subscribe to this newsletter and it is shared on the website and through Twitter. Attendees at all parent events hosted by PIC were invited to subscribe. Parent events and consultation sessions have increased the

awareness of the Parent Involvement Committee and its initiatives to support communication with parents and schools.

In June, Kelly Gallagher applied for a Regional PRO Grant on behalf of PIC. In August, PIC was notified that it was successful in its application for a \$20,000 Regional PRO Grant with the purpose of enhancing communication.

2.10 During the year, Parent Involvement Committee was represented by:

- Gerry Leach as PIC representative and Gail Iwanonkiw as alternate PIC representative on the Success Advisory Committee;
- Nathalie Ferguson as PIC representative of the School Year Calendar Committee
- Susie Splett as PIC representative on the Healthy Eating Makes the Grade Garden Committee; and
- Kelly Gallagher as PIC representative at Kindergarten Registration Night.

### 3. Provincial Involvement

PIC was represented at the provincial level as follows:

- Nathalie Ferguson and Susie Splett attended the Fourth Annual PIC Symposium in April in Toronto and provided information to the members upon their return;
- Susie Splett attended an EQAO Regional Forum in March; and
- Susie Splett attended the Ontario College of Teachers Symposium on Safety in Learning Environments in May.

### 4. Conclusion

The Parent Involvement Committee acknowledges the Board for its support of parent involvement.

The Parent Involvement Committee members are to be commended for the time and commitment they have given to the activities of the committee.

The 2013-2014 Parent Involvement Committee held its first meeting on November 18, 2013.

Respectfully submitted,

SUSIE SPLETT  
2012-2013 Vice Chair

KELLY GALLAGHER  
2012-2013 Chair  
Parent Involvement Committee

LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2013 DEC 03  
Report No. 006-14

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

RE: ANNUAL REPORT TO THE LAKEHEAD DISTRICT SCHOOL BOARD ON PUBLIC LIBRARY ACTIVITIES FOR 2013 (006-14)

1. Statistical Overview

Type:	Annual Stats			
	2012	2011	2010	2009
Total Uses	3,309,665	3,199,459	2,941,046	2,831,185
New Registrants - Children* (Sept 1/12 - Aug 31/13)	703	774	897	826
New Registrants - Youth* (Sept 1/12 - Aug 31/13)	148	131	164	245
Total Children's Members*	10,593	12,010	11,691	11,153
Total Youth Members*	6,951	5,614	5,458	5,039
Programs	664	653	620	689
Program Attendance	18,923	19,787	17,022	19,382
Average Program Attendance per Program	28.5	30.3	27.5	28.1
Class Visits to Public Schools	41	59	39	51
Class Visit Participants	1,452	2,532	1,740	2,560

\* includes juvenile limit and non-resident members commencing 2009

2. Thunder Bay Public Library and School Board – Key Strategic Partner

2.1 Class Visits and Thunder Bay Transit

Our partnership with Thunder Bay Transit was renewed and continues to be a very popular option for schools wishing to bring their classes to the Library at no charge via city bus.

2.2 Readers are Leaders

This program matches volunteers from Frontier College and the community with children from Grades 1 to 3 for one-to-one reading practice and was offered during the school year and July and August. Evaluations from parents have been very positive and there have been many individual stories of success, including newcomers to Thunder Bay or Canada. The Friends of the Thunder Bay Public Library supported this program financially.

### 2.3 Forest of Reading Programs

Schools participating in the programs were able to find the program books at the Library for the Blue Spruce, Silver Birch, and Red Maple reading programs. We offer our own reading groups for children who cannot participate through a school program. Participation exposes children to some of the best recent Canadian literature written for their age. Thunder Bay was one of three provincial cities to host the grand Forest of Reading Event held in May at the Canadian Lakehead Exhibition grounds. Hundreds of children participated, library staff were on the organizing committee and volunteered in all areas. Children met the authors and illustrators in workshops, autographing sessions, and in a ceremony which announced the provincial and local winners.

### 2.4 Early Literacy

The Library continues its early literacy role by offering literacy programs for babies, toddlers, and preschoolers. The focus is on vocabulary development, awareness of rhymes and sounds of language, and reading comprehension by introducing the following series: Baby Bumblebees, Beginning with Books, Drop in Story Times, Tales for Twos, and Preshool Storytime.

### 2.5 Authors

The Library brought in two authors, Becky Citra for a workshop with students from McKellar Park Central Public School, and Jan Bourdeau Waboose who engaged students from McKellar Park Central and St. James Public Schools.

### 2.6 Summer Reading Game

The theme for the Toronto Dominion Bank's Summer Reading Club was "Go". Children were encouraged to get active and explore their world. Students from Junior Kindergarten through Grade 4 signed up to track their reading throughout July and August receiving weekly incentives for their efforts, such as a Boston Pizza Kids Meal coupon, a Zoose the Library Mascot poster, or a Mario's Bowl coupon. Various studies report that participation in a summer reading program is a prime indicator of school success over the following year.

### 2.7 Aboriginal and First Nations Related Activities

As part of our celebrations for National Aboriginal Week in June, the Library brought in Aboriginal author Jan Bourdeau Waboose, an award-winning author of SkySisters, Morning on the Lake, and other titles, who shared her Ojibway heritage and personal story with Grade 3 and 4 students from McKellar Park Central and St. James Public Schools. Turtle Island Tales, a monthly storytelling and activity program presented by Serena Essex from the Indian Friendship Centre, has become a regular feature at Thunder Bay Public Libraries. These activities offered a unique experience for children from all backgrounds to participate in Aboriginal traditional stories and culture. The Library introduced "Book Club in a Bag", a series of book-sets based on the titles that won the annual First Nations Communities Read Week. Each kit includes ten copies of the winning title from the program and discussion ideas and suggestions for further reading or research. They can be borrowed by book clubs and teachers for classroom reading and sharing.

## 2.8 Outreach

Staff spoke to parent groups, students, and teachers during Literacy Nights, Family Literacy events, and For the Love of Books workshops. The Library participated in the system-wide Kindergarten Information Night at the Valhalla Inn and various Welcome to Kindergarten evenings in elementary and secondary schools. The Library has a Young Adult Tumblr site with reading suggestions, a blog called Reading Well, which highlights books related to mental health and wellness for children, and regularly posts to our Facebook and Pinterest sites sharing Library news, book recommendations, and craft and display ideas.

## 2.9 Parent Involvement Committee

Thunder Bay Public Library's Head of Children's and Youth Services is a Community Representative on Lakehead District School Board's Parent Involvement Committee.

## 2.10 Virtual Library

For younger students, we have been demonstrating the "Kids Catalog" which is picture-based and reflective of our collection and of our region. The imagery we use incorporates local sights, people, and animals. The Library provides guidance in using childrens' databases such as PebbleGo (primary grades), KidsInfoBits, and other useful tools for elementary school research. The Library has incorporated demonstrations of the databases at class visits, Literacy Nights, and information sessions at the schools.

## 2.11 School E-News

An electronic newsletter is sent out to all schools in the spring and fall of each year to highlight programs, services, and collections that may be of interest to school administrators, Principals, Vice Principals, librarians, library technicians, teachers, and students. The e-news is also printed and multiple copies are sent to schools. The Library's quarterly publication, *@ your library*, is sent to all schools as well.

## 2.12 Library Tip of the Week

The Library provides tips about services, resources, or activities in the *Library Tip of the Week* featured in This Week at Lakehead Public Schools.

## 2.13 Volunteer Hours at the Library

The Library provided volunteer opportunities for several secondary school students for their 40 hours of community service.

## 2.14 Research Opportunities at the Library

Multiple Days of Research workshops were held at Hammarskjold High School. The school library demonstrated research methods, in a variety of subject areas, to students and teachers.

### 3. Closing

We thank the staff and members of the Board for their support and willingness to pursue opportunities to enhance our partnerships in order to achieve the best outcomes for the community we serve.

Respectfully submitted,

BRIAN DONNELLY  
Lakehead District School Board Representative  
on the Thunder Bay Public Library Board

LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2013 DEC 03  
Report No. 005-14

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

RE: TRUSTEE APPOINTMENTS TO BOARD COMMITTEES – 2014

1. Background

- 1.1 Trustee appointments to Board committees take place in December of each year.
- 1.2 Trustees meet informally to determine a balanced representation on the Board committees.
- 1.3 Annual appointments to Board committees are brought to the Board for approval.

2. Situation

Appointments to Board committees for 2014 have been determined and are included as Appendix A to Report No. 005-14.

RECOMMENDATION

It is recommended that Lakehead District School Board approve the Trustee Appointments to Board Committees – 2014 as set out in Appendix A to Report No. 005-14.

Respectfully submitted,

CATHERINE SIEMIENIUK  
Director of Education



**LAKEHEAD DISTRICT SCHOOL BOARD  
OFFICE OF THE DIRECTOR OF EDUCATION**

<b>TRUSTEE REPRESENTATIVES ON BOARD COMMITTEES - 2014</b>		<b>Arnone</b>	<b>Johansen</b>	<b>Lukinuk</b>	<b>Massaro</b>	<b>Oikonen</b>	<b>Playford</b>	<b>Saarinen</b>	<b>Wilson</b>
<b>1.</b>	<b>STATUTORY COMMITTEE</b>								
1.1	Special Education Advisory Committee (SEAC) (2 Trustees + 2 Alternates)	X	X			A	A		
1.2	Supervised Alternative Learning (SAL) (1 Trustee + 1 Alternate)	A					X		
1.3	Suspension Appeals/Expulsion Committee (3 Trustees + 3 Alternates)	X		X	A		X	A	A
1.4	School Year Calendar (1 Trustee)		X						
1.5	Parent Involvement Committee (1 Trustee + 1 Alternate)		A	X					
1.6	Audit Committee – up to a four year commitment (3 Trustees)		X		X		X		
<b>2.</b>	<b>COLLECTIVE AGREEMENT</b>								
	Elementary Teacher/Board Committee of Review (1 Trustee)								X
<b>3.</b>	<b>OTHER BOARDS</b>								
	Ontario Public School Boards' Association (OPSBA) Board of Director and voting delegate (1 Trustee + 1 Alternate)						A	X	
<b>4.</b>	<b>OTHER COMMITTEES</b>								
4.1	Principal Selection Process (1 Trustee + 1 Alternate)	A			X				
4.2	Aboriginal Education Advisory Committee (1 Trustee + 2 Alternates)		X			A		A	
4.3	OPSBA Awards Selection Committee (3 Trustees)	X	X						X
4.4	Success Advisory Committee (1 Trustee + 1 Alternate)	A							X
4.5	Board Development Committee (3 Trustees)								
4.6	OPSBA Director Liaison Committee (All Trustees)	X	X	X	X	X	X	X	X
4.7	Student Transportation Services of Thunder Bay (STSTB) (1 Trustee + 1 Alternate)							X	A
<b>5.</b>	<b>ELECTED COMMITTEE MEMBERS AT ANNUAL MEETING</b>								
	Coordinating Committee (Chair, Vice Chair + 1 elected Trustee + 1 Alternate)								

\* A = Alternate    C = Chair    VC = Vice Chair

November 2013

LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2013 DEC 03  
Report No. 001-14

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

RE: DIRECTOR'S ANNUAL REPORT 2012-2013

1. Background

1.1 Section 283. (3) of the Education Act states:

“(3) General report of chief executive officer – At the first meeting in December of each year, the chief executive officer of a board shall submit to the board a report in a format approved by the Minister on the action he or she has taken during the preceding 12 months” ... “a copy of such report shall be submitted to the Minister on or before the 31st day of January next following.”

1.2 A memorandum dated February 17, 2012 from Kevin Costante, Deputy Minister, notes that posting the Director's Annual Report to the Board website will satisfy the requirements of the Education Act and the requirement for Directors to report annually on multi-year plans.

2. Situation

It is customary that the Board receive the Director's Annual Report at the Annual or Inaugural meeting.

RECOMMENDATION

It is recommended that Lakehead District School Board receive the Director's Annual Report 2012-2013.

Respectfully submitted,

CATHERINE SIEMIENIUK  
Director of Education