



Office of the Director

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

REGULAR BOARD MEETING NO. 13

**Tuesday, November 25, 2014
Jim McCuaig Education Centre**

Ian MacRae
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: 2014 Procedural By-Law		
5. Reading: By-Law No. 110 - 2015 Tax Levy		
6. Delegations/Presentations		
7. Confirmation of Minutes		
7.1 Regular Board Meeting No. 12 - October 28, 2014	D. Massaro	1-5
8. Business Arising from the Minutes		

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

LAKEHEAD DISTRICT SCHOOL BOARD

<u>Resource Person</u>	<u>Pages</u>
----------------------------	--------------

MATTERS NOT REQUIRING A DECISION:

9.	Information Reports		
9.1	Ontario Public School Boards' Association (OPSBA) Report	G. Saarinen	Verbal
9.2	Student Trustee Report	H. Smith	Handout
9.3	Audit Committee Report	D. Massaro	Verbal
9.4	Audit Committee Annual Report – August 31, 2014 (117-14)	D. Massaro	6-8
9.5	Student Work Study (116-14)	S. Pharand	9-11
9.6	Aboriginal Education Advisory Committee Meeting Minutes – September 18, 2014	S. Pharand	12-14
9.7	Equity and Inclusive Education: Distribution of Faith-Based Literature (122-14)	C. Kappel	15-16
9.8	Special Education Advisory Committee Meeting Minutes – October 15, 2014	C. Kappel	17-20
9.9	Parent Involvement Committee Meeting Minutes – October 6, 2014	I. MacRae	21-23

10. First Reports

MATTERS FOR DECISION:

11.	Postponed Reports		
12.	Recommendation from the Standing Committee (125-14)	K. Wilson	24
12.1	Education Centre Mechanical Systems and Site Update (124-14)		

It is recommended that Lakehead District School Board approve the use of other capital reserve funds up to \$1,000,000 to support the renovations and site improvements of the Jim McCuaig Education Centre as outlined in Report No. 124-14, Education Centre Mechanical Systems and Site Update.

13. Ad Hoc and Special Committee Reports

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>
14.	New Reports		
14.1	By- Law No. 110 – 2015 Tax Levy (120-14)	D. Wright	25-26
	<i>It is recommended that Lakehead District School Board approve By-law No. 110 – 2015 Tax Levy (Appendix A) authorizing the 2015 tax levy at the prescribed rates set by Ontario Regulation 400/98 as amended, as outlined in Report No. 120-14.</i>		
14.2	Recommendations from the Audit Committee (121-14)	D. Massaro	27-31
	Audit Committee Summarized Annual Report – August 31, 2014 (118-14)		
	<i>It is recommended that Lakehead District School Board:</i>		
	1. <i>Approve the Audit Committee Summarized Annual Report as outlined in Appendix A to Report No. 118-14 as amended; and</i>		
	2. <i>Forward the report to the Ministry of Education.</i>		
14.3	2013-2014 Audited Financial Statements (119-14)		
	<i>It is recommended that Lakehead District School Board approve the August 31, 2014 audited financial statements as outlined in Report No.119-14, 2013-2014 Audited Financial Statements.</i>		
15.	New Business		
16.	Notices of Motion		
16.1	2014 Procedural By-Law and Notice to Enact (123-14)	I. MacRae	32
	<i>It is recommended that Lakehead District School Board approve the amendments to the 2010 Procedural By-Law and Notice to Enact, and that the resulting document be known as the 2014 Procedural By-Law which shall take effect on the day of passing.</i>		
17.	Information and Inquiries		
18.	Adjournment		

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

LAKEHEAD DISTRICT SCHOOL BOARD

MINUTES OF REGULAR BOARD MEETING NO. 12

Board Room
Jim McCuaig Education Centre

2014 OCT 28
7:30 p.m.

TRUSTEES PRESENT:

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

Lori Lukinuk
Ron Oikonen
Jack Playford
Hannah Smith (Student Trustee)

TRUSTEE ABSENT, WITH REGRET:

George Saarinen

SENIOR ADMINISTRATION:

Ian MacRae, Director of Education
Colleen Kappel, Superintendent of Education
Sherry-Lynne Pharand, Superintendent of Education
David Wright, Superintendent of Business

FEDERATION/UNION REPRESENTATIVES:

Patricia Gibbs, OSSTF - SSP
Eric Fredrickson, Lakehead Principals/Vice Principals
Vicki Shannon, Lakehead Principals/Vice Principals
Dave Covello, Managers

PUBLIC SESSION:

1. **Approval of Agenda**

Moved by Trustee Lukinuk

Seconded by Trustee Arnone

“THAT the Agenda for Regular Board Meeting No. 12, October 28, 2014 be approved with the following change:

‘withdrawal of item 11.1 Revisions to the 2010 Procedural By-law and Notice to Enact (112-14).’”

CARRIED

2. Confirmation of Minutes

Moved by Trustee Oikonen

Seconded by Trustee Wilson

“THAT Lakehead District School Board approve the Minutes of Regular Board Meeting No. 11, September 23, 2014.”

CARRIED

MATTERS NOT REQUIRING A DECISION:

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

Due to the absence of Trustee Saarinen, Ontario Public School Boards' Association Director and voting delegate, there was no report.

4. Student Trustee Report

Hannah Smith, Student Trustee, provided a handout as her report. Items addressed included: Student Senate meeting, fundraising, Parent Involvement Committee's School Council Kick-off event, and Youth 4 Music. All Trustees' questions were addressed.

5. Summer Learning Programs K-12 (104-14)

Sherri-Lynne Pharand, Superintendent of Education, introduced Paul Tsekouras, Student Success Lead, and Donica LeBlanc, Supervising Principal of Summer Programs, who presented the report. All Trustees' questions were addressed.

6. Special Education Advisory Committee Meeting Minutes - September 17, 2014

Colleen Kappel, Superintendent of Education, presented the September 17, 2014 minutes for information. All Trustees' questions were addressed.

7. 2014-2015 Director's Action Plan (107-14)

Ian MacRae, Director of Education, presented the report. All Trustees' questions were addressed.

MATTERS FOR DECISION:

8. Recommendations from the Standing Committee (110-14)

Appointments to the 2014-2015 Parent Involvement Committee (102-14)

Moved by Trustee Wilson

Seconded by Trustee Johansen

“THAT Lakehead District School Board:

1. *Approve the following appointments to the 2014-2015 Parent Involvement Committee effective November 15, 2014 to November 14, 2015:*

- *Samantha Conway, School Council alternate representative;*
- *Hillary Freeburn, Parent alternate member;*
- *Julie Hall, School Council alternate representative;*
- *David Isherwood, Principal representative;*
- *Brandy Kirchen, Parent alternate member;*
- *Donica LeBlanc, Principal alternate representative;*
- *Michael Otway, Special Education Advisory Committee alternate representative;*
- *Laura Prodanyk, Community representative;*
- *Jesse Roberts, Community representative;*
- *Laura Sylvestre, Special Education Advisory Committee representative;*
- *Suzanne Tardif, Aboriginal Education Advisory Committee representative;*
- *Nicole Walter Rowan, Teacher representative;*
- *Beverley White-Kokeza, Aboriginal Education Advisory Committee alternate representative; and*
- *Jason Pilot, Teacher alternate representative.*

2. *Approve the following appointments to the 2014-2015 and 2015-2016 Parent Involvement Committee effective November 15, 2014 to November 14, 2016:*

- *Jennifer DeFranceschi, Parent member; and*
- *Danica Gernat, School Council representative.”*

CARRIED

9. Recommendations from the Standing Committee (110-14)

Policy Review - 3070 Allowance for Use of Personal Vehicle (101-14)

Moved by Trustee Wilson

Seconded by Trustee Arnone

“THAT Lakehead District School Board approve 3070 Allowance for Use of Personal Vehicle Policy as amended, Appendix A to Report No. 101-14.”

CARRIED

10. Recommendations from the Standing Committee (110-14)

Policy Review - 7060 Staff Training (105-14)

Moved by Trustee Wilson

Seconded by Trustee Lukinuk

“THAT Lakehead District School Board approve 7060 Staff Training, Appendix A to Report No. 105-14.”

CARRIED

11. Short-Term Borrowing Resolution (108-14)

Moved by Trustee Arnone

Seconded by Trustee Playford

“THAT Lakehead District School Board approve the Short-Term Borrowing Resolution for the 2014-2015 school year as outlined in Report No. 108-14, Short-Term Borrowing Resolution.”

CARRIED

12. Board Development Committee (109-14)

Moved by Trustee Wilson

Seconded by Trustee Johansen

“THAT Lakehead District School Board disband the Board Development Committee as a Special Committee.”

CARRIED

13. Notice of Motion - Policy Review (099-14)

Trustee Arnone withdrew her notice of motion.

14. Notice of Motion - 2014 Procedural By-Law and Notice to Enact

Chair Massaro read the following Notice of Motion:

“THAT Lakehead District School Board approve the amendments to the 2010 Procedural By-Law and Notice to Enact, and that the resulting document be known as the 2014 Procedural By-Law which shall take effect on the day of passing.”

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

15. Information and Inquiries

15.1 Trustee Lukinuk reported that Trustees attended the Parent Involvement Committee's School Council Kick-off event on October 20.

15.2 Trustee Johansen reported that Trustees attended Barbara Coloroso's, presentation of "*Learning in a Culture of Caring - Kids are Worth It*" on October 21.

16. Adjournment

Moved by Trustee Lukinuk

Seconded by Trustee Johansen

"THAT we do now adjourn at 8:59 p.m."

CARRIED

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2014 NOV 25
Report No. 117-14

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

RE: AUDIT COMMITTEE ANNUAL REPORT – AUGUST 31, 2014

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 2013-2014 were:

- Deborah Massaro, Trustee Member, Chair;
- Karen Wilson, Trustee Member, Vice Chair (Sep 2013-Nov 2013);
- Pat Johansen, Trustee Member, (Sep 2013 – Nov 2013), Vice Chair (Jan 2014-Jun 2014);
- Jack Playford, Trustee Member (Jan 2014-Jun 2014);
- Sandra Leonetti, External Member;
- Deborah Watt, External Member (Sep 2013-Nov 2013); and
- Jeff Heney, External Member (Jan 2014-Jun 2014).

3. Meetings of the Audit Committee

3.1 During fiscal year 2013-2014 the Lakehead District School Board Audit Committee held a total of four meetings:

- October 7, 2013;
- November 18, 2013;
- January 20, 2014; and
- June 9, 2014.

3.2 Members attendance at all meetings held during 2013-2014 was as follows:

Audit Committee Member	Oct 07	Nov 18	Jan 20	June 9
D. Massaro	✓	✓	✓	✓
K. Wilson	Regrets	✓	n/a	n/a
P. Johansen	✓	✓	✓	✓
J. Playford	n/a	n/a	✓	Regrets
S. Leonetti	Regrets	✓	✓	✓
D. Watt	✓	Regrets	n/a	n/a
J. Heney	n/a	n/a	Regrets	✓

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;
- Angela Lee and Michael Harding, Supervisors 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 7, 2013

- Election of Chair and Vice Chair for fiscal year 2013-2014;
- Budget Planning, Development and Control Audit;
- Audit Committee Self-Assessment;
- Internal Auditor Report; and
- Evaluation of Regional Internal Audit Team Performance.

3.4.2 November 18, 2013

- Audit Committee Self-Assessment Results;
- 2012-2013 Budget Transfers and Contingency Funds;
- 2012-2013 Financial Statement Variance;
- Audit Committee Summarized Annual Report – August 31, 2013;
- Audit Committee Annual Report 2013;
- Internal Auditor Report; and
- 2012-2013 Audited Financial Statements and Communication of Audit Results – presented by Doug Vanderwey, Partner, and Cara Carlson, Manager, Grant Thornton.

3.4.3 January 20, 2014

- October 31, 2013 Enrolment Status Report;
- Special Education Audit;
- Interim Financial Information – December 31, 2013; and
- Internal Auditor Report.

3.4.4 June 10, 2014

- Interim Financial Information – April 30, 2014;
- Internal Auditor Report;
- Initial Communication on Audit Planning;
- Internal Audit Plan; and
- 2014-2015 Audit Committee Meeting Schedule.

4. Internal Auditors

4.1 The Internal Auditors reported on the Budget Planning, Development and Control Audit and the Special Education Audit since the last annual report of the Audit Committee.

4.2 During 2013-2014 the Fundraising Audit and the Recruitment and Retention Hiring Audit were also performed.

5. Lakehead District School Board Internal Audit Plan

Year four of the Lakehead District School Board Internal Audit Plan for the 2014-2015 year was approved by the Audit Committee at the June 9, 2014 meeting and forwarded to the Board for approval. Lakehead District School Board approved year four of the Internal Audit Plan at the June 24, 2014 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

2014 NOV 25
Report No. 116-14

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

RE: STUDENT WORK STUDY

1. Background

- 1.1 Lakehead District School Board, through the Strategic Plan, is committed to student success JK – 12 to enhance life chances and life choices for all students.
- 1.2 The goals of the Ministry funded Student Work Study (SWS) initiative are to learn more about the:
 - characteristics of students' work at Level 2 moving to Level 3;
 - feedback to students that result in improved work and engagement; and
 - classroom conditions that support the development of improved student learning.
- 1.3 During the 2013-2014 school year, Lakehead District School Board had two SWS teachers, fully funded by the Ministry, working in elementary literacy and math and one SWS teacher working in secondary math partially funded by the Ministry.

2. Situation

- 2.1 In September 2013, partnerships between the Student Work Study teachers and classroom teachers were established in six elementary schools: Algonquin, Sherbrooke, McKellar Park, Claude E. Garton, Vance Chapman and Woodcrest Public Schools and all four secondary schools.
- 2.2 At the elementary level, co-teaching partnerships were established with teachers in each school from Grades 1 to 8 with a specific focus on increasing student achievement in literacy and math.
- 2.3 At the secondary level, co-teaching partnerships were established with teachers in each school in both applied and academic Grade 9 and Grade 10 math classes.
- 2.4 Students were selected to be involved in the study based on initial observations, consultation with the classroom teacher and school administration and academic performance that was, at that time, just below the provincial standard.

- 2.5 In collaboration with classroom teachers, the SWS teachers' findings indicated a need for teacher and student learning related to:
- purposeful and productive classroom talk;
 - social and physical environments that enhance engagement and learning;
 - increased student confidence, independence, motivation and perseverance; and
 - development of conceptual understanding in literacy or math.
- 2.6 To further support student achievement and promote implementation of best instructional practices in literacy and math, the SWS teachers have participated in:
- school based meetings;
 - Leading Student Achievement Committee (elementary) and Program Advisory Council (secondary);
 - system level professional development;
 - Program Department planning;
 - Board improvement planning;
 - Ministry training sessions; and
 - Collaborative Inquiry.

3. Next Steps

The Literacy and Numeracy Secretariat has continued funding to support the SWS initiative for the 2014-2015 school year.

- 3.1 Lakehead District School Board has continued to support a secondary SWS teacher focused on mathematics.
- 3.2 A review of last year's findings have informed this year's focus.
- 3.3 Board and system level data has assisted in determining participating schools.
- 3.4 To further support and develop a focus on improved student learning in mathematics Kindergarten through Grade 12, the SWS teachers will increase their collaboration throughout the year with:
- school based administration;
 - Board, regional and provincial SWS teachers;
 - all Program Department resource teachers and coordinators; and
 - families and community partners.

4. Conclusion

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

Respectfully submitted,

ANDREA LAMPO
Student Work Study Teacher

MELANIE MUSSELLAM
Student Work Study Teacher

FRED VAN ELBURG
Student Work Study Teacher

NICOLE WALTER ROWAN
Program Coordinator

SHERRI-LYNNE PHARAND
Superintendent of Education

IAN MACRAE
Director of Education



ABORIGINAL EDUCATION ADVISORY COMMITTEE MINUTES

DATE: Thursday, September 18, 2014, Board Room, Education Centre

MEMBERS PRESENT: Elliott Cromarty, Serena Essex, Pat Johansen, Sylvia O'Meara, Sherri-Lynne Pharand, Suzanne Tardif, Dolores Wawia

ALTERNATES PRESENT: Robin Haliuk, George Saarinen

ABSENT WITH REGRET: Lawrence Baxter, Kathy Beardy, Katrina Fiddler, Pauline Fontaine, Sharon Kanutski, Beverley White-Kokeza, Ron Oikonen

RESOURCE: Cathy Ferrazzo, Amy Farrell-Morneau, JoJo Guillet, Mike Judge, Senator Robert McKay, Isabelle Mercier, Jason Pilot, Nicole Walter-Rowan

GUESTS: Crystal Nielsen, Lori Lukinuk

	AGENDA ITEM	DISCUSSION	ACTION
1.	Opening Ceremonies	<ul style="list-style-type: none"> • Sherri-Lynne Pharand called the meeting to order and called upon Senator McKay to conduct the opening. 	
2.	Welcome and Introductions	<ul style="list-style-type: none"> • Sherri welcomed everyone to the first meeting of the 2014-2015 school year. Introductions were made around the table. 	
3.1	Approval of Agenda – September 18, 2014	<ul style="list-style-type: none"> • Moved by Elliott Cromarty, seconded by Robin Haliuk that the agenda for the September 18, 2014 meeting be approved. Carried. 	
3.2	Approval of Minutes – June 6, 2014	<ul style="list-style-type: none"> • Moved by Robin Haliuk, seconded by Suzanne Tardif that the minutes of the June 6, 2014 meeting be approved. Carried. 	
4.	Correspondence	<ul style="list-style-type: none"> • The correspondence file was circulated. 	
5.	Presentations:		
5.1	Walking With Our Sisters	<ul style="list-style-type: none"> • Crystal Nielsen, Regional Manager for Learning Through the Arts and Elder Isabelle Mercier, apprised the group on the Walking With Our Sisters initiative. Crystal was asked to sit on a committee that would design a lesson plan for Walking With Our Sisters to bring 	

	AGENDA ITEM	DISCUSSION	ACTION
		<p>into the schools. This initiative is to create awareness of what is happening to our Aboriginal women. The ceremonial installation has travelled to five locations and is currently in Thunder Bay at the Art Gallery. Isabelle walked the group through what is involved when you attend the ceremonial installation. Everyone is welcome to attend. This event will be held from September 19 to October 12, 2014 at the Thunder Bay Art Gallery.</p> <ul style="list-style-type: none"> • Sherri thanked Crystal and Isabelle for their presentation. 	
5.2	Walk a Mile Film Project	<ul style="list-style-type: none"> • The Walk a Mile Film project was produced by Thunderstone Pictures in association with Maamawe and City of Thunder Bay Aboriginal Liaison. The film consists of five compelling short documentaries that encourage communities, schools and workplaces to discuss the history of indigenous people in Canada, their personal experiences and hopes for the future. • Coming to Terms, We are all Treaty People, A Legacy of Struggle, Targets & Heroes and The Way Forward are the titles of the documentaries and was viewed by the group. Feedback from the group was provided for future training. • Sherri thanked Amy and JoJo for previewing the films to the group. 	
6.	New Business:		
6.1	November Meeting Date Change	<ul style="list-style-type: none"> • Due to an unforeseen commitment on November 20, 2014, there is a need to change the November meeting date. Moved by Suzanne Tardif and seconded by Sylvia O'Meara, that the November 20, 2014 AEAC meeting be rescheduled to November 13, 2014. Carried. 	
7.	Information Reports:		
7.1	Native Language/Native Studies Classes	<ul style="list-style-type: none"> • Jason Pilot, Secondary Resource Teacher, provided an update on this item. All four secondary schools offer Native Language/Native Studies classes over both semesters. 	
8.0	Updates	<ul style="list-style-type: none"> • Defer to next meeting. 	Amy Farrell-Morneau
9.0	Information and Inquiries		
9.1	Celebration	<ul style="list-style-type: none"> • Sherri congratulated Amy Farrell-Morneau, on behalf of AEAC, for completing her PHD. Congratulations Dr. Amy! 	

	AGENDA ITEM	DISCUSSION	ACTION
9.2	Grants	<ul style="list-style-type: none"> Defer to next meeting. 	JoJo Guillet
9.3	Lakehead University Fall Harvest	<ul style="list-style-type: none"> JoJo advised the group that Lakehead University will be hosting their Fall Harvest on Saturday, September 20, 2014 from 11:00 a.m. – 12:00 p.m. at the University's Sweat Lodge site. Everyone welcome to attend. 	
10.	Closing Ceremonies	<ul style="list-style-type: none"> Senator McKay conducted the closing ceremonies. 	
11.	Next Meeting:	<ul style="list-style-type: none"> Thursday, November 13, 2014. 	
12.	Adjournment:	<ul style="list-style-type: none"> The meeting adjourned at 12:00 p.m. 	

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2014 NOV 25
Report No. 122-14

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

RE: EQUITY AND INCLUSIVE EDUCATION: DISTRIBUTION OF FAITH-BASED LITERATURE

1. Background

- 1.1 The Ministry of Education implemented its Equity and Inclusive Education Strategy in April 2009.
- 1.2 Lakehead District School Board's Equity and Inclusive Education Policy was originally revised in accordance with the Ministry of Education's Equity and Inclusive Education Strategy in September 2010 and revised in May 2013.
- 1.3 Policy 1020, Equity and Inclusive Education Faith and Religious Accommodation Guidelines, Appendix A, states "Faith literature, e.g., Bibles, Torahs, Qur'ans, may not be distributed during instructional time. A permission note must be sent home and teachers must neither encourage nor discourage the return of the permission form. Schools should contact the Education Officer for specific assistance, if they are asked to distribute faith literature or resources unrelated to curriculum expectations."

2. Situation

During the fall of 2014, Lakehead District School Board received concerns regarding the dissemination of faith-based literature in Lakehead Public Schools. The Equity and Inclusive Education Working Group was asked to review the concerns expressed and provide a recommendation to the Equity and Inclusive Education Lead.

3. Conclusion

- 3.1 The Equity and Inclusive Education Working Group recommends that Lakehead District School Board amend Appendix A of Policy 1020 to state that Lakehead District School Board facilities will not distribute faith-based literature to students. The only exception to this statement is if the literature is related to a program of study within the Ontario curriculum, e.g. Grade 12 World Faiths, Grade 2 Traditions and Celebrations. School libraries may have copies of many faith texts, e.g. the Bible, Koran, Gita, etc. as sources of information for students and staff.

- 3.2 The Equity and Inclusive Education Sub-Committee will develop a multi-year action plan to guide future training with respect to religious accommodation and culturally sensitive schools.

Respectfully submitted,

LESLIE HYNNES
Education Officer

COLLEEN KAPPEL
Superintendent of Education

IAN MACRAE
Director of Education

LAKEHEAD DISTRICT SCHOOL BOARD

SPECIAL EDUCATION ADVISORY COMMITTEE

Jim McCuaig Education Centre
Thunder Bay, Ontario

2014 OCT 15

MEMBERS PRESENT:

Theresa Graham (Vice Chair)
Marg Arnone (Trustee)
Jennifer Bean-Anderson
Pat Johansen (Trustee)

Judy Kay
Martha Mawakeesic
Mike Otway

ABSENT WITH REGRET:

Sheila Marcinyshyn
Laura Sylvestre (Chair)

ABSENT:

Maureen Cunningham

OTHERS PRESENT:

Colleen Kappel
Lori Carson
Lori Lukinuk (Trustee)

1. **Call to Order**

Theresa Graham, called the meeting to order and welcomed everyone to the meeting.

2. **Approval of the Agenda**

Moved by Judy Kay

Seconded by Martha Mawakeesic

“THAT the Agenda for the October 15, 2014 SEAC meeting be approved.”

CARRIED

3. **Declarations of Conflict of Interest**

There were no declarations of conflict of interest.

4. Presentations

4.1 Introduction of Ian MacRae, Director of Education

Colleen Kappel, Superintendent of Education, introduced Ian MacRae, Director of Education. Director MacRae thanked SEAC members for their service to SEAC and Lakehead Public Schools' students.

4.2 2014-2015 Operational Plan

Colleen Kappel, Superintendent of Education, presented the 2014-2015 Operational Plan. A handout of the plan was provided to members. Mike Otway, Voice Representative inquired about the licenses for eBooks. Trustee Lori Lukinuk also inquired about the amount of savings that have occurred with eBooks. Superintendent Kappel indicated she would follow up and provide the information to members. Additional questions from members were addressed.

5. Approve of the Minutes

Moved by Mike Otway

Seconded by Trustee Pat Johansen

"THAT the minutes of the September 17, 2014 SEAC meeting be approved."

CARRIED

6. Business Arising From the Minutes

6.1 2014-2015 SEAC Newsletter Schedule

The 2014-2015 SEAC Newsletter Schedule was circulated for members to indicate interest and provide a submission. SEAC members requested that newsletter submission also be posted on the SEAC website.

6.2 SEAC Orientation Evening – Feedback Results

The SEAC Orientation Evening feedback results were reviewed. Members were complimentary regarding the session. Discussion ensued on ways to engage parents/guardians. It was agreed to have 'how to engage parents/guardians' on the next meeting agenda for discussion.

6.3 SEAC Poster and Bookmarks Ad Hoc Committee Report

Theresa Graham, Vice Chair of SEAC, shared information on the discussion that took place at the Poster and Bookmark Ad Hoc Committee. The Ad Hoc Committee is proposing to have a contest for classes to submit photography or art work for the poster/bookmark. It was suggested to offer Chapters gift cards as prizes. Discussion ensued.

Moved by Mike Otway

Seconded by Trustee Marg Arnone

“THAT SEAC approve awarding/funding prizes for the SEAC Poster/Bookmark contest, not to exceed \$400.”

CARRIED

6.4 Concussion Policy

Colleen Kappel, Superintendent of Education, advised SEAC members that the concussion policy has been delayed and will now be released for stakeholder input on November 12, 2014. The Concussion Policy will be addressed at the November 19, 2014 SEAC meeting.

7. Correspondence

The correspondence file was circulated to members.

8. Advocacy Tracking

The Advocacy Tracking template was circulated to members for completion.

9. Parent Involvement Committee Report

The Parent Involvement Committee Report was deferred to the next meeting. Members were provided information on the School Council Kick Off on October 20, 2014. Trustee Johansen shared information on a session with Barbara Coloroso on October 22, 2014.

10. Special Needs Strategy

Colleen Kappel, Superintendent of Education, provided information on a Special Needs Strategy Ministry of Education session that took place on Thursday, October 2, 2014.

11. Information/Inquiries & Association Reports

11.1 Judy Kay, FASIN representative, shared information on the Provincial Advocate for Children & Youth “I have something to say! I have a Voice” campaign.

11.2 Martha Mawakeesic, Anishnabe Mushkiki alternate representative, provided information on the FASD Day at Marina Park.

12. Status of SEAC Budget 2014-2015

Theresa Graham, Vice Chair of SEAC shared the status of the SEAC budget with members.

13. Board Update

Trustee Marg Arnone shared information on the following Board Meetings:

September 23, 2014 Regular Board Meeting

The following items/reports were addressed at this meeting:

- OPSBA Achievement Award to Sue Peever;
- SEAC Selection Process;
- Honouraria for Board Members; and
- Compliance Audit Committee appointments.

October 14, 2014 Standing Committee Meeting

The following items/reports were addressed at this meeting:

- Audit Committee Report;
- Draft – Revisions to the 2010 Procedural By-Law Report;
- Student Achievement Report;
- Alternative School Report;
- 2014-2014 Operational Plan;
- Appointments to the Parent Involvement Committee;
- Allowance for Personal Use of Vehicle Policy Review; and
- Staff Training Policy Review.

14. Adjournment

Moved by Trustee Pat Johansen

Seconded by Judy Kay

“THAT we do now adjourn at 7:05 p.m.”

CARRIED

LAKEHEAD DISTRICT SCHOOL BOARD

MINUTES OF PARENT INVOLVEMENT COMMITTEE

Board Room
Jim McCuaig Education Centre

2014 OCT 06
6:30 p.m.

MEMBERS PRESENT:

Susie Splett (Chair)
Jennifer Davis
Jennifer DeFranceschi
Dave Isherwood
Pat Johansen
Gerry Leach
Ian MacRae

Laura Prodanyk
Jesse Roberts
Harbinder Singh Hayer
Varinder Singh Hayer
Laura Sylvestre
Nicole Walter Rowan

RESOURCE:

Kathryn Hantjjs, Executive Assistant
Bruce Nugent, Communications Officer

GUESTS:

Danica Gernat, School Council Chair, Valley Central Public School
Cheryl Silen, School Council Chair, Gorham & Ware Community Public School
Hannah Smith, Student Trustee

MEMBERS ABSENT, WITH REGRET:

Serena Essex
Nathalie Ferguson
Kelly Gallagher
Lori Lukinuk
Rima Mounayer

1. **Call to Order and Welcome**

Chair Susie Splett called the meeting to order and welcomed those in attendance. 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.

4. **Director's Report**

Ian MacRae, Director of Education, welcomed Student Trustee Hannah Smith to the meeting. Director MacRae spoke about a visit earlier today by Minister of Education Liz Sandals to the Jim McCuaig Education Centre.

Director MacRae also reported that there is currently \$7,661.05 in the PIC budget with the 2014-2015 allocation to be added in the near future.

5. Confirmation of Minutes – September 15, 2014

The minutes were confirmed by consensus.

6. School Council Kick-off

Chair Susie Splett shared plans for the School Council Kick-off event being held at the Airline Hotel & Conference Centre on October 20. Bruce Nugent spoke about his presentation and Nicole Walter Rowan reported on the Program department's display. Kathryn Hantjis will invite 2014-2015 PIC members.

7. People for Education 's 18th Annual Conference

Chair Susie Splett reported that she is registered to attend the People for Education conference in Toronto on November 8. She will provide a follow-up report to PIC members at the next meeting.

8. AEAC Funding Report

Chair Susie Splett noted the AEAC funding report was included in the agenda package for members' information.

9. Appointments to the 2014-2015 Parent Involvement Committee

Chair Susie Splett reported that the PIC Selection Committee met on September 29 and reviewed applications. All applications were accepted and the committee recommends the following appointments:

- Danica Gernat, School Council Representative (2 years)
- Samantha Conway, School Council Alternate Representative (1 year)
- Julie Hall, School Council Alternate Representative (1 year)

- Jennifer DeFranceschi, Parent Member (2 years)
- Hillary Freeburn, Parent Alternate Member (1 year)
- Brandy Kirchen, Parent Alternate Member (1 year)

- Laura Prodanyk, Community Representative (1 year)
- Jesse Roberts, Community Representative (1 year)

Vacancies remain for two alternate School Council representatives and one Community representative. If members have names to suggest, they are encouraged to contact Director MacRae.

Also recommended for appointment are:

- Michel Otway, SEAC Alternate Representative
- Laura Sylvestre, SEAC Representative
- Suzanne Tardif, AEAC Representative
- Beverley White-Kokeza, AEAC Alternate Representative
- Nicole Walter Rowan, Teacher Representative

Appointments will be recommended at the October 14 Standing Committee meeting for confirmation by the Board on October 28.

Members' questions were addressed.

10. Draft PIC Annual Report to the Board

Copies of the draft PIC annual report were provided to members. Members were requested to provide any suggested changes to Kathryn Hantjjs. The report will be presented to the Board at its Inaugural meeting in December.

11. Aboriginal Education Advisory Committee (AEAC) Report

In the absence of the AEAC representative, Nicole Walter Rowan noted she was at the last AEAC meeting and reported that AEAC had the opportunity to view the documentary films from the Walk a Mile Film Project at its last meeting. Members inquired about access to the films. Jesse Roberts noted that DVDs of the films are available for loan from the Thunder Bay Public Library.

12. Special Education Advisory Committee (SEAC) Report

Laura Sylvestre, SEAC representative, reported that SEAC held a brief meeting at Sir Winston Churchill CVI on September 17 at which topics included developing new SEAC posters and bookmarks, advocacy manuals for working with parents/guardians, and input to the Staff Training Policy. Following the meeting, an orientation session was held for parents and professionals. Feedback from the evening was positive.

13. Other Business

13.1 Nicole Walter Rowan reported that Barbara Coloroso is confirmed for October 21 and she shared the draft poster. When finalized, the poster will be sent electronically.

13.2 Pat Johansen inquired if *This Week at Lakehead Public Schools* is available to all and how information is acquired for inclusion in the newsletter. Bruce Nugent responded that anyone can sign up for the newsletter through the website and that all schools have an opportunity to submit information for inclusion in the newsletter.

14. Next Meeting

The next meeting will be held on Monday, November 17 at 6:30 p.m.

Chair Susie Splett thanked departing members Nathalie Ferguson, Kelly Gallagher, and Gerry Leach for their contributions to the Parent Involvement Committee.

15. Adjournment

The meeting adjourned at 7:00 p.m.

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2014 NOV 25
Report No. 125-14

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

RE: RECOMMENDATION FROM THE STANDING COMMITTEE

Background

The following report was received at the Standing Committee Meeting of November 11, 2014 and has been referred to the Board for approval. The recommendation is as follows:

EDUCATION CENTRE MECHANICAL SYSTEMS AND SITE UPDATE (124-14)

It is recommended that Lakehead District School Board approve the use of other capital reserve funds up to \$1,000,000 to support the renovations and site improvements of the Jim McCuaig Education Centre as outlined in Report No. 124-14, Education Centre Mechanical Systems and Site Update.

Respectfully submitted,

KAREN WILSON
Chair
Standing Committee

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2014 NOV 25
Report No. 120-14

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

RE: BY- LAW NO. 110 – 2015 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 (1.1) of the Education Act states that the Ministry of Finance shall collect the amount levied under the Provincial Land Tax as if they were taxes imposed under that Act.

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. 110 – 2015 Tax Levy (Appendix A) authorizing the 2015 tax levy at the prescribed rates set by Ontario Regulation 400/98 as amended, as outlined in Report No. 120-14.

Respectfully submitted,

BRUCE SAUDER
Administrative Services Supervisor

DAVID WRIGHT
Superintendent of Business

IAN MACRAE
Director of Education

LAKEHEAD DISTRICT SCHOOL BOARD

BY-LAW NO. 110

A by-law to provide for a 2015 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 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 for 2015 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 25th day of November, 2014.

Deborah Massaro
Chair

Ian MacRae
Secretary

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2014 NOV 25
Report No. 121-14

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 17, 2014 Audit Committee Meeting and have been referred to the Board for approval.

A copy of the amended Audit Committee Summarized Annual Report – August 31, 2014 is attached as Appendix A.

A copy of the 2013-2014 Audited Financial Statements Report (119-14) is attached as Appendix B.

The recommendations are as follows:

AUDIT COMMITTEE SUMMARIZED ANNUAL REPORT – AUGUST 31, 2014 (118-14)

It is recommended that Lakehead District School Board:

1. Approve the Audit Committee Summarized Annual Report as outlined in Appendix A to Report No. 118-14; and
2. Forward the report to the Ministry of Education.

2013-2014 AUDITED FINANCIAL STATEMENTS (119-14)

It is recommended that Lakehead District School Board approve the August 31, 2014 audited financial statements as outlined in Report No. 119-14, 2013-2014 Audited Financial Statements.

Respectfully submitted,

DEBORAH MASSARO
Chair
Audit Committee

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2014 NOV 17
Report No. 118-14

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

RE: AUDIT COMMITTEE SUMMARIZED ANNUAL REPORT – AUGUST 31, 2014

1. Background

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

2. Situation

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

RECOMMENDATION

It is recommended that Lakehead District School Board:

1. Approve the Audit Committee Summarized Annual Report as outlined in Appendix A to Report No. 118-14; and
2. Forward the report to the Ministry of Education.

Respectfully submitted,

DEBORAH MASSARO
Chair, Audit Committee



Audit Committee

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

Annual Report To Lakehead District School Board and Forwarded
To The Ministry of Education
For the Year Ended August 31, 2014

Lakehead District School Board

Fiscal Year: 2013-2014

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

During the 2013-2014 fiscal year, the following internal audits were completed by August 31, 2014:

- Special Education; and
- Fundraising.

Based on year four of the Internal Audit Plan, enrolment audits will not be performed in the 2014-2015 fiscal year.

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

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2014 NOV 17
Report No. 119-14

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

RE: 2013-2014 AUDITED FINANCIAL STATEMENTS

1. Background

Administration has concluded the preparation of the financial statements for the 2013-2014 fiscal period ending August 31, 2014. 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, 2014, 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 25, 2013. 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 2013-2014 fiscal year, Administration analyzed potential budget variances as reported in Report No. 024-14, Interim Financial Information – December 31, 2013, and Report No. 071-14, Interim Financial Information – May 31, 2014. There were no changes to the 2013-2014 revised budget allocations recommended after the presentation of these reports.

3.4 The financial statements for the 2013-2014 fiscal year indicate:

- i) A balance of approximately \$4.9 mil that is un-appropriated and available for compliance. This amount was formerly known as working capital;
- ii) A balance of \$6.70 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 -\$14.7 mil that is externally appropriated and unavailable for compliance. The balance consists of the following:
- Value of employer future liabilities;
 - School generated funds; and
 - Revenues recognized for land.

RECOMMENDATION

It is recommended that Lakehead District School Board approve the August 31, 2014 audited financial statements as outlined in Report No.119-14, 2013-2014 Audited Financial Statements.

Respectfully submitted,

KIRSTI ALAKSA
Manager of Financial Services

DAVID WRIGHT
Superintendent of Business

IAN MACRAE
Director of Education

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2014 NOV 25
Report No. 123-14

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

RE: NOTICE OF MOTION - 2014 PROCEDURAL BY-LAW AND NOTICE TO ENACT

1. Background

At the Regular Board Meeting on October 28, 2014, the following Notice of Motion was brought forth:

“THAT Lakehead District School Board approve the amendments to the 2010 Procedural By-Law and Notice to Enact, and that the resulting document be known as the 2014 Procedural By-Law which shall take effect on the day of passing.”

2. Situation

This motion will be considered at the Regular Board Meeting on November 25, 2014.

Respectfully submitted,

IAN MacRAE
Director of Education