



Office of the Director

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

STANDING COMMITTEE
Tuesday, May 12, 2015
Jim McCuaig Education Centre

Ian MacRae
Director of Education

George Saarinen
Chair

AGENDA

PUBLIC SESSION
7:30 P.M. – in the Board Room

	<u>Resource Person</u>	<u>Pages</u>
1. Call to Order		
2. Disclosure of Conflict of Interest		
3. Approval of the Agenda		
4. Resolve into Committee of the Whole – Closed Session		
5. COMMITTEE OF THE WHOLE - Closed Session – 6:00 p.m. (SEE ATTACHED AGENDA)		
6. Delegations/Presentations		
7. Confirmation of Minutes		
7.1 Standing Committee Meeting - April 14, 2015	G. Saarinen	1-3
8. Business Arising from the Minutes		
<u>MATTERS NOT REQUIRING A DECISION</u>		
9. Information Reports		
9.1 Operational Plan 2014-2015 – Facilities Update (048-15)	D. Wright	4-9
9.2 International Students (050-15)		10-11

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>
9.3 Parent Involvement Committee Meeting Minutes – March 2, 2015	I. MacRae	12-14
10. First Reports		
<u>MATTERS FOR DECISION:</u>		
11. Postponed Reports		
12. Ad Hoc and Special Committee Reports		
13. New Reports		
13.1 Policy Development – 3092 Privacy and Information Management (042-15)	C. Kappel/ D. Wright	15-29
<i>It is recommended that Lakehead District School Board approve 3092 Privacy and Information Management Policy, Appendix A to Report No.042-15.</i>		
13.2 Policy Review – 8070 Safe Schools System Expectations (045-15)	C. Kappel	30
<i>It is recommended that Lakehead District School Board postpone the approval of the revised 8070 Safe Schools-System Expectations Policy, to the September 2015 Standing Committee Meeting.</i>		
13.3 Policy Review – 9010 School Accommodation (044-15)	D. Wright	31
<i>It is recommended that Lakehead District School Board postpone the approval of the revised 9010 School Accommodation Policy, to the September 2015 Standing Committee Meeting.</i>		
13.4 Policy Review – 9015 Facility Partnership (049-15)	D. Wright	32
<i>It is recommended that Lakehead District School Board approve the review of 9015 Facility Partnership Policy as indicated in Report No. 049-15.</i>		
13.5 Policy Review – 6010 Emergency Evacuation and School Closure (043-15)	C. Kappel/ D. Wright	33
<i>It is recommended that Lakehead District School Board postpone the approval of the revised 6010 Emergency Evacuation and Emergency School Closure Policy, to the June 9, 2015 Standing Committee Meeting.</i>		

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

Resource
Person

Pages

- 13.6 Approval of Standing Committee and Regular Board Meeting Schedule 2015-2016 (046-15)

J. Playford

34-35

It is recommended that Lakehead District School Board approve the revised Standing Committee and Regular Board Meeting Schedule 2015-2016, as set out in Appendix A to Report No. 046-15.

14. New Business
15. Notices of Motion
16. Information and Inquiries
17. Adjournment

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

LAKEHEAD DISTRICT SCHOOL BOARD



Office of the Director

Jim McCuaig Education Centre
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Telephone (807) 625-5131 Fax (807) 622-0961

STANDING COMMITTEE
Tuesday, May 12, 2015
Jim McCuaig Education Centre

Ian MacRae
Director of Education

George Saarinen
Chair

AGENDA

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

	<u>Resource Person</u>	<u>Pages</u>
5.1 Confirmation of Committee of the Whole - Closed Session Minutes		
5.1.1 Standing Committee Meeting - April 14, 2015	G. Saarinen	1-2
5.2 Business Arising from the Minutes		
5.3 Consideration of Reports		
5.3.1 Negotiations Update	I. MacRae	Verbal
5.3.2 Personnel Matters	I. MacRae	Verbal
5.4 Information and Inquiries		
5.5 Rise and Ask Leave to Sit in Public Session		

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

LAKEHEAD DISTRICT SCHOOL BOARD

LAKEHEAD DISTRICT SCHOOL BOARD

MINUTES OF STANDING COMMITTEE

Board Room
Jim McCuaig Education Centre

2015 APR 14
7:30 p.m.

TRUSTEES PRESENT:

George Saarinen (Chair)
Marg Arnone
Ellen Chambers
Deborah Massaro

Ron Oikonen
Jack Playford
Trudy Tuchenhagen
Karen Wilson
Hannah Smith (Student Trustee)

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:

Rod Bessel, Managers

PUBLIC SESSION:

1. Approval of Agenda

Moved by Trustee Wilson

Seconded by Trustee Tuchenhagen

"THAT the Agenda for Standing Committee Meeting, April 14, 2015 be approved."

CARRIED

2. Resolve into Committee of the Whole – Closed Session

Moved by Trustee Chambers

Seconded by Trustee Playford

"THAT we resolve into Committee of the Whole – Closed Session with Trustee Saarinen in the Chair to consider the following:

- *Confirmation of Committee of the Whole – Closed Session Minutes*
 - *March 10, 2015*
- *Negotiations Update*

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

CARRIED

COMMITTEE OF THE WHOLE – CLOSED SESSION:

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

PUBLIC SESSION:

4. Confirmation of Minutes

Moved by Trustee Tuchenhagen

Seconded by Trustee Oikonen

“THAT the Standing Committee approve the Minutes of the Standing Committee Meeting, March 10, 2015.”

CARRIED

5. French Immersion Program Review (036-15)

Sherri-Lynne Pharand, Superintendent of Education, introduced Alison Lavoie, French Resource Teacher, and Charles Bishop, Secondary Principal, who presented the report. All Trustees’ questions were addressed.

6. Literacy and Numeracy K-12 (037-15)

Sherri-Lynne Pharand, Superintendent of Education, introduced Dana Sawiak, Elementary Mathematics Resource Teacher, Andrea Lampo, Secondary Mathematics Coach, and Paul Tsekouras, Student Success Leader, who presented the report. All Trustees’ questions were addressed.

7. Aboriginal Education Advisory Committee Meeting Minutes – February 12, 2015

Sherri-Lynne Pharand, Superintendent of Education, presented the February 12, 2015 minutes for information. All Trustees’ questions were addressed.

8. Special Education Advisory Committee Meeting Minutes – February 18, 2015

Colleen Kappel, Superintendent of Education, presented the February 18, 2015 minutes for information. All Trustees’ questions were addressed.

MATTERS FOR DECISION:

9. 4040 French Immersion Policy (038-15)

Moved by Trustee Arnone

Seconded by Trustee Massaro

“THAT Lakehead District School Board defer the review of the 4040 French Immersion Policy until the 2015-2016 school year.”

CARRIED

10. Approval of Appointment to the Special Education Advisory Committee (SEAC) (035-15)

Moved by Trustee Tuchenhagen

Seconded by Trustee Arnone

“THAT Lakehead District School Board approve the appointment of Renata Dabrowski as member to the Special Education Advisory Committee representing Lutheran Community Care Centre for the term ending November 30, 2018.”

CARRIED

11. Information and Inquiries

11.1 Trustee Tuchenhagen requested information regarding the replacement of Hyde Park Public School’s playground equipment. David Wright, Superintendent of Business, responded that Lakehead District School Board does not fund playground equipment, however the Board will install and maintain school playground equipment. He noted that there are fundraising measures in place to ensure the rebuilding of the equipment.

11.2 Trustee Oikonen reported that he and Trustees Arnone, Chambers, and Playford attended the Aboriginal Youth Achievement and Recognition Award ceremony held on April 7.

11.3 Ian MacRae, Director of Education, reported that a new process for Trustee school visits is in place. Principals will coordinate Trustee school visits, via the Director’s Office, regarding upcoming school events.

12. Rise and Reconvene

Moved by Trustee Tuchenhagen

Seconded by Trustee Oikonen

“THAT we rise and reconvene in Committee of the Whole – Closed Session following the Public Session of Standing Committee April 14, 2015.

CARRIED

COMMITTEE OF THE WHOLE – CLOSED SESSION:

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

14. Adjournment

Moved by Trustee Chambers

Seconded by Trustee Arnone

“THAT we do now adjourn at 8:47 p.m.”

CARRIED

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2015 MAY 12
Report No. 048-15

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

RE: OPERATIONAL PLAN 2014-2015 – FACILITIES UPDATE

1. Background

- 1.1 At the October 14, 2014 Standing Committee Meeting, the 2014-2015 Operational Plan was presented to Lakehead District School Board.
- 1.2 The Operational Plan is developed each year to reflect the priorities of the organization.
- 1.3 The 2014-2015 Operational Plan continues to build on the following three areas of Student Success: Learning, Environment, and Engagement.
- 1.4 In order to monitor the progress and effectiveness of the Operational Plan, Senior Administration developed SMART (Specific, Measurable, Attainable, Realistic, Timely) goals.
- 1.5 Three of the SMART goals were directly related to facilities. They include:
 - develop a capital development plan for schools with a focus on academic achievement;
 - ensure that 80% of the buildings achieve a three or better on the Spring Quality Maintenance Inspection (QMI); and
 - reduce greenhouse gas emissions by 150 tonnes from the previous year.
- 1.6 In order to effectively manage the three SMART goals, the Learning Environment Facility Committee was established. The Committee is comprised of:
 - Jeff Upton, Education Officer, Co-Chair;
 - Christy Radbourne, Elementary Principal, Co-Chair;
 - Rod Bessel, Manager of Property Services and Transportation;
 - Mark Hakala, Capital Project Coordinator;
 - David Dunn, Maintenance Supervisor; and
 - Gary Wiggins, Plant Supervisor.

2. Situation

- 2.1 Develop a capital development plan for schools with a focus on academic achievement.
- 2.1.1 The Learning Environment Facility Committee, with guidance from Senior Administration, has established the 2014-2019 capital project priorities. This list was developed with input from Building and Energy Consultants, the Information Technology Committee, Accessibility Committee, the Plant Department and annual school visits. It also incorporates projects required to satisfy legislated requirements, (i.e., Occupational Health and Safety Act, Ministry of Labour, Ontario Fire Marshall, Ontarians with Disabilities Act).
- 2.1.2 At the November 26, 2014 Regular Board Meeting, Report No. 111-14 Environment: Multi-Year Capital Plan was presented to the Board. Appendix A provides a listing of capital projects currently underway.
- 2.1.3 The committee will now begin to develop recommendations for the 2016-2020 Multi-Year Capital Plan to be presented to Senior Administration for input and direction.
- 2.2 Ensure that 80% of the buildings achieve three or better on the Spring Quality Maintenance Inspection (QMI)
- 2.2.1 The purpose of the Quality Maintenance Inspection (QMI) is to conduct regular reviews of each facility to compare conditions and housekeeping levels to a standard rubric. The process recognizes the quality of work done and any areas in need of attention. QMIs are conducted twice per year at each building (see Appendix B).
- 2.2.2 The initial Fall QMI was completed at every school in October and November 2014. Plant Supervisors developed and communicated strategies for each facility to ensure the desired level of custodial care is obtained and to provide direction and support for the Spring QMIs.
- 2.2.3 The Spring QMIs were conducted with a refocus on housekeeping needs and more detailed record keeping of monthly and annual life safety system testing. Required improvements were identified and explained at several schools and an overall system focus on these areas in the Spring QMI inspections has been beneficial.
- 2.2.4 The Spring QMI results:

Rating	Number of Schools
Four	5
Three	23
Two	2

This indicates that 93.3% of the buildings achieved a three or higher score, and no facility scored less than two.

2.2.5 The Learning Environment Facility Committee and Plant Department continue to evaluate the Spring QMIs to establish opportunities and strategies to improve the level of custodial care.

2.3 Reduce greenhouse gas emissions by 150 tonnes from the previous year.

Under the *Green Energy Act*, Ontario Regulation 397/11, Energy Conservation and Demand Management Plans, defines the requirements for all Broader Public Sector (BPS) organizations to:

2.3.1 Report on annual energy use and greenhouse gas (GHG) emissions in designated buildings/facilities for the previous year and ensure they are posted on the Board website. Information is to be updated annually by July of the following year.

2.3.2 Develop and implement five year energy conservation and demand management plans (CDM) The Plan will:

- a. identify Board goals and objectives for conserving and otherwise reducing energy consumption and managing the demand for energy: and
- b. list proposed measures in the CDM, their cost and savings estimates for the measures and the estimated length of time the measures will be in place.

2.3.3 Final CDM was posted on the Board website as of July 1, 2014.

2.3.4 Projects approved in the 2014-2015 capital budget to reduce utilities and lower the Board's greenhouse gas generation include: roof upgrades at Westgate CVI, new boilers at Gorham Ware Community and Claude Garton Public Schools.

2.3.5 System wide recycling initiatives have been enhanced to assist schools with their environmental initiatives. In addition to battery recycling that was introduced during the 2011-2012 school year, recycling of plastic pencils and markers during the 2012-2013 school year, cigarette waste recycling was introduced at Lakehead Adult Education Centre this year.

2.3.6 The Committee has and will continue to work with our energy consultant and community partners (Earth Care, Green Schools, Eco-Superior, etc.) to research ways to assist in the implementation and continued support of this initiative.

3. Conclusion

Lakehead District School Board will continue to focus on efforts to implement the strategies related to the 2014-2015 Operational Plan.

Respectfully submitted,

JEFF UPTON
Education Officer

CHRISTY RADBOURNE
Elementary Principal

ROD BESSEL
Manager of Property Services and Transportation

DAVID WRIGHT
Superintendent of Business

IAN MACRAE
Director of Education

**Lakehead District School Board
2014/2015 Capital Budget**

#	Location	Project	Brief Description	Cost
1	Agnew H. Johnston	Energy Management	Windows	\$25,000
2	Agnew H. Johnston	Program	Gym Floor Replacement	\$30,000
3	Algonquin Avenue	Energy Management	Upgrade Roof top Units	\$100,000
4	Armstrong Teacherages	Building	Upgrade 2 Teacherages	\$30,000
5	Armstrong Teacherages	Building	Two wood stoves & chimneys	\$11,000
6	Armstrong Teacherages	Building	Two oil furnaces	\$12,000
7	Claude E Garton	Building	Roof Upgrade (tenting)	\$50,000
8	Claude E Garton	Energy Management	Second Story Windows	\$35,000
9	Claude E Garton	Energy Management	New Boilers	\$225,000
10	Claude E Garton	Program	Library renos	\$25,000
11	Crestview	Building	ACM Removal & New Ceiling	\$25,000
12	Crestview	Energy Management	New Ventilators	\$60,000
13	Crestview	Energy Management	AHU Upgrade	\$40,000
14	Crestview	Site	Parking lot/bus (Study & Upgrade)	\$110,000
15	Edgewater	Energy Management	Control System Upgrade	\$20,000
16	Education Centre	Energy Management/ Building	Phase 1 of 2- HVAC upgrade, new elevator cab, site upgrades	\$400,000
17	Five Mile	Building	Washroom Upgrade	\$120,000
18	Five Mile	Energy Management	New Gym Lights New	\$25,000
19	Gorham Ware	Energy Management	Boilers Washroom	\$100,000
20	Gron Morgan	Building	upgrade	\$120,000
21	GronMorgan	Electrical	Fire Alarm Panel & Component Replacement	\$100,000
22	Gron Morgan	Energy Management	New Ventilators N Wing	\$90,000
23	Gron Morgan	Energy Management	Improved Control System Upgrade	\$25,000
24	Hammar skjold	Building	Male shower/chg rms Crawl	\$100,000
25	Hammar skjold	Building	Space Ventilation	\$20,000
26	Hammar skjold	Electrical	Tech Electrical Upgrade - Ph 1	\$100,000
27	Hammar skjold	Energy Management	New Parking Lot lights	\$50,000
28	Hammar skjold	Energy Management	Replace Unit Ventilators	\$150,000
29	Hyde Park	Site/Beautification	Replace Rubber Pavers	\$25,000
30	Kakabeka Falls	Energy Management	Control System Upgrade	\$25,000
31	Kingsway Park	Program	Gym Floor Replacement & Paint	\$35,000
32	McKenzie	Electrical	Exterior Alarm Bell	\$10,000
33	Mice Shop	Site	Perimeter Site Fencing	\$30,000
34	Norwester View	Building	Septic Line Replacement	\$150,000
35	Norwester View	Building	Roof Snow Stops	\$50,000
36	Norwester View	Building	Crawl Space Ventilation	\$10,000
37	Norwester View	Energy Management	New Gym Lights	\$25,000
38	Sir Winston Churchill	Program	Tech Shop Ventilation Gym	\$250,000
39	St. James	Program	Floor Replacement Replace	\$30,000
40	St James	Site/Beautification	Rubber Pavers Urinal	\$75,000
41	Superior CVI	Building	Conversion Remove	\$50,000
42	Valley Central	Building	Standpipe Water Cistern	\$90,000
43	Valley Central	Building	System Control System	\$100,000
44	Valley Central	Energy Management	Upgrade	\$10,000
45	Vance Chapman	Energy Management	Gym Heating Replacement	\$40,000
46	Vance Chapman	Energy Management	New Bsmnt Ventilators	\$30,000
47	Various Sites (4)	Building	Lockdown- New PA (Crestview, 5 Mile, Valley, Edgewater)	\$44,000
48	Various Sites (4)	Energy Management	New Compressors (CDHowe, Gron Morgan, StJames, Vance)	\$60,000
49	Various Sites (5)	Electrical	Replace Fire Alarm Parts (Algon, Edge, 5 Mile, McKen, Nor'w)	\$150,000
50	Westgate	Accessibility	Main Washrooms	\$250,000
51	Westgate	Building	ACM Removal & New Ceiling (Ph 2)	\$150,000
52	Westgate	Energy Management/ Building	Academic Roof- Ph II	\$200,000
53	Westgate	Program	Family Studies Room Upgrades	\$200,000
54	Westmount	Site	Stop & Drop/ Kiss & Go	\$250,000
55	Whitefish Valley	Building	Roof Upgrade (tenting)	\$50,000
Total				\$4,587,000

Quality Maintenance Inspection – Summary Score Card

	1. Needs Improvement	2. Satisfactory	3. Good	4. Excellent
Rating/ Area	<ul style="list-style-type: none"> most areas meet minimum level of cleanliness <input type="checkbox"/>	<ul style="list-style-type: none"> minimum level of cleanliness <input type="checkbox"/>	<ul style="list-style-type: none"> exceeds minimum level of cleanliness <input type="checkbox"/>	<ul style="list-style-type: none"> superior level of cleanliness demonstrated <input type="checkbox"/>
Floor Care	<ul style="list-style-type: none"> unauthorized carpets present/ missing tiles dust accumulation of more than one week corners with dust, built up, cobwebs traffic patterns evident <input type="checkbox"/>	<ul style="list-style-type: none"> evidence of regular cleaning less than one week's dust accumulation seal & Shine still evident no accumulation of debris, grime, spills, stains <input type="checkbox"/>	<ul style="list-style-type: none"> floors sealed and shiny <input type="checkbox"/>	<ul style="list-style-type: none"> no areas of missing tiles or threaded carpets floors and coves sealed and shiny <input type="checkbox"/>
Furniture/ Fixtures	<ul style="list-style-type: none"> unauthorized furniture presents/ graffiti on desks toilet bowls dirty inside, outside or around base urinals discoloured and /or gum on them <input type="checkbox"/>	<ul style="list-style-type: none"> evidence of regular cleaning polish and presentable washrooms clean and disinfected <input type="checkbox"/>	<ul style="list-style-type: none"> surplus furniture neatly stored evidence of daily furniture cleaning <input type="checkbox"/>	<ul style="list-style-type: none"> furniture clean with no graffiti toilet bowls clean inside, outside and around base urinals free of discolored and / or debris on them <input type="checkbox"/>
Ceilings/ Lights	<ul style="list-style-type: none"> air grilles/light fixtures with dust accumulation or not working corners with dust, was built up, cobwebs <input type="checkbox"/>	<ul style="list-style-type: none"> evidence of regular cleaning most air grilles clean no missing ceiling tiles <input type="checkbox"/>	<ul style="list-style-type: none"> air grilles clean and no evidence of air distribution dust stains on ceiling <input type="checkbox"/>	<ul style="list-style-type: none"> no burnt bulbs light fixtures clean no stained/broken ceiling tiles no missing ceiling tiles <input type="checkbox"/>
Walls/ Windows	<ul style="list-style-type: none"> glass with finger prints or marks window sills dirty curtains not hung or maintained properly (glides, ropes, hooks) stains and graffiti on walls and locker walls around garbage containers dirty <input type="checkbox"/>	<ul style="list-style-type: none"> evidence of regular cleaning glass with no marks or streaks drapes clean, hanging and working properly <input type="checkbox"/>	<ul style="list-style-type: none"> window sills clean no high dust or graffiti on lockers <input type="checkbox"/>	<ul style="list-style-type: none"> no high dust on window frames no evidence of wall patches <input type="checkbox"/>
Others	<ul style="list-style-type: none"> waste baskets dirty/odorous fountains with dirt, spots, gum in them cluttered rooms, storage rooms, mechanical rooms dirty air filters no unit ventilator/maintenance air fans noisy log book not up to date classroom clutter evident <input type="checkbox"/>	<ul style="list-style-type: none"> waste baskets clean, garbage bags empty and clean mirrors with no marks or streaks air filter maintenance evident washroom partition hardware all functional log book up-to-date classroom clutter does not impede room cleaning <input type="checkbox"/>	<ul style="list-style-type: none"> areas are clean, dust free, uncluttered classrooms are neat and tidy with teaching materials neatly s <input type="checkbox"/>	<ul style="list-style-type: none"> storage rooms and mechanical rooms clean and organized air filter changes current, unit ventilator maintenance documented, fans run quiet washroom partition hardware all functional, graffiti free <input type="checkbox"/>
Minor Maintenance	<ul style="list-style-type: none"> some minor maintenance completed, large backlog of Work Orders <input type="checkbox"/>	<ul style="list-style-type: none"> minor maintenance completed <input type="checkbox"/>	<ul style="list-style-type: none"> exceeds minimum level of maintenance <input type="checkbox"/>	<ul style="list-style-type: none"> superior level of maintenance demonstrated minor maintenance reducing Work Orders <input type="checkbox"/>
Progressive Cleaning	<ul style="list-style-type: none"> no evident or planned <input type="checkbox"/>	<ul style="list-style-type: none"> scheduled <input type="checkbox"/>	<ul style="list-style-type: none"> is evident <input type="checkbox"/>	<ul style="list-style-type: none"> is minimized need for summer effort <input type="checkbox"/>

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2015 MAY 12
Report No. 050-15

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

RE: INTERNATIONAL STUDENTS

1. Background

- 1.1 Lakehead District School Board is committed to enriching the learning experience of all students with access to exceptional, specialized and innovative programs.
- 1.2 Lakehead District School Board is dedicated to building relationships with community partners and post-secondary institutions to better our education system and community.
- 1.3 District School Boards across Ontario and post-secondary institutions within Thunder Bay have recently enhanced their programming for International Students.

2. Situation

- 2.1 Lakehead District School Board central staff began exploring International Student programs in the spring of 2013.
- 2.2 Eight school boards were initially contacted and researched. These included:
 - Toronto District School Board;
 - Simcoe County District School Board;
 - Thames Valley District School Board;
 - Ottawa Carlton District School Board;
 - Avon Maitland District School Board;
 - Upper Canada District School Board;
 - Lambton Kent District School Board; and
 - Upper Grand District School Board.
- 2.2 Post-secondary pathway partners, homestay options and potential community partners to support an International Student program began being explored over the 2013-2014 school year.

3. Next Steps

In the short term, we will:

- Identify and align Board policies needed to support an International Student program within Lakehead District School Board;
- Build a plan for implementation moving forward;
- Attend networking sessions for boards offering international student programming; and
- Investigate & develop articulation/dual acceptance agreements with post-secondary institutions.

4. Conclusion

An International Student program would allow Lakehead District School Board an opportunity to enrich the learning experience of resident and visiting students, nurture community partnerships, showcase the excellence within our system to the world and extend our current programs and pathways for all of our students.

Respectfully submitted,

MY-TIEN NGUYEN
International Student Coordinator

PAUL TSEKOURAS
Student Success Lead

JEFF UPTON
Education Officer

DONICA LEBLANC
Supervising Principal

SHERRI-LYNNE PHARAND
Superintendent of Education

DAVID WRIGHT
Superintendent of Education

IAN MACRAE
Director of Education

LAKEHEAD DISTRICT SCHOOL BOARD

MINUTES OF PARENT INVOLVEMENT COMMITTEE

Board Room
Jim McCuaig Education Centre

2015 MAR 02
6:30 p.m.

MEMBERS PRESENT:

Susie Splett (Chair)
Marg Arnone
Jennifer Davis
Hillary Freeburn
Danica Gernat
Julie Hall
Dave Isherwood

Donica LeBlanc
Ian MacRae
Laura Prodanyk
Jesse Roberts
Harbinder Singh Hayer
Laura Sylvestre

RESOURCE:

Judy Hill, Executive Assistant
Bruce Nugent, Communications Officer

MEMBERS ABSENT, WITH REGRET:

Jennifer DeFranceschi
Varinder Singh Hayer
Suzanne Tardif
Nicole Walter Rowan

1. **Call to Order, Welcome and Introductions**

Susie Splett, Chair, called the meeting to order and welcomed those in attendance. Introductions were made around the table.

2. **Disclosure of Conflict of Interest**

There were no disclosures of conflict of interest.

3. **Approval of Agenda**

The agenda was approved by consensus.

4. Election of Parent Involvement Committee Vice Chair

Susie Splett, Chair, nominated Laura Sylvestre for Vice-Chair of the Parent Involvement Committee. Laura accepted the nomination.

Moved by Jesse Roberts and seconded by Harbinder Singh Hayer that Laura Sylvestre be elected Vice Chair of the Parent Involvement Committee. CARRIED.

5. Director's Report

Ian MacRae, Director of Education, advised that the Emergency Evacuation and School Closure policy will be going out for constituent input on April 1 with input due back by April 29, 2015.

Director MacRae reported that there is a current balance of \$9,752 in the PIC budget.

6. Confirmation of Minutes – January 19, 2015

The minutes were confirmed by consensus.

7. PIC Event Ad Hoc Committee

Susie Splett, Chair, reported that a Spring event will not be held this year. PIC will hold an event in the Fall. PIC will seek approval from SEAC to have a booth at their April 15 Mental Health event at the Oliver Road Community Centre. Laura Sylvestre will take information to the next SEAC Ad Hoc committee meeting.

8. Kindergarten Registration Night Follow-Up

Bruce Nugent, Communications Officer, reported that the Kindergarten information evening at the Valhalla Inn on February 2, 2015 was well attended and thanked Chair Susie Splett and Julie Hall for staffing the PIC booth.

9. 2015-2016 Budget Process

David Wright, Superintendent of Business, provided information on the 2015-2016 Budget process. Members questions were addressed.

Susie Splett, Chair, noted receipt of an invitation from Marg Arnone, Chair of the Budget Committee, to attend the budget deputation evening on April 7. Susie will e-mail members for input to the deputation.

10. Status of Kindergarten Program

Donica LeBlanc, Supervising Principal, Early Learning Lead, provided an update on Lakehead Public School's Kindergarten program and staff training that has taken place to date. Questions from the members were addressed.

11. Aboriginal Education Advisory Committee Report

Due to the absence of Suzanne Tardif, this report will be deferred to the May 4, 2015 meeting.

12. Special Education Advisory Committee (SEAC) Report

Laura Sylvestre provided updates from the January 21 and February 18, 2015 SEAC meetings. Items addressed included: The re-election of Laura Sylvestre as the Chair of SEAC, distribution of advocacy binders, a Mental Health presentation being held on April 15 at the Oliver Road Community Recreation Centre, and information on a SEAC conference being held in Toronto on May 2. SEAC's next meeting will be held on March 25.

13. PIC Member ID Tags for Future Events

This item will be addressed at the next PIC Ad Hoc Communications meeting on May 4 and a report will be brought to the next PIC meeting.

14. PIC Symposium April 24-25, 2015

Susie Splett, Chair, provided information on the 6th Annual Pic Symposium being held in Toronto on April 24 and 25, 2015. Two parent members from the committee are invited to attend the symposium. Members were asked to email Susie Splett, Chair, and Judy if interested in attending. Judy will follow up with an e-mail to members.

15. OPSBA 2015 Awards Program

Susie Splett, Chair, provided information on the OPSBA Awards Program. Individuals may nominate non-teaching staff, volunteers, parents and community partners for their contribution to the overall well-being of the school(s) or community(s). This information will be shared with School Council Chairs as well. Judy will e-mail the information out when it becomes available.

16. Other

Information was shared regarding the implementation of the new Health & Physical Education Curriculum for Grades K-12. Questions from members were addressed.

17. Next Meeting

The next meeting will be held on Monday, May 4, 2015 at 6:30 p.m.

18. Adjournment

The meeting adjourned at 7:35 p.m.

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2015 MAY 12
Report No. 042-15

TO THE CHAIR AND MEMBERS OF
THE STANDING COMMITTEE - Public Session

RE: POLICY DEVELOPMENT – 3092 PRIVACY AND INFORMATION MANAGEMENT

1. Background

- 1.1 It is the policy of Lakehead District School Board that policies will be developed or reviewed in accordance with Policy Development and Review Policy 2010.
- 1.2 At the May 27, 2014 Regular Board Meeting, the Privacy and Information Management (PIM) policy was approved for development on the 2014-2015 policy schedule.
- 1.3 On April 7, 2015, the new draft PIM policy and procedures were posted on the Board website and distributed to constituent groups for review and comment with input to be received by April 29, 2015.

2. Situation

- 2.1 A Privacy and Information Management (PIM) Committee was established to further the goals of the Board's Managing Information for Student Achievement (MISA) initiative which supports schools, staff and Board departments in the use and management of information. The PIM Committee consists of:
 - David Wright, Superintendent of Business (Chair);
 - Colleen Kappel, Superintendent of Education;
 - Jeff Upton, Education Officer;
 - Leslie Hynes, Education Officer;
 - Paul Tsekouras, Student Success Lead;
 - Wayne Bahlieda, Manager of Human Resources; and
 - Dave Covello, Manager of Information Technology and Corporate Planning.
- 2.2 The Committee consulted with David Midwood, former MISA Lead for the Barrie Region and a member of the PIM Taskforce.

The PIM Taskforce is a joint Ontario Association of School Business Officials (OASBO) and MISA initiative that saw the development of a toolkit that includes standards and guidelines for school boards to aid in the development of an information management culture that respects the privacy, mitigates risk and enhances public trust and confidence with respect to privacy.
- 2.3 The revised policy is attached as Appendix A and the procedures as Appendix B.
- 2.4 Upon final approval, the policy will be distributed according to Board procedures.

RECOMMENDATION

It is recommended that Lakehead District School Board approve 3092 Privacy and Information Management Policy, Appendix A to Report No.042-15.

Respectfully submitted,

DAVE COVELLO

Manager of Information Technology and Corporate Planning

DAVID WRIGHT

Superintendent of Business

COLLEEN KAPPEL

Superintendent of Education

IAN MACRAE

Director of Education

BUSINESS AND BOARD ADMINISTRATION**3000***DRAFT – May 12, 2015***PRIVACY AND INFORMATION MANAGEMENT
POLICY****3092****1. Rationale**

Lakehead District School Board only collects personal information when it is necessary for the education of students, for the employment of Board employees or as required and authorized by law. The Board operates under the authority of the Education Act and its associated regulations.

The management of personal information collected by the Board for these purposes is in accordance with the provisions of the Education Act, the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), and the Personal Health Information Protection Act (PHIPA).

2. Policy

It is the policy of Lakehead District School Board to collect, use, retain and disclose personal information in the course of meeting its statutory duties and responsibilities. The Board is committed to the protection of privacy.

3. Guidelines

The protection of personal information held by the Board is guided by the following principles:

3.1 Accountability and Responsibility

Under MFIPPA, the Board is responsible for the security of personal information under its custody and control and may designate individuals within the Board who are accountable for compliance with privacy legislation.

Under PHIPA, the Board is responsible for the security of personal health information under its custody and control and may designate individuals within the Board as agents to assist with compliance to privacy legislation.

3.2 Specified Purposes

The Board shall identify the purpose(s) for which personal information is collected, and individuals shall be notified of the purposes and any other information required by law at or before the time personal information is collected.

BUSINESS AND BOARD ADMINISTRATION**3000***DRAFT – May 12, 2015***PRIVACY AND INFORMATION MANAGEMENT
POLICY****3092****3.3 Consent**

Personal information is collected for the provision of educational services to students and for the purpose of employment for staff and volunteers. The knowledge and, in some cases, the consent of an individual is required for the collection, use, retention, and disclosure of personal information, except where otherwise permitted by law.

3.4 Limiting Collection

The Board shall limit the collection of personal information to that which is necessary for its specified purposes in accordance with its statutory duties and responsibilities.

3.5 Limiting Use, Retention, and Disclosure

The Board shall not use, retain, or disclose personal information for purposes other than those for which it was collected, except with the consent of the individual or as authorized or required by law. The Board shall retain personal information in accordance with the Board retention schedule.

3.6 Accuracy

The Board shall ensure that personal information is accurate, complete, and up-to-date in order to fulfill the specified purposes for its collection, use, disclosure, and retention.

3.7 Safeguards

The Board shall ensure that personal information is secured and protected from unauthorized access, use, disclosure, and inadvertent destruction by adhering to safeguards appropriate to the sensitivity of the information.

BUSINESS AND BOARD ADMINISTRATION**3000****DRAFT – MAY 12, 2015****PRIVACY AND INFORMATION MANAGEMENT
PROCEDURES****3092****1. Policy**

It is the policy of Lakehead District School Board to collect, use, retain and disclose personal information in the course of meeting its statutory duties and responsibilities. The Board is committed to the protection of privacy.

2. Definitions**2.1 General Information**

General information refers to recorded information in the Board's custody and/or control that is not of a personal nature and is not exempt from public access under MFIPPA unless an access exemption under this or other legislation applies. Examples of general information that can be routinely released include: Board and Ministry policies, guidelines and memorandum, or information on school events and programs.

2.2 Personal Information

Personal information is any recorded information that renders an individual identifiable. Examples of personal information that need protection include: Ontario Student Records, psychological and other health related assessments, student discipline related information, staff banking information, vendor and supplier resumes. Note that most employment related and employee related information is excluded from the access provisions of MFIPPA.

2.3 Record

Any record of information, however recorded, whether printed, on film, by electronic or other means. Examples include: written correspondence, pictures/photographs, sound and video recordings.

3. Accessing General Records

3.1 *In general, staff, students and the general public shall be granted access to general information by making a formal application under MFIPPA.*

3.1.1 *All requests should be forwarded to the Freedom of Information (FOI) Officer.*

3.1.2 *If a formal request requires extensive research and/or photocopying, fees may be charged consistent with the fee schedule set out in MFIPPA and its regulations.*

BUSINESS AND BOARD ADMINISTRATION**3000****DRAFT – MAY 12, 2015****PRIVACY AND INFORMATION MANAGEMENT
PROCEDURES****3092****4. Collecting and Accessing Personal Information**

- 4.1** *In accordance with MFIPPA, when personal information is collected on behalf of the Board, the Board shall inform the individual of:*
- *the legal authority for the collection;*
 - *the principal purpose(s) for which the information is to be used; and*
 - *the person to contact should additional information be required regarding the collection.*
- 4.2** *Personal information shall be secured in locked cabinets or otherwise controlled within a restricted area. Computer passwords should be used as appropriate and should be changed on a regular basis.*
- 4.3** *Access to personal information shall be restricted to:*
- *the individual about whom the information relates;*
 - *Board personnel who required access to specific information in the course of their work; and*
 - *other individuals, only in accordance with MFIPPA.*
- 4.4** *Students, and parents/guardians of students under the age of sixteen, shall be granted access to their child's personal information without filing a formal request under MFIPPA. Appropriate personnel must be present to supervise the review of the Ontario Student Record. See Appendix A – Access to/Use of/Disclosure of Student Information.*
- 4.4.1** *Parents/guardians of students between the ages of sixteen and eighteen shall be granted access to information contained in the Ontario Student Record.*
- 4.4.2** *Parents/guardians of students over the age of eighteen shall not be granted access to any of the student's personal information without the written consent of the student.*
- 4.5** *Employees shall be granted access to their personal information without filing a formal request under MFIPPA. Reviewing the documentation must be supervised by appropriate personnel and be conducted at a mutually agreeable time.*
- 4.6** *If an informal request for personal records requires extensive research and/or photocopying, fees may be charged consistent with the fee schedule set out in MFIPPA and its regulations.*

BUSINESS AND BOARD ADMINISTRATION**3000****DRAFT – MAY 12, 2015****PRIVACY AND INFORMATION MANAGEMENT
PROCEDURES****3092**

4.7 *A formal request for personal information made under MFIPPA must be directed to the FOI Officer. The Act dictates timelines and applicable fees for all requests.*

5. **Releasing Employee Information to Third Parties**

5.1 *Requests from financial institutions, credit agencies and other related businesses for information regarding an employee's position, salary and years of service are to be directed to the Human Resources Department.*

5.1.1 *The Human Resources Department will only confirm the accuracy of the requester's information and offer corrections, as required. The Human Resources Department will not provide additional information without prior written consent from the employee or as required by legislation.*

5.2 *The Human Resources Department will process requests for information related to an employee's lost time from work, normal work schedule and related attendance history. This information may be provided to third parties on receipt of a written request and in accordance with legislation.*

5.3 *Requests for an employment reference will be forwarded to the appropriate Supervisory Officer/Supervisor or specific named individual. A reference should not be provided unless prior written consent has been provided by the employee.*

5.4 *Requests for other types of personal or confidential employee information will be released only on the written consent of the employee unless required by legislation. Requests will be forwarded to the appropriate Supervisory Officer/Supervisor or specific named individual.*

6. **Freedom of Information Breach**

6.1 *Privacy breaches occur when personal information is collected, used, disclosed, retained or destroyed in a manner inconsistent with legislation and Board Policy. Potential privacy breaches can occur when personal information is lost, stolen or inadvertently disclosed due to human error. Some examples of privacy breaches include: lost/stolen flash drive containing student or staff information, unlocked shredding bins, or correspondence being mailed or emailed to the wrong person.*

BUSINESS AND BOARD ADMINISTRATION**3000***DRAFT – MAY 12, 2015***PRIVACY AND INFORMATION MANAGEMENT PROCEDURES****3092****6.2 Responsibilities****6.2.1 Employees**

All employees are responsible to be aware of the Board policy, and for protecting personal information of others that they may be privy to in the course of their employment. Employees must inform their Supervisor/Manager or Principal when they become aware of a privacy breach or potential privacy breach, and fully participate in any resulting investigation. Employees must take immediate steps to contain the breach if possible/appropriate (i.e. change security passwords, obtain copies of documents that have been shared in error, etc.).

6.2.2 Principals/Managers

In addition to the responsibilities of all employees, are responsible for advising the appropriate Superintendent and the FOI Officer of the breach, conducting breach investigations, and implementing the breach response protocol.

6.2.3 Senior Administration

Implements the breach response protocol with the FOI Officer and Principal or Manager.

6.2.4 FOI Officer

Ensures the breach response protocol is followed and implemented appropriately.

6.2.5 Third Party Service Providers (i.e. school photographers)

All third party service providers are responsible to maintain the confidentiality of information provided to them by Lakehead District School Board in the exercise of their responsibilities, inform Lakehead District School Board if personal information in their possession has been compromised, contain the breach, document and participate in investigation processes, and fully abide by all Lakehead District School Board policies and procedures related to privacy.

BUSINESS AND BOARD ADMINISTRATION**3000***DRAFT – MAY 12, 2015***PRIVACY AND INFORMATION MANAGEMENT
PROCEDURES****3092****6.3 Breach Protocol**

Privacy breaches must be considered priorities. The following steps will be taken by the FOI Officer and often needs to occur simultaneously, or in quick succession.

6.3.1 Respond

Assess the situation to determine if a breach has occurred. Contact the appropriate staff members to ensure they are aware of the breach.

6.3.2 Contain

Determine cause of and identify the severity of the breach and take steps to contain/mitigate damages. For example: obtain hard copies of information that has been disclosed, ensure additional copies are not made, determine if the breach would allow access to any other information (i.e. electronic security breach), and take necessary steps as appropriate. Document the breach and containment steps taken.

6.3.3 Investigate

Document all details of the breach and breach investigation. Interview complainants, staff etc. Evaluate steps taken to contain the breach for effectiveness and make recommendations for change to prevent further breaches of a similar nature. Use the privacy breach checklist. See Appendix B.

6.3.4 Notify

Determine if it is appropriate to notify the impacted individuals (consider the following when determining notification requirements: risk of identity theft, risk of physical harm, risk of hurt, humiliation or damage to reputation, risk of loss of business or employment opportunities). Individuals should be informed of:

- *the nature of the breach;*
- *steps being taken by the Board to contain and prevent future occurrences;*

BUSINESS AND BOARD ADMINISTRATION

3000

DRAFT – MAY 12, 2015

PRIVACY AND INFORMATION MANAGEMENT PROCEDURES

3092

- *contact information for the Principal/Manager;*
- *contact information for the Information Privacy Commissioner’s office;*
- *steps individuals can take to protect themselves against future harm (i.e. if financial information is involved, advise individuals to contact their bank/credit card company, and to closely monitor their accounts for suspicious activity); and*
- *depending on the nature and severity of the breach, individuals may be informed verbally or in writing.*

6.3.5 Implement Change

Review the situation and amend existing practices or create new practices as appropriate to ensure the prevention of future breaches. Ensure staff members are appropriately educated on privacy requirements and responsibilities. Test and evaluate new practices to ensure they will be successful.

7. Privacy Awareness

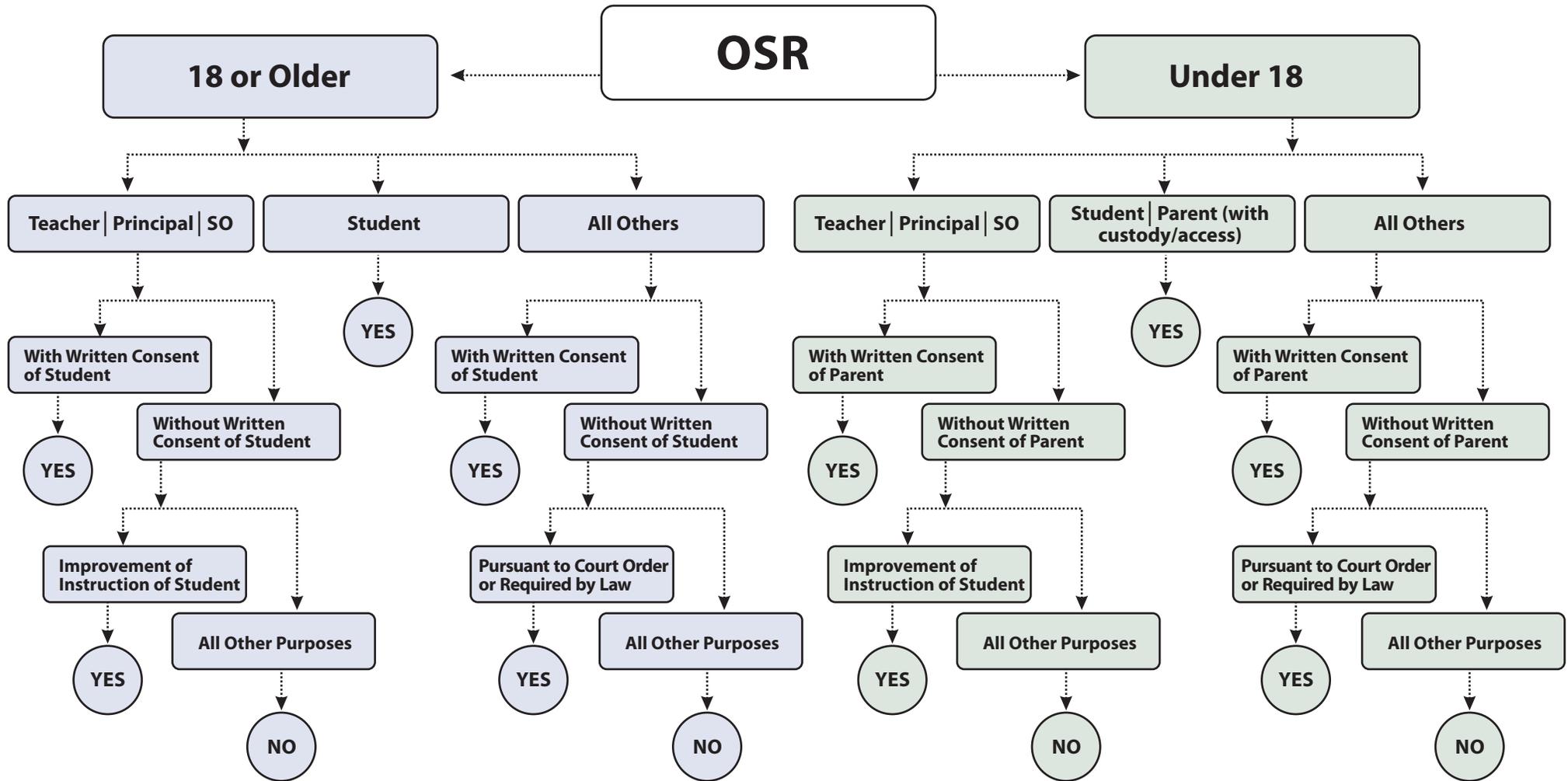
All employees are required to sign a confidentiality agreement. All employees are expected to participate in any privacy related training that may be offered by the Board.

8. Review

These procedures shall be reviewed in accordance with Policy Development and Review Policy 2010.

<p><u>Cross Reference</u></p> <p><i>Privacy Information Task Force PIM Toolkit</i></p> <p>_____</p>	<p><u>Date Approved</u></p> <p>_____</p> <p><u>Date Revised</u></p> <p>Reviewed by: _____</p>	<p><u>Legal Reference</u></p> <p><i>Education Act</i></p> <p><i>Municipal Freedom of Information and Protection of Privacy Act</i></p> <p><i>Personal Health Information Protection Act</i></p>
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ACCESS TO/USE OF/DISCLOSURE OF STUDENT INFORMATION



Breach Report # _____

Take immediate action when you have been advised of a suspected privacy breach. Many of the steps outlined below have to be carried out simultaneously or in quick succession. Steps 1 and 2 are completed based on the information received either directly from an employee, or orally through his/her immediate supervisor (e.g., phone call), or in written form (e.g., email).

STEP 1 – Respond, and STEP 2 – Contain

1. Person Reporting Suspected Breach:

First name: _____ **Last name:** _____

Job title: _____

Location (school/department): _____

Name of immediate supervisor: _____

Phone number: _____

2. When Incident Occurred: Date: _____ **Time:** _____
(mm/dd/yyyy) *(indicate A.M. or P.M.)*

3. Incident Details:

4. Number of individuals whose information was accessed without consent or authorization: _____

5. Type of personal information that was accessed without consent or authorization, e.g., health/medical information, student marks, biographical information (such as home address, phone numbers, names and contact information of family members), behaviour concerns, etc.

Whom the personal information belongs to and how many individuals were affected (e.g., student, employee, third party [someone who is neither a student nor employee of the board, such as a parent/guardian or volunteer]):

Who had unauthorized access to the personal information, and how that access was made:

Efforts made, if any, to contain the privacy breach (e.g., suspending the process/activity that caused the breach):

Date: _____ Time: _____
(mm/dd/yyyy) (indicate A. M. or P.M.)

STEP 3 – Investigate

Following a report of a suspected privacy breach, ensure that the activity/process has been contained if possible. Conduct an investigation of the information supplied in Steps 1 and 2 of this report in conjunction with current privacy legislation (MFIPPA, PHIPA, PIPEDA) and with local privacy policies and procedures to determine if the incident is, in fact, a breach. Note: You may wish to consult legal counsel to assist you in your investigation.

If a breach HAS NOT occurred:

Contact the person who reported the suspected breach and his/her immediate supervisor to advise him/her of your determination. No further action is required by the employee or supervisor.

STEP 4 – Notify

If a breach HAS occurred:

Notify the following individuals as appropriate:

- | | |
|--|---|
| <input type="checkbox"/> Individuals whose privacy was breached | <input type="checkbox"/> Accountable decision maker (Director of Education) |
| <input type="checkbox"/> Senior administration/ managers/ principals | <input type="checkbox"/> Legal counsel |
| <input type="checkbox"/> IPC* | <input type="checkbox"/> Other |

*Note: The type and extent of the breach will influence your decision to notify the Information and Privacy Commissioner's Office, Toronto (1-800-387-0073) 2 Bloor Street East, Suite 1400 Toronto, Ontario, M4W 1A8

STEP 5 – Implement Change

Steps taken to correct the problem:

- Develop, change, or enhance policies and procedures
- Ensure strengthening of security and privacy controls
- Advise IPC of investigation findings and corrective action

Provide additional notices (as deemed appropriate):

- Relevant third parties**
- Consider public announcement (e.g., statement and/or apology)**
- Other Ontario school boards/authorities (where shared responsibilities exist)**

Prevent future breaches:

- Arrange employee training on privacy and security**
- Recommend appropriate and necessary security safeguards**
- Consider having an outside party review processes and make recommendations (e.g., auditing company)**
- Evaluate the effectiveness of remedial actions**

The FOI Officer may wish to review school board/authority policies, procedures, practices, and training materials to ascertain whether any revisions are required to ensure a clearer understanding of what constitutes a privacy breach.

Sign –off

The Director of Education or designate (e.g., FOI Officer) is required to sign below to formally acknowledge that the breach was handled in accordance with privacy legislation and with the school board's/authority's policies and procedures.

Print Name/Title

Signature

Sign-off Date: _____

(mm/dd/yyyy)

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2015 MAY 12
Report No. 045-15

TO THE CHAIR AND MEMBERS OF
THE STANDING COMMITTEE - Public Session

RE: POLICY REVIEW – 8070 SAFE SCHOOLS SYSTEM EXPECTATIONS

1. Background

- 1.1 It is the policy of Lakehead District School Board that policies will be developed/reviewed in accordance with Policy Development and Review Policy 2010.
- 1.2 At the May 27, 2014 Regular Board Meeting, 8070 Safe Schools-System Expectations Policy was approved for review on the 2014-2015 policy schedule.
- 1.3 The revised 8070 Safe Schools-System Expectations Policy was scheduled for approval at the June 9, 2015 Standing Committee Meeting.

2. Situation

- 2.1 In order to provide adequate time to research and complete consultation to revise the existing Safe Schools-System Expectations policy, Administration is requesting to postpone approval of the policy.
- 2.2 Administration proposes to release for stakeholder input a draft revised Safe Schools System Expectations Policy by the end of May 2015, with input due on June 26, 2015. The revised draft policy would then be brought forward to the September 2015 Standing Committee Meeting for approval.

RECOMMENDATION

It is recommended that Lakehead District School Board postpone the approval of the revised 8070 Safe Schools-System Expectations Policy, to the September 2015 Standing Committee Meeting.

Respectfully submitted,

COLLEEN KAPPEL
Superintendent of Education

IAN MACRAE
Director of Education

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2015 MAY 12
Report No. 044-15

TO THE CHAIR AND MEMBERS OF
THE STANDING COMMITTEE - Public Session

RE: POLICY REVIEW – 9010 SCHOOL ACCOMMODATION

1. Background

- 1.1 It is the policy of Lakehead District School Board that policy will be developed/reviewed in accordance with Policy Development and Review Policy 2010.
- 1.2 At the May 27, 2014 Regular Board Meeting, the School Accommodation Policy was approved for review on the 2014-2015 policy schedule.
- 1.3 The revised 9010 School Accommodation Policy was scheduled for approval at the June 9, 2015 Standing Committee Meeting.

2. Situation

- 2.1 The Ministry of Education released the New Pupil Accommodation Review guideline on March 26, 2015.
- 2.2 In order to provide adequate time to review the revised guideline, and revise the existing School Accommodation policy, Administration is requesting to postpone approval of the policy.
- 2.3 Administration proposes to release for stakeholder input a draft revised School Accommodation Policy by the end of May 2015, with input due on June 26, 2015. The revised draft policy would then be brought forward to the September 2015 Standing Committee Meeting for approval.

RECOMMENDATION

It is recommended that Lakehead District School Board postpone the approval of the revised 9010 School Accommodation Policy, to the September 2015 Standing Committee Meeting.

Respectfully submitted,

DAVE COVELLO
Manager of Information Technology and Corporate Planning

DAVID WRIGHT
Superintendent of Business

IAN MACRAE
Director of Education

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2015 MAY 12
Report No. 049-15

TO THE CHAIR AND MEMBERS OF
THE STANDING COMMITTEE - Public Session

RE: POLICY REVIEW – 9015 FACILITY PARTNERSHIP

1. Background

- 1.1 It is the policy of Lakehead District School Board that policies will be developed/reviewed in accordance with Policy Development and Review Policy 2010.
- 1.2 On March 26, 2015 the Ministry of Education released the new Pupil Accommodation Review Guideline and the Community Planning and Partnerships Guideline (formerly Facility Partnerships Guideline).

2. Situation

- 2.1 The Ministry expects school boards to amend their existing pupil accommodation review and facility partnerships policies to reflect the changes in the new guidelines.
- 2.2 Administration proposes to release for stakeholder input a draft revised Facility Partnership Policy by the end of May 2015, with input due on June 26, 2015. The revised draft policy would then be brought forward to the September 2015 Standing Committee Meeting for approval.

RECOMMENDATION

It is recommended that Lakehead District School Board approve the review of 9015 Facility Partnership Policy as indicated in Report No. 049-15.

Respectfully submitted,

DAVE COVELLO
Manager of Information Technology and Corporate Planning

DAVID WRIGHT
Superintendent of Business

IAN MACRAE
Director of Education

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2015 MAY 12
Report No. 043-15

TO THE CHAIR AND MEMBERS OF
THE STANDING COMMITTEE - Public Session

RE: POLICY REVIEW – 6010 EMERGENCY EVACUATION AND SCHOOL CLOSURE

1. Background

- 1.1 It is the policy of Lakehead District School Board that policies will be developed/reviewed in accordance with Policy Development and Review Policy 2010.
- 1.2 At the May 27, 2014 Regular Board Meeting, 6010 Emergency Evacuation and School Closure Policy was approved for review on the 2014-2015 policy schedule.
- 1.3 On April 7, 2015 the draft policy and procedures were posted on the Board website and distributed to constituent groups for review and comment with input to be received by April 29, 2015.

2. Situation

In order to provide adequate time to complete the necessary revisions to the procedures, Administration is requesting to postpone approval of the policy to the June 9, 2015 Standing Committee Meeting.

RECOMMENDATION

It is recommended that Lakehead District School Board postpone the approval of the revised 6010 Emergency Evacuation and Emergency School Closure Policy, to the June 9, 2015 Standing Committee Meeting.

Respectfully submitted,

JEFF UPTON
Education Officer

COLLEEN KAPPEL
Superintendent of Education

DAVID WRIGHT
Superintendent of Business

IAN MACRAE
Director of Education

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2015 MAY 12
Report No. 046-15

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

RE: APPROVAL OF STANDING COMMITTEE AND REGULAR BOARD MEETING
SCHEDULE 2015-2016

1. Background

- 1.1 Section 4.1.1 of the 2014 Procedural By-Law requires that Regular meetings of the Board shall be held on the fourth Tuesday of every month except July and August.
- 1.2 Section 4.1.2 of the 2014 Procedural By-Law requires that Standing Committee shall meet on the second Tuesday of every month excluding July and August.
- 1.3 To avoid revisions to the Standing Committee and Regular Board Meeting Schedule on a recurring basis throughout the year, the Board attempts to recommend all revisions at the outset of each new school year.

2. Situation

- 2.1 The date for the Standing Committee Meeting of December 8, 2015 will be canceled due to the Christmas Break.
- 2.2 The date for the December Regular Board Meeting will be held on December 15, 2015 due to the Christmas Break.

RECOMMENDATION

It is recommended that Lakehead District School Board approve the revised Standing Committee and Regular Board Meeting Schedule 2015-2016, as set out in Appendix A to Report No. 046-15.

Respectfully submitted,

JACK PLAYFORD
Chair

STANDING COMMITTEE & REGULAR BOARD

SEPTEMBER 2015

SUN	MON	TUES	WED	THUR	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER 2015

SUN	MON	TUES	WED	THUR	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER 2015

SUN	MON	TUES	WED	THUR	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER 2015

SUN	MON	TUES	WED	THUR	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JANUARY 2016

SUN	MON	TUES	WED	THUR	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY 2016

SUN	MON	TUES	WED	THUR	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

MARCH 2016

SUN	MON	TUES	WED	THUR	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL 2016

SUN	MON	TUES	WED	THUR	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY 2016

SUN	MON	TUES	WED	THUR	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE 2016

SUN	MON	TUES	WED	THUR	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

 **First Day of School for Students**
Tuesday, September 1, 2015

 **Final Day of School for Students**
Friday, June 24, 2016

 **Holidays**

 **Standing Committee Meetings**

Tuesday, September 8, 2015
Tuesday, October 13, 2015
Tuesday, November 10, 2015
Tuesday, January 12, 2016
Tuesday, February 9, 2016
Tuesday, March 8, 2016
Tuesday, April 12, 2016
Tuesday, May 10, 2016
Tuesday, June 14, 2016

 **Regular Board Meetings**

Tuesday, September 22, 2015
Tuesday, October 27, 2015
Tuesday, November 24, 2015
Tuesday, December 15, 2015
Tuesday, January 26, 2016
Tuesday, February 23, 2016
Tuesday, March 22, 2016
Tuesday, April 26, 2016
Tuesday, May 24, 2016
Tuesday, June 28, 2016

 **Annual Meeting**
Tuesday, December 1, 2015