



**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, October 13, 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. <b>COMMITTEE OF THE WHOLE - Closed Session – 6:30 p.m. (SEE ATTACHED AGENDA)</b>		
6. Delegations/Presentations		
7. Confirmation of Minutes		
7.1 Standing Committee Meeting - September 8, 2015	G. Saarinen	1-3
8. Business Arising from the Minutes		
<b><u>MATTERS NOT REQUIRING A DECISION</u></b>		
9. Information Reports		
9.1 Aboriginal Education Advisory Committee Meeting Minutes – June 11, 2015	S. Pharand	4-7

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>
9.2	Special Education Advisory Committee Meeting Minutes – June 17, 2015	C. Kappel	8-12
9.3	Parent Involvement Committee Meeting Minutes – September 14, 2015	I. MacRae	13-15

10. First Reports

**MATTERS FOR DECISION:**

11. Postponed Reports

12. Ad Hoc and Special Committee Reports

13. New Reports

13.1	Policy Review – 9010 Pupil Accommodation Review (080-15)	D. Wright	16-45
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*It is recommended that Lakehead District School Board approve 9010 Pupil Accommodation Review Policy, Appendix A to Report No. 080-15.*

13.2	Policy Review – 9015 Facility Partnership (081-15)	D. Wright	46-51
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*It is recommended that Lakehead District School Board approve 9015 Facility Partnership, Appendix A to Report No. 081-15.*

13.3	Appointments to the Aboriginal Education Advisory Committee (085-15)	C. Kappel	52-53
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*It is recommended that Lakehead District School Board approve the following appointments to the Aboriginal Education Advisory Committee:*

- *Helaina Kwandibens (Superior Collegiate and Vocational Institute) – Student Representative;*
- *Gilchrist Ooshag (Sir Winston Churchill Collegiate and Vocational Institute) – Alternate Student Representative;*
- *Elyse Big George (Westgate Collegiate and Vocational Institute); and – Alternate Student Representative.*

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>
13.4	Appointments to the 2015-2016 Parent Involvement Committee (083-15)	I. MacRae	54-55

*It is recommended that Lakehead District School Board:*

1. *Approve the following appointments to the 2015-2016 Parent Involvement Committee effective November 15, 2015 to November 14, 2016:*
  - *Samantha Conway, School Council alternate representative;*
  - *Jennifer DeFranceschi, Parent alternate member;*
  - *Katie Hughdie, School Council representative;*
  - *David Isherwood, Principal representative;*
  - *Donica LeBlanc, Principal alternate representative;*
  - *Michael Otway, Special Education Advisory Committee alternate representative;*
  - *Jason Pilot, Teacher alternate member;*
  - *Laura Prodanyk, Community representative;*
  - *Jesse Roberts, Community representative;*
  - *Laura Sylvestre, Special Education Advisory Committee representative;*
  - *Nicole Walter-Rowan, Teacher representative; and*
  - *Amanda Wilson, Parent member.*
2. *Approve the following appointments to the 2015-2016 and 2016-2017 Parent Involvement Committee effective November 15, 2015 to November 14, 2017:*
  - *Nicole Carlson, Parent representative; and*
  - *Jennifer Davis, School Council representative.*

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

<p>Trustees (Chair and Vice-Chair) and presenters of reports will be available for comment after the Board Meeting.</p>
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**STANDING COMMITTEE**  
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**Jim McCuaig Education Centre**

Ian MacRae  
Director of Education

George Saarinen  
Chair

**AGENDA**

**COMMITTEE OF THE WHOLE – Closed Session**  
**6:30 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 - September 8, 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
5.4 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 SEP 8  
7:30 p.m.

**TRUSTEES PRESENT:**

George Saarinen (Chair)  
Ellen Chambers  
Deborah Massaro  
Ron Oikonen

Jack Playford  
Trudy Tuchenhausen  
Karen Wilson  
Hannah Smith (Student Trustee)

**TRUSTEE ABSENT, WITH REGRET:**

Marg Arnone

**SENIOR ADMINISTRATION:**

Ian MacRae, Director of Education  
Colleen Kappel, Superintendent of Education  
Sherri-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 Tuchenhausen

Seconded by Trustee Playford

*"THAT the Agenda for Standing Committee Meeting, September 8, 2015 be approved."*

**CARRIED**

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

Moved by Trustee Massaro

Seconded by Trustee Wilson

*"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*
  - *June 9, 2015*
- *Negotiations*

*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. Introduction of Newly Appointed Leaders

The newly appointed leaders were introduced to the Board by Superintendents Kappel and Pharand.

5. Confirmation of Minutes

Moved by Trustee Tuchenhausen

Seconded by Trustee Massaro

*“THAT the Standing Committee approve the Minutes of the Standing Committee Meeting, June 9, 2015.”*

CARRIED

6. Report on the Activities of the 2014-2015 Supervised Alternative Learning (SAL) Committee (074-15)

Colleen Kappel, Superintendent of Education, introduced Jeff Upton, Education Officer, who provided information pertaining to the 2014-2015 Supervised Alternative Learning (SAL) program. All Trustees' questions were addressed.

7. Special Education Advisory Committee Meeting Minutes – May 20, 2015

Colleen Kappel, Superintendent of Education, presented the May 20, 2015 minutes for information.

8. Aboriginal Education Advisory Committee Meeting Minutes – May 14, 2015

Sherri-Lynne Pharand, Superintendent of Education, presented the May 14, 2015 minutes for information.

9. 2015-2016 Order of Policies for Review (073-15)

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

10. Parent Involvement Committee Meeting Minutes - May 4, 2015

Ian MacRae, Director of Education, presented the May 4, 2015 minutes for information.

MATTERS FOR DECISION:

11. Postponement from the Standing Committee - Policy Review - 3094 Electronic Meetings (053-15) (072-15)

Moved by Trustee Wilson

Seconded by Trustee Massaro

*"THAT Lakehead District School Board approve 3094 Electronic Meetings, Appendix A to Report No. 072-15."*

CARRIED

12. Policy Review – 8070 Safe Schools System Expectations (075-15)

Moved by Trustee Oikonen

Seconded by Trustee Massaro

*"THAT Lakehead District School Board approve 8070 Safe Schools System Expectations Policy, Appendix A to Report No. 075-15."*

CARRIED

13. Information and Inquiries

13.1 Trustee Wilson requested information regarding the Jim McCuaig Education Centre renovations. David Wright, Superintendent of Business, responded that phase one of the renovations will be completed late October and phase two will be addressed during 2016.

13.2 Trustee Oikonen congratulated Lakehead Public Schools Foundation on a successful fundraising golf tournament.

14. Adjournment

Moved by Trustee Tuchenhagen

Seconded by Trustee Chambers

*"THAT we do now adjourn at 8:41 p.m."*

CARRIED



## ABORIGINAL EDUCATION ADVISORY COMMITTEE MINUTES

**DATE:** Thursday, June 11, 2015, Board Room, Education Centre

**MEMBERS PRESENT:** Pauline Fontaine, Sharon Kanutski, Sylvia O'Meara, Sherri-Lynne Pharand, Dolores Wawia, Beverley White-Kokeza, Katrina Fiddler, Kathy Beardy, Cathy Ferrazzo, Suzanne Tardif, Serena Essex, Elliott Cromarty

**ALTERNATES PRESENT:** Trustee Ellen Chambers

**ABSENT WITH REGRET:** Mike Judge, Trustee Marg Arnone, Lawrence Baxter, Donnalee Morettin, Fay Zoccole, Robin Haliuk, Trustee George Saarinen

**RESOURCE:** Dr. Amy Farrell-Morneau, Nicole Walter Rowan, Jason Pilot, Anika Guthrie, Isabelle Mercier

**GUESTS:** Donica LeBlanc, Chris Larocque

	AGENDA ITEM	DISCUSSION	ACTION
1.	Opening Ceremonies	Sherri-Lynne Pharand called the meeting to order and asked elder Isabelle Mercier to conduct the opening.	Isabelle Mercier
2.	Welcome and Introductions	Sherri-Lynne welcomed everyone, including our guests and thanked elder Mercier for the opening. Regrets and substitutions were noted and the attendance sheet was circulated. Senator Robert McKay has stepped down from the Committee. Amy sewed Senator McKay a beautiful blanket as a gift from the committee. Many thanks to Amy for sharing her gifts.	
3.	Agenda/Minutes		
	3.1 Approval of Agenda – June 11, 2015	Moved by Beverly White-Kokeza, seconded by Pauline Fontaine, that the agenda for the June 11, 2015 meeting be approved. <b>Carried.</b>	
	3.2 Approval of Minutes – May 14, 2015	Moved by Sylvia O'Meara, seconded by Suzanne Tardif, that the minutes of the May 14, 2015 meeting be approved. <b>Carried.</b>	



	AGENDA ITEM	DISCUSSION	ACTION
4.	Correspondence	The correspondence file was circulated.	
5.	Presentations		
	5.1 Summer Camps	<ul style="list-style-type: none"> <li>Nicole gave a detailed account of the upcoming summer camp for 30 self-identified Aboriginal students (grade 6 – 9) from Sherbrooke, McKellar, Algonquin, Ogden and Churchill CVI.</li> <li>The camp will be held at Lakehead University.</li> <li>All questions were addressed.</li> <li>Sherri-Lynne thanked those involved in this project.</li> <li>Donica gave a detailed account of the 3 upcoming Ministry funded summer camps for grade 1-5 students: Numeracy (3), Literacy (2), and Native Language (2).</li> <li>The camps will be run out of Sherbrooke, Ogden, Algonquin and Claude Garton (7 classrooms at 4 schools with 25 students per classroom).</li> <li>Donica shared information about the summer school programs for secondary students who need to recover credits, and the dual credit program at Confederation College.</li> <li>All questions were addressed.</li> </ul>	<p>Nicole Walter Rowan</p> <p>Donica LeBlanc</p>
	5.2 Native Language Presentation	<ul style="list-style-type: none"> <li>Chris Larocque gave a very informative talk and PowerPoint presentation outlining the Native Language Courses he teaches at Hammarskjold High School.</li> <li>He brought examples of students' work and shared videos where they expressed their interest in learning their native language.</li> <li>All questions were addressed.</li> <li>The Committee expressed their appreciation for his enthusiasm and knowledge, and the way he works with the students in LDSB.</li> </ul>	Chris Larocque
	5.3 Aboriginal Education Board Report	<ul style="list-style-type: none"> <li>Amy gave an overview of the Aboriginal Education Board Report (054-15) that was brought to the Board on May 26.</li> <li>All questions were addressed.</li> </ul>	Amy Farrell-Morneau

	AGENDA ITEM	DISCUSSION	ACTION
6.	Business Arising From the Minutes		
	6.1 Wording on LDSB answering machine	<ul style="list-style-type: none"> <li>Feedback from the committee regarding the phone script on the LDSB answering machine was given to the Communications Officer.</li> <li>Bruce Sauder was approached re changing the message to reflect the feedback. Minor changes can be made now and Bruce will be invited to the September meeting to discuss further options.</li> </ul>	Sherri-Lynne Pharand  Bruce Sauder
	6.2 Large Copies of Work Plan	Distributed to committee	Brenda Barradell
	6.3 Trustee Character Awards	<ul style="list-style-type: none"> <li>Sharon Kanutski and Katrina Fiddler will receive Trustee Character Awards at the June 23<sup>rd</sup> Board Meeting.</li> </ul>	
7.	New Business	No new business	
8.	Ongoing Business		
	8.1 Updates	Amy Farrell-Morneau provided updates on the following: <ul style="list-style-type: none"> <li>National Aboriginal Day (NAD) – information re NAD celebrations were emailed to AEAC members;</li> <li>NAD Website is up and running;</li> <li>Class Visits at Churchill – Deputy Minister visited classes on his tour of the north; and</li> <li>Cultural Sensitivity Training – classes are completed for this year – make-up classes have been scheduled for the next school year.</li> </ul>	Amy Farrell-Morneau
9.	Information and Inquiries		
	9.1 APTN Interview	<ul style="list-style-type: none"> <li>APTN interviewed Sherri-Lynne Pharand on June 10 regarding a report that was released by “People for Education” saying:                 “Though 96% of Ontario secondary schools and 92% of elementary schools have some FNMI students enrolled, only 31% of secondary and 13% of elementary schools offer cultural support programs.”</li> </ul>	Sherri-Lynne Pharand

	AGENDA ITEM	DISCUSSION	ACTION
		<ul style="list-style-type: none"> <li>• Training in cultural sensitivity has been a priority in LDSB for many years. All teachers and staff receive this training and it is updated every two years. LDSB is the leading board in all of Ontario. Additionally, a unit on Treaties has been developed in collaboration with staff and community and is a required component in the compulsory grade 10 Civics and Careers course at Lakehead DSB high schools.</li> <li>• The link to the news story which aired on June 15 is <a href="http://aptn.ca/news/newscasts/">http://aptn.ca/news/newscasts/</a> Sherri-Lynne's interview is at the 15.43 minute mark of the story.</li> </ul>	
	9.2 Doctorate Degree	<ul style="list-style-type: none"> <li>• Sherri-Lynne offered congratulations to Amy on behalf of AEAC for receiving her Doctorate in Education.</li> </ul>	
	9.3 AEAC Student Representative	<ul style="list-style-type: none"> <li>• Katrina graduated on June 9<sup>th</sup> from Hammarskjold High School and will be studying Social Work at Lakehead University this fall.</li> <li>• Sherri-Lynne offered congratulations to Katrina on behalf of the Committee and thanked her for her commitment to AEAC.</li> </ul>	
10.	Closing Ceremonies	Elder Isabelle Mercier conducted the closing.	
11.	Next Meeting:	Thursday, September 17, 2015.	
12.	Adjournment:	The meeting adjourned at 11:55 a.m.	

LAKEHEAD DISTRICT SCHOOL BOARD

**SPECIAL EDUCATION ADVISORY COMMITTEE**

Jim McCuaig Education Centre  
Thunder Bay, Ontario

2015 JUN 17

**MEMBERS PRESENT:**

Laura Sylvestre (Chair)	Judy Kay
Theresa Graham (Vice Chair)	Martha Mawakeesic
Trustee Marg Arnone	Mike Otway
Jennifer Bean-Anderson	Liz Tod
Renata Dabrowski	Trustee Trudy Tuchenhausen

**OTHERS PRESENT:**

Colleen Kappel  
Lori Carson  
Dr. David Tranter

1. **Call to Order**

Laura Sylvestre, Chair of SEAC, called the meeting to order.

2. **Approval of the Agenda**

Moved by Trustee Trudy Tuchenhausen                      Seconded by Martha Mawakeesic

*“THAT the agenda for the June 17, 2015 SEAC meeting be approved.”*

**CARRIED**

3. **Declarations of Conflict of Interest**

There were no declarations of conflict of interest.

4. **Presentations**

4.1 **SEAC Artwork Contest Winners for SEAC Posters & Bookmarks –  
Leadership Group, Kingsway Park Public School**

Laura Sylvestre, Chair of SEAC, and Theresa Graham, Vice Chair of SEAC, presented the Kingsway Park Public School Leadership Group with a Chapters Gift Card, the prize for submitting the winning entry for the SEAC Contest: *Celebrating Inclusion @ Lakehead Public Schools, What does inclusion mean to you?* In attendance to accept their prize were Darren Lentz, Principal, and the following students: Amy Lynch, Ashley Rabachuk, Lindsey Rabachuk, Nicole Rabachuk, Faith Prosynk, Autumn Northcott, Kyle Braun, Kaitlyn Walsh, and Tyra Woodbeck.

4.2 Special Education Plan - L. Carson

Lori Carson, Special Education Officer, presented information on the updates and changes to the Special Education Plan. In addition handouts were provided on training for staff during the 2014-2015 school year as well as transition planning. Questions from members were addressed.

5. Confirmation of Minutes

Moved by Renata Dabrowski

Seconded by Mike Otway

*"THAT the minutes of the May 20, 2015 SEAC meeting be approved."*

CARRIED

6. Business Arising From The Minutes

6.1 Update from MACSE

6.1.1 Mental Health and Well-Being Programs and Initiatives 2014-2015

Dr. David Tranter, Mental Health Leader at Lakehead Public Schools shared information on the Mental Health and Well-Being Programs and Initiatives at the Board for 2014-2015. A handout outlining Intervention, Prevention, Promotion and Foundation items was provided to members. Questions from members were addressed.

6.1.2 Transitions Information

Renata Dabrowski, Lutheran Community Care representative, provided a handout on a summary of transition planning to the adult development sector. Ms. Dabrowski shared feedback from her colleagues on planning for students in secondary school transitioning out of the school system. Discussion ensued. Colleen Kappel, Superintendent of Education, suggested a meeting with special needs secondary teachers and administrators may be helpful.

6.2 Mental Health Information Session – Final Report to PIC

Laura Sylvestre, Chair of SEAC, provided the final report to the Parent Involvement Committee for the funding that was received and used for the Mental Health Information Presentation *Caring For Your Children, Caring For Yourself*.

6.3 Special Needs Strategy

Lori Carson, Special Education Officer, provided an update on the status of the Special Needs Strategy. The local Coordinated Services Planning

proposal will be submitted in the summer and the Integrated Delivery of Rehabilitation Services will be submitted in the fall. Members were requested to share any ideas with Lori Carson so that she may take the information back to the Committee that is coordinating the submissions.

6.4 SEAC/PIC Orientation Event

Laura Sylvestre, Chair of SEAC, provided information on the joint orientation event. The event is planned for October 2015 with a dinner and keynote speaker. There will be two breakout sessions for SEAC and two for PIC. Renata Dabrowski and Trustee Trudy Tuchenhausen volunteered to be on the organizing committee. Further information will be determined in September 2015.

7. Correspondence

7.1 Correspondence from the Minister of Education in response to letter from SEAC on FASD

Theresa Graham, Vice Chair of SEAC, read aloud the letter from the Minister of Education that was sent as a response to the letter that was sent from SEAC regarding FASD. Discussion occurred.

The correspondence folder was circulated to members for their perusal.

8. Advocacy Tracking

The Advocacy Tracking template was forwarded to members for completion.

9. 2015-2016 SEAC Meeting Schedule

The draft meeting schedule was provided to members. Members, by consensus, agreed to hold the December meeting on December 9, 2015 and the March meeting on March 23, 2015 all other dates presented were agreed to.

10. 2015-2016 SEAC Presentation Schedule

The draft presentation schedule was provided to members. Discussion occurred about how to obtain feedback from parents and students. Colleen Kappel, Superintendent of Education and Lori Carson, Special Education Officer will meet to discuss.

11. 2015-2016 SEAC Newsletter Schedule

The newsletter schedule was circulated for members to determine a month to provide a submission for school newsletters.

12. 2015-2016 SEAC Work Plan

Work Plan items were discussed for 2015-2016. The Work Plan will be brought to the September 2015 meeting for finalization.

13. Information & Inquiries/Association Reports

- 13.1 Martha Mawakeesic, Anishnawbe Mushkiki alternate representative, provided information to members on the initial planning for the 2015 FASD Awareness Day which will take place on September 9, 2015. Information will be forwarded for inclusion in the September school newsletters.

14. Status of SEAC Budget 2014-2015

The status of the 2014-2015 SEAC budget was provided to members.

15. Policy Review – 8070 Safe Schools System Expectations

Members, if interested, were requested to provide feedback to the policy and procedures by the deadline of June 26, 2015.

16. Board Update

Trustee Marg Arnone provided information on the following Board Meetings:

May 26, 2015 Regular Board Meeting

Reports addressed at this meeting included:

- Gorham & Ware Public School – Celebrating Student Achievement – Building Our Community;
- Trustee Recognition Award to Jeevan Chahal of Sir Winston Churchill CVI;
- Aboriginal Education'
- Privacy Information Management policy approval;
- Postponing approval of the following policies: Safe Schools System Expectations, School Accommodation, Facility Partnership, and Emergency Evacuation and School Closure;
- Approval of the Board Meeting Schedule for 2015-2016 and
- Approval of correspondence to the Minister of Education.

June 9, 2015 Standing Committee Meeting

- Health and Safety Semi-Annual Report;
- Revoking of the Accommodation in the Workplace Policy;
- Approval of the Emergency Evacuation Policy;
- Supervised Alternative Learning (SAL) Committee Appointments 15-16;
- Approval of the Policy Review Schedule to 2023;
- Electronic Meetings Policy; and
- Approval of the Multi-Year Strategic Plan.

17. Adjournment

Moved by Trustee Marg Arnone

Seconded by Theresa Graham

*"THAT we do now adjourn at 8:00 p.m."*

CARRIED



LAKEHEAD DISTRICT SCHOOL BOARD

**MINUTES OF PARENT INVOLVEMENT COMMITTEE**

Board Room  
Jim McCuaig Education Centre

2015 SEPT 14  
6:30 p.m.

**MEMBERS PRESENT:**

Susie Splett (Chair)  
Laura Sylvestre (Vice-Chair)  
Marg Arnone  
Jennifer Davis  
Danica Gernat  
Dave Isherwood  
Ian MacRae  
Laura Prodanyk

Jesse Roberts  
Nicole Walter Rowan

**RESOURCE:**

Judy Hill, Executive Assistant  
Bruce Nugent, Communications Officer

**MEMBERS ABSENT, WITH REGRET:**

Jennifer DeFranceschi  
Harbinder Singh Hayer  
Varinder Singh Hayer  
Suzanne Tardif

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

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

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. **Director's Report**

Ian MacRae, Director of Education, spoke of the positive feedback received on the Board's early start of the 2015-2016 school year. Director MacRae provided a brief report on the labour situation. The Board's Operational Plan will be presented to trustees at the November 10 Standing Committee. He also highlighted recent reports to the Board on Safe Schools System Expectations and Electronic Meetings policies.

Director MacRae reported that there is a current balance of \$19,839.00 in the PIC budget.

5. Confirmation of Minutes – June 15, 2015

The minutes were confirmed by consensus.

6. Business Arising from the Minutes

The College of Teachers presentation that was scheduled for the September 14, 2015 meeting will be rescheduled later in the year at their request.

7. PIC Communications Ad Hoc Committee

Bruce Nugent, Communications Officer, provided an update on the combined SEAC/PIC Fall event that will take place on Monday, November 9, 2015 at the Victoria Inn. A consultant has been hired to coordinate the event. The format for the evening will include dinner, a guest speaker and two separate breakout sessions for PIC and SEAC attendees. An electronic rsvp process is being developed and will be shared with schools, SEAC and AEAC. The following link is a biography of the guest speaker, Stan Wesley. <http://www.stanwesley.ca/>

8. PIC By-Law Review Ad-Hoc Committee

Susie Splett, Chair of the PIC By-Law Review Ad Hoc Committee, presented the proposed changes as they were noted in the document. By consensus, all changes were approved as highlighted.

9. 2015-2016 PIC Selection Committee

Chair Splett reported that new members are currently being sought and the deadline for applications is September 25. A selection committee will be established to review applications and will recommend appointments at the next PIC meeting. Judy Hill will email PIC members to consider serving on the PIC selection committee.

10. SEAC Funding Report

Chair Splett referred to the report included in the package. Dr. David Tranter, Mental Health Lead, presented Caring for Your Children, Caring for Yourself at the Oliver Road Community Centre on April 15, 2015.

11. AEAC Funding Report

Chair Splett referred to the report included in the package. PIC funds were used to purchase magnets that were designed and printed for the use of parent outreach in remote communities.

12. People for Education's 19<sup>th</sup> Annual Conference

Chair Splett shared information about the People for Education's 19<sup>th</sup> Annual Conference to be held in Toronto on November 7, 2015. Funding is available for one member to attend. Judy Hill will survey committee members seeking expressions of interest.

13. Aboriginal Education Advisory Committee Report

This report was deferred to the October 5, 2015 meeting.

14. Special Education Advisory Committee Report

Laura Sylvestre, SEAC representative, reported that SEAC will hold its next meeting on September 16, 2015.

15. Next Meeting

The next meeting will be held on Monday, October 5, 2015 at 6:30 p.m.

16. Adjournment

The meeting adjourned at 7:05 p.m.

LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2015 OCT 13  
Report No. 080-15

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

RE: POLICY REVIEW – 9010 PUPIL ACCOMMODATION REVIEW

1. Background

- 1.1 On April 27, 2010, the School Accommodation Policy 9010 was revised.
- 1.2 At the May 27, 2014 Regular Board Meeting, the School Accommodation Policy 9010 was approved for review during the 2014-2015 school year as part of the policy development and review cycle.
- 1.3 On March 26, 2015 the Ministry of Education released a new Pupil Accommodation Review Guideline.
- 1.4 At the May 26, 2015 Regular Board Meeting, the review of the School Accommodation Policy 9010 was postponed until the October 13, 2015 Standing Committee Meeting.
- 1.5 On September 2, 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 September 30, 2015.

2. Situation

- 2.1 The draft policy was presented to the Parent Involvement Committee and Special Education Advisory Committee. Their input was incorporated into the new policy and procedures.
- 2.2 Input was received from constituents and considered for inclusion in the new policy and procedures.
- 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 9010 Pupil Accommodation Review Policy, Appendix A to Report No. 080-15.

Respectfully submitted,

DAVID WRIGHT  
Superintendent of Business

IAN MACRAE  
Director of Education

<b>FACILITIES AND EQUIPMENT</b>	<b>9000</b>
<b>October 13, 2015 - DRAFT</b>	
<b>SCHOOL ACCOMMODATION POLICY</b>	
<b>PUPIL ACCOMMODATION REVIEW POLICY</b>	<b>9010</b>

1. Rationale

~~Lakehead District School Board is committed to providing a full range of educational benefits equitably distributed across a broad and diverse geographical area. Various factors beyond the control of the Board impact on this commitment. These factors include declining and shifting populations, a changing financial climate, new legislation, changing educational objectives, physical limitations, social influences and community aspirations. In order to maintain our commitment with the judicious use of finite resources, it is necessary to monitor and evaluate all schools on a regular basis and study in detail schools whose viability is in jeopardy. Our commitment mandates that the detailed study of any school be conducted from a community perspective.~~

***Lakehead District School Board is committed to the success and well-being of every student. It is responsible for managing facilities in an effective manner that ensures the financial viability and sustainability of the school board. In order to respond to changing demographics and program needs, it is necessary to monitor and evaluate the viability of all schools on a regular basis and to review in detail schools whose viability may be in question.***

2. Policy

It is the policy of Lakehead District School Board to study schools where opportunities exist to deliver learning to our students in a more ~~effective, efficient and economical manner~~ ***effective and efficient manner.***

3. **Long-Term Capital and Accommodation Planning**

***The Board will establish a pupil accommodation review only after undertaking the necessary assessment of long-term capital and accommodation planning options for the school(s). This long-term planning is informed by relevant information obtained from local municipal governments, First Nations, and other community partners, and takes into consideration long-term enrolment projections and planning opportunities for the effective use of excess space in the school(s).***

3. Director's Preliminary Report

~~The Director will present a preliminary report to the Board identifying a school or group of schools in which challenges may be faced in providing a suitable and equitable range of learning opportunities for students, and in respect of which there may be a need to consider the possible consolidation, closure or major program relocation in respect of one or more schools.~~

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#### **4. Initial Staff Report**

- 4.1** *Prior to establishing a pupil accommodation review, an initial staff report will be presented to the Board identifying a school or group of schools in which accommodation issues have been identified. The initial staff report will contain one or more options to address the accommodation issue(s). Each option must include a supporting rationale and timelines for implementation. If more than one option is presented, a recommended option will be identified.*
- 4.2** *A School Information Profile (SIP) will be completed by board staff for each of the schools under review and be presented to the Board with the initial staff report. SIPs will focus on the following considerations:*
- *value to the student; and*
  - *value to the Board.*

#### **4. Establishment of the Accommodation Review Committee**

~~After reviewing the Director's Preliminary Report, the Board may direct the formation of, and create the Terms of Reference for, an Accommodation Review Committee ("ARC") for a group of schools or for a single school. The ARC will include membership from the school community and the broader community.~~

~~All stakeholders of the affected schools will be informed within one week, in writing, through their respective schools, of the Board's decision to form an ARC and the decision will be posted on the Board's website.~~

#### **5. Establishment of the Pupil Accommodation Review and Accommodation Review Committee**

- 5.1** *After reviewing the initial staff report, the Board may choose to undertake a pupil accommodation review to address the accommodation issues in the school(s) under review.*
- 5.2** *The Board will direct the formation of an Accommodation Review Committee (ARC) for a group of schools or for a single school. The ARC will include membership from the school community and supporting board office staff.*
- 5.3** *All stakeholders of the school(s) under review will be informed within five (5) business days of the Board's decision to form an ARC and will be invited to provide feedback on the recommended option(s) presented in the initial staff report. The decision will be posted on the Board's website.*

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**SCHOOL ACCOMMODATION POLICY  
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~~The mandate of each ARC established is to lead the public review of a school or group of schools. Each ARC shall review, report and make recommendations regarding the accommodation options affecting the school or group of schools under review and express a preference if possible.~~

~~The school accommodation review process will include the completion of a School Information Profile based on School Profile Template, Reference Criteria, and Community Consultation which will focus on the following four areas:~~

- ~~• value to the student;~~
- ~~• value to the community;~~
- ~~• value to the Board; and~~
- ~~• value to the local economy.~~

**6. Role of the ARC**

***The ARC acts as the official conduit for information shared between the Board and the school community. The ARC shall review, provide feedback, and may seek clarification on the initial staff report. The ARC may provide other accommodation options than those in the initial staff report, and must provide supporting rationale for any such option. ARC members are not required to vote or achieve consensus regarding the information provided to the Board.***

**6.7. Timelines**

~~After the intention to conduct an accommodation review of a school or schools has been announced, there must be no less than 30 days notice prior to the first of four minimum public meetings.~~

~~Beginning with the first public meeting, the public consultation period must be no less than 90 days.~~

~~After the ARC completes its Accommodation Report, it is to make the report recommendations publicly available and submit the report and recommendations to the Director of Education.~~

~~After the submission of the Accommodation Report, there must be no less than 60 days notice prior to the meeting where the Trustees vote.~~

~~School holidays such as summer vacation, Christmas break and Spring break must not be considered part of the 30, 60 or 90 day periods.~~



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- 7.1** *Beginning with the Board's decision to conduct a pupil accommodation review of a school or schools, there must be no fewer than thirty (30) business days before the first of two public meetings is held.*
- 7.2** *Stakeholders, including single- and upper-tier local municipalities, First Nations, and community partners that expressed an interest prior to the pupil accommodation review, must be notified within five (5) days of the Board's decision to conduct a pupil accommodation review.*
- 7.3** *There must be no fewer than forty (40) business days between the first and final public meetings.*
- 7.4** *The final staff report must be posted on the Board website no fewer than ten (10) business days after the final public meeting.*
- 7.5** *From the posting of the final staff report there must be no fewer than ten (10) business days before public delegations.*
- 7.6** *There must be no fewer than ten (10) business days between public delegations and the final decision of the Board.*
- 7.7** *School holidays such as summer vacation, winter break and spring break must not be considered "business days".*

**8.1 The Board may choose to undertake a modified pupil accommodation review based on two or more of the following factors:**

- *distance to the nearest available accommodation is fewer than 15km for elementary schools or 20 km for secondary schools;*
  - *the utilization rate of the facility is less than or equal to 65%;*
  - *number of students enrolled at the school is fewer than or equal to 100 students for elementary schools or 300 students for secondary schools;*
  - *when the Board is planning the relocation (in any school year or over a number of years) of a program, in which the enrolment constitutes more than or equal to 50% of the school's enrolment (this calculation is based on the enrolment at the time of the relocation, or the first phase of a relocation carried over a number of school years.*
- 8.2**     *The initial staff report will contain a rationale for exempting the school(s) from the standard pupil accommodation review process. Even when the criteria for modified pupil accommodation review are met, the Board may choose to follow the standard pupil accommodation review process.*

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**9. Timelines of Modified Pupil Accommodation Review**

- 9.1 Beginning with the Board's decision to conduct a modified pupil accommodation review of a school or schools, there must be no fewer than thirty (30) business days before one single public meeting is held.**
- 9.2 Stakeholders, including single- and upper-tier local municipalities, First Nations, and community partners that expressed an interest prior to the pupil accommodation review, must be notified within five (5) days of the Board's decision to conduct a modified pupil accommodation review.**
- 9.3 The final staff report must be posted on the Board website no fewer than ten (10) business days after the single public meeting.**
- 9.4 From the posting of the final staff report there must be no fewer than ten (10) business days before public delegations.**
- 9.5 There must be no fewer than ten (10) business days between public delegations and the final decision of the Board.**
- 9.6 School holidays such as summer vacation, winter break and spring break must not be considered "business days".**

**10. Application of Pupil Accommodation Review Guidelines**

**The Board is not obligated to undertake a pupil accommodation review in the following circumstances:**

- where a replacement school is to be built by the Board on the existing site, or built or acquired within the existing school attendance boundary;**
- where a replacement school is to be built by the school board on the existing site, or built or acquired within the existing school attendance boundary and the school community must be temporarily relocated to ensure the safety of students and staff during reconstruction;**
- when a lease for a school is terminated;**
- when a school board is planning the relocation (in any school year or over a number of school years) of grades and programs, in which the enrolment constitutes less than 50% of the school's enrolment (this calculation is based on enrolment at the time of relocation, or the first phase of a relocation carried over a number of school years;**
- when a school board is repairing or renovating a school, and the school community must be temporarily relocated to ensure the safety of students and staff during the renovations;**

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- *where a facility has been serving as a holding school for a school community whose permanent school is over-capacity and/or is under construction;*
- *where there are no students enrolled at the school at any time throughout the school year.*

#### ~~7.11.~~ Appeal Process

An individual or group may seek a review of the Board's accommodation process in accordance with the Ministry of Education's document entitled "Administrative Review of the Accommodation Review Process" posted on the Board website and available at the Jim McCuaig Education Centre.

#### ~~8.~~ Integration Process

~~Where there is a resolution to close, an Integration Committee will be established.~~

#### **12. Transition Planning**

***Following the decision to consolidate or close a school, a Transition Committee will be formed to address the transition for students and staff. The transition of students will be carried out in consultation with parents/guardians and staff.***

#### ~~9.13.~~ Extenuating Circumstances

Notwithstanding the provisions of this policy and the accompanying procedures, where circumstances arise which, in the opinion of the Board, require action in the best interest of the overall management of the school system, the Board may, with the support of the majority of Trustees, alter the details of the Policy and Procedures.

#### ~~10.14.~~ Review

This policy shall be reviewed in accordance with Policy Development and Review Policy 2010.

<u>Cross Reference</u>	<u>Date Approved</u> November 24, 1993  <u>Date Revised</u>  April 27, 2004 June 26, 2007 April 27, 2010	<u>Legal Reference</u>  _____  _____
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**SCHOOL ACCOMMODATION PROCEDURES  
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PROCEDURES****9010**1. Policy

It is the policy of Lakehead District School Board to study schools where opportunities exist to deliver learning to our students in a more ~~effective, efficient and economical manner~~ **effective and efficient manner**.

2. Director's Preliminary Report

2.1 ~~The Director will present a preliminary report to the Board identifying a school or group of schools in which challenges may be faced in providing a suitable and equitable range of learning opportunities for students, and in respect of which there may be a need to consider the possible consolidation, closure or major program relocation in respect of one or more schools. A school or group of schools may be considered for study if one or more of the following conditions apply:~~

- ~~• the school or group of schools is unable to provide a suitable and equitable range of learning opportunities for students;~~
- ~~• the school or group of schools has experienced or will experience an adverse impact on learning opportunities for students due to declining enrolment;~~
- ~~• reorganization involving the school or group of schools could enhance programs and learning opportunities for students;~~
- ~~• teaching/learning spaces are not suitable to provide the programs needed to serve the community and retrofitting may be cost prohibitive;~~
- ~~• under normal staffing allocation practices, it would be necessary to assign three grades to one class in one or more of the schools;~~
- ~~• one or more of the schools is experiencing higher building maintenance expenses than the average for the system and/or is in need of major capital improvements;~~
- ~~• there are safety and/or environmental concerns attached to the building, the school site or its locality;~~
- ~~• the consolidation of schools is in the best interests of the overall school system; or~~
- ~~• it has been no less than five years since the inception of a study of the school by an Accommodation Review Committee, except where extenuating circumstances warrant, such as an unexpected economic or demographic shift, or a change in a school's physical condition.~~

2. Initial Staff Report

2.1 ***Prior to establishing a pupil accommodation review, an initial staff report will be presented to the Board identifying a school or group of schools in which accommodation issues have been identified.***

***A school or group of schools may be considered for study if one or more of the following conditions apply:***

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- *the school or group of schools is unable to provide a suitable and equitable range of learning opportunities for students;*
- *the school or group of schools has experienced or will experience an adverse impact on learning opportunities for students due to declining enrolment;*
- *reorganization involving the school or group of schools could enhance programs and learning opportunities for students;*
- *teaching/learning spaces are not suitable to provide the programs needed to serve the community and retrofitting may be cost prohibitive;*
- *under normal staffing allocation practices, it would be necessary to assign three grades to one class in one or more of the schools;*
- *one or more of the schools is experiencing higher building maintenance expenses than the average for the system and/or is in need of major capital improvements.*
- *there are safety and/or environmental concerns attached to the building, the school site or its locality;*
- *the consolidation of schools is in the best interests of the overall school system; or*
- *it has been no less than five years since the inception of a study of the school by an Accommodation Review Committee, except where extenuating circumstances warrant, such as an unexpected economic or demographic shift, or a change in a school's physical condition.*

**2.2** *The initial staff report to the Board will contain one or more options to address the accommodation issue(s). Each option will include a supporting rationale and timeline for implementation. If more than one option is presented, a recommended option will be identified. The initial staff report will also include information on actions taken by school board staff prior to establishing the pupil accommodation review process and supporting rationale as to any actions taken or not taken.*

**2.3** *The options to address the accommodation issue(s) in the initial staff report must include the following:*

- *summary of accommodation issue(s) for the school(s) under review;*
- *where students would be accommodated;*
- *if proposed changes to existing facility or facilities are required as a result of the pupil accommodation review;*
- *identify any program changes as a result of the proposed option;*
- *how student transportation would be affected if the change takes place;*
- *if new capital investment is required as a result of the pupil accommodation review, how the school board intends to fund this, as well as a proposal on*

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*how students would be accommodated if funding does not become available;  
and*

- *any relevant information obtained from municipalities and other community partners prior to the commencement of the pupil accommodation review, including any confirmed interest in using the underutilized space.*

- 2.4 *The initial staff report and School Information Profiles (SIPs) will be made available to the public and posted on the Board's website following the Board's decision to proceed with a pupil accommodation review.*

3. **School Information Profile**

- 3.1 *School board staff will develop School Information Profiles (SIPs) which will include data for each of the following two considerations about the school(s) under review:*

- *value to the student; and*
- *value to the board.*

- 3.2 *A SIP will be completed by school board staff for each of the schools under review to help provide an understanding of and familiarity with the facilities under review. The SIP will be completed prior to the commencement of a pupil accommodation review. Each school under review will have a SIP completed at the same point-in-time for comparison purposes. Each SIP will include:*

3.2.1 **Facility Profile**

- *School name and address.*
- *Site Plan and floor plan(s) (or space template) of the school with the date of school construction and any subsequent additions.*
- *School attendance area (boundary) map.*
- *Context map (or aerial photo) of the school indicating the existing land uses surrounding the school.*
- *Planning map of the school with zoning, Official plan or secondary plan land use designations*
- *Size of the schools site (acres or hectares).*
- *Building area (square feet or square meters).*
- *Number of portable classrooms.*

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- *Number and type of instructional rooms as well as specialized classroom teaching spaces (e.g., science lab, tech shop, gymnasium, etc.).*
- *Area of hard surfaced outdoor play area and/or green space, the number of play fields, and the presence of outdoor facilities (e.g., tracks, courts for basketball, tennis, etc.).*
- *Ten-year history of major facility improvements (item and cost).*
- *Projected five-year facility renewal needs of school (item and cost).*
- *Current Facility Condition Index (FCI) with a definition of what the index represents.*
- *A measure of proximity of the students to their existing school, and the average distance to the school for students.*
- *Percentage of students that are and are not eligible for transportation under the school board policy, and the length of the bus ride to school (longest, shortest, and average length of bus ride times).*
- *School utility costs (totals, per square foot, and per student).*
- *Number of parking spaces on site at the school, an assessment of the adequacy of the parking, and bus/car access and egress.*
- *Measures that the school board has identified and/or addressed for accessibility of the school for students, staff, and the public with disabilities (i.e., barrier-free).*
- *On-the-ground (OTG) capacity, and surplus/shortage of pupil spaces.*

**3.2.2 Instructional Profile**

- *Describe the number and type of teaching staff, non-teaching staff, support staff, itinerant staff, and administrative staff at the school.*
- *Describe the course and program offerings at the school.*
- *Describe the specialized service offerings at the school (e.g., cooperative placements, guidance counseling, etc.).*
- *Current grade configuration of the school.*
- *Number of out-of-area students.*
- *Number of self-identified Aboriginal students.*

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- *Percentage of students accessing special education services.*
- *Utilization factor/classroom usage.*
- *Summary of five previous years' enrolment and 10-year enrolment projection by grade and program.*
- *Current extra-curricular activities.*

**3.2.3 Other School Use Profile**

- *Current non-school programs or services resident at or co-located with the school as well as any revenue from these non-school programs or services and whether or not it is at a full cost recovery.*
- *Current facility partnerships as well as any revenue from the facility partnerships and whether or not it is at full cost recovery.*
- *Community use of the school as well as any revenue from the community use of the school and whether it is at full cost recovery.*
- *Availability of before and after school programs or services (e.g., child care) as well any revenue from the before and after school programs and whether or not it is at full cost recovery.*
- *Description of the school's suitability for facility partnerships.*

**4. Notification of Stakeholders**

**4.1** *All stakeholders of the schools under review will be informed within five (5) business days of the Board's decision to undertake a pupil accommodation review and form an Accommodation Review Committee (ARC). The decision will be posted on the Board's website. Stakeholders will include:*

- *parents and guardians of the school(s) under review;*
- *staff of the school(s) under review;*
- *community partners that expressed an interest prior to the pupil accommodation review;*
- *affected First Nations;*
- *affected single- and upper-tier municipalities, through the Clerk's department (or equivalent).*



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- 4.2** *Individuals from the school(s) under review and the broader community will be invited to participate in the pupil accommodation review consultation. The pupil accommodation review process will consist of the following methods of consultation:*
- *Accommodation Review Committee;*
  - *consultation with municipal governments local to the affected school(s);*
  - *public meetings; and*
  - *public delegations.*
- 4.3** *Administration will meet with representatives of the affected federations and unions and issue a statement before the process begins, clarifying the roles of staff during the accommodation review and after the Board has made a final decision.*
- 4.4** *The Director(s) of Education of the coterminous school board(s) will be notified of the decision to conduct a pupil accommodation review within five (5) business days.*
- 4.5** *The Ministry of Education, through the office of the Assistant Deputy Minister of the Financial Policy and Business Division, will be notified of the decision to conduct a pupil accommodation review within five (5) business days.*

**3.5. Establishment of the Accommodation Review Committee**

~~After reviewing the Director's Preliminary Report, the Board may direct the formation of an Accommodation Review Committee ("ARC") for a group of schools or for a single school.~~

~~All stakeholders of the affected schools will be informed within one week, in writing, through their respective schools, of the Board's decision to form an ARC and the decision will be posted on the Board's website.~~

~~*After reviewing the initial staff report, the Board may direct the formation of, and provide the terms of reference for, an Accommodation Review Committee (ARC) for a group of schools or for a single school.*~~

- 5.1** *The ARC will be formed following the Board's consideration of the initial staff report but prior to the first public meeting. The decision to form an ARC will be posted on the Board's website within five (5) days.*

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- 5.2** *The school board will invite ARC members from the school(s) under review to an orientation session that will describe the mandate, roles and responsibilities, and procedures of the ARC.*

**4.6.** Composition of the ARC

~~The ARC will consist of the following members:~~

~~The appropriate school Superintendent; and~~

~~• from each affected school:~~

- ~~○ school Principal or designate;~~
- ~~○ one teacher;~~
- ~~○ one non-teaching staff member;~~
- ~~○ one parent, whom will be the School Council Chair or designate from each school under review; and~~
- ~~○ once the ARC is constituted, it will invite a municipal councillor or delegate and a member of the business community to join the Committee.~~

***The ARC will consist of the following members:***

- the appropriate school superintendent; and**
- from each school under review:**
  - school principal or designate;**
  - one teacher chosen by the principal;**
  - one non-teaching staff member chosen by the principal;**
  - The school council chair or another member of school council chosen by the council from each school under review;**
  - a representative from the Special Education Advisory Committee;**
  - a representative from the Aboriginal Education Advisory Committee;**
  - a student representative in the case of a secondary school chosen by the principal;**
  - a school board trustee who will monitor the process as an ad hoc member; and**
  - board office staff.**

- 6.1** ***Alternate members will be designated for each member of the ARC. Alternate members will attend ARC meetings in the event that the regular member is unavailable.***

- 6.2** The Committee will be deemed to be properly constituted whether or not all of the listed members are willing and able to participate.

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PROCEDURES****9010****5-7. Mandate of the ARC**

~~The mandate of each ARC established is to lead the public review of a school or group of schools. Each ARC shall review, report and make recommendations regarding the accommodation options affecting the school or group of schools under review and express a preference if possible.~~

***Lakehead District School Board is committed to the success and well-being of every student. Curriculum and programming decisions that may require school consolidation, closure or program relocation must take into account the needs of all of the students in all of the affected schools. The focus of the ARC should be on the potential for enhancing the learning environment and providing the best educational opportunities for students when considering the recommended options in order to reach a constructive and positive outcome.***

**8. Role and Responsibilities of the ARC**

- 8.1    *The role of the ARC is to act as the official conduit of information shared between the Board and the school community. The ARC will provide information to the affected school communities on an on-going basis.***
- 8.2    *The ARC shall review, provide feedback, and may seek clarification on the initial staff report throughout the pupil accommodation review process.***
- 8.3    *The ARC may provide other accommodation options than those in the initial staff report, and must provide supporting rationale for any such option.***
- 8.4    *The ARC may request clarification about information presented in the SIP. It is not the role of the ARC to approve the SIP.***
- 8.5    *ARC members are not required to vote or reach a consensus regarding information provided to the Board.***
- 8.6    *School board staff will respond to reasonable requests for information or clarification regarding the initial staff report or SIP. Board staff will also respond to questions raised in the minutes of ARC meetings and public meetings. Responses to questions raised in public meetings will be posted on the Board's website.***

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**8.7** *School board staff will be assigned to the ARC to compile feedback from the ARC as well as from the broader community in the Community Consultation section of the final staff report which will be presented to the Board.*

**8.8** *The final decision of the pupil accommodation review rests solely with the Board.*

**6-9.** Terms of Reference *of the ARC*

The school superintendent will be the ARC Chair. The Chair will convene and chair meetings and will ensure that the ARC successfully carries out its obligations under this Policy.

**6-19.1** Meetings of the ARC

~~69.1.1~~ The ARC will complete its work within the timelines in this policy.

~~6.1.2~~ The ARC Chair will call the first public meeting of the ARC no earlier than thirty (30) days after the date of its Board approved formation, excluding from the calculation school holidays such as summer vacation, Christmas break and Spring break.

~~6.1.3~~ Prior to the first public meeting, the ARC will customize the Board's Generic School Profile Template (outlined in 6.3) and the Reference Criteria (outlined in 6.4). The ARC will make the customized School Profile Template and the Reference Criteria public prior to its public meetings.

~~6.1.4~~ The ARC will hold at least four public meetings in the school(s) identified, or if not accessible, in the nearest accessible facility:

~~6.1.4.1~~ At the first public meeting, the ARC will describe its mandate, outline its study process, and give the public a briefing on the data and issues to be addressed. The ARC will also describe how the Reference Criteria and the School Profile Template have been customized. The ARC will receive community input.

~~6.1.4.2~~ At the second public meeting, the ARC will present its draft School Valuation Reports applying the School Profile Template to the schools under consideration to the public and will receive community input.

~~6.1.4.3~~ At the third public meeting, the ARC will receive community input on the accommodation options to be considered and will receive community input.

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~~6.1.4.4 At the fourth public meeting, the ARC will present its draft Accommodation Report and recommendations to the public and will receive and consider community input. The ARC may make changes to the report based on feedback at the meeting.~~

~~6.1.5 Advance notice of the public meetings will be provided and will include date, time, location, purpose, contact name and information. Notice of the first public meeting will be provided no less than thirty (30) days in advance of the meeting, excluding from the calculation school holidays such as summer vacation, Christmas break and Spring break. A minimum of two weeks notice will be provided in respect of the other public meetings.~~

~~6.1.6 Detailed minutes will be kept of the ARC meetings and will be posted on the Board's website.~~

~~6.1.7 The ARC will provide information to the affected school communities on an ongoing basis.~~

**9.1.2 The ARC will meet to review materials presented by school board staff.**

**9.1.3 The ARC will hold as many working meetings as deemed necessary within the timelines in this policy.**

**9.1.4 Minutes of ARC meetings will be recorded.**

**9.2 Public Meetings**

**9.2.1 The ARC Chair will call the first public meeting no fewer than thirty (30) business days after the Board's intention to conduct a pupil accommodation review has been announced.**

**9.2.2 Public meetings will be moderated by an outside individual selected by administration.**

**9.2.3 The ARC will hold at least two public meetings in the school(s) under review, or if not accessible, in the nearest accessible facility:**

**9.2.3.1 School board staff will facilitate the public meetings to solicit broader community feedback on the recommended option(s) contained in the initial staff report.**

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- 9.2.3.2** *The first public meeting must include an overview of the ARC orientation session, a presentation of the initial staff report with recommended option(s), and a presentation of the SIP(s). The ARC will receive community input on the recommended option(s) in the initial staff report.*
- 9.2.3.3** *At the second public meeting, the ARC will receive further community input on the recommended option(s) in the initial staff report. The second public meeting will be held no fewer than forty (40) business days after the first public meeting.*
- 9.2.3.4** *Advance notice of the public meetings will be provided on the Board's website and will include date, time, location, purpose, contact name and information. A minimum notification period of two (2) weeks will be provided for each public meeting.*
- 9.2.3.5** *Minutes of the public meetings and will be recorded and posted on the Board's website.*

**10. Consultation with Local Municipal Governments and Community Partners**

*Affected single- and upper-tier municipalities, First Nations, as well as community partners that expressed an interest prior to the pupil accommodation review, will be notified of the Board's decision to conduct a pupil accommodation review within five (5) days of the decision, and will be invited to a meeting with school board staff to provide feedback on the recommended option(s) in the initial staff report.*

- 10.1** *The invitation for this meeting will be provided through written notice, and will be directed through the Clerks Department (or equivalent) for the affected single and upper-tier municipalities.*

**10.1.1** *The meeting invitation will request that municipalities provide technical information from the area where the pupil accommodation review will occur. This technical information will include, but is not limited to, population and future development projects in the area.*

- 10.2** *Feedback from local municipal governments and interested community partners must be provided to board staff before the final public meeting. A minimum notification period of two weeks will be provided of when the final meeting is to take place.*

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**SCHOOL ACCOMMODATION PROCEDURES  
PUPIL ACCOMMODATION REVIEW  
PROCEDURES****9010****6.2 — The Work of the ARC**

Lakehead District School Board is committed to providing the best educational opportunities for our students. Active curriculum and programming decisions that might require school consolidation, closure or program relocation must take into account the needs of all of the students in all of the schools.

The focus should first be on the current educational situation in the school or group of schools, and how it is likely to evolve if things are left as they are. Attention should then be paid to the potential for enhancing the learning environment for students. It is expected the ARC complete the School Profile Template and utilize the questions set out in the ARC Reference Criteria to focus on the issues in order to reach a constructive and positive outcome.

**6.3 — Generic School Profile Template**

The Board will provide the ARC with a Generic School Profile Template. The template will focus on the following areas:

- value to the student;
- value to the community;
- value to the Board; and
- value to the local economy.

**6.4 — ARC Reference Criteria**

The ARC report will include responses to the following questions:

- In respect of the school or group of schools being studied, the ARC will consider the questions set out below. The ARC may consider any additional questions it determines to be relevant.
- Does the school or group of schools currently provide the range of mandatory programs required to meet the Ministry of Education policies and ensure program quality for all students who reside in the catchment area?
- Does the school or group of schools currently provide the range of optional programs required to ensure an appropriate education and program quality for all students? What optional programs cannot be offered currently that are available in other schools?
- Is the operation of the schools or size of schools supported by the funding guidelines of the Student Focused Funding Model?
- Do enrolment projections and development plans indicate that the enrolments will be high enough for the next five years to keep the organization viable?
- Is there a proposed organization of all, or some of the existing schools, that could result in each remaining a school being able to provide the range of mandatory programs for the Board's students who reside in the existing catchment area?

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- ~~Is there a proposed organization of all, or some of the existing schools, that could result in each remaining a school being able to provide the range of optional programs for the Board's students who reside in the existing catchment area?~~
- ~~Can the proposed school organization result in an equivalent or improved environment for the students from a health and safety perspective?~~
- ~~What busing would be required under the proposed organization? If there are increased busing costs, can these be offset by reduced operating and administrative costs?~~
- ~~What are the financial benefits of the proposed organization that would enable the Board to maintain or improve the student learning environment?~~
- ~~What are the capital requirements of the proposed organization in terms of renewal, additions, or program enhancements? Would they be supported by Ministry funding?~~
- ~~Do alternative organization(s) of all, or some of the schools, offer better long-term opportunities to provide quality educational services and accommodation for students within current fiscal realities?~~
- ~~What effects would the proposed organization(s) have on community activities of social, educational, cultural or recreational nature?~~

**6.5 — Information and Documentation**

- ~~6.5.1 — An information package necessary to permit the ARC to carry out its mandate will be provided no later than ARC's first public meeting.~~

~~The package will include the following:~~

- ~~Background information regarding the school located within the area of the accommodation review. This will include:~~
  - ~~Organization and programming information for each school under study;~~
  - ~~capital requirements to address program needs;~~
  - ~~maps of the area;~~
  - ~~enrolment and capacity information for each school in the review area;~~
  - ~~information outlining where students attending each school in the review area reside;~~
  - ~~demographic projections concerning future enrolments at the schools within the review area;~~
  - ~~information on transportation;~~
  - ~~floor plans of the schools under study;~~
  - ~~site plans of the schools under study;~~
  - ~~expenditures and revenues for each school in the review area with particular emphasis on school operations i.e. heating, lighting, cleaning, school Administration;~~



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- ~~information regarding renewal needs of each school in the review area; and~~
- ~~information regarding the current community use of each school in the review area including any tenant agreements.~~

- ~~Alternate accommodation plans for the students in the schools located within the area of the accommodation review including suggestions as to where the students could be accommodated, what changes to existing facilities might be required, what programs could be available to the students, and associated transportation requirements.~~

~~6.5.2 Board staff will respond to reasonable requests for additional information from the ARC. The staff will also provide responses to questions raised in the minutes of the meetings. These responses will be posted on the Board's website.~~

~~6.6 The ARC Report~~

~~6.6.1 The ARC will prepare an Accommodation Report addressing the questions set out earlier in the Policy and those that it chooses to add, and will provide its advice to staff and the Board on the matters to be addressed in the Director's report to the Board. The ARC will also ensure that the following issues are addressed:~~

- ~~The implications for the program for students both in the school(s) under consideration for consolidation, closure or program relocation, and in the school(s) where programs may be affected.~~
- ~~The effects of consolidation, closure or program relocation on the following:~~
  - ~~the attendance area defined for the schools;~~
  - ~~attendance at other schools; and~~
  - ~~the need and extent of busing.~~
- ~~The financial effects of consolidating or not consolidating the school, including any capital implications.~~
- ~~Revenue implications as a result of the consolidation, closure or program relocation.~~
- ~~Savings expected to be achieved as a result of the consolidation, closure or program relocation, such as:~~
  - ~~school operations (heating, lighting, cleaning, routine maintenance); and~~
  - ~~expenditures to address school renewal issues which will not longer be required.~~
- ~~Additional expenditures, if any, at schools which will accommodate students displaced as a result of a consolidation, closure or program relocation decision taken by the Board, such as:~~
  - ~~school operations (heating, lighting, cleaning, routine maintenance);~~
  - ~~school Administration;~~

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PROCEDURES****9010**

- school renewal; and
- transportation.
- Net savings/costs associated with:
  - teaching staff;
  - paraprofessionals; and
  - student transportation.

6.6.2 The ARC will deliver its Accommodation Report to the Director of Education not earlier than ninety (90) days and not later than ninety five (95) days after the beginning of the ARC's first public meeting, excluding from the calculation school holidays such as summer vacation, Christmas break and Spring break.

7. Timeline Flow Chart

A timeline flow chart for the School Accommodation Policy process is attached as Appendix A.

8. Director of Education's Final Report to the Board

- 8.1 The Director of Education will review the recommendations of ARC and prepare a report to the Board.
- 8.2 The Director of Education's report will include as appendices the ARC's report and recommendation(s), the information package provided to the ARC, minutes of the ARC meetings and any material received by the ARC from the public.
- 8.3 The recommendation(s) accompanying the Director of Education's report will be one or more of the following:
- to maintain the schools and to continue to monitor them;
  - to reorganize the schools, their programs or their grade structures;
  - to change the boundaries of the schools; and/or
  - to consolidate and/or close one or more of the schools.
- 8.4 Opportunity for public input regarding both the ARC's Report and Director of Education's Report shall be provided at a subsequent meeting of the Board which will receive and hear public delegations as well as consider written submissions.
- 8.5 The Board shall make a decision regarding the school(s) under review at a scheduled Board meeting and shall notify the school community(ies) in writing of the Board's decision, and shall have the decision posted on the Board's website. The Board may decide to close a school despite an ARC recommendation not to close. The resolution will include a clear timeline to closure.

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**SCHOOL ACCOMMODATION PROCEDURES  
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PROCEDURES****9010****11. Final Staff Report**

*At the conclusion of the pupil accommodation review process, school board staff will submit a final staff report to the Board.*

- 11.1** *School board staff may choose to amend the proposed option(s) included in the initial staff report.*
- 11.2** *The recommended option(s) will include a proposed accommodation plan which contains a timeline for implementation.*
- 11.3** *The final staff report will include a Community Consultation section that contains feedback from the ARC and any public consultations as well as any relevant information obtained from municipalities and other community partners prior to and during the pupil accommodation review.*
- 11.4** *The final staff report will be posted on the Board's website no fewer than ten (10) business days after the final public meeting.*

**12. Public Delegations**

*Once the final staff report is submitted to the Board, there will be an opportunity for members of the public to provide feedback on the final staff report through public delegations to the Board.*

- 12.1** *Notice of public delegation opportunities will be posted on the Board's website.*
- 12.2** *Public delegations will be held in accordance with 2014 Procedural By-Law Section 8.3.13.*
- 12.3** *School board staff will compile feedback from the public delegations which will be presented to the Board with the final staff report.*

**13. Decision of the Board of Trustees**

*The Board will be provided with the final staff report, including the compiled feedback from public delegations, when making its final decision regarding the pupil accommodation review.*

- 13.1** *The Board has the discretion to approve the recommendation(s) of the final staff report as presented, modify the recommendation(s) of the final staff report, or to approve a different outcome.*

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- 13.2 *Final pupil accommodation review decisions should not be made during the summer holiday period, except in exceptional circumstances as deemed by the Board.*

14. **Transition Process**

- 14.1 *Where there is a ~~motion~~ decision to consolidate or close a school, a Transition Committee will be established.*
- 14.2 *The mandate of the Transition Committee will be to organize an action plan for the smooth transition for all concerned.*
- 14.3 *The Transition Committee will include:*
- *one trustee appointed by the Board;*
  - *the superintendent responsible;*
  - *the principal(s) of the school(s) involved;*
  - *one staff member, appointed by the principal, from each school involved;*
  - *equal number of parent representatives reflecting the profile of the school(s) involved;*
  - *at least one School Council parent member; and*
  - *one Student Council representative in the case of a secondary school.*

*The Transition Committee will be deemed to be properly constituted whether or not all of the listed members are willing and able to participate.*

- 14.4 *The Chair of the Transition Committee will be responsible to ensure the impacted communities are informed of the integration process.*
- 14.5 *An information report on the activities of the Transition Committee will be presented to the Board no later than June 30 of the school year in which the school(s) will be closed.*

15. **Assets Management Plan**

*An assets management plan, including an inventory, asset relocation, security, and alternative use or disposal of the facility will be developed. Any disposal or alternate use will be consistent with Ministry of Education regulations.*

16. **Implementing the Modified Accommodation Review Process**

*When the criteria for modified pupil accommodation review are met, the Board may choose to follow this review process. The modified pupil accommodation review differs from the standard pupil accommodation review only as follows:*

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- 16.1** *The initial staff report will contain rationale for exempting the affected school(s) from the standard pupil accommodation review process.*
- 16.2** *One (1) public meeting will be held not sooner than 30 days from the date of the Board's decision to undertake the modified pupil accommodation review.*
- 16.3** *The formation of an Accommodation Review Committee is not required.*
- 16.4** *Feedback from local municipal governments and interested community partners must be provided to board staff before the public meeting.*

*In all other respects, the modified accommodation review process follows the procedures outlined in this policy.*

**17. Timeline Flow Charts**

*Timeline flow charts for the School Accommodation Policy process and Modified School Accommodation Policy process are attached as Appendix A.*

**9-18. Appeal Process**

An individual or group may seek a review of the Board's accommodation process in accordance with the Ministry of Education's document entitled "Administrative Review of the Accommodation Review Process" posted on the Board website and available at the Jim McCuaig Education Centre.

**10. Application of Accommodation Review Guidelines**

~~The Ministry of Education Accommodation Review Guidelines and Lakehead District School Board Policy regarding School Reviews do not apply in the following circumstances:~~

- ~~• where a replacement school is to be rebuilt by the Board on the existing site or located within the existing school attendance boundary;~~
- ~~• when a lease is terminated;~~
- ~~• when the Board is considering the relocation of a grade or grades, or a program where the enrolment in the grade or grades, or program, constitutes less than 50 percent of the enrolment of the school;~~
- ~~• when the Board is repairing or renovating a school, and the school community must be temporarily relocated to ensure the safety of students during the renovations; and~~
- ~~• where a facility has been serving as a holding school for a school community whose permanent school is under construction or repair.~~

**FACILITIES AND EQUIPMENT****9000****October 13, 2015 - DRAFT****SCHOOL ACCOMMODATION PROCEDURES  
PUPIL ACCOMMODATION REVIEW  
PROCEDURES****9010****11. Integration Process**

~~11.1 — Where there is a motion to close, an Integration Committee will be established.~~

~~11.2 — The mandate of the Integration Committee will be to organize an action plan for the smooth transition for all concerned.~~

~~11.3 — The Integration Committee will include:~~

- ~~• one Trustee appointed by the Board;~~
- ~~• the Superintendent responsible;~~
- ~~• the Principal(s) of the school(s) involved;~~
- ~~• one staff member from each school involved;~~
- ~~• an equal number of parent representatives reflecting the profile of the schools involved;~~
- ~~• at least one School Council parent member; and~~
- ~~• one Student Council representative in the case of a secondary school.~~

~~11.4 — The Chair of the Integration Committee will be responsible to ensure the impacted communities are informed of the integration process.~~

~~11.5 — An information report on the activities of the Integration Committee will be presented to the Board no later than June 30 of the school year in which the school(s) will be closed.~~

**12. Assets Management Plan**

~~An asset management plan, including inventorying, asset relocation, security, and alternative use or disposal of the facility will be developed. Any disposal or alternate use will be consistent with Ministry of Education regulations.~~

**13.19. Extenuating Circumstances**

Notwithstanding the provisions of this policy and the accompanying procedures, where circumstances arise which, in the opinion of the Board, require action in the best interest of the overall management of the school system, the Board may, with the support of the majority of Trustees, alter the details of the Policy and Procedures.

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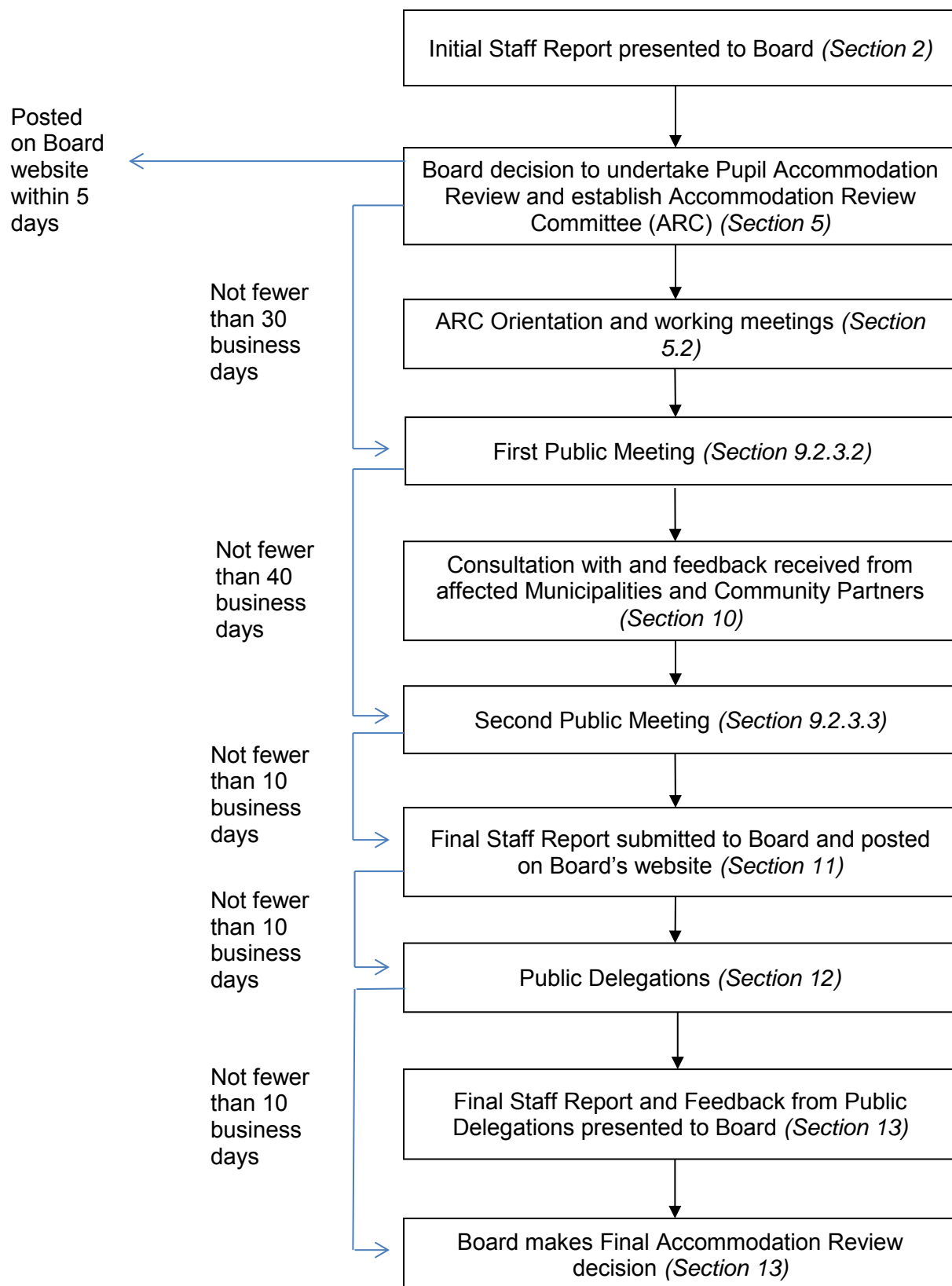
**9010****14.20. Review**

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

<u><b>Cross Reference</b></u>	<u><b>Date Approved</b></u>	<u><b>Legal Reference</b></u>
	<p><b>November 24, 1993</b></p> <p><u><b>Date Revised</b></u></p> <p><b>April 27, 2004</b>  <b>June 26, 2007</b>  <b>April 27, 2010</b></p>	

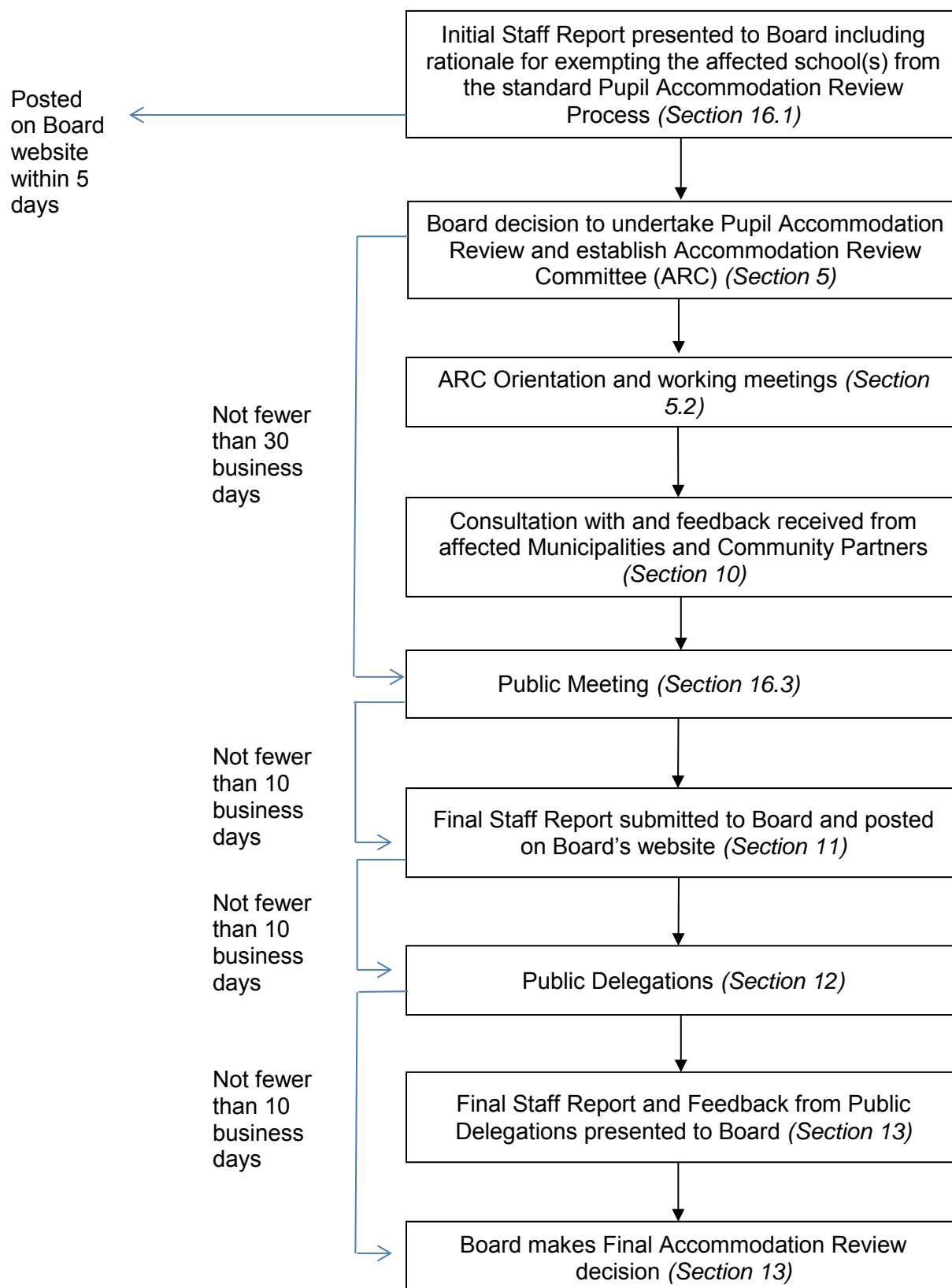
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## PUPIL ACCOMMODATION REVIEW TIMELINE FLOWCHART





## MODIFIED PUPIL ACCOMMODATION REVIEW TIMELINE FLOWCHART



LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2015 OCT 13  
Report No. 081-15

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

RE: POLICY REVIEW – 9015 FACILITY PARTNERSHIP

1. Background

- 1.1 On September 28, 2010, the Facility Partnership Policy 9015 was approved.
- 1.2 On March 26, 2015 The Ministry of Education released a new Community Planning and Partnerships Guideline.
- 1.3 At the May 26, 2015 Regular Board Meeting the Facility Partnership Policy 9015 was approved to be added to the 2014-2015 review year and to coincide with the Pupil Accommodation Review Policy 9010 review.
- 1.4 On September 2, 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 September 30, 2015.

2. Situation

- 2.1 The draft policy was presented to the Parent Involvement Committee.
- 2.2 No constituent input was received regarding 9015 Policy and Procedures.
- 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 9015 Facility Partnership, Appendix A to Report No. 081-15.

Respectfully submitted,

DAVID WRIGHT  
Superintendent of Business

IAN MACRAE  
Director of Education

**FACILITIES AND EQUIPMENT****9000****October 13, 2015 - DRAFT****FACILITY PARTNERSHIP POLICY****9015**1. Rationale

~~Lakehead District School Board owns and operates several educational facilities. The Board may, from time to time, have unused space in one or more facilities and recognizes the need for co-operative and collaborative use of facilities. Offering space in schools to partners can strengthen the role of schools in communities, provide a place for programs and facilitate the coordination of, and improve access to, services for students and the wider community.~~

***Lakehead District School Board's primary responsibility is to support the achievement, well-being and safety of our students. The Board recognizes that cooperative and collaborative relationships between school boards and community organizations are part of the foundation of a strong, vibrant and sustainable publicly-funded education system. Offering space in schools to partners can strengthen the role of schools in communities, provide a place for programs and facilitate the coordination of, and improve access to, services for students, and the wider community.***

2. Policy

It is the policy of Lakehead District School Board ***to share information and*** work with community partners ~~*in order to share facilities*~~ to the benefit of the Board, students and the community, and to optimize the use of public assets owned by the Board. The Board will seek opportunities to share facilities with community partners when building new schools and undertaking significant renovations, and when considering the use of unoccupied space in schools. The Board will commit to ~~expand the number of~~ ***making decisions regarding facility*** partnerships in a way that is transparent, ***well-informed, well-coordinated***, sustainable and supportive of student achievement, ***well-being and safety***.

3. Applicability

- 3.1 Where unused space is declared surplus the Board will follow the circulation process outlined in Ontario Regulation 444/98.
- 3.2 Where the unused space in open and operating schools is not surplus, but is available for partnership, or where the partnership opportunity involves new construction, the information will be provided to potential partners through the notification process outlined in the Facility Partnership Procedures.

**FACILITIES AND EQUIPMENT****9000****October 13, 2015 - DRAFT****FACILITY PARTNERSHIP POLICY****9015**4. Review

This policy shall be reviewed in accordance with Policy Development and Review Policy 2010.

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
<b>Leasing of Space Policy (3060)</b> <b>Use of School Buildings,</b> <b>Facilities and Ground Policy</b> <b>(8011)</b> <b>Safe Schools – System</b> <b>Expectations Policy (8070)</b> <b>School Accommodation</b> <b>Policy Pupil Accommodation</b> <b>Review Policy (9010)</b>	<b>September 28, 2010</b>  <u>Date Revised</u>	  

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# FACILITIES AND EQUIPMENT

9000

October 13, 2015 - DRAFT

## FACILITY PARTNERSHIP PROCEDURES

9015

### 1. Policy

It is the policy of Lakehead District School Board **to share information and** work with community partners ~~in order to share facilities~~ to the benefit of the Board, students and the community, and to optimize the use of public assets owned by the Board. The Board will seek opportunities to share facilities with community partners when building new schools and undertaking significant renovations, and when considering the use of unoccupied space in schools. The Board will commit to ~~expand the number of~~ **making decisions regarding facility** partnerships in a way that is transparent, **well-informed, well-coordinated**, sustainable and supportive of student achievement **well-being and safety**.

### 2. Eligibility Criteria

As a minimum, potential partners must meet the following criteria:

- Partnership must be appropriate for the school setting.
- Partnership will not compromise the health and safety of students.
- Partnership will provide a service that is not a competing education service such as tutoring services, private schools or colleges and credit offering entities that are not government funded.
- Partnership activities will not interfere with school operations and activities.
- Partnerships must be consistent with the mission of the Board
- Partnerships must not compromise the student achievement strategy.
- Agrees to operate in accordance with Board Policies and Procedures.
- **Sustainability.**
- Additional eligibility criteria may be established by the Board on an individual case basis, as required.
- ~~Sustainability~~

### 3. Selection Criteria

**Potential partners will be evaluated on the basis of:**

- **congruence with the eligibility criteria;**
- **history and stability;**
- **ability to pay;**
- **impact on the site; and**
- **additional selection criteria may be established by the Board on an individual case basis, as required.**

# FACILITIES AND EQUIPMENT

**9000**

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## FACILITY PARTNERSHIP PROCEDURES

**9015**

### 3 4. Available Space

3 4.1 Space availability for potential partnerships will be identified through the Capital Planning process and the updates to the Capital Plan as required.

3 4.2 Available space will be identified through consideration of:

- School needs;
- Enrolment projections;
- Board accommodation strategies;
- Zoning and site restrictions;
- Condition of the school;
- Configuration of the school; **and**
- Other factors as appropriate.

### 4 5. Notification List

A notification list of potential partners will be maintained by the Director or designate consisting at a minimum of applicable entities listed in Ontario Regulation 444/98, **and will also include:**

- ***all applicable levels of municipal government;***
- ***applicable District Social Services Board(s) or Consolidated Municipal Service Managers; and***
- ***applicable Public Health Boards, Local Health Integration Networks and Children's Mental Health Centers.***

If child care operators and government funded agencies request it, they will be added to the notification list. Other eligible potential partners may be added to the notification list by the Director or designate.

### 5 6. Notification Process

5-6.1 Information on space available to partners will be posted on the Board's website and the information will be updated on an annual, or more frequent basis. ***Entities on the notification list will be notified when information is updated.***

5-6.2 A public meeting will be held once per year to discuss potential facility partnerships and to receive information on the needs of the communities within the Board. Details on the time and location of the meeting will be provided to the entities on the notification list and posted on the Board's website at least 30 days in advance of the meeting.

5-6.3 When the Board is considering building a new school or undertaking a significant addition or renovation, it will notify the entities on the notification list one to three years prior to the potential construction date. The Board will provide as much information as

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**FACILITY PARTNERSHIP PROCEDURES****9015**

possible about its plans and the site to support potential partners in determining the project's suitability for their purposes.

**6-7. Other**

**6-7.1** The Board is not expected to incur additional costs to support facility partnerships. The rent and/or fees charged to the partners should cover the operations and capital cost, including administrative costs and all applicable taxes, to the Board of the space occupied by the partner. Any additional costs will be borne by the partners.

**6-7.2** Notwithstanding the above, where suitable partners cannot be found or the Board considers it to be in its best interest, surplus space may be sold or leased in accordance with Ontario Regulation 44/98 as amended. Board Policy 9010 – ~~School~~ **Pupil Accommodation Review** Policy governs the study of schools for potential closure.

**7 8. Review**

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

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
Leasing of Space Policy (3060)	September 28, 2010	_____
Use of School Buildings, Facilities and Grounds Policy (8011)	<u>Date Revised</u>	_____
Safe Schools – System Expectations Policy (8070)		
<del>School Accommodation Policy</del> <b>Pupil Accommodation Review Policy (9010)</b>		

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LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2015 OCT 13  
Report No. 085-15

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

RE: APPOINTMENTS TO THE ABORIGINAL EDUCATION ADVISORY COMMITTEE

1. Background

- 1.1 According to Lakehead District School Board 8061 Aboriginal Education Advisory Committee Procedures section 4.4, selection of the members of the Aboriginal Education Advisory Committee “will be managed by the Director or designate with responsibilities for the Aboriginal Education Advisory Committee and will be approved by the Board.”
- 1.2 In accordance with the 8061 Aboriginal Education Advisory Committee Procedures, the Committee shall be composed of the following:
  - six (6) parents/guardians who are of Aboriginal ancestry, are public school supporters and have children enrolled in the Lakehead District School Board;
  - three (3) members appointed by the Board with preference given to candidates who:
    - (i) are of Aboriginal ancestry and have demonstrated interest in the education of Aboriginal Students; and
    - (ii) are members of agencies or groups that provide services to Aboriginal people;
  - a youth of Aboriginal ancestry presently enrolled in a secondary school program;
  - a Trustee of the Board;
  - the Director of Education or designate; and
  - a Principal or Vice Principal.

2. Situation

Recruitment of committee members is on-going to bring the membership to a full complement. Three applications were received for the Student Representative member.



## RECOMMENDATION

It is recommended that Lakehead District School Board approve the following appointments to the Aboriginal Education Advisory Committee:

- Helaina Kwandibens (Superior Collegiate and Vocational Institute)
  - Student Representative;
- Gilchrist Ooshag (Sir Winston Churchill Collegiate and Vocational Institute)
  - Alternate Student Representative; and
- Elyse Big George (Westgate Collegiate and Vocational Institute)
  - Alternate Student Representative.

Respectfully submitted,

SHERRI-LYNNE PHARAND  
Superintendent of Education

IAN MACRAE  
Director of Education

LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2015 OCT 13  
Report No. 083-15

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

RE: APPOINTMENTS TO THE 2015-2016 PARENT INVOLVEMENT COMMITTEE

1. Background

- 1.1 In September 2010, the Ministry of Education adopted Ontario Regulation 330/10 School Councils and Parent Involvement Committees requiring school boards to establish a Parent Involvement Committee that adheres to the requirements outlined in legislation.
- 1.2 The legislation outlined processes and timelines. The Parent Involvement Committee established working By-Laws that satisfied the legislation. The current By-Laws were adopted by the Parent Involvement Committee on September 14, 2015.

2. Situation

- 2.1 Parent Involvement Committee appointments must be approved by the Board.
- 2.2 Parent Voting Members

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

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

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

- 2.3 Community Voting Members

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

- 2.4 Voting member positions were advertised through school newsletters, Twitter, and on the Board website and Facebook. Applications were due September 25, 2015.

## 2.5 Non-Voting Members

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

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

2.5.1 The Trustee and Trustee Alternate representative will be appointed by the Board after its Inaugural Meeting on December 1.

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

## 3. Conclusion

A recommendation to approve the Parent Involvement Committee appointments for 2015-2016 is included in this report.

### RECOMMENDATION:

It is recommended that Lakehead District School Board:

1. Approve the following appointments to the 2015-2016 Parent Involvement Committee effective November 15, 2015 to November 14, 2016:

- Samantha Conway, School Council alternate representative;
- Jennifer DeFranceschi, Parent alternate member;
- Katie Hughdie, School Council representative;
- David Isherwood, Principal representative;
- Donica LeBlanc, Principal alternate representative;
- Michael Otway, Special Education Advisory Committee alternate representative;
- Jason Pilot, Teacher alternate member;
- Laura Prodanyk, Community representative;
- Jesse Roberts, Community representative;
- Laura Sylvestre, Special Education Advisory Committee representative;
- Nicole Walter-Rowan, Teacher representative; and
- Amanda Wilson, Parent member.

2. Approve the following appointments to the 2015-2016 and 2016-2017 Parent Involvement Committee effective November 15, 2015 to November 14, 2017:

- Nicole Carlson, Parent representative; and
- Jennifer Davis, School Council representative.

Respectfully submitted,

IAN MACRAE  
Director of Education