



Office of the Director

Jim McCuaig Education Centre
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STANDING COMMITTEE
Tuesday, January 12, 2016
Jim McCuaig Education Centre

Ian MacRae
Director of Education

Deborah Massaro
Chair

AGENDA

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

	<u>Resource Person</u>	<u>Pages</u>
1. Call to Order		
2. Disclosure of Conflict of Interest		
3. Approval of the Agenda		
4. Delegations/Presentations		
5. Confirmation of Minutes		
5.1 Standing Committee Meeting - November 10, 2015	D. Massaro	1-4
6. Business Arising from the Minutes		

MATTERS NOT REQUIRING A DECISION

7. Information Reports		
7.1 The Arts (016-16)	S. Pharand	5-6
7.2 Information Technology (015-16)	S. Pharand/ D. Wright	7-10
7.3 Health and Safety Program – Semi-Annual Report (013-16)	D. Wright	11-15
7.4 Aboriginal Education Advisory Committee Meeting Minutes - November 19, 2015	S. Pharand	16-20

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

		<u>Resource Person</u>	<u>Pages</u>
7.5	2015-2016 School Year Calendar – Additional Professional Activity Day (014-16)	C. Kappel	21-22
7.6	Special Education Advisory Committee Meeting Minutes - October 21, 2015	C. Kappel	23-25
7.7	Special Education Advisory Committee Meeting Notes - November 18, 2015	C. Kappel	26-28

8. First Reports

MATTERS FOR DECISION:

9. Postponed Reports

10. Ad Hoc and Special Committee Reports

11. New Reports

11.1	Policy Review – 3061 Reclamation of Properties (012-16)	D. Wright	29-37
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It is recommended that Lakehead District School Board approve 3061 Reclamation of Properties Policy, Appendix A to Report No. 012-16.

11.2	Policy Review – 3091 Security (011-16)	D. Wright	38-47
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It is recommended that Lakehead District School Board approve 3091 Security Policy, Appendix A to Report No. 011-16.

12. New Business

13. Notices of Motion

14. Information and Inquiries

15. Adjournment

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

LAKEHEAD DISTRICT SCHOOL BOARD

MINUTES OF STANDING COMMITTEE

Board Room
Jim McCuaig Education Centre

2015 NOV 10
7:30 p.m.

TRUSTEES PRESENT:

George Saarinen (Chair)
Marg Arnone
Ellen Chambers
Deborah Massaro

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

SENIOR ADMINISTRATION:

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

FEDERATION/UNION REPRESENTATIVES:

Daniel Denommé, Managers

PUBLIC SESSION:

1. **Approval of Agenda**

Moved by Trustee Tuchenhagen

Seconded by Trustee Chambers

“THAT the Agenda for Standing Committee Meeting, November 10, 2015 be approved.”

CARRIED

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

Moved by Trustee Wilson

Seconded by Trustee Massaro

“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*
 - *October 13, 2015*
- *Legal Report*

- *Negotiations Update*

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

CARRIED

COMMITTEE OF THE WHOLE – CLOSED SESSION:

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

PUBLIC SESSION:

4. Trustee Character Awards – Country 105 Morning Crew

Chair Playford, on behalf of the Board, presented Gen Block, Bryan Graham, and John Ongaro with the Trustee Character Award. They were recognized for their outstanding commitment, support, and dedication to Lakehead Public Schools' students.

5. Confirmation of Minutes

Moved by Trustee Massaro

Seconded by Trustee Chambers

"THAT the Standing Committee approve the Minutes of the Standing Committee Meeting, October 13, 2015."

CARRIED

6. Student Transportation Services of Thunder Bay (STSTB) Report

Trustee Oikonen, alternate Trustee representative on the Student Transportation Services of Thunder Bay Committee, provided a verbal report highlighting information addressed at the October 21 committee meeting. Information will be left in the Trustee lounge for perusal.

7. Equity and Inclusive Education Working Committee (095-15)

Colleen Kappel, Superintendent of Education, presented this information report. All Trustees' questions were addressed.

8. Lakehead Public Schools International (104-15)

Sherri-Lynne Pharand, Superintendent of Education, presented this information report. All Trustees' questions were addressed.

9. Legal Representation for 2014-2015 (094-15)

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

10. 2015-2016 Director's Action Plan (089-15)

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

MATTERS FOR DECISION:

11. Policy Development: Prevalent Medical Conditions (079-15)

Moved by Trustee Wilson

Seconded by Trustee Playford

"THAT Lakehead District School Board approve the development of Prevalent Medical Conditions Policy as indicated in Report No. 079-15."

CARRIED

12. Policy Review – 8013 Visitation in the Schools and 8040 Trespass to Schools (097-15)

Moved by Trustee Wilson

Seconded by Trustee Massaro

"THAT Lakehead District School Board:

1. *Approve 8020 Access to Schools/Board Premises Policy, Appendix A to Report No. 097-15.*
2. *Revoke 8013 Visitation in the Schools Policy, Appendix C to Report No. 097-15.*
3. *Revoke 8040 Trespass to Schools Policy, Appendix D to Report No. 097-15."*

CARRIED

13. Information and Inquiries

13.1 Trustee Tuchenhagen noted that she will bring a request to the next Coordinating Committee meeting pertaining to Ontario Public School Boards' Association's Bernadine Yackman Award.

13.2 Trustee Arnone reported that she and Trustees Saarinen and Tuchenhagen attended the *Building School Communities Together* event hosted by the Parent Involvement Committee and Special Education Advisory Committee held on November 9.

13.3 Trustee Playford noted that Trustees received correspondence from the Salvation Army regarding volunteers for the Christmas Kettle Campaign.

14. Adjournment

Moved by Trustee Chambers

Seconded by Trustee Arnone

"THAT we do now adjourn at 8:35 p.m."

CARRIED

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2016 JAN 12
Report No. 016-16

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

RE: THE ARTS

1. Background

- 1.1 As identified in the Strategic Plan, Lakehead District School Board seeks high levels of personal and academic excellence for every student. “Participation in the arts contributes in important ways to students’ lives and learning – it involves intense engagement, development of motivation and confidence and the use of dynamic ways of thinking and knowing” (Ontario Arts Curriculum 1-8).
- 1.2 Lakehead District School Board continues to provide high quality programs and professional learning in the arts to enhance student outcomes and support teacher learning.

2. Situation

- 2.1 Lakehead District School Board’s ongoing partnerships with the Royal Conservatory of Music’s program, Learning Through the Arts (LTTA) and the Thunder Bay Symphony Orchestra (TBSO) continue to provide innovative learning for students and teachers in all areas of the arts – dance, drama, music and visual arts.
- 2.2 A breadth of programming in the arts continues to be offered across all four of Lakehead District School Board’s secondary schools

3. Program Overview

- 3.1 In Kindergarten to Grade 8 classrooms across the 26 elementary schools, there are 43 teachers with teaching assignments that include vocal and/or instrumental music. During this school year, these teachers will be engaged in professional learning supported by partnerships with:
 - Royal Conservatory Learning Through the Arts;
 - Thunder Bay Symphony Orchestra; and
 - secondary music teachers
- 3.2 Elementary classroom teachers will continue to be supported to integrate drama, dance and visual arts across the curriculum with the support of Learning Through the Arts artists.

- 3.3 Along with public performances, relationships within each family of schools continue to provide opportunities for elementary students to be exposed to the broad range of experiences available in the arts at a secondary level.
- 3.4 Elementary students transitioning to secondary schools have a variety of opportunities available to them. Band, strings, guitar and vocal music, drama and dance and visual arts are offered across the four schools. This school year, opportunities to enhance and strengthen the professional learning opportunities between elementary teachers and secondary specialist teachers are being explored.

4. Conclusion

“The arts provide a natural vehicle through which students can explore and express themselves and through which they can discover and interpret the world around them” (Ontario Arts Curriculum 1-8). Lakehead District School Board continues to provide unique opportunities for students to enhance their lives through a range of experiences in the arts.

Respectfully submitted,

NICOLE WALTER ROWAN
Program Coordinator

SHERRI-LYNNE PHARAND
Superintendent of Education

IAN MACRAE
Director of Education

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2016 JAN 12
Report No. 015-16

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

RE: INFORMATION TECHNOLOGY

1. Background

- 1.1 Lakehead District School Board continues to commit a significant investment in infrastructure, devices and training to support the use of Technology to enhance student learning.
- 1.2 Lakehead District School Board's investment of \$3.775 million is grounded in the three pillars of the Strategic Plan.

Learning

Children need the skills that will prepare them for living and contributing to a digital society – Creativity and Innovation, Critical Thinking and Problem Solving, Collaboration and Communication.

Environment

Students must experience learning environments that foster equity, enable access, allow for mobility, and build a sense of community.

Engagement

The future demands schools engage students and staff through anytime, anywhere learning; connectedness to the global community; innovation and efficacy; and strong connections with parents/guardians.

2. Technology Enabled Learning and Teaching Tools

Several core technology tools are available to students and staff to expand how, when and where learning takes place, create engaging learning opportunities, and provide the skills needed to excel in a digital age.

2.1 Blended Learning - Classroom Websites

- Over 2,500 students at LDSB are benefitting from blended learning through classroom websites. Blended learning gives students access to anytime - anywhere learning materials and an increased connection to their teachers. These connections empower students to be self-directed and motivated learners.
- Use of classroom websites encourages a new model for delivering learning experiences that is dynamic, engaging and that encourages collaboration and critical thinking. Students also benefit from a community of learners where their peers share ideas, resources, and feedback.
- These websites also serve as vital communication tools for connecting parents, guardians and community partners to the learning in our classrooms.

- 2.2 Computers, Mobile Devices and Bring Your Own Device (BYOD)
- LDSB students and their classroom teachers have access to bookable devices including iPads and laptops.
 - The infusion of over 2,600 devices, including iPads, laptops and desktops ensures equitable access to technology for all students.
 - Students in grades four through twelve benefit from a board wide BYOD policy and program. This program allows students to use the technology they use in their everyday lives and incorporate it as a natural part of their learning.
 - LDSB's online eBook library now hosts over 1,650 eBook and audio book titles that provide students with reading materials to meet individual interests and accommodate different levels. The multimedia features available within eBooks support students with reading and comprehension of the text.
 - Assistive Technology for students such as iPads, laptops, and specialized apps and programs ensure that all students are able to reach their full potential and develop independence.
- 2.3 Office 365
- All students and staff can download the Microsoft Office Suite through the Board's Office 365 Hub. Students now benefit from free access to productivity tools at home such as: Word, PowerPoint, OneNote, and Excel.
 - Students and staff also have access to online tools that enable file sharing and collaboration, co-authoring, online conferencing, digital storytelling and much more.
 - The increased usage of modern web 2.0 tools and applications to engage students in new ways of sharing, learning and creating allow for greater engagement and a positive effect on learning.
 - Online classroom notebooks and learning portfolios are a powerful vehicle to document and share student learning. These portfolios encourage students to develop goals and track their learning as well as engage parents in their learning.
- 2.4 E-Learning
- E-Learning increases the availability of course options to our secondary students who may wish to take courses that do not fit into their timetable or are not offered at their school.
 - Skills and work habits gained through an online course provide relevant opportunities for our students as post-secondary institutions and employers increasingly integrate e-Learning into education and training.
 - This year Lakehead Public Schools is offering 16 e-Learning courses including: The Environment and Resource Management, Civics, Media Studies, Career Studies, Anthropology, Challenge and Change in Society, Grade 12 English, Computer Science and Grade 12 College Math.
 - In an effort to expand student choice in course selection, Lakehead District School Board is participating in the Northern e-Learning Consortium (NELC). NELC allows our secondary students to participate in our additional online courses throughout the region.

3. Training and Professional Development

The Program Department is committed to training and supporting staff as changes in pedagogy and technology are embraced. Some examples of this training include:

- 3.1 Integration of Information Technology (IT) - The IT team works in tandem with the Program and Special Education Departments to ensure cohesive training and professional development. To support integration of IT, all program staff have received training on the use of Office 365, classroom websites and mobile devices to enhance instructional practice.
- 3.2 Technology training - Technology training continues to be integrated into all professional development. For example: Secondary Chairs Forum, District Leadership Forum, Assessment and Evaluation, Professional Learning Communities and the New Teacher Induction Training Program all model the effective use of technology and its ability to facilitate collaboration.
- 3.3 Inspire Training Program – These technology-focused workshop series provide teachers, early childhood educators and administrators with individualized training opportunities. Participants who complete this voluntary program receive a laptop or iPad for professional use. As of January 14, 2016, 290 staff have enrolled in the program. This program has recently been expanded in response to feedback from staff.
- 3.4 IT Representatives - These leaders in each school continue to model the use of new technologies and showcase instructional benefits to staff and students. IT representatives meet regularly with program staff to learn, collaborate and share their progress on integrating technology into the classroom.

4. Next Steps

The Information Technology Committee, with assistance from the Program Department, will:

- Develop and communicate widely the goals, objectives and indicators of success for effective implementation of technology to support learning in the classroom.
- Continue training on Office 365 for students and staff. This software will encourage collaboration, communication and support the creation of online learning communities.
- Build capacity with IT representatives and other school champions to lead training that will leverage technology to support school improvement plans.
- Beginning in January 2016, intermediate and secondary teachers will receive training and begin the use of Career Cruising. This program will allow students to develop an Individual Pathway Plan based on their goals, interests, achievements and experiences.
- Continue to support primary teachers in the implementation of student learning portfolios. These portfolios will enable students and staff to share interests, strengths, and evidence of learning.
- Continue to support staff so that all teachers are able to incorporate technology into the classroom.
- Survey students, staff and parents/guardians in order to determine the impact technology has on engagement, achievement and practice and to ensure equitable access to technology for all students.

5. Conclusion

Exciting changes at Lakehead Public Schools have occurred as a result of investments in information and communication technology. The use of technology allows educators to build and design authentic learning opportunities that engage and inspire our students. This shift fosters creativity and innovation, expanding learning opportunities beyond the classroom walls and creating lifelong learners with the skills needed to excel in a digital age.

Respectfully submitted,

ERIC FREDRICKSON
Chair
Information Technology Committee

GINO RUSSO
IT Resource Teacher

CORRINE RUSSELL-PRITOU
Resource Teacher

DAVE COVELLO
Manager
Information Technology and Corporate Planning

SHERRI-LYNNE PHARAND
Superintendent of Education

DAVID WRIGHT
Superintendent of Business

IAN MACRAE
Director of Education

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2016 JAN 12
Report No. 013-16

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

RE: HEALTH AND SAFETY PROGRAM – SEMI-ANNUAL REPORT

1. Background

This semi-annual report is to inform trustees of the current status of Lakehead District School Board's Health and Safety program and significant related activities. The Occupational Health and Safety Act require directors and officers of corporations to take all reasonable care to ensure that the corporation complies with the Act and its regulations. This report will include the accident statistics for all employee groups during the 2014-2015 year and a brief update to ensure compliance with the various acts and regulations such as but not restricted to the Occupational Health and Safety Act (OHSA), Ontario Fire Code and Health Protection and Promotion Act.

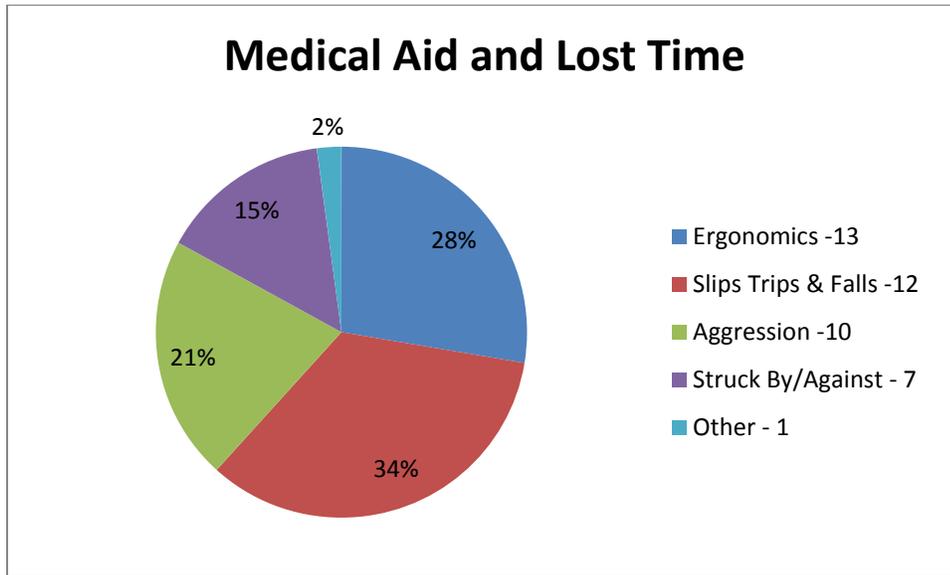
2. Situation

2.1 Accident Statistics

2.1.1 Over the 2014-2015 school year, employees recorded a total of 174 work related incidents. This was down from 187 reported the previous year. The number of incidents requiring first aid was 81 as opposed to 121 from the previous year. The number of incidents requiring medical care was 19 which is a decrease from last year's rate of 40 and the number of lost time incidents was 38, up from 17 the previous year. The reportable injuries had a decrease of 6.38%. Reportable injuries are defined as incidents that required medical aid or resulted in lost time.

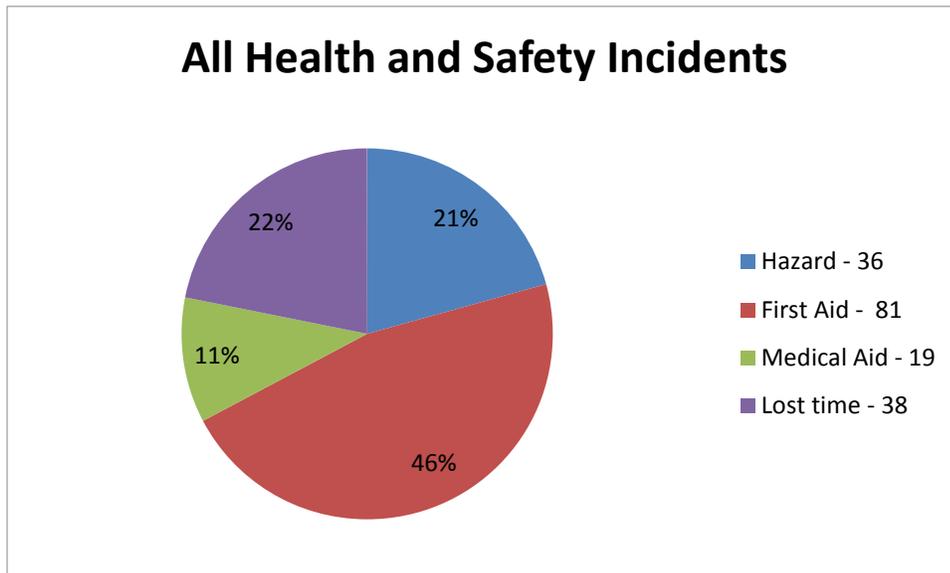
2.1.2 The total reportable injury frequency reflects the combined medical aid and lost time claim frequency compared to the educational peer group across the province, and is based on claims per 100 staff. Lakehead District School Board's frequency rate is 4.37 compared with other boards in Ontario with a frequency rating of 3.89.

2.2 The graph below displays the cause of the injury, the total incidents per category and percent distribution of reportable injuries:



Lakehead District School Board saw a decrease in the total number of lost time/medical aids claims in 2014-2015. Although ergonomics (overexertion) and slips, trips and falls still remain the highest lost time categories of types of injury, it is important to note that the rates are at the lower levels when compared to the previous year.

The graph below displays the cause of the injury, the total incidents per category and percent distribution of all health and safety incidents (includes all reportable injuries):



3. Health and Safety Initiatives

To decrease our injury rate, the focus is on employee training, signage, equipment testing and hazardous waste disposal.

3.1 Employee Training

The Health and Safety department continues to provide a number of important training sessions throughout the year. The cost for training, including supply staff coverage, is supplied by the Health and Safety department budget.

Classroom Based Learning

3.1.1 First Aid Training

Standard First Aid, CPR/AED training certificates are only valid for three years at which time re-certification is required. First Aid courses were held and a total of 58 employees completed training in the 2014-2015 school year. Most of the sessions this year were full two day certification courses. Each school is well staffed with individuals certified in First Aid.

3.1.2 Joint Health and Safety Committee Certification Training

Each site is required to have a Joint Health and Safety Committee comprised of management and worker members as per the Occupational Health and Safety Act (OHSA). At least one management and one worker member must be certified. To become certified, staff must complete a three day course divided into two parts covering a variety of topics. This past year, ten staff successfully completed the certification course which brings the board total to 85.

Online Training

3.1.3 Workplace Violence

Canadian employers have a legal responsibility to ensure their employees work in an environment free from harassment and violence. This online training program instructs employees on the harassment and violence component of the OHSA and also provides education on how to prevent harassment and violence from occurring. Since the start of the program, 1,793 employees have completed the training, with 314 completing the training in 2014-2015.

3.1.4 Occupational Health and Safety Awareness Training

This easy to use online training program explains workplace rights and responsibilities for employees, supervisors and employers. Topics covered include: common physical, ergonomic, chemical, and biological workplace hazards; joint health and safety committees; safety policies and procedures; refusing unsafe work, protective equipment and devices; and the role of the Ministry of Labour. The course was launched on February 11, 2014, with 1,393 employees completing the training so far.

3.1.5 Workplace Hazardous Material Information System (WHMIS) Training

Canadian employers are responsible for educating their employees about WHMIS and training employees in safe work procedures, including safe use, storage, handling and disposal of a controlled product. This easy to use online course covers supplier and workplace labels, Material Safety Data Sheets (MSDS), hazard symbols and a comprehensive test. Online WHMIS training was started in 2013 and has provided training to 862 individuals so far.

3.2 Signage

One of the biggest tasks faced in ensuring good health and safety practice is the communication of information. It is vital that everyone concerned understands risks and how they should be dealt with. For this reason, the proper signage in a workplace is essential, as it is one of the main points of reference and contact for staff and workplace visitors.

Signage initiatives included such things as: evacuation plans, WHMIS online database access, hot work procedures and small water system operation.

Lakehead District School Board will continue to standardize and improve signage to inform the staff as well as the public of essential health and safety information.

3.3 Equipment Testing

To ensure compliance with the Occupational Health and Safety Act, the Health and Safety Officer coordinates the annual testing and certification of 44 overhead cranes, hoists and floor jacks as well as three aerial lift platforms. Nine mechanical lifts and related equipment used in special needs and multi needs classrooms are also inspected on an annual basis. Inspection of stage and drama room rigging and lighting in each secondary school has been completed, as well as minor repairs. Chemical fume hoods in the science areas have also been tested for proper operation.

3.4 Sharps Collection Program

Lakehead Public Schools has implemented a new sharps collection program for all sites. The program consisted of updating procedures for handling and disposal of sharps. It also included use of a qualified contractor for the safe removal and disposal of the sharps containers from sites.

4. Conclusion

Lakehead District School Board continues to promote a safe working and learning environment for all staff and students. A continuing commitment to education, training and health and safety promotion will ensure that Lakehead District School Board remains compliant with all acts and regulations and, in turn, reduce operating costs. This commitment to safety will also make our schools and facilities the best place for students and staff to work and learn.

Respectfully submitted,

KYLE ULVANG
Health and Safety Officer

DAVID WRIGHT
Superintendent of Business

IAN MACRAE
Director of Education



ABORIGINAL EDUCATION ADVISORY COMMITTEE MINUTES

DATE: November 19, 2015, Board Room, Education Centre

MEMBERS PRESENT: Pauline Fontaine, Sharon Kanutski, Sherri-Lynne Pharand, Kathy Beardy, Cathy Ferrazzo, Suzanne Tardif, Serena Essex, Elliott Cromarty, Helaina Kwandibens Trustee Marg Arnone, Trustee Ellen Chambers

ALTERNATES PRESENT: Elyse Big George, Chris Ooshay

ABSENT WITH REGRET: Mike Judge, Dolores Wawia, Beverley White-Kokeza, , Donnalee Morettin, Fay Zoccole, Robin Haliuk, Isabelle Mercier, Lawrence Baxter, Trustee George Saarinen

RESOURCE: Dr. Amy Farrell-Morneau, Nicole Walter Rowan, Jason Pilot, Anika Guthrie, Jane Lower, Melissa Ramage

GUESTS: **Bruce Sauder, Daniel McMillan, Constance Nowgesic, Lynnita-Jo Guillet, Stone Yapput, Ocean Meekis**

	AGENDA ITEM	DISCUSSION	ACTION
1.	Opening Ceremonies	Sherri-Lynne Pharand called the meeting to order and asked JoJo Guillet to conduct the opening.	JoJo Guillet
2.	Welcome and Introductions	<p>Sherri-Lynne welcomed everyone, including our guests. Introductions were made.</p> <p>She thanked Jo Jo for the opening and for her thoughtfulness in choosing a prayer from Sylvia’s home area. A minute of silence was noted in Sylvia’s honour. Sherri-Lynne shared some wonderful words in honour of Sylvia O’Meara who passed away on November 1, 2015. A sympathy card was circulated and a fruit basket will be sent from AEAC to Dr. John O’Meara</p> <p>Regrets and substitutions were noted and the attendance sheet was circulated.</p>	Brenda to arrange for fruit basket to be delivered.

	AGENDA ITEM	DISCUSSION	ACTION
3.	Agenda/Minutes		
	3.1 Approval of Agenda – Nov. 19, 2015	Moved by Pauline Fontaine and seconded by Elliott Cromarty, that the agenda for the Nov. 19, 2015 meeting be approved. Carried.	
	3.2 Approval of Minutes – Sept. 17, 2015	Moved by Pauline Fontaine and seconded by Helaina Kwandibens, that the minutes of the Sept. 17, 2015 meeting be approved. Carried.	
4.	Correspondence	The correspondence file was circulated.	
5.	Presentations		
	5.1 Hammarskjold – FNMI Student Mentor-Mentee Project	<ul style="list-style-type: none"> • Daniel McMillan and Constance Nowgesic gave a detailed account of the Mentor-Mentee project at Hammarskjold which was developed for interaction and sharing among the aboriginal students in school and during social experiences. They explained the vision and goals and shared some personal experiences that outlined their passion for the project. They introduced two student mentors, Stone Yapput and Ocean Meekis who spoke briefly outlining how the project has affected their lives. Stone made a powerful statement: “Leadership means picking up the people who can’t get up themselves.” • Dan will forward a PowerPoint presentation to Brenda and she will send it to AEAC members. • Jo Jo asked to be invited to Hammarskjold to see the program in action. • All questions were addressed. 	<p>Daniel McMillan Constance Nowgesic</p> <p>Brenda to send Powerpoint that Dan will provide</p>
6.	Business Arising From the Minutes		
	6.1 After Hours Phone Message	<ul style="list-style-type: none"> • Sherri-Lynne explained the background information related to this topic as per the June 11th meeting i.e. what AEAC would like the after hours telephone message to say. She mentioned that we 	Bruce Sauder

	AGENDA ITEM	DISCUSSION	ACTION
		<p>would like to have the option of having a message in French, Cree, Ojibway and Ojicree – or at least a greeting in the different languages.</p> <ul style="list-style-type: none"> • Bruce Sauder was invited to the meeting to hear the committee’s ideas and to comment on the possibilities of adapting the changes that have been proposed. • Bruce asked for some clarification specifically related to translation of messages. • Sherri-Lynne will connect Bruce with “Talk for Help” / ONWA / Beendigen for assistance (Robin Haliuk/Tannis). • Bruce will attend the December 17th meeting with more information to continue the discussion. 	
	<p>6.2 Revisions to Aboriginal Presence in our Schools Booklet</p>	<p>The Ministry of Education is now using the term “Indigenous” rather than ‘Aboriginal’ as globally this is an understanding of very distinct differences.</p> <p>After a lengthy discussion and many suggestions, it was decided to defer any proposed changes to the title of the <i>Aboriginal Presence in our Schools</i> booklet to a future meeting. The student representative and alternates were encouraged to discuss it with staff members at their schools and share what would be helpful. Anika will gather feedback and share it at the December meeting.</p> <p>This booklet was recognized as a successful practice at the National Gathering for Indigenous Education, held in Calgary, AB Nov. 13 – 14, 2015</p>	<p>Dr. Amy Farrell-Morneau</p> <p>Anika to gather feedback for Dec. meeting.</p>
	<p>6.3 Nomination for PIC</p>	<p>Sherri-Lynne asked for volunteers from the AEAC committee to sit on PIC. The PIC Meetings will be held on the following dates for 2015-2016: November 16, January 18, March 7, May 2, June 13, September 12 and October 3.</p> <p>Moved by Pauline Fontaine and seconded by Kathy Beardy, that Sharon Kanuski represent AEAC at PIC meetings and that Serena Essex be the Alternate representative.</p> <p>Carried.</p>	

	AGENDA ITEM	DISCUSSION	ACTION
7.	New Business		
	7.1 AEAC Annual Report	<p>The Committee was asked to review the report and make comments and/or suggestions. The suggested changes will be incorporated into the report which will be presented to the Board at the December 1st Annual Meeting by Suzanne Tardif.</p> <p>Moved by Serena Essex and seconded by Elliott Cromarty that the AEAC Annual Report for 2014-2015 be approved as amended. Carried.</p>	Sherri-Lynne Pharand
8.	Ongoing Business		
	8.1 Updates	<p>Dr. Amy Farrell-Morneau provided updates on the following:</p> <ul style="list-style-type: none"> • Elders' Council met on November 6th to discuss LSDB programs and what could be included or improved upon. Eight (8) elders took part. The elders were invited to come to the November AEAC meeting and/or to become members. Several elders expressed interest but they were not able to attend the November meeting. They will be invited to the December meeting. • Aboriginal Youth Achievement and Recognitions Awards (AYARA) - applications are coming out at the end of the November. Amy stressed the need to get applications in early to get on the short list! The AYARA night is on <i>May 5, 2016</i> at the Italian Cultural Centre. • Aboriginal Transitions – Information will be sent in early January. Amy is encouraging the chiefs to send registration forms back asap – by February – to ensure students get the courses they want – even if funding isn't confirmed. The Nishnawbe Aski Nation website has a Q&A section where they will encourage communities to get registrations in faster/earlier. Ideas were shared and questions addressed in an effort to continue to help our students be successful. 	<p>Dr. Amy Farrell-Morneau</p> <p>Brenda to forward information to members.</p>
	8.2 Wild Rice Project	<p>Jason gave an update on the Wild Rice Project.</p> <p>All questions were answered.</p>	Jason Pilot
	8.3 Voluntary Student Self-ID	Amy distributed the new Voluntary Student Self-ID pamphlets which are a joint collaboration with Thunder Bay Catholic Board of Education.	Dr. Amy Farrell-Morneau

	AGENDA ITEM	DISCUSSION	ACTION
		These will be distributed to students in September of 2016. This year we had 21% of all students in LPS who have self-identified.	
	8.4 Auditor General	Five years ago the Auditor General spent a full week in Thunder Bay doing an audit. LDSB was part of this audit. Prior to receiving the Auditor General's recommendations, we started implementing suggestions. We were selected again to share what we are doing at the Legislature in Toronto.	Sherri-Lynne Pharand
9.	Information and Inquiries		
	9.1 Training with George Couchie	Nicole announced that LDSB will be hosting three additional – two day training sessions with George Couchie. After these sessions, we will have had approximately 200 LDSB staff participating. She will provide another update at the December meeting.	Nicole Walter Rowan
10.	Closing Ceremonies	Jo Jo Guillet conducted the closing.	
11.	Next Meeting:	Thursday, December 17, 2015.	
12.	Adjournment:	The meeting adjourned at 12:15 p.m.	

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2016 JAN 12
Report No. 014-16

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

RE: 2015-2016 SCHOOL YEAR CALENDAR – ADDITIONAL PROFESSIONAL ACTIVITY DAY

1. Background

- 1.1 Ontario Regulation 304, *School Year Calendar, Professional Activity Days*, sets out the requirements for school boards when planning school year calendars.
- 1.2 At the commencement of the 2015-2016 school year, the regulation required that school boards designate two Professional Activity (PA) days per school year and permitted boards to designate up to four additional PA days per school year.

2. Situation

- 2.1 On November 30, 2015, Regulation 304 was amended to implement commitments from provincial negotiations regarding an additional PA day each school year. The amendments to the regulation are set out in Ontario Regulation 364/15.
- 2.2 Consultation has taken place with the co-terminus boards and the unions/federations and the designated PA day will be May 13, 2016.
- 2.3 As a required designated PA day, professional activities on this day must be devoted to provincial education priorities identified by the Minister. The topics for this additional PA day are as follows:

Ontario Secondary School Teachers' Federation (OSSTF) – all teachers

- Topic to be aligned with ministry priorities, such as mathematics (as appropriate) and/or equity.

Elementary Teachers' Federation of Ontario (ETFO) – all teachers

- Occupational Health and Safety – half day; and
- Topic to be aligned with Ministry priorities – specifically mathematics.

Education Workers

- Role specific training or professional development for permanent employees.

2.4 Boards are required to make transitional mid-year changes to the 2015-2016 school year calendar and to notify the Ministry and parents of the calendar revision. Minister's approval of the calendar is not required.

3. Conclusion

Lakehead District School Board will continue to meet legislative requirements as determined by the Ministry of Education.

Respectfully submitted,

JEFF UPTON
Education Officer

COLLEEN KAPPEL
Superintendent of Education

IAN MACRAE
Director of Education

LAKEHEAD DISTRICT SCHOOL BOARD

SPECIAL EDUCATION ADVISORY COMMITTEE

Jim McCuaig Education Centre
Thunder Bay, Ontario

2015 OCT 21

MEMBERS PRESENT:

Laura Sylvestre (Chair)	Judy Kay
Theresa Graham (Vice Chair)	Sheila Marcinyshyn
Trustee Marg Arnone	Mike Otway
Jennifer Bean-Anderson	Liz Tod
David Fulton	Cory Koski

OTHERS PRESENT:

Colleen Kappel
Lori Carson
Jeff Upton
Ron Gernat
Kelly Matyasovszky

ABSENT WITH REGRET:

Trustee Trudy Tuchenhagen

ABSENT:

Renata Dabrowski

1. **Call to Order**

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

2. **Approval of the Agenda**

Moved by Liz Tod

Seconded by Judy Kay

“THAT the agenda for the October 21, 2015 SEAC meeting be approved.”

CARRIED

3. **Declarations of Conflict of Interest**

There were no declarations of conflict of interest.

4. Presentations

4.1 8013 Visitation in the Schools Policy and 8040 Trespass to Schools Policy – J. Upton

Jeff Upton, Education Officer, provided an overview of the policies which are currently up for review. The deadline to submit input to the policies is October 28, 2015. Mr. Upton informed members that the Administrative Committee reviewing the two policies is suggesting combining the two policies into one. Cory Koski suggested that a definition of a “visitor” be included in the definitions. Other questions and comments were addressed.

5. Confirmation of Minutes

Moved by Mike Otway

Seconded by Theresa Graham

“THAT the minutes of the September 16, 2015 SEAC Meeting be approved.”

CARRIED

6. Business Arising From the Minutes

6.1 SEAC/PIC Orientation Event

The registration information was provided to members. Members were asked to register at the link provided on the poster. As both Laura Sylvestre and Theresa Graham will be unavailable to attend the event, members were asked to volunteer as the temporary Chair to introduce the SEAC sessions on the evening of November 9th. Cory Koski volunteered to act as temporary Chair at the event. Colleen Kappel, Superintendent of Education, indicated that SEAC will purchase door prizes for those attending the SEAC sessions.

7. Correspondence

The correspondence folder was circulated to members.

8. Advocacy Tracking

8.1 Advocacy Tracking Template

The advocacy tracking template was circulated to members for completion.

9. Chair for November 18, 2015 SEAC Meeting

As both Laura Sylvestre and Theresa Graham will be unable to attend the November 18, 2015 SEAC meeting, members were requested to volunteer for the position of temporary Chair at the meeting. Judy Kay volunteered to be the Chair for the November 18, 2015 SEAC meeting.

10. Information/Inquiries and Association Reports

- 10.1 Cory Koski, Autism Ontario Alternate Representative, informed members that the Autism Awareness Walk took place on October 3, 2015 and was a success.
- 10.2 Judy Kay, FASIN Representative informed members that she presented on FASD at the OPSBA Northern Conference in Sault Ste Marie on October 16-17, 2015. A copy of Judy's presentation will be forwarded to all members.
- 10.3 Liz Tod, OPTIONS Northwest Representative, shared information on a presentation that she attended at George Jeffrey Children's Centre called "Tiny Girl, Big Dreams".
- 10.4 Sheila Marcinyshyn, Anishnawbe Mushkiki Representative shared information on the upcoming parenting program called "Bounce Back and Thrive". Information will be forwarded to all members via email.

11. SEAC Budget

Laura Sylvestre, Chair of SEAC, provided the status of the budget.

12. Board Update

Trustee Marg Arnone provided information on the following meetings:

September 22, 2015 Regular Board Meeting

Items addressed at this meeting included:

- Trustee Recognition Award to Donna Flaszka;
- Approval of the Safe Schools System Expectations Policy; and
- Approval of the Electronic Meetings Policy;

October 13, 2015 Standing Committee Meeting

Items addressed at this meeting included:

- Approval of the Pupil Accommodation Policy;
- Approval of the Facility Partnerships Policy;
- Approval of Appointments to the Aboriginal Education Advisory Committee; and
- Approval of Appointments to the Parent Involvement Committee.

13. Adjournment

Moved by Judy Kay

Seconded by Trustee Marg Arnone

"THAT we do now adjourn at 6:48 p.m."

CARRIED

LAKEHEAD DISTRICT SCHOOL BOARD

SPECIAL EDUCATION ADVISORY COMMITTEE
MEETING NOTES

Jim McCuaig Education Centre
Thunder Bay, Ontario

2015 NOV 18

MEMBERS PRESENT:

Trustee Ellen Chambers
David Fulton

Cory Koski
Trustee Trudy Tuchenhagen

OTHERS PRESENT:

Colleen Kappel
Lori Carson
Ron Gernat

ABSENT WITH REGRET:

Trustee Marg Arnone
Laura Sylvestre (Chair)
Theresa Graham (Vice Chair)
Judy Kay
Sheila Marcinyshyn
Martha Mawakeesic
Kelly Matyasovszky

ABSENT:

Jennifer Bean-Anderson
Mike Otway
Liz Tod

1. **Call to Order**

Colleen Kappel, Superintendent of Education, noted that quorum was not achieved so no decision items could be addressed. Information items would be spoken to only.

2. **Temporary Chair**

As the Chair and Vice Chair were absent, with regret, Cory Koski, Autism Ontario Alternate Representative chaired the meeting.

3. **Declarations of Conflict of Interest**

There were no declarations of conflict of interest.

4. Presentations

4.1 2015-2018 Strategic Plan/2015-2016 Operational Plan – C. Kappel

Colleen Kappel, Superintendent of Education, provided an overview of the 2015-2018 Strategic Plan/2015-2016 Operational Plan document. Trustee Ellen Chambers inquired if the secondary schools were composting organic waste as part of the environmental initiatives. Superintendent Kappel indicated she would obtain the information for the next SEAC meeting. All other questions were addressed.

5. SEAC/PIC Event – Building School Communities Together

Cory Koski, Autism Ontario Alternate Representative, provided a report on the event that took place on November 9, 2015. The evening began with dinner, followed by a keynote presentation by Stan Wesley, and then breakout sessions from the Parent Involvement Committee and the Special Education Advisory Committee. Cory presented information on SEAC and Lori Carson and the Special Education Team presented information on Special Education Supports. Colleen Kappel, Superintendent of Education, thanked Laura Sylvestre for the idea to collaborate with PIC for the event.

6. Correspondence

The correspondence folder was circulated to members.

7. Advocacy Tracking

7.1 Advocacy Tracking Template

The advocacy tracking template was circulated to members for completion.

8. 2014-2015 SEAC Annual Report

Colleen Kappel, Superintendent of Education, presented an overview of the SEAC Annual Report 2014-2015. Cory Koski suggested that the information contained in the previous year's report be used in any future SEAC Orientation sessions. Trustee Trudy Tuchenhausen inquired if SEAC could have parent members that do not belong to an association/organization. Superintendent Kappel responded to the inquiry. Questions from members were addressed.

9. SEAC Delegation Process

The draft SEAC Delegation Process was reviewed. As this was a decision item, and quorum was not achieved at the meeting, the item will be brought forward to the December 9, 2015 SEAC Meeting.

10. Information/Inquiries and Association Reports

10.1 Cory Koski, Autism Ontario Alternate Representative, provided information to members on the Autism Ontario Fall Training Sessions with the Ministry of Education and the Ministry of Community and Youth Services. Mr. Koski shared statistics provided by the Ministry in regards to the amount of students in Ontario with special needs and those that have been identified with Autism Spectrum Disorder (ASD). When documents are received, they will be shared with SEAC members.

11. SEAC Budget

Cory Koski provided the status of the budget.

12. Board Update

Trustee Trudy Tuchenhagen provided information on the following meetings:

October 27, 2015 Regular Board Meeting

Items addressed at this meeting included:

- Trustee Character Awards to Westgate CVI Special Education Program Staff;
- 2015-2016 Operational Plan;
- Approval of policies: 9010 Pupil Accommodation and 9015 Facility Partnership;
- Appointments to the Aboriginal Education Advisory Committee;
- Appointments to the Parent Involvement Committee;
- Appointment of BDO Canada LLP as External Auditors;
- Appointment of Kelly Matyasovszky to SEAC; and
- Approval of the Short Term Borrowing Resolution for 2015-2016.

November 10, 2015 Standing Committee Meeting

Items addressed at this meeting included:

- Trustee Character Awards to Country 105 Morning Show Announcers;
- Equity & Inclusive Education Working Committee;
- Lakehead Public Schools International;
- Legal Representation for 2014-2015;
- 2015-2016 Director's Action Plan;
- Policy Development – Prevalent Medical Conditions; and
- Approval of Access to Schools/Board Premises Policy, replacing Visitation in the Schools and Trespass to Schools policies.

13. End of Meeting

The meeting concluded at 6:50 p.m.

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2016 JAN 12
Report No. 012-16

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

RE: POLICY REVIEW – 3061 RECLAMATION OF PROPERTIES

1. Background

- 1.1 It is the policy of Lakehead District School Board that policies will be developed or reviewed in accordance with Policy Development and Review Policy 2010.
- 1.2 At the June 23, 2015 Regular Board Meeting, the reclamation of properties policy was approved for review on the 2015-2016 policy development and review schedule.
- 1.3 On November 4, 2015, the reclamation of properties policy and procedures were posted on the board website and distributed to constituent groups for review and comment with input to be received by December 9, 2015.

2. Situation

- 2.1 Administration attended the Success Advisory Committee on November 5, 2015 and the Parent Involvement Committee on November 16, 2015 to present the policy and procedures and obtain feedback.
- 2.2 The revised policy is attached as Appendix A and the procedures as Appendix B.
- 2.3 Upon final approval, the policy will be distributed according to board procedures.

RECOMMENDATION

It is recommended that Lakehead District School Board approve 3061 Reclamation of Properties Policy, Appendix A to Report No. 012-16.

Respectfully submitted,

ROD BESSEL
Manager of Property Services and Transportation

DAVID WRIGHT
Superintendent of Business

IAN MACRAE
Director of Education

BUSINESS AND BOARD ADMINISTRATION

3000

January 12, 2016 - DRAFT

RECLAMATION OF PROPERTIES POLICY

3061

1. Rationale

To provide a framework for the future use of Lakehead District School Board surplus real properties.

2. Policy

The Lakehead District School Board shall determine the future use of surplus real properties to obtain the maximum benefit to the board and local community.

~~3. Definitions~~

~~3.1 Real Property shall mean any designated school building and site, block of land, support/administration building and all other forms of real estate owned by the board.~~

~~3.2 Closed School shall mean a school which has been closed by the board in accordance with 9010 School Accommodation Policy.~~

3. 4. Guidelines

4-3.1 The board shall dispose of surplus real properties within the parameters of the Ministry of Education guidelines, as set out in Ontario Regulation Disposition of Surplus Real Property 444/98 **146/04** as amended or revised/replaced.

4-3.2 Reg.-444/98 **146/04** provides that surplus real property, in all instances, must be offered to the other local school boards and a list of preferred agencies as part of the disposition process.

4-3.3 Other options for the disposition of surplus real properties may include public sale, lease and demolition.

4-3.4 The board shall utilize the most appropriate method, usually by sale, to dispose of surplus real properties in order to give due consideration to the unique nature of the specific property.

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January 12, 2016 - DRAFT

RECLAMATION OF PROPERTIES POLICY

3061

5-4. Review

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

Cross Reference	Date Approved	Legal Reference
_____	June 27, 2006	_____
_____	Date Revised	_____
	Reviewed by _____	

BUSINESS AND BOARD ADMINISTRATION**3000**

DRAFT - January 12, 2016

RECLAMATION OF PROPERTIES PROCEDURES**3061**1. Procedure

To outline the process for the future use of Lakehead District School Board real properties, which have been closed, to ensure the maximum benefit to the board and local community.

2. Definitions

2.1 Real Property shall mean any designated school building and site, block of land, support/administration building and all other forms of real estate owned by the board.

2.2 Closed School shall mean a school which has been closed by the board in accordance with ***Pupil Accommodation Review*** Policy 9010.

3. Process

3.1 Prior to a real property being declared surplus, administration will bring forward a report recommending whether the property should be disposed of or retained by the board. The report shall include property value appraisal obtained, as required from an independent appraiser, ***a plan for the disposal/removal of all assets from the building*** and an estimate of the ongoing operating costs.

3.2 Where administration recommends the retention of a real property, the recommendation will address how long the property should be retained and the alternate uses for the real property.

3.3 Where administration recommends the disposition of property, the board shall declare the real property surplus and dispose of the surplus property within the parameters of the Ministry of Education guidelines, as set out in Ontario Regulation Disposition of Surplus Real Property 444/98 **146/04** as amended or revised/replaced.

The recommendation from administration will also address next steps should no offers be received under the Ministry proposal process. Depending on the features of each real property, staff will recommend to the board whether the disposition should take place by means of public tenders or by retaining a broker or agent to market the real property.

3.3.1 Other options for the disposition of surplus real properties may include lease or demolition.

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RECLAMATION OF PROPERTIES PROCEDURES**3061**

- 3.3.2 A prospectus shall be prepared on each real property offered for sale. The prospectus shall be available to all interested persons. The prospectus shall contain:
- 3.3.2.1 location and description of the real property concerned;
 - 3.3.2.2 an area map and site plan of the real property concerned;
 - 3.3.2.3 instructions to potential purchasers on the procedures to be followed;
 - 3.3.2.4 terms and conditions which may be acceptable to the Board; and
 - 3.3.2.5 current zoning.
- 3.3.3 Negotiations will be the responsibility of the appropriate superintendent or ~~his/her~~ **their** designate. ~~He/she~~ **They** will ensure the appropriate professional resources are used during the process.
- 3.3.4 A final recommendation to sell or otherwise dispose of a real property will be submitted to the board for approval. The report will include the terms of the sale and financial aspects pertaining to the surplus site.
- 3.4 Proceeds from the disposition of surplus real properties will be deposited in a Proceeds of Dispositions Reserve Fund.
- 3.5 An annual surplus real properties report with recommendations will be brought to the board. This report will outline the status of each surplus real property and will include the ongoing costs of each site.
- 3.6 Once a real property has been closed, the site shall be decommissioned to minimize the operational costs and ensure the integrity of the building. The decommissioning process is outlined in Appendix A.
- 3.7 Once a real property has been closed and declared surplus, board and community use will be restricted to reduce operational costs, liability and to ensure the overall integrity of the facility.

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3000

DRAFT - January 12, 2016

RECLAMATION OF PROPERTIES PROCEDURES

3061

4. Review

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

<u>Cross Reference</u>	<u>Date Received</u>	<u>Legal Reference</u>
_____	June 27, 2006	_____
_____	<u>Date Revised</u>	_____

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Plant Decommission Check List

1. Prior to the Last Day of School

- a) As soon as the weather permits, shut down boilers, (do not drain)
- b) Inventory custodial supplies tools and equipment
- c) Gather up unneeded custodial equipment and supplies and place in a convenient location or move to receiving school
- d) Send all unneeded grounds equipment (snow blowers etc.) to ~~Hartland~~ **Maintenance** shop
- e) Collect all master keys from staff
- f) Gather all water and asbestos documentation and test results
- g) Turn off electrical heaters
- h) Turn all thermostats to minimum setting
- i) Post a copy of the fire plan in the main office
- j) Assess all playground equipment
- k) **Assess school site accessibility and need for additional security fencing**

2. After the Last Day of School

- a) Empty *all* garbage
- b) Empty and unplug all refrigerators
- c) Disconnect all electrical appliances (stoves, coffee makers, microwaves)
- d) Secure roof access doors/ hatches
- e) Secure all windows (interior/exterior), doors and outside storage buildings
- f) Remove outside garbage cans, sand storage boxes, etc.
- g) Lock **Remove all** large garbage lift bins
- h) For rural schools, shut off all water fountains and post do not use signs throughout the school
- i) Turn off school bells
- j) Remove flags
- k) Do not remove the computer for the heating system
- l) Remove Board Star Logos

- m) Turn off hot water tanks
- n) Turn off exhaust fans
- o) Turn off water fountain coolers
- p) Check sump pumps
- q) Turn off crawl space lighting
- r) Check/set exterior lighting timers
- s) Inventory and develop a plan for removal of all chemicals
- t) Cancel all phone lines **and data services** except the emergency phone located in office
- u) ~~Remove~~ **Change** all current intrusion alarm codes for the school
- v) ~~Change alarm codes~~ **grand master entrance lock and disable all other exterior access door locks**
- w) Remove and redeploy all playground equipment
- x) Remove Garden plants
- y) Provide information signage and answering machine
- z) **Lock out elevator, if present**
- aa) **Facility shall be kept clean and orderly for walk through potential sale tours**

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2016 JAN 12
Report No. 011-16

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

RE: POLICY REVIEW – 3091 SECURITY

1. Background

- 1.1 It is the policy of Lakehead District School Board that policies will be developed or reviewed in accordance with Policy Development and Review Policy 2010.
- 1.2 At the June 23, 2105 Regular Board Meeting, the security policy was approved for review on the 2015-2016 policy development and review schedule.
- 1.3 On November 4, 2015, the security policy and procedures were posted on the board website and distributed to constituent groups for review and comment with input to be received by December 9, 2015.

2. Situation

- 2.1 Administration attended the Success Advisory Committee on November 5, 2015 and the Parent Involvement Committee on November 16, 2015 to present the policy and procedures and obtain feedback.
- 2.2 The revised policy is attached as Appendix A and the procedures as Appendix B.
- 2.3 Upon final approval, the policy will be distributed according to board procedures.

RECOMMENDATION

It is recommended that Lakehead District School Board approve 3091 Security Policy, Appendix A to Report No. 011-16.

Respectfully submitted,

ROD BESSEL
Manager of Property Services and Transportation

DAVID WRIGHT
Superintendent of Business

IAN MACRAE
Director of Education

BUSINESS AND BOARD ADMINISTRATION**3000**

DRAFT – January 12, 2016

SECURITY POLICY**3091**1. Rationale

Lakehead District School Board operates numerous buildings containing equipment, furniture and supplies of significant value. In order to protect these buildings and contents a comprehensive security policy and set of procedures is necessary.

2. The Policy

It is the policy of Lakehead District School Board that all property, buildings and contents be protected and made secure from theft, break-in, disappearance, fire and vandalism.

3. Guidelines

- 3.1 The security for each school building and the contents therein is the responsibility of the principal.
- 3.2 The security for each building and contents therein, without a principal, is the responsibility of the ~~Senior Business Official~~ **superintendent of business** or designate.
- 3.3 All buildings will be keyed under a grand master key system with each building having a master key system. Key control will be maintained at all times.
- 3.4 Intrusion alarms will be installed in appropriate areas of each building to reduce the opportunity for break-in, theft and vandalism. Security provider shall automatically notify ***the police in the event of an intrusion.***
- 3.5 Each building shall have one or more areas designated for storage of valuable moveable equipment which shall come within the surveillance of intrusion alarms.
- 3.6 Each building shall maintain a perpetual inventory of all moveable items with an individual or "set" value, as defined in procedures.
- 3.7 A system for controlling the loan of moveable items to community, staff and students will be maintained.
- 3.8 All moveable equipment shall be identified by the use of the assigned school code number in accordance with police-recommended procedures.
- 3.9 Money shall be secured nightly in a vault or suitable safe, or deposited daily in a bank account.
- 3.10 Filing cabinets containing personal/confidential information (including OSR cards) shall be locked when not supervised.

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SECURITY POLICY

3091

- 3.11 3.11.1 Building specifications shall provide for design and construction to meet appropriate security standards.
- 3.11.2 Current buildings will be upgraded to meet the standards of this policy.
- 3.12 Robberies, break-ins, fires, and major acts of vandalism shall be reported to the police, fire department (as necessary), and the office of the ~~Senior Business Official~~ **superintendent of business** using the prescribed format.
- 3.13 Persons apprehended as a result of a robbery, break-in, arson or vandalism will be requested, through the Attorney-General, to reimburse the board for the losses.
- 3.14 Unauthorized persons on premises will be handled in accordance with the board's ~~Trespass to School~~ **Access to School-Board Premises** Policy No. ~~8040~~ **8020**.
- 3.15 The board is not responsible for the loss of, or damage to, personal property of staff and students.
- 3.16 The unexplained disappearance of equipment or other contents in schools will be the responsibility of the school to replace from school budgets.
- 3.17 The board shall maintain a central contingency fund for significant equipment losses due to break and enter, where such losses are not covered by insurance.
- 3.18 All board buildings shall contain the warning that the building is protected by intrusion alarms and all equipment is identified by the police.

4. Review

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

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
8040 Trespass to Schools 8020 Access to School-Board Premises Policy <hr/>	February 20, 1990 <u>Date Revised</u> January 27, 2009 <hr/>	Education Act Sect. 149 (8) Sect. 235 (i) (j) Sect. 236 (j) Regulation 262 <hr/>

BUSINESS AND BOARD ADMINISTRATION**3000**

DRAFT – January 12, 2016

SECURITY PROCEDURES**3091**1. The Policy

It is the policy of Lakehead District School Board that all property, buildings and contents be protected and made as secure as possible from theft, break-in, disappearance, fire and vandalism.

2. Key System

Each building shall have a Sub-Master and/or a change key for each lock.

2.1 The issuance of Grand Master Keys shall be at the discretion of the ~~Senior Business Official~~ **superintendent of business**.

2.2 The issuance of individual school/building keys to staff shall be the responsibility of the principal or Building Manager. School master/pass keys shall not be issued to students or volunteers.

2.3 One door shall be designated as the after-hour entrance in each building. This door shall have a pass key which does not open any other lock in the building. The issuance of this pass key shall be the responsibility of the principal or building manager.

2.4 The replacement or duplication of any building master/pass key must be authorized by the ~~Senior Business Official~~ **superintendent of business** or designate.

2.5 All principals and building managers shall maintain a key cabinet with written records of key issuance and returns.

2.6 All keys shall be recalled at the end of each school year, checked against issuance records and re-issued to staff.

2.7 It is the responsibility of the principal or building manager to ensure that staff leaving return all keys on their last day of employment in the building.

3. Intrusion Alarms

3.1 Alarm systems described as silent motion detectors shall be installed in all buildings and areas of buildings where money, confidential records, and easily moveable, saleable equipment are kept. In rural buildings, exterior audible alarms will be installed.

3.2 Alarm systems shall be operated by a key or number program. This number will be changed annually, or as required, by applications to the manager of property services.

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SECURITY PROCEDURES**3091**

- 3.3 The principal/building manager shall be responsible for instructing staff in operating the alarm system. Alarm codes shall not be passed on without the express permission of the principal.
- 3.4 All overtime and penalties (due to false alarms only) shall be paid from school funds or the department of the person responsible. Malfunction of equipment is paid out of general funds.
- 3.5 In case of alarm, the security provider shall be instructed to call the police first and then one of the ~~Chief~~ **head** custodian, principal, vice principal or plant department, in that order, to request entrance to the school/building. The manager of ~~Plant~~ **property services** will provide the police with a current list of said names and numbers.
- 3.6 Where possible, fire alarm systems will be tied into the intrusion alarm system.
4. Storage of Valuable and Moveable Equipment
- 4.1 An appropriate room, preferably without windows and with a secure door, shall be identified for the storage of valuable and easily portable equipment. It shall be the responsibility of the school staff to ensure safe storage of the above, especially during vacation periods.
- 4.2 The intrusion alarm shall be extended to cover the above storage areas.
- 4.3 Computer rooms, science rooms, shops and other high risk areas will be provided with intrusion alarms if deemed necessary by the ~~Senior Business Official~~ **superintendent of business**.
5. Inventory Control
- 5.1 Each principal shall maintain a perpetual inventory of moveable items as follows:
- ~~all furniture~~
 - all equipment with a useful life of 3 years and an item value in excess of \$750
 - sets of texts in excess of \$750
 - sets of science equipment in excess of \$750
 - all library books and library resource materials.
- 5.2 The information technology department shall maintain a central perpetual inventory of all audio-visual equipment (including instructional computers).
- 5.3 School based inventory shall be updated annually and electronic copy forwarded by principal to accounting department.

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DRAFT – January 12, 2016

SECURITY PROCEDURES**3091**

6. Loan of Items to Staff, Students and/or Community
- 6.1 Items may be loaned for educational purposes and to support the activities of community groups, at the discretion of the principal in the case of schools, and the ~~Senior Business Official~~ **superintendent of business** in the case of items at other locations.
- 6.2 A log book shall be maintained which will record date, nature of item loaned, serial number (if available), date to be returned, signature of borrower, date returned.
- 6.3 The borrower assumes full responsibility to the board for loss or damage to the borrowed item.
7. Identification of Equipment
- 7.1 All portable school equipment shall be ~~inscribed~~ **tagged** with a school identification consisting of a ~~three (3) digit school code and a four (4) digit department number~~ **bar code**.
- 7.2 Any new equipment purchased must be ~~inscribed~~ **tagged** with ~~this number~~ **a bar code** upon delivery to the system.
- 7.3 Identification numbers shall be placed in an inconspicuous location on the equipment and shall be recorded and kept in the school office, and a copy filed ~~with~~ **for** the ~~Senior Business Official~~ **superintendent of business**.
8. Building Specifications
- 8.1 Building specifications shall provide for design and construction to meet appropriate security standards. Crime prevention through building design will be part of all new construction, and the security provider shall be requested to provide assistance towards its implementation.
- 8.2 Current buildings will be upgraded to meet the standards of the policy. The security provider shall be consulted as to appropriate security changes to be made.
9. Reporting Robberies, Break-Ins, Fires and Major Acts of Vandalism
- 9.1 Immediately telephone the Police upon evidence of robbery, break-in or major acts of vandalism.
- 9.2 In case of fire, evacuate the school and immediately telephone the fire department.
- 9.3 Telephone the office of the ~~Senior Business Official~~ **superintendent of business** to advise the nature of the incident and request assistance if needed, e.g., maintenance

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required to repair damage. In off-hours contact the maintenance department through the emergency list provided to each principal.

- 9.4 The principal shall complete the form "Report of Unusual Occurrence" within 48 hours of incident and forward to the office of the ~~Senior Business Official~~ **superintendent of business**. During the summer the report shall be completed by the appropriate plant personnel.

9.4.1 The preceding report shall include the name of anyone apprehended during the incident and the police occurrence number. If possible, the principal shall follow up any incident to conclusion.

9.4.2 The form "Report of Unusual Occurrence" shall become part of these procedures. Form is attached as "Appendix A".

10. Vandalism

- 10.1 In the case of minor vandalism (broken windows, graffiti, interior damage, etc.) the following steps will be followed:

10.1.1 The principal will assess the cost of any damage and press for restitution, and take necessary disciplinary action.

10.1.2 Where restitution is not made within 30 days, the principal will inform the ~~Senior Business Official~~ **superintendent of business** who will officially invoice the parents for the damage.

10.1.3 Where restitution is not made within 60 days of the issuance of the official invoice, legal advice may be sought.

11. Personal Property

- 11.1 The security of the personal belongings of staff or students is not the responsibility of the board. Losses should be claimed through personal homeowner's insurance policies.

11.2 Personal property, which is used for instructional purposes, with the express written permission of the principal, becomes the responsibility of the principal for security. However, losses of such items usually fall below the board's insurance deductible. Where a principal authorizes the use of such property, any losses must be recovered through personal insurance and/or school funds.

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12. 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>
<p>8020 Access to School-Board Premises Policy</p> <p>_____</p>	<p>1991 01 05</p> <p><u>Date Revised</u></p> <p>January 27, 2009</p>	<p>Education Act Sect. 149 (8) Sect. 235 (i) (j) Sect. 236 (j) Regulation 262</p> <p>_____</p>

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